

MINUTES

OF

TRUCKEE TAHOE WORKFORCE HOUSING AGENCY

March 18, 2020

1. CALL TO ORDER

Directors Present: Harry Weis, Tahoe Forest Health System  
Dr. Robert Leri, Tahoe Truckee Unified School District  
Kevin Smith, Truckee Tahoe Airport District  
Steven Poncelet, Truckee Donner Public Utility District (Alt.)

Also Present: Ted Owens, Tahoe Forest Health System  
Brent Collinson, General Counsel

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT No public comment was made

4. ADMINISTER THE OATH OF OFFICE TO THE DIRECTORS AND ALTERNATIVE DIRECTORS

The Oath of Office was administered by General Counsel. Due to COVID-19 changes to the Brown Act allowing for telephonic meeting attendance, Directors not physically present will provide Executive Director notarized documentation of the Oath of Office for the record.

5. ELECTION OF CHAIR AND VICE CHAIR

Motion made by Director Poncelet that Harry Weis be elected Chair. Seconded by Director Smith.

Ayes: Leri, Poncelet, Smith, Leri, Weis

Noes:

Motion made by Director Leri that Kevin Smith be elected Vice Chair. Seconded by Director Poncelet.

Ayes: Leri, Poncelet, Smith, Weis

Noes:

6. APPOINTMENT OF SECRETARY AND TREASURER/AUDITOR

Motion made by Director Smith that Rob Leri be elected Secretary. Seconded by Director Poncelet.

Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes:

Motion made by Director Smith that Steven Poncelet be elected Treasurer/Auditor.  
Seconded by Director Leri.

Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes:

7. ITEMS FOR IMMEDIATE ACTION:

a. Discussion and Adoption of Bylaws

Discussion ensued.

Motion made by Director Leri to approve bylaws with amendment to note the “established date” as “January 27, 2020”. Motion was seconded by Director Smith. Roll Call vote was conducted.

Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes:

b. Resolution Approving Brent Collinson, Of Counsel, Best Best & Krieger LLP as General Counsel

Discussion ensued.

Motion made by Director Smith to approve the resolution as presented, seconded by Director Smith. Roll Call vote was conducted.

Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes:

c. Discussion and Adoption of Regular Meeting Schedule and Time

Discussion ensued.

Motion made by Director Leri that Regular Meetings would be held the 3<sup>rd</sup> Wednesday of each month at the Truckee Tahoe Airport District. Motion was seconded by Director Poncelet.

Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes:

d. Resolution Approving a Conflict of Interest Code

In discussion it was pointed out the FFPC Form 700's are due within 30 days of this meeting.

Motion made by Director Poncelet to approve Conflict of Interest Code as presented. Motion was seconded by Director Smith.

Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes

e. Resolution directing the Secretary to obtain a Federal Tax ID number for the Agency, file the “Registry of Public Agencies” with the Secretary of State, and contact the Nevada County Treasurer to request that an account for the Agency be established, and directing the Executive Officer to obtain public agency liability and other appropriate insurance coverage

Motion made by Director Smith to approve resolution as presented. Motion was seconded by Director Leri. Roll Call vote was conducted.

Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes

8. NEW BUSINESS

- a. Discussion and Action to Appoint Emily Vitas to serve as Executive Director  
Discussion ensued around type of employment model to be deployed.  
Motion made by Chair Weis to approve seconded by Director Smith.  
Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes
  
- b. Discussion and Approval of Professional Services Contract with WSW  
Consulting, Inc.  
Discussion ensued. Motion made by Director Smith to approve seconded by  
Director Poncelet.  
Ayes: Leri, Poncelet, Smith, Leri, Weis  
Noes

9. BOARD COMMENTS

10. ADJOURNMENT - 10:30



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Harry Weis, Board Chair



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Dr. Robert Leri, Board Secretary