

Minutes for the  
Teton County Housing Authority  
Board of Directors Regular Meeting  
March 20, 2008  
BCC Chambers

**Call to order:** Chairman Jack Stout called the meeting to order at 4:33 p.m.

**Roll call on the record:** Emily Van Engel, Diana Welch, Jack Stout, Patti Patterson, Hal Hutchinson, Christine Walker, Stacy Stoker

**Determination if Quorum is present:** Jack determined that a quorum is present.

**Approval of minutes:** Patti said that there is an inaccuracy in section C of the Director's Report, Election of Officers. She didn't intend to recommend an annual review of the bylaws, but that they should be reviewed periodically. Patti moved to approve the minutes with that change. Jack seconded it. All approved. Motion passed.

**Adoption of agenda:** Patti moved to adopt the agenda and Diana seconded it. All were in favor, and the motion passed.

**Review and Acceptance of Financial Statements:** Patti moved to approve the financials as presented; Diana seconded it. All approved.

- a. **FY08-09 Budget:** Christine reviewed the budget with the board. She said that she prepared two budgets, one with a new staff member starting in January 2009, and one without a new employee. The difference is approximately \$45,000, which would come from reserve funds. (60% of reserves must be dedicated to affordable housing development; 40% can go towards administration.) She responded to feedback from elected officials who said that their funding from the State had been cut. Christine recommended that the board withhold voting on the budget until after the presentation on Wilson Park.

**Communications:**

- a. **Housing Trust update:** Anne Hayden-Cresswell was not present, so there was no update.

- b. **Habitat for Humanity update:** Terri Marino announced that Habitat is currently building two new homes plus one remodel in Melody. They are also starting to plan the blitz-build, where Habitat will build a home in one week in June. For the remainder of 2008, they will build the final two homes in Melody. In 2009 they will build one home in Wilson Park. The Habitat board recently had a strategic planning session and discussed other ways to build Habitat homes, mainly through partnering with other agencies or doing some rebuilding.

**Public Comment:** None

**Communication from Board Liaisons:** Commissioner Andy Schwartz said that he just had a meeting with Mayor Mark Barron and the Regional Forest Service. He announced that the forest supervisor's office is staying in Jackson. Affordable housing was a factor, and the Forest Service said that they were optimistic that Jackson was addressing affordable housing issues, while other nearby communities were not. Schwartz said that this opens up opportunities for the Forest Service to partner with the Town and County on affordable housing. Bob Lenz updated the board on the condominium conversion issue. He said that lawyers are reviewing the issue and will report back in 45-60 days.

**Director's Report:** Commissioner Schwartz spoke about the Golf and Tennis affordable housing neighborhood. He said that he denied the request for a fee waiver regarding the project. Christine and Commissioner Schwartz spoke about the Karns meadow and the possibility of a land swap with the Town and County who want to develop a START bus facility on the property. Christine said that Jim Radda said that such a land swap would be legal, even though the Karns meadow was called out on the SPET ballot for affordable housing.

**Old Business:**

- a. **Wilson Park Update:** Peg Gilday of Gilday Architects and Noah McAlexander of Two Ocean Builders presented some materials on Wilson Park. Peg updated the board on meetings with the County as well as some of the green/sustainable elements of the project, and Noah walked the board through the pricing. The cost is \$256 per square foot with geothermal heating. Noah clarified that the geothermal heating system would only control heating, while appliances would run on electric energy. In theory, geothermal heat pumps provide some cost savings. Christine

said that there would be a net loss to the Housing Authority to subsidize the units and some grants could make up the difference. The board discussed that using the geothermal heat was the right thing to do and that the cost difference in construction was marginal. Hal moved to integrate geothermal heating/cooling systems, materials for healthy living, and rough-in for photovoltaic technologies recognizing that this will increase the construction cost, but may decrease the ownership cost, and direct staff to minimize these costs by working closely with Gilday Architects and Two Ocean Builders, and by further investigating grant opportunities that aim to educate general contractors about the use of these sustainable strategies. Patti seconded it. Hal further moved to accept the preliminary prices from Two Ocean Builders and direct staff to proceed with contract documents as approved by Jim Radda. Patti seconded it. All were in favor of both motions; the motions passed.

### **New Business:**

- a. Election of Officers:** Christine said that she interpreted the bylaws to say that the board should re-elect officers every year, although there were some inconsistencies in the by-laws. Because Cathy Wyer was vice-chair and has resigned, Christine suggested that the board elect new officers. Jack tabled this item until later in the agenda.
  
- b. Guidelines- Ownership of Property.** Jack moved this item up in the agenda. Stacy presented the issue: whether or not an affordable housing buyer can own other property. Currently buyers cannot own land in adjacent counties. This issue comes up when a buyer owns a percentage of interest in a property. Also, the rule applies only at the time of sale. Owners can purchase other real estate after they're in a home. Staff doesn't have a recommendation because it is divided on the issue. The board discussed that as long as an applicant meets income and asset limits, real estate is no different from other assets. The board also discussed public relations issues with allowing someone who can buy a free-market home to live in affordable housing. Stacy noted that this issue may be more relevant if there are more homes in Categories 4, 5, and 6. The board was also concerned about homeowners not being committed to the community if they own a home somewhere else. The board recommended running this information by Sara Flitner for her opinion. Jack also requested some financial scenarios regarding Categories 4, 5, and 6.

**c. Election of Officers Revisited:** The board revisited this topic. Patti voiced her opinion that it's a good idea to rotate the chair position to bring in more participation from other board members and to bring in more diverse ideas. The board discussed that the chair should be more proactive about sharing information and communications with the rest of the board. Diana moved that Jack is board chair until the January 2009 board meeting. Hal seconded it. All were in favor. Diana moved that Patti serve as vice chair until the January 2009 board meeting. Hal seconded it. All were in favor. Diana moved that Hal serve as treasurer until the January 2009 board meeting. Patti seconded it. All were in favor. The three motions passed.

**d. Audit Recommendations**

- i. Two Signatures on Checks over \$ amount.** Christine said that we will need two signatures on all checks over \$500. Patti asked staff to look into direct deposit, which would make pay period easier. The board did not make a motion at this point in the meeting, but revisited the topic later.
  - ii. Adopt Policies of Teton County** Christine said that the elected officials have asked TCHA to adopt County policies. However, there are some conflicts between the two groups' policies.
- e. LDR Recommendation – Rental AMI from 120% to 80%** Christine explained this recommendation, which is to lower the cap on seasonal rentals from workers who can make up to 120% of median income to workers who can make up to 80% of median income. Hal suggested discussing this item in conjunction with the next item on the agenda.
- f. LDR Recommendation – Allow ownership units with Commercial Mitigation** Christine explained that this recommendation would make the LDRs more clear and allow applicants to build an affordable home instead of employee housing. She said that it's likely that many applicants won't do this because rentals are more profitable than ownership units. Hal was concerned that this policy, combined with capping rentals at 80%, might incent applicants to provide ownership units. Jack felt that because employee rental housing is becoming such a commodity, not many applicants would choose to build ownership units. Christine suggested

that she provide the board with more information on this topic, plus the previous recommendation, and the board can vote at the next meeting.

**g. Letter of Interest – TCSD #1** Stacy presented the board with staff's idea to present a proposal to the School District to build homes on the School District's portion of the Wilson Park development. Jack was concerned that there be some project-wide consistencies, such as homes appreciating at the same rates. Christine said that the Housing Authority has the ability to carry debt, whereas the School District does not. Alternately, it could be an opportunity for Habitat to partner on the project too. Jack directed staff to continue the dialogue. Diana moved to direct staff to submit a Letter of Interest to the Teton County School District #1 to assist in building affordable housing for school district employees on the Schwabacher parcel. Patti seconded the motion. There was no discussion. All were in favor.

**FY08-09 Budget Revisited:** Patti moved to adopt the draft budget for the TCHA Fiscal Year 2008/9 that includes the additional personnel. Diana seconded it. All were in favor. Motion passed.

**Items from Staff:** Christine updated the board about the Mantey lawsuit. She said that all the counts of the lawsuit were dismissed except: 1. violation of public meetings; 2. Sellas/Mantey option; 3. public subsidies for private individuals. Christine also updated the board on the Wilson Community School agreement, as well as the upcoming strategic planning session next week. She also mentioned that in the retreat with the Housing Trust, we only need to take minutes, rather than record the meeting. The minutes are public record.

**Two Signatures on Checks Over \$ Amount Revisited:** Diana moved to amend the TCHA Cash Handling Policy to require that all checks over \$500 have two signatures effective July 1. Patti seconded it. All were in favor. Motion passed.

**Executive Session:** None

**Adjournment:** Jack adjourned the meeting at 6:53 p.m.

Respectfully Submitted, Emily Van Engel, Associate Planner