

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 13, 2023 – 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 9, 2023 (ACTION ITEM)
- *2. Financial Statements thru the Period Ended July 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. Consideration for Approval of Moreton & Company 2023 Property and Liability Insurance (ACTION ITEM)
- B. Moore Street Property Update (ACTION ITEM)
- C. Discussion on Securing Financial Advisor Services Update
- D. Discussion on Local Landlords Converting Affordable Rentals to Market Rent Update
- E. Consideration for Approval of the Fiscal Year 2023 Boise City Housing Authority Budget – BCHA Resolution No. 10-2023 (ACTION ITEM)

- F. Consideration for Approval of the Fiscal Year 2023 Ada County Housing Authority Budget – ACHA Resolution No. 9-2023 (ACTION ITEM)
- G. Consideration for Approval to Write Off the Fiscal Year 2023 Uncollectable Debts Owed (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:

Topic: BCACHA Board Meeting – September 13, 2023

Time: Sept 13, 2023 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82055601556?pwd=dUc4TFk2U2dRaXZmVzNyV3FtZllwUT09>

Passcode: 686352

Or One tap mobile :

+13462487799,,82055601556#,,,,*686352# US (Houston)

+16694449171,,82055601556#,,,,*686352# US

Or Telephone:

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

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

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+1 253 215 8782 US (Tacoma)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 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

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+1 312 626 6799 US (Chicago)

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Webinar ID: 820 5560 1556

Passcode: 686352

International numbers available: <https://us06web.zoom.us/j/kcHosJdhG>

**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, 2023

TIME AND PLACE OF MEETING:

Vice Chairman Katie Vila called the meeting to order at 4:09 p.m., on Wednesday, September 9, 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, Commissioner Amanda Ryan, Ex-Officio Colin Nash

Commissioners Absent: Commissioner Donnelly Tzul, Commissioner Buffy Jones

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 Mallory VanDercar.

II. AGENDA AMENDMENT

Executive Director Deanna Watson addressed the need to amend the agenda to include consideration for approval to write off the fiscal year 2023 uncollectable debts owed due to staff not being able to obtain all information until after the agenda had been posted.

Commissioner Rock motioned to accept the amendment to include consideration for approval to write off the fiscal year 2023 uncollectable debts owed, and 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.

III. CONSENT AGENDA

Commissioner Flaherty moved that the board approve the Consent Agenda, and that the vote be by roll call. Commissioner Ryan 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.

IV. REPORTS

A. Chairman's Report

None

B. Executive Director's Report

Executive Director Deanna Watson reported that the Boise City Council approved the source of income ordinance 9/12/2023. She added that the agency has been participating with national coalition for the LITECH Bill to get Senator Crapo to sign on for tax credit housing. HUD visited the agency 9/13/2023 with staff from local office, Seattle, and DC as part of national tour. Visitors included Principal Deputy Assistant Secretary, Office of Public and Indian Housing Richard Monocchio, Janice King-Dunbar, Brian Dale, and April Durrant. Deanna Watson, Jillian Patterson, Marissa Henderson, Diana Meo, and Brian Reese met with HUD visitors, including a windshield tour of properties. Deanna also attended a meeting with HUD and other housing authority directors.

Deanna reported that the agency continues to work on housing quality standards of concern. Deanna met with the Director of Community Planning and Development and Deputy Fire Chief for Fire Prevention to refine focus and options regarding safety for residents and to discuss the consequences of abatement for the any families that would be displaced and face difficulty finding housing that meets their needs. Deanna also addressed this topic today with the HUD Director.

C. Report on Properties

Housing Operations and Asset Manager Marissa Henderson reported on the Shoreline Plaza REAC inspection 9/1/2023, the score came back at 88. Deanna Watson added that this is a continuation of an upward trend from previous years.

Marissa provided an update on the fire at Shoreline Plaza that occurred 8/15/2023. She noted that the sprinkler system put out most of the fire before the fire department arrived. Marissa shared that the individual who caused the fire is no longer a tenant as his behavioral health case manager agreed that an assisted living environment would be more appropriate for this individual. Marissa noted that 30 units experienced water damage with 14 residents being displaced. The remaining 16 units are habitable while they await repairs. Marissa stated that the residents were moved to an extended stay hotel with kitchenettes, kitchen supplies, and onsite laundry. Marissa added that damage in the units is primarily due to water in carpets and trickling down the walls as the only sprinklers that activated were in the unit where the fire occurred. Marissa stated the hope is to have residents return to their homes by the end of September. Marissa updated the board on an incident that occurred 8/15/2023 at Shoreline North. A resident with a history of behavioral issues had been placed in a settlement to remain at Shoreline North. An escalation of issues was reported in previous weeks. On 8/14/2023 the resident attempted to attack a maintenance employee and on 8/15/2023 police arrived to serve a warrant to the resident. The resident became violent, and police used tasers and a chokehold to subdue and detain the resident. After the incident, the resident's mother worked with the agency to clear the unit without an eviction notice, and he will not be returning.

D. Report on Programs

Deputy Director Jillian Patterson reported that the ERAP close out report was presented to the board 8/9/2023 and added that this program served over 15,000 households. The agency is still working with YARDI on outstanding refunds. program should be closed out with a complete quarterly report in October.

Jillian Patterson also noted the year-end audit is scheduled in the coming months.

Jillian Patterson reported on the Community Development Block Grant with City of Meridian. In April the City of Meridian asked if the agency could help spend CARES Act funds after projects on their end fell through. This mirrored the ERAP program as there was an established way to serve families with these funds. Final close out report should be received 9/25/2023.

Jillian reported that the agency applied for the Continuum of Care FY23 Local Program Competition, which is a Choix renewal. The agency applied through local competition was awarded the full amount of the fund request. Jillian noted that this program includes supportive services through El-Ada and Terry Reilly, making it different from other agency programs. The grant year is August – July, starting in 2024.

Jillian Patterson reported that on 10/1/2023 Fair Market Rents for 2024 will be effective. Payment standards will be discussed at the next board meeting as HUD is still working on waivers for payment standards. HUD can choose anywhere from 90-110% of FMR. The agency accepted a waiver to allow 120% of FMR. The agency is awaiting HUD guidance on continuing this waiver. Jillian noted that the higher payment standards are, the fewer families can be served. Jillian added that the amount can be adjusted for bedroom size.

V. BUSINESS

A. Consideration for Approval of Moreton & Company 2024 Property and Liability Insurance (ACTION ITEM)

Chad Ranstrom with Moreton & Company reported that insurance premium rates are changing nationally, although hopefully stabilizing. The agency premium up about \$32,000 due to increase in premium and increase in property values and increase in replacement costs. Outside of that, the remainder of coverages are stable. Moreton went out to market for bids from other carriers, many declined as affordable housing is not easy to ensure. Most quotes received were comparable to current carriers, therefore no changes in carriers are recommended. Policy terms and conditions in line with last year. He noted that even clean accounts from a property insurance standpoint consistently see 20% rate increases, however Cincinnati insurance has not taken that action. Chad Ranstrom also pointed out crime for employee theft premium was added last year due to participation in a program that required it, there is potential to reduce this limit now that program is over, allowing for savings around \$3,000. Chad Ranstrom added it would be possible to modify this midterm if a programmatic need arose.

Commissioner Rock left the board meeting at 5:15 p.m.

Commissioner Flaherty moved to accept the insurance package with the adjustment to remove lower the crime coverage from \$5 million to \$1 million. Commissioner Ryan seconded the motion.

A roll call vote was taken.

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

The motion passed by roll call vote.

B. Moore Street Property Update (ACTION ITEM)

Deanna Watson reported that there is not an update as there has not been action on the partner side. Deanna has reached out to the property advisor for recommendations. His advice was to solicit property interest to see what offers may be made. This allows more creative thoughts than a limited RFP. Conversation with the legal council would need to occur before any next step.

C. Discussion on Securing Financial Advisor Services Update

Deanna Watson indicated that this project will be researched in the next month.

D. Discussion on Local Landlords Converting Affordable Rentals to Market Rent Update

Deanna Watson indicated that the agency is compiling research to analyze this information and more will be shared as this is developed.

E. Consideration for Approval of the Fiscal Year 2024 Boise City Housing Authority Budget – BCHA Resolution No. 10-2023 (ACTION ITEM)

Finance Director Diana Meo reported that at the last board meeting, a request for questions via email was made, and that all questions received had been answered. She requested any additional questions be shared during the meeting. Questions were addressed regarding increasing the budget for staff salaries.

Commissioner Flaherty moved for approval of consideration for approval of the fiscal year 2024 Boise City Housing Authority Budget – BCHA Resolution No. 10-2023 with an amendment to allow 3% COLA with a 2% discretionary fund at the spend authority of Executive Director to allocate among staff. Seconded by Commissioner Doyle.

A roll call vote was taken.

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

The motion passed by roll call vote.

F. Consideration for Approval of the Fiscal Year 2024 Ada County Housing Authority Budget – ACHA Resolution No. 9-2023 (ACTION ITEM)

Commissioner Flaherty moved for approval of consideration for approval of the fiscal year 2024 Ada County Housing Authority Budget – BCHA Resolution No. 9-2023 with an amendment to allow 3% COLA with a 2% discretionary fund at the spend authority of Executive Director to allocate among staff. Seconded by Commissioner Doyle.

A roll call vote was taken.

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

The motion passed by roll call vote.

G. Consideration for Approval to Write Off the Fiscal Year 2023 Uncollectable Debts Owed (ACTION ITEM)

Diana noted that every year the agency must review participants who are no longer on programs are uncollectable. Most individuals are turned over to collections, except for the individual being deceased or less than \$100. Diana indicated that even with collections only 3 tenants per year make the payment through collections, and that she will review regulatory requirements to see if the \$100 can be increased in future years.

Commissioner Doyle moved to approve the write offs for FY 2023 and collect debts owed. Commissioner Flaherty seconded the motion.

A roll call vote was taken.

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

The motion passed by roll call vote.

VI. ADJOURNMENT

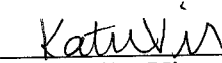
At 6:13 p.m., Vice Chairman Vila Adjourned the meeting.

Documents provided as part of this meeting include:

8-9-2023 Board Minutes
Moreton Insurance Executive Summary
Final Budget FY 2024
July 2023 BOC Financial Statements

Respectfully submitted,


Deanna L. Watson, Executive Director


Katie Vila, Vice Chairman