

# Minutes of the June 16, 2021 Board Meeting

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

**June 16, 2021, 8:30am**

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1. CALL TO ORDER: 8:32

Directors Present: Harry Weis, Tahoe Forest Hospital District  
Kevin Smith, Truckee Tahoe Airport District  
Michael Salmon, Truckee Donner Public Utility District, *Secondary Rep.*

Absent:

Carmen Ghysels, Tahoe Truckee Unified School District  
Steven Poncelet, Truckee Donner Public Utility District

2. APPROVAL OF AGENDA

No changes made to the agenda.

3. PUBLIC COMMENT

No public comment.

4. CONSENT ITEMS

- a. Minutes of the May 19, 2021 Board Meeting
- b. April 2021 Financials

No public comment.

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

Ayes: Director Weis, Director Smith, Director Salmon

Noes: None

5. REPORTS AND PRESENTATIONS

- a. Executive Director Report

Ms. Vitas provided an update on the agency's housing match program, land mapping exercise, temporary housing efforts, community meetings and connections, regional housing partner updates, and conversations with local builders and developers. The board discussed temporary housing concerns and opportunities.

6. ITEMS FOR BOARD DISCUSSION

- a. Discuss Opportunity to Partner with the Forest Service on Workforce Housing

The board reviewed and discussed a workforce housing and partnership opportunity with the United States Forest Service.

- b. Discuss Proposed Master Leasing Program

Ms. Vitas updated the board on the draft master leasing program. The board discussed the opportunities the program presents, including: securing single-family homes and blocks of units in complexes, considering an incentive for homeowners through the program, and employer contributions to offset housing expenses for employees. Ms. Vitas confirmed that board contributions will be integrated in to the program draft, with a proposed program start date of September 1.

7. ITEMS FOR BOARD ACTION

- a. Consider Approval of Certified Professional Accountant for Annual Audit Board discussion ensued.

Motion to approve made by Director Smith. Seconded by Director Salmon.  
Ayes: Director Weis, Director Smith, Director Salmon  
Noes: None

- b. Consider Acceptance of a Resolution from the Town of Truckee Requesting Membership in the Workforce Housing Agency, and Approve a New Member Start Date for Requesting Agencies

Motion to approve the resolution, with a new member start date of September 1, 2020 made by Director Salmon. Seconded by Director Smith.  
Ayes: Director Weis, Director Smith, Director Salmon  
Noes: None

- c. Consider Approval of Amended Agency Agreement and Bylaws

Motion to approve made by Director Smith. Seconded by Director Salmon.  
Ayes: Director Weis, Director Smith, Director Salmon  
Noes: None

8. DIRECTOR COMMENTS

Director Smith shared that the airport has available office space for Ms. Vitas and the Housing Agency to consider renting, if needed.

Director Salmon introduced and welcomed Truckee Donner Public Utility District General Manager Brian Wright to the meeting, and shared that Brian will be moving in to the Board role for the Housing Agency, as the newly selected General Manager.

9. ADJOURN: 10:06

Motion to adjourn made by Director Smith. Seconded by Director Salmon.  
Ayes: Director Weis, Director Smith, Director Salmon  
Noes: None

# May 2021 Financials



**Truckee Tahoe Workforce Housing Agency**  
**Budget v. Actual: FY 2020\_2021**  
 April 2020 - May 2021

	Total			
	Actual	Budget	Variance	FY 20-21 Budget*
<b>Income</b>				
6100 Contribution Revenue				
6104 Government	300,000.00	300,000.00	-	300,000.00
<b>Total 6100 Contribution Revenue</b>	<b>\$ 300,000.00</b>	<b>\$ 300,000.00</b>	<b>-</b>	<b>\$ 300,000.00</b>
<b>Total Income</b>	<b>\$ 300,000.00</b>	<b>\$ 300,000.00</b>	<b>-</b>	<b>\$ 300,000.00</b>
<b>Gross Profit</b>	<b>\$ 300,000.00</b>	<b>\$ 300,000.00</b>	<b>-</b>	<b>\$ 300,000.00</b>
<b>Expenses</b>				
8000 Salaries & Benefits				
8010 Wages and Benefits	103,975.40	119,700.00	15,724.60	128,250.00
<b>Total 8000 Salaries &amp; Benefits</b>	<b>\$ 103,975.40</b>	<b>\$ 119,700.00</b>	<b>15,724.60</b>	<b>\$ 128,250.00</b>
8100 Professional & Outsourced Svcs				
8105 Staff Support		2,800.00	2,800.00	3,000.00
8110 Accounting & Audit	4,852.00	14,000.00	9,148.00	15,000.00
8115 Website Design	4,950.00	5,000.00	50.00	5,000.00
8130 Legal	22,189.03	24,174.45	1,985.42	25,000.00
8150 Other Professional Services	41,731.43	37,568.00	(4,163.43)	38,400.00
<b>Total 8100 Professional &amp; Outsourced Svcs</b>	<b>\$ 73,722.46</b>	<b>\$ 83,542.45</b>	<b>9,819.99</b>	<b>\$ 86,400.00</b>
8200 Sales & Marketing_Community Outreach				
8210 Advertising & Promotion	3,716.00	9,599.86	5,883.86	10,250.00
8220 Community Engagement / Business Development		1,166.67	1,166.67	1,250.00
<b>Total 8200 Sales &amp; Marketing_Community Outreach</b>	<b>\$ 3,716.00</b>	<b>\$ 10,766.53</b>	<b>7,050.53</b>	<b>\$ 11,500.00</b>
8400 Facility Costs				
8410 Rent Expense	476.30		(476.30)	-
8460 Telephone & Internet		186.67	186.67	200.00
<b>Total 8400 Facility Costs</b>	<b>\$ 476.30</b>	<b>\$ 186.67</b>	<b>(289.63)</b>	<b>\$ 200.00</b>
8500 Other G&A				
8510 Office Supplies	259.95	466.67	206.72	500.00
8540 Office Equipment (non cap)	52.10	1,866.67	1,814.57	2,000.00
8550 Software & Subscription Svcs	1,500.70	1,446.67	(54.03)	1,550.00
8560 Dues & Subscriptions	668.99	770.00	101.01	825.00
8600 Bank Service Charges	158.75	280.00	121.25	300.00
8620 Insurance Expense	6,415.17	9,641.52	3,226.35	10,000.00
<b>Total 8500 Other G&amp;A</b>	<b>\$ 9,055.66</b>	<b>\$ 14,471.53</b>	<b>\$ 5,415.87</b>	<b>\$ 15,175.00</b>
<b>Total Expenses</b>	<b>\$ 190,945.82</b>	<b>\$ 228,667.18</b>	<b>\$ 37,721.36</b>	<b>\$ 241,525.00</b>
<b>Net Operating Income</b>	<b>\$ 109,054.18</b>	<b>\$ 71,332.82</b>	<b>\$ 37,721.36</b>	<b>\$ 58,475.00</b>
<b>Net Income</b>	<b>\$ 109,054.18</b>	<b>\$ 71,332.82</b>	<b>\$ 37,721.36</b>	<b>\$ 58,475.00</b>

**Note**

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

**Truckee Tahoe Workforce Housing Agency**  
**Balance Sheet**  
As of May 31, 2021

	Total	
	As of May 31, 2021	As of May 31, 2020 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1001 US Bank Checking_6993	117,733.74	215,000.00
1072 Bill.com Money Out Clearing	-	
<b>Total Bank Accounts</b>	<b>117,733.74</b>	<b>215,000.00</b>
<b>Total Current Assets</b>	<b>117,733.74</b>	<b>215,000.00</b>
<b>Other Assets</b>		
3300 Deposits	1,000.00	-
<b>Total Other Assets</b>	<b>1,000.00</b>	-
<b>TOTAL ASSETS</b>	<b>118,733.74</b>	<b>215,000.00</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
4000 Accounts Payable (A/P)	9,679.56	17,036.20
<b>Total Accounts Payable</b>	<b>9,679.56</b>	<b>17,036.20</b>
<b>Credit Cards</b>		
4100 US Bank_Visa_7233	-	
<b>Total Credit Cards</b>	-	-
<b>Other Current Liabilities</b>		
4205 Other Current Liabilities	-	
<b>Total Other Current Liabilities</b>	-	-
<b>Total Current Liabilities</b>	<b>9,679.56</b>	<b>17,036.20</b>
<b>Total Liabilities</b>	<b>9,679.56</b>	<b>17,036.20</b>
<b>Equity</b>		
Retained Earnings	254,082.68	-
Net Income	(145,028.50)	197,963.80
<b>Total Equity</b>	<b>109,054.18</b>	<b>197,963.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>118,733.74</b>	<b>215,000.00</b>

Wednesday, Jul 14, 2021 10:06:50 AM GMT-7 - Accrual Basis

# Executive Director Report

Meeting Date: July 21, 2021  
Prepared By: Emily Vitas, Executive Director  
Agenda Item: Executive Director Report

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### **NEW MEMBER AGENCY UPDATE**

We are progressing through the new member process with the Town and Counties. The Town will be requesting that the Council approve the second resolution (confirming their understanding and approval of the TTWHA agreement and bylaws), while both Counties are bringing the first resolution (requesting membership) to their Supervisors at the end of July. We are on track to welcome the three member agencies on September 1.

### **TTWHA HOUSING PROGRAMS & UPDATES**

#### **Land Mapping Exercise**

We are working with Drew to complete the cut sheets for the 8 parcels identified through the mapping exercise. The board will review the cut sheets and next steps at the August board meeting.

#### **Master Leasing Program**

We have three interested homeowners in the pipeline for our master leasing program and may have the opportunity to work with them as our pilot participants in the program. I am also meeting with local property management companies to understand the process around management, and explore partnership opportunities to help manage properties, process rent payments, etc. once the program begins to grow.

### **COMMUNITY ENGAGEMENT**

*The following list includes those that I have met, and community meetings I've attended, since our last board meeting. Please let me know if you'd like further information on any of these connections.*

#### **Community Meetings and Presentations**

TTWHA Member Agency 1-year Update & Member Contribution Presentations:

June 23: TTAD    June 24: TFHD

Art Chapman and John Jones – Workforce Housing Opportunities  
Brian Wright, TDPUD – Housing Updates  
Dan Fraiman, Dan Fraiman Construction – Workforce Housing Opportunities  
Emily Setzer, Placer County – Monthly Check-in  
Matt Hanson and Lauren Kilbourne, Tahoe Truckee Homes – Master Leasing  
Nevada County Staff and Supervisors Bullock and Miller – New Member Discussion  
Placer County Staff – New Member Discussion  
Seana Doherty, Town of Truckee – Monthly Check-in  
Todd Rivera, TTUSD – Housing Update

Mountain Housing Council Emergency Housing Meeting  
Mountain Housing Council Achievable Housing for All Stakeholder Working Group

## REGIONAL HOUSING UPDATE

*The following is not a comprehensive list of regional housing activities, rather an overview of updates that have been gathered through meetings over the previous month/s.*

### Mountain Housing Council

- The Housing Council led an emergency housing meeting on June 25 to explore immediate solutions. Over 40 community members broke in to smaller sessions to discuss: short-term options such as accessing campgrounds and state-owned land, emergency housing ordinances led by entitlement agencies that could include temporary rent control or caps on STRs, ways for local businesses to pool their money for employee housing, and a variety of other solutions. Housing Council has made exploring these options their primary charge for the near future.
- The employer / employee surveys and update to the 2016 regional housing needs assessment have caught the attention of local and regional news outlets, as detailed here in SFGate's article about the thousands of locals in need of housing: <https://www.sfgate.com/renotahoe/article/truckee-north-tahoe-housing-study-tech-transplants-16312584.php>

### Placer County

- The [Workforce Housing Preservation Program](#) was launched on July 12. The program has a cap of 245% AMI for single-family homes and 220% for multi-family homes. The amount a home buyer can receive through the program is dependent on a variety of factors and will be determined once an applicant has a home secured. There is currently \$500,000 available for the program, and they have already received three applications.

### Town of Truckee

- At the July 12 Town Council meeting, staff presented a proposed [Below Market Rate Housing Program](#), a program that could allow the Town to purchase homes, deed restrict them, and sell to locals at a below-market rate. The program could also provide a deed restriction mechanism for homeowners or developers interested in deed restricting their units. There was overwhelming support from Council to move forward the development of this program.
- The Town is working with Landing Locals on another iteration of the Long-term Rental Grant Program, to be brought to Council in August. This next proposed round of updates to the pilot program could include a shift in incentive lengths and amounts, rental rate caps, and tenant qualifications. Placer County has also expressed interest in potentially running a similar program, which would allow a region-wide offering.

## DEVELOPER CONNECTIONS AND PROJECT UPDATES

### For-purchase Development, Brockway Road, Truckee

We have been working with a developer who recently acquired a parcel along Brockway Road in Truckee. He is working on a plan for a 60+ unit development that includes for-purchase single-family homes, offered at purchase prices that are in line with what our employees have stated they can afford. We have an opportunity to partner on this project in a way that could allow us to secure units before they're complete, based on employee interest.

## ATTACHMENTS

2021-25 TTWHA Housing Work Plan

**TTWHA Housing Work Plan 2021-25**

FOCUS AREAS	1. Lease/Develop Workforce Housing 2. Expand Housing Programs and Services 3. Develop Non-housing-related Programs to Ease the Burden of Housing Costs	TARGETS	Year	Employees Served %	# Served
			2021	1.00%	17
			2022	1.50%	25
			2023	2.50%	42
			2024	5.00%	83
			2025	10.00%	167
			<b>Total</b>	<b>0.20</b>	<b>333</b>

Activity	Goal	Timeframe	Status Towards Targets (7/16/21)	Lead/Support	% of Staff Time	2021-22 Budget
<b>Focus Area 1: Lease/Develop Workforce Housing - 40%</b>						
Development of Workforce Housing	Develop housing on member agency-owned land	January Start First project under const. Dec 2025		ED / Member Agency Ad-hoc	20	\$75,000.00
Master Leasing Program	Secure member agency-leased units to increase access and affordability for employees	March Start Program launch September 2021		ED / Agency Staff / Regional Partners	20	Agency Opt-in
Short-term Housing	Master lease units for emergency / new hire needs	See Master Leasing		ED	5	-
<b>Focus Area 2: Expand Housing Programs and Services - 40%</b>						
Employee Concierge for Housing	Support employees in their search for housing	Ongoing Hire PT support staff late 2021	82 employees served	ED / Support Staff	10	Staff Time
Unlock Existing Units	Unlock existing units for long-term lease through incentives and programs	Ongoing Launched July 1, 2020	16 Placements	ED / Landing Locals	5	\$75,000.00
Pathway to Ownership	Increase # of employees buying homes in the region through education and funding	April Start	1 Purchase	ED / Realtors/Lenders	10	-
Education + Outreach						\$5,000.00
Down Payment Assistance						Agency Opt-in
Loan Products						TBD
Existing Homeowner Support	Provide education/tools to existing homeowners to upgrade their homes	May Start		ED / TDPUD	5	Staff Time
Reduce Insurance Barriers / Expenses	Provide insurance access and affordability by combining member agency resources	March Start		Member Agencies / ED	5	Agency-led
<b>Focus Area 3: Develop Non-housing Related Programs to Ease Burden of Employee Housing Costs - 20%</b>						
Transit-related Incentives and Education	Increase awareness and education around transit opportunities for employees	August Start		Member Agencies / ED	10	Agency-led
Child-care Partnerships and Offerings	Explore resource-sharing to increase child-care access / affordability	October Start		Member Agencies / ED	10	Agency-led
						<b>\$155,000.00</b>

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

## 2020-21 Housing Match Program Recap and 2021-22 Incentive Program Considerations

Meeting Date: July 21, 2021  
Prepared By: Emily Vitas, Executive Director  
Agenda Item: 2020-21 Housing Match Program Recap and 2021-22 Incentive Program Proposal

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### **2020-21 Housing Match Program**

In July 2020, we launched the Housing Match Pilot Program in partnership with Landing Locals. In October 2020, recognizing the shift in the housing market, and its negative impact on the speed in which we could access homes, the board chose to extend the program until the proposed program budget was expended. The not to exceed budget amount of \$10,000 was meant to serve roughly 15 matches.

As of July 15, 2021, we have utilized \$9,000 of the program budget and matched 16 employees (11 TFHD, 5 TTUSD), many with families, with long-term leases. The program has been successful in meeting our goals and has provided a proof of concept for future opportunities related to accessing existing housing stock. Landing Locals has proven to be a crucial partner, and has maintained a dedication to this work, and provided important data related to our employees' needs.

“My family was ready to purchase prior to COVID, but that is no longer possible. We are so thankful to Landing Locals because it has been an overwhelming struggle that we never expected or anticipated. And, every day I hear of very involved community members losing their housing. Thank you for all of your help. I don't know what options my family would have without you.”  
- TTUSD Employee

With a year of the program completed, and with the evolving housing landscape in the Truckee-Tahoe region, it is important that we reflect on the success of the program, learn from its challenges, and consider what the next evolution of a program to access existing housing units might look like.

### **Lessons Learned / Considerations Moving Forward**

- It is important that the Workforce Housing Agency maintain a certain level of connection to homeowners and tenants. This could allow future opportunities, when a tenant moves out and/or a lease ends, to lease the home to another member agency employee.
- The landscape has shifted dramatically since the program began. Tying incentives to access needs to be considered.
- Our regional housing partners are developing programs with similar models. We need to find a way to provide a unique offering that accesses stock that isn't being uncovered through other efforts. Avoiding AMI caps for tenants and housing, providing homeowner incentives, and advertising the benefits of working with an entity like the Workforce Housing Agency need to be considered.
- The level of displacement due to homeowners selling their homes or choosing to use them themselves has caused instability in the rental market. TTWHA needs to consider opportunities to secure units for longer than 1-year to allow housing stability for its employees who rent.

### **2021-22 Incentive Program**

The 2021-22 budget includes \$75,000 for a housing incentive program. Initially, we expected to utilize these funds to evolve our existing program with Landing Locals, and/or supplement other regional partners' efforts to increase the number of existing units our employees are able to access. With the considerations listed above, staff recommends that the incentive program dollars be tied to the master leasing program. This will allow for an increase in interest tied to the incentive, will provide the opportunity to develop relationships with homeowners and property managers to ensure longevity in use, and may allow us to secure units for longer than one-year lease periods.

### **ATTACHMENTS**

None



Discuss Forest Service Partnership for Workforce Housing Development

Meeting Date: July 21, 2021  
Prepared By: Emily Vitas, Executive Director  
Regarding: Discuss Ongoing Housing Opportunity with the United States Forest Service

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**BOARD REQUEST:**

Provide feedback on ongoing activities related to a potential development partnership with the United States Forest Service, and consider next steps for the proposed pursuit.

**BACKGROUND:**

After initial discussions and a site walk with the United States Forest Service (USFS) Truckee Ranger District staff, we determined that there may be an opportunity to develop a federally-owned parcel in Truckee for workforce housing. The parcel, located near the existing Forest Service's Truckee station, is roughly 25 acres. The agreement would include a land lease to the TTWHA, with a required inclusion of units for USFS' Truckee Ranger District personnel use.

On June 25, TTWHA board members and staff and Town Manager Jen Callaway participated in a meeting with USFS staff to further discuss the opportunity. Notes from that meeting are included as an attachment to this report.

We have begun site walks and discussions with local developers to consider the opportunity and seek guidance on next steps. We are working with USFS staff to move forward on the actions that came from the June 25 meeting.

Considerations for board discussion:

- Support / concerns for this opportunity?
- Ad-hoc committee creation to move the work forward
- Ownership of the developed asset vs. long-term leasing from a developer
- Pursuit of a Request for Proposals for development concepts

**SAMPLE MOTIONS**

This is a discussion item only – no action is required.







**ATTACHMENTS:**

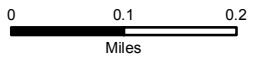
Forest Service Site Map  
Notes from the June 25, 2021 Meeting with the Forest Service



# Truckee Parcels

## Legend

-  Admin\_parcels
-  Prior FSFREA Conveyance
-  Powerlines
-  Pipeline/Petroleum
-  California National Historic Trail
-  Wetland (Approx. 2 acres)



Vicinity Map





**MEETING NOTES**  
**Workforce Housing Opportunity**  
**June 25, 2021, 2:00pm**  
**Truckee Tahoe Airport Conference Room**

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*Meeting Goals: Agreement on pursuit, confirmation of needs, clarity on the opportunity, clear next steps*

**1. INTRODUCTION**

- a. Discussions to date
- b. The opportunity: Parcels 1 & 2, potential surplus of Parcel 2

**2. THE LAND**

- a. Parcels 1/2 – 8” petroleum pipeline – setbacks required
- b. Parcel 2 – available for surplus - needs to go to public/govt agency

**3. NEEDS / CONSIDERATIONS**

- a. USFS: Needs seasonal dorms, family housing, transitional
- b. To consider/determine:
  - i. Vehicle trips per day
  - ii. Zoning
  - iii. Ingress/egress
  - iv. Number of units
  - v. Noise issues with the Truckee corp. yard
  - vi. Cultural artifacts (USFS has data on resources)
  - vii. Financing / potential grants

**4. OPPORTUNITY**

- a. Roles of participants
  - i. Forest Service leased land to TTWHA – 30-year periods
  - ii. TTWHA leads development

**5. FINANCING**

**6. TIMELINE & NEXT STEPS**

- a. TTWHA
  - i. Site walk to discuss site use / number of units
  - ii. Begin research financing/grant opportunities
  - iii. Potentially lead site survey (determine after site walks)
- b. USFS
  - i. Determine land designation
  - ii. Meet with land trust/airport on Parcel 2 opportunity
  - iii. Coordinate a presentation Anna Bankson on the White River project
  - iv. Share draft terms/conditions/contract from USFS

**SUPPORTING / REFERENCE MATERIALS**

Parcel Map (Parcels have been labeled 1 & 2 for ease of conversation)

## Discuss Master Leasing Opportunity at Soaring Ranch Development

Meeting Date: July 21, 2021  
Prepared By: Emily Vitas, Executive Director  
Regarding: Discuss Master Leasing Opportunity at Soaring Ranch Development

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**BOARD REQUEST:**

Provide feedback on master leasing opportunity and direction on next steps.

**BACKGROUND:**

JMA Ventures, LLC is leading the Soaring Ranch development, which includes three phases of commercial and residential development off Highway 267 and Soaring Way in Truckee. Phase I of the development included the Raley's shopping center and Phases II and III are a blend of residential and commercial space. Site plans are attached.

Conversations with JMA have introduced an opportunity to master lease blocks of units in both Phases II and III. For now, our discussion is tied to Phase II as it has been approved by the Town of Truckee and there is confidence that the project is moving forward. Groundbreaking is planned for March, 2022, with completion of residential units expected in Spring, 2023.

Phase II includes 69 apartment units (unit breakdown is included on Page 3 of the attachment), with a mix of studio to 3-bedroom units.

The next step is to move forward with a proposed agreement. TTWHA will draft a Letter of Intent that includes our preferred number of leased units, requests around unit makeup and rental rates, and additional considerations under the master leasing agreement.

For board discussion:

- Preferred number of leased units and units per member agency
- Preferred rental amounts
- Ad-hoc committee creation to manage negotiations and agreement

**SAMPLE MOTIONS**

This is a discussion item only – no action is required.

**ATTACHMENTS:**

Soaring Ranch Site Map and Phase II Unit Details





JOE REEB DR

SOARING WAY

SOARING WAY

SR 267

PHASE 1

PHASE 2

PHASE 3

BUILDING C  
9,250 SF

Retail & Housing  
BLDG. D  
8,000 SF GRAND. FLR.

Retail & Housing  
BLDG. F  
8,000 SF GRAND. FLR.

Retail & Housing  
BLDG. E  
9,000 SF  
GRAND. FLR.

BUILDING A  
40,000 SF

BUILDING B  
12,000 SF

Retail & Housing  
BLDG. G  
8,000 SF GRAND. FLR.

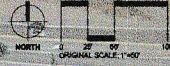
MULTI-FAMILY  
HOUSING

MULTI-FAMILY  
HOUSING

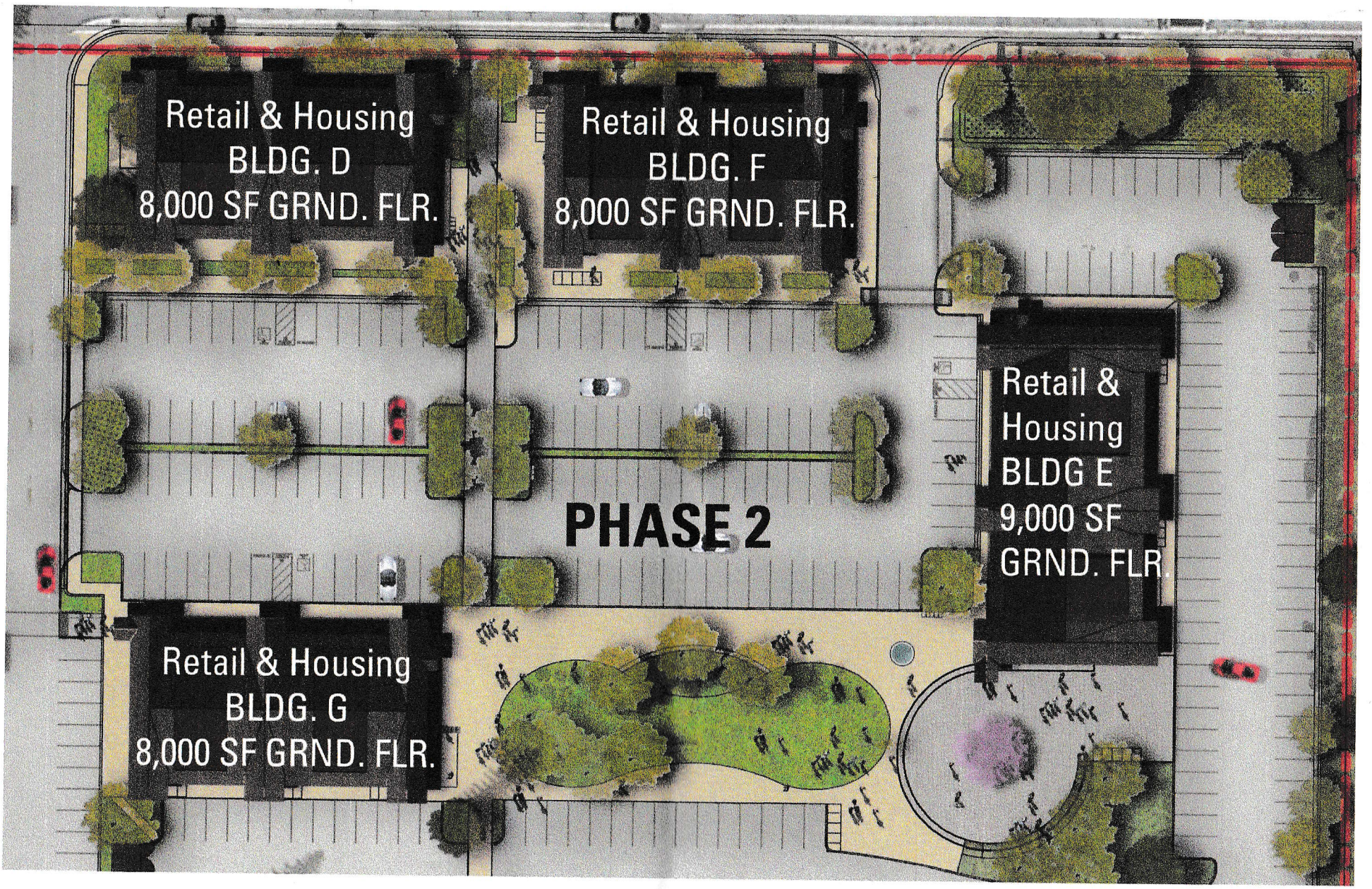
MULTI-FAMILY  
HOUSING

MULTI-FAMILY  
HOUSING

  
**SOARING**  
RANCH

  
NORTH  
0 25 50  
ORIGINAL SCALE 1"=60'





Retail & Housing  
BLDG. D  
8,000 SF GRND. FLR.

Retail & Housing  
BLDG. F  
8,000 SF GRND. FLR.

Retail &  
Housing  
BLDG E  
9,000 SF  
GRND. FLR.

Retail & Housing  
BLDG. G  
8,000 SF GRND. FLR.

## PHASE 2



<u>Buildng</u>	<u>Floor</u>	<u>Commercial</u>	<u>Storage</u>	<u>Residential</u>	<u>Storage</u>	<u>St</u>	<u>1Br</u>	<u>2Br</u>	<u>3Br</u>	<u>Total</u>	<u>Bldg Totals</u>
<b>D</b>	1st	6566	1331								
	2nd			5989	1659	1	4	3	0	8	
Subtotals		6566	1331	5989	1659	1	4	3	0	8	15,545
<b>E</b>	1st	8400	1647								
	2nd			6803	2210	0	1	5	1	7	
	3rd			7308	1129	0	0	5	2	7	
	4th			7225	485	0	0	5	2	7	
Subtotals		8400	1647	21336	3824	0	1	15	5	21	35,207
<b>F</b>	1st	6670	1468								
	2nd			5641	1806	2	2	4	0	8	
	3rd			5640	1716	2	2	4	0	8	
Subtotals		6670	1468	11281	3522	4	4	8	0	16	22,941
<b>G</b>	1st	6669	1469								
	2nd			5641	1716	2	2	4	0	8	
	3rd			5640	1717	2	2	4	0	8	
	4th			5640	978	2	2	4	0	8	
Subtotals		6669	1469	16921	4411	6	6	12	0	24	29,470
<b>Phase 2 Totals</b>		<b>28,305</b>	<b>5,915</b>	<b>55,527</b>	<b>13,416</b>	<b>11</b>	<b>15</b>	<b>38</b>	<b>5</b>	<b>69</b>	<b>103,163</b>

**SOARING RANCH PHASE 2 Unit Area Summary**

<b>BUILDING D Unit &amp; Areas</b>		
Name	Bdrom's	Area
<b>GROUND FLOOR</b>		
SHELL	FOOD SERVICE	2,382
SHELL	RETAIL	1,715
SHELL	RETAIL	2,469
NET AREA		6,566
CIRCULATION / STORAGE		1,331
<b>GROSS AREA</b>		<b>7,897</b>
<b>SECOND FLOOR</b>		
UNIT E	ONE BDRM	621
UNIT A	TWO BDRM	988
UNIT B	ONE BDRM	622
UNIT B	TWO BDRM	950
UNIT D	STUDIO	503
UNIT F	ONE BDRM	581
UNIT G	TWO BDRM	996
UNIT H	ONE BDRM	727
NET AREA		5,989
CIRCULATION / STORAGE		1,659
<b>GROSS AREA</b>		<b>7,648</b>
<b>GROSS BUILDING AREA</b>		<b>15,545</b>

<b>BUILDING E Unit &amp; Areas</b>		
Name	Bdrom's	Area
<b>GROUND FLOOR</b>		
SHELL	OFFICE	5,722
SHELL	FOOD SERVICE	2,678
NET AREA		8,400
CIRCULATION / STORAGE		1,647
<b>GROSS AREA</b>		<b>10,047</b>
<b>SECOND FLOOR</b>		
UNIT B	TWO BDRM	959
UNIT D	TWO BDRM	906
UNIT F	TWO BDRM	960
UNIT G	THREE BDRM	1,224
UNIT E	ONE BDRM	686
UNIT C	TWO BDRM	1,103
UNIT A	TWO BDRM	965
NET AREA		6,803
CIRCULATION / STORAGE		2,210
<b>GROSS AREA</b>		<b>9,013</b>
<b>THIRD FLOOR</b>		
UNIT B	TWO BDRM	960
UNIT D	TWO BDRM	906
UNIT F	TWO BDRM	914
UNIT G	THREE BDRM	1,230
UNIT E	THREE BDRM	1,230
UNIT C	TWO BDRM	1,103
UNIT A	TWO BDRM	965
NET AREA		7,308
CIRCULATION / STORAGE		1,129
<b>GROSS AREA</b>		<b>8,437</b>
<b>FOURTH FLOOR</b>		
UNIT B	TWO BDRM	959
UNIT D	TWO BDRM	906
UNIT F	TWO BDRM	914
UNIT G	THREE BDRM	1,190
UNIT E	THREE BDRM	1,190
UNIT C	TWO BDRM	1,103
UNIT A	TWO BDRM	965
NET AREA		7,225
CIRCULATION / STORAGE		485
<b>GROSS AREA</b>		<b>7,710</b>
<b>GROSS BUILDING AREA</b>		<b>35,207</b>

<b>BUILDING F Unit &amp; Areas</b>		
Name	Bdrom's	Area
<b>GROUND FLOOR</b>		
SHELL	RETAIL	3,520
SHELL	FOOD SERVICE	3,150
NET AREA		6,670
CIRCULATION / STORAGE		1,468
<b>GROSS AREA</b>		<b>8,138</b>
<b>SECOND FLOOR</b>		
UNIT A	TWO BDRM	806
UNIT B	TWO BDRM	959
UNIT D	ONE BDRM	583
UNIT G	TWO BDRM	976
UNIT C	STUDIO	399
UNIT E	ONE BDRM	638
UNIT F	STUDIO	401
UNIT H	TWO BDRM	879
NET AREA		5,641
CIRCULATION / STORAGE		1,806
<b>GROSS AREA</b>		<b>7,447</b>
<b>THIRD FLOOR</b>		
UNIT A	TWO BDRM	806
UNIT B	TWO BDRM	959
UNIT D	ONE BDRM	582
UNIT G	TWO BDRM	976
UNIT C	STUDIO	399
UNIT E	ONE BDRM	638
UNIT F	STUDIO	401
UNIT H	TWO BDRM	879
NET AREA		5,640
CIRCULATION / STORAGE		1,716
<b>GROSS AREA</b>		<b>7,356</b>
<b>GROSS BUILDING AREA</b>		<b>22,941</b>

<b>BUILDING G Unit &amp; Areas</b>		
Name	Bdrom's	Area
<b>GROUND FLOOR</b>		
(GLA) RETA	SHELL	6,669
NET AREA		6,669
CIRCULATION / STORAGE		1,469
<b>GROSS AREA</b>		<b>8,138</b>
<b>SECOND FLOOR</b>		
UNIT A	TWO BDRM	806
UNIT B	TWO BDRM	959
UNIT D	ONE BDRM	583
UNIT F	TWO BDRM	976
UNIT C	STUDIO	399
UNIT E	ONE BDRM	638
UNIT G	STUDIO	401
UNIT H	TWO BDRM	879
NET AREA		5,641
CIRCULATION / STORAGE		1,716
<b>GROSS AREA</b>		<b>7,357</b>
<b>THIRD FLOOR</b>		
UNIT A	TWO BDRM	806
UNIT B	TWO BDRM	959
UNIT D	ONE BDRM	582
UNIT F	TWO BDRM	976
UNIT C	STUDIO	399
UNIT E	ONE BDRM	638
UNIT G	STUDIO	401
UNIT H	TWO BDRM	879
NET AREA		5,640
CIRCULATION / STORAGE		1,717
<b>GROSS AREA</b>		<b>7,357</b>
<b>FOURTH FLOOR</b>		
UNIT A	TWO BDRM	806
UNIT B	TWO BDRM	959
UNIT D	ONE BDRM	582
UNIT G	TWO BDRM	976
UNIT C	STUDIO	399
UNIT E	ONE BDRM	638
UNIT F	STUDIO	401
UNIT H	TWO BDRM	879
NET AREA		5,640
CIRCULATION / STORAGE		978
<b>GROSS AREA</b>		<b>6,618</b>
<b>GROSS BUILDING AREA</b>		<b>29,470</b>

<b>TOTAL PROJECT GROSS BUILDING AREA</b>	<b>103,163</b>
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Consider Ad-Hoc Committee for Housing Negotiations

Meeting Date: July 21, 2021  
Prepared By: Emily Vitas, Executive Director  
Regarding: Consider Ad-Hoc Committee for Housing Negotiations

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**BOARD REQUEST:**

Consider appointing two board members to an ad-hoc committee for housing project negotiations.

**BACKGROUND:**

The Agency is engaged in various projects that could result in securing and developing housing units for member agency employees. To accommodate the need for timely response and engagement in negotiations, the board may consider the creation of an ad-hoc committee.

The proposed ad-hoc committee could be established for a set period of time, or until the committee's charge is complete. Its purpose could include negotiating master leasing rates and agreements, and supporting potential workforce housing development agreements. The ad-hoc committee would be comprised of two members of the board, with support from agency staff, and would report out to the full board at each meeting.

**SAMPLE MOTIONS**

Sample Motion 1: I move to approve the creation of an ad-hoc committee, comprised of (board member names), to manage housing negotiations and agreements for the 2021-22 fiscal year.

Sample Motion 2: I move to approve the creation of an ad-hoc committee, comprised of (board member names), to manage housing negotiations and agreements for the 2021-22 fiscal year, with the following changes/stipulations: (list)

Sample Motion 3: I move to continue the item / take no action

**ATTACHMENTS:**

None