

Minutes
Teton County Housing Authority Board of Directors
Regular Board Meeting
December 16, 2015 4:00 p.m.
260 West Broadway, Suite A
Jackson, Wyoming

- I. **Call to Order:** Chair Dick Stout called the meeting to order at 4:03pm.
- II. **Roll Call on Record:** Stacy Stoker, Debbie LaJeunesse, Jeff Collins, Dick Stout, Brian Siegfried. *Skye Schell arrived at 4:04pm.*
- III. **Determination if Quorum Present:** A quorum was determined to be present.
- IV. **Adoption of Agenda:** The following items need to be added to the agenda: The 2016 Board Meeting Schedule, Recognizing Debbie LaJeunesse and her service to TCHA and the community as her term on the Board ends in December and the TCHA Christmas party. Brian Siegfried moved to approve the revised agenda, Debbie LaJeunesse seconded. All voted in favor.
- V. **Approval of Minutes:** Debbie LaJeunesse moved to approve the November 18, 2015 Regular Meeting minutes as presented, Brian Siegfried seconded, and Dick Stout abstained from the vote. All voted in favor. The December 2, Special Meeting minutes need to be amended to reflect that the Board moved into Executive Session and then returned to the Regular Meeting to take action on items. Debbie LaJeunesse moved to approve the revised December 2, 2015 Special Meeting minutes. Skye Schell seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** There was some discussion. Debbie LaJeunesse moved to accept the November 2015 financial statements as presented. Brian Siegfried 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 pursuing an online and paper ad campaign to encourage people to invest in their projects. They are in the process of selecting a General Contractor for the Redmond/Hall project and are moving forward with the BT project. She also thanked Debbie LaJeunesse for serving on the TCHA Board and for all she has done for the community and affordable housing.
- VIII. **Public Comment:** None
- IX. **Communications from Board Liaisons:** Bob Lenz was present and indicated he did not have anything to pass on to the TCHA Board at this time.
- X. **Director's Report:** There was some discussion. The BCC voted to approve amending the Project Guide Services contract to allow for a cost analysis and options on The Grove, Phase 3.
- XI. **Old Business:**

a. The Grove Development

- Phase 2 Progress Update – Chet Lockard was present and indicated that site work has slowed due to weather conditions. The interior work in all units continues to progress. GE Johnson will evaluate the schedule in January. Contractors are utilizing the work done in Units A & B of Building 1 (one 2 Bedroom and one 3 Bedroom) as models in order to evaluate the building process and resolve any issues prior to work being done in the remaining units.
- Phase 2 Pay App #5 - Brian Siegfried moved to approve Phase 2, Pay Application #5 in the amount of \$553,498.38. Debbie LaJeunesse seconded. All voted in favor.

XII. Phase 3 Consideration - The BCC had requested that TCHA provide a Proforma for The Grove, Phase 2 & 3 as rentals. The BCC has asked for some adjustments made to reflect unexpected exaction fees, rent income and based on ten (10) Employment Based units. Because Employment Based units are basically market rents, TCHA will need to refer to legal counsel regarding the ability of using SPET funds to provide Employment Based rentals.

XIII. New Business: - None

XIV. Items from Staff:

- TCHA Owned Property Development Options - Valerie - There was some discussion about requesting a rezone. There is a possibility the BCC will approve the new LDR's on Tuesday, December 22, 2015. TCHA staff will do an analysis on providing rentals on the Kennel Lane and Cheney Lane properties. The TCHA Board has directed staff to forward this information to the BCC for review.
- Violations of Occupancy - Billi - There was discussion. Legal counsel advises that any changes be added to the Guidelines, advertised for the required amount of time and then adopted as a whole by the TCHA Board. It was suggested that the Guidelines be updated on a yearly basis.
- Preference Within a Development - Billi - Legal counsel advises that any amendments or changes cannot go into effect until adopted in the Guidelines. Updating a section at a time of the Guidelines could streamline the adoption process. TCHA will tap into other communities to see how they are handling their compliance issues and bring ideas before the Board.
- Other Real Estate Ownership in Conjunction with an Affordable - Billi - There was some discussion. Any changes to the restrictions or ground lease would be made moving forward.

XV. Executive Session: None

XVI. Adjournment: Skye Schell moved to adjourn at 5:45pm. Jeff Collins seconded. All voted in favor.

Approved 1/20/2016

Minutes of Regular and Special Meetings are available upon request.

Minutes
Teton County Housing Authority Board of Directors
Regular Board Meeting

January 20, 2016 4:00 p.m.
260 West Broadway, Suite A
Jackson, Wyoming

- I. **Call to Order:** Chair Dick Stout called the meeting to order at 4:05pm.
- II. **Roll Call on Record:** Stacy Stoker, Jeff Collins, Dick Stout, Brian Siegfried.
- 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, Jeff Collins seconded. All voted in favor.
- V. **Approval of Minutes:** Brian Siegfried moved to accept the December 16, 2015 Regular Minutes as presented, Jeff Collins seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** Jeff Collins moved to approve the December 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:** None.
- X. **Director's Report:** Stacy Stoker indicated the items she wished to discuss further were on the agenda.
- XI. **Old Business:**
 - a. The Grove Development
 - Phase 2 Progress Update – Chet Lockard was present and indicated that the construction is going well. Completion continues to be on schedule. The Plat is in processing. Building 1, units A & B will be completed to include carpet and will be the show units. A walk through is tentatively scheduled for the end of January.
 - Phase 2 Pay App #6 & Owner Purchase Materials - Pay App #6 will be reviewed for approval by the TCHA Board at a Special Meeting to be scheduled next week. Prior to the January 20, 2016 Regular Meeting, Phase 2, Pay App #5 had been mistakenly sent to the Board for review instead of Pay App #6.
 - Phase 1 Commercial Spaces - Ray Elser from Contour Properties was present. He anticipates working on proposals with the current potential lessee's for the commercial spaces at the Grove, Phase 1 to see if they might consider paying for their own tenant improvements in exchange for a reduced per square foot rent for the first couple of years of the lease.

- Phase 2 Lottery Process - Current analysis of offering Phase 2 as rental units have not penciled out financially. Although rentals continue to produce revenue, a 20 to 30 year loan would increase the amount of interest paid and the loan may not be approved. It doesn't seem financially feasible to wait 30 years before the units would be in the black and able to see rents go toward more affordable housing. Stacy Stoker will meet with Cathryn Brodie to discuss the Declaration of Covenants with a copy to be provided to the Board for review. The TCHA Board decided to move ahead with the lottery process and offer Phase 2 units as ownership units as was previously approved.

b. Housing Action Plan - The Teton County Clerk and Treasurer have indicated that TCHA needs to have their own budget, the only budget going to the county will be the administrative. Development, Operations, Assets and Debt will stay with the Regional Housing Authority. Staff will be county contracted. The June agenda will have the amended resolution creating the regional housing authority and will include job descriptions for the Housing Authority Director. A Memo of Agreement will detail how management functions and how to support the regional board. There is proposed legislation to clarify the state statute regarding the hybrid approach to a regional housing authority board and to allow up to 5 members on the board. County Human Resources requested a breakdown of current staff duties to work on job descriptions and titles for the four (4) positions.

XII. New Business:

- a. Election of Officers - The TCHA Board unanimously voted to retain Dick Stout as Chair, Brian Siegfried as Vice Chair and Jeff Collins as Treasurer.

XIII. Items from Staff: None.

XIV. Executive Session: None.

XV. Adjournment: Brian Siegfried moved to adjourn at 4:59pm. Jeff Collins seconded. All voted in favor.

Approved 2/17/16

Minutes of Regular and Special Meetings are available upon request.

Special Meeting January 28, 2016 Minutes

Meeting called to order by Board Chair Dick Stout at 1:33pm, January 28, 2016.

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

Quorum was determined to be present.

Adoption of Agenda - Jeff Collins moved to approve the agenda as presented. Brian Siegfried seconded. All voted in favor.

Old Business:

- a. The Grove Phase 2 Pay Application #6 – Jeff Collins moved to approve Pay Application #6 for The Grove, Phase 2 in the amount of \$393,994.29 and Owner Purchase Materials in the amount of \$122,018.90. Brian Siegfried seconded. All voted in favor.
- b. The Grove Phase 1 Commercial & Residential Spaces – There was discussion based on the cost analysis of the Phase 1 building. There are prospective investors interested in purchasing the entire building with restrictions kept in place to keep the rentals affordable in perpetuity. Net sale proceeds could potentially be used to build out Phase 3. Ray Elser provided an analysis of what the commercial spaces could be rented out per square foot without tenant improvements. Brian Siegfried moved to direct Ray Elser of Contour Properties to explore and negotiate leasing 2 commercial spaces at The Grove, Phase 1 with current potential lessee's with no tenant improvements costs to TCHA. Jeff Collins seconded. All voted in favor.

New Business:

- a. The Grove Phase 2 Plat - Vacation of water rights - There are historical surface water rights that need to be vacated on an irrigation ditch that no longer exists. The TCHA Executive Director needs the TCHA Board to approve her signing the petition to the State Board of Control to vacate. Brian Siegfried moved to approve authorizing Stacy Stoker to sign the petition to the State Board of Control to vacate the surface water rights for irrigation that currently exist on The Grove property. Jeff Collins seconded. All voted in favor.
- b. The Grove Phase 2 - Naming of streets - There was some discussion. The TCHA Board moved to approve naming the streets within the The Grove project: Canopy Court and Timber Road.

Chet Lockhard was present via phone conference to discuss a breakdown on the cost analysis for Phase 3 that will be presented to the Board of County Commissioners on February 3, 2016.

Executive Session: None

Adjournment: Brian Siegfried moved to adjourn the meeting at 2:55pm, Jeff Collins seconded. All voted in favor.

Approved 2/17/16

Minutes
Teton County Housing Authority Board of Directors
Regular Board Meeting
February 17, 2016 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 4:04pm
- II. **Roll Call on Record:** Stacy Stoker, Brian Siegfried, Jeff Collins, Skye Schell. *Dick Stout arrived at 4:16pm.*
- III. **Determination if Quorum Present:** A quorum was determined to be present.
- IV. **Adoption of Agenda:** Skye Schell moved to approve the agenda as presented, Jeff Collins seconded. All voted in favor.
- V. **Approval of Minutes:** Jeff Collins moved to accept the January 20, 2016 Regular Minutes as presented, Skye Schell seconded. Brian Siegfried moved to accept the January 28, 2016 Special Minutes as presented. Jeff Collins seconded. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** Jeff Collins moved to approve the January, 2016 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. The JH Community Housing Trust is working to submit plans for the Redmond/Hall project which is a 29 unit rental project.
- VIII. **Public Comment:** None.
- IX. **Communications from Board Liaisons:** Smokey Rhea was present and did not have a lot of new information to update the TCHA Board with. There was some discussion about the BCC vote to incorporate Habitat for Humanity into The Grove, Phase 3. Smokey also discussed options on how the Town of Jackson and Teton County can work together to manage a joint Housing Authority.
- X. **Director's Report:** No additions to the agenda.
- XI. **Old Business:**
 - a. The Grove Development
 - Phase 2 Progress Update – Dana Park, a representative for Project Guide Services, was present. The Grove, Phase 2 construction continues to progress. Most of the units are walled in. There was some discussion about an open house in March.
 - Phase 2 Pay App #7 & Owner Purchase Materials - Jeff Collins moved to approve Phase 2 Pay App #7 in the amount of \$378,995.42 and Owner Purchase Materials in the amount of \$187,615.86. Brian Siegfried seconded. All voted in favor.

- Phase 2 Lottery Process - The BCC is still considering rentals as an option for The Grove, Phase 2. The project was not originally built to be rentals as they are too expensive to maintain. An HOA will oversee the maintenance if the units are sold. The Teton County Housing Authority Board would like staff to proceed with a lottery for ownership. The BCC approved purchasing options for The Grove, Phase 2.
 - Phase 3 Recommendation from Board of County Commissioners - The BCC sent a recommendation to the TCHA Board to partner with Habitat for Humanity with the stipulation that consideration be given to maintaining the number of required parking spaces and that any Habitat unit look like the rest of The Grove project.
- b. Housing Action Plan - Previously discussed with liaison communications.

XII. New Business:

- a. Consideration of Critical Services Provider Application from St. Johns Medical Center - This item was recommended for continuance to next month's meeting to allow for the TCHA Board to review the application.
- b. Consideration of Critical Services Provider Application from Gros Ventry OBGYN - This item was recommended for continuance to next month's meeting to allow for the TCHA Board to review the application.

XIII. Items from Staff: None.

XIV. Executive Session: None.

XV. Adjournment: Jeff Collins moved to adjourn at 4:59pm. Skye Schell seconded. All voted in favor.

Approved 3/16/16

Minutes of Regular and Special Meetings are available upon request.

Special Meeting February 26, 2016 Minutes

Meeting called to order by Board Chair Dick Stout at 10:03am, February 26, 2016.

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

Quorum was determined to be present.

Adoption of Agenda - Brian Siegfried moved to approve the agenda as presented. Jeff Collins seconded. All voted in favor.

New Business:

- a. Consideration of Change Order to The Grove, Phase 2 Contract with GE Johnson- The design of the windows in Phase 2 does not allow for a backsplash in the kitchen area where electrical receptacles can be installed. The best solution was to install pop up receptacles in the countertop which resulted in an additional expenditure of \$18,200. There was some discussion. The change order does not modify the contract with GE Johnson and will come out of the CMR contingency amount. Brian Siegfried moved to approve the change order for The Grove, Phase 2 contract with GE Johnson in the amount of \$18,221.00. Jeff Collins seconded. All voted in favor.
- b. Consideration of outgoing correspondence - The TCHA Board of Commissioners has drafted a letter addressed to the Teton County Board of County Commissioners. This letter reviews current proposals and offers recommendations on how the TCHA Board would like to proceed with The Grove, Phase 3. There was some discussion. Jeff Collins moved to approve the letter to be directed to the Board of County Commissioners with changes after review by the TCHA Board of Commissioners. Brian Siegfried seconded. All voted in favor.

Old Business: None

Executive Session: None

Adjournment: Brian Siegfried moved to adjourn the meeting at 10:35am, Jeff Collins seconded. All voted in favor.

Approved 3/16/16

Minutes
Teton County Housing Authority Board of Directors
Regular Board Meeting
March 16, 2016 4:00 p.m.
260 West Broadway, Suite A
Jackson, Wyoming

- I. **Call to Order:** Chair Dick Stout called the meeting to order at 4:00pm.
- II. **Roll Call on Record:** Stacy Stoker, Jeff Collins, Dick Stout, Skye Schell. *Brian Siegfried arrived at 4:04pm.*
- III. **Determination if Quorum Present:** A quorum was determined to be present.
- IV. **Adoption of Agenda:** Item XII b. will be removed from the agenda. Skye Schell moved to approve the revised agenda, Jeff Collins seconded. All voted in favor.
- V. **Approval of Minutes:** Skye Schell moved to accept the February 17, 2016 Regular Minutes as presented, Jeff Collins seconded. Jeff Collins moved to accept the February 26, 2016 Special Minutes as presented. Brian Siegfried seconded. Skye Schell abstained from the vote as he was not present at the February 26, 2016 Special Meeting. All voted in favor.
- VI. **Review and Acceptance of Financial Statements:** Jeff Collins moved to approve the February, 2016 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:** Bob Lenz was present and emphasized the vote by the BCC and Town Council to approve a joint regional Housing Authority to go into effect May 1, 2016. He is anxious to see what advice legal counsel will offer on the restructuring of the Housing Authority.
- X. **Director's Report:** Stacy Stoker had nothing to add to the Director's Report.
- XI. **Old Business:**
 - a. The Grove Development
 - Phase 2 Progress Update – Chet Lockard was present along with Dana Park and provided a written update report along with the development budget. The Grove project is progressing as hoped. Grading and paving will be done as the weather allows.
 - Phase 2 Pay App #8 & Owner Purchase Materials - Skye Schell moved to approve Phase 2 Pay App #8 in the amount of \$394,208.80 and Owner Purchase Materials in the amount of \$179,523.95. Brian Siegfried seconded. All voted in favor.

- Phase 3 Discussion - Stacy Stoker put together a series of scenarios to represent sources and uses comparison for both Phase 2 and Phase 3 of the Grove. There was discussion on the pros and cons of each scenario.
- b. Housing Action Plan - Smokey Rhea informed the TCHA Board and staff that the Board of County Commissioners (BCC) is expecting TCHA to present the scenarios before them at a workshop scheduled for Monday, March 21, 2016. She expects the BCC to render a decision on Phase 3 no later than May 1, 2016. Stacy Stoker will put together a staff report and spread sheet of the scenarios recommended by the TCHA Board for presentation to the BCC.
 - c. Consideration of Critical Services Provider Application from St. Johns Medical Center - St. Johns Medical Center is currently an approved Critical Services Provider Organization. Jeff Collins moved to approve the positions at St. Johns Medical Center of ICU Registered Nurse and OBGYN Registered Nurse as qualified Critical Services Positions. Skye Schell seconded. All voted in favor.
 - d. Consideration of Critical Services Provider Application from Gros Ventre OBGYN - There was some discussion. Legal counsel indicated that the application as presented does not legally support the definition of Critical Services Provider. The TCHA Board recommended that staff follow up with the organization for a more complete application. Skye Schell moved to approve Gros Ventre OBGYN as a Critical Services Organization and to approve the positions of OBGYN and OBGYN Nurse as qualified Critical Services Positions. Brian Siegfried seconded. All voted against and the motion failed.

XII. New Business:

- a. Consideration of Critical Services Provider Application from Wyoming Game & Fish - Skye Schell moved to approve Wyoming Game & Fish as a Critical Services Organization and to approve the position of Large Carnivore Biologist as a qualified Critical Services Position. Brian Siegfried seconded. All voted in favor.
- b. Fiscal Year 16/17 Budget - This item was removed from the Agenda because the budget will not go into effect until July 1, and the new Regional Housing Authority Board will be in place before then.
- c. Unit 101, 250 Scott Lane Lease - There was some discussion. Russ Asbell was present. Jeff Collins moved to approve the lease with Shannon Asbell-Gosnell with recommended changes from Ray Elser and approval from the Teton County Attorney's office. Skye Schell seconded. All voted in favor. Jeff Collins moved to approve KM Construction as the General Contractor to construct the tenant improvements with review and approval from M&E (Mechanical and Electrical engineers) on the changes that were made to the electrical components. Skye Schell seconded. All voted in favor.

XIII. Items from Staff: None.

XIV. Executive Session: None.

XV. Adjournment: Jeff Collins moved to adjourn at 6:04pm. Brian Siegfried seconded. All voted in favor.

Approved 4/20/16

Minutes of Regular and Special Meetings are available upon request.