

## 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**

**Wednesday, July 12 – 4:00 p.m.**

**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, Resolutions and Routine Matters**

- \*1. Board of Commissioners Meeting Minutes, June 14, 2023 (ACTION ITEM)**
- \*2. Financial Statements thru the Period Ended May 31, 2023 (ACTION ITEM)**

**III. REPORTS**

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

**IV. BUSINESS**

- A. Emergency Rental Assistance Program Update**
- B. Moore Street Property Update**
- C. Discussion on Agency-Owned Property Adjacent to Allumbaugh House Update**
- D. Discussion on Securing Financial Advisor Services Update**
- E. Discussion on Local Landlords Converting Affordable Rentals to Market Rent Update**
- F. Consideration of BCHA Resolution 5-2023 – Approving the Public Housing Agency Five-Year and Annual Plan for the Boise City Housing Authority (ACTION ITEM)**

- G. Consideration of ACHA Resolution 5-2023 – Approving the Public Housing Agency Five-Year and Annual Plan for the Ada County Housing Authority (ACTION ITEM)
- H. Consideration of BCHA Resolution 6-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority (ACTION ITEM)
- I. Consideration of ACHA Resolution 6-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority (ACTION ITEM)
- J. Consideration of BCHA Resolution 7-2023 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Boise City Housing Authority (ACTION ITEM)
- K. Consideration of ACHA Resolution 7-2023 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Ada County Housing Authority (ACTION ITEM)
- L. Consideration of BCHA Resolution 8-2023 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Boise City Housing Authority (ACTION ITEM)
- M. Consideration of ACHA Resolution 8-2023 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Ada County Housing Authority (ACTION ITEM)
- N. Consideration of BCHA Resolution 9-2023 – Resolution Approving an Allocation of 95 Project Based Vouchers to Pacific West Communities, Inc. For New Path Community Housing Phase II, 2216 W. Fairview Avenue and 114 S. 23<sup>rd</sup> Street, Upon Satisfactory Completion of All HUD Requirements and Approvals, Including Subsidy Layering and Environmental Reviews, and Authorizing the Executive Director to Execute an Agreement to Enter Into a Housing Assistance Payment (AHAP) Contract Prior to Construction and a Housing Assistance Payment (HAP) Contract Once Construction is Complete and Inspected (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:

When: July 12, 2023, 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA July 2023 Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87146247234?pwd=UE1VUHNTa2dpLytBclNSdWRTcTVTZz09>

Passcode: 626989

Or One tap mobile :

+12532050468,87146247234#,,,,\*626989# US

+12532158782,87146247234#,,,,\*626989# US (Tacoma)

Or Telephone:

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

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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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 12, 2023**

**TIME AND PLACE OF MEETING:**

Vice Chairman Katie Vila called the meeting to order at 4:03 p.m., on Wednesday, July 12, 2023. 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:** Vice Chairman Katie Vila, Commissioner Kent Rock, Commissioner Tim Flaherty, Commissioner Paige Doyle

**Commissioners Present via Zoom:** Commissioner Amanda Ryan

**Commissioners Absent:** Chairman Julianne Donnelly Tzul

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney Nichole Solberg, Boise City Deputy Attorney Tyler Powers, IT and Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant II Annette Sampson, Housing Operations and Asset Manager Marissa Henderson, Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Commissioner Doyle moved that the board approve the Consent Agenda, and that the vote be by roll call. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

### **III. REPORTS**

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

Vice Chairman Katie Vila reported that Buffy Jones has been appointed to our board by the Boise City Council. The appointment will soon be ratified by the Ada County Commissioners. She is expected to be fully seated on the board for August's meeting.

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

Executive Director Deanna Watson reported that she has recently been in a meeting with Jill Sherman of Edlen & Co. regarding the Moore Street property development proposal. Ms. Sherman has been in meetings with Idaho Housing and Finance Association for clarification of the scoring of their application for workforce housing funding. Although their application was not chosen for funding, if there should be a withdrawal of an approved application, Edlen's may be looked at again. Ms. Sherman is continuing discussion with other possible funders for the current gap in financing, and the agency should have a better idea of where the project stands later this month.

Applications for the Executive Assistant position have been reviewed, and interviews conducted. Just today, the preferred applicant has accepted the position and will be hired to start in mid-August.

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

Housing Operations and Asset Manager Marissa Henderson provided a review of the Franklin Plaza fire restoration project. The project is wrapping up this week with all tenants returned to their restored apartments.

#### **D. Report on Programs**

The report on programs will be discussed under Business.

### **IV. BUSINESS**

#### **A. Emergency Rental Assistance Program**

Deputy Director Jillian Patterson reported that as of the end of June, \$70,727,428 in rental assistance and utility payments had been provided to Boise and Ada County applicants, with 15,477 households served. The program has ended and the final reports are being drafted. There will still be returned checks and voids issued in the coming weeks, so final figures are pending. Participants continue to call the agency for future assistance opportunities, and we are doing our best to point those households to other resources in the community.

#### **B. Moore Street Property**

Ms. Watson previously provided this update in her report.

### **C. Discussion on Agency-Owned Property Adjacent to Allumbaugh House**

Ms. Watson reported that she had conveyed to the CEO of Terry Reilly the preference of the board, that the property should be developed for affordable housing, even with a built-in dental office as part of the design, if possible. The CEO was in agreement with the board's preference and acknowledged that there were unknown costs regarding the moving of an existing dental office onto the site as a stand-alone building.

### **D. Discussion on Securing Financial Advisor Services**

Ms. Watson reported that she had received materials from CSG of California regarding their financial advisor services. After a review by our attorneys, it was determined that the agency would not be able to procure these services through a "piggy-back" process from another PHA's contract. BCACHA will need to issue an RFP and has received a number of templates from which to start the process.

### **E. Discussion on Local Landlords Converting Affordable Rentals to Market Rent**

Ms. Watson stated that a few landlords have signaled that they are planning on moving away from providing affordable rents as their LIHTC compliance periods have ended. They have, in some instances, opted to raise the rents substantially. One property management company in particular has provided improper rent increase notices in some instances, one which resulted in a family being taken to eviction court. The error was corrected in time for them to avoid eviction, but the legal action against them remains on record. Two months later, the household received another notice of a rent increase, a much higher increase than the initial letter. There are also indications that this company is charging voucher holders a higher rent amount than non-assisted tenants, which is contrary to their HAP contract. We have requested documentation in order to determine if this is the case, but they have not provided the information. The housing authority has several options to push back on these actions, including rent suspension and/or rent abatement. Ms. Watson said that the agency is continuing to monitor the trend, as the compliance periods for many of the initial LIHTC projects are expiring around the same time.

### **F. Consideration of BCHA Resolution 5-2023 – Approving the Public Housing Agency Five-Year and Annual Plan for the Boise City Housing Authority**

Ms. Patterson and Ms. Henderson provided discussion and a slide-presentation on the agency's need to update the PHA Plan, Annual Plan and Five-Year Rolling Capital Funds Program for both BCHA and ACHA. This year's plans include a new 5-year plan and an annual plan, in combination. These are HUD requirements and are specific to the HCV program and the Public Housing program. Additionally, the agency has updated its Administrative Plan and the Admissions and Continued Occupancy Policy (ACOP).

**Commissioner Flaherty moved that the board approve BCHA Resolution 5-2023 – Approving the Public Housing Agency Five-Year and Annual Plan for the Boise City Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**G. Consideration of ACHA Resolution 5-2023 – Approving the Public Housing Agency Five-Year and Annual Plan for the Ada County Housing Authority**

**Commissioner Flaherty moved that the board approve ACHA Resolution 5-2023 – Approving the Public Housing Agency Five-Year and Annual Plan for the Ada County Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**H. Consideration of BCHA Resolution 6-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority**

**Commissioner Flaherty moved that the board approve BCHA Resolution 6-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Doyle seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**I. Consideration of ACHA Resolution 6-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority**

**Commissioner Flaherty moved that the board approve ACHA Resolution 6-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Doyle seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**J. Consideration of BCHA Resolution 7-2023 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Boise City Housing Authority**

**Commissioner Flaherty moved that the board approve BCHA Resolution 7-2023 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Boise City Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**K. Consideration of ACHA Resolution 7-2023 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Ada County Housing Authority**



**Commissioner Flaherty moved that the board approve ACHA Resolution 7-2023 – Approving the Housing Choice Voucher (HCV) Administrative Plan Revisions for the Ada County Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**L. Consideration of BCHA Resolution 8-2023 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Boise City Housing Authority**

**Commissioner Flaherty moved that the board approve BCHA Resolution 8-2023 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Boise City Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Doyle seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**M. Consideration of ACHA Resolution 8-2023 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Ada County Housing Authority**

**Commissioner Flaherty moved that the board approve ACHA Resolution 8-2023 – Approving the Admissions and Continued Occupancy Plan (ACOP) Revisions for the Ada County Housing Authority, with minor editorial corrections as determined by PHA staff. Commissioner Doyle seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

**N. Consideration of BCHA Resolution 9-2023 – Resolution Approving an Allocation of 95 Project Based Vouchers to Pacific West Communities, Inc. For New Path Community Housing Phase II, 2216 W. Fairview Avenue and 114 S. 23<sup>rd</sup> Street, Upon Satisfactory Completion of All HUD Requirements and Approvals, Including Subsidy Layering and Environmental Reviews, and Authorizing the Executive Director to Execute an Agreement to Enter Into a Housing Assistance Payment (AHAP) Contract Prior to Construction and a Housing Assistance Payment (HAP) Contract Once Construction is Complete and Inspected**

Ms. Patterson reviewed the process of allocating project-based vouchers to a developer who responded to an RFP published earlier this year, for a permanent supportive housing project. The timeline includes providing the developer with a letter of commitment to allocate these vouchers so that the developer may include it in their application for low-income housing tax credits, an application due in August. This is a conditional approval, with conditions specified in the resolution.

**Commissioner Flaherty moved that the Board approve BCHA Resolution 9-2023, a resolution approving an allocation of 95 project-based vouchers to Pacific West Communities, Inc. for New Path Community Housing Phase II, 2216 W. Fairview Avenue and 114 S. 23<sup>rd</sup> Street, upon satisfactory completion of all HUD requirements and approvals, including subsidy layering and environmental reviews, and authorizing the Executive Director to execute an Agreement to enter into a Housing Assistance Payment (AHAP) contract prior to construction and a Housing Assistance Payment (HAP) contract once construction is complete and inspected. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Rock	Aye
Commissioner Doyle	Aye

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

V. ADJOURNMENT

Commissioner Rock moved that the meeting be adjourned. Commissioner Flaherty seconded the motion.

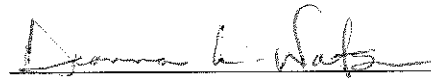
The motion passed by a voice vote.

At 5:23 p.m., the meeting was adjourned.

Documents provided as part of this meeting include:

- Minutes, BCACHA Board Meeting June 14, 2023
- Financial Statements thru period ended May 31, 2023
- BCACHA Occupancy Rates as of June 2023
- Memo From Jillian Patterson and Marissa Henderson RE: Resolutions to approve the Public Housing Agency 5-year/Annual Plans and Five-Year Capital Fund Plans
- 5-Year PHA Plan – BCHA
- 2024-2028 Capital Fund Plan – BCHA
- 5-Year PHA Plan – ACHA
- 2024-2028 Capital Fund Plan – ACHA
- BCHA Resolution 5-2023
- ACHA Resolution 5-2023
- BCHA Resolution 6-2023
- ACHA Resolution 6-2023
- Memo from Jillian Patterson and Marissa Henderson RE: Resolutions Approving the HCV Administrative Plan revisions and ACOP revisions
- BCHA Resolution 7-2023
- ACHA Resolution 7-2023
- BCHA Resolution 8-2023
- ACHA Resolution 8-2023
- BCHA Resolution 9-2023

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Katie Vila, Vice Chairman