

**Jackson/Teton County Housing Authority
Board Meeting
June 6, 2018
Public Health Board Room**

A regular meeting of the Jackson/Teton County Housing Authority was called to order on June 6, 2018 at 1:00 PM the Public Health Board Room in Jackson, WY.

Pronouncement of Quorum

Danielle Goldyn -Haigh, Amy Robinson, and Matt Faupel were present; Faupel declared Quorum at 1:05 PM.

Approval of Regular and Special meeting Minutes

Amy Robinson moved to approve the March and April regular and special meeting minutes, Danielle Goldyn-Haigh seconded, all voted in favor with no further discussion.

Financials

Financials were reviewed; no questions or discussions.

Grove Phase 1 residential rents

Discussion was held concerning The Grove tenant requalification and rental rates. During the updates to the Housing Rules and Regulations, direction was given by the elected officials and the Housing Authority Board to charge rates at the low end of the income range. 30 – 50%, \$517, 50 – 80% \$862, 80 – 120% \$1379. Staff recommended lowering category 1 & 2 by \$25 and raising category 3 by \$75. The board discussed dividing the difference and changing the rental rates over a 4-year period incrementally to get to the actual medial income number. After brief discussion, Amy Robinson motioned to increase or decrease over 4 years, evenly each year, until correct amounts are reached. Danielle Goldyn-Haigh seconded, all in favor with no further discussion.

Document template approval

As previously discussed, the document templates were presented to the board to allow staff to sign instead of bringing each document to the Board for execution. The Ground Lease, Ground Lease Amendment, Ground Lease Rider, Grove Lease, and Grove Amendment to Lease were all reviewed. Danielle Goldyn-Haigh motioned to approve the templates for staff to sign and Amy Robinson seconded, all voted in favor with no further discussion.

Engage 2017

Engage 2017 is scheduled to hold Third Reading from the Town and final adoption with the County Commission on June 7, 2018.

Matters form Staff

Staff discussed a few Grove housekeeping items regarding late rent & power tools on deck. The July 4th meeting is moved to July 11th at 2 p.m. Danielle Goldyn-Haigh motioned to approve the meeting date change, Matt Faupel seconded, all voted in favor.

It was requested to put on July meeting agenda the permanent change in time and location of the Housing Authority Board meeting. Time is 2 p.m., location is 320 S. King Street.

Adjourn

Amy Robinson moved to adjourn.

Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

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

Matt Faupel, Chair Date

Amy Robinson, Date
Commissioner/Vice-Chair

Danielle Goldyn-Haigh Date
Commissioner/Clerk

Jackson/Teton County Housing Authority
Regular Meeting
July 11, 2018
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on **July 11, 2018 at 2:10** at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

The Housing Authority Commissioners, Amy Robinson, Danielle Goldyn-Haigh, and Matt Faupel were present. President Faupel declared a quorum.

Public Comment

Carrie Geraci, a homeowner in Melody Ranch was present for public comment. She informed the HA Board of some issues they are having with their roofs in the Melody Ranch Townhomes. She is hoping for some collaboration on how to address costs of repairs and or consideration of Capital Improvement.

Approval of Minutes for June 6, 2018

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

Review of Financials

Stacy Stoker, Housing Manager, updated the Board on the financials. No action was taken.

Healing Waters & Payment of utilities

Mr. Gingery was present and updated the Board on the status of Healing Waters utilities. Healing Waters had not paid their utilities since taking possession of the space. A 5-day notice went out to pay with no response. A 30-day notice to pay or evict went out and a partial payment was received. An amount remained outstanding, so another notice went out requesting the money immediately. There was no response to the notice. Mr. Gingery has a meeting with Healing Waters attorney July 12th at 11 am. No action is required at this time.

Grove Lease Approval

This lease has been before the Board and approved. However, with the updates to the Housing Rules and Regulations, a few changes were made to the lease needing approval for Housing Department staff to sign. Robinson moved to approve the lease changes, Goldyn-Haigh seconded. The motion passed unanimously.

St. John's Medical Center CSP Application

St. Johns requested position of CNA PCU for CSP status. After review of the application received from St. Johns, and discussion with staff and Board, Robinson motioned to approve St. Johns Medical Center's CNA PCU as an approved Critical Services Provider Position, Goldyn-Haigh seconded. There were no votes in favor, all voted against, the motion did not carry.

Matters from staff

Staff updated Board on the current homes for sale at Homesteads at Teton Village. They were invited to the open house on Thursday July 12th from 5 to 7 and Friday July 20th from 12 to 2.

April Norton informed the Board of a ribbon cutting ceremony with the Jackson Hole Community Housing Trust on August 22, 2018 for the Redmond Hall Rentals.

Adjourn

Robinson moved to adjourn, Goldyn-Haigh seconded. The motion passed unanimously to adjourn.

Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

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

Matt Faupel, Chair **Date**

Amy Robinson,
Commissioner/Vice-Chair

Danielle Goldyn-Haigh
Commissioner/Clerk

Jackson/Teton County Housing Authority
Regular Meeting Minutes
August 1, 2018
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on August 1, 2018 at 2:07 p.m. at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Matt Faupel, Amy Robinson and Danielle Goldyn-Haigh were present. Chairman Faupel declared a quorum.

Approval of Minutes for July 11, 2018

Goldyn-Haigh moved to approve the minutes, Robinson seconded. The motion passed unanimously.

Review of Financials and Staff Report

The Board reviewed the financials. There was a brief discussion. No action was taken.

The Board had questions for staff concerning the recent weighted drawing. The Board requested that staff bring a drawing sheet to the next board meeting. They also requested that when drawings are held, the following information be provided in the staff report:

- Number of bedrooms in the unit
- Number of applicants
- Average number of entries for each household
- Number of entries for the selected household

Critical Services Provider (CSP) Teton County Attorney's Office

The Board reviewed the staff report and asked questions of staff concerning the CSP Organization Application submitted by the Teton County Attorney's Office. There was discussion concerning County Attorneys on call 24 hours per day and whether the County Attorneys provided health and safety services. Based on the information provided in the application, the Housing Authority Board could not make the findings that the Teton County Attorney's Office meets the definition of a CSP Organization.

Amy Robinson moved to approve Teton County Attorney's Office as an approved CSP Organization with the positions of County Attorney, and Deputy County Attorney as approved CSP positions. Daniel Goldyn-Haigh seconded. There was no further discussion. Nobody voted in favor. All voted opposed. The motion did not carry.

Matters from Staff

- a. Streamed Meetings – Stacy Stoker asked the Board if they would like to stream the monthly meetings. The Board decided not to stream the meetings.
- b. Printed Board Packets – Stacy Stoker asked the Board if they would like staff to continue printing out Board packets for the meetings. The Board decided that they would continue with printed packets until construction was completed in the conference room at 320 S. King. Then the flat screen will be used to display the packet.
- c. Healing Waters Update – Stacy Stoker explained that Healing Waters, a tenant at Phase 1 of The

Grove Development, isn't satisfied with the way the Housing Department is billing for the electricity usage at the Grove Commercial space. A conference call was held between Healing Waters, their attorney, the Housing Department and County Attorney. Both parties agreed to raise the rent instead of invoicing for electric bills. An unacceptable offer was made by Healing Waters. A counter offer is being worked on by Housing Authority staff and will be sent to Healing Waters this week. If Healing Waters accepts the counter offer, an addendum to the lease will be signed after the current balance due is paid by Healing Waters. If they do not accept the counter offer, the Housing Department will continue to invoice for electricity usage. Tenants will be evicted if they do not pay.

Matters from Board

There were no matters from the Board.

Adjourn

Robinson moved to adjourn, 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

Amy Robinson, Vice Chair

Date

Danielle Goldyn-Haigh, Clerk

Date

Jackson/Teton County Housing Authority
Regular Meeting
September 5, 2018
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on September 5, 2018 at 2:00 p.m. in the Board Room of the Public Health building at 460 East Pearl Avenue, Jackson, Wyoming.

Pronouncement of Quorum

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

Public Comment

Anne Cresswell introduced Alison Lee as the newest member of the Housing Trust team.

Approval of Minutes for August 1, 2018

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

Review of Financials and Staff Update

A brief discussion was held on how the Board would like the financials to look. No action was taken. The Board reviewed and discussed staff updates.

Moving Location and Time of Regular Meeting

Danielle Goldyn-Haigh moved to amend the bylaws changing the time of the monthly Board meeting to 2 p.m., and the location of the meeting beginning October 1st to 320 S. King Street. Amy Robinson seconded, and the motion passed unanimously. Stacy Stoker indicated that the bylaws already state that the Housing Authority Board meetings are held on the first Wednesday of each month.

Matters from Staff

Healing Waters Update – An agreement with Healing Waters has been reached on the manner in which they will be billed for electricity. Moving forward, Healing Waters will pay a set amount each month based on an average of the electric bills over the past year. The amount will be adjusted accordingly on an annual basis. The Housing Department is working with legal to put the agreement together. Any outstanding amounts due by Healing Waters will be paid in equal payments over the next 3 months.

Weighted Drawing Explanation – Stacy Stoker provided the Board with a mock weighted drawing sheet and reviewed how the process works.

Critical Services Provider Organizations and Positions Re-approval – Several members of the public and some elected officials have requested that the Housing Authority Board revisit the current Critical Services Provider (CSP) approved list to determine whether the approved organizations meet the new

definition in the updated Housing Rules and Regulations. The Board directed staff to provide all previous CSP applications for review. The Board will discuss this item at the next regular meeting.

Matters from Board

There were no matters from the Board.

Adjourn

Amy Robinson moved to adjourn. 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 Date _____

Chair

Amy Robinson Date _____

Vice Chair

Danielle Goldyn-Haigh Date _____

Clerk

Jackson/Teton County Housing Authority
Regular Meeting
October 3, 2018
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on October 3, 2018 at 2:00 p.m. in the Old Library building conference room at 320 S. King Street, Jackson, Wyoming.

Pronouncement of Quorum

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

Public Comment

Homeowner Brian Modena was present and introduced himself to the Board as the HOA liaison for Melody Ranch Townhomes.

Approval of Minutes for September 5, 2018

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

Review of Financials and Staff Update

There were no questions or comments on the financials or the staff report.

Stacy Stoker requested to move item 7.d up on the agenda, and the Board agreed.

Matters from staff

Item 7d. Approval of Phase 3 Warranty Deeds and Plat

Stacy Stoker gave a brief status update on the infrastructure at Phase 3 of the Grove. She explained that the platting of the units being built by Habitat will be done in three phases as the units are completed. Habitat Executive Director Kendra Heimbuck was present to explain that it is time to plat the first phase. The first eight units are completed, and closings will take place on the sales of the units October 17. The units are condominiums so the land owned by the Housing Authority will need to be conveyed to the members of the Homeowner's Association, which includes the new Habitat owners and the owners in The Grove Phase 2. Ms. Heimbuck thanked Stacy for all her help as Habitat is new to the condo process. The Board was provided a copy of the Condo Declarations and the warranty deeds which they were asked to review. Stacy Stoker indicated that they have been reviewed and approved by County Attorney Keith Gingery. After brief discussion a special meeting was set for October 5, 2018 to give the Board further time to review before approving the documents.

7a. Healing Waters Update

Stacy Stoker explained that a payment agreement has been reached for the remaining amount owed by Healing Waters to be paid over a three-month period. Staff is still waiting to get the signed agreement from Healing Waters. Healing Waters will also be signing a second amendment to their lease changing how the electricity is to be billed. The other two commercial tenants have already signed an

amendment. The actual electric bills will be averaged over the previous year, and the bill will be set at that amount. The amount will be adjusted annually based on the average of the actual bills over the previous 12 months. The Board was provided a copy of the amendment and asked to review and approve. After brief discussion Danielle Goldyn-Haigh moved to approve, Amy Robinson seconded, and the motion passed unanimously.

Other Agenda Items

Critical Services Provider Organizations and Positions Consideration

At the September 5 Board Meeting, the Housing Authority Board was asked to review and determine if all current approved Critical Services Provider organizations and positions meet the updated definition of a Critical Services Provider. Over the following month, the Board reviewed all applications for the currently approved organizations and positions. The Board determined that all currently approved organizations and positions could remain approved except for the following:

- Community Safety Network
- Public Health
- Community Entry Services
- Teton Youth and Family Services

The Board requested letters go out to the above-mentioned agencies requesting an updated application with updated position descriptions.

Matters from Board

There were no matters from the Board.

Adjourn

Danielle Goldyn-Haigh moved to adjourn. Amy Robinson 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 Date _____

Chair

Amy Robinson Date _____

Vice Chair

Danielle Goldyn-Haigh Date _____

Clerk

Jackson/Teton County Housing Authority
Special Meeting
October 5, 2018
Teton County "Old Library" Building

The special meeting of the Jackson/Teton County Housing Authority Board was called to Order on October 5, 2018 at 3:15 pm in the Teton County "Old Library" Building, 320 S. King St., Jackson, Wyoming.

Pronouncement of Quorum

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

Public Comment

No public comment was made.

Approval of Grove Condominium Declaration (CC&R's)

After discussion, Matt Faupel made a motion to approve the amended and restated Condominium Declaration for the Grove Condominium Owners Association. Danielle Goldyn-Haigh seconded the motion. The motion passed unanimously.

Approval of Grove, Phase 1 of Phase 3 Warranty Deeds

After discussion, Amy Robinson made a motion to approve the Grove, Phase 1 of Phase 3 Warranty Deeds. Danielle Goldyn-Haigh seconded the motion. The motion passed unanimously.

Adjourn

Amy Robinson moved to adjourn. 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 Date _____
Chair _____

Amy Robinson Date _____
Vice Chair _____

Danielle Goldyn-Haigh Date _____
Clerk _____

Jackson/Teton County Housing Authority
Special Meeting
October 8, 2018
Teton County "Old Library" Building

The special meeting of the Jackson/Teton County Housing Authority Board was called to Order on October 8, 2018 at 3:30 pm in the Teton County "Old Library" Building, 320 S. King St., Jackson, Wyoming.

Pronouncement of Quorum

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

Public Comment

No public comment was made.

Approval of The Grove, Phase 1 of Phase 3 Plat

After discussion, Danielle Goldyn-Haigh made a motion to approve the signing of the plat subject to all conditions required by the Town of Jackson, departmental review comments and comments by other reviewing entities as will be approved by the Planning Director. Matt Faupel seconded the motion. The motion passed unanimously.

Adjourn

Danielle Goldyn-Haigh moved to adjourn. Matt Faupel 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 Date _____

Chair

Amy Robinson Date _____

Vice Chair

Danielle Goldyn-Haigh Date _____

Clerk

**Jackson/Teton County Housing Authority
Special Meeting
October 17, 2018
Teton County "Old Library" Building**

The special meeting of the Jackson/Teton County Housing Authority Board was called to Order on October 17, 2018 at 2:00 pm in the Teton County "Old Library" Building, 320 S. King St., Jackson, Wyoming.

Pronouncement of Quorum

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

Public Comment

No public comment was made.

Approval of Amended and Restated Special Restriction for 933 Sandcherry Way

After discussion, Amy Robinson made a motion to approve the Amended and Restated Special Restriction for 933 Sandcherry Way. Danielle Goldyn-Haigh seconded the motion. The motion passed unanimously.

Approval of 260 W Broadway sign design for Suite A & Suite D

After discussion, Amy Robinson made a motion to approve the sign design for 260 W Broadway for Suite A & Suite D subject to the chambers approval. Danielle Goldyn-Haigh seconded the motion. The motion passed unanimously.

Adjourn

Amy Robinson moved to adjourn. 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 Date _____

Chair

Amy Robinson Date _____

Vice Chair

Danielle Goldyn-Haigh Date _____

Clerk

Jackson/Teton County Housing Authority
Regular Meeting
November 7, 2018
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on November 7, 2018 at 2:00 p.m. in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming.

Pronouncement of Quorum

Board Chair, Matt Faupel and Clerk, Danielle Goldyn-Haigh were present, Vice Chair, Amy Robinson, phoned in. Housing Authority Board Chair, Matt Faupel declared a quorum. A change to the agenda was requested moving item 12b - Healing Waters Remodel Request for Approval to be discussed after item 4 - Approval of Regular Meeting Minutes. A decision was made to move item 12a and 12b up as they both pertain to Healing Waters.

Public Comment

No public comment was made.

Approval of Minutes for October 3, 5, 8, 17, 2018

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

Healing Waters Update

Healing Waters is still behind in their utility payments of \$37.95. Staff Indicated that no agreement has been signed changing the utility bills to a flat fee.

Healing Waters Remodel Request

The Board considered a request to do a remodel and add a wall in the lobby. Matt Faupel would like see the utility agreement completed before approval is given for a remodel. There was discussion on the proposed utility agreement, the original lease and moving forward with utility payments. Gina Hoogendoorn of Healing Waters was present, and indicated that they are willing to sign the addendum changing the method of payment for electricity and water to a flat fee of \$304.00 per month. There was discussion on the proposed remodel. Danielle Goldyn-Haigh moved to approve the remodel at 250 Scott Lane, Unit 105 as requested by Healing Waters and as shown on the drawings provided, Amy Robinson seconded. The motion passed unanimously.

260 West Broadway Ste A Request to Hang Window Clings

Staff indicated that window clings currently exist on the windows in Ste A, but the Chamber is requesting a change to the design. They want an Authorization of Approval from the Housing Authority. Danielle Goldyn-Haigh moved to approve the window clings at 260 W Broadway Ste A, and Amy Robinson seconded. The motion passed unanimously.

Review of September financials & Staff Report

The Board reviewed the financials. No action taken. There was discussion of the Staff Report on the Grove Phase 2 Warranties, the current status and timeline of repairs to units, and the Employment Based requalifications. No action was taken.

Grove Phase 1 Budget

The Grove Phase 1 budget is currently in the red. There was discussion on rents, maintenance and a reserve account. Staff indicated that the Housing Authority may need to request funds from Teton County or the Housing Authority to create a reserve account. Some large one time payments such as insurance and installation of a drain in the parking lot has caused the budget to be in the red. The budget should break even by years end. Staff will look into refinancing for a more favorable interest rate. No action was taken.

2019 Meeting Schedule

The schedule was presented to the Board for regular meetings on the first Wednesdays of the month at 2:00pm. There was discussion. Danielle Goldyn-Haigh moved to approve the 2019 Meeting Schedule as presented. Amy Robinson seconded. The motion passed unanimously.

Hearing Officer Letter of Engagement - Melissa Owens

Keith Gingery reviewed Melissa Owens background and qualifications. Her appointment will provide the Housing Authority with a permanent, non-exclusive Hearing Officer for two (2) years. Danielle Goldyn-Haigh moved to approve Melissa Owens as non-exclusive Hearing Officer for the Jackson/Teton County Housing Authority. Amy Robinson seconded. The motion passed unanimously.

Order Appointing Hearing Officer

Keith Gingery explained the Order Appointing a Hearing Officer. Danielle Goldyn-Haigh moved to approve the Order Appointing Hearing Officer, officially appointing Melissa Owens as Hearing Officer for the Modena Hearing. Amy Robinson seconded. The motion passed unanimously.

Critical Services Provider Applications

a. Community Entry Services

There was discussion on whether the positions of Program director, Vocational and Day Coordinator and Residential Coordinator meet the definition of Critical Services Provider positions. Danielle Goldyn-Haigh moved to approve the CES positions as a critical services providers and CES as a critical service organization. Amy Robinson seconded. The motion passed unanimously.

b. Teton Youth and Family Services

There was discussion on whether the Child Care Worker, Advocate and Therapist meet the definition of Critical Services Provider positions. Danielle Goldyn-Haigh moved to approve Teton Youth and Family Services as a critical services provider organization along with the following critical service provider positions: Family Advocate, Child Care Worker and Therapist. Amy Robinson seconded. The motion passed unanimously.

Matters from Staff

a. Letter of Authorization Grove Unit 308

The tenant of unit 308 of The Grove is requesting to operate his business from his affordable unit. This is not allowed in the current lease so there would need to be an amendment to the lease. There will be no employees or clientele at the unit, it will be utilized solely as a home office. Danielle Goldyn-Haigh moved to approve the use of Unit 308 as the office for the tenant's moving business, only to be used for paperwork and take phone calls contingent on approval by the Town of Jackson. Amy Robinson seconded. The motion passed unanimously.

Additional matters from Staff

Staff explained that two of the tenants in The Grove, Phase 1 need to break their lease early due to family emergencies. The leases require that they continue to pay rent until a new tenant can be found. The tenants are requesting that they be able to stop paying rent. The board denied the request. There was no vote because the lease is already in place.

Matters from Board

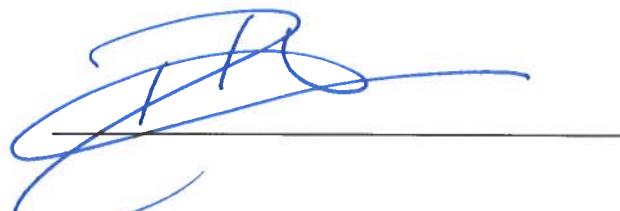
There was general discussion regarding the upcoming hearing. No action was taken.

Adjourn

Amy Robinson moved to adjourn. Matt Faupel 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 Date 12/10/18

Amy Robinson Date 12/10/18

Danielle Goldyn-Haigh Date 12/10/18



Jackson/Teton County Housing Authority
Regular Meeting
December 10, 2018
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on December 10, 2018 at 2:00 p.m. 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, Stacy Stoker, Keith Gingery, April Norton, and Julia Johari.

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. A change to the agenda was requested moving item 12b - Healing Waters Remodel Request for Approval to be discussed after item 4 - Approval of Regular Meeting Minutes. A decision was made to move item 12a and 12b up as they both pertain to Healing Waters.

Public Comment

No public comment was made.

Approval of Minutes for November 7, 2018

Amy Robinson moved, and Matt Faupel seconded for approval of the minutes. The motion passed unanimously.

Review of October Financials & Staff Update:

Qualified Mortgages

Discussion was held concerning Qualified Mortgages. There is no mechanism to check whether owners have a 2nd unqualified mortgage. Restrictions require bank notifications when payments are late, but banks often don't send notifications. Further discussion was held on weighing the tightness of restrictions vs. banks being willing to loan money and the elected officials' prior decision to allow deed restrictions to expire with foreclosures. Discussion continued about distinguishing between a 1st and 2nd mortgage, and not allowing a 2nd mortgage to be valued. More discussion continued concerning how a qualified mortgage should not exceed the restricted value. No action was taken.

Employment Based Requalifications

The Board discussed ARU compliance and the ability to enforce if there is no restriction on them.

Grove Phase 1 Budget Update

The Grove Phase 1 budget is currently in the red. There was discussion about the facilities building management process, and using an outside contractor to give an approximate building lifespan estimate. Maintenance is included in the budget, but there are no reserves budgeted for the Grove Phase 1 multi-family building for large capital projects such as roof replacement. Staff is working with

facilities to have a company go through the building to give us a maintenance and replacement schedule.

Order Appointing Hearing Officer

Keith Gingery explained the Order Appointing a Hearing Officer. Danielle Goldyn-Haigh moved to approve the Order Appointing Hearing Officer, officially appointing Melissa Owens as Hearing Officer for the Barnes Hearing. Amy Robinson seconded. The motion passed unanimously.

Matters From Staff:

a. Healing Waters Update

Healing Waters still owes about \$190. Keith Gingery reviewed the history of the electrical and water methods for billing. Keith agreed to send a Notice of Violation. If that is not met, he will send a Notice of Default. If that is not met, he will send a Notice of Eviction.

b. Amended and Restated Restriction for Sage Meadows Unit 9

Amy Robinson moved to approve the Complete Amendment and Restatement Special Restrictions for Affordable Ownership Housing located at Lot 9 of the Sage Meadows Subdivision in Teton County, Wyoming as presented. Danielle Goldyn-Haigh seconded. The motion was unanimously approved.

c. Appointment of Stacy Stoker as the Entity Administrator in the System for Award Management

Amy Robinson moved to appoint Stacy Stoker, Housing Manager, as the Entity Administrator in the System for Award Manager. Danielle Goldyn-Haigh seconded. The motion was unanimously approved.

d. December 18 Modena Appeal Hearing

Discussion on the proposed appeals and situation regarding the failing roofs. Keith explained that the Modena Appeal was dismissed without prejudice. The time of the appeal hearing was kept, and replaced with a special meeting with the HAB, HOA and effected owners to hear concerns and further discuss the issue. This will be held December 18 at 1:00 in the Public Health Board Room.

Matters from Board

There was general discussion regarding the upcoming hearing. No action was taken.

Redmond Street Rentals

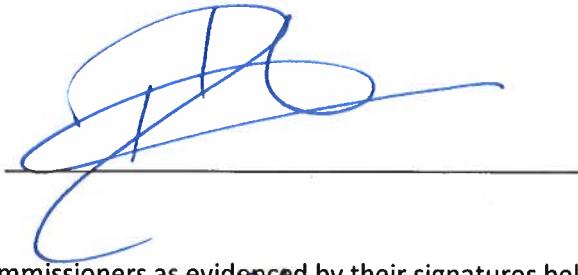
There is a joint Town/County meeting on 12/20/18 to finalize the addendum to the ground leases for that project, memorialize the project percentages. After the debt is retired, the revenue will be shared. The council will determine how the project percentages will be determined, then direct and authorize the HAB to sign off on the decision made. There was a general discussion regarding the upcoming meeting. No action was taken.

Adjourn

Amy Robinson moved to adjourn. Matt Faupel 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:

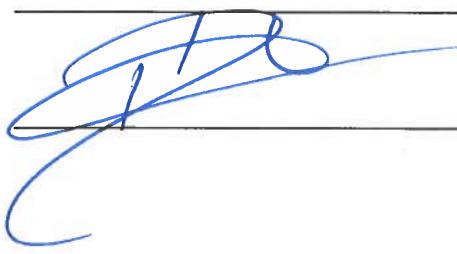
Matt Faupel Date 1/2/19

Amy Robinson Date 1/2/19

Vice Chair

Danielle Goldyn-Haigh Date 1/2/19

Clerk



Board Meeting Cancelled for January, 2018

Jackson/Teton County Housing Authority
Regular Meeting
February 21st, 2018
Housing Conference Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on February 28th, 2018 at 1 PM the Housing Conference Room at 320 South King Street, Jackson, WY.

Pronouncement of Quorum

Danielle Goldyn -Haigh, Matt Faupel, and Amy Robinson were present; Faupel declared Quorum at 1:06 PM.

Financials

Stoker pointed at that the high amount for dues & subscriptions out of the Millward account was the bus passes for the homeowners.

Approval of Regular Meeting minutes from December 6th, 2017

Goldyn -Haigh moved to approve minutes, Robinson seconded, all in favor with no further discussion.

Board Meeting Dates for 2018

First Wednesday of each month at 1 PM (same time and place). Goldyn -Haigh moved, Robinson seconded, all in favor with no further discussion.

Special Housing Authority Board Meeting

Meeting for the draft Rules and Regulations update. Board agreed on 3/14 at 1 PM (this was moved to 3/19 at 1 PM after this meeting concluded).

Election of Officers

Robinson moved to keep officers the same as they are currently. Goldyn -Haigh seconded, all in favor with no further discussion.

Possible trade between employment-based homeowners

Stacy Stoker explained that one household is in a home that feels too expensive for them and another household has children and would like a 3-bedroom. They would like to trade and surpass the lottery. April Norton wanted board input on this situation; the board agreed that this should not be allowed, and if it was, there would need to be a policy change to accommodate this situation.

Amendment to 250 Scott Lane Ste 110 Lease Agreement

Goldyn -Haigh moved to approve lease amendment, Robinson seconded, all in favor with no further discussion.

Tzompa hearing update

April Norton stated that Keith Gingery formally asked commissioners to re-hear with all commissioners present. There will be a meeting with Mike Burton and there should be an update soon.

Engage 2017 update

Staff have an artist working on a whiteboard video to explain changes

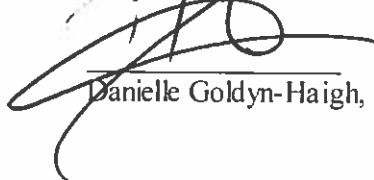
Matters from Staff

Goldyn -Haigh moved to approve Grove unit 305 lease amendment, Robinson seconded, all in favor with no further discussion. The new intake form's progress was also discussed.

Adjourn

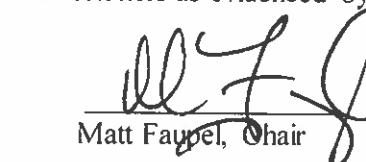
Robinson moved to adjourn at 1:56 PM, Goldyn -Haigh seconded, all in favor with no further discussion.

Respectfully Submitted:



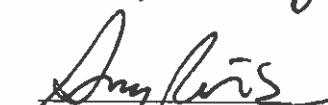
Danielle Goldyn-Haigh, Clerk

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



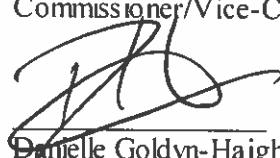
Matt Faupel, Chair

3/7
Date



Amy Robinson,
Commissioner/Vice-Chair

Date



Danielle Goldyn-Haigh
Commissioner/Clerk

3/7/18
Date

Jackson/Teton County Housing Authority
Regular Meeting
March 7th, 2018
Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on March 7th, 2018 at 1 PM the Public Health Board Room in Jackson, WY.

Pronouncement of Quorum

Danielle Goldyn -Haigh, Matt Faupel, and Amy Robinson were present; Faupel declared Quorum at 1:04 PM.

Approval of Regular Meeting minutes from February meeting

Robinson moved to approve minutes, Goldyn -Haigh seconded, all in favor with no further discussion.

January Financials

Budget Approval

This item will be revisited during the next regular meeting.

Board training re: appeals

Discussed the possibility of offering the board training in the appeals process. Board would like this to occur during a separate meeting.

Engage 2017 update

Reset special meeting for March 19th, 2018 at 1 PM. Board will receive the document on Friday.

Matters from Staff

Discussed Grove parking situation – TSSI requested spots, followed by other commercial spaces. Tenants got booted and fined. A tenant meeting will occur with Mountain Property Management to discuss the issue with tenants. Also discussed construction situation in the 320 South King Street office building. Talked about possibility of buy-back for forced sale of Category 1 home to make rental and sunset clause restriction removal process. Low application rate for Category 2 unit lottery – discussed the breakdown of households in different categories, and the potential readjustment based on small number in Category 2.

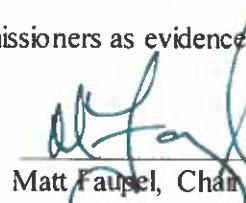
Adjourn

Robinson moved to adjourn at 1:44 PM, Goldyn -Haigh seconded, all in favor with no further discussion.

Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

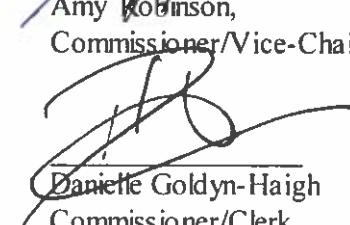
Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:


Matt Fausel, Chair

4/4/18
Date


Amy Robinson,
Commissioner/Vice-Chair

4/4/18
Date


Danielle Goldyn-Haigh
Commissioner/Clerk

4/4/18
Date

Jackson/Teton County Housing Authority
Special Meeting
March 19th, 2018
Public Health Board Room

A special meeting of the Jackson/Teton County Housing Authority was called to Order on March 19th, 2018 at 1 PM the Public Health Board Room in Jackson, WY.

Pronouncement of Quorum

Danielle Goldyn -Haigh and Matt Faupel were present; Faupel declared Quorum at 1:00 PM.

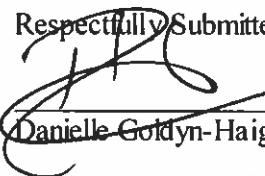
Engage 201: Housing Rules and Regulations Final Policy Review

Stacy Stoker went through the Final Policy update with the board. Faupel moved to approve Housing Rules and Regulations Final Policy, all in favor with no further discussion.

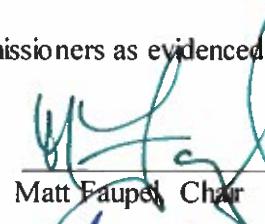
Adjourn

Faupel moved to adjourn, Goldyn -Haigh seconded, all in favor with no further discussion.

Respectfully Submitted:


Danielle Goldyn-Haigh, Clerk

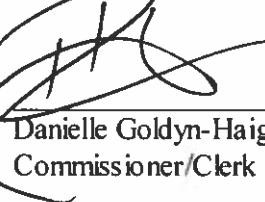
Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:


Matt Faupel, Chair

4/4/18
Date


Amy Robinson,
Commissioner/Vice-Chair

4/4/18
Date


Danielle Goldyn-Haigh
Commissioner/Clerk

4/4/18
Date

Jackson/Teton County Housing Authority
Regular Meeting
April 4th, 2018
Public Health Board Room

A regular meeting of the Jackson/Teton County Housing Authority was called to Order on April 4th, 2018 at 1 PM the Public Health Board Room in Jackson, WY.

Pronouncement of Quorum

Danielle Goldyn -Haigh, Amy Robinson, and Matt Faupel were present; Faupel declared Quorum at 1:05 PM.

Financials

Financials were reviewed; no questions or discussions.

Housing Authority Budget

Housing Authority Budget will be sent to board via email, and a special meeting called if any further questions/discussions needed.

Termination of Ground Lease and new Ground Lease for 3966 Hawthorne Lane
New ground lease approved and signed off on. All were in favor of motion to approve with no further discussion.

Employee Housing default remedies

If a developer is in default of final development plan, what are our options? Can developers be fined through the town? Housing department staff will discuss with Keith to determine what our options are.

Engage 2017

4/9 at 11:15 AM – special meeting scheduled to go over rules and regulations.

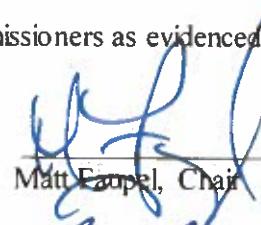
Adjourn

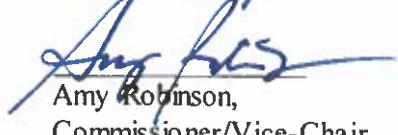
Goldyn -Haigh moved to adjourn at 1:47 PM, Robinson seconded, all in favor with no further discussion.

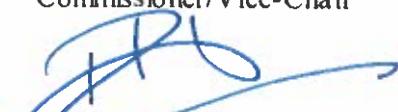
Respectfully Submitted:


Danielle Goldyn-Haigh, Clerk

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


Matt Fiegel, Chair Date


Amy Robinson,
Commissioner/Vice-Chair Date


Danielle Goldyn-Haigh
Commissioner/Clerk Date 06/07/18

Jackson/Teton County Housing Authority
Special
April 9th, 2018
Public Health Board Room

A special meeting of the Jackson/Teton County Housing Authority was called to Order on April 9th, 2018 at 11:18 AM the Public Health Board Room in Jackson, WY.

Pronouncement of Quorum

Danielle Goldyn -Haigh, Amy Robinson, and Matt Faupel were present; Faupel declared Quorum at 11:18 AM.

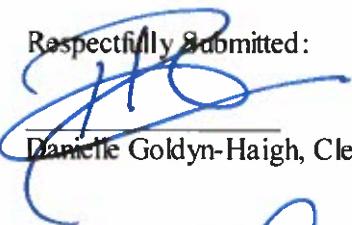
Engage 2017: Housing Rules and Regulations Final Policy Review

Final policy discussed and approved. Motion to approve by Robinson, all were in favor with no further discussion.

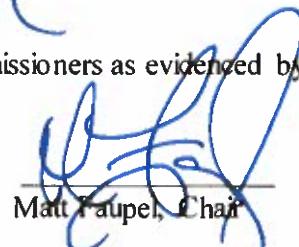
Adjourn

Robinson moved to adjourn at 12:03 PM, Faupel seconded, all in favor with no further discussion.

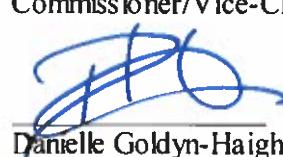
Respectfully Submitted:


Danielle Goldyn-Haigh, Clerk

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


Matt Faupel, Chair Date


Amy Robinson, Commissioner/Vice-Chair Date


Danielle Goldyn-Haigh, Commissioner/Clerk Date *06/07/18*

Board Meeting Cancelled for May, 2018