

## **Regular Board Meeting**

Jackson/Teton County Housing Authority

Wednesday March 2, 2022 at 2pm

Via Zoom: [Link to Join Meeting](#)



1. Call to Order
2. Pronouncement of Quorum
3. Public Comment
4. Approval of Meeting Minutes (February 2 Regular Meeting and February 16 Special Meeting)
5. Review of January Financials
6. Matters from Staff
7. Matters from Board
8. Adjourn



## STAFF REPORT

**TO:** Jackson/Teton County Housing Authority Board  
**FROM:** Stacy Stoker, Housing Manager  
**DATE:** February 25, 2022  
**SUBJECT:** March 2, 2022, Housing Authority Board Agenda

### Item 1. Call to Order

### Item 2. Pronouncement of Quorum

### Item 3. Public Comment for Items Not on Today's Agenda

### Item 4. Approval of Meeting Minutes (February)

**Attached:** Minutes for February 2 Regular Meeting and February 16 Special Meeting

#### **Motion:**

I move to approve the meeting minutes for the February 2 Regular Meeting and February 16 Special Meeting.

### Item 5. Review of January Financials

**Attached:** January Financials

### Item 6. Matters From Staff

### Item 7. Matters From Board

### Item 8. Adjourn



MEMO

**TO:** Jackson/Teton County Housing Authority Board  
**FROM:** Housing Department Staff  
**DATE:** March 2, 2022  
**SUBJECT:** Monthly Staff Update

**ADMINISTRATION**

**Housing Analyst** –Staff has hired the Housing Analyst position. Our new Housing Analyst will start on March 7, 2022. Her name is Claudia Juarez.

**Online Systems** – Staff continues to meet monthly with Greenwood mapping, which is proving to be helpful with communicating our needs to them. We are getting closer to moving our entire Access Database to a web-based system. Next on the list is the rental units and compliance. Staff is also looking into some web based software that would allow Landlords and owners to upload compliance documents via an online portal and also provide some reporting capabilities.

**SALES AND RENTALS**

The chart below shows the rental and ownership units either closed or in the process of being rented or sold between January 1, 2021, and December 31, 2022.

Address	Beds	Sales \$ Restriction Type	Total Applicants	Avg. Entries	Selected HH Entries	Status
4163 Melody Ranch Dr. (Forced Sale)	5	Sales \$ withheld at Buyer's request Workforce	0 – First come, first served	n/a	n/a	Under contract
Unit 206, Eagle Village	1	\$158,343 Affordable 50-80%	33	7	3 entries, picked on 2	Closes 2/28
55-1 Virginian Condos	1 + office	\$596,150 Workforce	n/a – Preservation Program	n/a	n/a	Under contract

John Kyle Kissock

- Kyle works for the JH Wildlife Foundation

Bronwen Fitzsimons and Charles Greenwald + 2 children

- Bronwen works at the Community Foundation and Chris works at Snake River Sporting Club

Allison Kalenak

- Allison is self-employed. She is the owner/operator of Remede Hydration Therapy

**Town of Jackson Employee Rentals 1/1/2022 to present** – 1 unit has been rented to Town employees in 2022.

**Teton County Employee Rentals 1/1/2022 to present-** 1 unit has been rented to County employees in 2022.

Compliance Request	Since January 1, 2022
Request to Rent/Leave of Absence	1
Request for Exception	1
Qualified Mortgage Request	2: approved
Transfer of Title	2: 1 approved, 1 in progress
Occupancy Agreement	1
Transfer on Death Deed	None
Workforce Ownership Requalifications	Due in October 2022
Affordable Rental Requalifications	90 requests mailed, deadline is March 2
Affordable Check-ins	Due in September 2022
Proof of Insurance	None
Violations	Defaults: 3 total, 1 has been cured

Units with Sunset Clause	Sunset Clause Expired	Total Releases Recorded	Expirations Pending	Expire in 2022	Expire in 2023
98	50	30	0	4	4

## **DEVELOPMENT REVIEW**

What	Since Last HAB Meeting	Since January 1, 2022
Development Applications	0	0
Livability Standards	1	1 – Legacy Lodge Inspection
Units Restricted	24	1 – Heidelberg 24 – King Street Condos

## **RULES AND REGULATIONS**

### **Rules and Regulations/Special Restriction Template Updates:**

Staff is working with Town and County Legal to make updates to the Special Restriction Templates. One of the important updates will be to the Default Remedies section. This section needs to be clarified to make it easier to understand the remedies available for enforcement and how defaults are to be handled. These will be updated along with the Housing Rules and Regulations this summer. The timeline will be as follows:

- February 28<sup>th</sup>: Topic Identification at March JIM
- April 20<sup>th</sup>: Presentation of Rules and Regulations to Housing Supply Board
- May 4<sup>th</sup>: Housing Authority Board Discussion and Recommendations
- June 6<sup>th</sup>: Direction from Town Council and Board of County Commissioners at June JIM
- October 3<sup>rd</sup>: Adoption of Rules and Regs/Special Restriction updates at October JIM

### COMMUNITY PRESENTATIONS

Staff is available to give presentations to the community to provide education about housing programs, developments, compliance, etc. Below are presentations given since January 1, 2022.

Presenter	Organization
Billi Jennings	Teton Raptor Center
April Norton	Rotary
April Norton	JH Chamber of Commerce
April Norton	NACO

JACKSON/TETON COUNTY HOUSING AUTHORITY

**Balance Sheet**

As of January 31, 2022

	Jan 31, 22	Dec 31, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
FIB - Administration	541,542.43	685,078.29	(143,535.86)
FIB - Millward Ground Lease	88,556.54	89,488.52	(931.98)
FIB - Supply	1,112,930.66	1,112,920.45	10.21
Total Checking/Savings	1,743,029.63	1,887,487.26	(144,457.63)
Accounts Receivable			
Ground Lease Receivables	3,210.60	3,097.96	112.64
Total Accounts Receivable	3,210.60	3,097.96	112.64
Other Current Assets			
Accounts Receivable	577.00	0.00	577.00
Notes Receivable	320,000.00	320,000.00	0.00
Total Other Current Assets	320,577.00	320,000.00	577.00
Total Current Assets	2,066,817.23	2,210,585.22	(143,767.99)
Fixed Assets			
Buildings & Improvements			
260 West Broadway	1,391,040.08	1,391,040.08	0.00
Accumulated Depreciation	(860,949.06)	(860,949.06)	0.00
The Grove Phase I	6,789,580.35	6,789,580.35	0.00
Total Buildings & Improvements	7,319,671.37	7,319,671.37	0.00
Furniture, Fixtures & Equipment	22,024.69	22,024.69	0.00
Land & Projects			
575 East Hall Avenue	1,159,017.60	1,159,017.60	0.00
Hall Street	2,565,214.22	2,565,214.22	0.00
Millward Neighborhood	1,412,795.50	1,412,795.50	0.00
Mountain View Meadows	450,000.00	450,000.00	0.00
The Grove	3,385,000.00	3,385,000.00	0.00
Wilson Meadows	353,080.00	353,080.00	0.00
Total Land & Projects	9,325,107.32	9,325,107.32	0.00
Total Fixed Assets	16,666,803.38	16,666,803.38	0.00
Other Assets			
Allowance for Doubtful Accounts	(273,481.00)	(273,481.00)	0.00
Snow King Apts. Int. Receivable	3,481.00	3,481.00	0.00
Snow King Apts. Note Receivable	270,000.00	270,000.00	0.00
Total Other Assets	0.00	0.00	0.00
<b>TOTAL ASSETS</b>	<b>18,733,620.61</b>	<b>18,877,388.60</b>	<b>(143,767.99)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	1,283.68	1,519.68	(236.00)
Total Accounts Payable	1,283.68	1,519.68	(236.00)
Other Current Liabilities			
Current Portion of LTD	123,000.00	123,000.00	0.00
Escrow Payable	6,416.13	166,416.13	(160,000.00)
Security Deposits	38,379.58	38,379.58	0.00
Total Other Current Liabilities	167,795.71	327,795.71	(160,000.00)
Total Current Liabilities	169,079.39	329,315.39	(160,236.00)

## JACKSON/TETON COUNTY HOUSING AUTHORITY

**Balance Sheet**

As of January 31, 2022

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	Jan 31, 22	Dec 31, 21	\$ Change
Long Term Liabilities			
Current Portion of LT Debt	(123,000.00)	(123,000.00)	0.00
Note Payable - First Republic	2,434,000.67	2,438,511.58	(4,510.91)
Total Long Term Liabilities	2,311,000.67	2,315,511.58	(4,510.91)
Total Liabilities	2,480,080.06	2,644,826.97	(164,746.91)
Equity			
Retained Earnings	16,277,941.97	16,277,941.97	0.00
Net Income	(24,401.42)	(45,380.34)	20,978.92
Total Equity	16,253,540.55	16,232,561.63	20,978.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,733,620.61</b>	<b>18,877,388.60</b>	<b>(143,767.99)</b>

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

January 2022

	Administration	Broadway	Housing Supply	Millward	The Grove	TOTAL
Ordinary Income/Expense						
Income						
Rent Income	0.00	19,248.65	1,255.00	1,415.00	32,004.45	53,923.10
Total Income	0.00	19,248.65	1,255.00	1,415.00	32,004.45	53,923.10
Gross Profit	0.00	19,248.65	1,255.00	1,415.00	32,004.45	53,923.10
Expense						
Insurance	0.00	(115.65)	0.00	0.00	0.00	(115.65)
Management Fees	0.00	0.00	0.00	0.00	3,200.00	3,200.00
Office Supplies	47.73	0.00	0.00	0.00	0.00	47.73
Professional Fees	3,877.50	0.00	0.00	0.00	0.00	3,877.50
Rent(Ground Lease Fee)	0.00	13,638.78	0.00	0.00	0.00	13,638.78
Repairs & Maintenance	0.00	260.75	0.00	302.91	3,053.73	3,617.39
Taxes & Licenses	0.00	(156.48)	0.00	0.00	0.00	(156.48)
Telephone	0.00	0.00	0.00	0.00	165.01	165.01
Utilities	0.00	508.53	0.00	0.00	2,404.01	2,912.54
Total Expense	3,925.23	14,135.93	0.00	302.91	8,822.75	27,186.82
Net Ordinary Income	(3,925.23)	5,112.72	1,255.00	1,112.09	23,181.70	26,736.28
Other Income/Expense						
Other Income						
Interest Income	5.93	0.00	9.45	0.76	0.00	16.14
Total Other Income	5.93	0.00	9.45	0.76	0.00	16.14
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	5,773.50	5,773.50
Total Other Expense	0.00	0.00	0.00	0.00	5,773.50	5,773.50
Net Other Income	5.93	0.00	9.45	0.76	(5,773.50)	(5,757.36)
Net Income	(3,919.30)	5,112.72	1,264.45	1,112.85	17,408.20	20,978.92



JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

July 2021 through January 2022

	Administration	Broadway	Housing Supply	Millward	The Grove	TOTAL
Ordinary Income/Expense						
Income						
Contributions Income	0.00	0.00	44,333.00	0.00	0.00	44,333.00
Rent Income	0.00	134,789.23	3,990.00	10,480.00	222,296.45	371,555.68
Total Income	0.00	134,789.23	48,323.00	10,480.00	222,296.45	415,888.68
Gross Profit	0.00	134,789.23	48,323.00	10,480.00	222,296.45	415,888.68
Expense						
Bank Charges	0.00	0.00	25.00	0.00	0.00	25.00
Dues & Subscriptions	67.00	0.00	0.00	0.00	0.00	67.00
Insurance	0.00	(809.55)	0.00	0.00	11,696.00	10,886.45
Management Fees	0.00	0.00	0.00	0.00	22,400.00	22,400.00
Office Supplies	47.73	0.00	0.00	0.00	0.00	47.73
Preservation Program Funds	0.00	0.00	200,000.00	0.00	0.00	200,000.00
Professional Fees	17,777.50	0.00	0.00	0.00	0.00	17,777.50
Rent(Ground Lease Fee)	0.00	95,471.46	0.00	0.00	0.00	95,471.46
Repairs & Maintenance	0.00	1,969.84	0.00	2,647.73	29,312.60	33,930.17
Taxes & Licenses	0.00	6,430.86	0.00	0.00	14,512.11	20,942.97
Telephone	0.00	0.00	0.00	0.00	928.21	928.21
Utilities	0.00	1,498.27	0.00	0.00	14,387.07	15,885.34
Total Expense	17,892.23	104,560.88	200,025.00	2,647.73	93,235.99	418,361.83
Net Ordinary Income	(17,892.23)	30,228.35	(151,702.00)	7,832.27	129,060.46	(2,473.15)
Other Income/Expense						
Other Income						
Interest Income	32.42	0.00	18,310.67	5.30	0.00	18,348.39
Total Other Income	32.42	0.00	18,310.67	5.30	0.00	18,348.39
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	40,276.66	40,276.66
Total Other Expense	0.00	0.00	0.00	0.00	40,276.66	40,276.66
Net Other Income	32.42	0.00	18,310.67	5.30	(40,276.66)	(21,928.27)
Net Income	(17,859.81)	30,228.35	(133,391.33)	7,837.57	88,783.80	(24,401.42)

JACKSON/TETON COUNTY HOUSING AUTHORITY  
**Profit & Loss by Housing Supply**

January 2022

	Hall	SPET	Wilson Meadows	Wilson Park	Other	TOTAL
Ordinary Income/Expense						
Income						
Rent Income	375.00	0.00	505.00	375.00	0.00	1,255.00
Total Income	375.00	0.00	505.00	375.00	0.00	1,255.00
Gross Profit	375.00	0.00	505.00	375.00	0.00	1,255.00
Expense						
Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Management Fees	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00
Rent(Ground Lease Fee)	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Ordinary Income	375.00	0.00	505.00	375.00	0.00	1,255.00
Other Income/Expense						
Other Income						
Interest Income	0.00	8.70	0.00	0.00	0.75	9.45
Total Other Income	0.00	8.70	0.00	0.00	0.75	9.45
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	8.70	0.00	0.00	0.75	9.45
Net Income	375.00	8.70	505.00	375.00	0.75	1,264.45

JACKSON/TETON COUNTY HOUSING AUTHORITY  
**Profit & Loss by Housing Supply**  
 July 2021 through January 2022

	Hall	SPET	Wilson Meadows	Wilson Park	Other	TOTAL
Ordinary Income/Expense						
Income						
Contributions Income	0.00	0.00	0.00	0.00	44,333.00	44,333.00
Rent Income	1,150.00	0.00	1,690.00	1,150.00	0.00	3,990.00
Total Income	1,150.00	0.00	1,690.00	1,150.00	44,333.00	48,323.00
Gross Profit	1,150.00	0.00	1,690.00	1,150.00	44,333.00	48,323.00
Expense						
Bank Charges	0.00	25.00	0.00	0.00	0.00	25.00
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Management Fees	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Preservation Program Funds	0.00	200,000.00	0.00	0.00	0.00	200,000.00
Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00
Rent(Ground Lease Fee)	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	200,025.00	0.00	0.00	0.00	200,025.00
Net Ordinary Income	1,150.00	(200,025.00)	1,690.00	1,150.00	44,333.00	(151,702.00)
Other Income/Expense						
Other Income						
Interest Income	0.00	67.87	0.00	0.00	18,242.80	18,310.67
Total Other Income	0.00	67.87	0.00	0.00	18,242.80	18,310.67
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	67.87	0.00	0.00	18,242.80	18,310.67
Net Income	1,150.00	(199,957.13)	1,690.00	1,150.00	62,575.80	(133,391.33)

Jackson/Teton County Housing Authority  
Regular Meeting  
February 2, 2022  
Board of County Commission Chambers, and Zoom

**1. Call to Order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 2, 2022, at 2:08 P.M via Zoom. Attendees were Annie Kent Droppert, Estela Torres, Justin Henry, Housing Manager, Stacy Stoker, and Housing Director April Norton.

**2. Pronouncement of Quorum**

All members were in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Approval of Meeting Minutes**

Estella Torres moved to approve the meeting minutes for January's Regular Meeting, Justin Henry seconded. The motion passed unanimously.

**5. Review of December Financials**

The Board reviewed the December Financials and had no questions. No action was taken.

**6. Satisfaction and Discharge of Mortgage for 758 Wind River Lane**

Staff indicated that the owner of 758 Wind River Lane had paid back the loan provided by the Housing Authority to finance the roof repair costs assessed by the HOA. The board considered a document releasing the mortgage that had been recorded on the property. Estela moved to approve the Satisfaction and Discharge of Mortgage for 758 Wind River Lane. Justin Seconded. The motion passed unanimously.

**7. Findings of Fact Conclusions of Law – Hayden Exception Appeal Hearing**

Abigail Moore, Deputy County Attorney submitted Findings of Fact Conclusion of Law regarding the Housing Authority Board's decision at the Hayden Exception Appeal Hearing. Estela made a motion to approve the Findings of Fact Conclusions of Law. Justin seconded. The motion passed unanimously.

**8. Calico/Roadhouse Restaurant Request to Connect to Water/Sewer Line owned by JTCHA**

The board considered the request from Calico Restaurant and Roadhouse Restaurant to connect to the water main servicing Millward Redevelopment and owned by JTCHA. A brief discussion ensued. Estela moved to approve the request with the condition that a \$5,000 fee be charged to recapture expenses to install the water main. Justin seconded. The motion passed unanimously.

**9. Millward Draft CCRs Review**

The board reviewed the draft Millward CCRs (Rules and Regulations). The board suggested the following changes:

Paragraph 6: Trailers should be defined.

Paragraph 11.a: Maintenance should be clarified. Does it include painting

Paragraph 11.c: Snow Removal: May want to change “professional snow removal company” to anyone who provides snow removal services.

Paragraph 12. Define Campers

Paragraph 14. Kayaks conflict with the boat rules. How many kayaks are allowed?

Decks and Patios: Require approval by Housing Department. Building Permits should be required.

No Action was taken.

**11. Matters from Staff**

No matters from staff.

**12. Matters from Board**

No matters from the board.

Respectfully Submitted:

Stacy A. Stoker, Housing Manager

\_\_\_\_\_

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

\_\_\_\_\_  
Anne Kent Droppert

\_\_\_\_\_  
Estela Torres, Vice Chair

Date

\_\_\_\_\_  
Justin Henry, Clerk

Date

Jackson/Teton County Housing Authority  
Special Meeting  
February 16, 2022  
Board of County Commission Chambers, and Zoom

1. Call to Order

The Special Meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 16, 2022, at 2:05 P.M via Zoom. Attendees were Annie Kent Droppert, Estela Torres, Justin Henry, Housing Manager, Stacy Stoker.

2. Pronouncement of Quorum

All members were in attendance. A quorum was declared.

3. Public Comment

No Public Comment.

4. Consideration of Healing Waters Request to Add a Wall

The board considered a request from Healing Waters, a tenant in unit 105 at The Grove Phase 1, to add a wall to their space along with a dryer vent. Estela Torres made a motion to approve the request. Justin Henry seconded. The motion passed unanimously.

5. Eagle Village Unit 206 Amendment and Restatement Special Restriction

The Board considered an Amendment and Restatement Special Restriction for Unit 206 Eagle Village Condominiums. This was the current standard restriction for Affordable Ownership housing to be recorded on units as they sell. Estela Torres made a motion to approve the Special Restriction. Justin Henry seconded. The motion passed unanimously.

6. Matters from Staff

No matters from staff.

7. Matters from Board

No matters from the board.

Respectfully Submitted:

Stacy A. Stoker, Housing Manager

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

\_\_\_\_\_  
Anne Kent Droppert

\_\_\_\_\_  
Estela Torres, Vice Chair

\_\_\_\_\_  
Date

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Justin Henry, Clerk

Date