

**AGENDA**  
**BOISE CITY/ADA COUNTY HOUSING AUTHORITY, SHORELINE PLAZA, INC.**  
**& AFFORDABLE HOUSING SOLUTIONS, INC.**  
**COMMISSIONERS**

**April 12, 2017 @ 4:00 p.m. – Housing Authority-3<sup>rd</sup> Floor Board Room**  
**1276 River Street, Suite 300, Boise, Idaho**

**CALL TO ORDER**

**ROLL CALL**

**CONSENT AGENDA**

- I. Regular Meeting Minutes of March 8, 2017 – BCACHA**
  
- II. Financial Statements**
  - a. Thru the Period Ended November 30, 2016**
  - b. Thru the Period Ended December 31, 2016**
  - c. Thru the Period Ended January 31, 2017**
  
- III. Bills and Communications**
  - a. Occupancy Trends – through March 2017**
  - b. Communication from HUD regarding the DeRock Housing Discrimination Complaint**
  - c. Communication from HUD regarding the Actual Modernization Cost Certificates**
  - d. Communication from HUD regarding Financial Statements and Federal Single Audit for the Audit Period: October 1, 2015 – September 30, 2016**

**OLD BUSINESS**

- I. Chairman's Report**
  
- II. Executive Director's Report**

**NEW BUSINESS (ACTION)**

**EXECUTIVE SESSION**

**Per Idaho Code § 74-206 (1) (c) (d) (f)**

**BOISE CITY/ADA COUNTY HOUSING AUTHORITY &  
AFFORDABLE HOUSING SOLUTIONS, INC.**

**MEETING OF THE BOARD OF COMMISSIONERS**

**April 12, 2017**

**TIME AND PLACE OF MEETING**

Chairman Brad Foltman called the meeting to order at 4:10 p.m. on Wednesday, April 12, 2017. The meeting was held at the Boise City/Ada County Housing Authority Board Room, 1276 W River Street, Boise ID 83702.

**ROLL CALL**

**Commissioners Present:** Chairman Foltman, Vice Chairman Rock, Commissioner Fitzgerald, Commissioner Legarreta, Commissioner Ashton, Commissioner Guglielmetti

**Commissioners Absent:** Commissioner Machacek, Student Commissioners Xu and Ernst

**Others Present:** Executive Director Deanna Watson, Deputy City Attorney Rob McQuade, Ada County Prosecuting Attorney Ted Argyle, Finance Director Diana Meo, Housing Programs Director Jillian Patterson, Development Director Bob Reed, Development Construction Manager Ben Duke, Senior Staff Accountant Annette Sampson, Executive Assistant Ann Upchurch

**CONSENT AGENDA**

**Regular Board Minutes, March 8, 2017: Boise City/Ada County Housing Authority & Affordable Housing Solutions, Inc.**

**A motion was made by Vice Chairman Rock to approve the regular meeting minutes of March 8, 2017. Commissioner Guglielmetti seconded. The motion passed unanimously by a voice vote.**

**Financial Statements:**

Finance Director Meo presented Financial Statements for periods ended November 30, 2016, December 31, 2016 and January 31, 2017. She explained some of the numbers that have been affected by the introduction of new entities since November as a result of the split out of the Boise 5 properties.

**A motion was made by Commissioner Ashton to approve the Financial Statements for the period ended November 30, 2016. Commissioner Legarreta seconded the motion. The motion passed by unanimous voice vote.**

**A motion was made by Commissioner Guglielmetti to approve the Financial Statements for the period ended December 31, 2016. Commissioner Ashton seconded the motion. The motion passed by unanimous voice vote.**

**A motion was made by Commissioner Guglielmetti to approve the Financial Statements for the period ended January 1, 2017. Vice Chairman Rock seconded the motion. The motion passed by unanimous voice vote.**

## **Bills and Communication**

Executive Director Watson reviewed several pieces of communication:

Program participant DeRock, who has filed a discrimination lawsuit against the housing authority has also filed a complaint with HUD. This letter explained the receipt of his complaint and required that we respond within ten days. Housing Programs Director Patterson has sent the response and there is no other update on this case at the present time.

HUD sent communication regarding the Actual Modernization Cost Certificates as well as acknowledgement of the receipt of the audited financial statements for the period October 1, 2015 through September 30, 2016.

## **OLD BUSINESS**

### **Chairman's Report:**

Chairman Foltman reminded the Board of the upcoming meeting with the Mayor, members of his staff and members of the City Council, scheduled for Wednesday, May 3. He asked for any thoughts or comments from Board members to be forwarded to him. Commissioner Rock agreed that he would attend to provide background to the bond process, if needed.

### **Executive Director's Report:**

Update on Shoreline Plaza Elevator Modernization Project: Development Construction Manager Ben Duke explained the issues with this project and water problems in the elevator pit and mechanical room at Shoreline Plaza. The problem was initially inspected by a state inspector who gave some suggestions, but these would not have provided an ultimate solution. It was then determined that an engineer should inspect the site who suggested that a French drain should be installed around the perimeter of the building. Mr. Duke then contacted a contractor in the area who has been helpful in such situations. He suggested a method of waterproofing that involves drilling holes in the concrete, injecting an epoxy grout that will react with the water and eventually seal the outside concrete. After research, it appears to be the best solution and the process will be started in approximately a week and a half. Cost is estimated between \$12k and \$16k.

Additional Capital Projects: A gazebo project will start next Monday at Capitol Plaza. Phase 3 of door and window replacement at Capitol will begin in June. Franklin Plaza is in the process of replacing 41 showers and faucets.

Housing First Update: Executive Director Watson attended a working group on April 7 where various policies and procedures were discussed. The issue of security at the project was discussed and a consensus was reached that there should be regular security-check visits to the property when staff will not normally be present. Ted Argyle has circulated a draft contract to all the interested parties for comments.

HUD No-Smoking Rule: Ann and Sandi have been evaluating current policies for compliance with this ruling. Thankfully, our public housing communities have had a no-smoking policy for several years. We only need to update some specific terms in the policy and lease documents. The new Admission and Continued Occupancy Policy (ACOP) plan is due in June and these updated terms will be included. We are considering including a ban on water pipes (hookahs) and e-cigarettes.

Personnel Issues: We are in the process of interviewing applicants for a vacant housing representative position.

Criminal Background Check Policy: Deputy City Attorney Rob McQuade has met with Director Patterson and Housing Programs Manager Sandi Bernstrom regarding how we interpret the code in accepting and denying applicants based on the background checks that we receive.

Continuum of Care: Director Watson has been in interviews with City officials to select a new contractor to administer the Homeless Management Information System (HMIS). IHFA had contracted with the City to provide these services in the past, but they have declined to continue in that contract. A service provider from Iowa has been selected primarily because their proposal included a dedicated staff person to be located in Boise to provide direct support.

River Plaza Water Damage Repair: Bids have been received for carpet replacement and these are being reviewed. Before replacing the carpet, it would also be a good time to repaint the offices. Bids will go out and prices will be put together for any necessary approval.

Real Estate Service Proposals: Bids were sent out and two proposals were received. Ben Duke is our lead staff person coordinating comments on the proposals and a decision is due next week.

Terry Reilly and Substance Abuse and Mental Health Administration (SAMHSA): Terry Reilly is submitting an application through SAMHSA for funding that would provide up to \$400,000 for up to 5 years. If funded, a consideration is to provide a step-down service through Allumbaugh House, a two-week housing option before participants are discharged. If funds are awarded there might be opportunities for housing authority collaboration on the construction side as well as our scattered site properties.

Website Development: Interviews with website developers have been conducted, with one more this coming week. We should have good information soon.

Public Outreach: Director Watson spoke on April 4 to a group of Boise insurance adjusters and to a Rotary group on April 5. She attended the Executive Committee meeting of Idaho

Community Reinvestment Corp (ICRC). Their executive director is resigning to retire, so there will be changes there. There was a meeting of the CoC Executive Committee on April 10 which led into some assignments as it pertains to HMIS data. Interface Sanctuary is having difficulty getting data into the system due to software issues and inconsistent training. Deanna has been asked to see if she can coordinate help for the process as some homeless data reporting deadlines are approaching.

Whitewater Park Project: Directors Watson and Reed have met with Diane Hunt of Syringa Property Management to see if there might be opportunities to partner. The application process for tax credits requires that the applicant have experience in development. They have also visited with Northwest Real Estate Capital Corp and are doing due diligence in this process.

Director Reed is spending a great deal of time trying to identify “soft funding,” a requirement for the project to be successful. He will be focusing on this for the next several weeks in order to meet an August deadline for the tax credit application.

NAHRO National Conference: Housing Programs Director Patterson recently attended this conference in Washington DC. She reported back on meetings she attended where discussions were held on the future of low income housing tax credits, proposed cuts to affordable housing programs in the 2018 budget, cuts in the CDBG programs, HOME and CHOICE programs and the passing of a continuing resolution for this fiscal year. Dr. Ben Carson spoke at the conference and gave a general overview of how funding cuts will affect programs, but little detail was provided. Director Patterson also met with members of Idaho’s congressional delegation who acknowledged their support for affordable housing programs and suggested that long-term Washington supporters of these programs will continue to fight for funding.

## **NEW BUSINESS**

Chairman Foltman asked for any other questions or interests. There being none, he reviewed the Idaho Statutes that allow for executive sessions.

Those statutes in this case are specifically; **Idaho Code § 74-206 (1) (c) (d) and (f)**; (c) to acquire an interest in real property which is not owned by a public agency; (d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and (f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.


## **EXECUTIVE SESSION**


**A motion was made by Commissioner Ryan to enter in to Executive Session at 5:00 p.m. per Idaho Code § 74-206 (1) (c) (d) and (f) to communicate with legal counsel for BCACHA to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Commissioner Ashton seconded. A roll call vote was taken and the motion passed unanimously.**

Chairman Foltman called for unanimous consent to adjourn the Executive Session. There being no objection, the Executive Session was adjourned by unanimous consent at 5:38 p.m.

There being no further business, the regular meeting was adjourned at 5:38 p.m.

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Brad Foltman, Chairman