

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

**July 10, 2019 @ 4:00 p.m. – Housing Authority Office
1001 S Orchard Street, Boise Idaho**

CALL TO ORDER

ROLL CALL

CONSENT AGENDA (ACTION ITEM)

- I. Approval of Minutes - Meeting of the Board of Commissioners of June 12, 2019 – BCACHA**
- II. Approval of Minutes – Special Meeting of the Board of Commissioners of July 1, 2019 - BCACHA**
- III. Financial Statements - Thru the Period Ended May 31, 2019**

REPORTS

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

OLD BUSINESS

- I. Moore Street – Review, Discuss and Approve Request For Proposals for Commercial Real Estate Broker Services (ACTION ITEM)**
- II. New Path Update**
- III. Valor Pointe Update**

NEW BUSINESS

- I. Consideration of BCHA Resolution #525 – A Resolution Adopting an Amended Non-Smoking Policy (ACTION ITEM)**
- II. Consideration of ACHA Resolution #322 – A Resolution Adopting an Amended Non-Smoking Policy (ACTION ITEM)**
- III. Approving the Five-year Comprehensive Plans and Annual Plans for BCHA and ACHA (ACTION ITEMS)**
 - a. Consideration of BCHA Resolution #526 – Approving the Public Housing and Housing Choice Voucher (HCV) Programs Annual Agency Plan for Boise City Housing Authority and the Five-Year Agency Plan for Boise City Housing Authority**
 - b. Consideration of ACHA Resolution #323 – Approving the Public Housing and Housing Choice Voucher (HCV) Programs Annual Agency Plan for Ada County Housing Authority and the Five-Year Agency Plan for Ada County Housing Authority**
- IV. Approving the Rolling Five-Year Capital Fund Programs and Annual Plans for BCHA and ACHA (ACTION ITEMS)**
 - a. Consideration of BCHA Resolution #527 – Approving the Five-year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority**
 - b. Consideration of ACHA Resolution #324 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for the Ada County Housing Authority**
- V. Strategic Planning Process**

ADJOURNMENT

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

**MEETING OF THE BOARD OF COMMISSIONERS
July 10, 2019**

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:05 p.m. on Wednesday, July 10, 2019. The meeting was held at the Boise City/Ada County Housing Authority Board Room, 1001 S Orchard Street, Boise ID.

ROLL CALL

Commissioners Present: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Yvette Ashton, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons, and Ex-Officio Commissioner Elaine Clegg

Commissioners Absent: Commissioner Gary Machacek, Commissioner April Durrant

Others Present: Executive Director Deanna Watson, Ada County Deputy Attorney Ammon Taylor, Deputy City Attorney Christine Starr, Development Construction Manager Ben Duke, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Housing Programs Manager Donna DeThorne, and Executive Assistant Ann Upchurch

CONSENT AGENDA

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

REPORTS

I. Chairman's Report

Chairman Raquel Guglielmetti initiated a sign-in procedure for members of the public attending the Board meetings.

II. Executive Director's Report

Executive Director Deanna Watson reported that she met recently with Julie Backe, the daughter of the housing authority's first Executive Director, Jamie Thomson. Ms. Watson provided her with some historical documents we had retained in our files. Ms. Backe will visit with other family members to determine the best way they would like their father remembered – whether by photograph or an engraving of some kind.

REO (Real Estate Owned) Program: Ms. Watson reviewed an existing but dormant program of the housing authority that in the past that purchased homes, refurbished them and then resold them as affordable homeownership options. She gave a brief history of the program's success in the past and stated that very recently an opportunity in this area has presented itself. There is a home on the bench that is currently bank owned and in need of renovation. It may present a reasonable opportunity to revive this program. The agency will work through the options and feasibility scenarios. There will be a presentation at the Board meeting in August reviewing the history and success of the REO program.

Local Rental Application Fees: Ms. Watson spoke about the issue of rental applicants having to spend a significant amount of money for application fees. Ultimately, this affects their ability to pay a security deposit and rent. She has been looking into a program whereby property owners could receive a current credit report that is run one time per applicant and shared to subscribing property owners. She is also working with Boise city staff to see what it would take to put a cap on the amount that can be charged for application fees, how many fees they can collect per vacant unit and requiring property owners to verify that they actually incur expenses for processing the applications on those for which they have charged fees. Ms. Guglielmetti mentioned that we need to be aware of legal ramifications on sharing credit histories and that the HA does not want to become a credit reporting agency.

III. Report on Properties

Development Construction Manager Ben Duke gave a summary of current HA construction projects. The Shoreline North elevated walkway project is approximately 75% done. Shoreline Plaza's reroofing project began on Monday and is going well. The Capitol Plaza and Franklin Plaza flooring projects are under architect review as is the Capitol/Franklin Plazas sliding glass doors and windows project. The fence project at the Marigold / Ethan property is out for bid but Mr. Duke has had difficulty receiving bids from contractors for such a small project. Many potential contractors are not willing to complete the bid packet that is required for our properties.

For the Orchard Street office building, Mr. Duke has been working on replacing parking lot lights with LED lighting and replacing the interior window shades.

IV. Report on Programs

Housing Choice Voucher (Section 8) Opening Waiting List: Ms. Watson reported on the opening of the Section 8 waiting list, scheduled to open on July 15 and to close on September 6, 2019. This time around, we have stated an Idaho preference in order to make the waiting list process more effective. Several hundred applicants from out of state had applied to our last waiting list, and when contacted by our agency for continued interest, most did not respond or they stated they did not intend to move to Idaho for housing assistance. We are also keeping the list open longer this time in order to have it open during the start of the school year. We have contacted local media and our partners in order to help get the word out.

Rising Rents: We are experiencing some challenges with tax credit properties in the area. Some are raising rents by hundreds of dollars per month. If they are outside the compliance period, there is no penalty for raising rents. Once the rents reach the limits of our payment standards, the tenant can choose to absorb the additional cost or not. Many are deciding that they have no

choice but to do so since it is so difficult to find anything else affordable. In some cases, the property owner is receiving more for units with a voucher holder than for units without. We have approached owners with the moral argument against this practice and some have listened and have mitigated their rent increases. Others have not.

OLD BUSINESS

I. Moore Street

Ex-officio Commissioner Elaine Clegg asked to be heard on this issue before a vote on the RFP for broker services. She stated that the City of Boise would like to see affordable housing in this area. She would like the agency to more actively pursue opportunities afforded by the City's land trust. Additional discussion amongst all commissioners involved the possibility of the HA partnering with outside developers for the purpose of developing affordable housing on the site. Although the agency has met with various partners and developers in the past, it has not requested formal written proposals from them or other parties who may be interested. The board discussed the feasibility of releasing an RFP for broker services at the same time as an RFP for developer services, without causing confusion to the public and possible responders. It was determined that the best way forward was to table the motion to approve a Request for Proposals for Commercial Real Estate Broker Services for 30 days. During that time, staff and members of the Board will work to draft a RFP for developers, to partner with the housing authority for development of the site. The draft will be presented to the Board on Wednesday, August 14.

Commissioner Rodriguez moved that the Board table the motion for approving the RFP for Commercial Real Estate Broker Services, that the Board be presented with a draft RFP for Development Services at the next Board meeting, and that the vote be by roll call. Commissioner Seamons seconded the motion.

Chairman Guglielmetti	Nay
Vice Chairman Rock	Yes
Commissioner Rodriguez	Yes
Commissioner Ashton	Yes
Commissioner Seamons	Yes

The motion passed by roll call vote.

It was determined that Ms. Watson will work with a subcommittee on the drafting of the new RFP to include herself, Development Director Robert Reed, Commissioner Rodriguez and Ex-officio Commissioner Clegg.

II. New Path Update

The HAP contract is fully executed and all past HAP payments have been reconciled. A check was sent to the owners for \$117,000. The advisory committee met this week with hospital staff to determine if there needs to be adjustments to the level of care provided to tenants.

III. Valor Pointe Update

Closing has been rescheduled, but the AHAP agreement with the housing authority has been executed.

Vice Chairman Rock left the meeting at 5:32 p.m.

NEW BUSINESS

I. Consideration of BCHA Resolution #525 – A Resolution Adopting an Amended Non-Smoking Policy

Commissioner Ashton moved that the Board pass BCHA Resolution #525 – A Resolution Adopting an Amended Non-Smoking Policy. Commissioner Rodriguez seconded the motion. The motion passed unanimously by a voice vote.

II. Consideration of ACHA Resolution #322 – A Resolution Adopting an Amended Non-Smoking Policy

Commissioner Ashton moved that the Board pass ACHA Resolution #322 – A Resolution Adopting an Amended Non-Smoking Policy. Commissioner Rodriguez seconded the motion. The motion passed unanimously by a voice vote.

III. Approving the Five-year Comprehensive Plans and Annual Plans for BCHA and ACHA

Commissioner Seamons moved that the Board approve BCHA Resolution #526 – Approving the Public Housing and Housing Choice Voucher (HCV) Programs Annual Agency Plan for Boise City Housing Authority and the Five-Year Agency Plan for Boise City Housing Authority. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

Commissioner Seamons moved that the Board approve ACHA Resolution #323 – Approving the Public Housing and Housing Choice Voucher (HCV) Programs Annual Agency Plan for Ada County Housing Authority and the Five-Year Agency Plan for Ada County Housing Authority. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

IV. Approving the Rolling Five-Year Capital Fund Programs and Annual Plans for BCHA and ACHA

Commissioner Rodriguez moved that the Board approve BCHA Resolution #527 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority. Commissioner Seamons seconded the motion. The motion passed unanimously by a voice vote.

Commissioner Rodriguez moved that the Board approve ACHA Resolution #324 – Approving the Five-Year Rolling Capital Funds program and Annual Review for the Ada

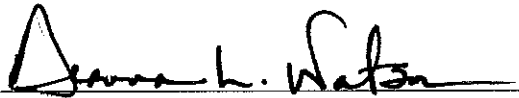
County Housing Authority. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

V. Strategic Planning

Ms. Guglielmetti spoke generally to the Board about the strategic planning process with Beth Geagan of Shift Strategies. We are looking at developing 1-3-5 year plans. Board members will be individually interviewed for their input and Ms. Geagan will also present updates at Board meetings. Please be thinking about program development, housing development, survey questions for participants, partners and landlords. We also would like ideas on how to develop more diversity on the Board and to work on a succession plan for Board and agency leadership. We are considering a board workshop once or twice a year, a half-day session to stay up with the agency programs. We would also like to include a county ex-officio commissioner in the future.

At 5:55 pm, there being no further business, the meeting was adjourned.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman