

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
November 18, 2015 4:00 p.m.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. **Call to Order:** Vice Chair Brian Siegfried called the meeting to order at 4:00pm.
- II. **Roll Call on Record:** Skye Schell, Brian Siegfried, Jeff Collins, Debbie LaJeunesse, Stacy Stoker
- III. **Determination if Quorum Present:** A quorum was determined to be present.
- IV. **Adoption of Agenda:** A revised agenda was sent out prior to the meeting. The Grove, Phase 2 Update will be discussed under Old Business, The Grove Development. Debbie LaJeunesse moved to approve the revised agenda, Skye Schell seconded, there was no discussion, all voted in favor.
- V. **Approval of Minutes:** Debbie LaJeunesse moved to approve the October 21, 2015 Regular Meeting minutes as presented, Jeff Collins seconded. All voted in favor. Jeff Collins moved to approve the October 29, 2015 Special Meeting minutes as presented, Debbie LaJeunesse seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** There was some discussion. Debbie LaJeunesse moved to accept the October 2015 financial statements as presented. Jeff Collins seconded. All voted in favor.
- VII. **Communications:**
  - a. Habitat for Humanity update – None.
  - b. Housing Trust update – Anne Creswell was present and indicated that the JHCHT was moving forward with the Redmond/Hall design scenarios. She also indicated the Bridger Teton property sale is back on. The sale of this piece of property will help fund the construction at Redmond/Hall.
- VIII. **Public Comment:** Carter Cox thanked TCHA for all of their efforts to provide affordable housing to the community. She provided some background on her families struggle with finding housing in Teton County. She voiced concerns about current homeowners receiving preference in a lottery within the same development. She suggested that (1) current homeowners that wish to enter a lottery for a different home within their development be required to provide documentation describing their need to enter that particular lottery or (2) that TCHA conduct the lottery internally first and target those homeowners that currently reside within the development for a potential move up. She feels that it would save hope, time and anxiety for other lottery entrants.
- IX. **Communications from Board Liaisons:** Bob Lenz was present and expressed that it was his understanding of the Housing Action Plan that the electeds would hire a Housing Director that would have a joint board. The legislature would decide the composition of this board and that the management and compliance would be under the Director.

**XIV. Executive Session:** None

**XV. Adjournment:** Debbie LaJeunesse moved to adjourn at 5:26pm. Skye Schell seconded. All voted in favor.

Approved 12/16/2015

Minutes of Regular and Special Meetings are available upon request.

## Special Meeting December 2, 2015 Minutes

Meeting was called to order at 1:04pm by Board Chair Dick Stout.

In attendance: Brian Siegfried, Stacy Stoker, Skye Schell, Debbie LaJeunesse, Jeff Collins, Dick Stout

A Quorum was determined to be present.

Debbie LaJeunesse moved to adopt the agenda as presented. Skye Schell seconded. All voted in favor.

### **New Business:**

- a. Amendment to Contract with Project Guide Services - There was some discussion. Chet Lockard was present to answer questions for the Board regarding the fee proposal for the Grove, Phase 3. Brian Siegfried moved to approve amending the contract with Project Guide Services in the amount not to exceed \$17,500 for consulting services on Phase 3 of The Grove using additional funds from the county's general fund that would be approved on or before December 15, 2015. Skye Schell seconded. All voted in favor.
- b. Change order over \$10,000 - There was some discussion. The change order is a reduction to the contract in the amount of approximately \$41,000. This reduction is the result of selecting Kenmore appliances instead of Frigidaire for Phase 2 of The Grove. Debbie LaJeunesse moved to approve the change order. Skye Schell seconded. All voted in favor.

### **Old Business:**

- a. Review and acceptance of complete financial package - October - There was no discussion. Debbie LaJeunesse moved to approve the financials as presented. Brian Siegfried seconded. All voted in favor.
- b. Phase 1 completion - There was some discussion. Legal counsel has indicated that TCHA may proceed with the RFP on Phase 1 tenant improvements. Skye Schell moved to approve moving forward with the RFP for tenant improvements in The Grove, Phase 1. Brian Siegfried seconded. All voted in favor.

**Executive Session:** The Teton County Housing Authority Board may enter into executive session to consider personnel matters. Wyoming Statute §16-4-405(a)(ii) authorizes executive sessions "on matters concerning personnel to which the governing body may discuss.

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
October 21, 2015 4:00 p.m.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. Call to Order:** Board Chair Dick Stout called the meeting to order at 4:03pm.
- II. Roll Call on Record:** Skye Schell, Brian Siegfried, Dick Stout, Jeff Collins, Stacy Stoker, *Debbie LaJeunesse arrived at 4:04pm.*
- III. Determination if Quorum Present:** A quorum was determined to be present.
- IV. Adoption of Agenda:** Brian Siegfried moved to approve the agenda as presented, Skye Schell seconded, there was no discussion, all voted in favor.
- V. Approval of Minutes:** Skye Schell moved to approve the September 16, 2015 Regular Meeting minutes as presented, Jeff Collins seconded, Dick Stout abstained from the vote as he had not been present at this meeting. All voted in favor.
- VI. Review and Acceptance of Financial Statements:** The TCHA Board Treasurer, Jeff Collins, offered to review the financials with any of the Board Members should they have any questions. After some discussion, Debbie LaJeunesse moved to accept the September 2015 financial statements as presented. Skye Schell seconded. All voted in favor.
- VII. Communications:**
- a. Habitat for Humanity update – None.
  - b. Housing Trust update – Anne Creswell was present and introduced a new employee, Christine Colbert. She will be working in administration handling marketing, promotions and JHCHT campaigns. The Housing Trust is looking forward to the Redmond/Hall rental project that will provide 18 affordable rental units for 40 people and is expected to begin in the spring of 2016.
- VIII. Public Comment:** None.
- IX. Communications from Board Liaisons:** Smokey Rhea was present and indicated that she thought the series of Action Plan meetings held recently had been beneficial but what was needed now is to act. She continues to feel that positive things will come from it.
- X. Director's Report:** The demolition and tenant improvements being done at 260 W Broadway, Suite C are going well. The certificate of occupancy is expected to be issued in mid-December, 2015.

The architect and design team have met at 260 W Broadway, Suite B to review a remodel that will accommodate Tiny Hands Daycare. Once plans and remodel costs have been determined, TCHA will be able to negotiate the lease contract.

- XI. Old Business:**

a. The Grove Development

- Phase 1 Pay App #13 and Pay App #14 - Both Pay Application #13 and Pay Application #14 have been advertised for the 40 day requirement. The pay applications will be presented, along with any cost savings, to the BCC for approval at next week's meeting. Jeff Collins moved to approve pay application #13 for The Grove, Phase 1 in the amount of \$247,090.39 and approve pay application #14 for The Grove, Phase 1 in the amount of \$25,700.00. Debbie LaJeunesse seconded. All voted in favor.
- Phase 2 Progress Update – The construction for Phase 2 is going well and is currently ahead of schedule. Chet Lockard expects the units to be all dried in by mid-November. There may be a gap in construction expected in March/April, 2016, between building finish work and site work as the ground will need to be thawed before any site work can be completed. The design team has been working well together and have found some areas to save money as demonstrated by Change Order #1.
- Phase 2 Pay App #3– After some discussion, Skye Schell moved to approve Pay App #3 for The Grove, Phase 2 in the amount of \$777,763.91. Debbie LaJeunesse seconded. All voted in favor.
- Phase 3 discussion – There was some discussion about the possibility of selling options on Phase 2 to facilitate funds that can be allocated for Phase 3 construction in its current design. There are no funds available for a complete redesign of Phase 3 which would also require an amendment to the development application. The TCHA Board would like to schedule a workshop with the BCC to discuss different options and get their recommendations. Stacy Stoker suggested the possibility of utilizing the current Phase 2 Owners Representative to explore options for Phase 3 that can be presented to the BCC. Stacy Stoker will contact Sandy Birdyshaw to schedule a workshop to discuss options.

**XII. New Business:**

a. Housing Action Plan - Skye Schell thanked Brian Siegfried for his participation in the Stakeholders meetings.

**XIII. Items from Staff:** The tenants in 260 W Broadway, Suite A requested permission from TCHA to sublease a space in Suite A. Any improvements or changes made to the space will be the tenant's responsibility. The TCHA Board did not see any issues with authorizing the sublease once a formal request has been submitted.

**XIV. Executive Session:** None

**XV. Adjournment:** Skye Schell moved to adjourn at 5:16pm, Brian Siegfried seconded. All voted in favor.

Approved 11/18/15

Minutes of Regular and Special Meetings are available upon request.

## Special Meeting October 29, 2015 Minutes

Meeting was called to order at 9:02am by Board Chair Dick Stout.

In attendance: Jeff Collins, Skye Schell, Stacy Stoker, Brian Siegfried, Dick Stout. Debbie LaJeunesse was present via phone conference.

A Quorum was determined to be present.

Brian Siegfried moved to adopt the agenda as presented. Skye Schell seconded. All voted in favor.

### **New Business:**

- a. Consideration of Contract with Saddleback Construction - The contract has been reviewed by legal counsel. The final draft will incorporate a designated completion date for construction of December 31, 2015. After that date, a penalty fee of \$250 will be collected per day. Jeff Collins moved to approve the contract for services agreement with Saddleback Construction with the completion date and penalty fee changes, Skye Schell seconded. All voted in favor.
- b. Consideration of modifications to 260 W. Broadway, Ste A - A plan has been submitted for minor changes to the interior of the suite. The TCHA Board would like to know who the intended tenant will be for the shared space and who the contractor will be. Once a formal bid is received, the Board can proceed with approving any changes.

### **Old Business:**

- a. The Grove Phase 2 Change Order Process - Per the TCHA Bylaws, the Executive Director approves change orders up to \$10K. Legal counsel has suggested that any change order over \$10K but under \$50K be approved by the TCHA Board. Board Chair Dick Stout indicated that the TCHA Board could be called for a Special Meeting to approve these change orders.

**Executive Session:** None

**Adjournment:** Skye Schell moved to adjourn the meeting at 9:32am, Jeff Collins seconded. All voted in favor.

Approved 11/18/15

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**

September 16, 2015 4:00 p.m.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. **Call to Order:** Board Vice Chair Brian Siegfried called the meeting to order at 4:11pm.
- II. **Roll Call on Record:** Skye Schell, Brian Siegfried, Jeff Collins, Debbie LaJeunesse, Stacy Stoker.
- III. **Determination if Quorum Present:** A quorum was determined to be present.
- IV. **Adoption of Agenda:** Debbie LaJeunesse moved to approve the revised agenda. Item XI c. (Request to Rent) will be heard before the Directors Report. Skye Schell seconded, there was no discussion, all voted in favor.
- V. **Approval of Minutes:** A change was requested on the August 19 Regular Meeting Minutes. Under comments by Board Liaison, Smokey Rhea, "The Grove" should be added to language to define where we had an Open House. Skye Schell moved to approve the August 19 Regular Meeting Minutes with the addition. Debbie LaJeunesse seconded. All voted in favor. Skye Schell moved to approve the August 31 Special Meeting Minutes. Debbie LaJeunesse seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** After some discussion, Debbie LaJeunesse moved to accept the August 2015 financial statements as presented. Skye Schell seconded. All voted in favor.
- VII. **Communications:**
  - a. Habitat for Humanity update – None.
  - b. Housing Trust update – None.
- VIII. **Public Comment:** Sava Malachowski was present and requested that residents of the 810 West Project receive advance notification when construction work was going to be performed in and around their units, more specifically, in the event the water is shut off or there will be road closures. Stacy Stoker indicated that work is being done by both GE Johnson and the Town of Jackson. TCHA will follow up to ensure that all residents are notified prior to work being done.
- IX. **Communications from Board Liaisons:** Smokey Rhea was present and thanked TCHA for The Grove, Phase 1 Celebration. She said it was well done and very appreciated. There was some discussion about the recently held informal Stakeholders meeting with more discussion about a future meeting, date to be determined.
- X. **Director's Report:** The Board of County Commissioners have approved a cost of living increase of 5% for all Teton County Employees that begins in October, 2015.

TCHA has received a letter of intent from the daycare that was originally interested in The Grove commercial spaces. This letter of intent is for 260 W Broadway, Suite B.

Healing Waters has submitted a letter of intent for a commercial unit at The Grove, Phase 1.

**XI. Old Business:**

- a. The Grove Development
  - Phase 1 Update and Pay App #13 – This item was postponed. TCHA is required to advertise the final pay application for Phase 1 for 40 days. October 20, 2015 will be the deadline to pay application 13 unless changes are made, then it will have to be re-advertised.
  - Phase 2 Progress Update – The project is on schedule and on budget.
  - Phase 2 Pay App #2– There was some discussion about providing an additional reconciliation sheet for future pay apps. Jeff Collins moved to approve pay application #2 for The Grove, Phase 2. Debbie LaJeunesse seconded. All voted in favor.
  - Phase 3 discussion – There was discussion about a potential partnership with St. John's Hospital. There is a possibility the hospital would purchase first preference options on up to 8 units for their employees which will help fund the development. Discussions with the BCC regarding their possible first preference options would need to be followed up on first. The TCHA Board recommends moving forward with discussions with both the BCC and hospital. The Owners Representative for Phase 2, Chet Lockard, has some ideas to present at a later meeting.
- b. Unit 72, Melody Ranch RU2 2<sup>nd</sup> Filing – TCHA continues to monitor this unit for possible restriction violations and will update the Board as information becomes available.
- c. Unit 39, Request to Rent-Leave of Absence – After a discussion and input from the homeowner, Debbie LaJeunesse moved to approve the request to rent from the homeowner at 3848 Andersen Lane, for a not to exceed period of one (1) year beginning May 1, 2016 and ending May 1, 2017. Jeff Collins seconded. All voted in favor.

**XII. New Business:**

- a. NonTestamentary Transfer on Death of Real Property WY Statute § 2-18-103 (2013) – This document would address a request by homeowners who wish to avoid probate. TCHA will explore putting this deed in the guidelines.
- b. Employee Housing Maximum Rent Method of Calculation –The intent of this calculation is to have more consistency with the affordable rental rates. The Board directed TCHA to add it to the TCHA Guidelines updates that will be adopted with the Guidelines.
- c. Installment and Service Agreement with CC VIII Operation LLC (Charter Internet/TV) for The Grove, Phase 1 and Phase 2 – Counsel has reviewed and approved the agreements. Jeff Collins moved to approve the Nonexclusive Installation and Service Agreement for street address' 250 Scott Lane, 260 Scott Lane and 825 Snow King Avenue also known as the Grove, Phase 1, 2 and 3 between CC VIII Operating LLC (Charter Internet/TV) and the Teton County Housing Authority. Skye Schell seconded. All voted in favor. Skye Schell moved to approve Amendment #1 to the Nonexclusive Installation and Service Agreement for The Grove complex. Debbie LaJeunesse seconded. All voted in favor.

**XIII. Items from Staff:** None

**XIV. Executive Session:** None

**XV. Adjournment:** Debbie LaJeunesse moved to adjourn the meeting. Jeff Collins seconded. All voted in favor.



Approved 10/21/2015

Minutes of Regular and Special Meetings are available upon request.

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
August 19, 2015 4:00 p.m.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. **Call to Order:** Board Chair Dick Stout called the meeting to order at 4:05pm.
- II. **Roll Call on Record:** Stacy Stoker, Debbie LaJeunesse, Jeff Collins, Dick Stout, Brian Siegfried, Skye Schell
- III. **Determination if Quorum Present:** A quorum was determined to be present.
- IV. **Adoption of Agenda:** Jeff Collins moved to approve the revised agenda. Item XI a. (Request to Rent) will be heard after the Directors Report. Skye Schell seconded, there was no discussion, all voted in favor.
- V. **Approval of Minutes:** Skye Schell moved to approve the July 1 Special Meeting Minutes, revise and approve the July 15 Regular Minutes to include "Skye Schell was present via phone conference" and approve the August 6 2015 Special Meeting Minutes. Debbie LaJeunesse seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** After some discussion, Debbie LaJeunesse moved to accept the July 2015 financial statements as presented. Brian Siegfried seconded. All voted in favor.
- VII. **Communications:**
  - a. Habitat for Humanity update – None.
  - b. Housing Trust update – None.
- VIII. **Public Comment:** None
- IX. **Communications from Board Liaisons:** Smokey Rhea was present and indicated the Housing Action Plan should be available by August 28, 2015. Smokey is hoping to travel to Vail, CO with the Town of Jackson next week to meet with this community. They have done a study on short term rentals and how they affect their communities. She is hoping to bring back information that will be helpful to Teton County. The County Commissioners are looking forward to the Open House to be held for The Grove, Phase 1 on August 20, 2015.
- X. **Director's Report:** There was discussion regarding the Housing Action Plan.

There was discussion about complaints received that representatives of TCHA had allegedly approached existing Scott Lane area commercial tenants to solicit for the Grove commercial spaces. Stacy Stoker has checked with Ray Elser with Contour Properties and verified this has not happened. She has sent an email reply indicating that these accusations are entirely false. Any potential contact with other commercial tenants were initiated by the tenant.

K2 Property Management is doing a great job with the rentals at Phase 1. The Open House coincides with tenant move in.

There were around 45 applicants for the Millward unit lottery that ended August 18, 2015. Stacy Stoker noted that in 2003, the Category 1 homes were built with federal HOME grant funds so they were priced well below the norm for that type unit. It is her opinion that these homes should be sold to households at 60% and below or use the HUD income limits instead of the Teton County limits as they should be going to people with lower incomes.

**XI. Old Business:**

a. The Grove Development

- Phase 1 Update and Pay App #12 – Phase 1 has received its Certificate of Substantial Completion. GE Johnson has indicated that they will return to repair work beyond their one year warranty. Possibly another 30 days before everything is completely finalized. Debbie LaJeunesse moved to approve Pay App #12, Jeff Collins seconded. All voted in favor.
- Lease with Body and Soul, Inc. – After some discussion, legal counsel has reviewed the lease and indicated it is ready to sign. Brian Siegfried moved to approve the lease with Body and Soul for unit 101 at The Grove and direct the Board Chair to sign the lease. Jeff Collins seconded. All voted in favor.
- Phase 2 Progress Update – Chet Lockhard with PGS was present to answer any questions. Construction is going well after a slow start. Overflow parking off of Snow King Avenue is available for Phase 1. The neighborhood liaison, Sava Malachowski, indicates the site has been clean and there have been no complaints.
- Phase 2 Pay App #1 – There was some discussion. No change orders at this time. Stacy Stoker indicated that an additional \$350K was received by TCHA from the exaction fees account that may allow the project to lower more of the categories. There was discussion about the budget. Jeff Collins moved to approve Pay App #1, Phase 2. Brian Siegfried seconded. All voted in favor.

**XII. New Business:**

- a. Wyoming Highway Patrol CSP Organization Application – The Wyoming Highway Patrol submitted an application to become an approved Critical Services Provider to include the position of Wyoming Patrol Trooper. Debbie LaJeunesse moved to approve Wyoming Highway Patrol as a Critical Services Organization, and to approve the position of Highway Patrol Trooper as a qualified Critical Services Position. Skye Schell seconded. All voted in favor.
- b. 429 Snow King Loop #1 – Consideration of a possible violation of an owner occupying an employee housing unit located at King Ridge. Valerie indicated that TCHA is looking further into this complaint.

**XIII. Items from Staff:**

- a. Request to Rent – Millward Homeowner – After some discussion about how this particular request should be classified in addition to recommendations from legal counsel, Skye Schell moved to continue the item to next month's Regular Meeting. Debbie LaJeunesse seconded. All voted in favor.

**XIV. Executive Session: None**

- XV. Adjournment:** Jeff Collins moved to adjourn the meeting at 5:22 pm. Debbie LaJeunesse seconded, all voted in favor.

Minutes of Regular and Special Meetings are available upon request.

## Special Meeting August 31, 2015 Minutes

Meeting called to order at 10.00am, August 31, 2015.

In attendance: Stacy Stoker, Brian Siegfried, Dick Stout, Jeff Collins, Skye Schell.

Quorum was determined to be present.

Brian Siegfried moved to adopt agenda as presented, Jeff Collins seconded. All voted in favor.

**New Business:** None

**Old Business:**

- a. The Grove Phase 2 – Pay Application #1 – After some discussion, Jeff Collins moved to approve Pay Application #1 for Phase 2 of The Grove. Skye Schell seconded. All voted in favor.

**Executive Session:** None

Skye Schell moved to adjourn the meeting at 10:05am, Brian Siegfried seconded. All voted in favor.

Approved 9/16/2015

## Special Meeting July 1, 2015 Minutes

Meeting called to order at 1:02pm, July 1, 2015.

In attendance: Stacy Stoker, Brian Siegfried, Dick Stout, Jeff Collins, Debbie LaJeunesse.

Quorum was determined to be present.

Brian Siegfried moved to adopt agenda as presented, Debbie LaJeunesse seconded. All voted in favor.

**New Business:** None

**Old Business:**

- a) Teton County Housing Authority (TCHA) posted the Request for Qualifications for Owners Representative beginning June 3, 2015 with a deadline of June 19, 2015. TCHA received 2 proposals for Owner's Representative for The Grove, Phase 2. A selection committee was formed and both companies were scored according to the selection criteria on June 22, 2015. Project Guide Services (PGS) from Laramie, Wyoming was selected by a majority of the selection committee. Representatives from PGS were interviewed by the selection committee on July 26, 2015.

The Owner's Representative contract has been reviewed and approved by legal counsel.

Brian Siegfried moved to approve the contract for Owner's Representative Services with Project Guide Services (PGS) out of Laramie, Wyoming for Phase 2 of The Grove. Debbie LaJeunesse seconded. There was no discussion. All voted in favor.

**Executive Session:** None

Debbie LaJeunesse moved to adjourn the meeting at 1:15pm, Brian Siegfried seconded. All voted in favor.

Approved 8/19/15

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
July 15, 2015 4:00 p.m.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. **Call to Order:** Board Member Brian Siegfried called the meeting to order at 4:04pm. Chair Dick Stout arrived at 4:06. *Skye Schell was present via mobile conference.*
- II. **Roll Call on Record:** Brian Siegfried, Jeff Collins, Debbie LaJeunesse, Stacy Stoker, Dick Stout
- III. **Determination if Quorum Present:** A quorum was present.
- IV. **Adoption of Agenda:** Debbie LaJeunesse moved to approve the revised agenda. Items IX b (Redesign of Phase 3 Update) and IX c will be postponed, item XI d will be heard after the Directors Report. Jeff Collins seconded, there was no discussion, all voted in favor.
- V. **Approval of Minutes:** Debbie LaJeunesse moved to approve the June 17, 2015 Regular Meeting minutes, Jeff Collins seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** After some discussion, Debbie LaJeunesse moved to accept the June 2015 financial statements as presented. Jeff Collins seconded. All voted in favor.
- VII. **Communications:**
  - a. Habitat for Humanity update – None.
  - b. Housing Trust update – None.
- VIII. **Public Comment:** None
- IX. **Communications from Board Liaisons:** Smokey Rhea was present and indicated they were working on the mold mitigation at the Kelly Street rentals. Erin Weisman added that arrangements are being made with facilities to find solutions.
- X. **Director's Report:** There was discussion regarding the Adams Canyon rental and the status on its availability to rent. Erin Weisman indicated that the Teton County Sheriff had spent money from their budget to repair the unit to a habitable state and given its location, it might be more appropriate to rent to an employee in law enforcement.
- XI. **Old Business:**
  - a. The Grove Development
    - Potential Adoption of Rental Guidelines – The following minor changes are suggested for the rental guidelines:
      - Time certain to begin to requalify households should be added to the lease and guidelines for a maximum of 45 days.
      - The definition of Employment for a Senior will be changed to reflect that full time employment must be the immediate time period prior to application.

- Attached to the lease are the Rental Guidelines as they have been approved and may be amended.

The floor was opened for public comment on the Rental Guidelines, no public comment was received, public comment was closed. Jeff Collins moved to approve the Rental Guidelines with the suggested changes. Debbie LaJeunesse seconded. All voted in favor.

b. The Grove Development

- Contract Amendment for design of Tenant Improvement – The original contract with Dynia Architects did not include the tenant improvements. The amendment for tenant improvement money has already been approved by the Board of County Commissioners. Jeff Collins moved to approve the amendment to the contract between Stephen Dynia Architects and Teton County Housing Authority for additional services to provide design and construction drawings for the commercial tenants at Phase 1 of the Grove for an amount not to exceed \$20,355 as presented. Brian Siegfried seconded. All voted in favor.
- Progress Update from Owner's Rep – A copy of the Phase 1 development budget was supplied to the Board. There is no pay application for July. Christine Walker was not available but continues to work on the completion of Phase 1. She will be present to assist in the Phase 1 punch list items. Owner training will begin July 23, 2015 and continue through July 29, 2015.
- Redesign of Phase 3 Update - **POSTPONED**
- Property Management Proposals for Phase 1 – There was discussion about how the RFP process went when considering a Property Management Company for The Grove, Phase 1. The topic was open to public comment, no public comment was received, and the topic was closed to public comment. Jeff Collins moved to approve K2 Property Management as the new property management company for the Grove Phase 1 Building for the proposed flat fee of \$2,500 per month to provide the services described in the RFP Scope of Work. Once contract is negotiated it must come back for Board approval. Brian Siegfried seconded. Debbie LaJeunesse abstained from the vote. The remainder of the Board voted in favor.
- Ribbon Cutting- Phase 1 – TCHA staff is working on a possible date and time for the ribbon cutting ceremonies for the Grove, Phase 1. Details will follow.
- Commercial Spaces – TCHA move – TCHA is moving forward with renting the two remaining commercial spaces at the Grove, Phase 1. Contour Properties is also actively marketing the space at 260 W Broadway, Suite B.
- Residential Leases – There was a discussion. Erin Weisman suggested that the language needed to be added or changed to read in the following:
  - The 3<sup>rd</sup> Whereas Clause should read: Whereas the TCHA Board has adopted the Rental Policies Section 5 of the Guidelines as may be amended from time to time by the TCHA Board.
  - Tenants will be given 45 days notification on requalification.
  - Attorney fees will be collected by the Housing Authority if action is brought in order to enforce the lease.

The issue of smoking and parking in the common areas was discussed with a potential system of how to handle these possible issues.



Jeff Collins moved to approve the standard lease document presented and to allow TCHA's Board Chair to sign all leases with tenants at The Grove, Phase 1 using standard lease document for The Grove, Phase 1 with minor suggested changes by legal counsel. Brian Siegfried seconded, Debbie LaJeunesse abstained from the vote. The remainder of the Board voted in favor.

c. Unit 72, Melody Ranch RU2 Second Filing - **POSTPONED**

d. Unit 96, Melody Ranch RU2 Fourth Filing Request (continued from last month) – This item was moved on the agenda to after the Directors Report. Ryan and Buffy Allen were available to answer Board questions and clarify their exception request. Debbie LaJeunesse moved to approve the exception request for 4220 Melody Ranch Drive and allow for a qualifying mortgage with First Interstate Bank in the amount of \$250,000. This will not increase the equity on the home but allow for improvements to be made. Jeff Collins seconded. All voted in favor.

**XII. New Business:** None

**XIII. Items from Staff:** None

**XIV. Executive Session:** None

**XV. Adjournment:** Brian Seigfreid moved to adjourn the meeting at 5:15 pm. Debbie LaJeunesse seconded, all voted in favor.

Approved 8/19/2015

Minutes of Regular and Special Meetings are available upon request.

## Special Meeting August 6, 2015 Minutes

Meeting called to order at 2:30pm, August 6, 2015.

In attendance: Stacy Stoker, Brian Siegfried, Dick Stout, Debbie LaJeunesse. Skye Schell arrived at 2:35pm. Jeff Collins arrived at 2:50pm.

Quorum was determined to be present.

One change to the agenda was made. An Item From Staff will be presented before the Executive Session. Brian Siegfried moved to adopt the agenda with the change. Skye Schell seconded. All voted in favor.

### **New Business:**

- a. The Grove Rentals Lease Agreement – There was some discussion about minor changes or additions to the lease agreement.

Brian Siegfried moved to approve the lease agreement for the residential units at The Grove, Phase 1 as presented with changes. Skye Schell seconded. All voted in favor.

- b. Contract with K2 Management – There was a discussion about minor corrections to the contract.

Brian Siegfried moved to approve the contract between TCHA and K2 Management and Realty for Property Management Services at The Grove, Phase 1 Building. Skye Schell Seconded. Debbie LaJeunesse abstained. All voted in favor.

- c. Phase 1, Unit 4, Lease Agreement – There was discussion about the general terms of the lease. The final draft should be available for review and approval at the Regular Meeting scheduled August 19, 2015.
- d. TCHA Board Letter to BCC – The Grove, Phase 3 – There was discussion about moving forward on The Grove, Phase 3. Possible future cost savings and direction from the Board of County Commissioners. Dick Stout, the Board Chair, will draft a letter to be sent out for feedback from the other board members.

Item from Staff: September 2, 2015 will be the date for the The Grove, Phase 1 Celebration.

**Executive Session:** None

**Adjournment:** Jeff Collins moved to adjourn the meeting at 1:15pm, Brian Siegfried seconded. All voted in favor.

Approved 8/19/2015

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**

June 17, 2015 4:00 p.m.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. Call to Order:** Board Chair Dick Stout called the meeting to order at 4:01pm.
- II. Roll Call on Record:** Stacy Stoker, Debbie Lajeunesse, Brian Siegfried, Dick Stout, Skye Schell
- III. Determination if Quorum Present:** A quorum was present.
- IV. Adoption of Agenda:** Debbie Lajeunesse moved to approve the agenda with the following change: move item XI a. – Dynia Request to Amend Contract up for discussion behind the Review and Acceptance of Financial Statements, Brian Siegfried seconded, there was no discussion, all voted in favor.
- V. Approval of Minutes:** Brian Siegfried moved to approve the May 13 Regular Meeting minutes, Debbie Lajeunesse seconded. All voted in favor.
- VI. Review and Acceptance of Financial Statements:** There was no discussion, Debbie Lajeunesse moved to accept the May 2015 financial statements as presented. Skye Schell seconded. All voted in favor.
- XI a. Dynia Request to Amend Contract – Lisa Carranza was present on behalf of Dynia. She indicated that while all current work fell within the scope of the 2012 RFP, Dynia did not anticipate the increased costs and were requesting a revised amount of \$50,000. Christine Walker with Navigate, LLC revised that figure further to only \$32,000 as there was \$18,000 remaining in the CA. There was a discussion, Debbie Lajeunesse moved to approve and request an additional compensation fee for Phase 2 of The Grove project not to exceed the amount of \$32,000 be paid to Dynia Architects. Brian Siegfried expressed concern that the total dollar amount being requested was still in question, there was more discussion that if Dynia could provide documentation that represents additional services outside the scope of the RFP, a request for additional funds could be reviewed at a later time. As presented, an amendment to the contract that is still within the scope of services that were contracted on would fail. Skye Schell seconded, the motion failed four to zero.
- VII. Communications:**
- a. Habitat for Humanity update – None
- b. Housing Trust update – None
- Chairman Dick Stout indicated that he has met with the Chairs of both Habitat and the Housing Trust along with Alex Norton about the draft Housing Plan. Dick feels that we are well aligned with those organizations moving forward. They have discussed the comp plan and an LDR re-write that include tools that will facilitate affordable housing. Habitat did find temporary office space.
- III. Public Comment:** Peter Moyer spoke in support of TCHA working with other public agencies to supply rental housing to core infrastructure people that include the hospital district, teachers, EMS, State Employees, etc.

Tim Rieser presented design drawings from an out of town architect for Phase 3. He indicated that he will pay for all plans to the point of being ready to submit for permit and will make these available at no obligation to TCHA or the BCC. He also indicated that they could be permitted and ready for construction by June 2016.

- IX. Communications from Board Liaisons:** Smokey Rhea indicated the Board of County Commissioners is awaiting the draft Housing Action Plan and the July 6, 2015 meeting to review. Bob Lenz indicated the Town Council had postponed hearings on character District 2. The Council approved their budget which included \$1 Million for workforce housing. He recommended that the Town Council purchase some units at The Grove, Phase 2 from TCHA.
- X. Director's Report:** Executive Director, Stacy Stoker, introduced Valerie Adams to the Board as the new Housing Specialist for TCHA. Valerie comes to us from Teton County Building and Planning and we are very happy to have her.

The potential Stio lease of commercial space at The Grove, Phase 1 was discussed. A case needs to be presented before the Town Council that will convince the Town Council to remove the condition. It will cost TCHA approximately \$216,000 to move to a space at Phase 1 as opposed to remaining cost free at our location at 260 W Broadway, Suite B.

An RFP for tenant improvements at 260 W Broadway, Suite C will be advertised beginning June 24<sup>th</sup>, 2015. The deadline for RFP for Owners Representative for The Grove, Phase 2 is June 19, 2015.

**1. Old Business:**

a. The Grove Development

- Consideration of Pay Application #11 – After reviewing the application provided to them, Brian Siegfried moved to approve pay application #11, Skye Schell seconded. There was no discussion and all voted in favor.
- Update – Christine Walker with Navigate LLC indicated that a walk-thru at Phase 1 is tentatively planned for the end of June, first of July, 2015.
- Owners Representative Selection Committee – RFP deadline is June 19, 2015. Gordon Gray is a possible option if no viable proposals are received. The selection committee will consist of Smokey Rhea, Alyssa Watkins, Stacy Stoker, Dick Stout and Skye Schell. Stacy will send out an email for a time on June 22, 2015 for the selection committee to meet to review.
- Affordable Housing Fee in Lieu Agreement – This agreement only applies to Phase 2 of the Grove Housing Project. It declares that TCHA agrees to use any in-lieu fees received to fund the Grove Project. The Teton County Board of County Commissioners agrees to not change the calculation formula for either affordable housing or employee housing payment in lieu fees until 2018.
- First Interstate Bank Assignment Agreement – TCHA agrees to send Developer In-Lieu fees to First Interstate Bank as payment on the construction loan for The Grove, Phase 2. There was some discussion, Skye Schell made a motion that the Board approve the First Interstate Bank Assignment Agreement conditioned upon County Attorney review of changes and direct TCHA Chair Dick Stout to sign the agreement. Brian Siegfried seconded. All voted in favor.
- Phase 2 Construction Loan – Debbie LaJeunesse made a motion to authorize Dick Stout and Stacy Stoker to sign the loan, commit collateral open accounts and authorize advances on

the loan along with any other administrative activities associated with the construction loan and its repayment. Skye Schell seconded. All voted in favor.

- Redesign of Phase 3 Update – Smokey Rhea indicated that Phase 3 is totally on hold for the time being. TCHA can present a plan for Phase 3 at the July 6, 2015 meeting.
- CMAR Contract – The contract will need to be amended with correct corresponding dates as they relate to the new construction timeline. Skye Schell motioned to approve the contract with amended dates and authorize TCHA Chair Dick Stout to sign the contract. Brian Siegfried seconded. All voted in favor.
- Phase 2 Unit Mixes – Current mix is as follows: 13-Employment Based, 1-Category 1, 2-Category 2 and 8-Category 3. Discussion included decreasing the number of Employment Based in favor of Category 3's or moving some Category 3's to Category 1 and 2.
- Lease out of Phase 1 Residential Units Update – Information can be found in the Director's Report.

b. Lease with Stio – Previously discussed in the Director's Report.

c. Unit #15, Jackson Hole Golf and Tennis Update – The necessary repairs have been made by the previous owner, TCHA has inspected the unit and the new owners are very happy.

d. Housing 65% of the Workforce Locally

- County Attorney Keith Gingery discussed use of public funds and future funding sources. He clarified that sales tax funds go into the general fund while SPET funds have very specific language as to how it is to be spent.
- Dick Stout indicated that a meeting was held with Alex Norton, the County Attorneys, Stacy Stoker and himself. He explained that the Housing Action Plan was discussed. Dick also explained that the consultants would be presenting the draft plan, and then the public would comment on it. They have already drafted chapters 1 – 4 and will be drafting chapters 5 – 8 to present to the BCC.

## **XII. New Business:**

- Unit #96 Melody Ranch RU2 Fourth Filing Request – Owner request for exception was tabled to next month to give the TCHA Board time to familiarize themselves with the numbers and nature of the exception.
- Unit #12, Millward Redevelopment – Owner had built an extra bedroom in the garage. This took away from their available parking. Planning and Building inspected and owner must return unit to original condition.

**XIII. Items from Staff:** Stacy Stoker wanted the Board to be aware of an exception request made by a Wilson Meadows Attainables Homeowner who had not been living in the home. The exception was denied by the Executive Director. The homeowner was agreeable and given 6 months to reoccupy the home.

**XIV. Executive Session:** None

**V. Adjournment:** Debbie LaJeunesse moved to adjourn the meeting at 6:18 pm. Skye Schell seconded, all voted in favor.

Minutes of Regular and Special Meetings are available upon request.

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
May 13, 2015 4:00 p.m.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. Call to Order:** Board Chair Dick Stout called the meeting to order at 4:00pm.
- II. Roll Call on Record:** Stacy Stoker, Jeff Collins, Dick Stout, Brian Siegfried
- III. Determination if Quorum Present:** A quorum was present.
- IV. Adoption of Agenda:** Brian Siegfried moved to approve the agenda, Jeff Collins seconded, there was no discussion, all voted in favor.
- V. Approval of Minutes:** Brian Siegfried moved to approve the April 21 Regular Meeting minutes, Jeff Collins seconded. All voted in favor.
- VI. Review and Acceptance of Financial Statements:** There was no discussion, Jeff Collins moved to accept the April 2015 financial statements as presented. Brian Siegfried seconded. All voted in favor.
- II. Communications:**
  - a. Habitat for Humanity update – Brendan Schulte announced the dedication of the Daisy Bush Subdivision to 4 families on 5/28/15 at 5:30pm. Habitat is currently accepting collections and expressed appreciation for everyone's concern and assistance.
  - b. Housing Trust update – Anne Cresswell announced that all Schwabacher units have now been sold. The JH Community Housing Trust offers support to the BCC to approve The Grove project. JHCHT continues to prepare for the upcoming Housing Summit.
- VII. Public Comment:** None
- IX. Communications from Board Liaisons:** Smokey Rhea indicated the BCC is looking forward to the Housing Summit. The Board will discuss recommendations for The Grove on May 15, 2015 and expects a vote on May 19, 2015. The TCHA Board thanked Smokey for all her work and support of TCHA. Bob Lenz attended but had no comment from the Town.
- X. Director's Report:** Alex Norton with TC Planning was available to give an overview of the Housing Summit. There was information presented on the structure and expectations of the summit with various workshops/exercises available to attend. It will be held at The Lodge at Snow King as well as available by webcast. His advice was that TCHA be prepared to present their housing memo as well as making sure that the things most important to TCHA get included and discussed in all the items being presented at the Housing Summit.

TCHA met with the owners of Lot 72, Melody Ranch along with Erin Weisman and Rod Cely (third party interpreter). The homeowners have obtained Wyoming Drivers Licenses and Wyoming vehicle license



plates. Homeowners have indicated that they along with their adult daughter and granddaughter live in the home. The question remains as to why they filed an Idaho Income Tax Return. The Teton County GIS also indicates they do own other residential real estate in Idaho. The TCHA Board recommends that TCHA staff continue to investigate.

The Grove Affordable Rental lottery begins today and will end May 26, 2015.

## **XI. Old Business:**

### **a. The Grove Development**

- Consideration of Pay Application #10 – After reviewing the application provided to them, Brian Siegfried moved to approve pay application #10, Jeff Collins seconded. There was no discussion and all voted in favor.
- Update – Christine Walker with Navigate LLC indicated that roughly 90% of the soft costs for Phase 1 have been incurred. Phase 1 is over 76% complete and is under budget and ahead of schedule.
- Owners Representative – The contract with Navigate LLC runs out the end of June, 2015. Brian Siegfried moved to have TCHA staff begin the Request for Proposal (RFP) process begin for Phase 2 and Phase 3 after consulting with legal to follow the decision of the Board of County Commissioners. Jeff Collins seconded. All voted in favor.
- Dynia Request to Amend Contract – After a brief discussion, this item was tabled for the June, 2015 Regular TCHA Board Meeting. It was asked that TCHA staff invite Stephen Dynia or Lisa Carranza to attend to address any questions the Board might have.
- Unit Mix and Request to Teton County – After some discussion, it was the decision of the TCHA Board to request that Phase 2 and Phase 3 be constructed simultaneously with equal number of units for Category 2, Category 3, Category 4 and Employment based but open them up to Category 1. Erin Weisman will look into the feasibility of allowing Category 1 to apply at a higher category rate.

b. TCHA Rental Guidelines – The guidelines will need to be advertised and open to public comment for 45 days. After the final approval, they must be posted on the website and filed with the County Clerk's office. After some discussion, Section 503.3 D. was removed, Section 503.4 B. had additional wording added and Section 503.4 B.2.d.iii. was changed. Brian Siegfried moved to approve the Rental Guidelines with the changes made, Jeff Collins seconded. All voted in favor.

c. Lease with Stio – Stio would like to lease all four commercial units at the Grove Phase 1. There is a meeting set for May 18, 2015 for the Town Council to vote on removing the condition that TCHA would move its office into Phase 1. The commercial lease needs to contain the personal guarantee information. The TCHA Board decided to table the decision on this item until after the Town Council meeting.

### **d. Housing 65% of the Workforce Locally**

- Memo to Housing Summit – Brian Siegfried is working on completing the memo. It should be available by early next week.

## **XII. New Business:**

a. Possible tenants for Suite D (upstairs Ste A) – Habitat for Humanity has shown an interest in Suite D for their offices. Lubing and Corrigan currently has the 1<sup>st</sup> option. Habitat is looking to occupy a

space by 6/1/2015. They have indicated they can do the fit-outs themselves. Contour Properties has suggested \$15 per square foot for the rental amount but will leave it up to the TCHA Board.

**XIII. Items from Staff:**

- a. Rental Policies – This item was discussed previously under item XI.b.

**XIV. Executive Session:** The TCHA Board entered into executive session.

- a. The Teton County Housing Authority Board may enter into executive session to consider personnel matters. Wyoming Statute 16-4-405(a)(ii) authorizes executive sessions "on matters concerning personnel to which the governing body may discuss appointment or employment of a public officer".

**XV. Adjournment:** Brian Seigfreid moved to adjourn the meeting at 5:58 pm. Jeff Collins seconded, all voted in favor.

Minutes of Regular and Special Meetings are available upon request.

Approved 6/17/2015

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
April 21, 2015, 12:00 P.M.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. **Call to Order:** Board Chair Dick Stout called the meeting to order at 12:02 p.m.
- II. **Roll Call on the Record:** Stacy Stoker, Debbie LaJeunesse, Dick Stout, Jeff Collins, Brian Siegfried, Skye Schell.
- III. **Determination of Quorum:** A quorum was present.
- IV. **Adoption of Agenda:** Brian Siegfried moved to approve the agenda with the following change:
  - Item XII a. will be moved up for discussion behind item VII Communications.Debbie LaJeunesse seconded, there was no discussion and all voted in favor.
- V. **Approval of Minutes:** Skye Schell moved to approve the March 18, Regular Meeting minutes. Brian Siegfried seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** After a brief discussion, Debbie LaJeunesse moved to accept the March 2015 financial statements as presented. Brian Siegfried seconded. All voted in favor.

**VII. Communications:**

- a. Habitat for Humanity update – None due to the recent fire. Jeff Collins noted that he had been in contact with Brendan Schulte and that Habitat is very much in business.
- b. Jackson Hole Community Housing Trust update – Anne Cresswell introduced a new employee – Kerry Krews. The 11 unit Schwabacher project is near conclusion with the last unit closing soon. This project is restricted for employees of Teton County School District. They have a \$2 Million challenge from community donors for the 21 unit affordable rentals they have at Redmond & Hall. Looking forward to the Housing Summit.

XII a. JH Golf and Tennis Employee Housing Exception Request: The Teton County Housing Authority reviewed the request by JHG&T dormitory employee housing. They are requesting an exception to allow more than 8 persons per dormitory unit and a variance to allow for a minimum of 60 sq. ft. of sleeping area per person. After some discussion, Jeff Collins moved to approve the exception to Section 206.3.E.4 and Section of the TCHA Guidelines from Jackson Hole Golf and Tennis to allow more than 8 persons to be housed per dormitory unit for a period of one year, Debbie LaJeunesse seconded. All voted in favor.

**VIII. Public Comment: None**

- IX. **Communication from Board Liaisons:** Smokey Rhea said the Board of County Commissioners will be discussing the appointment of The Grove Task Force later today. The budget has been put off until next Monday. Jackson will have multiple representatives for the WyoNAHRO Conference in Casper 4/22-4/24/15. Bob Lenz attended but had no comment from the Town.
- X. **Director's Report:** TCHA has received a letter of intent from Stio. They would like to rent all four commercial spaces at The Grove, Phase 1 as office space. Accepting this offer will be contingent on the outcome of the Public Notice meetings scheduled for May 6, 2015 with the Planning and Zoning Commission and the May 18, 2015 meeting with the Town Council.

The Fee-in-Lieu update has been continued to the 4/27/15 meeting.

**XI. Old Business:**

- a. The Grove Development – Consideration of Pay Application #9: After reviewing the application provided to them, Brian Siegfried moved to approve pay application #9, Skye Schell seconded. There was no discussion and all voted in favor.

Christine Walker was available with an update on the soft costs for both Phase 1 and Phase 2.

Stacy Stoker presented financing proposals for Phase 2 and Phase 3 from the Bank of Jackson Hole and First Interstate Bank. After some discussion, Skye Schell moved to accept the proposal from First Interstate Bank, Debbie LaJuenesse seconded, all voted in favor with Jeff Collins abstaining from the vote.

The Guidelines for The Grove Rental Units were reviewed. It is recommended to have the County Attorney review for a final draft prior to the required advertising time of 45 days.

- b. Housing 65% of the workforce locally: Skye Schell and Brian Siegfried are composing a memo for the Housing Summit. The focus will be on structure, tasks, projects and future roll of Teton County Housing Authority.

**XII. New Business:**

- b. The 5/20/2015 Regular Board Meeting has been rescheduled for 5/13/2015 at 4:00pm.

**XIII. Items from Staff: None**

**XIV. Executive Session: None**

space by 6/1/2015. They have indicated they can do the fit-outs themselves. Contour Properties has suggested \$15 per square foot for the rental amount but will leave it up to the TCHA Board.

**XIII. Items from Staff:**

- a. Rental Policies – This item was discussed previously under item XI.b.

**XIV. Executive Session:** The TCHA Board entered into executive session.

- a. The Teton County Housing Authority Board may enter into executive session to consider personnel matters. Wyoming Statute 16-4-405(a)(ii) authorizes executive sessions "on matters concerning personnel to which the governing body may discuss appointment or employment of a public officer".

**XV. Adjournment:** Brian Seigfreid moved to adjourn the meeting at 5:58 pm. Jeff Collins seconded, all voted in favor.

Minutes of Regular and Special Meetings are available upon request.

Approved 6/17/2015

**Minutes**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
March 18, 2015, 4:00 P.M.  
260 West Broadway, Suite B  
Jackson, Wyoming

- I. **Call to Order:** Board Chair Dick Stout called the meeting to order at 4:03 p.m.
- II. **Roll Call on the Record:** Stacy Stoker, Skye Schell, Jeff Collins, Dick Stout, Brian Siegfried. *Debbie LaJeunesse arrived at 4:05 p.m.*
- III. **Determination of Quorum:** A quorum was present.
- IV. **Adoption of Agenda:** Jeff Collins moved to approve the agenda with the following changes:
  - Items VII a. and XI b. would be moved up for discussion with Habitat for Humanity behind the Adoption of Agenda.Skye Schell seconded, there was no discussion and all voted in favor.

Christina Feuz and Brendan Schulte represented Habitat for Humanity. Their Board has recently finalized some strategic planning. Going back to simple, decent, affordable homes for Category I households. They will be attending the Housing Summit this May.
- V. **Approval of Minutes:** Jeff Collins moved to approve the February 23, Special Meeting, March 9, Special Meeting and a small change to the February 18, Regular Meeting (Brian Siegfried was noted as both moving and as the second to approve). Debbie LaJeunesse seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** After a brief discussion, Debbie LaJeunesse moved to accept the February 2015 financial statements as presented. Jeff Collins seconded. All voted in favor.
- VII. **Communications:**
  - b. Jackson Hole Community Housing Trust: None
- VIII. **Public Comment:** None

**XV. Adjournment:**

Skye Schell moved to adjourn the meeting at 6:21 p.m. Brian Seigfried seconded. All voted in favor.



**MINUTES**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
February 18, 2015, 4:00 P.M.  
260 West Broadway, Suite A  
Jackson, Wyoming

- I. **Call to Order:** Board Chair Dick Stout called the meeting to order at 4:01 p.m.
- II. **Roll Call on the Record:** Stacy Stoker, Dick Stout, Skye Schell and Jeff Collins. *Brian Siegfried arrived at 4:06.*
- III. **Determination of Quorum:** A quorum was present.
- IV. **Adoption of Agenda:** Jeff Collins moved to approve the agenda with the following changes:
  - Change item 11A - the second bullet point should reference the Construction Manager at Risk (CMAR) not the Letter to Town of Jackson.
  - Under New Business remove item 12b. this item was also listed under Old Business 11b.Skye Schell seconded, there was no discussion and all voted in favor.
- V. **Approval of Minutes:** Jeff Collins moved to approve the January Regular Meeting Minutes as presented and Skye Schell seconded. There was no discussion and all voted in favor.
- VI. **Review and Acceptance of Financial Statements:** Jeff Collins moved to accept the January 2015 financial statements as presented and Skye Schell seconded. There was no discussion and all voted in favor.
- VII. **Communications:**
  - a. Habitat for Humanity: None
  - b. Jackson Hole Community Housing Trust: None
- VIII. **Public Comment:** None
- IX. **Communication from Board Liaisons:**

Liaison Commissioner Smokey Rhea reported that the Board of County Commissioners were pleased with the direction of TCHA and are looking forward to continuing progress.
- X. **Director's Report:**

Stacy Stoker introduced Lisa Potzernitz to the Board as the new administrative assistant. She also reported that Lot 72 of Melody Ranch was sent a certified letter, Friday,

approve the job of Equipment Operator as a CSP position and Brian Siegfried seconded. There was no discussion and all voted in favor

**XIV. Executive Session:** None

**XV. Adjournment:** Brian Siegfried moved to adjourn from the regular meeting at 6:00 p.m. and Brian Siegfried seconded. There was no discussion and all voted in favor.

Approved:

## Special Meeting February 23, 2015 Minutes

Meeting called to order at 12:00pm, February 23, 2015.

In attendance: Brian Siegfried, Debbie LaJeunesse, Jeff Collins, Stacy Stoker, Skye Schell.

Quorum was determined to be present.

Debbie LaJeunesse moved to adopt agenda as presented, Skye Schell seconded. All voted in favor.

### **New Business:**

#### **a. Financing Options for The Grove Phases 2 & 3**

Agenda item is meant to find ways to address the gap that exists between costs created at project inception and the difference in the most recent Initial Guaranteed Maximum Price (IGMP). New costs are estimated significantly higher than original estimates due to a variety of circumstances creating a gap of approximately \$4 million.

Ms. Walker gave a background of the development's target market and offered some sources that may be available to help bridge the gap.

The following options were also considered by the TCHA Board to possibly bridge the gap:

#### **Converting units from Ownership to Rental**

- Rental revenue does not support debt service on the unit (i.e.: 3-bedroom unit would rent for \$1,950/month which would support a loan of \$375,000 and the unit costs \$416,000 to construct – still need to bridge at least \$40,000 per unit)
- Rentals adds long-term management and maintenance expenses
- Adding rentals creates financing challenges in the secondary market
- Units not designed as rentals

#### **Selling TCHA Owned Land**

- Eliminates future opportunities to construct affordable housing
- TCHA purchasing land: Land prices are escalating at about 7% per year, construction costs are increasing at about 6% per year while wages are only going up by about 2% per year. Because of this, the subsidy to produce affordable housing widens every year.
- By stabilizing the land price, the subsidy gap only increases by about 4% instead of 12%.

#### **Redesign to stack units and get an additional story**

- 4<sup>th</sup> story unlikely to be approved by the Town Council as inconsistent with Comp Plan
- TCHA has paid hundreds of thousands of dollars for the entitlements and current redesign to transition from market to affordable

## Special Meeting March 9, 2015 Minutes

Meeting called to order at 3:00pm, March 9, 2015.

In attendance: Stacy Stoker, Brian Siegfried, Jeff Collins, Debbie LaJeunesse, Dick Stout.

Quorum was determined to be present.

Debbie LaJeunesse moved to adopt revised agenda – TCHA Board will consider Commercial Spaces before Consideration of Construction Manager at Risk Award. All voted in favor.

### **New Business:**

**b. The Grove Phase 1 Commercial Spaces:** GE Johnson recommend to finish out 4 commercial spaces as office spaces and rent as office space. Less complicated, easier to turn over. Ray Elser indicates that office market is soft and he recommends these spaces should be developed as a shell with minimum basic code for occupancy of any type tenant. TCHA currently has a Letter of Intent (LOI) for 1 space for a salon and potentially 2 spaces for a day care operation. Discussion resulted in the choice to spec out the salon, secure the LOI on the daycare and finish spaces according to tenant requests, complete exterior doors and windows on remaining unit.

**a. Construction Manager at Risk:** The selection committee individually reviewed proposals for Construction Manager at Risk submitted by Headwaters Construction, Shaw Construction and GE Johnson and scored accordingly. GE Johnson came in at 19% higher than the other two firms. Brian Siegfried moved to approve awarding GE Johnson the Construction Manager at Risk (CMAR), and with the approval of the Board of County Commissioners to authorize the TCHA Board President to execute the AIA contract for a Construction Manager at Risk, not to exceed the Agreed to Guaranteed Maximum Price (GMP) for construction of The Grove, Phases 2 and 3. Debbie LaJeunesse seconded, there was no discussion, all voted in favor.

**c.** The TCHA Board discussed the unit type mix and moving forward with Phase 2 or combine Phase 2 and 3. TCHA will ask for funds from Teton County as units are built similar to a construction loan. Other sources of financing are actively being sought. Debbie LaJeunesse moved to approve moving forward with constructing Phase 2 and 3 of The Grove together building the following unit types of Category 1, Category 2, and Category 3 evenly split. Brian Siegfried seconded, all voted in favor.

**Executive Sessions:** None

Dick Stout moved to adjourn the meeting at 3:55pm, Debbie LaJeunesse seconded. All voted in favor.

**MINUTES**  
**Teton County Housing Authority Board of Directors**  
**Regular Board Meeting**  
January 21, 2015, 4:00 P.M.  
260 West Broadway, Suite B  
Jackson, Wyoming

- I. Call to Order:** Board Chair Dick Stout called the meeting to order at 4:01 p.m.
- II. Roll Call on the Record:** Stacy Stoker, Debbie LaJeunesse, Jeff Collins, Dick Stout, and Skye Schell. *Brian Siegfried arrived at 4:06.*
- III. Determination of Quorum:** A quorum was present.
- IV. Adoption of Agenda:** Debbie LaJeunesse moved to approve the agenda with the following changes:
  - Item 11 a. the Habitat Agreement is postponed
  - Item 12 b. should say guaranteed maximum price not construction manager at risk
  - Under items from staff we wish to add a possible homeowner violation discussionSkye Shell seconded, there was no discussion and all voted in favor.
- V. Approval of Minutes:** Debbie LaJeunesse moved to approve the December Regular Meeting Minutes as presented and Jeff Collins seconded.
- VI. Review and Acceptance of Financial Statements:** After brief discussion, Debbie LaJeunesse moved to accept the December 2014 financial statements as presented and Jeff Collins seconded. There was no discussion and all voted in favor.
- VII. Communications:**
  - a. Habitat for Humanity: None
  - b. Jackson Hole Community Housing Trust: None
- VIII. Public Comment:** Margaret Mary Ackerley was present and expressed her concern of a possible violation of a special restriction in Melody Ranch.
- IX. Communication from Board Liaisons:**

TCHA Board chair welcomed Commissioner Smokey Rhea to the TCHA Board meeting and expressed his appreciation to her for being TCHA's new liaison.
- X. Director's Report:**

Stacy Stoker discussed the Grove Development and reminded the Board that originally as a condition of final approval TCHA was required to move their office space to the

Grove building and utilize a portion of the commercial spaces as their own. In looking closer at this request and after receiving many inquiries of the future Grove spaces she is doing an analysis into whether it would be cost effective for TCHA to move office spaces or to lease the spaces out to potential tenants. If this does happen TCHA would need to go before the Town of Jackson and request a variance.

To date TCHA has received 10 applications for the available staff position and Stacy is going to begin interviewing applicants. She asked the Board if anyone would be interested in sitting in on interviews. Debbie LaJeunesse and Skye Schell both expressed interest.

**XI. Old Business:**

- a. The Grove Development – Consideration of Pay Application #6: Christine Walker was present and gave the Board an update on the Grove.

After reviewing the application provided to them, Jeff Collins moved to approve pay application #6 and Brian Siegfried seconded. There was no discussion and all voted in favor.

- b. Consideration of Habitat for Humanity Agreement: Postponed

**XII. New Business:**

- a. Consideration of addendum/extension to agreement with Contour Investments/Ray Elser for lease out of the Grove Commercial spaces at 260 W. Broadway: At our last regular meeting TCHA agreed to amend/extend Contour Investments/Ray Elser's contract but a formal vote was not taken. After brief discussion Jeff Collins moved to approve the amendment of Mr. Elser's contract and asked staff to amend the third paragraph in the resolution provided to say "time is of the essence and Contour Investments specializes in commercial real estate", Debbie LaJeunesse seconded. There was no discussion and all voted in favor.

- b. Consideration of Sole Source Contract with G.E. Johnson for the Grove Phase 2 Guaranteed Maximum Price: Christine Walker was present and discussed the guaranteed maximum price and the reason behind it. In order for TCHA to get financing to start construction for Phase 2 & 3 of the Grove the units would need to be presold. The guaranteed maximum price helps TCHA determine the categories and sales prices in order for this process to happen. The question to the Board is does the general contractor for phases 2 and 3 need to be bid through a RFQ/RFP process or can GE Johnson give a guaranteed maximum price. County Attorney Gingery was present and when asked his opinion he encouraged the Board to do a RFQ/RFP. It may be that GE Johnson still is the right company to use but it has to go through the formal bid process. After brief discussion Skye Schell moved to do a RFQ/RFP to search for a Construction manager at Risk for a Guaranteed Maximum Price and Debbie LaJeunesse seconded. With no discussion all voted in favor.

- c. County Tax Revenues – Keith Gingery: County Attorney Keith Gingery was present and discussed State Sales tax distributions.

- d. Election of Board Officers for 2015: After brief discussion Debbie LaJeunesse moved to approve Dick Stout as Board Chair, Brian Siegfried as Vice-Chair, Jeff Collins as Treasurer and TCHA's Executive Director as secretary. Jeff Collins seconded, there was no discussion and all voted in favor.
- e. Housing 65% of the workforce locally: At the encouragement of County Attorney Keith Gingery and the high importance of this issue this item was put on TCHA agenda so it can be discussed on a monthly basis. Skye Schell and Brian Siegfried will outline items to discuss at our next regular Board meeting.

**XIII. Items from Staff:**

- a. Exception Request - Ball: Withdrawn
- b. Appeal Request – Carr: TCHA received an appeal to a decision of the Interim Executive Director that a home owned by Mr. Carr would need to be counted as an asset even though Mr. Carr cannot live in the home. After discussion, a vote was held. The Board upheld the decision of the Interim Director. Debbie LaJeunesse, Dick Stout, and Brian Siegfried voted to uphold the decision of the Interim Executive Director, and Jeff Collins abstained.
- c. Critical Services Provider – Teton County Public Health: TCHA staff received an application from Teton County Public Health requesting approval for their organization to be considered a Critical Services Provider (CSP) Organization and to consider four job titles as approved CSP positions. Staff member Billi Jennings discussed key points from the application and the certifications required of each position and their job complete description. After discussion Debbie LaJeunesse moved to approve Teton County Public Health as a Critical Service Provider Organization, and move to approve the positions of Public Health Response Coordinator, Public Health Director, Public Health Nurse Manager and Environmental Health Supervisor as qualified CSP providers, Jeff Collins seconded. With no discussion all voted in favor.
- d. Possible Homeowner Violation: Stacy Stoker updated the Board on a possible violation of special restriction. TCHA has received continual complaints for the past 10 years of an owner not living in the home as their primary residence. Complaints have been received from neighbors and the HOA. TCHA met with the owners and did a site visit and it appeared the home was lived in. Since then more complaints have been received stating the homeowner may own other property in Teton County Idaho. A TCHA Board member who is also a neighbor confirmed in his opinion no one lives in the home. Someone comes to care for the lawn and plow the snow but the home is not lived in. TCHA staff discussed the possibility of hiring a private investigator to help get answers. TCHA Board discussed the proper compliance steps and suggested an affidavit swearing they live there may be an idea. At this time no action was required.

**XIV. Executive Session:** None

**XV. Adjournment:** Brian Siegfried moved to adjourn from the regular meeting at 6:00 p.m. and Jeff Collins seconded. There was no discussion and all voted in favor.

Approved: