



EASTERN SIERRA
COMMUNITY HOUSING

FORMERLY



MAMMOTH LAKES HOUSING, INC.

Eastern Sierra Community Housing Board

Regular Meeting Minutes

December 11, 2023, 6:00 p.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: President Kirk Stapp, Vice President Tom Hodges, Treasurer Lindsay Barksdale, Board Member Jennifer Kreitz, Board Member Tony Perkins, Board Member Heidi Steenstra, Board Member Brian D'Andrea, Board Member Sarah Nuttall, Board Member Amanda Rice

1. Call to Order

President Kirk Stapp called the meeting to order at 6:04 p.m. in the Council Chamber at 437 Old Mammoth Road, Suite Z, Mammoth Lakes, CA 93546.

Board Member Sarah Nuttall reported that she would participate in the meeting remotely under the "Just Cause" provisions of AB 2449 due to illness.

2. Public Comments

DeChambeau Creek Foundation Paul McFarland Program Officer spoke about the purpose of the Foundation and requested to be added to a future agenda along with representatives from the Mono Basin Housing Working Group to discuss potential partnerships to establish a housing trust focused on the unincorporated areas of Mono County.

New Mammoth resident Matt Johnson introduced himself and said that he wanted to get involved in the community and volunteer where he could, and was here tonight to learn more about the organization.

Board Member Tony Perkins joined the meeting at 6:08 p.m.

3. Consent Agenda

Moved by Board Member Amanda Rice
Seconded by President Kirk Stapp

Approve the Consent Agenda.

For (8): President Kirk Stapp, Vice President Tom Hodges, Treasurer Lindsay Barksdale, Board Member Jennifer Kreitz, Board Member Heidi Steenstra, Board Member Brian D'Andrea, Board Member Sarah Nuttall, and Board Member Amanda Rice

Abstain (1): Board Member Tony Perkins

Carried (8 to 0)

3.1 Approval of the Minutes from the November 6, 2023 Regular Board Meeting.

4. Policy Matters

4.1 The Board will receive an update from Buckingham Property Management on the status of 22/23 winter repairs, ongoing maintenance, manager transitions, etc. at our Limited Partnership properties.

Executive Director Patricia Robertson said that this item was to update the Board on the status of capital improvements and repairs to the Aspen Village Apartments, Manzanita and Jeffreys projects after last winter's storm, as well as to receive an update regarding staffing transitions with

Buckingham Property Management. Ms. Robertson introduced Buckingham Property Management Regional Supervisor Jennie Reed

Ms. Reed provided an update on repairs and maintenance at the properties that they managed for ESCH and discussed their current staffing issues in Mammoth.

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

4.2 The Board will receive an update on the 20th Anniversary rebranding efforts.

Housing Navigator Olya Egorov outlined the information in the staff report.

There was discussion between staff and members of the Board.

4.3 The Board will receive a draft of the 2024 Strategic Plan.

Housing Navigator Olya Egorov and Executive Director Patricia Robertson outlined the information in the staff report.

The Board went into recess at 6:42 p.m.

The Board reconvened at 6:51 p.m.

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

Staff was given direction to bring this item back at a future meeting with updated materials.

4.4 The Board will consider and potentially approve appointments to the Diversity, Equity, and Inclusion Committee.

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

There was discussion between staff and members of the Board.

Moved by Board Member Amanda Rice
Seconded by Board Member Jennifer Kreitz

Appoint Board Member Heidi Steenstra to the Diversity, Equity, and Inclusion Committee.

For (9): President Kirk Stapp, Vice President Tom Hodges, Treasurer Lindsay Barksdale, Board Member Jennifer Kreitz, Board Member Tony Perkins, Board Member Heidi Steenstra, Board Member Brian D'Andrea, Board Member Sarah Nuttall, and Board Member Amanda Rice

Carried (9 to 0)

4.5 The Board will consider approval of the contract for services with Inyo County for their Rehab and ADU program funded through the Permanent Local Housing Allocation Program under grant agreement 2240-PLHA-17669

Executive Director Patricia Robertson outlined the information in the draft contract for services with Inyo County for their Rehabilitation and Accessory Dwelling Unit (ADU) program funded through the Permanent Local Housing Allocation Program under grant agreement 2240-PLHA-17669 and provided background information on the program.

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

Staff was given direction to review the comments made by the Board this evening, go back to the County to request an updated draft of the contract and bring it back to the Board with the draft guidelines and an analysis of what they said about ADUs and their restricted uses, and compare that to what the funding source requires and any other relative State laws relative to ADUs.

4.6 The Board will receive an update on the Innsbruck Lodge Project Homekey conversion.

Project and Program Associate Erik Guzman and Executive Director Patricia Robertson outlined the information in the Innsbruck Lodge Update PowerPoint presentation.

There was discussion between staff and members of the Board.

4.7 The Board will receive an update on the funding stack for Access Apartments and provide staff direction.

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

PUBLIC COMMENT:

Town of Mammoth Lakes Town (TOML) Manager Dan Holler spoke about funding the Town had committed to this project, the discussion related to this project at the recent Town Council meeting, and other potential funding strategies.

TOML Acting Community and Economic Development Director Nolan Bobroff discussed the partnership between the Town and ESCH on this project.

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

CONSENSUS: There was consensus from the Board to move forward with this project with the budget as is and continue to pursue additional funding sources.

4.8 The Board will consider approval of an Amendment to the Contract for Services with Kevin Daly Architects for design and engineering services related to the value-engineering process for Access Apartments in the amount of \$228,370.

Executive Director Patricia Robertson outlined the information in the Proposal for Additional Design Services, Contract Amendment #3.

There was discussion between Ms. Robertson, Zen Development Consultants, LLC Owner's Representative for Mammoth Lakes Housing/ESCH Kevin Shirata, and members of the Board.

Moved by Board Member Jennifer Kreitz
Seconded by Board Member Amanda Rice

Approve the Amendment to the Contract for Services with Kevin Daly Architects for design and engineering services related to the value-engineering process for Access Apartments in the amount of \$228,370 as presented and reviewed by legal counsel.

For (9): President Kirk Stapp, Vice President Tom Hodges, Treasurer Lindsay Barksdale, Board Member Jennifer Kreitz, Board Member Tony Perkins, Board Member Heidi Steenstra, Board Member Brian D'Andrea, Board Member Sarah Nuttall, and Board Member Amanda Rice

Carried (9 to 0)

4.9 The Board will consider approval of a Contract for Services with Menemsha Development Group for pre-construction services for the Access Apartments project in the amount of \$25,000.

Executive Director Patricia Robertson outlined the information in the amended Contract for Services for preconstruction services for the Access Apartments in the amount of \$25,360.

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

Moved by Board Member Heidi Steenstra

Seconded by Board Member Jennifer Kreitz

Approve the amended Contract for Services with Menemsha Development Group for pre-construction services for the Access Apartments project in the amount of \$25,360 pending minor legal revisions.

For (9): President Kirk Stapp, Vice President Tom Hodges, Treasurer Lindsay Barksdale, Board Member Jennifer Kreitz, Board Member Tony Perkins, Board Member Heidi Steenstra, Board Member Brian D'Andrea, Board Member Sarah Nuttall, and Board Member Amanda Rice

Carried (9 to 0)

4.10 The Board will receive an update regarding accounting and financial services.

Executive Director Patricia Robertson reported that their bookkeeper and long-term accountant were phasing out. Ms. Robertson outlined the information in the Your Part Time Controller (YPTC) Proposal and discussed the need for assistance with data migration, and her search for bookkeeping services. She said that she would bring this item back at a later date with additional options.

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

4.11 MLH Programs Update.

Program and Project Associate Erik Guzman-Rangel, Housing Navigators Olya Egorov and Isaura Campo, and Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion between staff and members of the Board.

CONSENSUS: There was consensus from the Board to reschedule the January 1st meeting to January 8th.

5. CLOSED SESSION

The Board went into closed session at 8:50 p.m.

5.1 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.

5.2 Pursuant to Government Code Section 54956(b) and 54957.6 the Board shall hold a closed session with the Board's designated representative(s), regarding the discussion of the local agency's budget with regards to salaries, salary schedules, or compensation paid in the form of fringe benefits of its unrepresented employees (Executive Director) and may include discussion of MLH's budget and available funds and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative(s). The purpose of this is to review MLH's position and instructing MLH's designated representative(s). No action will be taken.

The Board reconvened from closed session at 9:48 p.m. and announced that there was no reportable action taken.

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

This item was continued to the next regular meeting of the Board.

7. Board Member Reports

This item was taken out of order.

Vice President Tom Hodges reported that he had attended the last two Town Council meetings and had spoken in support of the Access Apartments project to the Council.

Board Member Tony Perkins said that he wanted to start an effort to amend the contract with the Town of Mammoth Lakes to remove or minimize the Brown Act requirements to make it more feasible for a regional organization such as ESCH

to have Board Members participate remotely. Mr. Perkins spoke in opposition to having to attend trainings intended for TOML employees in person, specifically the upcoming Ethics Course in January.

TOML Assistant Clerk Angela Plaisted announced that there was an online option for the required Ethics Course which would be available through the end of December for members of the Board as an alternative to attending in-person and said that she had sent Mr. Perkins a link to that course earlier that afternoon.

Board Member Jennifer Kreitz reported that she had attended the California State Association of Counties (CSAC) Annual Conference recently and discussed the topics that had been covered at the conference.

President Kirk Stapp spoke about the difficulties the Homeowners Association where he lived has had finding employees due to housing issues.

Board Member Amanda Rice announced that there would be a Short Term Rental (STR) Advisory Committee meeting tomorrow at 4:00 p.m. which would include an economic analysis presentation from the economist regarding the impact of STRs.

There was discussion between staff and members of the Board.

8. Adjourn

The meeting was adjourned at 9:49 p.m.



Angela Plaisted, Assistant Clerk
Town of Mammoth Lakes

Patricia Robertson, Secretary
Mammoth Lakes Housing, Inc.