



Kingston City Land Bank
Board of Directors Meeting

Monday, September 28, 2020
6:30 PM-7:45 PM
Virtual Meeting

<u>Computer:</u> https://www.gotomeet.me/KingstonCityLandBank <u>Phone:</u> (877) 309-2073 <u>Access</u> <u>Code:</u> 886-114-349	<u>Board attendees:</u> Daniel Kanter, Bartek Starodaj, Steve Noble, Robert Dennison, Omari Washington, Anezka Sebek, Karin Roux, Omari Washington, Sarina Pepper Absent: Ilana Berger	<u>Staff attendees:</u> Kaitlyn Armstrong, Michael Gilliard, Amanda Bruck Absent:	<u>Public:</u> James Connors (Kingston resident), Hugo Jule (Sustainable Hudson Valley)
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- **Call to order, time: 6:33 PM**
- **Announcements**

No announcements

- **Vote I to approve meeting minutes from prior Board meeting: August 24, 2020**

Dennison raised a motion to approve the August 24 board meeting minutes, seconded by Sebek. Motion passed unanimously.

- **Public comments (10 minutes: 2 minutes each speaker)**

James Connors (Kingston resident) reiterated his interest in the Grand St. properties.

Hugo Jule of Sustainable Hudson Valley wanted to know if a "fossil fuel free" or "net zero energy plus" approach will be implemented by using either the stretch energy code or passive house guidelines in the rehabilitation of KCLB properties. Kanter answered that he was not familiar with these specific standards but that the KCLB intends to improve the energy efficiency of each property. Jule answered that he would forward reference materials for the KCLB board to consider.

- **Update from the Chair, Daniel Kanter**

Kanter said that it has been an active behind-the-scenes month for KCLB operations. He provided the following updates:

- Kanter and Gilliard have been meeting with a NoVo Foundation representative. Novo has now invited the KCLB to submit a proposal. Novo Foundation has also identified a few resources for the KCLB to tap into, including Pattern for Progress, to help the KCLB move forward in property acquisition and disposition. NoVo has also expressed interest in financially supporting a multi-year strategic planning process with a consultant. Starodaj asked if there is a formal timeline from the Novo Foundation as to answering the proposal. Kanter said that there is no formal timeline, but that he hopes to have a grant agreement secured by October or November at the latest.
 - Kanter and Gilliard have nearly finalized the RFP process for contractors. The timeline for release is end of this week/early next week. Construction would then begin early December. Dennison asked to review the draft RFP. Kanter said he will send it to Dennison early next week.
 - Kanter has formally appointed Roux to the fundraising committee. The committee needs additional members.
- **Executive Director's Report**

Gilliard provided the following updates to the board:

- Enterprise has agreed to extend the grant through the next calendar year, December 31, 2021.
- There is a new donation page on the website linked to Payal. No donations have been received yet. Washington explained that he thought that additional context should be added about what the donations will be used for. Gilliard agreed, adding that this will be an item the fundraising committee can review.
- Gilliard is looking to improve the RFP submission process for contractors and is exploring potential online submission platforms.

- **Committee Reports**

- **Finance/Audit Committee (10 minutes)**

Note: Board members voted to enter an Executive Session to review the 2021 budget. However, during this Executive Session it was determined that these proceedings could be done as part of the public meeting. The board therefore held the following discussion as part of public proceedings.

Washington introduced the 2021 budget and proposed spend of \$1,204,000. The biggest changes compared to the 2020 budget:

- 22% decrease in spending excluding development costs.
- The largest increase is the addition of the consultant line item for the CFO and operations positions.

Noble thanked staff and the financial committee meeting for putting the budget together in advance. He explained that the KCLB will provide half the salary for Armstrong and Gilliard and that the city will cover the other half of these expenses. Noble also asked the board to be aware of the budget process and be prepared to support it if needed.

Sebek said that the budget looks good based on the limited amount of information she has, but that her hope is that this budget will still allow us to fully meet the KCLB's 2021 goals.

Kanter said the big difference is the minimal amount of expected office expenses. Also not included in the budget is the approximately \$275,000 meant to rehabilitate the Franklin St properties into an office

that will instead remain with the comptroller's office of the City of Kingston to be used to buy down the acquisitions of future properties by the KCLB.

VOTE II: Motion to approve the 2021 raised by Roux, seconded by Sebek. Motion carried unanimously, Noble abstained from the vote.

- **Communications & Community Engagement Committee (10 minutes)**
 - Starodaj reported that the communication committee did not meet in September.

- **Governance Committee (10 minutes)**
 - All new members have completed ABO training
 - Kanter said that performance evaluations should be part of our annual cycle and will be part of the governance committee's next meeting. Sebek clarified that the current process is more of a board member self evaluation completed on an annual basis. Dennison added that he believes that formal evaluations should be done on all sides, e.g., Gilliard evaluates the board, the board evaluates Gilliard.
 - Starodaj asked Kanter if clarification has been received from legal counsel on including community members on KCLB committees. Kanter said that including community members would be the same as appointing a board member to a committee.
 - Kanter reported that he received an answer from legal counsel on whether or not contractors bidding on property rehabilitation could also apply to be homeowners for that property. Kanter said that they could.

- **Acquisition/Disposition Committee (10 minutes)**
 - Kanter reported that the committee did not meet this month
 - Kanter is working with other land banks and the City of Kingston to clear liens on properties; these lien issues continue to delay the acquisition process. KCLB must select two more properties to reach the five planned for the Enterprise grant agreement.
 - Kanter has appointed Pepper to the Acquisition/Disposition committee meeting.

Washington raised a motion to adjourn the meeting, seconded by Kanter. Motion carried unanimously.

- **Adjournment, time: 7:37**

Votes, as tallied by Secretary

<u>Initials</u>	<u>I</u>	<u>II</u>
MSN	x	abstain

DK	x	x
IB	absent	absent
BS	x	x
OW	x	x
AS	x	x
KR	x	x
RD	x	x
SP	x	x

I hereby certify that the above represents a true and accurate accounting of the meeting minutes and votes held on the date above.

Signed



Bartek Starodaj, Secretary, Kingston City Land Bank

September 28, 2020