

4a. Minutes of the December 16, 2020 Board Meeting

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

December 16, 2020, 8:30am

1. CALL TO ORDER: 8:32

Directors Present: Harry Weis, Tahoe Forest Hospital District
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
Ted Owens, Tahoe Forest Hospital District

2. PUBLIC COMMENT

No public comment

3. CONSENT ITEMS

- a. Minutes of the October 21, 2020 Board Meeting
- b. Minutes of the October 26, 2020 Special Meeting
- c. October 2020 Financials
- d. November 2020 Financials

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

Ayes: Smith, Ghysels, Weis, Poncelet

Noes: None

4. REPORTS AND PRESENTATIONS

- a. Presentation: Agency Financials and Accounting Practices – Jen Ellermeyer, Supporting Strategies

The board received a presentation covering the agency accounting practices of recently hired Supporting Strategies. The presentation covered the shift to an online accounts payable process and a request to shift financial approval to allow for sufficient time to complete the previous months' financials. The board agreed to approve financials two months in arrears at each board meeting.

- b. Executive Director Report

Ms Vitas provided an update on agency housing programs, regional housing programs and partner updates, and local development projects.

5. ITEMS FOR BOARD DISCUSSION

- a. Review and Discussion of Updated Agency Work Plan and Draft Housing Work Plan

The board discussed the updates to the Agency Work Plan and the Draft Housing Work Plan. It was decided that the agency will move forward with the draft plan, and Ms Vitas will bring the completed draft to the board at the January 20 meeting for approval.

- b. Discussion of Workforce Housing Agency Member Expansion

Ms Vitas updated the board on the discussions to date with Town of Truckee and Placer County, and the recently received letter of interest from the entities.

Board discussion ensued. The board appointed Ms Vitas and Ted Owens to pursue conversations with the Town and Counties, and to return with an update and recommendation for next steps at the January board meeting.

6. DIRECTOR COMMENTS

None

7. ADJOURN: 10:06

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

Ayes: Smith, Weis, Poncelet

Absent: Ghysels

Noes: None

5a. Executive Director Report

Meeting Date: January 20, 2021
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

Housing Match Program with Landing Locals

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

We are averaging 1-2 matches per month, which is a great baseline. I am speaking with the Town and Landing Locals about how we increase the number of units available to our employees and will return with recommendations.

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.

Mountain Housing Council Housing Strategy Cohort Meeting
Mountain Housing Council Housing Funders Network Meeting
Mountain Housing Council Quarterly Meeting
Tahoe Regional Planning Agency – Missing Middle Housing Workshop

Blair Wallace, Donner Lake 6 Development
Drew Jack, Town of Truckee – Land Mapping
Emily Setzer, Placer County – Monthly Check-in
Heidi Allstead, Martis Fund – Monthly Check-in
Mike Oliver and Craig Whittom, MRG Consultants – Member Agency Expansion
Rick Stephens, Truckee Tahoe Airport District – General Housing Update
Seana Doherty, Town of Truckee – Monthly Check-in
Shawna Purvines, Placer County – Monthly Check-in

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

- Council is moving forward with an agreement with EPS Consultants to develop the Regional Housing Implementation Plan

Placer County

- The County interest list for Hopkins Village has grown to nearly 130 parties. The qualified buyers application is open through February 8th, at which time the County will review applications and establish the final list. The list will be first come first serve once units come available. Two of the first eight applicants to the qualified buyers list are JPA employees, and I am aware of three more currently working on their applications.

Town of Truckee

- Finalizing the ADU Incentive Program, which will provide loans and grants to homeowners interested in building an ADU, or bringing their unpermitted space to compliance, for long-term rental to locals. The program will be funded through Measure K funds and a state grant.
- Have leased five homes through the Long-term Rental Incentive Program

DEVELOPER CONNECTIONS AND PROJECT UPDATES

Updates and conversations since our previous board meeting.

Donner Lake 6

The 6-unit complex on the West End of Donner Lake is being built by local contractor Blair Wallace. The units will include three studios and three one-bedrooms, renting at \$1,000 and \$1,250 per month.

Blair has been working to fill a ~\$450,000 funding gap to make the project pencil and approached TTWHA to see if there was interest in providing support. I informed Blair that our main requirement would be that our employees have first option to lease when units are available and that I would bring it to the board for consideration.

In late December, after my conversation with Blair, the Martis Fund voted to provide \$350,000 to the project, with the requirement that it be deed restricted to locals with area median incomes up to 180%. The Town of Truckee also has a locals-only deed restriction on the development, as part of their agreement with the builder.

While performing due diligence to bring Blair's request to the board, the Town and Martis Fund informed me that they felt our involvement would be in conflict with the deed restriction and developer agreements they already have in place. Because of this, I have alerted Blair that we will not be able to consider support given the requirements that the units be available to the entire community, not just a specific group of individuals (our employees).

Construction on these units will start in Spring 2021 and we will advertise to our employees once they're available for rent.



5b. 'Mancuso Property' Acquisition

Meeting Date: January 20, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: 'Mancuso Property' Acquisition

BOARD REQUEST:

This update is for informational purposes only. No request or action required.

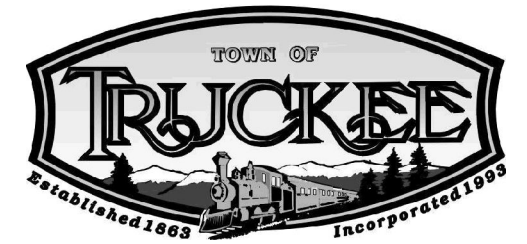
BACKGROUND:

Director Weis will provide an update on the Tahoe Forest Health System's recent acquisition of the 'Mancuso Property' adjacent to Tahoe Forest Hospital.

ATTACHMENTS:

Zone Map Sheet #21 – Highlighted Zones CN and RM-18

Town of Truckee Zoning Map



Sheet #21

Zoning Revisions

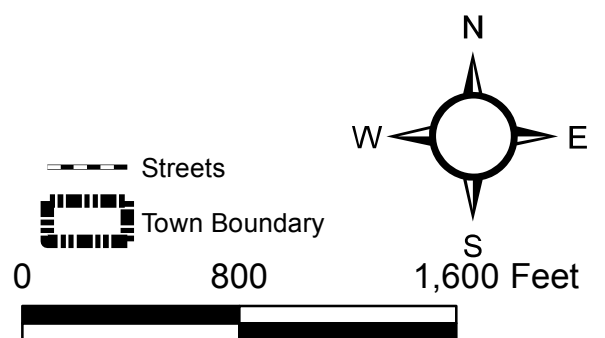
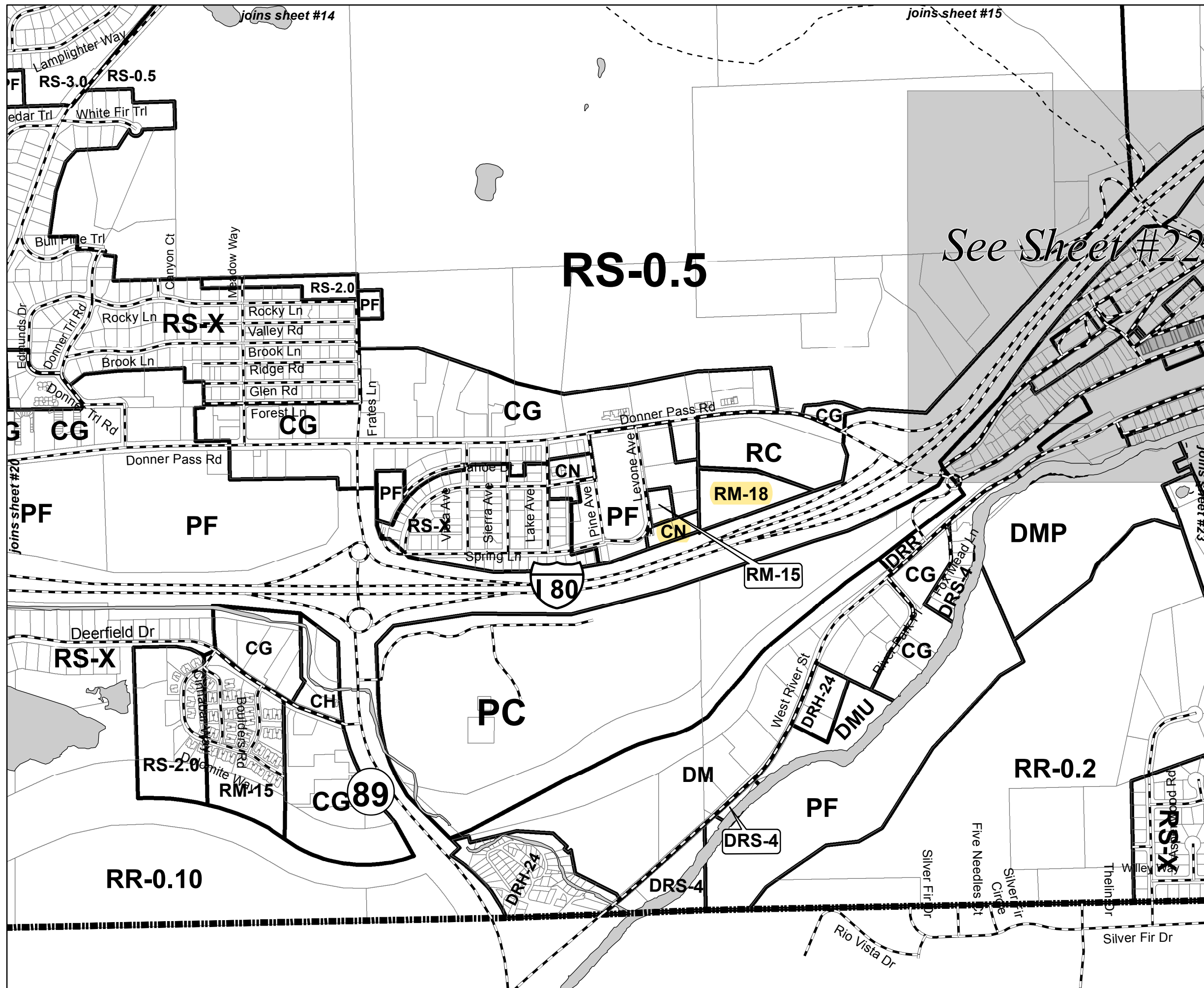
Date	Ord. #
05/29/2015	2015-04
12/14/2018	2018-13

NOTE:
See Sheet #28, for parcels in the FAR Incentive Infill Area

See Sheet #26, for parcels in the River Protection Overlay District

See Sheet #25, for parcels in the Historic Preservation Overlay District

See Sheet #30, for parcels in the Airport Noise Zone.



6a. Approval of 2021 Board of Directors Positions

Meeting Date: January 20, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Approval of 2021 Board Positions

BOARD REQUEST:

Approval of 2021 board positions.

BACKGROUND:

Agency bylaws state that the election of officers shall occur at the first regularly scheduled meeting of the year. Because our first year in operation was an abbreviated year, and disrupted by COVID-19, staff recommends that board members remain in their roles for the 2021 calendar year. Directors Weis and Smith, as Board Chair and Vice Chair, are amenable to this continuance of board roles through 2021 if that's the desire of the board.

If the board chooses to remain in their current roles, they will be the following for 2021:

Director Weis – Board Chair
Director Smith – Vice Chair
Director Ghysels – Secretary
Director Poncelet – Treasurer

ATTACHMENTS:

None

6b. Review and Possible Approval of Scope and Fee Estimate
for the Member Agency Expansion Assessment

Meeting Date: January 20, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Review and Possible Approval of Scope and Fee Estimate
for the Member Agency Expansion Assessment

BOARD REQUEST:

Approve the scope and fee provided by Municipal Resources Group to conduct a feasibility assessment of member agency expansion to include land use entitlement agencies.

BACKGROUND:

On December 10, 2020, the board received a letter from Nevada County, Placer County, and Town of Truckee requesting the opportunity to discuss the possibility of expanding the TTWHA membership to include their agencies. In response, the board requested that staff work with Ted Owens to determine next steps in the process.

A meeting with MRG was held in January to discuss the possibility of their conducting an assessment of the feasibility of TTWHA expanding membership to include the Counties and Town. MRG is interested in continuing our work together and will present a scope and not to exceed cost estimate for board review and possible approval. Deliverables will include recommendations for the best way to move forward, and best practices in developing a membership on-boarding process.

The work with MRG will be likely be a continuation of our 2020 contract with them, allowing for an expedited process in contract approval and work execution.

ATTACHMENTS:

The scope and fee from MRG was not available at the time of board packet issuance and will be provided to the board before the board meeting.

6c. Approval of Letter of Response to Nevada County, Placer County,
and Town of Truckee Regarding Member Agency Expansion

Meeting Date: January 20, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Approval of Letter of Response to Nevada County, Placer County,
and Town of Truckee Regarding Member Agency Expansion

BOARD REQUEST:

Approve the letter to Nevada County, Placer County, and the Town of Truckee.

BACKGROUND:

A letter has been drafted to formally respond to the December 10, 2020 request from Nevada County, Placer County, and Town of Truckee that TTWHA consider the possibility of expanding the TTWHA membership to include their agencies. The letter will provide formal confirmation of receipt, and an update on the action we have taken to assess the feasibility of expanding our membership to include the requesting agencies.

ATTACHMENTS:

Draft Response Letter



TRUCKEE TAHOE
Workforce Housing Agency

Tahoe Forest Hospital District | Tahoe Truckee Airport District
Tahoe Truckee Unified School District | Truckee Donner Public Utility District

January 21, 2021

TO: Mr. Todd Leopold, Placer County
Ms. Jennifer Callaway, Town of Truckee
Ms. Alison Lehman, Nevada County

RE: Workforce Housing Agency Member Agency Expansion

Dear Mr. Leopold, Ms. Callaway, and Ms. Lehman,

The Board of Directors of the Truckee Tahoe Workforce Housing Agency (TTWHA) is in receipt of your December 10, 2020 letter requesting the opportunity to discuss the possibility of expanding the TTWHA membership to include your agencies. We are honored by your interest and the board, at its January 20, 2021 meeting, has directed staff to perform due diligence based on your request.

We have contracted with Municipal Resources Group (MRG), our consultants who led us in the agency development efforts, to research the feasibility of expanding TTWHA membership to include our land use entitlement agencies. Their work will commence in January 2021 and will include an analysis of expansion as well as recommendations on how best to move forward.

We will keep you informed as the work progresses, and look forward to connecting soon.

Sincerely,

Harry Weis
Board Chair, Truckee Tahoe Workforce Housing Agency
President & CEO, Tahoe Forest Health System

6d. Adoption of Resolution 2021-01: Conflict of Interest Code

Meeting Date: January 20, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Adoption of Resolution 2021-01: Conflict of Interest Code

BOARD REQUEST:

Adopt Resolution No. 2021-01: Adopting a Conflict of Interest Code pursuant to the Political Reform Act of 1974.

BACKGROUND:

The Political Reform Act (the “Act”) requires all state and local government agencies to adopt and promulgate a conflict of interest code establishing the rules for reporting personal assets and the prohibition from making or participating in the making of any decisions that may affect any personal assets. A conflict of interest code must specifically designate all agency positions, except for those listed in Gov. Code § 87200, that make or participate in the making of agency decisions which may foreseeably have an effect on any financial interest of that person, and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

Attached is a copy of the proposed Conflict of Interest Code (“Code”). This Code incorporates FPPC Regulation 18730 by reference as the provisions with an Appendix attached designating positions that make or participate in making decisions of the agency and assigned appropriate disclosure categories in Exhibit “A,” and list the disclosure categories in Exhibit B, as well as declare those primary positions that specifically manage public investments. This is commonly referred to as the FPPC Standard Code.

ATTACHMENTS:

Resolution 2021-01: Adoption of Conflict of Interest Code
Proposed Conflict of Interest Code

**TRUCKEE TAHOE WORKFORCE HOUSING AGENCY
RESOLUTION NO. 2021-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRUCKEE TAHOE
WORKFORCE HOUSING AGENCY ADOPTING A CONFLICT OF INTEREST
CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Truckee Tahoe Workforce Housing Agency (the “Agency”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the Agency being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, of consideration by the Board of Directors of, the proposed Code was provided each affected designated position and publicly posted by the Agency, establishing a 45-day comment period in compliance with Title 2, California Code of Regulations, Section 18750; and

WHEREAS, a public meeting was held upon the proposed Code at a regular meeting of the Board of Directors on January 20, 2021, at which all present were given an opportunity to be heard on the proposed Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Truckee Tahoe Workforce Housing Agency as follows:

Section 1. The Board of Directors does hereby adopt the proposed Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Secretary of the Agency, and available to the public for inspection and copying during regular business hours.

Section 2. The Conflict of Interest Code shall be submitted to the Fair Political Practices Commission (“FPPC”) for approval and said Code shall become effective 30 days after the FPPC approves the proposed Conflict of Interest Code.

Section 3. All previously adopted conflict of interest codes are hereby rescinded.

PASSED AND ADOPTED this 20th day of January, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Chair, Board of Directors
Truckee Tahoe Workforce Housing Agency

ATTEST:

Secretary, Board of Directors
Truckee Tahoe Workforce Housing Agency

CONFLICT OF INTEREST CODE
FOR THE
TRUCKEE TAHOE WORKFORCE HOUSING
JOINT POWERS AGENCY

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict of interest code, which may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix, designating positions and establishing disclosure requirements, shall constitute the conflict of interest code of the **Truckee Tahoe Workforce Housing Joint Powers Agency (the "Agency")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Director** as the Agency's Filing Officer/Official. The **Executive Director** shall retain the original statements of all Officials and Designated Positions and make the statements available for public inspection and reproduction. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE OF THE

TRUCKEE TAHOE WORKFORCE HOUSING JOINT POWERS AGENCY

PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Agency officials who manage public investments, as defined by 2 California Code of Regulations section 18700.3(b), are NOT subject to the Agency's Code but must file disclosure statements under Government Code section 87200, et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:¹

- Members of the Board of Directors and Alternates
- Executive Director
- Investment Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

Designated Positions

Assigned Disclosure Categories

General Counsel

1, 2

Consultants/New Positions*

*Individuals providing services as a Consultant as defined in Regulation 18700.3, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure requirements in this Code subject to the following limitation:

The Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirements. A clear explanation of the duties and a statement of the extent of disclosure requirements must be in a written document. (Gov. Code § 82019; FPPC Regs 18219 and 18734.) The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

PART “B”

Disclosure Categories

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned. “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Agency.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the Agency.

Category 2: All interests in real property which is located in whole or in part within, or not more than 2 miles outside, the jurisdiction of the Agency.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Agency.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Agency.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

TRUCKEE-TAHOE WORKFORCE HOUSING AGENCY
CONFLICT OF INTEREST CODE
ADOPTED January 20, 2021
RESOLUTION No. 2021-01

6e. Review and Approval of Updated Agency Work Plan and
Draft Housing Work Plan

Meeting Date: January 20, 2020
Prepared By: Emily Vitas, Executive Director
Agenda Item: Review and Approval of Updated Agency Work Plan and Draft Housing Work Plan

BOARD REQUEST:

Approve Updated Agency Work Plan and Draft Housing Work Plan

BACKGROUND:

To respond to the results of the Employee Housing Needs Assessment and the discussion held on October 26, 2020 at the Board of Directors retreat, updates have been made to the 2020-21 Agency Work Plan and a Housing Work Plan has been developed.

Agency Work Plan

Since the December 16, 2020 board review of the housing work plan, the following updates have been made:

- Addition of percentages of staff time allotted to each activity category
- Addition of activity category “Build Organizational Capacity” to address member agency expansion efforts, staff capacity increases, and funding identification efforts

Housing Work Plan

Since the December 16, 2020 board review of the housing work plan, the following updates have been made:

- Identification of activity implementation timeframes
- Addition of a timeline with associated activities tied to the plan
- Addition of goals and timelines, for the remainder of FY 20-21, associated with each activity

What’s Next

- Work Plan Execution: Begin activities, as outlined in the work plan
- Build out FY 21-22 activities and budget, for board review by April 2021 board meeting

To Discuss at the January 20, 2021 Board Meeting

- Member agency support
- Budget development
- Fiscal vs. calendar year tracking

ATTACHMENTS:

Agency Work Plan
Housing Work Plan Outline
Draft Housing Work Plan

TTWHA Agency Work Plan 2020-21

Updated 01/13/2021

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	Complete	
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						ED / Member Agency Ad-Hoc		
Expand Agency Operations to Meet Housing Program Needs						ED / Board of Directors		Staff hire or ED hour increase - 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	2021-22 Budget
Focus Area 1: Lease/Develop Workforce Housing - 40%						
Master Leasing Program	Secure member agency-leased units to increase access and affordability for employees	March Start Program launch September 2021		ED / Agency Staff / Regional Partners	20	
Development of Workforce Housing	Develop housing on member agency-owned land	January Start First project under const. Dec 2025		ED / Member Agency Ad-hoc	20	
Focus Area 2: Expand Housing Programs and Services - 40%						
Employee Concierge for Housing	Support employees in their search for housing	Ongoing Hire PT support staff late 2021	Ongoing	ED / Support Staff (2022)	10	
Housing Match	Unlock existing units for long-term lease	Ongoing Launched July 1, 2020	7 Placements (01/13/21)	ED / Landing Locals	5	
Short-term Housing	Master lease units for emergency / new hire needs	See Master Leasing Units leased by Winter 2021-22		ED / Member Agency Ad-hoc	5	
Pathway to Ownership	Increase # of employees buying homes in the region through education and funding	April Start		ED / Realtors/Lenders	10	
Existing Homeowner Support	Provide education/tools to existing homeowners to upgrade their homes	May Start		ED / TDPUD	5	
Reduce Insurance Barriers / Expenses	Provide insurance access and affordability by combining member agency resources	March Start		Member Agencies / ED	5	
Focus Area 3: Develop Non-housing Related Programs to Ease Burden of Employee Housing Costs - 20%						
Transit-related Incentives and Education	Increase awareness and education around transit opportunities for employees	August Start		Member Agencies / ED	10	
Child-care Partnerships and Offerings	Explore resource-sharing to increase child-care access / affordability	October Start		Member Agencies / ED	10	

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

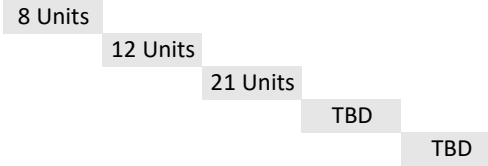
2021 Timeline	Jan	Feb	March	April	May	June
Development of Workforce Housing	RFP: Land Mapping GIS / Analysis of Agency-owned Parcels	Land Mapping	Land Mapping	Land Mapping	RFP: Parcel Analysis	Parcel Analysis
Master Leasing Program			<ul style="list-style-type: none"> Determine funding structure 	<ul style="list-style-type: none"> Determine funding structure Develop rates/processes 	<ul style="list-style-type: none"> Determine funding structure Develop rates/processes Determine maintenance/ service structure 	<ul style="list-style-type: none"> Develop rates/processes Determine maintenance/ service structure Engage prop managers/ developers
Short-term Housing						
Employee Concierge for Housing	Ongoing Offering: Website, Phone, Email Support		Development of Educational Materials		Website Upgrades	
Housing Match	Existing Program (Services to Continue Through 2021)					
Pathway to Ownership				Realtor/Lender Partnerships	<ul style="list-style-type: none"> Realtor/Lender Partnerships Regional Programs: Website 	<ul style="list-style-type: none"> Realtor/Lender Partnerships Financial Counseling Financing Opportunities: Website
Existing Homeowner Support					<ul style="list-style-type: none"> Lender Partnerships Research 	
Transit-related Incentives and Education*						
Child-care Partnerships and Offerings*						
Reduce Insurance Barriers / Expenses*			<ul style="list-style-type: none"> Member Agency Mtng Research 	<ul style="list-style-type: none"> Member Agency Mtng Research 		

*Member-agency led - with staff support

Master Leasing

Goals	2021	2022	2023	2024	2025
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Secure # of units annually that correlates with 50% of annual % targets



2021 Timeline	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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Program Development

Determine Funding Structure

[Develop Rates / Processes / Documents](#)

Determine Maintenance/Service Structure

Developer / Property Manager Engagement

Program Execution + Ongoing Management



Housing Match

Goals

Unlock 2 existing units for long-term lease per month

2021	2022	2023	2024	2025
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24				
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2021 Timeline

Housing Match Program

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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Pathway to Ownership

Goals

Increase # of employees buying homes in the region through education and funding programs

2021 Timeline

Jan Feb March April May June July Aug Sept Oct Nov Dec

Realtor/Lender Partnerships To Reduce Home Buying Costs
Regional Program Education
Financial Counseling
Financing Opportunities
First Time Homebuyer Workshops
Down Payment Assistance Program Development



Existing Homeowner Support

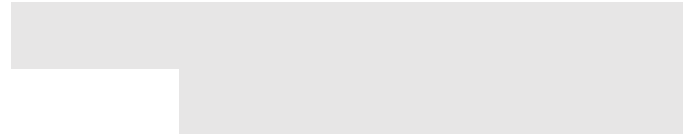
Goals

Provide education/tools to existing homeowners to upgrade their homes

2021 Timeline

Jan Feb March April May June July Aug Sept Oct Nov Dec

Lender Relationship: Low-interest Home Refinancing
Low-interest Home Refinancing Opportunities
Education: Home upgrade / maintenance opportunities
Education: Rebate programs



6f. Authorization to Develop and Distribute a Request for Proposals
for Mapping of Agency-owned Land

Meeting Date: January 20, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Authorization to Develop and Distribute a Request for Proposals
for Mapping of Agency-owned Land

BOARD REQUEST:

Authorize agency staff to develop and distribute a Request for Proposals for the Mapping of Agency Owned Land.

BACKGROUND:

The 2021 Housing Work Plan includes workforce housing development activities. The first step in selecting feasible sites for development includes a land mapping exercise of member agency-owned land.

Deliverables will include maps of all agency-owned land (combined land and separate for each agency), and a site matrix that includes acreage, zoning, geologic and environmental components, and proximity to amenities.

ATTACHMENTS:

None