



EASTERN SIERRA COMMUNITY HOUSING

FORMERLY



MAMMOTH LAKES HOUSING, INC.

Eastern Sierra Community Housing Board Agenda

Monday, August 5, 2024, 6:00 p.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members of the Board

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

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

NOTE: Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Town Offices located at 437 Old Mammoth Road, Suite 230 during normal business hours. Such documents are also available on the Town of Mammoth Lakes website at www.townofmammothlakes.ca.gov subject to staff's ability to post the documents before the meeting.

NOTE: You may attend this meeting in person, or watch it 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. Public comments may be submitted to the Executive Director at patricia@eschousing.org or clerk@townofmammothlakes.ca.gov or they may be made via Zoom or in person in Suite Z.

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

1. Call to Order

Regular meeting of the public benefit corporation, 501(c)3, Eastern Sierra Community Housing, Inc. whose mission is to support affordable housing for a viable economy and sustainable community.

**Board Member Brian D'Andrea will attend this meeting remotely from the following address:
1000 Corporate Pointe, Suite 200 Culver City, CA 90230**

2. Public Comments

This is the established time for any member of the public wishing to address the Eastern Sierra Community Housing 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 President for the opportunity to be heard when the item comes up for consideration. Public comments may be submitted to the Executive Director at patricia@eschousing.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.

3. Consent Agenda

3.1 Approval of the Minutes from the July 1, 2024 Regular Board Meeting.

4. Policy Matters

4.1 The Board will receive updates on current construction projects: Innsbruck Lodge and Access Apartments.

4.2 MLH Programs Update.

5. Committee Reports

6. Board Member Reports

7. CLOSED SESSION

7.1 Pursuant to Government Code Section 54956.8, the Board will hold a closed session to discuss property negotiations and possible staff direction and/or action - APN 035-173-010-000

Property: 449 Sierra Manor Road, #10, Mammoth Lakes, CA 93546

Negotiating Parties: Patricia Robertson representing Sierra Housing Advocates, LLC (prospective buyer); Good Family Trust 3-28-00 (Owner)

Under Negotiation: Terms of sale

7.2 Pursuant to Government Code Section 54957, the Board will hold a closed session to consider evaluation of performance of an employee, title: Executive Director.

8. Adjourn



EASTERN SIERRA
COMMUNITY HOUSING

FORMERLY



Eastern Sierra Community Housing Board
Regular Meeting Minutes

July 1, 2024, 6:00 p.m.
437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: President Tom Hodges, Treasurer Sarah Nuttall, Board Member Kirk Stapp, Board Member Jennifer Kreitz, Board Member Tony Perkins, Board Member Amanda Rice

Members Absent: Vice President Lindsay Barksdale, Board Member Heidi Steenstra, Board Member Brian D'Andrea

1. Call to Order

President Tom Hodges called the meeting to order at 6:02 p.m. in the Council Chamber at 437 Old Mammoth Road, Suite Z, Mammoth Lakes.

2. Public Comments

There were no comments given at this time.

3. Consent Agenda

Moved by Board Member Amanda Rice
Seconded by Board Member Kirk Stapp

Approve the Consent Agenda.

For (6): President Tom Hodges, Treasurer Sarah Nuttall, Board Member Kirk Stapp, Board Member Jennifer Kreitz, Board Member Tony Perkins, and Board Member Amanda Rice

Absent (3): Vice President Lindsay Barksdale, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Carried (6 to 0)

3.1 Approval of the Minutes from the June 3, 2024 Regular Board Meeting

4. Policy Matters

4.1 The Board will discuss and provide staff direction regarding the strategic investment of potential developer fees and will review the Draft Net Revenue and One-Time Funds Investment Guidelines and provide feedback

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

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

Staff was given direction to use the Board's feedback to refine the Draft Net Revenue and One-Time Funds Investment Guidelines and present it at the next meeting as an action item.

4.2 The Board will review the adopted 2024/2025 Fiscal Year Budget

The Board went into recess at 6:18 p.m.

The Board reconvened at 6:24 p.m.

Executive Director Patricia Robertson outlined the information in the adopted Fiscal Year 2024/25 Budget.

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

4.3 The Board will receive updates on current construction projects: Innsbruck Lodge and Access Apartments

Program and Project Associate Erik Guzman outlined the information in the Innsbruck Lodge and Access Apartments presentation.

Executive Director Patricia Robertson provided an update on the Innsbruck project and who had moved into the six units. Ms. Robertson provided additional information regarding the Access Apartments project.

There was discussion between staff and members of the Board.

4.4 Review and approve Amendment#1 to the Subrecipient Agreement for 21-CDBG-HA-00015

Executive Director Patricia Robertson outlined the information in the First Amendment to the Subrecipient Agreement for 21-CDBG-HA-00015.

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

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

Approve First Amendment to the Subrecipient Agreement for 21-CDBG-HA-00015.

For (6): President Tom Hodges, Treasurer Sarah Nuttall, Board Member Kirk Stapp, Board Member Jennifer Kreitz, Board Member Tony Perkins, and Board Member Amanda Rice

Absent (3): Vice President Lindsay Barksdale, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Carried (6 to 0)

4.5 Review and approve the Regulatory Agreement between the Town of Mammoth Lakes and Access Apartments Affordable Housing LLC for Access Apartments: 238 Sierra Manor Road, Mammoth Lakes, CA

Executive Director Patricia Robertson outlined the information in the Regulatory Agreement between the Town of Mammoth Lakes and Access Apartments Affordable Housing LLC for Access Apartments: 238 Sierra Manor Road, Mammoth Lakes, CA.

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

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

Approve the Regulatory Agreement between the Town of Mammoth Lakes and Access Apartments Affordable Housing LLC for Access Apartments: 238 Sierra Manor Road, Mammoth Lakes, CA.

For (6): President Tom Hodges, Treasurer Sarah Nuttall, Board Member Kirk Stapp, Board Member Jennifer Kreitz, Board Member Tony Perkins, and Board Member Amanda Rice

Absent (3): Vice President Lindsay Barksdale, Board Member Heidi Steenstra, and Board Member Brian D'Andrea

Carried (6 to 0)

4.6 The Board will receive a Resolution from Senator Alvarado-Gil declaring Eastern Sierra Community Housing as a 2024 Nonprofit of the Year

Executive Director Patricia Robertson presented the resolution from Senator Alvarado-Gil declaring Eastern Sierra Community Housing the 2024 Nonprofit of the Year for State District 4.

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

4.7 MLH Programs Update

Executive Director Patricia Robertson provided an update on current Eastern Sierra Community Housing activities, projects, and staffing.

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

5. Committee Reports

President Tom Hodges reported that the Programs and Housing Development Committee had been busy with meetings with the State to get the project to the finish line.

Board Member Sarah Nuttall reported that the Executive Director Evaluation Committee had met a couple of times and planned to bring something to the next meeting for the Board to review.

6. Board Member Reports

Board Member Amanda Rice reported that the Town would break ground on the next phase of The Parcel in August and said that she had requested that Buckingham and Pacific explain how interested potential occupants could get on the waitlist.

Board Member Jennifer Kreitz provided an update on the State Budget related to housing and reported that she had worked with the California Department of Housing and Community Development (HCD) and Community Development Block Grant (CDBG) to get a local input session in the Eastern Sierra regarding California's Consolidated Plan (Con Plan) which should take place at the end of July or early August.

Board Member Sarah Nuttall said that she read about a joint effort between the Town of Mammoth Lakes (TOML) and Mono County on a housing needs assessment plan and asked Ms. Kreitz if a timeline had been established yet.

Board Member Kirk Stapp reported that several local business owners had told him they were having staffing issues.

PUBLIC COMMENT:

TOML Community and Economic Development Director Nolan Bobroff announced that the groundbreaking and ribbon cutting for the next phase of The Parcel would take place at noon on August 7th as part of a special Town Council meeting. Mr. Bobroff extended an invitation to other Commissions and Boards to attend the event, as well as members of the community, and said that the Mammoth Lakes Police Department (MLPD) would be barbequing. He said that the Town hoped to have the park equipment installed and Building A would in possession of its Certificate of Occupancy by then. He reported that the best way to contact Buckingham regarding The Parcel was via email at thesawyer@buckinghampm.com.

There was discussion among members of the Board.

7. Adjourn

The meeting was adjourned at 7:34 p.m. to the next regular Board Meeting scheduled to be held on August 5, 2024.

Angela Plaisted, Assistant Clerk
Town of Mammoth Lakes

Patricia Robertson, Secretary
Mammoth Lakes Housing, Inc.

A photograph of a living room with a stone fireplace, blue sofas, and a patterned carpet. The room is well-lit and has a warm, inviting atmosphere. The fireplace is made of stacked stones and has a red wreath hanging above it. The sofas are made of light-colored wood with blue cushions. The carpet has a blue and red pattern. There are wooden steps leading up to a balcony or deck area in the background.

Innsbruck Lodge Update

Presented by: Erik Guzman

Title: Project and Program Associate

Date: August 5, 2024

Background

Funding

- MLH & Town awarded Homekey Round 2 on May 2022 (\$4,560,000)

Acquisition

- MLH acquired property in August 2022

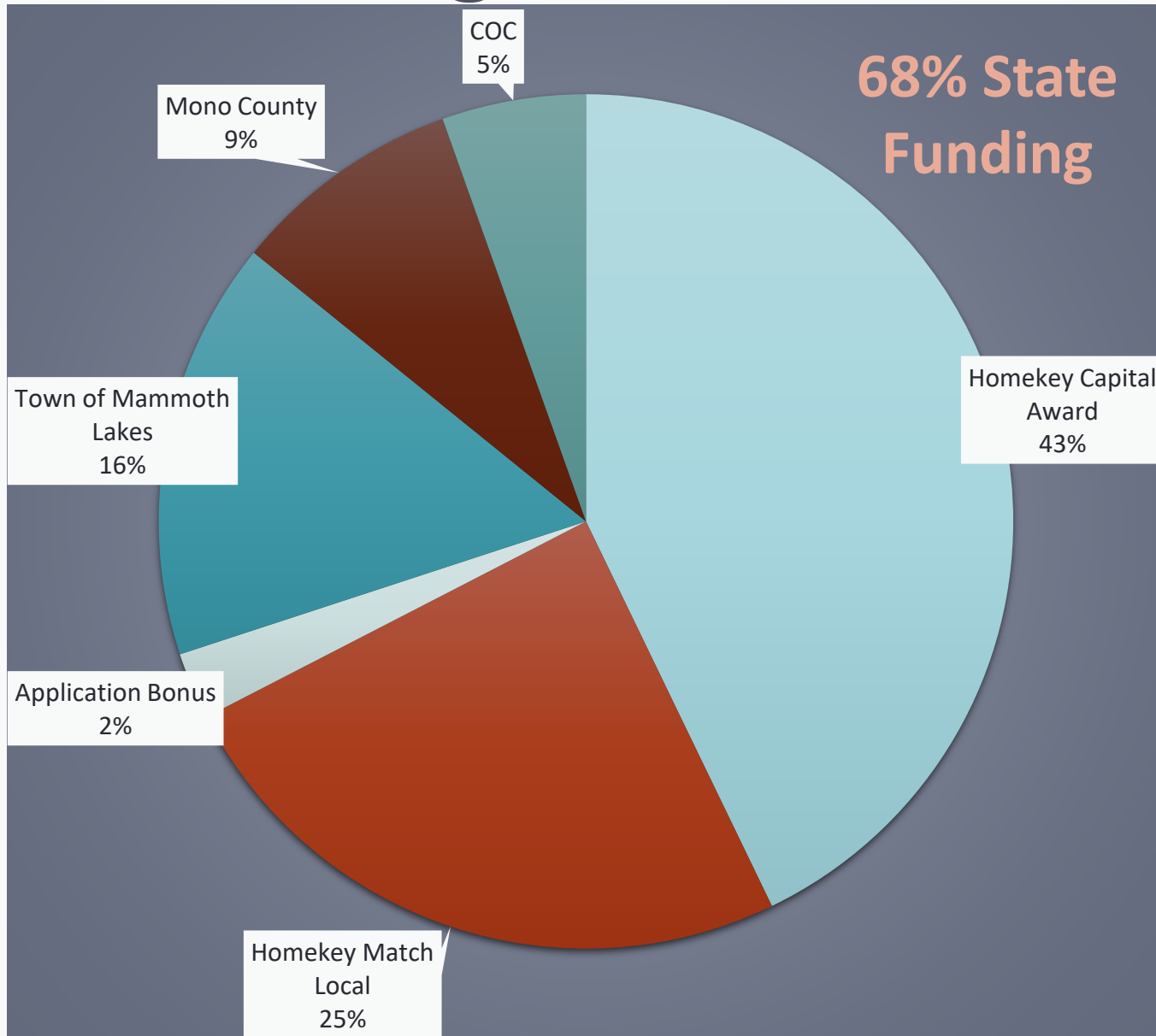
Permits

- Finished Demo March 2023
- Building Permit issued June 2023

Units

- TCO for 6 units May 2024
- COO expected by Fall 2024 for all 16 units

Funding Stack



Funding Sources

- Homekey Capital Award \$2,700,000
- Homekey Match Local \$1,550,000
- Application Bonus \$160,000
- Town of Mammoth Lakes \$1,000,000
- Mono County \$550,000
- COC \$343,338

Development Budget

Acquisition \$3,503,887

Est. Construction \$2,557,700

All Soft with Dev. \$477,000

Contingency \$149,000

Total Budget \$6,687,587

**Percent Spent to Date
up to July 2024: 92%**

Construction Budget & Percent Completed

**Percent Completed
as of July 2024: 90%**

Project Update

Temporary Certificate of Occupancy

TCO was issued on 05/02/2024

TCO expiration date on 01/30/2025

Electrical

Electrical Equipment was ordered on October 2023. Expected arrival of electrical equipment Fall/Winter 2024

TCO Units/Punch Walk

Outstanding Punch Walk items completed.

Window Screens to be installed

Punch Walk for Upper units scheduled for week of 08/12

Property Manager

New property manager hired



Tri County Collaboration

Working collaboration with tri-county to process payment in a timely manner

Access Apartments Update

Presented by: Erik Guzman

Title: Project and Program Associate

Date: August 5, 2024

Background

2017

- Purchased by Mammoth Lakes Housing, Inc.

2018

- Request for Proposal (RFP) for architecture firm

2019

- Public design workshops
- NEPA environmental reports
- HOME Application submitted

2020

- Building permit approvals
- Cost of project increases by 39%

2021

- Value-engineering
- Fundraising launch
- CDBG application

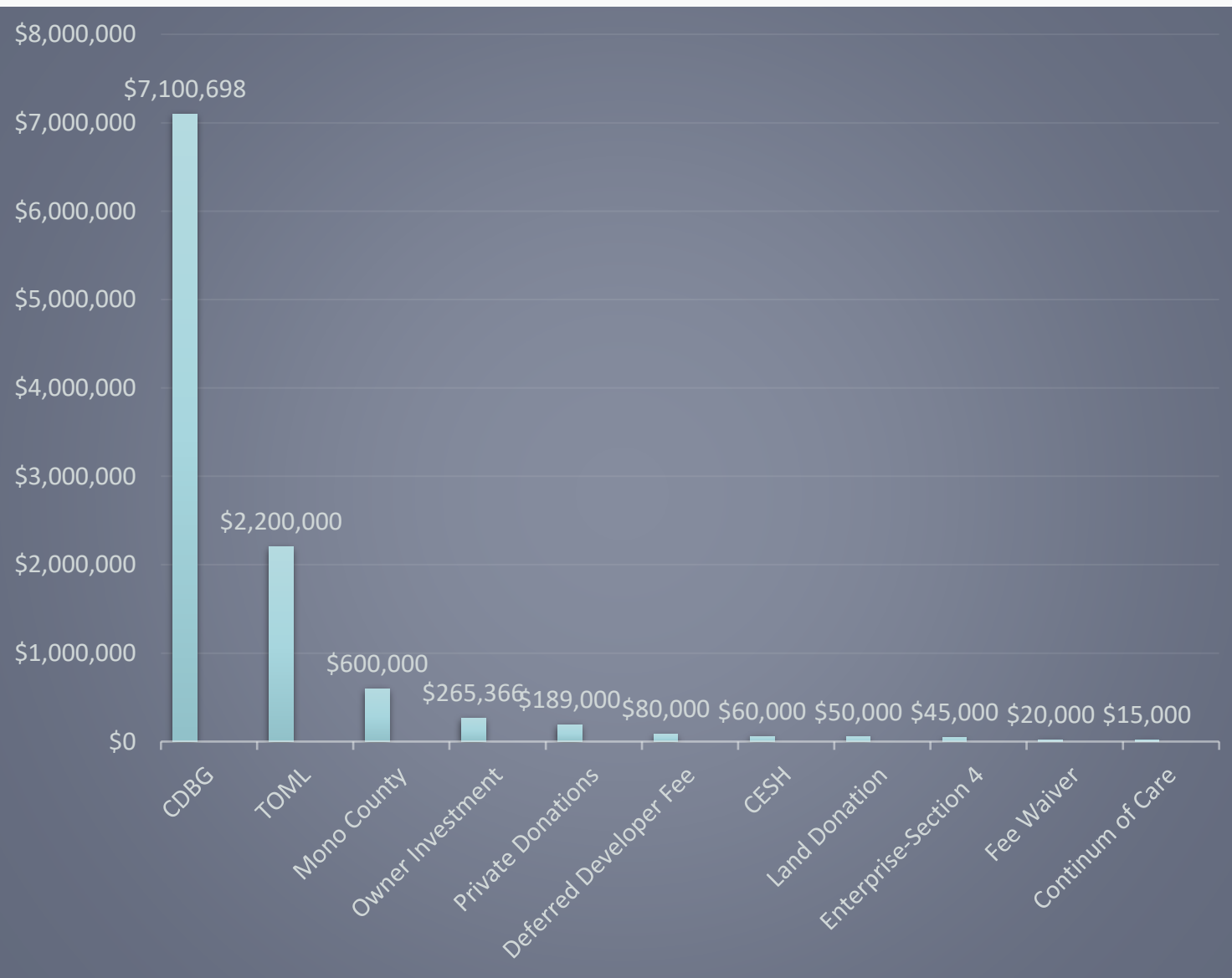
2022

- NEPA update; secure construction financing; explore additional funding; meeting road show; pursue fee waivers; extend building permit; grant awards made, etc. HOME and CDBG grant awarded for more than \$6M.

2023

- Final funding gap filled by Town of Mammoth Lakes and Mono County

Funding Sources



Funding Sources

- CDBG \$7,100,698
- TOML \$2,200,000
- Mono County \$600,000
- Owner Inv. \$265,366
- Private Donations \$189,000
- Def. Developer Fee \$80,000
- CESH \$60,000
- Land Donation \$50,000
- Enterprise-Section 4 \$45,000
- Fee Waiver \$20,000
- Continuum of Care \$15,000

Development Budget

Reserves \$60,000

Contingency \$740,432

Acquisition \$1,255,374

All Soft with Dev. \$1,678,387

Construction \$6,990,871

Total Budget \$10,725,064

Percent Spent to Date up to July 2024: 38%

Menemsha Construction 3 Week Look Ahead

Updates

- Demo Building 1 to be completed 08/09
- Demo Building 2 to be completed 08/16
- Concrete Cutting & Removal start week of 08/12

LOOK AHEAD:

DATE	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S
	7/29	7/30	7/31	8/1	8/2	8/3		8/5	8/6	8/7	8/8	8/9	8/10		8/12	8/13	8/14	8/15	8/16	8/17	
SCOPE																					
ON-SITE WORK																					
Temp. Power Installation		X																			
Temp. Power Inspection (Mammoth)			X																		
Buildings Safe-Off		X	X																		
SCE Disconnect & Temp. Power								X													
Building 'A'																					
Demo	X	X	X	X	X			X	X	X	X	C									
Concrete Cutting & Removal															X	X	X	C			
Footing Rebar																X	X	X			
Footing Inspection																					
Plumbing Underground																					
Building 'B'																					
Demo										X	X	X			X	X	X	X	C		
Concrete Cutting & Removal																				X	
Footing Rebar																					
Footing Inspection																					

Project Update

Ongoing Owner Architect Contractor (OAC) Meetings

We are having weekly call with the team

Financing

Working with the Community and Economic Development Director at Town of Mammoth Lakes to process invoices.

Construction Start Date

July 2024

Ceremony

Groundbreaking Ceremony at Access 07/30/2024

Est. Occupancy

Fall 2025



Groundbreaking Ceremony





EASTERN SIERRA
**COMMUNITY
HOUSING**

*We support workforce housing
for a viable economy and
sustainable community.*

STAFF REPORT

Subject: MLH Programs Update
Date: August 5, 2024
Presented by: Isaura Ocampo, Housing Navigator

RENTAL PROGRAMS

Rental Unit Turnover:

- 2 units Available
- New Manager for Buckingham Property Management (Xiomara)

Waitlist Management:

- 203 Households
- 545 individuals (242 Children; 293 Adults)
- 26% are households of 2 people
- 89% are households under 80% AMI

HOMELESSNESS INTERVENTION & HOUSING NAVIGATION:

Housing Navigation:

- Mainstream Voucher (3 Clients)
- Housing Choice Voucher (HCV) (2 Families)
- CalAIM Referrals for Assistance
- Continued housing navigation services and disability benefits advocacy in Mono & Alpine counties. (1 Ongoing; 2 Possible)
- Supporting households in Mammoth Lakes with the Parcel enrollment.

Coordinated Entry

- Continuum of Care ~ Looking over the CES for updates *

Transitional Housing

- Birch Creek – No changes
 - Currently occupied
 - Erik coordinating repairs

Permanent Housing Program

- Moved in the Property Manager

- Coordinated Managed Care Plan opportunities for Innsbruck Lodge, including security deposit financial assistance that could result in \$250.00 per household referral (more details to come).

Homeownership Programs

- Reviewed RCAC HUD Homeownership Counseling Plan
 - HUD certification – TBD
- Bridge Program – Town of Mammoth Lakes
 - Sold unit to household 120% AMI working in public works and education
 - Possible purchase of 1 unit in process (2 bedroom)

Units available for sale		
1-bedroom / 1 garage	80% AMI	Town-owned
1+loft / 2 bath	120-150% AMI	Town-owned
1-bedroom / 1 garage	120-150% AMI	Town-owned
2-bedroom / 1 bath	50% AMI	DR Buy-back

- Sent out Annual Homeownership Monitoring – Erik status

OTHER PROJECTS & PROGRAMS:

- California Non-Profit of the Year!
- Ground Breaking for Access Apartments!
- Nominate ESCH for a Business Excellence Award through the Chamber of Commerce
- Book Club – From the Ashes (Final meeting 07/19/2024)
 - The autobiography of a Native Indian from Canada, living his life as a Homeless individual struggling with addiction, and self-identity.