

Blaine County Housing Authority

Public Meeting Minutes

Tuesday October 20, 2015

Blaine County Annex
219 1st Avenue South
Ketchum, Idaho

Members Present:

Chase Hamilton
Rick Davis
Erin Kelso
Sabina Gilbert, *Chair*
Gordon Barclay

Absent:

Suzanne Miller
Linda Johnston

Staff:

David Patrie, *Executive Director*
Bobi Bellows, *Program Administrator*

1. Call to Order – Comments from the Chair & comments from the Commissioners

Sabina Gilbert called the Regular Monthly Meeting to order at 5:24 p.m. Sabina Gilbert as new Chair, thanked Chase Hamilton for his service as the previous Chair.

2. Comments from the Public

None Present

3. Comments from Liaisons from Elected Bodies

Non Present

4. ARCH Report - Michelle Griffith

Michelle Griffith was not in attendance. David Patrie related recent happenings from his conversations with Michelle earlier in the day.

5. Discussion/Action Items

A. Discussion of date and subject matter for a BCHA board retreat.

David Patrie outlined several topics that could be used for review at the retreat. Various topics outlined in the packet memo were considered. The Commissioners determined that a facilitator was not needed. A tentative date for the retreat was identified for Saturday, November 14th during the morning hours, to fit with all members' schedules. David will follow up with members not present to determine their availability.

B. Authorization for Executive Director to extend BCHA lease.

David Patrie informed the board of the present lease terms and further explained that within the lease was a one-time 3 year option to the renew the lease for another 3 year term. He went on to explain that the terms of the present lease would remain in effect for the new 3 year term with the rent rate following the same percentage increases as the increase in the Consumer Price index. On a motion by Rick Davis, seconded by Erin Kelso and unanimous approval, the board authorized David Patrie, Executive Director of BCHA, to execute sign and otherwise act to extend BCHA's office lease at 200 West River Street, Suite 103 as provided in Section 3 of the current lease.

C. Adoption of Parcel Transfer Resolution 2015-04

Gordon Barclay moved to accept the adoption of the Parcel Transfer Resolution 2015-04. Erin Kelso seconded. David Patrie explained the need for the resolution. Rick Davis raised the question of whether the parcel's title was free and clear. David Patrie stated there was no title report provided or done for the parcels. The board discussed the parcels' title condition. At 6:24 p.m. Commissioners Barclay and Kelso withdrew their motion and second and the board continued this action to the next regular monthly meeting.

D. Adoption of FY 2016 Capital Plan

David Patrie briefly described the Capital Plan to bring board members up to date. Board discussed items to be accomplished with the Capital Plan in the future. Rick Davis moved to approve the FY 2016 Capital Plan reflecting \$13,400 in expenditures. Erin Kelso seconded. Vote was taken; motion passed unanimously to approve the FY 2016 Capital Plan at 6:35 p.m.

E. Discussion and authorization of FY 2015 Cash Balance Allocation

David Patrie briefly recapped the descriptions of the unrestricted funds and the staff's recommendation for allocating the current amount of unrestricted funds. Rick Davis moved to authorize the unappropriated BCHA FY 2015 funds. Chase Hamilton seconded; motion passed unanimously at 6:43 p.m. to authorize retaining \$75,000 in the BCHA Operating Reserve and appropriating \$33,000 to the Capital Fund, appropriating \$6,500 to the BCHA Contingency Fund and appropriating \$14,000 to the BCHA Community Housing Preservation Fund.

F. Adoption of Resolution 2015-05 creating a Capital Fund

Erin Kelso moved to adopt Resolution 2015-05 creating a Capital Fund with an initial contribution of \$33,000. Chase Hamilton seconded. No discussion. A vote was taken; the motion passed unanimously at 6:44 p.m.

6. Commissioner Reports

Rick Davis informed the board that he asked the City of Hailey to consider him to be reappointed as a BCHA commissioner for another term.

7. Consent Agenda

- A. Approval of September 16, 2015 BCHA Regular Board Meeting Minutes
- B. Receive and file August & September 2015 Treasurer's and Financial Reports

Rick Davis requested to have the September 16, 2015 BCHA Regular Meeting Minutes removed from the consent agenda. Chase Hamilton moved to approve the Consent Agenda. Rick Davis seconded the motion. Motion passed unanimously at 6:47 p.m.

Chase Hamilton moved to approve the September 16, 2015 BCHA Regular Meeting Minutes. Erin Kelso seconded. A roll call vote was taken; Rick Davis and Gordon Barclay abstained; Erin Kelso, Sabina Gilbert and Chase Hamilton voted Yes to approve the September 16, 2015 BCHA Regular Meeting Minutes. Motion passed at 6:48 p.m.

8. Staff Reports

- A. Receive and file August & September 2015 Executive Director's Report
- B. Receive and file August & September 2015 Program Administrator's Report

David Patrie highlighted a few items from his report. Bobi Bellows asked the board to review the community housing units listed for sale and to have board members help to inform their friends and colleagues of the opportunities listed. A question was brought up regarding interest in a particular listing. Bobi Bellows responded that contact had been made with the current community owner about adjusting the price and that request was met with resistance. The board instructed staff to look into re-communicating with the owner to try and adjust the price so more interest could potentially be generated.

9. Announcements – Calendar of Upcoming Meetings & Events

- A. November 5, 2015 - IHFA public hearing for LIHTC QAP and HOME admin plan, Boise
- B. November 18, 2015 - Regular BCHA meeting, Ketchum City Hall, 5 pm
- C. December 3, 2015 - Sun Valley City Council, Property Management proposal, 4 pm
- D. December 16, 2015 - Regular BCHA meeting, Blaine County Annex, 5 pm

10. 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~~

Rick Davis motioned to enter executive session pursuant to Idaho Code 74-206 to discuss personnel. Erin Kelso seconded the motion. Roll call vote was taken:

Hamilton; Yes
Davis; Yes,
Gilbert; Yes
Kelso; Yes
Barclay; Yes

The board ended executive session at 7:32 p.m. No action was taken.

11. Adoption of Executive Director's annual review and approval of associated salary adjustment.

Rick Davis motioned to approve the Executive Director's annual review and associated salary adjustment in accordance with the BCHA budget. Chase Hamilton seconded the motion. No discussion. Vote was taken; motion passed unanimously to approve the Executive Director's annual review and associated salary adjustment in accordance with the BCHA budget at 7:34 p.m.

12. Adjournment

Motion to adjourn the meeting was made by Rick Davis and seconded by Gordon Barclay at 7:35 p.m.

Respectfully Submitted by

Approved by



Bobi Bellows, MA GPC
BCHA Program Administrator



Sabina Gilbert
BCHA Chairman