

Blaine County Housing Authority

Public Meeting Minutes

Wednesday November 16, 2016

Ketchum City Hall
480 East Avenue North
Ketchum, Idaho

Members Present:

Sabina Gilbert, *Chair*
Rick Davis, *Vice Chair*
Gordon Barclay
Janine Bear
Chase Hamilton
Erin Kelso
Suzanne Miller

Absent:

Staff:

Bobi Bellows, *Acting Director*

1. Call to Order and Roll Call

Sabina Gilbert called the Regular Monthly Meeting to order at 5:01 p.m. Roll call was taken by Bobi Bellows, Acting Director. Sabina Gilbert, *present*, Rick Davis, *present*, Gordon Barclay, *present*, Janine Bear, *present*, Chase Hamilton, *present*, Erin Kelso, *present*, Suzanne Miller, *present*.

2. Agenda Review

No review was taken.

3. Comments from the Public

None

4. Comments from Liaisons from Elected Bodies

Michelle Griffith, City of Sun Valley informed the BCHA board that the City of Sun Valley voted unanimously to move forward and sell the two City owned Elkhorn Springs condominiums used for city employee housing rentals. The money from the sale of these properties will be used to fund an employee assistance program.

5. ARCH Community Housing Trust Report – Michelle Griffith

Michelle Griffith requested that BCHA include in their November agenda the opportunity to present to the BCHA board recent actions and developments for the project located at 3702 Buttercup Road. Bobi Bellows confirmed that notice of the meeting was emailed to the owners of real property in the vicinity who had requested notification of BCHA meetings at which Parcel C would be discussed. Michelle stated that this presentation will be followed up with 2 additional presentations; the first to present Elevations, Material Choices and Color Schemes, and the second to present the Constriction Schedule.

A. 3702 Buttercup - steps going forward

Michelle Griffith informed the BCHA board of the meetings between ARCH and the groups whose properties are adjacent to the subject property. Those groups include Valley Club Golf Club represented by Barry Beavers, the combined Agave Place HOA and Streamside HOA's represented by Jack Bariteau and

Kathy Pruitt, and the Valley Club HOA, represented by Brent Robinson. Architect, Tom Dabny, is working on renderings and elevations, and should be able to show the BCHA board at its next regular monthly meeting.

B. 3702 Buttercup - site plan

Michelle Griffith showed the BCHA board two different site plans and discussed the orientation of the building on the property. The board chose the plan with the driveway option further away from the Agave Place development, having two landscape berms.

6. Discussion/Action Items

A. Recruitment of Executive Director - Update from Recruitment Committee

Suzanne Miller updated the BCHA board on the recruitment committee's current activities and outlined the next steps they will take to identify Executive Director candidates to be formally interviewed.

B. Adopt City of Ketchum Contract for Service

City of Ketchum City Administrator Suzanne Frick addressed the BCHA board regarding the language changes to the Scope of Services that she and BCHA staff agreed to with guidance from the BCHA board at its last regular meeting. She stated that the City Council will vote to accept the changes at its December 5th City Council meeting.

Erin Kelso moved to approve the FY 2017 Contract for Service with the City of Ketchum as presented and authorized the Acting Director to Execute the Contract. Janine Bear seconded the motion. Vote was taken, motion passed unanimously at 5:29 p.m.

C. Frenchman's Place, Unit #17

Bobi Bellows gave the BCHA board a brief update regarding the Frenchman's Place, Unit #17 recently purchased by BCHA. Current tenant signed a 12 month, month-to-month lease and is paying \$900 a month rent to BCHA, a \$600 security deposit is being collected in \$200 increments with the first 3 rent payments. Contractors are getting bids to BCHA for needed repairs and renovations. Bobi Bellows stated that she will have a presentation for the Board to review at the next regular monthly meeting.

D. Strategic Planning Workshop Sessions

Sabina Gilbert informed the board members of the need to proceed with the strategic planning workshops session, and asked for comments and ideas. Suzanne Miller, Rick Davis and Janine Bear felt the sessions should be halted until a new Executive Director was hired. Consensus was taken and the board agreed to halt the workshops until a new Executive Director was in place.

7. Commissioner Reports

Rick Davis attended the IHFA Roundtable Coordination Meeting in Twin Falls on November 3, 2016 and gave the BCHA board an update on the topics discussed at the meeting.

Sabina Gilbert brought to the BCHA board's attention the comments that were made to IHFA's QAP. A letter was sent last week. Michelle Griffith added detail to the comments actually made in the letter.

8. Consent Agenda

- A. Approval of October 19, 2016 BCHA Regular Board Meeting Minutes
- B. Receive and file October 2016 Financial Reports

Rick Davis moved to approve the consent agenda as presented. Suzanne Miller seconded. A vote was taken, Janine Bear abstained all other commissioners voted yay, and the motion passed unanimously at 5:49 p.m.

9. Staff Reports

A. Receive and File October 19, 2016 Acting Director's Report

10. Announcements – Calendar of Upcoming Meetings

- A. December 21, 2016 - BCHA Regular Meeting, Blaine County Annex, Hailey, 5pm
- B. January 18, 2017 - BCHA Regular Meeting, Ketchum City Hall, 5pm
- C. January 18, 2017 - Sun Valley Economic Development Housing Follow-up, Community Library, 5 pm

BCHA board discussed board members' likelihood of being available to attend the December 21st meeting, it was determined that a quorum would not be possible and December 21, 2016 meeting was cancelled.

11. Executive Session (if required) – Idaho Code 74-206 (1) to discuss, (a) hiring, (b) personnel (c) acquiring interest in real property, (d) records disclosure, (f) pending litigation, or (i) pending claims

No executive session held.

13. Adjournment

Janine Bear moved to adjourn the meeting. Suzanne Miller seconded. Meeting ended at 5:54 p.m.

Respectfully Submitted by

Approved by



Bobi Bellows
BCHA Acting Director



Sabina Gilbert
BCHA Chair