



AGENDA
IRVINE COMMUNITY LAND TRUST
REGULAR MEETING
September 16, 2024

THIS MEETING WILL BE HELD IN PERSON AT:
503 Nightmist, Community Room
Irvine, CA

- **CALL TO ORDER** **4:00 p.m.**
- **ROLL CALL**

CHAIR:	Ryan Aeh
VICE-CHAIR/TREASURER:	Nancy Donnelly
SECRETARY:	Russell Felbob
BOARD MEMBER:	Larry Agran
BOARD MEMBER:	Mike Carroll
BOARD MEMBER:	Leon Napper
BOARD MEMBER:	Patrick Strader

- **EXECUTIVE DIRECTOR'S REPORT**
- **PUBLIC COMMENTS** – The Irvine Community Land Trust welcomes and encourages community participation. At this time in the meeting, any person may address the Board of Directors on matters related to the business of the Irvine Community Land Trust. Comments may be made both on matters on the agenda of today's meeting or on other matters and issues not on the agenda. Each speaker is limited to three minutes.
- **BOARD COMMENTS-**

- **BOARD BUSINESS – OPEN SESSION**

- 1. APPROVAL OF MINUTES**
RECOMMENDED ACTION:

Approve the Minutes of the Regular Meeting of the Irvine Community Land Trust held on August 12, 2024.

2. YTD AUGUST FINANCIAL UPDATE

RECOMMENDED ACTION:

Approve presentation of budget revenues and expenses for YTD August 2024.

3. BOARD MEMBER ELECTIONS

RECOMMENDED ACTION:

Ratify the action for the reelection of current board members Strader, Napper and Donnelly for additional two-year terms beginning October 1, 2024 and ending September 30, 2026

• **ADJOURNMENT**

Adjourn to a regular meeting on Monday, October 15, 2024, at 4:00 p.m.

Item

#1

Approval of Minutes



**MINUTES OF THE REGULAR MEETING OF
THE IRVINE COMMUNITY LAND TRUST**
August 12th, 2024

CALL TO ORDER

The regular meeting of the Irvine Community Land Trust was called to order by Chair Aeh at 4:05 p.m. on August 12, 2024.

ROLL CALL

Chair:	Ryan Aeh
Vice Chair/Treasurer:	Nancy Donnelly -Absent
Secretary:	Russell Felbob
Board Member:	Larry Agran- Remote
Board Member:	Mike Carroll- Absent
Board Member:	Leon Napper- Absent
Board Member:	Patrick Strader-

Members of the public present: None.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Hughes stated that the main purpose of today's meeting was to approve the minutes of June 15th which approved the annual budget for 2024-2025.

PUBLIC COMMENTS

NA

BOARD COMMENTS

Board Member Agran shared that he would be putting together a meeting between ICLT and The City in the coming weeks.

ADDITIONS AND DELETIONS TO THE AGENDA

None.

BOARD BUSINESS – OPEN SESSION:

1. APPROVAL OF MINUTES

ACTION: It was moved by Board Member Agran and seconded by Board Member Strader to approve the minutes of the June 15 18, 2024 monthly meeting and the motion passed without objection by those members present.

AYES:	4	BOARD MEMBERS:	Aeh, Strader, Felbob, Agran
NOES:	0	BOARD MEMBERS:	
ABSENT:	3	BOARD MEMBERS:	
ABSTAIN:	0	BOARD MEMBERS:	

ADJOURNMENT

The Board adjourned the meeting at 4:15 p.m. to the regular meeting on Monday, September 16, 2024 at 4:00 p.m.

Russell Felbob, Secretary

Item

#2

YTD Financial Update



REQUEST FOR IRVINE COMMUNITY LAND TRUST BOARD ACTION

LAND TRUST BOARD MEETING DATE:

SEPTEMBER 16, 2024

TITLE: AUGUST 2024 YTD FINANCIAL UPDATE

Executive Director

RECOMMENDED ACTIONS:

Approve presentation of budget revenues and expenses for August and YTD 2024.

SUMMARY:

The Land Trust budget update is presented for the FY through the month of August 2024. The report also lists cumulative revenues and expenses for the fiscal year.

Revenues:

For the month of YTD August 2024, Land Trust operating revenues were approximately \$24,983 with the amounts coming from rents, leases and loan repayments. There was an additional interest income amount of \$10,120 from our holding bank account at Banner Bank. Revenue sources including rents are received monthly while others are received as single payments, such as loan payments. The revenues report below (Table 1) provide details by categories.

REVENUES – Table 1

		Revenues		
PROGRAM REVENUES:	Budget	August 2024	Year to Date+ Projected Total	YTD Percent Received
Nine Condominium Rents	\$127,200	\$5,371	\$5,371*	9%
Alegre Ground Lease Payment (Received annually during second half of fiscal year)	\$141,200	\$0	\$0	0%
Salerno Ground Lease Payment (Received monthly)	\$54,588	\$4,663	\$9,326	17%
Sage Park Ground Lease (Received monthly)	\$122,400	\$10,200	\$20,400	17%

Table 1 Continued

PROGRAM REVENUES:	Budget	August 2023	Year to Date Total	YTD Percent Received
Doria Loan Repayment	80,000	\$0	\$0	0%
Salerno Loan Repayment (Received annually during third quarter of fiscal year)	\$1,000	\$0	\$0	0%
Santa Ana (Group Homes) (Received monthly)	\$30,000	\$2,500	\$5,000	16%
Interest on cash deposits (Received monthly)**	\$108,000	\$10,120	\$20,188	19%
Subtotal – Ongoing Revenues	\$597,648	\$24,983	\$57,785	10%
ONE TIME AND SHORT-TERM REVENUES				
Grants/Donations	\$1,000	\$0	\$0	0%
Miscellaneous	\$0	\$0	\$0	0%
	\$0	\$0	\$0	0%
Subtotal – One-Time and Short-Term Revenues	\$0	\$0	\$0	0%
INVESTMENT REVENUES				
Investment Income (WFA)	\$1,096,717	\$87,882	\$572,631	52%
TOTAL REVENUES	\$1,694,365	\$112,865	\$630,416	37%

*The revenue reflected in the table above for the nine condominiums is shown as a net revenue number. ICLT receives the net rent check from the properties after all necessary expenses and deductions are taken. This is a change in reporting details from previous reporting years. The details of the rents and expenses are contained in a Properties Report issued by the manager.

** Terms on the Sweep Account with Bank were renegotiated to a higher interest rate.

As a reminder, the Land Trust receives annual payments on agreements and loans at different times of the fiscal year. Settlement agreement payments are made in January and June with the final settlement payments being received in February 2024. The Alegre project typically pays rent in January and April and its loan payment is also made in April, and the Doria project makes its loan payment in May.

Expenditures:

During the month of August, expenditures for general operations, including employment and office costs were approximately \$30,479 with consultant costs at approximately \$12,760. Detailed monthly expenditures are shown on Table 2 for various categories including employee costs, general office costs, and non-project related consultant costs.

Operating Expenses:

Operating expenses for the month of May are shown on Table 2 below.

OPERATING EXPENSES – Table 2

OPERATIONAL EXPENDITURES	Budget	August 2024	Year to Date	YTD Percent of Budget
TOTAL EMPLOYER COSTS	\$390,708	\$29,287	\$61,647	16%
GENERAL OPERATING COSTS				
Office Operations/ Supplies	\$22,398	\$495	\$2,221	10%
Computer and Network	\$22,600	\$1,458	\$5,265	23%
Conference/Events/ Meetings	\$7,950	\$0	\$5,000	63%
Advocacy Work – Sacramento	\$4,000	\$0	\$0	0%
TOTAL GENERAL OPERATING COSTS	\$449,656	\$31,241	\$74,134	17%

General Consultant Expenses:

General consultant costs through August are shown on Table 3 below. Bookkeeping, payroll, advocacy, and lobbying services are paid monthly. Expenses for legal, administrative management, financial, marketing and communication services will vary monthly as work is done on non-project related activities. Expenses are inclusive of all billed invoices received as of the date of this report.

CONSULTANT EXPENSES – Table 3

ADMINISTRATIVE CONSULTANT COSTS	Budget	August 2024	Year to Date	Percent of Budget
Accounting/Payroll Services	\$16,654	\$1,160	\$2,320	14%
Administrative Management	\$34,961	\$700	\$2,977	9%
Advocacy/Lobbying Services	\$0	\$0	\$0	0%
Auditing Services	\$28,900	\$0	\$0	0%
Legal Services	\$30,487	\$0	\$2,372	8%
Communication Services	\$5,962	\$0	\$0	0%
TOTAL CONSULTANT EXPENSES	\$116,954	\$1,860	\$7,670	7%

Total Operating Expenses:

With 17% of the fiscal year behind us, the year to date operating expenses are approximately 15% of the annual budget or, 2% below the budget.

TOTAL OPERATING EXPENSES	Budget	August 2024	Year to Date	Percent of Budget
Total Operating Expenses	\$564,854	\$33,101	\$81,804	15%

Capital Project Expenses:

The Land Trust has four budgeted capital expenditure activities plus tenant rental guarantees as part of the approved Budget. These include the management and maintenance of existing condominiums and group homes owned by the Land Trust, any on-going maintenance at Sage Park and the new development site in Irvine.

Conclusion:

Staff is recommending the Board approve the revenues and expenditures report as presented for August 2024.

Item

#3

Board Member Election



REQUEST FOR IRVINE COMMUNITY LAND TRUST BOARD ACTION

LAND TRUST BOARD MEETING DATE:

SEPTEMBER 16, 2024

TITLE: BOARD ELECTIONS

A handwritten signature in black ink, appearing to be "M. J. Napper", written over a horizontal line.

Executive Director

RECOMMENDED ACTION:

Ratify the reelection of current board members Napper, Strader and Donnelly for additional two-year terms beginning October 1, 2024 and ending September 30, 2026.

EXECUTIVE SUMMARY:

The Board of Directors established a procedure, at its January 2023 meeting, regarding the nomination process for Board seats that are either vacant or up for renewal of a new two-year term. This policy was intended to address vacancies occurring either from a director stepping down or deciding not to serve another term or when an additional seat is established by the Board or the Board decides to open any or all seats for additional nominations. This year there are three Board Members whose term ends September 30. They are At Large Board Members Napper, Strader and Donnelly.

In addition to existing board members, there is a second Resident Board seat that must be filled when there are 500 occupied Land Trust units. There are 475 occupied Land Trust units and, as such, this seat is not mandated to be filled at this time. However, the Board may open the second seat and accept applications prior to the mandatory requirement to seat a Resident Director when 500 units are occupied.

At the June 17, 2024 Board meeting the Board approved re-electing the three At Large Board members. Pursuant to the Board's adopted policy schedule, the official vote must occur at the September Board meeting. Therefore, the recommended action complies with Board adopted policy and ratifies the prior action of the Board.

Procedure and Schedule

Current Board procedure provides that:

1. When terms are up for renewal, a Board Review/Nominating Committee (established by the Chair) shall ask Existing At-Large and Resident Board Members to express their interest in serving another term prior to the expiration of a current term.
2. If the Board decides to open any or all seats for additional nominations of At-large or Resident Directors, the Outreach procedure to solicit additional applicants is as follows:
 - a. For At-Large Directors, excluding City nominated Directors:
 - i. The Executive Director shall keep an interest list of individuals who have expressed interest in serving as a Director and provide this list to the Board Review/Nominating Committee.
 - ii. The Board Review/Nominating Committee shall notify interested candidates on an interest list of an existing or upcoming vacancy for an At-Large Director position. The Board Review/Nominating Committee may, at its election, direct staff to also implement other notification processes they deem appropriate. The notification will include a copy of the application form.
 - b. For Resident Directors
 - i. The Executive Director shall keep an interest list of individuals and residents of ICLT properties who have expressed interest in serving as a Resident Director and provide this list to the Board Review/Nominating Committee.
 - ii. The Board Review/Nominating Committee shall ask onsite property managers for ICLT rental units and Homeowner Association managers for ICLT ownership units to recommend candidates for Resident Director positions and shall notify recommended candidates and all residents on an interest list of an existing or upcoming vacancy for a Resident Director position. The Board Review/Nominating Committee may, at its election, direct staff to also implement other notification processes they deem appropriate. The notification will include a copy of the application form.

The Annual Schedule for Board Member Nominations and Elections is as follows:

1. June Board Meeting - Existing At-Large and Resident Board Members shall advise the Board of their interest in serving another term by the June Board meeting.
2. Applications for Board Member positions, if opened by the Board, will open on July 1 and submissions must be received by July 31.
3. Applicants may be interviewed and vetted by the Board Review/Nomination Committee, if established by the Chair, or the Board as a whole - August 1 to August Board meeting.

Board Elections

July 17, 2023

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4. Third Monday of August - Applications will be reviewed and discussed at the August Board meeting in Private Session.
5. Third Monday of September - The Board shall vote on all applicants as well as any current At-Large and Resident Board Members who have expressed interest in another term to be elected to a two-year term beginning the October Board meeting.
6. Third Monday of October - Newly elected Resident Board Members shall be seated at the October Board meeting.