

4b. Draft Minutes of the January 18, 2023 Board Meeting



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

January 18, 2023, 8:30am

1. CALL TO ORDER: 8:28am

Directors Present: Chair Harry Weis, Tahoe Forest Hospital District
Vice Chair Brian Wright, Truckee Donner Public Utility District
Director Hilary Hobbs, Town of Truckee
Director Alison Lehman, Nevada County
Director Shawna Purvines, Placer County
Director Lauren Tapia, Truckee Tahoe Airport District

Absent: Director Jen Callaway, Town of Truckee
Director Carmen Ghysels, Tahoe Truckee Unified School District

Staff Present: Emily Vitas, Executive Director
Jackelin McCoy, Program Manager

Others Present: Ted Owens, TTWHA Advisor, Tahoe Forest Hospital District
Nick Martin, Placer County
Emily Setzer, Placer County

2. APPROVAL OF AGENDA

No changes requested.

3. PUBLIC COMMENT

No public comment.

1. CONSENT ITEMS

- a. Remote Meeting Agreement
- b. Draft Minutes of the November 16, 2022 Board Meeting
- c. November 2022 Financial Statements

No public comment.

A motion to approve consent items was made by Director Tapia and seconded by Director Wright.

Ayes: Director Hobbs, Director Lehman, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

2. PRESENTATIONS AND REPORTS

- a. Report-out: Regional Housing Partner Update

- i. Nevada County
Director Lehman provided updates on Nevada County housing activities, including the opening of a new 51-unit affordable housing development in Western County, the upcoming Board of Supervisors strategic planning session, which includes a large housing component, and a recent meeting with Megan Dahle where housing was widely discussed and recognized as a significant North State issue. Director Lehman also announced that the County’s legislative platform, in partnership with Cities and Towns within the County, was recently approved.
- ii. Placer County
Director Purvines provided updates on Placer County Housing activities, including information on the County’s recent review of its housing programs and structures and how they are considering staffing and program changes to best serve constituents in Eastern and Western County. Placer County also recently approved their legislative platform, which will maintain a priority on housing.
- iii. Town of Truckee
- iv. Director Hobbs provided updates on Town of Truckee Housing activities, including information on their newly-launched Truckee Home Access Program and a proposed program that looks at the utilization of short-term rental ‘tokens’ in exchange for the development / creation of workforce housing.
- v. Mountain Housing Council and The Housing Hub
Ms. Vitas provided an update on Mountain Housing Council activities, including progress being made on the creation of the 501c3 Housing Hub, which will focus on developer assistance and project advocacy.

b. Executive Director Report

- i. Agency Operations
Ms. Vitas updated the board on the draft 2023-24 budget and associated member agency employee counts.
- ii. TTWHA Housing Program and Project Updates
Ms. Vitas provided updates to the board on programs and projects including a the long-term rental program, home purchase navigation process, Tahoe Forest Hospital’s new Home Purchase Assistance Program, and two parcels that have been identified as potential sites for development. Additionally, Ms. Vitas updated the board on community engagement activities including a presentation to the Nevada County Board of Supervisors and regional efforts to bring housing partners together for a housing roundtable discussion.

3. ITEMS FOR BOARD APPROVAL

- a. Adoption of the TTWHA 2023-2027 Strategic Plan
Ms. Vitas presented the final strategic plan targets and goals to the board. Board feedback and discussion ensued.

Public Comment:

Ted Owens, Tahoe Forest Hospital District, made a public comment supporting the approval of the strategic plan.

A motion to approve the strategic plan was made by Director Purvines and seconded by Director Tapia.

Ayes: Director Hobbs, Director Lehman, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

b. Selection of 2023 Board Positions

The process for selection of board positions was presented to the board.

A motion was made to select Harry Weis as the ongoing Agency Board Chair by Director Hobbs and seconded by Director Wright.

Public Comment: None

Ayes: Director Hobbs, Director Lehman, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

A motion was made to select Lauren Tapia as Vice Chair by Director Wright and seconded by Director Hobbs.

Public Comment: None

Ayes: Director Hobbs, Director Lehman, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

A motion was made to select Steven Poncelet as Board Treasurer and Emily Vitas as Board Secretary by Director Wright and Seconded by Director Tapia.

Public Comment: None

Ayes: Director Hobbs, Director Lehman, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

4. DIRECTOR COMMENTS

Director Tapia asked about whether the regional housing roundtable meeting that was outlined in the Executive Director report would be professionally facilitated, to which staff responded that yes, a facilitator may be used to ensure all partner voices can be at the table instead of needing to lead the conversation.

5. ADJOURN: 10:09am

A motion to adjourn was made by Director Wright.

5a. Brown Act Teleconferencing Guidelines



Meeting Date: February 2, 2023
Prepared By: Emily Vitas, Executive Director
Subject: 5a. Brown Act Teleconferencing Guidance

BOARD REQUEST:

Receive information on requirements for teleconferencing under the Brown Act.

BACKGROUND:

The Brown Act provides certain procedures through which a public legislative body may hold a teleconference meeting where one or more members of that body attend from a remote location via phone call or videoconferencing.

The current guidance being operated under is related to the ongoing State of Emergency due to the COVID-19 pandemic, and allows relaxed rules for participation via teleconferencing. Recently, the Governor announced that the current State of Emergency will lift February 28, 2023. Once the State of Emergency has been lifted, we will return to the traditional teleconferencing rules outlined in Item 1 of the attached memorandum.

Rules outlined in Item 3 of the attached provide guidance for participation due to ‘Just Cause’ or Personal Emergency, in which the more relaxed rules may be exercised.

ATTACHMENTS:

Best Best & Krieger Memorandum: Teleconferencing Guidance

5a. Attachment:
Best Best and Krieger Memorandum:
Teleconferencing Guidance

CONFIDENTIAL
ATTORNEY CLIENT PRIVILEGED
ATTORNEY WORK PRODUCT

Memorandum

To: Robb Etnyre & Lauren Tapia, TTAD
From: Best Best & Krieger LLP
Date: January 29, 2023
Re: Brown Act – Teleconferencing Guidance

BACKGROUND

The Brown Act establishes rules and procedures for all meetings of public bodies, including cities, counties, special districts, and other local agencies. In particular, the Brown Act provides certain procedures through which a public legislative body may hold a teleconference meeting where one or more members of that body attend from a remote location via phone call or videoconferencing. This memorandum provides a summary and outline of the requirements for teleconferencing under the Brown Act, both while the state of emergency remains active and after it has been rescinded.

ANALYSIS

1. “Traditional” Teleconferencing Rules

Government Code section 54953(b)(1) sets forth certain baseline requirements for holding a meeting where one or more members are attending by teleconference. As a general rule, unless attendance is remote because of a declared state of emergency or recommended social distancing measures (see section 2) or because a member of the body has “just cause” or is experiencing a personal emergency (see section 3), these are the procedures that will apply:

- The agenda must identify each location from which a member will be calling in, even if this is the member’s home or place of business (for this reason, we suggest having the member call in from a location they don’t mind sharing the address for, like a public library meeting room or other public space).
- An agenda must be posted at each location a member is calling in from.
- Each teleconference location must be accessible to the public, and any members of the public who do show up at the teleconference location(s) must be allowed to address the public body directly from that location.

- At least a quorum of the body must participate from locations within the agency’s territory, whether that means attending in person at the ordinary meeting location or teleconferencing from a location within the area that the agency has jurisdiction over (and, this inherently means that if less than a quorum are attending remotely, they may do so from areas outside of the agency).
- The rights of the public attending the meeting must be protected, meaning the public must be allowed to “access” the meeting (whether in person or remotely) and make public comments on matters before the governing body.
- All votes during the meeting must be taken by rollcall, and no secret ballots are permitted.
- The body must publicly report when an action is taken during the meeting, and how each member voted (or whether there were abstentions or absences) on that item.

2. Teleconferencing Rules During State of Emergency or While State/Local Officials Continue to Recommend Social Distancing Measures

Under Government Code section 54953(e), if the body is meeting during a proclaimed state of emergency, or while state or local officials are recommending social distancing measures for public safety reasons, certain teleconference rules described in section 1 are relaxed or waived. This set of rules mirrors those that were implemented in 2020 and that remained in place on a temporary basis during the COVID-19 pandemic; the State has now codified a version of this rule in the event that COVID-19 continues to constitute a state of emergency, or officials continue to recommend social distancing measures. Recently, the Governor announced that the current state of emergency will lift on February 28, 2023. Accordingly, unless state or local officials continue to recommend social distancing measures, this teleconference option will not be available after February 28, 2023.¹

To qualify for these relaxed rules, one of these situations must be present:

- The body is meeting during a state of emergency, and local officials are imposing or recommending social distancing measures.
- The body is meeting during a state of emergency for the express purpose of determining by a majority vote of the body whether meeting in person would present imminent risks to the health or safety of attendees.

¹ For instance, Cal OSHA continues to recommend social distancing, which can support a finding of continued remote meetings, although these recommendations are also set to sunset Dec. 31, 2022. (<https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html>). Bodies interested in continuing to rely on this exception should consult with counsel to determine if there are applicable state/local recommendations in place. In addition, these rules will sunset January 1, 2024 in any case.

- The body is meeting during a state of emergency and has determined, by majority vote, that meeting in person would present imminent risks to the health or safety of attendees.
- State or local officials continue to recommend or impose social distancing measures, and the body is willing to make findings that, based on those recommended measures, meeting in person would pose a health or safety risk to attendees. To qualify for this exception, the agency must have first met remotely during a state of emergency and then continues to make findings at least once every thirty days.

If one of these criteria is present, the body may use teleconferencing subject to these relaxed requirements:

- Comply with ordinary agenda-posting requirements (72 hours for a regular meeting, 24 hours for a special meeting), although the agenda does not need to identify each teleconference location, the members attending remotely do not need to post an agenda at each location, and the public does not need to be permitted to access and provide comments at each member's remote location.
- The agenda must still provide the opportunity for public access and comment through some means – for instance, if the body will be meeting via Zoom, the agenda must provide a call-in number or video access link for the public. The body is not required to provide a physical location from which the public can attend or comment in person.
- The rights of the public attending the meeting must be protected, meaning the public must be allowed to “access” the meeting (including by telephone or internet) and make public comments (in real time) on matters before the body.
- If a disruption occurs such that the public is prevented from accessing the meeting (i.e., the Zoom link stops working, or the public cannot hear the audio of the meeting, or the internet goes out in general), the body must take no further action on agenda items until access to the meeting is restored.
- When hearing and acting on agenda items, the body must make sure it allows members of the public enough time to make comments (in practice, this means the body should wait a minute or so each time it calls for public comment, to make sure anyone who wants to comment has time to unmute themselves and do so).
- All votes during the meeting must be taken by rollcall, and no secret ballots are permitted.
- The body must publicly report when an action is taken during the meeting, and how each member voted (or whether there were abstentions or absences) on that item.
- If the body wants to continue to meet remotely because the state of emergency remains ongoing or local/state officials continue to recommend social distancing measures,

after the first meeting the body must make certain findings by majority vote every 30 days for the duration of using this teleconference exception (i.e., adopt a resolution at each meeting to reconfirm that a state of emergency exists, or social distancing measures continue to be recommended, and so the body will continue to meet in person to protect the health and safety of attendees, as was the case for remote meetings during the COVID-19 pandemic).

3. Teleconferencing Rules for “Just Cause” or Personal Emergency

Under the recent AB 2449 amendments to the Brown Act (i.e., Government Code section 54953(f)), which take effect January 1, 2023, if one or more members of the body need to attend a meeting remotely for reasons consisting of an emergency or “just cause,” certain teleconference rules described in section 1 are relaxed or waived. To qualify for these relaxed rules, one of these situations must be present:

- A member has notified the body (at the earliest possible opportunity, up to the beginning of the meeting) that they have just cause for attending remotely. Just cause is specifically defined as (1) a childcare or caregiving need for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner; (2) a contagious illness; (3) a need related to a physical or mental disability for which the body cannot otherwise make a reasonable accommodation; or (4) travel while on official business for their agency or another state or local agency. A member may only rely on this remote attendance option for two meetings per calendar year.
- A member requests (at the earliest possible opportunity) to be allowed to participate remotely due to emergency circumstances, and the body takes action (at the earliest possible opportunity, including at the beginning of the meeting) to approve the request.
- Taken together, no member may use either the just cause or personal emergency remote attendance exceptions (or a combination thereof) to attend meetings remotely for more than 3 consecutive months, or 20% of the body’s regular meetings within a calendar year.

If one of these criteria is present, the body may use teleconferencing subject to these relaxed requirements:

- Comply with ordinary agenda-posting requirements (72 hours for a regular meeting, 24 hours for a special meeting), although the agenda does not need to identify each teleconference location, the members attending remotely do not need to post an agenda at each location, and the public does not need to be permitted to access and provide comments at each member’s remote location.
- At least a quorum of the members are participating in person from a single physical location clearly identified on the agenda (i.e., the body’s ordinary in-person meeting location), and the location is open to the public for in-person attendance.

- The body provides the public with either a two-way audiovisual attendance option (such as Zoom) or a two-way telephone conference line and a live webcast of the meeting (the key is the public must be able to access both audio and visual of the meeting).
- When a member has given notice of remote attendance prior to the agenda being published, the agenda must identify the ways in which the public can access and provide comments (in real time) at the meeting (in-person, by conference call or audiovisual platform, etc.)
- Any member attending remotely must do so by both audio and visual means (call-in only is not permitted).
- All votes during the meeting must be taken by rollcall, and no secret ballots are permitted.
- The body must publicly report when an action is taken during the meeting, and how each member voted (or whether there were abstentions or absences) on that item.
- Before any action is taken at the meeting, any member who is attending remotely due to just cause or an emergency must publicly disclose whether any individuals age 18 or older are present in that remote location with the member, and the general nature of the relationship (i.e., “my wife is also in the room with me”).

CONCLUSION

A public agency’s legislative body may opt to hold a full or partial teleconference meeting under any of the three scenarios described in this memorandum. Our office is available to advise on specific questions that may arise, including when the state of emergency, just cause, or personal emergency exemptions are available, and which agenda requirements apply in certain circumstances, so please do not hesitate to reach out with any questions or concerns.

JOSH NELSON
ANNE BRANHAM

6a. Draft 2023-24 Agency Budget



Meeting Date: February 2, 2023
Prepared By: Emily Vitas, Executive Director
Agenda Item: 6a. Draft 2024-23 Agency Budget

BOARD REQUEST:

Provide staff guidance on the first draft of the 2023-24 Agency Budget.

BACKGROUND:

2024-23 Budget Overview

Staff is recommending a 6.7% increase in budget over 2022-23 and will discuss proposed increases with the board. Staff is requesting feedback on budget items and a proposed revised member fee calculation.

Request to Revise Member Fee Structure

In 2022, staff introduced a proposed new member fee structure in an attempt to recognize the shift in the organization’s model that serves in a bigger way than the traditional employee count model. Because the new model was introduced in April, board members asked that staff return with this request earlier in the budgeting cycle for further consideration.

Staff is requesting that the board once again consider this revised fee structure. The revision would require that member agencies split a portion of the budget equally. A number of proposed calculations were considered when analyzing this shift. Based on meetings with Municipal Resource Group, the consultant that supported the Agency in its founding, a percentage split provides more consistency in budget planning while still recognizing the agency’s new strategic direction. Assigning 25% of the budget to all seven member agencies equally allows for a more equitable annual fee and support the agency’s shift with its recently approved strategic plan.

A draft budget that incorporates both models is included as an attachment.

Assumptions and Considerations

Agency Revenue

- Member fees will continue to fund agency operations, through the following counts:

| | |
|--|------|
| Nevada County | 48 |
| Placer County | 150 |
| Tahoe Forest Hospital District | 1278 |
| Tahoe Truckee Unified School District | 596 |
| Truckee Donner Public Utility District | 76 |
| Truckee Tahoe Airport District | 31 |
| Town of Truckee | 140 |

Salaries and Benefits

- Two full-time, fully benefitted staff members
- One part-time staff member, funded equally through TTWHA and the Workforce Housing Fund
- Employee benefits through TFHD are estimated at 42%

Programming / Other Professional Services

- Development of Public Land: Funds will be transferred from the Housing Reserve Fund to pursue development on the top-identified member owned parcels. Funds will be used to contract with an expert in land use / planning / development activities to work with the agency towards an RFP / RFPs for development.
- Programming: Home rental program: short-term and long-term
- Member Programming: For programs that are being administered for individual member agencies, such as Down Payment Assistance. Administration fees will be paid directly from the agencies benefitting from the services. These fees will be split between agency staff time and consultant supporting administration.

Expansion Related to the Strategic Plan

The creation of the 501c3 will fall as a separate budget item, with incubation funding being requested at the February 2, 2023 board meeting. Activities that fall under the structure of the 501c3 Workforce Housing Fund, once founded, will be funded through administrative fees tied to fund contributions. Staff is not requesting funds for 501c3 operations under this proposed budget.

SAMPLE MOTION/S:

This item is for board discussion only, no action is needed.

ATTACHMENTS:

Draft 2023-24 Agency Budget

6a. Attachment:
Draft 2023-24 Agency Budget

**Truckee Tahoe Workforce Housing Agency
2023-24 DRAFT Budget**

| Revenue | 2023-24 TTWHA Traditional | 2023-24 TTWHA Revised | 2022-23 Budget |
|--|--------------------------------------|----------------------------------|-----------------------|
| 2022-23 Contributions | \$ 430,000 | \$ 430,000 | \$ 400,000 |
| <i>Tahoe Forest Hospital District</i> | \$ 236,973 | \$193,105 | \$ 220,440 |
| <i>Tahoe Truckee Unified School District</i> | \$ 110,513 | \$98,260 | \$ 102,803 |
| <i>Placer County</i> | \$ 27,814 | \$36,235 | \$ 25,873 |
| <i>Town of Truckee</i> | \$ 25,959 | \$34,845 | \$ 24,148 |
| <i>Truckee Donner Public Utility District</i> | \$ 14,092 | \$25,944 | \$ 13,109 |
| <i>Nevada County</i> | \$ 8,900 | \$22,050 | \$ 8,279 |
| <i>Truckee Tahoe Airport District</i> | \$ 5,748 | \$19,686 | \$ 5,347 |
| Total Administrative Fees - Member Programming | \$ 21,500 | \$ 21,500 | |
| Total Reserve Fund Transfer (Development-related Activities) | \$ 60,000 | \$ 60,000 | |
| Total Revenue | \$ 511,500 | \$ 511,500 | \$ 400,000 |
| <i>Reserve Fund Balance 01/29/23</i> | \$ 336,611 | \$ 336,611 | |
| Expenses | 2023-24 TTWHA | 2023-24 TTWHA | 2022-23 Budget |
| 8000 Salaries & Benefits | | | |
| 8010 Wages | \$ 233,225 | \$ 233,225 | \$ 178,240 |
| 8010 Benefits | \$ 97,955 | \$ 97,955 | \$ 69,514 |
| 8015 Continuing Education | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| Total 8000 Salaries & Benefits | \$ 332,680 | \$ 332,680 | \$ 249,254 |
| 8100 Professional & Outsourced Svcs | | | |
| 8110 Accounting & Audit | \$ 25,000 | \$ 25,000 | \$ 20,000 |
| 8115 Website Design | \$ 2,500 | \$ 2,500 | \$ 2,500 |
| 8130 Legal | \$ 15,000 | \$ 15,000 | \$ 15,000 |
| 8150 Other Professional Services | \$ 110,000 | \$ 110,000 | \$ 95,000 |
| <i>Development on Public Land</i> | \$ 50,000 | \$ 50,000 | |
| <i>Programming</i> | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| <i>Member Programming</i> | \$ 10,000 | \$ 10,000 | |
| Total 8100 Professional & Outsourced Svcs | \$ 152,500 | \$ 152,500 | \$ 132,500 |
| 8200 Sales & Marketing Community Outreach | | | |
| Board Meetings and Workshops | \$ 1,000 | \$ 1,000 | |
| 8220 Community Engagement / Business Development | \$ 1,500 | \$ 1,500 | \$ 1,000 |
| 8250 Marketing | \$ 3,500 | \$ 3,500 | \$ 1,000 |
| Total 8200 Sales & Marketing Community Outreach | \$ 5,000 | \$ 5,000 | \$ 2,000 |
| 8400 Facility Costs | | | |
| 8410 Rent Expense | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| 8460 Telephone & Internet | \$ 750 | \$ 750 | \$ 500 |
| Total 8400 Facility Costs | \$ 3,750 | \$ 3,750 | \$ 3,500 |
| 8500 Other G&A | | | |
| 8510 Office Supplies | \$ 500 | \$ 500 | \$ 1,000 |
| 8540 Office Equipment (non cap) | \$ 1,500 | \$ 1,500 | \$ 1,000 |
| 8550 Software & Subscription Svcs | \$ 5,000 | \$ 5,000 | \$ 3,000 |
| 8560 Memberships & Dues | \$ 750 | \$ 750 | \$ 500 |
| 8600 Bank Service Charges | \$ 500 | \$ 500 | \$ 250 |
| 8620 Insurance Expense | \$ 7,500 | \$ 7,500 | \$ 6,500 |
| Total 8500 Other G&A | \$ 15,750 | \$ 15,750 | \$ 12,250 |
| Total Expenses | \$ 509,680 | \$ 509,680 | \$ 399,504 |
| Total Revenue | \$ 511,500 | \$ 511,500 | \$ 400,000 |
| Total Remaining Funds | \$ 1,821 | \$ 1,821 | \$ 496 |

6b. Draft Agency Work Plan



Meeting Date: February 2, 2023
Prepared By: Emily Vitas, Executive Director
Agenda Item: 6b. Draft Agency Work Plan

BOARD REQUEST:

Provide staff guidance on the first draft of the strategic plan execution work plan.

BACKGROUND:

The draft work plan has been developed to detail the execution of the 2023-27 agency strategic plan and determine staff and consultant needs for the 2023-24 fiscal year and beyond. Staff will introduce the plan to the board, with a focus on activities falling within Quarters 1 and 2 of 2023.

SAMPLE MOTION/S:

This item is for board discussion only, no action is needed.

ATTACHMENTS:

Draft Agency Work Plan

6b. Attachment:
Draft Agency Work Plan

Goal 4: Expand housing programs to serve more of the regional workforce

Targets served:

Serve 200 member and qualified employees per year, for a total of 1000 people served in 5 years

| Objectives | Strategies + Tactics | Q1 2023 | Q2 2023 | Q3 2023 | Q4 2023 | 2024 | 2025 | 2026 | 2027 | Lead | Support |
|--|---|---------|---------|---------|---------|------|------|------|------|-------------|-------------|
| Objective 1: Continue to operate TTWHA programs (See Tab 2: Housing Programs Work Plan) | Develop annual programs management plan | X | | | | | | | | TTWHA Staff | ED |
| | Conduct quarterly check-ins to assess successes and refine as needed | | | | | | | | | Ongoing | TTWHA Staff |
| | Work with member agencies and regional housing partners to identify additional programs | | | | | | | | | Ongoing | TTWHA Staff |
| Objective 2: Conduct community input to define future workforce housing needs and services | Conduct annual employee and community surveys to benchmark progress and assess need | | | X | | | | | | | TTWHA Staff |
| | Work with regional housing partners and community groups to identify needs | | X | X | | | | | | | TTWHA Staff |
| Objective 3: Create tiered systems and programs to serve an expanded market | Identify programs that would benefit from serving an expanded market | | | | | | | | | Ongoing | TTWHA Staff |
| | Launch an expanded rental program using the tiered system approach | X | | | | | | | | | TTWHA Staff |
| Objective 4: Explore fees for others benefitting from programs / services | Identify programs and services that serve the greater community while also generating additional revenue sources to support agency expansion and program administration | | | | | | | | | Ongoing | TTWHA Staff |

Goal 5: Influence state housing legislation through local coordination

Targets served:

Elevate and advocate for legislation that serves the housing needs of the middle income workforce

| Objectives | Strategies + Tactics | Q1 2023 | Q2 2023 | Q3 2023 | Q4 2023 | 2024 | 2025 | 2026 | 2027 | Lead | Support |
|---|---|---------|---------|---------|---------|------|------|------|------|------|-------------------|
| Objective 1: Work with local groups and member agency lobbyists to understand opportunities and challenges around funding for "middle-income" housing | Join the regional state housing advocacy group | X | | | | | | | | | TTWHA Staff |
| Objective 2: Partner with local groups to define a Workforce Housing Funding Platform | Incorporate member agency needs in state platform | | | | X | | | | | | TTWHA Staff |
| | Work with regional housing partners to define strategy to move platform forward | | | | X | | | | | | TTWHA Staff |
| | Leverage member lobbyists to move platform forward | | | | | X | | | | | TTWHA Staff Board |

7a. December 2022 Financial Statements and Budget Update



Meeting Date: February 2, 2023
Prepared By: Emily Vitas, Executive Director
Agenda Item: 7a. Receive 2022-23 Budget Update and Approve December 2022 Financial Statements

BOARD REQUEST:

Receive 6-month budget update for fiscal year 2022-23 and approve the December 2022 financials.

BACKGROUND:

Staff will review the first six months of the 2022-23 fiscal year budget with the board.

SAMPLE MOTION/S:

I move to approve the December 2022 financial statements as presented

ATTACHMENTS:

December 2022 Financial Statements

7a. Attachment:
December 2022 Financial Statements

Truckee Tahoe Workforce Housing Agency
Budget vs. Actuals: FY 2022_2023
 July - December, 2022

| | Dec 2022 | | | Total | | | FY 22-23 Budget |
|---|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| | Actual | Budget | Remaining | Actual | Budget | Remaining | |
| Income | | | | | | | |
| 6100 Contribution Revenue | | | | | | | |
| 6104 Government | | 0.00 | 0.00 | 400,001.00 | 400,000.00 | (1.00) | 400,000.00 |
| Total 6100 Contribution Revenue | 0.00 | 0.00 | 0.00 | 400,001.00 | 400,000.00 | (1.00) | 400,000.00 |
| Total Income | 0.00 | 0.00 | 0.00 | 400,001.00 | 400,000.00 | (1.00) | 400,000.00 |
| Gross Profit | 0.00 | 0.00 | 0.00 | 400,001.00 | 400,000.00 | (1.00) | 400,000.00 |
| Expenses | | | | | | | |
| 8000 Salaries & Benefits | | | | | | | |
| 8010 Wages and Benefits | 23,574.03 | 20,646.17 | (2,927.86) | 120,895.09 | 123,877.02 | 2,981.93 | 247,754.00 |
| 8015 Continuing Education | | 125.00 | 125.00 | 429.83 | 750.00 | 320.17 | 1,500.00 |
| Total 8000 Salaries & Benefits | 23,574.03 | 20,771.17 | (2,802.86) | 121,324.92 | 124,627.02 | 3,302.10 | 249,254.00 |
| 8100 Professional & Outsourced Svcs | | | | | | | |
| 8110 Accounting & Audit | 1,128.00 | 1,666.67 | 538.67 | 17,355.08 | 10,000.02 | (7,355.06) | 20,000.00 |
| 8115 Website Design | | 208.33 | 208.33 | 727.50 | 1,249.98 | 522.48 | 2,500.00 |
| 8130 Legal | 168.00 | 1,250.00 | 1,082.00 | 4,948.00 | 7,500.00 | 2,552.00 | 15,000.00 |
| 8150 Other Professional Services | | | | | | | |
| 8151 Housing Match | 2,242.00 | 4,166.67 | 1,924.67 | 10,496.29 | 24,999.98 | 14,503.69 | 50,000.00 |
| 8152 Strategic Planning | | 3,750.00 | 3,750.00 | 37,835.65 | 22,500.00 | (15,335.65) | 45,000.00 |
| Total 8150 Other Professional Services | 2,242.00 | 7,916.67 | 5,674.67 | 48,331.94 | 47,499.98 | (831.96) | 95,000.00 |
| Total 8100 Professional & Outsourced Svcs | 3,538.00 | 11,041.67 | 7,503.67 | 71,362.52 | 66,249.98 | (5,112.54) | 132,500.00 |
| 8200 Sales & Marketing_ Community Outreach | | | | | | | |
| 8220 Community Engagement / Business Development | | 83.33 | 83.33 | 849.04 | 499.98 | (349.06) | 1,000.00 |
| 8250 Other Sales & Marketing | | 83.33 | 83.33 | 1,362.06 | 499.98 | (862.08) | 1,000.00 |
| Total 8200 Sales & Marketing_ Community Outreach | 0.00 | 166.66 | 166.66 | 2,211.10 | 999.96 | (1,211.14) | 2,000.00 |
| 8400 Facility Costs | | | | | | | |
| 8410 Rent Expense | 873.48 | 250.00 | (623.48) | 1,310.22 | 1,500.00 | 189.78 | 3,000.00 |
| 8460 Telephone & Internet | 50.00 | 41.67 | (8.33) | 300.00 | 250.02 | (49.98) | 500.00 |
| Total 8400 Facility Costs | 923.48 | 291.67 | (631.81) | 1,610.22 | 1,750.02 | 139.80 | 3,500.00 |
| 8500 Other G&A | | | | | | | |
| 8510 Office Supplies | | 83.33 | 83.33 | 54.42 | 499.98 | 445.56 | 1,000.00 |
| 8540 Office Equipment (non cap) | | 83.33 | 83.33 | 515.26 | 499.98 | (15.28) | 1,000.00 |
| 8550 Software & Subscription Svcs | 269.50 | 250.00 | (19.50) | 1,997.30 | 1,500.00 | (497.30) | 3,000.00 |
| 8560 Dues & Subscriptions | 295.00 | 41.67 | (253.33) | 295.00 | 250.02 | (44.98) | 500.00 |
| 8600 Bank Service Charges | 15.95 | 20.83 | 4.88 | 95.70 | 124.98 | 29.28 | 250.00 |
| 8620 Insurance Expense | 355.20 | 541.67 | 186.47 | 3,381.20 | 3,250.02 | (131.18) | 6,500.00 |
| Total 8500 Other G&A | 935.65 | 1,020.83 | 85.18 | 6,338.88 | 6,124.98 | (213.90) | 12,250.00 |
| Total Expenses | 28,971.16 | 33,292.00 | 4,320.84 | 202,847.64 | 199,751.96 | (3,095.68) | 399,504.00 |
| Net Operating Income | (28,971.16) | (33,292.00) | (4,320.84) | 197,153.36 | 200,248.04 | 3,094.68 | 496.00 |
| Net Income | (28,971.16) | (33,292.00) | (4,320.84) | 197,153.36 | 200,248.04 | 3,094.68 | 496.00 |

Monday, Jan 23, 2023 08:33:28 AM GMT-8 - Accrual Basis

Truckee Tahoe Workforce Housing Agency
Balance Sheet
As of December 31, 2022

| | Total | |
|---|----------------------|-------------------------|
| | As of Dec 31, 2022 | As of Dec 31, 2021 (PY) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1001 US Bank Checking_6993 | \$ 213,895.02 | \$ 284,274.65 |
| 1002 US Bank Checking_6993_Excess Funds | \$ 336,611.84 | \$ 153,351.30 |
| Total 1001 US Bank Checking_6993 | \$ 550,506.86 | \$ 437,625.95 |
| 1072 Bill.com Money Out Clearing | \$ 0.00 | \$ 3,000.00 |
| Total Bank Accounts | \$ 550,506.86 | \$ 440,625.95 |
| Accounts Receivable | | |
| 2000 Accounts Receivable (A/R) | \$ 1,200.00 | \$ 58,102.22 |
| Total Accounts Receivable | \$ 1,200.00 | \$ 58,102.22 |
| Other Current Assets | | |
| 2600 Prepaid Expenses | \$ 3,878.09 | \$ 4,112.56 |
| 2601 Prepaid PUD Rent | \$ 2,400.00 | \$ 0.00 |
| 2900 Undeposited Funds | \$ 0.00 | \$ 0.00 |
| Total Other Current Assets | \$ 6,278.09 | \$ 4,112.56 |
| Total Current Assets | \$ 557,984.95 | \$ 502,840.73 |
| Other Assets | | |
| 3300 Deposits | \$ 1,000.00 | \$ 1,000.00 |
| Total Other Assets | \$ 1,000.00 | \$ 1,000.00 |
| TOTAL ASSETS | \$ 558,984.95 | \$ 503,840.73 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 4000 Accounts Payable (A/P) | \$ 24,480.55 | \$ 14,872.88 |
| Total Accounts Payable | \$ 24,480.55 | \$ 14,872.88 |
| Credit Cards | | |
| 4100 US Bank_Visa_7233 | \$ 739.31 | \$ 0.00 |
| Total Credit Cards | \$ 739.31 | \$ 0.00 |
| Other Current Liabilities | | |
| 4205 Other Current Liabilities | \$ 0.00 | \$ 0.00 |
| Total Other Current Liabilities | \$ 0.00 | \$ 0.00 |
| Total Current Liabilities | \$ 25,219.86 | \$ 14,872.88 |
| Total Liabilities | \$ 25,219.86 | \$ 14,872.88 |
| Equity | | |
| Retained Earnings | \$ 336,611.73 | \$ 97,469.30 |
| Net Income | \$ 197,153.36 | \$ 391,498.55 |
| Total Equity | \$ 533,765.09 | \$ 488,967.85 |
| TOTAL LIABILITIES AND EQUITY | \$ 558,984.95 | \$ 503,840.73 |

7b. Request to Utilize Reserve Funds for Workforce Housing Fund



Meeting Date: February 2, 2023
Prepared By: Emily Vitas, Executive Director
Agenda Item: 7b. Request to utilize reserve funds for founding of TTWHA Workforce Housing Fund

BOARD REQUEST:

Consider request to utilize \$40,000 in reserve funds for activities relating to the creation of the TTWHA Workforce Housing Fund.

BACKGROUND:

At the January 18, 2023 meeting, the TTWHA Board of Directors approved the agency's 2023-2027 strategic plan. Goal 1 of the strategic plan outlines the creation of new financial tools to pursue development, acquisition, and programs for the Truckee-Tahoe Workforce through a 501c3 housing fund structure. The housing fund will be managed by TTWHA but will be its own legal structure (501c3 nonprofit organization).

The new 501c3 structure will support a component of TTWHA's founding mission - to develop and acquire housing in the Truckee-Tahoe region that benefits its member agencies' employees. The 501c3 will also allow for service beyond the member base, to serve a greater qualified workforce, which could include the administration of housing programs that serve qualified workforce.

501c3 nonprofit exempt status is pursued through the submission of the Form 1023, the nonprofit certification application. This application outlines all the requirements to successfully submit to receive this status, including:

- An Employer ID Number
- Bylaws and Articles of Incorporation
- An acting Board of Directors
- A detailed narrative of proposed activities

Because of the nature of the Workforce Housing Fund proposed structure, TTWHA will also be required to file the guidelines tied to the fund's proposed operations and the revolving loan fund. These two sets of guidelines will form the structure of how the entity conducts its operations, and the commitments its funders are making to its proposed activities. TTWHA will also want to develop a development or fundraising plan that outlines its proposed financial structure, and where contributions will come from.

To develop this structure, including all the forms and guidelines referenced above, the agency will need to work with its legal team and accounting team, design new messaging and communications outlining this new capacity, and incur costs relating to filings.

Additionally, staff would like to contract with an expert in the nonprofit space to support creation of all documentation, the development / fundraising plan, and preparation for the final submission.

Staff is requesting the utilization of \$40,000 of reserve funds to begin these activities in early February, 2023, with the goal of application submission before end of fiscal year 2022-23.

SAMPLE MOTION/S:

I move to approve the utilization of <AMOUNT> from the TTWHA reserve fund to fund activities relating to the creation of the 501c3 Workforce Housing Fund.

ATTACHMENTS: Workforce Housing Fund Incubation Budget

7b. Attachment:
Workforce Housing Fund Incubation Budget

**Truckee Tahoe Workforce Housing Agency
Workforce Housing Fund 501c3 Incubation
02/02/2023-Founding**

| Revenue | 2023-24 TTWHA |
|---|----------------------|
| Reserve Fund Contribution | \$ 40,000 |
| <i>Reserve Fund 12/31/22</i> | \$ 336,611 |
| Expenses | 2023-24 TTWHA |
| Professional and Outsourced Services | |
| Consultant Services: Organization Creation and Implementation <i>Organization Guidelines</i> <i>Founding Documents</i> <i>Revolving Loan Fund Guidelines</i> | \$ 20,000 |
| Legal <i>Guidance on Org Structure</i> <i>IRS Form 1023 Support</i> | \$ 10,000 |
| Marketing and Communications <i>Housing Fund Webpage</i> <i>Educational / Fundraising Materials</i> | \$ 5,000 |
| Accounting | \$ 2,500 |
| Filing / Incorporation Fees | \$ 2,500 |
| Total Expenses | \$ 40,000 |