

# 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. March 11, 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. The vote on the Consent Agenda will be by roll call vote.

### \*A. Minutes and Reports

- \*1. Board of Commissioners Meeting Minutes, February 12, 2020 (ACTION ITEM)
- \*2. Special Board of Commissioner Meeting Minutes, March 4, 2020 (ACTION ITEM)
- \*3. Financial Statements for the Period Ended January 31, 2020 (ACTION ITEM)

## III. REPORTS

### A. Chairman's Report

- 1. Update on Board of Commissioners Positions

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

## IV. NEW BUSINESS

- A. Presentation of Audited Financials for Year Ending September 30, 2019 for BCHA and ACHA – Jodi Daugherty, Eide Bailly

## V. UNFINISHED BUSINESS

- A. Presentation to the Board of the Draft of the Strategic Plan – Beth Geagan of Shift Strategies
- B. Moore Street – Decision on Proposal for Development (ACTION ITEM)
- C. New Path Update
- D. Valor Point Update
- E. CHOIS Program Housing Update
- F. Allumbaugh House Development Update

## VI. 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**

**March 11, 2020**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:00 p.m. on Wednesday, March 11, 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 Gary Machacek, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons, Commissioner Jaime Hansen, and Student Commissioner Kalia Munio

**Commissioners Absent:** Commissioner Yvette Ashton, Ex-Officio Commissioner Elaine Clegg, Student Commissioner Aidan Scanlan

**Others Present:** Executive Director Deanna Watson, Jodi L. Daugherty, CPA Partner-in-Charge of Government Eide Bailly, Kristin O'Connor, CPA Audit Manager Eide Bailly, Beth Geagan, CEO Shift Strategies, Ada County Deputy Attorney Ammon Taylor, Ada County Deputy Attorney Catie Freeman, 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, 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 Machacek seconded the motion.**

At 4:02 p.m., a roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Seamons	Aye
Commissioner Machacek	Aye
Commissioner Rodriguez	Aye – while abstaining from approving minutes of March 4, 2020 due to absence
Commissioner Hansen	Abstain

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

### **III. REPORTS**

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

Chairman Guglielmetti reported that Jaime Hansen has been appointed by Ada County Commissioners and approved by the Boise City Council. She is officially a Commissioner of BCACHA. In addition, she reported that Commissioner Yvette Ashton has resigned from the board and that we will be looking for a replacement commissioner for that seat.

Ms. Guglielmetti mentioned that several staff and other commissioners attended the recent Conference on Housing and Economic Development in Boise. She said it was a very well organized and informative conference.

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

Ms. Watson reported that the agency has been watching two pieces of legislation this year through the Idaho State Legislature. Rep. Melissa Wintrow had sponsored a bill to provide better communication and notification between landlords and tenants as it pertained to security deposits. That legislation failed in the House. Rep. Ilana Rubel has a bill still pending that is known as the "Fair Warning Act." This bill will provide a minimum 30-day notice requirement for landlords to tenants when their rent is increasing or when they are terminating their lease. This bill has survived thus far due, in part, to a large outpouring of support from the community. It has passed the House and the Senate committee. It is moving onto the floor of the full Senate with a "do pass" recommendation.

Senior staff has been working on an agency plan as it pertains to the concerns over the Coronavirus. The plan will spell out how the agency will continue operations at various scenarios as the outbreak grows. Staff is being reminded of how to stay safe. We are reconsidering our initial plans to send staff to various spring conferences; one in Washington D.C., and one in the Seattle area.

Ms. Watson recognized Therrie Butz' service to the agency for 32 years. She will be retiring in March and will be greatly missed.

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

There were no reports on properties.

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

There were no reports on programs.

#### **IV. NEW BUSINESS**

##### **A. Presentation of Audited Financials for Year Ending September 30, 2019 for BCHA and ACHA – Jodi Daugherty and Kristin O’Connor, Eide Bailly**

Kristin O’Conner provided a summary of the Independent Auditor’s Reports for Boise City Housing Authority and Ada County Housing Authority, for the year ended September 30, 2019. She reviewed the responsibilities of management and auditors, and explained an overview of the processes of audit review. There were no significant findings in either audit and they commended the ease of working with the accounting staff, and the housing programs director of the housing authority. They commended Ms. Meo and Ms. Patterson for an “easy and clean” audit.

#### **V. UNFINISHED BUSINESS**

##### **A. Presentation to the Board of the Draft of the Strategic Plan – Beth Geagan of Shift Strategies**

Ms. Geagan presented the board with a summary and review of the strategic planning process that began last summer. The plan is in a draft format available for review by the board members. Ultimately, there will be a dashboard feature that will allow for regular review of the processes as they are pushed out through the five-year timetable. It is a dynamic and evolving plan as aspects are completed and new items surface. Commissioners asked for a definition of some terms, particularly the term “mid-market housing.” It was decided that definitions will be included in the plan to clarify terms. Others suggestions included adding in desired or anticipated completion dates, measurable and quantitative targets, with timetables being tied to fiscal year budget processes. Commissioner Rodriguez also asked that there be a way to pin action items by the board to items on the plan, in order for the board to see how what they do rolls into the plan. The plan’s draft will be discussed at the April board meeting and likely approved in May.

##### **B. Moore Street Update – Decision on Proposal for Development**

Ms. Guglielmetti stated that the vote on this item will be postponed for a future meeting, when all voting board members are available. She asked Ms. Watson to present the recommendation of the staff.

At 5:05 p.m., Commissioner Machacek left the meeting.

Ms. Watson gave a brief history of the property and the various plans and actions of the housing authority through the years to develop affordable housing on the site. These attempts included two applications for low-income housing tax credits, neither application having received an allocation. One major obstacle of the property ever receiving LIHTC is the fact that it is not located in a qualified census tract. Last summer, the original recommendation of the staff was to sell the property and to use the proceeds to purchase an alternative site, in a QCT. The board originally agreed, then subsequently tabled that agreement in lieu of posting a Request for Proposals for development services. One proposal was received and that proposal was presented

last week, by The Pacific Companies' Caleb Roope. After the presentation and staff review of the proposal, it was understood that to enter into this partnership with The Pacific Companies would likely restrict the ability of the agency to use this resource for other affordable housing development for 40 years. The staff's recommendation is that the property be marketed for sale. This will maximize the agency's resources for development of affordable housing, and that such resources could potentially do more than could be done by developing the property according to the proposed plan.

Commissioner Hansen asked if there is an indication or guarantee that we would be able to develop at least 50 affordable housing units if we do not proceed with the Moore Street development. Ms. Watson agreed that we don't have answers to that question at this time. Development Director Reed mentioned that IHFA is in the process of revising the Qualified Allocation Plan (QAP) for tax credits and that this might change how developments will look in the future. These things are in flux at the moment. One thing that is certain is that IHFA will not have a set-aside for affordable housing this year.

Commissioner Seamons left the meeting at 5:26 p.m.

Commissioner Rodriguez wanted to clarify that the proposal does not call for the agency to include a cash contribution beyond the value of the land.

Commissioner Rock stated that it is important to have a vote on the proposal as presented by Mr. Roope sooner rather than later. He would prefer a special board meeting be held for this one agenda item, ahead of next month's regular board meeting. It was decided to end further discussion on the topic until Commissioner Machacek could also be involved.

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

There was nothing new to report on New Path.

#### **D. Valor Pointe Update**

There are no updates on Valor Pointe other than all indications are that it is still on track for an August completion.

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

The previously identified property on Cole Road was determined not to be an acceptable option based on noise issues. HUD has also indicated that it is not an acceptable site after their review of the reports we have received. Ms. Watson will develop a timeline of actions the housing authority has taken thus far on the CHOIS fund spending requirements. This might be helpful in the event that the agency needs to request an extension from HUD.

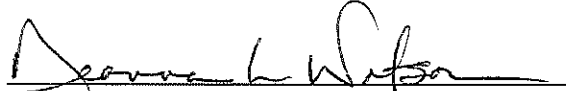
#### **F. Allumbaugh Development Update**


Nothing new to report on the development of land on Allumbaugh.

**VI. ADJOURNMENT**

**At 5:48 p.m., the meeting was adjourned.**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman