



**BLAINE COUNTY  
HOUSING AUTHORITY**

**BOARD MEETING AGENDA MEMO**

Meeting Date:  Staff Member:

Agenda Item:

**Recommended Motion:**

"I move to approve that contracts for less than \$25,000 per year that are in the regular course of BCHA business do not require BCHA Board approval."

**Reasons for Recommendation:**

- With the management of Silvercreek Living, BCHA is entering into more contracts for general operations.
- It is burdensome and time consuming to bring each of these contracts before the Board.
- There is currently no policy defining which BCHA contracts need to receive Board approval.

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

BCHA is entering into multiple new agreements for Silvercreek operations, for services including maintenance, plowing, landscaping, IT support, etc. Most of these contracts are for \$10,000 or less per year. It is currently not defined when these contracts need BCHA Board approval.

To streamline operations, staff recommend that contracts for less than \$25,000 that are in the regular course of BCHA business do not require BCHA Board approval.

**Attachments:**

1. Resolution No. 2024-06

**RESOLUTION No. 2024-06**

**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 A POLICY ON BOARD APPROVAL OF CONTRACTS, 2024**

WHEREAS, BCHA does not currently have a policy on when Board approval of BCHA contracts is necessary; and

WHEREAS, BCHA is entering into multiple vendor agreements due to its management of Silvercreek; and

WHEREAS, to streamline its contracting processes, BCHA staff would like clarity on when Board approval is necessary; and

WHEREAS, BCHA administrative staff have determined, and sought confirmation of said determination by City of Ketchum's finance and administrative teams that adopting the policy below 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:

The Blaine County Housing Authority Board of Commissioners approves and authorizes that contracts for less than \$25,000 per year that are in the regular course of BCHA business do not require BCHA Board approval.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

**BLAINE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

\_\_\_\_\_

\_\_\_\_\_

Executive Director

Chair