

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

**September 14, 2016 @ 4:00 p.m. – Housing Authority-3rd Floor Board Room
1276 River Street, Suite 300, Boise, Idaho**

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

- I. Regular Meeting Minutes of August 10, 2016**
- II. Financials for July, 2016**
- III. Bills and Communication**

OLD BUSINESS

- I. Chairman's Report**
- II. Executive Director's Report**
- III. Boise 5 Update**
- IV. Sandhill Crane Development Update**

NEW BUSINESS (ACTION)

- I. Consideration for Approval of the Fiscal Year 2017 Boise City / Ada County Housing Authority Budget – Ada County Resolution #302**
- II. Consideration for Approval of the Fiscal Year 2017 Boise City / Ada County Housing Authority Budget – Boise City Housing Authority Resolution #490**
- III. Consideration for Approval to Write Off the Fiscal Year 2016 Uncollectable Debts Owed**
- IV. Consideration for Approval of the Boise City / Ada County Housing Authority Procurement Policy Revisions – Ada County Housing Authority Resolution #303**
- V. Consideration for Approval of the Boise City / Ada County Housing Authority Procurement Policy Revisions – Boise City Housing Authority Resolution #491**
- VI. Consideration for Approval of the Boise City / Ada County Housing Authority Payment Standard – Ada County Housing Authority Resolution #304**
- VII. Consideration for Approval of the Boise City / Ada County Housing Authority Payment Standard – Boise City Housing Authority Resolution #492**
- VIII. Approval to accept transfer of Shoreline Plaza, Inc's personal property (equipment, autos, Schwab investment account, etc.) into Boise City Housing Authority's balance sheet per HUD restructuring requirements**

- IX. Approval to accept transfer of Shoreline Plaza, Inc's Moore Street parcels into Boise City Housing Authority's balance sheet per HUD restructuring requirements**
- X. Consideration for Approval giving Director Watson Authorization to Accept Direction and Complete Request from Shoreline Plaza, Inc. Authority to Send Redemption Notice to Bond Trustee – Boise City Housing Authority Resolution #493**

NEW BUSINESS

- I. Presentation of the updated Utility Allowance**

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

MEETING OF THE BOARD OF COMMISSIONERS

September 14, 2016

TIME AND PLACE OF MEETING

Chairman Foltman called the meeting to order at 4:27 p.m. on Wednesday, September 14, 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, Vice Chairman Rock, Commissioner Fitzgerald, Commissioner Ashton, Student Commissioner Xu and Commissioner Machacek (via phone)

Commissioners Absent: Commissioner Legarreta and Student Commissioner Ernst

Others Present: : Ada County Deputy Attorney Ted Argyle, Ada County Deputy Attorney Ray Chacko, Chief Deputy City Attorney Steve Rutherford, Deputy City Civil Attorney Abby Germaine, Executive Director Deanna Watson, Development Director Bob Reed, Finance Director Diana Meo, Housing Programs Director Jillian Patterson, Hawley-Troxell Attorney Michael Stoddard and Sr. Staff Accountant Annette Sampson

Director Fitzgerald moved to amend the agenda to add consideration of insurance renewal for FY 17 as item #I under New Business. Vice Chairman seconded. The motion passed by a voice vote.

CONSENT AGENDA

Regular Board Minutes August 10, 2016:

Vice Chairman Rock moved to approve the minutes of the August 10, 2016 Board of Commissioners meeting. Commissioner Ashton seconded. The motion passed by a voice vote.

Financial Statements for July, 2016:

Commissioner Fitzgerald moved to approve the July, 2016 financials. Vice Chairman Rock seconded. The motion passed by a voice vote.

Bills and Communications:

Director Watson reported the Continuum of Care Committee met and two of the Housing Authority programs were rated as top projects – CHOIS and Shelter Plus Care. HUD still needs to approve.

HUD provided a corrective action request for a sample size calculation error found during their audit. Housing Programs Manager is addressing these issues with our software provider.

OLD BUSINESS

Chairman's Report:

Chairman Foltman informed the Board he will not be attending the October Board meeting and will not be available by phone.

The Chairman recognized Chief Deputy City Attorney Rutherford for his service to the Housing Authority and stated his appreciation. Director Watson presented Mr. Rutherford with a plaque and saluted his stellar performance he has provided over many years. Abby Germaine was introduced as his replacement.

Executive Director's Report:

Director Watson provided a written overview of key actions since the August Board meeting. She highlighted early progress on the work to incorporate the Community Crisis Center into the Allumbaugh House facility. She reported that the County has accepted responsibility for fiscal agent duties and oversight deliverables as required by the State of Idaho. BCHA is responsible for overseeing the physical changes to the property.

Director Watson provided updates on current property projects in process including replacing the entry way and sidewalk concrete, along with phase II of the door and window replacement project at Capitol Plaza.

Pertaining to Housing First, Director Watson reported that tax credit applications were due to IHFA (Idaho Housing and Finance Association) September 2, 2016. One application was submitted and is now under review. An RFP (Request for Proposals) is being prepared for supportive services.

Administrative Plan changes were also referenced in the report of the status of the RFP for project basing vouchers. BCACHA has drafted an RFP, which is now under legal review. In the category of Outreach/PR:

An Owner/Property Manager event is being planned for October 19th. Costs are being underwritten by the City of Boise. Director Watson is the Chair of the Housing Working Group in charge of the event.

Director Watson made a presentation to an LDS church mission committee on Sunday September 11th.

Director Watson and Development Director Reed were interviewed on a local radio station about the Sandhill Crane development efforts and affordable housing needs in general.

Director Watson and Housing Programs Director Patterson were interviewed for a "Blue Review" academic journal article related to the challenges of securing affordable housing for people with criminal records.

BCACHA is to be featured in an article in the National Journal of Affordable Housing.

Boise 5

Development Director Reed gave a power point presentation and update on the refinancing. This is a huge undertaking since its 5 properties at once, but he believes we will make the December 1 deadline.

The replacement reserve calculations have changed due to HUD using shortened life for assets. This has increased the reserve amount to \$1.2 million. Repairs need to be completed by the end of September so additional outside help may be needed. Lender and HUD will require before and after pictures for repairs. Radon remediation will be done after closing and will be needed on all ground floor units as HUD would not grandfather this.

\$2.2 million is projected to be available to the Housing Authority once restructuring is complete and discussions are starting as to what this could be used for.

Sandhill Crane

Mr. Reed reported neighbors had appealed ACHD's previous approval of road extension and ACHD sided with neighbors on the appeal and did not approve the road. The City is working with us to allow a private access since the road was denied.

The neighbors also appealed the City's approval and have an attorney. We have submitted our rebuttal to the neighbor's appeal and the appeal will go before the City Council on October 11. It's expected the City will side with the project but neighbors have threatened to appeal that to District Court. The legal issues may make the February tax credit deadline unlikely.

NEW BUSINESS (ACTION)

Insurance Renewal

Chad Ranstrom of Moreton & Company presented the insurance renewal for FY17 and included an approximate increase of \$10,000. Finance Director Meo stated the budget could absorb this increase.

- I. **Vice Chairman Rock moved to approval the FY17 insurance renewal. Commissioner Fitzgerald seconded. The motion passed by a voice vote.**

Commissioner Fitzgerald left at 5:22 p.m..

FY17 Budget

- II. **Commissioner Ashton moved to approve Ada County Resolution #302 – FY17 Budget. Vice Chairman Rock seconded. The motion passed by a voice vote.**
- III. **Commissioner Ashton moved to approve Boise City Resolution #490 – FY17 Budget. Vice Chairman Rock seconded. The motion passed by a voice vote.**

FY16 Uncollectable Debts

- IV. **Vice Chairman Rock moved to approve the write off of the FY16 uncollectable debts as presented. Commissioner Ashton seconded. The motion passed by a voice vote.**

Procurement Policy Revisions

- V. **Vice Chairman Rock moved to approve the Ada County Resolution #303 – Procurement Policy Revisions. Commissioner Ashton seconded. The motion passed by a voice vote.**
- VI. **Vice Chairman Rock moved to approve the Boise City Resolution #491 – Procurement Policy Revisions. Commissioner Ashton seconded. The motion passed by a voice vote.**

Payment Standard

Housing Programs Director Patterson explained the yearly process to determine the payment standard based on the fair market rents. These revised standards will not have a negative impact on clients.

VII. Vice Chairman Rock moved to approve the Ada County Resolution #304 – Payment Standard. Commissioner Ashton seconded. The motion passed by a voice vote.

VIII. Vice Chairman Rock moved to approve the Boise City Resolution #492 – Payment Standard. Commissioner Ashton seconded. The motion passed by a voice vote.

Personal Property Transfer

IX. Vice Chairman Rock made a motion to authorize Boise City HA to accept personal property transferred from Shoreline Plaza, Inc. as recommended by staff. Commissioner Ashton seconded. The motion passed by a voice vote.

Moore Street Parcel Transfer

X. Vice Chairman Rock made a motion to authorize Boise City HA to accept the Moore Street parcels from Shoreline Plaza, Inc. as recommended by staff. Commissioner Ashton seconded. The motion passed by a voice vote.

Bond Redemption Notice

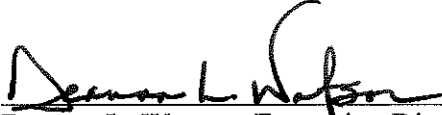
XI. Vice Chairman Rock made a motion to accept Boise City Resolution #493- Authorizing Director Watson to accept direction from Shoreline Plaza, Inc. to send redemption notice to bond trustee. Commissioner Ashton seconded. The motion passed by a voice vote.



NEW BUSINESS

Housing Programs Director Patterson presented the updated utility allowances. No approval is needed at this time

There being no further business, the meeting was adjourned at 5:37 p.m..

Respectfully submitted,


Deanna L. Watson, Executive Director


Brad Foltman, Chairman

Kent Race, Vice