

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 deferments 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.

JJohari: @ Hlm County w/ for

9. Adjourn

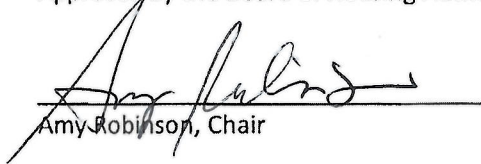
Amy Robinson motioned to adjourn at 3:05pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

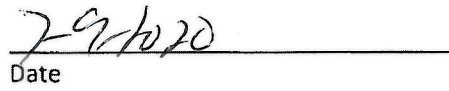
Estela Torres, Clerk

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

  
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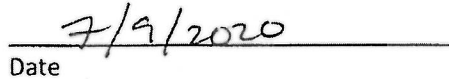
Amy Robinson, Chair

  
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Date

  
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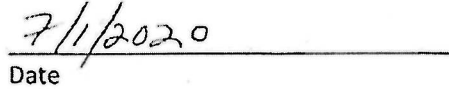
Anne Kent Droppert, Vice Chair

  
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Date

  
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Estela Torres, Clerk

  
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Date