

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

**February 16, 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 Alison Lehman, Nevada County  
Director Brian Wright, Truckee Donner Public Utility District  
Director Carmen Ghysels, Tahoe Truckee Unified School District  
Director Jen Callaway, Town of Truckee  
Director Todd Leopold, Placer County  
Shawna Purvines, Board Alternate, Placer County  
Steven Poncelet, Board Alternate, Truckee Donner Public Utility District

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

2. APPROVAL OF AGENDA

Director Weis requested that Items 6a and 7a be considered immediately following Item 5a, to allow for board feedback and action before his early departure from the meeting.

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 January 19, 2022 Board Meeting
- c. December 2021 Financial Statements

Motion to approve consent items made by Director Lehman. Seconded by Director Leopold.  
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  
Seana Doherty, Senior Manager with Agnew Beck and facilitator for the 2022 Board Retreat, introduced herself and the proposed outline for the March 16 retreat.
- b. Report-out: Regional Housing Partner Update
  - i. Nevada County

Director Lehman introduced the County's 2022 Nevada County Housing and shared that 301 affordable housing units are currently underway throughout the County.

ii. Placer County

Director Leopold shared County updates with the board, including:

- Consideration of the purchase of sites in North Lake Tahoe from the California Tahoe Conservancy
- The Dollar Creek Crossing project is currently in environmental review
- Consideration of a long-term rental program for Eastern County residents
- Adoption of the County's short-term rental program, including a cap for the number of permits and a proposed April 1, 2022 rollout.
- The County's Workforce Housing Preservation Program funding commitment was increased to 16% of homes sales price or \$150,000 per home (whichever is the lesser).
- Meadowview Place, 56 units near Schaffer's Mill, is accepting applications and preparing to open to residents.

iii. Town of Truckee

Director Callaway shared Town updates with the board, including:

- The Town's short-term rental ordinance is returning to council in March for approval.
- The Town's Below Market Rate Program, which will offer funding in exchange for deed restrictions on Truckee-area homes, is returning to council in March.
- The Town's Workforce Housing Grant Program has provided housing for 57 local workers and 13 children.

c. Executive Director Report

i. Agency Operations

Ms. Vitas alerted the board of the upcoming budget development process, including member agency fee calculations.

ii. TTWHA Housing Programs and Project Updates

Ms. Vitas provided updates on the agencies long-term rental pilot program, the proposed down payment assistance program, and updates on potential development opportunities.

iii. Community Engagement

Ms. Vitas identified housing-related meetings and gatherings she'd attended in the previous month.

iv. Regional Project Updates

Ms. Vitas updates the board on the Hopkins Village development project.

6. ITEMS FOR BOARD DISCUSSION

a. TTWHA Member Request: UC Davis Tahoe Environmental Research Center (TERC)

Ms. Vitas presented a request to join the agency from the UC Davis TERC.

Board discussion ensued. It was decided that the board would further consider agency expansion at the March 16 board retreat.

7. ITEMS FOR BOARD APPROVAL

a. Consider Approval of the TTWHA Down Payment Assistance Program Outline

Ms. Vitas presented the current draft of the Down Payment Assistance Program.

Board provided the following direction:

- Consider a program that allows different loan amounts for each member agency

- Consider an Area Median Income cap vs. a home sales price cap
- Determine if public agencies can lend at interest rates below market
- Determine how to best structure loan repayment
- Consider a hardship clause if employee cannot repay

8. DIRECTOR COMMENTS

No director comments.

9. ADJOURN: 10:00am

Motion to adjourn made by Director Lehman. Seconded by Director Callaway.

**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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