

# Saint Joseph Community Land Trust

## Board Meeting Minutes

March 22, 2023

Page 1 of 3

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**Meeting called to order: 5:35**

**Board Members Present:** Lyn Barnett, Alan Bisbee, Francie Alling, Kristina Hill, Steve Yarrow. Absent: Michael Fronk

**Staff Present:** Jean Diaz, Charlotte Rosburg, Jim Meiers

**Members Present:** John Dalton, Jill Teakill

1. **Topic:** Opening Prayer led by Barnett

2. **Topic:** Call to Order/Approval of Agenda

**Action Taken:** Agenda approved with removal of Minutes from Consent Calendar for discussion.

3. **Topic:** Roll Call/Determination of Quorum

**Discussion:** Fronk absent. Alling confirmed quorum present.

4. **Topic:** Open Floor

**Discussion:** Hill brought up luxury condominium development in Incline and proposed action on amendments to Washoe Area Plan.

5. **Topic:** Consent Calendar/ Approval of Minutes with corrections

**Action Taken:** Consent calendar approved with removal of Minutes. Barnett and Bisbee pointed out typos. Barnett followed up on warm room grants at Sugar Pine Village.

**Moved by:** Hill    **Seconded by:** Bisbee    **Approved:** Unanimously    **Absent:** Fronk

6. **Topic:** North Shore Outreach Plan Updates

**Discussion:** Barnett asked for an update from Hill (Fronk absent). Hill indicated she was trying to set meeting with Barnett and Waldorf representatives.

**Action Taken:** Barnett and Hill to follow up. Follow up Fronk regarding his discussions with Boatworks representatives.

7. **Topic:** Bylaw Review

**Discussion:** Barnett indicated that it has been some time since the bylaws were reviewed and it may be time to streamline and simplify some of the procedures, e.g., voting, and a change to the time of our annual meeting.

**Action Taken:** Barnett asked for input from Board members on desired changes to update/streamline bylaws. Barnett to distribute current bylaws.

8. **Topic:** New Dashboard

**Discussion:** Diaz reviewed the draft dashboard to be provided with each Board meeting and asked for suggestions. Barnett suggested instead of Project Status the dashboard highlight any issues with Fund Balances, Expenses or Revenues to tie to the charts.

# Saint Joseph Community Land Trust

## Board Meeting Minutes

March 22, 2023

Page 2 of 3

---

**Action Taken:** Diaz will revise for review at next Board meeting.

### 9. Topic: Project Status

**Discussion:**

- a. Riverside Avenue Project: Diaz summarized status of project notably the sale of both 2-bedroom homes on 2/17 and the commensurate reduction of the construction loan. Open House for stakeholders being planned to be at the 3-bedroom home which is finished but unsold. Jill Teakell indicated that now that 958 home is finished it will be easier for potential buyers to tour and react to. She indicated that there may be a potential qualified buyer that just toured the home and is preparing an application.
- b. Sugar Pine Village: Diaz and Barnett summarized financing activities for phase 1 and phase 2 of the project. Concern that excessive snow may delay commencement of site work for phase 1.
- c. Sierra Garden Apartments: Meiers summarized current status of the complex including efforts to keep snow removal under control, issue with broken truss in building K that will need repair, replacement of broken fire hydrant (at snow removers' expense). Diaz summarized expected asset management and seller note revenue of \$47,012 this year which is much lower than previous years since the deferred developer fee has been fully repaid and expenses have been higher this year and last year.

**Action Taken:** None

### 10. Topic: Fundraising Report

- a. Endowment Planning: Barnett and Diaz summarized meeting with Parasol Foundation regarding establishing an endowment fund. Barnett discussed the need to identify candidates for the fund's Advisory Board and possible sources of seed funding for the fund.

**Action Taken:** Board unanimously voted to move forward with establishing an endowment fund at Parasol Community Foundation.

- b. Grant & Donation Development: Jim summarized his report including fundraising events that are planned and grant applications that have been submitted or are working on.

**Action Taken:** Diaz suggested that Board members forward any knowledge of potential grants or donations to us to review and determine if what we do is consistent with the grantee or donor criteria.

### 11. Topic: On the Horizon—Deed Restriction Monitoring

**Discussion:** Diaz indicated that the Washoe Tahoe Housing Partnership is moving forward with recommendations to expand and preserve affordable housing in the Washoe portion of the basin. One of the items generating strong interest to strengthen monitoring/enforcement of deed restrictions, which has been lax. Barnett mentioned that TRPA is working on an RFP for an entity to provide deed restriction monitoring. SJCLT has been mentioned as the logical nonprofit organization to provide the monitoring. Both Diaz and Barnett emphasized that we would need to apply our Decision Tool to determine if it is something that makes sense for us to take on. Barnett also mentioned that he participated in a CA CLT Network training and that the use of our Decision Tool came up with participants requesting copies of it. Diaz provided it to the Executive Director of CA CLT Network to share.

**Saint Joseph Community Land Trust**

**Board Meeting Minutes**

**March 22, 2023**

Page 3 of 3

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**Action Taken:** None

12. **Topic:** Board Closing Comments, Adjournment & Closing Prayer

**Discussion:** No discussion. Alling provided the closing prayer.