

Saint Joseph Community Land Trust  
Minutes of the Meeting of the Board of Directors  
Thursday, February 8, 2018  
Our Lady of Tahoe Catholic Church in the Parish Hall  
1 Elks Point Road, Zephyr Cove, NV 89448

1. Opening Prayer was led by Secretary Alling.
2. President Barnett called the meeting to order at 5:25PM
3. Secretary Alling performed the roll call and determined a quorum of the Board of Directors was in attendance. Board members present: Alling, Barnett, Brand, Fink, Riley and Walker. Chaplin Wallace and Office Manager Crosby not in attendance due to illness.
4. Alling moved to adopt the November 29, 2017 minutes with Riley seconding. There were 2 changes to be made: correct spelling of Wednesday in the heading, and add 5% "of the lease fee" in the bottom paragraph on page one.
5. Open Floor – Board member Karen Fink spoke about the Tahoe Prosperity Center wanting to partner with SJCLT for a reimbursable grant (\$250,000 to \$500,000). This is a research grant, with no construction. Have to develop a budget. Two possible proposals 1) look at the conversion to modulars and a study to show how it works, 2) conversion of motels to units that would serve as a housing unit. Fink was going to speak further to TPC Executive Director, Heidi Hill Drum. Board was supportive of partnering with TPC but wanted more information on how long it would take to get reimbursed for deliverables. Barnett to ask Cathy Kope to give Karen a call.
6. Sierra Garden Apartments Update-
  - a. Construction Update- Mark Day, Day Builders. The final inspection happened for all the units at SGA and was signed off by the city. A few items are left for Spring, including the community room/laundry area.
  - b & c. Tracy O'Neal, Property Manager and Wait List Report. There is 100% occupancy at SGA! One bedroom units-70 on wait list (6 month-4 year wait) Two bedroom units- 40 on wait list ( 6 month-2 year wait)

Tracy is sending letters to all the people on the wait list to make sure they are still living in area and/or have interest in moving into SGA. Last time the list was updated was 2015.

6. d. Enforcement of No-Smoking Policy and Barton Health Cessation Program. The no smoking policy went into effect 1.1.18 with a grace period until 2.1.18. It has been difficult for some residents and some are continuing to smoke in their rooms. There are 15 units that are violating the policy, but about 20 units are doing okay. Many residents have asked when the next Barton cessation program is happening. If a SGA resident takes the Barton class and is successful in stopping smoking, then SJCLT will pay for the class. There is a National No-Smoking registry, and SJCLT has been registered. This will help our Land Trust when applying for grants.

e. Landscape Changes- Mark Day, Day Builders. Rob Basil, licensed Civil Design Engineer will be re-looking at our landscape design and making some changes: dry creek beds, good curb appeal, small lawn areas, drought resistant plants. He hopes to complete the design in 1-2 weeks.

F. Community Room & Groundbreaking- A modular will be in place for washer/dryers on the property and there needs to be good drainage for the grey water. Anticipating May 1<sup>st</sup> for the groundbreaking and discussion will follow for a ceremony that day. Talk to Joe and Dave as to their thoughts. One week before the groundbreaking the old building will be demolished. Landscaping and new community building will be done at the same time. Community Room anticipated to open the end of summer.

g. Lahontan Permit Compliance Update- Kope, Executive Director memo.

On January 30, 2018, Joe Michael of Pacific Development Group completed and submitted the Annual Report to Lahontan Regional Water Quality Control Board. According to Joe Michael, no electronic or hard copy of this report is available.

This report is related to work to be done as identified in the Storm Water Prevention Plan (SWPP) created by Michelle Gamble of Resource Concepts, Inc. The work outlined in the 321 page SWPP is to be

completed by the general contractor, Day Builders, and its subcontractors throughout the course of construction at Sierra Garden  
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Apartments. During 2017, the period covering this report, there was minimal, if any, work being done related to SWPP.

The bulk of the SWPP work will be performed throughout 2018 when

infiltration trenches are dug, the existing laundry/mail room is demolished and the new community room constructed, modifications are made to the parking areas, travel paths are added, and new landscaping is installed. The Lahontan Annual Report will be completed and filed each year until the rehabilitation project is completed.

7. Potential Housing Partnerships – Barnett and Riley. Barnett and Riley met with Clint Pervance, CEO at Barton Healthcare, to talk about housing issues for their moderate income employees and how we might partner with them. Examples: A) SJCLT has the land, Barton builds the home and it stays in the Land Trust model for an employee of the hospital. B) Offer program where employee finds house that meets their needs, have appraisal, and continue same as A, and the house stays affordable. There was also discussion about 2<sup>nd</sup> homeowners – drop VRBO and rent the house to full time renters/employees at Barton. Barnett and Riley also will be discussing some of these same issues with Sam Slack, CEO, Ridge Tahoe. Possible future talks with Vail, Mike Goar and LTCC , Nancy Harrison, Foundation Director and Jeff DeFranco, President. It was mentioned other possibilities that have land: school district and Barton Healthcare – we need to contact. Raley’s will be contacted by MaryAnne Brand and Whole Foods by Karen Fink.

8. Office Manager Reports updates- Meredith Crosby (in memo form)

Annual Report- enclosed in Board package. Look over and comment to Cathy Kope by 2. 11.18

Website Update- Kathy Kidwell has made the first pass of edits and is currently working on the 2<sup>nd</sup> draft to our “mock website.” Kope and Crosby are working diligently to get the website up and running within the next month or so.

Personnel Update- Irene Lohmeier's last day of work with SJCLT was 2.7.18. She is retiring to look after herself and her family. Her work scanning documents has been invaluable to our organization. A card is

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circulating and we are asking Board Members to donate a suggested amount of \$20.00 for a gift card.

9. By Laws Task Force Update- Tabled until another meeting

10. Housing and Land Trust Program Plan- Tabled until another meeting

11. Motel to Housing Loan program Update. We have a new loan recipient / single mom with 3 children and they moved into Evergreen. Since the inception of our Motel to Housing Program there have been 25 children moved out of motels in the south shore area.

12. Finances- Brand. Brand furnished the board with a financial report. Highlights: November 2017 \$1,000.00 was allocated in new budget to cover account overages. Two new motel to home loans (totaling \$2,236.00) were issued since last meeting. Motel to Home loan fund was increased by \$2,000.00 from El Dorado Savings donation. \$5000.00 of general fund money was set aside into a new fund titled "SGA Bike Rack Fund". This will be used as a match if SJCLT is successful in its \$5,000.00 grant request to People for Bikes for bike racks at Sierra Garden Apartments. Our fund balances - \$374,431.00

13. Closing prayer and meeting adjourned 7:05 PM. Next meeting will be April 11, 2018 at St Theresa's Globin Hall. Note: date change from April 4 to April 11 because of Easter vacation week .

Minutes respectfully submitted by Frances Alling  
Secretary, Saint Joseph Community Land Trust

