

AGENDA

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

MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS

**February 13, 2019 @ 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 - Meeting of the Board of Commissioners of January 9, 2019 – BCACHA**
- II. Financial Statements - Thru the Period Ended October 31, 2018**
- III. Financial Statements - Thru the Period Ended November 30, 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**
- II. Moore Street Development Subcommittee Report**

NEW BUSINESS

- I. Audited Financials for Year Ending September 30, 2018 for BCHA and ACHA - Jodi Daugherty, Eide Bailly (ACTION ITEM)**
- II. Valor Pointe**
- III. Consideration of the need for the agency to hire a new full-time custodial position. (ACTION ITEM)**

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

**MEETING OF THE BOARD OF
COMMISSIONERS AND DIRECTORS
February 13, 2019**

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:06 p.m. on Wednesday, February 13, 2019. The meeting was held at the Boise City/Ada County Housing Authority Board Room, 1276 River Street, Boise, Idaho.

ROLL CALL

Commissioners Present: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Yvette Ashton, Commissioner Gary Machacek, Commissioner Shellan Rodriguez (via telephone conference), and Student Commissioner Garrett Richardson

Commissioners Absent: Commissioner Miguel Legarreta, Commissioner Jennifer Seamons, Ex-Officio Commissioner Elaine Clegg, and Student Commissioner Maggie Schultz

Others Present: Executive Director Deanna Watson, Boise Deputy City Attorney Christine Starr, Ada County Deputy Attorney Ammon Taylor, Development Director Bob Reed, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Real Estate Asset Manager Therrie Butz, Senior Staff Accountant Annette Sampson, Development Construction Manager Ben Duke, former program participant Mario Pagan (arrived at 4:20 pm)

CONSENT AGENDA

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

REPORTS

I. Chairman's Report

Chairman Guglielmetti reported that Ada County had received 13 applications for consideration to appointment to our Board. The housing authority was requested by the county to do a preliminary review of the applications which was done by Chairman Guglielmetti, Vice

Chairman Rock and Director Watson. They used four criteria in determining the best candidates; diversity in expertise and background to better fill out the board, understanding of affordable housing through work or other experience, the length of time they have lived in the area, and a demonstration of a real interest in the position. They have forwarded four candidates to the county commissioners. They will interview the candidates and then vote on a replacement for the seat currently held by Commissioner Legarreta.

Chairman Guglielmetti encouraged the Board to continue to review communication from NAHRO regarding the on-going funding issues from the federal government. There is another funding deadline this coming Friday night and the possibility of another partial government shutdown. Communication from HUD is that our programs are funded through March. Finance Director Meo stated that the operating subsidy is funded through May and HAP payments are funded through March. If Board members have questions about future funding issues, please feel free to contact Deanna, Jillian or Deanna. In the meantime, the uncertainty is impacting the agency's decision to offer commissioner training opportunities which were originally placed in this year's budget. There are funds set aside for two commissioners to attend training and we will know soon where we stand on moving forward with this.

II. Executive Director's Report

Allumbaugh House: Director Watson reported that there was a funding shortfall for Allumbaugh House based on an increased budget requested from them and the refusal from the state and county to honor the request. Since then, the new county commissioners have voted to increase their part of the funding, bringing the shortfall to approximately \$25,000.

REAC Inspections: At the last Board meeting we discussed the Real Estate Assessment Center (REAC) inspections of four of our "Boise 5" properties. These inspections were completed over several days with Ms. Butz participation. The inspection reports are completed but we have not been able to review them yet due to access issues with the HUD website. We are working on that and should be able to review the inspections soon. Meanwhile, we are starting on work orders for tasks that we know need to be complete.

Shoreline Plaza: We had planned to include the cost for a roof replacement in next year's budget but a series of leaks and patches recently have caused us to move that up. We will be replacing the roof as soon as the weather permits.

Shoreline North Elevated Walkways: The walkways are going to be partially replaced. Ben has received two bids which came in as expected. More specific information and a request for authorization to proceed will be included in next month's agenda.

New Path: Ms. Watson continues to attend operation meetings and monthly partnership meetings. The group is still working through the decision making processes with so many different partners involved in the community.

Media Interviews: The agency continues to receive frequent requests for interviews from local media outlets specifically regarding the affordable housing shortage issues lately and the impacts

of the shutdown. Ms. Watson gave a TV interview in January, Jillian was interviewed last week and they will both be interviewed for a radio report tomorrow.

ICRC: Ms. Watson is in her first month as the President and Chairman of the Board for the Idaho Community Reinvestment Corporation. They currently have no executive director, so finding and hiring an ED will be one of the first tasks.

III. Report on Properties

Construction Manager Ben Duke reported that the Safety & Security project at Capitol and Franklin Plazas was closed out last month. He currently has three projects in process. Shoreline North will have elevated walkways repaired as mentioned earlier. Concrete work requires that temperatures remain a constant 45 degrees. The other two projects are flooring replacement at Capitol and Franklin Plazas and the roof replacement at Shoreline Plaza.

IV. Programs

The report on programs was included in the Executive Director's report.

OLD BUSINESS

I. Orchard Street Property

Mr. Duke reported that the architect, engineers and he will to a substantial completion inspection tomorrow, 2/14. Everything is looking good. The contractor will then have two weeks to complete punch list items as well as change orders that have been agreed to. Our move date is March 9 and our first day of business at the new site will be March 11. We have already received our Certificate of Occupancy from the City. Ms. Guglielmetti would like another commissioner or two to take a look at the building before she approves the next payment to the contractor. It was agreed that there would be a tour tomorrow. Gary Machacek agreed to attend.

II. Moore Street Development Subcommittee Report

Development Director Bob Reed stated that the subcommittee has been meeting to come up with financing options for the development of the Moore Street property. He is drafting an introductory letter to present to lenders outlining the scope of the intended project and building costs. The next step is to set up meetings with local lenders and that process will begin next week. The group has met with Mike Stoddard of Hawley Troxell (public finance counsel) and Mr. Reed has heard from a number of developers in the area who are interested in partnering with the agency on developing the site.

NEW BUSINESS

I. Audited Financials for Year Ended September 30, 2018 for BCHA and ACHA.

Jodi Daugherty, CPA from Eide Bailly, presented the audited financial statements for BCHA and ACHA for the FY ended September 30, 2018. She reminded the Board that the Boise 5 financials had been done in December due to the HUD deadline requirements. Ms. Daugherty reviewed key aspects of the reports. She stated that there were no findings nor control deficiencies to report with either entity. Eide Bailly also audited the Section 8 HCV program this year and also found no deficiencies.

Commissioner Machacek moved to approve the Audited Financials for the Year Ending September 30, 2018 for BCHA and ACHA. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

II. Valor Pointe

Mr. Reed gave an update on Valor Pointe, the permanent supportive housing project for homeless veterans. We are working with Northwest Real Estate Capital Corporation and the process has been very smooth. The communication and cooperation has gone well. Currently, the project is awaiting public comment on the environmental review and we are getting ready to submit the Subsidy Layering Review to HUD. The developer is working on possibly getting resources from Wells Fargo, and hopefully they will include that in the SLR. Davis Bacon reporting requirements will be done by the City of Boise. Timeline for breaking ground is in April or May, 2019.


III. Consideration of the need for the agency to hire a new full-time custodial position.

Ms. Watson gave an overview of the current custodial services being covered by BCACHA staff at the River Street office and by a 3rd party vendor at Allumbaugh House. With the increased square footage and time needed to clean the new office, the current staff person would not be able to cover that responsibility and still be available to help with apartment turn-arounds. Allumbaugh House management is not particularly happy with the quality and time being put into the custodial services from the 3rd party, so the HA is proposing taking that responsibility in-house. That would provide enough work for a new full-time custodian position. Since we are currently paying approximately \$25,000 for custodial services at Allumbaugh House, we would be able to hire a new position with little budget impact. The position would require evening or night work. The agency intends to fund the position at the level of the other custodial positions with a possible night-shift differential.

Vice Chairman Rock moved that the Board approve the Housing Authority to establish a new full-time custodial position and that action be taken immediately by the Executive Director and staff to advertise for candidates, interview, hire a new custodian and set a salary based on agency compensation standards. Commissioner Machacek seconded the motion. The motion passed unanimously by a voice vote.

At 4:51 p.m., there being no further business, the meeting was adjourned.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Gugliemetti, Chairman