

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, September 14 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, August 10, 2022 (ACTION ITEM)**
 - *2. Board of Commissioners Special Meeting Minutes, August 25, 2022 (ACTION ITEM)**
 - *3. Board of Commissioners Special Meeting Minutes, August 31, 2022 (ACTION ITEM)**
 - *4. Financial statements thru the period ended July 31, 2022 (ACTION ITEM)**

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

- IV. BUSINESS**
 - A. Consideration for Approval of Moreton & Company 2022 Property and Liability Insurance (ACTION ITEM)**
 - B. Consideration for Approval of the Fiscal Year 2022 Boise City Housing Authority Budget – BCHA Resolution No. 5-2022 (ACTION ITEM)**
 - C. Consideration for Approval of the Fiscal Year 2022 Ada County Housing Authority Budget - ACHA Resolution No. 5-2022 (ACTION ITEM)**
 - D. Consideration for Approval to Write Off the Fiscal Year 2022 Uncollectable Debts Owed (ACTION ITEM)**
 - E. Consideration for Approval of Conflict of Interest Policy – BCHA Resolution No. 6-2022 (ACTION ITEM)**

- F. Consideration for Approval of Conflict of Interest Policy – ACHA Resolution 6-2022 (ACTION ITEM)
- G. Consideration for Approval of Revised Action Plan for the Family Self-Sufficiency Program – BCHA 7-2022 (ACTION ITEM)
- H. Consideration for Approval of Revised Action Plan for the Family Self-Sufficiency Program – ACHA 7-2022 (ACTION ITEM)
- I. Emergency Rental Assistance Program Update
- J. Moore Street Property Update
- K. BCHA Election of Vice Chairperson (ACTION ITEM)
- L. ACHA Election of Vice Chairperson (ACTION ITEM)
- M. Shoreline Plaza Inc. Election of Vice Chairperson (ACTION ITEM)
- N. 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: Sep 14, 2022 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA September 2022 Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81180798064?pwd=Q0xBWmVkV3JucDRRUjhMM1Qra0ZqQT09>

Passcode: 318777

Or One tap mobile :

US: +13462487799,,81180798064#,,,,*318777# or
+16694449171,,81180798064#,,,,*318777#

Or Telephone:

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

US: +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1
253 215 8782 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325
or +1 312 626 6799 or +1 386 347 5053 or +1 564 217 2000

Webinar ID: 811 8079 8064

Passcode: 318777

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

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

September 14, 2022

TIME AND PLACE OF MEETING:

Chairperson Julianne Donnelly Tzul called the meeting to order at 4:05 p.m., on Wednesday, September 14, 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, Commissioner Kent Rock, Commissioner Katie Vila

Commissioners Present via Zoom: Commissioner Tiffany McKee, Commissioner Shellan Rodriguez (arrived 4:13 p.m.)

Commissioners Absent: 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 Attorney Ammon Taylor, Commercial Producer with Moreton & Company Chad Ranstrom, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, and Executive Assistant Ann Upchurch

II. CONSENT AGENDA

Commissioner Vila moved that the board approve the Consent Agenda and that the vote be by roll call. Commissioner Rock abstained as he had not attended the meeting on August 10. Commissioner McKee seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Vila	Aye
Commissioner Rock	Abstained

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Julianne Donnelly Tzul thanked the commissioners and staff for participating in the all-day strategic refresh retreat in August. She presented summary slides highlighting the discussions and recommendations going forward.

Ms. Donnelly Tzul also noted that there are open commissioner seats and that Ada County Commissioners are considering candidates. The discussion included the possibility that the housing authorities could provide aspirations for board qualifications, but that there could be no requirement of the county or city for these qualifications.

Executive Director Deanna Watson reminded the board the housing authorities' by-laws are internal documents and the appointment of commissioners is governed by external state statute.

B. Executive Director's Report

Ms. Watson highlighted her memo of action items and progress points previously provided, and asked for any discussion or questions from the board. She also mentioned that the HUD representatives who visited from the regional office were very complimentary about their time in Boise. They appreciated the time that the board members committed to meeting them and attending their presentation on project-based vouchers. They were impressed with our properties and visited several, as well as New Path and Valor Pointe.

C. Report on Properties

The water and waste line project is the next big endeavor. The agency has recently been notified of the possibility of additional capital fund money. Also, the housing authority has taken over the property management of Sage mobile home park and staff is working through those details.

D. Report on Programs

Deputy Director Jillian Patterson reported that as part of the consolidated appropriations act, Congress included additional money for new vouchers, awarded on a formula base. Ada County has received an additional 8 vouchers and Boise an additional 12. These were added to our existing portfolio of vouchers. This is the first time in many years that HUD authorized additional "regular" vouchers, vouchers that are not specifically allocated to narrowly defined sub-groups of participants. The effective date of these are October 1, 2022.

Ms. Patterson mentioned that there is also a HUD notice allowing additional VASH vouchers, and that housing authorities need to submit a letter of interest by September 16. A letter of support from the VA is needed in order to submit the letter of interest. As of this date, the agency has not received the letter of support, nor confirmation of interest in these vouchers. Ms. Donnelly Tzul offered that the agency could add her name to any communication to the VA regarding the interest in these vouchers.

The housing authority has also submitted its Continuum of Care application and was recently notified that the application for the CHOIS program has been approved and ranked #1 for these funds. The housing authority asked for renewal funding for \$1 million. The City of Boise (the collaborative applicant) will submit the full communities' application to HUD.

Ms. Watson mentioned that the agency will also be submitting an application with the City of Meridian for use of some of their ARPA funds for housing stability services. This will be approximately \$250,000 and will be used to serve Meridian residents who are experiencing housing instability. Their list of eligible services is broad and includes rent assistance, mortgage assistance, utility assistance and help with delinquent property taxes for eligible households. The deadline to apply is Friday, September 16. We will request the full amount of funding.

Discussion followed regarding the number of project-based vouchers that the agency would be able to allocate. HUD has confirmed that this number is 20% of the number of vouchers as funded through the Annual Contributions Contract (ACC), not 20% of the budget authority. There is an additional 10% allowed for project based vouchers that include supportive services. Commissioner Rodriguez asked, and staff confirmed, that the agency is not yet near this maximum with its current project-based vouchers. She asked if the agency was planning on issuing an RFP for allocation of project-based vouchers, and if so, when that might be issued. With the administrative plan update from last month, the agency has outlined its process for allocating these vouchers. There is no specific timeline at this time for an RFP, but these will be issued project by project. The housing authority is mindful of the city's pipeline of permanent supportive housing projects in the future, but the RFP will be broadly written to provide for other developers who also may wish to apply. Ms. Rodriguez commented that it was her hope that the agency would move forward quickly with the RFP in consideration of projects that may be seeking tax credits in 2023. That process can take many months and the voucher option would be an important piece of a tax credit application.

IV. BUSINESS

A. Consideration for Approval of Moreton & Company 2022 Property and Liability Insurance

Mr. Chad Ranstrom presented the proposed property and liability insurance renewal for the housing authorities. He indicated that there is an overall cost increase to the plan, and that the majority of this increase is due to an increase in exposure. We all are aware that replacement costs for all properties have gone up significantly when compared to past years. Insurance companies are requiring that coverage keeps pace with those costs.

In addition to the increased costs across our normal coverage options, Mr. Ranstrom included optional coverage information for board consideration. These include optional coverage for abuse/molestation (a request from the City of Boise due to recent property management services), professional liability (also due to the addition of third party property management services), and crime /social engineering, computer fraud coverage.

Mr. Ranstrom explained the scope of coverage for the abuse/molestation option, with an estimated \$9,000 cost for premium. Discussion included the possibility of asking the City of Boise to cover this option. However, since the coverage would include the entire agency, Ms. Watson is reluctant to ask the city to pay for the entire premium, rather suggesting that she ask for a pro-rated reimbursement. Commissioner Vila stated that she felt the cost of this coverage was high in comparison to the low risk and was not inclined to approve that coverage.

Commissioner Rock moved that the board approve the fiscal year 2023 renewal property and risk package of insurance coverages as presented by Moreton and Company, with an approved cap of \$5,000 for professional liability coverage, the approval of the crime/social engineering coverage and the additional abuse/molestation liability coverage.

Commissioner McKee seconded the motion.

A roll call vote was taken.

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

The motion failed by roll call vote.

Further discussion on the issue of the abuse/molestation coverage included questions regarding the scope of the coverage, the potential risk and cost. Ms. Vila asked for the recommendation of Ms. Watson, who stated that she is in favor of recommending this coverage.

Commissioner Rock moved that the board approve the fiscal year 2023 renewal property and risk package of insurance coverages as presented by Moreton and Company, with an approved cap of \$5,000 for professional liability coverage, the approval of the crime/social engineering coverage and the additional abuse/molestation liability coverage. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

B. Consideration for Approval of the Fiscal Year 2022 Boise City Housing Authority Budget – BCHA Resolution No. 5-2022

Ms. Donnelly Tzul mentioned that her request for an additional management position would be put off for future consideration, in light of the deficit that it would cause. This provided some relief to the budget that was then able to accommodate an increase in the COLA from 3% to 7%. Other changes to the budget since last month’s review include the replacement of two trees at the Orchard office, and actual insurance premium costs rather than the estimated ones provided earlier.

Commissioner Vila moved that the board approve the Fiscal Year 2022 Boise City Housing Authority Budget – BCHA Resolution No. 5-2022, to include the changes in the Finance Director’s memo and the increased insurance costs as approved in the previous motion. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

C. Consideration for Approval of the Fiscal Year 2022 Ada County Housing Authority Budget – ACHA Resolution No. 5-2022

Commissioner Vila moved that the board approve the Fiscal Year 2022 Ada County Housing Authority Budget – ACHA Resolution No. 5-2022, to include the changes in the Finance Director’s memo and the increased insurance costs as approved in the previous motion. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

D. Consideration for Approval to Write Off the Fiscal Year 2022 Uncollectable Debts Owed

Ms. Meo explained the annual process of writing off debts that the housing authorities deem to be unrecoverable.

Commissioner Rock moved to approve the Write Off of Fiscal Year 2022 Uncollectable Debts Owed as presented. Commissioner Vila seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

E. Consideration for Approval of Conflict of Interest Policy – BCHA Resolution No. 6-2022

This agenda item was postponed for the next board meeting.

F. Consideration for Approval of Conflict of Interest Policy – ACHA Resolution No. 6-2022

This agenda item was postponed for the next board meeting.

G. Consideration for Approval of Revised Action Plan for the Family Self-Sufficiency Program – BCHA 7-2022

Ms. Patterson stated that her summary of the changes and the background of the program was presented in her memo provided earlier. There was no additional discussion.

Commissioner Vila moved that the board approve the Revised Action Plan for the Family Self-Sufficiency Program for Boise City Housing Authority – BCHA Resolution No. 7-2022. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

H. Consideration for Approval of Revised Action Plan for the Family Self-Sufficiency Program – ACHA 7-2022

Commissioner Vila moved that the board approve the Revised Action Plan for the Family Self-Sufficiency Program for Ada County Housing Authority – ACHA Resolution No. 7-2022. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

I. Emergency Rental Assistance Program Update

Ms. Patterson presented an update on the assistance provided by this program through August 31, 2022. Total dollars paid out in rent and utility assistance is \$38,696,417 with 7,953 total households served. New efforts involve working with the county and the city in drafting a policy for including security deposits as an eligible expense. Also, transition planning is underway for January 2023. ERA 1 funds must be expended by December 31, with ERA 2 beginning in 2023. Ms. Watson mentioned that there has been continued pressure from the Intermountain Fair Housing Council to provide hotel stay expenses with this funding, but the city and county have been clear that they will not be providing this assistance in Boise and Ada County.

J. Moore Street Property Update

Ms. Watson referred to her written update, noting that there may need to be changes to the makeup of the board’s development sub-committee as it provides guidance going forward. Ms. Rodriguez asked if the developer had submitted a timeline or a draft agreement. Ms. Watson said that bi-weekly discussions have just begun and that the developer has a draft agreement in

process. They have also talked with their potential investors, and one is interested if an ownership interest was included in the project. Ms. Rodriguez urged that the draft agreement includes a timeline and criteria as outlined in the RFP. Ms. Watson offered to provide a more detailed set of minutes of meetings with the developers which can be provided to the board.

K. BCHA Election of Vice Chairperson

Both Commissioner Rock and Commissioner Vila expressed interest in the position of Vice Chairperson.

Commissioner Rodriguez moved that the board elect Katie Vila as Vice Chairman of Boise City Housing Authority. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

L. ACHA Election of Vice Chairperson

Commissioner Rodriguez moved that the board elect Katie Vila as Vice Chairman of Ada County Housing Authority. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

M. Shoreline Plaza Inc. Election of Vice Chairperson

Commissioner Rodriguez moved that the board elect Katie Vila as Vice Chairman of Shoreline Plaza Inc. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

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

Commissioner Rodriguez moved that the board elect Katie Vila as Vice President of Shoreline Plaza Inc. Chairman Donnelly Tzul seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

V. ADJOURNMENT

There being no further business, Chairman Donnelly Tzul moved that the meeting be adjourned.

The motion passed by voice vote.

At 6:26 p.m., the meeting was adjourned.

Documents provided as part of this meeting include:

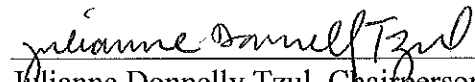
- Board Minutes of 8-10-2022
- Board Minutes of 8-25-2022
- Board Minutes of 8-31-2022
- July 2022 – Financial Statements
- Occupancy Trends as of August 2022
- Malad Property Management Agreement of 8-23-2022
- September Board Memorandum from Deanna Watson
- Moreton & Company Property and Liability Proposal FY2023

Memo from Finance Director on FY 2023 Budget (beginning 10/1/2022)
BCHA Resolution 5-2022 – Approving Budget
ACHA Resolution 5-2022 – Approving Budget
Bad Debt Write-Off FY2022
BCACHA Conflict of Interest Policy draft
BCHA Resolution 7-2022 – Approving FSS Revised Action Plan
ACHA Resolution 7-2022 – Approving FSS Revised Action Plan
Memo: BCACHA FSS Action Plan Revisions
Draft FSS Program Action Plan

Respectfully submitted,



Deanna L. Watson, Executive Director



Julianne Donnelly Tzul, Chairperson