

# 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  
4:00 p.m. February 12, 2020  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

I. ROLL CALL

II. CONSENT AGENDA (ACTION ITEM)

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, January 8, 2020 (ACTION ITEM)
- \*2. Financial Statements for the Period Ended October 31, 2019 (ACTION ITEM)
- \*3. Financial Statements for the Period Ended November 30, 2019 (ACTION ITEM)
- \*4. Financial Statements for the Period Ended December 31, 2019 (ACTION ITEM)

III. REPORTS

- A. Chairman's Report
- B. Executive Director's Report
- C. Report on Properties
- D. Report on Programs

IV. UNFINISHED BUSINESS

- A. Moore Street – Discussion on Process for Review of RFP
- B. New Path Update
- C. Valor Point Update
- D. CHOIS Program Housing Update
- E. Allumbaugh House Development Update
- F. Strategic Planning Update

V. NEW BUSINESS

- A. Consideration of BCHA Resolution No. 1-2020 Resolution - A Resolution Approving Revisions to the Admissions and Continued Occupancy (ACOP); Authorizing the Board Chairman and Executive Director to Execute Said Revisions; And Providing an Effective Date (ACTION ITEM)
- B. Consideration of ACHA Resolution No. 1-2020 - A Resolution Approving Revisions to the Admissions and Continued Occupancy (ACOP); Authorizing the Board Chairman and Executive Director to Execute Said Revisions; And Providing an Effective Date (ACTION ITEM)

VI. EXECUTIVE SESSION

- A. Discussion regarding pending litigation, pursuant to Idaho Code Section 74-206(f)

VII. ADJOURNMENT

Related agenda documents are available for public review by visiting:  
<https://bcacha.org/about/board-of-commissioners/>

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

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

**February 12, 2020**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:07 p.m. on Wednesday, February 12, 2020. 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 Yvette Ashton, Commissioner Gary Machacek (via telephone conference), Commissioner Shellan Rodriguez (via telephone conference), Ex-Officio Commissioner Elaine Clegg, and Student Commissioners Kalia Munio and Aidan Scanlan

**Commissioners Absent:** Commissioner April Durrant, Commissioner Jennifer Seamons

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney Ammon Taylor, Ada County Deputy Attorney Catie Freeman, Deputy Boise City Attorney Christine Starr, Deputy Boise City Attorney Mary Grant, Development Director Bob Reed, IT and Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Development Construction Manager Ben Duke, Public Housing Manager Donna DeThorne, guests Jaime Hansen, and Darrin Fuchs, and 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 Ashton seconded the motion.**

At 4:08 p.m., a roll call vote was taken.

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

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

### **III. REPORTS**

#### **A. Chairman's Report**

Chairman Guglielmetti announced that the Ada County Commissioners have approved the appointment of Jaime Hansen to our Board of Commissioners and Directors. She will be formally appointed soon at a meeting of the Board of County Commissioners. Then her appointment will be ratified by the Boise City Council.

Financial statements have been provided and approved through December 31, 2019. The audited financials are in draft form.

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

Executive Director Deanna Watson mentioned that we have been reviewing the President's proposed federal budget for FY2021. The proposed budget includes drastic cuts to our programs across the board. It is just a preliminary draft and we will continue to monitor it and track the direction of our future funding.

We are also watching three housing related bills drafted at the Idaho State Legislature. One of these is a reiteration of the expedited eviction bill proposed previously from a group out of Utah. This bill would put eviction for cause on the same expedited track as evictions for non-payment of rent.

The other bill would require landlords to give a 45 day notice on rent increases, as opposed to the current 30-day notice.

Ms. Watson reminded the board that in November 2019 the board approved a change to the HCV Administrative plan, providing that the housing authority will not pay landlords rents that exceed the tax credit limits on the those properties. The agency has received push-back from two landlords. Ms. Watson, Ms. Patterson, Ms. Guglielmetti and Katie Kilgrow of IHFA have met with one of the landlords and his staff regarding this issue. Additionally, one of the properties, with five or six housing authority participants, has not had a working elevator for over six months. The property has six stories and access is difficult, especially for tenants with mobility limitations. The housing authority has not abated rents out of concern that our HCV tenants in this property could be forced to leave their homes with no clear options as to where to go. The owner provided an explanation for the issues with the elevator but said the service contract did not include a "penalty for delay" clause, a common clause in service contracts. Ms. Watson would like to request additional documentation from the owner regarding the elevator repair process. Concerns were mentioned regarding fire safety, fair housing, and building safety. Commissioner Rodriguez urged staff to have a conversation with our legal staff to make sure the housing authority is protecting itself from possible harm or loss that might come to our participants.

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

Development Construction Manager Ben Duke reviewed the progress of the window and door projects at Capitol and Franklin Plazas. Estimated completion date for the flooring project has been pushed back to April 1, in order to obtain all carpet from the same dye lot.

Franklin Plaza experienced a leak in a wall that resulted in damage to the motor of one of the two elevators. This one had to be shut down with an estimated repair cost of \$14,000. This will likely result in an insurance claim. Meanwhile, there is still one other elevator working and the second one is expected to be up and running by February 14.

#### **D. Report of Programs**

There were no reports on programs.

### **IV. UNFINISHED BUSINESS**

#### **A. Moore Street Update – Discussion on Process for Review of RFP**

The agency received one response to the RFP, from Caleb Roope of The Pacific Companies. The sub-committee will meet next week to review the proposal. The committee will bring a recommendation forward to the full board. There will be a formal presentation by the developer at the special board meeting scheduled for Wednesday, March 4. Questions and Answers from the board will be part of that presentation. A final decision by the board to proceed or not to proceed with the development will be made at the March 11, 2020 board meeting.

#### **B. New Path Update**

A local paper ran an article that reported on the New Path housing program after its first year of operation. There have been concerns that some tenants have actually needed higher levels of care than they can receive at New Path. There has been a subcommittee formed that will meet with the Continuum of Care to help address these issues.

#### **C. Valor Pointe Update**

The most recent updates indicate that all is on schedule with the Valor Pointe project with an August 2020 estimated completion date.

#### **D. CHOIS Program Housing Update**

At the last board meeting the agency was given approval to look for and to purchase property using funds from the CHOIS program. A contingency offer was made and accepted on a piece of commercial property on Cole Road. The property was zoned for condominium and it looked promising for conversion to residential. However, during our due diligence phase of the purchase agreement, the initial environmental review came back with noise levels that will not allow a residential development. Our architect has been consulted and we are waiting to hear back, but at this point it does not appear that this property will work for the project. Commissioner Machacek encouraged a conversation with the architect since he feels there are many ways to address noise levels. Mr. Duke said that he would forward the listing link to board members.

#### **E. Allumbaugh Development Update**

The initial plan to develop the vacant land on Allumbaugh using the CHOIS funds was dropped when it became apparent that the time restraints on the utilization of these funds could not be met with this project. Other options for developing this land included the obvious first choice of a tax

credit award. IHFA was contacted and although IHFA has not released their last version of the Qualified Allocation Plan (QAP) for this year's allocation, it does not look likely to include a tax credit set-aside as in previous years. Our choices include waiting until next year's application, or to look at other financing options. Discussion included looking into the possibility of bond financing, and Ms. Clegg mentioned that she would bring the project up at a meeting with Mayor McLean to determine the level of policy support from the city.

**F. Strategic Planning Update**

The process has been slowed somewhat but the plan is close to completion. There will be a meeting with the consultant, Beth Geagan next week, a review with senior staff and then a final review with Beth. There will be a presentation of a draft at the March 11 board meeting, regardless of the status. Board members will have a chance to review it before that meeting.

**V. NEW BUSINESS**

**A. Consideration of BCHA Resolution No. 1-2020 – A Resolution Approving Revisions to the Admissions and Continued Occupancy (ACOP); Authorizing the Board Chairman and Executive Director to Execute Said Revisions; And Providing an Effective Date**

Public Housing Manager Donna DeThorne gave a review of the memo that the board received regarding various needed changes and updates to the ACOP. One of the items involved initiating a \$5 late fee payment for Public Housing tenants who pay their rent late. Commissioner Rodriguez asked that there be a review of this change at the end of the first year to see if the \$5 fee significantly improved the rent collection process.

**Vice Chairman Rock moved that the board approve BCHA Resolution No.1-2020 and that the vote be by roll call vote. Commissioner Ashton seconded the motion.**

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

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

**B. Consideration of ACHA Resolution No. 1-2020 – A Resolution Approving Revisions to the Admissions and Continued Occupancy (ACOP); Authorizing the Board Chairman and Executive Director to Execute Said Revisions; And Providing an Effective Date**

**Commissioner Ashton moved that the board approve ACHA Resolution No.1-2020 and that the vote be by roll call vote. Vice Chairman Rock seconded the motion.**

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Ashton	Aye

Commissioner Machacek            Aye  
Commissioner Rodriguez        Aye

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

**VI. EXECUTIVE SESSION**

At 5:29 p.m., Vice Chairman Rock moved that the board enter executive session regarding discussion on pending litigation, pursuant to Idaho Code Section 74-206(f) and that the vote be by roll call vote. Commissioner Ashton seconded the motion.

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

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

At 5:40 p.m., Vice Chairman Rock moved that the board exit Executive Session and that the vote be by roll call vote. Commissioner Ashton seconded the motion.

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


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

At 5:40 p.m., the executive session was adjourned.

**VII. ADJOURNMENT**

At 5:40 p.m., the meeting was adjourned.

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman