



Mammoth Lakes Housing Board

Regular Meeting Minutes

October 4, 2021, 6:00 p.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, Board Member Brian D'Andrea

Members Absent: Vice President Jennifer Kreitz, Board Member Agnes Vianzon

1. Call to Order

President Kirk Stapp called the meeting to order at 6:04 pm.

2. Assembly Bill 361 (AB 361) Findings

2.1 The Board will discuss AB 361 and consider adoption of Resolution 21-04, regarding the continued utilization of teleconferencing for meetings of the Board that are required to follow the Brown Act

Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion between Ms. Robertson and members of the Board.

Moved by Board Member Tom Hodges

Seconded by President Kirk Stapp

Adopt Resolution 21-04 allowing for continuation of teleconferencing of meetings under the guidelines of Assembly Bill 361 (AB 361).

For (7): President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (7 to 0)

3. Public Comments

Philip John Johnson spoke about the shortage of workforce housing in Mammoth Lakes and the number of unoccupied homes he continues to see in Town.

4. Consent Agenda

Moved by Board Member Tom Hodges
Seconded by Board Member Lindsay Barksdale

Approve the Consent Agenda.

For (7): President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (7 to 0)

4.1 Approval of the Minutes from the September 8, 2021 Regular Board Meeting

5. Policy Matters

5.1 238 Sierra Manor Road Update

Executive Director Patricia Robertson outlined the information in the staff report.

SPEAKING FROM THE FLOOR:

Philip John Johnson asked where the fundraising event for the Access Apartments was going to be held.

Community and Economic Development Director Sandra Moberly provided an update on The Parcel via a PowerPoint presentation which she was unable to provide during the public comment period due to technical issues.

There was discussion between Ms. Robertson, Ms. Moberly and members of the Board.

5.2 Consider the proposal from Kevin Daly Architects regarding a revision to the architectural plans for 238 Sierra Manor Road to incorporate value engineering items and to capture cost-savings

Executive Director Patricia Robertson outlined the information in the staff report and the Value Engineering PowerPoint presentation.

There was discussion between Ms. Robertson and members of the Board.

CONSENSUS: There was consensus from the Board to accept the proposal from Kevin Daly Architects and to pursue the Project HomeKey application, move forward with required revisions, and resubmit the building permit. If unsuccessful with Project HomeKey, staff would revisit value engineering and design at a fuller scope.

5.3 Consider adoption of Resolution 21-05 authorizing Mammoth Lakes Housing to submit an application for a CalHome Program application for Mortgage Assistance and ADU Loan Program activities in Mono County

Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion between Ms. Robertson and members of the Board.

Moved by Board Member Tom Hodges
Seconded by President Kirk Stapp

Adopt Resolution 21-05 a Resolution of the Board of Directors of Mammoth Lakes Housing, Inc. authorizing the submission of the 2021 CalHome Program application to the State of California Department of Housing and Community Development; and if selected, the execution of a standard agreement, any amendments thereto, and of any related documents necessary to participate in the CalHome Program.

For (7): President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (7 to 0)

5.4 Consider adoption of Resolution 21-06 authorizing Mammoth Lakes Housing to submit an application for a CalHome Program application for Mortgage Assistance and ADU Loan Program activities in Inyo County

Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion between Ms. Robertson and members of the Board.

Moved by Board Member Tom Hodges
Seconded by President Kirk Stapp

Adopt Resolution 21-06 a Resolution of the Board of Directors of Mammoth Lakes Housing, Inc. authorizing the submission of the 2021 CalHome Program application to the State of California Department of Housing and Community Development; and if selected, the execution of a standard agreement, any amendments thereto, and of any related documents necessary to participate in the CalHome Program.

For (7): President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (7 to 0)

5.5 MLH Programs Update

Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion between Ms. Robertson and members of the Board.

5.6 Accept the resignation of Board member Zoraya Cruz, and present her with a certificate of appreciation for her service

Executive Director Patricia Robertson outlined the information in the staff report and presented Board Member Zoraya Cruz with a Certificate of Appreciation for her service on the Board.

There was discussion between Ms. Robertson and members of the Board.

Moved by Board Member Brian D'Andrea
Seconded by Board Member Lindsay Barksdale

Accept the resignation of Board Member Zoraya Cruz and present her with a Certificate of Appreciation for her contribution to the organization.

For (7): President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (7 to 0)

**5.7 Approval of Mammoth Lakes Housing, Inc. Resolution 21-07
Approving the Creation of an Ad-Hoc Nominations Committee**

Executive Director Patricia Robertson outlined the information in the staff report.

Moved by Board Member Tom Hodges
Seconded by President Kirk Stapp

Adopt Resolution 21-07 a Resolution of the Board of Directors of Mammoth Lakes Housing, Inc. approving creation of an Ad-hoc Nominations Committee.

For (7): President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (7 to 0)

5.8 Appointment of the Ad-Hoc Nominations Committee

Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion between Ms. Robertson and members of the Board.

Moved by Board Member Tom Hodges
Seconded by Board Member Tony Perkins

Accept the nominations and appoint Board Members Tom Hodges, Heidi Steenstra and Executive Director Patricia Robertson to serve on the Ad-hoc Nominations Committee.

For (6): Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Abstain (1): President Kirk Stapp

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (6 to 0)

6. Committee Reports

Executive Director Patricia Robertson reported that the Governance Committee had not met and that the Diversity, Equity and Inclusion Committee was now vacant.

Board Member Brian D'Andrea reported that the Programs and Housing Development Committee had met to strategize about this evening's Closed Session item regarding property negotiations, and to discuss the 238 Sierra Manor Road project with regard to sourcing out the project and looking for cost savings opportunities.

Executive Director Patricia Robertson reported that the Marketing and Communications Committee was in the process of setting up a meeting to discuss the marketing plan progress and next steps.

Executive Director Patricia Robertson reported that the Chamber Steering Committee had not met, however, she had met with Mammoth Lakes Chamber Workforce Housing Coordinator Melissa Bell and Executive Director Ken Brengle regarding housing and how they could partner to move solutions forward more quickly.

Executive Director Patricia Robertson said that there was nothing to report for the newly created Ad-hoc Nominations Committee.

Executive Director Patricia Robertson reported that the Executive Director Evaluation Ad-hoc Committee had met with the Board of Directors at the last meeting and would again meet tonight.

Board Member Heidi Steenstra reported that the Fundraising for Access Apartments Committee had secured the décor, food and drink, and a public address (PA) system for the upcoming event, but said she was having difficulty finding live musical performers. Ms. Steenstra said that letters regarding the event had been sent out. Executive Director Patricia Robertson said MLH staff had assisted with sending the letters and said that she had emailed an invitation to the real estate community. Ms. Robertson suggested that Ms. Steenstra reach out to the Mammoth High School Band Director to see if they would like to perform at the event.

There was discussion between Ms. Robertson and members of the Board.

7. Board Member Reports

Board Member Tom Hodges reported that Executive Director Patricia Robertson had offered to assist him with Homebuyer Education classes for Mammoth Mountain Ski Area (MMSA) employees on October 7th and October 21st in response to feedback received from employees on a housing survey MMSA had sent out. Mr. Hodges said that MMSA continued to move forward with workforce housing development of their Arrowhead property and said they had been in discussion with modular suppliers. He said they planned to build twenty-two units for year round employees and reported that Alterra's Executive Leadership Team had committed to contributing more resources to provide housing for employees across all of their resorts.

Board Member Brian D'Andrea announced that the Southern California Association of Non-Profit Housing's (SCANPH) virtual annual housing conference was scheduled to be held from October 27th through October 29th and said that he would share the link to the conference with Ms. Robertson to forward to the members of the Board.

There was discussion between Ms. Robertson and members of the Board.

8. Closed Session

The Board went into closed session at 8:09 p.m.

The Board returned from closed session at 9:07 p.m.

8.1 Closed Session

Pursuant to Government Code Section 54956.8, the Board will hold a closed session to discuss property negotiations and possible staff directions and/or action – APN 033-112-017-000

Property: 61 Callahan Way, #C-5, Mammoth Lakes, CA 93546

Negotiating Parties: Patricia Robertson representing MLH (prospective buyer); Michael Dublin and Shari Davis, Co-Trustees (Owner)

Under Negotiation: Terms of sale

Executive Director Patricia Robertson reported that during closed session a motion was made by Board Member Tom Hodges, and seconded by Board Member Heidi Steenstra, with Board Member Lindsay Barksdale abstaining and Vice Chair Jennifer Kreitz and Board Member Agnes Vianzon absent, and carried by a 6-0-1 vote to proceed with the current escrow to increase community housing. MLH will purchase the home for \$470,000 and will then re-sell it as part of the community housing land trust/affordable homeownership program at a below-market value to an income eligible household.

8.2 Closed Session

Pursuant to Government Code Section 54957, the Board will hold a closed session to consider the evaluation of performance of an employee, title: Executive Director.

Executive Director Patricia Robertson reported that no action was taken on this item.

8.3 Closed Session

Pursuant to Government Code Section 54957.6(a), Conference with Labor Negotiators, the Board will meet with the Board's designated representatives (Tony Perkins, Lindsay Barksdale, Heidi Steenstra, and Zoraya Cruz) with respect to the salary or compensation paid in the form of fringe benefits following position: Executive Director. The purpose of this item is to review MLH's position and instructing MLH's designated representatives.

Executive Director Patricia Robertson reported that the Board of Directors accepted an employment agreement with the Executive Director.

9. Consideration of merit pay increase for the Executive Director based on the Performance Evaluation conducted by the Board of Directors in accordance with the organization's policy, as well as consideration of a cost-of-living increase.

Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion among member of the Board.

Moved by Board Member Lindsay Barksdale

Seconded by Board Member Tony Perkins

Award Executive Director Patricia Robertson a 12% bonus based on her performance and based on her current salary of \$103,100, and an 8% salary increase based on her \$103,100 base salary in addition to an increase to Ms. Robertson's base salary of \$8,000 as an incentive upon completion of her real estate broker's license program and obtaining her license prior to November 4, 2022. The current automobile allowance is to be removed from the contract and the contract is to extend for a term of three years.

For (7): President Kirk Stapp, Board Member Lindsay Barksdale, Board Member Zoraya Cruz, Board Member Tom Hodges, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Absent (2): Vice President Jennifer Kreitz, and Board Member Agnes Vianzon

Carried (7 to 0)

10. Adjourn

The meeting was adjourned at 9:13 p.m.

Angela Plaisted, Assistant Clerk
Town of Mammoth Lakes

Patricia Robertson, Secretary
Mammoth Lakes Housing, Inc.