

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. June 10, 2020
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, March 11, 2020 (ACTION ITEM)
- *2. Financial Statements for the Period Ended February 29, 2020 (ACTION ITEM)
- *3. Financial Statements for the Period Ended March 31, 2020 (ACTION ITEM)
- *4. Financial Statements for the Period Ended April 30, 2020 (ACTION ITEM)
- *5. Board approval for setting up bank account for Dorothy Property Security Deposits (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. Technology Upgrades – including cost estimates (ACTION ITEM)
- B. Boise City Housing Authority Resolution No. 2-2020 A Resolution approving the implementation of various waivers authorized by the U.S. Department of Housing and Urban Development (HUD); ratifying the execution by the Board Chairman or Executive Director of any such waivers; and providing an effective (ACTION ITEM)
- C. Ada County Housing Authority Resolution No. 2-2020 A Resolution approving the implementation of various waivers authorized by the U.S. Department of Housing and Urban Development (HUD); ratifying the execution by the Board Chairman or Executive Director of any such waivers; and providing an effective (ACTION ITEM)

V. UNFINISHED BUSINESS

- A. Moore Street – to discuss next steps on the development proposal and to set a date for a Special Board Meeting (ACTION ITEM)
- B. New Path Update
- C. Valor Point Update – Davis Bacon update
- D. CHOIS Program Housing Update - Dorothy Avenue Property and the Uniform Relocation Act
- E. Allumbaugh House Development Update

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 telephone conference. Please call the conference line at (844) 844-0414 and the following PIN number to access the meeting: 123493

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

MEETING OF THE BOARD OF COMMISSIONERS and DIRECTORS

June 10, 2020

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:02 p.m. on Wednesday, June 10, 2020. The meeting was held at the Boise City / Ada County Housing Authorities' Briefing Room, 1001 S Orchard Street, Boise, ID 83705.

I. ROLL CALL

Commissioners Present: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Jaime Hansen, Commissioner Jennifer Seamons (via telephone conference), Ex-Officio Commissioner Elaine Clegg (via telephone conference), Student Commissioner Kalia Munio and Student Commissioner Aiden Scanlan (via telephone conference)

Commissioners Absent: Commissioner Gary Machacek, Commissioner Shellan Rodriguez

Others Present: Executive Director Deanna Watson, Ada County Deputy Attorney Ammon Taylor (via telephone conference), Ada County Deputy Attorney Catie Freeman (via telephone conference), Deputy Boise City Attorney Mary Grant (via telephone conference), Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Development Construction Manager Ben Duke, Public Housing Manager Donna DeThorne, Maintenance Supervisor Brian Stephens (via telephone conference), and Executive Assistant Ann Upchurch

II. CONSENT AGENDA

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

At 4:02 p.m., a roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye

The motion passed by a roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Guglielmetti thanked Deanna Watson and staff for their hard work over the last three months, maintaining services during the recent state-mandated shutdown due to COVID-19. She also commended the volunteer involvement of the student commissioners.

B. Executive Director's Report

Executive Director Watson also commended the board members for their remote support and concern for what we do. She gave a summary of the status of office staff, splitting shifts between the office and their homes. The agency is working toward a soft reopening of the public lobby. The current plan is to open up for appointments only with thermometer checks at clients' cars as well as health screening questions. Offices and common areas will be cleaned more frequently as we begin to reopen. The high-rise apartment communities have had the common areas closed for several weeks, in regard to the fact that these tenants are often in the highest risk group for the virus. A "no-visitor" policy was initiated except for caregivers and delivery services. In order to enforce this policy, a security firm was hired to provide support. In the course of their monitoring, the presence of unauthorized long-term visitors in several apartments was confirmed. Several of these recurring visitors are from the homeless community and bring a risk of virus infection. Most tenants have been appreciative of our efforts to enhance their safety. However, some have pushed back declaring that the health concern is all a hoax. We have been trying to balance these concerns while leaning to the side of caution. Ms. Watson is working on a continuity-of-service plan in case a resident tests positive for the virus.

Additional funds in the amount of \$515,000 have been received from the CARES Act. These funds will help with new plans to increase efficiencies, safety aspects and to develop a more paperless environment, as staff continues to work a great deal from home. Ms. Watson thanked IT Administrator Ron Barstow for his hard work in getting staff up and running from home. The housing authorities have also received more funding for mainstream vouchers. Ms. Watson thanked Elaine Clegg for her suggestion that the housing authority be considered as a potential provider of services for funding that might come through the city or the state, as part of the \$1.5 billion provided to Idaho. Those voting decided instead to fund Idaho Housing and Finance Association (IHFA), an agency that already has assistance programs in place. IHFA had determined that since CATCH and Jesse Tree had already received additional funding, they would not put additional funds into Ada County. Their existing program serves all areas of Idaho with the exception of Ada County. After Ms. Watson reached out to IHFA about the need in Ada County, there is some indication that they may direct additional funding here. Ms. Clegg mentioned that she also had not understood that IHFA did not have programs that covered Ada County.

Ms. Clegg asked to revisit the question regarding the agency's action against unauthorized residents in the high-rise buildings. Have we tried to connect them to services through the continuum of care programs? Ms. Watson confirmed that we have and that some of this behavior

goes back years. During the COVID-19 shutdown, the agency had put in place a moratorium on evictions, unless the behavior of the tenant(s) put others at risk. In two instances of repeated behavioral violations, evictions have proceeded to the point of court action and the agency will proceed with these as scheduled.

C. Report on Properties

Construction Manager Ben Duke reported on the progress of various projects at agency properties. The sliding glass door and window projects at Capitol and Franklin Plazas have been completed, as has the flooring project. A bathroom remodel at the Springside property had been postponed and is now back on the schedule after the shutdown. The Capitol and Franklin Plazas brick-sealing project had also been postponed, but will have a pre-bid meeting next week. The automatic door project at Orchard is under contract, although the materials shipment may be delayed by 30 days.

D. Report of Programs

Public Housing Manager Donna DeThorne reported on the two evictions that were in process prior to the shutdown. These were in response to repeated lease violations due to behavior issues and property damage. One has a court date for June 24 for a schedule settlement meeting. The case manager for this individual has not been effective. It is likely that this tenant needs a higher level of care. Her behavior has repeatedly put herself and others at risk. It was mentioned by several in the meeting that Boise and Idaho are lacking in options for residents with mental illnesses resulting in their evictions. Residents who are not able to function at a mental and/or behavioral level that allows for complete independence should not be forced into homelessness.

Regarding rent collection efforts during the COVID-19 shutdown, we are seeing a good level of payment. Many public housing tenants are on a fixed income status, so most of these tenants did not experience a decrease in income. Rent collections at the market rent apartments have seen approximately 4% non-payment. Half of those who have not paid have entered into repayment agreements with the agency. There have been discussions on raising rents on these apartments as this is part of the annual review, but it was determined to hold off on rent increases for now and revisit the topic in August. It is possible that the full impact of the shutdown on the ability of tenants to pay current rents has not yet been felt.

Housing Programs Director Jillian Patterson reported that the agency has received the full request for Meridian CDBG funding, for down payment and closing costs assistance for homeownership. There is \$40k remaining from this year and \$50k for next year. There will be close coordination with the staff at the City of Meridian to explore ways to identify eligible residents.

Ms. Patterson reported that in March, the Section 8 Housing Choice Voucher program had received numerous requests for rent increases from participating landlords. It was decided that the department would hold off on these increases until after the COVID-19 crisis. This was partly due to the increased workload of staff in processing interim income decreases (due to participants' loss or reduction of work), and as they began to bring home offices on-line.

Landlords were recently notified that those increases will begin to be processed as of August 1. Rent increases will be reviewed for rent reasonableness, the length of time since the last increase, the amount of the increase and the impact on the household.

Ms. Patterson mentioned that her department did experience a greater percentage than usual of families being able to connect their voucher to a home, bringing new landlords into the program. The vouchers look more appealing now as some families have experienced unexpected and dramatic loss of income. Commissioner Seamons said that she has also noticed a greater support of the Section 8 program. If nothing else, this time might serve as an opportunity for more education of the program and less landlord discrimination of voucher holders in the future.

IV. NEW BUSINESS

A. Technology Upgrades – including cost estimates

Mr. Barstow reported on work he has been involved with in order to upgrade the agency's ability to offer remote meetings, trainings and webinars. He has been in touch with at least three audio/video companies regarding the equipment and programs he would need to outfit the board room and briefing room accordingly. Technology companies have been slammed recently with requests for proposals, so these may be delayed. It is important that our public meetings have easy access. It is also important to set the agency up for future technology needs related to virtual community meetings, briefings and trainings. Estimates per room are expected to be in the \$15k range. This is assuming that Mr. Barstow installs the equipment. Since this amount is within the allowed expenditure for the agency without board approval, no vote was necessary.

Ms. Clegg offered that she could put Mr. Barstow in touch with Boise City tech staff. They have developed a Zoom platform meeting system that allows for panelists and attendees as separate participants. Panelists can speak freely while attendees only listen. These designations can be managed in real time so that a speaker can be recognized as needed. She said it is not perfect, but works well.

B. Boise City Housing Authority Resolution No. 2-2020

Ms. Patterson reviewed the waivers offered by HUD after the CARES Act was adopted. This allows housing authorities to choose to enact certain waivers that will enable efficiencies in helping participants negatively impacted by the virus. BCACHA chose some waivers specifically to help participants and some to help staff by reducing administrative tasks, enabling them to more directly help clients. Some of the chosen waivers have not been implemented yet, but are available to us if needed in the future. Expiration dates on some of these are in October, others are in December.

Commissioner Rock moved to approve BCHA Resolution No. 2-2020; A Resolution approving the implementation of various waivers authorized by the U.S. Department of Housing and Urban Development (HUD); ratifying the execution by the Board Chairman or Executive Director of any such waivers; and providing an effective date. Commissioner Seamons seconded the motion. The motion passed unanimously by a voice vote.

Commissioner Rock moved to approve ACHA Resolution No. 2-2020; A Resolution approving the implementation of various waivers authorized by the U.S. Department of Housing and Urban Development (HUD); ratifying the execution by the Board Chairman or Executive Director of any such waivers; and providing an effective date. Commissioner Hansen seconded the motion. The motion passed unanimously by a voice vote.

V. UNFINISHED BUSINESS

A. Moore Street

Ms. Watson reported that she has reached out to Caleb Roope and Denise Carter of The Pacific Companies to identify whether or not their proposal still stands as provided, since it is past the effective date. As of the meeting, she had not heard back. Ms. Guglielmetti said that there are two possible votes on the Moore Street project. If the proposal still stands, the next step would be for the board to hold a special board meeting to discuss and determine whether or not to accept the proposal. If the decision should be to not proceed with the proposal, the vote would come back to the full board for discussion and a vote on the tabled decision for the sale of the property. It was decided that the next step is to wait to hear from The Pacific Companies and to possibly set up a special board meeting. If there is a need for a special board meeting, Ann will contact commissioners with possible date options. All commissioners agreed with this plan.

B. New Path Update

Ms. Watson had nothing new to report other than the project is going well and running smoothly.

C. Valor Pointe Update

Ms. Watson reported that construction is on schedule and still moving toward an August 4 completion date. Developers expect to move residents in within a 30-day timeframe. The housing authority has one outstanding issue related to Davis Bacon. The contractor failed to include a section in the contracts regarding the Davis Bacon contract requirements. We have proposed that an acknowledgment be included in those contracts to be signed by the sub-contractors. We are also in the process of meeting with Northwest Real Estate Development Corp and the VA for setting up processes for when the development opens.

D. CHOIS Program Housing Update

Mr. Duke provided the background on his search for and identification of suitable property for the CHOIS program site. After some negotiations, an agreement was reached with the owner of two side-by-side duplexes in southeast Boise. We are currently in the process of relocating the four resident households and will likely proceed with the rehab in mid-September. Completion of the rehab is expected to be around the first of November. Ms. Guglielmetti asked Mr. Duke to provide a one-page summary of the acquisition efforts, the rehab numbers and the status of the project going forward at the next board meeting.

Ms. Patterson stated that once the rehab is completed, we will be working with Our Path Home of the coordinated entry system to identify families for the properties. Since these are two-bedroom homes, we will be serving larger households.

E. Allumbaugh House Property Development Update

Ms. Watson did not have any additional information regarding the development of agency-held land at Allumbaugh House. This project had been delayed with the COVID-19 shutdown and will now be picked back up as things open up.

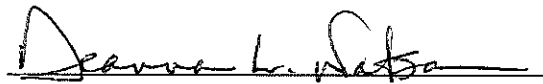
Ms. Guglielmetti mentioned that at the July board meeting the board will discuss the status of the strategic plan in detail. The discussion may be to hold a special board meeting to review the plan. The consultant may also be asked to attend in order to address questions and the next steps.


Ms. Watson acknowledged the presence and continued support of the student commissioners who normally would have completed their volunteer commitment by this stage of the year. They will be missed as they move on to their next endeavors but are always welcome to attend our open meetings.

VI. ADJOURNMENT

At 5:48 p.m., the meeting was adjourned.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman