

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, March 13, 2024 at 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 February 14, 2024 (ACTION ITEM)
2. * ACHA Financial Statements through the Period Ending January 31, 2024 (ACTION ITEM)
3. * BCHA Financial Statements through the Period Ending January 31, 2024 (ACTION ITEM)

III. REPORTS

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

IV. BUSINESS

1. Staff Presentation – IT
2. Approval of Audited Financials for Year Ending September 30, 2023 for BCHA and ACHA – Eide Bailly (ACTION ITEM)
3. Declaration of Trust – ACHA Duplex Properties (ACTION ITEM)
 - a. 5905/5907 N. Streamside Place, Garden City
 - b. 1721/1723 W. Victory Road, Boise
 - c. 1785/1787 W. Victory Road, Boise
 - d. 9602/9604 W. Marigold Street, Garden City
 - e. 6208/6210 N. Ethan Place, Garden City
4. Moore St Property Update

V. ADJOURNMENT

Related agenda documents are available for public review by visiting:
<https://bcacha.org/about/board-of-commissioners/>

Zoom access:

Topic: BCACHA Board Meeting

Time: Mar 13, 2024 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87204217400?pwd=NPOuo3jLQ8B1K9sepXcsYGtgy8TBUY.1>

Meeting ID: 872 0421 7400

Passcode: 120047

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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

March 13, 2024

TIME AND PLACE OF MEETING:

Chair Julianne Donnelly Tzul called the meeting to order at 4:00 p.m., on Wednesday, March 13, 2024. 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: Chair Julianne Donnelly Tzul, Commissioner Kent Rock, Commissioner Tim Flaherty (via Zoom), Commissioner Marty Jacobs, Commissioner Krista Paulsen, Commissioner Buffy Jones (via Zoom), Ex-Officio Commissioner Kathy Corless

Commissioners absent: Vice Chair Katie Vila

Others present: Ada County Deputy Attorney Nichole Solberg, Ada County Deputy Attorney Ammon Taylor, City Attorney Ed Jewell, Executive Director Deanna Watson, Deputy Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, IT and Operations Administrator Ron Barstow, Housing Operations and Asset Manager Marissa Henderson, Housing Choice Supervisor Anne Pridmore, IT Specialist Joe Capps, and Executive Assistant Mallory VanDercar

II. CONSENT AGENDA

Commissioner Rock moved that the board approve the Consent Agenda. Commissioner Paulsen seconded the motion.

A roll call vote was taken.

Chair Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Jacobs	Aye
Commissioner Paulsen	Aye
Commissioner Jones	Abstained
Commissioner Flaherty	Aye

The motion to approve the Consent Agenda was passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chair Donnelly Tzul reported that BCACHA had a federal monitor last week resulting in a favorable review during the exit conference. She noted that there will be time in this agenda to review the Declaration of Trust. Ms. Donnelly Tzul also noted that there was one residential event that Marissa Henderson will summarize. Executive Assistant Mallory VanDercar provided an overview of how to access and read the Board packet materials on the BCACHA website.

B. Executive Director's Report

Executive Director Deanna Watson reported that last month she participated in a conference in Washington DC.

She also reported that BCACHA has been reviewing options to secure a financial advisor and has requested funding from the City and County. The purpose of the advisor is to review the BCACHA portfolio and programs to determine structuring and options going forward. Ms. Watson thanked the city council for their approval and noted that the County is in support of BCACHA and would like the agency to submit a request through the budget for the upcoming year. BCACHA has come to an agreement with an advisor and will be able to start this review soon.

Ms. Watson also noted that she has been involved at the federal, state, county, and city levels related to House Bill 545. She explained that House Bill 545 is a proposal brought forward by Representative Mitchell out of Latah County that would prohibit local government from developing and enforcing legislation that forces landlords to participate in federal housing assistance programs. This relates to a Boise ordinance that adds source of income as a protection for renters, preventing landlords from having a blanket denial of Section 8. Ms. Watson shared that she testified for the House Business Committee and has met with city council members and senators. The status of this bill is held with the Chairman of City Commerce. She noted that her experience has been a great opportunity to explain BCACHA programming and dispel common myths.

Ms. Watson also commended Commissioner Krista Paulsen for her presentation in the Fettucine Forum. There was discussion about Commissioner Paulsen synthesizing this presentation for an upcoming board meeting.

C. Report on Properties

Housing Operations and Asset Manager Marissa Henderson reported that on March 2, 2024, there was an incident at Shoreline Plaza that resulted in 10 units affected by sprinkler damage. Three residents have been temporarily relocated to other BCACHA units that happened to be vacant. Repairs are already in progress.

Ms. Henderson also shared that the Public Housing Waiting list opened February 28 and will remain open until March 21. Ms. Watson clarified that this is separate from the Section 8 waiting list. Ms. Henderson reported that BCACHA has already received 1,450 applications for 250 units. She noted that the waiting period once on the list can be difficult as it is unit based, so a unit must come available before an applicant can move up on the waiting list.

Ms. Henderson also reported that the YARDI implementation is continuing to progress with resident and property data completely live. Staff have started annual preventative maintenance through the YARDI app, which removes the need for paper and allows the ability to attach photos. She noted that leasing activities are soon to follow. Additionally, there will be training for the residents on how to utilize the resident portal. Ms. Henderson noted that BCACHA staff will be available on site and are prepared to meet with residents using staff computers and Wi-Fi to assist in this process. Staff will be available on a weekly basis, and residents will only need to meet with staff only a few times a year.

D. Report on Programs

Deputy Director Jillian Patterson began by updating the Board on the site visit referenced by Chair Donnelly Tzul from the Office on Violence Against Women (OVW). She noted that this program provides services and rent assistance for survivors fleeing domestic violence and abusive situations. She noted that BCACHA has partnered with the Women's and Children's Alliance to provide housing as part of this grant since 2007, and added that this is a program through the Department of Justice. Ms. Patterson reported that the most recent grant for FY22 required a budgetary request and review. She provided additional explanation of this program, noting that it is a services program that happens to have a housing component, meaning it is not a housing program in the same way that other BCACHA programs are, which has contributed to these difficulties. This program is for 6-24 months, whereas BCACHA assistance is permanent. The OVW has changed regulations for this program so that Public Housing Authorities are not the lead agency. The OVW noted during their site review that despite this change, BCACHA has operated a successful program. As a result of the review, the Women's and Children's Alliance will take more of a lead role in this program going forward. BCACHA will revise the existing MOU and the OVW will review the BCACHA budget. Commissioner Jones expressed her appreciation for this program and noted that it saves lives and she appreciates BCACHA's continued involvement. Commissioner Flaherty echoed Commissioner Jones' sentiment. Ms. Patterson noted that the next grant cycle will allow WCA to take the lead and determine what BCACHA's involvement will look like.

Ms. Patterson also reported that the YARDI conversion is well underway. There have been difficulties along the way, however BCACHA was able to issue March 1 HAP checks in YARDI. YARDI is working with BCACHA to correct data conversion issues as they are discovered. There is a lot of progress that has been made, and a

lot of work left to do, including database set up and configuration. She noted that there is a lot left for YARDI to assist with, particularly related to finance. She also reported that BCACHA is building procedures as they go, resulting in a lot of additional work.

IV. BUSINESS

A. Staff Presentation – IT

Chair Donnelly Tzul introduced It Operations & Administrator Ron Barstow & IT Specialist Joe Capps and allowed each staff member time to introduce themselves. They explained details of their roles with BCACHA and shared highlights of their positions.

B. Approval of Audited Financials for Year Ending September 30, 2023 for BCHA and ACHA – Eide Bailly (ACTION ITEM)

The board did not have further discussion on this topic after last month’s meeting.

Commissioner Rock moved to approve the audited financials for both BCHA and ACHA. This motion was seconded by Commissioner Flaherty.

A roll call vote was taken.

Chair Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Jacobs	Aye
Commissioner Paulsen	Aye
Commissioner Jones	Aye
Commissioner Flaherty	Aye

The motion to approve the audited financials for both BCHA and ACHA was passed by roll call vote.

C. Declaration of Trust – ACHA Duplex Properties (ACTION ITEM)

Ada County Deputy Attorney Ammon Taylor provided an explanation of the deed of trust, noting that the Ada County Housing Authority (ACHA) is the owner of 5 duplex properties, comprising 10 total residential units, in various locations in Ada County, which it rents to low-income families. These properties are supported by contributions made available to the ACHA under a Consolidated Annual Contributions Contract (ACC) between the ACHA and HUD. As a condition of providing funding under the ACC, HUD requires that the ACHA have a Declaration of Trust/Restrictive Covenants (DOT) recorded against the ACHA Duplexes to secure

ACHA’s obligations and HUD’s rights with respect to the properties. HUD determined that the existing Declaration of Trust from 1982 was no longer sufficient, in part due to a new form being required. The change in form is the only notable change. HUD has released the old Declaration of Trust and signed a new one. To execute these documents, the Board must approve the action to allow Ms. Watson and Ms. Donnelly Tzul to sign.

Commissioner Paulsen moved that the Ada County Housing Authority Board approve the Declaration of Trust and Restrictive Covenants (Form HUD-52190) for the ACHA duplex properties, as presented to the Board, and authorize the Chair and Executive Director to sign, record, and deliver the Declaration on behalf of the Board. Commissioner Jacobs seconded the motion.

A roll call vote was taken.

Chair Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Jacobs	Aye
Commissioner Paulsen	Aye
Commissioner Jones	Aye
Commissioner Flaherty	Abstain

The motion to approve the Declaration of Trust and Restrictive Covenants (Form HUD-52190) for the ACHA duplex properties, as presented to the Board, and authorize the Chair and Executive Director to sign, record, and deliver the Declaration on behalf of the Board was approved by roll call vote.

D. Moore St Property Update

Ms. Watson reported that BCACHA has owned Moore St since 9/11/2001. This was purchased with the intention to house Low-Income Housing Tax Credit (LITHC) households. This faced roadblocks initially as the location was not considered accessible for public transportation. Knowing that there was future development near the property that would create accessible transportation, BCACHA held on to the property. BCACHA filed applications with Idaho Housing and Finance Association to develop the LITHC properties after that development began. This faced a roadblock as it was determined that the location is not in a qualified census tract. Additionally, there continued to be more applications for this grant than there were funds to distribute. Ms. Watson reported that BCACHA staff recommended the property be placed for sale after the last application was denied, however the Board suggested a Request for Proposal for a developer. BCACHA went through the RFP process, and a contract was awarded to a partner who began to work to procure funding. They faced a \$5 million gap and requested to decrease the scope of the project. This has led the BCACHA to believe that this property is not ideal for

serving the low-income population. BCACHA would now like to sell this property and utilize the funds to further BCACHA programming. BCACHA would like to utilize the knowledge from financial advisors to review options for how proceeds from this sale could be best utilized. Purchasers have reached out to Ms. Watson to inquire about the property. Ms. Watson noted that these would be unrestricted funds. Ammon Taylor echoed this, noting that the funds would still have to be applied within HUD regulations.

Commissioner Rock noted that in the past there has been a desire to look at utilizing these funds to purchase other properties within qualifying census tracts. Ms. Watson noted that there is a map showing qualified census tracts that BCACHA can provide to the Board. Chair Donnelly Tzul noted that it would be helpful to see the mix of housing that BCACHA would like to have available, for example one large building vs duplexes/larger individual housing, and that a financial advisor would be able to assist in this determination.

Commissioner Rock motioned to Adjourn the meeting at 5:20 p.m., this was seconded by Commissioner Paulsen.

Documents provided as part of this meeting include:

- BCACHA 2/14/2024 Board Minutes
- BCACHA Financial Statements January 2024
- Executive Director Update Memo
- DOT (ACHA Duplexes) Memo
- DOT – Instrument No. 8231942
- Final Release of Declaration of Trust
- HUD-52190 Form

Respectfully submitted,

Deanna L. Watson, Executive Director



Julianne Donnelly Tzul, Chair

