



Blaine County Housing Authority Board of Commissioners  
Regular Monthly Meeting

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Approved Board Meeting Minutes  
Wednesday, May 18, 2022, 5:00 pm

Held at the  
Hailey City Hall, 115 South Main Street, Hailey, ID 83333 and  
Via Video Conference.

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**Members present:**

Sarah Michael, *Chair*  
Sabina Gilbert, *Vice Chair (online)*  
Becky Lopez, *Commissioner (online)*  
Tara Bell, *Commissioner (online)*

**Absent:**

Mason Frederickson, *Treasurer*  
Nate Hart, *Commissioner*

**Liaisons:**

Dick Fosbury *Blaine County Commissioner*  
Jane Conard *City of Sun Valley Commissioner (online)*  
Clarissa Connelly *Housing Strategist City of Ketchum (online)*

**Staff:**

Nathan Harvill, *Consultant (absent)*  
Silvia I. Romero, *Program Administrator*

**1. Call to Order (5:00 pm)**

**2. Roll Call**

BCHA Board Chair, Commissioner Sarah Michael called the Regular Monthly Meeting to order at 5:02 p.m.

Roll call was taken by Silvia I Romero.

Present: Sabina Gilbert, present, Becky Lopez, present, Tara Bell, present, Sarah Michael, present, Mason Frederickson, absent, and Nate Hart, absent.

Liaisons: Dick Fosbury, Jane Conard, and Carissa Connelly

**3. Communications from Government Liaisons or Elected Officials.**

*Dick Fosbury Blaine County Commissioner*

Commissioner Fosbury expressed support for the BCHA and indicated that the County would continue to fund us. He also celebrated the presentation of the Strategic Plan.

*Jane Conard City of Sun Valley Liaison*

Councilwoman Conard supported the Strategic Plan presentation. She expressed that for the moment City of Sun Valley will not provide any funding in FY 2023 until further notice. More conversations to follow.

*Clarissa Connelly Housing Strategist City of Ketchum- Caught in Traffic, attended after public comments.*

#### 4. **Consent Agenda.**

- a. **ACTION ITEM:** Approve the minutes of April 20, 2022, BCHA Quarterly Meeting, as submitted.
- b. **ACTION ITEM:** Approve minutes of May 5 & May 6, 2022, BCHA Strategic Planning Sessions. Commissioner Gilbert moved to approve the Minutes, as presented, Commissioner Bell seconded. No further discussion, motion approved at 5:30pm
- c. **ACTION ITEM:** Approve and file Financial Reports.  
Commissioner Michael presented the report of the \$45,000 in ARPA funds that the Blaine County provided to BCHA. These have been used to upgrade the Lift Tower Lodge, for new computers and office expenses, and to rent the new BCHA office at Marketron Building in Hailey. No further discussion. Commissioner Gilbert moved to approve and file Financial Reports and Treasure's Report, and Tara Bell seconded. Motion passed unanimously at 5:33 p.m.

#### 5. **New Business.**

- a. **ACTION ITEM:** Strategic Planning Report and Approval.  
Seana presented the BCHA 5 B Strategic Plan Draft explained in detail the content of Plan, identifying the process of the action plan and punctuating the need for regional coordination. She asked the BCHA Board to submit comments to her through Chair Michael, who will consolidate any questions, suggestions and/ or changes by June 1<sup>st</sup>. In discussion the Commissioners expressed their support for the Plan and the commitment on working with flexibility, budget support, and as a regional entity. Commissioner Michael asked the board to look at the plan and get comments.to her. Commissioners thanked Seana for her excellent presentation. Discussion done at 6:27pm.
- b. **ACTION ITEM:** FY 2023 Draft BCHA Budget Review and Approval  
Chair Michael explained the Budget in detailed. She highlighted a new program for the BCHA – landlord tenant services working with other organizations from Blaine County. This is a clear need identified by social service groups. Ketchum Housing Liaison Connelly shared with the Board her research on legal services for landlord tenant to serve better the community and identified factors that created barriers to housing. These are citizen status, lack on community education, and language barriers. The FY 2023 budget request is substantially higher than previous years. BCHA is asking for \$100,000 more in operating funds and an additional \$492,500 in funds for new programs. The City of Ketchum and Blaine County are being asked to be the major

funding partners.

Commissioner Gilbert moved to approve the Budget as presented, Commissioner Bell seconded. No further discussion, motion approved at 6:43pm

- c. **ACTION ITEM:** Contract for Services, Sarah Michael, Interim Executive Director. Chair Michael explained her contract and requested approval of an independent contractor agreement for \$50/hour. Sarah Michel detailed her experience, reputation, and extended knowledge on the housing field that she gained through her many years in local government and community involvement in the housing field and her work in advocacy. She expressed to the board her desire to work 40 hours per week but in the case of working more than 40 hours a week, she authorized in the contract to get paid for the extra hours.

Commissioner Gilbert moved to approved Contract for Service, second by Commissioner Bell. Bell asked if BCHA will have enough funds to pay the Interim ED. The answer was yes and there was no further discussion and the motion was unanimously at 6:50pm

Commissioner Michael stated that she would be submitting her resignation as Chair to the board after the meeting and to the City of Sun Valley. Commissioner Gilbert will take over as Vice Chair of BCHA.

- d. **ACTION ITEM:** Silver Creek Living. Commissioner Michael communicated to the board that Silver Creek Housing project is off the table as presented. No further discussion.
- e. **ACTION ITEM:** BCHF Gap Grant Applications for Approval. Commissioner Michael stated that to approve the 4 applications, two of three Foundation Board members needed to be present. Without a quorum of the Foundation Board, another meeting will be held when Commissioners Gilbert, Hart and Commissioner Frederickson are available as now the Foundation Board is a separate entity.
- f. **ACTION ITEM:** Contract for Services White, Peterson, & Nichols, P.A. (d/b/a/ Commissioner Michael presented and explained the cost of legal service of the law firm which is willing to work with a competitive lower rate. Commissioners Gilbert, and Commissioner Conard highlighted the good reputation, the knowledge of this law firm and how this makes them a good addition for BCHA. Commissioner Bell moved to approve the contract for service, seconded by Commissioner Gilbert. No further discussion, Motion approved at 7:02pm
- g. **Update:** Receive and File Program Administrator Report, as submitted. Silvia Romero reported to board on her efforts for the last month. Highlight was the screening process to identified potential deed restricted violations due community inquires. She discussed the steps she has taken to gather information about potential homeowners being in violation.

## 6. Old Business

- a. **Update:** Liff Tower Lodge Kitchen and laundry room are coming completed, Chair

Michael invited the board and liaisons to visit LTL to see improvements  
Connelly mentioned that the City of Ketchum will discuss the BCHA/5B Housing FY 2023 budget request, and if approved, it would contain funds in a similar amount than the budget presented to the County.

b. **Update:** Ketchum LOT Tax vote. The Lot Tax for Housing did not get the need votes.

**7. No Executive Session was called.**

**8. Upcoming BCHA Calendar.**

- a. May 30, 2022, Memorial Day (observed), BCHA Offices Closed
- b. June 15, 2022, BCHA Regular Monthly Meeting, Hailey

**9. Adjournment at 7:09pm**

**Respectfully Submitted by**

**Approved by**

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Silvia I. Romero

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Sarah Michael

BCHA Bilingual Program Administrator

BCHA Chair