

MINUTES

Tuesday, February 2, 2021
Mammoth Community Water District
Special Board Workshop
Employee Home Purchase Assistance Program

The Board of Directors convened in session at the hour of 5:02 p.m. No recess was taken and the meeting was adjourned at 6:37 p.m.

Prepared by:



Stephanie Hake
Executive Assistant

ATTEST:



Mark Busby
Board Secretary

THE EMPLOYEE HOME PURCHASE ASSISTANCE WORKSHOP of the Board of Directors of the Mammoth Community Water District held on Tuesday, February 2, 2021 at 5:02 p.m.

ROLL CALL

Board Present *

Director: Tom Cage
Director: Robert Creasy
Director: Dennis Domaille
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present *

General Manager: Mark Busby
District Engineer: Garrett Higerd
Operations Superintendent: Clay Murray
Maintenance Superintendent: Jerry Baker
Finance Manager: Jeff Beatty
Information Services Manager: Justin Mulbay
Administrative Analyst: Betty Hylton
Administrative Analyst: Chris Weibert
Executive Assistant: Stephanie Hake
District Counsel: Joshua Horowitz

Guests Present *

Kris Roberts – MCWD Staff
Heidi Christensen – MCWD Staff
Matt Jaroslowski – MCWD Staff

**** As a result of the threat of COVID-19, the Governor issued Executive Order N-25-20 dated March 12, 2020 allowing for Directors, staff, and members of the public to attend this public meeting via teleconference without strict compliance with the Brown Act's teleconferencing requirements. To maximize public participation, comply with Brown Act requirements, and provide a clear record of the meeting, public comment was made available for each agenda item and all action items were voted on by roll call.***

EMPLOYEE HOME PURCHASE ASSISTANCE WORKSHOP

1. Discussion and Direction to Staff regarding a Possible Change in the Method of Calculating the Distribution of Proceeds upon Sale of Home under the Shared Value Version of the Employee Housing Purchase Assistance Program

Mark Busby provided a high-level review of the January 6, 2021 Employee Housing Committee's meeting.

Following was a lengthy discussion between Board members which focused on how to clearly define and fairly value capital improvements under the Shared Value Agreement. During the discussion, the Board received comments from staff in attendance; both verbal and via the Zoom "Chat" function.

The discussion resulted in direction to staff and legal counsel to make the following changes to the draft policy and agreements and bring back to the Board at a later date for review and possible adoption:

- 1) Permit the General Manager to approve a request to refinance without requiring Board approval when the only purpose of the request is to allow the employee to get a lower interest rate and the District's financial position is not impacted.*
- 2) Add a provision to the agreements that requires the employee to obtain and maintain a home warranty plan during the first two years of home ownership.*
- 3) Add language to the policy and agreements to more clearly define the responsibility of an employee's spouse or partner as it relates to the purchase and sale of the property.*
- 4) Add language to the policy to broaden the scope regarding in-service changes in title including placing the home into a trust.*
- 5) Update the language in the Shared Value Agreement regarding criteria for capital improvements to reflect the following:*
 - o The employee would need to obtain both a pre-project and post-project appraisal of the property to determine the increase in value the project added to the property*
 - o Remove the criteria of adding square footage as a limiting qualification for Capital Improvement approval*
- 6) Raise the cap on the amount that the District would loan from \$400,000 to \$500,000.*
- 7) Conform the language of the policy and agreements to one another.*

2. Discussion and Direction to Staff Regarding Employees Currently in the Employee Housing Purchase Assistance Program that Requested the Option of Switching to a Different Version of the Program

It was determined that no discussion was needed for this item because there will not be a change in the formula for determining the value of capital improvements.

3. Discussion and Possible Approval of or Direction to Staff and Legal Counsel to Revise the Employee Housing Purchase and Assistance Policy and Associated Agreements as Presented to Reflect Workshop Discussion

Direction to staff and legal counsel was included in the discussion of and reflected in the minutes for agenda item no. 1.

ADJOURNMENT

Director Domaille made a motion to adjourn the meeting.

BOARD ACTION – To adjourn the Special Board Workshop

MOVED BY: Director Domaille
SECONDED BY: Director Cage
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None
ABSENT: None

President Smith adjourned the meeting at 6:37 p.m.