



Mammoth Lakes Housing Board Meeting Agenda

Monday, July 11, 2022, 6:00 p.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members of the Board

**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**

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Mammoth Lakes Housing, Inc. at (760) 934-4740. Notification 48 hours prior to the meeting will enable Mammoth Lakes Housing, Inc to make arrangements to ensure accessibility to this meeting (28 CFR 13.102-35.104 ADA Title II).

NOTE: This meeting will be conducted pursuant to the provisions of Assembly Bill 361 (AB 361) which amends certain requirements of the Ralph M. Brown Act. You are encouraged to watch this meeting live through the online eSCRIBE system here: <https://pub-townofmammothlakes.escribemeetings.com>, on the local government cable channel 18, or by utilizing the Zoom link below.

ZOOM INFORMATION:

Join from a PC, Mac, iPad, iPhone or Android device: <https://monocounty.zoom.us/j/98707718059>

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 987 0771 8059 - Callers: To Raise your hand Press *9, to Unmute/Mute Press *6

International numbers available: <https://monocounty.zoom.us/j/ad4YSFD3lXlt>

You can watch this meeting live through the online Granicus system here:

http://mammothlakes.granicus.com/ViewPublisher.php?view_id=4 or on the local government cable channel 18. Public comments can be submitted to the Executive Director at

patricia@mammothlakeshousing.org or clerk@townofmammothlakes.ca.gov or may be made via Zoom or in person in Suite Z.

1. **Call to Order**
Regular meeting of the public benefit corporation, 501(c)3, Mammoth Lakes Housing, Inc. whose mission is to support affordable housing for a viable economy and sustainable community.
2. **Assembly Bill 361 (AB 361) Findings**
 - 2.1. **Adopt Resolution 2022-13 to allow virtual Board meetings to continue during the Covid-19 pandemic declared emergency**
3. **Public Comments**
This is the established time for any member of the public wishing to address the Mammoth Lakes Housing, Inc. Board of Directors on any matter that does not otherwise appear on the agenda. Members of the public desiring to speak on a matter appearing on the agenda should ask the Chairman for the opportunity to be heard when the item comes up for consideration. Public comments may be submitted to the Executive Director at patricia@mammothlakeshousing.org or clerk@townofmammothlakes.ca.gov before or during the meeting, may be made in person in Suite Z or by "Raising your hand" in Zoom.
4. **Consent Agenda**
 - 4.1. **Approval of the Minutes from the June 6, 2022 Regular Board Meeting**
5. **Policy Matters**
 - 5.1. **Ad-hoc Nominations Committee presentation of Nominees and potential appointment to the Board of Directors**
6. **Closed Session**
 - 6.1. **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 0012120500**
Property: 156 E Clarke Street, Bishop, CA 93514

Negotiating Parties: Patricia Robertson representing MLH (prospective buyer); Kate Morley representing IMACA (Owner)

Under Negotiation: Terms of sale
7. **Policy Matters (Continued)**
 - 7.1. **Receive an update from the MLH-Town Contract Negotiations Committee, consider the draft deliverables, and possibly approve the draft deliverables**
 - 7.2. **The Board will receive an update from the Marketing Committee regarding the selection of a new name as part of the 20th Anniversary Rebranding process, review new name options, and provide staff direction**
 - 7.3. **Review and approve the MLH and Sierra Housing Advocates, LLC Fiscal Year 2021-22 Third Quarter Draft Financial Statements**
 - 7.4. **Review and possibly approve the Mammoth Lakes Housing Draft 2022/2023 Fiscal Year Budget**

8. **Committee Reports**
9. **Board Member Reports**
10. **Adjourn**



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

STAFF REPORT

Subject: The Board will discuss AB 361 and consider adoption of Resolution 22-13, regarding the continued utilization of teleconferencing for meetings of the Board that are required to follow the Brown Act.

Presented by: Patricia Robertson, Executive Director

BACKGROUND

On June 11, 2021, Governor Gavin Newsom issued Executive Order N-08-21, which among other things rescinded his prior Executive Order N-29-20 and sets a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act.

In September the Governor signed AB 361 which extends public meeting teleconferencing until January 1, 2024. This allows for the continued use of teleconferencing without the need to publicly notice the address of every teleconference location.

Brief summary of AB 361 Changes:

For as long as a Brown Act body uses the modified Brown Act rules authorized by AB 361, it must:

1. Give notice of the meeting and post agendas as otherwise required by the Brown Act.
2. Allow members of the public to access the meeting and address the legislative body directly (this doesn't mean in-person).
3. Give notice explaining how members of the public may access the meeting and offer public comment.
4. Identify and include an opportunity for all persons to attend via phone or internet on the agenda.
5. Conduct meetings in a manner that protects the statutory and constitutional rights of the parties and the public.
6. Take no action on items on the agenda in the event there is an interruption which prevents remote members of the public from commenting, until connection is restored [THIS IS NEW].
7. Provide an opportunity for the public to address the board and offer comment in real time from their location.

8. Even though public agencies cannot require the public to “register” prior to providing comment, if they use a website or other platform that requires registration and it is not under the agency’s control, that is acceptable.

New requirements for public comment:

1. If the agency provides a timed public comment period for each agenda item, it may not close the public comment period for the agenda item (or the opportunity to register, pursuant to paragraph 8 above) to provide public comment until that timed public comment period has elapsed.
2. An agency that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register, or otherwise be recognized for the purpose of providing public comment.
3. An agency that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, until the timed general public comment period has elapsed.

Required Findings:

No later than 30 days after teleconferencing for the first time under AB 361 (and every 30 days thereafter) the board must make the following findings by majority vote:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.*
- (B) Any of the following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

* “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

Because the Mammoth Lakes Housing Board of Directors meets monthly (or less frequently), the Board will need to make the required findings at the beginning of every Board meeting.

The California Department of Public Health (CDPH) has updated information on their website here: <https://www.cdph.ca.gov/>.

Mono County Public Health issued an order on August 6, 2021 requiring masking in all public indoor spaces. In a letter dated September 20, 2021, Mono County Public Health Director recommended that the Board of Supervisors continue virtual meetings (Attachment 1). The Mono County Public Health Order requiring masks is provided as Attachment 2.

RECCOMENDATION

The Board should consider making the required findings to continue with virtual meetings.

ATTACHMENTS

1. Letter from Bryan Wheeler, Director of Public Health, to the Mono County Board of Supervisors, dated September 20, 2021
2. The Mono County Public Health Order requiring masks, August 6, 2021
3. Resolution 22-13



MONO COUNTY HEALTH DEPARTMENT

Public Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

To: Board of Supervisors

From: Bryan Wheeler, Director of Public Health

Date: September 20, 2021

Re: Continued Recommendation regarding Social Distancing and Remote Meetings

Both Mono County “covering” Health Officer Dr. Rick Johnson and I strongly recommend that physical/social distancing measures continue to be practiced throughout our Mono County communities, including at meetings of the Board of Supervisors, to minimize the spread of COVID-19.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measure to prevent the disease’s spread. Virtual board meetings allow for the participation of the community, county staff, presenters, and board members in a safe environment, with no risk of contagion. It is recommended that the board implement 100% remote meetings.

As a secondary alternative, the board could implement hybrid meetings (i.e., meetings that are both in-person and virtual), combined with adequate social distancing measures and masking requirements that are actively enforced, in order to minimize risk of contagion. However, as noted above, the safest path would be to implement meetings that are solely remote.

If you have any questions regarding this recommendation, please do not hesitate to contact me. I will be present at the September 21, 2021, meeting to answer any questions.

MONO COUNTY HEALTH DEPARTMENT

Public Health Officer Order:

Face Coverings For All While in Public

P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831
EMAIL RJOHNSON@ALPINECOUNTY.CA.GOV

August 6, 2021

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine of up to \$1,000, imprisonment for up to 90 days, or both. (California Health and Safety Code § 120295.) **This Order supersedes and replaces all previous Mono County Public Health Officer Orders regarding Face Coverings.**

WHEREAS, a state of emergency has been declared by the State of California, and a local emergency has been declared in Mono County in response to the virus COVID-19 (Coronavirus); and

WHEREAS, on June 15, 2021, California fully reopened the economy, and the State terminated the restrictions on businesses and activities in its Blueprint for a Safer Economy. Epidemiologic evidence demonstrates that the rate of community transmission of COVID-19 and positivity rates have all substantially increased since the June 15, 2021 reopening; and

WHEREAS, since the state reopening, increased interactions among members of the public have resulted in an increased number of daily new COVID-19 cases in Mono County; daily cases have more than quadrupled since June 15, 2021. In addition, as of July 24, 2021, Mono County is reporting a 7-day daily average case rate of 15.3 cases per 100,000 people with a 7-day lag. Based upon Federal Centers for Disease Control and Prevention (CDC) indicators and thresholds, this means that community transmission of COVID-19 within Mono County is now considered Substantial, and highly likely to increase during the coming days and weeks; and

WHEREAS, while a significant number of Mono County residents are fully vaccinated (i.e., two weeks or more have passed after the receipt of a second dose in a 2-dose series or 2 weeks or more after receipt of a single-dose vaccine) as of the date of this Order in Mono County, COVID-19 remains a concern to public health and safety and there are still a large number of individuals in the County who are not yet fully vaccinated, including children under 12 years old, who are not currently eligible to be vaccinated. Furthermore, variants of the virus that may spread more easily and/or cause more severe illness, including the Delta variant, are present in Mono County, impacting local residents and visitors, based on positive case reporting; and

WHEREAS, throughout the COVID-19 pandemic, in Mono County, as well as throughout California and the nation, there have been insufficient quantities of critical healthcare infrastructure, including hospital beds, ventilators and workers, capable of adequately treating mass numbers of patients at a single time as the virus spread unchecked; and

WHEREAS, in order to continue to protect the community from COVID-19, in particular for those who are not fully vaccinated, this Order mainly aligns with the State Public Health Officer Order, dated June 11, 2021, as well as the July 28, 2021, Guidance on the Use of Face Coverings issued by the California Department of Public Health. The primary intent of this Order is to help slow and improve the Substantial level of community transmission here in Mono County, to align with recent State recommendations and to help mitigate and reduce the impact on Mono County, and its critical healthcare infrastructure; and

WHEREAS, throughout the COVID-19 pandemic, face coverings have been recommended by the U.S. Centers for Disease Control and Prevention (CDC) to decrease COVID-19 transmission. Face coverings are believed to decrease shedding of COVID-19 by people who are infected. Many people with COVID-19 infection have mild or even no symptoms. Such cases may unknowingly spread the virus to others and face coverings are intended to decrease the chance of such transmission.

NOW, THEREFORE, effective beginning August 6, 2021, under the authority of California Health and Safety Code sections 101040, 101085 and 120175 and Title 17 California Code of Regulations, Section 2501, the Mono County Acting Health Officer **HEREBY ORDERS** as follows:

1. All persons within Mono County and the Town of Mammoth Lakes, regardless of vaccination status, shall wear face coverings¹ **while in indoor public settings, venues, gatherings, and businesses** (examples include offices, retail, restaurants, theaters, family entertainment centers and meetings, among others).
2. Individuals, businesses, venue operators, or hosts of public indoor settings must require all patrons to wear masks, for all indoor settings, regardless of their vaccination status, and post clearly visible and easy to read signage at all entry points to communicate the masking requirements for patrons.
3. Recommendation: It is *recommended* that all persons wear face coverings while attending large outdoor public events.
4. The following individuals are exempt from wearing masks:
 - a. Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.

¹ The following list, informed by the California Department of Public Health <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx> and the Center for Disease Control <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html> are attributes of face coverings, or masks, needed to fulfill the requirements of this Order:

- A properly worn mask that completely covers the nose and mouth.
- Cloth masks should be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source).
- Mask should be secured to the head with ties, ear loops, or elastic bands that go behind the head.
- Mask should fit snugly but comfortably against the side and bottom of the face.
- Mask should be a solid piece of material without slits, exhalation valves, or punctures.

- b. Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- c. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- d. Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

This Order shall take effect beginning on Friday, August 6, 2021 and will remain in effect until rescinded, in writing, by the Mono County Health Officer based on three consecutive weeks of adjusted case of below 6.9 per 100,000.

General Provisions

1. This Order is issued as a result of the worldwide pandemic of COVID-19 disease, also known as “novel coronavirus,” which has infected at least 197 million individuals worldwide in 220 countries and is implicated in over 4.2 million worldwide deaths, including 1065 cases and five deaths in Mono County.

2. This Order is issued based on evidence of increasing transmission of COVID-19 both within the County of Mono and worldwide, scientific evidence regarding the most effective approach to slow transmission of communicable diseases generally and COVID-19 specifically, as well as best practices as currently known and available to protect the public from the risk of spread of or exposure to COVID-19.

3. This Order is intended to reduce the likelihood of exposure to COVID-19, thereby slowing the spread of COVID-19 in Mono County as well as, on a larger scale, to communities worldwide. As the presence of individuals increases, the difficulty and magnitude of tracing individuals who may have been exposed to a case rises exponentially.

4. This Order is issued in accordance with, and incorporates by reference, the: March 4, 2020 Proclamation of a State Emergency issued by Governor Gavin Newsom; the March 15, 2020 Declaration of Local Health Emergency based on an imminent and proximate threat to public health from the introduction of novel COVID-19 in Mono County; the March 17, 2020 Resolution of the Board of Supervisors of the County of Mono proclaiming the existence of a Local Emergency in the County of Mono regarding COVID-19 and ratifying and extending the Declaration of Local Health Emergency due to COVID-19; all current applicable guidance issued by the California Department of Public Health, including but not limited to the June 11, 2021 California Public Health Officer Order and the July 28, 2021 California Department of Public Health Guidance for the Use of Face Coverings, and the Center for Disease Control recommendations on masking protocol.

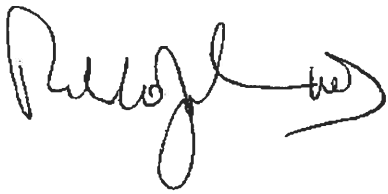
5. This Order is made in accordance with all applicable State and Federal laws, &

including but not limited to: Health and Safety Code sections 101030, et seq.; Health and Safety Code sections 120100, et seq.; and Title 17 of the California Code of Regulations section 2501.

6. To the extent necessary, pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all Chiefs of Police in the County ensure compliance with and enforcement of this Order.

7. This Order is made because of the propensity of the virus to spread person-to-person.

8. Copies of this Order shall promptly be posted on the County of Mono's Public Health Department's website (monohealth.com) and provided to any member of the public requesting a copy of this Order.

A handwritten signature in black ink, appearing to read 'Richard Johnson', with a stylized flourish at the end.

_____ Date: August 2, 2021

Richard Johnson, MD
Acting Local Health Officer
For Mono County and the Town of Mammoth Lakes

RESOLUTION NO. 22-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF MAMMOTH LAKES HOUSING, INC. MAKING FINDINGS TO ALLOW THE BOARD OF DIRECTORS TO MEET VIRUTALLY DURING THE COVID-19 PANDEMIC DECLARED EMERGENCY

WHEREAS, meetings of the Mammoth Lakes Housing, Inc.'s Board of Directors are conducted in compliance with the Brown Act (Government Code Section 54950 et seq), so that members of the public may attend, observe, and participate, in accordance with the organizations' Bylaws (Section 5.2.(c)); and

WHEREAS, Government Code Section 54953(e) is a provision of the Brown Act establishing special rules that apply under specific circumstances to meetings that are conducted remotely via teleconference; and

WHEREAS, using the special rules will facilitate continuing to conduct meetings remotely during the COVID-19 pandemic; and

WHEREAS, the Board of Directors of Mammoth Lakes Housing, Inc. does hereby find that allowing for conducting public meetings virtually will support social distancing and reduce the potential risk to the public, elected officials, and employees to be infected by or to spread COVID-19; and

WHEREAS, a required condition for the use of the Section 54953(e) rules is the existence of a state of emergency declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code Section 8558; and

WHEREAS, an additional required condition is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Governor of California declared a Statewide state of emergency due to the COVID-19 virus on Wednesday, March 4, 2020; and

WHEREAS, on March 15, 2020 the Mono County Health Officer declared a local health emergency, including finding "that there is an imminent and proximate threat to public health from the introduction of COVID-19 in Mono County;" and

WHEREAS, the Mono County Director of Public Health has recently issued a memorandum recommending that social distancing be used as one means of reducing the spread of COVID-19; and

WHEREAS, the Board of Directors does hereby find that meetings of the Mammoth Lakes Housing, Inc. Board shall be conducted in compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as

authorized by subdivision (e) of Section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Section 54953.

NOW, THEREFORE, BE IT RESOLVED that the recitals set forth above are true and correct and are incorporated into this resolution by this reference; and

IT IS FURTHER RESOLVED that the Board of Directors hereby declares that a State and County emergency exists due to the existence or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property due to the COVID-19 virus; and

IT IS FURTHER RESOLVED that the Mono County Director of Public Health has issued a memorandum recommending the continued use of social distancing as a means to reduce the spread of COVID-19, and that the COVID-19 state of emergency impacts the ability of the Board of Directors to safely meet in person; and

IT IS FURTHER RESOLVED that the Board of Directors finds the use of virtual meetings, as provided for under AB 361 as approved by the State Legislature and signed by the Governor, is a prudent and safe means to conduct the organization's business respecting the recommendation to use social distancing as a precaution to reduce the spread of COVID-19; and

IT IS FURTHER RESOLVED that the organization's staff and Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

IT IS FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) August 10, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

APPROVED AND ADOPTED THIS 11th day of June 2022.

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

Kirk Stapp, President

ATTEST:

Patricia Robertson, Secretary

3. Public Comment

Board of Directors
Mammoth Lakes Housing Authority
PO Box 260
Mammoth Lakes, CA 93546

June 21, 2022

Dear Board:

As a long time owner and HOA Board member at the Aspen Village Townhomes, I want to bring to your attention an ongoing concern that may impact other development projects being undertaken by the Housing Authority. Nearly every year the HOA has been burdened with major expenses due to water penetrating the structures. This has caused significant damage to the interior of the units and to structural components because these leaks often do not become apparent until the damage is done.

In almost all instances these leaks were the result of inadequate or improperly installed flashing. While it is understood that a major goal of work force housing is to keep initial expenses low, it is a disservice to the eventual owners to build units that have large and ongoing repair costs that could have been avoided with very minor construction costs.

Aspen Village Townhomes recently completed a repair job due to leaks that penetrated 2 buildings in identical locations and caused structural damage to the G building. The cost of this repair project was \$51,000. We expect to have to make similar repairs at 4 other identical locations, hopefully before there is significant damage. Past repair costs due to leaks at other locations have typically been 5 to 10 thousand dollars per year. These are major expenses for a development with 24 units of work force housing.

I am aware that the Housing Authority has cooperated in the past with helping the HOA address some of these issues, in particular, by the removal of some ornamental gables. Unfortunately, the leaks have continued at other locations. My purpose in bringing this to your attention at this time is twofold:

- I want to urge that future housing projects are constructed mindful of long term maintenance costs. Work force housing does not need fancy amenities but it does need to keep in mind the limited ability of future owners to correct construction defects.
- Considering that the Housing Authority had responsibility for construction contracting and continues to have a financial interest in the development, including benefiting from the increased home prices that contribute to our increased costs, I want to ask that the HOA be given some financial consideration from the Housing Authority.

We appreciate your attention to this matter. I am available for further discussion and to provide additional information, if desired.



Tim Hirrel
Aspen Village HOA, President
email: AspenVillageTownhomes@gmail.com
phone: 301 776-3789



Mammoth Lakes Housing Board

Regular Meeting Minutes

June 6, 2022, 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 Tony Perkins, Board Member Heidi Steenstra, Board Member Brian D'Andrea

Members Absent: Board Member Agnes Vianzon

1. Call to Order

President Kirk Stapp called the meeting to order at 6:03 p.m. in the Council Chamber at 437 Old Mammoth Road, Mammoth Lakes, CA. President Stapp, Vice President Jennifer Kreitz and Board Members Lindsay Barksdale, Tom Hodges and Heidi Steenstra attended the meeting in person. Board Members Tony Perkins and Brian D'Andrea attended the meeting via videoconference.

2. Assembly Bill 361 (AB 361) Findings

2.1 Adopt Resolution 2022-11 to allow virtual Board meetings to continue during the Covid-19 pandemic declared emergency

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

Moved by Board Member Tom Hodges
Seconded by President Kirk Stapp

Adopt Resolution 2022-11 to allow virtual Board meetings to continue during the Covid-19 pandemic declared emergency.

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

Against (1): Vice President Jennifer Kreitz

Absent (1): Board Member Agnes Vianzon

Carried (6 to 1)

3. Public Comments

There were no comments given at this time.

4. Consent Agenda

Moved by Board Member Brian D'Andrea

Seconded by President Kirk Stapp

Approve the Consent Agenda.

For (5): President Kirk Stapp, Vice President Jennifer Kreitz, Board Member Lindsay Barksdale, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Abstain (2): Board Member Tom Hodges, and Board Member Tony Perkins

Absent (1): Board Member Agnes Vianzon

Carried (5 to 0)

4.1 Approval of the Minutes from the May 2, 2022 Regular Board Meeting

5. Policy Matters

5.1 Review and possibly approve a contract with Relativity Architects for services at the Project Homekey site

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

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

Moved by Vice President Jennifer Kreitz
Seconded by Board Member Tom Hodges

Approve the contract with Relativity Architects for services at the Project Homekey site and authorize the Executive Director to make amendments to the contract based on input from Legal Counsel.

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

Absent (1): Board Member Agnes Vianzon

Carried (7 to 0)

5.2 Review and possibly approve expenditures for Project Management services for Project Homekey and Access Apartments projects

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 Lindsay Barksdale

Authorize the Professional Services Agreement for Project and Construction Management Services for Project Homekey and Access Apartments with Zen Development Consultants, LLC, and to allow the Executive Director to negotiate terms with Legal Counsel as needed.

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

Absent (1): Board Member Agnes Vianzon

Carried (7 to 0)

5.3 Review and possibly approve a Memorandum of Understanding between Mono County Social Services and Mammoth Lakes Housing, for Housing Navigator Services

Executive Director Patricia Robertson outlined the information in the staff report and reported that as of today, she had extended two offers of employment for the new Housing Navigator positions. Ms. Robertson thanked the Board and Mono County Department of Social Services Director Kathy Peterson for the ability to expand staff as well as the services that MLH provides for the community.

SPEAKING FROM THE FLOOR:

Town of Mammoth Lakes (TOML) Town Manager Dan Holler said the Housing Navigator program was a good step forward for Mammoth, Alpine County and Mono County. Mr. Holler said that in terms of MLH's budget deficit, there would be no additional funding from the Town since they had a fixed contract unless a separate agreement was created.

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

Moved by Vice President Jennifer Kreitz

Seconded by President Kirk Stapp

Approve the proposed Memorandum of Understanding (MOU) with Mono County Social Services for the provision of Housing Navigator Services by Mammoth Lakes Housing for the period of June 1, 2022 through June 30, 2025, and authorize the Executive Director to execute the contract on behalf of MLH.

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

Absent (1): Board Member Agnes Vianzon

Carried (7 to 0)

5.4 Receive an update from the MLH-Town Contract Negotiations Committee and consider the draft deliverables

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

SPEAKING FROM THE FLOOR:

TOML Town Manager Dan Holler spoke about the changes that Ms. Robertson and the Board had discussed related to the revised deliverables to their contract and offered clarifications and suggestions.

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

5.5 The Board will receive a presentation regarding the 20th Anniversary Rebranding process, possible new name options, and next steps. The Board will have an opportunity to workshop name options and give staff direction

Executive Director Patricia Robertson outlined the information in the staff report and the 20th Anniversary Renaming Workshop PowerPoint presentation.

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

CONSENSUS: There was consensus to revisit the new name at a future meeting which would allow the Executive Director additional time to speak with members of the community and/or create a public survey with regard to selection of a new name for the organization.

5.6 Review and possibly approve the Mammoth Lakes Housing Draft 2022/2023 Fiscal Year Budget

Executive Director Patricia Robertson outlined the information in the Mammoth Lakes Housing Draft 2022/2023 Fiscal Year Budget.

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

Staff was given direction to make the discussed revisions to the 2022/2023 Fiscal Year Budget and bring it back to the next meeting for approval.

5.7 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.

5.8 Reschedule July Board meeting

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

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

CONSENSUS: There was consensus from the Board to reschedule the next meeting from July 4th to July 11th at 6:00 p.m.

5.9 Consider adopting Resolution 22-12, which revises Resolution 21-05 adopted by the Board of Directors October 4, 2021 in response to the State's CalHome Program Notice of Funding Availability, in order to accept nearly \$1M in funds for mortgage assistance and rehabilitation loans 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 Vice President Jennifer Kreitz

Seconded by Board Member Lindsay Barksdale

Approve Resolution 22-12.

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

Absent (1): Board Member Agnes Vianzon

Carried (7 to 0)

6. Committee Reports

Executive Director Patricia Robertson reported that the Governance Committee had been working on updating some of MLH's policies.

Ms. Robertson reported that the Diversity, Equity and Inclusion Committee had not met recently.

Board Member Tom Hodges reported that the Programs and Housing Development Committee had been meeting weekly and was assisting Ms. Robertson with prioritization of the many tasks that MLH had been working on.

Ms. Robertson reported that the Fundraising Committee held a fundraising event in April that raised almost \$5k.

Ms. Robertson reported that the Workforce Housing Committee would meet next week

Ms. Robertson announced that the Board Nominations Committee had two interviews scheduled for new Board Members.

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

7. Board Member Reports

Board Member Tom Hodges said that it looked like there would be additional sources of funding available through the State which MLH could apply for and said that he was encouraged by the possibilities.

Vice President Jennifer Kreitz said that Governor Newsom was not spending as much money on housing this year as in the past.

There was discussion among members of the Board.

8. CLOSED SESSION

Executive Director Patricia Robertson suggested that the Closed Session be postponed until the next meeting.

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

CONSENSUS: There was consensus from the Board to table the Closed Session until the next meeting.

8.1 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.

9. Adjourn

The meeting was adjourned at 8:52 p.m. to the next regular rescheduled Board Meeting to be held on July 11th, 2022.

Angela Plaisted, Assistant Clerk
Town of Mammoth Lakes

Patricia Robertson, Secretary
Mammoth Lakes Housing, Inc.



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

MEMORANDUM

Subject: Nominations to the Board of Directors – *action item*

Presented by: Ad-Hoc Nominations Committee
Heidi Steenstra
Tom Hodges
Patricia Robertson, Executive Director

In accordance with Section 4.7(b) of the organization’s Bylaws (below), the current Board members that represent elected officials may not participate in this item.

BACKGROUND

The Board established the ad-hoc Nominations Committee in October 2021. Since then, the committee met to design a marketing plan and hold interviews. Advertisements were posted in The Sheet, on the MLH website and newsletter, a flyer, and comments at public meetings.

The committee received two applications and held two interviews. The committee is recommending the nomination of Sarah Nuttall to the Board of Directors.

GUIDING DOCUMENTS

Mammoth Lakes Housing Bylaws, the organizations’ five-year Strategic Plan, and the Foundational Structure of the Community Housing Action Plan (CHAP) served as the guiding documents for the process:

I. Mammoth Lakes Housing Bylaws, Section 4.3

Authorized Number of Directors. The authorized number of directors shall be up to nine (9), but not less than six (6).

II. Mammoth Lakes Housing Bylaws, Section 4.7

Qualifications of Directors. The qualifications for the directors are as follows:

(a) The corporation intends that the Board shall collectively represent the corporation's various constituents and have a diversity of relevant backgrounds, cultures, skills, and

professional or academic experience so as to enable the Board to address the corporation's program areas and activities.

(b) To meet the requirements of, and otherwise qualify for, or be eligible as" a "Community Housing Development Organization" ("CHDO") as defined in 24 CFR 92.2, as may be amended from time to time (collectively, the "CHDO Requirements"), the qualifications of the directors are as follows: (a) at least one third (1/3) of the total number of sitting directors shall be residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations; (b) no more than one third (1/3) of the total number of sitting directors may be public officials, employees or members of a public entity, board or agency, or appointed by a public entity, board or agency; and (c) directors appointed by a public entity, board or agency may not appoint the remaining two thirds (2/3) of the directors.

(c) Two directors shall be elected officials from the Town of Mammoth Lakes and the County of Mono. Specifically, the directors shall consist of one member of the Town Council of Mammoth Lakes and one member of the Mono County Board of Supervisors.

III. Mammoth Lakes Community Housing Action Plan: Foundational Structure

MLH Board Representation. It is recommended that community representatives that reflect constituents involved in Plan implementation be added to the MLH Board. The Chamber and/or small business representative for interested employers in the community is one recommendation to ensure employer interests are represented.

IV. MLH Strategic Plan

Focus Area C: Foster Collaboration & Partnerships

Goal C-3: Serve and support existing collaborative efforts for housing

Objective C-3.1: Expand MLH housing facilitation and collaboration reach in the region

CURRENT BOARD MAKE-UP

Low-Income Representative	Public Office or Employment	At-Large
<i>At lease 1/3</i>	<i>No more than 1/3</i>	<i>No requirement</i>
Lindsay Barksdale Tony Perkins VACANT	Kirk Stapp Jennifer Kreitz	Agnes Vianzon Tom Hodges Heidi Steenstra Brian D'Andrea

COMMITTEE NOMINATION

Sarah Nuttall is the General Manager/Part Owner of a local property management company, servicing approximately 350 short-term and long-term rentals, with 40+ employees. She understands the necessary balance of tourism revenue and local community. Sarah has a Master of Arts in Geography from the University of Edinburgh, and she is excited to share her expertise to support the organization in our mission. Sarah is a member of the Mammoth Lakes Chamber of Commerce and has event production

experience. She has lived in Mammoth Lakes for the past 13 years and enjoys being outside with her husband and son.

NEXT STEPS

If the Board chooses to nominate Sarah Nuttall, this will bring the total Board members to nine for a full Board of Directors.

The current Board members that represent elected officials may not participate in this item.

RECOMMENDATION

The Committee recommends that the Board appoint Sarah Nuttall to the Mammoth Lakes Housing Board of Directors.

CLOSED SESSION

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

STAFF REPORT

Subject: Receive an update from the MLH-Town Contract Negotiations Committee and consider and possibly approve the draft deliverables

Presented by: Patricia Robertson, Executive Director

BACKGROUND

The Board nominated Tony Perkins, Tom Hodges, and Heidi Steenstra to serve on the Town Contract Negotiations Committee.

The Town Council reviewed Town staff's proposed deliverables at their May 18th meeting.

MLH Executive Director made public comment, which you can see here: <https://bit.ly/36UJhe8>

The MLH committee met with Town staff on June 2nd. A redline version was circulated between MLH Executive Director and Town Community Development Director.

The MLH committee met again on July 5th to review the Town's redline version. Additional comments were provided.

ANALYSIS

Please see the proposed Town staff deliverables, Attachment 1.

1. Town staff is proposing a one-year contract. This is a huge time commitment. We agreed to add an option to extend within the standard contract language.
2. Real Estate Services have historically only been provided to preserve deed restricted units, and to represent clients in purchase transactions. In these transactions we typically receive 3% commission from the seller. We have not served as the Town's broker in real estate transactions (except under the Bridge pilot program, where the Town has agreed to pay us 1.25% to sell their units). If we add this in the long-term, we should consider commission-based compensation.
3. There are a number of services missing from the proposed contract that we have provided in the past:

- a. Annual monitor FTHB portfolio
- b. Kitzbuhl Regulatory Agreement Compliance
- c. Annual Apartment Vacancy Report
- d. Participate in General Plan Housing Element
- e. Serve as a resource to the Town (Community Indicators Report, serve on Housing Mitigation Fee working group, etc.)
- f. Coordinate with the Town on GIS database
- g. Participate on the Continuum of Care (regional homelessness coordination entity)
- h. Attend Town meetings

NEXT STEPS

The Town Council may approve the proposed contract at the July 21st meeting.

RECOMMENDATION

The Board should receive the update from the committee and provide feedback as appropriate.

ATTACHMENTS

1. Draft proposed deliverables provided by Town staff
2. Redline comments produced during the MLH committee meeting on July 5th

EXHIBIT "A"
DELIVERABLES
MAMMOTH LAKES HOUSING

Mammoth Lakes Housing (MLH) implements a number of programs designed to increase the amount of affordable housing and to preserve existing affordable housing in the Town of Mammoth Lakes. MLH works to support and facilitate community housing at all income levels, with the priority being low- to moderate-income levels (50% - 80% AMI levels).

DELIVERABLES

1. ~~Be THE Community Resource on Housing~~ Provide Community Housing Resources
 - a. Continue to provide overall management and support for MLH services
 - b. Provide housing services and information to community members through regular office hours, an updated website, and providing information on housing-related resources and/or services.
 - c. Provide at least two homebuyer education classes or other training opportunities annually.
 - d. Serve as a resource to the Town on housing, as needed (e.g. Community Indicators Report, Housing Element Update, etc.)
 - e. Serve on the regional Continuum of Care for homelessness program coordination.
 - ~~e. Serve on the Chamber of Commerce's Workforce Housing Steering Committee.~~
2. Creation and preservation of Deed Restricted Units (ownership and rental)
 - a. Partner with the Town and Mono County to leverage the respective Revolving Loan Funds (RLF) to preserve deed restricted units.
 - b. Use the Town Bridge program to add new deed restricted units, as staff capacity allows, up to three units.
 - c. Identify funding sources and develop new programs to add affordable deed restricted units.
 - e.d. Upon implementation of the HomeKeeper database software, MLH will provide on an annual basis by April 30th of each year a monitoring compliance report of the deed restricted units to show units in compliance, sales of units, and other pertinent information.
3. Grant Procurement and Management to bring more money to produce new housing units and programs (e.g. mortgage assistance, rent assistance, etc.)
 - a. Traditional funding sources like CDBG, HOME
 - b. Non-traditional sources (e.g., Community Reinvestment Act (CRA)),
 - c. Actively manage, report, track and promote grant funding
4. Provide Real Estate Services
 - a. Buy and sell units for Town affordable housing programs including the Bridge Program and RLF.
 - b. Any additional real estate services, such as selling Town-owned real estate, will be commission-based.

Commented [SM1]: We don't think this needs to be called out separately.

Commented [SM2]: Patricia - Is this specifically for the Town? Or is this something MLH does for the region? If it's not specifically on the Town's behalf we don't think it needs to be in the deliverables.

Commented [SM3]: We don't think this needs to be called out separately. Your role on this committee is to speak as the voice of MLH, not as a representative of the Town. Town staff sit on this committee.

Commented [SM4]: We would like to keep "preservation" in

Commented [NB5]:

Formatted: Space After: 0 pt, Line spacing: single

Commented [PR6]: "Costs of administering grants shall be paid to the extent feasible by Administration Fees available through the grant, and shall not impact the total funding available through this contract"

Commented [SM7R6]: We don't think this language needs to be in the contract. Grant subrecipient agreements spell out the way the grant admin funds are disbursed and we discuss/agree to the terms on a case-by-case basis.

Commented [SM8]: We'd like to keep this language in.

Commented [SM9]: Is this activity limited to a certain number of units per year or subject to commission?

5. Stewardship of Existing Community Housing Assets

- a. Ensure applicant compliance with the Kitzbuhl Regulatory Agreement
- b. Annually monitor homeownership land trust units and Town's mortgage assistance loan portfolio

~~b.c.~~ Prepare the Annual Apartment Vacancy Report

6. Provide Community Updates

- a. Formal updates (a minimum of two per year) to the Town Council on MLH activities with one to outline the coming year's work program.
- ~~b.~~ Provide ongoing informal updates as appropriate to Town Council and Town Staff.
- ~~e.b.~~ Submit all documents and invoices (activity delivery, setup/completion, state funds request, deed of trust, promissory note, etc.) on a timely basis.

Commented [SM10]: Would this include the DR monitoring of the Town units? That was previously a part of the contract and I believe MLH was waiting on implementation of Homekeeper software.

Commented [NB11]:

Commented [PR12]: I think we could delete this one, thoughts?

Commented [PR13R12]:

Commented [SM14]: We'd like to keep this in.

EXHIBIT "A"
DELIVERABLES
MAMMOTH LAKES HOUSING

Mammoth Lakes Housing (MLH) is the Town of Mammoth Lakes' Official Partner on affordable and workforce housing. Since 2002, the nonprofit, continues to implement a variety of affordable housing programs and projects to increase and preserve community housing assets for both homeownership and rental, securing nearly \$62 million to date. MLH's mission is to support community housing for a viable economy and a sustainable community. The organization works to achieve that goal through grant applications, direct assistance programs, partnerships, advocacy, fundraising, and more. MLH operates programs that assist households earning low- and moderate-incomes. Funding provided by the Town is designed to support the ongoing work program and implementation of the deliverables below which support polices and strategies outlined in the Community Housing Action Plan (CHAP) and Housing Element Update (2019-2027). Mammoth Lakes Housing (MLH) implements a number of programs designed to increase the amount of affordable housing and to preserve existing affordable housing in the Town of Mammoth Lakes. MLH works to support and facilitate community housing at all income levels, with the priority being low to moderate income levels (50% - 80% AMI levels).

DELIVERABLES

1. Provide Community Housing Resources
 - a. Continue to provide overall management and support for MLH services
 - b. Provide housing services and information to community members through regular office hours, an updated website, and providing information on housing-related resources and/or services.
 - c. Provide at least two homebuyer education classes or other training opportunities annually.
 - d. Serve as a resource to the Town on housing, as needed (e.g. Community Indicators Report, Housing Element Update, etc.)
 - e. Serve on the regional Continuum of Care for homelessness program coordination.
2. Creation and preservation of Deed Restricted Units (ownership and rental)
 - a. Partner with the Town and Mono County to leverage the respective Revolving Loan Funds (RLF) to preserve deed restricted units.
 - b. Use the Town Bridge program to add new deed restricted units, as staff capacity allows, up to three units.
 - c. Identify funding sources and develop new programs to add affordable deed restricted units.
 - d. Upon implementation of the HomeKeeper database software, MLH will provide on an annual basis by April 30th of each year a monitoring compliance report of the deed restricted units to show units in compliance, sales of units, and other pertinent information.

Commented [PR1]: 50-80% AMI is not accurate. We would like our intro paragraph to reflect our trusting relationship and history, much like the Chamber's - below.

Commented [PR2R1]: "The ML Chamber of Commerce implements a number of programs and provides services including education, relationships & connections, economic vitality, partnerships, business exposure, advocacy, and member benefits. The top priorities are the members, a healthy business community and being the voice of business -- not just the eyes and ears as the Chamber strives to represent the interest expressed by the Members. The overall work program of the Chamber includes a number of other community based programs and events that enhance business to business communication, community engagement, promotions, and working in partnership with other entities to enhance the overall local business environment. The Chamber also supports business through the Employer Assisted Housing (EAH) program. The EAH Program is designed to match local employees, who are vetted through the Chamber process, with housing alternative, including coordination with employers and outreach to owners to locate housing options. The EAH Program as established by the Chamber will continue. The funding provided to the Chamber is designed to support the ongoing work program of the Chamber and the implementation of the deliverables provided below."

Commented [SM3]: We don't think this needs to be called out separately.

Commented [PR4R3]: Please keep. This is a specific deliverable provided to the Town.

Commented [SM5]: Patricia - Is this specifically for the Town? Or is this something MLH does for the region? If it's not specifically on the Town's behalf we don't think it needs to be in the deliverables.

Commented [PR6R5]: We specifically can leverage our relationships with the COC for programs/services in the Town. E.g. we received a grant for Access Apartments through the COC.

Commented [SM7]: We don't think this needs to be called out separately. Your role on this committee is to speak as the voice of MLH, not as a representative of the Town. Town staff sit on this committee.

Commented [NB8]:

3. Grant Procurement and Management to bring more money to produce new housing units and programs (e.g. mortgage assistance, rent assistance, etc.)
 - a. Traditional funding sources like CDBG, HOME
 - b. Non-traditional sources (e.g., Community Reinvestment Act (CRA)),
 - c. Actively manage, report, track and promote grant funding**
4. Provide Real Estate Services
 - ~~a. Buy and sell units for Town affordable housing programs including the Bridge Program and RLF.~~
 - a. Any additional real estate services, such as selling Town-owned real estate, will be commission-based.
 - i. Representation of the Seller will be performed for 1.5% of the Sales Price
 - ii. Representation of the Buyer will be performed for 1.5% of the Sales Price
5. Stewardship of Existing Community Housing Assets
 - a. Ensure applicant compliance with the Kitzbuhl Regulatory Agreement
 - b. Annually monitor homeownership land trust units and Town's mortgage assistance loan portfolio
 - c. Enter all of the Town's deed restrictions into the HomeKeeper Database and provide annual monitoring services. Any costs associated with enforcing restrictions that MLH is not a party to, will be billed directly.
 - ~~b.d. Prepare the Annual Apartment Vacancy Report~~
6. Provide Community Updates
 - a. Formal updates (a minimum of two per year) to the Town Council on MLH activities with one to outline the coming year's work program.
 - b. Provide ongoing informal updates as appropriate to Town Council and Town Staff.
 - c. Submit all documents and invoices (activity delivery, setup/completion, state funds request, deed of trust, promissory note, etc.) on a timely basis.

Commented [PR9]: "Costs of administering grants shall be paid to the extent feasible by Administration Fees available through the grant, and shall not impact the total funding available through this contract"

Commented [SM10R9]: We don't think this language needs to be in the contract. Grant subrecipient agreements spell out the way the grant admin funds are disbursed and we discuss/agree to the terms on a case-by-case basis.

Commented [PR11R9]: This language was in the previous contract. Our attorney will want to see it somewhere, maybe not in the deliverables.

Commented [SM12]: We'd like to keep this language in.

Commented [PR13R12]: Deleted since RLF and Bridge are included above. All other transactions addressed in new 4.a

Commented [SM14]: Is this activity limited to a certain number of units per year or subject to commission?

Commented [PR15R14]: See revised text

Commented [PR16]: This is included in item 2.a and 2.b above. So I am removing from this line item.

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Commented [SM17]: Would this include the DR monitoring of the Town units? That was previously a part of the contract and I believe MLH was waiting on implementation of Homekeeper software.

Commented [PR18R17]: Added that item below

Commented [PR19]: This language was in our last contract.

Commented [NB20]:

Commented [PR21]: I think we could delete this one, thoughts?

Commented [PR22R21]:

Commented [SM23]: We'd like to keep this in.

Commented [PR24R23]: OK



*Mammoth Lakes Housing, Inc.
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sustainable community.*

STAFF REPORT

Subject: The Board will receive an update from the Marketing Committee regarding the selection of a new name as part of the 20th Anniversary Rebranding process, review new name options, and provide staff direction

Presented by: Patricia Robertson, Executive Director

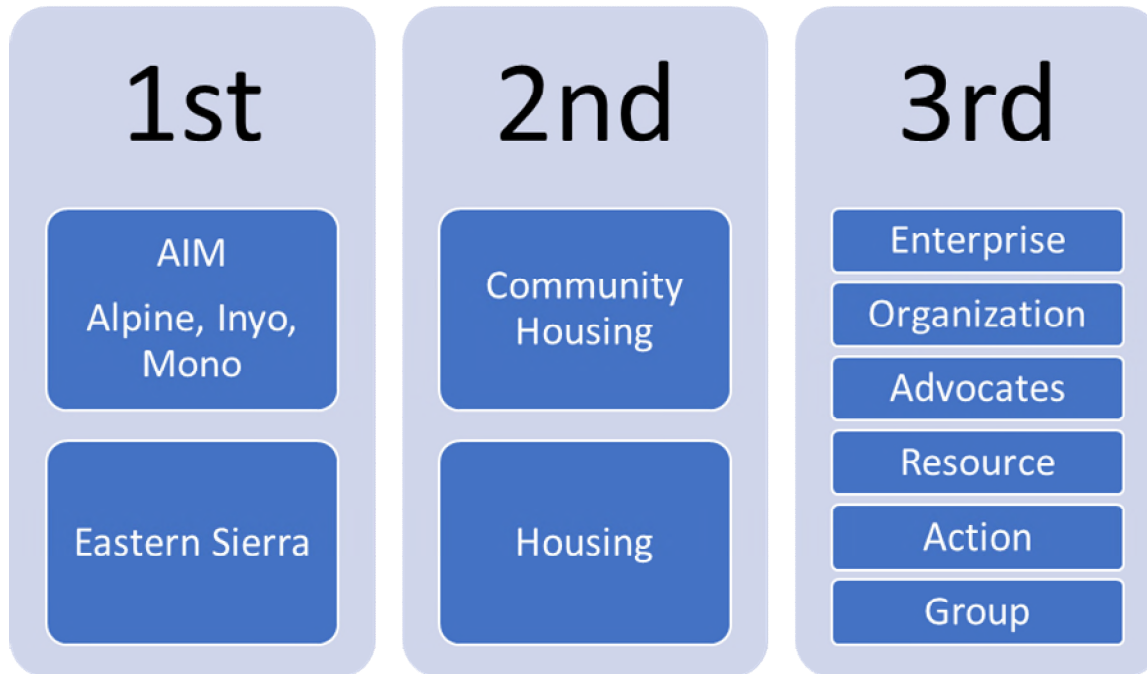
BACKGROUND

The Board of Directors directed the Marketing Committee in February 2021 to move forward with an RFP process to select a firm to assist with rebranding/marketing strategy in anticipation of MLH's 20th anniversary in July 2022. At the June 7th Board meeting, the Board approved moving forward with Jessica Kennedy and Keri Davis for services. The Board approved the Marketing Plan in May 2022.

NEXT STEPS

1. Re-naming Process
 - a. Staff sent the Board (past and present) and staff a brief survey regarding name and imagery preferences
 - b. A long-list of potential names will be reviewed with the design team and the Marketing Committee to create a short-list
 - c. A short-list was shared with regional stakeholders
 - d. Results from the stakeholder feedback was provided at the June 6, 2022 meeting
2. Begin Graphic Design for new logo utilizing feedback from the Market Research and the re-naming process
3. Dive into new website development
4. Complete Rebranding/Marketing process by 20th Anniversary – Goal Summer/Fall 2022.

NAME OPTIONS



ATTACHMENTS

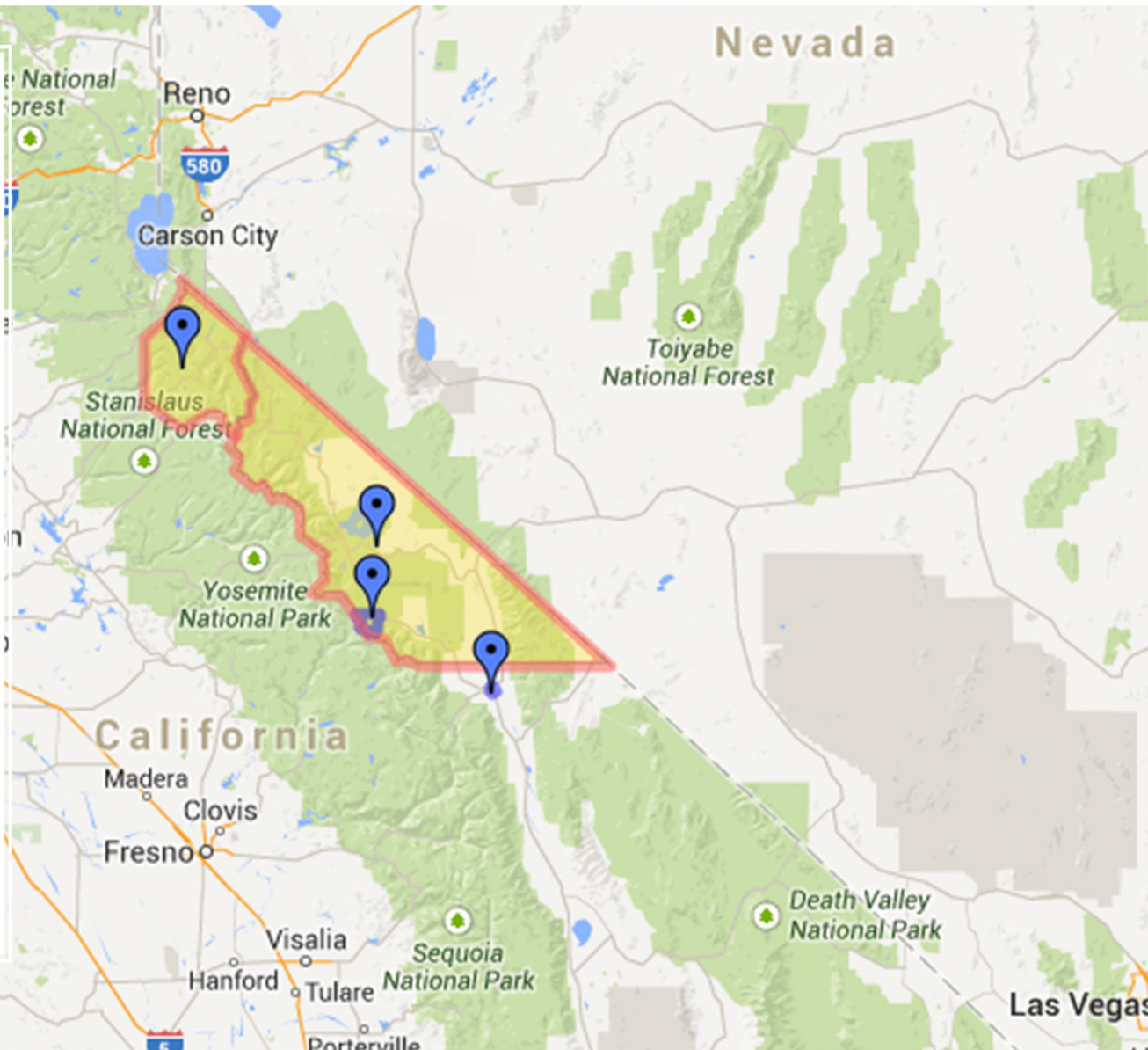
1. Staff presentation on re-naming process

20th Anniversary Renaming Workshop

June 6, 2022

Our Service Area

- Mammoth Lakes Housing, Inc. has been serving the Inyo, Mono, and Alpine tri-county region for a long time
 - Housing Element preparation
 - Regional Needs Assessment coordination
- This was memorialized in the organization's Bylaws in 2013



Housing is a Regional Issue



Our Staff and Board of Directors recognize that the housing issue impacts our regional communities.



It is not productive to work in isolated silos when developing housing solutions.



It can be difficult to approach and build meaningful relationships with regional partners with a name that reflects only one jurisdiction.



The MLH Board of Directors is committed to a rebranding process to be more inclusive of our regional partners, which will make us more effective in regional housing solutions.

Background



The Board of Directors directed the Marketing Committee to move forward with an RFP process to select a firm to assist with rebranding/marketing strategy in anticipation of MLH's 20th anniversary (July 2022).

The Board approved the Marketing Plan.

June 2021

February 2021

2 May 2022

The Board approved moving forward with Jessica Kennedy and Keri Davis for services.

Our Goals

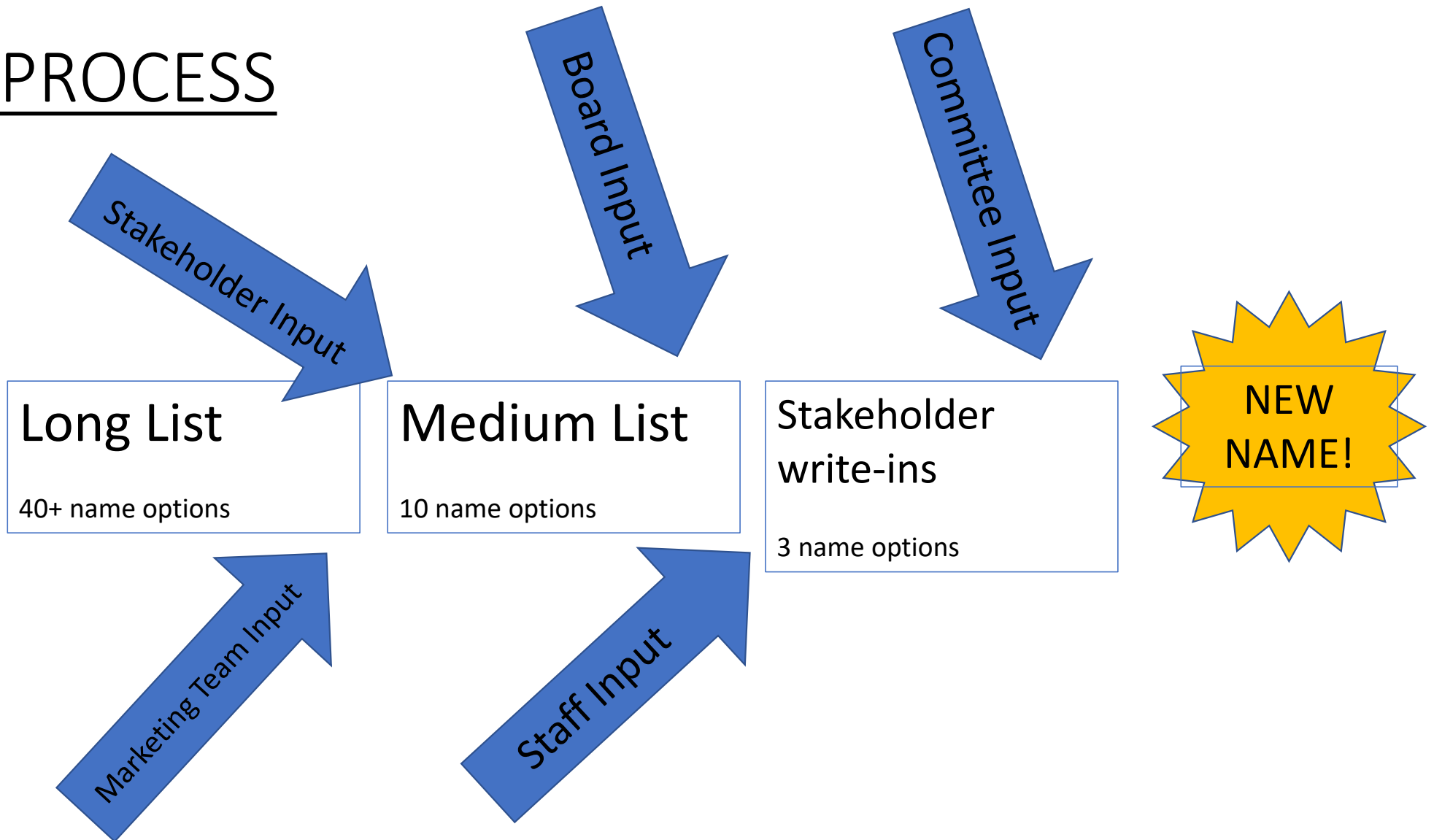


TO CLEARLY EXPAND AND
CORRECTLY IDENTIFY OUR SERVICE
AREA TO THE PUBLIC



TO BE GEOGRAPHICALLY SPECIFIC, BUT
NOT TOO SPECIFIC

PROCESS





Stakeholder Feedback

The goal is to be informed regarding stakeholder interpretation of a new name.

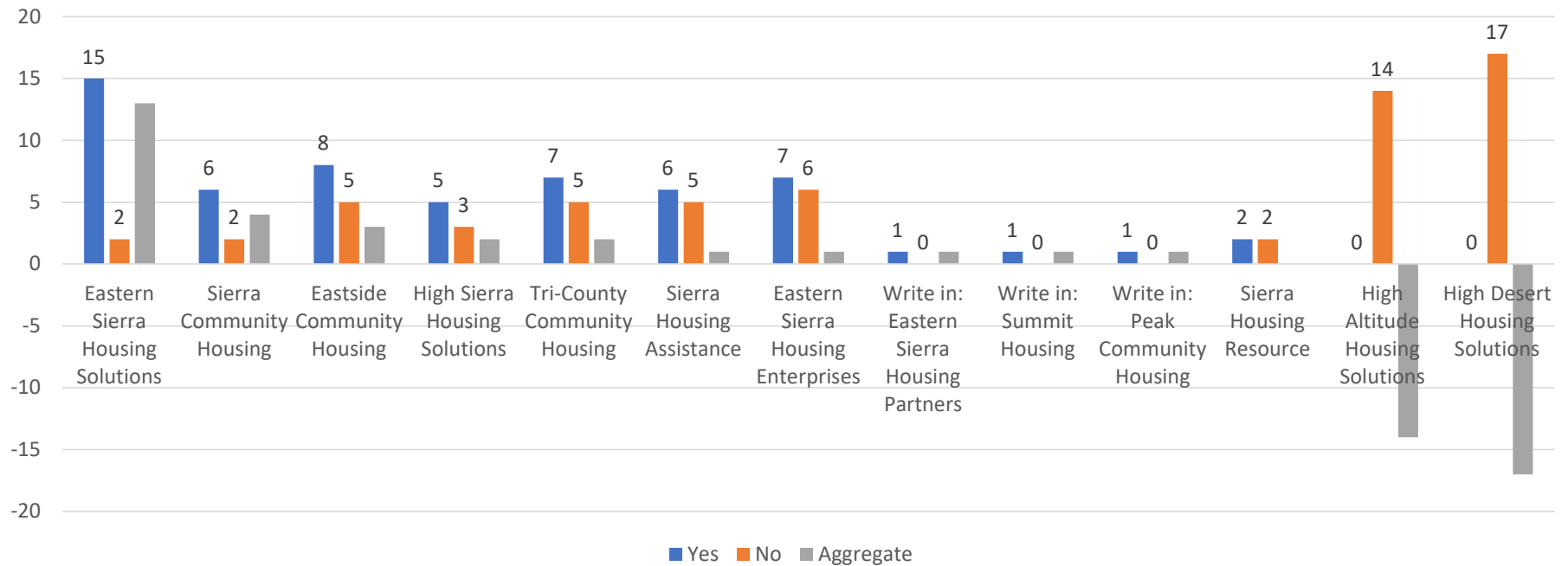
Regional Continuum of Care stakeholder group

Inyo County staff

City of Bishop staff

Alpine County staff

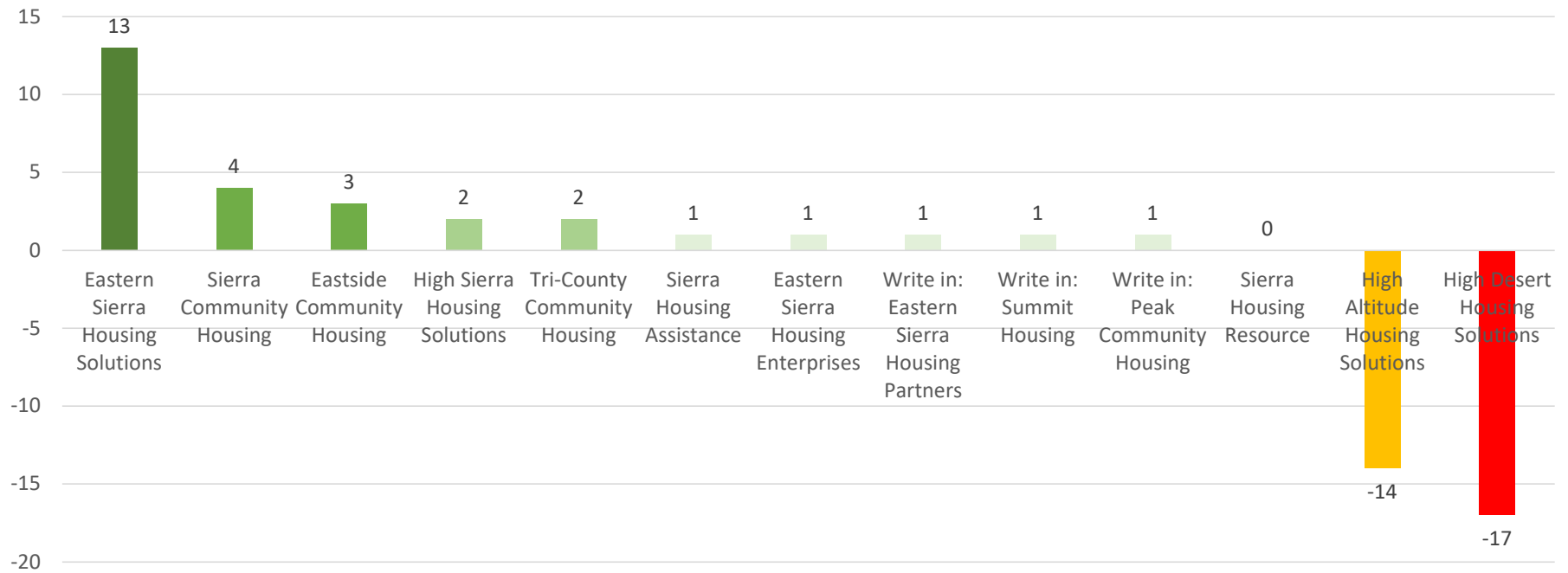
Total Stakeholder Votes = 20



Top Votes



Aggregate Yes-No ONLY



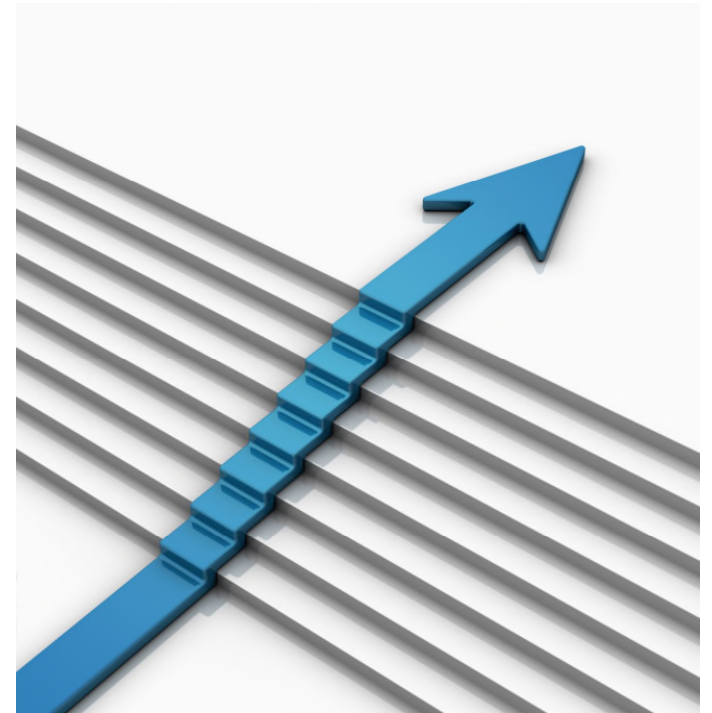


Stakeholder Comments

- *Exciting! Thanks for your hard work!*
- *High Desert reminds me of High Desert HVAC. Also, Sierra could reference lots of other counties. Eastern Sierra or Eastside seems like us.*
- *Eastern Sierra Housing Partners (ESAHP)*
- *Summit Housing, Peak Community Housing*
- *The only one that I think may cause geographic confusion is High Desert Housing - down South the High Desert is used for the Victorville/Adelanto/Barstow area. Otherwise, I don't have a big spread between the favorites and least favorite, all seem appropriate and workable!*
- *I like the "solutions" but fear that it might set up unrealistic expectations that you are/have the solution. I love this and thank you so much for all you do!!!*

Next Steps

- The Board will select a new name and direct staff to proceed with legal counsel on process
- The Board will adopt the new name via Resolution at a forthcoming meeting
- The Graphic Designer will begin drafting new logo options
- New logo options will be reviewed by the Marketing Committee
- A short-list of logo designs will be presented to the Board for final selection
- Website re-design
- Launch new brand TBD



Discussion

TOP 8
STAKEHOLDER
VOTES



Board Comments June 6, 2022

- Board Preferences
 - Eastern Sierra Housing
 - Eastern Sierra Housing Resource(s)
 - Eastern Sierra Community Housing
 - Eastern Sierra Housing Enterprise
 - ~~High Sierra Community Housing~~
- Do not like:
 - Tri-County
 - Solutions
- Asked for client feedback

Board Comments and Top Stakeholder Votes

- Eastern Sierra Housing
- **Eastern Sierra Housing Resource**
- **Eastern Sierra Community Housing**
- **Eastern Sierra Housing Enterprise(s)**

Additional staff comments:

Housing Enterprises, Eastern Sierra
Pursuit, Action

Endeavor, Purpose, Grind, Strive, Aim, Address, Focus
Engagement, Direct

- Eastern Sierra Housing Solutions
- ~~Eastside~~ **Community Housing**
- **Eastern Sierra Housing Enterprise**
- ~~Tri-County~~ **Community Housing**
- Sierra Housing Assistance
- **Sierra Community Housing**
- High Sierra Housing Assistance
- **Sierra Housing Resource**

1st

AIM

Alpine, Inyo, Mono

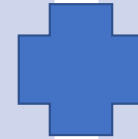
Eastern Sierra



2nd

Community
Housing

Housing



3rd

Enterprise

Organization

Advocates

Resource

Action

Group

AIM Community Housing Enterprise

AIM Community Housing Action

Eastern Sierra Community Housing Organization

Eastern Sierra Community Housing Resource

Eastern Sierra Housing Action



DISCUSSION

Mammoth Lakes Housing, Inc.
Statement of Financial Position
For the Quarter Ending Mar 31, 2022

	<u>6/30/2021</u>	<u>9/30/2021</u>	<u>12/31/2021</u>	<u>3/31/2022</u>	<u>Change from Prior Quarter</u>
Cash	539,554	756,441	720,149	699,353	(20,796)
A/R	190,198	(2,612)	(20,367)	77,058	97,424
Prepaid Insurance	5,537	793	9,630	21,770	12,141
Due from SHA for Town Bridge Programs	-	14,370	52,208	52,208	-
Fixed Assets	359,980	359,980	359,980	359,980	-
Accum Depr & Amort.	(409,135)	(410,857)	(412,579)	(414,301)	(1,722)
HBA-CalHome Loans	41,104	40,678	40,248	39,816	(433)
<u>Rental Property</u>					
238 Sierra Manor Road	1,253,036	1,253,036	1,253,036	1,253,036	-
238 Sierra Manor Road-CIP	251,600	257,455	261,455	261,455	-
Meridian Court	150,000	150,000	150,000	150,000	-
Star Apartments	872,867	872,867	872,867	872,867	-
Total Rental Property	2,527,502	2,533,357	2,537,357	2,537,357	-
<u>Investments in LLCs</u>					
SHA	-	-	-	875	875
Project Home Keep	-	-	-	7,850	7,850
Total Investmtnets in LLCs	-	-	-	8,725	8,725
Total Assets	3,254,739	3,292,150	3,286,627	3,381,966	95,339
<u>Current Liabilities</u>					
Due to SHA for Town Bridge Program	-	-	7,081	19,374	12,293
Rent Deposits	11,389	11,389	11,389	11,389	-
Compensated Absenses	6,409	6,409	6,409	6,409	-
PR Taxes & Retirement Liabilities	723	(6,186)	1,447	(8,555)	(10,002)
Deferred Emergency Rent Assistance	39,822	-	-	-	-
Total Current Liabilities	58,343	11,612	26,327	28,618	2,291
<u>LT Liabilites</u>					
Alper Enterprises L.P.	481,850	473,326	464,716	456,020	(8,696)
TOML Note Pay. 1829 OMR	853,600	853,600	853,600	853,600	-
Oak Valley Loan - #4	97,302	95,156	92,977	90,766	(2,211)
Total Liabilities	1,432,752	1,422,082	1,411,292	1,400,385	(10,907)
Total Liabilities	1,491,095	1,433,694	1,437,619	1,429,003	(8,616)
<u>Net Assets</u>					
Net assets - MLH risk reserve	160,000	160,000	160,000	160,000	-
Reserve for STAR Apartments	66,615	66,615	66,615	66,615	-
Reserve for 238 Sierra Manor Rd	134,156	128,301	128,301	128,301	-
Reserve for CalHome Program Reuse	52,560	53,295	54,030	54,030	-
Unrestricted	1,350,314	1,450,246	1,440,062	1,544,017	103,955
Total Net Assets	1,763,645	1,858,457	1,849,008	1,952,963	103,955
Total Liabilities & Net Assets	3,254,740	3,292,150	3,286,627	3,381,966	95,339

Mammoth Lakes Housing, Inc.

Statement of Activities

For the Quarter Ending Mar 31, 2022

	<u>Q1</u> <u>Jul - Sep 21</u>	<u>Q2</u> <u>Oct - Dec 21</u>	<u>Q3</u> <u>Jan - Mar 22</u>	<u>Q4</u> <u>Apr - Jun 22</u>	<u>Total</u> <u>FY 2022</u>	<u>Total Budget</u> <u>FY 2022</u>	<u>Act \$</u> <u>vs. Budget</u>	<u>Act as %</u> <u>of Budget</u>
Operations Income (non HBA)								
Revenue								
Application Revenue	100	125	300	-	525	550	(25)	95%
BRIDGE Reimbursement	-	-	39,810	-	39,810	-	39,810	0%
Broker Commissions	-	11,750	21,350	-	33,100	-	33,100	0%
Contributions-Unrestricted	2,775	2,780	2,625	-	8,180	1,000	7,180	818%
Contributions-Restricted	5,200	1,210	35,340	-	41,750	-	-	-
Contributions- In Kind	-	-	-	-	-	-	-	-
County Contract Income	-	-	923	-	923	-	923	0%
Contract Income - Other	-	-	-	-	-	15,900	-	-
Developer Fee	-	-	-	-	-	-	-	0%
Emergency Rent Assistance	54,822	-	-	-	54,822	-	-	-
Grants - Administration	26,531	12,061	63,104	-	101,696	49,500	52,196	205%
HBA Loan Payoff Pass Through	-	-	-	-	-	-	-	0%
Misc. Revenue	-	750	500	-	1,250	-	1,250	0%
Town-Contract Services	84,000	84,000	84,000	-	252,000	346,500	(94,500)	73%
Refunds/Reimbursements	9	235	10	-	254	-	254	0%
Property Mgmt Income	6,898	6,898	6,898	-	20,693	27,591	(6,899)	75%
Stipend	-	-	-	-	-	-	-	0%
Total Revenue	180,335	119,808	254,859	-	555,002	441,041	113,961	126%
Expenses								
Bank Service Charges	(33)	-	223	-	190	-	190	0%
Board Development	-	(1,500)	-	-	(1,500)	5,000	(6,500)	-30%
Deed Restriction Retention	(250)	11,542	3,213	-	14,506	28,000	(13,494)	52%
Deed Restriction-Property Selling Expenses	-	-	-	-	-	-	-	0%
Dues and Subscriptions	575	1,738	2,813	-	5,126	4,400	726	116%
Emergency Rent Relief	24,450	8,862	54,718	-	88,030	-	88,030	0%
HBA Loan Repayment Pass Thru	-	-	-	-	-	-	-	-
HOA Fees	756	1,135	2,269	-	4,160	4,538	(378)	92%
Insurance	2,589	2,603	2,603	-	7,796	11,146	(3,350)	70%
Interest Expense	996	963	931	-	2,890	3,980	(1,090)	73%
Licenses and Permits	300	-	30	-	330	600	(270)	55%
Marketing	1,102	725	521	-	2,348	4,500	(2,152)	52%
Meeting Expenses	-	-	-	-	-	1,800	-	-
Office Supplies & Equipment	3,616	1,399	1,872	-	6,887	10,200	(3,313)	68%
Payroll Expense	69,628	87,016	61,104	-	217,748	328,009	(110,261)	66%
Printing and Reproduction	381	-	-	-	381	1,000	(619)	38%
Professional Fees	10,650	11,019	8,044	-	29,713	74,600	(44,887)	40%
Project Costs:	-	-	-	-	-	-	-	0%
Property Taxes	-	386	-	-	386	545	(159)	71%
Publication	-	-	-	-	-	-	-	0%
Repairs	81	725	-	-	806	500	306	161%
Travel & Training	703	445	951	-	2,099	10,550	(8,451)	20%
Utilities	1,463	1,327	1,513	-	4,303	7,552	(3,249)	57%

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Mammoth Lakes Housing, Inc.

Statement of Activities

For the Quarter Ending Mar 31, 2022

	Q1 <u>Jul - Sep 21</u>	Q2 <u>Oct - Dec 21</u>	Q3 <u>Jan - Mar 22</u>	Q4 <u>Apr - Jun 22</u>	Total <u>FY 2022</u>	Total Budget <u>FY 2022</u>	Act \$ vs. Budget	Act as % of Budget
Total Expenses	117,009	128,385	140,804	-	386,198	496,920	(110,722)	78%
Net Operations Income	63,326	(8,577)	114,055	-	168,804	(55,879)	224,683	
Other Income								
CalHome Restricted Interest	309	306	302	-	917	1,790	(873)	51%
Rental Income					-			
238 Sierra Manor Rd	39,518	13,616	21,706	-	74,840	58,200	16,640	129%
Meridian Court	3,600	3,600	3,625	-	10,825	14,400	(3,575)	75%
Star Apartmtns	11,090	10,790	11,815	-	33,695	48,360	(14,665)	70%
Total Rental Income	54,208	28,006	37,146	-	119,360	120,960	(1,600)	99%
Total Other Revenue	54,517	28,311	37,448	-	120,276	122,750	(2,473)	98%
Other Expenses								
Depreciation	1,722	1,722	1,722	-	5,166	6,621	(1,455)	78%
Rental Expenses								
238 Sierra Manor Rd								
Rental Expenses	8,951	17,341	33,404	-	59,696	86,192	(26,496)	69%
LT Reserve	-	-	-	-	-	70,000		
238 Mgmt Fee	3,834	3,834	3,834	-	11,502	15,336	(3,834)	75%
Total 238 Sierra Manor Rd	12,785	21,175	37,238	-	71,198	171,528	(100,330)	42%
Meridian Court	785	1,089	2,694	-	4,568	23,864	(19,296)	19%
Star Apartments								
Rental Expenses	4,666	2,617	2,346	-	9,629	6,944	2,685	139%
LT Maint. Reserve	-	-	-	-	-	7,506		
STAR Asset Mgmt Fee	1,814	1,814	1,814	-	5,441	5,000	441	109%
STAR Mgmt Fee	1,250	1,250	1,250	-	3,750	7,254	(3,504)	52%
Total Star Apartments	7,729	5,681	5,410	-	18,819	26,704	(7,884)	70%
Total Rental Expenses	21,299	27,945	45,341	-	94,585	222,095	(149,955)	43%
Total Other Expenses	23,021	29,667	47,063	-	99,751	228,716	(1,455)	78%
Total Other Income	31,496	(1,356)	(9,615)	-	20,525	(105,966)	126,492	
Increase/(Decrease) in Net Assets	94,823	(9,933)	104,440	-	189,330	(161,845)	351,175	
Net Assets at Beginning of Period	1,763,644	1,858,467	1,848,534	-				
Net Assets at End of Period	1,858,467	1,848,534	1,952,974	-				

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Mammoth Lakes Housing, Inc.
FY 2022 Forecast

	Q1 - Actual Jul - Sep 21	Q2 - Actual Oct - Dec 21	Q3 - Actual Jan - Mar 22	Q4 - FCST Apr - Jun 22	Total Forecast FY 2022	Total Budget FY 2022	Act \$ vs. Budget	Act as % of Budget
Operations Income (non HBA)								
Revenue								
Valuation Adjustment of Meridian C	-	-	-	-	-	-	-	0%
Other Unit Sales Activity	-	-	-	-	-	-	-	0%
Cost of Sale	-	-	-	-	-	-	-	0%
Net Unit Sales Activity	-	-	-	-	-	-	-	0%
Interest Income	-	-	-	-	-	-	-	0%
Application Revenue	100	125	300	-	525	550	(25)	95%
BRIDGE Reimbursement	-	-	39,810	-	-	-	-	-
Broker Commissions	-	11,750	21,350	-	33,100	-	33,100	0%
Contributions-Unrestricted	2,775	2,780	2,625	2,625	10,805	1,000	9,805	1081%
Contributions-Restricted	5,200	1,210	35,340	-	41,750	-	-	-
Contributions- In Kind	-	-	-	-	-	-	-	-
County Contract Income	-	-	923	-	923	-	923	0%
Contract Income - Other Developer Fee	-	-	-	-	-	15,900	(15,900)	0%
Emergency Rent Assistance	54,822	-	-	-	54,822	-	-	-
Grants - Administration	26,531	12,061	63,104	7,854	109,550	49,500	60,050	221%
Rental Revenue	-	-	-	-	-	-	-	0%
HBA Loan Payoff Pass Through	-	-	-	-	-	-	-	-
Misc. Revenue	-	750	500	-	1,250	-	1,250	0%
Town-Contract Services	84,000	84,000	84,000	84,000	336,000	346,500	(10,500)	97%
Refunds/Reimbursements	9	235	10	-	254	-	254	0%
Property Mgmt Income	6,898	6,898	6,898	6,898	27,591	27,591	(1)	100%
Stipend	-	-	-	-	-	-	-	0%
Total Revenue	180,335	119,808	254,859	101,377	616,569	441,041	175,528	140%
Expenses								
Bank Service Charges	(33)	-	223	-	190	-	190	0%
Board Development	-	(1,500)	-	3,000	1,500	5,000	(3,500)	30%
Contract Labor	-	-	-	-	-	-	-	0%
Deed Restriction Retention	(250)	11,542	3,213	-	14,506	28,000	(13,494)	52%
Deed Restriction-Property Selling Expenses	-	-	-	-	-	-	-	0%
Dues and Subscriptions	575	1,738	2,813	-	5,126	4,400	726	116%
Emergency Rent Relief	24,450	8,862	54,718	-	88,030	-	-	-
HBA Loan Repayment Pass Throug	-	-	-	-	-	-	-	-
HOA Fees	756	1,135	2,269	1,135	5,295	4,538	757	117%
Insurance	2,589	2,603	2,603	720	8,516	11,146	(2,630)	76%
Interest Expense	996	963	931	992	3,882	3,980	(98)	98%
Licenses and Permits	300	-	30	-	330	600	(270)	55%
Marketing	1,102	725	521	1,700	4,048	4,500	(452)	90%
Meeting Expenses	-	-	-	500	500	1,800	(1,300)	28%
Office Supplies & Misc.	3,616	1,399	1,872	1,584	8,471	10,200	(1,729)	83%
Payroll Expense	69,628	87,016	61,104	89,000	306,748	328,009	(21,261)	94%
Printing and Reproduction	381	-	-	100	481	1,000	(519)	48%
Professional Fees	10,650	11,019	8,044	24,000	53,713	74,600	(20,887)	72%
Project Costs	-	-	-	-	-	-	-	0%
Property Taxes	-	386	-	-	386	545	(159)	71%
Publication	-	-	-	-	-	-	-	0%
Repairs	81	725	-	-	806	500	306	161%
Travel & Training	703	445	951	4,500	6,599	10,550	(3,951)	63%
Utilities	1,463	1,327	1,513	2,000	6,303	7,552	(1,249)	83%
Total Expenses	117,009	128,385	140,804	129,231	515,429	496,920	18,509	104%
Net Operations Income	63,326	(8,577)	114,055	(27,854)	101,141	(55,879)	157,020	
Other Income								
HBA Grants	-	-	-	-	-	-	-	0%
CallHome Restricted Interest	309	306	302	300	1,217	-	1,217	0%
Rental Income								
238 Sierra Manor Rd	39,518	13,616	21,706	13,950	88,790	-	88,790	0%
Meridian Court	3,600	3,600	3,625	3,600	14,425	-	14,425	0%
Star Apartments	11,090	10,790	11,815	12,090	45,785	-	45,785	0%
Total Rental Income	54,208	28,006	37,146	29,640	149,000	-	149,000	0%
Total Other Revenue	54,517	28,311	37,448	29,940	150,216	-	150,216	0%
Other Expenses								
Depreciation	1,722	1,722	1,722	1,722	6,888	6,621	267	104%
Risk Reserve - MLH	-	-	-	-	-	-	-	0%
Rental Expenses								
238 Sierra Manor Rd								
Rental Expenses	8,951	17,341	33,404	-	59,696	-	59,696	0%
LT Reserve	-	-	-	-	-	-	-	0%
238 Mgmt Fee	3,834	3,834	3,834	3,834	15,336	-	15,336	0%
Total 238 Sierra Manor Rd	12,785	21,175	37,238	3,834	75,032	-	75,032	0%
Meridian Court	785	1,089	2,694	960	5,528	-	5,528	0%
Star Apartments								
Rental Expenses	4,666	2,617	2,346	-	9,629	-	9,629	0%
LT Maint. Reserve	-	-	-	-	-	-	-	0%
STAR Asset Mgmt Fee	1,814	1,814	1,814	1,814	7,255	-	7,255	0%
STAR Mgmt Fee	1,250	1,250	1,250	1,250	5,000	-	5,000	0%
Total Star Apartments	7,729	5,681	5,410	3,064	21,883	-	21,883	0%
Total Rental Expenses	21,299	27,945	45,341	7,858	102,443	-	102,443	0%
Total Other Expenses	23,021	29,667	47,063	9,580	109,331	6,621	267	104%
Total Other Income	31,496	(1,356)	(9,615)	20,360	40,885	(6,621)	47,506	
Increase/(Decrease) in Net Assets	94,823	(9,933)	104,440	(7,494)	142,026	(62,500)	204,526	
Net Assets at Beginning of Period	1,763,644	1,858,467	1,848,534	1,952,974				
Net Assets at End of Period	1,858,467	1,848,534	1,952,974	1,945,480				

Mammoth Lakes Housing, Inc.

Statement of Cash flow

For the Quarter Ending Mar 31, 2022

	<u>March 31, 2022</u>	
Increase/(Decrease) in Net Assets	\$	104,440
<u>Non Cash Operating Transactions</u>		
Depreciation	\$ 1,722	
A/R	\$ (97,424)	
Prepaid Insurance	\$ (12,141)	
Due from/to SHA for Town Bridge Programs	\$ 12,293	
Rent Deposits	\$ -	
Payroll Taxes & Retirement Liabilities	\$ (10,002)	
Miscellaneous	\$ (485)	
Cash flow from Operations	\$	(1,597)
<u>Cash Flow from Investment Activities</u>		
HBA CalHome	\$ 433	
Investment in SHA LLC	\$ (875)	
Investment in Project Home Keep LLC	\$ (7,850)	
Cash Flow from Investment Activities	\$	(8,292)
<u>Cash Flow from Financing Activities</u>		
Alper Enterprises L.P.	\$ (8,696)	
OVCB #4 Loan	\$ (2,211)	
	\$ -	
Cash Flow from Financing Activities	\$	(10,907)
Net change in Cash	\$	(20,796)
Cash at Dec 31, 2021	\$	720,149
Cash at Mar 31 2022	\$	699,353

Sierra Housing Advocates, LLC.
Statement of Financial Position
For the Quarter Ending Mar 31, 2022

	<u>6/30/2021</u>	<u>9/30/2021</u>	<u>12/31/2021</u>	<u>3/31/2022</u>	<u>Change from Prior Quarter</u>
Cash	41,225	40,425	40,425	40,425	-
Due from MLH for Town Bridge Program Properties	-	-	7,081	19,374	12,293
Town Bridge Program Properties					
La Vista Blanc #65	-	-	-	490,485	490,485
SJV #C5	-	-	493,942	493,942	-
Total Town Bridge Program Properties	-	-	493,942	984,427	490,485
Rental Properties					
40 Willow Ave #5 (Birch Creek)	-	-	-	875	875
Total Assets	41,225	40,425	541,447	1,045,101	503,654
Other Current Liabilities					
Due to MLH for Town Bridge Program	-	-	37,538	52,208	14,670
Total Due to Mammoth Lakes Housing	-	-	37,538	52,208	14,670
TOML Deeds of Trust					
TOML Deed La Vista Blanc #65	-	-	-	489,000	489,000
TOML Deed SJV #C5	-	-	464,630	464,630	-
Total TOML Deeds of Trust	-	-	464,630	953,630	489,000
<u>Net Assets</u>					
Members Equity	-	-	-	875	875
Unrestricted Net Assets	41,225	40,425	39,280	38,388	(891)
Total Net Assets	41,225	40,425	39,280	39,263	(16)
Total Liabilities & Net Assets	41,225	40,425	541,447	1,045,101	503,654

Sierra Housing Advocates, LLC.

Statement of Activities

For the Quarter Ending Mar 31, 2022

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>Total</u>
	<u>Jul - Sep 21</u>	<u>Oct - Dec 21</u>	<u>Jan - Mar 22</u>	<u>Apr - Jun 22</u>	<u>FY 2022</u>
Operations Income (non HBA)					
Revenue					
Rental Revenue	-	-	-	-	-
Debt Cancellation	-	-	-	-	-
Sale of Property	-	-	-	-	-
Cost of Unit Sold	-	-	-	-	-
Total Revenue	-	-	-	-	-
Expenses					
238 Sierra Manor Road	-	-	-	-	-
Deed Restriction Retention					
Property Acquisition Expenses	-	1,145	891	-	2,036
Property Selling Expenses	-	-	-	-	-
Deed Restriction Retention-Other	-	-	-	-	-
Total Deed Restriction Retention	-	1,145	891	-	2,036
HOA Fees	-	-	-	-	-
Insurance	-	-	-	-	-
Interest Expense	-	-	-	-	-
LLC FTB Taxes and Fees	800	-	-	-	800
Professional Fees	-	-	-	-	-
Property Taxes	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Total Expenses	800	1,145	891	-	2,836
Net Operations Income	(800)	(1,145)	(891)	-	(2,836)
Other Expenses					
Depreciation	-	-	-	-	0
Total Other Expenses	-	-	-	-	-
Total Other Income	-	-	-	-	-
Increase/(Decrease) in Net Assets	(800)	(1,145)	(891)	-	(2,836)
Net Assets at Beginning of Period	41,225	40,425	39,280	-	
Net Assets at End of Period	40,425	39,280	38,389	-	

Sierra Housing Advocates, LLC.

Statement of Cash flow

For the Quarter Ending Mar 31, 2022

	<u>March 31, 2022</u>	
Increase/(Decrease) in Net Assets	\$	(891)
<u>Non Cash Operating Transactions</u>		
Depreciation	\$	-
Due to/from Mammoth Lakes Housing	\$	2,376
Town Bridge Program - La Vista Blanc #65	\$	(490,485)
Prepaid Expenses	\$	-
Cash flow from Operations	\$	(489,000)
<u>Cash Flow from Investment Activities</u>		
Members Equity	\$	-
Unrestricted Net Assets	\$	-
	\$	-
<u>Cash Flow from Financing Activities</u>		
Mono County Revolving Loan	\$	-
TOML Deed of Trust for La Vista Blanc #65	\$	489,000
	\$	489,000
Net change in Cash	\$	(0)
Cash at Dec 31 2021	\$	40,425
Cash at Mar 31, 2022	\$	40,424

MAMMOTH LAKES HOUSING, INC.
FISCAL YEAR 22/23 OPERATING BUDGET

	FY 22/23 Budget	FY 21/22 Forecast Actual	FY 21/22 Budget	Variances 22/23 Budget vs. 21/22 Budget		Comments Strategic Plan Alignment	Board Strategic Priorities 2021
				\$	%		
REVENUE							
Town Contract Services	336,000	336,000	346,500	(10,500)	-3%	C-3: Serve and support existing collaborative efforts for housing	F-2.2: Coordinate with Town of Mammoth Lakes Housing Coordinator
Mono County Housing Navigator Services	100,000					A-1.3: Collaborate with regional partners to reach MLH goals; C-1: Strengthen relationships with partners in order to work together to create housing units	
Alpine County Housing Navigator Services	100,000					A-1.3: Collaborate with regional partners to reach MLH goals; C-1: Strengthen relationships with partners in order to work together to create housing units	
Developer Fee	117,200						
Contract Income - Other	14,700	923	15,900	(1,200)	-8%	A-1.3: Collaborate with regional partners to reach MLH goals; C-1: Strengthen relationships with partners in order to work together to create housing units	E-2.2.1: Partner with Mono County to create Latino Coalition position
Property Management Fees	27,591	27,591	27,591	-	0%	B-1.3: Provide property management services for existing MLH rental units	
Fundraising	1,000	52,555	1,000	-	0%	D-1: Raise \$20,000 in 5 years in private donations	
Application Revenue	550	525	550	-	0%	B-1: Serve over 1,000 people through MLH programs and services	
Misc. Revenue	-	34,604	-	-	0%	B-1.2.1: Provide stewardship services for 38 ownership deed restrictions	
MLH Prior FY Revenue - Operating Subsidy	20,000					**Carryover for Marketing/Rebranding from FY 21/22 net proceeds	
Grant Administration / Activity Fees	-	164,372	49,500	(49,500)	-100%	B-1: Serve over 1,000 people through MLH programs and services	
Total Revenue	\$ 717,041	\$ 616,570	\$ 441,041	\$ 276,000	63%		

MAMMOTH LAKES HOUSING, INC.
FISCAL YEAR 22/23 OPERATING BUDGET

	FY 22/23 Budget	FY 21/22 Forecast Actual	FY 21/22 Budget	Variances 22/23 Budget vs. 21/22 Budget		Comments Strategic Plan Alignment	Board Strategic Priorities 2021
				\$	%		
OPERATING EXPENSES							
Marketing	4,500	4,048	4,500	-	0%	E-1: Build awareness and support for MLH through a strong marketing program	E-1.1: Create marketing plan
Board Development	5,000	1,500	5,000	-	0%	F-1: Strengthen Board	F-1.3.1: Select strategic topics for the Board to discuss
Dues & Subscriptions	4,400	5,126	4,400	-	0%		
Licenses and Permits	600	330	600	-	0%		
Meeting Expense	1,800	500	1,800	-	0%	E-2: Engage with community to bring diverse perspectives into the regional housing conversation	
Office Supplies	10,200	8,471	10,200	-	0%		
Software	-	-	-	-	0%	F-3.2: Research and implement database for deed restrictions and home buyer loans	B-1.2.1: Provide stewardship of existing deed restrictions
Postage and Delivery	-	-	-	-	0%		
Printing and Reproduction	1,000	481	1,000	-	0%		
Repairs & Maintenance	1,000	806	500	500	100%		
Utilities	9,000	6,303	7,552	1,448	19%		
Deed restriction subsidy	28,000	14,506	28,000	-	0%	B-1.2.1: Provide stewardship services for 38 ownership deed restrictions	B-1.2.1: Provide stewardship services for 38 ownership deed restrictions
SUBTOTAL	65,500	42,071	63,552	1,948	3%		
INSURANCE							
GL Office	2,000		1,858	142.00	8%		
D&O	1,250		1,148	102.00	9%		
Professional	8,250		8,140	110.00	1%		
SUBTOTAL	11,500	8,516	11,146	354.00	3%		
OFFICE SPACE EXPENSES							
Property Tax	545	386	545	-	0%		
HOA Fees	5,446	5,295	4,538	908.00	20%		
Loan Interest #4	3,845	3,882	3,980	(135.00)	-3%		
SUBTOTAL	9,836	9,563	9,063	773.00	9%		

MAMMOTH LAKES HOUSING, INC.
FISCAL YEAR 22/23 OPERATING BUDGET

	FY 22/23 Budget	FY 21/22 Forecast Actual	FY 21/22 Budget	Variances 22/23 Budget vs. 21/22 Budget		Comments Strategic Plan Alignment	Board Strategic Priorities 2021
				\$	%		
PAYROLL EXPENSES							
Salaries & Wages	353,514		259,714	93,800	36%	<i>VISION: Communities in the Eastern Sierra thrive because everyone has access to safe, affordable, quality housing. MISSION: Mammoth Lakes Housing supports community housing for a viable economy and a sustainable community.</i>	F-2.3: Fill grant-funded intern position
Payroll Taxes	28,578		22,049	6,529	30%		
Health Insurance	90,000		44,746	45,254	101%		
Payroll Admin	1,500		1,500	-	0%		
SUBTOTAL	473,592	306,748	328,009	145,583	44%		
PROFESSIONAL FEES							
Design & Copy Editing Services	5,000		-			E-2.2: Serve Latinx Community	
Website Maintenance & Tech Support	2,000		2,000				
Interpreter Services	600					E-1.1: Create Marketing Plan; D-1.1: Create annual fund development plan	E-1.1: Create Marketing Plan; D-1.1: Create annual fund development plan
Accounting and Audit	16,000		16,000	-	0%		
Legal Fees	14,000		14,000	-	0%		
Consulting	30,000		42,000	(12,000)	-29%		
SUBTOTAL	67,600	53,713	74,600	-	-		
TRAVEL AND TRAINING							
Airfare	-	-	-	-	0%	F-2: Grow staff capacity	
Registration Fees	2,900	-	1,600	1,300	81%		
Hotel	6,100	-	3,050	3,050	100%		
Per diem	3,250	-	2,150	1,100	51%		
Mileage	6,252	-	3,750	2,502	67%		
SUBTOTAL	18,502	3,000	10,550	7,952	75%		
Total Operating Expenses	\$ 646,530	\$ 515,429	\$ 496,920	\$ 149,610	30%		
Other Revenue and Expenses							
Office Depreciation	6,621	6,621	6,621	-	0%		
Total Net Income/Change in Net Assets	\$ 63,890	\$ 94,520	\$ (62,500)	\$ 126,390	-202%		



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 supports workforce housing
 for a viable economy and
 sustainable community.

STAFF REPORT

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

Presented by: Committees

<p><u>Governance Committee</u> Standing</p> <p>Kirk, President Jennifer, Vice-President Agnes</p>	<p><u>Diversity, Equity, & Inclusion</u> Standing</p>
<p><u>Programs & Housing Development,</u> ad-hoc</p> <p>Tom Jennifer Brian</p>	<p><u>Marketing & Communications</u> ad-hoc</p> <p>Tony Agnes Lindsay</p>
<p><u>Fundraising Committee</u> ad-hoc</p> <p>Heidi Jennifer Brian Lindsay</p>	<p><u>Workforce Housing Committee</u> Chamber</p> <p>Tom</p>
<p><u>Board Nominations Committee</u> ad-hoc</p> <p>Heidi Tom</p>	<p><u>Town Contract Renewal Committee</u> ad-hoc</p> <p>Tom Tony Heidi</p>



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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
