1. Call to Order
2. Pronouncement of Quorum
3. Public Comment
4. Approval of Regular Meeting Minutes for August 7, 2019
5. Review of June Financials, & Staff Update
6. Melody Ranch Townhomes Update
7. Critical Services Provider Application for JH Airport
8. 440 W. Kelly Ave. Update
9. 105 Mercill Ave. Update
10. 174 N. King St. Ave. Update
11. Housing Department Rules and Regulations Clean-up – Update
12. Matters from Staff
13. Matters from Board
14. Adjourn
The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on August 7, 2019 at 2:00pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Amy Robinson, Annie Droppert Kent, and Stacy Stoker.

Pronouncement of Quorum
Board Chair, Matt Faupel and Vice Chair, Amy Robinson and Clerk, Annie Droppert were present. Housing Authority Board Chair, declared a quorum.

Public Comment
No Public Comments

Approval of Regular Meeting Minutes for July 3, 2019
Amy Robinson motioned to approve the Regular Meeting Minutes for July 3, 2019. Matt Faupel seconded. The motioned was approved unanimously.

Review of May Financials & Staff Update

Melody Ranch Townhomes Update - purchase of Workforce Restrictions.
Staff let the Board know that Staff has been approached by one market owner about a potential purchase of a Workforce Restriction purchase on their unit. No formal request has been made. Staff also let the Board know that First Interstate Bank has declined individual financing to the townhome owners and are currently having discussions with the HOA for other financing options. A discussion occurred between the Board, Staff, and Adam, one of the Melody Ranch Townhome owners. No action was taken.

440 W Kelly Ave Update
Staff let the Board know that the Town of Jackson voted for building the 16-unit design. The County voted against the 16-unit design then reconsidered, and then pulled the motion from the floor. The Town and County will revisit this in the future to discuss how to move forward with this property. A discussion occurred. No action was taken.

105 Mercill Ave Update
Staff let the Board know that the project chosen for this property is the Mercill Partners Project. A Development Agreement and Ground lease are currently being drafted. A discussion occurred. No action was taken.
174 N King St Update
Staff let the Board know that the Low-Income Housing Tax Credit application for this project was denied, and that the Town Council will discuss how they would like to move forward with this property. A discussion occurred. No action was taken.

Housing Department Rules and Regulations Clean-up Update
Staff let the Board know that the Rules and Regulations clean-up went before the JIM on July 23rd. Staff reviewed the six policy questions that were decided as follows:

1. **Should all adults residing in a restricted unit be required to be on title to the home?**
The electeds voted for Staff and Housing Authority recommendation. All adults residing in the home must sign an Occupancy Agreement.

2. **Should owners of Affordable units be required to wait one year before moving another person in with them?**
The electeds voted for Staff and Housing Authority recommendation. Owners of Affordable units must wait one year before moving another adult into the home.

3. **Should the minimum occupancy requirements be changed?**
The electeds voted for Housing Authority recommendation. Change the minimum occupancy requirements so that 2-person households can enter drawings for two-bedroom homes. There is no occupancy requirement for Workforce units, and if a family does meet the Affordable minimum occupancy requirements, they receive a point (extra entry) in the drawing.

4. **If a homeowner meets the minimum employment requirement of 1,560 hours worked per year at a local business, should s/he be required to occupy her/his home a minimum of 10 months per year for ownership or 80% of the lease term for rentals?**
The electeds voted for Staff and Housing Authority recommendation. Owners must occupy their home a minimum of 10 months per year or for tenants, 80% of their lease term.

5. **How should Local Business be defined for the purpose of determining whether a household is locally employed?**
The electeds voted for Staff and Housing Authority recommendation:

The definition of local business should be in two parts:

A. A local business means (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) the business serves clients or customers who are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job.

Or
B. A business physically located in Teton County, Wyoming who employs two or more Qualified Employees who must work in Teton County Wyoming to perform their job.

6. Should there be any other school positions included in the definition of Teacher such as counselor, front desk personnel, early childhood caregivers?

The Housing Authority Board recommendation was the same as staff recommendation except that staff was directed to look into whether other school employees needed the extra hours. Staff contacted Teton County School District Admin and was informed that counselors, front desk workers, etc. had plenty of hours to cover 1,560 per year. The electeds went with staff recommendation. The definition of Teacher is as follows:

Teacher is defined as any individual who [1] works with individuals age three (3) - twenty-four (24), and [2] whose duties involve classroom or other instruction or other direct educational support, and [3] whose primary employment is at least thirty (30) hours a week for at least nine (9) months per year, but is not employed in that position for at least two (2) months per year.

Staff reviewed the terms of the mandated 45-day public comment period before the revisions to the Rules & Regulations can go into effect (in October). A short discussion occurred. No action was taken.

3590 Kennel Lane Listing
Staff let the Board know that the Town and County voted to direct the Housing Authority to list 3590 Kennel Lane (Rains Property) for sale for $2,200,000. Attached are the following that need the Chair’s signature or initials:

- Brokerage Disclosure
- Exclusive Right to Sell Listing Contract
- Seller’s estimated net proceeds
- Exhibit A: Additional Provisions

**Motion:**

Amy Robinson moved to approve the Brokerage Disclosure, Exclusive Right to Sell Listing Contract, Seller’s Estimated Net Proceeds and Exhibit A: Additional Provisions to move forward with the sale of 3590 Kennel Lane as directed by the Jackson Town Council and the Teton County Board of Commissioners. Matt Faupel seconded the motion. The motion was approved unanimously.

Matters from Staff
No matters from Staff.

Matters from the Board
A discussion occurred regarding the Melody Ranch Townhomes. No action was taken.
Adjourn
Matt Faupel moved to adjourn the meeting at 2:48pm. Amy Robinson seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Droppert Kent, Clerk ________________________________

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

Matt Faupel       Date_______  ________________________________
Chair

Amy Robinson      Date_______  ________________________________
Vice Chair

Annie Droppert Kent Date_______  ________________________________
Clerk
MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Stacy Stoker, Housing Manager
DATE: August 29, 2019
SUBJECT: September 4, 2019 Housing Authority Board Agenda

Item 6. Melody Ranch Townhomes
The Melody Ranch Townhomes HOA has been denied financing. They are working to find another solution.

Item 7. Critical Services Provider Application for JH Airport
See the attached staff report and application.

Item 8. 440 West Kelly Ave.
See Staff Update

Item 9. 105 Mercill Ave.
See Staff Update

Item 10. 174 N. King St
See Staff Update

Item 11. Housing Department Rules and Regulations Clean-up
The Town of Jackson will hear the second reading of the ordinance on September 3. The document is currently posted for a 45-day public comment period that is required by state statute prior to adoption by the County. The third reading and the vote to adopt the Rules and Regulations are scheduled for the October 7 JIM.
<table>
<thead>
<tr>
<th></th>
<th>Jun 30, 19</th>
<th>May 31, 19</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Checking/Savings</td>
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<td></td>
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<td>FIB - Administration</td>
<td>728,517.51</td>
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<td>48,860.96</td>
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<td>Accounts Receivable</td>
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<tr>
<td>Ground Lease Receivables</td>
<td>12,860.28</td>
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<td>(293.90)</td>
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<td><strong>Fixed Assets</strong></td>
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<tr>
<td>Buildings &amp; Improvements</td>
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<td>260 West Broadway</td>
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<td>The Grove Phase I</td>
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<td><strong>Other Assets</strong></td>
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<td>21,424,608.97</td>
<td>12,222.06</td>
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<td></td>
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<tr>
<td><strong>LIABILITIES &amp; EQUITY</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accounts Payable</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accounts Payable</td>
<td>3,655.85</td>
<td>4,696.11</td>
<td>(1,040.26)</td>
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<tr>
<td><strong>Total Accounts Payable</strong></td>
<td>3,655.85</td>
<td>4,696.11</td>
<td>(1,040.26)</td>
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<td>Current Portion of LTD</td>
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<td>Escrow Payable</td>
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<td>Long Term Liabilities</td>
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<td></td>
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<td>Current Portion of LT Debt</td>
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<td>(112,000.00)</td>
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<td>2,616,263.60</td>
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<td>(9,373.51)</td>
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### Balanced Sheet

**As of June 30, 2019**

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<th>Jun 30, 19</th>
<th>May 31, 19</th>
<th>$ Change</th>
</tr>
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<td><strong>Total Long Term Liabilities</strong></td>
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<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
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<td>21,424,608.97</td>
<td>12,222.06</td>
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## Ordinary Income/Expense

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<tr>
<th>Item</th>
<th>Administration</th>
<th>Broadway</th>
<th>Housing Supply</th>
<th>Millward</th>
<th>The Grove</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Facilitation Fee</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,339.74</td>
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<td>Rent Income</td>
<td>0.00</td>
<td>19,500.91</td>
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<td>1,440.00</td>
<td>31,583.58</td>
<td>55,224.49</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>5,339.74</td>
<td>19,500.91</td>
<td>2,700.00</td>
<td>1,440.00</td>
<td>31,583.58</td>
<td>60,564.23</td>
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<tr>
<td><strong>Gross Profit</strong></td>
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<td>19,500.91</td>
<td>2,700.00</td>
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<td>31,583.58</td>
<td>60,564.23</td>
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<td><strong>Expense</strong></td>
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<td></td>
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<td>Insurance</td>
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<td>276.72</td>
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<td>21,043.47</td>
<td>33,334.82</td>
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<td></td>
</tr>
<tr>
<td><strong>Other Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>78.36</td>
<td>0.00</td>
<td>0.00</td>
<td>11.99</td>
<td>0.00</td>
<td>90.35</td>
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<td><strong>Total Other Income</strong></td>
<td>78.36</td>
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<td>0.00</td>
<td>11.99</td>
<td>250.00</td>
<td>340.35</td>
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<td><strong>Other Expense</strong></td>
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<tr>
<td>Interest Expense</td>
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<td>11,039.34</td>
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<td><strong>Total Other Expense</strong></td>
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<td>0.00</td>
<td>0.00</td>
<td>11,039.34</td>
<td>11,039.34</td>
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<tr>
<td><strong>Net Other Income</strong></td>
<td>78.36</td>
<td>0.00</td>
<td>0.00</td>
<td>11.99</td>
<td>(10,789.34)</td>
<td>(10,698.99)</td>
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<td>2,678.72</td>
<td>1,451.99</td>
<td>10,254.13</td>
<td>22,635.83</td>
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</tbody>
</table>

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For Internal Management Use Only
## Ordinary Income/Expense

### Income
- Facilitation Fee: 13,665.94
- Real Estate Sales: 0.00
- Rent Income: 0.00

### Total Income
- Total Income: 13,665.94

### Cost of Goods Sold
- Cost of Goods Sold: 0.00

### Total COGS
- Total COGS: 0.00

### Gross Profit
- Gross Profit: 13,665.94

### Expense
- Bank Charges: 0.00
- Dues & Subscriptions: 0.00
- Insurance: 500.00
- Management Fees: 0.00
- Office Supplies: 44.02
- Professional Fees: 40,630.00
- Rent (Ground Lease Fee): 0.00
- Repairs & Maintenance: 0.00
- Taxes & Licenses: 15.00
- Telephone: 0.00
- Utilities: 0.00

### Total Expense
- Total Expense: 41,189.02

### Net Ordinary Income
- Net Ordinary Income: (27,523.08)

### Other Income/Expense
- Other Income
  - Contribs. from Other Entities: 0.00
  - Interest Income: 78.36
- Other Expense
  - Interest Expense: 0.00

### Total Other Income
- Total Other Income: 1,044.03

### Other Expense
- Total Other Expense: 0.00

### Net Other Income
- Net Other Income: 1,044.03

### Net Income
- Net Income: (26,479.05)
MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Housing Department Staff
DATE: August 27, 2019
SUBJECT: Monthly Staff Update

Database – The Housing Department’s database continues to be updated. Several revisions are being done to help staff with tracking data, running reports, etc. It is being linked to our Online Intake Form so that data is easier to track.

Sales and Rentals – Year-to-Date Stats, January 1 to August 27, 2019:
- 7 homes sold/closed to date
- 1 home under contract, closing September 30th
- 1 home under contract, closing September 3rd
- 1 home under contract closing September 26th
- 2 households qualified to purchase, in buyers week to review docs before going under contract
- 1 home in weighted drawing, drawing ends September 10th
- 1 home, received letter of intent, process on hold pending information
- 1 rental at Grove qualified, move in date August 31st

The chart below shows the stats requested by the Board for weighted drawings.

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<thead>
<tr>
<th>Unit</th>
<th>Bedrooms</th>
<th>Total Applicants</th>
<th>Average Points</th>
<th>Selected Household Points</th>
<th>Status</th>
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<tr>
<td>Unit 46 Millward</td>
<td>3</td>
<td>9 (No Dogs)</td>
<td>10</td>
<td>10 entries Picked on 1</td>
<td>Closed</td>
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<tr>
<td>Unit 19 Melody Ranch</td>
<td>2</td>
<td>8</td>
<td>6</td>
<td>10 entries Picked on 1</td>
<td>Closed</td>
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<tr>
<td>Unit 205 199 East Pearl</td>
<td>1</td>
<td>37</td>
<td>2</td>
<td>10 entries Picked on 3</td>
<td>Closed</td>
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<tr>
<td>Unit 14 Sage Meadows</td>
<td>2 + loft</td>
<td>HA purchased</td>
<td>NA</td>
<td>NA</td>
<td>Closed</td>
</tr>
<tr>
<td>Unit 202 Grove rentals</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>5 entries Picked on 1</td>
<td>moved in</td>
</tr>
<tr>
<td>Unit</td>
<td>Num.</td>
<td>Num.</td>
<td>Num.</td>
<td>6 entries</td>
<td>Picked on</td>
</tr>
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<td>----------------------</td>
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</tr>
<tr>
<td>Grove Rentals</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>3 entries</td>
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<tr>
<td>35 810 West</td>
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<td>2</td>
<td>3</td>
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<tr>
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<td>3</td>
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<td></td>
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<td>Millward</td>
<td>3 +</td>
<td>7</td>
<td>6</td>
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<td>Raver Condominiums</td>
<td>1</td>
<td>2</td>
<td>7</td>
<td>7 entries</td>
<td>picked on 3</td>
</tr>
<tr>
<td>Grove Rentals</td>
<td>2 +</td>
<td>8</td>
<td>4</td>
<td>10 entries</td>
<td>picked on 6</td>
</tr>
<tr>
<td>Pearl at Jackson</td>
<td>1</td>
<td>11</td>
<td>4</td>
<td>10 entries</td>
<td>picked on 4</td>
</tr>
<tr>
<td>Pine Glades</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Wilson Third</td>
<td>2</td>
<td>17</td>
<td>6.5</td>
<td>10 entries</td>
<td>picked on 3</td>
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<td>Ellingwood</td>
<td>2</td>
<td>13</td>
<td>5</td>
<td>10 entries</td>
<td>picked on 8</td>
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</table>

Listed below are the families who have been chosen in drawings this year and have either closed or are in the process of purchasing their new home.

- Sonia Susano Hernandez and Aron Ramirez + 2 children
  - Sonia works at Children’s Learning Center. Aaron works at Mountain Top Tile and Tasker Care.
  - 3-bedroom, 2-bathroom unit.
  - Closed
- KC and Mary Bess + 2 Children
  - KC works at Mad River and Mary works at JH Wildlife Safaris
  - 2-bedroom, 2-bathroom unit
  - Closed
- Nate Siegler
Nate is a caretaker for Brittenham Lodge
- 1-bedroom unit
- Closed

Blake & Bailey Morley + 1 child
- Blake works as General Manager at Blue Spruce and Bailey is a Villa Rental Coordinator at Clear Creek Group
- 2-bedroom unit
- Closed

Wesley & Stefanie Womack + 2 children
- Wes & Stefanie are Engineers at Epsilon Tech
- 2-bedroom + loft unit
- Closed

Janet Romero and David Morillon Torija + one child
- Janet works at Saint John’s Medical Center and David works at Lucky’s Market
- 2-bedroom plus unit
- Moved in

Catalin Garcia Hernandez + one child
- Catelina works at Stitch Upholstery as a seamstress
- 1-bedroom unit
- Moved in

Maureen Murphy
- Moe works for JH Chamber of Commerce
- 1-bedroom unit
- Closed

Elizabeth Ricciardi and Thomas Deltz + 2 children
- Beth is a photographer and Thom works at Flynn Irrigation and JHMR
- 3-bedroom unit
- Closing 9/3/19

Rosslyn and Shelby Read
- Rosslyn works at Climb WY and Shelby works at Community Foundation
- 3-bedroom unit
- Closing 9/30/19

Pemba Sherpa and Nim Sherpa + 1 child
- Pemba and Nim are self-employed landscapers and cleaners
- 2-bedroom + unit
- Moved in

Trey Davis and Audrey Cohen-Davis – 2 children

Adam and Abigale Chenault
- Adam works at Teton Art Services and Abigale works at Calico
- Closing on or before 10/17/19

Aaron and Stacy Hamby – 1 child
- Aaron works for Sky West airlines and Snake River Ranch, Stacy is owner of Fisher Fitness
- Closing on or before 10/17/19

Lizbeth Perez Garcia and Alexander Charintsev + 1 child
- Lizbeth works at St. Johns and Alexander works at Dubbe Moulder Archects
- 2-bedroom, 2-bathroom
Town and County Employee Housing Programs: Teton County currently owns 15 housing units that they use for housing their employees. The Housing Department has worked with the County on their employee rental units since the program’s inception in 2008. The Housing Department began working with the Town of Jackson on their soon to be 50 housing units in May of 2019. This work includes collecting initial rent and security deposits, tracking rents, inspecting units upon move-out to ensure they are clean and ready for a new tenant, signing leases, and showing units to potential tenants.

Town of Jackson Employee Rentals 5/1/19 to present – 20 units have been rented to Town employees since July 31st

Teton County Employee Rentals 1/1/19 to present – 10 units have been rented to County employees since January 1st

Grove Phase 2 Warrantees – To date, the Grove Phase 2 warranty issues were thought to be resolved, but some final touches to damaged baseboards in entryways and thresholds are being done.

Grove Phase 1 Lease Renewals – Requalification of tenants at The Grove began in May with lease renewals taking place September 1. This involves collecting employment and income verification from all 20 tenants at The Grove. All tenants have been qualified for 2019. Two families are moving out. One is moving into a Hidden Hollow restricted unit, and the other is moving somewhere unknown.

Employee/Affordable Rental Housing Verification – The owners of these units are required to annually verify the units are being rented to employees working in Teton County. Recently approved standardized restriction templates are now in use for new units. There are currently 691 total Employee/Workforce/Affordable Rental units.

- Hillside Business Phase 2, Unit 607. County Attorney indicates the owners did not pick up the verification documents. County Attorney approved a deadline to August 31, 2019 for this unit to provide the documents. No documentation has been received to date.
- Unit 103, Osprey Landing – Owner is out of compliance with restriction. Not using it per the occupancy/use requirements. Sent final request. Deadline was 8/13/19. Unit has been referred to the County Attorney’s office for follow up.
- 429 Snow King – follow up with HUD regarding reasonable accommodation allowance to a restriction requirement. Town Attorney is reaching out to other HUD sources for confirmation on our ability to hold the owner in violation.
- Ranches at Spring Creek – Following up with new owner. No update available.

Sunset Clause Releases – There were a total of 99 units that have a sunset clause restriction in Housing Department inventory. 2017 - 20 expired. 19 more are set to expire starting in July 2019, 10 are due to expire in 2020, and two in 2021. Three Certificates of Release have been recorded. Two more are pending.

Request to Rent/Leave of Absence - Two Requests to Rent have been approved. One at Melody Ranch Townhomes and one at Ellingwood. The request at Ellingwood allowed the owner to cure a previous violation.
Request for Exception – No new exception requests as of the last HAB meeting.

Qualified Mortgage Request – Two new qualified mortgage requests since the last HAB meeting. Both have been approved.

Employment-Based/Workforce Ownership Requalification’s – All units have been requalified for 2018. Requests for 2019 will begin in mid-September. Expected deadline will be October 31, 2019. Homeowners will be required to complete the intake form as part of their requalification process.

Proof of Insurance – All affordable homes are being asked to provide proof of insurance on their homes. All 33 developments have been sent requests. Declaration pages continue to filter in. Legal has approved sending default letters to homeowners on a ground lease (four developments) that have not provided their proof of insurance after three (3) requests. Information continues to filter in. Second requests are being made for homeowners that have not submitted their documents.

Violations – Three new violations. One homeowner has cured their alleged violations. Two more are pending. All previous violations have also been cured.

Online Systems – Applicants are now able to upload documents online. Staff has requested that Greenwood Mapping begin working on giving owners of restricted units the ability to upload verification documents online as well. This ability will help the Department’s efforts in compliance. Eventually, we will also be able to allow people to enter a drawing online. This is more complicated because documentation must be approved before a drawing is entered. Staff has given greater priority to the compliance side of online verification.

Spanish-Language Outreach
The majority of Housing Department documents have been translated into Spanish. There is a person working for the Town of Jackson who has generously been helping us with this project. However, we may need to outsource some of this work. We are also working on translating the How to Sell and How to Buy booklets. We have also partnered with Habitat for Humanity to give housing information presentations to employees of various local companies. Habitat has helped us translate those presentations into Spanish and has provided staff to answer questions in Spanish. The Housing Department is partnering with Teton County Park & Rec. Housing information will be available with staff onsite to answer questions in both English and Spanish at their next community “Movie Night” event in July. We have also added Spanish translations to all of our weighted drawing e-mail and text notifications by utilizing google translate.

Housingjh.org – the Housing Action plan states that we coordinate access to housing opportunities. Staff has been partnering with Teton Habitat and the Housing Trust, and will begin working on “housingjh.org”, a “one stop shop” for Jackson housing resources in September. We hope to launch housingjh.org in November.

Homeowner Spotlights – Homeowner spotlights are posted on the jahousing.org website. They include pictures, short bios, and quotes from some of our new homeowners. See the attached for one of our most recent and visit the website for more.

174 N. King – This project was awarded to Westmount but was relying on Low Income Housing Tax Credits that were denied. The Town Council will discuss this on September 3.
**440 W. Kelly** – This project was awarded to Roller/Tack/Shaw development team. On June 12th, the developer presented two revised designs during an open house for the project. The town of Jackson voted for the 16-unit design and the County has not made a decision. This development will be considered again at the September 9 JIM.

**Mercill** – This development was awarded to Mercill Partners. The Final Development Agreement and Ground Lease are being considered at the September 17 BCC meeting.

**Annual Report** – The annual report for 2018 has been released.

**Housing Portfolio** – The Deed Restricted Housing Portfolio is a booklet containing information on deed restricted housing in Teton County. It will be released very soon.
HOMEOWNER SPOTLIGHT
The Blankenship Family
Homeowners since 2018

Tim has lived in the community for 4 years and Shelby has lived here for 2 years. Tim works as a wildlife guide with Scenic Safaris and Shelby works for Skywest Airlines and Snake River Brewing.

“Affordable Homeownership has impacted us greatly by making a dream we didn't think was possible come true. We love being in Jackson, but when we looked at the prices of the homes on the market, we knew the reality of owning a home in this area was not going to happen. We even contemplated moving away to find someplace we loved, where we could afford a home. We never could settle on a place that compares to Jackson so we chalked up the costly rent payments hoping for a miracle, and our miracle did come!”
MEMO

TO: Jackson/Teton County Housing Authority Board  
FROM: Billi Jennings, Housing Sales Coordinator  
DATE: August 15, 2019  
SUBJECT: September 4th Housing Authority Board Agenda – Critical Services Provider (CSP) Application

**Purpose of Agenda Item** – Board consideration of a CSP Application from Jackson Hole Airport

**Background** - Any organization that employs paid or volunteer CSP can apply to the Housing Authority Board to enable specific employees to receive additional entry into a Weighted Drawing. The application includes job titles and required certifications for those positions they are requesting to be approved as CSP’s.

When an individual applies as a CSP, Housing Department staff requests a form from their supervisor. This form includes questions about how long the applicant has worked in the position, and whether the individual has completed the required certifications for the positions.

**Definition of a CSP:** An employee or volunteer of a community based institutional or non-profit organization on call 24 hours per day for public safety emergencies.

Qualified CSP’s may be eligible for a maximum of two (2) additional points into a Home for Sale drawing. Any household may not receive more than two (2) points. However, if a household has one (1) person who qualifies as a critical services provider for two (2) organizations, they will receive two (2) points.

The following conditions must be met to receive the CSP designation and priority:

a. **CSP Designation**

   Organizations who believe their employees or volunteers meet the definition of a CSP can apply to the Housing Department to become an approved CSP Organization and have certain job positions deemed ‘qualified.’ The Housing Authority Board will approve or deny CSP Organization applications.

   1. **Required Documentation**

      Employees who work in these “qualified” positions for approved CSP Organizations can enter a weighted drawing and receive additional points. These individuals must submit a “CSP Questionnaire” along with their weighted drawing entry documents. These will be held on file for a period of six months before needing to be updated.
a. One Year of Full-Time Employment

A qualified CSP must earn one (1) point for one (1) year of full-time employment in Teton County at a local business prior to receiving points as a CSP.

b. Approval Process

Applications received by the Housing Department for approval as CSP Organizations will be processed by staff. The Housing Manager will make a recommendation to the Jackson/Teton County Housing Authority Board who will approve or deny the application.

Key Points - Staff has reviewed the application from the Jackson Hole Airport Board along with the CSP position. The Housing Authority Board has previously approved the Jackson Hole Airport as a qualified Critical Services Provider Organization (CSP) with the positions of Aircraft Rescue Fire Fighter as an approved CSP position. Their request today is for the Boards approval of an additional position of Transportation Security Officer (TSO) as an approved CSP Position.

- The application indicated that the position provides immediate response for health and safety services.
- The application indicated that the position of TSO is on call 24 hours per day for public safety emergencies.
- The organization indicated the Airport partners with all emergency response agencies across the valley. It also is the busiest airport in the state of Wyoming and as such is a crucial transportation hub.
- By way of example, the organization indicated they provide crucial transportation options when roads are closed. In the winter of 2018-19, there were several times when all roads in and out of Jackson were closed for extended periods. During those times, the Airport was the only way to get in and out of the valley. Having available transportation is not just a convenience but a matter of public safety. In order to keep the Airport open and air traffic moving, they must be able to provide a functioning Security Screening Checkpoint. This depends entirely on the availability of the Transportation Screening Officers (TSO).
- Required Certifications for Transportation Security Officer (TSO) – Certified Checkpoint Officer, and Dual Function Officer
- Certification: All TSO’s must complete multiple phases of training in order to attain full certification for their roles. Every TSO must receive two certifications, – Certified Checkpoint Officer, and Dual Function Officer.
  - The Checkpoint Officer Certificate certifies the TSO can perform all duties required in the Security Screening Checkpoint, these duties include passenger and carry-on baggage screening, operation of X-Ray machines, walk-through metal detectors and other security equipment.
The Dual Function Officer Certificate certifies the TSO can perform all duties required for outbound baggage screening. These duties include screening all checked baggage, handling HAZMAT and other hazardous items, and properly responding to any security related issue, etc.

The training period to achieve both certifications can be as little as 5 weeks and as much as 6 months, depending on the training schedule and availability of trainers.

**Attachments**

- Critical Services Organization Application from Jackson Hole Airport Board.

**Recommendation** - 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 recommends approval of this CSP position.

**Motion** – I move to approve the Jackson Hole Airport Board’s request to add the position of Transportation Security Officer (TSO) as an approved Critical Services Provider position.
July 29, 2019

Teton County Affordable Housing Board
PO Box 714
Jackson, WY 83001

To Whom It May Concern:

Thank you for reviewing the Jackson Hole Airport’s application for Critical Services Provider status for our Transportation Security Officer (TSO) positions.

In addition to the information on the application, we want to provide some key details regarding the TSO position. We hope these details demonstrate and reinforce the benefits, to both the community and the Airport, of having as many of our TSOs as possible living locally.

- Transportation Security Officers are highly trained, certified professionals who perform a unique function that is essential to the security of air traffic and the traveling public. They are the only Airport employees who are authorized to perform Security Screening duties in the Checkpoint and in outbound Baggage Screening. These positions require up to 6 months of training and under the Airport’s contract with the Transportation Security Administration, no other employees are authorized to perform these duties. Simply put, without trained TSO staff, the Airport cannot operate.

- There have been several times when all roads have been closed and the Airport is the only way to get in or out of the valley. This can represent a public safety matter on a local scale, but in the event of a national emergency, facilitating travel could have broader public safety implications.

- Approximately 55% of Airport staff live outside of Teton County. During the last several winters, the Airport has provided hotels and other per diem expenses to TSOs who are needed at the airport but who are unable to get home. On average, the Airport provides approximately 50 hotel room nights for TSOs every winter; on top of that, there are overtime costs and stress on staff members who are unable to get home for several days at a time. During the winters of 2016-2017 and 2018-2019, when all roads were closed for extended periods, the Airport needed to provide over 100 hotel room nights for TSO staff in order to keep the Airport safe, functioning and open.

- During all seasons, having TSO staff who can get to the Airport quickly can make a significant difference in a local, regional or national emergency. We want to do everything we can to increase the number of Airport employees living in Teton County (currently less than 45%).

James P. Elwood, AAE, Executive Director
Over the last several years, the Airport Board has made housing and employee retention a top priority. The Board has implemented several initiatives designed to encourage employees to live in Teton County and to promote employee retention. We feel that designation as Critical Service Providers for our TSO staff members – who represent approximately 2/3 of the overall staff of the Airport - would be an extremely helpful component in trying to provide as many ways as possible for our employees to live in Teton County.

We appreciate your consideration of our application and would be happy to answer questions or provide additional details at any time.

Sincerely,

Tony Cross  
Human Resources Director  
Jackson Hole Airport Board  
tony.cross@jhairport.org
Critical Services Provider Organization Application

This form is used for organizations who wish to obtain approval from Jackson/Teton County Affordable Housing Department so that their emergency services employees or volunteers will be eligible to receive preference for homes in Housing Department lotteries.

Name of Organization: Jackson Hole Airport

Address: PO Box 159, Jackson, WY 83001

Mission Statement of Organization:
People Helping People

Contact Person (Supervisor)
Name: Tony Cross

Title: Human Resources Director

Phone: 307-733-7695

Email: tony.cross@jhairport.org

1. Does your organization provide immediate response for health and safety services?  ■ Yes  ■ No
   
   If yes, please explain. If no, you can stop here.
   
   The airport partners with all emergency response agencies across the valley. It also is the busiest airport in the state of WY and as such is a crucial transportation hub.

2. Please provide a real life example of a time that your organization provided emergency response for a public safety emergency.
   Examples listed on separate page.

3. Does your organization have paid employees or volunteers who are on call 24 hrs/day for public safety emergencies?  ■ Yes  ■ No

4. If you answered Yes to the above question, please provide job titles, provide a brief job description and required certification along with time to complete certifications for those positions. Please do this for each job position. (Use a separate sheet if needed).

   Job Title Transportation Security Officer

   Required Certification(s)
   Certified Checkpoint Officer and Dual Function Officer
Job Title

Required Certification(s)

Time it takes to complete certification(s)

Job Description

________________________

Job Title

Required Certification(s)

Time it takes to complete certification(s)

Job Description

________________________

Job Title

Required Certification(s)

Time it takes to complete certification(s)

Job Description

________________________

Job Title

Required Certification(s)
Time it takes to complete certification(s)

Job Description

5. How does having the employees who fill the above positions living locally in Teton County affect your organization?
   Over half of Airport employees live outside of Teton County. When roads are closed, staffing the Security Screening Checkpoint can be a challenge. The Airport pays for overtime, hotel rooms and other services for employees who live outside the valley to stay in Jackson so they can get to work. In the case of an emergency (at any time of year), having employees who can get to the Airport quickly could make a significant difference in public safety.

Tony Cross
Name (printed)

Human Resources Director
Job Title

Signature

307-733-7695
Phone

Please print this application and complete the signature lines. Scan and email back to bjennings@tetonwyo.org, fax to 734-3864, or mail to JTCAHD, P.O. Box 714, Jackson, WY 83001

This application will be considered by the Jackson Town Council and the Board of County Commissioners at their regular board meetings following receipt of the completed application. You will be notified in writing of their decision.
Jackson Hole Airport
Critical Services Provider Application
Additional Information

Question 2: Please provide a real-life example of a time that your organization provided emergency response for a public safety emergency.

Jackson Hole Airport employees regularly perform public safety functions. Some examples include:

- Providing crucial transportation options when roads are closed: in the winter of 2018-2019, there were several times when all roads in and out of Jackson Hole were closed for extended periods. During those times, the Airport was the only way to get in or out of the valley. Having available transportation is not just a convenience but a matter of public safety. In order to keep the Airport open and air traffic moving in and out of the valley, we must be able to provide a functioning Security Screening Checkpoint. This depends entirely on the availability of Transportation Security Officers (TSO).
- Partnering with all emergency response agencies across the valley in community emergency response and planning.
- Our Airport Rescue Firefighting staff have responded to small brush fires and local fires occurring near the Airport.

Question 4: Job Title, Require Certification and time it takes to complete certification

All of our TSOs must complete multiple phases of training in order to attain full certification for their roles. Every TSO is required to attain two certifications:

- **Certified Checkpoint Officer**: This certifies a TSO to perform all duties required in the Security Screening Checkpoint. These duties include passenger and carry-on baggage screening, operation of X-Ray machines, walk-through metal detectors and other security equipment.
- **Dual Function Officer**: This certifies a TSO to perform all duties required for outbound Baggage Screening. These duties include screening of all checked baggage, handling HAZMAT and other hazardous items, properly responding to any security related issue, etc.

The training period to achieve both certifications can be as little as 5 weeks and as much as 6 months, depending on the training schedule and availability of OJT trainers (current TSOs who are trained to provide On-The-Job training to other TSOs). The training also includes two weeks at the Federal Law Enforcement Training Center in Georgia.