



Blaine County Housing Authority Board of Commissioners
APPROVED MINUTES of Regular Monthly Meeting
Wednesday, March 16, 2022, 5:00 pm
Via Video Conference

Board Members Present:

Chair: Sarah Michael—present
Vice-Chair: Sabina Gilbert—present
Treasurer: Mason Frederickson—present
Nate Hart—present
Tara Bell—present (arrived 5:07pm)
Becky Lopez—present

Staff Present:

Nathan Harvill, Executive Director

Minutes Submitted to Board for approval by
Nathan Harvill

**Minutes approved by Board during the April
2022 Meeting of the Blaine County Housing
Authority Board of Commissioners**

1. Call to Order (5:03 pm)

Meeting was called to order by Chair Sarah Michael

2. Roll Call (5:03 pm)

Chair: Sarah Michael—present, Vice-Chair: Sabina Gilbert—present, Treasurer: Mason Frederickson—present, Nate Hart—present, Tara Bell—absent (arrived 5:07pm), Becky Lopez—present

3. Communication and Comment for Items not on Agenda.

- a. Communications from the Board, welcome to new BCHA Commissioner, Becky Lopez
Chair Michael welcomed new member, Becky Lopez to the board, Commissioner Lopez highlighted her experiences with housing in the Wood River Valley and the importance of the role of housing in the community.
- b. Communications from the Public
None.
- c. Communications from Government Liaisons or Elected Officials
Commissioner Dick Fosbury welcomed Commissioner Lopez to the BCHA Board, spoke of the commitment of ARPA funding to Blaine County Housing Authority, the Blaine County Charitable Fund, and ARCH to further local housing efforts. Spoke on Bellevue zoning/annexation policy changes, County has contracted with Agnew::Beck for work on County housing plans. Commissioner Fosbury has been in discussions with the Meadows Trailer Park for new spaces. Chair Michael asked Commissioner Fosbury about BCHA's role and potential liability as the intermediary for parcels sent from County to ARCH. Commissioner Fosbury sees no liability for BCHA. Transfers were done according to state law and platting was done long before current zoning laws were enacted. Commissioner Hart asked if the county would financially support the BCHA if there are any legal fees. Commissioner Fosbury stated that BCHA could ask but he couldn't commit the other BC Commissioners to that. ED Harvill clarified the distinction between the transfer of the Buttercup in that BCHA would not be developing the

property and as such would not be the party in a suit over development. Those would be the responsibility of ARCH.

4. Consent Agenda.

- a. **ACTION ITEM:** Approve minutes of February 16, 2022, BCHA Regular Meeting, as submitted
- b. **ACTION ITEM:** Approve minutes of March 10, 2022, BCHA Special Meeting, as submitted
- c. **ACTION ITEM:** Approve Treasurer and Financial Report (February 2022)
Moved approval of Consent agenda: Commissioner Frederickson, Seconded Vice Chair Gilbert. Motion passed unanimously

5. New Business.

- a. **ACTION ITEM:** Review and Approve annual FY 2021 Audit, as presented by Brady Workman, Workman and Associates.
Brady Workman presented the FY 2021 BCHA Annual Audit and offered to answer any questions. BCHA received top tier audit to BCHA, Discussed the Budget and expenses. Revenue came \$20,000 under budget, due to cuts from jurisdictions. Largest expenditure as a share of budget was professional/legal services. Lift Tower Lodge increased its cash over the past year. Chair Michael asked what the Cash position of BCHA was. Mr. Workman responded that the revenue should be higher and cash reserves should be replenished (reduced due to the lawsuit).
Moved acceptance of FY 2021 Audit: Treasurer Frederickson, Seconded Vice Chair Gilbert. Motion passed unanimously.
- b. **Presentation** by Seana Doherty, Consultant Agnew::Beck Consultants, LLC. Ms. Doherty discussed Agnew::Beck and their work with other jurisdictions and the Ketchum Housing Plan, in particular. Future strategic Planning workshops and sessions. Vice Chair Gilbert brought up the need for clarity of vision for BCHA and the need to have funding that matches those expectations. First planning session will be March 31, 2022. Ms. Doherty will be contacting board members for one on one conversations.
- c. **ACTION ITEM:** BCHA Board Resolution 2022-01—Approving an Independent Contractor Agreement with Agnew::Beck Consultants, LLC To Provide Services to the BCHA Board of Commissioners. ED Harvill explained the need of a Board Resolution due to the fact that the contract is from the Board to Agnew::Beck, rather than with the organization and Agnew::Beck.
Moved Adoption of Resolution 2022-01: Vice Chair Gilbert, Seconded Treasurer Frederickson. Motion passed unanimously.
- d. **ACTION ITEM:** BCHA Board Resolution 2022-02— Approving a Records Retention Policy (Idaho Code §31-871). Commissioner Gilbert gave the history of the Record Retention Policy, including an update to the retention policy in 2017. New Resolution repeals all prior policies to give clarity and aligns the BCHA Retention policy more closely to those outlined in state law concerning counties. More clearly demonstrates efficient retention of records, including digital retention. ED Harvill thanked Vice Chair Gilbert and mentioned that the previous records policy was quickly adopted.
Moved Adoption of Resolution 2022-02: Commissioner Lopez, Seconded Commissioner Bell. Motion passed unanimously.
- e. **Update:** Receive and File Executive Director Report, as submitted. ED Harvill discussed activities of the past month. Mr. Harvill discussed the work of Ann to update the Community Housing database, conversations with Demetri Booker, Herbert Romero, and Tammy with the Crisis Hotline regarding the forthcoming displacement of residents from the J&J Trailer Park. Mr. Harvill mentioned the need for Fair Housing training in the community.

6. Old Business

- a. **Update:** Executive Director and Program Administrator Recruitment Process. (February 16, 2022, meeting). General discussion of the Board
- b. **Update:** Status of Lift Tower Lodge rental potential (February 16, 2022, meeting). General discussion of the Board. City of Ketchum is receiving bids to replace the sewer connection at the Lift Tower Lodge.

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

Move to enter Executive Session under I.C. 74-206(1)(b)(c) by Vice Chair Gilbert, seconded by Commissioner Hart, roll call, Chair Michael—aye, Vice Chair Gilbert—aye, Treasurer Frederickson—aye, Commissioner Hart—aye, Commissioner Bell—aye, Commissioner Lopez—aye. Executive Session begins at 6:53 pm.

8. Reconvene Public Meeting—7:12 pm.

- a. ACTION ITEM: from Executive Session (if needed)

9. Upcoming BCHA Calendar.

- a. March 30 or April 1, 2022, Meeting with Seana Doherty, Agnew::Beck, Date, Time, Location TBA
- b. April 20, 2022, BCHA Regular Quarterly Meeting, site TBD
- c. May 18, 2022, BCHA Regular Monthly Meeting, site TBD
- d. May 30, 2022, Memorial Day (observed), BCHA Offices Closed

10. Adjournment. Commissioner Lopez moved to adjourn at 7:12pm, motion carried without objection

