

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, May 12, 2021– 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, April 14, 2021 (ACTION ITEM)
- *2. Financial statements thru the period ended March 31, 2021 (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. Consideration of BCHA Resolution No. 3-2021 – A Resolution of the Board of Commissioners of the Boise City Housing Authority Approving Interlocal Contract for Cooperative Purchasing Between the Houston-Galveston Area Council and the Boise City Housing Authority (ACTION ITEM)
- B. Consideration of ACHA Resolution No. 2-2021 – A Resolution of the Board of Commissioners of the Ada County Housing Authority Approving Interlocal Contract for Cooperative Purchasing Between the Houston-Galveston Area Council and the Ada County Housing Authority (ACTION ITEM)

V. UNFINISHED BUSINESS

- A. Galloway Litigation (ACTION ITEM)

EXECUTIVE SESSION Per Idaho Code § 74-206 (1) (d) (f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation.

Return to Open Meeting

- B. Approval of Audited Financials for Year Ending September 30, 2020 for BCHA and ACHA - (ACTION ITEM)**
- C. Emergency Rental Assistance Program (ERAP) Update**
- D. Landlord Incentive Program Update**
- E. Development Update and Discussion (ACTION ITEM)**
 - 1. Moore Street Property**
 - 2. Allumbaugh Street Property**

VI. ADJOURNMENT

Related agenda documents are available for public review by visiting:

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

Due to the COVID-19 Pandemic, BCACHA is providing public access to this board meeting via Zoom meeting:

When: May 12, 2021 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA - Board Meeting May 12, 2021

Please click the link below to join the webinar:

<https://zoom.us/j/99893598250?pwd=a05pMmNjMGd0ZytwdnliZld6WmNCUT09>

Passcode: 210639

Or One tap mobile :

US: +16699006833,,99893598250#,,,,*210639# or +12532158782,,99893598250#,,,,*210639#

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

Webinar ID: 998 9359 8250

Passcode: 210639

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

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

MAY 12, 2021

TIME AND PLACE OF MEETING:

Chairman Raquel Guglielmetti called the meeting to order at 4:01 p.m., on Wednesday, May 12, 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, and Vice Chairman Kent Rock

Commissioners Present via Zoom: Commissioner Julianne Donnelly Tzul, Commissioner Shellan Rodriguez, Commissioner Jaime Hansen, Ex-Officio Commissioner Elaine Clegg

Commissioners Absent: Commissioner Jennifer Seamons, Commissioner Tiffany McKee

Others Present: Executive Director Deanna Watson, Ada County Deputy Attorney Catie Freeman, Boise City Deputy Attorney Tyler Powers, IT & Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Construction Manager Ben Duke, Public Housing Manager Donna DeThorne, Senior Staff Accountant Annette Sampson (via zoom), and Executive Assistant Ann Upchurch

II. CONSENT AGENDA

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

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye

The motion passed by roll call vote.

At 4:08 p.m., Commissioner Rodriguez joined the meeting via Zoom.

III. REPORTS

A. Chairman's Report

Chairman Guglielmetti congratulated Housing Programs Director Jillian Patterson on her recent election as President to the regional office of the Pacific Northwest Regional Council (PNRC) of the National Association of Housing and Redevelopment Officials (NAHRO).

B. Executive Director's Report

Emergency Rental Assistance Program

Executive Director Deanna Watson provided an update on the Emergency Rental Assistance program (ERAP) regarding recent guidance from local governments. Recently, she met with Mayor Lauren McLean of the City of Boise regarding her request that Idaho Housing and Finance Association also be another administrator of the program in Boise City. Her perception was that there had been no progress on the issue. Ms. Watson filled her in on the work that was being done between the two agencies. Particularly, there are significant issues that must be worked out regarding software systems in order that the two agencies effectively communicate to insure that there is no duplication of services. The discussion continued regarding the procurement processes that are available to BCHA, and whether or not BCHA could piggyback on IHFA's software system. It appears that this is not possible since IHFA had not gone through the normal procurement process, but rather had procured their system through the emergency/sole source options of procurement. BCHA is investigating also purchasing the same system based on the emergency procurement options versus issuing an RFP. The cost of the system was discussed and how it would be paid for. Administrative fees could cover the cost, but there is also the possible need for case management services that would make paying for everything difficult. Administrative fees from Ada County could not be utilized for the software, as the county would not be responsible for covering costs that come from the City. Ms. Watson discussed these issues with the mayor, so that she is also aware of the cost implications.

Allumbaugh House

Commissioner Hansen asked Ms. Watson about the funding shortfall for Allumbaugh House. She specifically asked if there is anything that the commissioners can do to communicate their support for this program and to stress the need that funding be brought to full capacity. It was decided that Ms. Watson would draft a message statement to be circulated among the board members and provided to Allumbaugh House board of directors.

Recent Grant Awards

Ms. Patterson explained the intended use of recently received grants. The funds received through the Martin case settlement funds will be added to our existing projects that are coordinated with Our Path Home. It is the intention to use these funds to serve the same population that is being served through the Continuum of Care.

The Emergency Solutions Grant funding will be used to hire a case manager, a new position, to serve participants in the housing authorities' programs across the board. This position will be focused on services to help residents maintain housing stability.

Ms. Watson mentioned that the housing authority also just received word that we will be receiving 41 additional emergency vouchers. These are limited to 18 months of assistance, but will be to help families that are either homeless, in danger of becoming homeless, fleeing or attempting to flee domestic violence. We are still researching the specific parameters on how they are to be used. This funding is different from ERAP in that these households do not need to be on a current lease agreement.

In addition to recent housing needs that have arisen as a result of the COVID pandemic, there is a new class of residents who are being priced out of housing due to the rapid escalation of rent. There is a new round of ERAP for which the city is applying and the county is also assumed to be applying. This funding still has a COVID hardship attached with it, but it may be more flexible about requiring a current lease agreement for applicants.

IT Concerns

IT & Operations Administrator Ron Barstow reported on the recent ransomware attack on the agency. It appears that the housing authorities were very lucky in limiting the scope of the attack mostly to a computer located at a remote location. No ransom was paid and it has been several days since any malicious activity associated with the attack has been observed. No client or participant information was compromised and no up-loading of agency data was observed.

C. Report on Properties

Construction Manager Ben Duke reported on the current and upcoming projects that are underway. There is a roof replacement project at the Vine Terrace Apartments with the pre-bid meeting being held today. Bids are due on May 25. The Shoreline security project is underway with a substantial completion date of June 18. There is a Streamside fence project coming up. Bids were due on May 4, and the agency received none. That provides Mr. Duke with the option of contacting contractors and negotiating the price. He is meeting with one next week. The biggest project in the future is the water and waste line project at Franklin Plaza and Capitol Plaza. There is an RFQ out to architects with a due date of May 19. There is also a carpet replacement project at Shoreline Plaza. Finally, he has received bids for our Orchard office fence and patio project. Costs have gone up approximately 30% since this project was halted last year due to COVID.

D. Report on Programs

Ms. Patterson stated that the programs reports have either been covered already or will be in Unfinished Business.

IV. NEW BUSINESS

A. Consideration of BCHA Resolution No. 3-2021

Ada County Deputy Attorney Catie Freeman explained the need for the board to approve resolutions that define the long-term agreements with the Houston –Galveston Area Council which is providing the temporary employment services for the ERAP program. These services were originally procured through an emergency process. BCHA and ACHA are able to use a cooperative interlocal contract for these services.

Commissioner Hanson moved that the board approve BCHA Resolution No. 3-2021 – a Resolution of the Board of Commissioners of the Boise City Housing Authority Approving Interlocal Contract for Cooperative Purchasing Between the Houston-Galveston Area Council and the Boise City Housing Authority. Vice Chairman Rock seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

B. Consideration of ACHA Resolution No. 2-2021

Commissioner Hanson moved that the board approve ACHA Resolution No. 2-2021 – a Resolution of the Board of Commissioners of the Ada County Housing Authority Approving Interlocal Contract for Cooperative Purchasing Between the Houston-Galveston Area Council and the Ada County Housing Authority. Vice Chairman Rock seconded the motion. Commissioner Donnelly Tzul seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

V. UNFINISHED BUSINESS

A. Galloway Litigation

Vice Chairman Rock moved that the board enter into Executive Session Per Idaho Code § 74-206 (1)(d)(f): to Communicate with legal counsel for the public agency to discuss the

legal ramifications of and legal options for pending litigation, and that the vote be by roll call. Commissioner Hansen seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

At 5:00 p.m., the Board entered into executive session.

At 5:12 p.m., Ex-officio Commissioner Clegg left the meeting.

At 5:23 p.m., Vice Chairman Rock moved that the Board exit the executive session. Commissioner Hansen seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

At 5:23 p.m., the Board reentered the public meeting.

Vice Chairman Rock moved that the executive director and attorneys take action as discussed in executive session. Commissioner Donnelly Tzul seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

B. Approval of Audited Financials for Year Ending September 30, 2020 for BCHA and ACHA

Vice Chairman Rock moved that the board approve the Audited Financials for Year Ending September 30, 2020 for BCHA. Commissioner Hansen seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

Vice Chairman Rock moved that the board approve the Audited Financials for Year Ending September 30, 2020 for ACHA. Commissioner Hansen seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Hansen	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

C. Emergency Rental Assistance Program (ERAP) Update

Ms. Patterson presented a slide presentation with updated statistics on the progress of the ERAP program to date. As of May 3, 2021, a total of 1147 households have been helped with this program, 808 households in Boise and 339 households in Ada County.

The next focus of the agency is on the reapplication process as recipients request additional assistance. Ms. Patterson also reviewed the additional marketing efforts that the agency has made and the current project of completing a video commercial.

D. Landlord Incentive Program Update

Ms. Patterson reviewed the success of the first phase of the program and her plans for it continuing going forward. Future funding will likely be part of the ESG award. Plans include having an additional staff person by July or August to give this program more dedicated focus.

E. Development Update and Discussion

Ms. Watson reviewed her efforts to identify possible consulting groups to provide advice on development options for the two properties, Moore Street and Allumbaugh. She soon determined that there is little interest in providing consulting services at the target budget range of \$10k to \$15k, and agencies contacted indicated little time for new clients. The housing authority continues to receive interest from developers in the area. Commissioner Rodriguez mentioned that this is likely due to changes at the federal level with restructured tax incentives that may enhance the feasibility of financing. It was decided that the budget for consulting services could and should be increased with the understanding that the board does not want to have to issue an

RFP for the these services. Ms. Watson asked for additional clarity on what the scope of these services should include. It was decided that the development subcommittee would meet to more clearly define the scope of work and provide help in co-navigating the discussions with consultants.

Ms. Freeman and Mr. Powers agreed that discussions can continue with developers for informational purposes only, as the agency is likely to issue a RFP for services.

VI. ADJOURNMENT

At 6:21 p.m., Vice Chairman Rock moved to adjourn the meeting. Commissioner Hansen seconded the motion. The motion passed by a voice vote.

The meeting was adjourned at 6:21 p.m.

Documents provided as part of this meeting include:

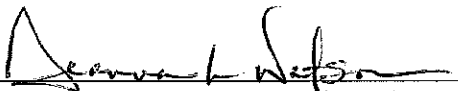
Minutes of Meeting of the Board of Commissioners, April 14 2021

Financial statements thru the period ended March 31, 2021

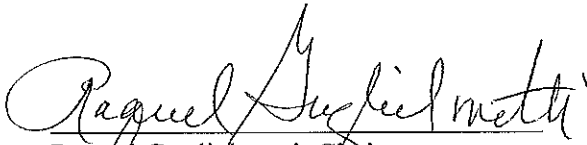
BCHA Resolution No. 3-2021, including Exhibit A “Interlocal Contract for Cooperative Purchasing – HGAC”

ACHA Resolution No. 2-2021, including Exhibit A “Interlocal Contract for Cooperative Purchasing – HGAC”

Respectfully submitted,



Deanna L. Watson, Executive Director



Raquel Guglielmetti, Chairman