

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

**April 20, 2022, 8:30am**

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1. CALL TO ORDER / ROLL CALL: 8:31

Directors Present: Chair Harry Weis, Tahoe Forest Hospital District  
Vice Chair Kevin Smith, Truckee Tahoe Airport District  
Director Jen Callaway, Town of Truckee  
Director Carmen Ghysels, Tahoe Truckee Unified School District  
Director Alison Lehman, Nevada County  
Director Todd Leopold, Placer County  
Director Brian Wright, Truckee Donner Public Utility District

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

2. CHANGES TO AGENDA

No changes requested.

3. PUBLIC COMMENT

No public comment.

4. CONSENT ITEMS

- a. Remote Meeting Agreement: A finding by the Board, after considering the circumstances of the state of emergency, that a State of Emergency continues to impact the ability of members to meet safely in person and/or State or local officials continue to impose or recommend measures to promote social distancing. Accordingly, this meeting will be held under the exemptions provided in Government Code section 54953 (e).
- b. Draft Minutes of the February 16, 2022 Board Meeting
- c. Draft Minutes of the March 16, 2022 Special Meeting
- d. January 2022 Financial Statements
- e. February 2022 Financial Statements
- f. Acceptance of Member Agency Board Alternates

A motion to approve consent items made by Director Smith a seconded by Director Callaway.

Ayes: Director Callaway, Director Ghysels, Director Lehman, Director Leopold, Director Smith, Director Weis, Director Wright.

Noes: None

5. REPORTS AND PRESENTATIONS

- a. Presentation: Seana Doherty, Agnew Beck - Roadmap to the 10-year Strategic Plan  
Ms. Doherty provided a proposed roadmap for a 10-year strategic direction for the agency. Recommendations included a 5-month period of further development of the proposed strategic framework. It was recommended that Ms. Doherty provide a scope of services for the board to consider at the May board meeting.
- b. Report-out: Regional Housing Partner Update
  - i. Nevada County

Director Lehman provided an update on Nevada County's housing-related activities, including housing initiatives included in the County's Annual Progress Report, the March Rural County Representatives of California (RCRC) Roundtable at the County's offices in Nevada City, and a focus on housing by during the May visit by Assemblywoman Dahle.

ii. Placer County

Director Leopold provided an update on Placer County's housing-related activities, including the proposed acquisition of the Trading Post Site in Tahoe City, upcoming housing code amendments going before the Board of Supervisors, the County's Workforce Housing Preservation program, and a proposed Lease to Locals program being considered by the Board of Supervisors this summer.

iii. Town of Truckee

Director Callaway provided an update on the Town of Truckee's housing-related activities, including the upcoming Below Market Rate Program, an update to short-term regulations ordinance, and updates to the workforce housing grant program.

c. Executive Director Report

i. TTWHA Housing Program and Project Updates

Ms. Vitas updated the board on the agency's Long-term Rental Pilot Program, proposed Down Payment Assistance Program, and progress updates on the United States Forest Service opportunity and the School District's Parcel Selection Ad-hoc Committee.

6. ITEMS FOR BOARD DISCUSSION

a. Draft 2022-23 Agency Budget

Staff presented a proposed 2022-23 agency budget. The proposal included a recommendation to utilize remaining dollars from the 2021-22 budget for housing-related activities.

Board discussion ensued. It was requested that staff consider a budget without utilizing remaining funds from 2021-22. Staff will return with an updated budget for board consideration at the May meeting.

b. Draft TTWHA Down Payment Assistance Program Outline

Staff presented the updated draft of the proposed Down Payment Assistance Program Outline. The board provided feedback on the outline's components. Staff will return with a final outline for consideration at the May board meeting.

7. ITEMS FOR BOARD ACTION

a. Selection of New Vice Chair of the Board of Directors

The board considered a replacement for Director Smith, the outgoing Vice Chair. Director Leopold expressed his interest.

A motion to approve Director Leopold as the Agency's Vice Chair for the 2022 Calendar Year was made by Director Lehman and seconded by Director Callaway.

8. DIRECTOR COMMENTS

No Director comments were made.

9. ADJOURN: 10:11

Motion to adjourn was made by Director Smith.

**Harry Weis, Chair of the Board**

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*Harry Weis*

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**Emily Vitas, Board Secretary**

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*Emily Vitas*

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