

BLAINE COUNTY HOUSING AUTHORITY PUBLIC MEETING

May 20, 2009 at 4:00 P.M.

Ketchum City Hall
Ketchum, Idaho

Members Present:

Anna Mathieu, Vice Chair
Linda Thorson, Treasurer
Nathan Fierman
Heather Kimmel
Milt Adam

Others Present:

Larry Helzel, City of Ketchum
Michelle Griffith, ARCH

Staff:

Kathy Grotto, Executive Administrator
Nancy Smith, Program Director

Budget Workshop

The 'Budget Workshop' was called to order by Vice-Chair Anna Mathieu at 4:05 PM.

Linda Thorson presented the Draft Operating Budget for FY 2009-2010, dated May 20, 2009, and BCHA's projected cash flow.

Assumptions made for income projections FY 2009-2010 were: 1) Five percent (5%) resale's on 14M total assets, 2) Four potential CH Sales, 3) Contracts for Services level same as last year, and 4) \$500 Interest Income.

Expense categories were reviewed and discussed. Linda Thorson explained her desire to see BCHA improve on networking with the Idaho State Legislature, local jurisdictions, and like organizations. If better educated, Linda Thorson thought BCHA Board and Staff could become stronger Housing Advocates. Thus, the category "Resource Development for \$12,000.00" was added. By reaching out, attending conferences/training institutes, and networking with similar organizations, BCHA could make strides to become self-sustaining. In recent years, community housings' supportive voices have diminished. Larry Helzel asked if Blaine County would consider funding some of these educational endeavors. He said, "Since the BCHA Commissioners are appointed by Blaine County, their follow through could be to educate those Commissioners." Linda Thorson will find out whether or not this type of support would be available.

Contingency was figured at 4% (instead of the usual 5%) although the contingency has never been used. In concluding, Linda Thorson invited the participants to challenge these numbers to see where we could save.

Larry Helzel asked for a September 30, 2009 balance sheet to be prepared for the next meeting. Linda Thorson agreed to have the document prepared.

Larry Helzel reminded the Commissioners of the BCHA commitment to pay back the remaining funds due to the Ketchum Reserve Fund. Further explanation would need to be made to the City of Ketchum if BCHA wished to hold onto a \$20,000 carry forward. BCHA understands the payment commitment and wants to honor that knowing

BCHA is not a “first tier” contract of the City of Ketchum. In the past year, BCHA has created the momentum, made the changes necessary to move the organization forward not asking Ketchum to negotiate the bottom line but asking for consideration in its ability to fulfill the contract amount. Linda Thorson understands the concerns and opportunity presented by the market downturn.

Vice-Chair Anna Mathieu adjourned the ‘Budget Workshop’ at 5:07 PM.

Regular Meeting

1. Call to Order/Approval of Agenda

The regular meeting was called to order by Vice-Chair Anna Mathieu at 5:09PM. Linda Thorson moved to amend the agenda to include a Discussion/Action item labeled 4.F. for creating a potential Collaborative Housing Workshop.

2. Welcome/Introduction of BCHA Commissioner Heather Kimmel

Anna Mathieu recognized Heather Kimmel as the newly appointed BCHA Commissioner representing the City of Bellevue.

3. Comments from the Public

Anna Mathieu invited comments from the public; although there were none.

4. Discussion/Action Items

A. Discussion of ICRMP Training

For the benefit of the Commissioners who did not attend the ICRMP training, Kathy Grotto distributed the meeting handout and reviewed the most critical elements.

- ✓ Information from Commissioners for discussion outside of publicly noticed meetings goes to BCHA Staff then Kathy Grotto will disseminate the information back to the Commissioners. This is especially important regarding emails sent from one Commissioner to all Commissioners thus beginning a chain of responses, which should not occur between Board members.
- ✓ Meeting minutes should reflect the “gist” of the conversation and how the members arrived at their conclusion and motions specifically.
- ✓ Adding items to a meeting agenda, at the meeting, must be initiated by a motion explaining the reason to discuss the topic that had just come to the attention of the Commission (within the last 48 hours).
- ✓ The reasons to go into Executive Session are defined in Idaho Statute 67-2345.
 - 67-2345, A and B are used for discussions of ‘personnel’.
 - 67-2345, C is used for land acquisition discussions.
 - 67-2345, D allows the Commissioners to discuss records that are confidential. (e.g. Records of CH owners or CH applicants)
 - 67-2345, F allows for discussion with attorney of any pending litigation issues.
 - 67-2345, J may be used to discuss a claim with an ICRMP representative.
- ✓ After the motion to go into Executive Session is seconded, a roll-call vote must be taken.

Kathy Grotto offered to draft a BCHA policy for records retention after reviewing the Policy and Procedures used by like organizations. She concluded the review of ICRMP’s training by noting the responsibility of Commissioners to ethics and an awareness of conflict of interest. One example of these responsibilities is for a Commissioner to acknowledge they always wear their BCHA Board member hat when at a public meeting where housing is being discussed and their comments will be construed as a comment reflecting the opinions of the organization. Kathy Grotto then read the position of Susan J. Passovoy as BCHA Commissioner vs. private citizen. (This statement is available from BCHA Staff upon request.)

B. Adoption of Records Request Form

Nathan Fierman moved to approve adoption of the 'Records Request Form' introduced and edited per discussion at the meeting to include the requester's email address. Milt Adam seconded the motion and the motion carried.

C. Adoption of policy for fees for providing public records.

Linda Thorson moved to approve the adoption of the 'Policy for Fees' to provide BCHA public records after adding suggested language for time (\$25.00 per hour for requests exceeding one hour) and labor (such as deleting information not pertaining to the request or making 100 copies). Anna Mathieu seconded the motion. Larry Helzel gave an example of how costly these records requests can be. Linda Thorson re-stated the motion. Nathan Fierman seconded the motion and the motion passed unanimously.

D. Discussion of BCHA attorney.

The use of an attorney by BCHA would be required in at least three situations: 1) To go into Executive Session to discuss pending litigation; 2) To provide an opinion regarding public records requests; and 3) To give an opinion and/or resolve issues with a Board member's conflict of interest. Discussion centered on the possible use of Blaine County's attorney by BCHA unless a conflict of interest was present.

E. Discussion of Cimarron CHU.

Nathan Fierman reviewed market data for 1BR-1B condominiums sold in Ketchum in the last year. There are many unsold condominiums at that size for a lower price. Nathan, BCHA Staff, and the owners are exploring the Ketchum Open Door Program as well as lending possibilities, the Homeowners Association rules regarding amount of commercial allowed within the building, the Deed Restriction, and any development agreement with Ketchum. A report of these discovery items will be made at subsequent meetings.

F. Collaborative Housing Workshop

Linda Thorson is interested in collaboration with other regional/local jurisdictions to carry out the housing mission. She would like BCHA to develop a vision, define the steps to bring about these opportunities presented by the housing market downturn offers; and renew efforts for supportive legislation. Everyone present supports the efforts of this strategic planning. A team (Heather Kimmel, Linda Thorson, Nathan Fierman, and Michelle Griffith) was formed to begin planning.

5. Consent Agenda

A. Approval of April 29, 2009 BCHA Board Meeting Minutes

Anna Mathieu asked for comments and corrections to the April 29, 2009 Meeting Minutes. Linda Thorson moved to approve the April 29, 2009 Meeting Minutes as written and Milt Adam seconded the motion. The motion carried.

B. BCHA April 2009 Financial Report

Linda Thorson verified the Commissioners had received the Treasurer's May 20, 2009, Spending and Income Report. She made one correction to the report: stating that the City of Hailey will not be billed for its remaining funds; instead it is sending \$500.00 each of the remaining months of the fiscal year.

C. Executive Administrator's Report

Kathy Grotto highlighted several topics. Ed Lawson, the attorney associated with Agave Place will update staff regarding the units for potential Neighborhood Stabilization Program funding. The schedule of the Semi-Annual presentation dates are listed in her report.

6. Commissioner Reports

BCHA Staff added this section for Commissioners to report on any project they have worked on. No Commissioner reports were given.

7. Announcements- Calendar of Upcoming Meetings

The date for the June 2009 Meeting was set at June 25, 2009.

8. Executive Session; Idaho Code 67-2345 to discuss pending litigation, land acquisition or personnel

Linda Thorson moved to go into Executive Session for the discussion of private records, Idaho Statute 67-2345, subsection D. Nathan Fierman seconded the motion and the vote roll call was unanimous: Anna Mathieu –yes; Heather Kimmel – yes; Linda Thorson- yes; Nathan Fierman-yes; Milt Adam – yes.

At 7:42PM Nathan Fierman moved to come out of Executive Session and Heather Kimmel seconded the motion. The motion carried unanimously.

The result of the Special Review committee was for BCHA to drop 1% of the usual 3% administration fee due on the re-sale, have the CH seller pay 1% of the fee, and ask the City of Ketchum to pay 1% of the administration fee. The seller's employer would be asked for a contribution towards the seller's 1%.

9. Adjournment

Vice-Chair Anna Mathieu adjourned the meeting at 7:45PM.

Respectfully submitted,
Nancy G. Smith, Secretary

Approved,



Anna Mathieu
BCHA, Vice Chair