

**MINUTES  
MEETING OF THE BOARD OF DIRECTORS OF  
THE TRUCKEE TAHOE WORKFORCE HOUSING AGENCY**

**November 17, 2021, 8:30am**

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1. CALL TO ORDER / ROLL CALL: 8:32

Directors Present: Chair Harry Weis, Tahoe Forest Hospital District  
Vice Chair Kevin Smith, Truckee Tahoe Airport District  
Director Jen Callaway, Town of Truckee  
Director Carmen Ghysels, Tahoe Truckee Unified School District  
Director Alison Lehman, Nevada County  
Director Shawna Purvines, Placer County (Alternate Representative)  
Director Brian Wright, Truckee Donner Public Utility District

Staff Present: Ms. Emily Vitas, Executive Director

2. APPROVAL OF AGENDA

Director Weis requested that Item 5a. USFS Property Due Diligence Analysis Presentation be shifted to a 9:15 timed item.

3. PUBLIC COMMENT

No public comment.

4. CONSENT ITEMS

- a. Remote Meeting Agreement
- b. Minutes of the October 20, 2021 Board Meeting
- c. September 2021 Financial Statements

No public comment.

Motion to approve consent items made by Director Ghysels. Seconded by Director Smith.

Ayes: Director Callaway, Director Ghysels, Director Lehman, Director Purvines, Director Smith, Director Weis, Director Wright.

Noes: None

5. REPORTS AND PRESENTATIONS

- a. Presentation: USFS Property Due Diligence Analysis, Auerbach Engineering  
Walter Auerbach of Auerbach Engineering presented the findings and recommendations of the Property Due Diligence Analysis on a United States Forest Service-owned parcel in Truckee.
- b. Executive Director Report
  - i. Agency Operations  
Ms. Vitas provided updates on a part-time housing program manager position and the annual board retreat occurring in early 2022.
  - ii. Housing Programs and Project Updates  
Ms. Vitas noted that the agency's Long-term Rental Pilot Program had been launched and had 2 homes in the pipeline, and that the draft Down Payment Assistance Program would be presented at the January board meeting.

Ms. Vitas provided updates on a master leasing opportunity at Soaring Ranch and the workforce housing development opportunity on United States Forest Service-owned land.

iii. Community Engagement

Ms. Vitas noted that the community engagement section includes meetings and gatherings she has attended in the previous month. Board members are encouraged to ask questions about meetings if interested.

iv. Regional Housing Partner Update

Ms. Vitas provided updates on the efforts of our regional housing partners, including Mountain Housing Council, Placer County, and Town of Truckee.

Ms. Vitas noted that the Mountain Housing Council had completed its Regional Housing Implementation Plan and will present on the plan at the December board meeting.

6. ITEMS FOR BOARD DISCUSSION

Ms. Vitas requested that the board provide feedback on the current opportunity to develop workforce housing on United States Forest Service (USFS)-owned land in Truckee. Concerns were raised about the proximity of the site to the Truckee Tahoe Airport and the current zoning on the parcel. Director Callaway shared that the site could be considered as a receiver site for the Canyon Springs site that is being preserved for open space.

Ms. Vitas noted that TTWHA is participating in a December 2 presentation led by the USFS's White River, CO District on their current efforts with Summit County and the Town of Dillon to develop workforce housing through a land-lease agreement.

7. DIRECTOR COMMENTS

8. ADJOURN: 9:42

Motion to adjourn made by Director Smith. Seconded by Director Purvines.

DocuSigned by:

*Harry Weis*

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Harry Weis, Board Chair

DocuSigned by:

*Carmen Diaz Ghysels*

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Carmen Ghysels, Board Secretary