

## 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, September 8, 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, August 11, 2021 (ACTION ITEM)
- \*2. Financial statements thru the period ended July 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 for Approval of Moreton & Company 2022 Property and Liability Insurance (ACTION)
- B. Consideration for Approval to Write Off the Fiscal Year 2021 Uncollectable Debts Owed (ACTION)

### V. UNFINISHED BUSINESS

- A. Consideration for Approval of the Fiscal Year 2021 Boise City Housing Authority Budget – BCHA Resolution No. 5-2021 (ACTION)
- B. Consideration for Approval of the Fiscal Year 2021 Ada County Housing Authority Budget – ACHA Resolution No. 4-2021 (ACTION)
- C. Emergency Rental Assistance Program (ERAP) Update
- D. 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:

When: Sep 8, 2021 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA Board Meeting

Please click the link below to join the webinar:

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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**

**September 8, 2021**

**TIME AND PLACE OF MEETING:**

Chairman Raquel Guglielmetti called the meeting to order at 4:05 p.m., on Wednesday, September 8, 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, Boise City Deputy Attorney Tyler Powers, Ada County Deputy Attorney Ammon Taylor, Boise City Municipal Division Sr. Manager Legal Department Jane Hochberg (via Zoom), IT & Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Construction Manager Ben Duke, Public Housing Program Manager Donna DeThorne, Senior Staff Accountant Annette Sampson (via Zoom), Brooke Barstow (via Zoom), Chad Ranstrom, Sr. Vice President Moreton & Company

Prior to business, Boise City Deputy Attorney Tyler Powers introduced Jane Hochberg, Boise City Municipal Division Senior Manager – Legal Department.

**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 Rodriguez	Aye (Abstained from approving the minutes)
Commissioner Donnelly Tzul	Aye
Commissioner Hansen	Aye

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

**III. REPORTS**

**A. Chairman's Report**

Chairman Guglielmetti mentioned that two board members have terms expiring in October. We are looking for reappointments by the Boise City Council, and ratification by the Ada County Commissioners, for Vice Chairman Rock and Commissioner McKee.

Also, November's Board meeting is the annual meeting with officers to be elected. Ms. Guglielmetti is hoping there will be interest among commissioners to be nominated for chairman and vice chairman.

**B. Executive Director's Report**

Executive Director Watson filled in some additional details after submitting her monthly report to the board. As of today, the agency has a new lease with Allumbaugh House which will be effective as of 10/1/2021. The waiting list is open for our three high-rise public housing and Section 8 New Construction communities. Submissions are going smoothly and we are seeing similar applicant break-downs as it pertains to gender, age and disability statuses. Regarding agency personnel, we are still struggling to find qualified applicants for our maintenance and grounds positions. In-house positions are generating good interest with qualified applicants who communicate well, attend interviews and accept positions.

Mayor McLean has scheduled the "State of the City" address for Thursday, September 16. Our agency has been nominated as a "community hero," which may include a mention in her address.

Ms. Guglielmetti asked for clarification from Ms. Watson's earlier report regarding the New Path Community Housing project. This community has been operating for three years under the "housing first" model. Funding has been a concern as the county has reduced their annual supportive services contribution this year from \$312,000 to \$200,000. Ms. Watson said that her understanding is that the county will request an increase in funding from both St. Luke's and St. Alphonsus hospitals. The county would like the hospitals to increase their share of the funding from \$100,000 each to \$200,000, and that the funding goes directly to Terry Reilly, and not be paid to New Path. Ms. Watson was not sure that the county has made that request yet.

Under the Housing Assistance Payment (HAP) contract that the housing authority has with New Path, the owners of the project are responsible to insure that the supportive services are provided. Discussions are on-going.

**C. Report on Properties**

Construction Manager Ben Duke said that the Vine Terrace roof project is finally under contract, and set to begin in October. He held a pre-construction meeting for the fence project at Streamside, which is to start on Monday. The carpet project at Shoreline Plaza is nearly complete. The biggest pending project, the waste line project at Capitol and Franklin Plazas,

recently included a video assessment of the lines. The news was good in that the lines look to be in good shape. We should not have to replace any of the in-ground piping.

Ms. Guglielmetti asked if the agency has felt the impact of rising materials cost and labor shortages. Mr. Duke said that the fence project came in higher than anticipated and that it took three months for the contractor to fit it into the schedule. Other than that, most bids are coming in close to what was anticipated. The wait for materials is significant, however.

Mr. Duke filled the board in on an irrigation issue at the Moore Street property. A concrete pipe on the property of a neighbor had been broken by a tree on the housing authority's lot. We are investigating how best to go forward with the repair and the cost sharing. Additionally, there are four volunteer trees that need to be removed on the border of the property.

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

Housing Programs Director Jillian Patterson updated the board on the Veterans Affairs Supportive Housing (VASH) program. The agency administers vouchers for veterans whose eligibility for the program is determined by our local VA. HUD recently issued a notice regarding the availability of additional vouchers. The VA has determined that the vouchers are adequately resourced and additional vouchers are not needed. The housing authorities have never fully utilized the currently held number of VASH vouchers. Part of the problem is the limited availability of VA case managers.

### **IV. NEW BUSINESS**

#### **A. Approval of the FY 2022 Property and Liability Insurance plan from Moreton & Company**

Moreton & Company's Sr. Vice President Chad Ranstrom presented the proposed insurance plan to the board for approval. He reviewed changes from previous years' plans, and explained the current challenges being faced in the insurance market place. There have been catastrophic losses of property on a global scale recently, an increasing litigious environment as juries are willing to grant large awards, and a greatly increased risk in cyber security. He was pleased, however, to offer a FY2022 plan with a more limited increase in premiums than he is generally seeing.

**Commissioner Jaime Hansen moved to approve Moreton & Company's 2022 Property and Liability Insurance plan. Vice Chairman Rock seconded the motion.**

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

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

#### **B. Approval to Write Off the FY 2021 Uncollectable Debts Owed**

Finance Director Diana Meo presented and summarized the schedule of uncollectable debts owed for FY 2021. The trend, although higher than last year, is normal for the agency.

**Commissioner Hansen moved that the board approves the Fiscal Year 2021 Uncollectable Debts Owned. Vice Chairman Rock seconded the motion.**

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

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

**V. UNFINISHED BUSINESS**

**A. Consideration for Approval of the Fiscal Year 2022 Boise City Housing Authority budget – BCHA Resolution No. 5-2021**

Ms. Meo said that she had nothing new to add to the budget approval beyond what was shared at last month's board meeting. Commissioner Donnelly Tzul asked if there is any way to add fund-raising capacity to the budget. Ms. Watson said that, although this is a goal in the current strategic plan, the agency has not had the opportunity to investigate how to structure that process and goal. She recommended that the programs advisory sub-committee look to meet in the coming year to provide direction and advice.

**Vice Chairman Rock moved to approve the Fiscal Year 2022 Boise City Housing Authority Budget – BCHA Resolution No. 5-2021. Commissioner Hansen seconded the motion.**

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

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

**B. Consideration for Approval of the Fiscal Year 2022 Ada County Housing Authority budget – ACHA Resolution No. 4-2021**

**Vice Chairman Rock moved to approve the Fiscal Year 2022 Ada County Housing Authority Budget – ACHA Resolution No. 4-2021. Commissioner Hansen seconded the motion.**

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Rodriguez	Aye

Commissioner Donnelly Tzul           Aye  
Commissioner Hansen                Aye

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

**C. Emergency Rental Assistance Program (ERAP) Update**

Ms. Patterson summarized the latest numbers and progress of the ERAP program to date. Demographic trends have, for the most part, remained steady. Expenditures of funding for Boise is at approximately 75%, and funding for Ada County is at 35%. To date, a total of \$11,832,259 has been paid for rent and utility assistance and 1,966 households have been served. She will send a draft of the agency’s ERAP policies and procedures to the programs advisory committee for review.

The video commercial for the program has been completed, and staff will be meeting with a media buyer tomorrow to discuss best options for distribution. The Yardi contract is nearly ready to be signed, pending an understanding of how it will be paid. Ms. Guglielmetti said that since there are a number of pending ERAP considerations, there will be a special board meeting later in the month to cover these items. There will be several documents that will need review before the board meets. Staff and legal are working on these to complete them so as to give ample review time.

**D. Moore Street Property Development Update**

The development advisory committee has put together a rough-draft RFP for development services on the property. This draft needs revision from the advisory committee before submission to legal counsel for review, as it is in a rough format. Then, there needs to be legal review of the draft before it can be brought before the board. Pending work includes a decision on how the agency wants to work with the city regarding their proposal platform. There needs to be a MOU between the housing authorities and the city. Ms. Guglielmetti said that the next steps would be for the advisory committee to meet to discuss the platform and to get a full understanding of how it will be structured to fit with the housing authorities’ needs.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:07 p.m.

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

- Minutes, BCACHA Meeting of the Board of Commissioners, August 11, 2021**
- Proposal of Insurance – Moreton & Company**
- Uncollectible Accounts – FY 2021**
- Fiscal Year 2022 budget memo**
- BCHA Resolution No. 5-2021**
- ACHA Resolution No. 4-2021**
- ERAP Demographic Update**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman