

## Contents

May 2024 Agenda .....	2
April 2024 Agenda .....	3
April 2024 Minutes .....	5
Funding Report .....	10

## **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, May 8, 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 April 10, 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 – PNRC NAHRO Annual Conference report
2. Krista Paulsen Presentation

#### **V. ADJOURNMENT**

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

#### **Zoom access:**

Please click the link below to join the webinar:

When: May 8, 2024 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA Board Meeting

<https://us06web.zoom.us/j/86725891688?pwd=BuhOw0ofl4owSNEpF96T5sE3DrYi2w.11JidxasjQ5ONg6T>

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## **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, April 10, 2024 at 4:00 p.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

#### **I. ROLL CALL**

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##### **A. Minutes, Resolutions and Routine Matters**

1. \* Board of Commissioners Meeting Minutes March 13, 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 – Service Coordinators
2. Financial Advisor Update
3. EXECUTIVE SESSION per Idaho Code § 74-206(1)(d)(f)(i) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

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+1 301 715 8592 US (Washington DC)

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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**

April 10, 2024

**TIME AND PLACE OF MEETING:**

Chair Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, April 10, 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, Commissioner Marty Jacobs, Commissioner Krista Paulsen, Commissioner Buffy Jones, Ex-Officio Commissioner Kathy Corless (via Zoom)

**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, IT and Operations Administrator Ron Barstow, Housing Operations and Asset Manager Marissa Henderson, Housing Choice Supervisor Anne Pridmore, Service Coordinator Ginny Rodriguez, Service Coordinator MaryEllen Johnson, 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	Aye
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 has three retirees in the next month and cards for the board to sign will be passed around the meeting for signature. She noted that there will be a retiree farewell on April 18 that the board is welcome to attend.

Ms. Donnelly Tzul also spoke about the recently passed House Bill 545, which removes the protection for source of income that had gone into effect for the City of Boise in January 2024. Ms. Donnelly Tzul asked BCACHA to track Section 8 enrollment data to determine if there are any decreases in enrollment after this legislation takes effect.

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

Executive Director Deanna Watson reported that she presented to the Idaho Real Estate Managers Association April 10, 2024, and will also present at the Idaho Apartment Association Education Conference & Tradeshow on April 16, 2024. These presentations relate to the Section 8 Voucher and housing assistance in Ada County.

Ms. Watson shared that the Idaho Community Foundation advisory committee met yesterday with the intent of establishing a process for adding funds to provide support for homeless individuals and families. She will be serving on the advisory committee. She noted that this fund would allow for services to assist individuals transitioning from homelessness to housing. She explained that this transition can be difficult, and it is equally difficult to find wrap around services. The City of Boise has asked that BCACHA step in to assist in administering these funds to Idaho Community Foundation. Idaho Community Foundation will also be soliciting donations.

Ms. Watson also spoke about House Bill 545, noting that she had testified against this bill, providing an explanation that this bill allows tenants the freedom to receive housing. Deanna noted that through this testimony, there has been an unintended benefit of speaking to the myths related to the Section 8 voucher. She reported that two individuals from the Idaho Apartment Association asked if Ms. Watson would be open to meeting with them to speak about Section 8 further, and shared that they have rented to Section 8 voucher holders since hearing Ms. Watson testify. There was discussion about board members being involved in advocating for housing assistance in the future.

#### **Report on Properties**

Housing Operations and Asset Manager Marissa Henderson reported that on March 21, 2024, the public housing waiting lists closed, with somewhere between 1,100-

1,600 applications. Her staff is sorting applications to determine duplicates as some individuals applied for multiple lists.

She also reported on the Shoreline flood incident from early March, noting that all tenants have returned home, and work is nearly complete for repairs.

Ms. Henderson also reported that BCACHA was awarded a Capital fund Emergency Grant for \$2,074,759.00 dollars to replace water supply and sewage lines at Capital Plaza. Funds must be obligated within a year, so her staff will begin working on this project soon.

### **C. Report on Programs**

Deputy Director Jillian Patterson began by explaining that staff will begin working on the Public Housing Agency Annual Plan in the upcoming week. She provided a background on the annual plan, reporting that BCACHA completed a 5-year plan last year, so for this year's plan, BCACHA will only need to submit an annual report. She explained that there will be changes that need to be made, especially related to the Housing Opportunity Through Modernization Act (HOTMA). Agency staff will meet next week to assign tasks and begin drafting. The goal is to have this drafted by early May. BCACHA will be seeking feedback from residents before finalizing. In July, the final plan will be presented to the Board for approval, and ultimately be submitted to HUD at the end of July.

She noted that the 5-year Capital Fund Plan will also be submitted along with the annual plan. This is a rolling 5-year plan and will be updated with new budget numbers and will be presented to the board in July.

Ms. Patterson also discussed the YARDI software conversion, noting that staff are moving as swiftly as possible to address challenges and complete remaining data conversion. She highlighted that the inspection tablets are fully integrated into staff processes now. She added that HUD submissions so far in YARDI are a notable improvement compared to the old software system. She reported that paper reduction for participants has not been implemented yet as many paper items are sent out 120 days in advance, and BCACHA is allowing time for participants to adapt to the current changes. BCACHA is hoping to be fully paperless as of January 1, 2025. Ms. Watson shared that the inspection tablets have decreased BCACHA paper usage internally.

Ms. Patterson also shared that one area to note regarding the conversion is the support credit practice through YARDI. BCACHA submits tickets to YARDI for assistance, and YARDI charges their time through these tickets. The amount of assistance time BCACHA available is based on these tickets. YARDI will continue to assist staff once the time is expended, however BCACHA is keeping an eye on this to prevent additional costs. Ms. Watson noted that she hopes to have a legal review of the contract to determine what the next steps will be if BCACHA nears the end of available credits.



Ms. Patterson also spoke about the RentCafe portal for landlords, applicants, and participants. The applicant portal is particularly important as the Section 8 waiting list will need to be opened soon, likely within the next month. She reported that the last time this list was opened was January of 2022, and it was limited to 2,500 applicants.

#### **IV. BUSINESS**

##### **A. Staff Presentation – Service Coordinators**

Ms. Henderson introduced Services Coordinators Ginny Rodriguez and MaryEllen Johnson, providing an explanation of their roles and responsibilities. Ms. Donnelly Tzul asked questions regarding their day-to-day work, their favorite and most challenging parts of their role and allowed each staff member time to respond. There was a discussion on the services that Ginny and MaryEllen currently coordinate, and what additional support they could provide in the future.

##### **Financial Advisor Update**

Ms. Watson reported that BCACHA has executed a contract with CSG advisors, including an initial kick-off meeting. These dates will likely be May 9/10, 2024. Commissioners Jacobs, Rock, Paulsen, and Flaherty expressed interest in meeting the Financial Advisors.

##### **B. Executive Session**

EXECUTIVE SESSION per Idaho Code § 74-206(1)(d), (f), and (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

**Commissioner Flaherty moved to go into executive session under Idaho Code section 74-206(1)(d), (f) and (i) to discuss legal matters related to Housing Choice Voucher HAP contracts, and that all documents be kept confidential. This motion was seconded by Commissioner Jacobs.**

##### **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 go into executive session under Idaho Code section 74-206(1)(d), (f) and (i) to discuss legal matters related to Housing Choice Voucher HAP contracts was approved by roll call vote.**

At 5:16 p.m., the board entered Executive Session.

Commissioner Flaherty left the board meeting at 5:39 p.m.

**At 5:59 p.m. Commissioner Rock moved that the Board exit Executive Session and reenter the public meeting. Commissioner Paulsen seconded the motion.**

**Commissioner Rock motioned to Adjourn the meeting at 6:01 p.m., this was seconded by Commissioner Paulsen.**

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

- BCACHA 3/13/2024 Board Minutes
- Executive Director Update Memo
- Financial Advisor Proposal
- Financial Advisor Contract

Respectfully submitted,

Deanna L. Watson, Executive Director \_\_\_\_\_

Julianne Donnelly Tzul, Chair \_\_\_\_\_