

Jackson/Teton County Housing Authority  
Meeting Minutes  
February 5, 2020  
Teton County Old Library

**1. Call to Order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 5, 2019 at 2:00pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, staff Stacy Stoker, Lisa Potzernitz and Julia Johari, and members of the public.

**2. Swearing in of New Board Members**

Board members Annie Kent Droppert and Estela Torres were sworn in by Notary Public, Lisa Potzernitz.

**3. Pronouncement of Quorum**

Amy Robinson, Annie Kent Droppert, and Estella Torres were present. Amy Robinson declared a quorum.

**4. Public Comment**

Relating to item 7, Katherine Mannen reviewed sections of the tenant's lease with the Board. Please see item 7.

**5. Approval of Regular Meeting Minutes for December 4, 2019, and Special Meeting Minutes for December 23, 2019 and January 21, 2020.**

Matt Faupel is no longer on the Board and was not able to approve minutes. Amy Robinson motioned to approve the Regular Meeting Minutes for December 4, 2019, and Special Meeting Minutes for December 23, 2019 and January 21, 2020. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**6. Review of December Financials & Staff Update**

No questions, no action was taken.

**7. Grove Unit 203 – Tenant Grievance**

The Grove Lease requires tenants to pay for maintenance and repairs of appliances. Staff has been directed by the Board to pay for replacement of appliances when the costs of repair exceed the cost of replacing the appliance. The tenant of unit 203 has a dishwasher that needs repairs and is arguing that he should not be required to pay for the repairs. Katherine Mannen, an attorney retained by the tenant of unit 203, reviewed sections of the tenant's lease with the Board. A discussion occurred.

**Motion:**

Annie Kent Droppert moved to have the Housing Authority Board pay to replace Colby Sandoval's dishwasher with no cost owed by Mr. Sandoval. Estela Torres seconded the motion. The motion was approved unanimously.

**8. Meeting Schedule for 2020**

The 2020 Board meeting schedule was reviewed. All meetings are scheduled for the 1<sup>st</sup> Wednesday of every month at 2:00pm.

**Motion:**

Amy Robinson moved to approve the meeting schedule as presented by staff. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**9. Election of Officers**

Amy Robinson was elected as Housing Authority Board Chair. Annie Kent Droppert was elected as Housing Authority Board Vice Chair. Estela Torres was elected as Housing Authority Board Clerk.

**10. Grove Lease Revisions**

The Board and Staff reviewed and discussed a several possible revisions to the Grove lease template. All agreed to revisit revisions at the next Board meeting. No action was taken.

**11. First Amendment to the Amended and Restated Condominium Declaration for The Grove Condominium Owner's Association.**

This is a unilateral amendment made by the Declarant (HAB) to comply with the requirements of the Town of Jackson to annex in additional property into the development governed by the Declaration. Habitat for Humanity is building 24 housing units on The Grove 3 property. Teton County has provided funding for the infrastructure, and the Housing Department is managing the project. The Housing Authority owns the land.

When the first 8 units were completed, the portion of land containing the units was conveyed to the Homeowner's Association (HOA). This was required because the units are condominiums and the HOA owns the common are collectively. The language in the Condo Declaration needs to be amended to clarify that the Housing Authority still owns the land where units are still being constructed to give the Housing Authority the ability to build the infrastructure.

**Motion:**

Annie Kent Droppert moved to approve the First Amendment to the Amended and Restated Condominium Declaration for the Grove Condominium Owner's Association as presented by staff with a correction of the word "WITHNESS" to "WITNESS". Amy Robinson seconded the motion. The motion was approved unanimously.

**12. Grove Phase 2 of Phase 3 Plat**

The plate for Phase 2 or Phase 3 is required to be signed by the Housing Authority as property owner. It must be approved by the Board for the Chair to sign. It has been reviewed by John Graham, Deputy County Attorney, Lea Colasuonno, Town Attorney, the Town Planning Department, and Housing Department staff. The plat as presented contains Matthew Faupel's name in the Owner's signature and notary block. This needs to be changed as Matt Faupel is no longer on the Board.

**Motion:**

Estela Torres moved to approve the Phase 2 of the Phase 3 Plate with the removal of Matthew Faupel's name on the owner's signature line and in the notary block and replacing it with Amy Robinson's name. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**13. Grove Phase 2 of Phase 3 Warranty Deeds**

Habitat has completed the 8 units in the Grove Phase 2 of Phase 3 and is ready to sell the units. The Housing Authority needs to convey the land. The Warranty Deeds need to be approved by the Housing Authority Board and signed by the chair.

**Motion:**

Estela Torres moved to approve the Grove 2 of Phase 3 Warranty Deed Template as presented by staff. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**14. Matters from Staff**

No matters from Staff.

**15. Matters from the Board**

The Board asked some questions about the employment-based deed restricted units in Teton Village. A short discussion occurred. No action was taken.

**16. Executive Session**

**17. Adjourn**

Amy Robinson motioned to adjourn at 2:16pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

\_\_\_\_\_

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

Amy Robinson

Date \_\_\_\_\_

\_\_\_\_\_  
Chair

Annie Kent Droppert

Date \_\_\_\_\_

\_\_\_\_\_  
Vice Chair

Estela Torres

Date \_\_\_\_\_

\_\_\_\_\_  
Clerk

Jackson/Teton County Housing Authority  
Meeting Minutes  
February 20, 2020  
Teton County Old Library

**1. Call to Order**

The special meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 20, 2019 at 9:02am in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Annie Kent Droppert, staff Stacy Stoker, April Norton and Julia Johari.

**2. Pronouncement of Quorum**

Board Vice-Chair, Amy Robinson and Clerk Annie Kent Droppert were present. Amy Robinson declared a quorum.

**3. Public Comment**

No public comment.

**4. Approval of FY20/21 Draft Budget**

Staff reviewed the proposed FY20/21 Housing Authority Budget with the Board.

**Motion:**

Annie Kent Droppert moved to approve the proposed FY20/21 Housing Authority Budget. Amy Robinson seconded the motion. The motion was approved unanimously.

**5. Matters from Staff**

Staff was notified that an elderly woman fell outside of Shea Salon at the Grove. Mountain Property Management took photos, and took notes regarding the conditions surrounding the fall. Several days later, Sports and Spine e-mailed a complaint that a customer fell and hit their head. The complaint detailed that Grove tenants above the ground floor are shoveling their balconies onto the ground floor area. The e-mail was received on a Friday and the fall occurred the previous Tuesday, so conditions were not able to be recorded. Staff relayed that the Housing Department cannot guarantee that there will not be ice on the premises. No action was taken.

**6. Matters from the Board**

No matters from the Board.

**7. Adjourn**

Amy Robinson motioned to adjourn at 9:32am. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

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Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

Amy Robinson

Date \_\_\_\_\_

Chair

Annie Kent Droppert

Date \_\_\_\_\_

Vice Chair

Estela Torres

Date \_\_\_\_\_

Clerk

Jackson/Teton County Housing Authority  
Meeting Minutes  
March 4, 2020  
Teton County Old Library

**1. Call to Order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on March 4, 2020 at 2:06pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Board Chair Amy Robinson, Board Clerk, Estela Torres, Board Vice Chair Annie Kent Droppert, staff Stacy Stoker, Julia Johari, attorney John Graham, and members of the public.

**2. Pronouncement of Quorum**

Board Chair, Amy Robinson, Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

**3. Public Comment**

Please see item 6.

**4. Approval of Regular Meeting Minutes for February 5, 2020 and Special Meeting Minutes for February 20, 2020.**

Amy Robinson motioned to approve the Regular Meeting Minutes for February 5, 2020, and Special Meeting Minutes for February 20, 2020. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**5. Review of January Financials, & Staff Update**

A brief discussion occurred. No action was taken.

**6. Wilson Park Homeowner's Request – Amendment to Plat**

The Affordable homeowners at Wilson Park are requesting an amendment to their development plan to allow them to have sheds and fences.

**Public Comment:**

Jared Becker, a Wilson Park resident issued a public comment: "I'm Jared Backer, and I live here in lot 8 or 1467 so I have a pretty desirable home, and I've been there for 10 years so once it was developed I was the first homeowner to be able to move in and it's awesome. It's an incredible opportunity, and I always lived in East Jackson for 10 years prior to that, and I was like "I'll never leave East Jackson", and then Billi called me one day and was like "Hey Jared! We wanted to let you know that you were drawn #1" and I happened to be driving, nearly crashed my car, and was like "Looks like I'm moving to Wilson!", and it's been awesome ever since. So, as a neighborhood, I've been there since the beginning. We've had a fair amount of transition since I've been there. This [pointing to map] Habitat house has been developed and pretty much the year after this lot and this lot was developed as fair market, as well as these two, plus a couple here, plus the entire Schwabacher parcel has been developed. So, we have a couple that are still not developed, but all in all. And our first couple of years, there were consistent problems with Old Wilson Schoolhouse events spilling into yards. People playing ball against the side of our house, dog issues, an adjacent neighbor to the South of us would ride his horses through here, and would gallop and graze his horses through the yards and stuff and it was really a pretty bad situation. So

we eventually put in a perimeter fence that goes through the cottonwood trees down through here [pointing at map], so it has eliminated a lot of that. But what has happened is that the neighborhood has changed greatly. When we first moved in there was one child in neighborhood, and today there are numerous children and the whole neighborhood, in general, around us has changed: A lot of dogs, a lot of wildlife, and you just deal with neighborly interactions. When it was first described to us at the very first Board meeting with Christine Walker, and the original owners, the Williams family, the intent was to keep open space for wildlife permeability and to encourage neighborly interactions. Well, I think we all recognize, you choose to interact with who you choose to interact with, you don't always necessarily want to have direct interactions with your neighbors, and I think that's reasonable. As they saying goes, you know, "Fences make great neighbors". And so, creating a little distinction between properties, I think benefits all neighbors and collectively as a neighborhood we've talked about this at our board meetings, and all the fair market owners have said "If you guys want to pursue this, go for it, we actually don't care what you do. Like, if you want to put sheds and fences up, we don't care". But the reality is that we need to be respectful of the Rules & Regulations. So, I took it upon myself to just do some more digging so I came to Stacy and I said "I remember this landscape surface area when we first moved in being a topic". And so, the landscape surface area allows you to have swing sets, gardens, jungle gyms, things like that, but it doesn't have setbacks that allow for sheds and things whereas the CC&Rs do allow for sheds and fences, so there's just a simple conflict of policy. What we all recognize as homeowners is that living in Teton County, and choosing to live here, we all have a lot of stuff. And that's not necessarily a benefit, but the spillover of bikes and yard tools, and stuff that could be contained in sheds – it's starting to get to a point where you walk by every house and there's a paddleboard, a drift boat, ten bikes, you know, and it's just starting to get to that point of like "Ok, we all want sheds, we just haven't ever made the move to go there". So, there was an interest, collectively, for people to say that. Not everybody's going to build a shed and not everybody's going to build a fence because people just have different values. For me, I would love to be able to utilize my garage as garage space, and actually get a snowblower out of there and lawnmower out of there and that kind of thing, and build a tasteful shed. So, that's the gist of it. It doesn't, for us, make sense from a common sense standpoint that there's this one common surface area in the neighborhood, in the community, that has to keep open space, when these homes right here [pointing at map] can have fences and sheds, and they're on common space, if you actually look at the areal images, the sheds are all on common space. These neighbors do, then across the street at Owen Bircher Park, the County puts up sheds to maintain shovels for the ice rinks and the winter icehouse, and the cell phone towers. And so it just seems that it would be a common sense solution to allow sheds to be built. There's regulations within our CC&Rs: design guidelines for fences and sheds, and things like that. So, what we would love is that if the Board would support us in that, it would be wonderful, and if the Board wanted to support us AND financially contribute – I don't reasonably expect that, and I haven't had that conversation with very many neighbors – I just read the staff report last night for the first time when I got home from work and saw there was a kind of a variance in approval or denial from the staff report. It's a bummer that it has a fee associated with it, and I've sat through enough County Commission meetings now to see that some of these fees just absolutely disappear sometimes when you provide a nice presentation and sometimes they don't. And so, I'd be happy to sit before a planning commission and discuss this and provide a similar letter that I've provided to you with photos and schematics. I'd be happy to sit in front of County Commissioners and do the same thing. It's simply just about a quality of life situation, and allowing people to use the homes as intended with garages and yards to keep kids and dogs separated. Not everyone's paying attention to their kids, not everyone's paying attention to their dogs, and I'm totally guilty of that. I think that would be a wise use of your authority. And like I said, it's a pretty awesome spot. I'm not planning on going anywhere any time soon, but I think trying to do things appropriately is reasonable. I'm happy to hear your thoughts and I'm happy to move forward in whatever way and share

back. I've reached out to all of our neighbors, so they're all aware of this, my letter, and the other letters that were sent. Our HOA as a whole is aware of this, but I haven't engaged with the fair market owners since the HOA meeting because I said I would do the dirty work of gathering more information before getting back to them. At our HOA meeting, everyone said they would sign a letter, but until we actually get signatures, that sounds great, but actually getting them is a whole other ball of wax".

A discussion occurred between John Graham, Jared Becker, the Board, and Staff.

**Motion:**

Estela Torres moved to approve the Homeowners Association requested changes as presented and sign the letter of authorization. Amy Robinson seconded the motion. The motion was approved unanimously.

**7. Proposed Housing Department Work Plan**

Staff reviewed the following with the Board:

The annual budget for the Housing Department was submitted to the County on Friday, February 21, 2020. To support the budget, the Housing Department prepares an annual work plan that gives the elected officials an overview of what the Housing Department does and the roles of staff. The workplan is also submitted each year to the Housing Authority Board for review.

Staff reviewed the history of the 260 W. Broadway space with the Board. No action was taken.

**8. Grove Lease Revisions and Appliance Repair Limits**

At the February 5 Regular Meeting, staff presented revisions to the Grove Lease Agreement template. The Board reviewed and made further suggestions. The suggested edits have been made to the agreement and reviewed by John Graham. They are highlighted in the complete March 4<sup>th</sup>, 2020 Complete Board Packet, which has been uploaded to the Agenda Center.

The Board, staff, and John Graham reviewed the Grove Lease Agreement template together. A short discussion occurred, and some minor amendments were suggested.

**Motion:**

Annie Kent Droppert move to approve The Grove Lease Agreement template as presented by staff to be used as the template for all leases at The Grove and to approve the Housing Manager to sign the Lease Agreements as agent for the Housing Authority Board, with the additional revisions recommended. Amy Robinson seconded the motion. The motion was approved unanimously.

**9. Grove Unit 204 Lease**

The Board reviewed a lease for Unit 204 of The Grove Phase 1.

**Motion:** Estela Torres moved to approve signing the lease for Unit 204 of the Grove. Amy Robinson seconded the motion. The motion was approved unanimously.

**10. Critical Services Provider Application – Wyoming Department of Corrections**



The board reviewed an application for Critical Services Provider for the Wyoming Department of Corrections.

**Motion:**

Estela Torres move to approve the Wyoming Department of Corrections/Field Services as an approved CSP organization with the position of Probation/Parole Agent as an approved Critical Services Provider position. Amy Robinson seconded the motion. The motion was approved unanimously.

**11. Housing Authority Cash Handling Policy**

The Board reviewed a proposed cash handling policy for the Housing Department.

**Motion:**

Estela Torres moved to approve the Cash Handling Policy as presented by staff. Amy Robinson seconded the motion. The motion was approved unanimously.

**12. Matters from Staff**

Staff proposed a tour of local Housing Developments that contain Affordable and Workforce units. The tour would include staff, the Housing Boards, elected officials, members of the Planning Department. A short discussion occurred. No action was taken.

**13. Matters from Board**

**14. Adjourn**

Amy Robinson motioned to adjourn at 2:59pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

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Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

\_\_\_\_\_  
Amy Robinson, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anne Kent-Droppert

\_\_\_\_\_  
Date

\_\_\_\_\_  
Estela Torres

\_\_\_\_\_  
Date

Jackson/Teton County Housing Authority  
Meeting Minutes  
April 1, 2020  
Teton County Old Library

1. Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on April 1, 2020 at 2:04pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, Julia Johari, April Norton, Billi Jennings, and attorney John Graham.

2. Pronouncement of Quorum

Board Chair, Amy Robinson, Vice Chair Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

3. Public Comment

No public comment.

4. Review of February Financials

Financials were reviewed. No action was taken.

5. COVID-19 Update

- a. **Staffing/Level of Service:** Staff reviewed the following with the Board: In an effort to honor the Social Distancing requirements, the Housing Department has reduced the number of people in the office to two at any one time. We have also had two people out for the last several days due to quarantine. The focus has been to accomplish essential services and day to day essential tasks having to do with operations of Housing Department business.
- b. **Requests for Reduced Rent/Rental Assistance**
  - i. **Grove Phase 1 Residential:** The Housing Department has begun receiving requests from tenants at The Grove to waive, reduce or defer their April rent. Staff requested direction from the Board on how to handle this situation for April and potentially May and June. Five options were considered:
    1. Option 1: Waive or reduce payment of rent if the tenant requests it, but only if the tenant can demonstrate need and verification of loss of income. Waiving or reducing rent would be determined based on each household's income. Each instance would be brought to the Board for approval.
    2. Option 2: Option 1 except the Board can determine what the criteria are, and staff will make the determination of approval. Only unique cases would be brought to the Board.
    3. Option 3: Allow payments of rent to be deferred if tenant can demonstrate need as in Option 1. Tenant would pay the rents over a 6 to 12-month period, whichever the tenant chooses. If tenant does not

or cannot renew, the balance will be due and payable. Each request would be brought to the Board for approval.

4. Option 4: Option 3 except staff would make the determination of approval. Only unique cases would be brought to the Board.
5. Option 5: Don't allow a reduction, waiver, or deferral to rent payments.

Staff Recommended the following to the Board: Staff recommended Option 4 for the residential units. Staff relayed that several resources are available in the community to help people who find themselves in financial trouble due to COVID-19. The Federal Government has also taken steps to help people financially in this time of need. A big concern is how long it may take to tap into these resources. The Housing Authority can help by deferring payments for a period of time. This is a way to provide help to the tenants in need while being prudent with taxpayer dollars. Staff recommends the following criteria for approval.

Qualification Criteria:

1. Tenants must demonstrate that they are unemployed or working at reduced hours causing lack of ability to pay their rent and other bills (see attached Cheyenne Housing Authority's application for rent reduction).
2. A payment plan agreement limited to a maximum of 12 months beginning the first month after last deferral month will be drafted and signed by tenants. If the tenant does not wish to renew or cannot renew their lease, the balance will become due and payable.

A discussion occurred.

**Motion:** Annie Kent Droppert moved to direct staff to move forward with Option 4 for residential units and to use the criteria for approval as set forth in the Staff Recommendation, with the amendments discussed during the meeting. Estela Torres seconded the motion. The motion was approved unanimously.

- ii. **260 W. Broadway Commercial:** Staff let the Board know that the Housing Department has received requests from two of the tenants at 260 W. Broadway to waive or reduce rent for the month of April. A comment from a 260 W. Broadway comment was read to the Board. The following four options were considered:
  1. Option 1: Same as Option 1 for Residential. Waive or reduce payment of rent if the tenant requests it, but only if the tenant can demonstrate need and with verification of income. Waiving or reducing rent would be determined on each business' income. Each instance would be brought to the Board for approval.

2. Option 2: Option 1 except the Board can determine what the criteria are, and staff will make the determination of approval. Only unique cases would be brought to the Board.
3. Option 3: Allow payments of rent to be deferred if tenant can demonstrate need as in Option 1. Tenant would pay the rents over a 6 to 12-month period, whichever the tenant chooses. Each request would be brought to the Board for approval.
4. Option 4: Option 3 except staff would make the determination of approval. Only unique cases would be brought to the Board.

Staff had no recommendation for the Board pertaining to waiving or reducing rent for commercial tenants for the month of April. A discussion occurred.

**Motion:** Annie Kent Droppert moved to Direct staff to create an application for criteria for reducing commercial rent for a period up to 3 months and direct staff to make determinations of approval. For any requests in excess of 25% staff will bring the requests to the Board for approval. for any rental deferrals in excess of 25% of rent to bring back to the Board. Estela seconded and the motion was approved unanimously.

#### 6. Grove Phase 1 Building Refinance

Housing Department staff let the Board know they have been exploring refinancing the loan on the Grove Phase 1 building. The current loan terms are:

Original Loan Amount: \$3,000,000

Current Balance: \$2,500,000

Interest Rate: 4.73% fixed for term of loan

Monthly Payment: \$20,413

Term: 20 years ending March of 2034

Staff has requested proposals from the following lenders: Love Funding (HUD Loans), First Interstate Bank (Current Lender), Rocky Mountain Bank, Bank of Jackson Hole, Wells Fargo Bank, First Western Trust, First Republic Bank

Staff let the Board know they will bring this item to the Board at the May 6 meeting. No action was taken.

#### 7. Matters from Staff

Staff brought up a situation where a residential tenant has a broken appliance, and asked for recommendations based on waiving the cost of a broken appliance. The Board recommended that Staff be flexible, but still require payment. No action was taken.

#### 8. Matters from Board

No matters from the Board.

9. Adjourn

Amy Robinson motioned to adjourn at 3:05pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

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Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

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Amy Robinson, Chair

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Date

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Anne Kent Droppert, Vice Chair

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Date

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Estela Torres, Clerk

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Date

Jackson/Teton County Housing Authority  
Meeting Minutes  
May 6, 2020  
Teton County Old Library

1. Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on May 6, 2020 at 2:04pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, Julia Johari, and April Norton.

2. Pronouncement of Quorum

Board Vice-Chair, Amy Robinson, Clerk Annie Kent Droppert and Estella Torres were present. Amy Robinson declared a quorum.

3. Public Comment

No public comment.

4. Approval of Regular Meeting Minutes for March 4, 2020 and April 1, 2020

Estela Torres made a motion to approve the regular meeting minutes from March 4, 2020 and April 1, 2020. Amy Robinson seconded the motion. The motion was approved unanimously.

5. Review of March Financials

No discussion occurred. No action was taken.

6. Covid-19 Update

a. Requests for Reduced Rent / Rent Assistance:

i. **Grove Phase 1 Residential:** Staff let the Board know that all tenants of the Grove paid May rent and that there were no May rent deferral applications. No action was taken.

ii. **One 22 Rent Subsidy:** The Board agreed to send One22 a “Thank You” card for helping subsidize rent for two tenants at the Grove.

iii. **260 W. Broadway Commercial:** This item was tabled until next month.

b. **Qualification Criteria for households with reduced hours in 2020:**

Staff let the Board know that the Jackson/Teton County Housing Department Rules and Regulations and Deed Restrictions require at least one person in a household to work a minimum of 1,560 hours per week at a local business. Due to COVID-19 many working people have been furloughed or laid off for a reason beyond their control. This will affect households applying for homes as well as current tenants and owners for 2020 and possibly for 2021. Staff is seeking direction on how to handle required work hours for 2020 and if needed 2021.

**Motion:** Estela Torres moved to approve Option 1 as presented by Staff. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**Option 1:** Grant an exception to the 1,560 work hours requirement to applicants and households requalifying who can verify that their work hours were reduced due to

COVID-19 business closures. Applicants get an entry in the drawing for each year worked. Allow determination if this policy should continue to 2021 as well.

#### 7. Grove Phase 1 Building Refinance

Housing Department staff is exploring refinancing the loan on the Grove Phase 1 building. Staff requested proposals from seven different lenders and reviewed the terms of the loan terms from each lender with the Board. Staff also reviewed the goals they would like to reach by refinancing the loan on the Grove Phase 1. A short discussion occurred.

**Motion:** I move to direct staff to work with First Republic to refinance The Grove Phase 1 building with no cash out loan based on the proposal provided. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

#### 8. Grove Phase 1 Rent Rates for 2020/2021

The tenants at The Grove will be requalifying to renew their leases over the next few months. Renewed lease terms will begin September 1, 2020. Housing Authority policy is that rents will change each year depending on the Median Family Income (MFI) numbers published by HUD. The new numbers were recently published and increased 8%. This increase does not reflect the current economy caused by COVID-19. Staff is seeking direction on how to move forward with rent rates for September 2020 through August 2021. A discussion occurred.

**Motion:** Estela Torres moved to approve Option 1 as recommended by Staff. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**Option 1:** Freeze rents for the 2020/2021 lease term keeping them at the 2019/2020 rates.

#### 9. 430 and 440 W. Kelly Assignment of Leases:

On January 21, 2020, the Board voted to Quit Claim 430 and 440 W. Kelly to the Town as directed by the Jackson Town Council and the Board of County Commissioners. There are tenants occupying the house on the lots. The lease with these tenants needs to be assigned to the Town of Jackson.

**Motion:** I move to approve assignment of the Lease Agreement for 430 and 440 W. Kelly to the Town of Jackson, and approve the Housing Department and John Graham to draft it and April Norton, Housing Director, to sign it for the Housing Authority.

#### 10. Matters from Staff

Staff let the Board know that we have a Spanish speaking family who recently moved into the Grove, and wanted to address how to appropriately translate the lease. The Board agreed that a bilingual attorney is an appropriate translator. The Board also agreed that incorporating Spanish and English into the same lease document is the proper method to use. A short discussion occurred. No action was taken.

#### 10. Adjourn

Amy Robinson motioned to adjourn at 2:45pm. Estela Torres seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

\_\_\_\_\_  
Amy Robinson, Chair                      Date\_\_\_\_\_

\_\_\_\_\_  
Annie Kent Droppert, Vice Chair                      Date\_\_\_\_\_

\_\_\_\_\_  
Estela Torres, Clerk                      Date\_\_\_\_\_



Jackson/Teton County Housing Authority  
Meeting Minutes  
June 3, 2020  
Teton County Old Library

1. Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on June 3, 2020 at 2:00pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, Julia Johari, and April Norton, Deputy County Attorney John Graham, and members of the public Nathan Nicholas and Clare Stumpf.

2. Pronouncement of Quorum

Board Chair, Amy Robinson, Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

3. Public Comment

There was no Public Comment having to do with anything not otherwise on the agenda.

4. Approval of Regular Meeting Minutes for May 6, 2020

Amy Robinson made a motion to approve the regular meeting minutes from May 6, 2020. Estela Torres seconded the motion. The motion was approved unanimously.

5. Review of April Financials

The Board reviewed the April Financials. No discussion occurred. No action was taken.

6. Covid-19 Update

a. Requests for Reduced Rent / Rent Assistance:

a. Staffing, Level of Service:

Staff explained that there is no change from the last meeting.

b. Requests for Reduced Rent / Rent Assistance:

I. Grove Phase 1 Residential: There have been no new requests for rent assistance for June.

II. 260 W. Broadway Commercial:

a. Healing Waters: Nathan Nicholas, an attorney, spoke on behalf of Healing Waters. Healing Waters was intending to sell their business, but the sale fell through during the Covid-19 pandemic. They are in a lease for two more years, but are looking for an amicable arrangement and consideration of letting Gina Hoogendoorn out of her Personal Guarantee. Staff let Nathan know that a decision cannot be made until the next Board meeting because the item was not on the agenda. Staff and John Graham agreed to have a separate conference call to discuss further. A discussion occurred. No action was taken.

b. Fine Dining:

**Motion:** Annie Kent Droppert moved to reject Fine Dining's request to reduce their rent to 50% of their rent through

November. Amy Robinson seconded the motion. The motion was approved unanimously.

#### 7. Grove Phase 1 Building Refinance

The Town Council and Board of County Commissioners heard this item on June 1, 2020, and directed the Housing Authority to move forward with refinancing using First Republic Bank.

#### 8. Housing Rules and Regulations Clean-up

Staff let the Board know that there were recommended changes and additions made to the Housing Department Rules and Regulations.

##### Highlighted Changes:

**Section 3-2:** Reasonable Accommodation. This is language from Fair Housing that explains Reasonable Accommodation and reasons for denying Reasonable Accommodation that are allowed by the ADA.

**Section 4-2:** Town and County Options. These come into play when the Town or the County provides funding or land for restricted housing in exchange for their employees to have the first option to purchase or rent a restricted unit.

**Section 6.3.B.3:** Rental Rates. This is a change from using Fair Market Rents as the maximum rent rate to 30% of the low end of the income range for owners who request to rent their restricted homes when they are approved for a leave of absence.

**Section 7-2:** Multiple Defaults. In the case where the same homeowner has been in default three times, upon the fourth default they are not given the opportunity to cure and must sell their home. An example of this is a homeowner who consistently fails to pay property tax.

A short discussion occurred. Staff let the Board know that these changes will go to the next JIM (Joint Information Meeting) in July, go to a 45-day public comment period, 3 readings at the Town and then back to the JIM if there are any updates.

#### 9. Matters from Staff

None

#### 10. Matters from the Board

Estela mentioned that when we use on line translation services such as Google, it sometimes doesn't get it right so we should have someone review our translations to catch any mistakes.

#### 11. Adjourn

Amy Robinson motioned to adjourn at 2:42pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

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Amy Robinson, Chair

Date

---

Annie Kent Droppert, Vice Chair

Date

---

Estela Torres, Clerk

Date

Jackson/Teton County Housing Authority  
Meeting Minutes  
July 1, 2020  
Teton County Old Library

1. Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on July 1, 2020 at 2:02pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, Julia Johari, and April Norton, and Deputy County Attorney John Graham.

2. Pronouncement of Quorum

Board Chair, Amy Robinson, Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

3. Public Comment

There was no Public Comment having to do with anything not otherwise on the agenda.

4. Approval of Regular Meeting Minutes for June 3, 2020

Amy Robinson made a motion to approve the regular meeting minutes from June 3, 2020. Estela Torres seconded the motion. The motion was approved unanimously.

5. Review of May Financials

The Board reviewed the May Financials. No discussion occurred. No action was taken.

6. Covid-19 Update

a. Requests for Reduced Rent / Rent Assistance:

a. Staffing, Level of Service:

Staff explained that there is no change from the last meeting.

b. Requests for Reduced Rent / Rent Assistance:

- I. Grove Phase 1 Residential: There have been no new requests for rent assistance for July.

7. Grove Phase 1 Building Refinance

Staff let the Board know that the loan application and all required documentation has been submitted to First Republic. An appraisal has been ordered and the refinance is in process.

8. Unit Income Range Designation

Staff let the Board know that they have begun to change the income range designation for units that tenants have vacated. The Housing Department will now have two 0 – 50% units starting September 1. Staff will continue to designate units as they are vacated until we have an even mix of the income range/bedroom size. A discussion occurred. No action was taken.

9. Grove Phase 1 Unit 105 Update

Staff let the Board know that they met with the Tenants of Unit 105, Healing Waters, along with their attorney on Monday June 22. Healing Waters indicated that they may have a couple of prospects who want to buy the business and continue as Healing Waters. If those prospects do not work out, they will

plan to market the lease to find a new tenant. They are going to let us know how they are going to move forward. Meanwhile, we expect them to continue payment of the lease. No action was taken.

**11. Matters from the Staff**

Staff let the Board know that we have been having issues with water damage at the Grove, but our current insurance policy has a very high deductible of \$10,000. Staff investigated alternate insurance policies and recommended that we transfer to a policy with a lower deductible. The Board agreed. A short discussion occurred. Staff agreed to present the final recommended insurance policy changes at the next Board meeting. No action was taken.

**12. Matters from the Board**

No matters from the Board.

**11. Adjourn**

Amy Robinson motioned to adjourn at 2:17pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

\_\_\_\_\_ Date  
Amy Robinson, Chair

\_\_\_\_\_ Date  
Annie Kent Droppert, Vice Chair

\_\_\_\_\_ Date  
Estela Torres, Clerk

Jackson/Teton County Housing Authority  
Meeting Minutes  
August 5, 2020  
Teton County Old Library

**1. Call to Order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on August 5, 2020 at 2:02pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, Housing staff Stacy Stoker, Julia Johari, and April Norton, and Deputy County Attorney John Graham.

**2. Pronouncement of Quorum**

Board Chair, Amy Robinson, Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Regular Meeting Minutes for July 1, 2020.**

Amy Robinson made a motion to approve the regular meeting minutes from July 1, 2020. Estela Torres seconded the motion. The motion was approved unanimously.

**5. Review of June Financials**

The Board reviewed the June Financials. No discussion occurred. No action was taken.

**6. Covid-19 Update**

**a. Staffing, Level of Service:**

One member of staff was out with symptoms but tested negative for Covid-19.

**b. Requests for Reduced Rent / Rent Assistance:**

- I. **Grove Phase 1 Residential:** There have been no new requests for rent assistance for July.
- II. **260 W Broadway Ste A – HEPA filters Request:** Tenants have requested HEPA filters to reduce transmission of Covid-19. There is currently poor airflow in the space. Another option that has been suggested is ultraviolet lights. A discussion occurred between Anna Olson from the Chamber of Commerce and the Board. The discussion was tabled until more information can be provided.
- III. **260 W Broadway Requests for Rent Reduction:**
  - a. **Chamber of Commerce:** Chamber of Commerce has revoked their request for rent reduction because they have been able to apply for funding through another source.
  - b. **Fine Dining:** Fine Dining let staff know that they can only pay for 50% of August rent. A letter of default will be sent.

#### 7. Grove Phase 1 Building Refinance Update

Staff let the Board know that the loan application and all required documentation has been submitted to First Republic. An appraisal has been ordered and the approval process is underway.

#### 8. Grove Phase 1 Unit Income Range Designation

Staff prepared and reviewed an income/rent analysis on the residential units at The Grove to move forward with a process for designating units based on income range (See Complete Board Packet for details). A discussion occurred.

#### **Motion:**

Annie Kent Droppert moved to approve the process for reclassification of the Grove units as recommended by Staff. Amy Robinson seconded the motion. The motion was approved unanimously.

**Staff Recommendation:** Reclassify the unit to a higher income range so the tenant will qualify and raise the rent accordingly. This would make the number of unit classifications a moving target. Staff would continue to reclassify units as tenants move out to keep as close to the Housing Authority's goal as possible.

#### 9. Grove Phase 1 Unit 105 Update

Staff let the Board know that they received a request from a potential buyer of Healing Waters. The request is to amend the lease with a minimum of two additional 3-year options to renew. There are currently two options to renew remaining. Staff informed the potential buyer that an assumption of the lease can be approved by the Housing Authority, however, any amendments will need to go to the JIM which would be September 14 at the earliest. Staff has not heard back from the potential buyer. A discussion occurred. No action was taken.

#### 10. Grove HOA Fence Request

Staff let the Board know that they have received a request from The Grove HOA for a fence to be built along the property line between Phase 3 and the Library. This was not a part of the original development plans. A site plan and letter from the HOA Board to the Housing Authority and Habitat were attached to the Board Packet. A discussion occurred.

#### **Motion:**

A motion was made to approve funding for the Grove HOA request. The motion was seconded. The motion was voted down unanimously.

11. The Board was provided an application from C Bar V as a qualified Critical Services Provider (CSP) Organization with the positions of Therapist as an approved CSP position.

#### **Motion:**

A motion was made to approve C Bar V as an approved CSP organization with the position of Therapist as an approved Critical Services Provider position. The motion was seconded. The motion was approved unanimously.

12. Matters from the Staff

No matters from Staff.

13. Matters from the Board

No matters from the Board.

14. Adjourn

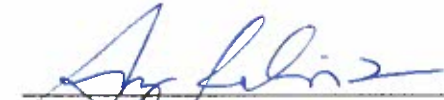
Amy Robinson motioned to adjourn at 3:03pm. Estela Torres seconded. The motion passed unanimously.

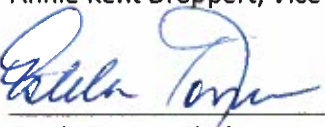
Respectfully Submitted:

Estela Torres, Clerk

  
\_\_\_\_\_

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

  
\_\_\_\_\_      9-3-2020  
Amy Robinson, Chair      Date

\_\_\_\_\_  
Annie Kent Droppert, Vice Chair      Date  
  
\_\_\_\_\_      9/3/2020  
Estela Torres, Clerk      Date



12. Matters from the Staff

No matters from Staff.

13. Matters from the Board

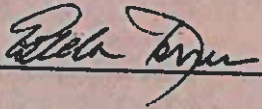
No matters from the Board.

14. Adjourn

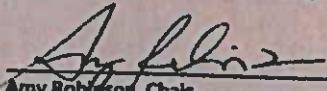
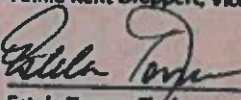
Amy Robinson motioned to adjourn at 3:03pm. Estela Torres seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

  
\_\_\_\_\_

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

  
\_\_\_\_\_  
Amy Robinson, Chair                      9/3/2020  
Date  
\_\_\_\_\_  
Annie Kent Droppert, Vice Chair                      7/4/20  
Date  
\_\_\_\_\_  
Estela Torres, Clerk                      9/3/2020  
Date

Jackson/Teton County Housing Authority  
Meeting Minutes  
September 2, 2020  
Teton County Old Library

1. Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on August 5, 2020 at 2:02pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, and April Norton, and Deputy County Attorney John Graham.

2. Pronouncement of Quorum

Board Chair, Amy Robinson, Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

3. Public Comment

There was no Public Comment for items not on the agenda.

4. Approval of Regular Meeting Minutes for August 5, 2020.

Estela Torres made a motion to approve the regular meeting minutes from August 5, 2020. Estela Torres seconded the motion. The motion was approved unanimously.

5. Review of July Financials

The Board reviewed the June Financials. No discussion occurred. No action was taken.

6. Covid-19 Update

a. Staffing, Level of Service:

No changes, the County is still in the orange phase of reopening. Staff are all working in the office.

b. Requests for Reduced Rent / Rent Assistance:

1. **Grove Phase 1 Residential:** There have been no new requests for rent assistance for July.
2. **260 W Broadway HEPA Filters Request:** New heavy-duty filters have been installed in the building as they were due to be replaced. These are not HEPA filters as it was recommended that HEPA filters would cause system failure in the HVAC system. At the last meeting, Anna Olsen, Chamber Director, indicated that she would provide information about the effectiveness of HEPA air cleaners on the Corona Virus. Staff has not yet received this information.
3. **260 W Broadway Requests for Rent Reduction:**
  - a. **Chamber of Commerce:** Request Withdrawn for now. Applying for CARES funds.
  - b. **Fine Dining:** Gavin Fine, owner of Fine Dining, was present to request a 50% reduction in rent. He rescinded his request because he doesn't want it to affect funds going toward Housing Programs.

#### 7. Grove Phase 1 Building Refinance Resolution

The loan documents were presented for the board's review. Estela Torres moved to approve the loan documents. Annie Kent Droppert seconded. There was no further discussion. The motion passed unanimously.

#### 8. Grove Phase 1 Unit 105 Lease Assignment

Staff received notice from Healing Waters that they have found a buyer for their business. The lease will be assigned to the new owner. John Graham prepared the lease assignment document. It has been sent to the owners of Healing Waters and to their buyers. Staff is waiting to receive the document back to review any edits they may have. The current owners of Healing Waters will be responsible to pay rent through the date the lease is assigned.

#### 9. CSP Application – U.S. Army Aviation

The Board reviewed the CSP application from U.S. Army Aviation. Staff explained that this application does not meet the definition of CSP because it is not a locally based organization. It does work throughout the state. Estela Torres moved to approve the application. Annie Kent Droppert seconded the motion. The motion failed to pass unanimously.

#### 10. CSP Application – Teton County Victim Services

The Board reviewed the CSP application from Teton County Victim Services. Staff recommended approval. Estela Torres moved to approve the application. Annie Kent Droppert seconded the motion. The motion passed unanimously.

#### 11. Letter of Authorization for Community Garden Application at The Grove Phase 3

Staff informed the board that the Grove HOA and Habitat for Humanity are going through application the process with the Town of Jackson to install a community garden in Phase 3 of The Grove. The Housing Authority still owns the property where the garden will be located. The Town requires a Letter of Authorization from the Housing Authority. Estela Torres moved to approve the Letter of Authorization. Annie Kent Droppert seconded. The motion passed unanimously.

#### 12. Subordination Agreement for Loan to Pacific Communities for Snow King Apartments.

The owners of Snow King Apartments are refinancing and have requested a subordination agreement from the Housing Authority. A discussion took place. Estela Torres moved to approve the subordination agreement. Annie Kent Droppert seconded. The motion passed unanimously.

#### 12. Matters from the Staff

No matters from Staff.

#### 13. Matters from the Board

No matters from the Board.

14. **Adjourn**

Amy Robinson motioned to adjourn at 3:03pm. Estela Torres seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk \_\_\_\_\_

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

\_\_\_\_\_  
Amy Robinson, Chair Date

\_\_\_\_\_  
Annie Kent Droppert, Vice Chair Date

\_\_\_\_\_  
Estela Torres, Clerk Date

Jackson/Teton County Housing Authority  
Meeting Minutes  
October 7, 2020  
Zoom Virtual Meeting

**1. Call to Order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on October 7, 2020 at 2:01 pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, and April Norton.

**2. Pronouncement of Quorum**

Board Chair, Amy Robinson, Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Regular Meeting Minutes for September 2, 2020.**

Annie Kent Droppert made a motion to approve the regular meeting minutes from September 2, 2020. Estela Torres seconded the motion. The motion was approved unanimously.

**5. Review of August Financials**

The Board reviewed the August Financials. Stacy Stoker pointed out that the Rains property was still on the balance sheet and needed to be removed. No action was taken.

**6. Covid-19 Update**

**a. Staffing, Level of Service:**

Stacy Stoker indicated that they are offering the Administrative Assistant position to a young man who is bilingual. The hope is that he will start very soon. The community's COVID-19 level just moved to Red. The County may have some changes to staffing requirements, but there has been no communication about it yet.

**b. Requests for Reduced Rent / Rent Assistance:**

- i. Grove Phase 1 Residential:** There have been no new requests for rent assistance for September or October.

**7. Grove Phase 1 Building Refinance Update**

The loan documents were signed on October 1. However, the loan is still not closed. First Republic has not funded it yet. The last word was that it would be funded on October 7.

**8. Grove Phase 1 Insurance Quotes**

Staff has received the following insurance quotes for The Grove Phase 1 building. The current insurance company is HUB International with Acuity as the carrier.

<b>Deductible</b>	<b>Tegeler and Associates</b>	<b>Farm Bureau</b>	<b>HUB</b>
\$10,000	\$14,314	\$13,705	\$9,720
\$5,000		\$14,991	\$9,714

\$2,500		\$16,163	\$10,200
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Annie Kent Droppert moved to direct staff to keep our current insurance carrier and to change the deductible on our insurance policy to \$5,000. Estela Torres seconded. The motion passed unanimously.

### 9. Wyoming Department of Audit Annual Survey Certification

The Wyoming Department of Audit requires all county boards to complete the annual survey each year and submit the certification. The Housing Authority's CPA has completed the survey.

Estela Torres moved to approve the Wyoming Department of Audit Annual Survey Certification. Annie Kent Droppert seconded. The motion passed unanimously.

### 10. Calico Restaurant and Q roadhouse Request to connect to JTCHA's Water Infrastructure.

Stacy Stoker informed the board that when the Housing Authority developed the Millward Redevelopment, we connected to the Aspens Pines Water and Sewer District (APWSD) System. All costs associated with doing this (engineering, excavation material and development costs) were paid for by the Housing Authority. The Housing Authority now owns the section of water infrastructure which is outside of the Teton Pines service boundary and feeds the Millward Redevelopment.

The Calico Restaurant and Q Roadhouse are requesting to connect to that water infrastructure. They are both currently on a well system. Calico has indicated that this would allow them to expand their business operations and build in a sprinkler system for the building. They will also have better access to water usage during loss of power.

The APWSD has indicated that they have the ability to supply the added volume requested, and it will not affect the supply to Millward. Once Calico and the Q Roadhouse are connected to the system, they will share in future costs such as maintenance and repair of the water infrastructure.

Estela Torres moved to approve allowing Calico and Q Roadhouse restaurants to connect to the Water Infrastructure that feeds the Millward Redevelopment. Annie Kent Droppert seconded. The motion passed unanimously.

### 11. Grove Unit 110 Request to Remodel

Teton Sports and Spine Imaging, tenants in Unit 110 at The Grove have requested to remodel their space. The remodel will be to install a CT scanner in the room that is currently used for a conference room. The facility was pre-designed with the electrical, mechanical, and structural capacity to accommodate this equipment. Their lease requires approval from the Housing Authority Board. The elements of the remodel include the following:

- Installation of a new interior wall
- Installation of shielded drywall in some locations
- Installation of shielded ceiling
- Pouring new slab on grade
- Installation of new equipment in room

The tenants have indicated that they expect minimal disruption to the other tenants in the building given that the work will be completed during business hours and is all internal to their unit. However, Healing Waters' business is very sensitive to noise.

The Intent is to complete the work prior to yearend. A timeline will be provided once they have board approval and a building permit. The tenants will bear the costs of all construction. A floor plan is attached.

Estela Torres moved to approve the remodel to unit 110 at the Grove as presented with the condition that TSSI work around Heling Waters' schedule when there will be noise from construction that may disrupt their business. Annie Kent Droppert seconded. The motion passed unanimously.

#### 12. Amended and Restated Restrictions

The Town Council and Board of County Commissioners have directed staff to place new restrictions on units as they sell. The new restrictions are the templates that have been approved by the Town and County. The existing restrictions require that any modifications be approved by the Housing Authority.

- a. 1815 Ellingwood Lane
- b. 199 E Pearl Avenue Unit 206
- c. 522 E Kelly Avenue Unit 1
- d. 818 W Snow King Avenue
- e. 270 W Pearl Avenue Unit 109

Estela Torres moved to approve the amended and restated restrictions for 1815 Ellingwood Lane, 199E Pearl Avenue Unit 206, 522 E Kelly Avenue Unit 1, 818 W Snow King, and 270 W Pearl Avenue Unit 109. Annie Kent Droppert seconded. The motion passed unanimously.

#### 12. Matters from Staff

There were no matters from staff.

#### 13. Matters from the Board

Estela Torres told the board about a new tenant at The Grove she had been working with. She said that the 0 – 50% unit was going to be life changing for the new tenant. It was a step up out of poverty. These units are so important to these families that earn less than 50% of MFI.

April Norton thanked Estela for her help and informed the board that she is meeting with WCDA about the Low Income Housing Tax Credit development she is working on and will email them in case they want to attend. These units will also be for households earning less than 50% of MFI.

#### 14. Adjourn

Estela Torres motioned to adjourn at 3:03pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

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Amy Robinson, Chair

Date

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Annie Kent Droppert, Vice Chair

Date

---

Estela Torres, Clerk

Date



Jackson/Teton County Housing Authority  
Meeting Minutes  
November 4, 2020  
Zoom Virtual Meeting

**1. Call to order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on November 4, 2020 at 2:01 pm via ZOOM. Attendees were Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, April Norton and Brandon Hernandez.

**2. Pronouncement of Quorum**

Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson was not present.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Minutes for September 2, and October 7 2020**

Estela Torres made a motion to approve the regular meeting minutes from September 2, and October, 7 2020. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**5. Review of Financials and Staff Update**

The Board reviewed the September Financials. Estela Torres pointed out that the Rains property was still on the balance sheet and needed to be removed. Stacy Stoker to speak to accountant regarding matter for a second time, as he was unresponsive in the previous attempt.

**6. Covid-19 Update**

**a. Staffing, level of Service** Stacy Stoker points out that Teton County was still at "Orange" level. Additionally, Stacy introduced Brandon Hernandez as new administrative assistant.

**b. Requests for reduced Rent / Rent Assistance**

There have been no new requests for rent assistance for October or November.

**7. 722 West Wind River Lane**

The Owners of this unit have requested that the Housing Authority purchase a deed restriction for their home to finance major roof repair. The deed restriction will cost \$160,000 which is the same price as roof repair assessment from the HOA. Estella Torres made a motion to approve the request to purchase an affordable deed restriction in the 80-120% income range for 722 West Wind River Lane. Annie Kent Droppert seconded the motion. The motion passed unanimously.

**8. 795 West Wind River Lane**

The owners of this unit received a loan for roof repair in exchange for a mortgage on the unit. The loan has been repaid. This document will release the mortgage that is secured on the property. Estella Torres moved to approve the Certificate of Discharge. Annie Kent Droppert seconded. Motion Passed unanimously

9. Amended and Restated Restrictions

- a. 795 West Wind River Lane- This unit needs to be changed to a Workforce Housing Unit because the value was raised to provide the owners with the loan to fix their roof. A new restriction will be recorded.
- b. 45 Pine Glades Dr. This unit is currently up for sale and will have a new restriction recorded so that it will be updated with the approved restriction templates.

Estella Torres made a motion to approve the Amended and Restated Restrictions for both units. Annie Kent Droppert Seconded. The motion Passed Unanimously.

Matters from Staff

Stacy Stoker reports no matters from staff.

Matters from Board

Estella Torres pointed out that there is no rental only version for the Online intake form. It has not gone live online yet.

April Norton requested information from Spanish speaking applicants from Estella.

Stacy will check with IT and Website developer on the status of the rental only intake form.

Adjourn

Estela Torres motioned to adjourn at 3:03pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

\_\_\_\_\_

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

_____	_____
Amy Robinson, Chair	Date

_____	_____
Annie Kent Droppert, Vice Chair	Date

_____	_____
Estela Torres, Clerk	Date

Jackson/Teton County Housing Authority  
Meeting Minutes  
December 2, 2020  
Zoom Virtual Meeting

1. Call to order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on December 2, 2020 at 2:02 pm via ZOOM. Attendees were Estela Torres, Annie Kent Droppert, Amy Robinson, housing staff Stacy Stoker and Brandon Hernandez.

2. Pronouncement of Quorum

Amy Robinson Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present

3. Public Comment

There was no Public Comment for items not on the agenda.

4. Approval of Minutes for September 2, October 7 2020 and November 4 2020

Amy Robinson made a motion to approve the regular meeting minutes from September 2, and October, 7 2020 as well as November 4 2020. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

5. Review of Financials and Staff Update

Stacy Pointed out Rains property was still on the balance sheet and needed to be removed as it was Quit Claimed to the County and sold.

6. Covid-19 Update

- a) a. Staffing, level of Service the County is in the Red phase of reopening. Staff are back on the A-B schedule. Brandon is in the office every day. Billi and Lisa are in the office every other day. April and Stacy will be in the office one or two days a week staggered.

- b. Requests for reduced Rent / Rent Assistance

No new requests have been received, and rent is paid in full by all tenants through November Grove Phase 1 Residential: No new requests have been received, and rent is paid in full by all tenants through November. The former tenant of unit 310 has had the late fees waived and has paid in full for back rent owed and damage/cleaning

7. CSP Application St. Johns Urgent Care, R.N.

Community based institutional or non-profit organizations that have paid or volunteer employees who are on call 24 hours per day for public safety emergencies can apply to the Housing Authority Board to become qualified CSP Organizations with approved CSP positions. The community benefits from having CSP's who are on call living in Teton County for quick response for public safety reasons, and the policy is in alignment with the housing goals of the Town and County. Staff recommended approval of this CSP organization application and the requested position. Estella Torres moved to approve CSP application. Anne Kent Droppert Seconded. Motion Passed Unanimously.

**8. Matters from Staff**

Amy's position is up in January. Amy indicated she will not be requesting to renew her position.

**9. Matters from the Board**

No Matters From Board.

**Adjourn**

Amy Robinson moves to adjourn meeting Estella Torres seconds. Motion passed. HAB meeting adjourned 2:12P.M.

Respectfully Submitted:

Estela Torres, Clerk

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Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

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Amy Robinson, Chair

Date

---

Annie Kent Droppert, Vice Chair

Date

---

Estela Torres, Clerk

Date