

## AGENDA

BOISE CITY HOUSING AUTHORITY COMMISSIONERS  
ADA COUNTY HOUSING AUTHORITY COMMISSIONERS  
SHORELINE PLAZA, INC. DIRECTORS  
AFFORDABLE HOUSING SOLUTIONS, INC. DIRECTORS

### ANNUAL MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS

Wednesday, November 9, 2022 – 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, October 12, 2022 (ACTION ITEM)
- \*2. BCHA Resolution No. 9-2022 – A Resolution Updating the Fiscal Year 2023 Utility Allowance Schedule (ACTION ITEM)
- \*3. ACHA Resolution No. 9-2022 – A Resolution Updating the Fiscal Year 2023 Utility Allowance Schedule (ACTION ITEM)
- \*4. Approval of Board Meeting Schedule for 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. Approval of Updated "Exhibit B" to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority (ACTION ITEM)
- B. Staff Presentation – targeted growth with estimated outcomes through next three years

- C. 2023 Health Insurance Renewal Recommendation (ACTION ITEM)
- D. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- E. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- F. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)
- G. Affordable Housing Solutions, Inc. Election of President and Vice President (ACTION ITEM)
- H. Emergency Rental Assistance Program Update
- I. Moore Street Property Update

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:

You are invited to a Zoom webinar.

When: Nov 9, 2022 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA November 2022 Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89398215461?pwd=VFVGYmZ4cEt5Y0NzZ1VCL0g2aWxJQT09>

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**BOISE CITY HOUSING AUTHORITY  
ADA COUNTY HOUSING AUTHORITY, SHORELINE INC.  
AND AFFORDABLE HOUSING SOLUTIONS, INC.**

**ANNUAL MEETING OF THE BOARD OF  
COMMISSIONERS AND DIRECTORS**

November 9, 2022

**TIME AND PLACE OF MEETING:**

Chairperson Julianne Donnelly Tzul called the meeting to order at 4:05 p.m., on Wednesday, November 9, 2022. 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 Julianne Donnelly Tzul, Commissioner Kent Rock, Ex-Officio Commissioner Elaine Clegg

**Commissioners Present via Zoom:** Vice Chairman Katie Vila, Commissioner Tiffany McKee

**Commissioners Absent:** Commissioner Jaime Hansen, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons

**Others Present – in person and via Zoom:** Executive Director Deanna Watson, Amanda Ryan, Paige Oeding, Tim Flaherty, Ada County Deputy Attorney Ammon Taylor, Ada County Deputy Attorney Nichole Solberg, Boise City Deputy Attorney Tyler Powers, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Housing Operations Manager Donna DeThorne, and Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Commissioner Rock moved that the board approve the Consent Agenda and that the vote be by roll call. Vice Chairman Vila seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner McKee	Aye
Commissioner Rock	Aye

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

### **III. REPORTS**

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

Chairman Donnelly Tzul asked all commissioners and staff to share one thing that they are good at, what called them to serve in their capacity on the board or staff, and what the best method is to reach them for scheduling.

She also mentioned that she would like to schedule three commissioner events; an opportunity for our new commissioners to view a recent HUD presentation on project based vouchers, tours of the agency properties, and small "coffees" with a current commissioner, a new commissioner and a member of leadership staff.

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

Executive Director Deanna Watson presented slides that covered the basics of what housing authorities are, their statutory underpinnings and historical background. She explained how the housing authority is similar, and not similar, to other government entities, private sector entities, and non-profits. She provided basic definitions of capital fund, fair housing act, HUD, instrumentality and operating subsidies.

Additionally, Ms. Watson presented slides that summarizes current and future measureable outcomes of goals and direction set at the recent strategic plan refresh. She explained some of the funding constraints that the agency experiences which limit what the agency is able to project. She summarized current efforts regarding preservation of affordable housing, a new construction project planned for agency owned property, and providing project based vouchers in permanent supportive housing communities.

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

Ms. Watson reported on the progress of the waste and water lines at Capitol and Franklin Plazas. The agency is working through a complicated process to cover the cost with additional funding options, and the reorganization of some other work activities.

#### **D. Report on Programs**

Deputy Director Jillian Patterson explained the HUD waivers that were made available when the pandemic occurred. Some of these waivers have been extended and BCACHA has requested two of them. One is in regards to increasing payment standards to 120% of the HUD determined fair market rent. We have requested an extension of this waiver, through December 2023. The other waiver allows the housing authority to increase the payment standard for current participants during an interim recertification, rather than needing to wait until their annual recertification. She said that these waivers should make it easier for voucher holders to find rentals that work with the voucher, and current participants should be helped as their rents increase. She does not yet have verifiable evidence that this is working, but this will be monitored.

#### IV. BUSINESS

##### **A. Approval of Updated “Exhibit B” to the Cooperation Agreement Between Ada County Housing Authority and Boise City Housing Authority**

Deputy Attorney Ammon Taylor provided the background on the annual “Exhibit B” approval of the cooperation agreement between Ada County Housing Authority and Boise City Housing Authority.

**Vice Chairman Katie Vila moved that the board approve the updated “Exhibit B” to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner McKee	Aye
Commissioner Rock	Aye

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

##### **B. Staff Presentation – Targeted growth with estimated outcomes through next three years**

Ms. Watson covered this topic earlier in the agenda.

##### **C. 2023 Health Insurance Renewal Recommendation**

Ms. Watson explained that the housing authority received a later than usual review of the agency’s health insurance policy and cost for FY 2023. The budget included a 15% increase, and the cost came in at 15.9%. The agency is able to cover the .9% and recommends board approval.

**Commissioner Rock moved that the board approves the 2023 Health Insurance Renewal as presented. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner McKee	Aye
Commissioner Rock	Aye

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

**D. BCHA Election of Chairperson and Vice Chairperson**

Both Chairperson Donnelly Tzul and Vice Chairperson Katie Vila indicated that they would be willing to serve another term as officers.

**Commissioner Rock moved that the board elect the Chairperson, Julianne Donnelly Tzul, and Vice Chairperson, Katie Vila, for Boise City Housing Authority as presently constituted. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner McKee	Aye
Commissioner Rock	Aye

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

**E. ACHA Election of Chairperson and Vice Chairperson**

**Commissioner Rock moved that the board elect the Chairperson, Julianne Donnelly Tzul, and Vice Chairperson, Katie Vila, for Ada County Housing Authority as presently constituted. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner McKee	Aye
Commissioner Rock	Aye

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

**F. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson**

**Commissioner Rock moved that the board elect the Chairperson, Julianne Donnelly Tzul, and Vice Chairperson, Katie Vila, for Shoreline Plaza Inc. as presently constituted. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner McKee	Aye
Commissioner Rock	Aye

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

**G. Affordable Housing Solutions, Inc. Election of President and Vice President**

**Commissioner Rock moved that the board elect the President, Julianne Donnelly Tzul, and Vice President, Katie Vila, for Affordable Housing Solutions, Inc. as presently constituted. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner McKee	Aye
Commissioner Rock	Aye

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

**H. Emergency Rental Assistance Program Update**

Ms. Patterson provided an update on the progress of the ERAP program, which has provided \$44,298,603 in rental and utility assistance to Boise and Ada County residents to date, helping 9,234 households. She explained the switch from ERA1 funds to ERA2 funds as of January 1, 2023, which will likely cause a measurable increase in applications in January. Since October 2022, security deposits have been an additional allowable benefit, and the agency is currently working with approximately 50 households who are searching for a rental. There have been some landlords unwilling to accept a letter of eligibility that the agency has provided these applicants, as they are hesitant to wait for the deposit and rent payment. ERAP staff has been working on various ways to try to overcome this obstacle.

Ms. Patterson also mentioned that the agency is likely going to need to return some ERA1 funds, which is mostly attributed to very tight deadlines following quickly after the receipt of funds. But she assured the board that the agency has done everything within its power to distribute this assistance.

**I. Moore Street Property Update**

Ms. Watson said that meetings continue with the developer. Vice Chairman Katie Vila has agreed to sit on the board's development committee. The developers have decided to wait until

the new zoning decisions take effect. Ms. Clegg said that the changes are out for public comment and the official start of the process will likely be in January. They hope that the changes will be adopted by the summer of 2023.

## V. ADJOURNMENT

**At 5:52 p.m., Commissioner Rock moved that the meeting be adjourned. Commissioner McKee 2<sup>nd</sup> the motion. The meeting was adjourned.**

Documents provided as part of this meeting include:

**Minutes – October 12, 2022 BCACHA Board meeting**

**Memo – Resolutions Approving Utility Allowance Scheduled, Effective 1/1/2023**

**BCHA Resolution 9-2022 – Resolution Updating the Fiscal Year 2023 Utility Allowance Schedule**

**ACHA Resolution 9-2022 – Resolution Updating the Fiscal Year 2023 Utility Allowance Schedule**

**BCACHA Occupancy Rates**

**BCACHA 2023 Board Meeting Schedule**

**Memo – Approval of Exhibit B to the Cooperation Agreement between ACHA and BCHA Amended and Restated Cooperation Agreement with Exhibit B as of November 9, 2022**

**Emergency Rental Assistance Program Update – November 2022**

**Slide Presentation – Public Housing Authority 101**

**Slide Presentation – BCACHA Strategic Refresh Smart Goals and Measurements**

Respectfully submitted,



Deanna L. Watson, Executive Director



Julianne Donnelly Tzul, Chairperson

Katherine Vila, Vice-Chair