

SSHA³P

South Sound Housing Affordability Partners Executive Board Meeting Minutes

February 2, 2024

8:30 – 9:38 a.m.

Executive Board: Mayor Nancy Backus, City of Auburn – present
 Councilmember Kevin Ballard, City of DuPont – present
 Deputy Mayor Mike Winkler, City of DuPont (alternate)– present
 Mayor Dave Olson, City of Edgewood – excused
 Councilmember Christi Keith, City of Edgewood (alternate) – present
 Vice-Chair, Mayor Kim Roscoe, City of Fife – excused
 Councilmember Lew Wolfrom, City of Fife (alternate) – excused
 Councilmember Hunter George, City of Fircrest – present
 Councilmember Brett Witter, City of Fircrest (alternate) – excused
 Chair, Mayor Tracie Markley, City of Gig Harbor – excused
 Councilmember Paul Bocchi, City of Lakewood – present
 Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused
 Mayor Shanna Styron Sherrell, City of Milton – present
 Executive Bruce Dammeier, Pierce County – excused
 Councilmember Ryan Mello, Pierce County – present
 Councilmember Ned Witting, City of Puyallup – present
 Mayor Dick Muri, Town of Steilacoom – present
 Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – excused
 Mayor Kathy Hayden, City of Sumner – present
 Mayor Victoria Woodards, City of Tacoma – excused
 Councilmember Kiara Daniels, City of Tacoma (alternate) – present
 Councilmember Stan Flemming, City of University Place – present

Staff: Jason Gauthier, SSHA³P Manager
 Mary Connolly, SSHA³P Program Specialist 2
 Becki Foutz, Administrative Assistant

Guest: Tiffany Speir

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair Mello called the meeting to order at 8:33. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Consent Agenda	Modifications to the agenda: Jason suggested moving 2024 Board Meeting Schedule to the first item, to assure that a quorum is present for that discussion. Councilmember Flemming moved to approve the consent agenda as modified; Councilmember Daniels seconded the motion. Vote was taken, none opposed.	Modified meeting agenda approved.

TOPIC/WHO	DISCUSSION	ACTION
Public Comment	Chair Mello opened the floor for public comment.	None.
2024 Executive Board Meeting Schedule Jason	Jason presented the 2024 Executive Board Meeting Calendar with projected agenda items for members' adoption. SSHA ³ P staff is working with the staff workgroup on additional educational agenda items. Councilmember Flemming moved to adopt the 2024 meeting calendar. Councilmember Ballard seconded the motion. Vote was taken. None opposed.	The 2024 Executive Board meeting calendar was adopted.
Fund Balance Usage Presentation Jason	<p>Last year the \$40,000 fund balance was used to reduce 2024 member government fees, and the group discussed creating a strategy for future fund balance usage. Options include, but are not limited to: Member Government Annual Fee Reduction, Housing Capital Fund, Member Government Capacity Building and Technical Assistance, and Pre-development Services.</p> <p>Steilacoom must make cuts; Mayor Muri recommended freezing the member government fee.</p> <p>Advisory Board feedback was to focus strategy on increasing and maximizing housing unit production, while remaining flexible to ensure financial capacity to access opportunities such as capacity building, technical assistance, and pre-development services.</p> <p>A considerable fund balance, approximately \$85,000, is anticipated going into 2025,</p> <p>Councilmember Flemming asked if the fund balance may be spread across the provided options. Yes, this Board will make final decisions on the budget.</p> <p>Councilmember Daniels asked if the decisions will be made by the newly formed Executive Committee, or this full Board. Jason said that potentially a new committee could be formed to make fund balance decisions; that would be a future planning item.</p>	<p>Informa-tional</p> <p>Discus-sion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Fund Balance Strategy continued</p>	<p>Councilmember Bocchi asked what the Housing Capital Fund looks like, and what the Board’s role is around it. The Fund is in place; committed funders include Auburn (\$15,000), Sumner (\$125,000), and Fife (\$153,000.) Pierce County’s working on its process to match those dollars, to total approximately \$600,000 in 2024. A Housing Capital Fund Committee has been formed to award Housing Capital funds. In March, this Board will be briefed about Housing Capital Fund usage and asked to approve.</p> <p>Councilmember George is pleased with the progress SSHA³P has made in three years.</p> <p>Mayor Hayden would like to see fund balance go towards the capital fund, and would also appreciate a member government fee reduction, due to Sumner’s budget limitations. Mayor Backus is great with the hybrid model.</p> <p>Fund balance has been projected through 2027. If member government fees are frozen, \$57,000 would cover them. That could be accomplished, with some extra left over for flexibility.</p>	<p>Discus- sion</p>
<p>SSHA³P Manager Report Mary & Jason</p>	<p>Mary demonstrated the Developer Portal that’s now live on the SSHA³P website, https://southsoundaffordablehousing.org/developer-portal/, a resource with information on each jurisdiction’s plan, development incentives, permitting, area utility and fire providers, resident assistance programs, and contact information. There’s also a page with information specifically for affordable housing developers: https://southsoundaffordablehousing.org/information-for-affordable-housing-developers/</p> <p>Mary and Jason are getting the word out to developers about this new resource. Chair Mello asked Jason and Mary for info that members may share as well.</p> <p>Legislative update: House of Origin Policy Cut-off was 1/31, Monday, 2/5 is budget cut-off. We’ll know which Bills remain alive next week. SSHA³P will share updates in weekly hot sheets.</p> <p>SB 6173 is legislation that SSHA³P helped develop and Senator Nobles is sponsoring, that would allow 1406 funds to be used for households up to 80% AMI if for affordable homeownership.</p> <p>Property tax exemption seminars are being planned to help seniors and those with disabilities get their tax exemption. A seminar will be held Monday at the Mel Korum YMCA in Puyallup; the next one is scheduled for March 14 at the Key Peninsula Center, and a third seminar is being scheduled at the Graham-Kapowsin Senior Center.</p>	<p>Special Kudos to Riley Egge at Pierce County Communications for his help with the portal.</p>

TOPIC/WHO	DISCUSSION	ACTION
SSHA³P Manager Report continued	<p>Another member with affordable housing experience is being recruited for the SSHA³P Advisory Board. Mary would like applications by February 28; please help get the word out.</p> <p>Councilmember Ballard suggested reaching out to prominent service organizations, such as VFW or American Legion, when planning future tax exemption seminars.</p> <p>Councilmember George asked if it's anticipated that the legislature will reopen the window on 1406 dollars? The statute would have to be significantly reconfigured to be able to do that.</p>	<p>Informa- tional</p> <p>Discus- sion</p>
Executive Board Updates/ Comments	<p>Councilmember George has been asked to help Mason United Methodist Church convert its property to affordable housing. An RFP was released this week for developers to work with them.</p> <p>Chair Mello reported that the Pierce County Council sent a letter to its legislative delegation this week about second-half session priorities, Bills that are still alive of major importance to Pierce County and its budget priorities. A sizable portion of the letter is regarding housing needs.</p>	<p>Informa- tional</p>
Adjourn- ment	<p>There being no further business, the meeting adjourned at 9:38 a.m.</p>	<p>Meeting ad- journed!</p>

The next SSHA³P Executive Board meeting is scheduled for Friday, March 1, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant