

**Saint Joseph Community Land Trust**  
**Board Meeting Minutes**  
**January 6, 2021 (Via Zoom)**

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**Meeting called to order: 5:37 PM**

**Meeting adjourned: 7:28 PM**

**Board Members Present:** Francie Alling, Lyn Barnett, MaryAnne Brand, Jessie Walker, Allan Bisbee, MacKenzie (Macie) Malone

**Staff Present:** Jean Diaz, Charlotte Rosburg, Diane Rodgers

1. **Topic:** Opening Prayer

**Discussion:** Barnett opened with prayer

**Topic:** Call to Order and Approval of Agenda

**Action Taken:** Motion to amend agenda and add #12-line item, topic Sierra Garden.

Moved by: Alling

Second by: Brand

Ayes: All

Nyes: None

2. **Topic:** Roll call of Board Members and Determination of Board and Membership Quorums

**Action Taken:** Alling determined there was a quorum present

3. **Topic:** Open Floor

**Discussion:** Barnett inquired if any members in attendance would like to speak. Hearing no response, he closed the floor.

4. **Topic:** Appointment of Outside General Council

a. Appointment of Mellissa Fox/Scale LLP

b. Budget adjustment for \$1000 per month cap for remaining 6 months

**Discussion:** Mellissa Fox with Scale LLP Partners gave a brief overview of her credentials and background working with Tahoe Basin non-profit organizations, real estate, and land issues. Barnett motioned that all communications go directly through Diaz.

**Action Taken:** A motion was made to authorize the Executive Director to execute the proposed agreement with Melissa Fox/Scale LLP and to direct the Treasure to make the budget adjustment of \$1000.00 per month cap for the remaining 6 months.

Moved by: Brand

Second by: Bisbee

Ayes: All

Nyes: None

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5. **Topic:** Riverside Avenue Project Up-date

**Discussion:** Diaz discussed the progress of the Riverside project, estimating to break ground in Spring or Summer of 2021. Currently Diaz is obtaining proposals for contractors and building permits. At this time, COVID is creating some challenges in getting building materials and securing contractors to finish the project in a timely manner. The property has 3 large trees that are deemed diseased and need to be removed, we have received one quote for \$35,000 for removal.

6. **Topic:** Sugar Pine Village

**Discussion:** Diaz discussed the draft partnership agreement related to the Sugar Pine Village development. The project is expected to use LITC financing. Diaz discussed that one of the challenges for the Sugar Pine Village project is the need to find a structure that will accommodate multiple phases. An TRPA meeting will be held on January 27<sup>th</sup>, 2021. Barnett stated he would like the Board Members to see a side-by-side copy of the draft partnership agreement of Sugar Pine and Riverside Avenue project to compare the two. Diaz, Barnett, and Board members discussed the language of the Authorization to execute the partnership agreement and any additional documents necessary for the Sugar Pine project Village.

**Action Taken:** Adopt the proposed Resolution 77/2021-01 as amended to replace “and/or” in the title with “or” and to add a Whereas referring to the Board’s review and discussion of the Project at this scheduled Board meeting.

Moved by: Bisbee

Second by: Malone

Ayes: ALL

Nyes: None

7. **Topic:** TAHOE Program

**Discussion:** Diaz gave an update on the TAHOE program, noting it is important to start outreaching to the real estate brokerage and escrow community to educate them on the program. The program currently has \$100,00 in funding and communication is on-going on how EDCF can help us with a fundraising campaign. Barnett discussed how he would like to see the education portion started up again so we can educate future homeowners on ownership and finances.

8. **Topic:** Loan Program update and discussion considering COVID and available funding.

**Discussion:** Rosburg updated on outstanding balances and member requesting services. We have members who are delinquent on their loan payments. Diaz suggested that available funds might be used as grants instead of loans for the time being or other ideas to broaden eligibility given COVID-19. Diaz brought up that we have funding that is not being used for the Motel to home program and Emergency loan program. Barnett noted that an invitation for a radio advertisement has been extended to us and this could be a way to promote the programs. Rodgers suggested updating our social media platforms, reaching out to CPS, Welfare, and schools, and giving them up-dated

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material. Diaz requested that the Board provide suggestions and that recommendations will be provided for discussion at the next Board meeting.

**9 Topic:** Allocation of Funds Received

**Discussion:** Diaz discussed the donations received and recommended allocations. Diaz noted that two donations received after the staff report was prepared include 1.) \$250.00 from Francie Alling designated for the TAHOE program and 2.) \$1000.00 anonymous donation with recommendations that 5% to the General fund and the balance to the Acquisition Predevelopment fund for Riverside project.

**Action Taken:** A motion was made to allocate the donations and grants as proposed in the staff report and discussed above.

Moved by: Brand

Second by: Bisbee

Ayes: ALL

Nyes: None

**10. Topic:** Personnel Matters

a. Program & Stewardship Manager Hiring

**Discussion:** Confirming hiring of Diane Rodgers as full-time Program & Stewardship Manager at a salary of \$45,000 per year. Recommendation to Direct Treasurer to make necessary budget adjustment for remainder of fiscal year.

**Action Taken:** A motion was made to confirm the appointment and to direct the Treasure to make necessary budget adjustments for the remainder of the fiscal year.

Moved by: Malone

Second by: Walker

Ayes: ALL

Nyes: None

**Topic:** Personnel Matters

b. Charlotte Rosburg reduced hours

**Discussion:** Continue Charlotte's hourly compensation at the current rate based on a commit to provide at least 8 hours per week to SJCLT and direct the Treasurer to make the necessary budget adjustments for the remainder of the fiscal year. Updated Office Manager description reflecting Charlotte's duties under the reduced hours was discussed.

**Action Taken:** A motion was made to accept staff recommendation and to direct the Treasure to make necessary budget adjustments for the remainder of the fiscal year.

Moved by: Malone

Second by: Bisbee

Ayes: ALL

Nyes: None

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**Topic:** Personnel Matters

- c. Executive Director compensation adjustment

**Discussion:** Due increased staffing and the increase in the project program activity a 5% increase has been discussed with the President, Treasure and Executive Director. Recommendation is to Approve a 5% increase in Executive Director compensation effective the next pay period and direct the Treasurer to make the necessary budget adjustments for the remainder of the fiscal year. Barnett motioned for the 5% increase be retroactive to January 1<sup>st</sup>, 2021

**Action Taken:** A motion was made to accept the amendment and direct treasurer to make necessary budget adjustments for the remainder of the fiscal year.

Moved by: Bisbee

Second by: Brand

Ayes: ALL

Nyes: None

**11. Topic:** Sierra Gardens Up-date

**Discussion:** Diaz reviewed there will be a meeting with SLTSG Apartment Investors, LP Partners Meeting on February 2<sup>nd</sup>, 2021 @3:00 PM. Barnett discussed the financial report showing either vacancies or the possibility of tenants not paying rent due to COVID. Diaz and Rosburg indicated that there is an ongoing issue with smokers in the building, also reports of people throwing rocks from the site at passing busses. Barnett stated that Rodgers will be eventually taking an increase role in the stewardship of this and other existing projects.

**12. Topic:** Board Member Updates and Comments

**Discussion:** No up-dates or Comments

**13. Topic:** Adjournment and Closing Prayer

**Discussion:** Barnett asked for a motion to adjourn tonight's meeting.

**Action Taken:** A motion was made to adjourn tonight's meeting.

Moved by: Bisbee

Second by: Alling

Ayes: ALL

Nyes: None