Blaine County Housing Authority
Public Annual Meeting Minutes

Wednesday March 15, 2017
Ketchum City Hall
480 East Avenue North
Ketchum, Idaho

Members Present:
Sabina Gilbert, Chair
Rick Davis, Vice Chair
Janine Bear
Gordon Barclay
Chase Hamilton
Erin Kelso

Absent:
Suzanne Miller

Staff:
Bobi Bellows, Acting Director
Emily Schow, Administrative Assistant

1. Call to Order and Roll Call

Sabina Gilbert called the Regular Monthly Meeting to order at 5:02 p.m. Roll call was taken by Emily Schow, Administrative Assistant. Sabina Gilbert, present; Rick Davis, present; Gordon Barclay, present; Janine Bear, present; Chase Hamilton, present; Erin Kelso, present; Suzanne Miller, absent.

2. Agenda Review

Correction made to item #11 -Hiring and Personnel.

3. Comments from the Public

None

4. Comments from Liaisons from Elected Bodies

Michelle Griffiths with the city of Sun Valley has established a subcommittee consisting of Councilman, Brad DuFur, Community Development Director, Jae Hill and Chief of Public Safety, Walt Femling. This subcommittee will assist city employees with housing burdens. Subcommittee is working with BCHA to develop a questionnaire.

5. ARCH Community Housing Trust Report –

Michelle Griffith stated that the article in Mt. Express about the proposed rezoning of Woodside properties contained many inaccuracies. ARCH worked very hard along with Wood River Land Trust and the Recreational District and have reached an agreement on how to move forward. A landscape architect has been hired to assist in rezoning. A committee meeting will be held Thursday, Mar. 16, 2017 from 6-9:00 p.m. in the Minnie Moore room at the Community Campus. Presented at this meeting will be an
application for developing the site to accommodate affordable housing and open space. Two plans have been endorsed by the Land Trust, Recreational District and the Fire District.

6. Discussion/Action Items
   A. Frenchman’s Place, Unit #17 – remodel cost and timeline – update

   Bobi Bellows, Acting Director/Program Director presented before and after photographs of Frenchman’s Place showing what work has been completed to date. Drywall and paint complete, no icing installed at this time however 2 layers of primer paint and odor killer has been applied to flooring dissolving prior pet odor, original doors were found in storage and have been painted and will be used, therefore no extra cost there; broken window frame was repaired by Pella eliminating cost of replacement window; bathtub cannot be cleaned so a replacement tub was ordered. Due to the unique space and size of the tub it was special ordered and a vinyl wall mimicking tile will be applied to tub wall; washer and dryer disposed, replacement of those appliances will come at the end of remodel and will depend on where the budget sits. Renovations are still under $25,000.00 at this point and just a couple hundred dollars over the original budget. Bobi reviewed selling price options so that this unit remains an income category 3. Board agreed that the selling price will be decided upon completion of the renovation.

7. Commissioner Reports

   Rick Davis met with chairman at the Idaho State Historical Society regarding expansion of the new museum. They are doing a segment of Sun Valley and need some old chair lifts. Can they purchase 2 of the 4 chair lifts from the Lift Tower Lodge. Michelle Griffiths suggested they contact Rotarun, as there are old Squirrel chairs left. Gordon Barclay not in favor of LTL chairs, Erin Kelso says why not as this represents Sun Valley. Rick Davis told Tom Blanchard he would run this by the board.

8. Consent Agenda
   A. Approval of January 25, 2017 BCHA Special Meeting Minutes
   B. Receive and file:
      a. January and February 2017 Treasurer’s and Financial Reports

   Rick Davis moved to approve the consent agenda as presented, Erin Kelso seconded. A vote was taken, Janine Bear abstained and all other commissioners voted yes, and the motion passed unanimously at 5:23 p.m.

9. Staff Reports
   A. Receive and File February and March 2017 Acting Director’s Report

   No oral report from Acting Director requested.

10. Announcements – Calendar of Upcoming Meetings
    A. April 19, 2017 - BCHA Regular Meeting, Hailey Annex City Hall, 5 pm
    B. April 24th to 26th Idaho Affordable Housing Management Association hosts 2017 Biennial Training & Certification Conference, Boise, ID

   Rick Davis will not be present at April 19, 2017 BCHA Regular Meeting. Bobi Bellows, Acting Director/Program Director consulted with Michelle Griffith and does not believe there is anything BCHA will benefit from this training at this time.
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

Janine Bear moved to enter into executive session at 5:26 p.m. pursuant to Idaho Code 67-2345 to discuss (a) hiring (b) personnel. Erin Kelso seconded. Roll call vote: Rick Davis, yes; Sabina Gilbert, yes; Janine Bear, yes; Erin Kelso, yes; Gordon Barclay, yes; Chase Hamilton, yes; Suzanne Miller, absent. Rick Davis moved to end Executive Session at 5:53 p.m. Chase Hamilton seconded. Roll call vote: Rick Davis, yes; Sabina Gilbert, yes; Janine Bear, yes; Erin Kelso, yes; Gordon Barclay, yes; Chase Hamilton, yes; Suzanne Miller, absent.

12. Action Item - if needed

Janine Bear moved to add to Action Item #12 at 5:54 p.m. Chase Hamilton seconded. Regarding recruitment and hiring of an Executive Director. An offer was made to a candidate last October and offer was initially accepted, however candidate had to withdrawal from offer. Erin Kelso moved to use a subcommittee appointed by the chair to recruit and hire. Janine Bear seconded. All in favor. Agreed that hiring a professional recruiter with background in housing would be beneficial. Have recruiter report to board regularly. Agree that recruiting and hiring an Executive Director be done as soon as possible. Subcommittee will consist of Rick Davis, Suzanne Miller and Janine Bear. Chase Hamilton suggested resume from previous candidate be given to recruiter so they know what board is looking for.

Janine Bear reported that the Frenchman’s unit was moved from an expense to an equity position. Therefore assets have increased while the expenses have decreased. Bookkeeper Becky suggested and agreed that this be moved. Gordon Barclay’s believes it shouldn’t be moved until the end of the year. Bobi Bellows agreed that she would question Dennis Brown about this. Gordon Barclay asked what contract monies are remaining for the year. Bobi Bellows stated that we are half way through the year and that City of Hailey and Blaine County pay quarterly while City of Ketchum and City of Sun Valley pay bi-annually.

13. Adjournment

Rick Davis moved to adjourn the meeting and Chase Hamilton seconded, motion passed unanimously and the meeting adjourned at 6:06 p.m.

Respectfully Submitted by

[Signature]
Emily Schow
BCHA Administrative Assistant

Approved by

[Signature]
Sabina Gilbert
BCHA Chair