

AGENDA

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS

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

**November 29, 2018 @ 4:00 p.m. – Housing Authority- 3rd Floor Board Room
1276 River Street, Suite 300, Boise, Idaho**

CALL TO ORDER

ROLL CALL

NEW BUSINESS (ACTION ITEM)

- I. To consider providing authority to the Executive Director to purchase office furniture for the office building at 1001 S Orchard Street, Boise.**

ADJOURNMENT

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

**SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
AND DIRECTORS
In person and via teleconference**

November 29, 2018

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:05 p.m. on Thursday, November 29, 2018. 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 Raquel Guglielmetti, Vice Chairman Kent Rock

Board members present via teleconference: Commissioner Gary Machacek, Commissioner Shellan Rodriguez

Board members absent were: Commissioner Miguel Legarreta, Commissioner Jennifer Seamons, Commissioner Yvette Ashton, Ex-Officio Commissioner Elaine Clegg, Student Commissioner Garrett Richardson, and Student Commissioner Maggie Schultz

Others present: Executive Director Deanna Watson, Deputy City Attorney Rob McQuade (via telephone), Ada County Deputy Attorney Ammon Taylor (via telephone), Ada County Deputy Prosecuting Attorney Lorna Jorgensen (via telephone), Finance Director Diana Meo, and Executive Assistant Ann Upchurch

NEW BUSINESS

- I. To consider providing authority to the Executive Director to purchase office furniture for the office building at 1001 S Orchard Street, Boise.**

Chairman Guglielmetti stated the purpose of the meeting is to approve purchase of office furnishings with a time-sensitive discount. Finance Director Diana Meo explained that the vendor has a year-end deadline which required that the discount be applied only if payment is received prior to December 7, 2018. The discount amounts to approximately \$5,300 in savings.

The total price for the furnishings has been determined to be \$104,993.51, which is over Deanna Watson's purchase authority of \$100,000.


The process of finding office furniture began with the Housing Authority receiving bids as part of the architects' services. The design coordinator provided two bids in excess of \$200,000. Neither the quality of the furnishings nor the price were appealing to key staff, so it was determined that the HA would pursue other options. A search of consignment suppliers was made, with no acceptable options identified. Finally, a vendor that specializes in refurbished office furniture was located, New Life Office. Jillian Patterson, Diana Meo, Ben Duke, Deanna Watson, and Raquel Guglielmetti all have seen the proposed inventory and all are very impressed with the quality and price of this option.

Vice Chairman Rock moved to approve the purchase of office furnishings for 1001 S Orchard Street, Boise from New Life Office. Commissioner Machacek seconded the motion. Ammon Taylor asked for an amendment that the motion state that the Board approves the Executive Director Deanna Watson to have authority to sign any documents pertaining to this transaction and that the purchase price be approved at \$104,993.51. Commissioner Machacek seconded the amendment. The amendment passed unanimously by a roll call vote. The motion as amended passed unanimously by a roll call vote.

Ms. Watson explained that there will be an additional purchase of office chairs once a decision has been made as to the vendor. That purchase will not exceed \$17,000.

There being no other business, at 4:15 p.m., the meeting was adjourned.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman
Kent Rock, Vice Chairman