

Blaine County Housing Authority

Public Meeting Minutes

Wednesday January 18, 2017

Ketchum City Hall

480 East Avenue North

Ketchum, Idaho

Members Present:

Sabina Gilbert, *Chair*

Erin Kelso

Chase Hamilton

Gordon Barclay

Absent:

Janine Bear, *Treasurer*

Rick Davis, *Vice Chair*

Suzanne Miller

Staff:

Bobi Bellows, *Acting Director*

1. Call to Order and Roll Call

Sabina Gilbert called the Regular Monthly Meeting to order at 5:30 p.m. Roll call was taken by Bobi Bellows, Acting Director. Gordon Barclay, present, Janine Bear, absent, Rick Davis, absent, Sabina Gilbert, present, Chase Hamilton, present, Erin Kelso, present, Suzanne Miller, absent.

2. Agenda Review

No review was taken

3. Comments from the Public

No public present.

4. Comments from Liaisons from Elected Bodies

No liaisons from elected bodies present.

5. ARCH Community Housing Trust Report

None, Michelle Griffith absent

6. Discussion/Action Items

A. Presentation - BCHA audited financial statement for FY 2016 - Dennis Brown

Dennis Brown from Dennis Brown Accounting in Twin Falls spoke briefly to the BCHA board about the FY 2016 financial statement. Gordon Barclay question Dennis about expensed items. Dennis clarified for Gordon that computers, printers, copiers are considered to have a useful life of 3 to 4 years and that this expense figure is considered flexible.

B. Frenchman's Place, Unit #17 - remodel cost and timeline

Bobi Bellows, Acting Director, explained to the board the itemized expenses in the renovation quote from 5B Services LLC, and the expected timeline for giving notice to the current tenant so work can begin in February, and potentially be completed by early March so that the community home could be listed for sale in March. Board discussed the appliances needed and recommended not replacing the washer and dryer if the expenses to renovate neared the quote or exceeded the quoted amount. Gordon Barclay recommended that the budgeted amount for renovations be set at \$25,000. Erin Kelso moved to authorize staff to schedule 5B Home Service, LLC contractor in the amount of no more than \$25,000 to renovate and repair the Frenchman's Place

condominium, #17. Gordon Barclay seconded the motion. Vote was taken and the motioned passed unanimously at 6:11 pm.

C. BCHA Retirement Plan implementation - add to Employee Policy

Bobi Bellows, Acting Director explained to the BCHA board the present retirement plan BCHA provides for employees and outlined the Schwab Simple IRA Retirement Plan that would allow employees to contribute pre-tax dollars. Chase Hamilton moved to authorize staff to apply for and establish a Schwab Simple IRA Retirement Plan as described and discussed, and to sign all forms to set up the plan with Schwab, for an enhanced benefit to employees of the Blaine County Housing Authority. Gordon Barclay seconded the motion. A vote was taken and the motion passed unanimously at 6:22 pm.

7. Commissioner Reports

None

8. Consent Agenda

- A. Approval of November 16, 2016 BCHA Regular Board Meeting Minutes
- B. Approval of December 14, 2016 BCHA Special Meeting Minutes
- C. Approval of December 15, 2016 Special Meeting Minutes
- D. Receive and file:
 - a. November 2016 Financial Reports
 - b. December 2016 Financial Reports

Chase Hamilton moved to approve the consent agenda, Erin Kelso seconded the motion. A vote was taken, all stated yes, Gordon Barclay abstained. The motion passed at 6:24 pm.

9. Staff Reports

- A. Receive and File November and December 2016 Acting Director's Report

10. Announcements – Calendar of Upcoming Meetings

- A. January 25, 2017 - BCHA Special Meeting, Ketchum City Hall, 5 pm - ARCH to present
- B. February 6, 2017 - City of Ketchum Planning & Zoning Commission Meeting, 5:30 pm
- C. February 15, 2017 - BCHA Regular Meeting, Blaine County Annex, Hailey, 5pm
- D. February 20, 2017 - President's Day - BCHA office closed
- E. March 15, 2017 - BCHA Regular Meeting, Ketchum City Hall, 5 pm

BCHA board discussed the future meeting dates, times and places for meetings. Bobi Bellows informed the board of her absence from January 30 until February 16. The board decided to cancel the February 15, 2017 BCHA Regular Board Meeting, in light of the Acting Director's absence on February 15, 2017.

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.

12. Action Item - if needed

None

13. Adjournment - Sabina Gilbert adjourned the meeting at 6:28 pm.

Respectfully Submitted by

Approved by



Bobi Bellows
BCHA Acting Director



Sabina Gilbert
BCHA Chair