

4a. Minutes of the January 20, 2021 Board Meeting

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

January 20, 2021, 8:30am

1. CALL TO ORDER: 8:33am
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 December 16, 2020 Board Meeting
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
Ms Vitas provided an update on agency housing programs, regional housing programs and partner updates, and local development projects.
 - b. ‘Mancuso’ Property Acquisition – TFHD
Director Weis gave an update on the 5.5 acre parcel the Hospital District recently acquired. The property is zoned for multi-family housing and will be a part of the hospitals master planning discussions.
5. ITEMS FOR BOARD ACTION
 - a. Approval of 2021 Board of Director Positions
Motion to approve made by Director Poncelet. Seconded by Director Smith.
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None
 - b. Review and Possible Approval of Scope and Fee Estimate for the Member Agency Expansion Assessment
Board discussion ensued.
A motion to approve the estimate, with a not to exceed limit of \$16,000 to Municipal Resource Group, and not to exceed limit of 15 hours of attorney time, was made by Director Smith. Seconded by Director Ghysels.
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None

- c. Approval of Letter of Response to Nevada County, Placer County, and Town of Truckee Regarding Member Agency Expansion
Board discussion ensued. A request was made to meet with the requesting agencies to ensure all parties are under the same understanding for the activities we are engaging in, and the purpose of the membership expansion.
Motion to approve and distribute the letter was made by Director Poncelet. Seconded by Director Smith.
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None
 - d. Adoption of Resolution 2021-01: Conflict of Interest Code
Motion to approve made by Director Ghysels. Seconded by Director Poncelet.
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None
 - e. Review and Approval of Updated Agency Work Plan and Draft Housing Work Plan
Board discussion ensued. The board requested a report from Ms. Vitas that outlines the ad-hoc committees their staff may be asked to participate in, along with a timeline for each committee.
Motion to approve made by Director Smith. Seconded by Director Ghysels.
 - f. Authorization to Develop and Distribute a Request for Proposals for Mapping of Agency-owned Land
Board discussion ensued. Because a land mapping exercise was already executed by the Mountain Housing Council of Tahoe Truckee in 2018, the board supported the work being an update to the original exercise. Ms. Vitas will work with the original consultant to execute the land mapping update, specific to TTWHA member agency land. The board agreed to review and approval of the scope and fee electronically once received by the consultant.
Motion to approve made by Director Smith. Seconded by Director Poncelet.
6. DIRECTOR COMMENTS
Each Director provided a brief update on activities specific to their agencies.
 7. ADJOURN: 9:58
Motion to approve made by Director Poncelet. Seconded by Director Smith
Ayes: Smith, Ghysels, Weis, Poncelet
Noes: None

4b. December 2020 Financials

Truckee Tahoe Workforce Housing Agency
Budget v. Actual: FY 2020_2021
April - December, 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	66,083.43	76,950.00	10,866.57	128,250.00
Total 8000 Salaries & Benefits	\$ 66,083.43	\$ 76,950.00	\$ 10,866.57	\$ 128,250.00
8100 Professional & Outsourced Svcs				
8105 Staff Support		1,800.00	1,800.00	3,000.00
8110 Accounting & Audit	2,279.50	9,000.00	6,720.50	15,000.00
8115 Website Design	4,950.00	5,000.00	50.00	5,000.00
8130 Legal	18,914.00	20,046.70	1,132.70	25,000.00
8150 Other Professional Services	32,618.93	33,407.95	789.02	38,400.00
Total 8100 Professional & Outsourced Svcs	\$ 58,762.43	\$ 69,254.65	\$ 10,492.22	\$ 86,400.00
8200 Sales & Marketing_Community Outreach				
8210 Advertising & Promotion	3,098.50	6,349.16	3,250.66	10,250.00
8220 Community Engagement / Business Development		750.02	750.02	1,250.00
Total 8200 Sales & Marketing_Community Outreach	\$ 3,098.50	\$ 7,099.18	\$ 4,000.68	\$ 11,500.00
8400 Facility Costs				
8410 Rent Expense	476.30		(476.30)	0.00
8460 Telephone & Internet		120.02	120.02	200.00
Total 8400 Facility Costs	\$ 476.30	\$ 120.02	\$ (356.28)	\$ 200.00
8500 Other G&A				
8510 Office Supplies	204.38	300.02	95.64	500.00
8540 Office Equipment (non cap)		1,200.02	1,200.02	2,000.00
8550 Software & Subscription Svcs	701.70	930.02	228.32	1,550.00
8560 Dues & Subscriptions	379.00	495.00	116.00	825.00
8600 Bank Service Charges	79.00	180.00	101.00	300.00
8620 Insurance Expense	6,415.17	7,849.12	1,433.95	10,000.00
Total 8500 Other G&A	\$ 7,779.25	\$ 10,954.18	\$ 3,174.93	\$ 15,175.00
Total Expenses	\$ 136,199.91	\$ 164,378.03	\$ 28,178.12	\$ 241,525.00
Net Operating Income	\$ 163,800.09	\$ 135,621.97	\$ 28,178.12	\$ 58,475.00
Net Income	\$ 163,800.09	\$ 135,621.97	\$ 28,178.12	\$ 58,475.00

Note

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

Thursday, Jan 28, 2021 09:06:05 AM GMT-8 - Accrual Basis

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

	Total	
	As of Dec 31, 2020	As of Dec 31, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	171,862.30	
Total Bank Accounts	\$ 171,862.30	\$ 0.00
Total Current Assets	\$ 171,862.30	\$ 0.00
Other Assets		
3300 Deposits	1,000.00	
Total Other Assets	\$ 1,000.00	\$ 0.00
TOTAL ASSETS	\$ 172,862.30	\$ 0.00
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	9,062.21	
Total Accounts Payable	\$ 9,062.21	\$ 0.00
Credit Cards		
4100 US Bank_Visa_7233	0.00	
Total Credit Cards	\$ 0.00	\$ 0.00
Other Current Liabilities		
4205 Other Current Liabilities	0.00	
Total Other Current Liabilities	\$ 0.00	\$ 0.00
Total Current Liabilities	\$ 9,062.21	\$ 0.00
Total Liabilities	\$ 9,062.21	\$ 0.00
Equity		
Retained Earnings	254,082.68	
Net Income	(90,282.59)	
Total Equity	\$ 163,800.09	\$ 0.00
TOTAL LIABILITIES AND EQUITY	\$ 172,862.30	\$ 0.00

Thursday, Jan 28, 2021 09:06:54 AM GMT-8 - Accrual Basis

5a. Executive Director Report

Meeting Date: February 17, 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.

ACCOUNTING & FINANCE

We completed our first Special District Financial Transactions Report in January. This is the equivalent of filing our taxes as a Special District. Because of our limited fiscal activity in FY2020-21, the only requirement was the inclusion of balance sheet details from fiscal year end. Supporting Strategies was involved in the completion of the report, as was Kelly Woo at the Airport.

TTWHA HOUSING PROGRAMS

Housing Match Program with Landing Locals

There are currently 53 member agency employees, representing all four agencies (TFHD – 53, TTUSD – 13, TDPUD – 2, TTAD – 2), in the Landing pipeline. Of the eight current housing listings through Landing, four have member agency employees as final candidates (as of 2/11/21).

We have made 7 matches since July 1, 2020, averaging one housing match per month. Our goal for 2021 is 2 matches per month and we're hopeful the increase in listings that Landing is seeing will support this.

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: Project Director Interviews
Mountain Housing Council: Housing Funders Network
Presentation: Tahoe Sierra Board of Realtors

Heidi Allstead, Martis Fund – Monthly Check-in
Seana Doherty, Town of Truckee – Monthly Check-in
Kelley Moffatt, Donner Lake 6 Development
Shawna Purvines, Placer County – Monthly Check-in
Emily Setzer, Placer County – Monthly Check-in
Patrick Taylor, Alpine Corporation – Development + Master Leasing

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

- MHC has hired a new project director, Tara Zurado. She has worked in a number of environmental/animal protection nonprofits, as well as on a variety of housing-related legal issues, including foreclosure defense, eviction moratoriums, landlord-tenant matters, and more.
- Regional Housing Implementation Plan Efforts are underway.
- I am participating in the Regional Funders Network Tiger Team to better understand the projects coming down the pipeline, who is leading them, and what their barriers to success are. This group will also look at funding projects when opportunities that fit individual agencies' needs arise.

Placer County

- The Workforce Housing Preservation Program (deed restriction program) returns to the Board of Supervisors on February 16th for final review.
- Closed the first round of applications for Hopkins Village.

Town of Truckee

- Town Council unanimously approved an Accessory Dwelling Units (ADU) package aimed at accelerating both the production of new ADUs as well as bringing unpermitted units into compliance. The new Town ADU incentive package will include a menu of funding tools to help homeowners with some of the costs of permitting and building. The grants and loans will be available both for those building new units as well as those with existing unpermitted units. The grants and loans for new ADUs will be open for the next four years. For unpermitted units, incentives will only be available for a two-year timeframe. The incentive package will be available spring 2021.
- Leased seven homes to date through the Long-term Rental Incentive Program
- Working with the State on the vacant CHP site next to Bank of America in the Gateway Neighborhood in Truckee. The State has selected Pacific Group (Frishman Hollow developer) to build affordable housing on the site.

DEVELOPER CONNECTIONS AND PROJECT UPDATES

Updates and conversations since our previous board meeting.

Alpine Corporation

Alpine Corporation, led by Patrick Taylor have focused on workforce housing in the Tahoe Basin for nearly 20 years. They are working on two projects that will be of interest to our employees (details below). Patrick and I discussed both buying and master leasing a block of units, and he is open to both. I will check in with Patrick on a monthly basis and we will engage in a more formal conversation once he has permits and a development timeline established.

6731 North Lake Boulevard

20 market-rate units
11 workforce housing units at 120% AMI, deed restricted to locals
1, 2, 3 bedroom units
TBD whether units will be for lease or sale
Coming online in 2022

Dollar Point

24 workforce housing units, up to 205% AMI, deed restricted to locals
1, 2, 3 bedroom units
Underground parking
Breaking ground May, 2021
TTWHA Master leasing opportunity

Hopkins Village

Placer County closed their first round of applications. There are currently 15 qualified buyers approved to purchase once units come online. 5 of those applicants are member agency employees.

According to Dan Fraiman, the builder, 20 units will be constructed in 2021 and 20 units in 2022. Because of buyer interest the timeline for construction has been expedited.

5b. Member Agency Expansion Update Report

Meeting Date: February 17, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Member Agency Expansion Report

The member agency expansion analysis began on January 22 with a kick-off call between Ted Owens, Emily Vitas, and Mike Oliver and Craig Whittom with MRG. During the call, timelines and expectations for MRG's work were set.

On February 5, we held our first update call. In the two weeks preceding the call, Mike and Craig conducted research, engaged the attorney, Gregory Stepanicich, who helped found TTWHA, and developed a draft outline of the report they will present to the board. The report includes recommendations and considerations to aid the board's decision to welcome entitlement agencies as new members.

While these efforts are underway, we are also working to bring together staff members of our entitlement agencies to share with them our work, the scope and efforts with MRG, and ensure we have a common understanding of their goals and interests in joining TTWHA. We are hopeful a meeting will occur in the last week of February, pending availability of the eight proposed attendees.

6a. Draft Fiscal Year 2021-22 Budget

Meeting Date: February 17, 2021
 Prepared By: Emily Vitas, Executive Director
 Agenda Item: Discuss Draft Fiscal Year 2021-22 Budget

BOARD REQUEST:

Provide direction on development of the Fiscal Year 2021-22 agency budget.

BACKGROUND:

At the January 20, 2021 meeting of the Board of Directors, the board requested a draft budget by the March board meeting, to allow for member agency budgeting for Fiscal Year 2021-22. To allow for the presentation of a final draft budget to the board in March, there are a number of considerations to discuss.

Attached you will find three separate budget worksheets, as detailed below:

- FY2021-22 Budget – Founding Members Only
- FY2021-22 Budget – Founding Members + 1 New Member
- FY2021-22 Budget – Founding Members + 3 New Members

Please note that the draft budget worksheets are meant to engage the board in discussion to develop a direction in building the actual draft budget for the March 2021 board meeting. All numbers are subject to change.

Assumptions and Considerations When Reviewing Budgets

Agency Revenue

- Retained funds are not included in budget worksheets, though at this time there may be up to \$60,000 in 2020-21 retained funds (Dependent on development activities)
- Calculations are assuming new member fees will not subsidize founding member fees (this is up for discussion)
- New member fees are placeholders only, open to discussion
- Member fees for operations are calculated as a percentage of agency employees
- Member fees for housing are calculated as a percentage of services to date (how many employees have been served for each agency)
- Operations and housing activity estimates were made using the following data:

Operations			Housing		
Employer	# of Employees	% of Total Employees	Employer	# of Employees Served	% of Total Employees Served
TFHD	1200	0.63	TFHD	31	0.555
TTUSD	600	0.32	TTUSD	20	0.355
TDPUD	65	0.03	TDPUD	2	0.04
TTAD	35	0.02	TTAD	3	0.05
	1900	1.00		56	1.00

Agency Expenses

- Expenses that remain the same in both low and high categories are fairly static, having already been calculated to cover needs for 2021-22
- ED salary: Low = 20 hours/week, High = 32 hours/week
- ED salary: Salary in the low category is based on existing salary plus a 3% Cost of Living Adjustment, in line with TFHD employee increase

- Employee benefits through TFHD are estimated at 32% of gross salary, down from the estimated 52% in 2020-21
- Insurance increase will cover master leasing activities

Housing Program Expenses

- Development Activities: Expense to cover site studies and potential building renderings / designs
- Master Leasing: Expense to cover program start-up fees and unit service/management
- Housing Match Program: Expense to cover minimum program execution/fees and possible incentive program
- Employee Concierge: Expense to cover part-time contractor to manage concierge services and other housing-related administrative support
- Pathway to Ownership: Expense to cover programming
- All other housing programs will be covered by staff time

Staff is requesting board discussion and direction on the following items:

Agency Revenue

- Member Agency Fees: Consider calculating fees utilizing employee count and/or employees served
- Operations vs Housing: Consider keeping these activities separate when drafting the budget
- New Member Fees: Consider using new member fees to offset 2021-22 founding member fees
- New Member Fees: Consider inclusion of a fee to join and a fee to support housing activities
- Retained funds: Consider using retained funds to subsidize 2021-22 founding member fees

Agency Expenses

- Operations: Consider proposed operations expenses
- Payroll and Employee Benefits: Consider increase in Executive Director hours
- Housing Programs: Deliberate on funding low vs high estimates
 - To consider: the 'low' estimate would likely require a return to member agency boards to request additional funds when housing programs are developed and require funding. The 'high' estimate assumes funds will go in to a reserve and will be utilized upon board approval for housing-related activities
- Housing Programs / Payroll and Employee Benefits: Deliberate on part-time staff member for employee concierge program and housing support services in FY2021-22

ATTACHMENTS:

2021-22 Housing Work Plan

FY2021-22 Budget – Founding Members Only

FY2021-22 Budget – Founding Members + 1 New Member

FY2021-22 Budget – Founding Members + 3 New Members

TTWHA Housing Work Plan 2021-2025

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	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

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	July	Aug	Sept	Oct	Nov	Dec	
Development of Workforce Housing*	RFP: Land Mapping GIS / Analysis of Agency-owned Parcels	Land Mapping	Land Mapping	Land Mapping	RFP: Parcel Analysis	Parcel Analysis	Parcel Analysis	Parcel Analysis	Parcel Analysis	• Parcel Analysis • Community Engagement	Community Engagement	Site Identification	Site Identification
Master Leasing Program*			• Determine funding structure	• Determine funding structure • Develop rates/processes	• Determine funding structure • Develop rates/processes • Determine maintenance/service structure	• Develop rates/processes • Determine maintenance/service structure • Engage prop managers/developers	• Develop rates/processes • Determine maintenance/service structure • Engage prop managers/developers	• Develop rates/processes • Determine maintenance/service structure • Engage prop managers/developers	• Engage prop managers/developers	Program Execution			
Short-term Housing								• Member Agency Needs Assess / Funding Structure • Property Manager/ Developer Outreach	• Member Agency Needs Assess / Funding Structure • Property Manager/ Developer Outreach	Secure Properties	Secure leases	Short-term Leases Commencement	
Employee Concierge for Housing	Ongoing Offering: Website, Phone, Email Support		Development of Educational Materials		Website Upgrades					Increased capacity for program execution (New part-time hire or increase in ED hours)			
Housing Match	Existing Program (Services to Continue Through 2021)												
Pathway to Ownership				Realtor/Lender Partnerships	• Realtor/Lender Partnerships • Regional Programs: Website	• Realtor/Lender Partnerships • Financial Counseling • Financing Opportunities: Website	• Financial Counseling	• Financial Counseling	• Financial Counseling	• Financial Counseling	• Financial Counseling • Down Payment Assistance Program Dev	• Financial Counseling • Down Payment Assistance Program Dev	• Financial Counseling • Down Payment Assistance Program Dev
Existing Homeowner Support					• Lender Partnerships • Research		• Upgrade/Maint. Opportunities: Website • Rebate Programs: Website			Low-interest Home Refinance Opportunities			
Transit-related Incentives and Education*								• Member Agency Mtng • Research	• JPA transit partnership and offerings exploration • Regional Transit offerings: website				
Child-care Partnerships and Offerings*										• Member Agency Mtng • Research	• JPA partnership exploration • Regional child care offerings: website		
Reduce Insurance Barriers / Expenses*			• Member Agency Mtng • Research	• Member Agency Mtng • Research						Offerings available (Dependent on results of research/efforts)			

*Member-agency led - with staff support

Truckee Tahoe Workforce Housing Agency				
DRAFT				
2021-22 Budget				
07/01/2021 - 06/30/2022				
REVENUE: Without New Members				
	LOW		HIGH	
MEMBER FUNDING (60% Operations / 40% Housing)	Operations	Housing	Operations	Housing
Tahoe Forest Hospital District	\$110,526	\$15,263	\$138,947	\$116,550
Tahoe Truckee Unified School District	\$55,263	\$9,763	\$69,474	\$74,550
Truckee Tahoe Airport District	\$5,987	\$1,375	\$7,526	\$10,500
Truckee Donner Public Utility District	\$3,224	\$1,100	\$4,053	\$8,400
Total Member Funding	\$175,000	\$27,500	\$220,000	\$210,000
HOUSING PROGRAMS				
Leasing Activities				
Total Housing Programs				
TOTAL REVENUE	\$202,500		\$430,000	
EXPENSE				
PAYROLL AND EMPLOYEE BENEFITS	LOW		HIGH	
Executive Director		\$77,250		\$110,000
Employee Benefits		\$24,720		\$35,200
Training & Continuing Education		\$1,000		\$1,000
Total Payroll and Employee Benefits		\$102,970		\$146,200
OPERATING, GENERAL, AND ADMINISTRATIVE				
Insurance		\$10,000		\$10,000
Dues & Subscriptions		\$700		\$700
Office Equipment		\$1,000		\$1,000
Office Space		\$0		\$0
Office Phone		\$200		\$200
Office Supplies		\$750		\$750
Computer Software		\$2,200		\$2,200
Bank Service Charges		\$300		\$300
Total Operating, General, and Administrative		\$15,150		\$15,150
MARKETING + ADVERTISING / COMMUNITY OUTREACH				
Marketing and Advertising		\$3,500		\$3,500
Community Engagement / Business Development		\$1,000		\$1,000
Total Marketing+Advertising / Community Outreach		\$4,500		\$4,500
PROFESSIONAL SERVICES				
Accounting & Audit		\$25,000		\$25,000
Legal		\$25,000		\$25,000
Website		\$2,500		\$2,500
Total Professional Services		\$52,500		\$52,500
HOUSING PROGRAMS				
Development Activities		\$10,000		\$100,000
Master Leasing		\$0		\$15,000
Housing Match Program		\$15,000		\$75,000
Employee Concierge (Part-time Contractor)		\$0		\$15,000
Short-term Housing		\$0		\$0
Pathway to Ownership		\$2,500		\$5,000
Down Payment Assistance		\$0		\$0
Homeowner Support		\$0		\$0
Remove Barriers to Home Insurance Coverage		\$0		\$0
Total Housing Programs		\$27,500		\$210,000
NON-HOUSING PROGRAMS				
Transit		\$0		\$0
Child Care		\$0		\$0
TOTAL REVENUE	\$202,500		\$430,000	
TOTAL EXPENSE	\$198,120		\$428,350	
TOTAL REMAINING FUNDS	\$4,380		\$1,650	
ASSUMPTIONS				
Employee benefits through TFHD are estimated at 32% of gross salary				
Office space and phone provided by Tahoe Forest				
Computer Software				
Gsuite Email Operating System				\$500
Quickbooks				\$1,000
Adobe Acrobat				\$700
Dues & Subscriptions				
Truckee Chamber of Commerce				\$200
Others - TBD				\$500
Marketing + Advertising / Community Outreach				
Advertising				\$1,000
Marketing Materials (ad design, postcard mailers)				\$2,000
Business Cards				\$100
Website Domain				\$300

Truckee Tahoe Workforce Housing Agency				
DRAFT				
2021-22 Budget				
07/01/2021 - 06/30/2022				
REVENUE: With One New Member				
	LOW		HIGH	
MEMBER FUNDING (60% Operations / 40% Housing)	Operations	Housing	Operations	Housing
Tahoe Forest Hospital District	\$110,526	\$15,263	\$138,947	\$116,550
Tahoe Truckee Unified School District	\$55,263	\$9,763	\$69,474	\$74,550
Truckee Tahoe Airport District	\$5,987	\$1,375	\$7,526	\$10,500
Truckee Donner Public Utility District	\$3,224	\$1,100	\$4,053	\$8,400
Member 5	\$50,000	\$10,000	\$50,000	\$10,000
Total Member Funding	\$225,000	\$37,500	\$270,000	\$220,000
HOUSING PROGRAMS				
Leasing Activities				
Total Housing Programs				
TOTAL REVENUE	\$262,500		\$490,000	
EXPENSE				
PAYROLL AND EMPLOYEE BENEFITS	LOW		HIGH	
Executive Director		\$77,250		\$110,000
Employee Benefits		\$24,720		\$35,200
Training & Continuing Education		\$1,000		\$1,000
Total Payroll and Employee Benefits		\$102,970		\$146,200
OPERATING, GENERAL, AND ADMINISTRATIVE				
Insurance		\$10,000		\$10,000
Dues & Subscriptions		\$700		\$700
Office Equipment		\$1,000		\$1,000
Office Space		\$0		\$0
Office Phone		\$200		\$200
Office Supplies		\$750		\$750
Computer Software		\$2,200		\$2,200
Bank Service Charges		\$300		\$300
Total Operating, General, and Administrative		\$15,150		\$15,150
MARKETING + ADVERTISING / COMMUNITY OUTREACH				
Marketing and Advertising		\$3,500		\$3,500
Community Engagement / Business Development		\$1,000		\$1,000
Total Marketing+Advertising / Community Outreach		\$4,500		\$4,500
PROFESSIONAL SERVICES				
Accounting & Audit		\$25,000		\$25,000
Legal		\$25,000		\$25,000
Website		\$2,500		\$2,500
Total Professional Services		\$52,500		\$52,500
HOUSING PROGRAMS				
Development Activities		\$10,000		\$100,000
Master Leasing		\$0		\$15,000
Housing Match Program		\$15,000		\$75,000
Employee Concierge (Part-time Contractor)		\$0		\$15,000
Short-term Housing		\$0		\$0
Pathway to Ownership		\$2,500		\$5,000
Down Payment Assistance		\$0		\$0
Homeowner Support		\$0		\$0
Remove Barriers to Home Insurance Coverage		\$0		\$0
Total Housing Programs		\$27,500		\$210,000
NON-HOUSING PROGRAMS				
Transit		\$0		\$0
Child Care		\$0		\$0
TOTAL REVENUE		\$262,500		\$490,000
TOTAL EXPENSE		\$198,120		\$428,350
TOTAL REMAINING FUNDS		\$64,380		\$61,650
ASSUMPTIONS				
Employee benefits through TFHD are estimated at 32% of gross salary				
Office space and phone provided by Tahoe Forest				
Computer Software				
Gsuite Email Operating System				\$500
Quickbooks				\$1,000
Adobe Acrobat				\$700
Dues & Subscriptions				
Truckee Chamber of Commerce				\$200
Others - TBD				\$500
Marketing + Advertising / Community Outreach				
Advertising				\$1,000
Marketing Materials (ad design, postcard mailers)				\$2,000
Business Cards				\$100
Website Domain				\$300

Truckee Tahoe Workforce Housing Agency				
DRAFT				
2021-22 Budget				
07/01/2021 - 06/30/2022				
REVENUE: With Three New Members				
	LOW		HIGH	
MEMBER FUNDING (60% Operations / 40% Housing)	Operations	Housing	Operations	Housing
Tahoe Forest Hospital District	\$110,526	\$15,263	\$138,947	\$116,550
Tahoe Truckee Unified School District	\$55,263	\$9,763	\$69,474	\$74,550
Truckee Tahoe Airport District	\$5,987	\$1,375	\$7,526	\$10,500
Truckee Donner Public Utility District	\$3,224	\$1,100	\$4,053	\$8,400
Member 5	\$50,000	\$10,000	\$50,000	\$10,000
Member 6	\$50,000	\$10,000	\$50,000	\$10,000
Member 7	\$50,000	\$10,000	\$50,000	\$10,000
Total Member Funding	\$325,000	\$57,500	\$370,000	\$240,000
HOUSING PROGRAMS				
Leasing Activities				
Total Housing Programs				
TOTAL REVENUE	\$382,500		\$610,000	
EXPENSE				
PAYROLL AND EMPLOYEE BENEFITS	LOW		HIGH	
Executive Director		\$77,250		\$110,000
Employee Benefits		\$24,720		\$35,200
Training & Continuing Education		\$1,000		\$1,000
Total Payroll and Employee Benefits		\$102,970		\$146,200
OPERATING, GENERAL, AND ADMINISTRATIVE				
Insurance		\$10,000		\$10,000
Dues & Subscriptions		\$700		\$700
Office Equipment		\$1,000		\$1,000
Office Space		\$0		\$0
Office Phone		\$200		\$200
Office Supplies		\$750		\$750
Computer Software		\$2,200		\$2,200
Bank Service Charges		\$300		\$300
Total Operating, General, and Administrative		\$15,150		\$15,150
MARKETING + ADVERTISING / COMMUNITY OUTREACH				
Marketing and Advertising		\$3,500		\$3,500
Community Engagement / Business Development		\$1,000		\$1,000
Total Marketing+Advertising / Community Outreach		\$4,500		\$4,500
PROFESSIONAL SERVICES				
Accounting & Audit		\$25,000		\$25,000
Legal		\$25,000		\$25,000
Website		\$2,500		\$2,500
Total Professional Services		\$52,500		\$52,500
HOUSING PROGRAMS				
Development Activities		\$10,000		\$100,000
Master Leasing		\$0		\$15,000
Housing Match Program		\$15,000		\$75,000
Employee Concierge (Part-time Contractor)		\$0		\$15,000
Short-term Housing		\$0		\$0
Pathway to Ownership		\$2,500		\$5,000
Down Payment Assistance		\$0		\$0
Homeowner Support		\$0		\$0
Remove Barriers to Home Insurance Coverage		\$0		\$0
Total Housing Programs		\$27,500		\$210,000
NON-HOUSING PROGRAMS				
Transit		\$0		\$0
Child Care		\$0		\$0
TOTAL REVENUE		\$382,500		\$610,000
TOTAL EXPENSE		\$198,120		\$428,350
TOTAL REMAINING FUNDS		\$184,380		\$181,650
ASSUMPTIONS				
Employee benefits through TFHD are estimated at 32% of gross salary				
Office space and phone provided by Tahoe Forest				
Computer Software				
Gsuite Email Operating System				\$500
Quickbooks				\$1,000
Adobe Acrobat				\$700
Dues & Subscriptions				
Truckee Chamber of Commerce				\$200
Others - TBD				\$500
Marketing + Advertising / Community Outreach				
Advertising				\$1,000
Marketing Materials (ad design, postcard mailers)				\$2,000
Business Cards				\$100
Website Domain				\$300

7a. Land Mapping Exercise Scope and Draft Contract

Meeting Date: February 17, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Review and Possible Approval of Land Mapping Exercise Scope and Draft Contract

BOARD REQUEST:

Approve the scope of work and contract with Drew Jack for GIS services for the agency land mapping exercise.

BACKGROUND:

At the January 20, 2021 meeting of the Board of Directors, the Board approved moving forward with Drew Jack for Land Mapping services of Agency-owned land. Legal Counsel advised that we comply with the Agency's purchasing policy which states that, for all service-based activities, we will make a good faith effort to secure three proposals. Counsel also advised that electronic review and approval of the contractor's scope and fee would be in violation of the Brown Act. Because of this, we spent two weeks performing outreach to businesses that perform similar services to those being requested for this project, and are presenting the scope and fee we received at the February 17, 2021 board meeting.

Efforts to Secure Proposals

Truckee Donner Public Utility District – Unable to perform work - GIS expert recently left the agency
34North – Web, Data, GIS – Did not receive a call back
Drew Jack – Scope and fee attached

Mr. Jack's proposed fee is \$1,400 for the scope he has presented. He believes the work will require roughly 90 days.

Staff recommends the approval of Mr. Jack's attached scope and fee, with work to commence immediately upon contract execution.

ATTACHMENTS:

Scope and Fee from Drew Jack
Draft Contract for Services between TTWHA and Drew Jack

WORKPLAN AND PROPOSAL FOR GEOGRAPHICAL INFORMATION SYSTEMS (GIS) SERVICES

PROPOSAL SUMMARY: The Truckee Tahoe Workforce Housing Agency (TTWHA) will be evaluating proposed sites for workforce housing projects. Objectives of this work plan include locating, displaying, and describing member-owned parcels. Two specific tasks are described as part of this plan. The first task includes mapping of parcels owned by TTWHA members. The second task includes the creation of a matrix describing physical and developed characteristics of these parcels.

Task 1. Stakeholder Map

Map displaying political boundaries, parcel lines, roads, and other common map elements to show the location and approximate area of stakeholder parcels. Stakeholders will provide Assessor Parcel Numbers (APNs) for each parcel to be included within the map. Each Stakeholder's parcels will be symbolized using distinct colors. TTWHA will provide logos and fonts, if desired for map elements (Map Title, Legend Items, Additional Text).

Deliverables:

- 1 PDF Map scaled for large-format printing to display all stakeholder parcels; *6 hours*
- 4 PDF Maps scaled for large-format printing, each map will display a single agency's parcels; *6 hours*

Task 2. Matrix of Stakeholder Parcels

A matrix will be created containing each parcel with basic physical and built characteristics found within Assessor data and other definitive public data sources. Sources will include: EnviroStor (Hazardous materials) and Geotracker (under-ground storage tanks). Distance to closest amenities will also be indicated, if desired by client. Additionally, basic U.S. Census and American Community Survey (ACS) data will be included and will focus on criteria used by the state of California (Department of Housing and Community Development (HCD) and the California Tax Credit Allocation Committee (CTCAC) for opportunity sites (<https://www.treasurer.ca.gov/ctcac/opportunity.asp>).

Deliverables:

Summary Sheets containing Assessor data and physical topographical characteristics for priority parcels (varies based on available data); *16 hours*

Sheets shall at a minimum include:

- CTCAC Opportunity Map scores (derived from ACS and U.S. Census data at the block group level)
- assessed acreage
- zoning defined by jurisdiction
- average aspect across the parcel
- average slope across the parcel
- closest essential amenities (grocery, pharmacy, schools, doctors, hospitals)
- registered environmental hazards found within Geotracker and Envirostor
- current services, if available (access, sanitary sewer, electrical, water, gas)

Estimated Total Hours: 28 hours

Task 1. Twelve hours (12)

Task 2. Sixteen hours (16)

Estimated Cost for all Tasks: \$1,400

Task 1. \$600.00

Task 2. \$800.00

RATE SHEET

Cost is billed at an hourly rate at \$50.00/hr.

Estimated time for each deliverable is provided and includes contingency. Contract is based on hourly rate per hours needed to finish each task. Hours will only be billed if worked.

Contact:

Drew Jack, GISP

C: 814-598-9872

12387 Hillside Drive

Truckee, CA 96161

kcajwerd@gmail.com

**CONTRACT FOR SERVICES
BETWEEN TRUCKEE TAHOE WORKFORCE HOUSING AGENCY
AND (CONTRACTOR)**

This Agreement is made on February 17, 2021, between Truckee Tahoe Workforce Housing Agency (Client), and Drew Jack (Contractor), an independent contractor.

ARTICLE 1 -- TERM OF CONTRACT

1.01. This agreement will become effective on the date stated above, and will continue in effect until the work is completed, unless terminated earlier.

ARTICLE 2 -- SERVICES TO BE PERFORMED BY CONTRACTOR

Specific Services

2.01. Contractor agrees to perform the services specified in the Contractor's Proposal, dated January 27, 2021, and attached to this agreement and incorporated into this agreement by reference as Exhibit A. If there is any conflict or contradiction between the terms, conditions and provisions of this Contract for Services and the attached Exhibit A, the provisions of this Contract for Services shall prevail over any conflicting or contradictory terms in Exhibit A.

Method of Performing Services

2.02. Contractor will determine the method, details, and means of performing the above-described services.

Status of Contractor

2.03. Contractor enters into this agreement, and will remain throughout the term of the agreement, as an independent contractor. Contractor agrees that he is not and will not become an employee, partner, agent, or principal of Client while this agreement is in effect. Contractor agrees he is not entitled to the rights or benefits afforded to Client's employees, including disability or unemployment insurance, workers compensation, medical insurance, sick leave, or any other employment benefit. Contractor is responsible for providing, at his own expense, disability, unemployment, and other insurance, workers compensation, training, permits, and licenses for himself and for his employees and subcontractors.

Payment of Income Taxes

2.04. Contractor is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by Client to Contractor for services under this agreement. On request, Contractor will provide Client with proof of timely payment. Contractor agrees to indemnify Client for any claims, costs, losses, fees, penalties, interest, or damages suffered by Client resulting from Contractor's failure to comply with this provision.

Use of Employees or Subcontractors

2.05. Contractor may, at Contractor's own expense, use any employees or subcontractors as Contractor deems necessary to perform the services required of Contractor by this agreement. Client may not control, direct, or supervise Contractor's employees or subcontractors in the performance of those services.

ARTICLE 3 – COMPENSATION

3.01. Client agrees to pay Contractor according to the schedule of payments in Exhibit A.

Payment of Expenses

3.02. Contractor will be responsible for all expenses incurred in performing services under this agreement.

ARTICLE 4 -- OBLIGATIONS OF CONTRACTOR

Non-Exclusive Relationship

4.01. Contractor may represent, perform services for, and contract with as many additional clients, persons, or companies as Contractor, in his sole discretion, as he sees fit.

Time and Place of Performing Work

4.02. Contractor may perform the services under this agreement at any suitable time and location he chooses.

Tools, Materials, and Equipment

4.03. Contractor will supply all tools, materials, and equipment required to perform the services under this agreement.

Workers Compensation

4.04. Contractor agrees to provide workers compensation insurance for Contractors employees and agents and agrees to hold harmless and indemnify Client for any and all claims arising out of any injury, disability, or death of any of Contractors employees or agents.

Liability Insurance

4.05. Contractor agrees to maintain a policy of insurance in the minimum amount of \$ _____ to cover any negligent acts or omissions committed by Contractor or Contractors employees or agents during the performance of any duties under this agreement. Said policy shall name Client as an additional named insured and shall require at least 30 days prior written notice to Client of any cancellation or reduction in policy amounts. Contractor further agrees to indemnify and hold Client free and harmless from any and all claims arising from any such negligent act or omission.

Contractors Qualifications

4.06. Contractor represents that he has the qualifications and skills necessary to perform the services under this agreement in a competent, professional manner, without the advice or direction of Client. This means Contractor is able to fulfill the requirements of this agreement. Failure to perform all the services required under this agreement constitutes a material breach of the agreement. Contractor has complete and sole discretion for the manner in which the work under this agreement will be performed.

Indemnity

4.07. Contractor agrees to indemnify, defend, and hold Client free and harmless from all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys fees, and costs, that Client may incur as a result of a breach by Contractor of any representation or agreement contained in this agreement.

Assignment

4.08. Neither this agreement nor any duties or obligations under this agreement may be assigned by Contractor without the prior written consent of Client.

ARTICLE 5.-- OBLIGATIONS OF CLIENT

Cooperation of Client

5.01. Client agrees to comply with all reasonable requests of Contractor and provide access to all documents reasonably necessary to the performance of Contractors duties under this agreement.

Assignment

5.02. Neither this agreement nor any duties or obligations under this agreement may be assigned by Client without the prior written consent of Contractor.

ARTICLE 6 -- TERMINATION OF AGREEMENT

Termination on Notice

6.01. Notwithstanding any other provision of this agreement, either party may terminate this agreement at any time by giving 30 days written notice to the other party. Unless otherwise terminated as provided in this agreement, this agreement will continue in force until the services provided for in this agreement have been fully and completely performed.

Termination on Occurrence of Stated Events

6.02. This agreement will terminate automatically on the occurrence of any of the following events:

- (a) Bankruptcy or insolvency of either party.
- (b) Sale of the business of either party.
- (c) Death of Contractor

- (d) Assignment of this agreement by either party without the consent of the other party.

Termination for Default

6.03. If either party defaults in the performance of this agreement or materially breaches any of its provisions, the non-breaching party may terminate this agreement by giving written notification to the breaching party. Termination will take effect immediately on receipt of notice by the breaching party or five days after mailing of notice, whichever occurs first. For the purposes of this paragraph, material breach of this agreement includes, but is not limited to, the following:

- (a) Client's failure to pay Contractor any compensation due within 30 days after written demand for payment.
- (b) Contractor's failure to complete the services specified in the Description of Services.
- (c) Contractor's material breach of any representation or agreement contained in Paragraph 4.07.
- (d) Client's material breach of any representation or agreement contained in this Agreement.

ARTICLE 7 -- PROPRIETARY RIGHTS

New Developments

7.01. Contractor agrees that all designs, plans, reports, specifications, drawings, inventions, processes, and other information or items produced by Contractor while performing services under this agreement will be assigned to Client as the sole and exclusive property of Client and Client's assigns, nominees, and successors, as will any copyrights, patents, or trademarks obtained by Contractor while performing services under this agreement. On request and at Client's expense, Contractor agrees to help Client obtain patents and copyrights for any new developments. This includes providing data, plans, specifications, descriptions, documentation, and other information, as well as assisting Client in completing any required application or registration.

Confidential Information

7.02. Any written, printed, graphic, or electronically or magnetically recorded information furnished by Client for Contractor's use are the sole property of Client. Subject to the provisions of the California Public Records Act, Contractor will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with Client's approval, and only to the extent necessary to perform the services under this agreement. This prohibition also applies to Contractor's employees, agents, and subcontractors. On termination of this agreement, Contractor will return any confidential information in his possession to Client.

ARTICLE 8 -- GENERAL PROVISIONS

Notices

8.01. Any notices required to be given under this agreement by either party to the other may be affected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the parties at the addresses appearing in the introductory paragraph of this agreement, but each party may change the address by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the third day after mailing.

Entire Agreement of the Parties

8.02. This agreement, including Exhibit A, supersedes any and all agreements, either oral or written, between the parties with respect to the rendering of services by Contractor for Client and contains all of the representations, covenants, and agreements between the parties with respect to the rendering of those services. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not contained in this agreement, and that no other agreement, statement, or promise not contained in this agreement will be valid or binding. Any modification of this agreement will be effective only if it is in a writing signed by the party to be charged.

Partial Invalidity

8.03. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

Payment of Moneys Due Deceased Contractor

8.04. If Contractor dies before completing the services under this agreement, any moneys due Contractor from Client under this agreement as of the date of death will be paid to the Contractor's executors, administrators, heirs, personal representatives, successors, and assigns.

Attorney Fees

8.05. If any legal action, including an action for declaratory relief and any matter submitted to arbitration, is brought to enforce or interpret the provisions of this agreement, the prevailing party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

Governing Law

8.06. This agreement will be governed by and construed in accordance with the laws of the State of California.

Executed at Truckee, California, on the date opposite each party's signature.

CLIENT

Truckee Tahoe Workforce Housing Agency, by

Date: _____

Executive Director

CONTRACTOR

Date: _____

[typed name and title]