

4a. Draft Minutes of the April 19, 2023 Board Meeting



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

April 19, 2023, 8:30am

1. CALL TO ORDER / ROLL CALL: 8:30am

Directors Present: Chair Harry Weis, Tahoe Forest Hospital District
Vice Chair Lauren Tapia, Truckee Tahoe Airport District
Director Stephanie Holloway, Placer County
Director Alison Lehman, Nevada County

Absent: Director Jen Callaway, Town of Truckee
Director Carmen Ghysels, Tahoe Truckee Unified School District
Director Brian Wright, Truckee Donner Public Utility District

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

Others Present: Emily Setzer, Placer County
Ted Owens, Tahoe Forest Hospital District

2. APPROVAL OF AGENDA

No changes requested.

3. PUBLIC COMMENT

No public comment.

4. CONSENT ITEMS

- a. Draft Minutes of the March 2, 2023 Board Meeting
- b. February 2023 Financial Statements

No public comment.

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

Ayes: Director Director Holloway, Director Lehman, Director Tapia, Director Weis

Noes: None

5. REPORTS AND PRESENTATIONS

- a. Regional Housing Partner Updates

Director Lehman provided an update on Nevada County housing activities, including the completion of the Cashin's Field affordable housing development in Grass Valley, and progress on the Hobart Mills housing project.

Director Holloway provided an update on Placer County housing activities, including the Dollar Creek Crossing development project, the Hopkins Village development project, and upcoming funding availability for housing-related activities through Placer County.

b. Executive Director Report

Ms. Vitas provided updates on member agency employee support activities, and housing program and project updates, including housing acquisition, rental placements, home purchase navigation services, and development pursuits.

c. TTWHA Workforce Housing Fund Formation Progress Report

Ms. Vitas presented updates on the Housing Fund formation progress, including work completed to date by the Agency's contracted consultant, Navigate. Discussion included considerations around the legal structure of the fund.

6. ITEMS FOR BOARD APPROVAL

a. Consider Approval of 2023-24 Agency Budget

No public comment.

A motion to approve the 2023-24 Agency Budget was made by Director Lehman and seconded by Director Holloway.

Ayes: Director Director Holloway, Director Lehman, Director Tapia, Director Weis

Noes: None

b. Consider Approval of Updated TTWHA Member Fee Policy

No public comment.

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

Ayes: Director Director Holloway, Director Lehman, Director Tapia, Director Weis

Noes: None

7. DIRECTOR COMMENTS

No director comment.

8. ADJOURN: 10:10am

A motion to adjourn was made by Director Lehman

4b. March 2023 Financial Statements



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

	Mar 2023			Total			FY 22-23 Budget
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Income							
6100 Contribution Revenue							
6104 Government		0.00	0.00	400,001.00	400,000.00	(1.00)	400,000.00
Total 6100 Contribution Revenue	0.00	0.00	0.00	400,001.00	400,000.00	(1.00)	400,000.00
6200 Tahoe Forest Home Purchase Assist Program	5,000.00		(5,000.00)	5,000.00	0.00	(5,000.00)	0.00
Total Income	5,000.00	0.00	(5,000.00)	405,001.00	400,000.00	(5,001.00)	400,000.00
Gross Profit	5,000.00	0.00	(5,000.00)	405,001.00	400,000.00	(5,001.00)	400,000.00
Expenses							
8000 Salaries & Benefits							
8010 Wages and Benefits	22,745.64	20,646.16	(2,099.48)	185,033.97	185,815.52	781.55	247,754.00
8015 Continuing Education		125.00	125.00	429.83	1,125.00	695.17	1,500.00
Total 8000 Salaries & Benefits	22,745.64	20,771.16	(1,974.48)	185,463.80	186,940.52	1,476.72	249,254.00
8100 Professional & Outsourced Svcs							
8110 Accounting & Audit	1,344.00	1,666.66	322.66	21,792.98	15,000.02	(6,792.96)	20,000.00
8115 Website Design		208.34	208.34	727.50	1,874.98	1,147.48	2,500.00
8130 Legal	2,516.00	1,250.00	(1,266.00)	8,060.50	11,250.00	3,189.50	15,000.00
8150 Other Professional Services							
8151 Housing Match	4,777.00	4,166.67	(610.33)	18,833.29	37,499.99	18,666.70	50,000.00
8152 Strategic Planning		3,750.00	3,750.00	50,478.15	33,750.00	(16,728.15)	45,000.00
8153 Loan Processing Agent Fee	2,200.00		(2,200.00)	2,200.00	0.00	(2,200.00)	0.00
Total 8150 Other Professional Services	6,977.00	7,916.67	939.67	71,511.44	71,249.99	(261.45)	95,000.00
Total 8100 Professional & Outsourced Svcs	10,837.00	11,041.67	204.67	102,092.42	99,374.99	(2,717.43)	132,500.00
8200 Sales & Marketing_Community Outreach							
8220 Community Engagement / Business Development		83.34	83.34	921.79	749.98	(171.81)	1,000.00
8250 Other Sales & Marketing	13.00	83.34	70.34	1,399.06	749.98	(649.08)	1,000.00
Total 8200 Sales & Marketing_Community Outreach	13.00	166.68	153.68	2,320.85	1,499.96	(820.89)	2,000.00
8400 Facility Costs							
8410 Rent Expense	218.37	250.00	31.63	2,277.33	2,250.00	(27.33)	3,000.00
8460 Telephone & Internet	50.00	41.66	(8.34)	460.00	375.02	(84.98)	500.00
Total 8400 Facility Costs	268.37	291.66	23.29	2,737.33	2,625.02	(112.31)	3,500.00
8500 Other G&A							
8510 Office Supplies		83.34	83.34	215.68	749.98	534.30	1,000.00
8540 Office Equipment (non cap)		83.34	83.34	515.26	749.98	234.72	1,000.00
8550 Software & Subscription Svcs	281.99	250.00	(31.99)	3,124.26	2,250.00	(874.26)	3,000.00
8560 Dues & Subscriptions		41.66	41.66	295.00	375.02	80.02	500.00
8600 Bank Service Charges	16.95	20.84	3.89	145.55	187.48	41.93	250.00
8620 Insurance Expense	355.20	541.66	186.46	4,446.80	4,875.02	428.22	6,500.00
Total 8500 Other G&A	654.14	1,020.84	366.70	8,742.55	9,187.48	444.93	12,250.00
Total Expenses	34,518.15	33,292.01	(1,226.14)	301,356.95	299,627.97	(1,728.98)	399,504.00
Net Operating Income	(29,518.15)	(33,292.01)	(3,773.86)	103,644.05	100,372.03	(3,272.02)	496.00
Net Income	(29,518.15)	(33,292.01)	(3,773.86)	103,644.05	100,372.03	(3,272.02)	496.00

Monday, Apr 17, 2023 07:59:59 AM GMT-7 - Accrual Basis

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

	Total	
	As of Mar 31, 2023	As of Mar 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	117,245.98	248,910.48
1002 US Bank Checking_6993_Excess Funds	336,611.84	191,971.30
Total 1001 US Bank Checking_6993	\$ 453,857.82	\$ 440,881.78
1072 Bill.com Money Out Clearing	0.00	0.00
Total Bank Accounts	\$ 453,857.82	\$ 440,881.78
Accounts Receivable		
2000 Accounts Receivable (A/R)	5,000.00	0.00
Total Accounts Receivable	\$ 5,000.00	\$ 0.00
Other Current Assets		
2600 Prepaid Expenses	2,157.38	2,274.64
2601 Prepaid PUD Rent	0.01	
2900 Undeposited Funds	0.00	
Total Other Current Assets	\$ 2,157.39	\$ 2,274.64
Total Current Assets	\$ 461,015.21	\$ 443,156.42
Other Assets		
3300 Deposits	1,000.00	1,000.00
Total Other Assets	\$ 1,000.00	\$ 1,000.00
TOTAL ASSETS	\$ 462,015.21	\$ 444,156.42
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	21,457.64	16,980.77
Total Accounts Payable	\$ 21,457.64	\$ 16,980.77
Credit Cards		
4100 US Bank_Visa_7233	301.79	89.84
Total Credit Cards	\$ 301.79	\$ 89.84
Other Current Liabilities		
4205 Other Current Liabilities	0.00	0.00
Total Other Current Liabilities	\$ 0.00	\$ 0.00
Total Current Liabilities	\$ 21,759.43	\$ 17,070.61
Total Liabilities	\$ 21,759.43	\$ 17,070.61
Equity		
Retained Earnings	336,611.73	97,469.30
Net Income	103,644.05	329,616.51
Total Equity	\$ 440,255.78	\$ 427,085.81
TOTAL LIABILITIES AND EQUITY	\$ 462,015.21	\$ 444,156.42

5a. Regional Housing Partner Updates



Meeting Date: May 17, 2023
Prepared By: Emily Vitas, Executive Director
Subject: 5a. Report-out: Regional Housing Partner Update

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

5b. Executive Director Report



Report Date: May 17, 2023
Prepared By: Emily Vitas, Executive Director
Agenda Item: 5b. Executive Director Report

AGENCY OPERATIONS

Workforce Housing Fund

We continue to work with our consultants on the structure of the Fund. They have also begun work developing a more robust ‘business plan’ to supplement the Agency Strategic Plan, included structure and guidelines for acquisition, development, and regional housing programs. We will discuss this topic in depth as Item 6a at the May 17 meeting.

HOUSING PROGRAM AND PROJECT UPDATES

Housing Acquisition

12515 Northwoods Blvd: The sellers have not returned ‘to the table’ after one experienced a health scare. Kane Schaller continues to check in and will alert us if/when they’re ready.

Montreal Road, Truckee: We are exploring a multi-family housing opportunity on a 5-acre lot off Highway 89 in Truckee, near the Cabin Creek turnoff. The property is home to 4 1/1/loft units, a duplex (2/1, 1/1), and a large home (3/2) and garage for tenant storage. We walked the site with North Tahoe Community Alliance / Housing Hub staff in April and are working with the realtor on the opportunity.

Unlocking Existing Housing

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

2022-23 Program Budget	Total Placements, all-time: 27
Approved budget: \$33,000	Total Placements, 2023 Q1: 2
Advertising expense: \$2,500	
Homeowner incentives: \$24,477	
Background checks: \$334	
Remaining budget: \$5,681	

Home Purchase Navigation

Home Purchase Navigation

On April 19 we hosted our first homebuyer workshop for member employees and general workforce. Over 50 people signed up and registered to receive the recording. Since the webinar, we’ve heard from a number of participants interested in learning more about home purchase in Truckee-Tahoe. Our regional housing partners have created successful programs for our workforce – the best way for TTWHA to support employee access is to provide education and support in accessing these funds.

Thank you again for directing me towards the right people and advocating for me.

I really appreciate your help and everything TTWHA does to help support local workers find housing.

- Hopkins Village Buyer

Hobart Mills Development Opportunity

Nevada County is nearing proposal submission to the United States Forest Service. A draft pro-forma has been created by the proposed development partner to identify project cost and percentage split between workforce housing and commercial / market-rate use.

Supervisor Bullock and I will be meeting with the Town of Truckee and Mountain Area Preservation in late May to discuss our development plan and project considerations.

Housing for Transportation Professionals

A survey for local transportation professionals (Town, Placer County, and Northstar) will be distributed the week of May 15 to identify housing needs, income categories, and associated considerations. These results will be shared with our transportation partners and utilized when determining housing services and programs for this crucial component of our community.

State Advocacy Efforts

I have joined the Mountain Housing Council's Policy Working Group, focused on state advocacy. At the April 24 meeting, Steve Frisch with Sierra Business Council led the group through a series of bills that are relevant to workforce housing in Truckee-Tahoe.

Of particular interest to the group was SB440, the Regional Housing Finance Act, would authorize 2 or more local governments to establish a regional housing finance authority to raise, administer, and allocate funding for affordable housing in the jurisdiction of the authority, as defined, and provide technical assistance at a regional level for affordable housing development, including new construction and the preservation of existing housing to serve a range of incomes and housing types.

Steve attendee the Committee Meeting in Sacramento on April 26 to express support for this bill. Both Placer County and Nevada County have submitted letters of support. We see a direct connection between this legislation and the mission and structure of the TTWHA Joint Powers Authority and asked Steve to include TTWHA in the list of supporters when speaking to the committee.

COMMUNITY OUTREACH

Truckee Tahoe Leadership Program

I was honored to present on workforce housing to the 2023 leadership group. The presentation provided an overview of TTWHA's work and regional housing programs. Attendees asked great questions around affordable housing, the costs of housing, and developments underway focused on the middle income workforce.

Housing Happy Hour

Placemate (formerly Landing Locals) hosted a Happy Hour on April 24 for regional housing partners. Staff from Placer County, Town of Truckee, Tahoe Prosperity Center, Tahoe Truckee Homes, and Placemate attended.

Sierra Community House Partnership

We have been meeting with Sierra Community House staff to strengthen the relationship between our organizations and ensure efficient communications and referrals. Sierra Community House provides housing assistance and resources to higher need individuals in our community, including legal assistance, affordable housing access and education, and administration of an emergency housing fund to support those facing affordable housing instability.

ATTACHMENTS

MHC Policy Working Group Bill Tracking Worksheet

**5b ATTACHMENT:
MHC Policy Working Group Bill Tracking Worksheet**

Bill No	Priority	Position	Title	Introduced/ Prefiled Date	Sponsor	Cosponsors	Bill Summary
Bill Number	Medium	Support	Greenhouse gas emissions: building materials: embodied carbon trading systems	12/5/22	Holden		The California Global Warming Solutions Act of 2006 requires the reduction of greenhouse gas emissions in the state by at least 40% below 1990 levels by 2030. This bill would create an additional requirement for the State Air Resources Board to develop a "cement sector" to achieve net-zero emissions; a framework to measure and reduce the average carbon intensity of materials used in buildings and construction; and an embodied carbon trading system. If the state board rules and regulations are violated, it would be considered an emission of an air
Bill Number	High	Watch	Land use: streamlined housing approvals: density, subdivision, and utility approvals	12/8/22	Ward		This bill would require local governments to approve housing developments that meet certain objective standards. This bill would also add procedures for approving the housing developments, and it would limit the density of development in certain areas like climate resilient lands. Additionally, the bill would require local governments to make certain findings that are confirmed by the Office of Planning and Research. Finally, this bill would make it so local governments are not required to be reimbursed for any costs related to these changes.
Bill Number	Medium	Support	Property tax: welfare exemption: affordable housing.	12/16/22	Ward		This bill would create a partial exemption from property taxes for rental housing and related facilities owned or operated by certain types of non-profit entities if certain conditions are met, such as, financing from qualified 501(c)(3) bonds, deed restrictions or regulatory agreements with lower income rental rates. It would also provide that this partial exemption is available for property subject to legal restriction providing units for lower income households, and would require an affidavit accompanying the claim for exemption. This bill would also require the county assessor to conditionally grant the exemption and would require reimbursement for certain costs mandated by the state. It would take effect immediately as a tax levy.
Bill Number	Low	Watch	Planning and zoning: housing: postentitlement phase permits	1/24/23	Grayson		This bill would require cities, counties or city and county to compile a list of information needed to approve or deny a postentitlement phase permit for housing development projects in their jurisdiction and make the forms available on or before January 1 2024. It would also set time limits for approving or denying an application for such a permit. Additionally, the bill would require special districts to provide the applicant or the local agency written notice of extra information that may be needed to review the application within a certain amount of time, depending on the size of the housing development. The state would have to reimburse local agencies and school districts for any costs imposed by the bill if the Commission on State Mandates finds that it does.
Bill Number	High	Support	The Social Housing Act	1/26/23	Lee		This bill would establish the California Housing Authority as an independent state body responsible for SOCIAL HOUSING DEVELOPMENT with the aim of providing housing and preventing rent burden. The bill sets forth the composition of the Board governing the authority and their duties and powers. The bill would also set forth revenue neutral measures and leasing models, such as the rental and ownership models, to ensure affordability. In addition, the bill establishes a Social Housing Revolving Loan Fund in the State Treasury, provides requirements for the jurisdictions and contractors, and requires regular audits and annual reporting to the Legislature.
Bill Number	Low	Watch	State Partnership for Affordable Housing Registries in California Grant Prgram	1/26/23	Reyes		This bill would create a state-managed online platform for affordable housing listings information and applications in California called the State Partnership for Affordable Housing Registries Grant Program. It would require the Department of Housing and Community Development to administer the program and would authorize the department to coordinate with the Office of Data and Innovation. Additionally, it would establish minimum requirements for the platform and would require the platform to protect any personally identifiable information. Finally, the bill would make legislative findings to limit access to the meetings of public bodies and writings of public officials and agencies.

Bill Number	Medium	Support	Community college districts: student housing	2/1/23 Addis	The Field Act is a law that requires the Department of General Services to make sure that school buildings (including school district and community college district buildings) are built safely and correctly if the estimated cost exceeds \$100,000. It also requires them to approve plans and specifications of certain buildings and facilities to make sure they are accessible for people with disabilities. This new law will also exclude from these requirements any building used as a residence for students attending a campus of a community college district, unless it is requested by the community college district.
Bill Number	High	Support	Housing programs: tribal housing program	2/1/23 Garcia	This bill would update the state's housing policies and programs to better help American Indian tribes. The Department of Housing and Community Development would provide comprehensive technical assistance to tribes to help them plan and develop housing. The department would also have the authority to waive various requirements of any state financing being provided to a housing development. Additionally, the bill would create the Tribal Housing Advisory Committee to help identify and report barriers that exist for tribes when applying for funds, create a standard grant agreement and a tribal management information system, and include the tribal liaison in all discussions with eligible tribes.
Bill Number	Low	Support	Department of Housing and Community Development: California Statewide Housing Plan	2/6/23 Jackson	The California Statewide Housing Plan is a set of goals, policies, and objectives to guide state housing decisions. It is updated and revised every four years by the Department of Housing and Community Development. This bill requires the plan to also include a strategy for providing housing and infrastructure during an economic downturn.
Bill Number	Low	Support	Density Bonus Law: maximum allowable residential density	2/6/23 Wicks	The Density Bonus Law is an existing law which requires cities or counties to give a developer incentives such as a density bonus if they build certain types of housing. The density bonus has a calculation based on the maximum allowable amount of residential density allowed by zoning ordinances, specific plans, and land use elements of the general plan. This bill changes the definition of "maximum allowable residential density" to mean the greatest number of units allowed by zoning ordinances, specific plans or land use elements, and no longer gives priority to the greater density that is inconsistent with the general plan or specific plan.
Bill Number	Low	Watch	Local land trusts	2/7/23 Jackson	The Planning and Zoning Law in California requires cities and counties to create a plan for land use development that includes a "housing element" which contains an inventory of land suitable and available for residential development. This bill would require those local governments to establish a local land trust to hold and develop real property within their jurisdiction. This land within the trust would be developed for housing of all types with a focus on affordable housing and would be exempt from CEQA. The bill would also exempt land placed into or disposed of from the trust from the Surplus Land Act. If the Commission on State Mandates determines that the bill carries certain mandated costs, the state would reimburse those costs.

Bill Number	Medium	Support	Affordable housing: consolidated funding application process	2/7/23 Schiavo	This bill would require the Department of Housing and Community Development to create a workgroup by July 1 2024. This workgroup would be required to develop a consolidated application that applicants would use to receive grants, loans, tax credits, credit enhancements, and other types of financing for the development of affordable housing. It would also develop a coordinated review process for the application. The workgroup would include representatives from the Department of Housing, the California Housing Finance Agency, the California Tax Credit Allocation Committee, and the California Debt Limit Allocation Committee. The bill would also require the workgroup to choose a lead agency by October 1 2024 to receive the application and work with applicants, plus specify the lead agency's responsibilities. Finally, the bill outlines specific procedures for the application.
Bill Number	Medium	Support	Adaptive Reuse Projects	2/8/23 Gabriel	The Planning and Zoning Law requires cities and counties to plan for future development and make sure their housing element is in compliance with certain provisions. It will give extra points to cities and counties who implement "prohousing local policies", which includes things like financial incentives for housing, reduced parking requirements for residential development, and zoning for residential and mixed-use development. This bill would add adaptive reuse (converting or redeveloping commercial properties into housing) as a prohousing policy. It would also require the California Building Standards Commission to research and develop revisions and clarifications to the Building Standards Code relating to the requirements for adaptive reuse development projects.
Bill Number	High	Support	Carbon emission reduction strategy: building sector	2/9/23 Haney	By January 1 2021, the State Energy Resources Conservation and Development Commission will assess the potential of California to reduce the emissions of greenhouse gas from residential and commercial buildings by at least 40% below 1990 levels by January 1 2030. The commission will also include a report in the integrated energy policy report on the emissions of greenhouse gas associated with the supplying of energy to buildings. Additionally, the commission will create an Equitable Building Decarbonization Program with a direct install program and a statewide incentive program. The goal is to try and get net zero greenhouse gas emissions as soon as possible, but no later than 2045, and make sure that by 2045 statewide anthropogenic greenhouse gas emissions are reduced to at least 85% below the statewide greenhouse gas emissions in 1990. By June 1 2024 and July 1 2025, the commission will identify and implement an emission reduction strategy respectively, to support achieving the carbon emission reduction goals.
Bill Number	Medium	Support	Density Bonus Law	2/9/23 Low	The Density Bonus Law requires cities and counties to provide developers with special incentives and concessions when they agree to construct certain percentages of lower income, very low income, or senior citizen housing. The bill would allow cities and counties to exempt incentivized projects from certain local regulations, such as affordability requirements. Additionally, cities and counties are prohibited from applying certain standards that would prevent developers from following the Density Bonus Law, but cannot waive or reduce standards that would have an adverse impact on public health or safety.
Bill Number	Low	Support	Federal Housing Voucher Acceleration Program	Reyes	Creates a program to help people better utilize federal housing vouchers by providing resources like housing navigation, landlord incentives, and security deposits. The program is modeled after several successful programs and will help Californians access tens of thousands of unused federal housing choice vouchers.

Bill Number	Low	Support	Transit Transformation Task Force	2/13/22 Friedman	The transportation agency provides public transportation funding. This bill would create the Transit Transformation Task Force on July 1, 2024. It will include representatives from government, academic institutions, non-governmental organizations, and other stakeholders. It is their job to develop policies to increase ridership and improve the transit experience for everyone. The secretary of the task force must send a report of their findings to the policy and fiscal committees of the Legislature on or before January 1, 2025. The bill's provisions will expire on January 1, 2028.
Bill Number	Medium	Watch	Homeless Housing, Assistance, and prevention program: Homelessness Accountability Act.	L. Rivas	Strengthens local and state collaboration and accountability, and helps ensure local jurisdictions invest their homelessness resources in proven solutions that quickly rehouse people and reduce homelessness numbers. AB 799 also helps advance racial equity in our homeless response systems by calling for additional support for frontline workers and direct goal setting around reducing racial disparities in homeless services and housing. This law requires all counties and cities to have a general plan for how they develop their land and this plan must be included in their zoning ordinances. If the zoning ordinance becomes inconsistent with the general plan due to changes in the plan, the local agency is required to either change the zoning ordinance accordingly within 90 days or process the development application as provided. This bill also states that proposed development is not required to conform to the zoning ordinance if there is evidence that the development is consistent with the general plan standards. Furthermore, local agencies are not required to be reimbursed for the cost this law imposes on them, and it is recognized that the changes made by this bill affect all cities in the state.
Bill Number	Medium	Watch	Planning and zoning: general plan: zoning ordinance: conflicts	2/13/23 Grayson	
Bill Number	Medium	Support	Income taxes: credit: lodging for displaced persons.	Addis	This bill allows businesses operating a hotel, motel, inn, bed and breakfast, or other similar transient lodging to receive a credit against taxes imposed by existing laws for offering free or discounted lodging to displaced persons during a state of emergency. The credit is equal to 50% of the nightly rate for each room, for each night occupied by displaced persons, up to a maximum of \$2000 per room per state of emergency. The bill also contains specific goals, purposes, objectives, performance indicators, and data collection requirements to help determine if the credit meets the goals. This bill takes effect immediately as a tax levy.
Bill Number	Medium	Support	CalHome Program: accessory dwelling units	2/13/22 Ward	The CalHome Program is a program managed by the Department of Housing and Community Development that helps lower and very low income households become homeowners or remain in their homes. It also provides disaster relief for households that make 120% or less of their area's median income. It authorizes the department to make grants to local agencies or nonprofit corporations to construct accessory dwelling units (such as a small apartment on a residential lot) and to repair or renovate them. This bill would allow community land trusts (organizations that help low income people own property) that receive program funds to purchase residential properties and then construct multiple accessory dwelling units and separately lease them to different households.

Bill Number	Medium	Watch	Parking Requirements: shared parking	Friedman	This bill would require city and county governments in California to allow entities with underutilized parking to share these spaces in order to meet parking requirements for new developments. It would also require land owners and lessors to look at the feasibility of parking arrangements to replace new parking construction, or limit the number of new spaces being built when state funds are used. Additionally, when determining the number of parking spaces that can be reasonably shared, a public agency must accept a parking analysis using peer-reviewed methodologies. Although the bill imposes new requirements on local governments, it says that it is addressing a matter of statewide concern (such as safety or economic development), so the changes apply to all cities, charter cities included. Finally, the bill states that no reimbursement is required by this act for any of these changes in parking regulations.
Bill Number	Low	Watch	Residential real property: sale of rental properties: right of first offer.	Kalra	This bill would create new disclosure requirements for property owners who want to sell their residential real estate. These disclosure requirements would include things like notifying tenants of the owner's intent to sell and giving qualified entities a certain amount of time to submit offers to purchase the property. The bill also requires that, if a qualified entity purchases the property, it must be kept at rents affordable to persons and families of low and moderate income, and the qualified entity must give the tenants or a resident organization a chance to purchase the entire property. Lastly, the bill also requires property owners and mortgagees to provide a list of qualified entities to the mortgagor or trustor upon filing a notice of default, and notify the tenant of the filing.
Bill Number	High	Support	Local government: Reinvestment in Infrastructure for a sustainable and equitable california (RISE) districts	Friedman	This bill would allow local governments (like cities and counties) to create a district called the Reinvestment in Infrastructure for a Sustainable and Equitable California district (RISE district). The district would use taxes to improve places like housing, infrastructure, and other projects. The district would have a governing board, and at least 50% of the funding would go towards infill supportive infrastructure and at least 20% would be for low or moderate income housing. Additionally, private projects may not have to comply with wage and labor standards. Finally, there would be a loan program for districts to access for funding for initial projects.
Bill Number	High	Support	Accessory dwelling units: owner-occupancy requirements	Ting	Local agencies can create regulations for accessory dwelling units, like an extra room attached to your house or a detached building on your lot. Starting in 2025, local agencies could have required those accessory dwellings to be owner-occupied. This new law would prevent that requirement and allow all accessory dwellings to not be owner-occupied, no matter when they were permitted.
Bill Number	Medium	Watch	Accessory dwelling unites: local ordinances: separate sale or conveyance.	Ting	This bill looks at existing law on Accessory Dwelling Units (like a small apartment outside a bigger house). The existing law says that ADU's can only be sold if allowed by a specific law or ordinance. This bill changes it so they can be sold or otherwise transferred, following the specified laws or ordinances. This bill affects local governments and could possibly result in the state having to pay back the local governments for the costs of implementing these changes. However, this bill also says that the state does not have to pay back these costs.
Bill Number	Medium	Support	California School Employee Housing Assistance Grant Program	Wilson	The Department of Housing and Community Development is responsible for administering programs to create affordable housing in the state. This bill would require the department to create a new program to provide financing assistance for creating affordable rental housing for employees of a qualified school district. This assistance would be in the form of specified loans, and be subject to a project selection process with certain criteria. To fund this program, a California School Employee Housing Assistance Fund would be created in the State Treasury, and implementation would require approval by the Legislature.

Bill Number	Medium	Watch	Greenhouse Gas Reduction Fund: investment plan	Alvarez	The California Global Warming Solutions Act of 2006 was created to help protect the environment. It made the State Air Resources Board responsible for monitoring and regulating sources that produce greenhouse gases. They were also able to use market-based compliance mechanisms to do this. This act also required a certain amount of the money collected through these mechanisms to be put in the Greenhouse Gas Reduction Fund. This fund was then used to help people living in disadvantaged and low-income areas. This bill increased the amount of money allocated to disadvantaged and low-income areas from 25-50% and 5-15%, respectively.
Bill Number	Medium	Support	Office conversion projects	Haney	This bill would allow developers of certain housing projects to convert office buildings into residential dwellings without needing additional permits or approvals. Additionally, it would exempt these conversions from impact fees, and would require local governments to review and approve these projects as a "use by right." Furthermore, it would establish a program to award funding to these "office conversion projects," and when approved, the state would reimburse local governments for the costs incurred.
Bill Number	Low	Watch	City streets and highways	Addis	This bill would make small changes to the law which allows city governments to make 'freeways' out of streets or highways within their jurisdiction - these freeways could involve constructing new roads or changing an existing road.
Bill Number	Medium	Watch	The affordable housing bond act of 2024	Wicks	The Affordable Housing Bond Act of 2024 is a proposed bill that would create an opportunity for very low and low-income households to buy a home with more assistance than they could currently access. The act would issue bonds to fund rental housing and homeownership programs. If approved, it would go before voters in the November 2024 election. If approved, it would take effect immediately.
SB 20	High	Support	Joint powers agreements: regional housing trusts	Rubio	This bill would authorize 2 or more cities, by entering into a joint powers agreement pursuant to the Joint Exercise of Powers Act, to create a regional housing trust for the purposes of funding housing to assist the homeless population and persons and families of extremely low, very low, and low income within their jurisdictions. The bill would require a regional housing trust created pursuant to these provisions to be governed by a board of directors consisting of a minimum of 9 directors, as specified. The bill would authorize a regional housing trust to fund the planning and construction of housing, receive public and private financing and funds, and authorize and issue bonds, as specified. The bill would require the joint powers agreement establishing the regional housing trust to incorporate specified annual financial reporting and auditing requirements.
SB 91	Medium	Support	California Environmental Quality Act: exemption: supportive and transitional housing: motel conversion	Umberg	CEQA is a law that focuses on the environment. It requires lead agencies to prepare an environmental impact report for a project that may significantly affect the environment. It also allows them to issue a negative declaration or a mitigated negative declaration if revisions to the project would avoid or reduce that effect. This bill extends an existing law that exempts certain conversion projects (turning motels and hotels into supportive or transitional housing) until January 1, 2025, with the exemption being extended indefinitely should the bill be passed. This bill would also require the government to pay local agencies and school districts for costs that the state mandates, and establishes how that reimbursement can occur, but in this case, no reimbursement is required.

SB 240	Medium	Support	Surplus state real property: affordable and transition housing	Ochoa Bogh	<p>This bill will allow local agencies and nonprofit affordable housing sponsors to be considered as potential priority buyers of surplus state real property if they can demonstrate that the property is to be used for transitional housing for formerly incarcerated individuals. This development would be considered ministerial in nature and exempt from California Environmental Quality Act (CEQA) requirements. In order to be eligible, the agency or sponsor must satisfy certain requirements, such as demonstrating that the surplus state real property or portion of that surplus state real property is used for open space, public parks, affordable housing projects, or other local government-owned facilities. The department can sell the property for a discounted rate if deemed necessary to provide housing for people of low or moderate income.</p> <p>CEQA is a law that is applied to any project planned by a government agency that may have a significant impact on the environment. If a project is going to create significant environmental impact, the lead agency must create an Environmental Impact Report to identify and mitigate that impact. However, if a project is in a designated Housing Sustainability District then the Environmental Impact Report is not necessary if the Department of Housing and Community Development has approved the district within 10 years of the lead agency's review of the project. This law was recently changed so that the district only needs to have been approved within 12 years of the lead agency's review of the project.</p>
SB 270	Medium	Support	California Environmental Quality Act: housing projects: housing sustainability districts: exemption	Wiener	
SB 294	Low	Watch	Housing development projects: floor area ratios	Wiener	<p>The Planning and Zoning Law requires cities and counties in California to create plans for development, such as a housing element, in their boundaries. Currently, local agencies must ensure housing development projects of 3-7 units have a floor area ratio (FAR) of no less than 10, and 8-10 unit projects must have a FAR of no less than 125. This bill seeks to remove the 10-unit limit, and instead mandate that housing development projects from 11-20 units have a FAR of no less than 25 and more than 20 units must have a FAR of no less than 125 for every 10 units. It also requires that local governments review these housing projects, and the state to reimburse local agencies for any costs mandated.</p>
SB 423	High	Support	Land use: streamlined housing approvals: multifamily housing developments		<p>SB 35 Extension-- This bill would change the law for approving development projects. It would require local governments to approve certain types of development projects, such as multifamily housing developments, that meet certain objective planning standards. The standards would change to include deleting the standard that prohibits the project in a coastal zone, alternative definition for "affordable housing costs," and certification that wage and labor standards will be met. It would also allow the Department of General Services to act in the place of a locality or local government at their discretion. The bill would prohibit public oversight of the development and require reimbursement to local agencies and school districts if otherwise mandated.</p>
SB 440	High	Support	Regional Housing Finance Authorities	Skinner	<p>This bill, the Regional Housing Finance Act, would authorize 2 or more local governments to establish a regional housing finance authority to raise, administer, and allocate funding for affordable housing in the jurisdiction of the authority, as defined, and provide technical assistance at a regional level for affordable housing development, including new construction and the preservation of existing housing to serve a range of incomes and housing types. The bill would require an authority to be governed by a board composed of at least 3 directors who are elected or appointed officials representing the local governments that are members of the authority.</p>
SB 555	High	Support	Social Housing Act of 2023	Wahab	<p>The Social Housing Act of 2023 seeks to create 1.2 million units of social housing over the next 10 years and 200,000 units of social housing for households with extremely low and very low incomes over the next 5 years. Money to make this happen would be allocated to the Department of Housing and Community Development and the California Social Housing Fund. The department would need to develop and submit a plan by 2025 that outlines how the goals will be achieved.</p>

SB 713	Low	Watch	Planning and zoning: density bonuses: preemption	Padilla, S	The Density Bonus Law is a law that requires cities and counties to provide developers who propose a housing development with extra incentives and concessions if the developers agree to construct certain types of housing. This new bill would make sure that this law is upheld in the case of any conflicts with ordinances, regulations, or other local laws that are created by initiatives. The bill also states that its impact is a matter of statewide concern, therefore applying to all cities, even those with their own charters.
SB 834	High	Support if Amended	Housing: California Family Home Construction and Homeownership Bond Act of 2023	Portantino	Proposition 1 was a law passed in 2018 which allowed the government to issue \$4 billion in bonds to help fund housing programs, particularly for veterans. Now, another bill is trying to be passed which is called the California Family Home Construction and Homeownership Bond Act of 2023. If passed, it would increase the amount of bonds to \$25 billion. These bonds would help finance programs like California Socially Responsible Second Mortgage Loans to help people make down payments or pay closing costs on a new home, and Family Homeownership Opportunity Infrastructure Improvement Loans for developers to cover the cost of construction and other upfront costs related to creating a new home. This bill would take effect immediately when
ACA 1	High	Support	Local government financing: affordable housing and public infrastructure: voter approval		The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions. This measure would create an additional exception to the 1% limit that would authorize a city, county, city and county, or special district to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, as applicable, and the proposition includes specified accountability requirements. The measure would specify that these provisions apply to any city, county, city and county, or special district measure imposing an ad valorem tax to pay the interest and redemption charges on bonded indebtedness for these purposes that is submitted at the same

6a. Workforce Housing Fund Structure



Report Date: May 17, 2023
Prepared By: Emily Vitas, Executive Director
Agenda Item: 6a. Workforce Housing Fund Structure

Workforce Housing Fund Progress Update

In April 2023, we contracted with Navigate, LLC to support development of the Workforce Housing Fund, while also engaging Best Best & Krieger's (BBK) nonprofit legal team to support the fund's creation.

In our first week of work on the fund, we were notified by BBK that obtaining 501c3 tax exemption would be difficult, given the nature of the Fund's mission (serving community over 80% AMI). The BBK team identified one exemption, Lessening the Burdens of Government, that could be pursued for exemption. They also made clear that this exemption is not easy to obtain and would require time and financial resources to build the 'case' for obtaining it. Additionally, because it is not a given that we would receive the exemption after application submission, BBK recommended that we not operate under a fiscal sponsor while waiting for IRS response. The timeframe for IRS response could be anywhere from one – nine months.

Navigate has been leading us through an exercise to consider different structures, in addition to the 501c3. This exercise presented a few different models:

- 501c3: Lessening the Burdens of Local Government
 - o Pros:
 - Can serve all AMI levels served by local governments (likely up to 245% AMI)
 - Keeps Fund funds/operations 'separate' from TTWHA member-agency-specific operations
 - 501c3 is a known, 'safe' model
 - Provides 'private' option for philanthropy
 - o Cons:
 - Likelihood: There is a possibility it will not be approved (no known precedent for this model)
 - Timing: Cannot operate until IRS approves
 - Building the model to unlock philanthropy, philanthropy typically doesn't 'flow' to higher-income housing, unless it's project based
 - Property tax exemption unlikely
 - Structure requires own board, staff, legal, accounting, etc.

- Utilize existing JPA structure, with some revisions: The Agency welcomes the Fund operations under its existing umbrella and utilizes accounting practices to manage funds appropriately
 - o Pros:
 - Timely: can operate almost immediately
 - Property tax exempt
 - Model that 'makes sense' to community
 - Contributions are tax exempt through the JPA structure
 - Could exercise use of 501c3 partner for project-specific pursuits
 - No separate structure (board, staff, etc) – could utilize advisory council for subject matter expertise (development, acquisition, etc)
 - o Cons:
 - Model may not be ideal for some members
 - No 501c3 option for philanthropy

- Agency Fund Partnership through another 501c3: Funds would ‘flow through’ other 501c3 for Fund operations
 - o Pros:
 - Timely: can operate within 2 months
 - Provides clear path for philanthropy
 - No separate structure (board, staff, etc) – could utilize advisory council for subject matter expertise (development, acquisition, etc)
 - o Cons:
 - Loss of ‘control’ over dollars
 - Funds are not flowing ‘to’ a housing organization
 - Fees associated with fund management

On May 8, Navigate presented the above structures to the Housing Fund Ad-hoc. Navigate’s recommendation is to revise the JPA structure to operate all fund activities under the existing ‘umbrella,’ and pursue an agency fund or philanthropic partner for project-specific philanthropy, as needed.

Staff supports Navigate’s recommendation to move forward with operations of the ‘Fund’ under the existing JPA umbrella.

Staff is requesting Board consideration of these proposed models, with direction on how best to move forward.

Fund Budget

Category	Approved (\$40k)	To Date (5/12/23)	Remaining
Nonprofit Consultant	\$20,000	\$21,400	-\$1,400
Legal	\$10,000	\$7,189	\$2,811
Marketing + Advertising	\$5,000	\$0	\$5,000
Accounting	\$2,500	\$0	\$2,500
Misc Filings, etc.	\$2,500	\$0	\$2,500

ATTACHMENTS

Presentation: Fund Structure Alternatives, Navigate LLC

Memo: Lessening the Burden of Local Government, Best Best & Krieger

**6a ATTACHMENT:
Presentation: Fund Structure Alternatives**

TTWHA Workforce Housing Fund

Structure Considerations



1. Goals

2. Organizational
Structure Considerations

3. Recommendation



Fund Goals

1. Serve entire Truckee-Tahoe workforce
2. Provide non-governmental option for tax deductible donations



NAVIGATE
COMMUNITY HOUSING SOLUTIONS

Fund Goals

3. Provide home for identified programs:
 - a. Acquisition
 - b. Regional Housing Programs
 - c. Development - Revolving Loan Fund



Organizational Structure Alternative #1

1. 501c3: Lessening the burden of government (over 120%AMI)

Pros:

1. Can serve any AMI and entire community workforce
2. Provides private option for philanthropy

Cons:

1. **No known similar precedent of 501c3 housing org serving over 120% AMI**
2. Philanthropy limited over 80%AMI
3. Could be ~6 mo until established and may require revisions
4. Property tax exemption unlikely



TRUCKEE TAHOE
Workforce Housing Agency

NAVIGATE
COMMUNITY HOUSING SOLUTIONS

Org Structure Alternative #2

2. Utilize Existing JPA Structure, with Revisions

Pros:

1. Can serve regional workforce at all AMI levels
2. Can operate immediately
3. Property tax exempt
4. Simpler for community (same entity)
5. No separate structure – board, accounting, legal

Cons:

1. Potentially lose members
2. No private option for philanthropy



Org Structure Alternative #3

3. Utilize fiscal sponsor / Agency Fund

Pros:

1. Provide private option for philanthropy
2. Simple/timely setup
3. No separate structure – board, accounting, legal

Cons:

1. Not a housing organization
2. Less control of funds
3. Fees



Recommendation: Org Structure

1. Revise JPA structure to serve entire community
2. Pursue fiscal sponsor for private donations – project specific
3. Pursue 501c3 in year 2 or 3, if needed



Recommendation: Programs

1. Acquisition Program

1. Establish through existing structure – property tax exemption, public-private pursuit

2. Regional Housing Programs

1. Workforce Housing Preservation Program
2. Down Payment Assistance
3. Employer/Industry-specific Pursuits

3. Revolving Loan Fund

1. Consider in Years 2- 3, complex structure

4. Existing rental program and homebuyer education

1. Continue under existing structure

5. Development of new units on partner land

1. Pursue under existing structure



6a ATTACHMENT:
Memo: Lessening the Burdens of Local Government

MEMORANDUM

To: Emily Vitas, TAHOE TRUCKEE WORKFORCE HOUSING AUTHORITY
From: Isabel C. Safie
Date: May 8, 2023
Re: Qualifying for 501(c)(3) - Lessening Burdens of Government

QUESTION PRESENTED

In order to receive 501(c)(3) status, what documentation is necessary to show the nonprofit is “lessening the burdens of government?”

ANALYSIS

I. OVERVIEW OF “LESSENING BURDENS OF GOVERNMENT” ANALYSIS

Section 1.501(c)(3)-1(d)(2) of the Income Tax Regulations provides that the term 'charitable' is used in section 501(c)(3) of the Code in its generally accepted legal sense, and includes the lessening of the burdens of government.

To determine whether an organization’s activities do lessen an acknowledged governmental burden, all relevant facts and circumstances must be considered. A favorable working relationship between the government and the organization is strong evidence that the organization is actually lessening the burdens of government. This means is it is necessary to present objective evidence that:

- (1) A government entity considers efforts to provide affordable housing (or affordable homeownership opportunities) for households above 80% of AMI to be “a part of its burden,” and;
- (2) That the government entity has entered into some form of relationship with the housing organization to further these efforts and thereby lessen this burden.

The IRS has issued opinions detailing possible ways organizations could prove they are actually lessening the burdens of government. The most obvious case is one in which the governmental unit permits the organization to take part in an activity actually being performed by the governmental unit. The governmental unit might act jointly with the organization or allow the

organization to assume the operation of this activity. On the other hand, the organization might conduct an activity which is an integral part of a larger program of a governmental unit. Finally, in certain cases the governmental unit may otherwise make it clear that it considers the specific activity carried on by the organization to be one of its responsibilities and that it views the organization to be acting on its behalf.

Relevant factors, in addition to “a favorable working relationship,” would include whether the government had actually undertaken this activity itself and whether there have been formal actions by a legislative body or other official actions by the governmental unit establishing that it expressly accepts the activity as a governmental burden and recognizes the organization as acting on its behalf.

Above all, as the standard focuses on the actual relationship of governmental unit and private organization, evidence of that relationship must be advanced. This is particularly true in the case of organizations claiming to render gratuitous, non-educational, and non-financial assistance to governmental agencies. There must be evidence of cooperation between the organization and the government it purport to serve.

II. DOCUMENTATION NECESSARY

In order for Truckee Tahoe Workforce Housing Fund (“TTWHF”) to receive 501(c)(3) status, the following options would help make the case that its activities would lessen the burden of government:

- Government action to support the creation and/or operation of the organization specifically as a means of implementing the government’s efforts to make affordable housing available to moderate income households;
- Legislative action to fund or otherwise support specific activities of the organization that implement or support such efforts;
- A contract with the government entity, under which the organization carries out activities intended to implement or support such efforts;
- A written statement by a government official that the government has asked the organization to carry out certain activities to implement or support such efforts.

An example of this occurred with a California organization. An organization that was originally created to preserve the affordability of homes built by Habitat for Humanity for very low income people was later asked by a local municipality to play a similar role in preserving the affordability of moderate income housing made affordable through the municipality’s inclusionary zoning program. The organization contacted the IRS and asked that its stewardship of moderate income homes be recognized as charitable on the basis that it lessened the burdens of government, as *evidenced by a letter from a municipal official explaining its request that the organization perform this function*. The request was approved.

III. DOCUMENTATION FROM LOCAL GOVERNMENT ENTITY

TTWHF's mission is to generate resources to accelerate the housing solutions for middle-income workforce in the Truckee-North Tahoe Region. It is important to work with a local government entity in order to show that TTWHF is lessening the burdens of government.

As listed above, there are multiple options TTWHF could utilize while working with a local government entity: (1) the entity could draft a resolution or take any other action that would support the creation/operation of TTWHF; (2) the entity could also adopt an ordinance or regulation in which they fund or otherwise support the specific activities of TTWHF; (3) a contract with the entity, detailing that the TTWHF is meant to carry out this activity; or (4) an official of the entity could write a statement to be submitted to the IRS that the government has asked TTWHF to carry out the specific activity TTWHF hopes to accomplish.

This documentation would be vital in showing that TTWHF and the entity have a favorable working relationship, and that the actions of TTWHF lessen the burdens of local government.

CONCLUSION

While a favorable relationship is important, it is not determinative. Further substantiation is important. Being one of many organizations participating in a government housing program probably will not be seen as relieving the burdens of government, whereas being the organization designated by a government to carry out a specific function is likely sufficient. As such, evidence of this is vital for an organization like TTWHF to secure 501(c)(3) status.

6b. Executive Director Succession Plan



Report Date: May 17, 2023
Prepared By: Emily Vitas, Executive Director
Agenda Item: 6b. Executive Director Succession Plan

BOARD REQUEST:

Discuss and provide direction on executive director transition.

BACKGROUND:

On May 4, current Executive Director Emily Vitas announced that she will be moving on from the Agency this summer. Her final day in Truckee will likely be June 30, 2023.

The board will need to establish a hiring committee to steward the process of identifying the next Executive Director. Below is a proposed process and timeline.

Hiring Committee

Staff is requesting three participants to support the hiring process. Committee members should plan to participate in all interviews and 2-3 committee meetings.

To determine: Inclusion of non-board interview committee participants.

Hiring Committee + Process

1. Determine Hiring Committee: Board
2. Write job description and determine pay, benefits, etc.: Staff
3. Decide advertising/recruitment channels, determine costs and placement: Staff
4. Review applicants, determine next step for applicant: Committee Meeting 1
5. Establish interview process, questions, ranking/rating system: Committee Meeting 1
6. Conduct Interviews: Committee
7. Identify short list – conduct follow-up interviews, if needed: Committee Meeting 3
 1. Reference/background checks: staff
8. Final candidate(s) interview with full Board, if needed
9. Offer: Committee
10. Onboarding: Staff and Board

Proposed Timeline

May 17: Distribute/post job listing

June 16: Application submission deadline (staff will collect and track)

Depending on submissions, interviews may be scheduled prior to submission deadline

June 19 – 30: Interviews

July 1 – August 30: Hiring process, employment begins

July 1 – TBD: Emily supports transition

ATTACHMENTS

Executive Director Job Description

Executive Director Annual Work Plan

**6b ATTACHMENT:
Executive Director Job Description**



TRUCKEE TAHOE
Workforce Housing Agency

Executive Director
Full-time, Exempt

Organization Mission and Vision

The Truckee Tahoe Workforce Housing Agency (TTWHA) is a Joint Powers Authority formed in 2020 to support the workforce housing needs of member agencies by acquiring, developing, and leasing workforce housing, and supporting housing programs for those making over 80% Area Median Income (the ‘middle income’ workforce).

Today, TTWHA provides housing solutions to the ~2,300 employees of its seven member agencies and is in the process of expanding its structure to serve the greater Truckee-Tahoe workforce. TTWHA is led by a seven-member Board of Directors, comprised of staff from each of the public entity members. TTWHA has a 2023-24 operating budget of \$530,000 and employs two full-time staff members and a variety of consultants and contractors.

In January 2023, the Board of Directors adopted a 5-year strategic plan that identifies key target areas the agency will focus on through 2027. The TTWHA Strategic Plan can be reviewed [HERE](#).

Executive Director Summary

TTWHA seeks a visionary Executive Director to execute the agency’s strategic framework. Our next Executive Director will have strategic vision, political acumen, experience in workforce housing and public agency operations, and an understanding of, and deep appreciation for, community collaboration and partnerships.

Strategic Priorities:

- Advance the Agency’s 5-year Strategic Plan
- Implement the Agency’s new operating structure
- Identify partnership and funding opportunities to support regional housing programs, housing development, and property acquisition for the Truckee-Tahoe workforce

Duties and Responsibilities

The ideal candidate will utilize their expertise and cultivate a team of community partners, staff, and consultants to support the following priorities:

Vision and Leadership

- Provide vision and leadership to advance the 5-year strategic plan
- Advocate and inspire support for Agency-led and regional projects and programs
- Maintain a working knowledge of regional and statewide housing projects, programs, and policy
- Steward member agency relationships and a strong organizational culture

Community Engagement

- Serve as primary spokesperson for the Agency
- Convene committees and advisory groups focused on agency initiatives
- Build and maintain relationships with private and philanthropic partners, regional housing partners, and other housing advocates
- Support new and creative communication strategies to demonstrate the Agency’s mission, project, and programs (including website content, presentations, education campaigns, and more)

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Operations and Finance

- Administer all operational and fiscal activities, including annual work plans, financial audits and reporting, and legal filings
- Lead staff, accounting support team, and the Board in financial oversight
- Mentor, support, and build staff and consultant capacity to ensure organizational and operational progress and efficiency

Board Relations

- Serve as primary contact for the Board and work to build a cohesive and collaborative environment among the Board of Directors, committees, and staff
- Set board agendas and develop monthly meeting reports and packets
- Act as Board Secretary, including the creation and filing of meeting minutes

Housing Projects and Programs

- Build annual work plans and lead execution of strategic plan initiatives
- Collaborate with and support agency staff and consultants
- Develop and launch new programs, projects, and partnerships

Qualifications

We are seeking candidates who have:

- High ability to establish and cultivate strong relationships, with a keen awareness of the political landscape and impact of community dynamics on decision-making
- Demonstrated experience working within public agencies and public-private partnerships, with an understanding of financial and legal considerations
- Experience and understanding of the North Tahoe-Truckee communities, partners, and initiatives
- Understanding of regional housing projects, programs, and policy
- Demonstrated experience managing organizational and operational activities

Compensation, Benefits, and Location

This is a full-time position that reports to the Board of Directors, with a competitive salary between \$120,000 and \$130,000, commensurate with experience. The position is based in Truckee. While hours and work location are flexible, the ideal candidate will live in the North Tahoe-Truckee region.

Benefits package includes medical, dental, vision, paid family leave, long-term disability and group life insurance coverage; 403(b) retirement plan with employer contribution; generous vacation, sick leave, and paid holidays; training and professional development opportunities; and a flexible schedule determined by the candidate.

The Executive Director will be employed by the Tahoe Forest Hospital District and 'leased' to manage the Truckee Tahoe Workforce Housing Agency.

How to Apply

Please submit a resume and cover letter to emily@ttjpa.org. Submissions will be accepted through June 16, 2023.

Questions may be directed to Emily Vitas, Executive Director at emily@ttjpa.org or (530) 582-6593.

Tahoe Forest Hospital District is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

**6b ATTACHMENT:
Executive Director Annual Work Plan**

Executive Director: Annual Operations Plan						
Operations: 30%						
	Annual				Person/s Responsible	Notes
	Q1	Q2	Q3	Q4		
Board Relations + Management						
Member Agency Check-ins		Monthly			ED	
Board Agendas and Packets		Monthly			ED	
Board Meeting Minutes		Monthly			ED	ED is Secretary - Secretary and Chair Sign - Prepare minutes, collect signatures quarterly
Brown Act Compliance		Ongoing			ED / Best Best & Krieger	Ensure meetings and communications are compliant, supported via BBK (legal counsel)
Form 700 Management	X					Form 700s due annually, by April 1 - electronically via FPPC
Finance						
Monthly Meetings with Supporting Strategies		Monthly			Supporting Strategies / ED	Review financials, board approves financials two months in arrears
Annual Audit			X		Supporting Strategies / ED	James Marta and Associates: launch in August, complete by October
Financial Transaction Report	X				Supporting Strategies / ED	Submitted to the State Controller's Office, prepared by Supporting Strategies, with ED support
Government Compensation Report		X			ED	Confirmation of board members, declaration that they're unpaid
Financial reports to the board		Monthly			ED	Board approves financials two months in arrears (approve Jan in March, for example)
Housing: 70%						
	Annual				Person/s Responsible	Notes
	Q1	Q2	Q3	Q4		
Strategic Plan						
Strategic Plan Execution (see agency work plan)		Ongoing			ED / Staff / Board	
Community Engagement						
Partnerships with local jurisdictions and agencies		Ongoing			ED / Program Manager	
Participation in Mountain Housing Council		Quarterly			ED / Program Manager	
Engage with local associations: CATT, TSBOR, Chambers		Ongoing			ED / Program Manager	
Developer relations		Ongoing			ED / Program Manager	
Attendance at housing-related community meetings		Ongoing			ED / Program Manager	
Development of 'Fund' Advisory Committee		2023-24			ED / Board	
Marketing and Communications						
Annual data collection		Ongoing			Program Manager / ED	Annual surveys, support of regional surveys, employer-specific data collection
Website updates		Ongoing			Mktg / Program Manager / ED	
PR / Media		Ongoing			Mktg / ED	Incoming: ED, Outgoing: Mktg
Advertising		Ongoing			Mktg / ED	
Marketing / Education		Ongoing			Mktg / Program Manager / ED	
Educational webinars		Quarterly			ED / Program Manager	
TTWHA E-news		Monthly+			Program Manager / Mktg	