

AGENDA

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

**May 9, 2018 @ 4:00 p.m. – Housing Authority-3rd Floor Board Room
1276 River Street, Suite 300, Boise, Idaho**

CALL TO ORDER

ROLL CALL

CONSENT AGENDA (Action Item)

- I. Approval of Minutes
 - a. Meeting of the Board of Commissioners of April 11, 2018 – BCACHA
- II. Financial Statements:
 - a. Thru the Period Ended March 31, 2018

REPORTS

- I. Chairman's Report
- II. Executive Director's Report
- III. Report on Properties
- IV. Report on Programs
 - a. The Coordinated Housing Options and Individualized Services (CHOIS) Program

OLD BUSINESS

- I. Orchard Street Property Update

NEW BUSINESS

EXECUTIVE SESSION Per Idaho Code § 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.

ADJOURNMENT

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

MEETING OF THE BOARD OF COMMISSIONERS

May 9, 2018

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:10 p.m. on Wednesday, May 9, 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 Machacek, Commissioner Rodriguez, Student Commissioner Johnson

Commissioners Absent: Commissioner Fitzgerald, Commissioner Legarreta, Ex-Officio Commissioner Clegg, Student Commissioner Taylor Harris

Others Present: Executive Director Deanna Watson, Commissioner (pending County approval) Jennifer Seamons, Ada County Deputy Attorney Ted Argyle, Deputy City Attorney Rob McQuade, Development Construction Manager Ben Duke, Housing Programs Director Jillian Patterson, Lead Housing Specialist William Hurlburt, Supportive Housing Specialist Laura Williams, Finance Director Diana Meo, Lead Housing Representative Anne Pridmore, and Executive Assistant Ann Upchurch

CONSENT AGENDA

Commissioner Machacek moved to approve the Consent Agenda. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote with Commissioner Rodriguez abstaining having been absent at the meeting on April 11, 2018.

REPORTS

I. Chairman's Report

Chairman Guglielmetti recognized our new Commissioner (whose commission has been approved by the City Council and is awaiting confirmation from the County), Jennifer Seamons.

II. Executive Director's Report

- a. Since her Board update sent earlier this week, Ms. Watson reported that there has been a fire at Shoreline North. Evidently, one of our tenants, a VASH voucher recipient, had been smoking on the patio and the ash bin caught on fire. There were no injuries and the fire was quickly put out. But there is some damage to the siding and patio.
- b. There has been a NOFA (Notice of Funding Availability) for mainstream vouchers and Family Unification Program vouchers with deadlines in June and July. It is our intention to apply for both programs and in order to do so we will need to develop partnership commitments from other agencies in the community. This is the first time in an estimated 10 years that there have been vouchers available other than VASH. We have administered both of these vouchers in the past and our application processes indicate that we need a strongly worded commitment from Health & Welfare to act in partnership with the Housing Authority. Family Unification Program provides housing vouchers to families for whom the need for adequate housing is a primary factor in keeping children in the household. The mainstream vouchers target non-elderly families where a member has a disabling condition. It has been 15 years since we have administered these vouchers.
- c. We have finally completed the Novation agreement with the VA which terminates our landlord responsibilities with the VA tenants in the River Plaza building. Their agency sent a nice email message complimenting Ron Barstow on his thorough and timely management of the property. They were appreciative of their tenancy with us.

III. Report on Properties

Development Construction Manager Ben Duke reported that the Victory project has been completed to satisfaction. It involved a kitchen remodel as well as exterior improvements including landscaping and sidewalk work. The tenants are very happy.

The Capitol Plaza contractor has secured the bulk of the new shower install units which will be delivered in June. He was also able to locate 20 units in Phoenix which should be delivered sooner, possibly by the end of next week.

Regarding the Safety & Security Grant project, Mr. Duke anticipates that a notice will be published in the paper by May 19, with bids due by the end of June. This will involve new fencing, cameras and lighting at Capitol and Franklin Plazas.

The New Path Community Davis/Bacon monitoring is going well. Mr. Duke said that the contractor is doing a good job at getting accurate payroll reports to him. The plan to partner with the City of Boise for this monitoring has been paused since the project is nearly completed.

Radon Testing and Inspection services: We had intended to do our own annual inspections with a 5-year inspection provided by the company from Kentucky, which had done the initial inspections and mitigation work. Since then we have not been able to connect with that provider, so we have turned toward a local company.

IV. Report on Programs

- a. Housing Programs Director Jillian Patterson reported on the CHOIS (Coordinated Housing Options and Individualized Services) program. This permanent housing with supportive services program was explained from its historical standpoint and current-day implications. The discussion included an explanation of how homelessness is defined by HUD, the difficulties involved in documentation and verification of homelessness, the partnership with community agencies and the Continuum of Care Coordinated Entry system.

OLD BUSINESS

- a. Orchard Street Property Update: Development Construction Manager Ben Duke explained that we are finished with Phase 1 – the design of interior space. Efforts now turn to Phase 2 – the design of cabinets and conference rooms. He believes that this process will take a few weeks, after which plans can be submitted to the City. He mentioned that the move-in target was still by the end of September, but that it was getting tight to make that deadline. Board members concurred that it should not be the target date at this point since we need to provide our current landlord with a 120 day notice, which would be early June. It is apparent that we will need to sign a 6-month extension on the current lease. As to cost, Mr. Duke said that the architects are now estimating about \$50 per square foot for tenant improvements. We do not have numbers yet on tenant furnishings. Some of the exterior work is being done outside of the tenant improvement cost, including landscaping, parking lot repair, and sprinkler system repair.

There was discussion about the desire for some of the Board members to visit the site, as not all have had the opportunity. The look and feel of the main client entrance was discussed with emphasis being the need for a welcoming, yet secure, entrance. Mr. Duke will send out the latest design copy with next month's Board packet.

At 5:25 pm, Vice Chairman Rock left the meeting.

NEW BUSINESS

No new business was presented.

EXECUTIVE SESSION

At 5:25 p.m., Commissioner Ashton moved to enter Executive Session per Idaho Code § 74-206 (1) (d): To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, and that the vote be by roll call. Commissioner Machacek seconded the motion.


Chairman Guglielmetti	Aye
Commissioner Ashton	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Aye

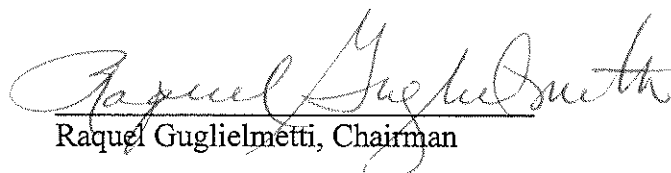
The motion passed by roll call vote.

The Executive Session was adjourned at 6:20 p.m.

There being no further business, Commissioner Machacek moved to adjourn the regular meeting. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote and the meeting was adjourned at 6:20 p.m.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman