

**Saint Joseph Community Land Trust
Board Meeting Minutes
June 9, 2021**

Meeting called to order: 5:30 PM

Meeting adjourned: 7:10 PM

Board Members Present: Francie Alling, Lyn Barnett, MaryAnn Brand, Allan Bisbee, Jessie Walker, and (Macie Malone arrived at 6:10 p.m.)

Staff Present: Jean Diaz, Charlotte Rosburg

Members: Carolyn Meiers

1. **Topic:** Opening Prayer

Discussion: Barnett led us in the opening prayer.

2. **Topic:** Call to Order and Approval of Agenda

Discussion: Barnett called the meeting to order. Diaz requested adding an item to the agenda, item 13 for an office search update.

Action Taken: A motion was made to add item 13 Office Search Update to the agenda.

Moved by: Alling Second: Brand

Aves: All

Navs: None

present as a member.

3. Topic: Roll call of Board Members and Determination of Board and Membership Quorums

Discussion: Roll call: Alling determined a quorum was present with the board members present. (Malone joined the meeting later at 6:10 p.m.) Member Carolyn Meiers was in attendance.

4. **Topic:** Open Floor

Discussion: Barnett inquired if any members in attendance would like to speak. After hearing no response, he closed the floor.

5. **Topic:** Scheduling Annual Meeting for September 8th

Discussion: Barnett advised sending out a letter to the membership along with the membership renewal application. He discussed a decision made at the retreat to have some sort of social event. Globin Social Hall has already been reserved and a time of 5:30 p.m. was selected for the annual meeting. The Membership Committee -consisting of Alling, Brand, Malone and Rosburg would coordinate the social event to be held during the meeting.

6. **Topic:** Consent Calendar

Discussion Lyn had a correction in the minutes on the second page item 6. It reads “Barnett made a motion to adopt”, and the president is not supposed to make motions. He believes he asked for a motion. Correct that to “Barnett asked a motion”. The motion was made by Brand and seconded by Bisbee. Barnett said he would entertain the motion to accept the consent calendar items be approved.

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Action Taken: A motion was made to adopt the consent calendar with the changes discussed.

7. **Topic:** Adopt 2021-2022 Work Plan

Discussion: Diaz expressed wanting to talk about the homebuyer education but asked the board if there were any questions, additions, or corrections that we need to make to the Work Plan.

Barnett indicated he would like to have an orientation for new board members. We are hoping that Steve Yarrow comes under the board in the fall. And it would be good to put into the work program an orientation. Diaz indicated his concept was having the board manual that sort of serves as the onboarding as well as ongoing reference. We can go through that training for the existing board members as well. Barnett suggested opening the training to any committee members, or anybody else who wants to attend.

Diaz gave an update on the bookkeeping explaining how Barnett, Brand, and he have all talked in the past about Cece wanting to retire. We started a process to see if we can find another bookkeeper. I think at this point we are down to one person who submitted a comprehensive proposal, but it is expensive. There may be a way that we can reduce the cost by maybe transferring some of the work to us. There will be a report back at first to Lyn and MaryAnne and Steve if he is onboard by then, followed by a report to the whole board.

Diaz discussed the homebuyer education needs, saying we are moving forward on Riverside and that we really need to start thinking about that sales process. A precondition to buying a Riverside home is the buyer going through a homebuyer education course. There has been a recent production of online qualified homebuyer education courses and Framework seems to be the one that is most used. Caliber mortgage who we are proposing to use as our primary lender recommends CLT's use Framework as well. There is a \$75 fee for this program, and we are going to make it a precondition to making an offer on our home. Diaz presented an idea of turning this into a membership recruiting tool and offer providing a \$75.00 stipend for the Homebuyer Education course for any member of Saint Joseph Community Land Trust. Alling, Barnett and Bisbee all expressed that this was a great idea! Barnett recommended that for those incidents when somebody might not have a computer, we need to think about setting up a location they can use. Diaz stated that we could help and arrange for someone to have access to a computer for the online course. Diaz requested that if there was a consensus to do this it would be appropriate to pass a motion to that effect.

Action Taken: A motion was made for The Riverside Project for prospective homebuyers - if they become members of Saint Joseph Community Land Trust we will provide a stipend to pay for the cost of the Framework online Homebuyer education course.

Motion by: Bisbee
Second: Brand
Ayes: All
Nays: None

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8. **Topic:** Review 2020-2021 Year to Date Budget & Adopt 2021-2022 Budget

Discussion Part A: Barnett questioned the budget the 2019 – 2020-actuals for the ground lease fee of \$528, asking if it shouldn't always be a multiple of \$50. He asked that we look into this, so that the budget reflects the full \$600.00. Barnett also indicated that he thought the \$12,000.00 for office space may need to be increased. Diaz had identified an office space that was right around \$12,000.00 a year and asked if some of the board members would like to view the office and give their opinion. It includes some furniture that was already in the space. Brand and Diaz felt we didn't need to make changes to the budget until we decide on an office space. Brand explained there is enough money, and an adjustment could be made throughout the year.

(Malone signed into the Zoom meeting at 6:10 p.m.)

Barnett asked Dias to find out what is happening with the balance being off for the ground lease fee. He also questioned if with the new ground lease, we gave any kind of break to the Tallac lessee. Diaz shared that the board adopted a new schedule starting at \$50 and increasing, we have the right to increase that every year by the changes in the CPI and we did make that adjustment, the board made that change to the ground lease fees schedule. We determined at that time that we would start the Tallac ground lease at \$50 from that point. We updated the language giving the board the option of increasing the ground lease fee by the change in the CPI every year and there is some other modification language. The board did approve a new ground lease fee schedule but in doing that we did not give the Tallac lessee any break other than not making any CPI adjustment from the \$50 that he started at when he moved in. We did not change the resale formula it is still based on the AMI. We did not make any changes to his lease. The only thing we changed was the policy around the ground lease schedule.

Barnett asked if anyone wanted to make a comment or make a motion on the budget.

Brand commented on membership renewals being down and questioned the process once renewals were sent out. Diaz explained there was some follow up but suggested that this is a good discussion for the membership committee as to what we can be doing better. Barnett shared how it is helpful when we stand before a city council or wherever to say that we have x number of members. It is very powerful to have numbers behind you. Diaz expressed that once refill Diane's position that hopefully we can get somebody up the curve quickly to help in this area. He welcomed the membership committees help and assistance in coming up with some ideas to improve the membership retention and renewal. Barnett suggested using some sort of raffle, like a hotel or a nice restaurant to encourage members to renew and shared how in the past we did something similar, and it seemed to help boost the membership.

Action Taken: A motion was made to adopt the budget.

Motion by: Malone

Second by: Alling

Ayes: All

Nays: None

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9. **Topic:** Riverside Project Status

Discussion: Lyn reported that Jean and he had met for lunch with Bill Whitty the CEO of Related California, Meea Kang, and Nate Hansen from Related were there, as well as Steve Teshara from the Chamber and Heidi Hill-Drum and Chase Janvrin from the Tahoe Prosperity Center. The need for local housing was discussed and Kang gave the group a quick summary on Sugar Pine Village and shared their work with TRPA on the bonus unit issue. Kang pointed out potential problems with TRPA assigning residential bonus units for lower income housing. Those mother-in-law units/accessory dwelling units (ADU) have the potential of exhausting or causing a loss of the inventory of bonus units that TRPA has. There is a finite number of bonus units assigned for affordable housing and if they all go to these units then there is concern that it is going to shut down new affordable housing development like Sugar Pine Village. Witty discussed how funding has been a challenge for Sugar Pine Village. Barnett believes we are going to have a long-term partnership understanding with Related and may be invited to help with their North Shore projects, including Dollar Creek. They are currently being stalled by NIMBY opposition that is unwilling to have affordable neighbors in their community. Diaz commented on the Dollar Creek discussion saying he understood from Kang that we would be a great fit to be a partner for the affordable housing portion of the project, not just on the rental but to be the homeownership component. Barnett informed the group of the completed formation of the St Joseph Sugar Pine Village (SJSPV) LLC. Our SJSPV LLC board will meet occasionally to look at the next stages.

Carolyn Meiers is one of the Board Members for the LLC. Diaz explained that right now it is just creating the legal entities that will be applying for grants, applying for financing, and entering arrangements with the state for control of the land – so that is the stage that we are at right now. There is not much going on in terms of physical planned approval or implementation until we get all of the financing in place. Carolyn Meiers indicated that she was questioned by others on how long it is going to take before any construction is started? She has answered that we are looking for funding still, and she asked if it seemed likely to happen soon, or if we were close? Diaz explained that phase one is planned to break ground in 2022. Meiers also questioned the board liability insurance and Diaz said he will follow up on that.

10. **Topic:** Riverside Project Status

Discussion: Diaz stated there were three things to talk about the performa, the general contractor and construction financing. Based on the latest numbers that I could put together for the fees and the construction costs Diaz presented a spreadsheet of the performa. The revenue that is coming in is going to be from the ultimate sales of these homes when they get completed. The agreement with the city is that we must sell them as affordable to families with no more than 120% or area median income. At 120% the maximum sales price the total sales price revenue would be \$1,535,832.00. When we look at the cost and these are our best estimates right now for our total costs and it looks like right now our total from \$1,451,002 to \$1,462,739. If we were to price these homes so that they were affordable at 100% AMI we are a little bit under water. If we price it so that it is affordable at 120% AMI we make a little bit of money. We certainly had hoped to do better and not have to go to the full 120% AMI but it looks like to cover our cost it is going to be somewhere around 110% AMI price level. We were

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hoping for better, but costs -especially lumber costs skyrocketed. There are material shortages everywhere, and this is the result of that.

The next item is the general contractor's contract. Diaz expressed frustration in trying to get Ron and John Dos Reis to return a signed contract. It is critical for the construction financing.

Barnett questioned if the gas company had signed off? Diaz indicated that it was Liberty, and the employee responsible had been on vacation, but that they were going to get right on it, but he didn't have their letter of approval yet. The city permit people sent their corrections to our architect on May 20th and Diaz reached out to Brian to ask how they were doing on making these changes and corrections, but he had not heard back.

11. Topic: Staff/Board Development Updates

Discussion: Diaz discussed asking Diane before she left, because she did do a lot of training, to be sure to summarize those trainings so that we could share that for the benefit of the other board members and staff. For staff support and development be sure to avail yourself of different opportunities that come up that are relevant to our work. If there are some good notes that are important to share with the board you can share it during this portion of the meeting or share just via your notes. Diaz asked that we make every effort to give a strong showing that our board is actively looking at things that will help their presentation, their leadership skills as board members or staff members. A lot of our funders want to be sure of what we are doing to improve our staff and board development. Barnett spoke about working with Grounded Solutions to get some training in the future. Diaz said he will continue to share notices of trainings that he receives with the board.

Diane has left. And one of the things that I am looking at is a replacement

12. Topic: Board Member Updates and Comments

Discussion: None.

13. Topic: Office Search Update

Discussion: We already talked about item 13 the office search.

Adjournment and Closing Prayer

Alling led the closing prayer.