

## 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  
4:00 p.m. October 13, 2021  
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 and Reports

- \*1. Board of Commissioners Meeting Minutes, September 8, 2021 (ACTION ITEM)
- \*2. Board of Commissioners Special Meeting Minutes, September 29, 2021 (ACTION ITEM)
- \*3. Financial Statements for the Period Ended August 31, 2021 (ACTION ITEM)
- \*4. Consideration of BCHA Resolution No. 7-2021 – Approving the Public Housing Agency Annual Plan for Boise City Housing Authority (ACTION ITEM)
- \*5. Consideration of ACHA Resolution No. 6-2021 – Approving the Public Housing Agency Annual Plan for Ada County Housing Authority (ACTION ITEM)
- \*6. Consideration of BCHA Resolution No. 8-2021 – Approving the Five-year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority (ACTION ITEM)
- \*7. Consideration of ACHA Resolution No. 7-2021 – Approving the Five-year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority (ACTION ITEM)

### III. REPORTS

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

**IV. NEW BUSINESS**

- A. New Path Community Housing Supportive Services Funding 2021/2022
- B. Strategic Plan Quarterly Update
- C. HUD's Notification – Vacant Loan Program (ACTION ITEM)

**V. UNFINISHED BUSINESS**

- A. Emergency Rental Assistance Program (ERAP) Update
- B. Moore Street Property Development Update

**VI. 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:

You are invited to a Zoom webinar.

When: Oct 13, 2021 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87573416188?pwd=bWlWS3pRUEZLUVFIVEkzMmFmTURLUT09>

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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**

**October 13, 2021**

**TIME AND PLACE OF MEETING:**

Chairman Raquel Guglielmetti called the meeting to order at 4:03 p.m., on Wednesday, October 13, 2021. 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:** Chairman Raquel Guglielmetti, Commissioner Tiffany McKee (entered the meeting at 4:40 p.m.)

**Commissioners Present via Zoom:** Commissioner Julianne Donnelly Tzul, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons, Ex-Officio Commissioner Elaine Clegg (entered the meeting at 5:18 p.m.)

**Commissioners Absent:** Vice Chairman Kent Rock, Commissioner Jaime Hansen

**Others Present:** Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers (via Zoom), Ada County Deputy Attorneys Ammon Taylor and Andrew Jenkins, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Housing Operations Manager Donna DeThorne (via Zoom), Senior Staff Accountant II Annette Sampson (via Zoom), Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Commissioner Seamons moved that the board approve the Consent Agenda and that the vote be by roll call. Commissioner Donnelly Tzul seconded the motion.**

A roll call vote was taken.

Chairman Guglielmetti	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye

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



### **III. REPORTS**

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

Chairman Guglielmetti reminded the board that the next regular board meeting, November's meeting, is the annual meeting and will include elections for officers. The board is looking for nominations for officers, particularly for Vice Chairman from someone who would consider moving into the chairmanship role in the future.

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

Since providing her monthly briefing, Ms. Watson mentioned that she and members of the development advisory subcommittee had received information from Glancey Rockwell regarding the feasibility of attempting a rezoning of the Moore Street property. Jim Glancey informed Ms. Watson that since the city's comprehensive plan has the land designated as "compact," to rezone would also require an amendment to the comprehensive plan, something that can take up to a year. Currently, the way it is zoned, the property could include up to 20 units per acre, which would allow for a total of 62 units. Further discussion on the Moore Street property was deferred to later on the agenda.

Regarding the development on State Street and Arthur, Ms. Watson stated there are potential opportunities to partner with The Pacific Companies on the project. She and senior staff have had a meeting with Caleb Roope regarding what that partnership might look like. He has worked with other housing authorities which Ms. Watson will reach out to for reference. Commissioner Rodriguez mentioned that, while she will be recusing herself on specifics regarding the State Street and Arthur project with which she is involved, she encourages the housing authorities to consider a partnership with any developer involved with affordable housing. Having a housing authority in partnership brings experience, expertise and funding opportunities in the processes. If the housing authority has the opportunity to strategically negotiate a partnership position, it is something that should be considered. The discussion continued regarding the interest in the area in incorporating project based vouchers into affordable housing communities. Ms. Patterson explained the limitations of the housing authority's ability to designate project based vouchers from the agency's funding authority. When project based vouchers are used, the equivalent amount of funding comes out of the tenant based voucher program which works on an attrition system.

Board members seemed to agree that it would be best to have developers, including possibly Caleb Roope, present their partnership concepts at board meetings with specific enough detail so that the board can make a decision about partnering opportunities.

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

Ms. Watson reviewed the current projects in place at the agency-owned properties: 1) The roof project at the Vine Terrace Apartments is ready to go except that the contractor has only been able to acquire approximately one-third of the necessary materials. 2) The water and wasteline project at Capitol and Franklin Plazas – CSHQA is in the process of writing up the proposal.

3) Liberty Park Apartments – our staff is preparing for a REAC inspection scheduled for October 21.

#### **D. Programs**

Ms. Patterson provided an updated report on the Emergency Housing Vouchers that have been recently received. Most of the vouchers have been issued to participating households or have applications in review for their use. Referrals come from the local Continuum of Care, CATCH. These are generally households who have been in the rapid rehousing program.

At 4:40 p.m. Commissioner McKee joined the meeting.

### **IV. NEW BUSINESS**

#### **A. New Path Community Housing Supportive Services Funding 2021/2022**

Ms. Watson provided the background on the funding concerns for supportive services associated with the housing-first community, New Path. With the county's funding be reduced and then provided to help fund supportive services to the community at large, and not specifically to New Path tenants, the city, hospitals and Terry Reilly Health Services (through a grant opportunity) have stepped up to fund this year's gap. The philosophy of the current county commissioners is to favor a treatment-first model for the communities' most at-risk homeless population, rather than the housing-first model.

#### **B. Strategic Plan Quarterly Update**

Ms. Watson highlighted this past quarter's progress in relation to the agency's strategic plan. Growing community partnerships has expanded with the city's "Campaign to End Family Homelessness," the "300 Homes Initiative," and other efforts. The housing authorities have recently gone through a staff restructuring with some notable changes being the promotion of Jillian Patterson to Deputy Director, the addition of a new staff member in the accounting department and the hiring of a support person with a background in mental health counseling to help with our participants who are at risk of housing instability. Commissioner Donnelly Tzul mentioned that she would like to see the agency find the space for a full-time fund raiser in the organization, and Ms. Watson said that she would like to visit with Ms. Donnelly Tzul more about this. Funding such a position remains a challenge.

#### **C. HUD's Notification – Vacant Loan Program**

Ms. Watson explained that occasionally HUD bundles and accepts bids for reverse mortgages where the holder has died leaving no heirs. In years past, they have offered 10% of these mortgages to non-profit entities and government entities. This year they are offering 50%. The information is still in its early stages, but there is a looming deadline in November. The housing authority is investigating where these properties might be, and if in our jurisdiction, if there is any feasibility for a bid. If this reveals an opportunity to either add to our inventory of affordable housing, or to turn and resell a property in our local area, there may be a need for a special board meeting before the November meeting.



## V. UNFINISHED BUSINESS

### A. Emergency Rental Assistance Program (ERAP) Update

Ms. Patterson provided an updated report on the progress of the ERAP program. As of last week \$14,497,779 has been paid to landlords and utility companies, helping 2289 households. Staff has been very busy with the reporting requirements as issued through the Treasury department. Not only are the third-quarter number due, but the Treasury has changed the reporting requirements for quarters 1 and 2, requiring a revised submission of those data. It has been a more complicated process than anticipated in order to provide the Treasury with the requested reports.

Media efforts have stepped up with TV ads likely starting tonight, and radio and digital ads to follow. We are working on a 15 second video spot, and video ads in different languages.

As the housing authorities look at the inclusion of IHFA in offering assistance in Boise, efforts are ramping up in a transition to the Yardi software program. The goal is to have the process look as seamless as possible to applicants and landlords, while anticipating some challenges during the roll-over.

Other updates on the program include the recent notice from the Treasury of their intention to recapture and reallocate funds where less than 30% have been distributed. Both Boise and Ada County have distributed well above that threshold. In fact, Boise's funds are nearly exhausted in the initial ERAP 1 allocation. Areas that have spent less than 60% of the funding will be required to draft a performance improvement plan, and we intend to do that for the Ada County funds. Allowing these funds to fill the need in Boise should satisfy the improvement plan's requirements.

Regarding ERAP 2 funding, the Ada County Commissioners have met with Jesse Tree who has provided a proposal requesting the bulk of those funds. While the housing authority respects the decision of the commissioners to sub-grant where they determine best, the housing authorities will not ask for ERAP 2 funding in the event Jesse Tree is also granted funds. This would not make sense from an operational standpoint.

At 5:18 p.m., Ex-Officio Commissioner Elaine Clegg joined the meeting.

Ms. Clegg spoke briefly regarding a meeting coordinated by State Senator Melissa Wintrow and Brady Ellis, Vice President IHFA. This meeting included community partners in a discussion of the Treasury notice regarding recapturing and reallocating unspent ERAP funds. She feels that IHFA was allocated a large sum without good guidance on how to sub-grant to local entities across the state. Neither did the state legislature nor administration provide much support. She feels that rather than allow the federal government to sweep and reallocate the funds, IHFA should approach the Idaho administration and legislature for guidance on reallocating funds themselves. Plus, the per-capita allocation did not make much sense initially, with Boise receiving approximately \$50 per capita allocation and the rest of the state receiving

approximately \$100 per capita. Reallocating would not only be a wise thing to do but a fair thing to do.

### **B. Moore Street Property Development Update**

Discussion began regarding the status of the RFP for developer services as drafted by Commissioner Rodriguez. It is still in review by Vice Chairman Rock and Commissioner Seamons of the development advisory subcommittee. Next steps in the process were discussed, whether the draft was ready for legal review or needed more input from staff and the board. Mr. Taylor said that legal would look at it once it is ready, but that if more content is needed from the board, that should likely come first. It does need a scoring mechanism for proposals submitted, as that is required by law. Commissioner Rodriguez stated that staff or a consultant should develop the scoring mechanism, with determined priorities to receive a higher score designation. This led to the discussion of a procurement process in order to secure the services of a consultant, but that that process should be easily handled by staff.

Commissioner Guglielmetti concluded the discussion with next steps being a likely special board meeting regarding the HUD loan note program and time set aside at the November board meeting for The Pacific Companies proposal and the Moore Street RFP. Mr. Powers stated that the draft MOU with the city for use of their RFP platform will be completed soon.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:58 p.m.

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

**Minutes, BCACHA Board Meeting September 8, 2021**

**Minutes, BCACHA Special Board Meeting September 29, 2021**

**Financial Statements thru the period ended August 31, 2021**

**Memo – Resolution to Approve Public Housing Agency Annual Plan and Five-Year Capital Fund Plan**

**BCHA Resolution 7-2021**

**ACHA Resolution 6-2021**

**BCHA Resolution 8-2021**

**ACHA Resolution 7-2021**

**Strategic Plan Q3 Highlights**

Respectfully submitted,



Deanna L. Watson, Executive Director



Raquel Guglielmetti, Chairman