



BLAINE COUNTY HOUSING AUTHORITY

Wednesday, July 10, 2024, 12:00 PM
111 N. First Ave., Suite 2P, Hailey, Idaho 83333

AGENDA

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Board Meetings via live stream.

You will find this option on our website at www.ketchumidaho.org/meetings.

If you would like to comment on a public hearing agenda item, please select the best option for your participation:

- Join us via Zoom (please mute your device until called upon)
Join the Webinar: <https://zoom.us/j/92594802380>
Webinar ID: 925 9480 2380
- Address the Board in person at Ketchum City Hall or the Merriweather Building in Hailey dependent upon the meeting location.
- Submit your comments in writing at info@bcoha.org (by 8am the day of the meeting)

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER: By Board Chairman Keith Perry

ROLL CALL: Pursuant to Idaho Code Section 74-204(4), all agenda items are action items, and a vote may be taken on these items.

COMMUNICATIONS FROM BLAINE COUNTY HOUSING AUTHORITY BOARD: Communications from the Board of Directors

1. Public Comments submitted.

COMMUNICATIONS FROM THE LIAISONS: Updates from the Liaisons on their jurisdictions

2. Liaison Reports.

COMMUNICATIONS FROM THE STAFF: Updates from the Staff

3. Staff Updates - Housing Director Carissa Connelly

CONSENT AGENDA:

ALL ACTION ITEMS - The Board is asked to approve the following listed items by a single vote, except for any items that a BCHA board member asks to be removed from the Consent Agenda and considered separately.

- [4.](#) Recommendation to approve Accountants Report and Financials for June 2024 - Accountant Jenna Elliott
- [5.](#) Recommendation to approve meeting minutes for June 12, 2024 - City of Ketchum Clerk Trent Donat
- [6.](#) Recommendation to approve amended contract with EPS for Employee Generation Nexus Study - Housing Director Carissa Connelly
- [7.](#) Recommendation to approve updated Financial Policies - Contractor Courtney Noble and Accountant Jenna Elliott

NEW BUSINESS:

8. Mission Moment - Contractor Courtney Noble and Bilingual Transitional Program Administrator Frances Solano
- [9.](#) Discussion on Local Employer definition: Guide Eligibility - Housing Fellow Rian Rooney
10. Discussion on Board meeting schedule - Housing Director Carissa Connelly
11. Update on Silvercreek Living - Housing Director Carissa Connelly

ADJOURNMENT:

From: [Niels Meyer](#)
To: [BCHA Info](#)
Subject: Guides As Local Employees
Date: Monday, July 8, 2024 11:09:14 AM

To whom it may concern,

My name is Niels Meyer and I am an owner of Sawtooth Mountain Guides based out of Stanley and have guided in and around the Wood River Valley since 2013.

I am writing in support of counting guides as local employees.

Due to the nature of guiding I think that it falls outside of the category of local or non local jobs.

Guides work all over the state, country and world and are often not full time guides in any one place. So if they are not considered local employees where they live, then they cannot be considered local employees anywhere.

While our business is based out of Stanley, the majority of our employees live in Blaine County, including myself and my business partner. We also guide many days in Blaine County and many of our customers live there as well. Because of this we assist local emergency services in search and rescue, which I believe should be considered when deciding if guides are local employees or not because they are an asset to the community.

Many of our guides also have part time jobs or volunteer in Blaine County. While our business is in Stanley, I am a volunteer firefighter/EMT for Ketchum Fire Department and a solar installer for Bluebird Solar, but these are only part time so I would not be considered a full time local employee.

My comments are based on my experience and my guide service, but I believe this applies to all guides who live in Blaine county regardless of whether they work in the Sawtooths, on the Salmon River or anywhere else in the state. I Believe that excluding guides who reside in Blaine County as local employees would be a disservice to locals who help support our local economy and are willing to help other residents of Blaine County when they are in need.

Thank you for the consideration,
Niels Meyer

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Niels Meyer / Co-Owner & Guide
niels@sawtoothguides.com / 773.396.6101
Sawtooth Mountain Guides
sawtoothguides.com

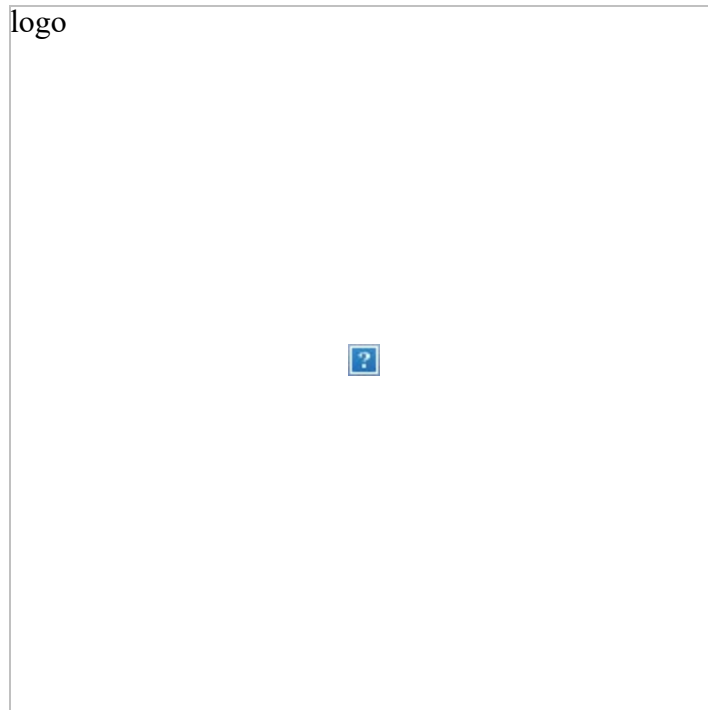
From: [Elizabeth](#)
To: [BCHA Info](#)
Subject: Re: BCHA Updated Community Housing Administrative Policies May 2024
Date: Tuesday, June 11, 2024 12:35:12 PM

Hey Carissa and Co,

Are you planning to make an exception to the short term rental prohibition during the World Cup? That's pretty once-in-a-lifetime, and could probably earn someone's mortgage in just that one week!

Just throwing it out there,
Liz

On Tue, Jun 11, 2024 at 11:59 AM Blaine County Housing Authority <info@bcoha.org> wrote:



June 11, 2024

Dear Blaine County Housing Authority's (BCHA's) Community Homeowners,
Renters, Landlords, and Applicants,

The BCHA’s mission is to advocate for, promote, plan, and preserve the long-term supply of desirable and affordable housing choices in all areas of Blaine County to maintain and economically diverse, vibrant, and sustainable community. The homes you currently – or seek to – own, rent, or manage are part of BCHA’s growing program of permanent housing for people who live and work in Blaine County. BCHA improves its practices and policies to incorporate learned lessons and best practice. As such, from time-to-time, BCHA will update the Community Housing Administrative Guidelines that apply to these homes. (The Community Housing Administrative Guidelines are now labeled “Policies” instead of Guidelines to clarify the requirement to comply with the Policies.)

Program participants, including landlords, have a legal obligation to follow these policies as they are updated, whether this obligation is through the deed-restriction on your unit, Exceedance Agreement, or lease. For example, some deed covenants state the following:

“2.2 The "Guidelines" are the Community Housing Guidelines adopted by BCHA and in effect as of the applicable date for reference to such Guidelines, as such Guidelines may be amended from time to time. The most current Guidelines were adopted in [Month, Year] by the Blaine County Housing Authority Board and recorded Instrument #[instrument number] on [Month, Year] date. Amendments to these most current recorded Guidelines will not affect the rights of the holder of a mortgage or deed of trust on the Property recorded prior to the date of recordation of the amendments.”

This last sentence refers to the rights of the bank or lender on the property.

Please see the newly adopted [Community Housing Administrative Policies](https://www.bcoha.org/community-housing-policies.html) online here: <https://www.bcoha.org/community-housing-policies.html>.

- **Applicants:** See Section 1 and 2.
- **Community Housing Renters and Landlords:** Please see Section 1, 3,

Exhibit A.

- **Community Homeowners:** See Section 1, 4, and 5.
- For anyone believing BCHA made a mistake or violated the Policies, or would like to request an exception to one of the Policies because you believe it is creating an undue hardship or burden: See Section 6.

Please reach out with any questions or concerns to info@bcoha.org or (208) 788-6102.

Kind Regards,

Carissa Connelly

BCHA Housing Director

En español:

Estimados propietarios, inquilinos, propietarios y solicitantes de la comunidad de la Autoridad de Vivienda del Condado de Blaine (BCHA):

La misión de la BCHA es defender, promover, planificar y preservar el suministro a largo plazo de opciones de vivienda deseables y asequibles en todas las áreas del condado de Blaine para mantener una comunidad económicamente diversa, vibrante y sostenible. Las viviendas que actualmente (o desea poseer, alquilar o administrar) son parte del creciente programa de viviendas permanentes de BCHA para personas que viven y trabajan en el condado de Blaine. BCHA mejora sus prácticas y políticas para incorporar lecciones aprendidas y mejores prácticas. Como tal, de vez en cuando, BCHA actualizará las Pautas administrativas de vivienda comunitaria que se aplican a estos hogares. (Las Pautas administrativas de vivienda comunitaria ahora se denominan “Políticas” en lugar de Pautas para aclarar el requisito de cumplir con las Políticas).

Los participantes del programa, incluidos los propietarios, tienen Cada uno de ustedes tiene la obligación legal de seguir estas políticas a medida que se actualizan, ya sea que esta obligación sea a través de la restricción de escritura de su unidad, el

Acuerdo de excedencia o el contrato de arrendamiento. Por ejemplo, algunos pactos de escritura establecen lo siguiente:

“2.2 Las "Pautas" son las Pautas de Vivienda Comunitaria adoptadas por y vigentes a partir de la fecha aplicable para hacer referencia a dichas Pautas, según dichas Pautas puedan modificarse de vez en cuando. Las Directrices más actualizadas fueron adoptadas en [Mes, Año] por la Junta de la Autoridad de Vivienda del Condado de Blaine y registraron el Instrumento # [número de instrumento] en la fecha [Mes, Año]. Las modificaciones a estas Directrices registradas más recientes no afectarán los derechos del titular de una hipoteca o escritura de fideicomiso sobre la Propiedad registrada antes de la fecha de registro de las modificaciones.”

Esta última frase se refiere a los derechos del banco o prestamista sobre la propiedad.

Consulte las Políticas administrativas de vivienda comunitaria recientemente adoptadas y la versión en español pronto estará disponible **aquí**: <https://www.bcoha.org/community-housing-policies.html>.

- **Solicitantes:** consulte las secciones 1 y 2
- **Inquilinos y propietarios de viviendas comunitarias:** consulte la Sección 1, 3 y el Anexo A
- **Propietarios de viviendas comunitarias:** consulte las secciones 1, 4 y 5
- Para cualquier persona que crea que BCHA cometió un error o violó las Políticas, o desea solicitar una excepción a una de las Políticas porque cree que está creando una dificultad o carga indebida: consulte la Sección 6

Comuníquese con cualquier pregunta o inquietud a info@bcoha.org o al (208) 788-6102.

Atentamente,

Carissa Connelly

Director de Vivienda de BCHA

[View email in browser](#)

Blaine County Housing Authority · PO Box 4045 · Ketchum, ID 83340 · USA

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JULY 10 – Board Meeting Staff Update

GOAL 1: BUILD ORGANIZATIONAL STRUCTURE + CAPACITY TO SERVE REGIONAL HOUSING OPPORTUNITIES + GAPS

- Conducted 4 Operations Manager, inviting 2 to meet leadership and team the week of the 15th. (Carissa)
- Preparing response to IHFA's secondary compliance letter. (Courtney)

GOAL 2: RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES HOUSING

- Bellevue Planning and Zoning text amendment for Business District is scheduled for the July 15 Public Hearing. Requested draft text to review and provide formal comments in advance of the Public Hearing. (Rian + Carissa)
- Preparing for 1st and Washington workshop with the Ketchum Urban Renewal Agency and Wood River Community Housing Trust. BCHA will present on housing needs. (Rian + Carissa)
- Finalizing Employee Generation Nexus Study report and drafting press release. (Rian + Carissa)

GOAL 3: EXPAND, COORDINATE, + IMPROVE SERVICES TO CREATE HOUSING STABILITY

- Ongoing identification of 60 potential candidates for Bluebird Village; coordination and referral with Syringa Property management. (Courtney + Bri)
- Coordinating temporary housing for Bluebird and 5th and Main tenants due to delays in Certificate of Occupancy (Bri, Frances, Carissa)

Transitional Housing

- Working with applicants who have retired in the valley apply for Bluebird. (Frances)
- Working with new community members in providing various resources. (Frances)
- Ongoing case management and continuous check-ins with families at Silvercreek and Lift Tower Lodge. (Frances)
- Learning how to navigate Homekeeper for case management notes. (Frances)

GOAL 4: INFORM, ENGAGE, COLLABORATE

- Conducted Housing 101 with BCHA Board and electeds. (Carissa, Board, Senator Ned Burns, Councilmembers Juan Martinez, Tripp Hutchinson, Spencer Cordovano)
- Updating statistics on the website and improving navigation (Bri)

GOAL 5: STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED RESTRICTED HOMES

Compliance

- Working to enforce occupancy of new studio unit at Residences @ 120. (Rian).

- Processing whether a settlement or legal proceedings are manageable on one out-of-compliance landlord (Carissa)
- Working to enforce recording of a deed restriction on a new unit that used Ketchum's density bonus program (Carissa)

Application Review

- Connecting with at risk applicants to provide them with resources in our community / connect them with Frances for transitional housing if appropriate. (Liz)
- Assist with identifying Spanish speaking eligible applicants for category 4 rental units (Liz)
- Review 22 incoming forms on Slide Room (Liz)
- Applications: 1st review on 4 rental applications, following up on applications with missing data. (Liz)
- Assisting 6 applicants with in-person application/CIF submissions. (Liz)
- Identify eligible applicants for one category 3, four category 4 and one category 5 rental unit, one category Local sale, and one category 3 sale; confer with landlords re: lease-up. (Courtney and Bri)
- Reviewing two additional applications for Ownership and Preservation Program (Rian)

Data transition

- Continuing to review and test Public House and Homekeeper for application system transition. (Rian + Courtney)
- Cleaning up applicant data on Slideroom (Bri)
- File management: organize previous applicant files (Liz, Frances, Thecla, Carissa)

BLAINE COUNTY HOUSING AUTHORITY
Profit and Loss YTD Comparison
October 2023 - May 2024

	Total			
	Oct 2023 - May 2024	Oct 2022 - May 2023 (PY)	Change	% Change
Income				
Blaine County Contributions	232,278		232,278	
CH Admin Fee	1,735	9,678	-7,943	-82%
Donations	20,000	833	19,168	2302%
Grants	126,789		126,789	
Proceeds from Sale of Assets (deleted)		250	-250	-100%
Rental Income	0	11,025	-11,025	-100%
Elkhorn - Rental Income	9,625		9,625	
Hi Country Motel - Rental Income	63,861		63,861	
Silvercreek - Rental Income	161,429		161,429	
Laundry Income	2,930		2,930	
Total Silvercreek - Rental Income	\$ 164,358	\$ 0	\$ 164,358	
Total Rental Income	\$ 237,844	\$ 11,025	\$ 226,819	2057%
ZZ_INACTIVE INCOME			0	
Interest/Investment Income (deleted)		223	-223	-100%
LIFT TOWER LODGE INCOME (deleted)		75,444	-75,444	-100%
Rental Mgmt Income (deleted)		3,154	-3,154	-100%
Uncategorized Income		21,724	-21,724	-100%
Total ZZ_INACTIVE INCOME	\$ 0	\$ 100,546	-\$ 100,546	-100%
Total Income	\$ 618,646	\$ 122,331	\$ 496,315	406%
Gross Profit	\$ 618,646	\$ 122,331	\$ 496,315	406%
Expenses				
Administrative Services		21,776	-21,776	-100%
Financial Services	2,681	3,850	-1,169	-30%
Bank Charge	107		107	
Total Financial Services	\$ 2,788	\$ 3,850	-\$ 1,062	-28%
Liability Insurance	21,347	5,042	16,305	323%
Staff/Board Development	6,206	135	6,071	4497%
Subscriptions	679		679	
Total Administrative Services	\$ 31,020	\$ 30,803	\$ 217	1%
Contract Labor		52,380	-52,380	-100%
Application Review and Placement - Contract Labor	15,585		15,585	
City of Ketchum Staffing Reimbursement	84,908	200	84,708	42354%
Compliance - Contract Labor	17,413	11,008	6,405	58%
Legal Fees	11,689	9,799	1,890	19%
Total Compliance - Contract Labor	\$ 29,101	\$ 20,807	\$ 8,295	40%
Policy, Strategy and Management - Contract Labor	65,450		65,450	
Total Contract Labor	\$ 195,044	\$ 73,387	\$ 121,658	166%
Managed Rental Costs			0	
Elkhorn Village Units		9,419	-9,419	-100%
Elkhorn Village HOA Dues	10,278		10,278	
Elkhorn Village Repair & Maintenance	55		55	
Total Elkhorn Village Units	\$ 10,333	\$ 9,419	\$ 914	10%
Hi Country Motel - Rent paid for facilities	122,850		122,850	
Silvercreek - Expenses			0	
Silvercreek - Operations	42,028		42,028	
Silvercreek - Rental Expense	114,435		114,435	

Total Silvercreek - Expenses	\$	156,464	\$	0	\$	156,464	
Total Managed Rental Costs	\$	289,646	\$	9,419	\$	280,227	2975%
Office expenses		4		2,804		-2,800	-100%
Computer & Comm. Expenses		14,934		2,689		12,245	455%
Furniture				746		-746	-100%
Postal and Delivery Services		310		146		164	112%
Rent - BCHA Meriwether Office		8,019		8,000		19	0%
Supplies		1,108				1,108	
Telephone & Internet				356		-356	-100%
Total Office expenses	\$	24,375	\$	14,741	\$	9,634	65%
Program Expenses						0	
Applications, Forms, & Data Management		9,300				9,300	
Data and Analysis		27,010				27,010	
Lease-up and Sales		1,474				1,474	
Ads		304		1,602		-1,298	-81%
Total Lease-up and Sales	\$	1,778	\$	1,602	\$	176	11%
Mediation		20,254				20,254	
Outreach		5,411				5,411	
Printing and Reproduction		978		75		903	1203%
Repairs - CH (deleted)				906		-906	-100%
Translation & Interpretation		2,218				2,218	
Total Program Expenses	\$	66,949	\$	2,583	\$	64,366	2492%
Repairs - Office and CH		8				8	
Transaction Fees (deleted)				39		-39	-100%
Uncategorized Expense				1,564		-1,564	-100%
Z_INACTIVE EXPENSE						0	
LIFT TOWER LODGE ARPA				4,253		-4,253	-100%
LIFT TOWER LODGE Op Ex				22,488		-22,488	-100%
Meals & Entertn (deleted)				37		-37	-100%
Mileage Reimbursement (deleted)				99		-99	-100%
Office Utilities (deleted)				199		-199	-100%
Payroll Expenses				5,213		-5,213	-100%
Direct Deposit Fees (deleted)				4		-4	-100%
Medical Insurance				1,231		-1,231	-100%
Payroll Taxes				989		-989	-100%
Wages - Administrative				6,375		-6,375	-100%
Workers Comp Insurance (deleted)				1,876		-1,876	-100%
Total Payroll Expenses	\$	0	\$	15,688	-\$	15,688	-100%
Utilities (deleted)				1,779		-1,779	-100%
Total Z_INACTIVE EXPENSE	\$	0	\$	44,543	-\$	44,543	-100%
Total Expenses	\$	607,043	\$	177,079	\$	429,964	243%
Net Operating Income	\$	11,603	-\$	54,748	\$	66,351	121%
Other Income							
Other Miscellaneous Income		5,808				5,808	
Total Other Income	\$	5,808	\$	0	\$	5,808	
Net Other Income	\$	5,808	\$	0	\$	5,808	
Net Income	\$	17,412	-\$	54,748	\$	72,160	132%

BLAINE COUNTY HOUSING AUTHORITY
Balance Sheet Comparison
As of May 31, 2024

	Total			
	As of May 31, 2024	As of May 31, 2023 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
Cash in Bank	0	-34,464	34,464	100%
BCHA - Operating Reserve 2478	0	342	-342	-100%
Checking US BANK-1848	46	33,582	-33,536	-100%
DL Evans Checking	58,301		58,301	
Total Cash in Bank	\$ 58,347	-\$ 539	\$ 58,886	10927%
Restricted Cash (deleted)				
Capital Repl Reserve US Bank 0423 (deleted)	0	5,850	-5,850	-100%
Restricted Cash-LGIP 3138 (deleted)	0	-14,962	14,962	100%
Restricted Cash - Capital (deleted)	0	33,000	-33,000	-100%
Restricted-Comm Hsg Pres Fund (deleted)	0	425	-425	-100%
Restricted-Contingency Fund (deleted)	0	25	-25	-100%
Total Restricted Cash-LGIP 3138 (deleted)	\$ 0	\$ 18,488	-\$ 18,488	-100%
Total Restricted Cash (deleted)	\$ 0	\$ 24,338	-\$ 24,338	-100%
Total Bank Accounts	\$ 58,347	\$ 23,799	\$ 34,548	145%
Total Current Assets	\$ 58,347	\$ 23,799	\$ 34,548	145%
Other Assets				
Investment in Property/Housing (deleted)	0	314,540	-314,540	-100%
Total Other Assets	\$ 0	\$ 314,540	-\$ 314,540	-100%
TOTAL ASSETS	\$ 58,347	\$ 338,339	-\$ 279,992	-83%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	17,414	14,254	3,160	22%
Total Accounts Payable	\$ 17,414	\$ 14,254	\$ 3,160	22%
Credit Cards				
Card 3116	3,097		3,097	
Visa - DL Evans	-2,031		-2,031	
Total Credit Cards	\$ 1,066	\$ 0	\$ 1,066	
Other Current Liabilities				
Accrued Compensated Absences (deleted)	0	63	-63	-100%
Accrued Payroll Liabilities (deleted)	0	269	-269	-100%
Security Deposit (deleted)	0	1,150	-1,150	-100%
Total Other Current Liabilities	\$ 0	\$ 1,482	-\$ 1,482	-100%
Total Current Liabilities	\$ 18,480	\$ 15,737	\$ 2,743	17%
Total Liabilities	\$ 18,480	\$ 15,737	\$ 2,743	17%
Equity				
Opening Bal Equity	-313,390	156	-313,546	-201223%
Retained Earnings	335,846	330,514	5,332	2%
Unreserved Fund Balance (deleted)	0	46,680	-46,680	-100%
Net Income	17,412	-54,748	72,160	132%
Total Equity	\$ 39,868	\$ 322,603	-\$ 282,735	-88%
TOTAL LIABILITIES AND EQUITY	\$ 58,347	\$ 338,339	-\$ 279,992	-83%

BLAINE COUNTY HOUSING AUTHORITY
Profit and Loss by Tag Group
October 2023 - May 2024

	Elkhorn Village	HCM	Silver Creek Living	Total
Income				
Rental Income				
Elkhorn - Rental Income	9,625.00			9,625.00
Hi Country Motel - Rental Income		63,861.00		63,861.00
Silvercreek - Rental Income			142,971.66	142,971.66
Laundry Income			2,929.61	2,929.61
Total Silvercreek - Rental Income	\$ 0.00	\$ 0.00	\$ 145,901.27	\$ 145,901.27
Total Rental Income	\$ 9,625.00	\$ 63,861.00	\$ 145,901.27	\$ 219,387.27
Total Income	\$ 9,625.00	\$ 63,861.00	\$ 145,901.27	\$ 219,387.27
Gross Profit	\$ 9,625.00	\$ 63,861.00	\$ 145,901.27	\$ 219,387.27
Expenses				
Managed Rental Costs				
Elkhorn Village Units				
Elkhorn Village HOA Dues	9,799.32			9,799.32
Elkhorn Village Repair & Maintenance	55.00			55.00
Total Elkhorn Village Units	\$ 9,854.32	\$ 0.00	\$ 0.00	\$ 9,854.32
Hi Country Motel - Rent paid for facilities		122,850.00		
Silvercreek - Expenses				
Silvercreek - Operations			42,028.22	42,028.22
Silvercreek - Rental Expense			114,435.48	114,435.48
Total Silvercreek - Expenses	\$ 0.00	\$ 0.00	\$ 156,463.70	\$ 156,463.70
Total Managed Rental Costs	\$ 9,854.32	\$ 122,850.00	\$ 156,463.70	\$ 289,168.02
Total Expenses	\$ 9,854.32	\$ 122,850.00	\$ 156,463.70	\$ 289,168.02
Net Operating Income	-\$ 229.32	-\$ 58,989.00	-\$ 10,562.43	-\$ 10,562.43
Net Income	-\$ 229.32	-\$ 58,989.00	-\$ 10,562.43	-\$ 10,562.43

SAMPLE

(May bills have been processed)



BLAINE COUNTY HOUSING AUTHORITY

Prepared for
May 2024

BLAINE COUNTY HOUSING AUTHORITY

Unpaid Bills

All Dates

DATE	TRANSACTION TYPE	NUM	AMOUNT	MEMO/DESCRIPTION
Albourn Translation Services				
05/28/2024	Bill	I-24160	60.60	Inv I-24160
Total for Albourn Translation Services			\$60.60	
Ali Rabe				
06/07/2024	Bill	06072024	216.92	Implementation Partner Meeting and Community Library Presentation Speaker 05/29 - 05/30
Total for Ali Rabe			\$216.92	
Ann Sandefer				
06/10/2024	Bill	06102024	840.00	Services 05/24/24 - 06/10/24
Total for Ann Sandefer			\$840.00	
Bigwood Bread				
208-726-2034 #4				
05/29/2024	Bill	186417	678.04	Inv 186417
Total for Bigwood Bread			\$678.04	
Briana Zak				
06/03/2024	Bill	6	2,685.00	Inv #6 for Services 05/17/24 - 05/31/24
Total for Briana Zak			\$2,685.00	
Business As Usual				
05/29/2024	Bill	166130	9.90	Inv 166130
Total for Business As Usual			\$9.90	
C & R Electric				
05/22/2024	Bill	10679	261.78	Inv 10679 - 1908 Warm Springs #27
Total for C & R Electric			\$261.78	
Carol Barks/Neuro Mediation Group				
(208) 477-8973				
06/14/2024	Bill	122	5,199.65	Statement #122
06/10/2024	Bill	06102024	266.00	Implementation Partner Speaker and Mediation Training 05/29 - 05/30
Total for Carol Barks/Neuro Mediation Group			\$5,465.65	
Christy A McPherson, CPA				
(208) 726-2741				
05/31/2024	Bill	12077	251.57	Inv 12077
Total for Christy A McPherson, CPA			\$251.57	
City of Hailey				
05/31/2024	Bill	4.00021.02- 0524	2,125.55	Acct 4.00021.02 Silvercreek - 05/01/2024 - 05/31/2024 (\$2,640.65 less \$515.10 owed from Wood River LLC)
Total for City of Hailey			\$2,125.55	
City Of Ketchum				
06/07/2024	Bill	8039	21,039.60	Inv 8039 - Cust 2043
Total for City Of Ketchum			\$21,039.60	
D.L. Evans Bank				
06/13/2024	Bill		4,309.08	
Total for D.L. Evans Bank			\$4,309.08	

BLAINE COUNTY HOUSING AUTHORITY

Unpaid Bills

All Dates

DATE	TRANSACTION TYPE	NUM	AMOUNT	MEMO/DESCRIPTION
Economic & Planning Systems, Inc.				
05/31/2024	Bill	231068-4	2,800.00	Inv 231068 - 4 Blaine County Employment Generation Study May 2024
06/02/2024	Bill	231068-3	3,785.00	Inv no 231068 - 3
Total for Economic & Planning Systems, Inc.			\$6,585.00	
Express Publishing, Inc. 208-726-8060				
05/31/2024	Bill	12676866	81.50	Inv 12676866 Ads
Total for Express Publishing, Inc.			\$81.50	
FM PROPERTY MANAGEMENT				
05/21/2024	Bill	1106	4,049.08	Inv 1106 - Silvercreek - Services 04/08/24 - 05/03/24
Total for FM PROPERTY MANAGEMENT			\$4,049.08	
Gregg Colburn				
06/10/2024	Bill	06102024	3,754.12	Implementation Partner Meeting and Community Library Presentation Speaker 05/28/24 - 05/30/24
Total for Gregg Colburn			\$3,754.12	
Idaho Power				
05/31/2024	Bill	x3470 - 0524	1,067.11	Acct 2227323470 Silver Creek - 04/27/24 - 05/29/24
Total for Idaho Power			\$1,067.11	
Intermountain Gas				
05/23/2024	Bill		187.87	Acct #564 675 7565 2
Total for Intermountain Gas			\$187.87	
Mandy Heward				
05/29/2024	Bill	06112024	218.50	Implementation Partner Speaker and Mediation Training 05/29/24-05/30/24
Total for Mandy Heward			\$218.50	
Sentinel Fire & Security (208) 726-4788				
06/01/2024	Bill	100032	104.85	Inv 100032, Cust #6239 - Silver Creek
Total for Sentinel Fire & Security			\$104.85	
Sun Valley Elkhorn Association, Inc				
06/01/2024	Bill	29103	600.00	Acct #2141 - Inv 29103
06/01/2024	Bill	29102	600.00	Acct #2131 - Inv 29102
Total for Sun Valley Elkhorn Association, Inc			\$1,200.00	
TOTAL			\$55,191.72	

BLAINE COUNTY HOUSING AUTHORITY
Profit and Loss YTD Comparison
October 2023 - June 2024

	Total			
	Oct 2023 - Jun 2024	Oct 2022 - Jun 2023 (PY)	Change	% Change
Income				
Blaine County Contributions	232,278		232,278	
CH Admin Fee	1,735	9,678	-7,943	-82%
Donations	20,000	833	19,168	2302%
Grants	126,789		126,789	
Proceeds from Sale of Assets (deleted)		250	-250	-100%
Rental Income	0	12,600	-12,600	-100%
Elkhorn - Rental Income	10,375		10,375	
Hi Country Motel - Rental Income	63,861		63,861	
Silvercreek - Rental Income	194,664		194,664	
Laundry Income	2,930		2,930	
Total Silvercreek - Rental Income	\$ 197,593	\$ 0	\$ 197,593	
Total Rental Income	\$ 271,829	\$ 12,600	\$ 259,229	2057%
ZZ_INACTIVE INCOME			0	
Interest/Investment Income (deleted)		223	-223	-100%
LIFT TOWER LODGE INCOME (deleted)		75,444	-75,444	-100%
Rental Mgmt Income (deleted)		3,154	-3,154	-100%
Services	251		251	
Uncategorized Income		31,942	-31,942	-100%
Total ZZ_INACTIVE INCOME	\$ 251	\$ 110,764	-\$ 110,513	-100%
Total Income	\$ 652,882	\$ 134,124	\$ 518,758	387%
Gross Profit	\$ 652,882	\$ 134,124	\$ 518,758	387%
Expenses				
Administrative Services		21,776	-21,776	-100%
Financial Services	2,681	3,850	-1,169	-30%
Bank Charge	127		127	
Total Financial Services	\$ 2,808	\$ 3,850	-\$ 1,042	-27%
Liability Insurance	21,347	5,042	16,305	323%
Staff/Board Development	6,206	135	6,071	4497%
Subscriptions	679		679	
Total Administrative Services	\$ 31,040	\$ 30,803	\$ 237	1%
Contract Labor		56,380	-56,380	-100%
Application Review and Placement - Contract Labor	20,265		20,265	
City of Ketchum Staffing Reimbursement	105,948	200	105,748	52874%
Compliance - Contract Labor	20,116	11,008	9,109	83%
Legal Fees	11,689	10,399	1,290	12%
Total Compliance - Contract Labor	\$ 31,805	\$ 21,407	\$ 10,398	49%
Policy, Strategy and Management - Contract Labor	65,450		65,450	
Total Contract Labor	\$ 223,468	\$ 77,987	\$ 145,481	187%
Managed Rental Costs			0	
Elkhorn Village Units		13,619	-13,619	-100%
Elkhorn Village HOA Dues	12,593		12,593	
Elkhorn Village Repair & Maintenance	55		55	
Total Elkhorn Village Units	\$ 12,648	\$ 13,619	-\$ 971	-7%
Hi Country Motel - Rent paid for facilities	122,850		122,850	
Silvercreek - Expenses			0	
Silvercreek - Operations	42,133		42,133	

Silvercreek - Rental Expense		135,060		135,060	
Total Silvercreek - Expenses	\$	177,194	\$	0	\$ 177,194
Total Managed Rental Costs	\$	312,692	\$	13,619	\$ 299,072 2196%
Miscellaneous		796		796	
Office expenses		4		3,273	-3,269 -100%
Computer & Comm. Expenses		15,204		2,719	12,485 459%
Furniture				746	-746 -100%
Postal and Delivery Services		310		146	164 112%
Rent - BCHA Meriwether Office		8,019		9,000	-981 -11%
Supplies		1,108		1,108	
Telephone & Internet				356	-356 -100%
Total Office expenses	\$	24,645	\$	16,240	\$ 8,405 52%
Program Expenses				0	
Applications, Forms, & Data Management		9,474		9,474	
Data and Analysis		30,795		30,795	
Lease-up and Sales		1,474		1,474	
Ads		304		1,602	-1,298 -81%
Total Lease-up and Sales	\$	1,778	\$	1,602	\$ 176 11%
Mediation		25,454		25,454	
Outreach		9,648		9,648	
Printing and Reproduction		978		75	903 1203%
Repairs - CH (deleted)				906	-906 -100%
Translation & Interpretation		2,218		2,218	
Total Program Expenses	\$	80,345	\$	2,583	\$ 77,762 3011%
Repairs - Office and CH		8		8	
Transaction Fees (deleted)				39	-39 -100%
Uncategorized Expense				1,564	-1,564 -100%
Z_INACTIVE EXPENSE				0	
LIFT TOWER LODGE ARPA				4,253	-4,253 -100%
LIFT TOWER LODGE Op Ex				22,488	-22,488 -100%
Meals & Entertn (deleted)				37	-37 -100%
Mileage Reimbursement (deleted)				99	-99 -100%
Office Utilities (deleted)				199	-199 -100%
Payroll Expenses				5,213	-5,213 -100%
Direct Deposit Fees (deleted)				4	-4 -100%
Medical Insurance				1,231	-1,231 -100%
Payroll Taxes				989	-989 -100%
Wages - Administrative				6,375	-6,375 -100%
Workers Comp Insurance (deleted)				1,876	-1,876 -100%
Total Payroll Expenses	\$	0	\$	15,688	-\$ 15,688 -100%
Utilities (deleted)				1,779	-1,779 -100%
Total Z_INACTIVE EXPENSE	\$	0	\$	44,543	-\$ 44,543 -100%
Total Expenses	\$	672,993	\$	187,378	\$ 485,615 259%
Net Operating Income	-\$	20,111	-\$	53,255	\$ 33,143 62%
Other Income					
Other Miscellaneous Income		5,808		5,808	
Total Other Income	\$	5,808	\$	0	\$ 5,808
Net Other Income	\$	5,808	\$	0	\$ 5,808
Net Income	-\$	14,303	-\$	53,255	\$ 38,952 73%

Saturday, Jul 06, 2024 09:40:14 PM GMT-7 - Accrual Basis

BLAINE COUNTY HOUSING AUTHORITY
Balance Sheet Comparison
As of June 30, 2024

	Total			
	As of Jun 30, 2024	As of Jun 30, 2023 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
Cash in Bank	0	-37,026	37,026	100%
Checking US BANK-1848	46	37,348	-37,302	-100%
DL Evans Checking	10,491		10,491	
Total Cash in Bank	\$ 10,537	\$ 322	\$ 10,215	3172%
Restricted Cash (deleted)	0	0	0	
Capital Repl Reserve US Bank 0423 (deleted)	0	5,850	-5,850	-100%
Total Restricted Cash (deleted)	\$ 0	\$ 5,850	-\$ 5,850	-100%
Total Bank Accounts	\$ 10,537	\$ 6,172	\$ 4,365	71%
Accounts Receivable				
Fees Receivable	251	0	251	
Total Accounts Receivable	\$ 251	\$ 0	\$ 251	
Total Current Assets	\$ 10,788	\$ 6,172	\$ 4,616	75%
Other Assets				
Investment in Property/Housing (deleted)	0	314,540	-314,540	-100%
Total Other Assets	\$ 0	\$ 314,540	-\$ 314,540	-100%
TOTAL ASSETS	\$ 10,788	\$ 320,712	-\$ 309,925	-97%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	10,013	14,254	-4,241	-30%
Total Accounts Payable	\$ 10,013	\$ 14,254	-\$ 4,241	-30%
Credit Cards				
Card 3116	3,271		3,271	
Visa - DL Evans	-10,649		-10,649	
Total Credit Cards	-\$ 7,378	\$ 0	-\$ 7,378	
Other Current Liabilities				
Security Deposit (deleted)	0	1,150	-1,150	-100%
Total Other Current Liabilities	\$ 0	\$ 1,150	-\$ 1,150	-100%
Total Current Liabilities	\$ 2,635	\$ 15,404	-\$ 12,770	-83%
Total Liabilities	\$ 2,635	\$ 15,404	-\$ 12,770	-83%
Equity				
Opening Bal Equity	-313,390	0	-313,390	
Retained Earnings	335,846	358,563	-22,716	-6%
Net Income	-14,303	-53,255	38,952	73%
Total Equity	\$ 8,153	\$ 305,308	-\$ 297,155	-97%
TOTAL LIABILITIES AND EQUITY	\$ 10,788	\$ 320,712	-\$ 309,925	-97%

BLAINE COUNTY HOUSING AUTHORITY
Profit and Loss by Tag Group
October 2023 - June 2024

	Elkhorn Village	HCM	Silver Creek Living	Total
Income				
Rental Income				
Elkhorn - Rental Income	10,375.00			10,375.00
Hi Country Motel - Rental Income		63,861.00		63,861.00
Silvercreek - Rental Income			176,206.66	176,206.66
Laundry Income			2,929.61	2,929.61
Total Silvercreek - Rental Income	\$ 0.00	\$ 0.00	\$ 179,136.27	\$ 179,136.27
Total Rental Income	\$ 10,375.00	\$ 63,861.00	\$ 179,136.27	\$ 253,372.27
Total Income	\$ 10,375.00	\$ 63,861.00	\$ 179,136.27	\$ 253,372.27
Gross Profit	\$ 10,375.00	\$ 63,861.00	\$ 179,136.27	\$ 253,372.27
Expenses				
Managed Rental Costs				
Elkhorn Village Units				
Elkhorn Village HOA Dues	12,114.90			12,114.90
Elkhorn Village Repair & Maintenance	55.00			55.00
Total Elkhorn Village Units	\$ 12,169.90	\$ 0.00	\$ 0.00	\$ 12,169.90
Hi Country Motel - Rent paid for facilities		122,850.00		
Silvercreek - Expenses				
Silvercreek - Operations			42,133.07	42,133.07
Silvercreek - Rental Expense			135,060.48	135,060.48
Total Silvercreek - Expenses	\$ 0.00	\$ 0.00	\$ 177,193.55	\$ 177,193.55
Total Managed Rental Costs	\$ 12,169.90	\$ 122,850.00	\$ 177,193.55	\$ 312,213.45
Total Expenses	\$ 12,169.90	\$ 122,850.00	\$ 177,193.55	\$ 312,213.45
Net Operating Income	-\$ 1,794.90	-\$ 58,989.00	\$ 1,942.72	\$ 1,942.72
Net Income	-\$ 1,794.90	-\$ 58,989.00	\$ 1,942.72	\$ 1,942.72



Prepared on
July 3, 2024

BLAINE COUNTY HOUSING AUTHORITY

Unpaid Bills Report

All Dates

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Ann Sandefer				
Ann Sandefer	06/21/2024	06212024	Services 06/14/24 - 06/21/24	\$840.00
Total for Ann Sandefer				\$840.00
<hr/>				
Ballard Spahr LLP				
Ballard Spahr LLP	06/17/2024	20240602817	Inv 20240602817	\$1,023.75
Total for Ballard Spahr LLP				\$1,023.75
<hr/>				
Briana Zak				
Briana Zak	06/17/2024	7	Inv 7	\$1,995.00
Total for Briana Zak				\$1,995.00
<hr/>				
FM PROPERTY MANAGEMENT				
FM PROPERTY MANAGEMENT	05/31/2024	1112	Inv 1112	\$4,016.72
Total for FM PROPERTY MANAGEMENT				\$4,016.72
<hr/>				
KETCHUM COMPUTERS				
KETCHUM COMPUTERS	05/31/2024	20425	Inv 20425	\$247.50
KETCHUM COMPUTERS	06/17/2024	20465	Inv 20465	\$270.00
Total for KETCHUM COMPUTERS				\$517.50
<hr/>				
WHITE PETERSON				
WHITE PETERSON	05/31/2024	163337	Acct 26880-000M Stmt 163337	\$1,620.00
Total for WHITE PETERSON				\$1,620.00
				\$10,012.97

Approved by:

_____ Date _____
Name, Title

Signature

_____ Date _____
Name, Title

Signature

Ann Sandefer
Contract for Service Invoice

Total Hours Worked: 24.00
Hourly Rate: \$35.00
Total Due (From BCHA): \$840.00

Signature: Ann Sandefer **Date:** 6/21/2024
Approval: _____ **Date:** _____
Date: 6/14/2024 6/17/2024 6/21/2024

Contracted Duties:	Hours Worked:	Hours Worked:	Hours Worked:	Hours Worked:	Hours Worked:	Hours Worked:	Hours Worked:	Hours Worked:
Undertake BCHA Homeowner compliance with deed restrictions at least one time per year; recertify the eligibility of BCHA renters/landlords	5.50	5.50	5.00					
Compliance updates with Carissa-City of Ketchum								
Train New Program Administrator in the duties listed within the Program Administrator's duties and responsibilities								
Provide support to the Program Administrator as appropriate.								
Daily Totals (All Tasks):	8.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00
Other Tasks Performed (Please List, as needed)	2.50	2.50	3.00	0.00	0.00	0.00	0.00	0.00
Homeowner Capital Improvement Forms								
Email	0.50	0.50						
Compliance review with legal								
Emails-Compliance and re-certification	2.00	2.00	3.00					
Non-compliant owners research								
Non-compliant owner letters								
Non-compliant landlords research letters								
Non-compliant renters research and letters								
Lunch and learn								

We would like to request that payments be made either by WIRE or ACH. Please see our payment options below.

Account Wiring and ACH Instructions:

Bank: PNC Bank, Philadelphia
Address: 1600 Market Street, Philadelphia, PA 19103
ABA# : 031 0000 53
Account Name: Ballard Spahr LLP
Account Number: 85-3131-7345
SWIFT Code: PNCCUS33 (only needed for international wires)

For your convenience, we now offer a secure online invoice payment link which gives you the flexibility to pay online and monitor all payments made to Ballard Spahr.

Online Secure Payer Express Link – ACH Payments

<https://ww2.payerexpress.com/ebp/BallardSpahr/Login/Index>

If you are unable to pay electronically, please remit payment to our new lockbox address.

Check Remittance Lockbox Address:

Ballard Spahr LLP
P O Box 825470
Philadelphia, PA 19182 5470

If you have any questions or need assistance, please call us at 215-864-8350 or email directly at clientaccounts@ballardspahr.com.



Carissa Connelly
A93A11BC6D23474...

TAX IDENTIFICATION NO: 23-0382195

1909 K Street, NW
12th Floor
Washington, DC 20006-1157
Tel 202.661.2200
Fax 202.661.2299

CARISSA CONNELLY
Blaine County Housing Authority (Idaho)
P.O. Box 2315
191 Fifth St. W.
Ketchum, ID 83340

June 17, 2024
Invoice No. 20240602817

Client: Blaine County Housing Authority (Idaho) (087249.00)
Matter: Regulatory Advice (00421445)

FOR PROFESSIONAL SERVICES RENDERED through May 31, 2024

INVOICE SUMMARY

Professional Fees	\$1,365.00
Less 25.0% Discount	(\$341.25)
Net Fees	\$1,023.75
Total Invoice Amount	\$1,023.75

087249.00 - 00421445
Mary G. Folwell

June 17, 2024
Invoice No. 20240602817

Professional Services

Date	Attorney	Description	Hours	Amount
05/01/24	Folwell,M.G.	Teleconference re: excluding applicant based upon employment and preferences and disabled applicants	0.80	728.00
05/03/24	Folwell,M.G.	Research source of income discrimination (0.6); draft e-mail re: policies to C. Connelly (0.1)	0.70	637.00
Total Fees			1.50	\$1,365.00
Less 25.0% Discount				(\$341.25)

Summary of Professional Fees

Attorney	Billed Hours	Billed Rate	Billed Amount
Folwell,M.G.	1.50	910.00	1,365.00
Total Fees	1.50		\$1,365.00
Less 25.0% Discount			(\$341.25)

Ballard Spahr LLP

TAX IDENTIFICATION NO: 23-0382195

1909 K Street, NW
12th Floor
Washington, DC 20006-1157
Tel 202.661.2200
Fax 202.661.2299

CARISSA CONNELLY
Blaine County Housing Authority (Idaho)
P.O. Box 2315
191 Fifth St. W.
Ketchum, ID 83340

June 17, 2024
Invoice No. 20240602817

Client: Blaine County Housing Authority (Idaho) (087249.00)
Matter: Regulatory Advice (00421445)

FOR PROFESSIONAL SERVICES RENDERED through May 31, 2024

REMITTANCE ADVICE

Professional Fees	\$1,365.00
Less 25.0% Discount	(\$341.25)
Net Fees	\$1,023.75
Total Invoice Amount	\$1,023.75

For billing inquiries please send an email to CB@ballardspahr.com

Our Preferred Method for payment is ACH or Wire Transfer
<https://ww2.payerexpress.com/ebp/BallardSpahr/Login/Index>

For Payment by US mail:

Ballard Spahr LLP
P O Box 825470
Philadelphia, PA 19182 5470
Tel 202.661.2200

ACH and Wire Payment Instructions

Bank: PNC Bank, NA
1600 Market Street, Philadelphia, PA 19103
ABA No.: 031 0000 53
Account No.: 85-3131-7345
Account Name: Ballard Spahr LLP

Due and Payable Within 30 Days

Carissa Connelly
A93A11BC6D23474...

Briana Zak

316 Rio Vista Blvd.
McCall, ID 83638
(208)315-7649

Invoice

Date of Invoice: 6/17/24

For Service Provided from: 6/1/24-6/16/24

Invoice for

Blaine County Housing Authority
P.O. Box 4045
Ketchum, ID 83340

Invoice

7

Date	Start	End	Total Hours
3-Jun	8:00	11:30	3:30
3-Jun	12:30	17:00	4:30
4-Jun	9:00	12:00	3:00
4-Jun	13:00	17:00	4:00
4-Jun	18:30	19:30	1:00
5-Jun	9:00	12:00	3:00
5-Jun	13:00	18:00	5:00
6-Jun	13:30	15:30	2:00
7-Jun	12:00	12:30	0:30
9-Jun	19:30	20:30	1:00
10-Jun	8:15	9:15	1:00
11-Jun	11:00	11:15	0:15
12-Jun	17:15	17:45	0:30
14-Jun	11:00	11:30	0:30
14-Jun	16:00	19:30	3:30
			0:00
			0:00

Total Hours 33:15

Hourly Rate \$ 60.00

Total Due \$ 1,995.00

Year to Date

Total \$ 20,265.00

Carissa Connelly

A93A11BC6D23474...



INVOICE

FM Property Management
 PO Box 1825
 Hailey, ID 83333
 208-450-1067
 freddy@fmpropertymngmt.com
 www.fmpropertymngmt.com

INVOICE 1112
 DATE 6/25/2024
 BILL THROUGH DATE 5/31/2024
 TERMS DUE ON RECEIPT
 DUE DATE 6/25/2024
 INVOICE CURRENCY USD

INVOICE

BILL TO

Attn: Accounts Payable
 SILVERCREEK LIVING LLC
 31 E. MCKERCHERT BLVD
 HAILEY, ID 83333
info@bcoha.org
cconnelly@ketchumidaho.org

Date	Description	Hrs	Rate	Amount
5/6- 5/10	Install new floor, maintenance, mowed lawn	23	\$40.00	\$920.00
5/13- 5/17	maintenance duties, mowed lawn	23	\$40.00	\$920.00
5/20- 5/24	maintenance duties, mowed lawn	23	\$40.00	\$920.00
5/27- 5/31	Install new floor, maintenance, mowed lawn	23	\$40.00	\$920.00
Subtotal:		92		\$3,680.00

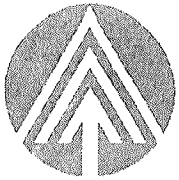
Reimbursable Expenses	Qty	Rate	Amount
Materials	1	\$336.72	\$336.72
Subtotal:	1		\$336.72

BALANCE DUE \$4,016.72

For any questions please contact Freddy Monjaras at 1-208-450-1067.

TERMS: DUE ON RECEIPT OF INVOICE. We appreciate your business.

Have a great day!



AC HOUSTON
LUMBER COMPANY
"Lumbermen Since 1884"

A.C. Houston Lumber
PO Box 2236
320 N. Lewis Drive
Ketchum ID 83340
208-726-5616
Fax: 208-726-5673

CUSTOMER COPY



INVOICE

2405-734900 PAGE 1 OF 1

SOLD TO
Cash Sales

JOB ADDRESS
FREDY MONJARAS/

ACCOUNT	JOB
CASH	0
SOLD ON	5/14/2024 11:42:17 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	A18
CASHIER	516
SALESPERSON	
ORDER ENTRY	

Thank you we appreciate your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
6	CD	0388405	BULB LED 90W PAR38 E26 1000L3K		Y	8.9900	CD	53.94
		AL: US DEBIT SALE: 58.26 Entry Mode: CHIP AID: A0000000980840 PS: PIN Bypassed						

Payment Method(s)

Visa 58.26 #####1741 437557

Ketchum 8.00%	SubTotal	53.94
	Sales Tax	4.32
	Deposit	
Please Pay This Amount		58.26

Terms: A Finance Charge of 1.5% per month (18% annual) will be applied to past due balances.

Signature _____

**921 AIRPORT WAY
HAILEY, ID 83333
PHONE: (208) 788-3333**

SOLD TO: FM PROPERTY MGNT
2448 WINTERHAVEN DR
PO BOX 1825
HAILEY ID 83333
208-450-1067

CUST NO: 1386
TERMS: NET 10TH
APPLY TO: SILVERCREEK
REFERENCE: PO # SILVERCREEK
JOB NO: 000

DATE: 5/15/24
CLERK: JAC
SALESPERSON:
TAX: 001 DEFAULT TAX CODE
TIME: 12:46
TERMINAL: 552

SHIP TO:

DUE DATE: 6/10/24

INVOICE: F70961

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
1	1	EA	41081	TBNG CPPR TYP L 3/4"X10'	1		5.59	/EA	5.59	*
2	1	EA	3215381	PLUG GROUND 2PL 3WR 30A	1	13.99	12.871	/EA	12.87	C
3	1	EA	24995	FLUX LIQUID 3OZ ACID	1	9.99	9.191	/EA	9.19	C

** PAID IN FULL **

29.31

TAXABLE 27.65
NON-TAXABLE 0.00
SUBTOTAL 27.65

(FREDDY MONJURAS)

TAX AMOUNT 1.66

29.31 **TOTAL 29.31**



MID: ***6258

BANKCARD PAYMENT
BKCRD# XXXXXXXXXXXX1741

TOT WT: 5.30
APP: 806797

XR: 570961

X _____
Received By



921 AIRPORT WAY
HAILEY, ID 83333
PHONE: (208) 788-3333

SOLD TO: FM PROPERTY MGNT
2448 WINTERHAVEN DR
PO BOX 1825
HAILEY ID 83333
208-450-1067

CUST NO: 1386
TERMS: NET 10TH
APPLY TO: SILVER CREK
REFERENCE: PO # SILVER CREK
JOB NO: 000

DATE: 5/4/24
CLERK: NB
SALESPERSON:
TAX: 001
TIME: 8:52
TERMINAL: 552
DEFAULT TAX CODE

SHIP TO:

DUE DATE: 6/10/24

INVOICE: F63568

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
1	3	EA	6139984	ACTION PACKER TOTE 8GAL	3	39.99	36.791	/EA	110.37	C

** PAID IN FULL **

116.99

TAXABLE	110.37
NON-TAXABLE	0.00
SUBTOTAL	110.37

(FREDDY MONJURAS)

TAX AMOUNT 6.62

TOTAL 116.99

116.99

BANKCARD PAYMENT
BKCRD# XXXXXXXXXXXXX1741



MID: ***6704

TOT WT: 4.05
APP: 988008

XR: 563568

X _____
Received By



A.C. Houston Lumber
 PO Box 2236
 320 N. Lewis Drive
 Ketchum ID 83340
 208-726-5616
 Fax: 208-726-5673

CUSTOMER COPY



INVOICE

2406-743232 PAGE 1 OF 1

SOLD TO
FM PROPERTY MANAGEMENT SERVICES PO BOX 1825 HAILEY ID 83333

JOB ADDRESS
FM PROPERTY MANAGEMENT SERVICES PO BOX 1825 HAILEY ID 83333 208.450.1067

ACCOUNT	JOB
11001116	0
SOLD ON	6/3/2024 1:41:57 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	A16
CASHIER	511
SALESPERSON	
ORDER ENTRY	

Thank you we appreciate your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	640131	5 GAL PLASTIC BUCKET		Y	7.9900	EACH	7.99
1	EACH	920067	2" IPG MASK TAPE BLUE		Y	11.9900	EACH	11.99
1	EACH	930037	2" WOOSTER BRUSH		Y	4.7900	EACH	4.79
2	EACH	105204	2X4-8 1&BTR FIR/LARCH S-DRY		Y	1080.0000	MBFT	11.52

Payment Method(s) Buyer: RAMON

Visa 39.19 #####1741 287816

Ketchum 8.00%	SubTotal	36.29
	Sales Tax	2.90
	Deposit	
Please Pay This Amount		39.19

Terms: A Finance Charge of 1.5% per month (18% annual) will be applied to past due balances.

Signature RAMON

IDAHO LUMBER & ACE HARDWARE

**921 AIRPORT WAY
HAILEY, ID 83333
PHONE: (208) 788-3333**

SOLD TO: FM PROPERTY MGNT
2448 WINTERHAVEN DR
PO BOX 1825
HAILEY ID 83333
208-450-1067

CUST NO: 1386
TERMS: NET 10TH
APPLY TO: DONATION
REFERENCE: PO # DONATION
JOB NO: 000

DATE: 6/1/24
CLERK: NB
SALESPERSON:
TIME: 9:15
TERMINAL: 552
TAX: 001 DEFAULT TAX CODE

SHIP TO:

DUE DATE: 7/10/24

INVOICE: F81360

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION	
1	3	EA	248DF	FIR 2X4-8' #1&BTR SELECT STRUC	3	6.13	5.642	/EA	16.93	C
2	1	EA	448DF	FIR 4X4-8' #2&BTR S4S KD	1	21.36	19.656	/EA	19.66	C
3	1	EA	CDX4812	CDX PLYWOOD 4X8'-1/2" (15/32)	1	31.06	28.579	/EA	28.58	C

** PAID IN FULL **

69.08

TAXABLE 65.17
NON-TAXABLE 0.00
SUBTOTAL 65.17

(FREDDY MONJURAS)

TAX AMOUNT 3.91

TOTAL 69.08



MID: ***6258

BANKCARD PAYMENT
BKCRD# XXXXXXXXXXXX1741

TOT WT: 0.00

APP: 510773

XR: 581360

69.08 X Received By

ELECTRICAL WHOLESALE

(I)SUPPLY CO., INC.

"Friends Serving Friends"

EWSCO SUN VALLEY BRANCH 12
1910 ELECTRA LANE
HAILEY, ID 83333
208-788-1819 Fax 208-788-4152

Order #: S5767093.002
P/O # : Silvercreek
Printed: 11:47:19 05 JUN 2024
Page # : 1 of 2

Sold To:
FM PROPERTY MGMT LLC. COD
P.O. BOX 1825
2448 WINTERHAVEN DR.
HAILEY, ID 83333
** C.O.D. ** C.O.D. ** C.O.D. **

Ship To:
FM PROPERTY MGMT LLC. COD
P.O. BOX 1825
2448 WINTERHAVEN DR.
HAILEY, ID 83333

Ordered by	Order Date	Ship Date	Ship Via	Warehouse
Freddie	06/05/24	06/05/24	CUSTOMER P/U	Shp 12 Prc 12

Writer	Salesperson	Reference #	Freight Allowed
Rick Bradshaw (SV)			No

Ordered	Shipped	Product Description	Unit Price	Net Amount
5ea	5ea	ALLIED P116-OW 16CU.IN CUT-IN BOX Loc: 02-A-02 Pn: 08533924915	3.190	15.95
12ea	12ea	P&S TP26-W WHT 1G GFCI/DECOR PLATE Loc: 05-A-04 Pn: 78500727511	0.470	5.64
1ea	1ea	ON-Q WP3410-WH BLANK DECORA INSERT Loc: SR-SW-01 Pn: 80442802447	0.950	0.95

SUBTOTAL	22.54
SALES TAX	1.35

Invoice Amount	23.89
Less discount taken	-0.45
Amount paid today - Payment # S5767093.001	-23.44

** AMOUNT DUE ** 0.00

*** Continued on Next Page ***

ELECTRICAL WHOLESALE

(U) SUPPLY CO., INC.

"Friends Serving Friends"

EWSCO SUN VALLEY BRANCH 12
1910 ELECTRA LANE
HAILEY, ID 83333
208-788-1819 Fax 208-788-4152

Order #: S5767093.002
P/O # : Silvercreek
Printed: 11:47:19 05 JUN 2024
Page # : 2 of 2

Sold To:

FM PROPERTY MGMT LLC. COD
P.O. BOX 1825
2448 WINTERHAVEN DR.
HAILEY, ID 83333

Ship To:

FM PROPERTY MGMT LLC. COD
P.O. BOX 1825
2448 WINTERHAVEN DR.
HAILEY, ID 83333

** C.O.D. ** C.O.D. ** C.O.D. **

Ordered by	Order Date	Ship Date	Ship Via	Warehouse
Freddie	06/05/24	06/05/24	CUSTOMER P/U	Shp 12 Prc 12

Writer	Salesperson	Reference #	Freight Allowed
Rick Bradshaw (SV)			No

Ordered	Shipped	Product Description	Unit Price	Net Amount
---------	---------	---------------------	------------	------------

***** Credit Card Information *****

*
 * Merchant ID# : 496516170883 TimeMDT/Date: 11:47:19 05 JUN 2024 *
 * Card Number : 1741 Card Type:
 * Card Holder : FM PROPERTY MGMT LLC Auth Code: 925316 *
 * Charge Amount: \$23.44 Charge Date: 06/05/2024 *
 *
 *
 * Signature : _____ *
 *
 * I agree to pay above total amount according to card issuer agreement.*

Filled by _____ Checked by _____ Pieces _____

Customer Signature: _____ Date: ___/___/___

I HEREBY ACKNOWLEDGE CONDITIONS OF SALE AND RECEIPT OF LISTED GOODS.
The material specified herein has been carefully counted, checked and packed.
No claim for shortage or breakage will be considered unless made within 10 days
after receipt of goods and accompanied by this memorandum. Return subject to
20% restocking charge.
Terms <https://customers.electricalwholesale.com/index.jsp?path=tos>

Carissa Connelly
A93A11BC6D23474...

Invoice



P.O. Box 5186
Ketchum, ID 83340

Date	Invoice #
6/1/2024	20425
Terms	Due Date
	6/1/2024

Bill To
Blaine County Housing Authority

Federal Tax ID: 26-1671669

billing@ketchumcomputers.com
--

Date	Employee	Description	Quantity	Rate	Amount
5/31/2024	Mandeville	Monthly Workstation Maintenance	5	49.50	247.50

Total	\$247.50
--------------	----------

Carissa Connelly
A93A11BC6D23474...

Invoice



P.O. Box 5186
Ketchum, ID 83340

Date	Invoice #
6/17/2024	20465
Terms	Due Date
	6/17/2024

Bill To
Blaine County Housing Authority

Federal Tax ID: 26-1671669

billing@ketchumcomputers.com

Date	Employee	Description	Quantity	Rate	Amount
6/3/2024	Mandeville	Share Mailbox setup.	0.5	180.00	90.00
6/12/2024	Mandeville	Mailbox access for Bri while Thecla is out of town. Convert AP shared mailbox to full mailbox and share finance folder.	1	180.00	180.00

Total	\$270.00
--------------	----------

WHITE PETERSON

DocuSigned by:

Carissa Connelly

A93A11BC6D23474...

Compliance - Contract Labor

ATTORNEYS AT LAW

CANYON PARK AT THE IDAHO CENTER
 5700 EAST FRANKLIN ROAD, SUITE 200
 NAMPA, IDAHO 83687
 TEL (208) 466-9272
 FAX (208) 466-4405
 FED ID # 82-0309660

Blaine County Housing Authority
 c/o Carissa Connelly
 P.O. Box 4045
 Ketchum ID 83340

Page: 1
 05/31/2024

Account No: 26880-000M
 Statement No: 163337

Attn: Carissa Connelly

General Counsel

Previous Balance Pd 05/23/24 ck #1091 \$1,640.00

Fees

			Hours	
05/07/2024	MAJ	Attended and presented for Board legal training.	1.80	
	HP	BCHA training attendance, transmission of AG Manuals to Board members. NO CHARGE	1.40	
05/08/2024	MCE	Emails from MAJ and Carissa re new issue; voicemail to Carissa to discuss; review emails and docs from past work on Pharris, listen to board meeting from denial on 1/10/24.	0.70	
05/10/2024	MCE	Meeting via zoom with BCHA staff and board; discuss tasks and notes; review files discussed for further action. NO CHARGE	0.80	
	MAJ	Teams meeting w/ MCE, HP, and BCHA team re projects status and items	1.00	
	HP	Review & retention of documents re: BCHA non-compliance. NO CHARGE	0.60	
	HP	Meeting with BCHA staff, MAJ, & MCE re: ongoing projects/issues. NO CHARGE	0.70	
05/13/2024	HP	Contact w/ BCHA staff re: meeting scheduling for ongoing legal matters. NO CHARGE	0.10	
05/14/2024	HP	Coordinating signatures & preparing injunctive complaint pleadings.	0.50	
	HP	Update to attorney task list re: next steps in compliance matters. NO CHARGE	0.20	
	MAJ	Internal team meeting w/ MCE and HP to discuss background on projects, further handling and status. NO CHARGE	0.70	n/c
05/15/2024	HP	Meeting scheduling re: Heatly matters. NO CHARGE	0.10	
	HP	Email to BCHA staff re: status update after internal meeting. NO CHARGE	0.10	
	MAJ	Review and quick response to T. Campbell re quorum/noticing question	0.10	
05/17/2024	HP	Meeting scheduling re: ongoing legal matters. NO CHARGE	0.10	

Blaine County Housing Authority

05/31/2024

Account No: 26880-000M
Statement No: 163337

General Counsel

		Hours	
05/21/2024	MCE	Emails with board and staff regarding public hearings and publication; edit hearing notice; review board policy for any requirements.	0.40
05/22/2024	MAJ	Review and email response to team re noticing meetings versus workshops versus quorum present; coordination with MCE	0.30
05/24/2024	HP	Meeting rescheduling re: BCHA ongoing matters. NO CHARGE	0.10
05/28/2024	HP	Email review, document retention, & update to attorney task list re: rent over-charging NO CHARGE	0.10
	MCE	Review and edit Notice to Vacate; email to Carissa.	0.40
		For Current Services Rendered	9.50 <u>1,620.00</u>
	Total Current Work	Actual amount due this pay period	1,620.00
	Balance Due		<u><u>\$3,260.00</u></u>

Please include account number 26880.000 on your remittance.

A finance charge of 1.5% per month, compounded monthly, (19.6% Annual Percentage Rate) is charged on any balance remaining after the last day of the month in which the statement is sent, unless other arrangements have been made.



BLAINE COUNTY HOUSING AUTHORITY

Wednesday, June 12, 2024, 12:00 PM
191 5th St. West, Ketchum, Idaho 83340

MEETING MINUTES

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Board Meetings via live stream.

You will find this option on our website at www.ketchumidaho.org/meetings.

If you would like to comment on a public hearing agenda item, please select the best option for your participation:

- Join us via Zoom (please mute your device until called upon)
Join the Webinar: <https://zoom.us/j/92594802380>
Webinar ID: 92594802380
- Address the Board in person at Ketchum City Hall or the Merriweather Building in Hailey dependent upon the meeting location.
- Submit your comments in writing at info@bcoha.org (by 8am the day of the meeting)

This agenda is subject to revision. All revisions will be underlined.

CALL TO ORDER: By Board Chairman Keith Perry **(00:00:15 in video)**

ROLL CALL: Pursuant to Idaho Code Section 74-204(4), all agenda items are action items, and a vote may be taken on these items. **(00:00:18 in video)**

Keith Perry (online) – Chair

Sarah Seppa (online) – Vice Chair

Jennifer Rangel (online) – Commissioner

Ana Torres (not present) – Commissioner

Nancy Mendelsohn (online) – Commissioner

Mason Frederickson (not present) – Treasurer

COMMUNICATIONS FROM BLAINE COUNTY HOUSING AUTHORITY BOARD: Communications from the Board of Directors (00:02:35 in video)

1. Public Comments submitted. (00:03:02 in video)

COMMUNICATIONS FROM THE LIAISONS: Updates from the Liaisons on their jurisdictions (00:03:09 in video)

2. Liaison Reports. (00:03:11 in video)

COMMUNICATIONS FROM THE STAFF: Updates from the Staff. (00:03:30 in video)

3. Staff Updates – Housing Director Carissa Connelly (00:03:36 in video)

CONSENT AGENDA:

ALL ACTION ITEMS - The Board is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately. (00:08:48 in video)

4. UPDATED: Financials for May 2024 to be approved BCHA Board July 2024 Meeting – Staff
5. Recommendation to approve meeting minutes for May 8, 2024 – City of Ketchum Clerk Trent Donat
6. Recommendation to approve Grievance Hearing minutes for May 28, 2024 – City of Ketchum Clerk Trent Donat
7. Recommendation to approve updated contract for services with Briana Zak – Housing Director Carissa Connelly

Agenda item #4 pulled for discussion, contract for Jenna Elliot discussed as not to exceed the BCHA contract limit and an agenda item for moving the BCHA Board Meetings to the third Wednesday for July meeting. (00:08:48 in video)

Recommendation to approve the Consent Agenda (00:14:39 in video)

Mover: Sarah

Second: Jenni

Ayes: UNANIMOUS

NEW BUSINESS:

8. Mission Moment – Contractor Courtney Noble and Program Administrator Frances Solano (00:15:14 in video)

ADJOURNMENT: (00:17:11 in video)

Recommendation to ADJOURN (00:17:21 in video)

Mover: Jenni

Second: Keith

Ayes: UNANIMOUS



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Motion:

I move to approve amended EPS contract.

Reasons for Recommendation:

- Understanding and adoption of the Employee Generation Nexus Study by local governments and stakeholders is key to it's success.
- Staff requested additional stakeholder engagement to ensure alignment across stakeholders as well as regular check-ins with BCHA, Wood River Land Trust, and Sun Valley Economic Development.
- These additional asks increase time and costs for EPS's work.

Policy Analysis and Background:

GOAL 2: RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES HOUSING
 OBJECTIVE 1. RECOMMEND POLICIES TO PROMOTE HOUSING AT THE LOCAL LEVEL
 OBJECTIVE 2: SERVE AS A SIGNLE SOURCE OF HOUSING DATA, HOUSING NEEDS, HOUSING LISTS TO SUPPORT DATA-DRIVEN DECISION MAKING, ACTION AND INVESTMENTS

GOAL 4: INFORM, ENGAGE, COLLABORATE
 OBJECTIVE 5. SERVE AS THE HUB FOR REGIONAL HOUSING DATA

Background
 New residential and commercial developments sometimes create jobs, then exacerbate the need for local community housing— three relevant studies demonstrate this precedence: the 2002 Blaine County Residential Job Generation Study, the 2023 Land Use and Employee Generation Study for Teton County Idaho, and the Affordable Housing Nexus Study completed by the Town of Jackson and Teton County, Wyoming.

The nexus between development, employee generation, and housing has not been studied in Blaine County for 21 years, since 2002. Now, the Blaine County Housing Foundation (BCHF)—the fiscal sponsor of the Blaine County Housing Authority (BCHA) — seeks funding to clarify the nexus and use the data to advise

planning and zoning efforts, build consensus across jurisdictions, and educate the community and stakeholders so that there's better understanding of – and support for – policy, zoning, and program changes.

While many community housing solutions require funding to develop, buy-down, or subsidize units, planning and zoning laws and policies can efficiently and inexpensively increase local supply using market development. The BCHA and WRLT will leverage the nexus study findings to advise beneficial planning and zoning efforts, regional coordination and community education.

After BCHA's budget development and approval, stakeholder feedback emphasized the need to increase housing-related education efforts and data-informed decision-making of local governments.

The goals of the Employee Generation Nexus Study are as follows:

1. To advise planning and zoning ordinances, negotiations, and decisions.
2. To build consensus between community partners on the impact of commercial and residential development on needed community housing units in Blaine County.
3. To inform public-facing education with data on the impact that new commercial and residential development has on the number of community housing units needed countywide.

Reasoning for amended EPS Contract

To further goals 1 and 3, staff requested bi-weekly meetings with EPS, Wood River Land Trust, and Sun Valley Economic Development. This provides these three stakeholders more opportunities to provide feedback on the report. To further goal 2, staff also requested EPS respond directly to stakeholder feedback – given their technical expertise on the subject matter.

The updated workscope adds the following:

- +\$2,500 for biweekly meetings
- +\$3,500 for two meetings with local planners, one meeting with the Implementation Partners, and one additional meeting with stakeholders
- +\$1,500 additional revisions to report and powerpoint, given additional stakeholder input

To these ends, the updated workscope adds \$7,500 to the original budget, bringing the total to \$38,300. The Spur Community Fund provided a grant for \$25,800 and Wood River Land Trust has covered \$2,500, leaving \$2,500 from BCHA's budget. The Wood River Land Trust could potentially split the increase as well.

Attachments:

1. Resolution 2024-21
2. Redlined workscope
3. Amended contract + workscope

RESOLUTION 2024-21
BEFORE THE BOARD OF COMMISSIONERS
OF THE BLAINE COUNTY HOUSING AUTHORITY
BLAINE COUNTY, IDAHO

A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS
AUTHORIZING AMENDING THE CONTRACT FOR SERVICES WITH ENVIRONMENTAL & PLANNING SYSTEMS INC.

WHEREAS, BCHA’s 2022 Strategic Plan includes serving as a hub for regional housing data and recommending policies to promote community housing; and

WHEREAS, the BCHA administrative staff recognize a knowledge and data gap of the impact of market development on need for community housing; and

WHEREAS, Environmental & Planning Systems Inc. has extensive experience in generating nexus studies of employee generation in mountain communities; and

WHEREAS, two local governments are beginning the process of updating their comprehensive plans which would be better informed with adequate data; and

WHEREAS, greater community and stakeholder engagement is needed than anticipated to ensure buy-in; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

Section 1. The Blaine County Housing Authority Board of Commissioners approves amending the Agreement for Consulting Services with EPS.

Section 2. The Blaine County Housing Authority Board of Commissioners authorizes the BCHA administrative staff to manage such contract and promote the report’s findings.

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair

Work Program

Land Use and Employee Generation Study Blaine County, Idaho

The Blaine County Housing Authority (BCHA) in partnership with the Wood River Land Trust, is seeking to understand and quantify the impacts that new commercial and residential development has on demand for affordable, workforce housing in the region through the preparation of an employee generation nexus study. This analysis will occur against the backdrop of the preparation of a Regional Vision for growth and change, which is underway. The Regional Vision addresses a range of important regional issues such as traffic, water quality, land use, and affordable housing. The goal of the employee generation study is to provide data to support informed discussions about land use decisions and their impacts on the need for affordable workforce housing.

The following work program outlines the technical and analytical tasks required to respond to this question but stops short of identifying mitigation program parameters. Rather, the information may be used to inform annexation and entitlement negotiations and discretionary decisions.

Note that this work program does not anticipate any targeted stakeholder outreach with members of the community or developers active in the region.

Tasks

Task 1: Project Initiation and Ongoing Project Management

(approx. budget: ~~\$2,000~~\$4,500)

This task includes an initial meeting to kick-off the study, introduce the team, and review the study objectives. EPS will review background materials prior to the kick-off meeting (housing needs study, etc.). During the meeting, we will finalize the scope, schedule, and timing of key deliverables, and begin a discussion about the study's data needs. We will aim to start establishing concurrence around key assumptions:

- Market-rate residential and nonresidential land use categories
- Household incomes of new market-rate, residential development
- Nonresidential employment density assumptions

Ongoing project management includes biweekly meetings between EPS and BCHA and Wood River Land Trust staff members. The purpose of the meetings is to share results of the study and receive feedback, as well as coordinate community engagement efforts.

Task 2: Residential Employee Generation

(approx. budget: \$13,000, includes purchase of IMPLAN data for Blaine County, ID)

This task is focused on quantifying the impact of new, market-rate residential development on the need for affordable, workforce housing in the County. Since home types and sale prices vary across the County, EPS will evaluate the employee generation impacts by distinct market area:

Ketchum, Sun Valley, Hailey, Bellevue, Carey, and the rest of the County. For each market area, the following subtasks are involved:

- Identify market-rate residential development land use categories (e.g., single family detached, single family attached, multifamily)
- Resident spending and employee generation
- Employee households and income categories
- Summary of employee generation impacts

Task 3: Nonresidential Nexus Study

(approx. budget: \$8,000)

This task is focused on quantifying the impact of new, nonresidential development on the need for affordable, workforce housing in the County. The following subtasks are involved:

- Identify nonresidential land use categories
- Job density and employee generation
- Employee households and income categories
- Summary of employee generation impacts

Task 4: Summary PowerPoint and Presentation

(approx. budget: \$5,000)

EPS will summarize the results of the analysis into a PowerPoint format slide deck and present the study results at up to three (3) in-person public meetings during the course of one 3-day/2-night trip. Travel costs (current estimate of \$2,000) are included in the above referenced budget and include travel (round-trip flight from the Bay Area), accommodations, and meals.

Task 5: Stakeholder Engagement on Assumptions and Draft Report

(approx. budget: \$3,500)

Community engagement includes preparation and presentation for two (2) meetings with local planners to review assumptions for the nexus study and review preliminary study results. This task also includes presentation at one (1) Implementation Partner Meeting to present assumptions for the nexus study. Lastly, Task 5 includes an additional (1) meeting with local stakeholders to review preliminary results and respond to questions.

Task 6: Additional Revisions to the Report and Summary PowerPoint

(approx. budget: \$1,500)

In addition to a consolidated round of comments from the client team for the report and the summary powerpoint, EPS anticipates additional revisions to the report and summary powerpoint based on stakeholder and community feedback leading up to the final community presentation. In the event that minor edits (e.g., labeling, additional footnote requests) arise from the in-person public meetings, EPS is available to make those changes.

Study Deliverables

- Draft and final versions of the Nexus Study. The Study will combine the results of Tasks 3 and 4. Following submittal of the Draft Nexus Study, EPS will incorporate one-round of consolidated comments from the client team and produce the Final Nexus Study.
- Draft and final versions of the PowerPoint presentation slide deck. Following submittal of the draft slide deck, EPS will incorporate one-round of consolidated comments from the client team and produce the final slide deck.

Budget and Schedule

- EPS anticipates that this work may begin in early 2024
- Study duration: approx. 3 mos.
- The previous budget was \$30,800, including contingency. The recommended budget addition, given additional work that was not anticipated at the time of the original contract, is \$7,500, for a total of **\$38,300.**

AGREEMENT FOR CONSULTING SERVICES

EPS # 231068

1. Parties

The parties to this Agreement are:

CLIENTS: Blaine County Housing Authority (BCHA)

CONSULTANT: Economic & Planning Systems Inc.

2. Scope of Service

CONSULTANT shall prepare an employee generation nexus study for CLIENT in conformance with the Scope of Services attached as **Attachment B**.

3. Budget

CONSULTANT shall be entitled to fees and expenses set forth in **Attachment B** provided that CONSULTANT shall complete its work for a total authorization of \$38,300. CLIENT agrees that in the event of a delay or work stoppage of 90 days or more, EPS, in its sole discretion, may submit a revised budget to CLIENT for its approval and that the parties shall negotiate the terms of any such revised budget in good faith.

4. Payment

CONSULTANT shall be compensated in the manner indicated in **Attachment B**. Invoices are due and payable upon receipt. CONSULTANT may charge interest on the unpaid amount for invoices that are more than 30 days' delinquent.

5. Time for Performance

CONSULTANT shall commence work upon mutual approval of this agreement. Thereafter the work shall be completed as specified in **Attachment B** unless the time is extended by mutual agreement.

6. Standard Terms and Conditions

Attachment A is the Standard Terms and Conditions that are incorporated by reference as though set out in full.

7. Approved: Dated this 10th day of January, 2024.

8. Amended: Dated this 10th day of July, 2024.

--Signature page follows--

The Economics of Land Use



Economic & Planning Systems, Inc.
1330 Broadway
Suite 450
Oakland, CA 94612
510 841 9190 tel

Oakland
Sacramento
Denver
Los Angeles

www.epsys.com

Executed as of the day stated above.

Accepted:

Blaine County Housing Authority (BCHA)

Economic & Planning Systems Inc.
A California Corporation

Name, Title

Ashleigh Kanat, Principal

Signature

Attachment A

Standard Terms and Conditions for Consulting Services

1. Authority

Each party has full power and authority to enter into and perform this contract, and the person signing this contract on behalf of each has been properly authorized and empowered to enter into this contract. Each party further acknowledges that it has read this agreement, understands it, and agrees to be bound by it.

2. Independent Contractor

It is specifically understood and agreed that in the creation and performance of this Agreement, CONSULTANT is an independent contractor, and is not and shall not be construed to be an employee or agent of the CLIENT.

3. Insurance

CONSULTANT shall maintain the following insurance:

- 3.1. Workers Compensation as required by law.
- 3.2. General Liability insurance of \$2,000,000 each occurrence, \$4,000,000 general aggregate.
- 3.3. Auto Liability insurance of \$1,000,000, combined single limit for bodily injury and property damage, covering non-owned and hired autos only.
- 3.4. Errors and Omissions/Professional Services Liability insurance in the amount of \$2,000,000 per claim/aggregate.
- 3.5. Excess/Umbrella Liability insurance of \$1,000,000.

4. Personnel

CONSULTANT represents that it is an equal opportunity employer and has, or will secure at its expense, all personnel required in performing the services under this Agreement. All personnel engaged in the work shall be authorized or permitted under State and Local law to perform such services.

5. Interest of CONSULTANT

CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement.

6. Publication, Reproduction, and Use of Material

CLIENT may publish, distribute, or otherwise use any data, information, reports, or other materials prepared under this Agreement by CONSULTANT (CONSULTANT Work Product), in whole or in part, for purposes of this project. This authority does not apply to any computer models or software used or developed as a result of this contract, unless a separate agreement is signed concerning the disposition of such materials. CLIENT acknowledges that CONSULTANT Work Product was prepared by CONSULTANT solely for contemporaneous use by CLIENT for this Project and that it is not intended for use at any other time, location, purpose or by any other party. Accordingly, CLIENT shall not, without the prior written consent of CONSULTANT (which CONSULTANT may withhold in its sole discretion), (i) use CONSULTANT Work Product for purposes unrelated to the Project, (ii) modify CONSULTANT Work Product, or (iii) disclose or distribute any CONSULTANT Work Product to any other person, firm, or entity. CONSULTANT shall be entitled to indemnification by CLIENT, pursuant to paragraph 13 hereof, if CLIENT breaches this provision, in addition to all other available remedies at law or in equity.

7. Confidentiality

Any reports, information, or data given to or prepared or assembled by CONSULTANT under this Agreement shall not be made available to any individual or organization by CONSULTANT without the prior written approval of the CLIENT. CONSULTANT is entitled to retain copies of all data, working papers, interim documents, memoranda, and reports produced under this Agreement. However, nothing contained herein shall prevent the disclosure of such information if compelled by legal process, and in the event thereof, only after notice to CLIENT.

8. Amendments to the Contract

No amendment to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

9. Disputed Invoices

In the event that CLIENT disputes any item on an invoice, CLIENT shall notify CONSULTANT of this disputed item within five working days of receipt of the invoice. CLIENT will approve payment of items on an invoice that are not in dispute and CLIENT and CONSULTANT will proceed to negotiate or arbitrate the disputed items as specified elsewhere in this Agreement.

10. Audits and Inspections

On reasonable notice, CLIENT may inspect any books, records, or other materials that pertain directly to this Agreement.

11. Compensation for Testimony and Preparation Thereof

If any legal action is brought in connection with the Agreement, other than an action that is solely the result of the incompetence or malfeasance by CONSULTANT, by or against a third party, and CLIENT requests that CONSULTANT or a SUBCONSULTANT, (or if CONSULTANT or a SUBCONSULTANT is otherwise required) to testify, provide information, produce materials, or otherwise spend time on such action, then CLIENT shall pay CONSULTANT or SUBCONSULTANT for time expended at their standard rates then in effect, plus advance all related expenses and costs, including, but not limited to, reasonable attorneys' fees. Such compensation shall be in addition to the maximum charge for services defined in the Agreement.

12. Termination of Agreement

The CLIENT may, at its option, elect to cancel the contract at any time, by notice to CONSULTANT, on completion of any task described in the scope of services. In such event the CLIENT will pay to CONSULTANT the amount due by virtue of completion of the products therefore delivered. If such cancellation is not based on any claim of CONSULTANT default, such payment shall include any sums withheld pursuant to this Agreement. In addition, CONSULTANT shall be reimbursed (in addition to the payment) for that portion of the actual out-of-pocket costs not otherwise reimbursed under this Agreement previously incurred by CONSULTANT during the period of the Agreement, which are directly attributable to the incomplete portion of the services covered by this Agreement.

13. Indemnification/Limitation of Liability

- 13.1. CLIENT agrees to release, indemnify, hold harmless, and defend CONSULTANT and all of its partners, employees, agents, and representatives of all types from and against all claims, liability, loss, cost, damage, expense, or obligation, including, but not limited to reasonable attorneys' and experts' fees and costs, which any of them may hereafter incur, suffer, or be required to pay by reason of any actions in connection with this Agreement or the performance thereof except as to claims which are finally adjudicated or arbitrated to have resulted from the sole negligence or willful misconduct of CONSULTANT.
- 13.2. CLIENT agrees that CONSULTANT is not responsible for the identification of hazardous or toxic substances, waste or materials, or petroleum products and/or petroleum components or constituents and is not liable for any conditions that stem from contamination from hazardous or toxic substances, waste or materials, or petroleum products and/or petroleum components or constituents.

14. Nondiscrimination and Equal Opportunity

CONSULTANT and its SUBCONSULTANTS shall not unlawfully discriminate against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by CONSULTANT under this Agreement because of race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, age (over 40), gender, or gender orientation. CONSULTANT shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of CONSULTANT thereby.

15. Standard of Performance

All work performed by CONSULTANT for CLIENT pursuant to this Agreement shall be performed by qualified persons and shall be performed in accordance with standards of performance generally applicable to the work in the community in which the work is performed.

As in all projects of this type, the estimated results are based on the continued competent and efficient management by CLIENT. In addition, the conclusions reached by CONSULTANT are based on the assumption that no significant changes in project conditions will occur beyond those expressly discussed in CONSULTANT Work Product. CONSULTANT shall be able to rely on information provided to it by the CLIENT, and CONSULTANT shall have no responsibility to audit or otherwise verify such information.

16. Force Majeure

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of such party. Such acts shall include, but not be limited to, acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, power failures, earthquakes, or other disasters.

17. Arbitration and Attorneys' Fees

In the event of a dispute in any manner relating to or arising out of this Agreement, the parties shall meet, confer, and negotiate in good faith in an attempt to resolve the dispute. In the event the parties are unable to resolve the dispute themselves, the dispute shall be resolved through binding arbitration in Sacramento County, State of California, under the Construction Industry Arbitration Rules of the Judicial Arbitration and Mediation Services, Inc., (JAMS). In arbitrating any issue arising under this Agreement, the power and authority of the arbitrator shall include the power and authority to grant such equitable relief (including injunctive relief) as may be appropriate under the circumstances, in accordance with applicable law. The decision award of the arbitrator shall be

binding on the parties and shall be enforceable by judgment entered in a court having jurisdiction. In the event the arbitrator determines there is a prevailing party in the arbitration, the prevailing party shall recover from the losing party all costs of arbitration, including all fees of the arbitrator and all attorneys' fees reasonably incurred by the prevailing party. The arbitrator shall have authority to order such limited discovery as the arbitrator shall deem relevant and appropriate.

18. Governing Law

This contract will be governed by and construed in accordance with the laws of the State of California.

19. Notice

Notice given under the terms of this Agreement shall be in writing and shall be effective the day it is mailed, properly addressed, to the party to receive such notice. Notice delivered other than by mail shall be effective when received. Any change of address of either of the parties shall be effective on receipt of notice of such change by the opposite party.

Work Program

Land Use and Employee Generation Study Blaine County, Idaho

The Blaine County Housing Authority (BCHA) in partnership with the Wood River Land Trust, is seeking to understand and quantify the impacts that new commercial and residential development has on demand for affordable, workforce housing in the region through the preparation of an employee generation nexus study. This analysis will occur against the backdrop of the preparation of a Regional Vision for growth and change, which is underway. The Regional Vision addresses a range of important regional issues such as traffic, water quality, land use, and affordable housing. The goal of the employee generation study is to provide data to support informed discussions about land use decisions and their impacts on the need for affordable workforce housing.

The following work program outlines the technical and analytical tasks required to respond to this question but stops short of identifying mitigation program parameters. Rather, the information may be used to inform annexation and entitlement negotiations and discretionary decisions.

Note that this work program does not anticipate any targeted stakeholder outreach with members of the community or developers active in the region.

Tasks

Task 1: Project Initiation and Ongoing Project Management

(approx. budget: \$4,500)

This task includes an initial meeting to kick-off the study, introduce the team, and review the study objectives. EPS will review background materials prior to the kick-off meeting (housing needs study, etc.). During the meeting, we will finalize the scope, schedule, and timing of key deliverables, and begin a discussion about the study's data needs. We will aim to start establishing concurrence around key assumptions:

- Market-rate residential and nonresidential land use categories
- Household incomes of new market-rate, residential development
- Nonresidential employment density assumptions

Ongoing project management includes biweekly meetings between EPS and BCHA and Wood River Land Trust staff members. The purpose of the meetings is to share results of the study and receive feedback, as well as coordinate community engagement efforts.

Task 2: Residential Employee Generation

(approx. budget: \$13,000, includes purchase of IMPLAN data for Blaine County, ID)

This task is focused on quantifying the impact of new, market-rate residential development on the need for affordable, workforce housing in the County. Since home types and sale prices vary across the County, EPS will evaluate the employee generation impacts by distinct market area:

Ketchum, Sun Valley, Hailey, Bellevue, Carey, and the rest of the County. For each market area, the following subtasks are involved:

- Identify market-rate residential development land use categories (e.g., single family detached, single family attached, multifamily)
- Resident spending and employee generation
- Employee households and income categories
- Summary of employee generation impacts

Task 3: Nonresidential Nexus Study

(approx. budget: \$8,000)

This task is focused on quantifying the impact of new, nonresidential development on the need for affordable, workforce housing in the County. The following subtasks are involved:

- Identify nonresidential land use categories
- Job density and employee generation
- Employee households and income categories
- Summary of employee generation impacts

Task 4: Summary PowerPoint and Presentation

(approx. budget: \$5,000)

EPS will summarize the results of the analysis into a PowerPoint format slide deck and present the study results at up to three (3) in-person public meetings during the course of one 3-day/2-night trip. Travel costs (current estimate of \$2,000) are included in the above referenced budget and include travel (round-trip flight from the Bay Area), accommodations, and meals.

Task 5: Stakeholder Engagement on Assumptions and Draft Report

(approx. budget: \$3,500)

Community engagement includes preparation and presentation for two (2) meetings with local planners to review assumptions for the nexus study and review preliminary study results. This task also includes presentation at one (1) Implementation Partner Meeting to present assumptions for the nexus study. Lastly, Task 5 includes an additional (1) meeting with local stakeholders to review preliminary results and respond to questions. **Task 6: Additional**

Revisions to the Report and Summary PowerPoint

(approx. budget: \$1,500)

In addition to a consolidated round of comments from the client team for the report and the summary powerpoint, EPS anticipates additional revisions to the report and summary powerpoint based on stakeholder and community feedback leading up to the final community presentation. In the event that minor edits (e.g., labeling, additional footnote requests) arise from the in-person public meetings, EPS is available to make those changes.

Study Deliverables

- Draft and final versions of the Nexus Study. The Study will combine the results of Tasks 3 and 4. Following submittal of the Draft Nexus Study, EPS will incorporate one-round of consolidated comments from the client team and produce the Final Nexus Study.
- Draft and final versions of the PowerPoint presentation slide deck. Following submittal of the draft slide deck, EPS will incorporate one-round of consolidated comments from the client team and produce the final slide deck.

Budget and Schedule

- EPS anticipates that this work may begin in early 2024
- Study duration: approx. 3 mos.
-
- The previous budget was \$30,800, including contingency. The recommended budget addition, given additional work that was not anticipated at the time of the original contract, is \$7,500, for a total of **\$38,300**.



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Motion:

I move to formally adopt the Accounting Policies and Procedures Manual.

Reasons for Recommendation:

- BCHA received a monitoring visit from the Idaho Housing and Finance Authority (IHFA) as part of our receipt of HOME-ARP funding. IHFA recommended we adopt certain fiscal policies and procedures to comply with HOME-ARP requirements.
- BCHA had previously adopted and relied on the City of Ketchum's fiscal policies, but should formalize other financial policies and clarify that these practices apply to outside bookkeepers or CPAs engaged by BCHA.

Policy Analysis and Background (non-consent items only):

ACTION, GOAL 5: CREATE PROCESS DOCUMENTS FOR RECURRENT PROCESSES

IHFA requested, and staff recommend, adopting standardized fiscal policies. The attached draft policies have been reviewed by IHFA per the HOME-ARP grant, and by BCHA's current CPA on contract.

At the 2023 Board meeting, the Board formally adopted the City of Ketchum's Cash Management, Fund Balance and Procurement Policies. These policies should now be adhered to by any accountant or bookkeeper employed or contracted by BCHA. During the compliance visit, IHFA pointed out that BCHA was lacking policies for:

- Internal controls
- Allowability of cost
- Budget control
- Accounting controls

The City of Ketchum does not have financial management policies for BCHA to adopt that could meet these deficiencies.

IHFA has confirmed that adoption of the attached draft policies will comply with their request.

Attachments:

1. Resolution 2024-20
2. Accounting Policies and Procedures Manual

RESOLUTION 2024-20
BEFORE THE BOARD OF COMMISSIONERS
OF THE BLAINE COUNTY HOUSING AUTHORITY
BLAINE COUNTY, IDAHO

A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS
AUTHORIZING ADOPTION OF ACCOUNTING POLICIES AND PROCEDURES MANUAL .

WHEREAS, BCHA’s 2024 Action Plan specifies the need to “create process documents for recurrent processes”; and

WHEREAS, the BCHA administrative staff and accountant recognize the need to clarify roles, responsibilities, and procedures around managing BCHA’s finances; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

Section 1. The Blaine County Housing Authority Board of Commissioners approves adopting the Accounting Policies and Procedures Manual.

Section 2. The Blaine County Housing Authority Board of Commissioners authorizes the BCHA administrative staff to implement such procedures in tandem with BCHA’s accountant.

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair



**ACCOUNTING
POLICIES AND PROCEDURES
MANUAL**

Adopted _____

I. Introduction

The purpose of this manual is to describe all accounting policies and procedures currently in use at the Blaine County Housing Authority (BCHA) and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All BCHA staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually and revised as needed by the staff and approved by the BCHA Board of Directors.

II. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

BCHA Board

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews Executive Director's performance annually
4. Board Members will be authorized signers on the bank accounts
5. Reviews and approves all expenditures \$25,000 or more
6. Reviews and advises staff on internal controls and accounting policies and procedures

Board Chair (or Treasurer or Vice Chair)

1. Reviews and approves all non-budgeted expenditures less than \$25,000
2. Reviews and approves biweekly Check Detail Report

Director

1. Reviews and approves all financial reports including cash flow projections
2. Sees that an appropriate budget is developed annually
3. Reviews and signs all issued checks and/or approves check signing procedures
4. Reviews and approves all budgeted expenditures up to \$50,000
5. Reviews and approves all non-budgeted expenditures up to \$25,000
6. Reviews and approves all grant submissions
7. Approves inter-account bank transfers
8. Is on-site signatory for all bank accounts
9. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
10. Oversees the adherence to all internal controls

Operations Manager

1. Reviews all program expenditures
2. Monitors program budgets
3. Is responsible for all personnel files
4. Reviews and manages cash flow
5. Reviews and approves all reimbursements and fund requests
6. Processes all inter-account bank transfers
7. Assists Director with the development of annual and program budgets
8. Reviews all incoming and outgoing invoices
9. Manages the petty cash fund
10. Monitors and manages all expenses to ensure most effective use of assets
11. Monitors grant reporting and appropriate release of temporarily restricted funds
12. Oversees expense allocations

14. Reviews, revises, and maintains internal accounting controls and procedures
15. Reviews all financial reports
16. Maintains general ledger
17. Prepares monthly reports

Administrative Assistant

1. Overall responsibility for data entry into accounting system and integrity of accounting system data relating to Accounts Receivables
2. Makes bank deposits
3. Assists with monthly and year-end financial reporting
4. Reconciles all bank accounts
5. Maintains Accounts Receivable
6. Overall responsibility for data entry into accounting system and integrity of accounting system data relating to Accounts Payables
7. Processes invoices and prepares checks for signature
8. Mails vendor checks

Program Administrator

1. Enters all checks into a log, stamps all checks “for deposit only,” and makes a copy of each check.

Bookkeeper/Accountant

1. Processes payroll, when BCHA has employees
2. Prepares year-end financial reports
3. Prepares annual financial statements and related notes for the annual audit

III. Chart of Accounts and General Ledger

BCHA has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. fundraising vs. administration). The Director is responsible for maintaining the Chart of Accounts and revising as necessary.

The general ledger is automated and maintained using our accounting software. All input and balancing is the responsibility of the Administrative Assistant with final approval by the Operations Manager.

The Operations Manager should review the general ledger on a periodic basis for any unusual transactions.

IV. Cash Receipts

Cash receipts generally arise from:

1. Contracts and Grants
2. Tenant Leases

The principal steps in the cash receipts process are:

The Administrative Assistant receives incoming mail and opens, date stamps, and distributes it accordingly. The Administrative Assistant enters all checks into a log, stamps all checks “for deposit only,” and makes a copy of each check. The checks are kept in a secure cabinet until handed to the Operations Manager for processing and deposit.

For rent collection, the Program Administrator collects the checks and money orders. The Program Administrator enters all checks into a log, stamps all checks “for deposit only,” and makes a copy of each check. The checks are kept in a secure cabinet until handed to the Administrative Assistant for processing and deposit.

Biweekly (or more often if necessary), the appointed individual submits the endorsed checks and deposit lot to the Administrative Assistant for processing. The Administrative Assistant processes the deposit and takes it to the bank for deposit. A copy of the deposit slip is attached to the deposit. The deposits are filed electronically.

All cash received will be counted, verified, and signed off by the “appointed individual” and the Administrative Assistant. The cash will be posted by the Administrative Assistant using the appropriate allocation. A receipt will be given to the paying party or an internal form for laundry income or similar receipt without a specific paying party, and a copy kept for internal purposes. The cash will be kept in a locked, secure location and deposited with the next weekly deposit.

V. Inter-Account Bank Transfers

The Operations Manager, with assistance from the Accountant and Administrative Assistant, monitors the balances in the bank accounts to determine when there is a shortage or excess in the checking account and makes transfers when necessary.

VI. Cash Disbursements & Expense Allocations

Cash disbursements are generally made for:

1. Payments to vendors for goods and services
2. Staff training and development
3. Memberships and subscriptions
4. Meeting expenses
5. Employee reimbursements
6. Marketing/promotional materials

Checks are processed semi-monthly.

Requests for cash disbursements are submitted in three ways:

1. Original invoice
2. Purchase request (submitted on approved form)
3. Employee expense report or reimbursement request

The Operations Manager reviews all requests for payment and:

1. Verifies expenditure and amount
2. Sends to Director and authorized Board member via DocuSign for their approval of services rendered
3. Approves for payment if in accordance with budget
4. Provides or verifies appropriate allocation information
5. Provides date of payment taking into account cash flow projections
6. Submits to Administrative Assistant for processing

The Administrative Assistant processes all payments and:

1. Enters them into the Accounts Payable software
2. Submits Unpaid Bills Detail report to Executive Director and authorized Board member for review and approval.
3. Once Unpaid Bills Detail report is approved, prints checks and Check Detail Report.
4. Submits checks, with attached backup documentation, and Check Detail Report electronically to Director and Authorized Board member for approval and signature.
5. Files all backup documentation and copies of check in document retention software.
6. Mails checks and appropriate backup documentation.

VII. Credit Card Policy and Charges

All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which BCHA receives funds.

The receipts for all credit card charges will be submitted within two (2) weeks of the purchase along with proper documentation. The Operations Manager will review and approve all charges and the Administration Assistant will verify all credit card charges with the monthly statements. Charges will be entered into the payables workflow and processed via the typical payables procedure.

VIII. Accruals

To ensure a timely close of the year-end General Ledger, BCHA may book accrual entries. Some accruals will be made as recurring entries.

Accruals to consider:

1. Accrued interest on money market accounts, certificates of deposits, etc.
2. Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc.

IX. Bank Account Reconciliations

1. At the beginning of each month, the Operations Manager reviews the statements for unusual balances and/or transactions.
2. The Administration Assistant performs timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
3. The Administration Assistant will verify that voided checks, if returned, are appropriately defaced and filed.
4. The Administration Assistant will investigate any checks that are outstanding over three months.
5. The reconciliation report will be reviewed, approved, dated, and initialed by the Operations Manager.

X. Fiscal Year-End Close

1. At the end of each fiscal year end, the Operations Manager and Accountant will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
2. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
3. Once the final fiscal year-end financial statements are run, reviewed, and approved by the Operations Manager and Accountant, no more entries or adjustments will be made into that year's ledgers.
4. All other appropriate government filings including those required by the state tax board and attorney general's office will be completed and filed with the appropriate agency.

XI. Financial Reports

The Accountant will prepare the annual financial statements and related notes for distribution to the Operations Manager and Director.

Periodic and annual financial reports will be submitted to the BCHA Board for review and approval.

XII. Fiscal Policy Statements

1. All cash accounts owned by BCHA will be held in financial institutions which are insured by the FDIC and the State of Idaho Local Government Investment Pool. No bank account will carry a balance over the FDIC insured amount.
2. All capital expenditures which exceed five thousand dollars (\$5,000) will be capitalized if the useful life is over one year.
3. No salary advances will be made under any circumstances.
4. No travel cash advances will be made except under special conditions and pre-approved by the Director.
5. Reimbursements will be paid upon complete expense reporting and approval using the official BCHA form.
6. Any donated item with a value exceeding (\$50) will be recorded and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation.
7. All volunteer time shall be recorded as in-kind donations.
8. The Director and designated Board and/or staff members are the signatories on BCHA's bank accounts. All disbursements require a second signature by an authorized board or staff member. Checks over \$50,000 require approval from the Board of Directors.
9. Bank statements will be reconciled monthly.

XIII. Allowability of Cost

Expenditures must be aligned with approved budgeted items. Any changes or variations from the approved budget and grant applications need prior approval from the Board. General cost guidelines that must be considered when determining whether a cost is an allowable expenditure include the following:

1. Be Necessary and Reasonable for performance of BCHA programs. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:
 - Whether the cost is a type generally recognized as ordinary and necessary.
 - The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations.
 - Market prices for comparable goods or services for the geographic area.
 - Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to BCHA its employees, its clients, and the public at large.

Whether a cost is necessary will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the program.
 - Whether the cost is identified in the approved budget or grant application.
 - Whether the cost addresses program goals and objectives and is based on program data.
2. Allocable to the federal award. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program.
 3. Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of BCHA.
 4. Adequately documented. All expenditures must be properly documented.
 5. Be calculated in accordance with generally accepted accounting principles (GAAP).



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Action:

Policy Analysis and Background (non-consent items only):

Blaine County Housing Authority's mission is to *"advocate for, promote, plan, and preserve the long-term supply of desirable and affordable housing choices in all areas of Blaine County to maintain an economically diverse, vibrant, and sustainable community."*

In prioritizing applicants for community housing, BCHA has historically emphasized local employment. Ensuring that *local* employees are prioritized for community housing is especially critical in Blaine County with the rise of remote work. In larger communities with more diverse economies and different housing circumstances, housing authorities are typically concerned only with housing affordability and household incomes and do not consider whether an employee works for a local business.

However, defining a "local" employer or employee can raise key policy questions. The definitions of Local Employee and Local Employer from the currently adopted BCHA Community Housing Policies are below.

Local Employee: A person who is employed or offered employment by Local Employer(s) and physically working in Blaine County for a minimum of 1,500 hours worked per calendar year (average of 30 hours per week). Exceptions to the minimum work hours include teachers and active-duty military personnel. Breaks in employment which do not disqualify applicants include temporary physical or mental disability, acting as primary caretaker of ill relative, and full-time education or training.

Local Employer: A business whose business activity is primarily located within Blaine County and whose business employs persons within Blaine County. Employers which create and manage short-term rentals are not considered a Local Employer.

The current definition of Local Employer, with its emphasis on the geographic limits of Blaine County, excludes or at least creates a gray area for some members of the community who have legitimate place-based reasons for living in Blaine County. BCHA staff have recently come across multiple applicants whose current employer does not meet a strict definition of Local Employer but whose jobs are not "fully remote" or have a connection to Blaine County.

A clear example is the professional guiding community. Many guides seek housing opportunities within Blaine County, as the largest population center near the Sawtooth Mountain area. However, many of these employers and/or employers' business activity is not located within Blaine County. Some guiding companies maintain offices – or at least mailing addresses – within Blaine County (e.g. Sun Valley Guides, Sun Valley Heliski). Some maintain offices in Stanley (e.g. Sawtooth Mountain Guides) and other locations outside Blaine County. In both cases, an unknown but significant portion of the guided outdoor recreational activity occurs outside of Blaine County, in Custer, Lemhi, and Cassia Counties. The location also varies by the type of guided activity.

Guides provide important services to the Blaine County community, both supporting the tourism economy and providing education and safety trainings to year-round locals who recreate both within and outside of Blaine County's geographic limits.

Staff has also seen applications from employees of organizations that support the local guide community, like Redside Foundation, which is headquartered in Boise and serves guides throughout Idaho.

Other examples include construction workers, housekeepers, and painters who work for companies based in Shoshone or Twin Falls, but whose actual work is primarily or exclusively located in Blaine County.

Staff seeks direction from the BCHA Board on how to refine and/or administer the definition of Local Employer when reviewing applicants for prioritization and qualification for community housing.

Some considerations may include:

- Should a Local Employer be required to have a physical location within Blaine County?
- Should a Local Employer be required to serve clients or customers in Blaine County? If so, what proportion/percentage is acceptable?
- What is a reasonable threshold for evaluating whether business activity is "within" Blaine County?

Some peer communities require that, to be considered "local", an employee's physical presence within the community is necessary to perform the job. Others require that a percentage of a business' clients or customers are physically located in the community (e.g. Teton County, Wyoming requires 75% to be physically located in Teton County, WY).