

# MINUTES

## Nevada County Habitat for Humanity Board of Directors Meeting Tuesday, October 29, 2019

*Grass Valley United Methodist Church, 236 South Church Street, Grass Valley, CA*

**Meeting Chair:** John Scott

**Recorder:** Katherine Hudson

**Directors Present:** Rick Ballantyne, Bill Croker, Dan Halloran, SR Jones, Andy Kramer, Andy Owens, Dina Rubino

**Directors Absent:** Terry Lowell

**Guest:** Barbara Dean, Chair of Homeowner Selection Committee

**Staff Present:** Lorraine Larson, Executive Director; Jim Phelps, Fund Development Manager

**John called the meeting to order at 4:02 p.m.**

1. **Opening Prayer:** offered by Andy Owens.
2. **Consent Agenda:** John requested approval for a modified the consent agenda, with the Construction Committee Report deleted and the Homeowner's Support Committee Report added, including the current meeting agenda and the minutes of the September meeting.
  - Finance: August 2019 Summary Actuals for Affiliate and ReStore (same as provided at previous meeting)
  - Mortgage Arrears Report (September)
  - Executive Director's Summary Report
  - Fund Development Report
  - ReStore Committee Report
  - Homeowner's Support Committee Report

Approval of the modified consent agenda was moved by Rick, seconded by Bill, and adopted by unanimous voice vote.

3. **Mission Moments:** Lorraine expressed her pleasure in attending the recent dedication of Heritage Oaks home #16 and commented that she was especially impressed with the community BBQ area; she also noted the satisfaction of seeing the homeowners' children playing, having fun and growing up.
4. **Homeowner Selection:** Barbara Dean presented the Homeowner Selection Committee's recommendation of a candidate to purchase the one-bedroom home to be built in the Park Place development. She is a single woman with stable employment, good credit and a history of community volunteering. Lorraine mentioned that her current rent (in what sounded like very much sub-standard housing) is \$800 per month.

**Bill moved that**

***The Nevada County Habitat for Humanity Board of Directors approves the recommendation of the Homeowner Selection Committee of an owner for the first home to be built in the Park Place development.***

**Andy Kramer seconded the motion, which was approved by unanimous voice vote.**

***Ayes: 8, Noes: 0, Abstentions: 0, Absent: 1***

Barbara expressed the hope that additional one-bedroom homes would be built in the future, as they are attractive to older applicants.

**5. Finance:** Rick took the Chair briefly, as John was called out of the meeting.

Lorraine expressed regret that she was unable to provide September actual results for this meeting's report, but assured the Board they would be posted to the website. She also expressed some concern about how the September power outage affected the ReStore's results that month but affirmed that they exceeded projections nonetheless. However, before October's power outages occurred, steps were taken to keep the ReStore open, with the ability to accept checks and cash, though not credit cards. In general, she said, the first three months' actuals look good.

Lorraine also expressed satisfaction that the mortgage arrears at this point total \$1,000 even though the power outages prevented some homeowners from working. The owner who has been paying down arrears with an additional \$300 per month should become current this month; this is a substantial achievement, since the arrears have persisted for eight years. (Lorraine said the next issue to be addressed with this owner will be care of the property, but it shouldn't be too onerous with the additional \$300 per month available.)

**6. Fund Development:** Jim reported the Street of Dreams was a lot of fun, and the resulting income was a bit over \$107,000—a gain over last year; he said five tables were sold, at \$7,000 each. Next year will see the 25<sup>th</sup> anniversary of the event, as well as the capital campaign. He announced that he already had 19 activities in his plans for the latter and that the key word for 2020 will be "STRETCH." Donors will be urged to do more and their attention will be called to Heritage Oaks II as an example. He said that Andy Wright will develop a special web page for that effort including detailed data and stories of homeowners. Lorraine advised, in response to Bill's question, that the goal for the capital campaign is approximately \$150,000. Answering Dina, Jim said the campaign would probably start in January, with information about completion of Heritage Oaks I and the plans for Heritage Oaks II. He then discussed several of his ideas for new fund-raising activities, including inviting major and institutional donors to a dedication/ground-breaking for Heritage Oaks II. Bill noted that the Joyce Drive site would need careful preparation to eliminate weeds, mud, or other conditions not conducive to a large gathering.

**6. Construction Project Updates**

**a. Heritage Oaks:** Andy Kramer reported that Heritage Oaks home #16 is close completion, with the driveway having been poured and only interior work remaining. Lorraine commented on a possible problem with PG & E turning on the power, as she has been advised that action has been put at the bottom of the utility company's priorities. Both Bill and John said they could provide generators to power tools needed for finish work.

**b. Park Place:** Andy said that plumbing infrastructure should be finished in a day or so, but that approval of site plan drawings has been delayed. He had hoped for the

permitting process to be completed by the end of the year, but thinks that's now questionable—and new building codes will go into effect in 2020. He assured the Board that the first house will go up quickly once the plans are approved.

Lorraine and Andy discussed options for the largest of the Park Place lots, including construction of a duplex, building a larger house than currently planned, or selling the lot to generate funds for support of other projects.

- c. **Heritage Oaks II:** Andy reported that the City of Grass Valley now wants a change to the site plans, orienting the homes to face Joyce Drive so that owners will be better motivated to care for their yards. The change should actually reduce construction costs somewhat, eliminating some planned new roads and utility infrastructure. The City has also requested inclusion of a “public amenity” for children; Andy said a basketball hoop might be included in the future, but a full playground would raise liability issues. He expressed his hopes of having infrastructure costs determined by June and of selecting a contractor quickly after detailed plans are ready.

John inquired regarding progress toward approval of rezoning the site; Lorraine said she thinks it won't take long if the Planning Commission acts in December. John emphasized that the property's legal status needs to be settled before donations supporting its development can be sought.

Lorraine also reported that the City's requested changes to the site plans creating three discrete areas would support phasing the project if that became necessary. John asked if the construction process for the development can proceed logically, and Andy assure him it can because all the houses will have the same footprint whether they have two, three, or four bedrooms.

## 7. Executive Committee

- a. **Strategic Planning Session:** The next strategic planning session has been set for December 13 and the agenda is close to completion. The meeting will be held upstairs in the United Methodist Church.
- b. **ReStore Update:** Bill reported that the ReStore Committee has not met in October and will probably start meeting every other month. He said that everything is going well under Mary Gill's management; a rounding-up option for customers has been initiated to generate additional funds and a project involving high school students in developing gift products is in the works.

## 8. New Items

- a. Lorraine requested the Board's approval for a resolution authorizing her to take the actions necessary to complete sale of Heritage Oaks I home #16.

**Bill moved that**

***The Nevada County Habitat for Humanity (NCHFH) Board of Directors approves the resolution presented by Executive Director Lorraine Larson which authorizes her to execute and deliver on behalf of NCHFH all agreements, certificates and legal documents necessary to complete sale of the property identified as 210 Green***

***Mountain Loop, Grass Valley, California to qualified buyer and Habitat homeowner partner applicant Whitney Alexis Angel.***

**Andy Owens seconded the motion, which was approved by unanimous voice vote.**

***Ayes: 8, Noes: 0, Abstentions: 0, Absent: 1***

The resolution was then passed to Board Chairman John Scott and Treasurer SR Jones for them to execute.

- b.** Lorraine reported that, of 41 Affiliates in California, 36 attended the recent combined Habitat California Conference. She said it was a very productive conference, organized by former NCHFH Executive Director Debbie Arakel, at which creative financing ideas were offered. Lorraine and Jim mentioned that they are arranging for this Affiliate to sponsor the local Contractors Association Christmas meeting. Lorraine noted that Habitat activity is moving westward from the areas where it was historically greatest and advised that the Habitat Regional Conference will be held in April; there is a grant she can apply for to support her attendance.
- c.** Lorraine noted that it was time to complete the annual Quality Assurance Report and adopt the accompanying Affiliate Organization Covenant.

**Andy Owens moved that**

***The Nevada County Habitat for Humanity (NCHFH) Board of Directors hereby adopts the covenant with Habitat for Humanity International associated with the Affiliate's Quality Assurance Report submitted to HFHI.***

**Dina seconded the motion, which was approved by unanimous voice vote.**

***Ayes: 8, Noes: 0, Abstentions: 0, Absent: 1***

Lorrain commented that she was able to complete the Quality Assurance Report in the affirmative regarding all "best practices" set forth therein.

- 9. Closing Prayer:** offered by Rick.
- 10. Adjournment:** The meeting was adjourned by John at 5:13 p.m. The next meeting will be held November 26, 2019, at 4:00 p.m.

**Respectfully submitted by Katherine Hudson, Recorder**