

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

**COMMISSIONERS**

**September 13, 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. Approval of Minutes**
  - a. Regular Meeting Minutes of August 9, 2017 – BCACHA**
  - b. Special Meeting Minutes of August 29, 2017 – BCACHA**
  - c. Special Meeting Minutes of August 30, 2017 - BCACHA**
  
- II. Financial Statements - Thru the Period Ended July 31, 2017**
  
- III. Bills and Communications**
  - a. BCHA – Annual Contributions Contract for the FY 2017 Capital Fund Program**
  - b. ACHA – Annual Contributions Contract for the FY 2017 Capital Fund Program**
  - c. HUD Monitoring Report – Continuum of Care**
  - d. Letter from PHADA and NAHRO regarding HUD’s 2012 operating reserve offset lawsuit**
  - e. Review and Approval of Final Performance and Evaluation (P & E) Report for Capital Fund Program**
  - f. Funding for Emergency Safety and Security Program grant**

**OLD BUSINESS**

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

**NEW BUSINESS (ACTION ITEMS)**

- I. Consideration for Approval of Moreton & Company 2018 property and liability insurance (Chad Ranstrom of Moreton & Co.)**
  
- II. Consideration for Approval of the Fiscal Year 2018 Ada County Housing Authority Budget – ACHA Resolution #310**

- III. Consideration for Approval of the Fiscal Year 2018 Boise City Housing Authority Budget – BCHA Resolution #505
- IV. Consideration for Approval to Write Off the Fiscal Year 2017 Uncollectable Debts Owed
- V. Funding request for \$20,000 to abate the accessibility deficiencies at Shoreline Plaza (Development Director Reed)
- VI. Funding request for \$20,000 for the Moore Street property – tax credit reservation (Development Director Reed)
- VII. Discussion of updates on the sale of River Plaza office building

#### EXECUTIVE SESSION

Per Idaho Code § 74-206 (1) (d) To consider records that are exempt from disclosure and to receive legal counsel as provided in Chapter 1, Title 74, Idaho Code.

And § 74-206 (1) (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.

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

**MEETING OF THE BOARD OF COMMISSIONERS**

**September 13, 2017**

**TIME AND PLACE OF MEETING**

Chairman Brad Foltman called the meeting to order at 4:05 p.m. on Wednesday, September 13, 2017. The meeting was held at the Boise City/Ada County Housing Authority, 1276 River Street, Boise, ID 83702.

**ROLL CALL**

Board members in attendance were: Chairman Brad Foltman, Vice Chairman Kent Rock, Commissioner Yvette Ashton, Commissioner Raquel Guglielmetti, Student Commissioners Taylor Harris and Grace Johnson

Board member present via teleconferencing: Commissioner Gary Machacek

Board members absent were: Commissioner Ryan Fitzgerald, Commissioner Miguel Legarreta

Others present: Executive Director Deanna Watson, Ada County Deputy Attorney Ted Argyle, Deputy City Attorney Rob McQuade, Ada County Deputy Attorney Ammon Taylor, Development Director Bob Reed, Development Construction Manager Ben Duke, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Housing Programs Director Jillian Patterson, IT & Operations Administrator Ron Barstow, Real Estate Agent Jay Story, Photographer Roger Rowles, Chad Ranstrom of Moreton & Company, Executive Assistant Ann Upchurch.

Chairman Foltman asked Executive Director Deanna Watson to introduce new staff members:

Mary Ellen Johnson, Service Coordinator,  
Steve Odle, Maintenance Technician,  
Duane Ternes, Grounds and Maintenance,  
Rochelle Largent, Occupancy Support Specialist,  
Jesse Mathis, Housing Representative,  
Amisha Chavez, Administrative Support Specialist  
Elizabeth Hoene, Client Services Representative.

Chairman Foltman recognized the attendance of our two new Student Commissioners, Taylor Harris, a Junior at Borah High School and Grace Johnson, a Junior at Boise High School. Both Student Commissioners were appointed by the Boise City Council on August 29, 2017 and will serve until the end of May 2018.

## **CONSENT AGENDA**

### **I. Approval of Minutes**

- a. **Regular Board Minutes, August 9, 2017: Boise City/Ada County Housing Authority.**

A motion was made by Commissioner Guglielmetti to approve the regular meeting minutes of August 9, 2017. Vice Chairman Rock seconded. **The motion passed by a unanimous voice vote.**

- b. **Special Meeting Minutes of August 29, 2017 – Boise City/Ada County Housing Authority.**

Commissioner Guglielmetti moved to approve the minutes of the special meeting of August 29, 2017. Commissioner Ashton seconded. **The motion passed by a unanimous voice vote.**

- c. **Special Meeting Minutes of August 30, 2017 – Boise City Ada County Housing Authority.**

Commissioner Guglielmetti moved to approve the minutes of the special meeting of August 30, 2017. Commissioner Ashton seconded. **The motion passed by a unanimous voice vote.**

### **II. Financial Statements – Thru the Period Ended July 31, 2017**

Discussion was held regarding the refinancing projects known as the Boise 5. Development Director Reed explained that the current numbers are in a slightly better position than anticipated. Commissioner Guglielmetti asked about the “non-routine” expenses. Finance Director Diana Meo explained that these were for the water damages, with income from the insurance claim that offsets. Chairman Foltman asked about the Boise City Low Rent program’s deficit. Ms. Meo explained that reserve money is spent in order to keep reserves close to the level that HUD allows.

Commissioner Ashton moved to accept the Financial Statements. Vice Chairman Rock seconded. **The motion passed by a unanimous voice vote.**

### **III. Bills and Communications**

Communication pieces were made available:

Annual Contribution Contracts for both Boise City Housing Authority and Ada County Housing Authority FY 2017 Capital Fund Programs,

HUD Monitoring Report regarding Continuum of Care,

Letter from PHADA and NAHRO regarding HUD's 2012 operating reserve offset lawsuit,

A Review and Approval of Final Performance and Evaluation Report for the Capital Fund program, and

Letter regarding funding for the Emergency Safety and Security Program grant

## **OLD BUSINESS**

### **I. Chairman's Report**

Chairman Foltman reported that he will not be present at October's Board meeting as he will be out of town. Vice Chairman Rock will chair the next meeting. Both Commissioner Ryan Fitzgerald and Chairman Foltman's commissions end this fall. Chairman Foltman intends to visit with Mayor Bieter before proceeding further with the status of both seats. If not reappointed, both terms would end by October 31, 2017. He thanked the Commissioners and agency staff for a successful nine years' of service on the Board.

### **II. Executive Director's Report**

Tomlinson has missed the deadline to finalize repairs to the River Plaza office building that were sustained when they removed a pedestrian bridge that connected to the building. IT & Operations Administrator Ron Barstow will be coordinating the repairs from our end and we will finalize with Tomlinson once completed.

The Rod DeRock lawsuit has ended with the judge finding in our favor for summary judgment. DeRock has since filed another lawsuit with HUD.

Ground-breaking for the New Path community housing development is set for next Wednesday, September 20 at 12:30 pm. Director Watson has been very busy working with the partners to finalize the contract for Project Based Vouchers. There has been some misunderstanding as to the funding for the supportive services. There can be no site development before the execution of the contracts. There are concerns about how to proceed with the ground-breaking. We have also been working with IHFA to determine who the speakers will be at the ceremony and where BCHA would fit in. It was Chairman Foltman's position, since he will not be able to attend, that Director Watson should be the speaker representing the Housing Authority.

Ada County Deputy Attorney Ted Argyle mentioned that there are also some questions that the program documents may not meet all of the fair housing requirements as the project is designated for 40 units with 40 single adult individuals, one per apartment. Concerns have been brought up that this may be considered discriminatory against families. Discussion on this is still on-going.

Director Watson stated that an application has been submitted for the continued funding for Continuum of Care programs. A local committee evaluated four applications, and ours came in as #1 and #2 for funding.

## **NEW BUSINESS**

### **I. Consideration for Approval of Moreton & Company 2018 property and liability insurance.**

Chad Ranstrom of Moreton & Company presented the FY 2018 property and liability insurance policy and explained differences from the previous year.

**Vice Chairman Rock moved to approve the Moreton & Company 2018 property and liability insurance policy. Commissioner Ashton seconded. The motion passed by a unanimous voice vote.**

### **II. Consideration for Approval of the Fiscal Year 2018 Ada County Housing Authority Budget – ACHA Resolution #310**

**Vice Chairman Rock moved to approve the budget as proposed. Commissioner Ashton seconded. The motion passed by a unanimous voice vote.**

### **III. Consideration for Approval of the Fiscal Year 2018 Boise City Housing Authority Budget – BCHA Resolution #505**

**Vice Chairman Rock moved to approve the budget as proposed. Commissioner Guglielmetti seconded. The motion passed by a unanimous voice vote.**

### **IV. Consideration for Approval to Write off the Fiscal Year 2017 Uncollectable Debts Owed**

Questions were asked about the increased level of unrecoverable debts as compared to previous years. Ms. Meo explained that one fiscal year's numbers often include costs from move-outs during the previous year. Director Watson added that these numbers included final costs associated with legal fees and repair costs after an eviction process.

**Commissioner Ashton moved to approve the write-offs as presented. Commissioner Machacek seconded. The motion passed by a unanimous voice vote.**

**V. Funding request for \$20,000 to abate the accessibility deficiencies at Shoreline Plaza**

Development Director Reed explained the progress through repairs that were required due to the refinancing of the Boise 5. One thing that had been overlooked was an accessibility inspection where deficiencies were subsequently found. The work to mitigate these issues still has to be done and paid from the general fund. These repairs include repairing door openings, bathroom doors, grab bars, etc. all to be to ADA standards.

**Commissioner Ashton moved to approve \$20,000 to fix accessibility deficiencies to ADA Standards at Shoreline Plaza. Commissioner Guglielmetti seconded. The motion passed by a unanimous voice vote.**

**VI. Funding request for \$20,000 for the Moore Street Property – Tax Credit Reservation**

Mr. Reed explained that the application for tax credits has been submitted for review and we are awaiting the decision. In order to be prepared for the approval decision, Mr. Reed needs to have funds available for the required tax credit reservation fee.

**Vice Chairman Rock moved to allocate \$20,000 for the Moore Street property tax credit reservation fee. Commissioner Guglielmetti seconded. The motion passed by a unanimous voice vote.**

**VII. Discussion of updates on the sale of River Plaza office building**

Commissioner Guglielmetti stated that in anticipation of receiving approximately \$2.4 million at the closing of the sale the building, it was important to know where to deposit the funds. The executive committee decided to send out RFIs to local banks and eight went out; seven to banks and one to a credit union. We received three responses – two from banks and one from the credit union. DL Evans Bank and Mountain West Bank essentially offered the same products, a money market account that is liquid and fully insured by FDIC. There are no penalties for withdrawals if made in-person at the bank, and up to 6 withdrawals per month made otherwise. The interest rate from DL Evans bank was the higher of the two.

Idaho Central Credit Union offered a different option; CDs at a higher interest rate. There would be no penalty for one single withdrawal, up to the full amount. Managing these CDs would be more time consuming and they would have to be collateralized to be legal for a public entity. After some discussion, it was determined that Commissioner Guglielmetti will make a telephone call to ICCU to see if these funds could be collateralized.

Vice Chairman Rock left the meeting at 5:30 pm.

Real Estate Agent Jay Story updated the Board on the proposed lease agreement and commercial property management agreement as presented to the buyers. There is a proposed extension on the Purchase and Sale agreement from the buyers. The Board has held off on signing the extension pending an opportunity to meet and discuss the proposed changes to the lease and management agreements.

**Commissioner Guglielmetti moved to adjourn to Executive Session per Idaho Code § 74-206 (1) (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. Commissioner Ashton seconded.**

**At 5:40 p.m. a roll-call vote was taken:**

Chairman Foltman	Aye
Commissioner Guglielmetti	Aye
Commissioner Ashton	Aye
Commissioner Machacek	Aye


**The motion passed by unanimous roll-call vote.**

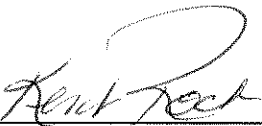
### **EXECUTIVE SESSION ADJOURNMENT**

**A motion was made by Commissioner Guglielmetti to adjourn the Executive Session at 7:02 p.m. and return to the public meeting. Commissioner Ashton seconded the motion. The motion passed by unanimous voice vote.**

There being no further business, the meeting was adjourned at 7:03 p.m.

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Brad Foltman, Chairman  
*Kent Rock Vice Chair*