

Jackson/Teton County Housing Authority
Regular Meeting Minutes
February 6, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 6th, 2019 at 2:09pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Danielle Goldyn-Haigh, Amy Robinson, April Norton, Julia Johari, and Stacy Stoker.

Pronouncement of Quorum

Board Chair, Matt Faupel and Clerk, Danielle Goldyn-Haigh, and Vice Chair, Amy Robinson were present. Housing Authority Board Chair, Matt Faupel declared a quorum.

Public Comment

No Public Comments

Approval of Minutes for January 2nd, 2019

Danielle Goldyn-Haigh moved, and Amy Robinson seconded for approval of the minutes. The motion passed unanimously.

Review of December Financials & Staff Update

There was a brief Staff update regarding JTCAH's contract with Greenwood Mapping. No action was taken.

Grove Phase 1 Budget

Staff updated the Board to let them know that The Grove Phase 1 Budget is status quo from the January meeting, and that a Facilities Condition Assessment (FCA) is being done on January 30, 2019. Staff let the Board know that a complete report of each component of the building, its life span and maintenance/replacement cost will be provided by the company doing the assessment, and that it will be available for review at the March board meeting. No action was taken.

The Grove Phase 1 Unit 105 Lease Renewal

Staff updated the Board to let them know that on December 31, 2018, the Housing Department received a written request to renew the lease with Healing Waters (Unit 105). Staff recommended that the lease be renewed, since they have met the following requirements for lease renewal: Their lease requires that they request the renewal at least 120 days before the lease expires, which is June 30, 2019. Provided the tenant is not in default of the terms or conditions of their lease, the tenant has the option to renew for two additional three-year terms. As of December 21, 2018, the tenants had cured any defaults. Beginning July 1, 2019 the rent amount will be adjusted up each year at a rate of 2.5%.

Motion

Danielle Goldyn-Haigh moved to approve the lease renewal with Healing Waters for Unit 105 of The Grove for an additional three years and approve the lease amendment as presented. Amy Robinson seconded. The motion passed unanimously.

Amendment to 260 W. Broadway Ste C Lease

Staff updated the Board to let them know that the TSA is requesting an amendment to their lease to include cleaning of their space in their monthly rent. The change is due to the method GSA uses to pay these bills. They have indicated that it is much less cumbersome for GSA to include it in the monthly rent instead of processing monthly invoices from a cleaning company. They have proposed the following:

Current Monthly Operating Costs Paid by GSA	Proposed Operating Costs
\$4,651.31	\$5,491.31

This is a difference of \$840.00 per month for cleaning.

The current contract is with Premiere Cleaning and is for \$840.00 per month.

Motion

Amy Robinson moved to approve the proposed amendment to the 260 W. Broadway Lease to include cleaning in the rent in the amount of \$840.00 per month. Danielle Goldyn-Haigh seconded. The motion was approved unanimously.

Melody Ranch Townhome Update

Staff updated the Board to let them know that Town Council and Board of County Commissioners have removed this item from their February 4, 2019 Joint Information Meeting by the Mayor and County Commissioner Chair. Staff updated the Board regarding next steps. A discussion took place. No action was taken.

4275 Polo Pony Road Amendment and Restatement Special Restriction

Staff updated the Board to let them know that 4275 Polo Pony Road, a Workforce Ownership unit, has sold and needs updated restrictions. A short discussion took place.

Motion

Amy Robinson moved to approve the Complete Amendment and Restatement Special Restrictions for Workforce Ownership Housing Located at 4275 Polo Pony Road Teton County, Wyoming. Danielle Goldyn-Haigh seconded. The motion was approved unanimously.

Units 5 and 7 Raver Condominiums Amendment and Restatement Special Restrictions

Staff updated the Board regarding Unit 7 of Raver Condominiums, which is a one-bedroom Affordable Rental unit that is not allowed to be owner occupied. Unit 5 is an identical one-bedroom Workforce Housing unit that is allowed to be owner occupied. Unit 7 was sold without notice to the Housing

Department to someone who expected to occupy it as their primary residence. Through our Compliance Program, it was discovered that the new owner was in default because he was occupying the unit. Otherwise, his employment history qualifies his occupation of a Workforce unit. To resolve this issue, and maintain compliance, staff recommended that the restriction types be swapped such that Unit 7 will now be a Workforce unit, and Unit 5 will be an Affordable Rental.

Motion:

Amy Robinson moved to approve the Complete Amendment and Restatement Special Restrictions for Workforce Ownership Housing Located at 250 W. Snow King Avenue Teton County, Wyoming for Unit 7 and the Complete Amendment and Restatement Special Restrictions for Affordable Rental Housing Located at 250 W. Snow King Avenue Teton County, Wyoming for Unit 5. Danielle Goldyn-Haigh seconded. The motion was approved unanimously.

Budget Timeline

Staff updated the Board to let them know that the Housing Authority budget is due to the Town and County by February 22, and that it will need to be reviewed and approved by the Housing Authority Board before then. Staff let the Board know that The Grove, 260 W Broadway, and Ground Lease payments will be the focus of budget revisions. Staff let the Board know that budget revisions regarding The Grove will be informed by the FCA (Facility Condition Assessment). Staff recommended a Special Meeting sometime during the week of February 18 to review and approve the budget. A discussion took place. A meeting was scheduled for Wednesday, February 21st from 9:30 – 10:30am. No action was taken.

Matters from Staff

Nothing

Matters from Board

Nothing

Executive Session to Discuss Real Estate in accordance with W.S. §16-4-405 (a.iii)

A confidential Executive Session took place. No action was taken.

Adjourn

Matt Faupel moved to adjourn the meeting at 3:04pm. Danielle Goldyn-Haigh seconded. The motion passed unanimously.

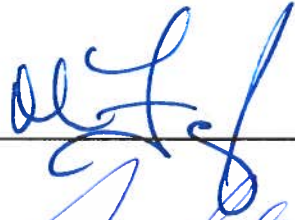
Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

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

Matt Faupel
Chair

Date 4/3/19



Amy Robinson
Vice Chair

Date 4-3-19



Danielle Goldyn-Haigh
Clerk

Date _____
