

4a. Minutes of the October 21, 2020 Board Meeting

MINUTES

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

October 21, 2020, 8:30am

1. CALL TO ORDER: 8:33

Directors Present: Harry Weis, Tahoe Forest Health System
Carmen Ghysels, Tahoe Truckee Unified School District
Kevin Smith, Truckee Tahoe Airport District
Steven Poncelet, Truckee Donner Public Utility District

Also Present: Emily Vitas, Executive Director

2. PUBLIC COMMENT

No public comment was made.

3. CONSENT ITEMS

- a. Approve Minutes of the September 16, 2020 Meeting
- b. Approve September Financials
- c. Executed Contract between TTWHA and Supporting Strategies for Accounting Support Services
Motion to approve made by Director Poncelet. Seconded by Director Smith
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None

4. REPORTS AND PRESENTATIONS

- a. Executive Director Report
 - i. TTWHA Housing Programs
Ms Vitas provided an update on the Employee Housing Needs Assessment activities, the Housing Match Program with Landing Locals, and housing opportunities outreach to member agency employees.
 - ii. Agency Operations
Ms Vitas notified the board that the Agency website is now live and that the Agency Conflict of Interest Statement review period would commence on October 30.
 - iii. Community Engagement
Ms Vitas update the board on meetings attended since the previous board meeting.
 - iv. Regional Housing Update
Ms Vitas provided an update on housing efforts through Mountain Housing Council, Town of Truckee, and Placer County.

5. ITEMS FOR BOARD ACTION

- a. Review and Approval of an Agency Investment Policy
Motion to approve made by Director Smith. Seconded by Director Ghysels
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None

- b. Review and Approval of Extension of Housing Match Program with Landing Locals
Motion to approve made by Director Ghysels. Seconded by Director Poncelet
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None

6. DIRECTOR COMMENTS

ADJOURN: 9:17

Motion to adjourn made by Director Smith, Seconded by Director Poncelet

Ayes: Smith, Ghysels, Weis, Poncelet

Noes: None

4b. Minutes of the October 26, 2020 Special Meeting

MINUTES

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

October 26, 2020, 8:00am

1. Call to Order: 8:10
Directors Present: Harry Weis, Tahoe Forest Health System
Carmen Ghysels, Tahoe Truckee Unified School District
Kevin Smith, Truckee Tahoe Airport District
Steven Poncelet, Truckee Donner Public Utility District

Also Present: Emily Vitas, Executive Director
Rem Scherzinger, Truckee Donner Public Utility District
Ted Owens, Tahoe Forest Hospital District
2. Public Comment
No public comment was made.
3. Housing Market and Needs
 - a. Current Housing Landscape
 - i. Housing Market
 - ii. Rental Market
 - iii. Opportunities and ChallengesBoard discussion ensued.
This item was for informational purposes only, no motion required.
No public comment.
 - b. Employee Housing Needs Study
 - i. Data Review and Themes
 - ii. Opportunities and ThreatsBoard discussion ensued.
This item was for informational purposes only, no motion required.
No public comment.
 - c. Overall Goals of Our Housing Efforts
Board discussion ensued. The board contributed a number of potential goals including the importance of housing to effectively recruit and retain employees, to ensure employees are paying the right percentage of income to housing, employee satisfaction, contributing to a thriving middle class, and being able to control the employee cost of housing.
This item was for informational purposes only, no motion required.
No public comment.
4. Housing Strategy and Goals
 - a. Developing Actions Based On Regional Landscape and Study Results
Board discussion ensued. The board determined a list of potential housing activities they would like the Agency to pursue. Activities include development, efforts to reduce home

purchase transaction costs, and activities that relate to the Agency's three focus areas: Accessibility, Affordability, and Education. Director Poncelet tasks Ms Vitas with determining how to measure success of our efforts, and the need to set specific goals to track.

This item was for informational purposes only, no motion required.

No public comment.

5. Agency Sustainability and Growth

a. Member Agency Expansion

Board discussion ensued. The board discussed a timeline for welcoming new members to the Agency, and the importance of remaining true to our mission to provide housing opportunities to the employees of member agencies, not the communities or constituencies that they represent. The board requested that this item be brought back for discussion in July of 2021.

This item was for informational purposes only, no motion required.

No public comment.

b. Pursuit of Funding

The board discussed potential revenue generating activities. The board requested, by March 2021, a multi-year forecast and work plan so member agencies can determine funding needs. Mr. Scherzinger notified the board that, as a Joint Powers Authority, the Agency is a not-for-profit and can receive charitable gifts, and pursue funds as a 501c3 nonprofit would.

This item was for informational purposes only, no motion required.

No public comment.

6. Public Comment

No public comment was made

7. Adjourn: 12:17

4c. October 2020 Financials

Truckee Tahoe Workforce Housing Agency
Budget v. Actual: FY 2020_2021
 April - October, 2020

	Total			
	Actual	Budget	Variance	FY 20-21 Budget*
Income				
6100 Contribution Revenue				
6104 Government	300,000.00	300,000.00	0.00	300,000.00
Total 6100 Contribution Revenue	300,000.00	300,000.00	0.00	300,000.00
Total Income	300,000.00	300,000.00	0.00	300,000.00
Gross Profit	300,000.00	300,000.00	0.00	300,000.00
Expenses				
8000 Salaries & Benefits				
8010 Wages and Benefits	50,895.53	59,850.00	8,954.47	128,250.00
Total 8000 Salaries & Benefits	50,895.53	59,850.00	8,954.47	128,250.00
8100 Professional & Outsourced Svcs				
8105 Staff Support	0.00	1,400.00	1,400.00	3,000.00
8110 Accounting & Audit	112.00	7,000.00	6,888.00	15,000.00
8115 Website Design	4,950.00	5,000.00	50.00	5,000.00
8130 Legal	18,225.00	18,395.60	170.60	25,000.00
8150 Other Professional Services	30,758.93	22,353.93	(8,405.00)	38,400.00
Total 8100 Professional & Outsourced Svcs	54,045.93	54,149.53	(103.60)	86,400.00
8200 Sales & Marketing_Community Outreach				
8210 Advertising & Promotion	3,098.50	5,048.88	1,950.38	10,250.00
8220 Community Engagement / Business Development	0.00	583.36	583.36	1,250.00
Total 8200 Sales & Marketing_Community Outreach	3,098.50	5,632.24	2,533.74	11,500.00
8400 Facility Costs				
8410 Rent Expense	476.30	0.00	(476.30)	0.00
8460 Telephone & Internet	0.00	93.36	93.36	200.00
Total 8400 Facility Costs	476.30	93.36	(382.94)	200.00
8500 Other G&A				
8510 Office Supplies	99.19	233.36	134.17	500.00
8540 Office Equipment (non cap)	0.00	933.36	933.36	2,000.00
8550 Software & Subscription Svcs	465.70	723.36	257.66	1,550.00
8560 Dues & Subscriptions	379.00	385.00	6.00	825.00
8600 Bank Service Charges	0.00	140.00	140.00	300.00
8620 Insurance Expense	6,415.17	7,132.15	716.98	10,000.00
Total 8500 Other G&A	7,359.06	9,547.23	2,188.17	15,175.00
Total Expenses	115,875.32	129,272.36	13,397.04	241,525.00
Net Operating Income	184,124.68	170,727.64	13,397.04	58,475.00
Net Income	184,124.68	170,727.64	13,397.04	58,475.00

Note

*Budget developed for a 15 month period: April 2020_June 2021.

Truckee Tahoe Workforce Housing Agency
Balance Sheet
As of October 31, 2020

	Total	
	As of Oct 31, 2020	As of Oct 31, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	210,145.25	0.00
Total Bank Accounts	210,145.25	0.00
Total Current Assets	210,145.25	0.00
Other Assets		
3300 Deposits	1,000.00	0.00
Total Other Assets	1,000.00	0.00
TOTAL ASSETS	211,145.25	0.00
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	16,886.57	0.00
Total Accounts Payable	16,886.57	0.00
Credit Cards		
4100 US Bank_Visa_7233	204.19	0.00
Total Credit Cards	204.19	0.00
Other Current Liabilities		
4205 Other Current Liabilities	10,035.00	0.00
Total Other Current Liabilities	10,035.00	0.00
Total Current Liabilities	27,125.76	0.00
Total Liabilities	27,125.76	0.00
Equity		
Retained Earnings	254,082.68	
Net Income	(70,063.19)	
Total Equity	184,019.49	0.00
TOTAL LIABILITIES AND EQUITY	211,145.25	0.00

Note

4205 Other Current Liabilities - To record banking error. Will correct in November 2020.

4d. November 2020 Financials

**Truckee Tahoe Workforce Housing Agency
Budget v. Actual: FY 2020_2021**

April - November, 2020

	Total			
	Actual	Budget	Variance	FY 20-21 Budget*
Income				
6100 Contribution Revenue				
6104 Government	300,000.00	300,000.00	0.00	300,000.00
Total 6100 Contribution Revenue	300,000.00	300,000.00	0.00	300,000.00
Total Income	300,000.00	300,000.00	0.00	300,000.00
Gross Profit	300,000.00	300,000.00	0.00	300,000.00
Expenses				
8000 Salaries & Benefits				
8010 Wages and Benefits	58,700.45	68,400.00	9,699.55	128,250.00
Total 8000 Salaries & Benefits	58,700.45	68,400.00	9,699.55	128,250.00
8100 Professional & Outsourced Svcs				
8105 Staff Support	0.00	1,600.00	1,600.00	3,000.00
8110 Accounting & Audit	1,349.50	8,000.00	6,650.50	15,000.00
8115 Website Design	4,950.00	5,000.00	50.00	5,000.00
8130 Legal	18,428.00	19,221.15	793.15	25,000.00
8150 Other Professional Services	30,758.93	32,575.94	1,817.01	38,400.00
Total 8100 Professional & Outsourced Svcs	55,486.43	66,397.09	10,910.66	86,400.00
8200 Sales & Marketing_Community Outreach				
8210 Advertising & Promotion	3,098.50	5,699.02	2,600.52	10,250.00
8220 Community Engagement / Business Development	0.00	666.69	666.69	1,250.00
Total 8200 Sales & Marketing_Community Outreach	3,098.50	6,365.71	3,267.21	11,500.00
8400 Facility Costs				
8410 Rent Expense	476.30	0.00	(476.30)	0.00
8460 Telephone & Internet	0.00	106.69	106.69	200.00
Total 8400 Facility Costs	476.30	106.69	(369.61)	200.00
8500 Other G&A				
8510 Office Supplies	204.38	266.69	62.31	500.00
8540 Office Equipment (non cap)	0.00	1,066.69	1,066.69	2,000.00
8550 Software & Subscription Svcs	573.70	826.69	252.99	1,550.00
8560 Dues & Subscriptions	379.00	440.00	61.00	825.00
8600 Bank Service Charges	58.82	160.00	101.18	300.00
8620 Insurance Expense	6,415.17	7,490.64	1,075.47	10,000.00
Total 8500 Other G&A	7,631.07	10,250.71	2,619.64	15,175.00
Total Expenses	125,392.75	151,520.20	26,127.45	241,525.00
Net Operating Income	174,607.25	148,479.80	26,127.45	58,475.00
Net Income	174,607.25	148,479.80	26,127.45	58,475.00

Note

Budget developed for a 15 month period: April 2020_June 2021.

Truckee Tahoe Workforce Housing Agency

Balance Sheet

As of November 30, 2020

	Total	
	As of Nov 30, 2020	As of Nov 30, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	199,407.00	
Total Bank Accounts	199,407.00	0.00
Total Current Assets	199,407.00	0.00
Other Assets		
3300 Deposits	1,000.00	
Total Other Assets	1,000.00	0.00
TOTAL ASSETS	200,407.00	0.00
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	25,799.75	0.00
Total Accounts Payable	25,799.75	0.00
Credit Cards		
4100 US Bank_Visa_7233	0.00	0.00
Total Credit Cards	0.00	0.00
Other Current Liabilities		
4205 Other Current Liabilities	0.00	0.00
Total Other Current Liabilities	0.00	0.00
Total Current Liabilities	25,799.75	0.00
Total Liabilities	25,799.75	0.00
Equity		
Retained Earnings	254,082.68	
Net Income	(79,475.43)	
Total Equity	174,607.25	0.00
TOTAL LIABILITIES AND EQUITY	200,407.00	0.00

5a. Presentation: Agency Financials and Accounting Practices

Meeting Date: December 16, 2020
Prepared By: Emily Vitas, Executive Director
Agenda Item: Presentation: Agency Financials and Accounting Practices

BOARD REQUEST:

Receive presentation from Supporting Strategies staff and provide feedback on financials preparation and board timeline for approval.

BACKGROUND:

The Agency contracted with Supporting Strategies in November to provide accounting services. They have evolved our payment process to an online approval and payment system, and have created a new set of financials for monthly board approval.

Due to tight turnaround between the closing of months and production of financials for Board Meetings, Supporting Strategies has requested that the board consider one of two recommendations:

- 1) Move board meetings to the fourth week of the month to allow for more time for preparation of previous months' financials
- 2) Shift the financial review period so that the board is approving the closed month two months prior, rather than the most recent month. For example: In December, the board would approve October's financials, rather than November.

The board will receive a brief introductory presentation from Jen Ellermeyer, Managing Director, and Kirsten Thorburg, Financial Operations Director.

ATTACHMENTS:

None

5b. Executive Director Report

Meeting Date: December 16, 2020
Prepared By: Emily Vitas, Executive Director
Agenda Item: Executive Director Report

This report will be used to provide updates on activities not included for review/approval on the agenda.

TTWHA HOUSING PROGRAMS

Employee Housing Needs Survey

Wendy and I presented to member agency boards between October - December. Overall, board response was positive and each expressed gratitude for their involvement in the Workforce Housing Agency.

Specific questions/requests were asked in the following areas:

- Pursuit of workforce housing development (positive, boards seem to be very interested in this concept)
- Ggeneral housing program concepts (asking what areas we'll be focusing on)
- Individual member agency employee response info (Wendy has provided)
- Regional housing initiatives (what are Town and County doing that will benefit JPA)
- GHG emissions reduction when considering projects / programs (how does developing workforce housing / shifting out of area employees back to Truckee-Tahoe reduce GHG emissions)

I would like to provide updates two times per year to each member agency board (June and November/December) if each member agency representative feels it's a good use of their boards' time.

Housing Match Program with Landing Locals

We made our sixth housing match in December. We have now matched four TFHD employees and two TTUSD employees with long-term housing.

We made our first direct match this month, through a homeowner that reached out through the website. We self-listed his house on Landing Locals, specifying that it was only available to TTWHA employees. We received 6 inquiries in the first few hours and a long-time local doctor will be moving in 12/15.

With the upcoming short-term rental restrictions related to the State's shelter-in-place announcement, homeowners have been reaching out to Landing again to rent their homes longer-term. We should see an increase in available units in the next few months.

Employee Access to Affordable Housing in Truckee

We've had inquiries from employees living in low-income housing looking for 'more affordable' housing, stating that their rent has been increased multiple times since move-in. I've connected with Cambridge Property Management, Town of Truckee, and Sierra Business Council on this, to better understand what changes have been made at the state level to allow for these increases.

This conversation led to a larger one with the Town of Truckee, around our regional affordable housing property managers and their process for communicating with existing tenants and waitlist applicants. Seana and I will continue down this path and see if there are areas that we can support and/or influence.

COMMUNITY ENGAGEMENT

The following list includes those that I have met, and community meetings I've attended, since our last board meeting. Please let me know if you'd like further information on any of these connections.

Member Agency Board Presentations: October 21, 21, November 6, December 2
Mountain Housing Council Housing Strategy Cohort Meeting

Mountain Housing Council Housing Funders Network Meeting

Andrew Kojane, O'Dette Mortgage Group
Cindy Gustafson, Placer County
Emily Setzer, Placer County
Heidi Allstead, Martis Fund
Mike Oliver and Craig Whittom, MRG Consultants
Mike Sahlman, Westface Partners
Seana Doherty, Town of Truckee
Shawna Purvines, Placer County
Teresa O'Dette, O'Dette Mortgage Group

REGIONAL HOUSING UPDATE

The following is not a comprehensive list of regional housing activities, rather an overview of updates that have been gathered through meetings over the previous month/s.

Mountain Housing Council

- The quarterly council meeting was held on October 16. Some of the partner updates included:
 - o Placer County: Meadowview Place (Martis Valley) is under construction – 56 units of low-income employee housing (51 – 80% AMI) coming in Fall 2021
 - o Martis Fund: To date, the Down Payment Assistance Fund (managed by SBC) has provided loans to 46 households
 - o Sierra Community House:
 - Provided rental assistance to 116 households whose incomes have been affected by COVID
 - Helped 204 households access TDPUD's utility assistance program
 - Helped 69 households access Southwest Gas' utility assistance program

Placer County

- Approved Hopkins Village development agreement (see details below and attached)
- Approved the [Affordable Housing and Employee Accommodation Fee Program](#) to fulfill Placer County Housing Element goal of promotion development of affordable housing for households with incomes of 120% AMI or less.
- The Eastern Placer County Tourism Business Improvement District (TBID) was approved by Eastern County businesses, allowing \$4M in Transient Occupancy Tax to go to housing and transportation initiatives while also diversifying funding sources and expanding costs for those services across multiple business types. TBID will go before the Board of Supervisors at the December 15 meeting for the first of what may be a few discussions, and the timeline for fund distribution, and what the process looks like, will likely be determined during these conversations.

Town of Truckee

- Conducting an employee housing needs survey in early 2021. It is likely they will work with WSW Consulting and use a similar survey model as the JPA.
- The [Short-term Rental Program](#) was approved. We may see an increase in long-term rental offerings because of these new requirements, which become active January 1, 2021.
- Conducting a site analysis on nine sites within Town limits that may be appropriate for zone/density changes for multi-family housing. This analysis is being funded through SB2 and results will be announced to the Council in January.

- Working with the State to potentially bring affordable housing to the old CHP site in the Gateway neighborhood. Development proposals are due December 18.
- The Long-term Rental Incentive Program is nearing 2 months of operation. They have made one housing match. The 120% AMI cap for applicants has made it difficult for our employees to participate in this program. To date, Landing Locals has turned away four JPA employees that qualified for the listing based on their household income.

DEVELOPER CONNECTIONS AND PROJECT UPDATES

Updates and conversations since our previous board meeting.

Hopkins Village

An agreement between the Hopkins Village developer and Placer County was approved at the November Board of Supervisors meeting. The agreement is attached and a summary is included below.

In summary:

The County will create a qualified list of potential buyers for the 40 units, with a goal of achieving an approximate split of 1/3 each of 120%, 140%, and 180% AMI earning households. The list will be provided to the developer before February 10, 2021 and the County will update the list on a monthly basis.

Each qualified buyer must provide the following:

- Contact information
- Income category
- Contact info of employer
- Contact info for any institutional lender with which the qualified buyer has been pre-qualified

For 60 days, once a unit is offered for sale, the developer must accept written purchase offers and back-up purchase offers only from qualified buyers from the list. During this period, the developer must reserve units for households in each AMI category (1/3 to 120%, 1/3 to 140%, and 1/3 to 180%).

If the units have not been sold to households in the stated categories, the developer can then open the unit up to anyone on the list. If then there is not a qualified buyer from the list, the developer can open the unit up to those not on the list.

The homes are deed restricted to locals. Sales within 5 years of original purchase must be sold to the local workforce whose household income does not exceed 180% AMI. Beyond five years, the home sale and purchase must comply with the deed restriction requirements.

The County's timeline and requirements for building the waitlist is as follows:

Dec. 11, 2020 - Jan. 7, 2021

- Placer County compiles list of interested buyers

Jan. 8, 2021 - Feb. 4, 2021

- Placer County begins accepting applications via website
- Applicants will need to submit the following:
 - Completed application
 - Most recent paystub for each applicant in household
 - 2019 or 2020 tax return from each applicant in household
 - Pre-qualification letter and 1008 form from lender (Tri Counties Bank is preferred lender)

Feb. 5, 2021 – Feb. 14, 2021

- Placer County reviews applications

Feb. 15, 2021

- Qualified Buyer List established
- Homes begin to be sold

We will now shift our approach and make sure our employees have everything they need to be as responsive as possible to the County's 12/11 waitlist announcement, and qualified buyer requirements.

West Face Partners, Mike Sahlman

In November, Ted, Seana Doherty, and I met with Mike Sahlman, a long-term local with a background in real estate acquisition and development. Mike has partnered with Westface Partners to bring affordable modular housing options to rural regions. Their business model includes building and financing modular developments on leased land that they then lease and manage for employees. They handle all entitlements and permitting for the land, secure financing, oversee manufacturing, and offer management services for the finished product. Their model can be a solution when in need of 'fast housing' and there is land available. Their last California project took 90-days to complete after project approval. Please see the attached brochure.

West Face is one more entity to stay in contact with as we move forward with our pursuit of development on agency-owned land. If member agencies are interested in talking with West Face about providing semi-temporary housing (lease term is usually 3 or more years) on owned land, please let me know and we'll connect with Mike.

ATTACHMENT A

HOPKINS VILLAGE

Conditional Agreement to Implement Workforce Housing

This agreement (the "Agreement") is entered into as of November 10, 2020 (the "Effective Date") between Hopkins Village, LLC, a California limited liability company, ("HV"), Parker Lane Truckee, LLC, a California Limited Liability Company, ("Builder") and the County of Placer ("County") for purposes of defining the workforce housing obligations for the Hopkins Village project located in Placer County, California.

RECITALS

A. WHEREAS, the Martis Camp project (formerly Siller Ranch; PSUB 424), located in the Martis Valley, was approved for a Conditional Use Permit/Planned Residential Development, Tentative Subdivision Map and certification of a Final Environmental Impact Report by the County in 2005; and

B. WHEREAS, the Martis Camp project included a condition of approval that required the provision of employee/workforce housing as a component of the project to offset workforce housing impacts expected to be generated by the addition of new employees to the region; and

C. WHEREAS, the Siller Ranch project proponent proposed constructing for-sale affordable housing within the Hopkins Village area in order to meet the condition of approval; and

D. WHEREAS, on April 26, 2007 Hopkins Ranch Vesting Tentative Map/Master Plan Use Permit Modification (PSUBT20060702) (the "Modified Use Permit") was approved and fifty (50) lots were created to allow for the development of for-sale affordable housing units within the Hopkins Village area; and

E. WHEREAS, Condition of Approval Number 1 of the Modified Use Permit requires development of a minimum of a fifty (50) unit "workforce housing development," and specifically provides the following:

This Subdivision and Conditional Use Permit modification (PSUB20060702) authorizes the development of a 50 unit workforce housing development (25 duplexes), being built on a 10-acre portion of a larger 52 acre parcel that constitutes the project site for purposes of the Planned Development Ordinance. Other components of the project include open space lots of approximately 219 acres, public trails and trail connections.

F. WHEREAS, construction commenced on ten (10) of the units required, with four of these units being sold at a restricted price at fifty (50) percent of the Average Median Income (AMI); and

G. WHEREAS, Condition of Approval Number 1 for the Hopkins Village Hopkins Ranch Vesting Tentative Map/Master Plan Use Permit Modification

(PSUBT20060702) has not been amended at the time of this agreement, and requires the Hopkins Village project to provide workforce housing; and

H. WHEREAS, Placer County has funded and supported studies over the past three years analyzing employer salaries, household incomes and housing needs for the Tahoe Truckee area, and surmises that there is a sizable gap of available inventory of for-sale housing units that are affordable to middle income households with incomes in the range of 120%, 140% and 180% of the area AMI, and

I. WHEREAS, HV, which is owned by DMB/Highlands Group, LLC, is the owner of forty (40) of the fifty (50) lots (the "40 Lots") located in Hopkins Village, identified in Attachment 1 to this Agreement, each of which will accommodate the construction and sale of one half-plex, single family residential unit; and

J. WHEREAS, the County, working with HV and Builder, find that the product type planned for Hopkins Village is suitable for this middle household income range, and agree to work together to promote and assist in the development of up to 40 half plex units on the 40 Lots, (the "Units") that are affordable to households with incomes in this range and in which at least one member of the household works an average of at least thirty hours per week at a business or businesses located within the Tahoe-Truckee Unified School District boundary (the "Local Area"); and

K. Whereas, HV and Builder previously entered into a Conditional Transfer Agreement Re Deed Restricted Lots (the "Transfer Agreement"), effective as of April 28, 2020, attached hereto as Attachment 2 and incorporated by reference, that makes the 40 Lots conveyed to the Builder subject to a deed restriction in the form of a Grant Deed, a copy of which is attached to Attachment 2 as *Exhibit A* (the "Grant Deed"), and upon conveyance to the Builder, restricts sales of the Units to members of the Local Area workforce as defined in the Grant Deed.

AGREEMENT

NOW THEREFORE, in consideration of the promises and undertakings referenced or set forth herein and in order to comply with Condition Number 1 of the Modified Use Permit, the County, HV and Builder (collectively the "Parties") hereby agree as follows:

1. Qualified List of Potential Buyers.

A. The County agrees to work with other regional partners to market the Hopkins Village project with the purpose of establishing a list of income and occupation qualified potential buyers (the "Qualified Buyers") for the 40 Units, with the goal to achieve an approximate split, 1/3 each, between 120%, 140% and 180% of AMI, and agrees to provide a list of qualified potential buyers, (the "Qualified List" or the "List") to HV and Builder on or before February 10, 2021. The County further agrees to provide

an updated list, with additions and deletions of Qualified Buyers, on the tenth day of each month thereafter for so long as Builder has, or expects to have Units for sale, for three years from the effective date of this Agreement.

B. For each Qualified Buyer whose name is included on the List, the List shall include, to the extent permissible without violating the Qualified Buyer's privacy rights, the Qualified Buyer's current physical address, email address, telephone number and income category, (i.e., not more than 120%, 140%, or 180% or a code disclosing that category), the name and contact information of the business entity within the Local Area which employs at least one member of the Qualified Buyer's household, and the name and contact information for any institutional lender with which the Qualified Buyer has completed pre-qualification for a purchase money loan. Each Purchase Offer and each back-up Purchase Offer submitted to Builder under Section 2 below shall contain a verification of the foregoing information.

2. Offer and Sale of Units.

A. The two Units currently ready for issuance of Building Permits, (Lots 45 and 46) may be transferred from HV to Builder and sold Builder to any buyer in compliance with the Transfer Agreement and the limitations set forth in the Grant Deed. Builder shall issue written Notices to the County when a Unit or Units (whether completed or to be completed) are offered for sale at a price determined in accordance with the terms of the Transfer Agreement.

B. With respect to all Units other than the first two Units, for a period of sixty (60) days after Builder gives Notice to County that a Unit or Units are for offered for sale (the "60-day Exclusivity Period"), Builder shall accept binding written purchase offers and back-up purchase offers only from Qualified Buyers on the List, provided such offers and back-up offers are for the price stated in Builder's Notice and are accompanied by: (i) an earnest money deposit of not less than three percent (3%) of the purchase price; (ii) evidence of funds available to the buyer sufficient to pay the proposed purchase price after credit for a purchase money loan and the earnest money deposit; and, (iii) evidence of pre-qualification for a purchase money loan sufficient to close the proposed purchase. Said offers and back-up offers shall be accepted on a first come first served basis.

C. During the 60-day Exclusivity Period, Builder shall reserve approximately 1/3 of the Units offered for Qualified Buyers on the List whose income is under 120% of AMI, reserve approximately 1/3 of the Units offered for Qualified Buyers on the List whose income is greater than 120% but not greater than 140% of AMI, and reserve approximately 1/3 of the Units offered for Qualified Buyers on the List whose income is greater than 140% but not greater than 180% of AMI.

D. During the 60-day Exclusivity Period, Builder may receive, but shall not accept, purchase offers from persons not on the List.

E. If at the end of the 60-day Exclusivity Period, any of the Units so offered and reserved are not subject to a binding Purchase and Sale Agreement with a person named on the List, and there is no back-up offer pending from a Qualified Buyer, then Builder may enter into a binding Purchase and Sale Agreement for each such Unit with

persons on the List from a different income category than the category for which the Unit was previously reserved and who submitted a back-up offer on another Unit; and, if there are no such back-up offers from buyers on the List, Builder may enter into binding Purchase and Sale Agreements and sell each such Unit to persons not on the List, but otherwise qualified as prescribed in the Transfer Agreement and Grant Deed (Attachment 2).

3. Grant Deed Conditions. HV and Builder's sale of any and all of the 40 Lots shall be according to and subject to the conditions in the Grant Deed (Exhibit A to Attachment 2) and its attached exhibits, including the Verified Initial Qualification Statement (Exhibit B to the Grant Deed) and the Annual Compliance Verification Statement (Exhibit C to the Grant Deed), and will generally require that each unit is occupied for an unlimited period of time by a Qualified Resident or a Qualified Household, as those terms are defined in the Grant Deed.

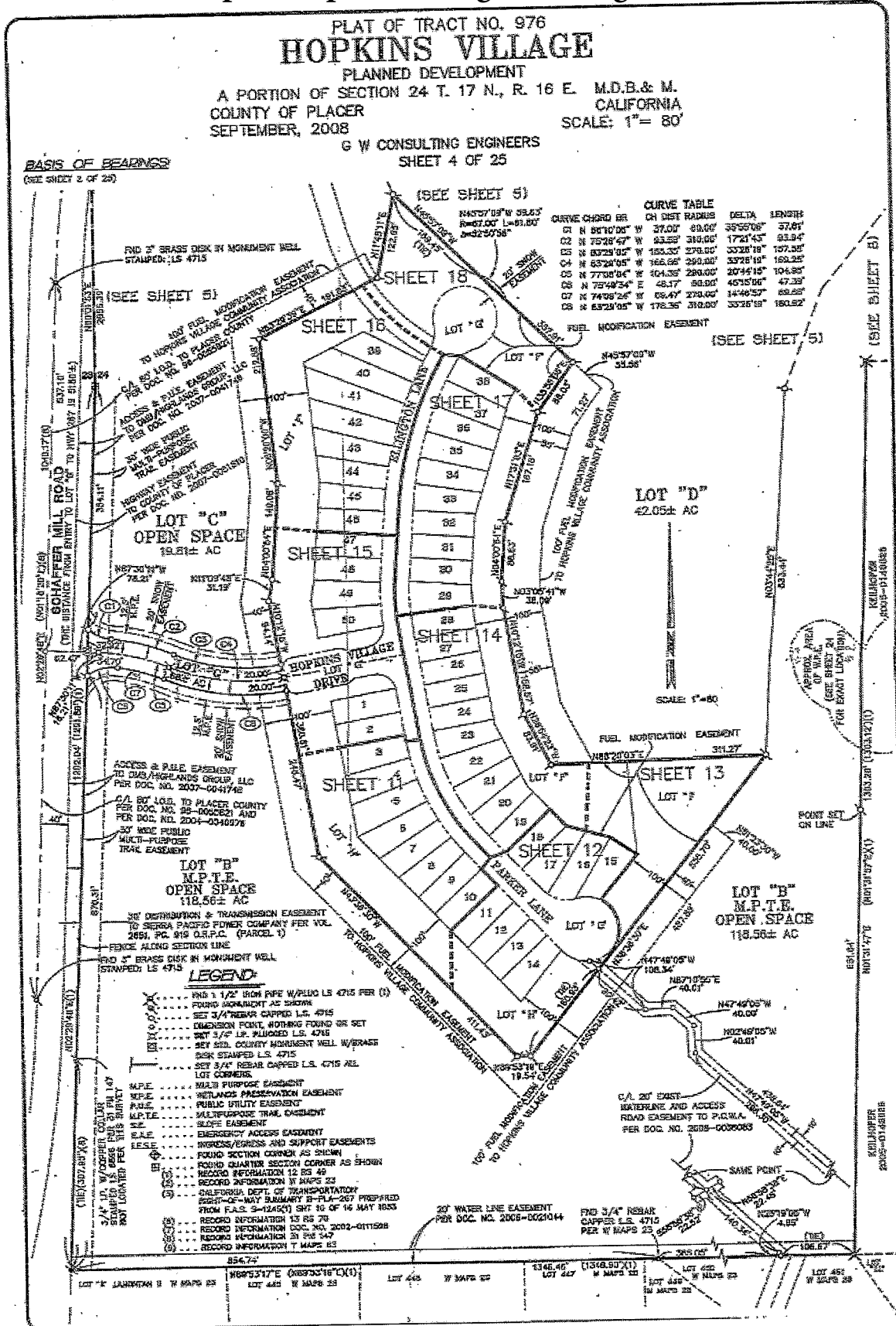
4. Deed Restriction. The Grant Deed shall restrict the initial sale and any subsequent sales occurring within five (5) years of the initial sale for any of the 40 Lots to members of the local workforce whose household income during the year immediately preceding the year of purchase did not exceed one hundred eighty percent (180%) of Area Median Income (AMI). The provision regarding resale within the first 5 years is to help ensure that initial buyer is motivated and incentivized to live and work within the region for a length of time.

5. Building Permits. Two building permit applications for the development of two half-plexes on two of the Lots are currently being reviewed by the County's Building Division. In accordance with the conditions of approval of the Modified Use Permit, the Transfer Agreement, and the Grant Deed, the building permits for those two Units shall be issued immediately following the recordation of the Grant Deed from HV to Builder making those Lots subject to the restrictions set forth in the Grant Deed and this Agreement. However, no Certificate of Occupancy shall be issued for any Unit until the Unit has been completed sufficiently to allow occupancy in accordance with the Placer County Code, and Builder has submitted proof to the County that a contract binding upon Builder and a buyer exists and requires the Unit to be conveyed subject to the terms and restrictions of the Grant Deed.

6. Notice of Sale/Conveyance. HV and Builder agree to provide written notice to the County and the Martis Fund, a California not for profit corporation, prior to entering into or executing any agreement that conveys title, or requires the conveyance of title to an interest in any Lot or Unit, other than a Deed of Trust provided as security for a construction loan, the proceeds of which are to be use in the construction of a Unit or as security for a guaranty of such a construction loan. In the event a Unit or Lot is sold, transferred and/or conveyed without compliance with this Agreement, and subject to the Grant Deed, such sale and/or conveyance shall be wholly null and void and shall confer no right, title or interest whatsoever upon the purported buyer or transferee.

ATTACHMENT 1

To Hopkins Village Conditional Agreement to Implement Workforce Housing (Plat Map of Hopkins Village showing Lot Numbers)



BOOK CC OF MAPS, PAGE 003

WORKFORCE HOUSING SOLUTIONS

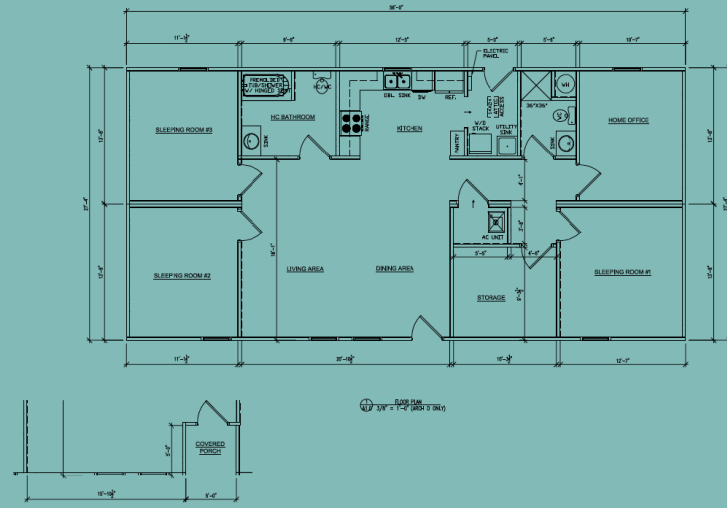
by Westface Partners



WHAT WE CAN OFFER

Our team has partnered with a manufactured housing builder that has been in operation for 40 years, and through that partnership we efficiently deliver cost-effective housing. The housing units are constructed by the manufacturer, and we arrange for their delivery and installation. Additionally, our team obtains all governmental approvals needed and provides financing to help streamline the completion.

WE CAN CUSTOMIZE A PLAN THAT PROVIDES VALUE TO YOUR WORKFORCE AND IMPROVES YOUR PROFITABILITY.



THE HOMES

We are sensitive to the unique needs of each community and have several worker-centric floorplans that can satisfy various needs. These can be customized for families or in a dormitory-style that can house several single workers. Further, we incorporate attractive aesthetics so that each home is an enjoyable place to live and fits within the overall community.

GETTING IT DONE

We partner with businesses and landowners.

Then we execute. Once a deal with a landowner is in place for a land purchase or joint venture, our team will:

- Obtain all entitlements and permits.
- Secure Financing.
- Oversee Construction.
- Management of Finished Product.



Our goal is to provide attractive workforce housing so that our agricultural communities can thrive.



OTHER CAPABILITIES

Additionally, our team is capable of creatively financing and delivering manufactured structures for the following uses:

- Healthcare
- Education
- Industrial
- Community space

LET'S TALK ABOUT YOUR HOUSING NEEDS!

6a. Updated 2020-21 Work Plan and Draft Housing Work Plan

Meeting Date: December 16, 2020
Prepared By: Emily Vitas, Executive Director
Agenda Item: Review and Discussion of Updated Agency Work Plan and Draft Housing Work Plan

BOARD REQUEST:

Review the updated Agency Work Plan and the Draft Housing Work Plan and provide direction and feedback.

BACKGROUND:

The October 26 Board Retreat allowed for extensive discussion around potential areas of focus, for the Agency moving forward. From that discussion, and the results of the Employee Housing Needs Survey, updates have been made to the 2020-21 Agency Work Plan, and a draft Housing Work Plan has been developed.

The proposed Areas of Focus that came from the Board Retreat include:

Focus Area 1: Lease/Develop Workforce Housing

Focus Area 2: Expand Housing Programs and Services

Focus Area 3: Develop Non-housing-related Programs to Ease the Burden of Employee Housing Costs

Focus Area 4: Foster Community Partnerships and Regional Collaboration

Focus Area 5: Build Organizational Capacity

Focus Areas 1 – 3 are the foundation of the draft Housing Work Plan. Focus Area 4 was already a key component of our Agency Work Plan, and Focus Area 5 has been incorporated as an Agency activity in our Agency Work Plan. Each area of focus has associated activities that support the specific area's goals.

The attached Updated Agency Work Plan includes new activities (highlighted) and new percentage allotments (text in red) for the amount of time the Executive Director plans to spend on each activity.

The attached Housing Work Plan Outline provides an overview of housing-related needs, proposed targets and focus areas, and the objectives associated with each. The proposed targets came from research of regional housing elements and conversations with regional partner staff. All other items in the draft plan came from the discussion held at the October 26 board retreat.

The attached Draft Housing Work Plan outlines the proposed housing-related Focus Areas and associated activities for each. Each activity will also have an associated spreadsheet tab where specifics will be included and tracked for that activity. Each tab will be built on once the board has provided initial review and feedback.

Upon Board feedback and direction, the goal will be to finalize the updated Agency Work Plan and Draft Housing Work Plan and request board approval at the January 20 board meeting. Once approved, a proposed 2021-22 budget will be developed according to work plan activities, and will be introduced to the board at the March 17 2021 board meeting, to allow for those member agencies on the Fiscal Year calendar to develop their housing-related budgets.

ATTACHMENTS:

Updated Agency Work Plan – 2020 - 21

Housing Work Plan Outline

Draft Housing Work Plan – 2020 - 25

TTWHA Agency Work Plan 2020-21

Updated 12/07/20

Agency Goals

- x Acquire rights to use of existing housing including single-family, multi-family, congregate and other forms of housing owned by the private sector or other public agencies.
- x Participate financially in the development of workforce housing with the right to use all or a portion of the developed units for workforce housing
- x Dedicate agency property for use in developing workforce housing
- x Participate in the development of JPA member property through joint project agreements
- x Encourage development of workforce housing in the Truckee-Tahoe area by other public and private agencies
- x Participate in workforce housing initiatives, studies, and programs
- x Work cooperatively and in a coordinated manner with City, County, and regional agencies in their efforts to foster development of workforce housing

Activities and Strategies to Support Goals

Manage the Agency's Administrative and Operational Activities - 15%

Key Activities and Tasks	Q2 20	Q3 20	Q4 20	Q1 21	Q2 21	Person/s Responsible	Status	Notes
Operational Activities								
Open bank account	X					ED	Complete	
Activate website	X					TFHD	Complete	
Establish email system	X					ED	Complete	
Establish phone number	X					TFHD	Complete	
Secure PO Box	X					TFHD	Complete	
Obtain Tax ID	X					ED	Complete	
Secure insurance coverage	X					ED	Complete	
Tracking of agency resolutions, certifications, and licenses	X	X	X	X	X	ED	Ongoing	
Development of policies and procedures	X	X	X	X	X	ED / Legal Counsel	Ongoing, as needed	
Strategic Planning								
Board strategy session		X				ED / Board of Directors	Complete	
Housing Work Plan development		X	X			ED	In Progress	
Board Engagement and Support								
Meeting management	X	X	X	X	X	ED	Ongoing, monthly	
Meeting minutes	X	X	X	X	X	ED / Secretary	Ongoing, monthly	
Monthly progress reports to board	X	X	X	X	X	ED	Ongoing, monthly	
Fiscal Management								
Meetings with accounting personnel	X	X	X	X	X	ED	Ongoing, monthly	
Hiring of bookkeeper			X			ED	Complete	
Secure relationship with CPA				X		ED		
Management of financials	X	X	X	X	X	ED / Accountant	Ongoing, monthly	
Monthly financial reports to the board	X	X	X	X	X	ED / Accountant	Ongoing, monthly	
Marketing and Communications								
Logo development	X	X				ED / Designer	Complete	
Website build-out	X	X				ED / Designer	Complete	
Management of PR and media relations	X	X	X	X	X	ED	Ongoing	
Develop advertising campaigns						ED	As needed	
Develop marketing materials						ED	As needed	

Foster Community Partnerships and Collaboration - 10%

Key Activities and Tasks	Q2 20	Q3 20	Q4 20	Q1 21	Q2 21	Person/s Responsible	Status	Notes
Community Engagement								
Participation in Mountain Housing Council		X	X	X	X	ED	Ongoing	
Engage with local associations	X	X	X	X	X	ED	Ongoing	
Outreach to regional developers	X	X	X	X	X	ED	Ongoing	
Outreach to local jurisdictions and agencies	X	X	X	X	X	ED	Ongoing	
Attendance at housing-related community meetings	X	X	X	X	X	ED	Ongoing	

Activities and Strategies to Support Goals								
Build Organizational Capacity - 20%								
Key Activities and Tasks	Q2 20	Q3 20	Q4 20	Q1 21	Q2 21	Person/s Responsible	Status	Notes
Welcome New Member Agencies								3-5 New Agencies by end of FY 2021-22
Develop process for new member agency inclusion				X	X	ED / Member Agency Ad-Hoc		
Begin discussions with potential member agencies				X	X	ED / Member Agency Ad-Hoc		
Identify Revenue Streams and Alternative Funding Sources					X	ED / Member Agency Ad-Hoc		
Expand Agency Operations to Meet Housing Program Needs						ED / Board of Directors		2022?
Management and development of housing-related projects and programs - 55%								
Key Activities and Tasks	Q2 20	Q3 20	Q4 20	Q1 21	Q2 21	Person/s Responsible	Status	Notes
Employee Housing Needs Assessment (EHNA)								
Project management	X	X				ED / WSW Consulting	Complete	
Execute on Housing Focus Areas - See Housing Work Plan				X	X	ED / Member Agencies		

Truckee Tahoe Workforce Housing Agency Housing Work Plan Outline

Housing Needs

Determined through the Employee Housing Needs Survey and 2020 Workforce Housing Agency Board Retreat, the following activities have been identified as our areas of greatest need:

- Rental units: 1, 2 & 3 bedroom at \$2,500 or less
- For-sale units: Single-family and townhomes between \$200,000 - \$550,000
- Renters: Pathways to ownership: education, down payment assistance, and beyond
- Existing homeowners: Renovation/repair assistance: education and access
- Non-housing support: Transportation/transit and child care

Housing Targets

Year	Employees Served %	# Served
2021	1.00%	17
2022	1.50%	25
2023	2.50%	42
2024	5.00%	83
2025	10.00%	167
Total	0.20	333

Focus Areas

Focus Area 1: Lease / Develop Workforce Housing

- Objectives:
 - Develop and manage master leasing program
 - Pursue development opportunities

Focus Area 2: Grow Housing Programs and Services

- Objectives:
 - Evolve Employee Concierge Program to help identify housing opportunities
 - Evolve Employee Housing Match Program to increase employee access
 - Secure Short-term Housing for Emergency Needs and New Hires
 - Develop Pathway to Ownership Program to support employee access to home ownership
 - Support existing homeowners through home upgrade/maintenance education
 - Identify cost-saving measures for home and rental insurance

Focus Area 3: Develop Non-housing-related Programs to Ease Burden of Employee Housing Costs

- Objectives:
 - Support employees through non-housing activities
 - Transit-related incentives and education
 - Child-care partnerships and offerings

TTWHA Housing Work Plan 2021-2025

			Year	Employees Served %	# Served
FOCUS AREAS	1. Lease/Develop Workforce Housing 2. Expand Housing Programs and Services 3. Develop Non-housing-related Programs to Ease the Burden of Housing Costs	TARGETS	2021	1.00%	17
			2022	1.50%	25
			2023	2.50%	42
			2024	5.00%	83
			2025	10.00%	167
			Total	0.20	333

Activity	Goal	Timeframe	Status Towards Targets	Lead/Support	% of Staff Time	Budget
Focus Area 1: Lease/Develop Workforce Housing - 40%						
Master Leasing Program - Tab 3	Secure member agency-leased units for increase access and affordability for employees	Program launch June 2021		ED / Agency Staff / Regional Partners	20	
Development of Workforce Housing - Tab 4	Develop housing on member agency-owned land	First project complete by Dec. 2025		ED / Member Agency Ad-hoc	20	
Focus Area 2: Expand Housing Programs and Services - 40%						
Employee Concierge for Housing - Tab 5	Support employees in their search for housing	Ongoing		ED / Support Staff (2022)	10	
Housing Match - Tab 6	1-2 employee housing matches per month	Ongoing Launched July 1, 2020	5 Placements (12/1/20)	ED / Landing Locals	5	
Short-term Housing - Tab 3	Master lease units for emergency / new hire needs	Units leased by July 2021		ED / Member Agency Ad-hoc	5	
Pathway to Ownership - Tab 7	Increase # of employees buying homes in the region	2021		ED / Realtors/Lenders	10	
Existing Homeowner Support - Tab 8	Provide education/tools to existing homeowners to upgrade their homes	Offerings on site May 2021		ED	5	
Reduce Home/Renter Insurance Barriers / Expenses - Tab 9	Provide insurance access and affordability by combining member agency resources	2021		ED / Member Agency Ad-hoc	5	
Focus Area 3: Develop Non-housing Related Programs to Ease Burden of Employee Housing Costs - 20%						
Transit-related Incentives and Education - Tab 10	Increase awareness and education around transit opportunities for employees	Long-term		ED / Member Agency Ad-hoc	10	
Child-care Partnerships and Offerings - Tab 10	Explore resource-sharing to increase child-care access / affordability	Long-term		ED / Member Agency Ad-hoc	10	

**# of Employees Served = Employees that were able to access housing and/or housing programs through agency support / offerings*

6b. JPA Member Agency Expansion

Meeting Date: December 16, 2020
Prepared By: Emily Vitas, Executive Director
Agenda Item: Discussion of Workforce Housing Agency Member Expansion

BOARD REQUEST:

Provide direction to the Executive Director on next steps for member agency discussions with Town of Truckee, Nevada County, and Placer County.

BACKGROUND:

We have been alerted by the Town of Truckee that the Town, Nevada County, and Placer County will be submitting a letter of interest to join the Workforce Housing Agency. The submitting agencies are aware of our status as a newly-formed agency and understand that it will take time to get to a place where we are ready to welcome new member agencies. The letter has not yet been received, but is expected the week of December 14.

To discuss at the December 16 board meeting:

- Interest in proceeding with a conversation with the Town and Counties
- Creation of ad-hoc committee to engage in conversation

ATTACHMENTS:

None