

# 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. July 8, 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, June 10, 2020 (ACTION ITEM)
- \*2. Financial Statements for the Period Ended May 31, 2020 (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
  - 1. To review current options for the disposition of the Moore Street property
  - 2. To consider the Board approval of the proposal as submitted by The Pacific Companies (ACTION ITEM)
- B. New Path Update
- C. Valor Point Update
- D. CHOIS Program Housing Update
- E. Allumbaugh House Development Update
- F. Technology Upgrades
- G. Strategic Plan

**V. NEW BUSINESS**

- A. Unrestricted Cash Update**
- B. AT&T Cell Tower Lease Negotiations**
- C. Board Approval for Eide Bailly Audit Services for FY2020 (ACTION ITEM)**
- D. Board Approval of Contractor for Capitol/Franklin Plazas Exterior Brick Sealant Project (ACTION ITEM)**

**VI. ADJOURNMENT**

**Related agenda documents are available for public review by visiting:**

**<https://bcacha.org/about/board-of-commissioners/>**

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

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

**July 8, 2020**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:00 p.m. on Wednesday, July 8, 2020. The meeting was held at the Boise City / Ada County Housing Authorities' Briefing Room, 1001 S Orchard Street, Boise, ID 83705.

**I. ROLL CALL**

**Commissioners Present:** Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Jaime Hansen (via telephone conference), Commissioner Jennifer Seamons, Commissioner Gary Machacek (via telephone conference), Commissioner Shellan Rodriguez, Ex-Officio Commissioner Elaine Clegg (via telephone conference)

**Commissioners Absent:** None

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney Ammon Taylor (via telephone conference), Ada County Deputy Attorney Catie Freeman (via telephone conference), Deputy Boise City Attorney Kelley Fleming (via telephone conference), Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Development Construction Manager Ben Duke, Senior Staff Accountant Annette Sampson (via telephone conference), and Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Commissioner Machacek noted a typo error on page three of the minutes of June 10, 2020. Vice Chairman Rock moved to approve the Consent Agenda with the noted correction and that the vote be by roll call. Commissioner Seamons 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 Hansen	Aye
Commissioner Machacek	Aye
Commissioner Rodriguez	Abstain due to not attending the meeting on June 10, 2020

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

### **III. REPORTS**

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

Chairman Raquel Guglielmetti noted that July includes the birthday of Commissioner Shellan Rodriguez.

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

Executive Director Deanna Watson reported that she and Housing Programs Director Jillian Patterson visited with several staff members of the City of Boise recently to discuss greater collaboration in efforts to reduce homelessness and increase affordable housing options in our city. It was noted that a major focus of Mayor McLean is to address the affordable housing crisis.

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

Construction Manager Ben Duke reported that the deadline for bid submission for the Streamside property bathroom remodel project was today. We did not receive any bids. This was despite reaching out to specific contractors and including the invitation in the Idaho Association of General Contractors' website. Mr. Duke was confident that this setback will be overcome.

Ms. Watson reported that the security services hired for Capitol Plaza and Franklin Plaza have been discontinued at this time. There have not been any significant issues since ending this service. This past weekend did generate complaints about some residents not abiding by the city's recent mask mandate.

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

Ms. Patterson reported that HUD has issued a new notice regarding the many waivers that they had allowed earlier in the COVID-19 crisis. This new notice extends many of the previous deadlines through December, with some inspection deadlines extended to a year from their initial due date. The notice also provides a few new waivers. Ms. Patterson will look at these and report with an update next month.

In preparation for her and Ms. Watson's meeting with city staff, she had pulled some statistics regarding voucher utilization rates. We have a 75.5% success rate of voucher holders being able to attach their vouchers to a lease. This is higher than we have seen in a long time. At last check the national average was at 65%. Ms. Patterson attributes this increase in part to the strengthening of our partnership with tax credit properties. Also, landlords may be seeing the benefit of the safety net of a voucher, that even if the tenant loses income unexpectedly, the rent will be covered by the housing authority.

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

##### **A. Moore Street**

###### **1. Update on Moore Street Property Options**

Ms. Watson reviewed the options regarding the property on Moore Street. Specifically, she reminded the board about the proposal as received from The Pacific Companies. Caleb Roope, CEO of The Pacific Companies, had presented this proposal to the board in March and due to the COVID-19 shutdown, the proposal has not been discussed further. Mr. Roope has recently confirmed with Ms. Watson that the proposal still stands. However, there would need to be a review and likely some modifications due to the extended time since its submission.

The item before the board today is to vote or to table the vote on the Moore Street proposal as submitted by The Pacific Companies, as is.

###### **2. Consideration of Moore Street RFP proposal as submitted by The Pacific Companies**

Commissioner Hansen moved that the Board reject the proposal as submitted by The Pacific Companies for the development of the Moore Street property, and that the vote be by roll call. Vice Chairman Rock seconded the motion.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Seamons	Abstain due to conflict of interest
Commissioner Hansen	Aye
Commissioner Machacek	Aye
Commissioner Rodriguez	Abstain due to conflict of interest

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

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

Ms. Watson stated that there is little to report on New Path. Things are running smoothly.

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

Ms. Watson reported that she and Ms. Patterson took a tour of the building and that it is approximately 90% complete. The design allows for specific ADA units and the modification of any of the apartments as ADA, if needed. Ms. Patterson stated that applicants are being qualified now for occupancy. An opening is scheduled for August 4, with anticipated full occupancy within 30 days.

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

Mr. Duke reviewed the cost spreadsheet and the anticipated timeframe for completion of the renovation. Two of the four residents have found replacement dwellings under the Uniform

Relocation Act and two are still looking for new homes. The anticipated completion date for new occupancy is mid-November.

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

Ms. Watson did not have an update on this property this month.

#### **F. Technology Upgrades**

Operations Administrator Ron Barstow reported that he had received three bids for the audio/video upgrades for the briefing room and board room at the housing authorities' offices. The plan is to enter into an agreement with the contractor that bid \$30,000, whose plan includes all the necessary features that the agency is seeking.

#### **G. Strategic Plan**

Ms. Watson presented a dashboard summary of key goals and estimated completion dates for the new strategic plan. Although Ms. Guglielmetti commented that she would like to present the final strategic plan to the board for approval at the August board meeting, other commissioners stated concerns with the plan's organization. It was noted that objectives and strategies did not always flow to or mirror specific goals. It was determined that a special board meeting would be needed to discuss the plan before it can be presented to a vote. Commissioners with comments and concerns were asked to provide these to Ann Upchurch by July 24. She will compile them for eventual submission to Beth Geagan of Shift Strategies. A special board meeting will be scheduled for some time in August.

**At 5:50 p.m., Commissioner Seamons left the meeting.**

### **V. NEW BUSINESS**

#### **A. Unrestricted Cash Update**

Finance Director Diana Meo reviewed the report on unrestricted cash. There was discussion regarding the need for the agency to maintain an emergency cash reserve for unforeseen circumstances.

**At 6:02 p.m., Commissioner Hansen left the meeting.**

**At 6:02 p.m., Ex-officio Commissioner Clegg left the meeting.**

#### **B. AT&T Cell Tower Lease Negotiations**

Ms. Watson provided a review of the cell tower lease agreements that the agency maintains with three different cell service companies. One of these leases is under renegotiation and the agency is in the process of procuring the services of a third party negotiator. Progress will be reported to the board as it is made.

**C. Board Approval for Eide Bailly Audit Services for FY2020**

Ms. Meo summarized the proposed audit fees increase from Eide Bailly. After her review, she agreed that these fees are reasonable in comparison with the required work, and she recommended that the board approve the Eide Bailly service contract with increased fees of \$5,710.

**Vice Chairman Rock moved that the board approve the Eide Bailly audit services contract with the increased fees in the amount of \$5,710, for FY2020. Commissioner Machacek seconded the motion. The motion passed by a unanimous voice vote.**

**D. Board approval of Contractor for Capitol/Franklin Plazas Exterior Brick Sealant Project**

Mr. Duke provided a summary of bids received for this project. The lowest bid was received from O'Conner Painting. Since it was also complete, responsive and responsible, Mr. Duke recommended that the board approve the O'Conner Painting bid.

**Commissioner Rodriguez moved that the board approve the contract for the Capitol and Franklin Plazas exterior brick sealant project, at the cost of \$160,000. Vice Chairman Rock seconded the motion. The motion passed by a unanimous voice vote.**

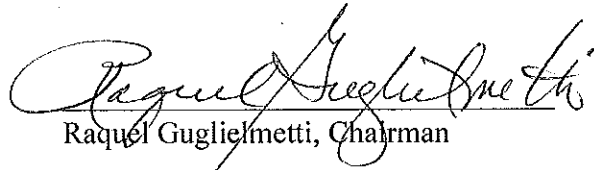
**VI. ADJOURNMENT**

At 6:15 p.m., the meeting was adjourned.

Respectfully submitted,



Deanna L. Watson, Executive Director



Raquel Guglielmetti, Chairman