

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. Wednesday, August 10, 2022
Housing Authority Office – 1001 S. Orchard Street, Boise, Idaho**

- I. ROLL CALL**

- II. CONSENT AGENDA (ACTION ITEM)**
 - A. Minutes, Resolutions and Routine Matters**
 - *1. Board of Commissioners Meeting Minutes, June 8, 2022 (ACTION ITEM)**
 - *2. Board of Commissioners Special Meeting Minutes, June 29, 2022 (ACTION ITEM)**
 - *3. Financial statements thru the period ended May 31, 2022 (ACTION ITEM)**
 - *4. Financial statements thru the period ended June 30, 2022 (ACTION ITEM)**

- III. REPORTS**
 - A. Chairman's Report**
 - B. Executive Director's Report**
 - C. Report on Properties**
 - D. Report on Program**

- IV. BUSINESS**
 - A. Consideration of BCHA Resolution No. 4-2022 – Approving the Public Housing Agency Annual Plan for Boise City Housing Authority (ACTION ITEM)**
 - B. Consideration of ACHA Resolution No. 4-2022 – Approving the Public Housing Agency Annual Plan for Ada County Housing Authority (ACTION ITEM)**
 - C. Approval of Changes to Administrative Plan in regards to future Project Based Voucher Allocation (ACTION ITEM)**
 - D. Discussion of Conflicts of Interest Policy (ACTION ITEM)**
 - E. Resources for Board Members**
 - 1. Discussion on review of resources provided by HUD**
 - 2. Discussion of BCACHA's Commissioners' Future Workshop**
 - F. Emergency Rental Assistance Program Update**
 - G. Moore Street Update**

Executive Session Per Idaho Code § 74-206(1) (c) To acquire an interest in real property not owned by a public agency; and Idaho Code § 74-206(1)(d) To consider records that are exempt from public disclosure

- H. Consideration to allow BCHA to execute a negotiated Property Management Agreement between the City of Boise and BCHA, so long as legal counsel has reviewed and the terms do no create financial risk to BCHA. Agreement to commence August 24, 2022. (ACTION ITEM)
- I. FY2023 Budget Review (for Board Approval at September 2022 Board Meeting) – Presentation by Diana Meo
- J. BCHA Election of Vice Chairperson (ACTION ITEM)
- K. ACHA Election of Vice Chairperson (ACTION ITEM)
- L. Shoreline Plaza Inc. Election of Vice Chairperson (ACTION ITEM)
- M. Affordable Housing Solutions, Inc. Election of Vice Chairperson (ACTION ITEM)

V. ADJOURNMENT

Related agenda documents are available for public review by visiting:

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

Limited seating is available at Boise City / Ada County Housing Authorities. Virtual attendance is strongly encouraged by joining through the Zoom link below

You are invited to a Zoom webinar.

When: Aug 10, 2022 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA August 2022 Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86263455978?pwd=UEVtQkR5NTVJQ2I3TFZzT3NPZmptUT09>

Passcode: 039605

Or One tap mobile :

US: +16694449171,,86263455978#,,,,*039605# or
+16699006833,,86263455978#,,,,*039605#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 386 347 5053 or +1 564 217 2000 or +1 646 931 3860 or +1 929 205 6099

Webinar ID: 862 6345 5978

Passcode: 039605

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

**MEETING OF THE BOARD OF
COMMISSIONERS AND DIRECTORS**

August 10, 2022

TIME AND PLACE OF MEETING:

Chairperson Julianne Donnelly Tzul called the meeting to order at 4:21 p.m., on Wednesday, August 10, 2022. The meeting was held at the Boise City / Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise ID 83705, and via Zoom link.

I. ROLL CALL

Commissioners Present: Chairperson Julianne Donnelly Tzul, Ex-Officio Commissioner Elaine Clegg

Commissioners Present via Zoom: Commissioner Shellan Rodriguez, Commissioner Katie Vila, and Commissioner Tiffany McKee

Commissioners Absent: Commissioner Kent Rock, Commissioner Jennifer Seamons, Vice Chairman Jaime Hansen

Others Present – in person and via Zoom: Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers, Ada County Deputy Attorneys Ammon Taylor and Andrew Jenkins, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Housing Operations Manager Donna DeThorne, Construction Manager Ben Duke, Senior Staff Accountant II Annette Sampson, Project Operations Coordinator Marissa Henderson, Chief of Staff Idaho Department of Corrections Christine Starr, City of Boise Housing and Community Development Director Maureen Brewer, City of Boise Urban Planner Deanna Dupuy, City of Boise Mayor's Housing Advisor Nicki Olivier Hellenkamp, Executive Assistant Ann Upchurch

II. CONSENT AGENDA

Commissioner Rodriguez moved that the board approve the Consent Agenda and that the vote be by roll call. Commissioner Vila seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Julianne Donnelly Tzul said that she is distributing surveys to the staff, clients and program participants for tally and distribution to the board in advance of the all-day workshop scheduled for Wednesday, August 31, 2022.

B. Executive Director's Report

Executive Director Deanna Watson said that the agency has just undergone an audit for HUD regarding the Continuum of Care programs. The initial report is that there were no findings, and that we will receive a written report shortly from HUD.

Ms. Watson reported that leadership staff from the office of HUD Region X will be visiting on August 23, 24 and 25. Visitors will include the Director Janice King-Dunbar and Portfolio Management Specialist Eric Swenson. They are planning to meet with staff and as many board members as possible during the morning of August 25, to present an overview of project-based vouchers. Details will be provided as soon as possible.

Ms. Watson reminded the board that Idaho Housing and Finance Association is holding the annual conference on Housing and Economic Development on August 22 and 23. If any board members are interested in attending and are not already being sponsored by their employer, the housing authority will pay registration fees.

C. Report on Properties

Construction Manager Ben Duke referred to his monthly project spreadsheet. He also presented before and after slides showing the recent exterior paint project at Shoreline Plaza.

D. Report on Programs

Deputy Director Jillian Patterson highlighted the success of the backpack give-away program and thanked sponsors Southminster Presbyterian Church and Boise Centre on the Grove. The church provided over 250 backpacks with school supplies for children in grades K through 6. The Centre on the Grove provided 130 gift bags with supplies for grades 7 through 12. In the Book Rich Environment initiative, the housing authority has received 2,500 brand new books and has distributed over 1,000.

IV. BUSINESS

A. Consideration of BCHA Resolution No. 4-2022

Ms. Patterson explained the changes in the PHA Annual Plans for BCHA and ACHA. HUD requires a five-year plan that is supplemented every year by an annual plan. The annual plans

record accomplishments made during that fiscal year and any anticipated activities coming during the next fiscal year. Any significant changes and revisions made are also explained in the annual plan. The Administrative Plan encompasses both housing authorities into one BCACHA Admin Plan for the Housing Choice Voucher program. Changes include the way the agencies will consider allocating project based vouchers. In the Admin Plan, both agencies will have the flexibility to increase project based vouchers to 20% of budget authority and an additional 10% budget authority for certain at-risk populations as allowed by HUD.

Discussion included the assertion that any allocation of PBVs will include approval by the board and that the agency will follow an RFP (request for proposals) process when considering the issuance of PBVs.

Commissioner Rodriguez moved that the board approved BCHA Resolution No. 4-2022 – Approving the Public Housing Agency Annual Plan for Boise City Housing Authority. Commissioner McKee seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

The motion passed by roll call vote.

B. Consideration of ACHA Resolution No. 4-2022

Commissioner Rodriguez moved that the board approve ACHA Resolution No. 4-2022 – Approving the Public Housing Agency Annual Plan for Ada County Housing Authority. Commissioner McKee seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

The motion passed by roll call vote.

C. Approval of Changes to Administrative Plan in regards to future Project Based Voucher Allocation

Commissioner Rodriguez moved that the board approve changes to the Administrative Plan pertaining to the allocation of Project Based Vouchers. Commissioner McKee seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

The motion passed by roll call vote.

D. Discussion of Conflict of Interest Policy

Ms. Watson referred to the draft Conflict of Interest Policy as provided in the board packet and asked the board to review it in anticipation of a vote at the September board meeting.

E. Resources for Board Members

Ms. Donnelly Tzul referred to her earlier comments regarding the full-day workshop scheduled for August 31.

F. Emergency Rental Assistance Program Update

Ms. Patterson provided an update on the progress of the ERAP program. Totals through July include rent and utility payments in the amount of \$36.6 million, serving 7,623 households. The agency has contracted with CLM Marketing to help identify harder-to-reach populations including outreach in Ada County cities other than Boise. The agency is looking at expanding the eligible use of funds to include security deposits. Draft policies are being developed with the city and county.

Yardi, the software company providing the application process, also issues and mails the physical checks to landlords and utility companies. These are mailed from Texas. The U.S. Postal Service has experienced a slow-down in mail delivery expectations which is increasing the number of complaints the agency is receiving regarding delays in receiving payments. One way to address this is to encourage ACH payments, which is being promoted by staff.

Questions were asked regarding the possibility of using ERAP funds to issue payments to hotels for hotel guests who are not on traditional lease agreements. Ms. Watson explained that initially the program was designed to provide relief for residents who are currently on a lease agreement, and to pivot now to those not in stable housing would significantly change and slow the current assistance efforts. Boise's Community Development Director Maureen Brewer said that this has

been considered and looked at a number of times from all angles and facets, and that every analysis has decided against adding hotels.

G. Moore Street Update

Ms. Watson asked if there were any additional questions regarding Moore Street other than what was included in her report in the board packet. Commissioner Vila asked what the path forward with Edlen & Co. might be. Ms. Watson said that the plan is to allow the current entitlement to expire in October and that Edlen & Co. is intending to determine with their investor pool what the new project might look like, number of homes, etc., and to prepare to submit for tax credits in 2023.

Commissioner McKee moved that the board enter Executive Session per Idaho Code §74-206(1)(c) To acquire an interest in real property not owned by a public agency; and Idaho Code §74-206(1)(d) To consider records that are exempt from public disclosure. Commissioner Rodriguez seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

The motion passed by roll call vote.

At 5:14 p.m., the board entered Executive Session

Commissioner Vila moved that the board exit Executive Session and reenter the open meeting. Commissioner Rodriguez seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

The motion passed by roll call vote.

At 5:54 p.m., the board reentered the open meeting.

H. Consideration to allow BCHA to execute a negotiated Property Management Agreement with the City of Boise

Commissioner Rodriguez moved that the board approves BCHA to executive a property management agreement allowing the Executive Director to sign the agreement as negotiated with the City of Boise, so long as legal counsel has reviewed it and the terms do not create financial risk to BCHA, and that the executed agreement be provided to the board. Commissioner McKee seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

The motion passed by roll call vote.

I. FY2023 Budget Review

Finance Director Diana Meo reviewed the draft budget for the housing authorities FY2023. Operating income was explained and reviewed as were the operating expenses. Discussion included rent increases at market rent properties, cost of living increase for employees, and the anticipated impact of the ERAP program. Ms. Meo was asked to provide more detail regarding covering deficits and showing a line-item for how these will be covered.

J. BCHA Election of Vice Chairperson

This item was postponed until September's board meeting.

K. ACHA Election of Vice Chairperson

This item was postponed until September's board meeting.

L. Shoreline Plaza Inc. Election of Vice Chairperson

This item was postponed until September's board meeting.

M. Affordable Housing Solutions, Inc. Election of Vice President

This item was postponed until September's board meeting,

V. ADJOURNMENT

There being no further business, Commissioner Rodriguez moved that the meeting be adjourned. Commissioner McKee seconded the motion.

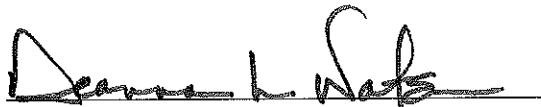
The motion passed by voice vote.

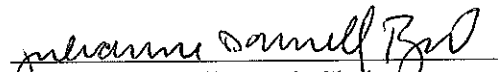
At 6:37 p.m., the meeting was adjourned.

Documents provided as part of this meeting include:

BCACHA Minutes – June 8, 2022
BCACHA Minutes – June 29, 2022
Financial Statements thru the period ended May 31, 2022
Financial Statements thru the period ended June 30, 2022
BCACHA 2022 Occupancy Rates
Construction Project Spreadsheet – August 2022
Memorandum to the Board by Deanna Watson
Memorandum to the Board from Jillian Patterson
BCHA Resolution 4-2022
BCHA Annual Plan
ACHA Resolution 4-2022
ACHA Annual Plan
BCACHA Administrative Plan Revision
Draft Conflict of Interest Policy

Respectfully submitted,


Deanna L. Watson, Executive Director


Julianne Donnelly Tzul, Chairperson