



**South Sound Housing Affordability Partners  
Executive Board Meeting Minutes**

June 26, 2023

4:00 – 4:18 p.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn – excused  
Councilmember Kevin Ballard, City of DuPont – excused  
Deputy Mayor Mike Winkler, City of DuPont - present  
Mayor Daryl Eiding, City of Edgewood – absent  
Councilmember Christi Keith, City of Edgewood (alternate) - present  
Mayor Kim Roscoe, City of Fife – absent  
Councilmember Doug Fagundes, City of Fife - absent  
Councilmember Hunter George, City of Fircrest – present  
Mayor Pro Tempore Joe Barrentine, City of Fircrest - excused  
Mayor Tracie Markley, City of Gig Harbor – present  
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused  
Councilmember Paul Bocchi, City of Lakewood - present  
Mayor Shanna Styron Sherrell, City of Milton – absent  
Executive Bruce Dammeier, Pierce County - present  
Councilmember Ryan Mello, Pierce County – present  
Deputy Mayor Ned Witting, City of Puyallup – present  
Councilmember Annette Bryan, Puyallup Tribe – present  
Mayor Dick Muri, Town of Steilacoom – absent  
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) - present  
Councilmember Charla Neuman, City of Sumner – absent  
Chair, Mayor Victoria Woodards, City of Tacoma – absent  
Councilmember Kristina Walker, City of Tacoma (alternate) - absent  
Councilmember Stan Flemming, City of University Place – absent

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
Mary Connolly, Program Specialist  
Becki Foutz, Administrative Assistant

**Guests:** Kenneth George, Tiffany Speir

**MINUTES**

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair George called the meeting to order at 4:10 p.m. SSHA <sup>3</sup> P Manager Gauthier called roll, per above; a quorum was present.	Wel-come!
Consent Agenda	Any modifications to the agenda? None.	
Public Comment	Chair George invited the public to comment. None.	

TOPIC/WHO	DISCUSSION	ACTION																																																																																										
<p><b>Resolution 2023-04</b> Jason Gauthier</p>	<p>Resolution 2023-04 Jason thanked everyone for joining this special meeting. He shared Resolution 2023-04, recommending the FY 2024 SSHA<sup>3</sup>P (final) operating budget. Exhibit A:</p>																																																																																											
	<table border="1" data-bbox="462 462 1193 1375"> <thead> <tr> <th colspan="2" style="background-color: #4CAF50; color: white;">SSHA<sup>3</sup>P Fund</th> <th style="background-color: #4CAF50; color: white;">2024 BUDGET</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>OPERATING REVENUES</b></td> </tr> <tr><td>City of Auburn</td><td></td><td>\$5,601.94</td></tr> <tr><td>City of DuPont</td><td></td><td>\$5,601.94</td></tr> <tr><td>City of Edgewood</td><td></td><td>\$5,601.94</td></tr> <tr><td>City of Fife</td><td></td><td>\$5,601.94</td></tr> <tr><td>City of Fircrest</td><td></td><td>\$3,361.16</td></tr> <tr><td>City of Gig Harbor</td><td></td><td>\$5,601.94</td></tr> <tr><td>City of Lakewood</td><td></td><td>\$22,407.75</td></tr> <tr><td>City of Milton</td><td></td><td>\$3,361.16</td></tr> <tr><td>Pierce County</td><td></td><td>\$140,725.00</td></tr> <tr><td>Puyallup Tribe of Indians</td><td></td><td>\$3,361.16</td></tr> <tr><td>City of Puyallup</td><td></td><td>\$13,444.65</td></tr> <tr><td>Town of Steilacoom</td><td></td><td>\$3,361.16</td></tr> <tr><td>City of Sumner</td><td></td><td>\$5,601.94</td></tr> <tr><td>City of Tacoma</td><td></td><td>\$70,362.50</td></tr> <tr><td>City of University Place</td><td></td><td>\$13,444.65</td></tr> <tr><td>SSHA<sup>3</sup>P Operating Fund Balance</td><td></td><td>\$40,000.00</td></tr> <tr><td>Philanthropic / Aligned Organization Contributions</td><td></td><td>\$0</td></tr> <tr> <td><b>TOTAL Revenue</b></td> <td></td> <td><b>\$347,440.83</b></td> </tr> <tr> <td colspan="3"><b>EXPENDITURES</b></td> </tr> <tr><td>Salaries and Benefits - Manager</td><td></td><td>\$186,110</td></tr> <tr><td>Salaries and Benefits - Program Specialist II</td><td></td><td>\$114,790</td></tr> <tr><td>Travel and Training</td><td></td><td>\$3,500</td></tr> <tr><td>Contracted Services</td><td></td><td>\$8,000</td></tr> <tr><td>Phone</td><td></td><td>\$1,320</td></tr> <tr><td>Communication (Printing, Translation, Advertising, etc.)</td><td></td><td>\$1,000</td></tr> <tr><td>Supplies and Miscellaneous</td><td></td><td>\$500</td></tr> <tr><td>Cost Pool Allocation/10% Admin Fee</td><td></td><td>\$31,450</td></tr> <tr> <td><b>TOTAL Expenditures</b></td> <td></td> <td><b>\$346,670</b></td> </tr> </tbody> </table>	SSHA <sup>3</sup> P Fund		2024 BUDGET	<b>OPERATING REVENUES</b>			City of Auburn		\$5,601.94	City of DuPont		\$5,601.94	City of Edgewood		\$5,601.94	City of Fife		\$5,601.94	City of Fircrest		\$3,361.16	City of Gig Harbor		\$5,601.94	City of Lakewood		\$22,407.75	City of Milton		\$3,361.16	Pierce County		\$140,725.00	Puyallup Tribe of Indians		\$3,361.16	City of Puyallup		\$13,444.65	Town of Steilacoom		\$3,361.16	City of Sumner		\$5,601.94	City of Tacoma		\$70,362.50	City of University Place		\$13,444.65	SSHA <sup>3</sup> P Operating Fund Balance		\$40,000.00	Philanthropic / Aligned Organization Contributions		\$0	<b>TOTAL Revenue</b>		<b>\$347,440.83</b>	<b>EXPENDITURES</b>			Salaries and Benefits - Manager		\$186,110	Salaries and Benefits - Program Specialist II		\$114,790	Travel and Training		\$3,500	Contracted Services		\$8,000	Phone		\$1,320	Communication (Printing, Translation, Advertising, etc.)		\$1,000	Supplies and Miscellaneous		\$500	Cost Pool Allocation/10% Admin Fee		\$31,450	<b>TOTAL Expenditures</b>		<b>\$346,670</b>	
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	<p>Jason opened for questions. Chair George noted that Mayor Backus shared at the last meeting that SKHHP quickly realized that their budget would need to be increased if they wanted to meet goals.</p> <p>Councilmember Mello moved, and Councilmember Henderson seconded, to adopt Resolution 2023-24. Any questions? None. Vote was taken; motion approved. The budget will be transmitted to Executive Board members and Staff Workgroup for member governments to use in their budgeting process.</p>	<p>The operating budget was approved.</p>																																																																																										
<p><b>Adjournment</b></p>	<p>Mayor Markley moved to adjourn; Councilmember Mello seconded. The meeting adjourned at 4:18 p.m.</p>	<p>Meeting adjourned!</p>																																																																																										

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, July 7, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz, Administrative Assistant