

**Saint Joseph Community Land Trust**  
**Meeting of the Board of Directors - Minutes**  
**September 20, 2023**  
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**Meeting called to order: 5:38 p.m.**

**Board Members Present:** Lyn Barnett, Alan Bisbee, John Dalton, Kristina Hill. Virtual: Francie Alling, Michael Fronk.  
**Staff Present:** Jean Diaz, Jim Meiers. Virtual: Charlotte Rosburg

1. **Topic:** Opening Prayer led by Barnett
2. **Topic:** Call to Order/Approval of Agenda  
**Action Taken:** Motion was made to approve the agenda.  
**Moved by:** Alling    **Seconded by:** Bisbee    **Approved:** Unanimously
3. **Topic:** Roll call of Board Members and Determination of Board and Membership Quorums  
**Discussion:** Alling confirmed quorum present.
4. **Topic:** Open floor (*members and guests may comment on any item not listed on the agenda*)  
**Discussion:** No guests were present, so the floor was closed.
5. **Topic:** Approval of the 07/19/23 BOD Meeting Minutes.  
**Action Taken:** Motion was made to approve the minutes with the addition of John Dalton in attendance.  
**Moved by:** Bisbee    **Seconded by:** Dalton    **Approved:** Unanimously
6. **Topic:** Financial Report
  - a. Current Financials & Fund Balances**Discussion:** Diaz indicated that although funds had decreased because of having spent more than anticipated for the Riverside project that we are increasing our assets with these homes. Alling questioned funds being kept in the TAHOE program with El Dorado Community Foundation. Diaz informed that the board could reallocate these funds anytime.  
**Action Taken:** Motion was made to accept the financials presented.  
**Moved by:** Dalton    **Seconded by:** Alling    **Approved:** Unanimously
7. **Topic:** Motel to Housing Grant Outreach Plan  
**Discussion:** Rosburg discussed a plan to extend outreach of the Motel to Housing Program that has recently been converted to a grant program. Meiers shared that he had dropped new flyers with Amanda Hammond with the LTUSD.
8. **Topic:** Grants and donations update
  - a. Current Financials & Fund Balances
  - b. Fiscal Year 2022/23 Summary**Discussion:** Meiers reported on grant activity including a grant that was awarded by the American Century Golf tournament to SJCLT for \$3000.00 to Motel to Housing Fund with 20% of that going towards the general fund to cover overhead. He continued to review highlights from the Fundraising and Grants report sharing upcoming events planned for January at Flatstick Pub, and other grants applications that had not been awarded.
9. **Topic:** Allocation of Donations above \$250.00, if any, in accordance with adopted policy
  - a. \$550 anonymous (recommend \$550 to General Fund)

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**Action Taken:** A motion was made to allocate a \$550 donation to the general fund.

**Moved by:** Alling    **Seconded by:** Bisbee    **Approved:** Unanimously

**10. Topic:** Status of Projects

- a. Sierra Garden Apartments (SGA): b. Riverside Avenue Ownership Project: c. Sugar Pine Village (SPV) Workforce Rental Project: i. Community Resilience Center Grant Application ii. Childcare facility – Catalyst withdrawal

**Discussion:** (a): Meiers reported on SGA updates including an eviction, and repairs that are taking place including replacing a hydrant damaged during snow removal last winter. (b): The Riverside Project home at 958 San Jose closed escrow and the residents are thrilled with their new home. Barnett shared that the RCAC construction loan was now paid off with this sale. Diaz went on to say that we cannot build this kind of house again and that we need to design for more efficiency. (c): In applying for a Community Resilience Grant for the Community Facing Building for SPV the planned childcare facility was to have been occupied by Catalyst, but they were not able to commit to leasing the downstairs. The building will now be a single story because we can't afford an empty downstairs. The Community Hub will be leased to ADVANCE.

**11. Topic:** Project Opportunities Update

- a. TRPA Deed Restriction Monitoring (awarded to other proposer)
- b. Dollar Creek Crossing (our participation on hold)
- c. Incline Village prospects (various)

**Discussion:** (a.): Diaz reported on the proposal submitted to TRPA for Deed Restriction Monitoring. TRPA was recognized for the fact that they were not monitoring deed restrictions, and our submitting a proposal put us in good stead. (b.): Dollar Creek Crossing is being developed by Related, and the ownership portion did not meet SJCLT criteria, so our participation is on hold, and they are moving forward. (c.) Barnett spoke about potential Incline Village prospects that he has been investigating.

**12. Topic:** Establishment of homebuyer Program Reserve Fund

**Discussion:** Barnett suggested taking steps to create a homebuyer Program Reserve Fund to help prevent default for our homebuyers before homes go into foreclosure. In setting up a reserve fund, an initial amount and 10% from the ground lease fees added in each year to build up to approximately a \$50,000 range to help prevent a foreclosure.

**Action Taken:** A motion was made to start a homebuyer Program Reserve fund.

**Moved by:** Dalton    **Seconded by:** Alling    **Approved:** Unanimously

**13. Topic:** Conference presentation (Moving Mtns housing Summit, CA CLT Annual Mtg)

**Discussion:** Diaz relayed some of his experiences while attending the conference, and how UNR's economic development will help reimburse some of the travel costs above \$600.00.

**14. Topic:** Distribute updated Board Manuals (review what's new)

**Discussion:** The Board Manuals were distributed and include updates including a new table of contents, new Articles of Incorporations, information on Sugar Pine Village and Sierra Garden Apartments, minor changes to the bylaws and updated resolutions.

**15. Topic:** Office Lease (addition of conference room)

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**Discussion:** Diaz revealed that SJCLT now occupies the new space in the office across the hall at Dorla Ct.

**16. Topic:** Board Member Updates and Comments

**Discussion:** Not hearing any comments from the board members Barnett suggested the meeting be adjourned

**17. Topic:** Adjournment and Closing Prayer. The meeting was adjourned at 7:40 p.m., and Barnett gave a quick closing prayer.