

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, September 11, 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 August 14, 2024 (ACTION ITEM)

III. REPORTS

- A. Chairman's Report
- B. Executive Director's Report

IV. BUSINESS

- A. Consideration for Approval of the Fiscal Year 2025 Boise City Housing Authority Budget – BCHA Resolution No. 09-2024 (ACTION ITEM)
- B. Consideration for Approval of the Fiscal Year 2025 Ada County Housing Authority Budget – ACHA Resolution No. 05-2024 (ACTION ITEM)
- C. Consideration for Approval to Write Off the Fiscal Year 2024 Uncollectable Debts Owed (ACTION ITEM)
- D. Consideration for Approval of FY2025 Property and Liability Insurance (ACTION ITEM)

Related agenda documents are available for public review by visiting:

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

Zoom access:

Join Zoom Meeting

<https://us06web.zoom.us/j/88928007182?pwd=DRHcgmwRHWalWyzfBqSYSrzJoG4rLY.1>

Meeting ID: 889 2800 7182

Passcode: 187091

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- +1 669 444 9171 US
- +1 646 931 3860 US
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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

TIME AND PLACE OF MEETING:

Chair Julianne Donnelly Tzul called the meeting to order at 4:01 p.m., on Wednesday, September 11, 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, Vice Chair Vila (via Zoom), Commissioner Kent Rock, Commissioner Marty Jacobs, Commissioner Buffy Jones, Commissioner Paulsen, Commissioner Tim Flaherty (via Zoom), Ex-Officio Commissioner Kathy Corless

Commissioners absent: None

Others present: Ada County Deputy Attorney Nichole Solberg, Ada County Deputy Attorney Ammon Taylor, City Attorney Christine Dodd, Executive Director Deanna Watson, Deputy Director Jillian Patterson, IT and Operations Administrator Ron Barstow, Interim Finance Manager Annette Sampson, Senior Vice President of Moreton & Company Chad Ranstrom, Administrative Services Specialist Sierra Cowan (via Zoom) and Administrative Services Manager Mallory VanDercar

II. CONSENT AGENDA

Commissioner Rock moved that the board approve the Consent Agenda. Commissioner Jacobs seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Jacobs	Aye
Commissioner Jones	Aye
Commissioner Rock	Aye
Commissioner Paulsen	Abstain

The motion passed by roll call vote.

III. REPORTS

A. Chairman’s Report

Chair Donnelly Tzul reported that the meeting would focus primarily on the FY2025 budget. She also mentioned that the property and liability insurance discussion would be moved ahead of the budget. Additionally, updates were provided on two ongoing development projects, with more information expected in future meetings. She shared that upcoming board business includes a new appointment and board leadership elections in November. She also indicated plans to introduce more formality to meetings in compliance with Robert’s Rules of Order, with further training and process discussions to follow.

Commissioner Flaherty joined the meeting via Zoom at 4:04 p.m.

B. Executive Director’s Report

Executive Director Watson followed up on her written report, noting that financial reconciliations are still in progress, with bank reconciliations currently up to March. Adjustments have been made regarding the consultant assisting with these tasks, and further updates will follow during the budget discussion of this meeting.

IV. BUSINESS

Commissioner Rock moved to modify the agenda to move business item D to the top of the agenda. Commissioner Jacobs seconded the motion. A roll call vote was taken:

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

The motion passed by roll call vote.

A. Consideration for Approval of FY2025 Property and Liability Insurance (ACTION ITEM)

Mr. Ranstrom from Moreton & Company reported that the agency’s previous insurer, Cincinnati Company, opted not to renew the Property and Liability Insurance coverage. Moreton & Company sought new coverage, with HAI submitting the most competitive bid.

The coverage excludes Franklin and Capitol Plaza due to aluminum wiring, which carries a higher fire risk than copper wiring. The agency is working with electricians and Moreton & company to assess the wiring for future coverage, including potential coverage with HAI.

Current insurance costs are projected to increase by about 40%, though this could rise to 70% if HAI declines to cover Franklin and Capitol. The board also discussed the possibility of self-insurance in the future. Moreton & Company will explore self-insurance options and ways to mitigate costs through safety and loss control efforts. Given current time constraints, Mr. Ranstrom noted that self-insurance would not be considered a viable option for the current renewal.

Mr. Ranstrom noted that he appreciates working with housing authority staff and Ms. Watson shared that the agency appreciates their colleagues at Moreton & Company.

Commissioner Rock moved that the board approve the FY2025 Property and Liability Insurance Proposal and authorize the Executive Director to sign the corresponding agreement/s. Commissioner Flaherty seconded the motion. A roll call vote was taken:

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

The motion passed by roll call vote.

B. Consideration for Approval of the Fiscal Year 2025 Boise City Housing Authority Budget – BCHA Resolution No. 09-2024 (ACTION ITEM)

Ms. Patterson and Ms. Sampson presented the FY2025 budget. Ms. Patterson explained that the FY2025 budget includes a 3% cost of living adjustment (COLA) and a 3% merit increase for staff salaries, in line with the board’s previous guidance on salary adjustments. The budget also accounts for a 5% increase in rental revenue, reflecting the adjustments in rent that were not captured in the August budget presentation.

The budget includes an allocation of \$748,700 for property and liability insurance based on the initial projection of a potential 100% increase in insurance premiums. However, due to efforts to secure a more favorable insurance package, actual insurance costs are expected to be lower, but final figures have yet to be determined.

Ms. Patterson noted that the agency's budget process is complicated by the timing of federal allocations, with funding amounts typically confirmed in the spring of the current fiscal year. As a result, the agency must rely on historical trends, prior year allocations, and projections to prepare the budget in advance.

Ms. Sampson addressed concerns raised regarding surplus amounts in the budget. She clarified that certain funds, such as those related to properties like The Boise Five, are restricted by federal requirements and cannot be used for general agency expenses. However, surplus funds from the rent-to-own properties are less restricted and can be loaned to other properties as needed.

Ms. Sampson shared that the financial department has faced challenges due to a short-staffed accounting team and ongoing issues with the YARDI system conversion. The budget preparation has been hindered by delays in financial reporting, with reconciliations still incomplete. However, the agency has taken steps to resolve these issues by working with external consultants exploring temporary hire options to assist with the workload. Ms. Watson added that the agency is also negotiating the final phases of a payroll software implementation, which is expected to reduce administrative burdens once operational.

Chair Donnelly Tzul emphasized that while the financial situation is not ideal, the agency needs an approved budget to avoid operational disruptions. She urged the board to provide support during this challenging period, noting that adjustments to the budget will be made as updated financial data becomes available.

After thorough discussion, Commissioner Rock made a motion:

Commissioner Rock moved that the board approve BCHA Resolution 09-2024 – Approving of the Fiscal Year 2025 Boise City Housing Authority Budget. Commissioner Jones seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Jacobs	Nay
Commissioner Paulsen	Aye
Commissioner Jones	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye

The motion passed by roll call vote.

C. Consideration for Approval of the Fiscal Year 2025 Boise City Housing Authority Budget – BCHA Resolution No. 09-2024 (ACTION ITEM)

Commissioner Rock moved that the board approve ACHA Resolution 05-2024 – Approving of the Fiscal Year 2025 Ada County Housing Authority Budget. Commissioner Jones seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Jacobs	Nay
Commissioner Paulsen	Aye
Commissioner Jones	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye

The motion passed by roll call vote.

Ms. Watson acknowledged the commissioners request to review what assistance may be beneficial to the agency and will inform the board of any assistance that may be an option.

D. Consideration for Approval to Write Off the Fiscal Year 2024 Uncollectable Debts Owed (ACTION ITEM)

Ms. Patterson shared that each year in the September board meeting, the agency requests approval to write off uncollectable debts. The agency reviews records to determine which debts owed are unlikely to be paid. Within the CHOIS program, participants are chronically homeless and tend to have mental illness issues, which is why those debts are requested to be written off. This list also includes writing off debts for deceased participants. She noted that this year’s list is smaller than previous years due to the conversion and will be higher next year. Ms. Patterson shared that the “other” category relates to move out fees and similar costs. She also clarified that the assisted living item refers to participants who have moved to assisted living.

Commissioner Flaherty moved that the board approve the write off of fiscal year 2024 uncollectable debts owed. Commissioner Rock seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Jacobs	Aye
Commissioner Paulsen	Aye

Commissioner Jones	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye

The motion passed by roll call vote.

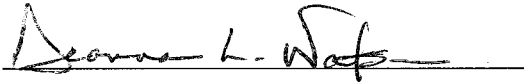
Commissioner Rock motioned to Adjourn the meeting at 5:40 p.m. The motion was seconded by Commissioner Paulsen.

Documents provided as part of this meeting include:

- BCACHA 8/14/2024 Board Minutes
- Executive Director Update Memo
- Funding Report
- Report on Properties
- Debt Write Offs
- FY2025 Budget
- Ada County Housing Authority Resolution 05-2024
- Boise City Housing Authority Resolution 09-2024

Respectfully submitted,

Deanna L. Watson, Executive Director



Julianne Donnelly Tzul, Chair

