



# EASTERN SIERRA COMMUNITY HOUSING

FORMERLY



MAMMOTH LAKES HOUSING, INC.

## Eastern Sierra Community Housing Board Agenda

Monday, June 3, 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](http://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](mailto:patricia@eschousing.org) or [clerk@townofmammothlakes.ca.gov](mailto: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

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**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](mailto:patricia@eschousing.org) or [clerk@townofmammothlakes.ca.gov](mailto: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 May 6, 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 Review and possibly approve the Mammoth Lakes Housing Draft 2024/2025 Fiscal Year Budget**

**4.3 MLH Programs Update**

**5. Committee Reports**

**6. Board Member Reports**

**7. Adjourn**



EASTERN SIERRA  
**COMMUNITY HOUSING**

FORMERLY



**Eastern Sierra Community Housing Board**  
**Regular Meeting Minutes**

**May 6, 2024, 6:00 p.m.**  
**437 Old Mammoth Road, Suite Z, Mammoth Lakes**

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

Members Absent: Treasurer Sarah Nuttall, Board Member Heidi Steenstra

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**1. Call to Order**

President Tom Hodges called the meeting to order at 6:02 p.m.

**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, Vice President Lindsay Barksdale, Board Member Kirk Stapp, Board Member Jennifer Kreitz, Board Member Brian D'Andrea, and Board Member Amanda Rice

Abstain (1): Board Member Tony Perkins

Absent (2): Treasurer Sarah Nuttall, and Board Member Heidi Steenstra

Carried (6 to 0)

#### **3.1 Approval of the Minutes from the March 27, 2024 Regular Rescheduled Board Meeting**

### **4. Policy Matters**

#### **4.1 The Board will receive and review 2023 Annual Report**

Executive Director Patricia Robertson outlined the information in the 2023 Annual Report.

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

#### **4.2 The Board will receive updates on current construction projects: Innsbruck Lodge and Access Apartments**

Program and Project Associate Erik Guzman-Rangel and Executive Director Patricia Robertson outlined the information in the Innsbruck Lodge and Access Apartments presentations.

There was discussion between staff and members of the Board.

#### **4.3 The Board will consider adoption of Resolution 2024-05 authorizing the execution of all documents and agreements in regard to the financial closing, transfer of ownership, and construction initiation of Access apartments located at 238 Sierra Manor Road, Mammoth Lakes, CA**

Executive Director Patricia Robertson outlined the information in the Access Apartments: Sources and Uses document and the Resolution 2024-05 authorizing the execution of all documents and agreements in

regard to the financial closing, transfer of ownership, and construction initiation of Access Apartments located at 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

Adopt Resolution 2024-05 authorizing the execution of all documents and agreements in regard to the financial closing, transfer of ownership, and construction initiation of Access apartments located at 238 Sierra Manor Road, Mammoth Lakes, CA.

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

Absent (2): Treasurer Sarah Nuttall, and Board Member Heidi Steenstra

Carried (7 to 0)

#### **4.4 Discussion and possible approval of the Fiscal Year ending June 30, 2023 draft audited financial statements**

Executive Director Patricia Robertson outlined the information in the Fiscal Year ending June 30, 2023 draft audited financial statements.

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

Moved by Board Member Jennifer Kreitz  
Seconded by Vice President Lindsay Barksdale

Accept the audit ending June 30, 2023 for Mammoth Lakes Housing.

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

Absent (2): Treasurer Sarah Nuttall, and Board Member Heidi Steenstra

Carried (7 to 0)

**4.5 Review and possibly approve the Mammoth Lakes Housing Draft 2024/2025 Fiscal Year Budget**

Executive Director Patricia Robertson outlined the information in the Mammoth Lakes Housing Draft 2024/2025 Fiscal Year Budget. Ms. Robertson said that she would bring an updated draft to the June meeting.

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

**4.6 MLH Program Update**

Housing Navigators Isaura Ocampos and Olya Egorov, and Executive Director Patricia Robertson outlined the information in the staff report.

There was discussion between staff and members of the Board.

**5. Committee Reports**

President Tom Hodges reported that he and Board Member Amanda Rice attended the first meeting of the Mono County Partnership Discovery Committee. President Hodges said concerns were raised over the loss of housing for locals in some areas of the County as a result of homeowners retiring and selling their homes which were then purchased by second homeowners. He said that they would consider creation of a housing trust and would hold a second meeting later in the month to discuss the current housing inventory.

Housing Navigator Olya Egorov invited the members of the Board to join the Community Housing conversations facilitated by the Mono Basin Housing Workforce Group which would be held on May 22nd and May 28th in Lee Vining and June Lake respectively.

Executive Director Patricia Robertson reported that staff would attend these meetings to give an update on what they had been working on and to provide them with the annual report and marketing materials.

There was discussion between members of the Board and staff.

**6. Board Member Reports**

Board Member Amanda Rice reported that occupancy of the first fifteen units of The Parcel had been postponed to the beginning of June due to Pacific West being in the midst of a refinance, and said that the following sixty-five units should be available in July. Ms. Rice said that there was a discussion at the last Town Council meeting about Placemates with regard to subsidizing rent for middle income earners and said that the Town would consider investing \$400K in the program, \$300K of which would go to subsidize rent for residents with Area

Median Income (AMI) between 80-150%. She said that she was shocked to see that it would cost \$100k to give away \$300K and wondered if ESCH could provide those services.

Board Member Jennifer Kreitz said that she would like to see the \$100K stay local. Ms. Kreitz reported that there was a joint meeting between the Town of Mammoth Lakes Town Council and the Mono County Board of Supervisors scheduled to be held on May 21st at 4:00 p.m. which would include items about the Regional Needs Assessment and Van Life Safe Parking. She said it may make sense to wait until The Sawyer opened and the eighty one new units were filled before doing a needs assessment and/or starting a rental subsidy program. She said that the Mono County Housing Ad Hoc Committee continued to meet to discuss regional housing issues and had received a Request For Proposals (RFP) to do an updated needs assessment by community in the unincorporated areas of Mono County.

There was discussion among members of the Board.

## 7. **Closed Session**

Board Member Amanda Rice recused herself due to her property ownership at Nordica and left the meeting at 7:31 p.m.

The Board went into recess at 7:31 p.m.

### 7.1 **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 035026005000**

**Property: 65 Mountain Boulevard, Nordica #5, Mammoth Lakes, CA 93546**  
**Negotiating Parties: Patricia Robertson representing MLH (prospective buyer); Cayla Margulies (Owner) Under Negotiation:**  
**Terms of sale**

The Board entered closed session at 7:41 p.m.

The Board returned from closed session at 8:05 p.m. and announced that there was no reportable action taken.

**8. Adjourn**

The meeting was adjourned at 8:06 p.m.

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Angela Plaisted, Assistant Clerk  
Town of Mammoth Lakes

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Patricia Robertson, Secretary  
Mammoth Lakes Housing, Inc.



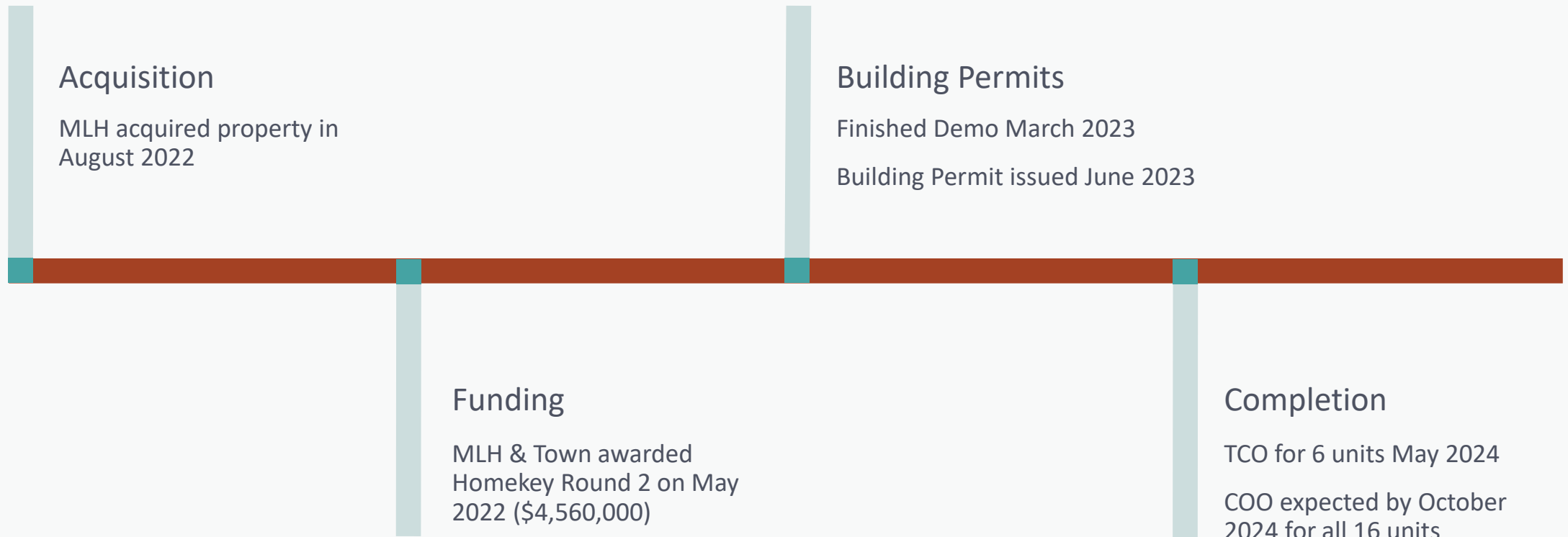
# Innsbruck Lodge Update

*Presented by: Erik Guzman*

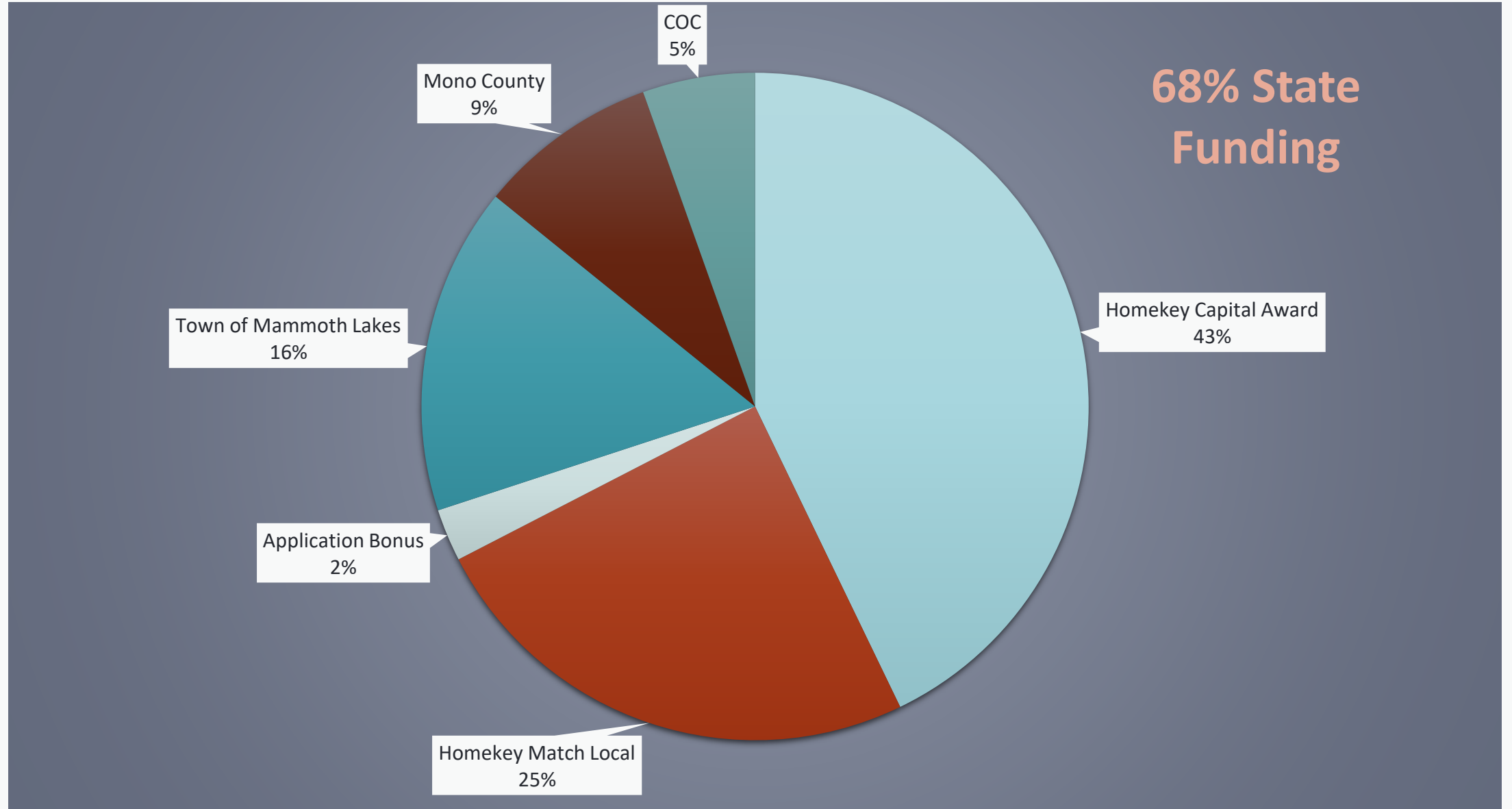
*Title: Project and Program Associate*

*Date: June 3, 2024*

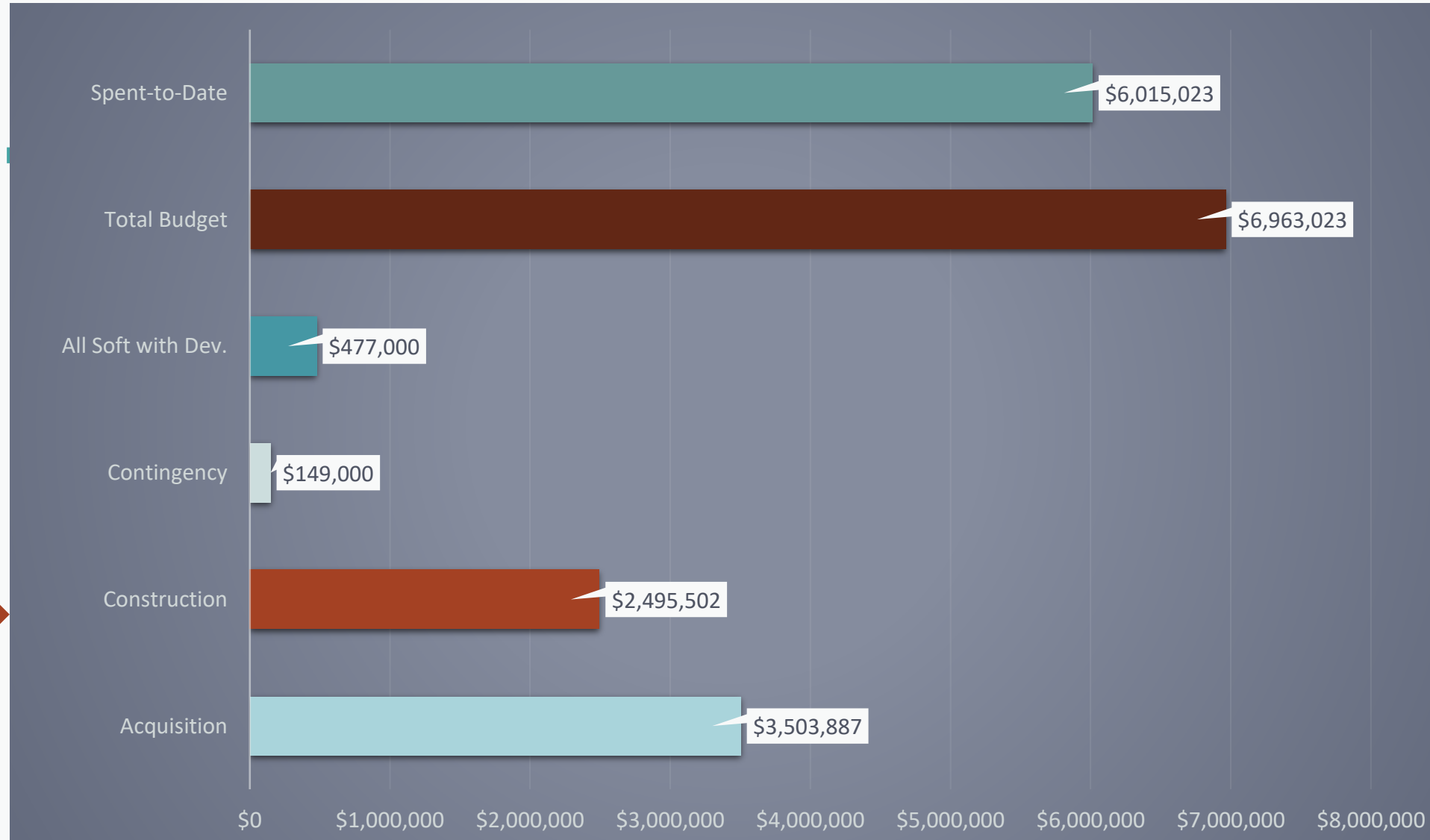
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# Funding Stack

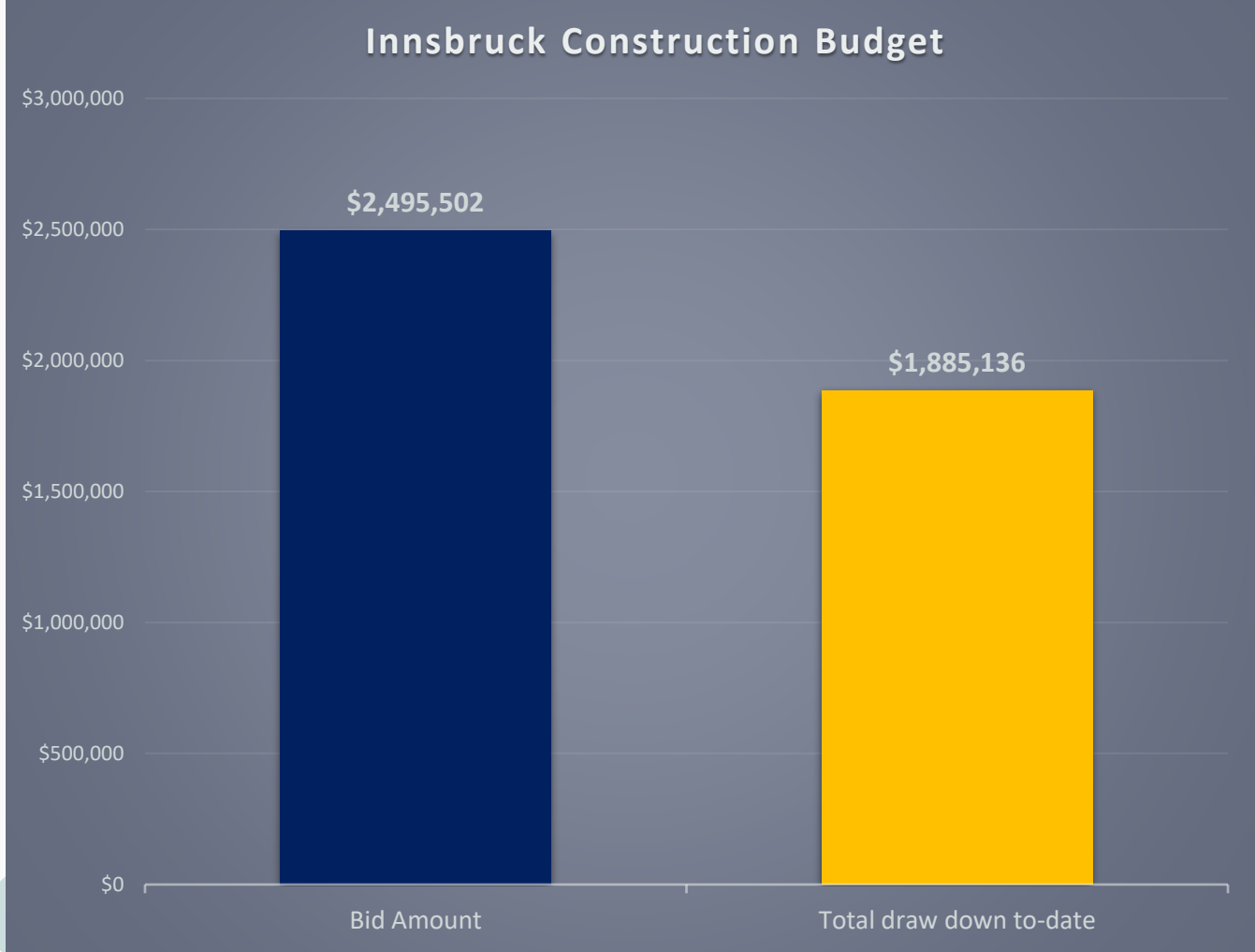


# Development Budget



Percent Spent to Date up to May 2024: 86%

# Construction Budget & Percent Completed



Percent Completed as of May 2024: 76%

# Construction Photos

Updated 05/29/2024



**Upper/Middle Floor**



**Unit 7**



**ADA Rehab (Unit 9)**



**Managers Unit**



**Unit 10 Rehab**



**Unit 8 Rehab**

# Project Update

## Temporary Certificate of Occupancy

TCO was issued on 05/02/2024

TCO expiration date on 01/30/2025

## TCO Units/Punch Walk

Final Punch Walk completed 05/29/2024

Outstanding items to be completed within the next couple of weeks

## Electrical

Electrical Equipment was ordered on October 2023. Expected arrival of electrical equipment July-October 2024

## Lift installed

Lift has been installed and passed inspection. TOML need to review/inspect



## Lobby Fireplace

Working with Nolan to install a gas fireplace through a grant. Will complete after construction (new gas line needs to be directed to the fireplace).

# Access Apartments Update

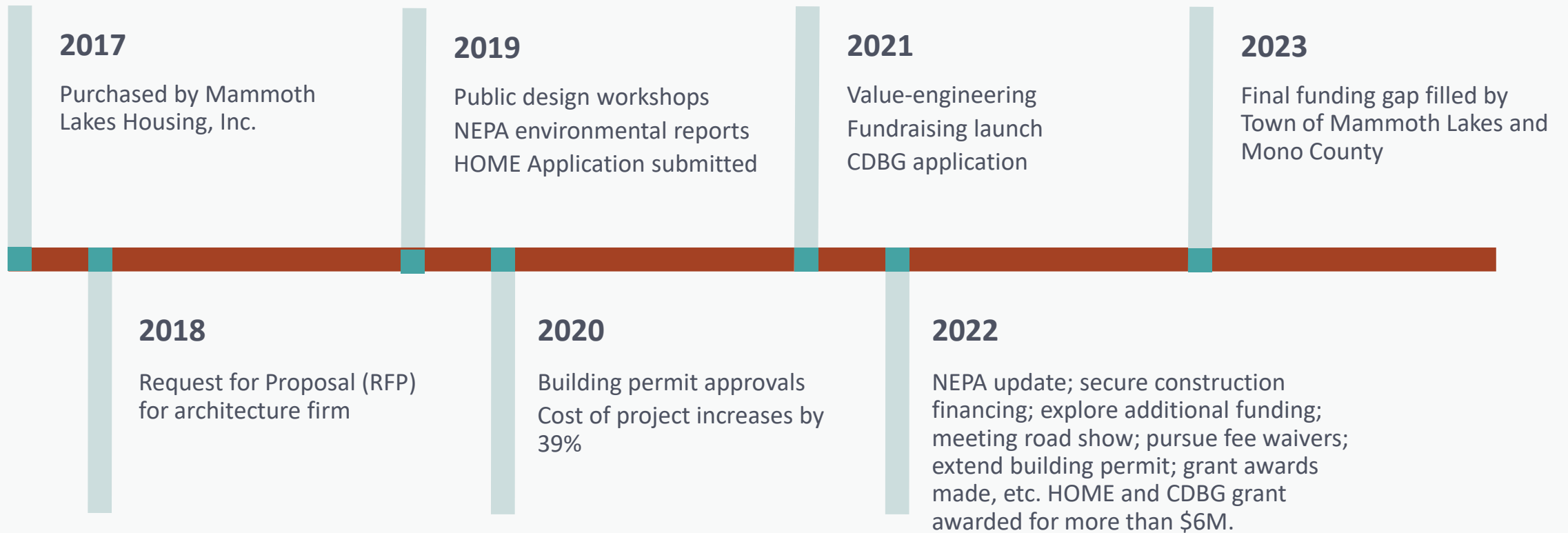
*Presented by: Erik Guzman*

*Title: Project and Program Associate*

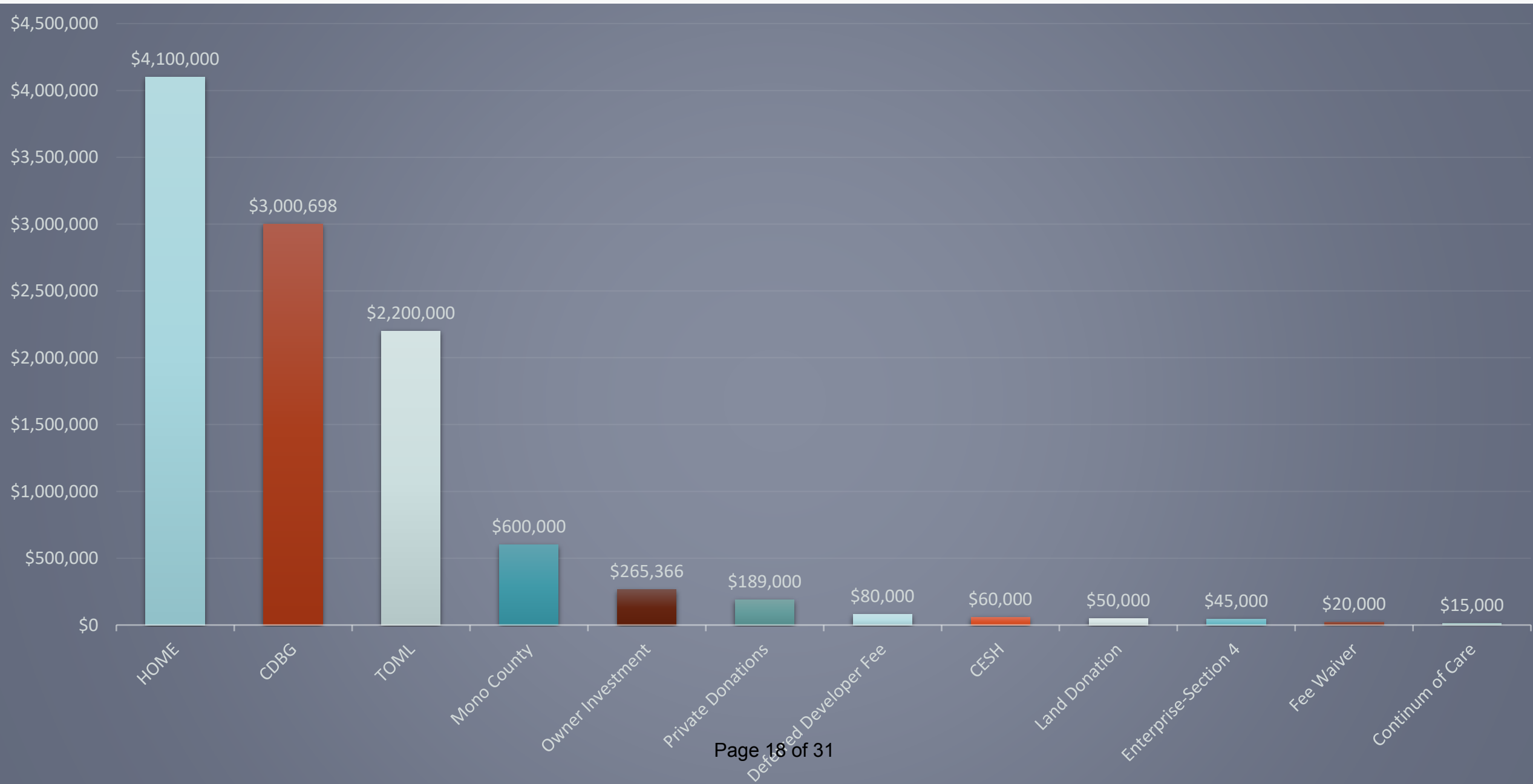
*Date: June 3, 2024*



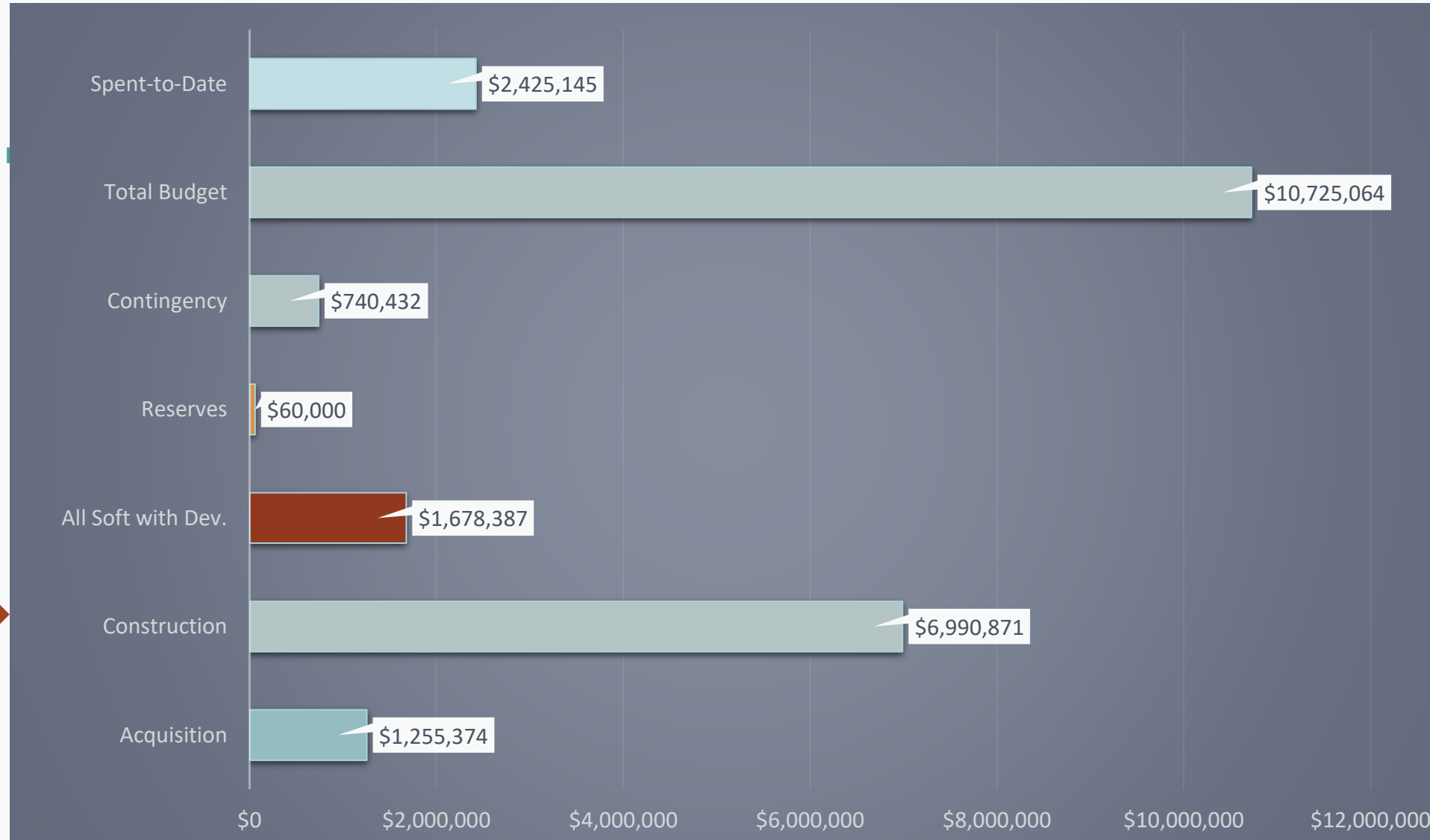
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# Funding Sources



# Development Budget



Percent Spent to Date up to May 2024: 23%

# Predevelopment Milestones



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## Southern California Edison (SCE)

3 Phase Power design were submitted to ESCH, Kevin is following up

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## Permits

Water Department cleared permits on 04/19/2024

Fire Department permits are submitted

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## Construction Permit

Structural permits submitted

MEP (Mechanical Engineering, Plumbing) & Civil are being submitted next

Fire Sprinkler under review

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## Letter of Interest

Provide comments to Menemsha on Exhibits, Schedule, and SOV

Signed LOI on 05/17/2024 for an amount not to exceed \$100,000.

# Project Update

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## Ongoing Owner Architect Contractor (OAC) Meetings

We are having weekly call with the team

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## Financial Closing

Weekly financial closing call

Submitted response to DRAFT Project Report on 05/24/2024

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## Est. Construction Start

Mid-June 2024

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## General Contractor

Provide GC with an LOI not to exceed \$100,000

\$100,000 used for pre-construction activities, none of which involve physical construction on the site

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## Est. Occupancy

Fall 2025



MAMMOTH LAKES HOUSING, INC.  
FISCAL YEAR 24/25 OPERATING BUDGET

	FY 24/25 Budget	FY 23/24 Forcast Actual	FY 23/24 Budget	Variances		Comments Strategic Plan Alignment	Board Strategic Priorities 2021
				24/25 Budget vs. 23/24 Budget \$	%		
<b>REVENUE</b>							
Town Contract Services	336,000	336,000	336,000	-	0%	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	100,000	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	50,000	100,000	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	-	5,200	-				
Property Management Fees	13,072	30,000	30,000	(16,928)	-56%	B-1.3: Provide property management services for existing MLH rental units	
Project Payroll Reimbursement	-	-	-				
Suppotive Services / Case Management	3,002	-	6,004				
Contract Income - Other	14,700	19,700	14,700	-	0%	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: Parter with Mono County to create Latino Coalition position
Fundraising	1,000	29,573	1,000	-	0%	D-1: Raise \$20,000 in 5 years in private donations	
Application Revenue	550	500	550	-	0%	B-1: Serve over 1,000 people through MLH programs and services	
Misc. Revenue	9,000	7,500	-	9,000	0%	B-1.2.1: Provide stewardship services for 38 ownership deed restrictions	
MLH Prior FY Revenue - Operating Subsidy	100,000	-	-	100,000		**Carryover for Marketing/Rebranding from FY 21/22 net proceeds	
Grant Administration / Activity Fees	14,500	26,657	28,612	(14,112)	-49%	B-1: Serve over 1,000 people through MLH programs and services	
<b>Total Revenue</b>	<b>\$ 641,824</b>	<b>\$ 655,130</b>	<b>\$ 616,866</b>	<b>\$ 24,958</b>	<b>4%</b>		

MAMMOTH LAKES HOUSING, INC.  
FISCAL YEAR 24/25 OPERATING BUDGET

	FY 24/25 Budget	FY 23/24 Forcast Actual	FY 23/24 Budget	Variances 24/25 Budget vs. 23/24 Budget		Comments Strategic Plan Alignment	Board Strategic Priorities 2021
				\$	%		
<b>OPERATING EXPENSES</b>							
Marketing	5,500	6,523	1,000	4,500	450%	E-1: Build awareness and support for MLH through a strong marketing program	E-1.1: Create marketing plan
Board Development	2,000	2,010	5,000	(3,000)	-60%	F-1: Strengthen Board	F-1.3.1: Select strategic topics for the Board to discuss
Dues & Subscriptions	5,500	5,427	4,400	1,100	25%		
Licenses and Permits	450	410	600	(150)	-25%		
						E-2: Engage with community to bring diverse perspectives into the regional housing conversation	
Meeting Expense	2,200	2,106	1,800	400	22%		
Office Supplies	10,200	8,621	10,200	-	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
Software	5,870	1,034	5,870	-	0%		
Postage and Delivery	1,000	1,000	1,000	-	0%		
Printing and Reproduction	1,500	1,500	500	1,000	200%		
Repairs & Maintenance	500	108	1,000	(500)	-50%		
Utilities	9,400	9,600	9,000	400	4%		
Deed restriction subsidy	20,000	1,083	20,000	-	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
<b>SUBTOTAL</b>	<b>64,120</b>	<b>39,422</b>	<b>60,370</b>	<b>3,750</b>	<b>6%</b>		
<b>INSURANCE</b>							
GL Office	4,128		2,000	2,128.00	106%		
D&O	1,143		1,250	(107.28)	-9%		
Professional	8,637		8,250	386.55	5%		
<b>SUBTOTAL</b>	<b>13,907</b>	<b>12,937</b>	<b>11,500</b>	<b>2,407.28</b>	<b>21%</b>		
<b>OFFICE SPACE EXPENSES</b>							
Property Tax	575	565	545	30.00	6%		
HOA Fees	6,864	8,876	8,173	(1,309.00)	-16%		
Loan Interest #4	2,600	3,000	2,600	-	0%		
<b>SUBTOTAL</b>	<b>10,039</b>	<b>12,441</b>	<b>11,318</b>	<b>(1,279.00)</b>	<b>-11%</b>		

MAMMOTH LAKES HOUSING, INC.  
FISCAL YEAR 24/25 OPERATING BUDGET

	FY 24/25 Budget	FY 23/24 Forcast Actual	FY 23/24 Budget	Variances 24/25 Budget vs. 23/24 Budget		Comments Strategic Plan Alignment	Board Strategic Priorities 2021
				\$	%		
<b>PAYROLL EXPENSES</b>							
Salaries & Wages	362,608	308,597	379,846	(17,238)	-5%	<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	30,138	19,774	31,350	(1,212)	-4%		
Health Insurance	43,678	29,425	41,600	2,078	5%		
Payroll Admin	1,500	1,500	1,500	-	0%		
<b>SUBTOTAL</b>	<b>437,924</b>	<b>359,296</b>	<b>454,296</b>	<b>(16,372)</b>	<b>-4%</b>		
<b>PROFESSIONAL FEES</b>							
Design & Copy Editing Services	-	-	5,000	(5,000)	-100%		
Website Maint. & Tech Support	4,000	3,883	2,000	2,000	100%		
Interpreter Services	600	-	600	-	0%	E-2.2: Serve Latinx Community	
Accounting and Audit	20,660	12,397	20,000	660	3%		
Legal Fees	16,000	8,168	16,000	-	0%		
Consulting	40,000	38,772	24,000	16,000	67%	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
<b>SUBTOTAL</b>	<b>81,260</b>	<b>63,220</b>	<b>67,600</b>	<b>660</b>	<b>0</b>		
<b>TRAVEL AND TRAINING</b>							
Airfare	-	-	-	-	0%		
Registration Fees	-	-	2,900	(2,900)	-100%		
Hotel	-	-	6,100	(6,100)	-100%		
Per diem	-	-	3,250	(3,250)	-100%		
Mileage	-	-	6,252	(6,252)	-100%		
<b>SUBTOTAL</b>	<b>15,000</b>	<b>11,610</b>	<b>18,502</b>	<b>(3,502)</b>	<b>-19%</b>	F-2: Grow staff capacity	
<b>Total Operating Expenses</b>	<b>\$ 622,250</b>	<b>\$ 498,926</b>	<b>\$ 623,586</b>	<b>\$ (1,336)</b>	<b>0%</b>		
<b>Other Revenue and Expenses</b>							
Office Depreciation	6,621	6,621	6,621	-	0%		
<b>Total Net Income/Change in Net Assets</b>	<b>\$ 12,953</b>	<b>\$ 149,583</b>	<b>\$ (13,341)</b>	<b>\$ 26,294</b>	<b>-197%</b>		



MAMMOTH LAKES HOUSING, INC.  
FISCAL YEAR 24/25 OPERATING BUDGET

	FY 24/25 Budget	FY 23/24 Forecast Actual	FY 23/24 Budget	Variances		Strategic Plan Alignment	Comments
				24/25 Budget vs. 23/24 Budget \$	%		
<b>REVENUE</b>							
Town Contract Services	336,000	336,000	336,000	-	0%		
Mono County Housing Navigator Services	100,000	100,000	100,000				
Alpine County Housing Navigator Services	50,000	100,000	100,000				
Developer Fee	-	5,200	-				
Property Management Fees	13,072	30,000	30,000	(16,928)	-56%		
Project Payroll Reimbursement	-	-	-				
Supportive Services / Case Management	3,002	-	6,004				
Contract Income - Other	14,700	19,700	14,700	-	0%		
Fundraising	1,000	29,573	1,000	-	0%		
Application Revenue	550	500	550	-	0%		
Misc. Revenue	9,000	7,500	-	9,000	0%		
MLH Prior FY Revenue - Operating Subsidy	90,000	-	-	90,000			
Grant Administration / Activity Fees	14,500	26,657	28,612	(14,112)	-49%		
<b>Total Revenue</b>	<b>\$ 631,824</b>	<b>\$ 655,130</b>	<b>\$ 616,866</b>	<b>\$ 14,958</b>	<b>2%</b>		

MAMMOTH LAKES HOUSING, INC.  
FISCAL YEAR 24/25 OPERATING BUDGET

	FY 24/25 Budget	FY 23/24 Forecast Actual	FY 23/24 Budget	Variances		Strategic Plan Alignment	Comments
				24/25 Budget vs. 23/24 Budget \$	%		
<b>OPERATING EXPENSES</b>							
Marketing	5,500	6,523	1,000	4,500	450%		
Board Development	2,000	2,010	5,000	(3,000)	-60%		
Dues & Subscriptions	5,500	5,427	4,400	1,100	25%		
Licenses and Permits	450	410	600	(150)	-25%		
Meeting Expense	2,200	2,106	1,800	400	22%		
Office Supplies	10,200	8,621	10,200	-	0%		
Software	5,870	1,034	5,870	-	0%		
Postage and Delivery	1,000	1,000	1,000	-	0%		
Printing and Reproduction	1,500	1,500	500	1,000	200%		
Repairs & Maintenance	500	108	1,000	(500)	-50%		
Utilities	9,400	9,600	9,000	400	4%		
Deed restriction subsidy	20,000	1,083	20,000	-	0%		
<i>SUBTOTAL</i>	64,120	39,422	60,370	3,750	6%		
<b>INSURANCE</b>							
GL Office	4,128		2,000	2,128.00	106%		
D&O	1,143		1,250	(107.28)	-9%		
Professional	8,637		8,250	386.55	5%		
<i>SUBTOTAL</i>	13,907	12,937	11,500	2,407.28	21%		
<b>OFFICE SPACE EXPENSES</b>							
Property Tax	575	565	545	30.00	6%		
HOA Fees	6,864	8,876	8,173	(1,309.00)	-16%		
Loan Interest #4	2,600	3,000	2,600	-	0%		
<i>SUBTOTAL</i>	10,039	12,441	11,318	(1,279.00)	-11%		

MAMMOTH LAKES HOUSING, INC.  
FISCAL YEAR 24/25 OPERATING BUDGET

	FY 24/25 Budget	FY 23/24 Forecast Actual	FY 23/24 Budget	Variances		Strategic Plan Alignment	Comments
				24/25 Budget vs. 23/24 Budget \$	%		
<b>PAYROLL EXPENSES</b>							
Salaries & Wages	355,945	308,597	379,846	(23,901)	-6%		
Payroll Taxes	29,488	19,774	31,350	(1,862)	-6%		
Health Insurance	41,600	29,425	41,600	-	0%		
Payroll Admin	1,500	1,500	1,500	-	0%		
<b>SUBTOTAL</b>	<b>428,533</b>	<b>359,296</b>	<b>454,296</b>	<b>(25,763)</b>	<b>-6%</b>		
<b>PROFESSIONAL FEES</b>							
Design & Copy Editing Services	-	-	5,000	(5,000)	-100%		
Website Maint. & Tech Support	4,000	3,883	2,000	2,000	100%		
Interpreter Services	600	-	600	-	0%		
Accounting and Audit	32,800	12,397	20,000	12,800	64%		
Legal Fees	16,000	8,168	16,000	-	0%		
Consulting	40,000	38,772	24,000	16,000	67%		
<b>SUBTOTAL</b>	<b>93,400</b>	<b>63,220</b>	<b>67,600</b>	<b>12,800</b>	<b>1</b>		
<b>TRAVEL AND TRAINING</b>							
Airfare	-	-	-	-	0%		
Registration Fees	-	-	2,900	(2,900)	-100%		
Hotel	-	-	6,100	(6,100)	-100%		
Per diem	-	-	3,250	(3,250)	-100%		
Mileage	-	-	6,252	(6,252)	-100%		
<b>SUBTOTAL</b>	<b>15,000</b>	<b>11,610</b>	<b>18,502</b>	<b>(3,502)</b>	<b>-19%</b>		
<b>Total Operating Expenses</b>	<b>\$ 624,999</b>	<b>\$ 498,926</b>	<b>\$ 623,586</b>	<b>\$ 1,413</b>	<b>0%</b>		
<b>Other Revenue and Expenses</b>							
Office Depreciation	6,621	6,621	6,621	-	0%		
<b>Total Net Income/Change in Net Assets</b>	<b>\$ 204</b>	<b>\$ 149,583</b>	<b>\$ (13,341)</b>	<b>\$ 13,545</b>	<b>-102%</b>		



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## **STAFF REPORT**

Subject: MLH Programs Update

Date: May 2023

Presented by: Erik Guzman-Rangel, Program & Project Associate  
Patricia Robertson, Executive Director  
Isaura Ocampo, Housing Navigator

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## **RENTAL PROGRAMS**

### **Rental Unit Turnover:**

- No unit turnover
- Interim Manager for Buckingham Property Management

### **Waitlist Management:**

- 201 Households
- 541 individuals (248 Children; 293 +18)
- 26% are households of 2
- 89% are households under 80% AMI

## **HOMELESSNESS INTERVENTION & HOUSING NAVIGATION:**

### **Housing Navigation:**

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

### **Coordinated Entry**

- Entered 73 households into the Coordinated Entry System. (Includes 246 households in total in the Coordinated Entry System.)
- 191 Households
- Continuum of Care Policies and Procedures Subcommittee
- Ongoing 12-week HUD Community Workshop for the Continuum of Care.

### **Transitional Housing**

- Birch Creek – No changes since the last report

- Currently occupied
- Needs Repairs

### **Permanent Housing Program – Innsbruck Lodge**

- Selected the first five applicants for Innsbruck Lodge through the Coordinated Entry System;
  - [three households submitted rental applications including - two households from Mono County, two households from Inyo County, and one household from Alpine County]
- Finalized the Property Management & Tenant Selection Plan; the document is in the final phase of review.
- Move-in date was June 1<sup>st</sup> : 3/5 Tenants moved-in
- 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 Counseling**

- Various Town-owned units in queue, various applicants
- Working to transfer Nordica unit to eligible household

### **HOUSING DEVELOPMENTS**

#### **Valley**

PRP Submitted, State asked for additional information

#### **Silver Peaks**

Scheduling in-person meeting with stakeholders in June

Hope to apply for next Round of AHSC through Strategic Growth Council

#### **STAR**

Working with insurance and contractor for winter 22/23 repairs

### **OTHER EXCITING HAPPENINGS**

- California Non-Profit of the Year! A ceremony in Sacramento will take place to present this award.
- CalJobs First Community Conversations was a success and had several community members attend to voice their perspectives on community needs.
- Fair Housing Training – Ongoing
- Book Club – From the Ashes
  - The autobiography of a Native Indian from Canada, living his life as a Homeless individual struggling with addiction, and self-identity.
- Credit Building Course
  - Partnering with commonly used lenders to create this event for our community, opening for both renters in preparation for The Parcel applications, and first-time homebuyers.
- Mono County Housing Community Meetings
  - Lee Vining
  - June Lake
- Annual Report Outreach – ongoing
- Mono County Board of Supervisors – ESCH Update in June
- Alpine County Housing Navigator recruitment



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**STAFF REPORT**

Subject: Committee Reports

Presented by: Various Committee Members

<b>CURRENT COMMITTEE APPOINTMENTS</b>	
<p><b>Governance – standing</b> Staff: Patricia</p> <p>Kirk Stapp Jennifer Kreitz</p>	<p><b>Diversity, Equity, &amp; Inclusion – standing</b> Staff: Olya</p> <p>Heidi Steenstra Jennifer Kreitz</p>
<p><b>Programs &amp; Housing Development – ad-hoc</b> Staff: Erik &amp; Patricia</p> <p>Tom Hodges Jennifer Kreitz Brian D’Andrea</p>	<p><b>Fundraising for Access Apartments – ad-hoc</b> Staff:</p> <p>Heidi Steenstra Lindsay Barksdale Jennifer Kreitz Brian D’Andrea Michelle Weltig (<i>public</i>)</p>
<p><b>Chamber Steering Committee</b> <i>(not regularly meeting)</i> Staff: Chamber lead, ESCH – Patricia</p> <p>Tom Hodges</p>	<p><b>Mono County Partnership Discovery Committee – ad-hoc</b> Staff: Olya</p> <p>Paul McFarland (<i>public</i>) Tom Hodges Amanda Rice Jennifer Kreitz Jake Suppa (<i>public</i>) Elin Ljung (<i>public</i>)</p>
<p><b>Executive Director Evaluation – ad-hoc/to review processes</b></p> <p>Lindsay Barksdale Sarah Nuttall Brian D’Andrea</p>	<p><b>Marketing &amp; Communications – ad-hoc/disbanded</b></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

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