

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.

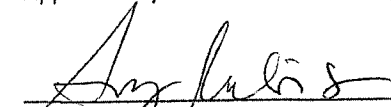
Respectfully Submitted:

Estela Torres, Clerk




---

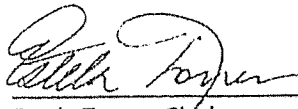
Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

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

Date 7-9-2020

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

Date 7/9/2020

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

Date 7/11/2020