

# AGENDA

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

ANNUAL MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS  
4:00 p.m. November 13, 2019  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

## I. ROLL CALL

## II. CONSENT AGENDA (ACTION)

All items with an asterisk (\*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence.

### \*A. Minutes and Reports

- \*1. Board of Commissioners Meeting Minutes, September 11, 2019

### \*B. Financial Statements

- \*1. Financial Statements through the period ending August 31, 2019

### \*C. Resolutions

- \*1. BCHA Resolution No. 532-19 –Approving the Section 8 Management Assessment Program (SEMAP) Certification
- \*2. ACHA Resolution No. 329-19 –Approving the Section 8 Management Assessment Program (SEMAP) Certification

### \*D. Agreements

- \*1. Approval of Updated "Exhibit B" of the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority

### \*E. Meetings

- \*1. Approval of Board Meeting Schedule 2020.

## III. REPORTS

### A. Chairman's Report

### B. Executive Director's Report

### C. Report on Properties

- 1. Rehab and Resale of Properties (Ben Duke, Development/Construction Manager)

### D. Report on Programs

- 1. HCV Waiting List update

**IV. UNFINISHED BUSINESS**

- A. Capitol and Franklin Plazas Flooring project – Bid recommendation (ACTION ITEM)**
- B. Moore Street Update (ACTION ITEM)**
- A. New Path Update**
- B. Valor Point Update**
- C. CHOIS Program Housing Update (ACTION ITEM)**
- D. Strategic Planning**

**V. NEW BUSINESS**

- A. Policy Direction on disparate treatment of voucher assisted tenants in low-income housing tax credit properties**
  - 1. Approval of change to Administrative Plan Regarding LIHTC and HOME Assisted Units reasonable rent determination (ACTION ITEM)**
- B. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)**
- C. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)**
- D. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)**
- E. Affordable Housing Solutions, Inc. Election of President and Vice President (ACTION ITEM)**

**VI. ADJOURNMENT**

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

**ANNUAL MEETING OF THE BOARD OF COMMISSIONERS and  
DIRECTORS**

**November 13, 2019**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:02 p.m. on Wednesday, November 13, 2019. The meeting was held at the Boise City / Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise, ID 83705.

**I. ROLL CALL**

**Commissioners Present:** Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Gary Machacek, Commissioner Shellan Rodriguez, Commissioner Yvette Ashton, Commissioner Jennifer Seamons, Student Commissioners Aidan Scanlan and Kalia Munio

**Commissioners Absent:** Commissioner April Durrant, Ex-Officio Commissioner Elaine Clegg

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney Ammon Taylor, Deputy Boise City Attorney Christine Starr, Development Director Bob Reed, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Development Construction Manager Ben Duke, Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Vice Chairman Rock moved to approve the Consent Agenda and that the vote be by roll call. Commissioner Machacek seconded the motion.**

At 4:04 p.m., a roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Machacek	Aye
Commissioner Rodriguez	Aye
Commissioner Ashton	Aye
Commissioner Seamons	Aye

**The motion passed unanimously by a roll call vote.**

### **III. REPORTS**

#### **A. Chairman's report**

Chairman Guglielmetti asked that the minutes reflect that there will be no minutes for the board meeting of October 9, 2019. That meeting was cancelled due to lack of quorum.

Ms. Guglielmetti confirmed to the board that she has been reappointed to the board by the City of Boise, and her reappointment has been ratified by Ada County. Her new term is from 10/31/2019 through 10/31/2024. There is still an open seat on the board, to be appointed by Ada County.

Ms. Guglielmetti reported that in October she, Executive Director Watson and Deputy City Attorney Christine Starr attended the "Idaho Open Meeting / Public Records Workshop," presented by Idahoans for Openness in Government (IDOG) in conjunction with the Office of Attorney General Lawrence Wadsen. Some of the information presented at the workshop indicated the need for the board to have an update on this information. Brochures on the Open Meeting law, Ethics in Government and Public Records for the State of Idaho were passed out to board members. Additionally, Ms. Starr and Ada County Deputy Attorney Taylor will be presenting a brief summary of the material to the board at the December meeting.

Ms. Guglielmetti also attended the 2019 Housing and Homelessness Summit on October 30, with Ms. Watson and Housing Programs Director Jillian Patterson. Information was well organized and presented, although she felt there was not a strong sense of what to do now, going forward. Commissioner Rodriguez also attended the summit.

Ms. Guglielmetti explained some changes to our board meeting agendas going forward. The intent is to include more routine matters in the Consent Agenda in order to streamline the meetings in consideration of everyone's time. Items on the Consent Agenda will always be explained in the board packet information and can be pulled out for discussion at the request of any board member.

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

One of the highlights of last month was the open house on October 24. It was well attended and included family members of Jamie and Helen Thomson, the first executive director of the agency and his wife. They were touched that we dedicated our board room to them.

Please mark on your calendars our annual holiday luncheon. It will be held on Thursday, December 19 at Louie's Pizza & Italian Restaurant in Meridian, at noon. We hope you can make it. We will be sending out a more detailed invitation.

There are several notices of funding availability that are under review. The Family Unification Program (FUP) funding opportunity is open for applications. We have been successful in the past with receiving this grant, intended to assist families who have lost or are at risk of losing custody of children where one of the obstacles is the lack of adequate, safe and affordable housing. It involves clear partnerships between us, the Department of Health and Welfare and recently, our

local Continuum of Care organization. We are also working with Terry Reilly on a Substance Abuse and Mental Health Services (SAMHSA) grant application. Terry Reilly will be the applicant with the housing authority as partner. Grant renewals are also in process for the Family Self Sufficiency program and our service coordinator at Shoreline Plaza. Finally, there is a Section 811 construction advance grant opportunity for housing for people with disabling conditions. We are reviewing these to see if there is a way for us to access funds that would make sense for our programs.

Ms. Watson gave detail on a challenge the housing authority is having with a property owner whose apartment community provides housing for 7 or 8 of our voucher holders. This multi-floor property has an elevator that has been down for 7 months, making accessibility difficult for several tenants. Ms. Watson will connect with staff at Idaho Housing & Finance Association to discuss possible options.

### **C. Report on Properties**

Development Construction Manager Ben Duke spoke about current projects at housing authority properties. The exterior paint project has been completed at Liberty Park, and the buildings look great. At Capitol and Franklin Plazas, the sliding glass door project is proceeding with the contractor ordering materials. The substantial completion date is scheduled for December 24, 2019. The flooring project at the plazas had its bid opening last week. Mr. Duke will present his recommendation later in the meeting.

Regarding the REAC inspections, the maintenance department is working on improving systems in order to be better prepared for these next year.

1. Rehab and Resale of Properties: Mr. Duke presented a slide presentation on the previously successful rehab and resale program at the agency. This program is currently on hiatus due to high property costs.

### **D. Report on Programs**

1. HCV Waiting List Update: Housing Programs Director Jillian Patterson explained the status of the new HCV waiting list. Letters have been sent to all applicants, informing them of their ranking, wait time estimates and next steps. We anticipate being able to start inviting people from the new waiting list sometime in January or February.

Ms. Patterson is on the Family Homelessness Taskforce. This taskforce is looking at housing strategies and funding phases. There will be a fundraising campaign with the housing authority actively participating. The focus will be first on prevention of homelessness, then rapid rehousing and finally, permanent housing.

#### **IV. UNFINISHED BUSINESS**

##### **A. Capitol and Franklin Plazas Flooring project – Bid recommendation**

Mr. Duke held a bid opening last week for this project with four contractors presenting bids. The numbers came in between \$188,000 to \$225,000. The low bidder, Cascade Enterprises, was determined to be responsive and responsible. His recommendation is that the board accepts the bid from Cascade Enterprises.

**Commissioner Seamons moved that the board approve the bid from Cascade Enterprises for the Capitol and Franklin Plazas flooring project. Vice Chairman Rock seconded the motion. The motion passed by an unanimous voice vote.**

##### **B. Moore Street Update**

After discussion regarding the background of the property, the decision to pursue development with the addition of a partner, and several sub-committee meetings, Development Director Bob Reed requested that the board approve an RFP for Development Services.

**Commissioner Seamons moved that the board approve the RFP for Development Services for publication, subject to clarification in the RFP regarding the possibility of bond financing, as well as how questions and answers will be handled with all responders. Commissioner Ashton seconded the motion. The motion passed unanimously with a voice vote.**

##### **C. New Path Update**

It has been approximately one year since New Path has opened its doors. Subsequently, we are in the recertification process for several tenants. The owners have requested rent increases for the studios from \$538 to \$563 and the one-bedrooms from \$592 to \$760. Prior to approving rent increases, our agreement with New Path is that we need to look at performance documentation. Ms. Watson also mentioned that the housing authority has reminded the owners of New Path that there are funds possibly available due to the vacancy loss compensation. There have been several vacancies and the HA has offered the maximum of two months loss compensation.

##### **D. Valor Point Update**

This update was addressed in Ms. Watson's briefing report.

##### **E. CHOIS Program Housing Update**

Mr. Reed and Ms. Patterson presented the background on the CHOIS program proceeds that HUD has directed the agency to spend on qualified programs or projects within the next several months. Attention has been paid to the need for transitional or permanent supportive housing for people coming out of the Allumbaugh House treatment program, as many currently return to homelessness. They requested that the board approve an RFP for manufactures of modular homes so that the agency can begin the process of determining costs, interest and options for

development of land adjacent to the Allumbaugh House. Discussion ended without a consensus that a vote on the RFP was the next step.

Vice Chairman Kent left the meeting at 6:04 p.m.

**F. Strategic Planning**

This agenda item was tabled.

**V. NEW BUSINESS**

**A. Policy Direction on disparate treatment of voucher assisted tenants in low-income housing tax credit properties**

1. Approval of change to Administrative Plan Regarding LIHTC and HOME Assisted Units reasonable rent determination

Ms. Patterson presented the explanation of the need for the agency to change its Administrative Plan to prevent landlords from charging Housing Choice Voucher holders a higher rent than non-voucher holders. The burden of the rent increases fall on the voucher holders, some of which are paying as high as 70% of their monthly income toward rent. Our policy change will make our position more clear that we are not going to approve rents that are higher for voucher holders than other tenants.

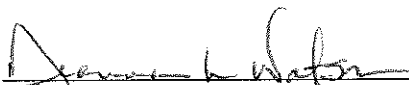
**Commissioner Rodriguez moved to approve the change to the Administrative Plan regarding LIHTC and HOME Assisted Units reasonable rent determination.**


**Commissioner Machacek seconded the motion. The motion passed unanimously by a voice vote.**

New Business agenda items B, C, D, and E (election of officers) were tabled for a future meeting.

**At 6:30 p.m., the meeting was adjourned.**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman