

## **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**

**August 14 @ 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 July 10, 2019 – BCACHA**
- II. Financial Statements - Thru the Period Ended June 30, 2019**

#### **REPORTS**

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

#### **OLD BUSINESS**

- I. Moore Street – Set Date for Special Board Meeting to Review, Discuss and Consider RFPs for Sale and Development Services. (ACTION ITEM)**
- II. Reassignment of Resolution Numbers, BCHA 525 (to 528) and ACHA 322 (to 325), to correct clerical error. Request to direct the secretary to re-number the resolutions. (ACTION ITEM)**

- III. Approving the amended Rolling Five-Year Capital Fund Programs for BCHA and ACHA (ACTION ITEM)**
  - a. Consideration of BCHA Resolution #527a – Approving the Five-year Rolling Capital Funds Program for Boise City Housing Authority**
  - b. Consideration of ACHA Resolution #324a – Approving the Five-Year Rolling Capital Funds Program for the Ada County Housing Authority**
- IV. New Path Update**
- V. Valor Pointe Update**
- VI. CHOIS Program Housing – Alumbaugh Property or Alternatives**

#### **NEW BUSINESS**

- I. Open Meeting Laws – Compliance Review (Attorneys)**
- II. ACHA Resolution No. 326 – Resolution Updating the Fiscal year 2020 Utility Allowance Schedule (ACTION ITEM).**
- III. BCHA Resolution No. 529 – Resolution Updating the Fiscal Year 2020 Utility Allowance Schedule (ACTION ITEM)**
- III. Budget Review FY2020 – PowerPoint Presentation**
- IV. Strategic Planning Process Update and Schedule Commissioners Interviews**

#### **ADJOURNMENT**

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

**MEETING OF THE BOARD OF COMMISSIONERS and DIRECTORS  
August 14, 2019**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:05 p.m. on Wednesday, August 14, 2019. The meeting was held at the Boise City/Ada County Housing Authorities Board Room, 1001 S Orchard Street, Boise, ID 83705.

**ROLL CALL**

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

**Commissioners Absent:** Commissioner Gary Machacek

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney Steve Rutherford, Deputy Boise City Attorney Christine Starr, Development Director Bob Reed, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Real Estate Asset Manager Therrie Butz, Development Construction Manager Ben Duke, IT & Operations Administrator Ron Barstow, Executive Assistant Ann Upchurch

**CONSENT AGENDA**

**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 began by recognizing Commissioner Durrant and Housing Programs Director Jillian Patterson's birthdays in August. She also mentioned that the Housing Authorities have two new student commissioners who will be appointed at the next City Council meeting, and will attend their first Board meeting in September. The HA was the first choice for board service on both of their applications. Both have already served as volunteers within the homeless community.

The Orchard Street open house will be held in October, and the date will be firmed up soon. It will likely be either Wednesday, October 23 or Thursday, October 24, from 4 to 6 p.m. Also, we will have a photographer present at our next board meeting in order to take photographs of our commissioners and key staff.

Ms. Guglielmetti recommended that commissioners add a smart phone app developed by NAHRO. It is called "NAHRO Advocacy Action" and is found at the Google Play Store (Android) or the Apple App Store (iPhone). You will be asked for your NAHRO username and password.

Ms. Guglielmetti reminded the Board that they are always invited to attend the monthly all-staff meeting, the next one being Tuesday, August 20. Also, Deanna and Jillian recently attended a reception and luncheon with HUD Secretary Ben Carson.

## **II. Executive Director's Report**

Executive Director Watson gave a brief summary of the meeting with Secretary Carson and the things that were discussed. Secretary Carson spoke about the new REAC and the tightening of the notification period for inspections. He mentioned that tighter turn-around times should encourage property owners to keep properties in better shape. He spoke about how faith-based communities had historically done more for helping those in need of affordable housing, before there was HUD.

Ms. Watson attending the Joint Powers Entity (JPE) meeting for Allumbaugh House on August 5. There was some discussion on how the Medicaid expansion might help participants pay for services. There was discussion on the apportionment of who pays for the facility now, with the State claiming they pay 50%. In fact, the State's contribution had been reduced to approximately 45% during the economic downturn and they have not brought it back up.

## **III. Report on Properties**

Development Construction Manager Ben Duke reported on the various projects currently underway. The elevated walkway project at Shoreline North is approximately 95% completed. The substantial completion walk-through will be held next Monday or Tuesday. The roof project at Shoreline Plaza should also be completed this week. One of the AC units will need to be repaired and one has to be lifted and reset by crane. The flooring project at Capitol and Franklin Plazas is still with the architect. Bids are due on August 28 for the sliding glass door project at those buildings. On August 29, the Marigold and Ethan property fencing project will begin. There continues to be improvements at the Orchard Street property; parking lot pole lights have been replaced, new shades are installed and new film on some of the windows and doors will be replaced soon. The remaining AC and furnace units will be replaced. At the Liberty Park property, bids on an exterior paint project will be due on August 20. This is a requirement from the REAC inspection.

#### IV. Report of Programs

No report on programs.

### **OLD BUSINESS**

#### **I. Moore Street – Set Date for Special Board Meeting to Review, Discuss and Consider RFPs for Sale and Development Services.**

Ms. Guglielmetti stated that after the last board meeting's tabling of the approval of the request for proposals for commercial real estate broker services, staff realized that they had many more questions than answers regarding seeking development services. The staff needs more direction and input from the Board on the expectations and parameters. For example, will the Board want the potential partner to utilize the plans as previously approved? Will developers be expected to start at the beginning and go back through the planning processes, including holding neighborhood meetings? Does the Board want to set parameters regarding ownership in the future? If we are going to ask potential developer partners to put in a good deal of thought and effort on proposals, we should provide them with adequate guidance. Ann will look at potential dates and staff availability. She will suggest some times for a special board meeting to discuss this one item, with an expected timeframe of two hours. Ms. Clegg asked if the preliminary discussions regarding the new strategic plan might first inform the board about potential development of the property. Ms. Guglielmetti said that it would definitely be helpful if the board develops standing subcommittees to deal with some of these more big-dollar topics such as addressing the development of affordable housing.

#### **II. Reassignment of Resolution Numbers, BCHA 525 (to 528) and ACHA 322 (to 325), to correct clerical error. Request to direct the secretary to re-number the resolutions.**

Ms. Watson explained that the resolutions passed last month in regards to the new non-smoking policy had been assigned the wrong numbers, causing a duplication in numbers in the records. This request is to simply renumber these two resolutions.

**Commissioner Seamons moved that the board reassign resolutions BCHA 525 to 528 and ACHA 322 to 325. Commissioner Rodriguez seconded the motion. The motion passed by a unanimous voice vote.**

#### **III. Approving the amended Rolling Five-Year Capital Fund programs for BCHA and ACHA.**

Mr. Duke explained that these resolutions passed by the Board last month had incorrect five-year capital fund programs attached. They both were missing the fifth year of funding and the plan for BCHA inadvertently excluded some needed capital fund projects.

##### **a. Consideration of BCHA Resolution 527a – Approving the Five-year Rolling Capital Funds Program for Boise City Housing Authority**

**Commissioner Ashton moved that the Board approve BCHA Resolution 527a - Approving the Five-Year Rolling Capital Funds Program for Boise City Housing Authority. Commissioner Durrant seconded the motion. The motion passed by a unanimous voice vote.**

**b. Consideration of ACHA Resolution 324a – Approving the Five-Year Rolling Capital Funds Program for the Ada County Housing Authority**

**Commissioner Ashton moved that the Board approve ACHA Resolution 324a - Approving the Five-Year Rolling Capital Funds Program for Ada County Housing Authority. Commissioner Rodriguez seconded the motion. The motion passed by a unanimous voice vote.**

**IV. New Path Update**

Ms. Watson stated that the project is starting to see more turnover and more difficulty in determining the next on the waiting list. There is work going on to make sure that people are offered apartments in the proper order. There are many agencies involved in the success of the project and the group has determined they need a broader release of information across agencies. The HA has made the case that it needs a more umbrella-like release of information so that we are confident we remain in compliance with our regulations, and that other agencies do not make wrong assumptions regarding these. There is a balance between supportive services needing to build trust and a protective wall with the participants and our need to be made aware of household members, eligibility questions, etc. One of the suggestions is that the property managers hold an occasional but regular “census check” to make sure everyone knows who is living in which apartment. New Path is also looking at increasing the staffed security presence. Commissioner Seamons mentioned that her bank has a large permanent supportive housing portfolio. She will reach out to contacts to see what keys and tips they might have that could possibly be of help to New Path.

**V. Valor Pointe Update**

Northwest Real Estate has done a tremendous job in communication efforts with us, and we have seen great collaboration. The ground breaking was wonderful.

**VI. CHOIS Program Housing – Allumbaugh Property or Alternatives**

Ms. Watson reviewed the CHOIS program history and the need that the agency has to spend funds that have been held from participant contributions to the program. HUD want the HA to spend down the funds within the next year in a program / plan that will benefit the CHOIS participants. She has visited with Heidi Hart and Cindy Miller of Allumbaugh House about the need for housing options for people leaving the detox center after completing their short program. About 54% of the participants get stabilized only to return to homelessness. One idea is to develop permanent housing in such a way that will encourage residents to remain sober. There will be requirements to maintain housing such as participation in supportive services. The

available funds are not enough for a full build-out, but it could get a few units developed. This may be an area where a board sub-committee would be helpful. The HUD staff person overseeing this program wants the HA to commit funds within the next year. We are also looking at hiring a CHOIS participant housing specialist. HUD is asking for us to submit a proposal for the spending of the funds within the CHOIS program. An alternative would be to purchase existing housing, preferably close together. Discussion included preferred location of possible housing, and what a fully built-out community might look like. Staff will continue asking questions and will bring back more information at the next board meeting. We may need a special board meeting for this item.

At 5:23 p.m., Commissioner Seamons left the meeting.

### **NEW BUSINESS**

There was unanimous consent from the Board to rearrange the agenda items in New Business.

#### **I. ACHA Resolution No. 326 – Resolution Updating the Fiscal Year 2020 Utility Allowance Schedule**

Ms. Patterson gave a summary of the annual process of determining utility allowances. **Commissioner Ashton moved that the Board approve ACHA Resolution No. 326 – Resolution Updating the Fiscal Year 2020 Utility Allowance Schedule. Vice Chairman Rock seconded the motion. The motion passed by a unanimous voice vote.**

#### **II. BCHA Resolution No. 529 – Resolution Updating the Fiscal Year 2020 Utility Allowance Schedule**

**Commissioner Ashton moved that the Board approve BCHA Resolution No. 529 – Resolution Updating the Fiscal Year 2020 Utility Allowance Schedule. Vice Chairman Rock seconded the motion. The motion passed by a unanimous voice vote.**

#### **III. Open Meeting Laws – Compliance Review**

Attorneys Rutherford and Starr reviewed concerns about members of the board, possibly a quorum, appearing together at community functions. Generally, this is not a problem as long as commissioners are not there to learn about, confer or discuss issues that may later be brought up at a board meeting. If there is any question about this possibility, it is simple enough to print and post an agenda ahead of time. The other solution is to communicate ahead of time regarding community events that might draw a quorum and ask that only three commissioners attend. This topic came up since four commissioners and an ex-officio commissioner coincidentally ended up at a recent housing roundtable. The commissioners did not sit together and did not deliberate on any topics at the meeting.

#### **IV. Budget Review FY2020**

Finance Director Diana Meo presented a power point presentation on the proposed budget for FY2020. The board was encouraged to review the material and to let Diana know if they have any questions before the next board meeting in September. The budget will be approved at the September board meeting. The budget includes funding for two commissioners to receive commissioner training in FY2020.

Ms. Clegg left the meeting at 6:02 p.m. Vice Chairman Rock left the meeting at 6:03 p.m.

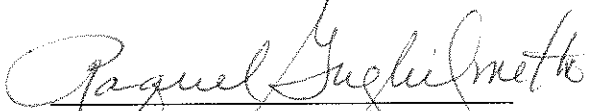
**V. Strategic Planning Process Update and Schedule Commissioners Interviews**

Ms. Watson stated that the staff is on track with productive meetings. They are working on interview questions for the county's mayors and county commissioners. Board members signed up for their own interviews with the facilitator.

**At 6:06 pm, there being no further business, the meeting was adjourned.**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman