

## **AGENDA**

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

**April 11, 2018 @ 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. Meeting of the Board of Commissioners of March 14, 2018 – BCACHA**
- II. Financial Statements:**
  - a. Thru the Period Ended February 28, 2018**
- III. Occupancy Trends through March 2018**

#### **REPORTS**

- I. Chairman's Report**
- II. Executive Director's Report**
- III. Report on Properties**
  - a. Cell Tower Program**
- IV. Report on Programs**
  - a. Housing Choice Voucher – Section 8 Waiting List Opening**

#### **OLD BUSINESS**

- I. Orchard Street Property Update**
- II. Moore Street Property Update**

#### **NEW BUSINESS**

#### **ADJOURNMENT**

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

**MEETING OF THE BOARD OF COMMISSIONERS**

April 11, 2018

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:10 p.m. on Wednesday, April 11, 2018. The meeting was held at the Boise City/Ada County Housing Authority Board Room, 1276 River Street, Boise, ID 83702.

**ROLL CALL**

**Commissioners Present:** Chairman Guglielmetti, Vice Chairman Rock, Commissioner Ashton, Commissioner Legarreta, Student Commissioner Harris, Student Commissioner Johnson, Ex-Officio Commissioner Clegg

**Commissioners Absent:** Commissioner Fitzgerald, Commissioner Machacek, Commissioner Rodriguez

**Others Present:** Executive Director Deanna Watson, Deputy City Attorney Rob McQuade, Ada County Deputy Attorney Ted Argyle, Ada County Deputy Attorney Ammon Taylor, Development Director Bob Reed, Development Construction Manager Ben Duke, Real Estate Agent Jay Story, Senior Staff Accountant Annette Sampson, Executive Assistant Ann Upchurch

**CONSENT AGENDA**

**Vice Chairman Rock moved to approve the Consent Agenda. Commissioner Legarreta seconded. The motion passed unanimously by a voice vote.**

**REPORTS**

I. Chairman's Report

Chairman Guglielmetti thanked all those involved in the work to close on the new office building at 1001 S Orchard. She also thanked the accounting department for all the work they did during this year's audit with Eide Bailly.

II. Executive Director's Report

FY2017 Audit: Executive Director Watson detailed the processes of the FY2017 audit and how much more work it was as compared to past years. This was due to a variety of circumstances

including the refinancing of BCACHA properties and a year with a great deal of other financial activity. Eide Bailly has asked if the agency would consider additional compensation based on their increased hours. We have had a great partnership with Eide Bailly and agreed to provide some additional compensation.

Staff Changes: Sandi Bernstrom has provided written notice about her intention to retire by the end of June 2018. She will have served the agency for 34 years. We are working on a succession plan with possible restructuring.

Recent Media: There has been recent media coverage of the increased HUD funding for VASH vouchers. Idaho received an additional 25 vouchers, of which BCHA received the 5 that we had requested. Ms. Watson explained that even though there are eligible veterans identified by the VA, it has been difficult attaching those vouchers to housing. The agency currently holds 192 VASH vouchers.

Continuum of Care: Ms. Watson attended the CoC Executive Committee on Monday, April 9. The New Path Community Housing project is ahead of schedule with a new estimated completion date of August 16, 2018. There are a lot of moving parts in order to have the opening of the project run smoothly. These include the need for verification on the homeless status of applicants. Verifying chronic homelessness to meet the HUD definition is difficult and can be time consuming. We are allowed to accept self-verification for 25% of the units, but only after exhausting all other efforts to verify. As the date approaches for the completion of the building, the committee has determined to meet weekly to help with timing issues.

Choice Neighborhoods Planning Grants NOFA: There has been notification of funding availability for the Choice Neighborhoods Planning grant to assist communities with severely distressed public housing or HUD assisted housing. The purpose is to develop a comprehensive neighborhood revitalization plan. Our public properties are maintained well enough to not be considered "distressed," but we are investigating the possibilities of housing authority involvement related to HUD assisted sites.

Allumbaugh House: The Joint Power met on April 2. Terry Reilly reported that the program is still full with a waiting list. They are working on the budget for next year. Kuna, Garden City and Eagle are engaged in the program too.

### III. Report on Properties Owned

Development Construction Manager Ben Duke reported that two capital projects are going well. The shower replacement project at Capitol Plaza is proceeding after finding a new shower unit to replace the one that had been discontinued. There may be some delay in getting the 60 units located and delivered, so it's possible that the project will be done in two stages. The other project is a kitchen remodel and exterior improvements at our property on Victory.

- a. Cell Tower Program -- A slide presentation explained the history, benefits and financial impact of cell tower contracts and equipment placement on our two high-rise public housing buildings -- Capitol Plaza and Franklin Plaza.

#### IV. Report on Programs

- a. Housing Choice Voucher – Section 8 Waiting List Opening: Ms. Watson explained the waiting list process and the reasoning behind opening the list more frequently and accepting a limited number of applicants versus other options. This way, an applicant can assume that they will reach the top of the list within a couple of years. Those who do not make it on the list can assume that it will open again in approximately two years. We are announcing through media outlets and program partners. We will work with our software provider, TenMast, to manage the waiting list process.

#### OLD BUSINESS

- I. Orchard Street Property Update: Development Construction Manager Ben Duke showed the Board members the current version of the floor plan of the Orchard Street property as provided by the architects. Current steps involve determining the furniture needs and placement. Soon there should be enough determination of needs for the architect to provide a good estimate of cost for the remodel.
- II. Moore Street Property Update: Development Director Bob Reed explained his progress in the application for Low Income Housing Tax Credits. Also, he will be attending a meeting of the City Planning and Zoning Commission on May 14 to answer questions regarding an extension request for the Conditional Use Permit.

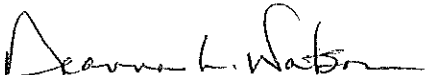
Mr. Reed had written a letter to Gerald Hunter of Idaho Housing and Finance Association, regarding their requirement that an agency who applies for tax credits needs to have had the experience of placing such a development in service over a period of time. In Mr. Reed's letter, he asked that IHFA instead look at the staff of that agency for the "experience" requirement and he requested a meeting with Mr. Hunter to discuss. On the morning of the scheduled meeting, Ms. Watson received a call from IHFA indicating that Mr. Hunter had agreed and that he gave his approval for accepting BCHA's experience based on the experience of the staff and commissioners. They also put that decision in writing. This decision has a major positive financial impact on the project.

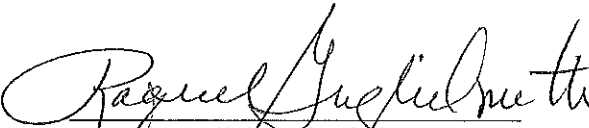
#### NEW BUSINESS

No new business was presented.

There being no further business, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman