

**MAMMOTH LAKES HOUSING, INC.  
Board of Directors Meeting**

**Monday, March 5, 2018  
Regular meeting at 6 p.m.**

**COUNCIL CHAMBER, 437 OLD MAMMOTH ROAD  
MINARET VILLAGE SHOPPING CENTER, SUITE Z**

**Agenda**

**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)

- I. Call to Order
- II. Roll Call  
Lindsay Barksdale, Stacy Corless, Jiselle Kenny, Kirk Stapp, Bill Taylor, John Wentworth
- III. 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.
- IV. Approval of minutes from the February 5, 2018 regular Board Meeting
- V. Board Member reports
- VI. MLH monthly status report
- VII. Creation and Appointment of an Ad-Hoc TOML Contract Negotiations Committee
- VIII. Update on the procurement of the Shady Rest Parcel by the Town of Mammoth Lakes – informational item
- IX. Adjourn

**MAMMOTH LAKES HOUSING, INC.  
Board of Directors Meeting**

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**Minutes**

**I. Call to Order:** The meeting was called to order at 6:05 PM.

**II. Roll Call**

*Members present:* Lindsay Barksdale, Stacy Corless, Jiselle Kenny, Kirk Stapp, and John Wentworth

*Members absent:* Bill Taylor

*Staff:* Jennifer Halferty, Executive Director and Patricia Robertson, Grant & Financial Associate

**III. Public Comments**

There were no comments from the public.

**IV. Approval of minutes from the January 8, 2018 regular Board Meeting**

Stacy Corless made a motion to adopt the minutes as amended. Jiselle Kenny seconded the motion. The motion passed 5-0.

**V. Board Member reports**

Stacy Corless reported that the Board of Supervisors held a strategic priority setting session today, and set housing as a top priority.

John Wentworth attended the TOT Compliance Committee meeting and believes that there may be some overlap between what Host Compliance is doing in terms of transient rental enforcement and the GIS component of the Action Plan.

Kirk Stapp attended the ESTA Board meeting. The organization is meeting expectations. Executive Director, John Helm, is retiring and the recruitment process has begun.

**VI. MLH monthly status report**

Jennifer Halferty presented some highlights from the monthly status report. She noted that the annual Point In Time Count for Mono, Inyo, and Alpine counties took place on January 26<sup>th</sup> and was a success. She participated in the southern Mono County portion of the count. This count is a requirement of HUD in order to access Continuum of Care funding, is facilitated locally by IMACA, and aims

to count the number of homeless people in our community. This year's count was a very organized and concerted effort between IMACA, Mono County Behavioral Healthy, Mono County Social Services, and the Mono County Sheriff's office. Lighthouse Church donated gift bags with blankets, hats, toiletries, and gift cards to Vons. Homeless individuals cited the lack of a public showering facility as a problem. IMACA will input the data into the HUD database over the course of the next few months and finalize the numbers.

Jennifer Halferty explained that developers have been asking MLH to partner with them on future affordable housing developments. Typically, housing developers desire to work with a local nonprofit partner.

Staff attended two webinars regarding Federal Home Loan Bank grant programs in an effort to bring more funding for affordable housing to the region.

She also noted that the State Department of Housing and Community Development released the list of jurisdictions that are required to comply with SB 35, the development streamlining bill that passed in 2017. Both Mono County and the Town of Mammoth Lakes have made insufficient progress toward their lower income Regional Housing Need Allocation (RHNA) (housing for very low and low income households), and therefore are subject to SB 35, streamlining for proposed developments with at least 50% affordability. In order for a proposed development to qualify for expedited development approval ("streamlining") it must, among other things, be located on an infill site, and follow existing residential and mixed-use zoning laws. This bill took effect January 1, 2018.

**VII. Mammoth Lakes Housing Year in Review – 2017 (informational item)**

Jennifer Halferty gave an overview of the work MLH achieved in 2017 which includes providing housing for 52 individuals through ownership transactions and rentals, \$2.1mm in real estate value for local ownership, and \$5mm in grant applications for programs and rental projects.

**VIII. Review of the Board Input Opportunities Timeline**

There was a discussion of the timeline as presented. John Wentworth asked for a special meeting of the Board following the deadline to file candidate papers.

**IX. Approval of Mammoth Lakes Housing, Inc. Resolution 18-01 Adopting the Amended and Restated Bylaws of Mammoth Lakes Housing Inc., A California Nonprofit Public Benefit Corporation**

The Board discussed the purpose of Resolution 18-01. Kirk Stapp made a motion to adopt Resolution 18-01. Lindsay Barksdale seconded the motion. The motion passed 5-0.

**X. Approval of Mammoth Lakes Housing, Inc. Resolution 18-02 Approving the Creation of an Ad-Hoc Nominations Committee**

The Board discussed the purpose of Resolution 18-02. Stacey Corless made a motion to adopt Resolution 18-02. Jiselle Kenny seconded the motion. The motion passed 5-0.

**XI. Appointment of the Ad-Hoc Nominations Committee**

Kirk Stapp made a motion appointing Lindsay Barksdale and Jiselle Kenny to the Ad-Hoc Nominations Committee. Lindsay Barksdale seconded the motion. The motion passed 3-0. John Wentworth and Stacey Corless abstained.

**XII. Update on the MLH Contract with the Town of Mammoth Lakes**

Jennifer Halferty gave an update regarding the status of the inventory of capacities and the contract with the Town. She explained that the Action Plan is meant to build off of current capacities and successes, but does not recommend that MLH stop doing any of the work that the organization is currently doing. Additional work will have associated costs. Dan Holler, Town Manager, noted that the Town may want to change some of MLH's duties through the contract. John Wentworth stated that he thought both the Town and MLH should be using the same documents. Lindsay Barksdale explained that she would like to get into some of the details of the contract with the Board. There was staff direction to continue to work with Town staff on the contract with the Town.

**XIII. Update on the procurement of the Shady Rest Parcel by the Town of Mammoth Lakes – informational item**

Dan Holler gave an update on the procurement of the Shady Rest Parcel. Kirk Stapp passed out an outline that explains the cost of development. Patricia Robertson asked when the Frequently Asked Questions that were announced at the January 8<sup>th</sup> meeting would be published. Town staff noted that they should be published this week.

**XIV. Adjourn:** The meeting was adjourned at 9:01 PM.

**March 2018 - Mammoth Lakes Housing Status Update**

**1) Community Resource**

- a) Wait-List Management
  - 1) **53** low and very low income households currently on the rental waiting list
- b) Application distribution, provide program/project information
  - 1) Distributed **seventeen (17)** rental, rehab, and purchase **applications**
  - 2) Answered **eleven (11)** rental inquiries via phone/email/walk-ins
  - 3) Answered **four (7)** ownership inquiries via phone/email/walk-ins
  - 4) Answered **zero (0)** tenant's rights inquiries

	<b>Jan 2018</b>	<b>Feb 2018</b>	<b>Mar 2018</b>	<b>Apr 2018</b>	<b>May 2018</b>	<b>Jun 2018</b>	<b>Jul 2018</b>	<b>Aug 2018</b>	<b>Sept 2018</b>	<b>Oct 2018</b>	<b>Nov 2018</b>	<b>Dec 2018</b>
Total Visitors	958	217										
% New Visitor Sessions	61%	73%										
Pages per Visit	2.38	2.33										
Length of Visit (mins)	2:19	2:42										
% Mobile Device	53%	50%										

**2) Housing Program Development, Management and Maintenance**

- a) Staff processed **one (1) homebuyer application**, and **one (1) rental application**.
- b) There were no rental vacancies this month.

**3) Down Payment Assistance-**

- i. Programs:
  - 1) The Mammoth Lakes HOME Program Income fund has roughly \$42,000 committed to a local Mammoth Lakes family. Escrow is set to close in March 2018.

There are currently no HOME or CDBG funds available for lending in the Town or County at this time. The Town was awarded an additional \$500,000 from the HOME Program in July 2017. The contract from the State has been received by the Town. Once the grant contract's conditions are met by the Town, funding will be available for lending.

- 2) The Mammoth Lakes BEGIN Program has approximately \$75,000 available. These funds are available for use at Meridian Court, Aspen Village Condos, and San Joaquin Villas. No homes are currently on the market in these developments.

**4) Deed Restriction Management**

- a) MLH is processing their first right of refusal buy-back of a deed restricted Meridian Court condominium. Escrow is set to close on March 1, after which MLH will rehabilitate and ready it for sale with the current deed restriction agreement.

**5) Administration of Local Housing Trust Fund and Other Funding Opportunities**

- a) The Mono County Revolving Loan Fund (RLF) will be used to buy back the deed restricted home in 4.a. above.
- b) Coordinating with Rural Community Assistance Corporation (RCAC) and USDA single family department on Direct 502 Loan packaging.

**6) Market Analysis**

MLH staff tracks the real estate market for the potential sale of deed restricted units and overall activity.

- a) There are no BEGIN eligible homes on the market.
- b) **Median home sales** figures for Mammoth Lakes taken from the Mammoth Lakes Multiple Listings Service (MLS):

<u>2012</u> <ul style="list-style-type: none"> <li>• Single family: \$575,000</li> <li>• Condominiums: \$244,000</li> </ul>	<u>2013</u> <ul style="list-style-type: none"> <li>• Single family: \$575,000</li> <li>• Condominiums: \$260,500</li> </ul>
<u>2014</u> <ul style="list-style-type: none"> <li>• Single family: \$619,000</li> <li>• Condominiums: \$292,500</li> </ul>	<u>2015</u> <ul style="list-style-type: none"> <li>• Single family: \$860,00</li> <li>• Condominiums: \$305,000</li> </ul>
<u>2016</u> <ul style="list-style-type: none"> <li>• Single family (93): \$714,000</li> <li>• Condominiums (304): \$299,750</li> </ul>	<u>2017</u> <ul style="list-style-type: none"> <li>• Single family (89): \$775,000</li> <li>• Condominiums (408): \$349,950</li> </ul>

2018

- Single family (9): \$940,000 (as of 01/23-2018 1:30 PM)
- Condominiums (52): \$385,000 (as of 01/23-2018 1:30 PM)

**7) Coordination with Town of Mammoth Lakes**

- a) Attended the Town NGO Department Head meeting.

- b) Attended the Mammoth Voices lunch discussion on the Mammoth Lakes Community Housing Action Plan.
- c) Attended a Grounded Solutions webinar on their revised inclusionary housing calculator tool.
- d) Held a conference call with RCAC & USDA home ownership program staff re: 502 Direct Loan and 504 Guarantee Loan programs.
- e) Attended the Mono County Supervisors meeting on the County's housing work program including a General Plan Amendment, housing strategies from the County's 2017 Housing Needs Assessment, and the Housing Mitigation Ordinance.
- f) Attended the monthly housing meeting with Town Planning staff.

## MLH STAFF REPORT

Subject: Creation and Appointment of an Ad-Hoc TOML Contract  
Negotiations Committee

Presented by: Jennifer Halferty, Executive Director

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### **MISSION:**

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

### **BACKGROUND:**

The Mammoth Lakes Housing (MLH) Board accepted the Foundational Structure of the 2017 Mammoth Lakes Community Housing Action Plan: Live, Work, Thrive at their January 8, 2018 meeting. As part of the Foundational Structure, a contract between MLH and the Town with clearly defined roles and responsibilities should be developed.

### **ANALYSIS/DISCUSSION:**

Creating an ad-hoc committee of two MLH Board members will help to facilitate the creation of a draft contract between MLH and the Town of Mammoth Lakes (TOML). The final draft contract will be presented to the full MLH Board of Directors for approval once it is available, which is tentatively scheduled for the May MLH Board meeting.

Staff recommends the Board create an ad-hoc contract negotiations committee. The committee should consist of two MLH Board members and the Executive Director. The purpose of the committee is to negotiate the best outcome for MLH to fulfill the terms of the contract to the highest level while ensuring MLH's ongoing service to the organization's mission.

It should be noted that MLH Board member and Town Council Mayor, John Wentworth will be representing the Town side of the contract negotiations. Having three Board members does not constitute a quorum of the Board.

The committee shall meet both with its members and with the members of the Town's committee consisting of John Wentworth and Colin Fernie, Town Council representatives, and Town staff including Dan Holler, Sandra Moberly and Ruth Traxler. After the contract has been approved by the Board, this ad-hoc committee will be disbanded.

### **RECOMMENDATION:**

It is therefore recommended the Board adopt Resolution 18-03 creating an ad-hoc TOML contract negotiations committee and appoint two MLH Board members to the committee.

RESOLUTION No. 18-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF MAMMOTH LAKES HOUSING, INC.  
APPROVING THE CREATION OF AN AD-HOC TOML CONTRACT NEGOTIATIONS  
COMMITTEE

WHEREAS, Mammoth Lakes Housing, Inc. is a nonprofit public benefit corporation formed to provide affordable workforce housing in the Eastern Sierra Region of CA; and

WHEREAS, Mammoth Lakes Housing, Inc.(MLH) seeks to negotiate a contract with the Town of Mammoth Lakes (TOML) for services that are related to the MLH mission to support workforce housing for a viable economy and sustainable community; and

WHEREAS, Mammoth Lakes Housing, Inc. will disband the ad-hoc TOML contract negotiations committee once the full Board of Directors have approved the contract.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Mammoth Lakes Housing, Inc hereby creates an ad-hoc TOML contract negotiations committee for the purpose negotiating a contract between Mammoth Lakes Housing and the Town of Mammoth Lakes.

PASSED AND ADOPTED this 5<sup>th</sup> day of MARCH, 2018.

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Kirk Stapp, President

ATTEST:

\_\_\_\_\_  
Jennifer Halferty, Secretary