

# 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. September 9, 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, August 12, 2020 (ACTION ITEM)
- \*2. Financial Statements for the Period Ended July 31, 2020 (ACTION ITEM)

## III. REPORTS

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

## IV. NEW BUSINESS

- A. Consideration for Approval of Moreton & Company 2021 Property and Liability Insurance (ACTION)
- B. Consideration for Approval to Write Off the Fiscal Year 2020 Uncollectable Debts Owed (ACTION)

## V. UNFINISHED BUSINESS

- A. Consideration for Approval of the Fiscal Year 2020 Boise City Housing Authority Budget – BCHA Resolution #3-2020 (ACTION)
- B. Consideration for Approval of the Fiscal Year 2020 Ada County Housing Authority Budget – ACHA Resolution #3-2020 (ACTION)
- C. Moore Street Update
- D. New Path Update

- E. Valor Point Update
- F. CHOIS Program Housing Update
- G. Allumbaugh Housing Development Update
- H. Strategic Plan – Update on current status
- I. Technology Upgrades

## VI. ADJOURNMENT

Related agenda documents are available for public review by visiting:

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

Due to the COVID-19 Pandemic, BCACHA is providing public access to this board meeting via telephone conference. Please call the conference line at (844) 844-0414 and the following PIN number to access the meeting: 123493

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

**MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS  
September 9, 2020**

**TIME AND PLACE OF MEETING**

Vice Chairman Kent Rock called the meeting to order at 4:06 p.m. on Wednesday, September 9, 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:** Vice Chairman Kent Rock

**Commissioners Present via Telephone Conference:** Commissioner Jaime Hansen, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons, Commissioner Gary Machacek, Ex-Officio Commissioner Elaine Clegg

**Commissioners Absent:** Chairman Raquel Guglielmetti

**Others Present:** Executive Director Deanna Watson, Chad Ranstrom of Moreton & Company, Ada County Deputy Attorney Ammon Taylor (via telephone conference), Boise City Deputy City Attorney, Mary Grant (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 Seamons moved to approve the Consent Agenda and that the vote be by roll call. Commissioner Rodriguez seconded the motion.**

At 4:07 p.m., a roll call vote was taken.

Vice Chairman Rock	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Not yet present to vote

**The vote passed by unanimous roll-call vote.**

### **III. REPORTS**

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

Vice Chairman Rock reported that for this month and next month he will be filling in for Chairman Guglielmetti, who is helping family members out of town.

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

Executive Director Watson reviewed a few items from her monthly briefing report. She gave a brief report on recent budget meetings with Allumbaugh House partners and the possible need for Terry Reilly to reduce staff. She also reviewed recent talks with City of Boise staff regarding a possible Moore Street development project. At their request, the housing authority provided the City with a copy of the soils report on the property. Ms. Watson will follow up with the City staff if she has not heard back within a few weeks. The strategic plan has been updated, edited and is ready for reformatting by our consultant, Beth Geagan.

At 4:15 p.m., Commissioner Gary Machacek entered the meeting.

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

Development Construction Manager Ben Duke reported that the exterior brick sealant project at Capitol and Franklin Plazas has been completed. There are a few smaller projects in process at Allumbaugh House, including parking lot sealing and a workstation upgrade. In addition, there is a bathroom remodel project beginning at the Streamside project.

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

There were no reports on programs.

### **IV. NEW BUSINESS**

#### **A. Consideration for Approval of Moreton & Company 2021 Property and Liability Insurance**

Chad Ranstrom of Moreton & Company presented an overview of the proposal of insurance for FY2021. Questions from commissioners included whether or not the housing authority should include earthquake insurance, based upon recent seismic activity in the state.

At 4:26 p.m., Ex-Officio Commissioner Elaine Clegg entered the meeting.

The board recommended that staff have a review of the seismic risks that may be present in the high-rise buildings.

**Commissioner Rodriguez moved that the board approve the proposal of Moreton & Company 2021 Property and Liability Insurance, and that the vote be by roll call. Commissioner Hansen seconded the motion.**

At 4:30 p.m., a roll call vote was taken.

Vice Chairman Rock	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Aye

**The vote passed by unanimous roll-call vote.**

**B. Consideration for Approval to Write Off the Fiscal Year 2020 Uncollectable Debts Owed**

Finance Director Diana Meo explained the process for determining and writing off collectable debt.

**Commissioner Machacek moved that the board approve the write off of Fiscal Year 2020 Uncollectable Debts Owed and that the vote be by roll call. Commissioner Rodriguez seconded the motion.**

At 4:36 p.m., a roll call vote was taken.

Vice Chairman Rock	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Aye

**The vote passed by unanimous roll-call vote.**

**V. UNFINISHED BUSINESS**

**A. Consideration for Approval of the Fiscal Year 2021 Boise City Housing Authority Budget – BCHA Resolution 3-2020.**

Finance Director Meo reviewed the adjustments to the proposed budget since last month’s presentation. The only changes involved adding in monthly service maintenance costs for the agency’s elevators and updating the insurance premiums from estimates to actual costs.

**Commissioner Seamons moved to approve the Fiscal Year 2021 Boise City Housing Authority Budget – BCHA Resolution 3-2020, and that the vote be by roll call. Commissioner Machacek seconded the motion.**

At 4:45 p.m., a roll call vote was taken.

Vice Chairman Rock	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Aye

**The vote passed by unanimous roll-call vote.**

**B. Consideration for Approval of the Fiscal Year 2021 Ada County Housing Authority Budget – ACHA Resolution 3-2020**

**Commissioner Seamons moved to approve the Fiscal Year 2021 Ada County Housing Authority Budget – ACHA Resolution 3-2020, and that the vote be by roll call. Commissioner Machacek seconded the motion.**

At 4:46 p.m., a roll call vote was taken.

Vice Chairman Rock	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Aye

**The vote passed by unanimous roll-call vote.**

**C. Moore Street Update**

Ms. Watson mentioned that the housing authority is soliciting bids for the removal of dead trees and debris on the property. Ms. Clegg said that she would also follow up with the city parks department to see if an arborist is available to look at the trees and offer suggestions.

Ms. Rodriguez suggested that the housing authority ask for a timeline on response from the city regarding their interest in the property. Ms. Clegg mentioned that the city is very interested in the property and that there are funds set aside for affordable housing projects. She agreed that it is a good idea to ask the city for a timely response that includes a range of possibilities and resources that they are willing to contribute. Mr. Rock suggested that we look for a response by the end of September. Ms. Watson said that she would plan on following up and will have something to report at the October board meeting.

**D. New Path Update**

Ms. Seamons mentioned that New Path has received a “2020 Charles L. Edson Tax Credit Excellence Award” through the Affordable Housing Tax Credit Coalition. This prestigious award of excellence is given to only the best affordable housing developments in the nation and provides New Path with impressive national recognition.

Ms. Watson reported that New Path also received a national "Award of Excellence" award for 2020 through NAHRO (National Association of Housing and Redevelopment Officials).

#### **E. Valor Pointe Update**

Residents are in the process of moving into Valor Pointe. Ms. Clegg suggested that board members see if there is any way to tour the building as it is a very wonderful project to see first-hand. Ann Upchurch will check into any virtual tours that might be available.

#### **F. CHOIS Program Housing Update**

Mr. Duke gave an update on the relocation efforts of the four households. There is just one household left in the duplexes. Construction is scheduled to start on October 5 with new tenants moving in by late November.

#### **G. Allumbaugh House Development Update**

This update was covered earlier in the Executive Director's report.

#### **H. Strategic Plan**

This was also covered earlier in the Executive Director's report.

#### **I. Technology Upgrades**

Operations Administrator Ron Barstow reported that the agency is still waiting for parts to be delivered for the upgrade in the Board and Briefing rooms. They are tentatively scheduled to do the installation next Tuesday and Wednesday. Commissioner Rodriguez asked that if the upgrades were not possible by next month's board meeting, we consider holding the meeting through Zoom even with just a laptop in the boardroom. Mr. Barstow said that he would test that option prior to the meeting in October.

### **VI. ADJOURNMENT**

**Commissioner Rodriguez moved that the meeting be adjourned. Commissioner Machacek seconded the motion. The motion passed by unanimous voice vote.**

**At 5:15 p.m., the meeting was adjourned.**

**Documents provided as part of this meeting include:**

**Minutes of August 12, 2020**

**Financial Statements for period ended July 31, 2020**

**Proposal of Insurance by Moreton & Company**

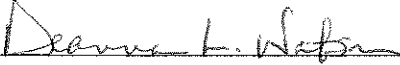
**Summary of Fiscal Year 2020 Uncollectable Debts**


**Summary of Changes to FY2021 Budget**

**BCHA Resolution 3-2020**

**ACHA Resolution 3-2020**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
for Raquel Guglielmetti, Chairman