



Blaine County Housing Authority Board of Commissioners
Regular Monthly Meeting
Wednesday, 12/21/22, 5:00 pm

APPROVED BOARD MINUTES

Wednesday, 12/21/22, 5:00 pm

Held at the Ketchum City Hall Council Chambers located at 191 5th Street West, Ketchum, Idaho 83340 and Via Video Conference

1. Roll Call:

Sabina Gilbert, Nate Hart, and Keith Perry, Online -Mason Frederick who joined the meeting at 5:20 p.m. Absent: Tara Bell

Motion to amend the Agenda: The Agenda was amended to add an Executive Session to discuss personnel issues and re-order items under Old Business so that the County staffing item would be discussed before the issue of the Lift Tower Lodge. Keith Perry moved and Nate Hart seconded a motion to add the Executive Session and to change the order per Commissioner's Hart recommendation. The motion carried unanimously.

2. Communication and Comments

- a) Communications from the Public- none
- b) Carissa Connelly, City of Ketchum Liaison, gave a housing update. Ketchum is looking at opportunities to increase the number of its Accessory Dwelling Units. On January 3, 2023, the Ketchum City Council will be hearing a proposal for incentives to develop more deed-restricted housing units through the preservation of existing homes and other measures. There have been seven Landlord Tenant mediations and 5 were successful. More details about the mediation process were requested for January. On January 3, 2023, the Ketchum City Council will hear a proposal on the local option tax for housing. The city is also working on emergency housing.
- c) Communication from the Board of Commissioners- none

3. Regular Business

- a) Review and approve the minutes of the November 16, 2022, BCHA Board Meeting -Two changes were proposed to the minutes. Keith Perry moved; Nate Hart seconded to approve the minutes as amended; the motion carried unanimously.
- b) Review and approve November 2022, Treasurer's Report and Financials. Mason Frederick, the Treasurer, gave the November Treasurer's Report and Financials, commenting that the BCHA does not have an approved budget or contracts with the City of Ketchum or Blaine County, but we have cash flow from Lift Tower Lodge income. Our profit and loss numbers are stable because of grants and income from the Lift Tower Lodge. Our overall assets are high because of the real estate

valuation of the Lift Tower Lodge and two Elkhorn condominiums. Mason will direct staff to provide more numbers at the next Board meeting. Sabina asked if we have capital outlay costs in our P&L; yes. Nate asked whether the Lift Tower Lodge was keeping the BCHA afloat. Yes, because we have no debts except for \$16,500 in legal fees which we are paying off at \$500.00 a month. Commissioner Nate Hart moved and Keith Perry seconded to approve the November Financials. The Motion carried unanimously.

- c) Blaine County Update on Housing/Staff -County Administrator Mandy Pomeroy reported on county-wide housing meetings and the development of a Blaine County Housing Department. The County wants to wait until October 1, 2023, and a new fiscal year before taking on this commitment. The discussion will start in April 2023 as the new fiscal year budget discussions start. The County will advertise for new BCHA Board members. The County will develop a contract for services for \$140,000 for BCHA Operations and \$60,000 for Housing Programs. When asked whether there was a commitment from the BC Commissioners to move forward on a county housing department. Pomeroy said that there is a broad appetite for a housing department but there are staffing and organizational challenges. Mandy stated that the County needs the time to plan and partner with the other cities to create a new housing department correctly.

Chase Hamilton, former BCHA Commissioner, gave a history of housing programs since 2001 and he believes that the governance should return to the jurisdictions of Ketchum and Blaine County. One advantage to having the BCHA as a separate organization, however, was the donation to the Lift Tower Lodge. In 2016, The owner of the Lift Tower wanted it to go to the BCHA and not the city, so keeping the BCHA and the Blaine County Housing Foundation offers this opportunity for donations in the future.

- d) City of Ketchum's Proposal re Ownership and Management of the Lift Tower Lodge -Jade Riley, City of Administrator.

The disposition of management of the Lift Tower Lodge is the goal of the Blaine County Commissioners before creating a housing department. The City and the KURA are currently focusing on all city public land and properties to redevelop for housing. Including the Lift Tower Lodge in this analysis of the other properties is timely. The Sun Valley Company has been asked to release the land south of the Lift Tower to the City of Ketchum before the Sun Valley Company develops its property. The addition of this land makes master planning for the Lift Tower Lodge and Highway 75 for housing and redesign of Highway 75 and Serenade even more attractive. The City would like to plan and undertake one housing project a year, if possible.

Chase Hamilton suggested that the City of Ketchum take the Lift Tower, housing and other deed-restricted property under its leadership. Jade Riley said that the City had proposed this but the other local government partners did not want to have Ketchum serve in this role.

Keith Perry was appointed by the BCHA Board to participate in the City of Ketchum's selection process of an architectural firm to undertake master planning of city properties, including the Lift Tower, for affordable housing.

Mason Frederickson moved and Nate Hart seconded to have staff develop a resolution with the City of Ketchum to transfer the Lift Tower Lodge to the City of Ketchum with conditions relating to permanently affordable housing and transitional housing. The motion carried unanimously. BCHA will propose and adopt a Resolution indicating that we want to transfer the property to the City of Ketchum and then execute a quick claim deed conveyance.

c) Discussion of Updates to the Guidelines – Some items that were discussed at a guideline task force meeting on the Guidelines included the need for 1) a clear and consistent process of selecting applicants from the waiting list, 2) adequate financial information on applicants, 3) a clear exemption process, 4) a process to keep all applicants' information updated and current and to purge applicants who do not keep current. More workshops are scheduled, and Mason Frederickson and Nate Hart will pick up the application process review in 2023.

d) Resource Guide Draft is a result of our contract with Agnew Beck, so the BCHA is the one-stop shop for resources in Blaine County. Carissa stated that the Resource Guide was developed from conversations with social services and property management representatives. Service partners have reviewed their sections and now Aaron is updating the housing section. Resource navigation is at the top for social service providers. It will be translated into Spanish. The goal is to provide the Board with a final version at its January 2023 Board Meeting. Both Keith Perry and Sarah Michael indicated that the document was thorough but that the repetition of service providers in each section made it too long.

4. New Business

- a. Last Meeting for BCHA Board Vice Chair Sabina Gilbert; Sabina has served 8 years and 3 months on the BCHA Board and this was acknowledged by all of the Board Members who have served with her. We will hold a Special Meeting to elect a new Chair before the end of the year. In a letter of appreciation, Interim ED Sarah Michael listed all of Sabina's contributions in 2022. These include 1) assisting in the relocation of the BCHA's offices to Hailey, 2) rewriting the BCHA Record Retention Policy and then collecting 15-20 boxes of old records from the Lift Tower Lodge garage, sorting them, and then developing a resolution and system to remove them permanently; 3) contributing to our 2022 BCHA Strategic Plan, 4) overseeing and rewriting the resolutions for the transfer of 4 county parcels to ARCH; 5) participating in multiple meetings with elected officials, city and county staff to chart a future for the BCHA; 6) working with our consultant, Sunny Shaw, in analyzing the 2020 BCHA Guidelines and making recommended changes; 7) participating in BCHA personnel evaluations, and 8) consulting, and often meeting weekly in person with Interim Executive Director Sarah Michael to discuss BCHA programs and staffing challenges. Thank you, Sabina, from the BCHA Board and staff.

5. Old Business

- a) BCHA Housing Compliance and Community Housing Sales Update – no report
- b) Interim Executive Director Report- Given during the meeting

- 6. Executive Session under Idaho Code 74-206 (1) to discuss, b) personnel.** Nate Hart moved and Sabina Gilbert seconded to go into Executive Session under Idaho Code 74-206 (1) to discuss, b) personnel. The roll call vote was unanimous.

Nate Hart moved and Keith Perry seconded a motion to come out of the Executive Session.

- 7. The Meeting was adjourned at 7:15 p.m.**

Respectfully submitted

Sarah Michael, Interim Executive Director

Keith Perry, Board Chair