

# Blaine County Housing Authority

## Public Meeting Minutes

Wednesday, September 18, 2013 at 5:00 p.m.

Ketchum City Hall  
480 East Avenue, North  
Ketchum, Idaho

### Members Present:

Chase Hamilton, *Vice Chair*  
Rick Davis  
Suzanne Miller (BY TELEPHONE)  
Bonnie Moore  
Carter Ramsay

### Absent:

Heather Filgate, *Chair*  
Linda Johnston

**Staff:** David Patrie, *Executive Director*      Bobi Bellows, *Program Administrator*  
Nick Quaglia, *Bilingual Community Outreach & Research Specialist Intern*

1. **Call to Order/Approval of Agenda** - Chase Hamilton called the Regular Monthly Meeting to order at 5:05p.m.
2. **Comments from the Public** - none
3. **ARCH Report** – Michelle Griffith - none
4. **Sustain Blaine Report** - Carter Ramsay

Carter announced that Sustain Blaine will be hosting their second annual Economic Summit on October 8<sup>th</sup> from 9 am – 5 pm. The event will cover the field of community economics and ways to improve our analysis of a community's health rather than using a few dated metrics. Dave Patrie reiterated that BCHA budgets for 2 board members to attend the sessions and that he encourages all staff and board members to attend. Each municipality will also receive 2 rotatable seats. Carter also spoke of progress with the proposed culinary institute partnership with CSI. Sustain Blaine is still choosing between multiple sites in both Ketchum and Sun Valley. The site that best meets their criteria and pro forma will be their choice as the sites are somewhat comparable.

### 5. Discussion/Action Items

#### A. BCHA Compensation Policy Discussion

Dave Patrie prefaced the Compensation Policy Discussion with BCHA's need to develop a formal Compensation Policy to complement the Board adopted job descriptions. Dave continued that the compensation policy should be built with hiring and performance ranges for each job description. It should also be written such that an employee would not receive a pay increase just because they completed 'another year' of employment, it would be performance based. Rick Davis and Dave discussed the need to use existing policies to draft the BCHA plan. Suzanne Miller will provide St.Luke's model for compensation to help the subcommittee figure out the BCHA plan. Chase Hamilton then asked for a subcommittee chair. Rick responded that he would be interested and that Chase was as well. Rick and Chase agreed that the current Chair, Heather Filgate would also be involved in this process.

## B. FY 2014 BCHA Budget, Review and Possible Adoption

This is the third time the board has seen the budget in the last 6 months. Dave began the budget discussion by explaining a few important facts. First the Fiscal Year ends September 30<sup>th</sup>, and the approved budget is for the new FY 2014 and operations beginning on October 1, 2013. The budget was first presented to the Board in April, then adjusted and presented to each municipality and the county as part of their own budgeting processes.

The draft budget presented shows the amendments the Board made in August as well as the original FY 13 budget. Some highlights: Budgeted income in FY 14 is greater than in FY 13 due to the addition of rental management income and an increase in the value of our contracts for service. Income from administrative fees for FY 13 is close to the budgeted amount and may come in slightly higher depending on which side of the new FY some pending sales close. Although the market is showing steady signs of improvement, the budgeted amount for administrative fees in the draft FY 14 budget is the same as FY 13 to remain conservative. The Contracts for Service with the municipalities and the county are all the same, except The City of Sun Valley has doubled their funding to \$10,000 (this comes with increased work/responsibilities for BCHA). Total budgeted expenses are up in proportion with the budgeted income and maintain a balanced budget. Line item increases in FY 14 over FY 13 include: payroll, audit (bi-annual audit is due in FY 14), computer equipment, dues and subscriptions (new memberships in FY include Rotary dues, SVBOR affiliate membership and fees for newly obtained staff credentials), HOA dues (new line item), office expenses and rent.

There are no planned capital purchases next year. The amended FY 13 budget includes the purchase of a community home in Elkhorn. Therefore, the FY 14 budget expenses show lower capital expenditures. Line items decreases in FY 14 from FY 13 include: Mileage reimbursement, postage and delivery (combined with office expenses) and utilities (included in rent).

Dave and Chase recommended that the Board approve the budget with placeholder amounts in the Program Budget item section to avoid an excessive amount of future amendments. Dave Patrie requested the Board include a line item in the amount of \$2,000 for Website redevelopment in the CAPACITY section of the Program budget to be included in any motion to adopt the draft budget. This will allow work on the website to commence in October. Vice-Chair Chase Hamilton was happy with the budget and believes BCHA is on a good track for continuing success. Rick Davis echoed this sentiment. Rick Davis motioned to approve the budget with placeholder amounts in the Program Budget section and the line item for website redevelopment for \$2,000 in the CAPACITY section. Bonnie Moore seconded. All were in favor – passed unanimously.

## C. Appointment of Ad Hoc Committee for David's Review

In the discussion for forming the Compensation Committee, Rick, Chase and Carter all planned to be involved. Heather will be involved to some extent as she is the Chair and works closest with the Executive Director. Thus the same committee will be involved with Dave's review and with the overall BCHA Compensation Policy.

Dave has not been 'formally' reviewed since he was hired. Rick Davis wishes to see that this process uses the "double" form for review. This means Dave would fill out a self evaluation as well as being evaluated by the chair/vice-chair. Suzanne Miller mentioned that she will pass along St.Luke's version of review forms for BCHA to reference.

## D. Discussion / Approval of contract for service with the City of Sun Valley

This discussion surrounded proposed changes made to the City of Sun Valley's contract. Board members discussed ways to inform the decisions made by the City in order to help them understand the importance of housing options in the valley for those in service/hospitality and lower wage industries. The draft has already been made and submitted for staff and the city council. Note: The additional funding for services granted by the City came with increased tasks/services as well.



## E. Discussion / Approval of contract for service with the City of Hailey

Hailey Contract for Services was left unchanged.

### 6. Commissioner Reports

Heather Filgate – *absent*

Chase Hamilton – Carter's SB report will now fall underneath his Commissioner Report.

Rick Davis - none

Linda Johnston - *absent*

Suzanne Miller - none

Bonnie Moore - none

Carter Ramsay – none

Jim Slanetz – *City of Ketchum City Council Liaison*

Jim informed the Board and staff as to the status of the Ketchum URA's potential land trade for the development of a tax credit site. The URA is still cautiously exploring their options for development and a potential land swap within the downtown area. The project is very tricky due to existing zoning, right of ways, a potential for differing densities or building products. Jim is concerned if the approval from IHFA for tax credits is denied, the URA could be left with an inferior lot. Thus much is riding on the zoning change and the land swap. Jim asked for the opinions of the Board and staff and there was a small discussion on the progress of the process and the political issues involved.

### 7. Consent Agenda

Motion to approve consent agenda was made by Bonnie Moore and seconded by Rick Davis at 6 p.m.

Motion to approve the Consent Agenda passed **unanimously**. **Yes**

A. Approval of August 29, 2013 BCHA Regular Board Meeting Minutes

B. Approval of August 2013 Financial and Treasurer's Report

\*One note here. The final amount should be negative to reflect the purchase of the Elkhorn Community Home.

C. August Executive Director's Report & Program Administrator's Report

Dave mentioned that the County Commissioners' have appointed him to serve on the Mtn Rides Transportation Authority Board. He sees it as a good opportunity as transportation and housing are so importantly connected; especially for members of our community in lower income categories. Dave also noted that Bobi has acquired certification as a HOME Compliance Manager for HOME Funds and he attended a course on LIHTC asset management.

### 8. Announcements – Calendar of Upcoming Meetings & Events

A. October 7, 2013, Tentative Community Housing credit Agreement with River Run Condos

B. October 8, 2013, Sustain Blaine Economic Summit

C. October 16, 2013, BCHA Annual Meeting – Blaine County Annex – **Meeting at 5 pm**

D. October 16, 2013, BCHA Regular Board Meeting – Blaine County Annex

9. **Executive Session** (if required) – Idaho Code 67-2345 (1) to discuss, (a) hiring, (b) personnel issues, (c) land acquisition, (d) records disclosure, (f) pending litigation, or (j) pending claims

*There was no executive session needed.*

Additional Items: *none*

## 10. Adjournment

Moved: Rick Davis

Seconded: Bonnie Moore

Time: 6:21 pm

Respectfully Submitted by

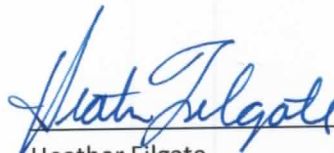
Approved by



Nick Quaglia

Bilingual Community Outreach &

Research Specialist Intern



Heather Filgate

BCHA Chairwoman