

## 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 13, 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, March 9, 2022 (ACTION ITEM)
- \*2. Financial statements thru the period ended January 31, 2022 (ACTION ITEM)
- \*3. Financial statements thru the period ended February 28, 2022 (ACTION ITEM)
- \*4. Approval of Audited Financials for Year Ending September 30, 2021 for BCHA (ACTION ITEM)
- \*5. Approval of Audited Financials for Year Ending September 30, 2021 for ACHA (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. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- B. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- C. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)
- D. Affordable Housing Solutions, Inc. Election of President and Vice President (ACTION ITEM)

- E. Approval of BCHA Resolution 2-2022 – A Resolution Approving the Implementation of the Expedited Regulatory HUD Waivers Authorized in PIH Notice 2021-34 (ACTION ITEM)
- F. Approval of ACHA Resolution 2-2022 – A Resolution Approving the Implementation of the Expedited Regulatory HUD Waivers Authorized in PIH Notice 2021-34 (ACTION ITEM)
- G. Approval of Contract for the Roofing Project at Shoreline North (ACTION ITEM)
- H. Permanent Supportive Housing Plan Presentation – Casey Mattoon, “Our Path Home” Manager, City of Boise
- I. Discussion on Procurement of Financial Advisory Services (ACTION ITEM)
- J. Discussion on Civic Plaza Bond Defeasance

V. UNFINISHED BUSINESS

- A. Emergency Rental Assistance Program Update
- B. Moore Street Property Development
- C. Discussion on BCACHA Commissioners’ Future Workshop

VI. Executive Session Per Idaho Code § 74-206 (1) (c) To acquire an interest in real property not owned by a public agency

VII. 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:

When: Apr 13, 2022 04:00 PM Mountain Time (US and Canada)  
Topic: BCACHA April Board Meeting - April 13, 2022

Please click the link below to join the webinar:  
<https://us06web.zoom.us/j/88388868864?pwd=Q2tHQXBaK3hUdIRSYTRzZ256ZFIKdz09>

Passcode: 233201

Or One tap mobile :

US: +12532158782,,88388868864#,,,,\*233201# or +13462487799,,88388868864#,,,,\*233201#

Or Telephone:

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

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 883 8886 8864

Passcode: 233201

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

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

April 13, 2022

**TIME AND PLACE OF MEETING:**

Acting Chairperson Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, April 13, 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:** Commissioner Kent Rock

**Commissioners Present via Zoom:** Acting Chairperson Julianne Donnelly Tzul, Commissioner Shellan Rodriguez, Commissioner Jaime Hansen, Commissioner Tiffany McKee, Commissioner Jennifer Seamons

**Commissioners Absent:** Ex-Officio Commissioner Elaine Clegg

**Others Present – in person and via Zoom:** Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers, Ada County Deputy Attorney Ammon Taylor, Katie Vila, City of Boise HCD Senior Manager Maureen Brewer, Our Path Home Manager Casey Mattoon, Our Path Home Coordinator Eli Griffin, Corporation for Supportive Housing Director Annie Bacci, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Housing Operations Manager Donna DeThorne, Senior Staff Accountant II Annette Sampson, Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

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

A roll call vote was taken.

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Ay
Commissioner McKee	Aye

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

### **III. REPORTS**

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

Acting Chairperson Donnelly Tzul thanked the board for their support as she has stepped into the leadership role with the departure of Ms. Guglielmetti.

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

Executive Director Deanna Watson mentioned that there has been much time and effort spent in meetings with members of the City of Boise staff pertaining to on-going discussions about permanent supportive housing initiatives, affordable housing preservation, and other portfolio items. Also, a great deal of effort has been put into the evolving ERAP programs with the changing guidance from the U.S. Department of Treasury. Her team has also been working with city staff regarding the Emergency Housing Voucher program and the need to revise agreements. Additionally, she continues to respond to media requests with a recent Channel 6 series on affordable housing as well as an interview for BoiseDev. She has also been a co-panelist with Zoe Ann Olsen of Idaho Fair Housing for the Institute of Real Estate Management.

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

The only update on the HA's properties will be presented later on the agenda regarding the roofing project at Shoreline North.

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

Deputy Director Jillian Patterson presented an update on the Housing Choice Voucher waiting list process. Letters will be mailed next week to the 2,500 households that were randomly chosen for the recent list out of all eligible applications received. The plan is that the first group of applicants from this pool will be invited to receive voucher assistance sometime in May or June. There was further discussion and clarification on the voucher waiting list process, the success rate of voucher holders who are able to lease up within the 120 days provided, the increased payment standards, and reasons why voucher holders may not be able to connect their vouchers to a lease agreement. A possible satisfaction survey that could follow the process was discussed, to help the agency gather data points that might help the agency understand obstacles voucher holders are facing in this environment.

### **IV. NEW BUSINESS**

#### **A. BCHA Election of Chairperson and Vice Chairperson**

After asking for nominations for both positions, Ms. Donnelly Tzul offered to serve as Chairperson and Commissioner Hansen offered to serve as Vice Chairperson.

**Commissioner Seamons nominated Ms. Donnelly Tzul as Chairperson of BCHA. Ms. Rodriguez seconded the nomination. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Donnelly Tzul was elected as Chairperson of BCHA.**

**Commissioner Rodriguez nominated Ms. Hansen as Vice Chairperson of BCHA. Ms. Seamons seconded the nomination. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Hansen was elected as Vice Chairperson of BCHA.**

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

**Commissioner Seamons nominated Ms. Donnelly Tzul as Chairperson of ACHA. MS. Rodriguez seconded the motion. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Donnelly Tzul was elected as Chairperson of ACHA.**

**Commissioner Rodriguez nominated Ms. Hansen as Vice Chairperson of ACHA. Ms. Seamons seconded the nomination. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Hansen was elected as Vice Chairperson of ACHA.**

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

**Commissioner Seamons nominated Ms. Donnelly Tzul as Chairperson of Shoreline Plaza Inc. Ms. Rodriguez seconded the motion. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Donnelly Tzul was elected as Chairperson of Shoreline Plaza Inc.**

**Commissioner Rodriguez nominated Ms. Hansen as Vice Chairperson of Shoreline Plaza Inc. Ms. Seamons seconded the nomination. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Hansen was elected as Vice Chairperson of Shoreline Plaza Inc.**

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

**Commissioner Seamons nominated Ms. Donnelly Tzul as President of Affordable Housing Solutions, Inc. Ms. Rodriguez seconded the motion. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Donnelly Tzul was elected as President of Affordable Housing Solutions Inc.**

**Commissioner Rodriguez nominated Ms. Hansen as Vice President of Affordable Housing Solutions, Inc. Ms. Seamons seconded the nomination. A roll call vote was taken.**

Acting Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

**Ms. Hansen was elected as Vice President of Affordable Housing Solutions, Inc.**

**E. Approval of BCHA Resolution 2-2022 – A Resolution Approving the Implementation of the Expedited Regulatory HUD Waivers Authorized in PIH Notice 2021-34**

Ms. Patterson reviewed her memo that provided background on the staff’s recommendation for approval of the expedited regulatory HUD waivers.

**Vice Chairperson Hansen moved to approve BCHA Resolution 2-2022. Commissioner McKee seconded the motion. A roll call vote was taken.**

Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Vice Chairperson Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

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

**F. Approval of ACHA Resolution 2-2022 – A Resolution Approving the Implementation of the Expedited Regulatory HUD Waivers Authorized in PIH Notice 2021-34.**

**Vice Chairperson Hansen moved to approve ACHA Resolution 2-2022. Commissioner McKee seconded the motion. A roll call vote was taken.**

Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Vice Chairperson Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

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

**G. Approval of Contract for the Roofing Project at Shoreline North**

Ms. Watson provided the background information regarding the need for the roofing project at Shoreline North, the efforts to receive proposals and the staff recommendation to approve the proposal of JB Roofing.

**Commissioner Rodriguez moved that the board approve the roofing project contract of JB Roofing as presented. Vice Chairperson Hansen seconded the motion. A roll call vote was taken.**

Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Vice Chairperson Hansen	Aye





## **V. UNFINISHED BUSINESS**

### **A. Emergency Rental Assistance Program Update**

Ms. Patterson provided an updated report on current expenditures. To date, the housing authorities have provided over \$29 million in rental and utility assistance, helping over 6,000 households. Also, the agency recently launched a new software program to accept and track applications, the Yardi Rent Relief program. As a result, there have been some roll-over issues and staff training curves. But applications are coming in and are being approved.

Ms. Watson gave background on the different grant programs and how they are overlapping in some instances, with reallocation opportunities, spend ratio benchmark deadlines and program guidance updates. There has been considerable discussion with the city and county in terms of timing of program spending, in order to maximize the benefits to the community.

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

Mr. Rock provided a summary of the RFP evaluation process that is being conducted by the development sub-committee. The goal is to have the responder(s) who have the sub-committee's recommendation present their proposals to the full board in May.

### **C. Discussion on BCACHA Commissioners' Future Workshop**

Ms. Donnelly Tzul said that board members have reached out to facilitators who might be available to facilitate the workshop. Ms. Hansen will send out a Doodle Poll to identify a day that will work for all, targeting Fridays in July. Mr. Taylor asked that the board keep the executive director in the loop concerning the procurement of the facilitator. An informal RFP process still involves maintaining a record of requests for proposals from at least three vendors, a scope of services and criteria for selection. These records need to be kept in the agency's procurement files.

**Commissioner Rock moved that the housing authorities enter Executive Session per Idaho Code §74-206 (1) (c) – To acquire an interest in real property not owned by a public agency. Commissioner McKee seconded the motion.**

**A roll call vote was taken.**

Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Vice Chairperson Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

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

**At 6:27 p.m., the board entered executive session.**

At 6:50 p.m., Commissioner Rock moved that the board exit executive session and reenter the public meeting. Commissioner Seamons seconded the motion. A roll call vote was taken.

Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Vice Chairperson Hansen	Aye
Commissioner Seamons	Aye
Commissioner McKee	Aye

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

At 6:52 p.m., the Board reentered the open meeting.

## **VI. ADJOURNMENT**

There being no further business, Commissioner Rock moved that the meeting be adjourned. Commissioner Seamons seconded the motion. A roll call vote was taken.

Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Vice Chairperson Hansen	Aye
Commissioner Seamons	Aye

**The meeting was adjourned at 6:52 p.m.**

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

**Minutes BCACHA Board Meeting – March 9, 2022**  
**Occupancy Rates – as of March 2022**  
**Financial Statements thru the period ended January 31, 2022**  
**Financial Statements thru the period ended February 28, 2022**  
**Audited Financial Statements for September 30, 2021 – BCHA**  
**Audited Financial Statements for September 30, 2021 – ACHA**  
**Project Spreadsheet from Ben Duke**


**Memo regarding Resolutions Approving the Implementation of Expedited regulatory HUD  
Waivers**

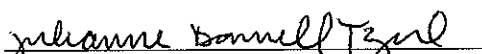
**BCHA Resolution 2-2022**

**ACH Resolution 2-2022**

**Slide Presentation by City of Boise and CSH Regarding PSH Pipeline**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Julianne Donnelly Tzul, Chairperson