

4b. Draft Minutes of the July 19, 2022 Board Meeting



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

July 20, 2022, 8:30am

1. CALL TO ORDER / ROLL CALL: 8:32

Directors Present: Chair Harry Weis, Tahoe Forest Hospital District
Director Jen Callaway, Town of Truckee
Director Caleb Dardick, Nevada County
Director Shawna Purvines, Placer County
Director Lauren Tapia, Truckee Tahoe Airport District
Director Brian Wright, Truckee Donner Public Utility District

Absent: Director Carmen Ghysels, Tahoe Truckee Unified School District
Director Alison Lehman, Nevada County

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

Others Present: Ted Owens, Advisor, Tahoe Forest Hospital District
Director Steven Poncelet, Truckee Donner Public Utility District

2. APPROVAL OF AGENDA

No changes requested.

3. PUBLIC COMMENT

No public comment.

4. CONSENT ITEMS

- a. Remote Meeting Agreement
- b. Draft Minutes of the June 15, 2022 Board Meeting
- c. May 2022 Financial Statements

No public comment.

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

Ayes: Director Callaway, Director Dardick, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

5. REPORTS AND PRESENTATIONS

- a. Report-out: Regional Housing Partner Update
 - i. Nevada County

Emily provided an update in Director Lehman's absence in regards to the award of No Place Like Home funding for the Pacific Crest Commons project and the upcoming site visit at the United States Forest Services' Hobarts Mill site.

ii. Placer County

Director Purvines provided updates on Placer County housing activities, including:

- Revisions to the developer agreement on Hopkins Village, including changes in purchase price and the ability for units to be purchased by regional business owners
- An update on North Lake Tahoe's

iii. Town of Truckee

Director Callaway provided updates on Town of Truckee housing activities, including:

- An announcement on the increase in preliminary development applications for a number of workforce housing development projects
- Project updates on the Joerger property, the Hilltop property, and the Truckee Railyards development project

iv. Mountain Housing Council

Emily provided an update on the Mountain Housing Council's activities, including the July 22 quarterly meeting and the council's work around the developer hub concept.

b. Executive Director Report

i. TTWHA Strategic Framework Update

Emily updated the board on progress made on the strategic framework exercise being led by Agnew::Beck.

ii. Agency Operations

Emily updated the board on the ongoing member agency employee presentations and the employee housing needs survey.

iii. TTWHA Housing Program and Project Updates

Emily updated the board on the upcoming landed down payment assistance offering launch, and the proposed long-term rental program.

6. ITEMS FOR BOARD ACTION

a. Consider Approval of the 2022-23 Long-term Rental Program

Emily presented the proposed program to the board. The program will differ from the 2021-22 pilot program in that it will allow for homes and bedrooms, the homeowner incentive will be structured differently, and the program incentives will be simplified from the pilot offering.

No public comment.

A motion to approve the program as presented was made by Director Tapia and seconded by Director Purvines.

Ayes: Director Callaway, Director Dardick, Director Purvines, Director Tapia, Director Wright, Director Weis.

Noes: None

7. DIRECTOR COMMENTS

Director Tapia asked staff if there has been discussion around returning to in-person meetings. Staff alerted the board that they are working on scheduling in-person meetings moving forward.

8. ADJOURN: 9:40am

A motion to adjourn was made by Director Purvines.

4c. June 2022 Financial Statements



Truckee Tahoe Workforce Housing Agency
Budget vs. Actual: FY 2021_2022
 July 2021 - June 2022

	Jun 2022			Total			FY 21-22 Budget
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Income							
6100 Contribution Revenue							
6104 Government	0.00	0.00	0.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Total 6100 Contribution Revenue	0.00	0.00	0.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Total Income	0.00	0.00	0.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Gross Profit	0.00	0.00	0.00	484,199.89	400,000.00	(84,199.89)	400,000.00
Expenses							
8000 Salaries & Benefits							
8010 Wages and Benefits	14,448.63	13,766.63	(682.00)	149,167.38	165,200.00	16,032.62	165,200.00
8015 Continuing Education	0.00	125.00	125.00	750.00	1,500.00	750.00	1,500.00
Total 8000 Salaries & Benefits	14,448.63	13,891.63	(557.00)	149,917.38	166,700.00	16,782.62	166,700.00
8100 Professional & Outsourced Svcs							
8110 Accounting & Audit	1,119.40	808.37	(311.03)	21,731.92	20,000.00	(1,731.92)	20,000.00
8115 Website Design	315.00	208.37	(106.63)	1,114.50	2,500.00	1,385.50	2,500.00
8130 Legal	420.00	2,083.37	1,663.37	8,097.94	25,000.00	16,902.06	25,000.00
8150 Other Professional Services	9,163.75	12,916.63	3,752.88	48,592.25	155,000.00	106,407.75	155,000.00
Total 8100 Professional & Outsourced Svcs	11,018.15	16,016.74	4,998.59	79,536.61	202,500.00	122,963.39	202,500.00
8200 Sales & Marketing_Community Outreach							
8220 Community Engagement / Business Development	0.00	125.00	125.00	635.77	1,500.00	864.23	1,500.00
8250 Other Sales & Marketing	105.00	291.63	186.63	815.71	3,500.00	2,684.29	3,500.00
Total 8200 Sales & Marketing_Community Outreach	105.00	416.63	311.63	1,451.48	5,000.00	3,548.52	5,000.00
8400 Facility Costs							
8410 Rent Expense	218.37	0.00	(218.37)	2,495.70	0.00	(2,495.70)	0.00
8460 Telephone & Internet	50.00	16.63	(33.37)	225.00	200.00	(25.00)	200.00
Total 8400 Facility Costs	268.37	16.63	(251.74)	2,720.70	200.00	(2,520.70)	200.00
8500 Other G&A							
8510 Office Supplies	0.00	83.37	83.37	0.00	1,000.00	1,000.00	1,000.00
8540 Office Equipment (non cap)	0.00	83.37	83.37	1,693.06	1,000.00	(693.06)	1,000.00
8550 Software & Subscription Svcs	236.03	183.37	(52.66)	3,247.80	2,200.00	(1,047.80)	2,200.00
8560 Dues & Subscriptions	0.00	58.37	58.37	215.18	700.00	484.82	700.00
8600 Bank Service Charges	110.95	25.00	(85.95)	286.40	300.00	13.60	300.00
8620 Insurance Expense	401.90	1,250.00	848.10	5,988.85	15,000.00	9,011.15	15,000.00
Total 8500 Other G&A	748.88	1,683.48	934.60	11,431.29	20,200.00	8,768.71	20,200.00
Total Expenses	26,589.03	32,025.11	5,436.08	245,057.46	394,600.00	149,542.54	394,600.00
Net Operating Income	(26,589.03)	(32,025.11)	(5,436.08)	239,142.43	5,400.00	(233,742.43)	5,400.00
Net Income	(26,589.03)	(32,025.11)	(5,436.08)	239,142.43	5,400.00	(233,742.43)	5,400.00

Wednesday, Jul 20, 2022 08:43:21 PM GMT-7 - Accrual Basis

Truckee Tahoe Workforce Housing Agency
Balance Sheet
As of June 30, 2022

	Total	
	As of Jun 30, 2022	As of Jun 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	\$ 182,532.32	\$ 105,797.73
1002 US Bank Checking_6993_Excess Funds	\$ 181,669.30	\$ 0.00
Total 1001 US Bank Checking_6993	\$ 364,201.62	\$ 105,797.73
1072 Bill.com Money Out Clearing	\$ 0.00	\$ 0.00
Total Bank Accounts	\$ 364,201.62	\$ 105,797.73
Accounts Receivable		
2000 Accounts Receivable (A/R)	\$ 0.00	\$ 0.00
Total Accounts Receivable	\$ 0.00	\$ 0.00
Other Current Assets		
2600 Prepaid Expenses	\$ 4,699.07	\$ 0.00
Total Other Current Assets	\$ 4,699.07	\$ 0.00
Total Current Assets	\$ 368,900.69	\$ 105,797.73
Other Assets		
3300 Deposits	\$ 1,000.00	\$ 1,000.00
Total Other Assets	\$ 1,000.00	\$ 1,000.00
TOTAL ASSETS	\$ 369,900.69	\$ 106,797.73
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	\$ 22,891.96	\$ 9,086.44
Total Accounts Payable	\$ 22,891.96	\$ 9,086.44
Credit Cards		
4100 US Bank_Visa_7233	\$ 95.00	\$ 241.99
Total Credit Cards	\$ 95.00	\$ 241.99
Other Current Liabilities		
4205 Other Current Liabilities	\$ 10,302.00	\$ 0.00
Total Other Current Liabilities	\$ 10,302.00	\$ 0.00
Total Current Liabilities	\$ 33,288.96	\$ 9,328.43
Total Liabilities	\$ 33,288.96	\$ 9,328.43
Equity		
Retained Earnings	\$ 97,469.30	\$ 254,082.68
Net Income	\$ 239,142.43	\$ (156,613.38)
Total Equity	\$ 336,611.73	\$ 97,469.30
TOTAL LIABILITIES AND EQUITY	\$ 369,900.69	\$ 106,797.73

5a. Presentation: Agnew::Beck - Strategic Framework



Meeting Date: August 17, 2022
Prepared By: Emily Vitas, Executive Director
Agenda Item: 5a. Presentation: Agnew::Beck: TTWHA Strategic Framework

BOARD REQUEST:

Receive a presentation from Seana Doherty, Senior Manager with Agnew::Beck

BACKGROUND:

TTWHA contracted with Agnew Beck in January 2022 to lead a strategic framework exercise for TTWHA. Led by Seana Doherty, Senior Manager with Agnew Beck, the exercise included interviews of TTWHA board members and community members and a 5-hour board retreat held on March 16, 2022.

As a result of the proposed strategic framework, presented to the board in April, 2022, the board approved an extended contract with Agnew::Beck to execute Phase II of the strategic framework, including the development of models and criteria for the funding of housing development and acquisition and the identification of opportunities the TTWHA can pursue over the next 5-7 years.

Seana will present an update on the process.

ATTACHMENTS:

Proposed Strategic Framework
Strategic Framework Phase II Scope of Work: Agnew::Beck

5a. Attachment: Proposed Strategic Framework

Truckee Tahoe Workforce Housing Agency 10-Year Strategic Framework

Fund

Create a fund to support development and acquisition of middle-income housing.

Support

Provide housing services and implement programs to support immediate needs of member employees.



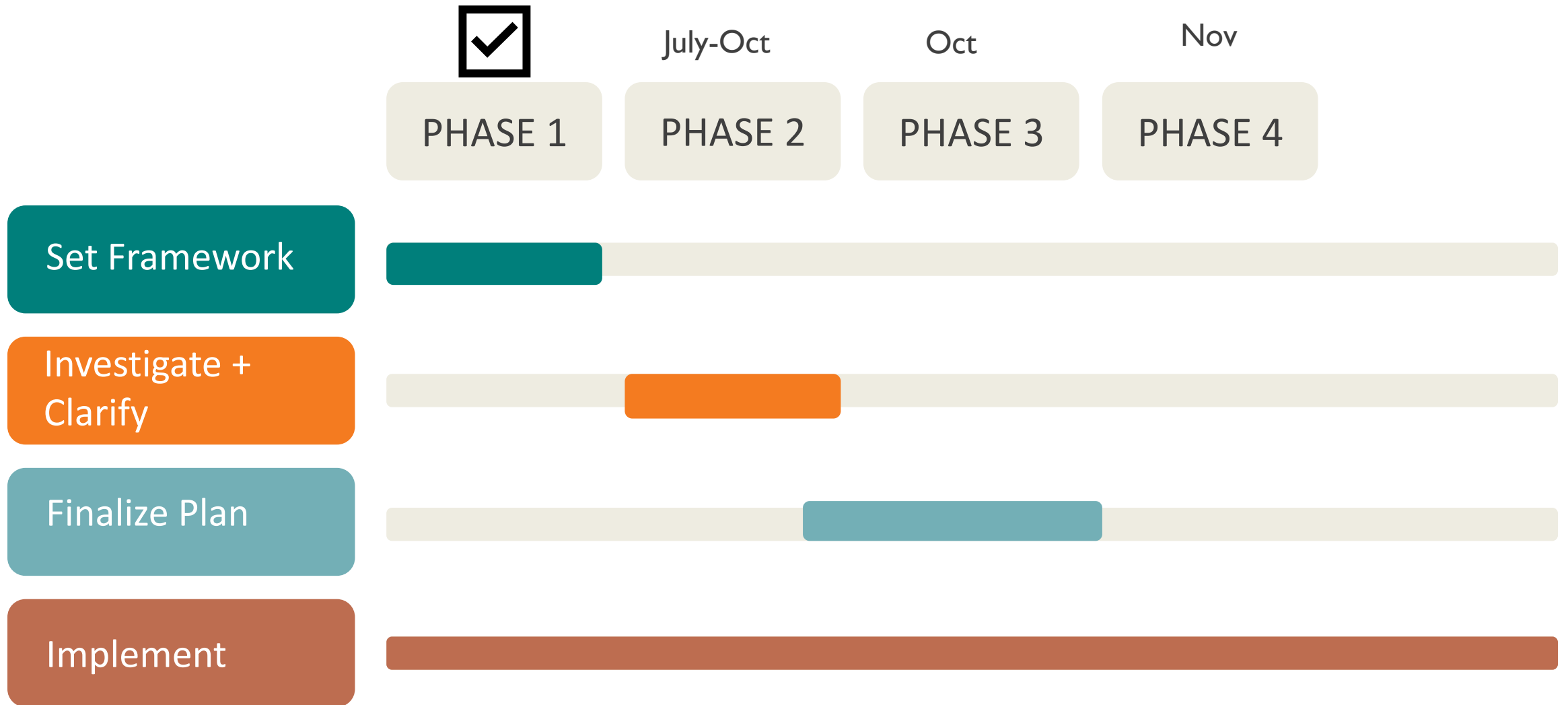
Produce

Develop housing including rental and ownership units.





Operate

Strengthen and grow the agency to respond to increased housing needs and execution of the 10-year Plan.

Overview of Strategic Planning Process

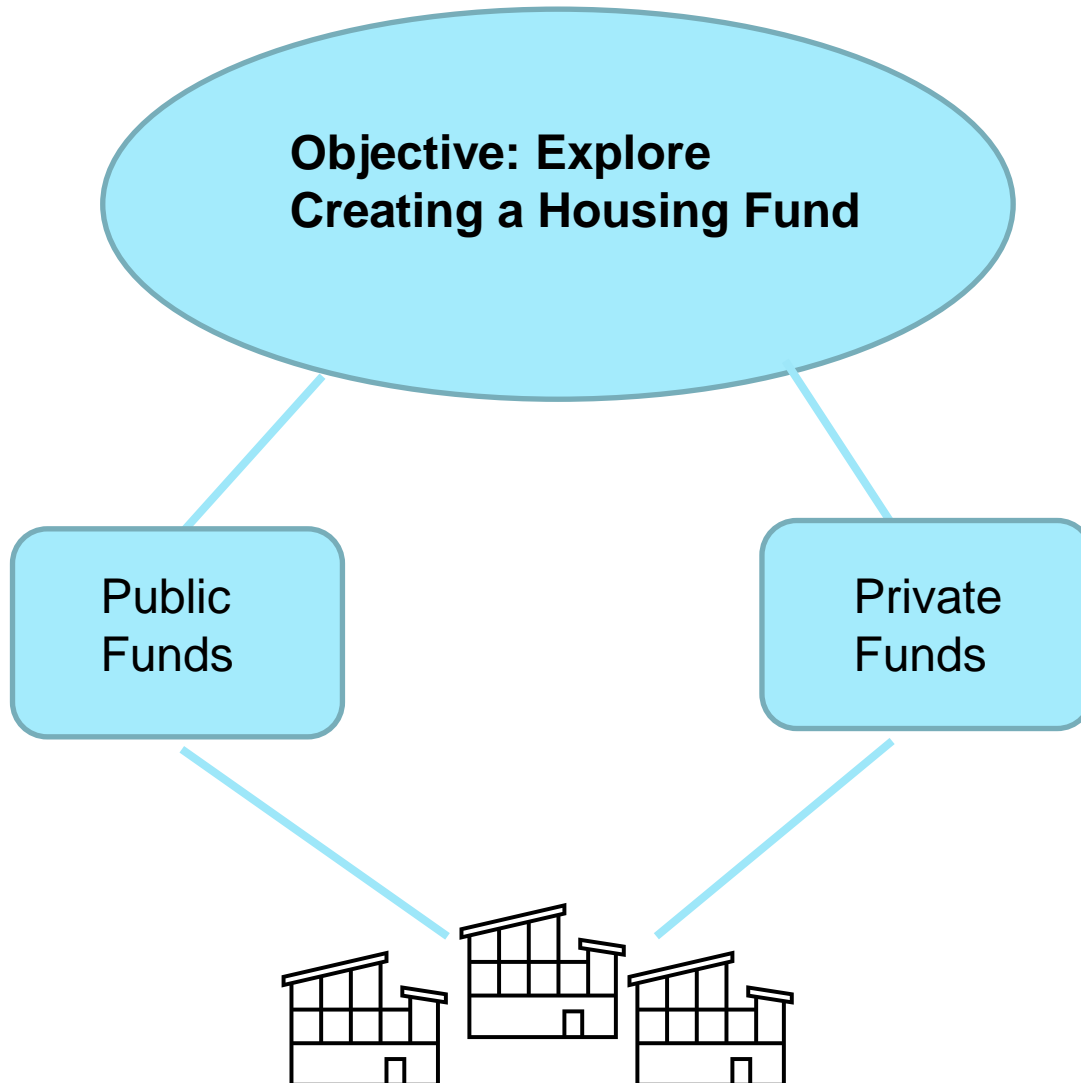


Phase 2 Work Per Strategic Focus Area

Funding	Produce	Support	Operations
			
<ul style="list-style-type: none"> • Research options for creating a fund with public/private \$ for construction + acquisition. 	<ul style="list-style-type: none"> • Analyze opportunities for development, acquisition or redevelopment • Set criteria, site analysis, pro-forma development. 	<ul style="list-style-type: none"> • Continue to offer housing concierge services. • Expand resources + education. • Continue to expand existing programs (lease homes, down payment) 	<ul style="list-style-type: none"> • Develop Technical Advisory Committee. • ID staff/operational needs based on new strategic focus areas. • ID barriers to funding/development for potential state advocacy actions
Begin	In process	Expand	Expand

Funding

Research options for creating a fund with public/private \$ for construction + acquisition.



6 Month Proposed Work Plan:

- 1) Meet with county/town treasurers/admin & CFOs
- 2) Research similar models
- 3) Research grants vs. loans
- 4) Pursue legal advice per use of public funds
- 5) Identify potential barriers and state advocacy role
- 6) Identify potential partners
- 7) Develop criteria
- 8) Set realistic targets for 10 yr. goal
- 9) Vet with member agencies
- 10) Identify private funding partners
- 11) Develop operational models

Produce

Produce housing that is affordable and attainable for the local workforce.

Objective: Develop 10-year plan to produce homes for the workforce

6 Month Proposed Work Plan:

- 1) Develop criteria for opportunity analysis
- 2) Determine ROI: build vs. acquire
- 3) Analysis of current opportunities
- 4) ID top 3-5 opportunities for implementation over the next 5-10 years
- 5) Create implementation plan for each opportunity (staff/technical needs, funding, timeline, etc.)
- 6) ID potential barriers and work with partners for solutions (or state)

Other Work Continues (TTWHA Staff-led)...

Housing Support Services for JPA Employees

- 1) Expand services, resources, education as part of Concierge Program
- 2) Implement JPA employee down payment assistance program (in partnership with regional deed restriction programs)
- 3) Continue with a program to secure rentals for immediate housing needs

Drop:

- Multi-family master leasing pursuits (for now)

Strengthening Our Organization

- 1) Launch Technical Advisory Council
- 2) Work with Mountain Housing Council to identify and pursue advocacy efforts focused on middle-income workforce
- 3) Finalize 10-year strategic plan (Fall 2022)

5a. Attachment: Strategic Framework Phase II Scope of Work



Workforce Housing Strategic + Implementation Services

Proposal Submitted by Agnew::Beck to Truckee Tahoe Workforce
Housing Agency
May 12, 2022





Emily Vitas
Executive Director
Truckee Tahoe Workforce Housing Agency
Via Email

Dear Emily–

Thank you for inviting Agnew::Beck to submit a scope of services to assist the Truckee Tahoe Workforce Housing Agency with services related to the work outlined in the draft strategic framework document. It is our understanding that TTWHA is looking for assistance in the next six months to build out the feasibility and details of some of the components in the current strategic framework developed at the March Board Retreat. Specifically, in the areas of funding and development, TTWHA is requesting A::B services to conduct research and analysis to determine the feasibility of standing up a housing fund as well as create a 10-year production opportunity pipeline.

In the attached proposal we have outlined a set of services our team can offer to assist the TTWHA in further defining its direction. We recognize that there are still many unknowns at this point and our role will be to work with staff and agency members to find answers to many of the questions, explore options and build the best plan for success moving forward.

To this end, our team has outlined a scope of work that is flexible and fluid, allowing us to respond to needs as they arise but also focus on key areas of work. We believe this is the best way to structure a contract based on our experience working with new entities such as yours. This gives us the ability to expand or reduce efforts as needed, and to bring in different team members with different expertise as the work unfolds.

We look forward to working with you and your team in the next six months to build an exciting strategic plan document that will guide the organization over the next few years.

Sincerely,

Sincerely,

A handwritten signature in black ink that reads "Shanna Zuspan".

Shanna Zuspan, Principal::Owner

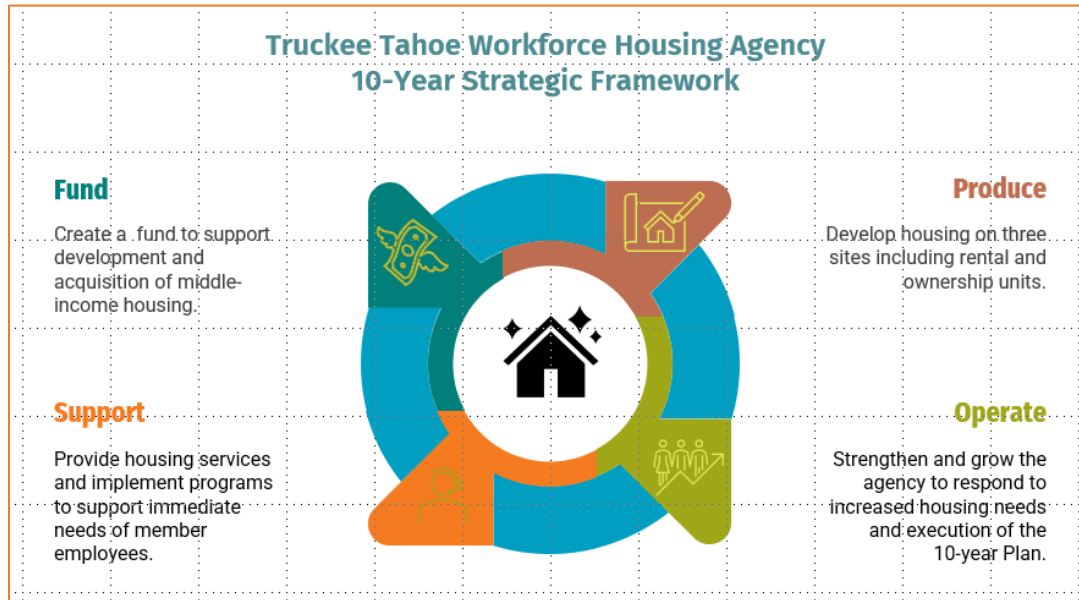
Agnew::Beck Consulting | 645 G Street, Suite 200 | Anchorage, AK 99501
shanna@agnewbeck.com | 907.222.5424 | www.agnewbeck.com

Understanding of the Project + Services

Agnew::Beck has created the following scope of services based on our understanding of the following:

- TTWHA is a two-year-old workforce housing joint powers authority working to address the short and long-term housing needs of the employees of the seven-member agencies.
- A::B was hired in 2022 to work with TTWH to develop a strategic directions framework in order to help the agency define a plan for the future.
- On March 22, 2022, the Board developed a draft Strategic Directions Framework (see below);
- The Draft Strategic Plan Framework was supported by the Board at the April meeting.
- The Draft Strategic Plan Framework includes the following four areas of work: 1) *Fund*: Create a Housing Fund, 2) *Produce*: Create a 10-year production opportunities plan, 3) *Support*: Expand existing services and programs for immediate housing needs, 4) *Operate*: Strengthen and grow the agency to respond to needs and implement the 10-year plan.
- Specifically, A::B has been invited to submit a proposal to assist with Areas one (1) and two (2) of the Strategic Framework.
- A::B will work with staff and members of the agency between July 1 and November 31, 2022 to research and develop the details of how to stand up some type of fund, define a 10-year production opportunity plan and finalize the 10 year strategic plan
- The budget for this phase of work is not to exceed \$50,000.

Draft Strategic Framework



Proposed Scope of Services

Our proposal is centered around four main tasks: (1) Research the feasibility of creating a housing fund (2) Conduct financial analysis of different opportunities for producing permanent workforce housing 3) Create a 10-year plan for workforce housing opportunities 4) Finalize TTWHA 10-Year Strategic Plan

Task 1: Research Feasibility of Creating a Housing Fund

Timeframe: July-August

Description: Work with the Executive Director to research the feasibility of creating a TTWHA housing fund. Collectively, the seven member agencies have operating budgets of \$1.8B. At the March retreat, based on clarifying what is needed to address workforce housing needs and the best role for the TTWHA, it became clear that funding was a critical component for success. The Board agreed that key to the agency's ability to produce and acquire housing is having access to nimble and available funding. Further, the Board clarified that their best role in housing development is leveraging their collective "super powers" which is their ability to access capital. Though there are still many unknowns, the Board directed staff to explore the idea of establishing a housing fund, similar to what exists in Vail, Colorado.

Deliverables from Task 1:

- 1) Summary of research of other housing funds—how they work, what they do, results.
- 2) Summary of interview feedback: local foundations, local government financial/administrative staff, tax collectors, technical experts, etc.
- 3) Operating Plan for development of a housing fund—how members participate, where funds sit, criteria for deploying funds, how funds are used (acquisition, bridge loans, bonding, grants, etc.)
- 4) Description of how a potential fund would function for both the TTWHA and each of the member agencies.
- 5) Summary report outlining recommendations for moving forward.

Task 2: Conduct Financial Analysis of Different Opportunities for Producing Permanent Workforce Housing

Timeframe: July-Sept

Description: At this point, TTWHA is not clear about what the best path forward is or their role in producing the housing needed by the workforce. A::B proposes conducting a financial analysis to help the agency determine the return on investment for the various pathways to creating permanent workforce housing. Permanent being defined as deed restricted in order to protect public agency investment and access to the homes for future workforce needs.

Following is an initial list of potential housing production pathways that TTWHA could invest in that would be analyzed along with other options that may surface through this process:

- 1) Develop housing on public agency owned land
- 2) Partner with a market rate developer to produce housing on public agency owned land
- 3) Buy existing housing, either single-family or multi-family units
- 4) Buy deed-restrictions and access to homes from market-rate developers
- 5) Buy fully entitled lots from market-rate developers and develop housing for the workforce

- 6) Other scenarios to-be-determined.

Deliverables from Task 2:

- 1) Summary Report and Recommendations

Task 3: Create a 10-year plan for workforce housing opportunities

Timeframe: September-October

Description: In this task, A::B would build off the findings in Task 1 & 2 to build a 10-year plan for producing housing. As part of this phase, we would work with the staff and Board to develop criteria for analyzing options and layout a 10-year plan for either developing, partnering or acquiring units to meet the needs. At this point, because we are not sure what the outcomes will be for Task 1 & 2, we are not clear on specific tasks or deliverables but have outlined potential areas of work below. A::B will refine this list once the results of Task 1 & 2 are more clear.

Potential Deliverables for Phase 3

- 1) Create a single map of all opportunity sites owned by seven (7) member agencies building off of existing work/map to date.
- 2) Rate opportunity sites per criteria to determine top 3-5 projects or opportunities.
- 3) Create a plan for a mix of development, partnership and acquisition production over the next 10-years including:
 - i. Description of each opportunity (rental or for sale, etc.)
 - ii. Rating per criteria/score
 - iii. Opportunity/challenges
 - iv. Timeline for development or redevelopment
 - v. Work Plan for each opportunity (staff, tasks, partnerships, barriers, etc.)
 - vi. Funding needed
 - vii. Estimated # of units, type of units

Task 4: Finalize TTWHA 10-Year Strategic Plan

Timeframe: Oct/Nov

Description: As the final task, A::B will facilitate a board retreat to review the findings from Task 1-3 and work with the board to incorporate insights into a 10-year strategic plan. This will include developing an agenda, board packet and facilitation of a 5–6-hour board session and development of a final summary document.

Deliverable for Phase 4

-Final TTWHA 10-year strategic plan document

Proposed Pricing

Our estimated fee structure for the work described above is \$50,000 over a 5-month period from July 1, 2022 to November 30, 2022, plus an additional \$2,000 in direct expenses (travel and materials). This estimate is based on the typical level of assistance required for similar efforts in other places, and previous work conducted with TTWHA. We propose a time-and-materials contract with a specified not-to-exceed amount so that the level of A::B-provided support is controlled and calibrated to the TTWHA requirements as we move through the work.

Our A::B housing team has a blended rate of \$150/hour. Our rate sheet is included below. Our estimate is based on utilizing approximately 66 hours/month, on average of A::B staff time on this effort (= \$10,000/month). We are happy to adjust the level-of-effort assumptions to meet TTWHA needs and available budget.

A::B Rate Sheet

- Senior Housing Project Manager, \$155-160/hour
- Principal, \$175-180/hour
- Senior Planner, Data Analyst, \$115-120/hour
- Project Assistant/Researcher/Meeting Support, \$95-\$105/hour

A summary of our proposed fee for 5 months of support is summarized in the budget table below.

Description	Cost
Task 1: Workforce housing fund feasibility	\$10,000
Task 2: Financial analysis of different housing opportunities	\$15,000
Task 3: Create a 10-year plan for housing opportunities	\$20,000
Task 4: Finalize 10-year plan based on findings from Task 1-3	\$5,000
Expenses (Travel and Materials)	\$2,000
TOTAL	\$52,000

EXCLUSIONS + TERMS

Expenses - Include costs for travel to and from A::B's Anchorage, AK office as well as related equipment and services required in the normal performance of the contract. Costs for printing, mailing or otherwise distributing these materials, or for paid advertising are not included in this budget and would be paid for directly by client, as needed. Rights to final versions of all materials are transferred to the client upon conclusion of the project. A::B reserves the right to use any and all project materials for educational and marketing purposes. A::B reserves the rights to any draft or conceptual materials developed in the course of the project, or other materials

specified in the terms of the contract.

A::B reserves the right to move budget between tasks, staff and subcontractors so long as costs do not exceed the total budget.

This estimate is good for 90 days from the date of the estimate.

A::B Team

The A::B Team consists of professionals with experience integrating skills and approaches across many areas. Our team will be led by Seana Doherty (Project Manager) and Shanna Zuspan (Principal Advisor), both of whom will take a hands-on approach to the work. Additional team members with specialized skills in areas listed below can also be called upon for support.

Shanna Zuspan, Principle



Born and raised in Alaska, Shanna joined Agnew::Beck in 2010 after six years of experience in local government with the City of West Sacramento and three years in land use consulting. At the West Sacramento Redevelopment Agency, Shanna served as Senior Program Manager, managing the implementation of the Sacramento Riverfront Master Plan and managing the development of the West Sacramento Area Flood Control public financing plan. Later as the Public Finance Manager for the City, Shanna managed the issuance of the City's municipal bonds and the development of public/private infrastructure financing plans. Her efforts helped the City of West Sacramento revitalize its waterfront and encourage infill housing. Prior to her work in the public sector, Shanna worked as senior associate for an economic and planning firm. There she served as primary technical analyst as well as project manager on a range of studies including market analyses, economic forecasting, redevelopment strategies, financing plans, and real estate feasibility for public and private sector clients throughout California. Shanna serves as Principal and Co-Owner of Agnew::Beck Consulting where she leads efforts to develop public/private partnerships and supports financial feasibility and funding plans for communities and organizations across the mountain west.

Seana Doherty, Project Manager



Seana operates the Truckee, California Branch of Agnew::Beck as a Senior Manager for the firm. Clients know Seana as an innovative and result-focused project manager committed to helping mission-driven organizations turn ideas into action. Leveraging her skills as a Certified Master Facilitator, collaborative planner, public information and outreach expert, Seana helps clients and communities move projects forward to achieve goals and improve outcomes for people and the planet.

Over the past 20 years, Seana has built expertise in planning and policy areas encompassing housing, mental health, education, recreation, land use, and conservation. Seana brings expertise in stakeholder engagement, strategic planning and communications to her work with communities throughout the West.

Aaron Mondada, Senior Associate | Land Use Planning Specialist



Aaron holds a Masters of Community and Regional Planning from Boise State University. Since joining Agnew::Beck in 2015, Aaron has led data collection and analysis projects as well as survey design, and community engagement initiatives. Aaron’s recent work included data collection and analysis for the City of Boise’s Our Path Home 5-Year Supportive Housing Plan, project coordination, engagement, and planning for the Central Bench, North End, and Sunset Neighborhood plans, and planning and zoning application review for the City of Ketchum. Aaron is currently helping Capitol City Development Corporation with their coordinated efforts to envision the future of the Linen Blocks on Grove Street and is an implementation coordinator for Neighbors United, Boise’s refugee network. Aaron has presented on topics as varied as food systems, data for understanding recreation trends, and the rise of “pop-up” events in community planning.

5b. Report-out: Regional Housing Partner Update



Meeting Date: August 17, 2022
Prepared By: Emily Vitas, Executive Director
Subject: 5b. 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

5c. Executive Director Report



Meeting Date: August 17, 2022
Prepared By: Emily Vitas, Executive Director
Agenda Item: 5c. Executive Director Report

AGENCY OPERATIONS

2021-22 Budget Recap

We have closed Fiscal Year 2021-22 and will begin the annual audit process in mid-August. The agency ended the year with ~\$155,000 in remaining funds, which will be rolled over to the housing reserve fund. Upon rollover, the housing reserve fund will have a balance of ~\$364,000.

Staff is considering opportunities to utilize reserve funds, including a security deposit and emergency assistance fund and support for housing acquisition.

Member Agency Employee Presentations

We have presented to airport, PUD, and Town staff this summer. These presentations represent the most successful form of outreach we've conducted since the agency was founded. Employees are engaged, with good questions. We've seen an increase in inquiries from these three agencies.

On August 23 and 30 we'll be attending Tahoe Forest Hospital employee Town Halls. We are working with Nevada County, Placer County, and TTUSD to schedule in-person meetings with employees this fall.

Employee Survey

The employee survey has been distributed to six member agencies, and will go out to TTUSD employees in late August when school is back in session. We've received a 30% response rate to the survey and will be analyzing results in mid-September after TTUSD employees have responded.

TTWHA HOUSING PROGRAM & PROJECT UPDATES

Long-term Rental Program

We made our first match under the new program structure. We have four current listings, two long-term and two shorter-term. As we move in to the fall and winter months, we are working with local property managers to identify homes for short-term stay for our member agencies who have weather-related staffing needs. We are also working with hospital staff to help with shorter-term leases for traveling healthcare professionals.

Landed Down Payment Assistance Program

We announced the Landed offering on August 10. We have received a number of inquiries since and heard from Landed that they are receiving ongoing sign-ups for information sessions. Truckee-Tahoe information sessions are being hosted over the next few weeks and general information sessions are offered weekly, year-round.

In addition to the down payment assistance portion of the Landed offering, they also offer general homebuyer education and assistance, including credit score repair opportunities, budgeting and mortgage education, and Truckee-Tahoe lender and realtor connections. We continue to work with regional realtors to grow the real estate partner pool for our employees.

TTWHA's Landed offering info page can be viewed at www.ttjpa.org/landed.

Regional Lender, Real Estate, and Property Management Engagement

We are seeing positive traction with real-estate industry connections. We are building strong partnerships with lenders, real estate agencies, and property management companies to build out our educational offerings and establish a pool of experts for our employees to work with when pursuing pathways to ownership.

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.

Meetings:

Emily Setzer, Placer County

Katie Rice, Guild Mortgage

Strategic Framework Meetings:

Ben Metcalf, Turner Center for Housing Innovation

Chris Romero, Bluebird Truckee Project

Randy Lamb & Katie Shaffer, Truckee Railyard

Regional Housing Partner Meetings / Events:

Housing happy hour with regional housing leaders

MHC Private Business Lunch + Learn: How to help employees purchase homes

Presentations:

Town of Truckee Employee Presentation

ATTACHMENTS

2021-22 Budget to Actuals

5c. Attachment: 2021-22 Budget to Actuals

Truckee Tahoe Workforce Housing Agency

2021-22 Budget

07/01/2021 - 06/30/2022

REVENUE			ACTUALS
MEMBER FEES	Operations	Housing	
Tahoe Forest Hospital District	\$163,539	\$103,463	
Tahoe Truckee Unified School District	\$69,014	\$43,662	
Truckee Donner Public Utility District	\$8,996	\$5,692	
Truckee Tahoe Airport District	\$3,451	\$2,183	
Total Member Funding	\$245,000	\$155,000	
TOTAL MEMBER FEES / REVENUE		\$400,000	\$400,000
EXPENSE			ACTUALS
PAYROLL AND EMPLOYEE BENEFITS			
Executive Director		\$110,000	
Part-time Housing Program Support Staff		\$15,000	
Employee Benefits		\$40,200	
Employee Salary + Benefits Total			\$149,167
Training & Continuing Education		\$1,500	\$750
Total Payroll and Employee Benefits		\$166,700	\$149,917
OPERATING, GENERAL, AND ADMINISTRATIVE			
Insurance		\$15,000	\$5,989
Dues & Subscriptions		\$700	\$216
Office Equipment		\$1,000	\$1,693
Office Space - Rent		\$0	\$2,496
Office Phone		\$200	\$225
Office Supplies		\$1,000	\$0
Computer Software		\$2,200	\$3,248
Bank Service Charges		\$300	\$286
Total Operating, General, and Administrative		\$20,400	\$14,153
MARKETING + ADVERTISING / COMMUNITY OUTREACH			
Marketing and Advertising		\$3,500	\$1,146
Community Engagement / Business Development		\$1,500	\$636
Total Marketing+Advertising / Community Outreach		\$5,000	\$1,782
PROFESSIONAL SERVICES			
Accounting & Audit		\$20,000	\$21,731
Legal		\$25,000	\$8,098
Website		\$2,500	\$1,114
Agency Expansion			\$535
Strategic Planning			\$10,734
Total Professional Services		\$47,500	\$42,211
HOUSING PROGRAMS			
Development Activities		\$75,000	\$1,050
Housing Match Program		\$75,000	\$35,944
Pathway to Ownership		\$5,000	\$0
Total Housing Programs		\$155,000	\$36,994
TOTAL REVENUE		\$400,000	\$400,000
TOTAL EXPENSE		\$394,600	\$245,057
TOTAL REMAINING FUNDS		\$5,400	\$154,943