

AGENDA
BOISE CITY/ADA COUNTY HOUSING AUTHORITY,
SHORELINE PLAZA, INC. & AFFORDABLE HOUSING SOLUTIONS, INC.
COMMISSIONERS
June 13, 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 for the Meeting of the Board of Commissioners of May 9, 2018 – BCACHA
- II. Financial Statements - Thru the Period Ended April 30, 2018
- III. Affidavit re: Code of Ethics – Jennifer Seamons

REPORTS

- I. Chairman's Report
- II. Executive Director's Report
- III. Report on Properties
- IV. Report on Programs & Grants

OLD BUSINESS

- I. Orchard Street Property Update by CSHQA Architects
- II. Moore Street Property (Action Items)
 - a. Consideration of BCHA Resolution No. 515 – Resolution authorizing submission of application to Capital City Development Corporation; and for authorization of expenditure of Six Hundred Fifty Thousand Dollars as an investment in the Sandhill Crane project by the Housing Authority
 - b. Consideration of AHS Inc. Resolution No. 3 – Resolution authorizing submission of application to the Idaho Housing Finance Association; authorizing application to the City of Boise for Home Investment Partnerships (HOME) Program funds and agreement to certifications for Home Investment Partnerships Program; and for retention of tax credit counsel

NEW BUSINESS (Action Items)

- I. Board Approval of Eide Bailly - selection for 2018-19 audited financial statements and tax prep
- II. Consideration of ACHA Resolution No. 315 – Resolution updating the Fiscal Year 2018 payment standards
- III. Consideration of BCHA Resolution No. 516 – Resolution updating the Fiscal Year 2018 payment standards

EXECUTIVE SESSION Per Idaho Code § 74-206 (1) (d): To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code

ADJOURNMENT

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

**MEETING OF THE BOARD OF COMMISSIONERS
June 13, 2018**

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:06 p.m. on Wednesday, June 13, 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 Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Yvette Ashton, Commissioner Gary Machacek, Commissioner Shellan Rodriguez, Commissioner Miguel Legarreta, Ex-Officio Commissioner Elaine Clegg

Commissioners Absent: Commissioner Jennifer Seamons

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, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Housing Programs Manager Sandi Bernstrom, CSHQA Architect John Maulin, AIA, CSHQA Architect Mark Hirschi, and Executive Assistant Ann Upchurch

MOTION AND ORDER TO AMEND AGENDA

Vice Chairman Rock moved that BCACHA, pursuant to § Idaho Code 74-204, amend the agenda for this meeting as follows:

To move the **REPORTS** to the end of the agenda due to the scheduling needs of presenters from CSHQA, John Maulin and Mark Hirschi, and the need for some members of the Board of Commissioners to leave the meeting early. Commissioner Ashton seconded the motion.

The motion was seconded by Commissioner Ashton. The motion passed unanimously by a voice vote.

CONSENT AGENDA

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

Note that the **CONSENT AGENDA** included an Affidavit re: Code of Ethics explaining the relationship of Commissioner Seamons with KeyCorp and its subsidiaries. The affidavit further declares that Commissioner Seamons will plan to withdraw from all decisions and deliberations related in any manner to matters related to her employer.

Chairman Guglielmetti recognized the many years of service of Ada County Deputy Attorney Ted Argyle to the Housing Authority. Mr. Argyle will be retiring at the end of the month and this will be his last official meeting with the Board. His many contributions were noted by the Board.

OLD BUSINESS

I. Orchard Street Property Update by CSHQA Architects

Architects John Maulin and Mark Hirschi of CSHQA presented slides of the floor plan as it exists after the Design Development (DD) phase of the project. Discussion involved features of the existing building that will be kept and aspects of DD that cannot be completely determined at this stage. To make up for missing elements, there has been a contingency cost of \$45,000 added to the cost estimate. Some items will not be determined until the project has been through the bid market. Some elements are estimated with round figures as it is not known yet how difficult it may be to route wires for data ports, etc. Mr. Maulin stated that approximately 98% of questions have been answered so far in the DD phase, with the last 2% being the most difficult. These address things such as colors, door hardware, function of doors and locks, etc. Ultimately, the selection of systems furniture or non-systems furniture will need to be made. This decision will affect the electrical requirements.

Overall, the cost estimate came in at \$875,000, just about \$53 per square foot. The next step will require approval of the floor plan and elevations. Since time is of the essence, the Board may need to hold a special meeting to provide approval.

Commissioner Machacek stated his preference for LED lighting throughout the building rather than florescent, if additional funding were available. The advantage of LED lighting was discussed as well as the possibility of a gradual replacement.

Finance Director Diana Meo presented a breakout of costs relating to funds available from the sale of the River Plaza office building. At this point, things are still looking well.

Ms. Watson will inform the Board as soon as she feels that a recommendation can be made.

II. Moore Street Property

Development Director Bob Reed explained where he is in the process of submitting the application for the development of Sandhill Crane (Moore Street property). His concerns about the Federal Reserve raising interest rates will likely affect the ultimate cost of the project.

Commissioner Machacek moved that the Board approve BCHA Resolution No. 515 – Resolution authorizing submission of application to Capital City Development Corporation; and for authorization of expenditure of Six Hundred Fifty Thousand Dollars

as an investment in the Sandhill Crane project by the Housing Authority. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote with Commissioner Rodriguez abstaining due to her employment with the CCDC.

Mr. Reed explained that since Affordable Housing Solutions, Inc. will be the project owner there is a need for certain staff to have signing authority in matters pertaining to the project. There is also a need to retain legal counsel for the purpose of the due diligence phase of the project.

Commissioner Machacek moved that the Board approve AHS Inc. Resolution No. 3 – Resolution authorizing submission of application to the Idaho Housing Finance Association; authorizing application to the City of Boise for Home Investment Partnerships (HOME) Program funds and agreement to certifications for Home Investment Partnerships Program; and for retention of tax credit counsel. Vice Chairman Rock seconded the motion. The motion passed unanimously by a voice vote.

NEW BUSINESS

- I. Board Approval of Eide Bailly – selection for 2018-19 audited financial statements and tax prep

Finance Director Meo explained the RFP and selection process for auditing and tax preparation services. Five proposals were received and Eide Bailly was unanimously chosen as the top scorer.

Commissioner Machacek moved that the Board approve Eide Bailly for FY 2018-19 audited financial services. Vice Chairman Rock seconded the motion. The motion passed unanimously by a voice vote.

- II. Consideration of ACHA Resolution No. 315 – Resolution updating the Fiscal Year 2018 payment standards

Commissioner Machacek moved to approve ACHA Resolution No. 315 – Resolution updating the Fiscal Year 2018 payment standards. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

- III. Consideration of BCHA Resolution No. 516 – Resolution updating the Fiscal Year 2018 payment standards

Commissioner Machacek moved to approve BCHA Resolution No. 516 – Resolution updating the Fiscal Year 2018 payment standards. Commissioner Legarreta seconded the motion. The motion passed unanimously by a voice vote.

EXECUTIVE SESSION

At 5:20 p.m., Vice Chairman Rock 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 |
| Vice Chairman Rock | Aye |
| Commissioner Legarreta | Aye |
| Commissioner Ashton | Aye |
| Commissioner Rodriguez | Aye |
| Commissioner Machacek | Aye |

The motion passed by roll call vote.

At 5:35 p.m., Commissioner Machacek moved to reenter the open meeting. Commissioner Legarreta seconded the motion. The motion passed unanimously by a voice vote.

Commissioner Legarreta moved that the Board approve acquiring the services of Hawley Troxell for the purpose of completion of the Section 218 Agreement. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

Commissioner Rodriguez and Vice Chairman Rock left the meeting.

REPORTS

I. Chairman Report

Chairman Guglielmetti summarized the meeting on June 6; "Our Path to Ending Homelessness: Year One Community Impact Report." Although the event seemed to be focused on thanking community partners, she was somewhat disappointed that there was not a greater discussion on steps needed in going forward in addressing the problems of homelessness in our community.

Ms. Guglielmetti mentioned her attendance at BCACHA's monthly all-staff meeting and encouraged other Board members to attend when they are able.

II. Executive Director's Report

Office Move: On June 1, BCACHA gave notice to the new owners of the River Plaza office building that we would be signing the 6-month extension to our lease. That will give us time for the move process.

HCV Section 8 Waiting List: In April, we opened the waiting list for approximately one month. We received over 3,700 applications, of which some were duplicates. We have now posted a list of 2,500 numbers on the website. An applicant was provided a number when they submitted their applications. They can now see if their number was chosen for the waiting list. Our software provider has had some difficulty in getting us the list of names that match to the numbers, but we expect that soon. Once we have that list, we will send out letters to the applicants who are on the list.

We still have approximately 200 names on the current waiting list which will be finished soon. We give preferences for our vouchers; households with someone who is 62 or older, households

with someone with a disability and households with children. Additionally, we give preference to families who live in our area.

New Voucher Opportunities: We are in the process of applying for Mainstream and Family Unification Program (FUP) Vouchers. We can apply for up to 100 Mainstream vouchers per agency, so we will apply for 200. These are for non-elderly households where a member has a disabling condition. Additionally, we will apply for up to 50 vouchers per agency (100 total) for FUP vouchers. That application will require collaboration between BCACHA, CoC and Department of Health and Welfare. We have applied for these in the past but have not been funded due to the lack of a strong partnership agreement with DHW. We feel that now, with the current housing situations, we are able to show DHW how these vouchers can help them more quickly find housing options for clients.

New Path: The projection for completion of the building is now September 7. The temporary occupancy will initiate a final punch list and inspection processes. We need everything working in the units so that they do not generate a HQS fail. We are also working on streamlining the eligibility processes with the property manager. Coordinated Entry is finding it difficult to find and identify potential residents who fit the HUD definition of "chronically homeless." Following that, the Housing Authority still has to go through the voucher verification process which can take 30 to 60 days. A recent telephone conference call that included the Denver Housing Authority (which is further along in a similar project) confirmed that the verification process can certainly take that long.

Ms. Clegg brought up the question of whether the Housing Authority is able to provide case management for clients who are finding it difficult to locate housing once they have been issued a voucher. With about 32% of voucher holders expiring on their vouchers, this is a problem that should be addressed. Ms. Watson explained that with our housing representatives carrying a client load of approximately 340 families each, as well as the annual and interim certifications, it does not provide time for the extra work needed to help with the housing search. We do outreach to landlords and service organizations, but perhaps this is an opportunity for an area partnership with banks or other agencies in the community.


The City of Boise was awarded HOME funds for the veterans' project.

On July 19, Jillian Patterson and Ms. Watson will report to the City of Meridian on outcomes regarding their homeownership program.

Ms. Clegg mentioned that the City of Boise has been doing data collection on the efforts and analysis of strategies for housing. She would like to present the information at the next Board meeting.

At 6:00 pm, there being no further business, the meeting was adjourned.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman