



BLAINE COUNTY HOUSING AUTHORITY
Wednesday, October 16, 2024, 12:00 PM
191 5th St. West, Ketchum, Idaho 83340

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 Councilmember asks to be removed from the Consent Agenda and considered separately.*

- [4.](#) Recommendation to approve Accountant's report and financials for August, 2024 - Staff
- [5.](#) Recommendation to approve Accountants report and financials for fiscal year end 2024 as of 9/30/2024
- [6.](#) Recommendation to approve meeting minutes for July 10, 2024 and August 14, 2024 - City Clerk Trent Donat
- [7.](#) Recommendation to approve meeting minutes for September 11, 2024 - City Clerk Trent Donat
- [8.](#) Recommendation to approve updated contract for Ann Sandefer
- [9.](#) Recommendation to adopt Termination Policy for BCHA's housing programs

NEW BUSINESS:

10. Mission Moment
- [11.](#) Featured Staff member, Liz Vargas
- [12.](#) Board Member Mason Fredrickson's resignation
- [13.](#) Recommendation to appoint Board Member Nancy Mendelsohn as Treasurer
- [14.](#) Recommendation to adopt new Action Plan for FY25
15. Recommendation to adopt FY25 Budget
- [16.](#) Recommendation to deny Exception Requests from Community Homeowner

ADJOURNMENT:



Financial Reports for period ending August 31, 2024

Prepared on
September 4, 2024

BLAINE COUNTY HOUSING AUTHORITY
Budget vs. Actuals
October 2023 - August 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
Blaine County Contributions	232,278	137,500	94,778	168.93%
CH Admin Fee	3,235	4,583	-1,349	70.57%
City of Ketchum Contributions	100,000	77,017	22,984	129.84%
Donations	36,761	18,333	18,427	200.51%
Grants	176,025	195,525	-19,500	90.03%
Miscellaneous Income	5,620		5,620	
Rental Income	0		0	
Elkhorn - Rental Income	13,450	12,008	1,442	112.01%
Hi Country Motel - Rental Income	62,286	58,539	3,747	106.40%
Silvercreek - Rental Income	270,962	257,672	13,289	105.16%
Laundry Income	2,930		2,930	
Total Silvercreek - Rental Income	\$ 273,891	\$ 257,672	\$ 16,219	106.29%
Total Rental Income	\$ 349,627	\$ 328,220	\$ 21,407	106.52%
Sale of Real Estate - Elkhorn Rental to Ownership		224,583	-224,583	0.00%
Services	5,443		5,443	
Total Income	\$ 908,988	\$ 985,761	-\$ 76,773	92.21%
Gross Profit	\$ 908,988	\$ 985,761	-\$ 76,773	92.21%
Expenses				
Administrative Services	796		796	
Financial Services	9,281	3,432	5,849	270.42%
Bank Charge	296		296	
Total Financial Services	\$ 9,577	\$ 3,432	\$ 6,145	279.04%
Liability Insurance	5,798	19,568	-13,770	29.63%
Staff/Board Development	7,086	5,958	1,127	118.92%
Subscriptions	2,349	917	1,432	256.27%
Total Administrative Services	\$ 25,605	\$ 29,875	-\$ 4,270	85.71%
Contract Labor			0	
Application Review and Placement - Contract Labor	40,459	57,200	-16,741	70.73%
City of Ketchum Staffing Reimbursement	142,641	231,050	-88,410	61.74%
Compliance - Contract Labor	21,893	26,693	-4,801	82.01%
Legal Fees	15,786		15,786	
Total Compliance - Contract Labor	\$ 37,679	\$ 26,693	\$ 10,985	141.15%
Policy, Strategy and Management - Contract Labor	71,890	73,333	-1,443	98.03%
Total Contract Labor	\$ 292,668	\$ 388,277	-\$ 95,609	75.38%
Managed Rental Costs			0	
Elkhorn Village Units			0	
Elkhorn Village HOA Dues	14,824	13,506	1,318	109.76%
Elkhorn Village Repair & Maintenance	55		55	
Total Elkhorn Village Units	\$ 14,879	\$ 13,506	\$ 1,373	110.17%

Hi Country Motel - Rent paid for facilities	122,850	112,613	10,238	109.09%
Silvercreek - Expenses			0	
Silvercreek - Operations	76,586	75,888	698	100.92%
Silvercreek - Rental Expense	186,623	208,884	-22,261	89.34%
Total Silvercreek - Expenses	\$ 263,209	\$ 284,772	-\$ 21,563	92.43%
Total Managed Rental Costs	\$ 400,939	\$ 410,890	-\$ 9,952	97.58%
Office expenses	67		67	
Computer & Comm. Expenses	11,459	18,333	-6,875	62.50%
Furniture & Improvements	4,222		4,222	
Postal and Delivery Services	310	367	-57	84.48%
Rent - BCHA Meriwether Office	9,801	9,801	0	100.00%
Supplies	768	1,375	-607	55.88%
Total Office expenses	\$ 26,627	\$ 29,876	-\$ 3,249	89.13%
Program Expenses			0	
Applications, Forms, & Data Management	21,939	11,000	10,939	199.45%
Compliance	15		15	
Data and Analysis	30,795	35,108	-4,313	87.71%
Lease-up and Sales	1,627	2,292	-665	70.99%
Ads	707		707	
Total Lease-up and Sales	\$ 2,334	\$ 2,292	\$ 42	101.84%
Mediation	34,039	43,007	-8,968	79.15%
Outreach	9,193	30,852	-21,659	29.80%
Printing and Reproduction	2,053	1,833	219	111.95%
Translation & Interpretation	2,218	2,750	-532	80.66%
Total Program Expenses	\$ 102,586	\$ 126,843	-\$ 24,257	80.88%
Total Expenses	\$ 848,425	\$ 985,761	-\$ 137,336	86.07%
Net Operating Income	\$ 60,563	\$ 0	\$ 60,563	
Net Income	\$ 60,563	\$ 0	\$ 60,563	

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

	Total			
	Oct 2023 - Aug 2024	Oct 2022 - Aug 2023 (PY)	Change	% Change
Income				
Blaine County Contributions	232,278		232,278	
CH Admin Fee	3,235	9,678	-6,443	-66.58%
City of Ketchum Contributions	100,000		100,000	
Donations	36,761	64,981	-28,220	-43.43%
Grants	176,025		176,025	
Miscellaneous Income	5,620		5,620	
Proceeds from Sale of Assets (deleted)		250	-250	-100.00%
Rental Income	0	16,500	-16,500	-100.00%
Elkhorn - Rental Income	13,450		13,450	
Hi Country Motel - Rental Income	62,286		62,286	
Silvercreek - Rental Income	270,962		270,962	
Laundry Income	2,930		2,930	
Total Silvercreek - Rental Income	\$ 273,891	\$ 0	\$ 273,891	
Total Rental Income	\$ 349,627	\$ 16,500	\$ 333,127	2018.95%
Services	5,443		5,443	
ZZ_INACTIVE INCOME			0	
4999 Uncategorized Income		31,942	-31,942	-100.00%
Interest/Investment Income (deleted)		223	-223	-100.00%
LIFT TOWER LODGE INCOME (deleted)		75,444	-75,444	-100.00%
Rental Mgmt Income (deleted)		3,154	-3,154	-100.00%
Total ZZ_INACTIVE INCOME	\$ 0	\$ 110,764	-\$ 110,764	-100.00%
Total Income	\$ 908,988	\$ 202,172	\$ 706,816	349.61%
Gross Profit	\$ 908,988	\$ 202,172	\$ 706,816	349.61%
Expenses				
6560 Payroll Expenses		5,213	-5,213	-100.00%
Direct Deposit Fees (deleted)		4	-4	-100.00%
Medical Insurance		1,231	-1,231	-100.00%
Payroll Taxes		989	-989	-100.00%
Wages - Administrative		6,375	-6,375	-100.00%
Workers Comp Insurance (deleted)		1,876	-1,876	-100.00%
Total 6560 Payroll Expenses	\$ 0	\$ 15,688	-\$ 15,688	-100.00%
Administrative Services	796	25,034	-24,237	-96.82%
Financial Services	9,281	3,850	5,431	141.06%
Bank Charge	296		296	
Total Financial Services	\$ 9,577	\$ 3,850	\$ 5,727	148.74%
Liability Insurance	5,798	5,042	756	14.99%
Staff/Board Development	7,086	135	6,951	5148.70%

Subscriptions	2,349		2,349	
Total Administrative Services	\$ 25,605	\$ 34,061	-\$ 8,455	-24.82%
Contract Labor		33,201	-33,201	-100.00%
Application Review and Placement - Contract Labor	40,459		40,459	
City of Ketchum Staffing Reimbursement	142,641	200	142,441	71220.33%
Compliance - Contract Labor	21,893	14,140	7,753	54.83%
Legal Fees	15,786	11,269	4,517	40.08%
Total Compliance - Contract Labor	\$ 37,679	\$ 25,409	\$ 12,269	48.29%
Contract for Admin Services		2,800	-2,800	-100.00%
Policy, Strategy and Management - Contract Labor	71,890		71,890	
Total Contract Labor	\$ 292,668	\$ 61,610	\$ 231,058	375.03%
Managed Rental Costs			0	
Elkhorn Village Units		15,621	-15,621	-100.00%
Elkhorn Village HOA Dues	14,824		14,824	
Elkhorn Village Repair & Maintenance	55		55	
Total Elkhorn Village Units	\$ 14,879	\$ 15,621	-\$ 741	-4.75%
Hi Country Motel - Rent paid for facilities	122,850		122,850	
Silvercreek - Expenses			0	
Silvercreek - Operations	76,586		76,586	
Silvercreek - Rental Expense	186,623		186,623	
Total Silvercreek - Expenses	\$ 263,209	\$ 0	\$ 263,209	
Total Managed Rental Costs	\$ 400,939	\$ 15,621	\$ 385,318	2466.72%
Office expenses	67	3,858	-3,791	-98.26%
Computer & Comm. Expenses	11,459	3,427	8,032	234.35%
Furniture & Improvements	4,222	746	3,476	465.97%
Postal and Delivery Services	310	146	164	112.14%
Rent - BCHA Meriwether Office	9,801	13,647	-3,846	-28.18%
Supplies	768	1,228	-460	-37.42%
Telephone & Internet		356	-356	-100.00%
Total Office expenses	\$ 26,627	\$ 23,407	\$ 3,220	13.76%
Program Expenses			0	
Applications, Forms, & Data Management	21,939		21,939	
Compliance	15		15	
Data and Analysis	30,795		30,795	
Lease-up and Sales	1,627		1,627	
Ads	707	1,602	-895	-55.87%
Total Lease-up and Sales	\$ 2,334	\$ 1,602	\$ 732	45.68%
Mediation	34,039		34,039	
Outreach	9,193		9,193	
Printing and Reproduction	2,053	130	1,923	1478.97%
Repairs - CH (deleted)		906	-906	-100.00%
Translation & Interpretation	2,218		2,218	
Total Program Expenses	\$ 102,586	\$ 2,638	\$ 99,948	3788.76%
Transaction Fees (deleted)		39	-39	-100.00%
Uncategorized Expense		1,564	-1,564	-100.00%
Z_INACTIVE EXPENSE			0	

LIFT TOWER LODGE ARPA		4,253	-4,253	-100.00%	
LIFT TOWER LODGE Op Ex		22,488	-22,488	-100.00%	
Meals & Entertn (deleted)		37	-37	-100.00%	
Mileage Reimbursement (deleted)		99	-99	-100.00%	
Office Utilities (deleted)		199	-199	-100.00%	
Utilities (deleted)		1,779	-1,779	-100.00%	
Total Z_INACTIVE EXPENSE	\$	0	\$ 28,855	-\$ 28,855	-100.00%
Total Expenses	\$	848,425	\$ 183,482	\$ 664,943	362.40%
Net Operating Income	\$	60,563	\$ 18,690	\$ 41,873	224.05%
Net Income	\$	60,563	\$ 18,690	\$ 41,873	224.05%

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

	Total			
	As of Aug 31, 2024	As of Aug 31, 2023 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
Cash in Bank	0	34,919	-34,919	-100.00%
Checking US BANK-1848	-142	37,348	-37,490	-100.38%
DL Evans Checking	48,218		48,218	
Total Cash in Bank	\$ 48,076	\$ 72,266	-\$ 24,190	-33.47%
Restricted Cash (deleted)	0	0	0	
Capital Repl Reserve US Bank 0423 (deleted)	0	5,850	-5,850	-100.00%
Total Restricted Cash (deleted)	\$ 0	\$ 5,850	-\$ 5,850	-100.00%
Total Bank Accounts	\$ 48,076	\$ 78,116	-\$ 30,040	-38.46%
Accounts Receivable				
Fees Receivable	34,943	0	34,943	
Total Accounts Receivable	\$ 34,943	\$ 0	\$ 34,943	
Total Current Assets	\$ 83,019	\$ 78,116	\$ 4,903	6.28%
Other Assets				
Investment in Property/Housing (deleted)	0	314,540	-314,540	-100.00%
Total Other Assets	\$ 0	\$ 314,540	-\$ 314,540	-100.00%
TOTAL ASSETS	\$ 83,019	\$ 392,656	-\$ 309,637	-78.86%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 Accounts Payable	0	14,254	-14,254	-100.00%
Total Accounts Payable	\$ 0	\$ 14,254	-\$ 14,254	-100.00%
Other Current Liabilities				
Security Deposit (deleted)	0	1,150	-1,150	-100.00%
Total Other Current Liabilities	\$ 0	\$ 1,150	-\$ 1,150	-100.00%
Total Current Liabilities	\$ 0	\$ 15,404	-\$ 15,404	-100.00%
Total Liabilities	\$ 0	\$ 15,404	-\$ 15,404	-100.00%
Equity				
3000 Opening Bal Equity	-313,390	0	-313,390	
3900 Retained Earnings	335,846	358,563	-22,716	-6.34%
Net Income	60,563	18,690	41,873	224.05%
Total Equity	\$ 83,019	\$ 377,252	-\$ 294,233	-77.99%
TOTAL LIABILITIES AND EQUITY	\$ 83,019	\$ 392,656	-\$ 309,637	-78.86%

BLAINE COUNTY HOUSING AUTHORITY
Profit and Loss by Property
October 2023 - August 2024

	Elkhorn Village	HCM	Silver Creek Living	Total
Income				
Rental Income				
Elkhorn - Rental Income	13,450			13,450
Hi Country Motel - Rental Income		62,286		62,286
Silvercreek - Rental Income			270,962	270,962
Laundry Income			2,930	2,930
Total Silvercreek - Rental Income	\$ 0	\$ 0	\$ 273,891	273,891
Total Rental Income	\$ 13,450	\$ 62,286	\$ 273,891	349,627
Total Income	\$ 13,450	\$ 62,286	\$ 273,891	349,627
Gross Profit	\$ 13,450	\$ 62,286	\$ 273,891	349,627
Expenses				
Managed Rental Costs				
Elkhorn Village Units				
Elkhorn Village HOA Dues	14,824			14,824
Elkhorn Village Repair & Maintenance	55			55
Total Elkhorn Village Units	\$ 14,879	\$ 0	\$ 0	14,879
Hi Country Motel - Rent paid for facilities		122,850		122,850
Silvercreek - Expenses				
Silvercreek - Operations			76,586	76,586
Silvercreek - Rental Expense			186,623	186,623
Total Silvercreek - Expenses	\$ 0	\$ 0	\$ 263,209	263,209
Total Managed Rental Costs	\$ 14,879	\$ 122,850	\$ 263,209	400,939
Total Expenses	\$ 14,879	\$ 122,850	\$ 263,209	400,939
Net Operating Income	-\$ 1,429	-\$ 60,564	\$ 10,682	-51,311
Net Income	-\$ 1,429	-\$ 60,564	\$ 10,682	-51,311



Financial Reports for fiscal year ending September 30, 2024

Prepared on
October 11, 2024

BLAINE COUNTY HOUSING AUTHORITY
Budget vs. Actuals
October 2023 - September 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
Blaine County Contributions	232,278	150,000	82,278	154.85%
CH Admin Fee	3,235	5,000	-1,765	64.69%
City of Ketchum Contributions	319,359	84,018	235,341	380.11%
Donations	36,761	20,000	16,761	183.80%
Grants	181,217	213,300	-32,083	84.96%
Miscellaneous Income	5,871		5,871	
Rental Income	0		0	
Elkhorn - Rental Income	14,200	13,100	1,100	108.40%
Hi Country Motel - Rental Income	62,286	63,861	-1,575	97.53%
Silvercreek - Rental Income	315,000	281,097	33,903	112.06%
Laundry Income	5,752		5,752	
Total Silvercreek - Rental Income	\$ 320,751	\$ 281,097	\$ 39,654	114.11%
Total Rental Income	\$ 397,237	\$ 358,058	\$ 39,179	110.94%
Sale of Real Estate - Elkhorn Rental to Ownership		245,000	-245,000	0.00%
Total Income	\$ 1,175,957	\$ 1,075,376	\$ 100,581	109.35%
Gross Profit	\$ 1,175,957	\$ 1,075,376	\$ 100,581	109.35%
Expenses				
Administrative Services	796		796	
Financial Services	15,343	3,744	11,599	409.80%
Bank Charge	348		348	
Total Financial Services	\$ 15,692	\$ 3,744	\$ 11,948	419.11%
Liability Insurance	5,798	21,347	-15,549	27.16%
Staff/Board Development	7,086	6,500	586	109.01%
Subscriptions	1,507	1,000	507	150.70%
Total Administrative Services	\$ 30,878	\$ 32,591	-\$ 1,713	94.75%
Contract Labor			0	
Application Review and Placement - Contract Labor	56,884	62,400	-5,516	91.16%
City of Ketchum Staffing Reimbursement	188,946	252,055	-63,109	74.96%
Compliance - Contract Labor	25,165	29,120	-3,955	86.42%
Legal Fees	24,495		24,495	
Total Compliance - Contract Labor	\$ 49,660	\$ 29,120	\$ 20,540	170.53%
Policy, Strategy and Management - Contract Labor	71,890	80,000	-8,110	89.86%
Total Contract Labor	\$ 367,380	\$ 423,575	-\$ 56,195	86.73%
Managed Rental Costs	1,370		1,370	
Elkhorn Village Units			0	
Elkhorn Village HOA Dues	15,940	14,734	1,206	108.18%
Elkhorn Village Repair & Maintenance	530		530	
Total Elkhorn Village Units	\$ 16,470	\$ 14,734	\$ 1,736	111.78%
Hi Country Motel - Rent paid for facilities	122,850	122,850	0	100.00%

Silvercreek - Expenses				0	
Silvercreek - Operations	104,693	82,787	21,906	126.46%	
Silvercreek - Rental Expense	227,873	227,873	0	100.00%	
Total Silvercreek - Expenses	\$ 332,566	\$ 310,660	\$ 21,906	107.05%	
Total Managed Rental Costs	\$ 473,256	\$ 448,244	\$ 25,012	105.58%	
Office expenses	67		67		
Computer & Comm. Expenses	11,841	20,000	-8,159	59.21%	
Furniture & Improvements	4,222		4,222		
Postal and Delivery Services	310	400	-90	77.43%	
Rent - BCHA Meriwether Office	12,616	10,692	1,924	117.99%	
Supplies	768	1,500	-732	51.23%	
Telephone & Internet	68		68		
Total Office expenses	\$ 29,892	\$ 32,592	-\$ 2,700	91.72%	
Program Expenses			0		
Applications, Forms, & Data Management	21,913	12,000	9,913	182.61%	
Compliance	110		110		
Data and Analysis	38,295	38,300	-5	99.99%	
Lease-up and Sales	1,627	2,500	-873	65.08%	
Ads	1,994		1,994		
Total Lease-up and Sales	\$ 3,621	\$ 2,500	\$ 1,121	144.84%	
Mediation	37,122	46,917	-9,795	79.12%	
Outreach	10,739	33,657	-22,918	31.91%	
Printing and Reproduction	5,382	2,000	3,382	269.08%	
Translation & Interpretation	2,218	3,000	-782	73.94%	
Total Program Expenses	\$ 119,400	\$ 138,374	-\$ 18,974	86.29%	
Total Expenses	\$ 1,020,806	\$ 1,075,376	-\$ 54,570	94.93%	
Net Operating Income	\$ 155,151	\$ 0	\$ 155,151		
Net Income	\$ 155,151	\$ 0	\$ 155,151		

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

	Total			
	Oct 2023 - Sep 2024	Oct 2022 - Sep 2023 (PY)	Change	% Change
Income				
Blaine County Contributions	232,278		232,278	
CH Admin Fee	3,235	11,251	-8,016	-71.25%
City of Ketchum Contributions	319,359		319,359	
Donations	36,761	64,981	-28,220	-43.43%
Grants	181,217		181,217	
Miscellaneous Income	5,871		5,871	
Proceeds from Sale of Assets (deleted)		250	-250	-100.00%
Rental Income	0	16,500	-16,500	-100.00%
Elkhorn - Rental Income	14,200	1,575	12,625	801.59%
Hi Country Motel - Rental Income	62,286		62,286	
Silvercreek - Rental Income	315,000		315,000	
Laundry Income	5,752		5,752	
Total Silvercreek - Rental Income	\$ 320,751	\$ 0	\$ 320,751	
Total Rental Income	\$ 397,237	\$ 18,075	\$ 379,162	2097.72%
ZZ_INACTIVE INCOME			0	
4999 Uncategorized Income		32,488	-32,488	-100.00%
Interest/Investment Income (deleted)		-227	227	100.00%
LIFT TOWER LODGE INCOME (deleted)		75,444	-75,444	-100.00%
Rental Mgmt Income (deleted)		3,154	-3,154	-100.00%
Total ZZ_INACTIVE INCOME	\$ 0	\$ 110,860	-\$ 110,860	-100.00%
Total Income	\$ 1,175,957	\$ 205,416	\$ 970,541	472.47%
Gross Profit	\$ 1,175,957	\$ 205,416	\$ 970,541	472.47%
Expenses				
6560 Payroll Expenses		5,213	-5,213	-100.00%
Direct Deposit Fees (deleted)		4	-4	-100.00%
Medical Insurance		1,231	-1,231	-100.00%
Payroll Taxes		989	-989	-100.00%
Wages - Administrative		6,375	-6,375	-100.00%
Workers Comp Insurance (deleted)		1,876	-1,876	-100.00%
Total 6560 Payroll Expenses	\$ 0	\$ 15,688	-\$ 15,688	-100.00%
Administrative Services	796	25,034	-24,237	-96.82%
Financial Services	15,343	3,850	11,493	298.52%
Bank Charge	348		348	
Total Financial Services	\$ 15,692	\$ 3,850	\$ 11,842	307.57%
Liability Insurance	5,798	5,042	756	14.99%
Staff/Board Development	7,086	135	6,951	5148.70%
Subscriptions	1,507		1,507	
Total Administrative Services	\$ 30,878	\$ 34,061	-\$ 3,182	-9.34%

Contract Labor		84,976	-84,976	-100.00%
Application Review and Placement - Contract Labor	56,884		56,884	
City of Ketchum Staffing Reimbursement	188,946	200	188,746	94373.25%
Compliance - Contract Labor	25,165	16,380	8,785	53.63%
Legal Fees	24,495	11,869	12,625	106.37%
Legal Fees (deleted)		-16,347	16,347	100.00%
Total Compliance - Contract Labor	\$ 49,660	\$ 11,902	\$ 37,757	317.23%
Contract for Admin Services		2,800	-2,800	-100.00%
Policy, Strategy and Management - Contract Labor	71,890		71,890	
Total Contract Labor	\$ 367,380	\$ 99,878	\$ 267,502	267.83%
Late Fees (deleted)		39	-39	-100.00%
Managed Rental Costs	1,370		1,370	
Elkhorn Village Units		16,621	-16,621	-100.00%
Elkhorn Village HOA Dues	15,940		15,940	
Elkhorn Village Repair & Maintenance	530		530	
Total Elkhorn Village Units	\$ 16,470	\$ 16,621	-\$ 151	-0.91%
Hi Country Motel - Rent paid for facilities	122,850		122,850	
Silvercreek - Expenses			0	
Silvercreek - Operations	104,693		104,693	
Silvercreek - Rental Expense	227,873		227,873	
Total Silvercreek - Expenses	\$ 332,566	\$ 0	\$ 332,566	
Total Managed Rental Costs	\$ 473,256	\$ 16,621	\$ 456,635	2747.30%
Miscellaneous		883	-883	-100.00%
Office expenses	67	5,381	-5,314	-98.75%
Computer & Comm. Expenses	11,841	4,689	7,152	152.52%
Furniture & Improvements	4,222	746	3,476	465.97%
Postal and Delivery Services	310	146	164	112.14%
Rent - BCHA Meriwether Office	12,616	15,288	-2,672	-17.48%
Supplies	768	1,228	-460	-37.42%
Telephone & Internet	68	356	-288	-81.02%
Total Office expenses	\$ 29,892	\$ 27,834	\$ 2,058	7.39%
Program Expenses			0	
Applications, Forms, & Data Management	21,913		21,913	
Compliance	110		110	
Data and Analysis	38,295		38,295	
Lease-up and Sales	1,627		1,627	
Ads	1,994	1,602	392	24.47%
Total Lease-up and Sales	\$ 3,621	\$ 1,602	\$ 2,019	126.03%
Mediation	37,122		37,122	
Outreach	10,739		10,739	
Printing and Reproduction	5,382	130	5,252	4040.06%
Repairs - CH (deleted)		906	-906	-100.00%
Translation & Interpretation	2,218		2,218	
Total Program Expenses	\$ 119,400	\$ 2,638	\$ 116,762	4426.14%
Transaction Fees (deleted)		39	-39	-100.00%
Uncategorized Expense		1,564	-1,564	-100.00%
Website expenses (deleted)		23	-23	-100.00%

Z_INACTIVE EXPENSE				0	
LIFT TOWER LODGE ARPA		4,253		-4,253	-100.00%
LIFT TOWER LODGE Op Ex		22,488		-22,488	-100.00%
Meals & Entertn (deleted)		37		-37	-100.00%
Mileage Reimbursement (deleted)		99		-99	-100.00%
Office Utilities (deleted)		199		-199	-100.00%
Utilities (deleted)		1,788		-1,788	-100.00%
Total Z_INACTIVE EXPENSE			\$ 28,865	-\$ 28,865	-100.00%
Total Expenses	\$ 1,020,806	\$ 228,133	\$ 792,673	\$ 347,467	347.46%
Net Operating Income	\$ 155,151	-\$ 22,716	\$ 177,867	\$ 783,067	783.00%
Net Income	\$ 155,151	-\$ 22,716	\$ 177,867	\$ 783,067	783.00%

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

	Total			
	As of Sep 30, 2024	As of Sep 30, 2023 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
Cash in Bank	0	-20,742	20,742	100.00%
Checking US BANK-1848	-142	37,348	-37,490	-100.38%
DL Evans Checking	100,505		100,505	
Total Cash in Bank	\$ 100,363	\$ 16,606	\$ 83,757	504.37%
Restricted Cash (deleted)	0	0	0	
Capital Repl Reserve US Bank 0423 (deleted)	0	5,850	-5,850	-100.00%
Total Restricted Cash (deleted)	\$ 0	\$ 5,850	-\$ 5,850	-100.00%
Total Bank Accounts	\$ 100,363	\$ 22,456	\$ 77,907	346.93%
Accounts Receivable				
Fees Receivable	119,610	0	119,610	
Total Accounts Receivable	\$ 119,610	\$ 0	\$ 119,610	
Total Current Assets	\$ 219,973	\$ 22,456	\$ 197,517	879.57%
Other Assets				
Investment in Property/Housing (deleted)	0	314,540	-314,540	-100.00%
Total Other Assets	\$ 0	\$ 314,540	-\$ 314,540	-100.00%
TOTAL ASSETS	\$ 219,973	\$ 336,996	-\$ 117,024	-34.73%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 Accounts Payable	42,366	0	42,366	
Total Accounts Payable	\$ 42,366	\$ 0	\$ 42,366	
Other Current Liabilities				
Security Deposit (deleted)	0	1,150	-1,150	-100.00%
Total Other Current Liabilities	\$ 0	\$ 1,150	-\$ 1,150	-100.00%
Total Current Liabilities	\$ 42,366	\$ 1,150	\$ 41,216	3583.96%
Total Liabilities	\$ 42,366	\$ 1,150	\$ 41,216	3583.96%
Equity				
3000 Opening Bal Equity	-313,390	0	-313,390	
3900 Retained Earnings	335,846	358,563	-22,716	-6.34%
Net Income	155,151	-22,716	177,867	783.00%
Total Equity	\$ 177,607	\$ 335,846	-\$ 158,239	-47.12%
TOTAL LIABILITIES AND EQUITY	\$ 219,973	\$ 336,996	-\$ 117,024	-34.73%

BLAINE COUNTY HOUSING AUTHORITY
Profit and Loss by Property
October 2023 - September 2024

	Elkhorn Village	HCM	Silver Creek Living	Total
Income				
Rental Income				
Elkhorn - Rental Income	14,200			14,200
Hi Country Motel - Rental Income		62,286		62,286
Silvercreek - Rental Income			315,000	315,000
Laundry Income			5,752	5,752
Total Silvercreek - Rental Income	\$ 0	\$ 0	\$ 320,751	320,751
Total Rental Income	\$ 14,200	\$ 62,286	\$ 320,751	397,237
Total Income	\$ 14,200	\$ 62,286	\$ 320,751	397,237
Gross Profit	\$ 14,200	\$ 62,286	\$ 320,751	397,237
Expenses				
Managed Rental Costs				
Elkhorn Village Units				
Elkhorn Village HOA Dues	15,940			15,940
Elkhorn Village Repair & Maintenance	530			530
Total Elkhorn Village Units	\$ 16,470	\$ 0	\$ 0	16,470
Hi Country Motel - Rent paid for facilities		122,850		122,850
Silvercreek - Expenses				
Silvercreek - Operations			104,693	104,693
Silvercreek - Rental Expense			227,873	227,873
Total Silvercreek - Expenses	\$ 0	\$ 0	\$ 332,566	332,566
Total Managed Rental Costs	\$ 16,470	\$ 122,850	\$ 332,566	471,886
Total Expenses	\$ 16,470	\$ 122,850	\$ 332,566	471,886
Net Operating Income	-\$ 2,270	-\$ 60,564	-\$ 11,815	-74,649
Net Income	-\$ 2,270	-\$ 60,564	-\$ 11,815	-74,649



BLAINE COUNTY HOUSING AUTHORITY

Meeting Minutes

Wednesday, July 10, 2024, 12:00 PM

191 5th St W. Ketchum, Idaho 83340

CALL TO ORDER: *(00:00:05 in video)*

Keith Perry called the meeting to order.

ROLL CALL:

Keith Perry – Board Chair

Sarah Seppa – Board Member

Nancy Mendelson – Board Member

Mason Frederickson – Treasurer (via teleconference)

Absent:

Jennifer Rangel – Board Member

ALSO PRESENT:

Carissa Connelly – Ketchum Housing Director/BCHA Executive Director

Frances Solano – Program Administrator

Rian Rooney – Housing Fellow *(via teleconference)*

Andres Guckes – Idaho Mountain Express

1. COMMUNICATION FROM BCHA BOARD: *(00:00:33 in video)*

2. COMMUNICATION FROM BCHA LIAISONS:

No liaisons present

3. COMMUNICATION FROM STAFF: *(00:4:25 in video)*

Housing update and discussion led by: Carissa Connelly

CONSENT AGENDA:

- Keith Perry introduces the consent agenda. *(00:20:27 in video)*
- Nancy Mendelson asked questions on the financial report, Carissa Connelly addressed them. *(00:20:46 in video)*
- Keith Perry suggested that Nancy Mendelson replace Mason Frederickson in January as treasurer. *(00:23:30 in video)*
- Carissa Connelly followed up on the financial report questions and discussion among board members ensued. *(00:24:26 in video)*

Motion to approve the consent agenda items #4 - #7 with the proviso that Nancy is reserving the right to further review the latest accounting procedures. *(00:31:05 in video)*

MOVER: Keith Perry

Carissa Connelly advised the motion to be split into two motions, parsing out item #7. *(00:31:40 in video)*

Motion to approve consent agenda items four through six, and also consent agenda item number seven barring any substantial changes. *(00:31:54 in video)*

MOVER: Mason Frederickson

SECONDER: Keith Perry

AYES: Nancy Mendelsen, Sarah Seppa, Keith Perry, Mason Frederickson

RESULT: ADOPTED



BLAINE COUNTY HOUSING AUTHORITY

Meeting Minutes

Wednesday, July 10, 2024, 12:00 PM

191 5th St W. Ketchum, Idaho 83340

NEW BUSINESS:

- 8. Mission Moment – A letter of gratitude from a Lift Tower Lodge tenant.

Read by: Francis Solano (00:32:23 in video)

- 9. Discussion on Local Employer definition: Guide Eligibility.

Presented by: Rian Rooney (00:33:25 in video)

Joined by: Carissa Connelly (00:38:02 in video)

Comments, questions, and discussion by the board. (throughout presentation)

- 10. Discussion on Board Meeting Schedule.

Introduced by: Keith Perry (00:50:47 in video)

Joined by: Carissa Connelly (00:52:13 in video)

Comments, questions, and discussion by the board. (00:52:47 in video)

Motion to move BCHA board meetings to the third Wednesday of the month, at 11:00 AM pending email approval by all board members. (00:56:25 in video)

MOVER: Keith Perry

SECONDER: Nancy Mendelsen

AYES: Nancy Mendelsen, Sarah Seppa, Mason Frederickson, Keith Perry

RESULT: ADOPTED

- 11. Update on Silvercreek Living.

Presented by: Carissa Connelly (00:57:37 in video)

Comments, questions, and discussion by the board. (throughout presentation)

Motion to adjourn. (01:05:20 in video)

MOVER: Sarah Seppa

SECONDER: Keith Perry

AYES: Nancy Mendelsen, Sarah Seppa, Mason Frederickson, Keith Perry

RESULT: ADOPTED

Respectfully submitted by:

Approved by:

Trent Donat – City Clerk

Keith Perry – BCHA Chair



BLAINE COUNTY HOUSING AUTHORITY

Meeting Minutes

Wednesday, August 14, 2024, 12:00 PM

191 5th St W. Ketchum, Idaho 83340

CALL TO ORDER: (00:00:06 in video)

Keith Perry called the meeting to order.

ROLL CALL :

Keith Perry - Board Chair

Sarah Seppa - Board Member

Nancy Mendelson - Board Member

Jennifer Rangel - Board Member (via teleconference)

Absent:

Lisa Horowitz - BCHA County Liaison

Anna Torres - Board Member

Mason Frederickson - Treasurer

ALSO PRESENT:

Carissa Connelly - Ketchum Housing Director/BCHA ED

Daniel Hansen - Community Engagement Manager

Frances Solano - BCHA Program Administrator

Jenna Elliott - BCHA Accounts Payable

Muffy Davis - BCHA County Liaison

Tripp Hutchinson - BCHA Ketchum Liaison

Jessica Obenauf - BCHA Bellevue Liaison

COMMUNICATION FROM BCHA BOARD:

None

COMMUNICATIONS FROM BCHA LIAISONS:

- Jessica Obenauf (00:01:01 in video)
- Keith Perry responded and discussed. (00:02:03 in video)
- Tripp Hutchinson (00:07:15 in video)
- Muffy Davis (00:08:35 in video)

COMMUNICATION FROM STAFF:

- Carissa Connelly (00:09:07 in video)
Questions and discussion from Liaisons and BCHA members throughout her communication.

CONSENT AGENDA A:

Keith Perry introduces the consent agenda. (00:13:51 in video)

Nancy Mendelson comments. (00:16:00 in video)

Motion to approve the consent agenda. (00:17:31 in video)

MOVER: Nancy Mendelson

SECONDER: Sarah Seppa

AYES: Nancy Mendelson, Sarah Seppa, Jennifer Rangel, Keith Perry

RESULT: ADOPTED

NEW BUSINESS:

5. Discussion on Silvercreek operations.

Introduced by: Keith Perry (00:17:48 in video)

Presented by: Carissa Connelly (00:18:40 in video)



BLAINE COUNTY HOUSING AUTHORITY

Meeting Minutes

Wednesday, August 14, 2024, 12:00 PM

191 5th St W. Ketchum, Idaho 83340

Jenna Elliot introduces herself. (00:29:56 in video)

Presentation continued by: Carissa Connelly (00:30:44 in vid

Joined by: Francis Solano (00:34:25 in video)

Comments, questions, and discussion by the board. (00:34:55 in video and then throughout remainder of presentation)

6. Brand and Communication Strategy Proposal.

Presented by: Daniel Hansen (00:46:50 in video)

- Carissa Connelly commented (01:14:55 in video)

Comments, questions, and discussion by the board . (01:16:27 in video)

7. Guidance from Board on allocation of Lift Tower Lodge surplus funds.

Presented by: Carissa Connelly (01:34:48 in video)

Comments, questions, and discussion by the board . (01:36:29 in video)

8. Recommendation to change Board Meetings to the 3rd Wednesday of the month.

Introduced by: Keith Perry (01:43:22 in video)

Comments, questions, and discussion by the board . (01:45:17 in video)

Motion to change the Housing Authority regular meetings to the 3rd Wednesday of every month, from 11:00 AM - 1:00 PM starting in October . (01:48:39 in video)

MOVER: Sarah Seppa

SECONDER: Nancy Mendelsen

AYES: Nancy Mendelsen, Sarah Seppa, Jennifer Rangel, Keith Perry

RESULT: ADOPTED

Motion to adjourn . (01:50:41 in video)

MOVER: Sarah Seppa

SECONDER: Jennifer Rangel

AYES: Nancy Mendelsen, Sarah Seppa, Jennifer Rangel, Keith Perry

RESULT: ADOPTED

Respectfully submitted by:

Approved by:

Keith Perry
BCHA Chair



BLAINE COUNTY HOUSING AUTHORITY

Meeting Minutes

Wednesday, September 11, 2024, 12:00 PM

191 5th St W. Ketchum, Idaho 83340

CALL TO ORDER: *(00:00:05 in video)*

Keith Perry called the meeting to order.

ROLL CALL:

Keith Perry – Board Chair

Sarah Seppa – Board Member

Nancy Mendelson – Board Member

Jennifer Rangel – Board Member *(via teleconference)*

Ana Torres – Board Member *(joined via teleconference 00:06:46 in video)*

Absent:

Mason Frederickson – Treasurer

ALSO PRESENT:

Carissa Connelly – Housing Director

Frances Solano – BCHA Program Administrator

Muffy Davis – BCHA County Liaison

Tripp Hutchinson – BCHA Ketchum Liaison

Jessica Obenauf – BCHA Bellevue Liaison

COMMUNICATION FROM BCHA BOARD:

Nancy Mendelson *(00:00:42 in video)*

Discussion among the Board Members *(00:01:05 in video)*

COMMUNICATIONS FROM BCHA LIAISONS:

- Muffy Davis *(00:09:34 in video)*
- Tripp Hutchinson *(00:10:20 in video)*
- Discussion between Board Members and BCHA Liaisons *(00:10:55 in video)*
- Tripp Hutchinson *(00:11:41 in video)*
- The board and liaisons discussed Bluebird. *(00:12:40 in video)*

COMMUNICATION FROM STAFF:

- Carissa Connelly *(00:16:49 in video)*

Comments and Discussion among staff *(throughout Carissa's communication)*

CONSENT AGENDA:

Motion to table the consent agenda until the October meeting. *(00:23:05 in video)*

MOVER: Sarah Seppa

SECONDER: Ana Torres

AYES: Nancy Mendelsen, Sarah Seppa, Jennifer Rangel, Keith Perry, Ana Torres

RESULT: ADOPTED

NEW BUSINESS:

6. Mission Moment

Presented by: Sarah Seppa *(00:32:51 in video)*

Comments and discussion among Board Members, Staff and Liaisons *(00:37:54 in video)*



BLAINE COUNTY HOUSING AUTHORITY

Meeting Minutes

Wednesday, September 11, 2024, 12:00 PM

191 5th St W. Ketchum, Idaho 83340

7. Recommendation to approve Adjusted Lease Terms for Silvercreek Living.
Presented by: Carissa Connelly (00:42:58 in video)

Comments, questions, and discussion by the staff, board members and liaisons.
(throughout the presentation)

Motion to approve the adjusted lease terms for Silver Creek. (01:01:42 in video)

MOVER: Sarah Seppa

SECONDER: Keith Perry

AYES: Nancy Mendelsen, Sarah Seppa, Jennifer Rangel, Keith Perry, Ana Torres

RESULT: ADOPTED

Motion to adjourn. (01:02:51 in video)

MOVER: Sarah Seppa

SECONDER: Keith Perry

AYES: Nancy Mendelsen, Sarah Seppa, Jennifer Rangel, Keith Perry, Ana Torres

RESULT: ADOPTED

Respectfully submitted by:

Approved by:

Keith Perry
BCHA Chair



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- Ann, as former Program Administrator, is integral to ensuring ongoing compliance during staff turnover
- Ann is well positioned to train the incoming Program Administrator

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

With this contract renewal, Ann would continue to conduct the following duties:

- Undertake BCHA Homeowner compliance with deed restrictions.
- Recertify the eligibility of renters in BCHA rental properties.
- As requested, assist BCHA Program Administrator in the duties listed within the Program Administrator's duties and responsibilities.

While the long-term aim is for these responsibilities to transition to one of the program administrators, neither have capacity. With the new data system, there should be greater efficiencies. However, this transition is still underway and benefits have not yet been realized.

The proposed changes to this contract include:

1. Changing the hourly rate from \$35 to \$40 per hour
2. No term limit
3. Adjust termination clause from 14 days' notice to 30 days

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="Adequate funds exist in account"/>
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Attachments:

1. Resolution 2024-27

RESOLUTION No. 2024-27

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 TO RENEW
CONTRACT FOR SERVICES WITH ANN SANDEFER

WHEREAS, contractor Ann Sandefer is well-versed and capable of continuing to monitor and draft enforcement letters to renters and owners in BCHAs programs; and

WHEREAS, the value of deed-restrictions are contingent on adequate compliance; and

WHEREAS, existing staff do not have the capacity to conduct such activities; and

WHEREAS, Ann is prepared and ready to train a Program Administrator in compliance and other duties when such Program Administrator has capacity; 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 and authorizes the renewal of Ann Sandefer’s contract for services on October 16, 2024, set forth in Attachment 2, attached and incorporated herein, and

Section 2. The Blaine County Housing Authority Board of Commissioners directs the Executive Director to proceed with assisting in implementing the scope of work.

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair

BCHA PROGRAM SERVICES-INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made and entered on this ___ day of _____ 2024, by and between the Blaine County Housing Authority ("BCHA") and Ann Sandefer ("Contractor"):

WHEREAS, the BCHA and Contractor desire to enter into an independent contractor agreement to provide professional services to assist with BCHA programs and ensuring compliance of homeowners with BCHA deed restrictions and BCHA rental recertifications

WHEREAS, the BCHA is duly authorized and empowered to enter into such an agreement;

WHEREAS, the Contractor has experience and desires to provide services relating to BCHA programs as an independent contractor;

NOW THEREFORE, in consideration of the above recitals and the agreements, covenants, conditions and mutual promises set forth below, it is hereby agreed as follows:

1. **SERVICES PROVIDED:** BCHA hereby contracts with Contractor as an independent contractor to complete and perform the services of Program Administrator for the BCHA as outlined in Attachment A including, without limitation, support of and consultation with the BCHA Program Administrator and the BCHA Board of Commissioners. This Agreement will be administered by the City of Ketchum Housing Department in consultation with the BCHA Board.

2. **TERM OF AGREEMENT:** The term of this professional services contract shall be from October 16, 2024, until either party terminates the agreement. This agreement may be terminated with a thirty (30) day written notice by either party.

3. **WORK HOURS AND COMPENSATION:**

A. BCHA agrees to pay compensation to Contractor at the rate of \$40.00 per hour twice a month.

B. Contractor shall submit invoices setting out (1) the dates work was performed, (2) a description of the work performed, and (3) the number of hours billed for each task. Invoices shall be submitted not later than five (5) days following the end of the payment period. Invoices shall be submitted to the Executive Director. Upon approval of the BCHA Program Administrator, payment shall be made within five days of the final date the invoice was due.

C. Contractor shall provide services under this Agreement on Mondays and Fridays each week for an average total of 16 hours each week. Contractor may switch workdays to other days or exceed or work less than 16 hours in any one week, upon not less than 48 hours notice to and the written approval of the City of Ketchum Housing Department or BCHA Board Chair.

4. **INDEPENDENT CONTRACTOR:**

A. The parties agree that Contractor is the independent contractor of BCHA and in no way an employee or agent of BCHA and is not entitled to any benefit of employment with the BCHA.

B. BCHA will not withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf; make state or federal unemployment compensation contributions on Contractor's behalf; and will not withhold state or federal income tax from Contractor's payments.

C. Contractor shall pay all taxes incurred while performing services under this Agreement, including all applicable income taxes and, if Contractor is not a corporation, self-employment (Social Security) taxes. Upon demand, Contractor shall provide BCHA with proof that such payments have been made.

D. BCHA will not make state or federal unemployment compensation payments on behalf of Contractor. Contractor will not be entitled to these benefits in connection with work performed under this Agreement.

5. EQUIPMENT: BCHA has no responsibility for security or protection of Contractor's supplies or equipment. BCHA shall provide Contractor workspace with a computer and access to printers and supplies. BCHA shall provide access to all plans, submitted information, materials, and other related resources in its possession, which are necessary for Contractor's performance under this Agreement.

6. WORK PRODUCT: Contractor agrees that all work performed under this Agreement is for the benefit of the BCHA and hereby transfers and assigns to BCHA all of its rights to the work performed.

7. OUTSIDE WORK AND CONFLICTS: Contractor may perform work for third party clients, provided such work does not create an actual or potential conflict of interest with BCHA. When Contractor becomes aware of a conflict or potential conflict in a matter with which she is involved, Contractor shall notify the Executive Director and the BCHA Board Chair.

8. CONFIDENTIALITY: Contractor acknowledges that it will be necessary for BCHA to disclose certain confidential and proprietary information to Contractor for Contractor to perform duties under this Agreement. Contractor acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm Client. Accordingly, Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of Client without Client's prior written permission except to the extent necessary to perform services on Client's behalf.

9. INDEMNIFICATION: BCHA agrees to indemnify, defend, and hold harmless Contractor from any and all claims, costs, liability, judgement, complaint, judicial review petition or cause of action filed against Contractor relating to a claim based upon acts or omissions of Contractor performed with the scope of Contractor duties under this agreement, no matter what the basis of the claim, complaint or liability may be, including negligence, but excluding the intentional and willful misconduct of Contractor. BCHA retains the right to select legal counsel to represent Contractor in any such claim, cost, liability, judgement, complaint, judicial review petition, or cause of action filed against Contractor in Contractor's individual capacity, subject to the approval of activities of Contractor undertaken by Contractor pursuant to this agreement, no matter what the basis of the claim, complaint, or liability (including contribution) may be, including negligence but excluding the intentional and willful misconduct of Contractor.

10. COMPLIANCE WITH LAWS: Contractor agrees to comply with all federal, state, county, and municipal laws, rules, and regulations in his performance under this Agreement. Contractor shall possess a valid Idaho driver's license during the term of this Agreement.

11. **ASSIGNMENT:** Contractor may not assign, sub-contract, or delegate his rights and duties hereunder to any person or entity without the prior written consent of BCHA.

12. **WAIVER.** The failure of any party to insist upon strict performance of any of the obligations contained herein shall not be deemed a waiver of any right or remedies that said party may have and shall not be deemed a waiver of any preceding or subsequent breach in the performance of any of the terms and provisions contained herein by the same or any other person. No covenant, term or condition or the breach thereof shall be deemed waived, except by the written consent of the party against whom the waiver is claimed.

13. **THIRD PARTY BENEFICIARY RIGHTS.** This Agreement is not intended to create, nor shall it be in any way interpreted or construed to create any third-party beneficiary rights in any person not a party hereto unless otherwise expressly provided herein.

14. **AUTHORITY OF THE BLAINE COUNTY HOUSING AUTHORITY.** Contractor understands and agrees that only BCHA, through its Board and the City of Ketchum, is empowered to alter, amend, modify, revoke, and permit waiver, assignment, sub-contract, and delegation under this agreement. Contractor shall not rely upon any representation, warranty or other statement by any other employee or agent of BCHA, and any such reliance by Contractor shall be at Contractor's peril and shall not give rise to any claim or cause of action, in law or equity, against BCHA, its employees or agents.

15. **REPRESENTATIONS.** Contractor agrees and warrants that in entering into this agreement it has relied upon no representations, express or implied, of the BCHA, the City of Ketchum, employees, or agents that are not expressly stated herein.

17. **SUCCESSORS AND ASSIGNS.** Unless otherwise provided in this agreement, this agreement inures to the benefit of, will be binding upon the parties and their respective heirs, representatives, successors, and permitted assigns.

18. **CONSTRUCTION.** No presumptions shall exist in favor of or against any party to this Agreement as result of the drafting and preparation of this agreement. The heading and captions of paragraphs of this agreement are for convenience only and shall not be deemed to be relevant in resolving any question of interpretation or construction of this agreement.

19. **SEVERABILITY.** If any term or provision of this agreement shall to any extent be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this agreement shall not be affected thereby, and each term and provision of this agreement shall be valid and be enforceable to the fullest extent permitted by law.

20. **VENUE AND GOVERNING LAW.** If an action is brought to enforce or interpret this Agreement, the parties submit to the exclusive jurisdiction of the courts of the State of Idaho and agree that venue for any such action shall be in Blaine County, Idaho. The validity, performance and construction of this Agreement shall be governed by the laws of the State of Idaho.

21. **ATTORNEY FEES.** If any person initiates or defends any legal action or proceeding to enforce or interpret any of the terms of this Agreement, or to declare forfeiture or termination, the prevailing party in any such

action or proceeding shall be entitled to recover from the losing party its reasonable costs and attorney's fees (including its reasonable costs and attorney's fees on any appeal).

22. AMENDMENT. This agreement may be altered, amended, modified, or revoked only by written instrument duly executed by the parties hereto.

23. ENTIRE AGREEMENT. This instrument constitutes and embodies the entire integrated agreement between the parties. The parties agree that all prior and contemporaneous oral and written agreements between and among themselves and their agents or representatives relating to this agreement are merged in and superseded by this agreement. No modification, amendment, or addition to this Agreement shall be effective unless agreed to by the Parties in a written instrument duly executed by Contractor and the Board.

24. SERVICE OF NOTICE. Any notice may be served upon BCHA by certified mail addressed to:
Blaine County Housing Authority
P.O. Box 4045
Ketchum, ID 83340

Any notice may be served upon Contractor by certified mail addressed to Contractor at:
Ann Sandefer
PO Box 6806
Ketchum, ID 83340

Service of notice by certified mail shall be deemed complete upon the date of the postmark by certified mail. Either party may change the address for services of notice by written notice to the other party.

EXECUTED and effective as of the day and year provided above.

Ann Sandefer _____
PO Box 6806
Ketchum, ID 83340
(208) 720-5109

Date _____

For the Blaine County Housing Authority

Keith Perry _____
Blaine County Housing Authority
PO Box 4045
Ketchum, ID 83340
(208) 788-6102

Date _____

Attachment A – Compliance Contractor Duties and Responsibilities

DUTIES – During the term of this Agreement, Contractor will assist the BCHA Program Administrator with the following duties:

- Undertake BCHA Homeowner compliance with deed restrictions.
- Recertify the eligibility of renters in BCHA rental properties.
- As requested, assist BCHA Program Administrator in the duties listed within the Program Administrator's duties and responsibilities.



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Action:

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

In the Fall of 2023, BCHA adopted a termination policy for supportive services, such as case work. However, staff have not found an adopted policy regarding a termination policy for community housing. There are a very small number of applicants and people who have participated in BCHA's housing programs, such as tenants at Silvercreek Living or community homeowners, who have been non-compliant with deed-restrictions, policies, lease terms, or detracted from the general safety and welfare of staff and/or neighbors. Examples include covering smoke detectors and using volatile cooking appliances that are expressly not allowed in units that BCHA manages, aggression towards staff or neighbors, community homeowners using their unit seasonally, and landlord's not following required procedures, renting to qualified tenants, and/or responding to staff documentation requests to ensure compliance.

Some of these households have required a substantial amount of time from staff, and legal cost, to enforce compliance or remove them from the program. Some continue to blatantly disregard program policies and agreements even when legal action begins. Without a termination policy in place, BCHA has no legal backing to deny program re-entry.

BCHA APPLICANTS & PROGRAM PARTICIPANT

In addition to the eligibility criteria, BCHA is not required or obligated to serve applicants or program participants who:

1. Have engaged in abusive, violent or threatening behavior directed toward BCHA staff or neighbors. Applicants who have a history of such behavior may be denied application to BCHA's programs for a minimum period of ten (10) years.
2. Have, within the prior ten (10) years, been in violation of BCHA's Community Housing Policies, or a BCHA Lease, Lease Addendum or Deed Restriction.
3. Currently owe rent or other amounts to BCHA or to another affordable housing program.

4. Have failed to respond to a written request for information or a request to declare their continued interest in the program. Have failed to provide, within the necessary time limits, the required verification to determine their eligibility/ continued eligibility. Such requests include, but are not limited to, required documentation for application review, the annual homeowner questionnaire and rental recertification paperwork.
5. Have misrepresented any material fact during the BCHA application or compliance process.
6. Lack the ability to maintain their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants.
7. Have committed fraud or bribery in connection with any federal housing assistance program, including the intentional misrepresentation of information relating to their housing benefits.
8. Whose conduct in present or prior housing has been such that admission to the program would adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the project. A record of any of the following may be sufficient cause for BCHA to deny eligibility:
 - A record of non-payment of rightful obligations, including rent and utilities;
 - A record of disturbance of neighbors or destroying property;
 - A record of poor living or housekeeping habits which could adversely affect the health, safety or welfare of other tenants;
 - A determination by BCHA that the use of alcohol or drugs by an applicant would likely result in conduct that would adversely affect the project environment.

Any applicant whose application is denied will be notified by BCHA. An applicant may request a review of any such denial pursuant to the steps set forth in BCHA's "Procedures for Exceptions and Grievances."

DEVELOPERS/OWNERS/LANDLORDS

In addition to the eligibility criteria and requirements outlined in other agreements, BCHA is not required or obligated to serve developers, owners, or landlords who:

1. Have received a letter of non-compliance from BCHA and not cured their out-of-compliance within the time period specified.
1. Have engaged in abusive, violent or threatening behavior directed toward BCHA staff or neighbors. Persons and entities who have a history of such behavior may be denied application to BCHA's programs for a minimum period of ten (10) years.
2. Have, within the prior ten (10) years, been in violation of BCHA's Community Housing Policies, a BCHA Lease, Lease Addendum, Deed Restriction, or agreement with a local jurisdiction, such as an FAR Exceedance Agreement or Development Agreement.
3. Currently owe fees or other amounts to BCHA, to another affordable or community housing program, or government entity.
4. Have failed to respond to a written request for information with the information requested.

5. Have failed to provide, within the necessary time limits, the required verification to determine their eligibility and compliance.
6. Have misrepresented any material fact to BCHA during application, lease-up, sale, or compliance.

Any person or entity who is denied will be notified by BCHA. They may request a review of any such denial pursuant to the steps set forth in BCHA's "Procedures for Exceptions and Grievances."

Attachments:

1. Resolution 2024-25
2. Supportive Service Termination Policy, adopted

RESOLUTION NO. 2024-25
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 TO ADOPT
TERMINATION POLICY FOR COMMUNITY HOUSING PROGRAMS

WHEREAS, the vast majority of applicants of program participants are responsive, respectful, and follow all policies and regulations; and

WHEREAS, a small portion of household applicants and participants do not adhere to the policies, regulations, and general safety and welfare of BCHA staff and neighbors; and

WHEREAS, a Termination Policy for Community Housing Programs gives applicants and program participants clear parameters regarding what prohibits them from entering or re-entering any BCHA community housing program; and

WHEREAS, BCHA administrative staff have determined that staff need such a policy to be able to enforce terminating housing program participation beyond existing agreements; 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 and authorizes the Termination Policy for Community Housing Programs on October 16, 2024.

Section 2. The Blaine County Housing Authority Board of Commissioners directs BCHA staff to implement said Policy.

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair

Supportive Services Termination Policy

BCHA will terminate services to recipients, and professional relationships with them, when such services and relationships are no longer required or no longer serve the recipient's needs or interests. Services may also be terminated if the recipient is no longer eligible for services, or if the recipient requests to terminate services (orally or in writing). The relationship may also be terminated if the recipient commits a program violation including:

1. Refusal to provide documentation or signature required for program eligibility (e.g. annual recertification);
2. Violent or threatening behavior, or other behavior that seriously threatens the health and safety of the recipient, family members in the household, or other tenants in BCHA-supported housing;
3. Violent or threatening behavior towards the case manager, other program staff, landlord, property manager, or other tenants; and
4. Legal eviction by a landlord constituting violation of occupancy requirements.

Termination is a last resort in the most extreme cases. BCHA will consider extenuating circumstances and exercise judgment and restraint when considering whether termination is appropriate.

BCHA will communicate details and deadlines around termination to the recipient.

Appeals to the termination policy can be made to the Director of the Ketchum Office of Housing. Once all information is gathered, appeals will be adjudicated within 10 business days.

Termination does not bar subsequent participation and assistance to the participant by BCHA and its partners.

BCHA contact information: info@bcoha.org or call (208) 788-6102

Client Signature: _____

BCHA Staff Signature: _____

Date: _____

ANA LIZETH VARGAS

PROGRAM ADMINISTRATOR

PO BOX 3551 Ketchum, ID, 83340

T (208)309-0818 E Analizvargas@icloud.com

EDUCATION

COLLEGE OF SOUTHERN

IDAHO - Associate's degree in Health Science, currently hold a 4.0GPA, working towards a bachelor's degree.

IDAHO DEPARTMENT OF

LABOR - NHA, credentialed in 2018: current credentials are valid through 2025.

WOOD RIVER HIGH SCHOOL

HIGH SCHOOL - DIPLOMA, graduated with honors in 2017

SKILLS

- **Bilingual** (Spanish & English)

Certified Medical Interpreter

- **Computer proficiency**

Epic, Word, and Chrome

- **Communication**

Strong verbal and nonverbal skills.

EXPERIENCE

08/19/2024- Current, PROGRAM ADMINISTRATOR, BLAINE COUNTY HOUSING AUTHORITY.

I continue to work with community members interested in learning more about the BCHA program. I am the front facing member of the organization at the Hailey office. I assist with the application process, directing applicants to other resources in our community, manage database(s), work on marketing and showings of units, while also collaborating with the rest of the team and assisting other staff members when available. My responsibility in this role continue to expand as I transition from a part-time to full-time.

12/01/2023- 08/16/2024, APPLICATION ASSISTANT (PT), BLAINE COUNTY HOUSING AUTHORITY.

I engaged closely with community members interested in learning more about the BCHA program. I assist with the application process, while also collaborating with my team to support interpretation needs and address any additional needs the program may require.

12/06/2021- 08/16/2024, CLINICAL STAFF & OPERATIONS LEAD, KETCHUM FAMILY MEDICINE

I worked with a local doctor in a private practice. My job duties consist of initiating in person visits, phlebotomy care, and over the phone patient care. During this time, I have also been trained in a management role helping the provider with medical billing, coding, taking care of incoming and outgoing invoices, and supply ordering/budgeting for the office.

01/1/2018 – 12/3/2021, CLINICAL STAFF, ST. LUKES FAMILY MEDICINE

I worked alongside multiple doctors by initiating consults for them. My job duties consist of obtaining vitals, starting notes, and setting and assisting during procedures. My focus was pediatric, obstetric and wellness care. Throughout my career at St. Lukes, I was trained on prior authorizations, immunization administration, blood draws and over the phone patient care.

06/01/2017– 12/16/2017, CUSTOMER SERVICE REPRESENTATIVE / TELLER, WASHINGTON FEDERAL BANK

I was responsible for providing courteous and efficient service to branch clients by opening and closing new accounts; processing checking and savings transactions; answering questions, in person and on the phone; processing loan payments; and cross selling bank services.

09/1/2015– 09/01/2016, CERTIFIED NURSING ASSISTANT, SAFE HEAVEN

HEALTHCARE I help patients by supporting personal hygiene and daily living needs, providing comfort, transportation, and vital sign monitoring.

09/2013- 06/2017, Planned Parenthood Teen Council Throughout my four years of high school, I was a part of a council known as "Blaine County Teen Council." This program was ran through Planned Parenthood. Through the Teen Council program, I was trained as a Peer Educator to talk to fellow students and friends about accurate reproductive and sexual health information. I was one of the lobbyists for the state of Idaho through this program.



Job Title: Program Administrator
FLSA Status: Full Time (40 hrs/wk) FLSA STATUS: Exempt

The Program Administrator (PA), acting on behalf of the Blaine County Housing Authority (BCHA) is a City of Ketchum employee. The PA manages programs under the Authority's jurisdiction, specifically assisting and screening applicants for program eligibility, lease-up and sales, and ongoing compliance.

PRIMARY JOB RESPONSIBILITIES

Housing Application Assistance and Database Management

- Review community housing applications; following up with the applicants on items which need further documentation
- Meet one-on-one with households to assist in the application process and respond to questions
- Manage database(s) and files for efficient retrieval of information on applicants and program participants
- Manage marketing and showings of units, assist approved buyers as they work with lenders, title companies, transfer of property
- Provide housing counseling services
- Track rental listings
- Track and recommend policy updates and areas that need clarity
- Support Homelessness Program Administrator, as needed and when able
- Manage compliance efforts by monitoring housing occupancy and compliance with deed restrictions annually and as needed. Assist Deputy Director in enforcing compliance through drafting letters of non-compliance and gathering information

Office Administration

- Support Operations Manager with their efforts, including but not limited to scheduling meetings, event setup, community outreach, and implementing new programs
- Manage and organize hardcopy and online files
- Attend and participate in meetings, take minutes/notes, record, maintain and distribute notes
- Provide input on and implement recommendations to improve program efficiencies and new services
- Develop and maintain process documents

REQUIRED SKILLS



- Bilingual Spanish and English, comfortable professionally communicating verbally and in writing in both languages
- Six years of experience in at least one of the following fields (four years of education can be substituted for experience): accounting, real estate, data management, customer service, public administration, or related fields. Experience in affordable housing, tenant screening, and compliance is a plus.
- Demonstrated ability to show empathy for clients and to maintain confidentiality
- Work productively independently and as part of a team, both with staff and volunteers
- Proficient in Microsoft Word, Outlook, Excel. Experience with customer relationship management systems (such as Salesforce) a plus
- Ability to multitask and prioritize projects in a fast-paced environment
- Possess a high level of self-motivation and initiative
- Able to work occasional evenings and weekend

Mason Frederickson
PO Box 3371
Ketchum, ID 83340
masonson@gmail.com

10/8/2024

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

Dear Members of the Board,

It is with a mixture of gratitude and sadness that I submit my resignation from the Blaine County Housing Authority Board of Directors, effective 11/8/2024. Having served as a board member since 2018, I have had the privilege to contribute to the authority's mission in various capacities, including roles as Chair, Vice Chair, and Treasurer.

Over the past six years, I have truly enjoyed participating in our local affordable housing issues. The work of the Blaine County Housing Authority is vital to our community, and I have been honored to be part of an organization that is so dedicated to stewarding and preserving affordable housing in Blaine County.

I am deeply grateful for the support, collaboration, and camaraderie of my fellow board members and the exceptional staff of the authority. Together, we have navigated numerous challenges and celebrated many successes. I am confident that the authority will continue to thrive and make a positive impact on the lives of Blaine County residents.

Thank you for the opportunity to serve our community through this incredible organization. I will always cherish the experiences and relationships I have built during my tenure on the board.

Sincerely,

Mason Frederickson



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Action:

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

With Commissioner Frederickson's resignation, the Board needs a new Treasurer. While the bylaw's don't specify that a Treasurer must be replaced upon vacancy, staff recommend appointing a new Treasurer in advance of the Annual Meeting in January. Having a designated third party who is not involved in the day-to-day operations of BCHA is incredibly helpful for reviewing policies, financial statements, brainstorming, and problem solving.

The bylaws state that a Treasurer's duties are as follows: "Section 5. DUTIES OF THE TREASURER. The Treasurer shall review the financial records of the Authority monthly. At each meeting, the Treasurer shall bring forth such information and recommendations as he/she may consider proper for presentation concerning the financial affairs of the Authority."

Staff have already worked with Commissioner Mendelsohn on the review of the Accounting Manual and find her knowledge of financial management and willingness to ask questions to be a great asset to BCHA. Nancy Mendelsohn has ample experience and expertise in financial management. She has a degree in accounting, business administration, and formerly worked as a certified CPA in public accounting before entering the private industry. As a newly retired person, Nancy has stated that she has the desire, time, and motivation to be an engaged Treasurer for BCHA.

Attached you will find her resume and initial letter of interest for the Board of Commissioners.

Attachments:

1. Resolution 2024-26
2. Commissioner Mendelsohn's resume
3. Commissioner Mendelsohn's letter of interest, March 21, 2024
4. BCHA's By Laws, last updated July 12, 2023

RESOLUTION NO. 2024-26
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 TO
APPOINT COMMISSIONER MENDELSON AS BCHA BOARD TREASURER

WHEREAS, BCHA's bylaws require the appointment of a Treasurer; and

WHEREAS, staff support having a designated point person for financial questions and oversight who is not involved in the day-to-day; and

WHEREAS, Commissioner Mendelsohn has ample experience, time and motivation to fulfill this role; 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 appoint Nancy Mendelsohn as Treasurer on October 16, 2024.

Section 2. The Blaine County Housing Authority Board of Commissioners directs BCHA staff to work with Nancy as Treasurer.

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair

NANCY S. MENDELSOSH
720 Eastridge Drive
Hailey, ID 833333
(360)739-3915
nancymendelsohn0920@gmail.com

RECENT EXPERIENCE:

August 2013-Current **The Nature Conservancy-Idaho Chapter**

Director of Finance and Operations (DFO) for non-profit conservation organization. The Nature Conservancy is the largest conservation organization in the world with the mission to protect the land and waters on which all life depends. The DFO position provides financial, administrative, technology and human resource leadership for the Idaho Chapter, which has offices in both Hailey and Boise and nature preserves around the state. Supervise support staff of 2-3 and work directly with leadership team, development team, Board of Trustees and State Director. Act as a liaison between the World Office and Idaho Chapter. Responsible for internal financial statements, analysis, budgeting, audit compliance (internal, external and governmental), strategic planning and forecasting, facilities management, technology systems, hiring/recruiting and human resource matters, quarterly project financial reviews and Board presentations. Chapter staff of 32 individuals and an annual operating budget of approximately \$6M. Full time.

November 2010-April 2013 **Brown Line, LLC, a division of Lynden, Inc.**

Controller - Large LTL trucking company specializing in transport of seafood along Pacific NW Coast. A subsidiary of Lynden, Inc. family of companies; an international supply chain transportation specialist. Supervision of accounting, administrative and customer service staff, report and work directly with President and management team. Directed Human Resource planning, lead innovative systems design, technology implementation, facilities management and leasing, streamline processes and efficiencies. Responsible for financial statements, analysis, budgeting, quarterly reviews and recommendations for future direction. Full time.

Jan. 2009-Aug. 2009,
Jan. 2010-April 2010

Varner Sytsma & Herndon, CPA's

Tax Manager – Worked tax season reviewing various corporate, partnership and individual tax returns for clients in diverse industries. Assisted in staff training and mentorship. Prepared complex tax returns for larger businesses. Limited to seasonal employment due to nature of profession. Full time.

Sept. 1995 – Dec. 2008: **Blossom Management Corporation**

Accounting Manager for family owned commercial property management and development company. Responsibilities include all aspects of accounting function, budgeting, financing, payroll and benefits, financial statements, accounts receivable, accounts payable and tax planning. Supervise financial systems and reporting for various properties and reporting entities in Alaska, Colorado, California and locally. Solid organizational skills, creative problem solving, attention to detail, proficient in Microsoft Excel, Word, Outlook and various general ledger software. Strong writing and communication skills. Supervisory experience. Team environment. Reported directly to owners.

ADDITIONAL EXPERIENCE:

Controller for a large engineering firm. Responsible for all aspects of financial and accounting system for this professional service company of over 150 staff.

Senior Staff Accountant for large regional CPA firm with emphasis on federal income taxes. Audit experience.

Various consulting and professional accounting and tax services engaged by private clients.

Team projects at The Nature Conservancy including: DFO Cabinet member (3-year term), organizational wide Onboarding Process Development Project, Chapter Information Management System design and implementation and Chapter Carbon Emission Reduction Team.

EDUCATION:

- Continuing Education in the area of: Commercial Tenant/Landlord Law, Human Resources, Managerial Skills, Federal Income Taxes, QuickBooks, Microsoft Office; Excel, Word, PowerPoint and Outlook, Government Grants
- Certified Public Accountant, Washington State (currently lapsed)
- Bachelor of Arts - Accounting, Western Washington University Bellingham, WA

COMMUNITY SERVICES:

- Planning and Zoning Commissioner for Blaine County, Idaho
- Past Treasurer and Board Member for the Wood River Orchestra
- Past Vice-President and Treasurer of The Whatcom Volunteer Center
- Past Treasurer of Interfaith Coalition
- Past Treasurer of multiple PTA organizations

REFERENCES:

Available on request.

NANCY S. MENDELSON
720 Eastridge Drive
Hailey, ID 83333
(360)739-3915
nancymendelson0920@gmail.com

March 21, 2024

RE: Blaine County Housing Authority Board Position

Dear Lisa:

I am writing to express my interest in the board position with the Blaine County Housing Authority (BCHA) organization. I would welcome the opportunity to be considered for this role as a representative from Hailey.

I have worked in finance and administration my entire career. With my degree in Accounting and Business Administration, I then spent a few years in public accounting as a CPA, prior to entering private industry. For the last 10 years, I have worked for The Nature Conservancy (TNC) in Idaho as the Director of Finance and Operations. As I retire on April 3, 2024, I would like to contribute in a new capacity to my community.

The housing situation in Blaine County is a concern to many business owners and local residents. I have had some personal experience in this area as my daughter has benefited from the BCHA program when purchasing a deed restricted condominium in Elkhorn, after struggling to find housing about 5 years ago. In my role at TNC, we found the housing situation in the Wood River Valley to impact our ability to hire new staff and interns.

I have prior experience as a member of the Blaine County Planning and Zoning Commission and most recently, volunteered on the Hailey Housing Committee. I have participated on a variety of other boards over my career.

I feel like I can contribute to this role with a fresh perspective and would be grateful to serve the greater community in this capacity.

Best Regards,

Nancy S. Mendelson

**BY-LAWS OF THE BOARD OF COMMISSIONERS OF THE
BLAINE COUNTY HOUSING AUTHORITY**

Amended and Adopted July 12, 2023

ARTICLE I

SECTION 1. RESPONSIBILITY. The Blaine County Housing Authority shall hold public meetings, hearings, work sessions, or use other means, to obtain input to the planning and development of housing (hereafter referred to as “community housing”) that is affordable to the work force of Blaine County, Idaho and the Wood River Valley. The Authority will operate within the parameters set forth in Blaine County Resolution 2007-33, and Title 31, Chapter 42 of the Idaho Code, as may be amended.

ARTICLE II

SECTION 1. NAME OF THE AUTHORITY. The name of the Authority shall be the “Blaine County Housing Authority,” herein referred to as the “Authority.”

SECTION 2. NAME OF THE BOARD. The name of the board shall be the “Board of Commissioners of the Authority,” hereinafter referred to as the “Board.”

SECTION 3. CHAIRPERSON AND VICE-CHAIRPERSON. These titles are interchangeable whenever they may appear within the Articles of the By-Laws when the titles are used within their respective context.

ARTICLE III

SECTION 1. POWERS OF THE AUTHORITY. The Authority shall constitute an independent public body, corporate and politic, created pursuant to Blaine County Resolution Number 2007-33 and shall have all the powers and authority bestowed upon a housing authority pursuant to Title 31, Chapter 42, and Title 50, Chapter 19, Idaho Code.

SECTION 2. POWER OF THE COMMISSIONERS. The Board, acting as a body, shall have the authority and responsibility to set policy and direction of the Authority and to exercise the powers and authority of the Authority set forth in Title 31, Chapter 42, and Title 50, Chapter 19, Idaho. The Board may approve or disapprove of actions to be taken by the Authority. However, individual Commissioners, not acting on a consensus of the whole Board, shall have no right or authority to direct or interfere with operational aspects of the Executive Director or employees of the Authority.

SECTION 3. POWERS OF THE EXECUTIVE DIRECTOR. The Executive Director shall be appointed by a majority vote of the Board, and shall serve at the pleasure of said Board. Equally, the Executive Director may be dismissed without cause by a majority vote of the Board. The Executive Director shall be the Chief Administrative and Operational Officer of the Authority, subject to the policy direction of the Board. If the Board has a contract for services for staffing the Authority, then that contractor will act as the Executive Director.

SECTION 4. TERMINATION OF AUTHORITY. The Authority shall terminate at such time as the Blaine County Board of Commissioners, by proper resolution, shall declare that there is no longer a need for a housing authority to function within Blaine County, Idaho and shall comply with the termination procedures of Title 31, Chapter 42, and Title 50, Chapter 19, Idaho Code.

ARTICLE IV

SECTION 1. SELECTION AND REMOVAL OF COMMISSIONERS.

(a) The appointment and removal of persons to serve as Commissioners of the Board shall be in accordance with the provisions and procedures of Blaine County Resolution 2007-33.

(b) No Commissioner of the Authority may be an officer or employee of Blaine County, Idaho or the cities of Ketchum, Sun Valley, Hailey, Bellevue or Carey, Idaho.

(c) A Commissioner shall receive no compensation for his or her services for the Authority in any capacity, but may be entitled to the necessary expenses, including travel expenses, incurred in the discharge of his duties.

(d) Upon removal of a Commissioner, the Blaine County Board of Commissioners shall cause to be sent a notice of the removal to the Commissioner so removed, the Authority and the County Clerk.

(e) A Commissioner may resign by providing written notice to the Board. Said notice shall be effective at the date specified by the resigning Commissioner but not sooner than thirty (30) days subsequent to the date of said written notice.

SECTION 2. OFFICERS OF THE BOARD. The Officers of the Board shall be a Chairperson, Vice-Chairperson, Treasurer, and the Executive Director, who will be an Ex-Officio member of the Board.

SECTION 3. DUTIES OF THE CHAIRPERSON. The Chairperson shall preside at all meetings of the Board, except as otherwise authorized by resolution of the Board. The Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall bring forth such recommendations and information as they may consider proper for presentation concerning the business affairs and policies of the Authority.

SECTION 4. DUTIES OF THE VICE-CHAIRPERSON. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, and in the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall elect a new Chairperson.

Section 5. DUTIES OF THE TREASURER. The Treasurer shall review the financial records of the Authority monthly. At each meeting, the Treasurer shall bring forth such information and recommendations as he/she may consider proper for presentation concerning the financial affairs of the Authority.

SECTION 6. DUTIES OF THE EXECUTIVE DIRECTOR. The Executive Director shall serve at the pleasure of the Board, as an Ex-Officio member. They shall have general supervision over the day-to-day administration of the Authority's business affairs, subject to the direction of the Board, and shall be charged with management of the operations of the Authority. They shall be required to keep all monies belonging to the Authority in such place or places of deposit as required by the Authority, and further having the duty to cause to be kept an accurate account of all monies received, the sources from where derived, and all monies expended and the purpose to which applied. The Executive Director shall cause an audited statement of financial position, including income and expense information, to be prepared annually or biannually as allowed by State Code and determined by the Board, and shall present such statement to the Commissioners for their review at the next regular meeting date following receipt of said audited statement. As an Ex-Officio member of the Board, the Executive Director cannot vote on Authority matters.

SECTION 7. ADDITIONAL DUTIES OF COMMISSIONERS. The officers of the Board shall perform such other duties and functions as may from time to time be required by the By-Laws, or by Rules and Regulations of the Authority, subject to prior approval of a majority of the Board. Attendance at each and every regularly scheduled Board meeting is expected of all Commissioners. Commissioners who do not maintain a meeting attendance rate of at least 80% shall be subject to removal unless the absences are excused for good cause by the Chair. Teleconferencing during Authority meetings is acceptable when necessary.

SECTION 8. RULES AND REGULATIONS BY COMMISSIONERS. The Board shall have the authority to promulgate Rules and Regulations pertaining to the operation of the Authority. Rules and Regulations may be promulgated

by a majority vote of the Board at a Regular Meeting. Rules and Regulations may be proposed by the Executive Director or by a motion of a Commissioner of the Board. All Rules and Regulations adopted must conform with all requirements of State, City and County laws and ordinances.

SECTION 9. APPOINTMENTS AND ELECTIONS. When the Office of the Chairperson or Vice-Chairperson shall become vacant, the Commissioners shall elect a Chairperson or Vice-Chairperson from their number, which electee shall hold office until the next Annual Meeting.

SECTION 10. VACANCIES. When the office of the Executive Director becomes vacant, the Board shall promptly appoint a successor, in accordance with any duly executed agreements. When the office of a Commissioner becomes vacant for whatever reason, a new Commissioner shall be appointed pursuant to the procedure set out in Blaine County Resolution 2007-33.

SECTION 11. COMMITTEES OF THE BOARD. The Board may establish committees from their number and members of the community to deal with specific areas of operations, resolve various policy issues, or to serve as oversight entities. Each committee shall report its findings to the whole Board for possible action.

SECTION 12. ADDITIONAL PERSONNEL. The Board may employ a secretary or clerk, a bookkeeper and/or accountant, technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualifications, duties and compensation. For such legal services as it may require, the Board may employ its own counsel and legal staff. The Board may delegate to one (1) or more of its agents or employees such powers or duties as it may deem proper.

SECTION 13. CLERK OF THE BOARD. The Board may appoint a Clerk of the Board, who shall serve at the pleasure of the Board. The Clerk shall be responsible for taking the minutes of the meetings, maintaining official minutes of the Board and other tasks assigned by the Board.

ARTICLE V

SECTION 1. ELECTIONS. The election of the Chairperson, Vice-Chairperson, and Treasurer shall take place annually at the time and place of the Annual Meeting. Any duly appointed, qualified and acting commissioner shall be eligible for the offices of Chairperson and Vice-Chairperson. A majority of votes cast shall elect.

ARTICLE VI

SECTION 1. ANNUAL MEETING. The Annual Meeting of the Board of Commissioners shall be held on the third (3rd) Wednesday of January of each year at the regular place selected by the majority of the Board. The meeting date of the Annual Meeting may be changed upon majority vote of the Commissioners.

SECTION 2. REGULAR MEETINGS. The Regular Meetings of the Board shall be held at various locations throughout Blaine County, Idaho. Regular Meetings shall be set at the quarterly meetings. At least one (1) Regular Meeting shall be held one (1) time per quarter; additional Special Meetings or workshop meetings may be scheduled as necessary.

SECTION 3. NOTICE OF REGULAR MEETINGS. Notice shall be given to each Commissioner in the form of the Agenda, in a reasonable period prior to the scheduled meeting and consistent with Idaho Code Section 67-2343. The notice may be mailed, e-mailed, or personally delivered to each Commissioner. A copy of the Notice shall be posted in a public place in the offices of the Authority, and appropriate copies shall be given to the media. All meetings shall conform to the Open Meetings Law of Idaho in Section 67-2342, Idaho Code.

SECTION 4. SPECIAL MEETINGS. Special Meetings of the Board may be on the call of the Chairperson at such time and place as the Chairperson may designate. Special Meetings may also be held upon the request of any

two (2) Board members or upon the request of the Executive Director. At any such Special Meeting, no business shall be considered, other than that business designated in the Notice of Agenda of that Special Meeting.

SECTION 5. NOTICE OF SPECIAL MEETINGS AND EMERGENCY MATTERS. Notice of Special Meetings shall be given by written or telephonic communication and consistent with Idaho Code Section 67-2343(b), but in no event shall the meeting be conducted without a written agenda. Notice of the Special Meeting shall be given no less than twenty-four (24) hours prior to the date and time of the meeting and Notice of the Special Meeting shall be given in a timely matter to members of the interested media and shall be posted in a public place at the offices of the Authority. Emergency Meetings and Executive Sessions may be noticed and convened as provided for in Idaho Code Section 67-2343.

SECTION 6. QUORUM. For any meeting, a majority of the appointed Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Authority upon a vote of a majority of the Commissioners present.

SECTION 7. MANNER OF VOTING. Voting on all questions regarding financial matters coming before the Board shall be by roll call and the Ayes, Nays, Abstentions and Absences shall be entered upon the minutes of such meeting. Roll call voting is also required for entering into executive session, pursuant to Idaho Code Section 67-2345 *et seq.* Voting on all other questions may be by voice or by show of hands. Election of Officers of the Board may be held by secret ballot on request of a Board member.

SECTION 8. RULES OF ORDER. Except as specifically set forth in the By-Laws, conduct of the meeting of the Board shall be in accordance with Robert's Rules of Order, to the extent reasonable.

SECTION 9. FILING OF MINUTES AND REPORTS. (a) The Authority shall maintain written minutes consistent with Idaho Code Section 67-2344 and shall file a copy of the minutes of all meetings with the Blaine County Clerk within ten (10) days after their approval by the Authority. All resolutions before the Board shall be included in the minutes of the Board.

(b) At least once a year, the Authority shall file a report with the Blaine County Clerk of its activities for the preceding year and shall make recommendations with reference to such additional legislation or other action as it deems necessary in order to carry out the purposes of this Act.

(c) The Authority shall file with the Blaine County Clerk a copy of the Authority's financial reports, any claims and causes of action against the Authority, and the Authority's employee policy handbooks, if any, and any changes, modifications, or deletions to the handbooks.

SECTION 10. OPEN PUBLIC MEETINGS. To the extent required by law, the Authority shall comply with applicable provisions of the Idaho Open Public Meetings Law, Idaho Code Sections 67-2341, *et seq.*, in the noticing and conduct of its meetings.

SECTION 11. PUBLIC RECORDS. To the extent required by law, the Authority shall comply with applicable provisions of the Idaho Public Records Law, Idaho Code Sections 9-337, *et seq.*

ARTICLE VII

SECTION 1. STATE LAW REGARDING CONFLICT OF INTEREST. Commissioners of the Board and Authority Staff are subject to the applicable laws of the State of Idaho regarding, without limitation, fair hearing, conflict of interest, disclosure and disqualification including Ethics in Government Act (Idaho Code Section 59-701, *et seq.*), Prohibitions Against Contract With Officers Act (Idaho Code Section 59-201, *et seq.*), and the Bribery and Corrupt Influences Act (Idaho Code Section 18-1351, *et seq.*)

SECTION 2. CONFLICT OF INTEREST. A Board Commissioner must announce a conflict, and then dismiss himself or herself from the meeting room while an issue or item that presents a direct or indirect conflict of interest is being considered in Executive Session.

SECTION 3. OUTSIDE ACTIVITY. Subject to Section 4 below, Commissioners and Authority Staff are not prohibited from engaging in outside activity related to housing and/or real estate. However, any such activity which could potentially result in a conflict of interest or have the appearance of conflict shall be publicly disclosed by the Commissioners or Authority Staff. The individual shall thereafter recuse himself or herself from any discussions or decisions in which said conflict is present. In cases where a potential conflict so disclosed is not direct, but peripheral, the other Commissioners shall determine whether sufficient reason exists to require recusal of the individual.

SECTION 4. DUTY OF LOYALTY. Commissioners and Authority Staff are required to refrain from engaging in personal activities which would injure or take advantage of the Authority. They are also prohibited from using their position of trust and confidence to further their private interests. Commissioners and Authority Staff should avoid even the appearance of a conflict of interest. Examples of prohibited conduct include: (1) realizing secret profits or unfair gain through personal transactions with or on behalf of the Authority; (2) competing with the Authority to its detriment; (3) usurping Authority opportunity; and (4) realizing personal gain from the use of Authority material or non-public information.

SECTION 5. INDEMNITY AND INSURANCE. The Authority shall indemnify, to the full extent permitted by law against damages, judgments, settlements, costs, charges, and expenses incurred in connection with the defense of any action, suit, or proceeding or any appeal therefrom, any person or his or her personal representative made, or threatened to be made, a party to such action, suit, or proceeding, whether civil or criminal by reason of the fact that such person is or was a Commissioner or Officer of the Authority. All members of the Board and all Employees and Staff of the Authority shall be covered by an Errors and Omissions policy to be purchased and kept in force by the Authority.

ARTICLE VIII

SECTION 1. AMENDMENT OF THE BY-LAWS. The By-Laws of the Board of Commissioners may be amended upon the affirmative vote of the majority of Commissioners. No such amendment of the By-Laws may be considered or adopted unless written notice of the proposed change shall have been previously given to all Commissioners, at least five (5) working days in advance of the Meeting. Furthermore, no amendment to the By-Laws may be considered without prior concurrence by Counsel of the legal sufficiency of the proposed amendment.

END OF BY-LAWS.



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Action:

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

GOAL 4: INFORM, ENGAGE, COLLABORATE
OBJECTIVE 3: CREATE A REGIONAL HOUSING ACTION PLAN

Background

In June 2022, the BCHA Board of Commissioners and governmental liaisons developed a new Strategic Plan. The process was facilitated by Agnew::Beck, with the support of Blaine County, the City of Ketchum, and Spur Community Fund. The Strategic Plan was developed while BCHA was undergoing tremendous organizational change-- BCHA staff had resigned, Board members were in transition, and parallel planning efforts and conversations were underway.

The Strategic Plan is a long-range plan that reflects high level goals and objectives of the Board and has not been reassessed since its creation. An Action Plan clarifies the most relevant and immediately impactful, needed, and feasible actions for staff to pursue. It reflects learnings and changes since the creation of BCHA's Strategic Plan. You can view the full Strategic Plan [here](#).

Parallel planning efforts: Alongside BCHA's planning process in 2022, Ketchum had just wrapped up planning efforts and Blaine County was conducting their own housing discussions. Ketchum had developed its Housing Action Plan (HAP), now in year two. This plan was developed with significant, countywide input – including a survey with over 1,117 responses and interviews with 30 key community leaders representing service providers, businesses, developers, philanthropy, and local government leaders from throughout the county. Research was conducted to identify best practices for destination communities, including interviews of six peer communities' Housing Directors, a housing needs assessment, and general housing policy research.

Ketchum's HAP was intended to be a community-driven plan, developed with a task force of twenty community members that represent diverse industries and perspectives, and public feedback via an open

house, focus group, and digital public comment. Actions included quarterly housing conversations with local governments and separate quarterly conversations with Implementation Partners – i.e. those undertaking or supporting specific actions in the plan.

Simultaneously, Blaine County initiated conversations about how to increase coordination amongst the various jurisdictions and how to build their own internal capacity to respond to regional housing shortages. This process brought to light the need for county-wide coordination to make the housing efforts less duplicative and confusing for not only the community but also investors, developers, local philanthropic entities, and local governments.

Gaps in Housing Services: The planning discussions and efforts at BCHA, Ketchum and Blaine County clarified the existing gaps in services and coordination. Despite the many organizations working to address housing, key housing services and knowledge were still missing, and the overall experience for the community was fragmented and disconnected. These findings led the BCHA Board to affirm that the best way to serve the community, provide regional coordination services and respond to funders, was to develop a new approach to the implementation of housing services, programs, advocacy, and coordination. This approach centers around filling gaps in housing services – regularly cataloguing existing efforts and positioning a nimble, experienced BCHA team to fill the existing gaps. The resulting new mission is for BCHA to be “a central source of innovative solutions, advocacy, and knowledge for community housing in Blaine County.”

Operational Scenarios: At the time of Strategic Plan development, the Board and government representatives discussed different scenarios previously discussed amongst jurisdictions. The aim was to adequately implement this new scope, and operational scenarios explored include (1) maintain the status quo, (2) form a regional housing Joint Powers Agreement, and (3) set up a new housing initiative, 5B Housing, as a joint project, under which BCHA would sit. The Board was supportive of this third arrangement because it would create a shared Housing Department that could take on regional housing needs, producing better outcomes for regional coordination and enabling greater funding and capacity support for BCHA. The Board also acknowledged that this approach would be confusing for community members and would require time and resources to transition.

Progress since the Adoption of BCHA’s Strategic Plan in June 2022

Goal 1, Build organizational structure + capacity to serve regional housing opportunities + gaps: During the Fall of 2022, service providers countywide called for action regarding a substantial increase in households experiencing homelessness. This controversial housing reality and the continued struggle to staff BCHA spurred the County to initiate regular small-group discussions of government administrators and elected officials regarding the future of BCHA. This group expressed limited interest in a new 5B Housing model, so the County considered bringing BCHA staffing in house.

By February 2023, County elected officials and administrators acknowledged that there was limited capacity and physical space to adequately serve and manage housing authority staff and implement the Strategic Plan. They recommended – and Ketchum City Council agreed – that the City of Ketchum was best situated to staff BCHA, effectively merging housing, communications, HR, and building resources. Ketchum and BCHA now have a contract for services, whereby Ketchum staffs BCHA and serves as the Executive Director (per updated bylaws). Blaine County and Ketchum co-fund BCHA, with additional revenue from grants and operations.

While the scope of BCHA grew, so did the need for additional staff to adequately operate. The following all have relevant technical expertise:

- Housing Fellow (contract)
- part-time Compliance Analyst (contract)
- Operations and Application Coordinator (contract)
- Housing Director (Ketchum staff)

There are now two bilingual program administrators who review applications, manage lease-ups and sales, and manage Silvercreek Living and Lift Tower Lodge. A highly experienced Operations Manager will start November 4th and will hire an Administrative Assistant. This role will eventually take over responsibilities from the Operations and Application Coordinator. The Operations Manager will also hire a Property Manager for Silvercreek Living. Having an experienced property manager will allow the transitional housing program administrator to transition to part-time and only conduct case management, which is where her passion and skillset lies.

This last fiscal year, BCHA – through the Blaine County Housing Foundation – brought in \$210,800. While the County’s contribution remained the same as the last fiscal year, the city of Ketchum’s increased. Staff will be having strategic meetings with other governments at the staff level – and encourage the Board to do so with elected officials – regarding funding, scope of services, and governance.

Goal 2, Recommend + advocate for policy that promotes housing: The Ketchum team consulted with Hailey on their locals-only pilot program, and BCHA will administer new inventory from Ketchum’s Ownership and Preservation Program pilot.

Ketchum’s 2022 Housing Needs Assessment included data and analysis for each jurisdiction within Blaine County. BCHA conducted a new survey in 2023, identifying needs and preferences of those seeking housing. These countywide findings were updated for a report-format of a [Blaine County Housing Needs Assessment](#) and presented at three events in September, 2024. BCHA also contracted with Economic & Planning Systems (EPS) to conduct an [employee generation nexus study](#), presented at those September events.

Staff have launched and are migrating data to a new application and compliance system which will enhance data tracking, analysis and reporting. BCHA has also historically been the only entity tracking rental data and contracted with the Idaho Policy Institute of BSU to review best practices on rental tracking. Based on those results, staff are continuing to track based on newspaper and Facebook ads.

Regarding supporting community housing policies, staff continue to request Board representation to support proposals to their affiliated Planning and Zoning Commissions and City Councils. With support of city administrators, staff will also work directly at the staff level to develop rapport and request earlier opportunities to provide direct feedback outside of official public comment.

Goal 3, Expand, coordinate + improve services to create housing stability: This goal area has seen the most progress, with support from homelessness expert and contractor Courtney Noble and Program Administrator Frances Solano. BCHA adopted an Emergency and Transitional Housing Plan, added new bilingual staff and took over contract management of a landlord-tenant mediation program. Staff updated and distributed physical copies of the [2024 Resource Guide](#) and continue to use a common intake form for referrals based on eligibility for all restricted housing in Blaine County. Additionally, BCHA has increased its transitional housing efforts and capacity– bringing nine more Lift Tower Lodge units online, master leased High Country Motel for winter 2023-24, and Silvercreek Living for a total of 54 units currently dedicated to people experiencing housing instability. This has enabled stable, safe housing for 186 people – most of whom were experiencing homelessness.

Staff are screening every Bluebird applicant for local preferences, while also moving people out of transitional housing and from BCHA's waitlist to stable, affordable housing. Staff also make referrals for Wood River Community Housing Trust when they have openings.

Goal 4, Inform, engage, collaborate: 5B Housing was not launched, however a rebranding initiative is underway. Staff expect to present an updated draft of branding at the November board meeting. Ongoing communications and coordination have improved, with increased dialogue with service and housing providers. No membership group or coalition has been created or facilitated by BCHA. This goal includes the creation of a regional housing action plan, which is proposed in this staff report and will be reviewed at the February 14th Board meeting.

Goal 5, Steward/preserve + expand portfolio of deed restricted homes: To steward and preserve BCHA's portfolio, staff established an annual compliance review process. An integrated data management, application, and customer relationship management system is now adopted, with processes being clarified and data migration underway.

Expansion of the inventory of deed-restricted homes is primarily being conducted by individual jurisdictions. BCHA does not have adequate funding to establish high-cost countywide programs. However, staff analyzed BCHA's homeownership portfolio and associated CC&Rs to better understand how assessments and dues are calculated for the community housing units. This will inform adjustments to agreements between local jurisdictions and developers, ensuring that -at least on new construction – these adjustments will be made before new community owners purchase. While staff recognize the need for many existing community homeowners, who are subject to CC&Rs that are already in place, to secure grants or soft loans to cover their assessments, there is not adequate funding and staff do not currently have the capacity to set up a new program.

The detailed Progress Report for June 2022 to October 2024 is included below.

The Proposed BCHA Action Plan + Budget

Per Goal 4, Inform, Engage and Collaborate, Objective 6, Create a housing action plan, staff used the 2022 Strategic Plan and learnings over the last year and a half to inform the February 2024 BCHA Action Plan. To align with the fiscal year and budgeting, staff committed to reassess for this new fiscal year (24/25). The proposed budget enables the implementation of the actions outlined in the proposed plan.

	FY2024 ACTUALS	FY2024 BUDGET	FY2025 BCH PROPOSED
REVENUE			
City of Ketchum Contribution	\$ 319,359	\$ 84,018	\$ 477,910
County Contribution	\$ 232,278	\$ 150,000	\$ 150,000
CH Administrative Fee (Sales)	\$ 3,235	\$ 5,000	\$ 5,000
Rental Income	\$ 397,237	\$ 358,058	\$ 498,582
Sale of Real Estate	\$ -	\$ 245,000	\$ 240,000
Grants	\$ 182,117	\$ 213,300	\$ 110,000
Donations	\$ 36,761	\$ 20,000	\$ -
Miscellaneous	\$ 6,003	\$ -	\$ -
TOTAL REVENUE	\$ 1,176,990	\$ 1,075,376	\$ 1,481,492
EXPENSES			
Administrative Services	\$ (30,878)	\$ (32,591)	\$ (51,054)
Managed rentals	\$ (473,256)	\$ (448,244)	\$ (652,459)
Contract Labor	\$ (178,434)	\$ (171,520)	\$ (64,744)
Ketchum Staff Labor	\$ (188,946)	\$ (252,055)	\$ (477,910)
Office expenses	\$ (29,892)	\$ (32,591)	\$ (25,560)
Programming	\$ (119,400)	\$ (138,374)	\$ (209,765)
TOTAL EXPENSES	\$ (1,020,806)	\$ (1,075,375)	\$ (1,481,492)
DIFFERENCE	\$ 156,184	\$ 1	\$ (0)

Staff recognize the wide range of actions that *need* to be taken, however they also recognize the high risk of burnout given what BCH is already committed to and staff capacity. As new staff are onboarded, processes clarified, and staff become more comfortable and efficient with current commitments, then those actions labeled as “backburner” can be revisited.

The proposed updates to the plan, status of current actions, and progress descriptions are as follows. If adopted, the updated actions will be inserted into the full report for public consumptions.

BCHA'S REDLINED PROPOSED HOUSING ACTION PLAN

October 16, 2024

GOAL 1: Build organizational structure + capacity to address regional housing opportunities + gaps			
OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
1. Create a robust, diverse housing staff team with a range of technical skills to serve regional housing needs.	Maintain Executive Director/Director.	ongoing	Carissa Connelly remains on staff as Director
	Hire, train, and maintain staff team to support (or contract for services) and/or transition existing staff into new roles. Pursue converting part-time application assistance and compliance review to a full-time position. Administrative Assistant and Property Manager.	in progress	PT Application Assistant now FT, now have FT Operations Manager
	Maintain staff or contracts for technical services (e.g., grant writer, code amendments, etc.).	ongoing	Rian Rooney + Carissa Connelly
2. Secure funding to operate entity and all BCHA actions.	Develop and secure approval of a budget (Blaine County and City of Ketchum) to support BCHA. Continue to explore funding participation from other governmental jurisdictions.	ongoing	Ketchum's support increased, County's remained the same
	Continue fundraising beyond local government for housing-targeted grants, with support from BC Housing Foundation. Convene BC Housing Foundation Board.	ongoing	Regular convenings of Foundation now occurring, refreshing Board, rewarded \$60K from the Hunger Coalition and \$25,800 from the Spur Community Foundation.
	Continue meetings with Hailey, Sun Valley, Bellevue. Engage other local governments through active liaisons.	started	Initial response to Board Chair from SV to revisit in 2025, staff request Board to take an active role in this
3. Maintain current BCHA governance structure.	Maintain current structure and contract for services with City of Ketchum. Continue to dialogue with all governmental partners on future maturation of the structure.	ongoing	Contract for services with Ketchum still active, staff will be meeting with the County and other cities winter 24/25 regarding funding, scope of services, and governance
4. Build value by providing excellent technical- and policy-related services to various housing agencies, local government, and developers.	Maintain staff and/or contractors to support policy and technical code amendment work.	ongoing	Rian Rooney + Carissa Connelly
BACKBURNER	Fundraising campaign for Silvercreek, acquisition/rehabilitation, or new construction development.	HOLD	No immediate development in mind and limited staff capacity.

GOAL 2: Recommend + advocate for policy that promotes community housing

OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
<p>1. Serve as the community’s primary source of housing data, housing needs, and housing lists to support data-driven decision making, action and investments.</p>	<p>Track and provide data on housing needs, eligibility, waiting lists etc.</p>	ongoing	This action is reflected in those below.
	<p>Convert 2023 housing needs data and survey into Countywide Housing Needs Assessment Report. Integrate analysis from Sun Valley Economic Development, Wood River Community Housing Trust, City of Hailey, and Windermere. Update every five years.</p>	complete	Published and presented on September 2024.
	<p>Update quarterly annual housing supply pipeline data and compile, publish and market the report. Regularly update all housing related data of value to members, public, and development community. Work with Community Engagement Department on data visualization and accessibility.</p>	not started	Completed for 2024, will start new report in December.
	<p>Publish quarterly annual analysis of waitlist.</p>	not started	Updating waitlist data but haven't systematized publication.
	<p>Retroactively update rental rate report and post available data on BCHA's website.</p>	complete	Database updated after calculation errors fixed.
	<p>Improve rental rate tracking process and reports. Report rates annually. Evaluate current method and consider supplemental and alternative data.</p>	in progress	Contracted with the Idaho Policy Institute of BSU, who concluded that everyone struggles with this data and and there is no reliable method. Some rely on surveys, which BCHA has data on for 2022 and 2023. BCHA could employ a software developer to data scrape at cost.
	<p>Contract to conduct employee generation nexus study, to identify the relationship between market rate residential and commercial development and workforce housing.</p>	complete	Published and presented on September 2024.
	<p>ID staff to track and analyze relevant and useful data.</p>	complete	Administrative Assistant's job description includes tracking rental data. New application and data system can automatically report on waitlist data.
<p>2. Identify + support policies to promote community housing supply and access to community housing at the local level including: code amendments, projects, programs, funding allocation, etc.</p>	<p>Staff to become familiar with existing and potential housing policies and programs in local jurisdictions. Develop relationship and knowledge-sharing with staff of other jurisdictions.</p>	in progress	More familiar with Bellevue's policies.
	<p>Provide letters of support and BCHA Board in-person representation for planning and development applications, programs, zoning code changes, Comprehensive Plans and/or annexations related to housing at Council/Commission meetings. Encourage local jurisdictions to use BCHA as a housing resource and discuss proposed actions with BCHA in advance of staff report publication.</p>	ongoing	Preference is for assistance before a staff report is publicized. SV City Administrator recommended BCHA staff work directly with SV Community Development Director.
	<p>Support development and/or enhancement of incentive-based land use policies that result in long term deed restricted affordable housing, including FAR Exceedance Programs.</p>	ongoing	Advocated for density bonus during Bellevue's deliberation over land use in it's downtown.

GOAL 2: Recommend + advocate for policy that promotes community housing CONTINUED

OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
2. Identify + support policies to promote community housing supply and access to community housing at the local level including: code amendments, projects, programs, funding allocation, etc.	Develop and recommend a standard for HOA assessment and dues allocation on community housing units within CC&Rs <i>to be included in Community Housing Policies, new FAR Exceedance Agreements, and other zoning and housing incentives.</i>	not started	Ketchum City Councilor, Spencer Cordovano, has offered to lobby HOAs with existing community housing units to change their dues and assessments
	Conduct countywide Analysis of Impediments to housing choice. Use learnings to recommend and support new policies in local governments.	not started	Posted RFP with no response. HUD is in the process of updating rules, so staff suspect that consultants are waiting for the updated rules.
	Continue advocating for changes in rental assistance, including comparables used to determine fair market rent. Support ordinance for non-discrimination based on source of income.	ongoing	Staff discussed with HUD regional director and IHFA Board. Idaho state legislature ruled that no ordinances can prohibit discrimination based on income source.
BACKBURNER	<i>Post and report on sales data.</i>	HOLD	Staff do not currently have capacity.
	Assess intersection of housing policies and other community plans and efforts underway, such as sustainability, transportation, smart growth, etc.	HOLD	Staff do not currently have capacity.

GOAL 3: Expand, coordinate + improve services to create housing stability			
OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
1. Establish a one-stop-shop for providing resources, services and application assistance at BCHA office in English and Spanish and support coordination with other partners.	Maintain welcoming, friendly office and office hours.	ongoing	The Hailey office is sunny and welcoming, with either Blaine County Charitable Fund or BCHA staff available to welcome people, or a sign-up so that staff can contact people who drop by when no one is available.
	Staff offices with bilingual staff.	ongoing	The main Hailey office and Silvercreek are staffed with bilingual program administrators
	Maintain Update 2025 resource guide and one-pager in English and Spanish. Share hard copies with case workers.	not started	2024 resources guides distributed in April, update to begin in December
2. Position BCHA as primary point of entry for community housing.	Maintain utility of Common Intake Form.	ongoing	Close to finishing Bluebird leaseup and have made multiple referrals to WRCHT
	Effectively manage existing waitlist and referrals.	ongoing	Transitioning all program participants and applicants to new database
	Continue to engage developers, community partners and housing providers.	ongoing	BCHA now hosts quarterly partner meetings
3. Address the immediate needs of unhoused and people at risk of displacement.	Provide displacement support/housing options for families at risk of and experiencing homelessness	ongoing	Program administrator, Frances Solano, provides case management and has placed . Seeking trained property manager for Silvercreek Living.
	Provide high quality, bilingual supportive services and housing counseling to residents of BCHA operated transitional housing and Lift Tower Lodge.	not started	Staff are working with HUD to determine how to become housing counselors.
	Bi Annually review progress and adjust Emergency and Transitional Housing Plan to reflect changes in homelessness.	complete	Track progress here https://www.bcoha.org/emergency--transitional-housing-plan.html
	Maintain leases for rooms to expand emergency housing locally.	ongoing	Silvercreek Living has housed 112 people and High Country Motel housed 27 people coming out of homelessness during FY24. The 5-year master lease of Silvercreek Living is still in year 1. Some of the tenants will be moving to Bluebird this fall, opening rooms for other people needing to come out of the elements. Early next fall, we can reassess if there is a need for more transitional housing.
4. Coordinate and expand funding for services.	Collaborate with local social service providers to coordinate funding applications to support shared goals.	complete	The Spur Foundation, via the Hunger Coalition, has provided funds that support shared goals. Staff believe this function is better suited to continue with them.
	Secure and expand funds from State Workforce Housing Fund or Idaho Housing and Finance Association (IHFA).	ongoing	Advocated to IHFA board in August 2024 and are working with other resort communities to create a mutual ask of the legislature and IHFA late October.
	Continue to comply with ongoing grant requirements.	ongoing	Compliant with IHFA's HOME-ARP requirements and the Spur grant for the Employee Generation Nexus Study. Have not yet distributed funds from the Hunger Coalition grant due to needing to clarify processes at Silvercreek. Now tenants are asked to request an exception if they can't make rent.

GOAL 3: Expand, coordinate + improve services to create housing stability CONTINUED

OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
5. Advocate on behalf of tenants and serve as a liaison to property management companies.	Continue contract for landlord tenant support services	ongoing	This last fiscal year (FY24) there were 35 inquiries for mediation, with 11 mediations occurring and agreements reached. This enabled greater housing stability for 22 people. 7 mediations didn't occur because the landlord was unwilling, but the local judge now requires use of our mediators during eviction cases. This contract will be presented to the Board for renewal November, 2024.
BACKBURNER	Build plan for property management outreach and partnership. - Host meetings, go to sites, connect with all property managers in the Valley to build relationships. - List open units on BCHA's website. - Establish plan for on-going communications.	HOLD	Staff do not currently have capacity.
	Host workshops with other service providers to build coordination and strategy to address gaps.	HOLD	Staff do not currently have capacity.

GOAL 4: Inform, engage, collaborate			
OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
1. Support ongoing communications to increase coordination and effectiveness amongst all housing partners, social services providers, employers, etc. and build public understanding and support for housing solutions.	<p>Use the new strategic communications plan to reach a range of audiences by expanding the frequency and clarity of public messages and utilizing new communication methods. Initiatives would include:</p> <ul style="list-style-type: none"> - Increased communications in Spanish - More organic and paid social media content - targeted campaigns for market segments likely to participate in BCHA programs - Targeted campaigns for market segments likely to participate in BCHA programs - Provide talking points and present BCHA initiatives to housing partners, media outlets, employers, municipalities, and the public to improve awareness - Improved website content and navigation - List of services, resources - Report out on results and track towards collective goals - BCHA newsletter <p>Web analytics will be established to help track campaign performance.</p>	ongoing	Several social media campaigns (paid and organic) have been launched to promote BCHA-sponsored talks, studies, and programs. These campaigns were targeted to those likely to be interested in BCHA programs because of their geographic location or psychographic profiles (values, interests, or opinions). Preliminary planning is underway to rebuild the BCHA website, which would include easier navigation, Spanish translation throughout, and analytics to evaluate use. Preliminary plans are to launch the new website in the summer of 2025. Weekly meetings between Ketchum's Community Engagement department and local media reporters have been established in efforts to correct and prevent misinformation about BCHA and its programs/operations. This has resulted in more accurate media coverage for BCHA in the past six months, as well as more coverage in general of BCHA initiatives.
2. Increase collaboration with all local governments.	Encourage active, staff-level liaisons with local governments. Explore deeper levels of engagement with liaisons, administrators and planning directors , such as monthly reports alongside verbal updates at BCHA Board meetings, regular administrator meetings, and coffee/lunch with planning directors .	started	Liaison attendance and participation at Board meetings is inconsistent. As part of staff outreach to local jurisdictions', staff aim to have more regular (at least 3x/yr) check-ins specifically with liaisons. 1 city administrator recommended BCHA staff further develop relationships with planning directors
3. Increase community, stakeholder, and staff's education on existing housing programs and housing topics.	Organize and advertise education sessions with Idaho Housing & Finance Association, NeighborWorks and South Central Community Action Partnership.	not started	on the workplan for the new Operations Manager
	Assist Neuromediation Group, the landlord-tenant mediation team, with hosting trainings on landlord-tenant law and conflict resolution.	ongoing	staff assist in advertising trainings, 55 people attended the 9 trainings provided this last fiscal year
	Co-host housing talks by guest speakers with the Community Library.	ongoing	as of October 10, 2024, reached 254 people with these two events. this is tied to the quarterly partner meetings, with the same guest speakers and similar - if not the same - content
4. Increase staff's and board's access to housing and service provision experts and knowledge.	Source new board, active members strategically based on needed expertise.	started	need regular, active board engagement, up to 5 hours per month
	Staff and Interim Housing Manager to attend IHFA's bi-annual housing conference. Staff to participate in trainings based on their content areas. Staff to facilitate trainings for BCHA board.	ongoing	All full time staff attended IHFA's bi-annual conference, as did two liaisons. The new Operations Manager will better facilitate training identification and participation logistics. Many on the BCHA board participated in Housing 101 training and a legal training on running and participating in a public meeting. All staff and many board members participate in the educational quarterly meetings.

GOAL 4: Inform, engage, collaborate CONTINUED			
OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
5. Create a new, exciting brand to build regional awareness and support for coordinated housing solutions	Conduct market research to determine the community's perception of BCHA—what is correct and what we'd like to change. This analysis will be used to create a communications strategy and consistent public messaging (print, web, written copy, and media coverage) that reinforces BCHA's desired brand attributes and corrects misconceptions.	in progress	The board reviewed market research findings and an initial rebrand proposal during the summer. Staff have already begun using the new rebrand color scheme and broader color palette since the board unanimously supported it during the initial presentation.
6. Create a regional housing action plan	Create an annual regional action plan that reflects and tracks priorities in the region.	complete	This is BCHA's plan, Ketchum has an action plan and Hailey has a supply report that includes actions. No steps have been taken to integrate.
7. Explore model for regional housing coalition (similar to Mountain Housing Council).	Continue to facilitate quarterly implementation partner meetings at least twice a year which are currently hosted by the City of Ketchum . Explore ways for greater participant engagement.	ongoing	BCHA has now hosted two meetings. The September meeting had it's lowest attendance of about 15 people (typically 30-40 people). Staff do not yet know if it was due to content or other reasons but aim to better understand this, and seek greater input on agenda development.
BACKBURNER	Work with government liaisons to differentiate between BCHA-only actions and annual actions by each jurisdiction. Gauge interest for each jurisdiction's actions to be included in the plan.	HOLD	staff need more regular interactions and greater rapport for other jurisdictions to include their actions

GOAL 5: Steward/preserve + expand portfolio of deed restricted homes			
OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS	STATUS	PROGRESS DESCRIPTION
1. Continue to steward inventory of existing deed-restricted homes in BCHA inventory, including on-going compliance.	Upgrade Perfect use of new application and compliance administrative systems, continue compliance review of existing deed restricted units.	ongoing	Launched new data system, HomeKeeper, October 2024.
	Finalize staffing for general population application review and compliance.	complete	Liz Vargas transitioned to full time administrator in August, 2024.
	Add Category Locals new unit and Workforce policies.	started	Added Category Local policy but not workforce.
	Conduct annual update to Community Housing Guidelines and forms.	complete	Recurrent, latest update in June 2024.
	Create process documents for recurrent processes. Review existing process documents.	started	New process documents for lease up and sales, new Operations Manager will lead this effort.
	Update compliance and application forms.	ongoing	Forms need regular updates as policies are updated.
2. Expand inventory of deed-restricted homes through an acquisition/preservation strategy.	Maintain list of existing housing opportunities for immediate needs.	started	Wood River Community Housing Trust and Syringa (manager of Bluebird and Northwood) request referrals from BCHA.
	Support and offer to administer new deed-restricted units.	ongoing	Offered to administer new units in Bellevue.
	Support new local government programs: Lease to Locals, down payment assistance, Vail Indeed type program.	not started	Staff have not been involved in any conversations regarding starting new programs (aside from Ketchum's).
BACKBURNER	Explore funding and creating a rehabilitation grant program to help people stay in their homes.	HOLD	No funding allocated for this program this fiscal year and staff do not have the capacity to create a new program.
	Identify and map Naturally Occurring Affordable Housing (NOAH) countywide.	HOLD	City of Ketchum started this process and staff can learn from and expand to the county.

Attachments:

1. Resolution No. 2024-23
2. Resolution No. 2024-24
3. Proposed, updated Action Plan clean
4. Current Action Plan (full report), adopted February 2024

RESOLUTION NO. 2024-23
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 TO ADOPT
THE BLAINE COUNTY HOUSING AUTHORITY ACTION PLAN, 2024-2025

WHEREAS, the BCHA Strategic Plan is a long-range plan that reflects high level goals; and

WHEREAS, an Action Plan clarifies the most relevant and immediately impactful, needed and feasible actions for staff to pursue; and

WHEREAS, an Action Plan gives clear direction to staff on approved actions for the fiscal year, which enables appropriate time and resource allocation; and

WHEREAS, BCHA administrative staff have determined that developing and recording a BCHA Action Plan is a necessary and beneficial action warranting the approval and authorization of the BCHA Board; 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 and authorizes the BCHA Action Plan on October 16, 2024.

Section 2. The Blaine County Housing Authority Board of Commissioners directs BCHA staff to implement said plan.

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair

RESOLUTION NO. 2024-24
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 TO ADOPT
THE BUDGET FOR FISCAL YEAR 2024-2025

WHEREAS, the BCHA Action Plan specifies organizational needs and programs; and

WHEREAS, the BCHA Board has reviewed this Action Plan and associated budget to implement such plan;
and

WHEREAS, an Action Plan and Budget gives clear direction to staff on approved actions for the fiscal year,
which enables appropriate time and resource allocation; 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 and authorizes the BCHA
Fiscal Year 2025 budget on October 16, 2024.

Section 2. The Blaine County Housing Authority Board of Commissioners directs BCHA staff to implement said
budget.

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair

BCHA'S PROPOSED HOUSING ACTION PLAN

October 16, 2024

GOAL 1: Build organizational structure + capacity to address regional housing opportunities + gaps	
OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS
1. Create a robust, diverse housing staff team with a range of technical skills to serve regional housing needs.	Maintain Executive Director/Director.
	Hire, train, and maintain staff team to support (or contract for services) and/or transition existing staff into new roles. Pursue Administrative Assistant and Property Manager.
	Maintain staff or contracts for technical services (e.g., grant writer, code amendments, etc.).
2. Secure funding to operate entity and all BCHA actions.	Develop and secure approval of a budget (Blaine County and City of Ketchum) to support BCHA. Continue to explore funding participation from other governmental jurisdictions.
	Continue fundraising beyond local government for housing-targeted grants, with support from BC Housing Foundation.
	Continue meetings with Hailey, Sun Valley, Bellevue. Engage other local governments through active liaisons.
3. Maintain current BCHA governance structure.	Maintain current structure and contract for services with City of Ketchum. Continue to dialogue with all governmental partners on future maturation of the structure.
4. Build value by providing excellent technical- and policy-related services to various housing agencies, local government, and developers.	Maintain staff and/or contractors to support policy and technical code amendment work.
BACKBURNER	Fundraising campaign for Silvercreek, acquisition/rehabilitation, or new construction development.

GOAL 2: Recommend + advocate for policy that promotes community housing

OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS
1. Serve as the community's primary source of housing data, housing needs, and housing lists to support data-driven decision making, action and	<p>Update annual housing supply pipeline data and compile, publish and market the report. Regularly update all housing related data of value to members, public, and development community. Work with Community Engagement Department on data visualization and accessibility.</p> <p>Publish annual analysis of waitlist.</p> <p>Improve rental rate tracking process and reports. Report rates annually.</p>
2. Identify + support policies to promote community housing supply and access to community housing at the local level including: code amendments, projects, programs, funding allocation, etc.	<p>Staff to become familiar with existing and potential housing policies and programs in local jurisdictions. Develop relationship and knowledge-sharing with staff of other jurisdictions.</p> <p>Provide letters of support and BCHA Board in-person representation for planning and development applications, programs, zoning code changes, Comprehensive Plans and/or annexations related to housing at Council/Commission meetings. Encourage local jurisdictions to use BCHA as a housing resource and discuss proposed actions with BCHA in advance of staff report publication.</p> <p>Support development and/or enhancement of incentive-based land use policies that result in long term deed restricted affordable housing, including FAR Exceedance Programs.</p> <p>Develop and recommend a standard for HOA assessment and dues allocation on community housing units within CC&Rs to be included in Community Housing Policies, new FAR Exceedance Agreements, and other zoning and housing incentives.</p> <p>Conduct countywide Analysis of Impediments to housing choice. Use learnings to recommend and support new policies in local governments.</p> <p>Continue advocating for changes in rental assistance, including comparables used to determine fair market rent.</p>
BACKBURNER	<p>Post and report on sales data.</p> <p>Assess intersection of housing policies and other community plans and efforts underway, such as sustainability, transportation, smart growth, etc.</p>

GOAL 3: Expand, coordinate + improve services to create housing stability

OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS
1. Establish a one-stop-shop for providing resources, services and application assistance at	Maintain welcoming, friendly office and office hours. Staff offices with bilingual staff. Update 2025 resource guide and one-pager in English and Spanish. Share hard copies with case workers.
2. Position BCHA as primary point of entry for community housing.	Maintain utility of Common Intake Form. Effectively manage existing waitlist and referrals. Continue to engage developers, community partners and housing providers.
3. Address the immediate needs of unhoused and people at risk of displacement.	Provide displacement support/housing options for families at risk of and experiencing homelessness Provide high quality, bilingual supportive services and housing counseling to residents of BCHA operated transitional housing and Lift Tower Lodge. Annually review progress and adjust Emergency and Transitional Housing Plan to reflect changes in homelessness. Maintain leases for rooms to expand emergency housing locally.
4. Coordinate and expand funding for services.	Secure and expand funds from State Workforce Housing Fund or Idaho Housing and Finance Association (IHFA). Continue to comply with ongoing grant requirements.
5. Advocate on behalf of tenants and serve as a liaison to property management companies.	Continue contract for landlord tenant support services
BACKBURNER	Build plan for property management outreach and partnership. - Host meetings, go to sites, connect with all property managers in the Valley to build relationships. - List open units on BCHA's website. - Establish plan for on-going communications. Host workshops with other service providers to build coordination and strategy to address gaps.

GOAL 4: Inform, engage, collaborate

OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS
1. Support ongoing communications to increase coordination and effectiveness amongst all housing partners, social services providers, employers, etc. and build public understanding and support for housing solutions.	<p>Use the new strategic communications plan to reach a range of audiences by expanding the frequency and clarity of public messages and utilizing new communication methods. Initiatives would include:</p> <ul style="list-style-type: none"> - Increased communications in Spanish - More organic and paid social media content - targeted campaigns for market segments likely to participate in BCHA programs - Targeted campaigns for market segments likely to participate in BCHA programs - Provide talking points and present BCHA initiatives to housing partners, media outlets, employers, municipalities, and the public to improve awareness - Improved website content and navigation - List of services, resources - Report out on results and track towards collective goals - BCHA newsletter <p>Web analytics will be established to help track campaign performance.</p>
2. Increase collaboration with all local governments.	Encourage active, staff-level liaisons with local governments. Explore deeper levels of engagement with liaisons, administrators and planning directors, such as monthly reports alongside verbal updates at BCHA Board meetings, regular administrator meetings, and coffee/lunch with planning directors.
3. Increase community, stakeholder, and staff's education on existing housing programs and housing topics.	<p>Organize and advertise education sessions with Idaho Housing & Finance Association, NeighborWorks and South Central Community Action Partnership.</p> <p>Assist Neuromediation Group, the landlord-tenant mediation team, with hosting trainings on landlord-tenant law and conflict resolution.</p> <p>Co-host housing talks by guest speakers with the Community Library.</p>
4. Increase staff's and board's access to housing and service	<p>Source new board, active members strategically based on needed expertise.</p> <p>Staff to participate in trainings based on their content areas. Staff to facilitate trainings for BCHA board.</p>
5. Create a new, exciting brand to build regional awareness and support for coordinated housing solutions	<p>Conduct market research to determine the community's perception of BCHA—what is correct and what we'd like to change. This analysis will be used to create a communications strategy and consistent public messaging (print, web, written copy, and media coverage) that reinforces BCHA's desired brand attributes and corrects misconceptions.</p>
6. Create a regional housing action plan	Create an annual action plan that reflects and tracks priorities in the region.
7. Explore model for regional housing coalition (similar to Mountain Housing Council).	Continue to facilitate implementation partner meetings at least twice a year. Explore ways for greater participant engagement.
BACKBURNER	Work with government liaisons to differentiate between BCHA-only actions and annual actions by each jurisdiction. Gauge interest for each jurisdiction's actions to be included in the plan.

GOAL 5: Steward/preserve + expand portfolio of deed restricted homes

OBJECTIVES	PROPOSED FISCAL YEAR 2025 ACTIONS
1. Continue to steward inventory of existing deed-restricted homes in BCHA inventory, including on-going compliance.	Perfect use of new application and compliance administrative systems, continue compliance review of existing deed restricted units.
	Add new unit and Workforce policies.
	Conduct annual update to Community Housing Guidelines and forms.
	Create process documents for recurrent processes. Review existing process documents.
2. Expand inventory of deed-restricted homes through an acquisition/preservation strategy.	Update compliance and application forms.
	Maintain list of existing housing opportunities for immediate needs.
	Support and offer to administer new deed-restricted units.
BACKBURNER	Support new local government programs: Lease to Locals, down payment assistance, Vail Indeed type program.
	Explore funding and creating a rehabilitation grant program to help people stay in their homes.
	Identify and map Naturally Occuring Affordable Housing (NOAH) countywide.



**BLAINE COUNTY
HOUSING AUTHORITY
ACTION PLAN**

Adopted February 14, 2024



THANK YOU

BOARD OF COMMISSIONERS

- Keith Perry, Board Chair
- Sarah Seppa, Vice Chair
- Mason Frederickson, Treasurer
- Nate Hart, Commissioner
- Jennifer Rangle, Commissioner
- Ana Torres, Commissioner

COMMUNITY PARTICIPANTS

- Cece Osborne, Wood River Land Trust
- Harry Griffith, Sun Valley Economic Development
- Jordan Fitzgerald, Wood River Community Housing Trust
- Mary Fauth, Blaine County Charitable Fund
- Michelle Griffith, ARCH Community Housing Trust
- Sally Gillespie, SPUR Community Fund

BCHA'S GOVERNMENT LIAISONS

- Commissioner Muffy Davis, Blaine County
- Councilperson Tripp Hutchinson, Ketchum
- City Administrator Lisa Horowitz, Hailey

GOVERNMENT PARTICIPANTS

- Councilperson Jessica Obenauf, Bellevue
- Councilperson Michelle Griffith, Sun Valley
- Mayor Neil Bradshaw, Ketchum

ADMINISTRATIVE SUPPORT

- Jade Riley, Ketchum City Administrator
- Carissa Connelly, Housing Director
- Courtney Noble, Interim Housing Manager
- Daniel Hansen, Community Engagement Manager
- Rian Rooney, Housing Fellow
- Thecla Campbell, Administrative Assistant

Blaine County Housing Authority's Action Plan was reviewed and adopted at the Annual Board Meeting on February 14th, 2024.

FROM LONG-RANGE STRATEGIC PLAN TO ACTION PLAN

PARALLEL PLANNING EFFORTS INFORMED BCHA'S LONG-TERM STRATEGIC PLAN

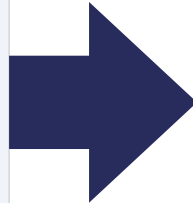
COUNTY COORDINATION DISCUSSIONS

- Discussion with Cities on
 - strengthening BCHA
 - need for increased coordination
- Reviewed housing partnership and coalition models
- Discussion with Ketchum on joint housing department



KETCHUM HOUSING ACTION PLAN

- Countywide Housing Needs Assessment
- Community outreach + feedback
 - 1,117 survey responses, interviews of 35 leaders
 - task force from diverse industries
- Researched best practices + interviewed Housing Directors from six peer communities
- OUTPUT: HAP adopted May 2022 highlighted need for
 - regional coordination
 - expanded services
 - housing entity as go-to resource



BCHA'S LONG-TERM STRATEGIC PLAN

- Informed by other planning efforts and learnings
- Actions assumed to continue at local city level with countywide coordination
- Interviewed stakeholders
- Researched other Housing Authorities
- Audited current operations + functionality
- Board workshops defined:
 - role/purpose
 - organizational models
 - Strategic Plan
- OUTPUT: Long-term Strategic Plan adopted June 2022

In June 2022, the BCHA Board of Commissioners and Government Liaisons developed a new Strategic Plan. The process was facilitated by Agnew::Beck, with the support of Blaine County, the City of Ketchum, and Spur Community Fund. The Strategic Plan was developed while BCHA was undergoing tremendous organizational change - BCHA staff had resigned, Board members were in transition, and parallel planning efforts and conversations were underway.

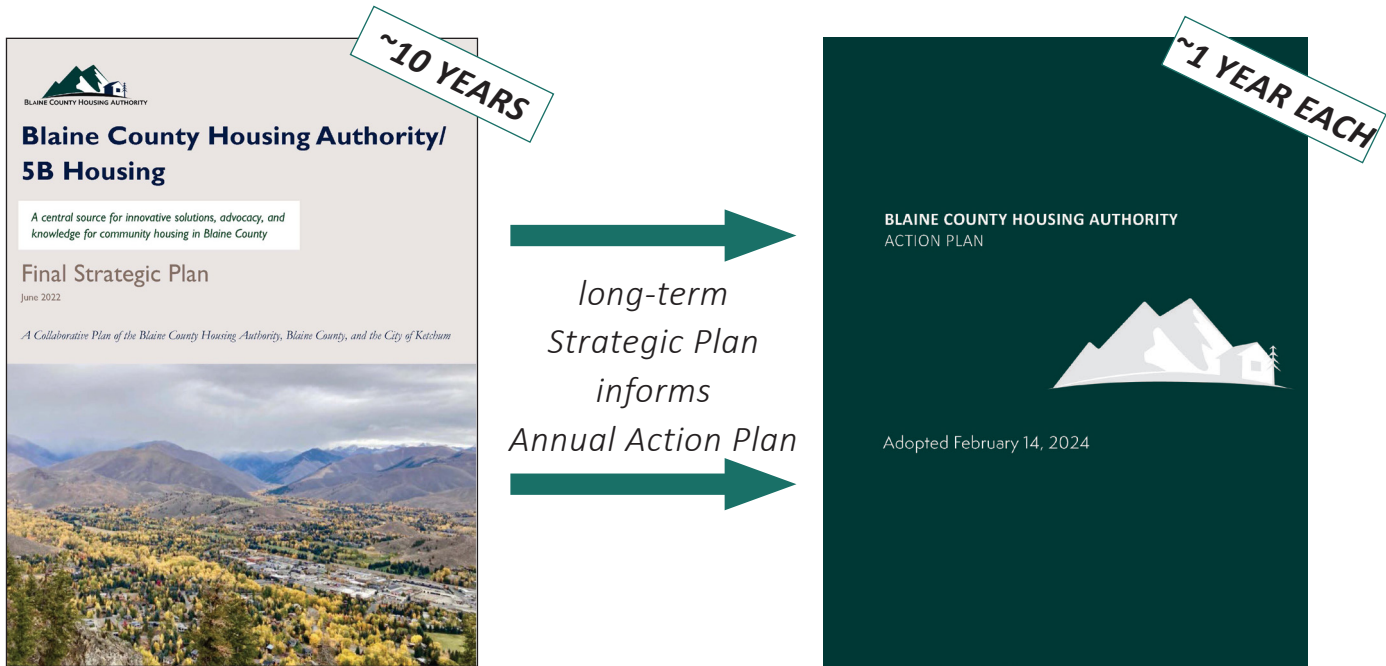
Alongside BCHA's planning process, Ketchum had just wrapped up planning efforts for its own Housing Action Plan (HAP) and Blaine County was conducting their own housing discussions. Ketchum's HAP was developed with significant countywide input – including a survey with over 1,117 responses and interviews of 35 community leaders representing service providers, businesses, developers, philanthropy, and local government leaders. Research and peer community interviews identified best practices for destination communities while the housing needs

assessment established the housing deficit across incomes.

Ketchum's HAP was intended to be a community-driven plan, developed with a task force of twenty community members that represent diverse industries and perspectives, and public feedback via open houses, focus groups, and digital public comment. Actions included quarterly housing conversations with local governments and separate quarterly conversations with Implementation Partners – i.e. those facilitating specific actions in the plan.

Simultaneously, Blaine County initiated conversations about how to increase coordination amongst the various jurisdictions and how to build their own internal capacity to respond to regional housing shortages. This process highlighted the need for county-wide coordination to make the housing efforts less duplicative and confusing for the community, service providers, and other stakeholders.

LONG-TERM STRATEGIC PLAN IS FRAMEWORK FOR MORE IMMEDIATE, IMPACTFUL ACTIONS



This long-term Strategic Plan outlined objectives within each goal area, one of which is to create a Regional Action Plan. The Action Plan follows the same Goal framework as BCHA's long-term Strategic Plan, with slight adjustments to Objectives and reassessment of Strategies for immediate impact and feasibility- i.e. "Actions."

An Action Plan clarifies the most relevant and immediately impactful, needed, and feasible actions for staff to pursue. The aim is to update the Action Plan annually - in alignment with the budget cycle - in order to account for learnings, changes, developments, and accomplishments. The Action Plan gives clear direction to staff on approved actions for

the fiscal year, which enables appropriate time and resource allocation. The Plan herein will be reevaluated during FY24-25 budget review. This is in contrast to the Strategic Plan, which typically remains unchanged for a decade or more.

This regional action plan can be an opportunity for local governments to publicize their housing efforts. The resulting compilation of actions would be a resource for the community, stakeholders, developers, and local governments to view housing programs, policies, and efforts happening throughout the county. Local governments could then identify, learn from, and coordinate with each other and/or BCHA.



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

CONTEXT FOR GOAL 1

The planning discussions and efforts at BCHA, Ketchum and Blaine County clarified the existing gaps in services and coordination. Despite the many organizations working to address housing, key housing services and knowledge were still missing, and the overall experience for the community was fragmented and disconnected. These findings led the BCHA's Board to affirm that the best way to serve the community, provide regional coordination services and respond to funders, was to develop a new approach to the implementation of housing services, programs, advocacy, and coordination. This approach centers around filling gaps in housing services – regularly cataloguing existing efforts and positioning a nimble, experienced BCHA team to fill the existing gaps. The resulting new mission is for BCHA to be “a central source of innovative solutions, advocacy, and knowledge for community housing in Blaine County.”

At the time BCHA's long-term Strategic Plan was in development, the Board and government representatives discussed different scenarios previously discussed amongst jurisdictions. The aim was to adequately implement this new scope, and operational scenarios explored include (1) maintain the status quo, (2) form a regional housing Joint Powers Agreement, and (3) set up a new housing initiative, 5B Housing, as a joint project, under which BCHA would sit. The Board was supportive of this third arrangement because it would create a shared Housing Department that could take on regional housing needs and fill identified gaps, producing better outcomes for regional coordination and enable greater funding and capacity support for BCHA. The Board also acknowledged that this approach would be confusing for community members and would require time and resources to transition.

GOAL 1 PROGRESS | JUNE 2022 TO FEBRUARY 2024

During the Fall of 2022, service providers countywide called for action regarding a substantial increase in households experiencing homelessness. This controversial housing reality and the continued struggle to staff BCHA spurred the County to initiate regular small-group discussions of government administrators and elected officials regarding the future of BCHA. This group expressed limited interest in a new 5B Housing model, so the County considered bringing BCHA staffing in house.

acknowledged that there was limited capacity and physical space to adequately serve and manage housing authority staff and implement the Strategic Plan. They recommended – and Ketchum City Council agreed – that the City of Ketchum was best situated to staff BCHA, effectively merging housing, communications, HR, and building resources. Ketchum and BCHA now have a contract for services, whereby Ketchum staffs BCHA and serves as the Executive Director (per updated bylaws). Blaine County and Ketchum co-fund BCHA, with additional revenue from grants and operations.

By February 2023, County elected officials and administrators



While the scope of BCHA grew, so did the need for additional staff to adequately operate. The Housing Fellow (contract), Interim Housing Manager (contract), and Housing Director (Ketchum staff) have relevant technical expertise. Currently, there is an open Deputy Director position for Ketchum’s Housing Department – currently being reassessed for scope and pay. Dependent on the candidate’s expertise, the

Deputy Director could replace all or a portion of the Interim Housing Manager’s and/or Housing Fellow’s workload with BCHA. Leadership is also currently considering merging two part-time positions (compliance and application review) to increase transparency and efficiency within the housing team.

ACTION PLAN GOAL 1, BUILD ORGANIZATIONAL STRUCTURE + CAPACITY TO SERVE REGIONAL HOUSING OPPORTUNITIES + GAPS	
OBJECTIVES	ACTIONS
1. Create a robust, diverse housing staff team with a range of technical skills to serve regional housing needs.	Ongoing: Maintain Executive Director/Director.
	Hire, train, and maintain staff to support (or contract for services) and/or transition existing staff into new roles. Pursue converting part-time application assistance and compliance review to a full-time position.
	Ongoing: Maintain staff or contracts for technical services (e.g., grant writer, code amendments, etc.).
2. Secure funding to operate entity and all BCHA actions.	Develop and secure approval of a budget (Blaine County and City of Ketchum) to support BCHA. Continue to explore funding participation from other governmental jurisdictions.
	Continue fundraising beyond local government for housing-specific grants, with support from Blaine County Housing Foundation. Convene the Foundation’s Board.
	Continue meetings with Hailey, Sun Valley, Bellevue. Engage other local governments through active liaisons.
3. Maintain current BCHA governance structure.	Maintain current structure and contract for services with City of Ketchum. Continue to dialogue with all governmental partners on future maturation of the structure.
4. Build value by providing excellent technical- and policy-related services to various housing agencies, local government, and developers.	Ongoing: Maintain staff and/or contractors to support policy and technical code amendment work, including Comprehensive Plan updates.



GOAL 2 | RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES COMMUNITY HOUSING

CONTEXT FOR GOAL 2

Key tools available to local governments are incentivizing

1. housing access through policies and programs and
2. community housing development through code/land development regulations, whereby private developers contribute to meeting housing needs.

Examples include fast-tracking the entitlement process for developments that are all, or majority, community housing. The reduction in process time leads to cost savings for developers, thus enabling community housing development at below market costs. Another is Ketchum’s

density bonus program, whereby developers can exceed a set density in certain neighborhoods so long as they also provide community housing or pay a fee.

BCHA historically provided policy guidance to local governments and will continue to do so. BCHA has also tracked housing needs and rental data. The long-term Strategic Plan seeks to improve with the aim of better informing decision- and policy-making.

GOAL 2 PROGRESS | JUNE 2022 TO FEBRUARY 2024

The BCHA team consulted with Hailey on their locals-only pilot program and BCHA will administer new inventory from Ketchum’s Ownership and Preservation Program pilot. Ketchum’s 2022 Housing Needs Assessment included data and analysis for each jurisdiction within Blaine County. BCHA conducted a new survey in 2023, identifying needs and preferences of those seeking housing.

Staff are working to migrate to a new data and application system which will enhance data tracking, analysis and

reporting. Staff also created a 2023 resource guide – now updated for 2024 – and a common intake form for referrals based on eligibility for all restricted housing in Blaine County. BCHA has also historically been the only entity tracking rental data. In 2022, Ketchum staff added review of Facebook posts to rental rate tracking, but tracking stopped in September 2023 due to limited staff and Facebook access. Staff are now exploring an overhaul of the rental tracking system with Boise State Idaho Policy Institute.



ACTION PLAN | GOAL 2, RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES COMMUNITY HOUSING

OBJECTIVES	ACTIONS
<p>1. Serve as the community’s primary source of housing data, housing needs, and housing lists to support data-driven decision making, action and investments.</p>	Ongoing: Track and provide data on housing needs, eligibility, and waiting lists.
	Convert 2023 housing needs data and survey into Countywide Housing Needs Assessment Report. Integrate analysis from Sun Valley Economic Development, Wood River Community Housing Trust, City of Hailey, and Windermere.
	Every five years, update regional housing needs and quarterly housing supply pipeline data and compile, publish and market the report. Regularly update all housing related data of value to members, public, and development community. Work with Community Engagement Department on data visualization and accessibility.
	Ongoing: Publish quarterly analysis of BCHA’s waitlist.
	Retroactively update rental rate report and post available data on BCHA’s website.
	Improve rental rate tracking process and reports. Evaluate current method and consider supplemental and alternative data.
	Contract to conduct employee generation nexus study to identify the relationship between market rate development and workforce housing.
	Identify staff to track and analyze relevant and useful data.
<p>2. Identify + support policies to promote community housing supply and access to community housing at the local level including: code amendments, projects, programs, funding allocation, etc.</p>	Staff to become familiar with existing and potential housing policies and programs in local jurisdictions. Develop relationship and knowledge-sharing with staff of other jurisdictions.
	Ongoing: Provide letters of support and in-person representation for planning and development applications, programs, zoning code changes, Comprehensive Plans and/or annexations related to housing at Council/Commission meetings. Encourage local jurisdictions to use BCHA as a housing resource and discuss proposed actions with BCHA in advance of staff report publication.
	Ongoing: Support development and/or enhancement of incentive-based land use policies that result in long term deed restricted affordable housing, including FAR Exceedance Programs.
	Develop and recommend a standard for HOA assessment and dues allocation on community housing units within CC&Rs.
	Conduct countywide Analysis of Impediments to housing choice. Use learnings to recommend and support new policies in local governments.
	Continue advocating for changes in rental assistance, including comparables used to determine fair market rent. Support ordinance for non-discrimination based on source of income.
	Assess intersection of housing policies and other community plans and efforts underway, such as sustainability, transportation, smart growth, etc.

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

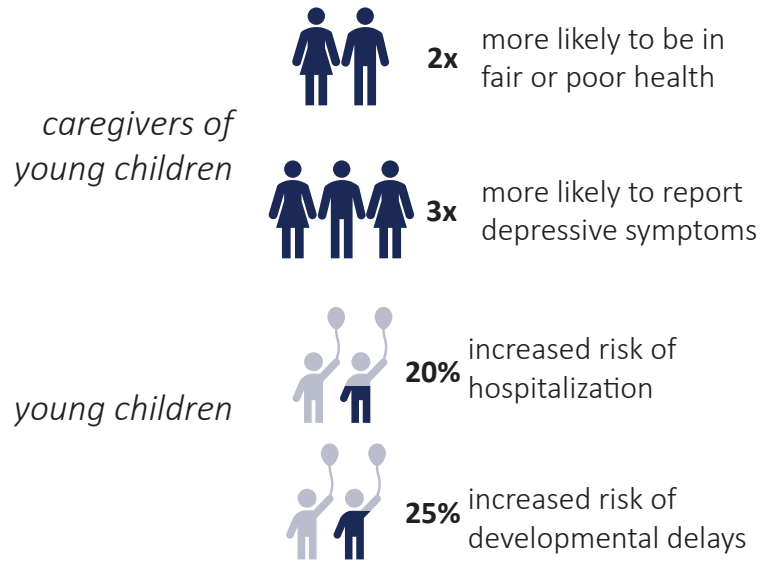
CONTEXT FOR GOAL 3

Housing instability is creating financial, social, and emotional challenges for residents across the valley. Displacement and housing instability have mental and physical health impacts. In adults it increases the likelihood of depression and suicide and has negative physical impacts.¹ In children, it disrupts development and immune system responses and increases likelihood of hospitalization.²

Especially for those in crisis, stress from housing instability can make it more challenging to navigate nonprofit and social service networks. BCHA's Housing Needs Assessment update in 2023 found that 1% of Blaine County residents are experiencing homelessness and nearly 40% are experiencing housing instability, primarily due to paying more than an affordable rate on housing and having a month to month or verbal lease.³ Other reasons include couch-surfing, living outside or in a structure not suitable for housing, overcrowding (risking eviction), and escaping domestic violence.

During planning efforts in 2022 and continued engagement since, community members and service providers emphasized the need for a clear, coordinated point of entry for housing resources and a response to homelessness and displacement. Survey respondents indicated that they, or their clients, were often shuffled from one agency to the next in an attempt to access resources. Often these clients would complete a process only to find out that they did not meet the eligibility criteria, which may even specifically screen out some of the most vulnerable community members.

EFFECTS OF HOUSING INSTABILITY



HOMELESSNESS

Over 200 people experience homelessness in Blaine County on any given night



RISK OF HOMELESSNESS

Nearly 10,000 Blaine County residents are at risk of homelessness



1 Sandel M, Sheward R, Ettinger de Cuba S, et al. *Unstable Housing and Caregiver and Child Health in Renter Families*. *Pediatrics*. 2018;141(2):e20172199

2 *Ibid.*

3 *Point in Time Count 2023; Blaine County School District; Blaine County Housing Survey 2023; Housing Matters Survey 2022*

GOAL 3 PROGRESS | JUNE 2022 TO FEBRUARY 2024

BCHA has made tremendous progress in this goal area over the last year, so focus is now on performance. BCHA adopted an Emergency and Transitional Housing Plan, added new bilingual staff, took over contract management of a landlord-tenant mediation program, and released the Blaine County Resource Guide. Additionally, BCHA has increased its transitional housing efforts and capacity—bringing nine more Lift Tower Lodge units online and master leasing High Country Motel and Silvercreek Living for a total of 54 units currently dedicated to people experiencing housing instability.

The Housing Navigation System / One-Stop-Shop efforts began in the Fall of 2022, with input from case workers, service and housing providers and property managers. Staff continue to work towards BCHA being a primary point of entry; Housing access is already more streamlined because of BCHA’s common intake form in English and Spanish, clarified referral process with participating properties, and familiarizing case workers with housing application processes.

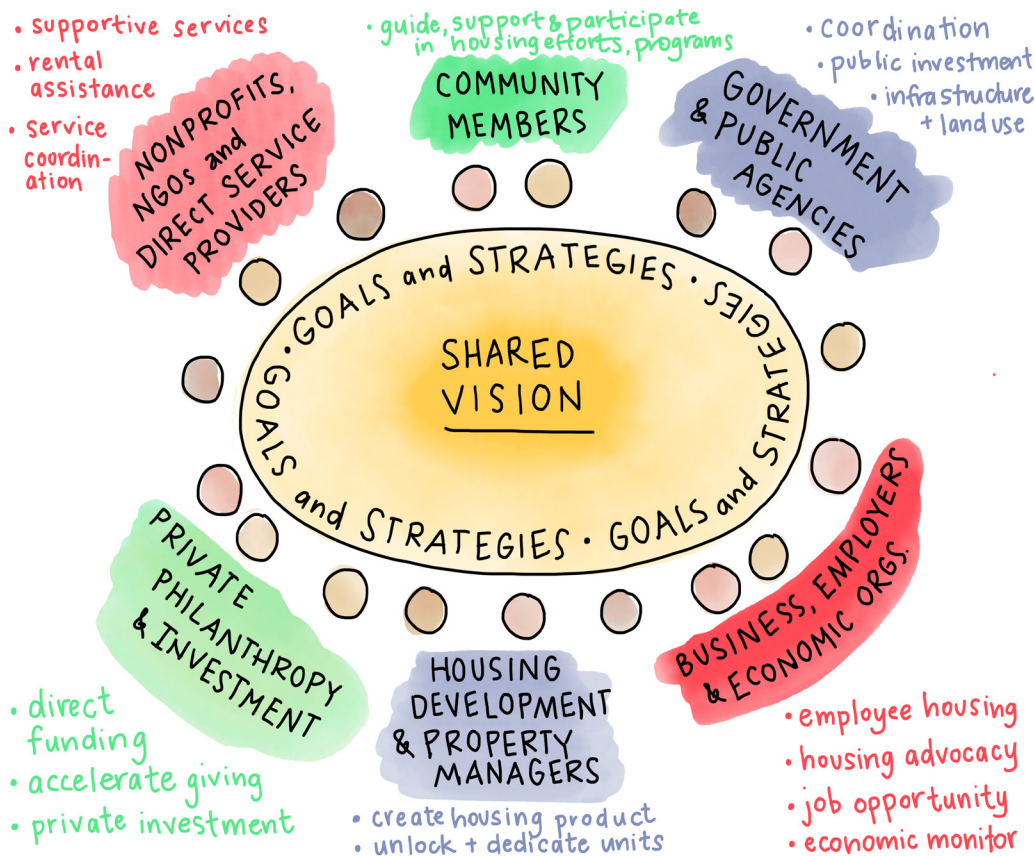
ACTION PLAN GOAL 3, EXPAND, COORDINATE + IMPROVE SERVICES TO CREATE HOUSING STABILITY	
OBJECTIVES	ACTIONS
1. Establish a one-stop-shop for providing resources, services, and application assistance at BCHA, in English and Spanish, and support coordination with other partners.	Ongoing: Maintain welcoming, friendly office and office hours.
	Ongoing: Staff offices with bilingual staff.
	Ongoing: Maintain resource guide and one-pager in English and Spanish. Share hard copies with case workers.
	Host workshops with other service providers to build coordination and strategy to address gaps.
2. Position BCHA as primary point of entry for locals seeking community housing.	Ongoing: Maintain utility of Common Intake Form.
	Ongoing: Effectively manage existing waitlist and referrals.
	Ongoing: Continue to engage developers, community partners and housing providers.
3. Address the immediate needs of unhoused and people at risk of displacement.	Ongoing: Provide displacement support and housing options for families at risk of and experiencing homelessness.
	Ongoing: Provide high quality, bilingual supportive services, and housing counseling to residents of BCHA operated transitional housing and Lift Tower Lodge.
	Bi-annually review progress and adjust Emergency and Transitional Housing Plan to reflect changes in homelessness.
	Maintain leases for rooms to expand emergency housing locally.
4. Coordinate and expand funding for services.	Ongoing: Collaborate with local social service providers to coordinate funding applications to support shared goals.
	Ongoing: Secure and expand funds from State Workforce Housing Fund or Idaho Housing and Finance Association (IHFA).
	Ongoing: Continue to comply with ongoing grant requirements.
5. Advocate on behalf of tenants and serve as a liaison to property management companies.	Build plan for property management outreach and partnership. <ul style="list-style-type: none"> • Host meetings, go to sites, connect with all property managers in the Valley to build relationships. • List open units on BCHA’s website. • Establish plan for on-going communications.
	Ongoing: Continue contract for landlord tenant support services

GOAL 4 | INFORM, ENGAGE, COLLABORATE

CONTEXT FOR GOAL 4

When BCHAs 2022 long-term Strategic Plan was created, it recognized that the Blaine County community had limited knowledge of the housing problem, potential solutions, who does what, and what gaps exist. It identified methods for leveling up the base level of housing knowledge community wide, specifically through research and analysis, improved coordination and collaboration, and broad community education.

Community and key stakeholders continue to prioritize this goal. Success in this area looks like informed decision making in local government, amongst employers and general community dialogue. For example, these efforts can better inform the community on the reality of local earnings, market dynamics, and the value of rowing in the same direction. It also leads to more productive and impactful interventions due to a higher base level of community education. These efforts can counteract uninformed biases against locals and low-income households, misunderstandings of market dynamics, and inconsistent political fortune.



GOAL 4 PROGRESS | JUNE 2022 TO FEBRUARY 2024

5B Housing was not launched, nor was a rebranding initiative. Ongoing communications and coordination have improved, with increased dialogue with service and housing providers. No membership group or coalition has been created or facilitated by BCHAs. This goal includes the

creation of a regional housing action plan, which is proposed in this staff report and was reviewed at the February 14th Board meeting.

ACTION PLAN | GOAL 4, INFORM, ENGAGE, COLLABORATE

OBJECTIVES	ACTIONS
1. Support ongoing communications to increase coordination and effectiveness amongst all housing partners, social services providers, employers, etc. and build public understanding and support for housing solutions.	<p>Use the new strategic communications plan to reach a range of audiences by expanding the frequency and clarity of public messages and utilizing new communication methods. Initiatives would include:</p> <ul style="list-style-type: none"> • Increased communications in Spanish • More organic and paid social media content • Targeted campaigns for market segments likely to participate in BCHA programs • Provide talking points and present BCHA initiatives to housing partners, media outlets, employers, municipalities, and the public to improve awareness • Improved website content and navigation • Report out on results and track towards collective goals • BCHA newsletter <p>Web analytics will be established to help track campaign performance.</p>
2. Increase collaboration with all local governments.	Encourage active Liaisons with local governments. Explore deeper levels of engagement with Liaisons, such as monthly reports alongside verbal updates at BCHA Board meetings and including all electeds in agenda and progress report emails. Explore engagement with elected officials and other staff of local governments beyond Liaisons.
3. Increase community, stakeholder, and staff’s education on existing housing programs and topics.	Organize and advertise education sessions with Idaho Housing & Finance Association, NeighborWorks, South-Central Community Action Partnership, and BCHA.
	Assist Neuromediation Group, the landlord-tenant mediation team, with hosting trainings on landlord-tenant law and conflict resolution.
4. Increase staff’s access to housing and service provision experts and knowledge.	Ongoing: Co-host housing talks by guest speakers with the Community Library.
	Source new board members strategically based on needed expertise.
5. Create a new, exciting brand to build regional awareness and support for coordinated housing solutions.	Staff to attend IHFA’s bi-annual housing conference. Staff to participate in trainings based on their content areas.
	Conduct market research to determine the community’s perception of BCHA—what is correct and what we’d like to change. This analysis will be used to create a communications strategy and consistent public messaging (print, web, written copy, and media coverage) that reinforces BCHA’s desired brand attributes and corrects misconceptions.
6. Create an annual regional housing action plan.	Ongoing: Create a regional action plan that reflects and tracks priorities in the region. Clarify differences between BCHA’s Strategic Plan, BCHA’s Action Plan, and Ketchum’s Housing Action Plan.
	Ongoing: Work with government liaisons to differentiate between BCHA-only actions and annual actions by each jurisdiction. Gauge interest for each jurisdiction’s actions to be included in the plan.
7. Explore model for regional housing coalition.	Ongoing: Facilitate quarterly implementation partner meetings which were formerly hosted by the City of Ketchum. Explore ways for greater participant engagement.



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

CONTEXT FOR GOAL 5

BCHA currently administers 171 units, or 183 if winter transitional housing is included for 2024. About one-third of those units are ownership and two-thirds rentals, with about half of the rentals prioritizing households experiencing homelessness and housing instability.

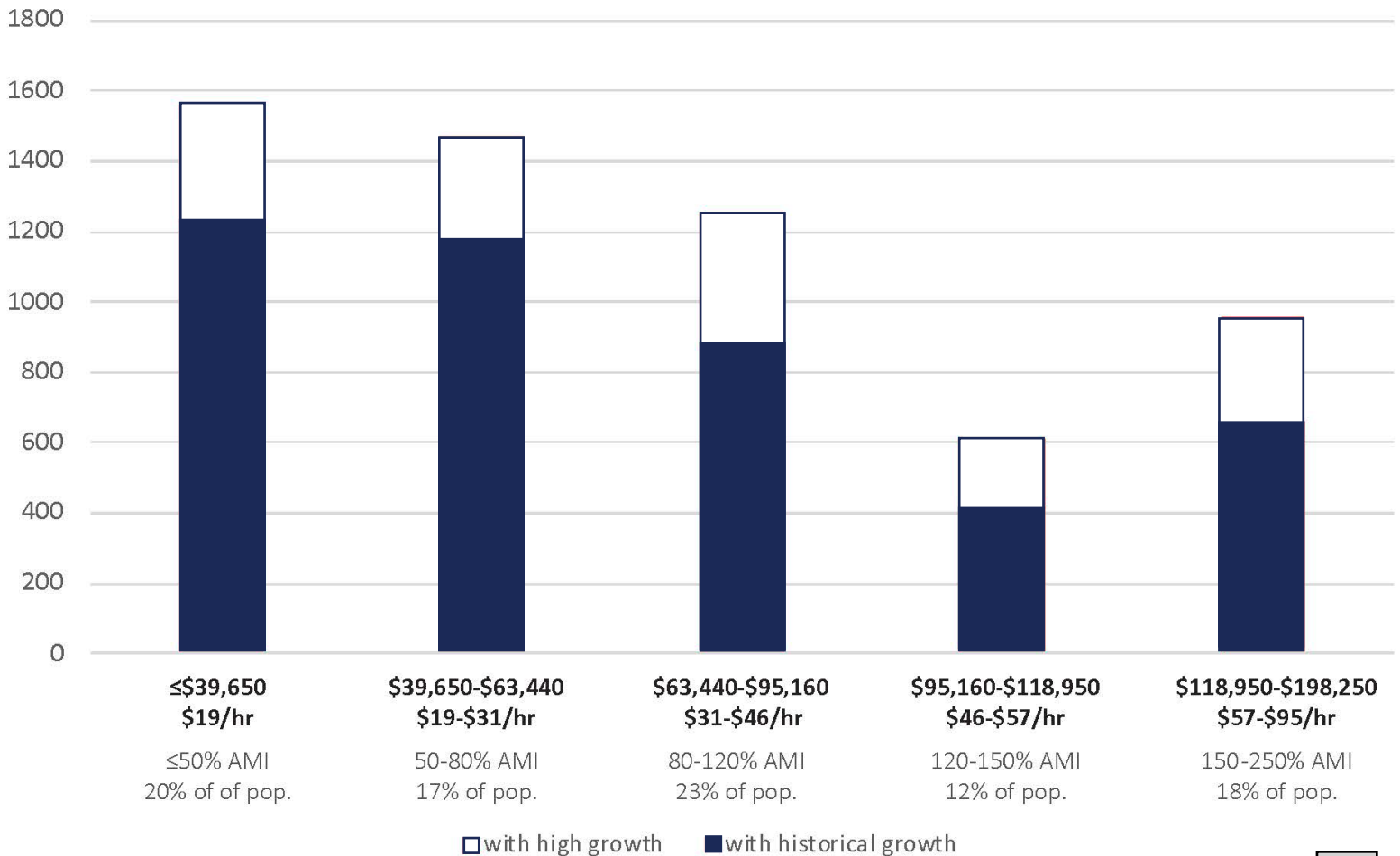
Historically, administering this portfolio of units was one of BCHA's sole duties and will continue to be. This entails both user- and back-end friendly applications and compliance forms as well as effective, cohesive data and customer relationship management. It also means stringent review of

applicants and participating homeowners and renters, and enforcing compliance with ongoing eligibility requirements.

Ketchum's 2022 Housing Needs Assessment identified - and BCHA's 2023 update confirmed - a minimum of 4,700 community homes needed countywide by 2032. Community homes are those that are restricted long-term for households who live and work in Blaine County, with certain exemptions. The restriction typically takes the form of a deed restriction, but on new construction can be a ground lease or similar contractual agreement.

Minimum of 4,700 new, converted, or preserved deed-restricted homes are needed in Blaine County by 2032

housing is needed across all income levels



Source: Blaine County Housing Survey 2023, U.S. Census Bureau: American Community Survey 2021 5-year Estimate

That 4,700 need is primarily comprised of the struggling households residing in Blaine County, those who are paying unaffordable amounts on housing and those who are experiencing homelessness and other forms of housing instability. The need can be met by placing restrictions on existing homes- including those already occupied by locals and converting short-term rentals, vacation and second homes for local use. A portion of that number can also be fulfilled through new construction.

The scale of that number also underscores the need for more community homes in every town throughout the county. The human preference and commute cost also must be considered when considering housing location. Of the households needing or expecting to need housing in the next two years, over three-quarters stated that they would not live farther than Bellevue and nearly half stated they would not live in unincorporated Blaine County

(outside of the cities).¹ Additionally, since the primary need for community housing is due to affordability, the costs of a longer commute must be factored in: gas, car maintenance, additional car payments and insurance, increased healthcare costs, reduction in worker and student productivity, and reduction in volunteer hours and community participation.²

1 Blaine County Housing Survey 2023

2 St. Luke’s Wood River Valley Health Assessment; “Your Commute Is Killing You” May 2011, Annie Lowrey, Slate, <https://slate.com/business/2011/05/long-commutes-cause-obesity-neck-pain-loneliness-divorce-stress-and-insomnia.html>; Han L, Peng C, Xu Z. The Effect of Commuting Time on Quality of Life: Evidence from China. *Int J Environ Res Public Health*. 2022 Dec 29;20(1):573. doi: 10.3390/ijerph20010573. PMID: 36612893; PMCID: PMC9819363.

GOAL 5 PROGRESS | JUNE 2022 TO FEBRUARY 2024

To steward and preserve BCHA’s portfolio, staff established an annual compliance review process. BCHA is transitioning to a cohesive, backend-friendly, effective system for data, application, compliance, or communications. A review of human capital is underway to ensure adequate and efficient staffing to manage these systems and inventory.

Expansion of the inventory of deed-restricted homes is primarily being conducted by individual jurisdictions. BCHA

does not have adequate funding to establish high-cost countywide programs. However, staff analyzed BCHA’s homeownership portfolio and associated CC&Rs to better understand how assessments and dues are calculated for the community housing units. This will inform any plan and grant applications for a rehabilitation program. The list of existing housing opportunities is included in the Resource Guide, however service providers and the Board agreed to only focus on below-market housing for now.

ACTION PLAN | GOAL 5, STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED-RESTRICTED HOMES

OBJECTIVES	ACTIONS
1. Continue to steward inventory of existing deed-restricted homes in BCHA inventory, including on-going compliance.	Upgrade administrative systems, continue compliance review of existing deed restricted units.
	Finalize staffing for general population application review and compliance.
	Add Category Local and Workforce policies.
	Ongoing: Conduct annual update to Community Housing Guidelines + forms.
	Create process documents for recurrent processes. Review existing process documents.
Update compliance and application forms.	
2. Expand inventory of deed-restricted homes through an acquisition/preservation strategy.	Ongoing: Maintain list of existing housing opportunities for immediate needs.
	Ongoing: Support and offer to administer new deed-restricted units.
	Identify and map Naturally Occurring Affordable Housing (NOAH) countywide.
	Ongoing: Support new programs such as Lease to Locals, Ketchum’s Ownership and Preservation Program, and public-private development on publicly owned land.



BLAINE COUNTY HOUSING AUTHORITY



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Action:

“I move to deny Exception Request to Occupancy Standards”

“I move to deny Exception Request to unit’s designated income”

“I move to deny Exception Request to rent a for-sale unit”

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

The Community Housing Policies, last updated on May 8, 2024, state: “A decision to approve a request for an Exception must be based on the request and any supplemental documents or information considered meeting following requirements:

- (a) The strict application of the Policies to the Applicant, Tenant, or Owner causes an undue hardship or burden, and not merely an inconvenience or issue of preference, which is unique to the person and circumstances for which the request is made.
- (b) The strict application of the Policies to the Applicant, Tenant, or Owner is the primary cause of the undue hardship or burden, such that the remedy of any other contributing factors would not relieve the Applicant, Tenant, or Owner of the undue hardship or burden.
- (c) Approval would be consistent with the spirit, purpose, and intent of the Policies.
- (d) Approval will not give the person requesting the Exception an undue or unfair advantage over another person, but will merely relieve them of the undue hardship or burden;
- (e) Approval would not conflict with any provisions of the BCHA Deed Covenant on the property subject to the request.
- (f) Approval is the only reasonably available remedy to the undue hardship or burden, and the exception is not overly broad in its scope. (Section 6.A.4.)”

The Community Homeowner has requested an exception to two policies – occupancy standards and renting a community home - and one exception to a deed covenant – the income designation. This report will break down each request separately. The request derives from the homeowner wanting the unit to sell more quickly, having a financial burden due to having purchased a home before selling the community unit, and mental stress.

Background

On June 7th, the community homeowner (“owner”) stated that they were “starting to consider selling my condo.” On July 18th, staff received their Notice of Intent to Sell and \$500 check, which when staff starts the sales process. At that time, the owner had already made an offer on a new home. On August 1st, they closed on their new home. That new sale did not include a contingency that the current home had to be sold in order to close on the new home, and the owner did not seek to understand BCHA’s sale process or timeline before that.

During the July 18th exchange, staff reiterated key policies, such as the occupancy standard and income level of those units. Staff began creating the waitlist per selection process in the Community Housing Policies. On July 29th, staff responded to a request for the owner to short-term rent, directing the owner to the policies and deed restriction and reiterating that that is not allowed. On August 1st, staff began outreach to waitlisted households. BCHA’s real estate representative viewed the unit and recommended cleaning the carpets. The owner refused to do so until September 4.

On August 21, 2024, the owner communicated that they believe they are facing an undue hardship and financial burden that is unique to their circumstances, due to the new occupancy standards, income designation and paying two mortgages and HOA dues. In response, the Director kindly requested that homeowner refrain from telling friends that they are qualified and able to purchase the home. She also,

- reiterated the applicable policies regarding income and occupancy standards
- explained the applicable policies and why they exist
- explained in greater depth the exception request
- requested more information about why their burden or hardship is unique, and explained that without a clear, valid justification for waiving these policies that it puts BCHA at risk of violating Fair Housing Law.

Director did not receive the information requested so did not process the exception request.

Throughout September, more applicants were contacted – including those at higher and lower income levels in case their current income placed them at the unit’s income level. Facebook and Instagram posts about the opportunity and open houses were published.

On October 4, 2024, the owner submitted an exception request. Director confirmed receipt after returning from vacation on October 8. The homeowner requesting this exception characterizes their undue hardship or burden as the following:

“On July 17/18, 2024, I submitted my Notice of Intent to Sell my deed-restricted home along with a \$500 fee. My family, friends, lender, and real estate agent were confident that my condo would sell quickly, which is why I didn’t submit my intent to sell earlier—I wanted to ensure I wouldn’t be left without a home. It is with regret that I didn’t seek BCHA’s advice on this earlier. I was unprepared for how the BCHA’s strict policies regarding income, occupancy, and net worth would hinder potential buyers, especially locals, working for this community, who need housing.

I appreciate the BCHA’s goals for diverse community housing, yet I struggle to understand how such policies can lead to empty homes while locals face housing insecurities. With this in mind, I respectfully request an exception to the application of these policies, as the ongoing ownership of my unit is becoming a financial burden and causing significant mental stress. Managing the sale process and the associated responsibilities takes time away from my work with the students at BCSD. Currently, I am paying approximately \$1,500 per month to maintain the unit, which is now vacant, and this has forced me to seek a second job to cover both

mortgages. I am exhausted.”

On October 5, 2024, the full waitlist of 800 applicants contact, in case a current review of their income levels would change their income category

Staff recommendation: Staff recommend denial of all three exception requests for a few common reasons, as well as some unique to the policy that are described below:

1. Section 6.A.4.(a) states that approval of such a request must be based on, “The strict application of the Policies to the Applicant, Tenant, or Owner *causes an undue hardship or burden*, and not merely an inconvenience or issue of preference, *which is unique to the person and circumstances for which the request is made.*” Staff do not believe that the homeowner is experiencing a unique circumstance – particularly not one that is caused by the policy.
2. Section 6.A.4.(b) states that approval of such a request must be based on, “The strict application of the Policies to the Applicant, Tenant, Owner is *the primary cause of the undue hardship or burden*, such that the remedy of any other contributing factors would not relieve the Applicant, Tenant, or Owner of the undue hardship or burden.” The circumstance that they are experiencing is primarily due to their own, voluntary actions.
 - The owner assumed a short sale period without requesting information from BCHA or understanding the state of the local housing market and entered into an agreement on a new home before noticing their intent to sell to BCHA. The average days on the market for unrestricted sales in Blaine County for units up to \$500,000 is 81 days and there are five months of inventory for sale. This is for market units without a deed-restriction. As of October 16th, it will have been 90 days since the owner submitted their intent to sell. Five months would be December 18, 2024.
 - Owner did not include a contingency clause in the Purchase & Sale Agreement on a new home, as is common practice, which states that the closing on a new unit would be contingent on the sale of the buyer’s current unit (i.e. the Community Home).
 - BCHA staff and contractors, on numerous occasions, recommended carpet cleaning. During August, some of the potential buyers explicitly stated that they couldn’t tell if the carpet needed to be replaced because it was not clean.
3. Section 6.A.4.(c) states that approval of such a request must be, “*consistent with the spirit, purpose, and intent of the Policies.*” These policies and deed covenants are meant to protect the income levels of the property and application of best practice – which includes occupancy standards.
4. Section 6.A.4.(c) states that approval of such a request must, “*not give the person requesting the Exception an undue or unfair advantage over another person, but will merely relieve them of the undue hardship or burden.*” Allowing such exceptions to one homeowner without the other criteria being met would mean that every homeowner should be eligible for such exceptions of changing the income level and ignoring the occupancy standards.
5. Section 6.A.4.(e) states that approval of such a request must, “*not conflict with any provisions of the BCHA Deed Covenant on the property subject to the request.*” Changing the income designation directly conflicts with the deed covenant.

1. Occupancy standards

The community homeowner is requesting an exception to Section 2.A.2.II, on Applicant Selection Process. It states, “(a) BCHA will contact Applicant if an opportunity arises that meet the following:…II. The Applicant’s household size for Categories 1 through 6. These units must be filled by Applicants that meet the following Occupancy Standards:

# of bedrooms	# of people in the Applicant household
studio	1 person
1 bedroom	1 to 3 people
2 bedroom	2 to 5 people
3 bedroom	3 to 7 people
4 bedroom	4 to 9 people

This exception request would also be an exception to 2.6 of the deed covenant: *“A “Qualified Buyer” is a person or group of people meeting and in full compliance with the qualifications and conditions set forth in the Guidelines in effect at the date a contract between an Owner and a Qualified Buyer is entered into for the sale of the property...”*

Every housing program that restricts by income and price that staff know of, nationwide, applies these occupancy standards. The maximum number of people is derived from HUD’s definition of under-housed, essentially meaning that the occupants of the unit are determined to be overcrowded and not have enough housing for their household size. The minimum is also industry standard, in that if there isn’t at least one person per bedroom, then the household is over-housed in that they have more housing than they need.

Since the purpose of these programs are to provide safe, stable, affordable housing to the most number of people, this policy was adopted by the Board on May 8, 2024. These updated policies were emailed to all Community Homeowners, Renters, and Applicants on June 11, 2024. We did not receive a response from the complainant voicing concerns at that time.

Staff do not believe that this is a unique circumstance to the homeowner, and such a policy is a primary mechanism for meeting BCHA’s mission. Approval would *not* be (c) “consistent with the spirit, purpose, and intent of the Policies.” Changing this policy for one homeowner, or all, puts the entire program at risk. There is already extreme scrutiny of BCHA’s management and oversight of these units. Continuing to over-house program participants puts BCHA’s funding sources at risk – not just from current funders like the County and the City of Ketchum – but the potential to receive funding from other jurisdictions.

Recommendation: Deny exception request.

2. Income designation

The community homeowner is requesting an exception to Section 2.A.2.II, on Applicant Selection Process. It states, *“(a) BCHA will contact Applicant if an opportunity arises that meet the following: I. The Applicant’s income category. Maximum housing costs for rentals are based on the unit’s income category and are available on BCHA’s website. Maximum sale prices are dependent on the unit’s restrictions”* And 2.6 of the deed covenant, *“A “Qualified Buyer” is a person or group of people meeting and in full compliance with the qualifications and conditions set forth in the Guidelines in effect at the date a contract between an Owner and a Qualified Buyer is entered into for the sale of the property, including, without limitation, the income requirements applicable...”*

Each unit in BCHA’s portfolio has a designated income level, set at the time of development or when entering the program by planning and zoning commissions, councils, or BCHA. This unit’s initial restriction was recorded in 2008, with the condominiumization in 2006 which specified that these units are restricted as workforce. Staff have requested information from the City of Sun Valley about whether the income

designation was determined during entitlement review, which could affect the Board's authority to review such a request.

The unit's Maximum Sales Price is \$261,265. If this were a new development, the Maximum Sales Price for this income category and unit size would be \$148,997. At previous Board meetings, staff have described the impact of using appreciation caps based on the consumer price index and a set percentage. These numbers are a direct result of that – rather than maintaining the affordability of the unit for that income level. It is a way for sellers to receive more equity, but risks pricing out the households that qualify for that unit. The Maximum Sales Price for an equivalent unit based on income category 6 would be \$250,336 and category Local for \$301,005.

Of the 58 applicants that are likely in this income category and household size, 10 responded. A few of these households didn't make an offer because of price, but most declined or were denied for other reasons, such as not being eligible, wanting a larger unit, or not wanting a restricted unit. 1 applicant was not eligible because they owned a home in Twin that they are unwilling to sell. The owner also referred a handful of households to BCHA, all of whom are over-income. There are two households working with our program administrator on their application and one who is deciding whether to make an offer (as of Monday, October 14).

It is more expensive, and difficult to require, lower income levels than higher because developers will always want a higher income level unit – one where they would have a higher resale value. When looking at purchasing deed restrictions or other types of subsidies, it is always more costly to create lower income units. For that reason alone, staff would not recommend increasing the income level on this unit.

In addition to the owner is (a) not experiencing unique circumstances, (b) the policies not being the primary cause of the hardship, and approval would (e) conflict with the deed covenant, this would also set a precedent that should be applied to all sellers and BCHA would lose most, if not all, lower income units which are more difficult to create than higher incomes. Since the Exemption Policy explicitly states that approval of such a request cannot conflict with the deed restriction, even if the Board were to approve an exception to the selection process, the deed covenant would still hold.

Recommendation: Deny exception request. If the Board decides to approve this exception request, the Maximum Sales Price would remain the same. Allowing an increase in this price would be give the owner an "unfair advantage." Maintaining the current price would also mean that the unit is affordable to the new income category and should remain so for an extended period of time.

3. Rent for-sale unit

With the exception request submitted on October 4th, the owner also submitted a request to rent while they sell their unit. While there is one interested applicant who wouldn't be able to buy until February, staff are concerned that renting the unit would both be challenging to find a renter, take more of staff's time, and could make selling the unit more difficult. Staff have found that it is difficult to find a qualified renter for a short time period. The policies state that the tenant must have a minimum of a 90-day lease and the occupancy standards and income category still apply.

The reason it can be more difficult to sell the unit is that, with a renter, there is less control of presentation of the property and tenants don't always give access. While this depends on the tenant, there can also be reluctance from the buyers to buy a unit knowing that the lease term must be adhered to. Given the

urgency that the owner feels selling the unit, staff believe approving such a request would be counterproductive to sellers' and buyers' interests and staff's time allocation and do not recommend approving this request.

Recommendation: Deny exception request.

Attachments:

1. Resolution 2024-28
2. Exception Request submitted October 4
3. BCHA-Owner Communication Timeline
4. Exception Request, Community Housing Policies, Section 6.A.

RESOLUTION 2024-28
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 AN EXCEPTION REQUEST

WHEREAS, a current BCHA owner is seeking to sell their unit and entered into a contract to purchase a new home before notifying BCHA of their intent to sell; and

WHEREAS, owner is requesting that BCHA provide exceptions to occupancy standards, income levels, and allow for rentals; and

WHEREAS, the BCHA Board and administrative staff agree with the justifications set forth in the Exception Requests, and believe that the owner's circumstances are not unique; and

WHEREAS, the BCHA Board and administrative staff agree that the strict application of the policies are not the primary cause of the undue hardship or burden; and

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

The Blaine County Housing Authority Board of Commissioners denies the Exception Request filed by Community Homeowner _____, attached and incorporated herein.

[This space left intentionally blank]

DATED this ____ day of _____, 2024

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Chair

Date: October 4, 2024

To: BCHA Board of Directors
Carissa Connelly, BCHA Executive Director
Bri Zak, BCHA Operations and Application Coordinator
Anna Matthieu, Windemere Real Estate

[REDACTED]

Subject: Exception Request for BCHA Policy on Selling Deed Restricted Housing Unit

First and foremost, I want to express my gratitude for your dedication to addressing the housing needs within our community. Your efforts in providing resources and solutions are truly commendable.

[REDACTED]

[REDACTED]

As you're aware, the real estate market has become extremely competitive, with limited inventory under \$650K. After months of searching with our friend [REDACTED], we finally found a home that fit our budget perfectly. Unfortunately, the sellers were not open to contingencies.

On July 17/18, 2024, I submitted my Notice of Intent to Sell my deed-restricted home along with a \$500 fee. My family, friends, lender, and real estate agent were confident that my condo would sell quickly, which is why I didn't submit my intent to sell earlier—I wanted to ensure I wouldn't be left without a home. It is with regret that I didn't seek BCHA's advice on this earlier. I was unprepared for how the BCHA's strict policies regarding income, occupancy, and net worth would hinder potential buyers, especially locals, working for this community, who need housing.

I appreciate the BCHA's goals for diverse community housing, yet I struggle to understand how such policies can lead to empty homes while locals face housing insecurities.

With this in mind, I respectfully request an exception to the application of these policies, as the ongoing ownership of my unit is becoming a financial burden and causing significant mental stress. Managing the sale process and the associated responsibilities takes time away from my work with the students at BCSD. Currently, I am paying approximately \$1,500 per month to maintain the unit, which is now vacant, and this has forced me to seek a second job to cover both mortgages. I am exhausted.

The specific BCHA policies that I would like to request for reconsideration are listed below.

- 1. Applicant Selection Process/Occupancy Standards:** The current guidelines for a Category 4 unit require 2-5 people to be included in the application process. When I purchased my unit in 2019, I was a single individual and wasn't required to involve others. This change was unfamiliar to me and I had no idea the impact it would have on my ability to sell. I've had potential buyers denied due to this occupancy requirement. I kindly request a waiver for the occupancy standard.

- 2. Applicant Selection Process/Income Limits:** The current guidelines for a Category 4 unit with two bedrooms require a combined income of between \$59,041 and \$73,800. While that may work for a parent/child situation, it is unlikely two community workers in the value can sustain living here within that income range. I do not have a particular issue with the range, as I understand the ranges are developed with scientific statistics, but if no one currently qualifies because of this policy, the standard may need to be adjusted. This range may not truly reflect the realities of our local community. Also, to finance a deed restricted property, the buyer will have to put down a significant down payment (meaning they have had the ability to 'save' money for that). I would request a broader income range for this unit.

- 3. Suggested Policy Addition:** Given the desire to match available community housing to the people needing it at any given time, it seems like BCHA standards and income limits need to provide flexibility to adapt to given situations in the local market. I just wonder if this has ever been considered? For example, if we have no qualified applicants for Category 4 level housing, maybe it should be recharacterized to meet the needs of the community at the current time?

Per the Terms and Restrictions of the Deed Covenant:

- Section 3.2 “BCHA shall notify Owner of the Maximum Sales Price....and provide Owner with Qualified Buyers.....” ~ while the sales price was provided, I was never provided a list of qualified buyers and when asked, was told this was a privacy issue and not available to me. This appears to be contrary to the Deed terms. I am not sure how I am supposed to notify you if we have exhausted the list, if I do not have access to that list.
- Section 3.3 “In the event the Owner exhausts the pool of Qualified Buyers provided by BCHA without entering into an agreement for the Sale of the Property, the Owner shall notify the BCHA” ~ It is my understanding that we have exhausted the pool of Qualified Buyers from my correspondence with Bri.
 - In an email correspondence with Anna and Bri, Bri stated that she had reached out to **39 applicants** of which 4 were potential buyers. One dropped out because it was too expensive, 1 household was not eligible, and the other applicants did not complete the BCHA steps. She then reached out to **13 new potential buyers**...I am not sure what the outcome was of this. The majority of interest has been through creating advertisements on FB and reaching out to the working class of people my age.
- Section 3.6 “Owner shall deliver BCHA a **Notice of Intent to Rent** at the Maximum Rental Amount” ~ This appears to mean I can find a short-term renter until the unit sells, as long as I don’t charge more than \$1,445 per month. Can this be confirmed?
 - Cost of Mortgage \$ 922
 - Cost of HOA Dues \$ 353 monthly
 - \$ Utilities (that will be paid by owner) \$: 150 monthly
 - Plus 20 a month (see rental pricing agreement)
 - Total Rent: 1,445

Above is my request of permission from BCHA to rent the Community Home until it is sold. I will also be scanning the notice and sending it to you.

I know I may have been a source of frustration for Bri Zak and Carissa Connelly, and I wish we could have met in person to collaboratively address this situation. Navigating

the 29-page policy manual has been daunting, but I'm grateful for the assistance I've received along the way.

I hope to close this chapter of home ownership soon and be able to move forward with many years of community service and commitment to the area I so love. Thank you for your consideration of this exception request.

I am hoping this exception request can be discussed at the October 18 BCHA Board meeting

Sincerely,

█

Historical/Purchase Data:

- █
- 2 bedroom unit
- █
- Purchase price: \$209,514
- Purchased by █
- Deed Restricted, Category 4, Community Housing Unit

10/04/24 Current Sales Price: \$261,165

Difference between purchase price and selling price (includes capital improvements made, excludes closing costs of purchase and sale of unit):
\$51,651

3% Fee paid to BCHA at closing (per Deed Covenant): \$7,835

Monthly Holding Costs: \$1,500 (approximately)

3. BCHA-Owner Communication Timeline

October 1, 2023 – Community homeowner requested approval for improvements and their Maximum Sale Price. Staff approved on October 9. Receipts were furnished on November 30. Staff provided new Maximum Sales Price on December 15.

June 7, 2024 – Community homeowner stated that they were “starting to consider selling my condo” and for the Maximum Sales Price.

June 12, 2024 - Staff responded with the Maximum Sales Price and the relevant Policy section that outlines the process. Since staff frequently get this request without follow-through, we do not take the inquiry seriously until the owner submits their Notice of Intent to Sell and a \$500 check.

June 18, 2024 – Community Homeowner asked what their mortgage balance was on their unit. Staff responded that we do not hold their mortgage so they would need to contact their lender.

July 18, 2024 – Community Homeowner sent their Notice of Intent to Sell and the check and stated that they intended to use a local real estate agent. Staff responded with the following:

- a more in-depth explanation of how the Maximum Sales Price is calculated
- any buyer needs to come through the BCHA
- that fees paid to an agent would be on top of the 3% owed to BCHA
- reiterated the occupancy standard and income level
- introduction to Bri and that she would begin filtering the waitlist for this unit, reviewing the top candidates’ full applications, and then arrange showings
- introduction to Anna who could work with the owners agent on inspections and showings, if the owner continues to use the agent

This exchange continued throughout the day, where staff highly recommended meeting with Anna before taking any steps.

Community homeowner stated that they would work directly with Anna and spoke with Anna that day, when they told Anna that they’d already made an offer on another home.

July 24, 2024 – Community homeowner asked if we have reached out to Applicants, that they had scheduled an inspection, and stating that they had bought a house.

July 27, 2024 (a Saturday) – homeowner contacted Anna expressing anxiety and asking if they can short-term rent.

July 29, 2024

- Anna emailed saying no and redirecting homeowner to the policies. She also stated that we’ll need two keys and a lock box to start showings.
- homeowner requested access to the applicant list and requested more information on process, which staff provided.

July 30, 2024 – staff notified homeowner of key next steps following a phone conversation, and via email.

August 1, 2024

- 10 potentially qualified applicants were contacted about the opportunity
- Community homeowner closed on their new home

August 6, 2024

- an additional 29 applicants were contacted
- property inspection report completed

August 7, 2024 – director reminded homeowner to work with Anna and Bri, and to cc all on emails. Homeowner and the homeowner’s mother were emailing and calling staff with similar questions and not keeping everyone up to date. Director also stated that the time we spend debating policies and responding to numerous phone calls and emails detracts from time spent on selling the unit. The Director also told the homeowner that, with the current information, they would not support an exception request because the applicant had not included a contingency on their new purchase – which is common practice in real estate if the purchase is contingent on the sale of your current home.

August 21, 2024 – community homeowner communicated that they believe they are facing an undue hardship and financial burden that is unique to their circumstances, due to the new occupancy standards, income designation and paying two mortgages and HOA dues.

August 23, 2024 – Director kindly requested that homeowner refrain from telling friends that they are qualified and able to purchase the home. She also,

- reiterated the applicable policies regarding income and occupancy standards
- explained the applicable policies and why they exist
- explained in greater depth the exception request
- requested more information about why their burden or hardship is unique, and explained that without a clear, valid justification for waiving these policies that it puts BCHA at risk of violating Fair Housing Law.

Director did not receive the information requested so did not process the exception request.

September 9, 2024 – an additional 13 applicants were contacted (total of 42 to date)

September 11-12, 2024 – an additional 97 applicants were contacted from income categories above and below the unit designation, as a current review of their income levels might place them in the unit’s income category

September 18, 2024 – Purchase opportunity posted on Facebook

October 1, 2024 – Purchase opportunity posted on Instagram

October 2, 2024 – an additional 4 applicants contacted (total of 143 to date)

October 4, 2024

- new open house announcement on Facebook
- Homeowner submitted an exception request. Director confirmed receipt after returning from vacation on October 8. The homeowner requesting this exception characterizes their undue hardship or burden as the following:

“On July 17/18, 2024, I submitted my Notice of Intent to Sell my deed-restricted home along with a \$500 fee. My family, friends, lender, and real estate agent were confident that my condo would sell quickly, which is why I didn’t submit my intent to sell earlier—I wanted to ensure I wouldn’t be left without a home. It is with regret that I didn’t seek BCHA’s advice on this earlier. I was unprepared

for how the BCHA's strict policies regarding income, occupancy, and net worth would hinder potential buyers, especially locals, working for this community, who need housing.

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October 5, 2024 – full waitlist of 800 applicants contact, in case a current review of their income levels would change their income category

October 6, 2024 – Open house posted on Instagram

October 10, 2024 – homeowner requested to increase the maximum sales price. Bri reminded homeowner that she had repeatedly stated that she believed the home to be overpriced for that income level and that she could always lower the price to help her sell.

Section 6. Procedures for Exceptions and Grievances

Situations may arise where a special review is appropriate to allow for exceptions to the application of these Policies, or to address grievances against BCHA for its actions or failure to act in accordance with these Policies. These two processes are described below:

A. Exception Request

1. Exceptions to any provision of these Policies may be granted by the BCHA Board when, because of unique circumstances, the strict application of the policy places an undue hardship or burden on a particular Applicant, Tenant, or owner. An undue hardship or burden is not merely an inconvenience or issue of preference but must be burdensome or restrictive enough to create a significant difficulty or expense for the Applicant, Tenant, or Owner.
2. Any Applicant, Tenant, or Owner may file a request for an Exception with BCHA, in writing stating:
 - (a) The Specific BCHA Policy or Policies which the Applicant, Tenant, or Owner is requesting waiver of or alteration to;
 - (b) The circumstances constituting an undue hardship or burden which are the basis for the Exception request;
 - (c) The action requested to resolve the undue hardship or burden (i.e., partial waiver, complete waiver, or modification of the Policy or Policies); and,
 - (d) The name, address, and telephone number of the person making the request and his or her representative, if any.
3. Upon receipt of a request for Exception, the BCHA staff shall:
 - (a) Review, investigate, and prepare for the BCHA Board a report analyzing and making a recommendation on the requested Exception;
 - (b) Shall forward the report to the Board and all parties involved to hear and make a decision on the request, but in no event shall such meeting take place more than thirty (30) days after receipt by BCHA staff of the request for Exception.
4. At the meeting, the Board shall review the request and any additional information and evidence presented by the person making the request and any other person present at the meeting. Prior to deciding on the request, the Board may continue the meeting as it deems necessary to obtain additional information or for further deliberations, but in no event shall the Board delay a decision by more than thirty (30) days absent exigent circumstances.

The Board may approve, approve with conditions or alterations, or deny a request for an Exception. A decision to approve a request for an Exception must be based on the

request and any supplemental documents or information considered meeting following requirements:

- (a) The strict application of the Policies to the Applicant, Tenant, or Owner *causes an undue hardship or burden, and not merely an inconvenience or issue of preference*, which is unique to the person and circumstances for which the request is made.
 - (b) The strict application of the Policies to the Applicant, Tenant, Owner *is the primary cause of the undue hardship or burden*, such that the remedy of any other contributing factors would not relieve the Applicant, Tenant, or Owner of the undue hardship or burden.
 - (c) Approval would be consistent with the spirit, purpose, and intent of the Policies.
 - (d) Approval will not give the person requesting the Exception an undue or unfair advantage over another person, but will merely relieve them of the undue hardship or burden;
 - (e) Approval would not conflict with any provisions of the BCHA Deed Covenant on the property subject to the request.
 - (f) Approval is the only reasonably available remedy to the undue hardship or burden, and the exception is not overly broad in its scope.
5. The Board will make every effort to render a decision within sixty (60) days after the filing of the request and all requested information. The Board will provide the person making the request with its written decision and findings, to all parties involved. Applicants to whom a request for Exception is denied may appeal the decision by submitting a formal Grievance in accordance with the procedure described below.

B. Filing a Grievance

1. A Grievance may be filed by any Applicant, Tenant, or Owner as a means of appealing a denied request for Exception or based on an alleged violation by BCHA of one or more provision of this Policy.
2. Any Applicant, Tenant, or Owner may appeal the denial of a request for Exception by filing a Grievance with BCHA, in writing, stating:
 - a) Which request for Exception is being appealed;
 - b) Evidence demonstrating that the findings necessary to approve a request for Exception, as described in 8.A.5, are present, and that denial was therefore improper;

- c) The action requested to cure the allegedly improper denial; and
 - d) The name, address, telephone number, and email of the grievant and his or her representative, if any.
- 3. Any Applicant, Tenant, or Owner may file a general Grievance with BCHA, in writing, stating:
 - (a) The specific provision of this Policy which the Applicant, Tenant, or Owner alleges BCHA to be in violation of;
 - (b) The specific BCHA action or omission which the Applicant, Tenant, or Owner alleges to be the violation;
 - (c) The action requested to cure the violation; and
 - (d) The name, address, telephone number, and email of the grievant and his or her representative, if any.
- 4. An appeal of the denied request for Exception shall be heard in the same manner described in 8.A.3. If the request is again denied on appeal, the grievant may submit a final appeal to the Blaine County Board of Commissioners, in writing, within thirty (30) days after the date the decision is rendered.

C. Grievance Hearing procedure

- 1. Upon receipt of a written Grievance, a public hearing before the BCHA Board of Commissioners must be scheduled. The grievant must be afforded a fair hearing providing the basic safeguards of due process, including notice and an opportunity to be heard in a timely, reasonable manner, and to present evidence. In the event that this grievance procedure is not an appropriate or reasonably achievable means of resolving the matter, any of the following alternative methods for dispute resolution may be utilized:
 - (a) Use of a certified mediator in Blaine County, or as nearby as reasonably practical;
 - (b) Through the Idaho Human Rights Commission;
 - (c) Through a civil court proceeding;
 - (d) The grievant may be eligible for pro bono legal assistance through Idaho Legal Aid; or,
 - (a) If a Fair Housing violation is suspected, the local jurisdiction may be contacted to conduct an investigation. If the grievant disagrees with the findings of that investigation, they may appeal to the Idaho Human Right's Commission.
- 2. Notice of the public hearing shall be provided to the Board, the grievant, and any other parties involved, to be held as soon as practicable and convenient to the Board and the grievant, but in no event shall such hearing take place more than thirty (30) days after receipt by BCHA staff of the grievance.