

## 6a. Draft Minutes of the February 2, 2023 Board Meeting



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

**February 2, 2023, 8:30am**

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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 Carmen Ghysels, Tahoe Truckee Unified School District  
Director Hilary Hobbs, Town of Truckee  
Director Steven Poncelet, Truckee Donner Public Utility District  
Director Lauren Tapia, Truckee Tahoe Airport District

Absent: Director Alison Lehman, Nevada County  
Director Jen Callaway, Town of Truckee  
Director Shawna Purvines, Placer County

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

Others Present: Nick Martin, Placer County  
Emily Setzer, Placer County

2. APPROVAL OF AGENDA

No changes requested.

3. PUBLIC COMMENT

No public comment.

4. CONSENT ITEMS

- a. Remote Meeting Agreement
- b. Draft Minutes of the January 18, 2023 Board Meeting

No public comment.

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

Ayes: Director Ghysels, Director Hobbs, Director Tapia, Director Wright, Director Weis.

Noes: None

5. ITEMS FOR BOARD INFORMATION

- a. Brown Act Teleconferencing Guidance  
Ms. Vitas presented the updated guidance for teleconferencing, in compliance with the Brown Act.

6. ITEMS FOR BOARD DISCUSSION

- a. Discuss Draft 2023-24 Agency Budget  
The board provided feedback on the proposed 2023-24 agency budget.
- b. Discuss Draft Agency Work Plan  
The board received a report from staff on the 2023 agency work plan.

7. ITEMS FOR BOARD APPROVAL

- a. Approve December 2022 financial statements and receive fiscal year budget update  
Ms. Vitas provided a 6-month update on the agency's financials.

No public comment.

A motion to approve the financials as presented was made by Director Ghysels and seconded by Director Hobbs.

Ayes: Director Ghysels, Director Hobbs, Director Tapia, Director Wright, Director Weis.

Noes: None

8. Consider request to utilize reserve funds for Workforce Housing Fund

Ms. Vitas presented a budget for formation of the 501c3 Workforce Housing Fund, utilizing TTWHA reserve funds. The board requested that the reserve funds be replenished through the 501c3 once the organization is formed and funded.

No public comment.

A motion to approve the financials as presented was made by Director Ghysels and seconded by Director Hobbs.

Ayes: Director Ghysels, Director Hobbs, Director Tapia, Director Wright, Director Weis.

Noes: None

9. DIRECTOR COMMENTS

10. ADJOURN: 9:50am

A motion to adjourn was made by Director Tapia.

6b. January 2023 Financial Statements





**Truckee Tahoe Workforce Housing Agency**  
**Budget vs. Actuals: FY 2022\_2023**  
 July 2022 - January 2023

	Jan 2023			Total			FY 22-23 Budget
	Actual	Budget	Remaining	Actual	Budget	Remaining	
<b>Income</b>							
6100 Contribution Revenue							
6104 Government		0.00	0.00	400,001.00	400,000.00	(1.00)	400,000.00
<b>Total 6100 Contribution Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,001.00</b>	<b>400,000.00</b>	<b>(1.00)</b>	<b>400,000.00</b>
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,001.00</b>	<b>400,000.00</b>	<b>(1.00)</b>	<b>400,000.00</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,001.00</b>	<b>400,000.00</b>	<b>(1.00)</b>	<b>400,000.00</b>
<b>Expenses</b>							
8000 Salaries & Benefits							
8010 Wages and Benefits	20,281.48	20,646.17	364.69	141,176.57	144,523.19	3,346.62	247,754.00
8015 Continuing Education		125.00	125.00	429.83	875.00	445.17	1,500.00
<b>Total 8000 Salaries &amp; Benefits</b>	<b>20,281.48</b>	<b>20,771.17</b>	<b>489.69</b>	<b>141,606.40</b>	<b>145,398.19</b>	<b>3,791.79</b>	<b>249,254.00</b>
8100 Professional & Outsourced Svcs							
8110 Accounting & Audit	1,869.90	1,666.67	(203.23)	19,224.98	11,666.69	(7,558.29)	20,000.00
8115 Website Design		208.33	208.33	727.50	1,458.31	730.81	2,500.00
8130 Legal	84.00	1,250.00	1,166.00	5,032.00	8,750.00	3,718.00	15,000.00
8150 Other Professional Services							
8151 Housing Match	2,942.00	4,166.67	1,224.67	13,438.29	29,166.65	15,728.36	50,000.00
8152 Strategic Planning		3,750.00	3,750.00	41,290.65	26,250.00	(15,040.65)	45,000.00
<b>Total 8150 Other Professional Services</b>	<b>2,942.00</b>	<b>7,916.67</b>	<b>4,974.67</b>	<b>54,728.94</b>	<b>55,416.65</b>	<b>687.71</b>	<b>95,000.00</b>
<b>Total 8100 Professional &amp; Outsourced Svcs</b>	<b>4,895.90</b>	<b>11,041.67</b>	<b>6,145.77</b>	<b>79,713.42</b>	<b>77,291.65</b>	<b>(2,421.77)</b>	<b>132,500.00</b>
8200 Sales & Marketing_Community Outreach							
8220 Community Engagement / Business Development	72.75	83.33	10.58	921.79	583.31	(338.48)	1,000.00
8250 Other Sales & Marketing		83.33	83.33	1,373.06	583.31	(789.75)	1,000.00
<b>Total 8200 Sales &amp; Marketing_Community Outreach</b>	<b>72.75</b>	<b>166.66</b>	<b>93.91</b>	<b>2,294.85</b>	<b>1,166.62</b>	<b>(1,128.23)</b>	<b>2,000.00</b>
8400 Facility Costs							
8410 Rent Expense	530.37	250.00	(280.37)	1,840.59	1,750.00	(90.59)	3,000.00
8460 Telephone & Internet	50.00	41.67	(8.33)	360.00	291.69	(68.31)	500.00
<b>Total 8400 Facility Costs</b>	<b>580.37</b>	<b>291.67</b>	<b>(288.70)</b>	<b>2,200.59</b>	<b>2,041.69</b>	<b>(158.90)</b>	<b>3,500.00</b>
8500 Other G&A							
8510 Office Supplies	89.83	83.33	(6.50)	144.25	583.31	439.06	1,000.00
8540 Office Equipment (non cap)		83.33	83.33	515.26	583.31	68.05	1,000.00
8550 Software & Subscription Svcs	510.98	250.00	(260.98)	2,525.78	1,750.00	(775.78)	3,000.00
8560 Dues & Subscriptions		41.67	41.67	295.00	291.69	(3.31)	500.00
8600 Bank Service Charges	15.95	20.83	4.88	111.65	145.81	34.16	250.00
8620 Insurance Expense	355.20	541.67	186.47	3,736.40	3,791.69	55.29	6,500.00
<b>Total 8500 Other G&amp;A</b>	<b>971.96</b>	<b>1,020.83</b>	<b>48.87</b>	<b>7,328.34</b>	<b>7,145.81</b>	<b>(182.53)</b>	<b>12,250.00</b>
<b>Total Expenses</b>	<b>26,802.46</b>	<b>33,292.00</b>	<b>6,489.54</b>	<b>233,143.60</b>	<b>233,043.96</b>	<b>(99.64)</b>	<b>399,504.00</b>
<b>Net Operating Income</b>	<b>(26,802.46)</b>	<b>(33,292.00)</b>	<b>(6,489.54)</b>	<b>166,857.40</b>	<b>166,956.04</b>	<b>98.64</b>	<b>496.00</b>
<b>Net Income</b>	<b>(26,802.46)</b>	<b>(33,292.00)</b>	<b>(6,489.54)</b>	<b>166,857.40</b>	<b>166,956.04</b>	<b>98.64</b>	<b>496.00</b>

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**Truckee Tahoe Workforce Housing Agency**  
**Balance Sheet**  
As of January 31, 2023

	Total	
	As of Jan 31, 2023	As of Jan 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	\$ 187,426.79	\$ 284,386.37
1002 US Bank Checking_6993_Excess Funds	\$ 336,611.84	\$ 172,661.30
<b>Total 1001 US Bank Checking_6993</b>	<b>\$ 524,038.63</b>	<b>\$ 457,047.67</b>
1072 Bill.com Money Out Clearing	\$ 0.00	\$ 0.00
<b>Total Bank Accounts</b>	<b>\$ 524,038.63</b>	<b>\$ 457,047.67</b>
Accounts Receivable		
2000 Accounts Receivable (A/R)	\$ 2,400.00	\$ 23,297.59
<b>Total Accounts Receivable</b>	<b>\$ 2,400.00</b>	<b>\$ 23,297.59</b>
Other Current Assets		
2600 Prepaid Expenses	\$ 3,304.52	\$ 3,499.92
2601 Prepaid PUD Rent	\$ 0.00	\$ 0.00
2900 Undeposited Funds	\$ (2,400)	\$ 0.00
<b>Total Other Current Assets</b>	<b>\$ 904.52</b>	<b>\$ 3,499.92</b>
<b>Total Current Assets</b>	<b>\$ 527,343.15</b>	<b>\$ 483,845.18</b>
Other Assets		
3300 Deposits	\$ 1,000.00	\$ 1,000.00
<b>Total Other Assets</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 528,343.15</b>	<b>\$ 484,845.18</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	\$ 23,842.21	\$ 12,626.28
<b>Total Accounts Payable</b>	<b>\$ 23,842.21</b>	<b>\$ 12,626.28</b>
Credit Cards		
4100 US Bank_Visa_7233	\$ 1,031.81	\$ 9.99
<b>Total Credit Cards</b>	<b>\$ 1,031.81</b>	<b>\$ 9.99</b>
Other Current Liabilities		
4205 Other Current Liabilities	\$ 0.00	\$ 0.00
<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 24,874.02</b>	<b>\$ 12,636.27</b>
<b>Total Liabilities</b>	<b>\$ 24,874.02</b>	<b>\$ 12,636.27</b>
Equity		
Retained Earnings	\$ 336,611.73	\$ 97,469.30
Net Income	\$ 166,857.40	\$ 374,739.61
<b>Total Equity</b>	<b>\$ 503,469.13</b>	<b>\$ 472,208.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 528,343.15</b>	<b>\$ 484,845.18</b>

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## 7a. Regional Housing Partner Updates



Meeting Date: March 2, 2023  
Prepared By: Emily Vitas, Executive Director  
Subject: 7a. Report-out: Regional Housing Partner Update

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**BOARD REQUEST:**

Receive reports from Nevada County, Placer County, and the Town of Truckee on housing activities specific to their agencies. Staff will provide an update on the activities of the Mountain Housing Council.

**BACKGROUND:**

This is a monthly item, in which our jurisdictional partners will provide verbal updates on housing activities to board and staff.

**ATTACHMENTS:**

None

## 7b. Executive Director Report



Report Date: March 2, 2023  
Prepared By: Emily Vitas, Executive Director  
Agenda Item: 7b. Executive Director Report

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## AGENCY OPERATIONS

### **TTWHA Strategic Plan - Workforce Housing Fund Formation**

The Agency issued a Press Release on February 9 announcing the new TTWHA Strategic Plan. We have seen announcements in various regional publications, including Sierra Sun and through member agency communications. Staff is working with Moonshine Ink on an article highlighting regional housing solutions. There have been many inquiries from businesses and local residents regarding the changes, and staff have begun compiling pipelines of interested partners and individuals.

Staff issued a Request for Proposals (RFP) on February 15 seeking a nonprofit consultant to support the formation of the Workforce Housing Fund. The consultant will support staff in the creation of all materials required to form the Fund and submit the 501c3 application to the IRS. We have received a number of inquiries in response to the RFP. Proposals are due Friday, March 3.

## TTWHA HOUSING PROGRAM AND PROJECT UPDATES

### **Housing Acquisition**

Staff and member agency representatives are pursuing a housing acquisition opportunity in Truckee and will discuss the opportunity with the board at the March 2, 2023 board meeting.

### **Unlocking Existing Housing**

Long-term Rental Program – [our home listings page can be viewed here.](#)

Rental home openings have slowed during the winter season, which is typical for December – March. We continue to average one home placement per month.

2022-23 Program Budget	Total Placements, all-time: 24
Approved budget: \$33,000	Total Placements, 2022-23: 11
Advertising expense: \$2,500	
Homeowner incentives: \$20,877	
Background checks: \$304	
Remaining budget: \$9,319	

### **Home Purchase Navigation**

#### Home Purchase Navigation

We have seen a significant increase in community interest around home purchase education since the formal launch of our Home Purchase Navigation offering. Since its formal launch in January 2023 we have helped 6 employees pursue home purchase.

#### Tahoe Forest Home Purchase Assistance Program

We have closed our first loan through the Hospital's Home Purchase Assistance Program. To administer this program, we have brought a loan officer on to process loans and have secured software to service them. The Hospital contributes a per-loan administrative fee to manage this program.

Staff is working on an outline for other member agencies and businesses to consider this opportunity.

### **Hobarts Mill Development Opportunity**

In partnership with Nevada County, we are moving forward on a development opportunity on USFS-owned land at the Hobarts Mill Work Site on Highway 89. Through a proposed public-private partnership we have engaged a developer who is currently drafting a master plan for consideration. The draft plan will be presented to USFS officials in March for consideration and refinement.

### **TTWHA Development Consultant**

Staff will soon prepare an RFP for a Development Consultant to help pursue workforce housing on publicly-owned land. This consultant will work with the Agency to progress planning on the top four sites identified through the strategic planning process, including the USFS Hobarts Mill site, the TTUSD Kingswood parcel, a PUD parcel in Truckee, and a Placer County parcel in Kings Beach. The proposal will be issued in April with a proposed July 1 start.

## **MEMBER AND COMMUNITY OUTREACH**

### **Nevada County Board of Supervisors Workshop – January 27**

I participated on a workforce housing panel at the January 27 Nevada County Board of Supervisors annual planning workshop. The discussion included affordable housing efforts in Western County, middle income workforce considerations, an introduction to TTWHA and our strategic plan, and recommendations for Western County middle income workforce housing solutions. We have engaged with County staff twice since that meeting to support their Western County efforts and refine our Eastern County partnership.

At the January 27 meeting, the Board of Supervisors voted to support the Workforce Housing Fund with a \$600,000 commitment.

### **Mountain Housing Council Presentation – January 27**

I presented the new Strategic Plan to the Mountain Housing Council, updating attendees on our new financial and organization structures. In response to my presentation, I've received four inquiries from business owners looking for ways to participate in our model.

### **Placer County – North Tahoe Community Alliance Joint Meeting – February 15**

I presented the strategic plan to attendees of the February 15 Joint Meeting, where officials and committee members discussed North Tahoe community needs and solutions. This presentation was in collaboration with the Town of Truckee, Placer County, and the Housing Hub/North Tahoe Community Alliance (NTCA) to provide an update on regional housing solutions and capacities to Placer County staff and officials, and NTCA staff and committees.

## **ATTACHMENTS**

TTWHA Strategic Plan Press Release

7b. Attachment:  
Agency Expansion Press Release



## **Truckee Tahoe Workforce Housing Agency Introduces Bold Plan to Grow Housing Solutions for Regional Workforce**

February 9, 2023, Truckee, CA---The Truckee Tahoe Workforce Housing Agency Board of Directors approved a five-year strategic plan on January 18, 2023. The Plan sets forth a bold roadmap to expand services, programs, and funding for housing the local workforce.

Truckee Tahoe Workforce Housing Agency (TTWHA) is a new joint powers authority formed in 2020 by four public agencies to address the housing needs of their employees. Today, the Agency has grown to include seven public agencies including Nevada County, Placer County, Tahoe Forest Hospital District, Tahoe Truckee Unified School District, Truckee Donner Public Utility District, Truckee Tahoe Airport District, and the Town of Truckee.

In 2022, recognizing the regions' growing housing needs, the Agency determined that the founding mission, to serve the employees of its member agencies, needed to expand in order to better serve the entire community.

"We care deeply about the region's rapidly growing housing challenges. Our 2023 Strategic Plan outlines a framework that includes six targets, goals, and objectives to help us pursue housing solutions for our Truckee-Tahoe community. We hope to make a material improvement in workforce housing in the years to come," stated Harry Weis, CEO of Tahoe Forest Hospital District and TTWHA Board Chair.

Currently, TTWHA provides housing services to member agency employees including general housing education, programs to access rental homes, home purchase navigation and assistance, and other activities to increase the inventory of available units. The new strategic direction will include expanded programs to serve a greater workforce, an acquisition program to preserve existing workforce housing, as well as development pursuits focused on creating middle-income housing.

"Our seven public member agencies all have different missions and legal frameworks for how they can allocate funding, but at the end of the day we are all committed to housing. The Agency offers us a pathway to come together and work on these solutions creatively as partners," said Brian Wright, General Manager for the Truckee Donner Public Utility District and TTWHA Board Member.

As part of the Agency expansion outlined in the strategic plan, a new nonprofit workforce housing fund is being created to combine public and private dollars to create financial tools for local housing programs and projects. The goal is to raise \$10 million in public contributions in its first five years and unlock matching private funds to increase housing opportunities and capacity in the region.

To view the new agency strategic plan, visit [www.ttjpa.org/about-us](http://www.ttjpa.org/about-us)

To learn more about Truckee Tahoe Workforce Housing Agency, including ways to partner through the new Housing Fund, contact Emily Vitas, Executive Director, at [emily@ttjpa.org](mailto:emily@ttjpa.org).

## 8a. Proposed Acquisition of Real Property



Meeting Date: March 2, 2023  
Prepared By: Emily Vitas, Executive Director  
Subject: 8a. Discuss Proposed Acquisition of Real Property

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**BOARD REQUEST:**

As a continuation of the scheduled closed session, this time will be allotted for additional discussion relating to the proposed acquisition of real property in Truckee, CA.

**BACKGROUND:**

This item is a continuation of Item 4a.

**ATTACHMENTS:**

None

9a. 2023-24 Agency Budget



Meeting Date: March 2, 2023  
 Prepared By: Emily Vitas, Executive Director  
 Agenda Item: 9a. Consider Approval of 2023-24 Agency Budget

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**BOARD REQUEST:**

Approve 2023-24 agency budget, as proposed by staff.

**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 2023-24 budgeting cycle for further consideration.

Staff is requesting that the board once again consider this revised fee structure. The revision would require member agencies to contribute a \$15,000 operational fee each year (roughly 25% of the budget, or the component of the budget outside staff and consultant fees). The budget beyond the operational fee will continue to be calculated based on annual employee counts. Assigning a component of the budget to all seven member agencies equally recognizes the agency’s shift to more significant, all-serving solutions.

<b>2023-24 Member Fees</b>	<b>Budget Traditional</b>	<b>Employee Count Fee</b>	<b>Operations Fee</b>	<b>2023-24 Fee</b>	<b>Delta</b>
Tahoe Forest Hospital District	\$236,973	\$179,107	\$15,000	<b>\$194,107</b>	\$42,865
Tahoe Truckee Unified School District	\$110,513	\$83,527	\$15,000	<b>\$98,527</b>	\$11,986
Placer County	\$27,814	\$21,022	\$15,000	<b>\$36,022</b>	(\$8,208)
Town of Truckee	\$25,959	\$19,621	\$15,000	<b>\$34,621</b>	(\$8,661)
Truckee Donner Public Utility District	\$14,092	\$10,651	\$15,000	<b>\$25,651</b>	(\$11,559)
Nevada County	\$8,900	\$6,727	\$15,000	<b>\$21,727</b>	(\$12,827)
Truckee Tahoe Airport District	\$5,748	\$4,345	\$15,000	<b>\$19,345</b>	(\$13,596)
Total All-agency Funding	\$430,000			<b>\$430,000</b>	
<b>Operations</b>			<b>\$105,000</b>		
<b>Employee Count Calculation</b>		<b>\$325,000</b>			

## **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 taxes and 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 is a separate budget, being funded through the TTWHA reserve fund, as approved by the board at the February 2, 2023 board meeting. TTWHA reserve funds used for 501c3 founding will be 'reimbursed' through the Fund once operable.

Activities that fall under the structure of the 501c3 Workforce Housing Fund, once founded, will be funded through administrative fees tied to fund contributions and will be associated with a separate budget. Staff is not requesting funds for 501c3 operations under this proposed budget.

### **SAMPLE MOTION/S:**

I move to approve the 2023-24 agency budget, as presented.

I move to approve the 2023-24 agency budget, with the following changes:

### **ATTACHMENTS:**

Proposed 2023-24 Agency Budget

9a. Attachment:  
Proposed 2023-24 Agency Budget

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

<b>Revenue</b>	<b>2023-24 TTWHA</b>	<b>2022-23 Budget</b>
<b>2022-23 Contributions</b>	<b>\$ 430,000</b>	<b>\$ 400,000</b>
<i>Tahoe Forest Hospital District</i>	\$194,107	\$ 220,440
<i>Tahoe Truckee Unified School District</i>	\$98,527	\$ 102,803
<i>Placer County</i>	\$36,022	\$ 25,873
<i>Town of Truckee</i>	\$34,621	\$ 24,148
<i>Truckee Donner Public Utility District</i>	\$25,651	\$ 13,109
<i>Nevada County</i>	\$21,727	\$ 8,279
<i>Truckee Tahoe Airport District</i>	\$19,345	\$ 5,347
Total Administrative Fees - Member-specific Programming	\$ 20,000	
Total Reserve Fund Transfer (Development-related Activities)	\$ 60,000	
<b>Total Revenue</b>	<b>\$ 510,000</b>	<b>\$ 400,000</b>
<i>Reserve Fund Balance 02/24/23</i>	\$ 336,611	
<b>Expenses</b>	<b>2023-24 TTWHA</b>	<b>2022-23 Budget</b>
<b>8000 Salaries &amp; Benefits</b>		
8010 Wages	\$ 233,225	\$ 178,240
8010 Benefits	\$ 97,955	\$ 69,514
8015 Continuing Education	\$ 1,500	\$ 1,500
<b>Total 8000 Salaries &amp; Benefits</b>	<b>\$ 332,680</b>	<b>\$ 249,254</b>
<b>8100 Professional &amp; Outsourced Svcs</b>		
8110 Accounting & Audit	\$ 25,000	\$ 20,000
8115 Website Design	\$ 2,500	\$ 2,500
8130 Legal	\$ 15,000	\$ 15,000
8150 Other Professional Services	\$ 110,000	\$ 95,000
<i>Development on Public Land</i>	\$ 50,000	
<i>Programming</i>	\$ 50,000	
<i>Member Programming</i>	\$ 10,000	
<b>Total 8100 Professional &amp; Outsourced Svcs</b>	<b>\$ 152,500</b>	<b>\$ 132,500</b>
<b>8200 Sales &amp; Marketing_Community Outreach</b>		
Board Meetings and Workshops	\$ 1,000	
8220 Community Engagement / Business Development	\$ 1,500	\$ 1,000
8250 Marketing & Advertising	\$ 3,500	\$ 1,000
<b>Total 8200 Sales &amp; Marketing_Community Outreach</b>	<b>\$ 5,000</b>	<b>\$ 2,000</b>
<b>8400 Facility Costs</b>		
8410 Rent Expense	\$ 3,000	\$ 3,000
8460 Telephone & Internet	\$ 750	\$ 500
<b>Total 8400 Facility Costs</b>	<b>\$ 3,750</b>	<b>\$ 3,500</b>
<b>8500 Other G&amp;A</b>		
8510 Office Supplies	\$ 500	\$ 1,000
8540 Office Equipment (non cap)	\$ 1,500	\$ 1,000
8550 Software & Subscription Svcs	\$ 5,000	\$ 3,000
8560 Memberships & Dues	\$ 750	\$ 500
8600 Bank Service Charges	\$ 500	\$ 250
8620 Insurance Expense	\$ 7,500	\$ 6,500
<b>Total 8500 Other G&amp;A</b>	<b>\$ 15,750</b>	<b>\$ 12,250</b>
<b>Total Expenses</b>	<b>\$ 509,680</b>	<b>\$ 399,504</b>
<b>Total Revenue</b>	<b>\$ 510,000</b>	<b>\$ 400,000</b>
<b>Total Remaining Funds</b>	<b>\$ 321</b>	<b>\$ 496</b>

**Assumptions**

Admin Fees for Member-specific Programs will fund 8150 Member Programming and a % of 8550 Software / Subscriptions

8010 Wages: Executive Director, Housing Program Manager, Part-time Admin

8010 Benefits: Assumes employee taxes and benefits at 42%

8250 Marketing and Advertising - increase supports more graphic design, in-person interactions, and hard-copy materials



## 9b. 501c3 Formation Ad-hoc



Meeting Date: March 2, 2023  
Prepared By: Emily Vitas, Executive Director  
Subject: 9b. Appointment of 501c3 Formation Ad-hoc Committee Members

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**BOARD REQUEST:**

Consider approval of 2-3 TTWHA board members to provide guidance in the formation of the new 501c3 Workforce Housing Fund.

**BACKGROUND:**

As a component of the 2023-2027 TTWHA Strategic Plan, the Agency is working towards the founding of a new 501c3 Workforce Housing Fund (Fund) to support agency pursuits and expansion to the greater Truckee-Tahoe Community. Through a budget and process approved by the board at the March 2 meeting, staff will be contracting with a nonprofit consultant to develop the structure, processes, and documents required to form the new entity, including submission of the 501c3 application to the Internal Revenue Service to approval.

Staff is seeking board involvement in these efforts. The ad-hoc committee will meet with staff and consultant, on a monthly basis for three-four months, to provide guidance and feedback on the structure, processes, and documents created to form the new Fund.

Staff is requesting 2-3 board members participate on this ad-hoc committee.

**SAMPLE MOTION/S:**

I move to appoint <NAME/S> to the ad-hoc committee for 501c3 fund formation.

**ATTACHMENTS:**

None

## 9c. Revised TTWHA Home Rental Program



Meeting Date: March 2, 2023  
Prepared By: Emily Vitas, Executive Director  
Subject: 9c. Consider Approval of Revised TTWHA Home Rental Program

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**BOARD REQUEST:**

Consider approval of TTWHA Home Rental Program updates.

**BACKGROUND:**

The TTWHA Home Rental Program unlocks existing homes in the Truckee-Tahoe region for lease to member agency employees. TTWHA targets homes that are not able to qualify for the regions' Lease to Locals programs, increasing the number of units available for rent to the local workforce. Through this program, launched in late 2020, we've unlocked 24 homes and are averaging one – two placements per month.

In support of TTWHA 2023-27 Strategic Plan Target 5 to expand housing programs to serve more of the workforce, including member agency employees, staff has proposed a tiered placement process for the TTWHA Home Rental Program. This update to the existing program will allow for greater placement potential, ensuring homes are filled with members of the local workforce.

The proposed tiered system for leasing homes is as follows:

**Tier 1: TTWHA Member Agency Employees (Week 1**

For homeowners:

- Free tenant vetting and placement
- Free home listing on TTWHA website / e-news, and housing specific sites
- Selection of **one** of the following:
  - Free property management for the first year
  - An equivalent financial incentive

**Tier 2: General Workforce**

For homeowners:

- Free tenant vetting and placement. Applicants pay the application fee of \$38/application
- Free home listing on TTWHA website / e-news, and housing specific sites

**SAMPLE MOTION/S:**

I move to approve the proposed updates to the TTWHA Home Rental Program.

**ATTACHMENTS:**

Home Rental Program Outline

9c. Attachment:  
Revised TTWHA Home Rental Program Outline



TRUCKEE TAHOE  
Workforce Housing Agency

# TTWHA Home Rental Program March 2023 Update

## 1.0 Program Overview

The Truckee Tahoe Workforce Housing Agency's Long-term Rental Program will secure housing units throughout the region for employee lease. Through homeowner incentives and a property management partnership, we will continue to build strong relationships with regional homeowners while ensuring long-term housing for our employees.

TTWHA will be the program manager and administrator, leading all communications, tenant vetting and placement, and homeowner and tenant tracking. Tahoe Truckee Homes will serve as the property management partner for homeowners that are seeking property management services.

### Program Specifics

- Covers all areas within the Tahoe Truckee Unified School District service boundary
- No Area Median Income (AMI) caps
- Incentives offered to homeowners, including tenant vetting and placement and a financial incentive (in the form of property management or a one-time payment)
- Allows for both home and room offerings

### How is this program different from other regional programs?

The Town of Truckee and Placer County have Lease to Locals programs that provide substantial incentives to homeowners to rent their homes to members of our local workforce. The TTWHA program does not act as a competitor to these programs, but as a complementary offering for those that don't qualify or are looking for a specific tenant.

The TTWHA program markets to homeowners who:

- Do not qualify for our regional partners' programs
  - Homeowner has rented to tenants in the last 12 months
  - Home falls outside the program service boundary
  - Home does not meet AMI cap requirements
- Specifically request a public agency professional as a tenant

## 2.0 Program Timeline

The pilot program will run from July 25, 2022 – June 30, 2023, at which point a report will be provided to the TTWHA board on the accomplishments of the program, and the board will consider next steps for the program. The TTWHA board will receive monthly updates by the Executive Director throughout the program period.

While the program will run with the 2022-23 fiscal year, the leases that are secured through the program will run beyond the program timeline, requiring property management fees be paid past June 30, 2023. The fees included in *Section 8.0 Program Expenses and Budget* reflect that assumption

### 3.0 Program Roles

#### TTWHA

- Marketing and Advertising
  - Promote the program and act as a point of contact for employees and program partners
- Program Administration
  - Educate homeowners and support them in listing and filling their homes
  - Develop and manage work flows for homeowners and tenants
  - Develop and manage the marketplace for home listings
  - Manage employee pipeline
  - Process and track employee applications
    - Work closely with property manager for review and placement
  - Vet applicants, including background and credit checks
  - Manage home showings with interested applicants
  - Maintain internal tracking of unit listings, homeowner contacts, and tenant information
  - Issue and track incentives for homeowners
  - Issue payment to property manager

#### **Tahoe Truckee Homes: Property Manager** *(this is key to maintain as many homeowners who live outside of the area find this appealing)*

- Work with TTWHA to vet and place tenants
- Receive tenants' rental payments and security deposits
- Send payments to property owners
- Address any maintenance issues (24/7 on-call)
- Provide legally required notices related to the rental properties (e.g., notices if there are violations of the lease, right to pre-vacating inspections, return of unused security deposits with accounting for any deductions)
- Perform property inspections, both before occupying and after vacating
- Provide monthly and annual accountings to property owners
- Provide 1099 tax forms annually

### 4.0 Program Process

#### Homeowner

1. Homeowner submits unit information to TTWHA via [info@ttjpa.org](mailto:info@ttjpa.org) or through the Homeowner Intake Form
2. TTWHA schedules a meeting to introduce the LTR program and obtains unit information
3. Both TTWHA and homeowner take the time to decide if this is a good fit for the LTR program
4. If both parties agree to move forward, TTWHA lists the property on TTWHA's listings page and markets the property via a listings e-mail blast to current all TTWHA subscribers and to all TTWHA social media channels

5. Homeowner participates in the tenant placement process with TTWHA or the property manager (dependent on self-listing or property management)
6. Homeowner will sign: rental incentive agreement or property management agreement
7. Homeowner will sign a lease with the tenant
8. If there are no interested member agency employees, TTWHA will 'release' the listing to the general public after 2 weeks of listing the property and offer free tenant vetting

### **Tenant Screening and Placement**

1. TTWHA will manage inquiries and applications for each home
2. If the home is being property managed, TTWHA will provide qualified applications to the property management company. Property management company will review applications with TTWHA and homeowner
3. If the home is self-managed, TTWHA will proceed with the traditional placement process, engaging the homeowner and tenant directly
4. Once a tenant is selected, TTWHA will conduct a comprehensive tenant screening by asking applicants for the following information:
  - Past Landlord References
  - Employer(s) Verification and Reference Check
  - Personal Reference(s) Check
  - Income verification
  - Background and credit check (\$38 fee covered by TTWHA (if within member agency otherwise general public applicant will pay this fee)
5. Once approved, tenant will sign a lease with the homeowner

## **5.0 Program Incentives**

### **Tier 1: TTWHA Member Agency Employees**

For homeowners:

- Free tenant vetting and placement
- Free home listing on TTWHA website, TTWHA e-news, and Facebook Housing Specific Groups
  -
- Selection of **one** of the following:
  - Free property management for the first year
  - An equivalent financial incentive

### **Tier 2: General Workforce**

For homeowners:

- Free tenant vetting and placement. Applicants pay the application fee of \$38/application
- Free home listing on TTWHA website, TTWHA e-news, and Facebook Housing Specific Groups



## 6.0 Program Restrictions

This program will cover TTWHA's service area, known as the Tahoe Truckee Unified School District boundary.

To allow access for all member agency employees, this program will not include an employee income cap.

An attempt will be made with each home to set the lease rate below the following:

Studio	\$1,500
1-bedroom	\$1,800
2-bedroom	\$2,500
3+bedroom	\$3,500

*Proposed caps are based on current market rates and rental rates through other regional programs.*

## 7.0 Advertising

TTWHA will advertise the program through the following avenues:

- TTWHA website and e-news
- Listed on Landing Locals website
- Targeted mailer to registered homeowners throughout TTUSD service area
- Advertisements through local homeowner associations
- Relationships with regional real estate agencies + property managers

## 8.0 Program Expenses and Budget

### Program Partner Rates

Tahoe Truckee Homes 8% of monthly rent for each listing

### Proposed Program Budget (July 23, 2022 – June 30, 2023)

Homeowner Incentives	\$20,000
Tenant Background Check Fees	\$500
Property Management Fees	\$10,000
Advertising	\$2,500
<b>Total</b>	<b>\$33,000</b>

### Annual Long-term Rental Program Budget

2022-23 Approved Program Budget	\$50,000
Proposed Program Budget	\$33,000
<b>Remaining 2022-23 Program Funds</b>	<b>\$17,000</b>

## 9d. Management of the Truckee Home Access Program



Meeting Date: March 2, 2023  
Prepared By: Emily Vitas, Executive Director  
Subject: 9d. Consider Approval of Management of the Truckee Home Access Program

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**BOARD REQUEST:**

Consider approval of a partnership between TTWHA and the Town of Truckee to manage the Truckee Home Access Program.

**BACKGROUND:**

The THAP program was launched in late 2023 to support home purchase within the Town of Truckee. The program provides up to 16% of the home's purchase price through a grant to the seller or buyer, in exchange for a deed restriction on the home, ensuring the home remains available for local purchase in perpetuity. As of mid-January, the Town had received ten applications for the program, six of which were employees of our TTWHA member agencies. At the time, they had completed one home purchase through the program, also to an employee of a TTWHA member agency.

Recognizing both the applicant pipeline to date and the agency's desire to expand its services, TTWHA and Town of Truckee staff have been working together on a potential partnership to manage the Truckee Home Access Program (THAP). An outline for what that partnership could look like is attached to this memo.

Staff is requesting consideration to partner with the Town as the manager of this program. TTWHA's role would be as educator, marketer, and administrative support. Once the new 501c3 Workforce Housing Fund is founded, this program will become a component of the fund. The Town is open to the consideration of funding the program through the 501c3 once it's operable

At this time, staff is not requesting an administrative fee from the Town of Truckee to take on this role. Staff has determined there is current staffing capacity available and recognizes the opportunity to utilize this partnership to serve the agency's expanded mission. This will be revisited once the 501c3 is operable, and no earlier than three months from acceptance of this program.

**SAMPLE MOTION/S:**

I move to approve the partnership between TTWHA and the Town of Truckee to manage the THAP program.

**ATTACHMENTS:**

THAP Management Proposal  
THAP Program Outline

9d. Attachment:  
THAP Management Proposal

# Truckee Home Access Program Management Proposal

## 1.0 Program Overview

The Truckee Home Access Program (THAP) preserves, produces, and protects homes to create places for people who work full-time in the Truckee region to live locally. THAP pays buyers, sellers, businesses, and developers to reserve homes for income qualified local workers using a fifty-five-year deed restriction.

Buyers can apply for compensation up to \$150,000 for a maximum \$937,500 home purchase price. Payment can be used for down payment assistance, renovations, or other expenses.

Sellers can sell at a reduced price and apply for compensation to make up the difference between the reduced price and the appraised value.

Local Businesses can apply for compensation to rent or sell homes to local workers, including their own.

Developers can apply for compensation to build homes for sale or rent to local workers.

### Program Guidelines

See program guidelines and information as attachments to this proposal.

## 2.0 Program Partnership Opportunity

The Town of Truckee has approached the Truckee Tahoe Workforce Housing Agency to manage the program. The program would be managed through the new Workforce Housing Fund and would act as a capacity builder for the regional programs component of the fund structure.

Management of the program through TTWHA aligns with the Agency's new strategic direction, to provide expanded services and programs to the greater community, while continuing to serve member agency employees.

## 3.0 Program Roles

### TTWHA

- Marketing and Education
  - Promote the program through existing advertising and communication channels
  - Participate in community education workshops, eventually taking over as lead
  - Conduct surveys and follow-up of workshop recipients and applicants to identify areas of further education and/or program improvement
  - Conduct community outreach, working with regional community groups and employers to educate Truckee residents on the offering

- Act as an ombudsmen to all potential participants (buyers, sellers, businesses, developers)
- Incorporate the program on the TTWHA website, linking to Town site/info
- Developer and distribute educational materials for community consumption
- Manage pipeline of interested participants to use for outreach, follow-up, and reporting
- Program Administration
  - Participate in monthly check-ins with Town and Program Administrator, Housing, Inc.
  - Lead application approval committee on a rolling basis

#### **Housing, Inc.**

- Marketing and Education
  - Lead community education workshops
  - Act as main point of contact for applicant questions / needs coming in to the THAP email account
- Program Administration
  - Recommend and support updates to program guidelines
  - Participate in monthly check-ins with TTWHA and Town
  - Support tracking of applicants and recipients
- Deed / Grant Issuance and Compliance
  - Process grants
  - Issue / file deed restrictions
  - Lead annual deed compliance / enforcement
  - Manage ongoing servicing of deeds, as needed

#### **Town of Truckee**

- Program Administration
  - Support program changes, as proposed by TTWHA and Housing, Inc.
  - Act as lead contact for Town Council, presenting program changes and supporting Council updates and discussions
  - Participate in monthly check-ins with TTWHA and Housing, Inc.
  - Participate on the applicant approval committee
- Program Funder
  - Manage programs funds, including distributions
  - Contract with Housing, Inc to administer the program

### **4.0 Program Expenses and Budget**

The Town of Truckee will continue to fund the program on an annual basis. Funding will be provided to

- 1) Contract with Housing Inc, the program administrator
- 2) Issue grants in exchange for deed restrictions for homes sold/secured through the program

At this time, TTWHA is not seeking additional funds for marketing, education, and administration, as management of this program is directly aligned with the agency's strategic

plan, to expand services and programs to a greater community, while continuing to serve member agency employees.

TTWHA staff has determined there is existing capacity to welcome this program as a component of our community education efforts.

**ATTACHMENTS**

[Program Guidelines](#)

[Truckee Home Access Program FAQs](#)

[Download THAP Flyer](#)

9d. Attachment:  
THAP Program Outline





## TRUCKEE HOME ACCESS PROGRAM (THAP)

Preserves, protects, and creates housing opportunities for people that work in the Truckee Region. Live where you work!

**THAP PAYS BUYERS, SELLERS, BUSINESSES, AND DEVELOPERS TO RESERVE HOMES FOR LOCAL WORKERS FOR FIFTY-FIVE YEARS.**

### Buyer Eligibility Requirements

- Work in the Tahoe Truckee School District boundary
- Qualify for a mortgage loan
- Meet income qualification

### **2022 THAP Buyer Income Limits by Household Size:**

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**\$168,805 \$192,815 \$216,948 \$241,080 \$260,313 \$279,668 \$298,900**

**For information, program guidelines and application forms visit:**

**[www.townoftruckee.com/THAP](http://www.townoftruckee.com/THAP)**

**Terms, conditions and restrictions apply and are subject to change. This opportunity is being offered regardless of race, color, religion, sex, national origin, disability or marital status.**

### **BUYERS**

- Payment up to \$150,000 can be used for down payment assistance, renovations, or other expenses
- Maximum home purchase price of \$937,500

### **SELLERS**

- Sell at a reduced price to THAP eligible buyers
- Receive compensation to sell at a reduced price to make up the price difference (up to \$150,000)
- Maximum home value of \$937,500

