



## **Mammoth Lakes Housing Board**

### **Regular Meeting Minutes**

**December 6, 2021, 6:00 p.m.**

**437 Old Mammoth Road, Suite Z, Mammoth Lakes**

Members Present: President Kirk Stapp, Vice President Jennifer Kreitz, Board Member Lindsay Barksdale, Board Member Tom Hodges, Board Member Agnes Vianzon, Board Member Tony Perkins, Board Member Heidi Steenstra, Board Member Brian D'Andrea

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#### **1. Call to Order**

President Kirk Stapp called the meeting to order at 6:04 p.m. in the Council Chamber located at 437 Old Mammoth Road. Mr. Stapp attended the meeting in person, the rest of the Board attended the meeting virtually.

#### **2. Assembly Bill 361 (AB 361) Findings**

##### **2.1 Adopt Resolution 2021-08 to allow to virtual Board meetings to continue during the Covid-19 pandemic declared emergency**

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

Board Member Heidi Steenstra joined the meeting at 6:04 p.m.

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

Moved by President Kirk Stapp  
Seconded by Board Member Tony Perkins

Adopt Resolution 2021-08 to allow virtual Board meetings to continue during the Covid-19 pandemic declared emergency.

For (8): President Kirk Stapp, Vice President Jennifer Kreitz, Board Member Lindsay Barksdale, Board Member Tom Hodges, Board Member Agnes Vianzon, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Carried (8 to 0)

**3. Public Comments**

There were no comments given at this time.

**4. Consent Agenda**

Board Member Brian D'Andrea requested that Item 4.2 be pulled from the Consent Agenda for further discussion.

Moved by President Kirk Stapp  
Seconded by Board Member Tom Hodges

Approve Item 4.1 on the Consent Agenda.

For (8): President Kirk Stapp, Vice President Jennifer Kreitz, Board Member Lindsay Barksdale, Board Member Tom Hodges, Board Member Agnes Vianzon, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Carried (8 to 0)

**4.1 Approval of the Minutes from the October 4, 2021 Regular Board Meeting**

**4.2 Approval of the Fiscal Year ending June 30, 2021 draft audited financial statements**

Mr. D'Andrea requested additional information regarding items in the Fiscal Year ending June 30, 2021 audited financial statements.

There was discussion between Executive Director Patricia Robertson and members of the Board.

Moved by President Kirk Stapp

Seconded by Board Member Tom Hodges

Approval of the Fiscal Year ending June 30, 2021 draft audited financial statements

For (7): President Kirk Stapp, Vice President Jennifer Kreitz, Board Member Lindsay Barksdale, Board Member Tom Hodges, Board Member Agnes Vianzon, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Abstain (1): Board Member Tony Perkins

Carried (7 to 0)

## 5. **Policy Matters**

### 5.1 **Review and approve the MLH and Sierra Housing Advocates, LLC F Y 2021-22 First Quarter Draft Financial Statements**

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

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

Moved by President Kirk Stapp

Seconded by Board Member Brian D'Andrea

Approve the Mammoth Lakes Housing and Sierra Housing Advocates, LLC Fiscal Year 2021-22 First Quarter Draft Financial Statements.

For (8): President Kirk Stapp, Vice President Jennifer Kreitz, Board Member Lindsay Barksdale, Board Member Tom Hodges, Board Member Agnes Vianzon, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Carried (8 to 0)

**5.2 Accept the contract for services with Rural Community Assistance Corporation in the amount of \$16,000 for Emergency Rent Assistance**

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

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

Moved by President Kirk Stapp

Seconded by Board Member Heidi Steenstra

Accept the contract for services with Rural Community Assistance Corporation in the amount of \$16,000 for Emergency Rent Assistance.

For (8): President Kirk Stapp, Vice President Jennifer Kreitz, Board Member Lindsay Barksdale, Board Member Tom Hodges, Board Member Agnes Vianzon, Board Member Tony Perkins, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Carried (8 to 0)

**5.3 Receive a presentation regarding Valley Apartments in Bishop, CA and consider a possible partnership between the owner, Inyo Mono Advocate for Community Action**

Executive Director Patricia Robertson outlined the information in the staff report and introduced Inyo Mono Advocate for Community Action (IMACA) Executive Director Kate Morley.

Ms. Morley spoke about her background and discussed IMACA's current role with the Valley Apartments. She spoke about the eligibility requirements for residency as well as the condition of the building. Ms. Morley asked members of the Board for any ideas they had with regard to how MLH could assist IMACA with the apartments.

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

Members of the Board gave staff direction to compile additional operating, financial and background information on the Valley Apartments property to share with the Development Committee for discussion regarding various options for the property prior to bringing the item back to the full Board at a future meeting.

#### **5.4 238 Sierra Manor Road Update**

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

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

Staff was given direction to determine if it made sense to continue with the HomeKey Application.

#### **5.5 MLH Programs Update**

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

President Kirk Stapp read into the record that housing prices in Mono County had increased at a rate of 11% for condominiums and 10% for single family homes since 2020, and that in Mammoth Lakes, prices had increased by 26% and 36%, respectively.

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

### **6. Committee Reports**

Programs and Housing Development Committee Members Tom Hodges and Jennifer Kreitz reported that the Committee had been meeting regularly to discuss the 238 Sierra Manor Road project and to look for new development sites.

Executive Director Patricia Robertson reported that the Marketing and Communications Committee had met to discuss the rebranding process and public outreach around marketing efforts. Ms. Robertson said that staff planned to send out a public survey at the beginning of the new year regarding perceptions about MLH and where to get information about community housing.

Board Nominations Committee Member Tom Hodges reported that the Committee had not met recently and requested that Ms. Robertson schedule a meeting for them.

Fundraising Committee Member Heidi Steenstra thanked members of the Board for their assistance with the October fundraising event and reported that the Committee would meet again after the first of the year.

No report was given for the Governance Committee, Diversity, Equity and Inclusion Committee, or the Workforce Housing Committee.

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

## **7. Board Member Reports**

Board Member Tom Hodges reported that he had listened in on the last Town Council meeting and said that Mammoth Lakes Tourism had made a comprehensive presentation to the Council in order to remain in communication with them. Mr. Hodges said that he thought MLH should present an update on their activities to the Town Council after the first of the year, and on a regular basis moving forward. He said that he attended The Parcel groundbreaking ceremony, and gave a brief update on the project and said that anyone who was interested in getting on the waiting list for a unit at The Parcel could contact Pacific Communities at (855) 452-8250.

Vice Chair Jennifer Kreitz reported that she had met with the Rural Counties Representatives of California's (RCRC) Joint Power Authority (JPA), Golden State Financial Authority, which funds loans for down payment assistance for households earning up to 160% of Area Median Income (AMI) and said that she would put Executive Director Patricia Robertson in touch with them. Ms. Kreitz said that she had also met with the Continuum of Care (COC) Point in Time Count Committee last month and reported that they would due the count for the entire Eastern Sierra on January 27<sup>th</sup>. She said that there was \$90M in funding available through the Infill Infrastructure Grant program (IIG) specifically for rural or small counties for capital improvement projects for counties and cities with a population under 250,000, and announced that the Mono County Board of Supervisors would be reviewing various housing policies at their meeting tomorrow.

There was discussion among members of the Board.

## **8. Closed Session**

The Board went into Closed Session at 7:43 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 – Assessor’s Parcel Number 035-265-073-000**

**Property: 2289 Sierra Nevada Road, #G-1, Mammoth Lakes, CA 93546**

**Negotiating Parties: Patricia Robertson representing MLH (prospective buyer); Lisa S. Timbers (Owner)**

**Under Negotiation: Terms of sale**

**8.2 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 – Assessor’s Parcel Number 040-013-065-000**

**Property: 167 Meadow Lane, #65, Mammoth Lakes, CA 93546**

**Negotiating Parties: Patricia Robertson representing MLH (prospective buyer); Thomas F. Bell and Robin M. Bell (Owner)**

**Under Negotiation: Terms of sale**

**8.3 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 – Assessor’s Parcel Number 033-041-006-000**

**Property: 913 Forest Trail, Mammoth Lakes, CA 93546**

**Negotiating Parties: Patricia Robertson representing MLH (prospective buyer); ALBRECHT TRUST (Owner)**

**Under Negotiation: Terms of sale**

Vice Chair left the Jennifer Kreitz closed session at 8:09 p.m.

Executive Director Patricia Robertson reported that the following action was taken in closed session:

Item 8.1 - It was moved by Board Member Tom Hodges, seconded by Board Member Brian D'Andrea, with Vice Chair Jennifer Kreitz absent, and carried by a 7-0 roll call vote to accept Option 1: Proceed with the purchase agreement and the current escrow process, to increase community housing.

Ms. Kreitz rejoined the meeting at 8:19 p.m.

Item 8.2 - It was moved by Board Member Tom Hodges, seconded by President Kirk Stapp, and carried by an 8-0 roll call vote to accept Option 1: Proceed with the purchase agreement and the current escrow process, to increase community housing.

Item 8.3 - Staff was given direction to proceed with negotiations. No action was taken.

The Board returned from closed session at 9:00 p.m.

**9. Adjourn**

The meeting was adjourned at 9:00 p.m.

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Angela Plaisted, Assistant Clerk  
Town of Mammoth Lakes

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Patricia Robertson, Secretary  
Mammoth Lakes Housing, Inc.



## **CLOSED SESSION**

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## AUTHORIZING RESOLUTION

RESOLUTION NO. **2022-02**

### A RESOLUTION OF THE BOARD OF DIRECTORS OF **MAMMOTH LAKES HOUSING, INCORPORATED** AUTHORIZING JOINT APPLICATION TO AND PARTICIPATION IN THE HOMEKEY PROGRAM

#### WHEREAS:

- A. The Department of Housing and Community Development (“**Department**”) has issued a Notice of Funding Availability, dated September 9, 2021 (“**NOFA**”), for the Homekey Program (“**Homekey**” or “**Program**”). The Department has issued the NOFA for Homekey grant funds pursuant to Health and Safety Code section 50675.1.3 (Assem. Bill No. 140 (2021-2022 Reg. Sess.), § 20.).
- B. **MAMMOTH LAKES HOUSING, INCORPORATED**, a California nonprofit public benefit corporation (“**Co-Applicant**”), desires to jointly apply for Homekey grant funds with the Town of Mammoth Lakes (“**Public Entity**”). Therefore, Co-Applicant is joining Public Entity in the submittal of an application for Homekey funds (“**Application**”) to the Department for review and consideration.
- C. The Department is authorized to administer Homekey pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement (“**Standard Agreement**”), and all other legal requirements of the Homekey Program.

#### THEREFORE, IT IS RESOLVED THAT:

1. Co-Applicant is hereby authorized and directed to submit a joint Application to the Department in response to the NOFA, and to jointly apply for Homekey grant funds in a total amount not to exceed **\$7,200,000**.
2. If the Application is approved, Co-Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed **\$7,200,000**, any and all other documents required or deemed necessary or appropriate to secure the Homekey funds from the Department and to participate in the Homekey Program, and all amendments thereto (collectively, the “**Homekey Documents**”).
3. Co-Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard

Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.

4. **Patricia Robertson, Executive Director**, is authorized to execute the Application and the Homekey Documents on behalf of Co-Applicant for participation in the Homekey Program.

PASSED AND ADOPTED this 6th day of January, 2022, by the following vote of the Corporation's Board of Directors:

AYES:  NAYES:  ABSTAIN:  ABSENT:

The undersigned, Patricia Robertson, Executive Director and Secretary of Co-Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Corporation's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: Kirk Stapp

TITLE: President

**[NOTICE AND INSTRUCTIONS APPEAR ON THE FOLLOWING PAGE]**



*Mammoth Lakes Housing, Inc.  
supports workforce housing  
for a viable economy and  
sustainable community.*

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**STAFF REPORT**

Subject: Committee Updates from various standing and ad-hoc committees  
– *information item*

Presented by: Committees

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**Governance Committee**, Standing

Kirk, President

Jennifer, Vice-President

Agnes

**Diversity, Equity, & Inclusion**, Standing

**Programs & Housing Development**, ad-hoc

Tom

Jennifer

Brian

**Marketing & Communications**, ad-hoc

Tony

Agnes

Lindsay

**Fundraising Committee**, ad-hoc

Heidi

Jennifer

Brian

Lindsay

**Workforce Housing Committee**, Chamber

Tom

**Board Nominations Committee**, ad-hoc

Heidi

Tom



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Subject:

**Board Member Reports**

This is the time set aside during the meeting for reports from individual members of the Board of Directors

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