

**BOISE CITY/ADA COUNTY HOUSING AUTHORITY  
SHORELINE PLAZA INC. & AFFORDABLE HOUSING SOLUTIONS, INC.  
COMMISSIONERS/DIRECTORS  
July 13, 2016 @ 4:00 p.m. – Housing Authority-3<sup>rd</sup> Floor Board Room  
1276 River Street, Suite 300, Boise, Idaho**

**CALL TO ORDER**

**ROLL CALL**

**CONSENT AGENDA**

- I. Regular Meeting Minutes of June 8, 2016**
- II. Financials for May, 2016**
- III. Bills and Communication**

**OLD BUSINESS**

- I. Chairman's Report**
- II. Executive Director's Report**

**NEW BUSINESS (ACTION)**

- I. Consideration of PHA Plan – Ada County Housing Authority Resolution #299**
- II. Consideration of PHA Plan – Boise City Housing Authority Resolution #487**
- III. Consideration of the Housing Choice Voucher (HCV) Administrative Plan – Ada County Housing Authority Resolution #300**
- IV. Consideration of the Housing Choice Voucher (HCV) Administrative Plan – Boise City Housing Authority Resolution #488**
- V. Consideration of the Boise City / Ada County Housing Authority's Procurement Policy Revisions – Shoreline Plaza, Inc. Resolution #45**
- VI. Consideration of the Boise City / Ada County Housing Authority's Procurement Policy Revisions – Ada County Housing Authority Resolution #301**
- VII. Consideration of the Boise City / Ada County Housing Authority's Procurement Policy Revisions – Boise City Housing Authority Resolution #489**
- VIII. Consideration to Approve Eide Bailly Audit Services for FY2016**

**NEW BUSINESS (INFORMATION)**

- I. Housing First Update (Jillian Patterson)**
- II. BCACHA Board Commissioner Open Seat**
- III. Franklin Plaza Flood and Insurance Information**

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

**MEETING OF THE BOARD OF COMMISSIONERS**

**July 13, 2016**

**TIME AND PLACE OF MEETING**

Chairman Foltman called the meeting to order at 4:02 p.m. on Wednesday, July 13, 2016. The meeting was held at the Boise City/Ada County Housing Authority Board Room, 1276 River Street, Boise, ID 83702.

**ROLL CALL**

**Commissioners Present:** Chairman Foltman, Commissioner Ashton (by phone), Commissioner Machacek and Commissioner Legarreta

**Commissioners Absent:** Vice Chairman Rock and Commissioner Fitzgerald

**Others Present:** : Ada County Deputy Attorney Ted Argyle, Chief Deputy City Attorney Steve Rutherford, Executive Director Deanna Watson (by phone), Housing Programs Manager Jillian Patterson, Development Director Bob Reed, Finance Director Diana Meo, Housing Programs Manager Sandi Bernstrom, Sr. Staff Accountant Annette Sampson, Maintenance Supervisor Brian Stephens and IT and Operations Administrator Ron Barstow

**CONSENT AGENDA**

**Regular Board Minutes June 8, 2016:**

**Commissioner Legarreta moved to approve the minutes of the June 8, 2016 Board of Commissioners meeting with grammatical corrections to page 2. Commissioner Machacek seconded. The motion passed by a voice vote.**

Commissioner Fitzgerald joined the meeting at 4:05 and Vice Chairman Rock joined the meeting at 4:06

### **Financial Statements for May, 2016:**

**Commissioner Machacek moved to approve the May, 2016 financials. Commissioner Machacek seconded. The motion passed by a voice vote.**

### **Bills and Communications:**

None

## **OLD BUSINESS**

### **Chairman's Report:**

Chairman Foltman discussed the three candidates for the vacant Ada County Commissioner position and requested a recommendation by the other Board members at the end of the meeting to present to the Ada County Commissioners. He stated each candidate was very qualified but some may have time constraints.

Chairman Foltman reported he signed a letter to the City of Boise regarding funding of the Crisis Center and the Housing First project by Ada County and the JPE.

Chairman Foltman discussed the tension the country is in with recent shootings and requested employee concerns be passed on to the Board. Guns cannot be restricted in our buildings so our hands are limited in regards to that.

### **Executive Director's Report:**

#### **Elevators**

Director Watson reported the contracts for elevator services are currently in the legal department of Schindler Elevator which is causing concern as no maintenance items are being done, although emergency services are available.

The elevator modifications at Capitol and Franklin Plaza's are delayed due to parts, which may take several months to receive.

#### **Crisis Center**

Director Watson stated she attended the Joint Powers' meeting in late June and the Professional Resource Committee met and determined that due to the 6 month timeframe to get the Crisis Center up and running, a facilitator would be required at a cost of \$60,000 for a 6 month assignment. Funding for this position would come out of the operations money.

Ada County was not present at this meeting and when the group reconvened, Ada County said it could not commit to the \$27,000 that was being requested of them. Mayor Bieter and staff are unsure of status of Ada County's funding commitment and sent a letter stating this may stop the process. A Professional Resource Committee meeting is scheduled for this Friday.

Director Watson has requested Hummel Architects to refresh cost estimates for the design changes needed at Allumbaugh House to reflect the current market costs. The old estimate was approximately \$80,000 for hard costs and \$15,000 in professional services. The State funding allows \$200,000.

### **Extension of TBRA Contract**

Director Watson reported that the City of Boise extended our current TBRA (Tenant Based Rental Assistance) contract for 2 years through 9/2018 with an anticipated amount of \$279,000. BCACHA will be partnering with Women and Children Alliance and will serve those fleeing domestic violence. This is scheduled to go before City Council on 7/26 with funding availability starting 8/1. Jillian Patterson added that there is little modification to the contract. The former funds were used for THRIVE participants but was not as successful as hoped. This extension will help WCA which had lost funding with changes in the Continuum of Care.

### **Safety**

Director Watson expanded on the state statute that prohibited a ban on guns on public property which includes BCACHA's properties, and said she had gotten confirmation of this from Mr. Rutherford (City Legal) in February, 2016. Director Watson requested Ron Barstow go over the current security and proposals.

Mr. Barstow reported various safety features currently in place, such as remote controlled panic alarms, video cameras, solid core doors and tempered glass at front counters. Drills haven't been practiced in over 5 years, so updating our processes and performing routine drills should be implemented. Proposals are in the early stages so work is needed on those. Chairman Foltman suggested de-escalation training for employees to avoid further conflict. Director Watson also added that the front desk has metal doors that can be pulled down and the agency will look into fire code regulations to see if an additional door can be placed by the interview rooms to keep people from wandering into the rest of the office. It was suggested that since the VA can prohibit firearms on its property, we request they put their sign on the front doors of the buildings. Discussion ensued favoring and not favoring this tactic with the general consensus being that it would likely cause more trouble than it would stop.

### **Boise 5**

Bob Reed gave an update on the refinancing. The 60 day commitment will be entered into July 26 or 27. A meeting with Mike Stoddard is planned on 9/1 to talk through schedule to redeem bonds by December. Mr. Stoddard advised that there was no leeway on the call date of 12/1. The due diligence process will begin on 8/1 by our counsel Mike Decina and the LLCs have been formed. Mr. Argyle confirmed the mandatory bond provision in regards to the call date.

Inspectors are currently calculating the amount of replacement reserve funds needed for the properties. Still awaiting answer from HUD regarding what guidelines this project will fall under since guidelines changed during process. Mr. Reed reported the elevators have had problems recently and need to a full evaluation. The lender has requested a letter stating they are in good operating condition and we are awaiting a response from Schindler. Given the length of time needed for parts, this may be an issue for us if the lender requires repairs/modernization prior to closing. Hopefully they will accept a postponement of critical items. Estimated reserve cost is \$120,000 - \$130,000. Director Watson noted some parts that have been ordered for the Capitol or Franklin Plaza elevator project may be able to be used at Shoreline but they need legal advice as to whether this would be allowed by our procurement policy if the parts are indeed compatible.

### **Moore Street**

Mr. Reed informed the Board that due to the Boise 5 project taking priority, Moore Street will need to be pushed out to the February application date for tax credits, but he is continuing working on items. There will be a public hearing at the 7/29 ACHD meeting regarding this development and at Boise City Planning and Zoning on 8/1. Commissioner Legarreta stated he came across data that shows home values stay the same, and do not decline, after affordable housing projects are completed and he will forward this information.

## **NEW BUSINESS**

### **Consideration of PHA Plans**

Sandi Bernstrom advised of changes to page 4 of Ada's plan and that Mayor Bieter and Ada County Commissioners approved plans yesterday.

- I. Commissioner Legarreta moved to approve Ada County Housing Authority Resolution #299 – PHA Plan. Commissioner Ashton seconded. The motion passed by a voice vote.**
- II. Commissioner Legarreta moved to approve Boise City Housing Authority Resolution #487 – PHA Plan. Commissioner Fitzgerald seconded. The motion passed by a voice vote.**

### **Consideration of Housing Choice Voucher Administration Plans**

Jillian Patterson explained this plan hasn't been updated since 2007 and BCACHA contracted with Nan McKay to update plan. She also thanks Commissioner Ashton for reading the entire 500 page document.

- III. Commissioner Fitzgerald moved to approve Ada County Housing Authority Resolution #300 – HCV Admin Plan. Vice Chairman Rock seconded. The motion passed by a voice vote.**

**IV. Commissioner Fitzgerald moved to approve Boise City Housing Authority Resolution #488 – HCV Admin Plan. Commissioner Legarreta seconded. The motion passed by a voice vote.**

Ms. Patterson reported that the procurement policies were reviewed by Mr. Rutherford and a few revisions were made in regards to construction limits and micro/small projects.

**V. Commissioner Machacek moved to approve Shoreline Plaza, Inc. Resolution #45 – BCACHA Procurement Policy. Vice Chairman Rock seconded. The motion passed by a voice vote.**

**VI. Commissioner Machacek moved to approve Ada County Housing Authority Resolution #301 – BCACHA Procurement Policy. Chairman Legarreta seconded. The motion passed by a voice vote.**

**VII. Commissioner Machacek moved to approve Boise City Housing Authority Resolution #489 – BCACHA Procurement Policy. Chairman Legarreta seconded. The motion passed by a voice vote.**

#### **Audit Services**

Diana Meo requested the Board approve a 1 year extension for the audit services that would allow Eide Bailly to perform the audit services for FY16. This would be the first of two allowed extensions. The cost increase would be 3% - 4%, but Ms. Meo would encourage 3%.

**VIII. Commissioner Legarreta moved to approve a one year extension to the Eide Bailly audit services with a cap of 4% of last year's amounts. Commissioner Fitzgerald seconded. The motion passed by a voice vote.**

#### **NEW BUSINESS**

Vice Chairman Rock left at 5:30 p.m.

#### **Housing First**

Ms. Patterson reported City of Boise is looking for funding commitments for the Crisis Center and Housing First and has requested BCACHA sign a joint letter to Ada County requesting an ongoing commitment of \$250,000 per year. Idaho Housing and Finance Association, St. Lukes, St. Als and City of Boise have committed to a one time amount of \$100,000. They also request BCACHA to commit Project Based Vouchers, but HUD restricts commitment of vouchers to a finely tuned process and it does not allow even contingency awards of project based rental assistance.

Staff requested direction from the Board.

Director Watson suggested asking the HUD auditors about this while they're here and inviting the City. She also suggested a letter that shows we strongly support projects, but explain the limitations set by HUD regulation. All Commissioners seemed to be reluctant on doing a joint letter and waiting until we are allowed to do our own letter. Chairman Foltman would like to have an idea of how the County feels since the Board also represents them. Commissioner Machacek suggested informing the Mayor of our limitations before City staff tells him, to make sure he's getting the complete story. And suggested the information should be provided with sign on by the Board of Commissioners to demonstrate it is an agency level communication and not just one from staff

Ms. Patterson also reported that the scattered sites model isn't yet getting the financial support that the City had hoped for, so the focus is now on the single site. A small number of landlords have requested information on how it will work. Terry Reilly Health Services and CATCH will do the supportive services. Mr. Argyle asked if the supportive services were procured and Mr. Rutherford did not think it was. Mr. Rutherford will look into this further.

#### **Board Commissioner Open Seat**

**Commissioner Legarreta moved to forward the following names to the Ada County Commissioners for consideration to fill vacant seat in the following order: Raquel Guglielmetti, Linda Rodenbach and Chad Ward. Commissioner Fitzgerald seconded. The motion passed by a voice vote.**

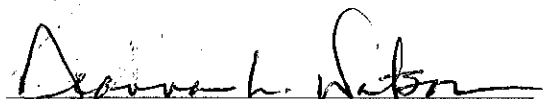
#### **Franklin Plaza Flood & Insurance Information**

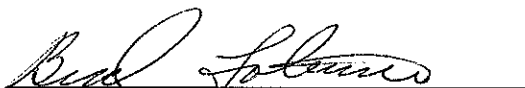
Brian Stephens explained the damage the resulted on 6/29/16 at Franklin Plaza that involved a fire sprinkler line on the 4<sup>th</sup> floor breaking due to a failed connector on the high pressure PVC due to age. 9 units on the 4<sup>th</sup> floor have carpet damage, 7 units have floor to ceiling drywall damage, 4 units have ceiling damage, 2 units with vinyl damage and 2 with carpet pad damage.

Carpet at 4 units is complete. Disaster Kleenup and Great Floors are the vendors. Sprinklers are online again after being down 1 – 2 days. Residents were relocated to a hotel, but should be back in units tomorrow. Insurance company will cover all costs except for cause.

There being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Brad Foltman, Chairman