

## AGENDA

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

**September 12, 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 (ACTION ITEM)

- I. **Approval of Minutes:  
Meeting of the Board of Commissioners of August 8, 2018 – BCACHA**
- II. **Financial Statements:  
Thru the Period Ended July 31, 2018**

### REPORTS

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

### OLD BUSINESS

- I. **Orchard Street Property Update (Ben Duke)**
- II. **Moore Street Property (Bob Reed)**
- III. **Consideration for Approval of the Fiscal Year 2019 Ada County Housing Authority Budget – ACHA Resolution # 319 (ACTION ITEM)**
- IV. **Consideration for Approval of the Fiscal Year 2019 Boise City Housing Authority Budget – BCHA Resolution # 521 (ACTION ITEM)**

### NEW BUSINESS

- I. **Consideration for Approval of Moreton & Company 2019 property and liability insurance (ACTION ITEM)**
- II. **Consideration for Approval to Write Off the Fiscal Year 2018 Uncollectable Debts Owed (ACTION ITEM)**

### ADJOURNMENT

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

**MEETING OF THE BOARD OF COMMISSIONERS**

September 12, 2018

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:06 p.m. on Wednesday, September 12, 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 (via teleconference), Commissioner Gary Machacek (via teleconference), Student Commissioner Maggie Schultz, and Student Commissioner Garrett Richardson

**Commissioners Absent:** Commissioner Shellan Rodriguez, Commissioner Miguel Legarreta, Commissioner Jennifer Seamons, Ex-Officio Commissioner Elaine Clegg

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney Steve Rutherford, Boise City Attorney Rob McQuade, Vice President Moreton & Company Chad Ranstrom, 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 Donna DeThorne, Real Estate Asset Manager Therrie Butz, Executive Assistant Ann Upchurch

**Note:** To confirm the quality of the audio reception for the commissioners present via telephone conference, all ACTION ITEMS were approved by roll call vote.

**CONSENT AGENDA (ACTION ITEM)**

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

## REPORTS

### I. Chairman's Report

Chairman Guglielmetti introduced our two new student commissioners, Garrett Richardson and Maggie Schultz. She also noted that each commissioner is now able to access the new current Commissioner contact list from the website, to include the contact information of our two new commissioners.

### II. Executive Director's Report

Executive Director Watson expounded on her monthly update regarding:

Allumbaugh House: The Joint Powers Entity met this week but there was not a quorum. There were discussions on current concerns, but no decisions were made. The funding request for the coming year was a 2.9% increase across all entities but the county and state have determined not to increase their funding. With that, there is the question as to whether all other entities should increase or maintain their current funding. There will need to be another meeting as the budget needs to be passed before the end of September.

New Path Community Housing: Weekly meetings are still being held and the construction phase appears to be on schedule for a latter October occupancy. Twenty units are expected to be occupied by November, and 20 by December. There is the remaining challenge of the definition of the type of units they are – 1 bedroom or studio/efficiency. IHFA, in their QAP, defined a 1-bedroom unit as having 600 square feet and these units are 450 square feet. The developer requested a waiver and, although it has not been confirmed by IHFA as having been given, they were awarded the tax credits, and therefore assumed the waiver was received. For purposes of the voucher subsidy, HUD defines a 1-bedroom unit as having a window that opens to the exterior. We were told and anticipated that these were 1-bedroom units and now that the building is almost complete, we were made aware that the sleeping area has no window.

Commissioner Machacek asked about the possibility of work-arounds and it was recommended that Ms. Watson summarize details of the questions and discussion that has been on-going regarding this issue, issues of bedroom size and the developer's proforma. Chairman Guglielmetti made it clear that BCHA is being implored to provide the 1-Bedroom subsidy as without it the developers feel the project will not be financially sound. Ms. Watson explained that city officials, who have been monitoring the project, were not as concerned about the size of the sleeping area, but rather that the building met code. It was assumed somewhere that if the building met code, it would be the Housing Quality Standards as defined by HUD. She also stated that there will be a meeting between city officials, IHFA and the Housing Authority on September 18, to try to sort out the situation.

### III. Report on Properties

Capital Improvements: Development Construction Manager Ben Duke reported that the shower project was completed last month with the removal and replacement of 62 shower units. The project went very well.

Emergency Safety and Security Grant: Phase 1 of this project is essentially completed with an upgrade on apartment call systems and security cameras. Currently, tenant handsets and all communication pieces at the entrance and guard stations are being inspected. There are 44 cameras at Capitol Plaza and 34 at Franklin Plaza. Phase 2 will start on October 1. That will include security doors on the first floor at Capitol, fencing, and interior lighting at both buildings. That will max out of grant of \$250,000.

### IV. Report of Programs

Ms. Watson reported that, thanks to the efforts of Mr. Rutherford, we were able to contact Boise Police Department staff to address and review the recent incidents at Nez Perce Apartments regarding a threatening resident. We have had two meetings and will have a third that will involve Neighborhood Contact Officers to help establish protocols.

## **OLD BUSINESS**

### I. Orchard Street Property

Mr. Duke reported that the exterior improvements have been done including fencing. BCACHA staff completed that landscaping where there were approximately three yards of debris removed, dead plants, etc. Staff planted over 180 shrubs and trees. The exterior repairs came in under budget, so we are now getting the new monument sign designed and HVAC units are being serviced.

The pre-bid conference was held on 9/12/18 with 14 contractors attending. Due date for bids is 10/3/18 with bid opening on 10/4. He anticipates about a week to review and award the bid, staying on track for a February 2019 completion date. The request for bids stipulated that the "best bid" would be chosen, not necessarily the "lowest bid," and all board members agreed this was the best approach.

### II. Moore Street Property

Development Director Bob Reed gave an update on the application for Low Income Housing Tax Credits. IHFA has \$5.5 million in tax credits to allocate. The total requested amongst all applications was \$14.1 million so approximately 1/3 will be allocated. Our proposal scored 93 points. Eleven others scored 94 and these projects were all located in a QCT (Qualified Census Tract). Moore Street is not in a QCT but there is nothing we can do about that. It does not appear that we will receive an allocation this year. Next week, Mr. Reed, Ms. Watson, Ms. Guglielmetti and Mike Stoddard will meet to discuss other financing options.

III. Consideration for Approval of the Fiscal Year 2019 Ada County Housing Authority Budget – ACHA Resolution #319 (**ACTION ITEM**)

There were few changes to the budget from that which was presented last month. Due to a suggestion by Elaine Clegg, the City of Boise utilities were increased by another 5%. Also, the minimum maintenance technician wage was increased to help address the issues involved in attracting qualified maintenance technicians. After considering all factors, it was decided that the agency would purchase and not lease new photocopiers.

Vice Chairman Rock moved to approve ACHA Resolution #319, Commissioner Machacek seconded. **The motion passed unanimously by a roll call vote.**

IV. Consideration for Approval of the Fiscal Year 2019 Boise city Housing Authority Budget – BCHA Resolution #521 (**ACTION ITEM**)

Vice Chairman Rock moved to approve BCHA Resolution #521, Commissioner Machacek seconded. **The motion passed unanimously by a roll call vote.**

**NEW BUSINESS**

I. Consideration for approval of Moreton & Company 2019 property and liability insurance. (**ACTION ITEM**)

Chad Ranstrom, Vice President Moreton & Company, presented the renewal proposal. Premiums as proposed are slightly above 4% over last year. The Housing Authority has had some significant claims. The insurance market has seen rates increase across the board primarily on auto and property insurance. We had anticipated about a 7% increase, so we were pleased with the 4%. The new premium will be \$147,000.

Discussion included the option of increasing coverage from \$2 million to \$3 million for cyber security. With cyber crime becoming the crime of the century, this portion would cover the first losses, forensic audits, legal expense and possible loss of identity to the agency and clients.

General Liability includes coverage for employee benefits liability should an employee be left off during open enrollment. It would cover claims that would not be otherwise covered. The no-fault medical coverage is excluded with claimants needing to prove negligence. Auto insurance includes coverage for rental cars that employees may need on trips. There is also an umbrella policy of \$2 million of additional coverage. It would cover claims that might exceed other limits.


Vice Chairman Rock moved to approve Moreton & Company 2019 property and liability insurance, increasing to \$3 million the limit for cybercrime insurance. Commissioner Machacek seconded the motion. **The motion passed unanimously by a roll call vote.**


II. Consideration for approval to write off the fiscal year 2018 uncollectable debts owed.  
**(ACTION ITEM)**

Finance Director Diana Meo presented the 2019 uncollectable debts owed and reported that they are reasonable and in line with historical averages, at \$14,660.75. Vice Chairman Rock moved to approve to write off the Fiscal Year 2018 Uncollectable Debts owed. Commissioner Ashton seconded the motion. The motion passed unanimously by a roll call vote.

**At 5:10 p.m., there being no further business, the meeting was adjourned.**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman  
Vice