

## MINUTES

### SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TRUCKEE TAHOE WORKFORCE HOUSING AGENCY

May 20, 2020, 12:00pm  
Virtual Meeting

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1. CALL TO ORDER: 12:03

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

Also Present: Emily Vitas, Executive Director  
Brent Collinson, General Counsel

2. PUBLIC COMMENT

No public comment was made.

3. CONSENT ITEMS

- a. Approve Minutes of April 15, 2020 Meeting
- b. Ratify the Approval of the Professional Services Agreement with WSW Consulting

Motion made to approve consent items

Motion by Director Smith. Seconded by Director Leri

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

No public comment

4. APPOINTMENT OF MEMBER AGENCY ALTERNATES

The board discussed the proposed slate of alternates. Clarification was made on Director Poncelet's role as acting director in outgoing General Manager Michael Holly's absence. Brent Collinson re-read the Bylaws language, Article V, Section 1: Director Appointment stating '*The regular Director shall be the Chief Administrative Officer or the General Manager of the appointing Member, or a designee of the Chief Administrative Officer or the General Manager.*' Director Poncelet clarified that he had been designated by Michael Holly to participate as the Director and main contact for the Truckee Donner Public Utility District, with newly hired CFO Michael Salmon acting as the alternate.

Member Agency Alternates:

- TTAD: Lauren Tapia
- TFHD: Judy Newland
- TDPUD: Michael Salmon
- TTUSD: Todd Rivera

Motion made to appoint the slated list of agency alternates

Motion by Director Poncelet. Seconded by Director Leri

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

Public Comment: Ted Owens reminded the board that the original intent of the Director Appointment was to have the head of each agency active so that decisions could be made without a need to go back to their appointed agency for approval.

## 5. REPORTS AND PRESENTATIONS

### a. Executive Director Report

- i. Employee Housing Needs Assessment: Emily provided a status update on the assessment progress.
- ii. Accounting Update: Emily informed the board that she is working with Truckee Tahoe Airport District staff to build out TTWHA's accounting systems.
- iii. Developer Relations: Emily let the board know that she will begin actively engaging with developers. A development tracker will be provided for board review in each month's board meeting packet.

Board discussion ensued.

No Public Comment

## 6. NEW BUSINESS

- a. Discussion to Clarify Potential Partner Reimbursement of Agency Startup Expenses  
Discussion ensued. The board agreed that no member agency expected reimbursement of expenses that were incurred prior to agency founding. Individual expenses paid by member agencies since the January 27, 2020 founding of the agency will be reimbursed by the agency upon invoice submission from the member.

Public Comment: Ted Owens reminded the board that discussions were held early on regarding the capital outlay funding of the agency potentially being repaid over time with the admission of new agency members and that decision is up to the board when the time arrives.

### b. Review and Possible Approval of Draft Agency Policies

#### i. Purchasing Policy

Motion to approve made by Director Smith. Seconded by Director Leri

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

No public comment

#### ii. Payment Policy

Motion by Director Poncelet. Seconded by Director Leri

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

No public comment

#### iii. Credit Card Policy

No board discussion

Motion to approve made by Director Smith. Seconded by Director Leri

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

No public comment

### c. Review and Possible Approval of Draft Agency Work Plan

Discussion ensued. The board requested that the work plan be included in the monthly Executive Director report to track progress.

Motion by Director Leri. Seconded by Director Smith.

Ayes: Smith, Leri, Weis, Poncelet  
Noes: None  
No public comment

d. Review of Draft Agency Budget

Discussion ensued

Motion to approve made by Director Leri. Seconded by Director Poncelet

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

No public comment

e. Review and Possible Approval of Proposal for Insurance Coverage

Emily provided an update on changes that had occurred since the issuance of the board packet that altered the way the board approaches the agenda item.

Board discussion ensued.

Director Weis stated cyber coverage should be included in the package that the agency approves. The board decided that the item will be deferred until the June board meeting, when more information can be presented.

Public Comment: Ted Owens requested clarification regarding direction given to Emily, and that the board's direction included Emily's ability to engage other brokers to shop markets if needed, in which the board agreed.

f. Review of Proposed Credit Card Terms & Conditions and Possible Approval of Agency Credit Card

Motion to approve made by Director Leri. Seconded by Director Smith.

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

No public comment

g. Review and Possible Approval of Designer for Logo Development

Board discussion ensued. The board asked that locality be kept in mind when making a selection.

A motion was entertained by Director Wise to approve Emily moving forward with selection of a designer, while remaining in compliance with the newly approved purchasing policy.

Motion by Director Smith. Seconded by Director Leri.

Ayes: Smith, Leri, Weis, Poncelet

Noes: None

No public comment

h. Discuss Program to Respond to Immediate Employee Housing Needs

Board discussion ensued.

Director Weis entertained a motion for Emily to move forward with a proposal from Landing for review at the June 17 meeting of the Board of Directors.

Public Comment: Ted Owens shared that he believes this program will be of interest to second homeowners as TTWHA member agency employees are professionals that make good tenants.

7. DIRECTOR COMMENTS

Director Weis shared that he wants to make sure TTWHA remains focused on the 'path to yes' with the determining of a legal way to provide housing affordability to employees without negatively impacting them through tax implications.

8. ADJOURN

Motion by Director Smith. Seconded by Director Poncelet.

Ayes: Smith, Leri, Weis, Poncelet

Noes: None



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Harry Weis, Board Chair



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Dr. Robert Leri, Board Secretary