

# SSHA<sup>3</sup>P

## South Sound Housing Affordability Partners Executive Board Meeting Minutes

May 3, 2024

8:30 – 9:54 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 – present  
Councilmember Christi Keith, City of Edgewood (alternate) – excused  
Vice-Chair, Mayor Kim Roscoe, City of Fife – present  
Councilmember Lew Wolfrom, City of Fife (alternate) – excused  
Councilmember Hunter George, City of Fircrest – excused  
Councilmember Brett Wittner, City of Fircrest (alternate) – present  
Chair, Mayor Tracie Markley, City of Gig Harbor – present  
Councilmember Paul Bocchi, City of Lakewood – excused  
Councilmember Mike Brandstetter, (alternate) City of Lakewood – present  
Mayor Shanna Styron Sherrell, City of Milton – present  
Executive Bruce Dammeier, Pierce County – present  
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) – present  
Mayor Kathy Hayden, City of Sumner – present  
Mayor Victoria Woodards, City of Tacoma – present  
Councilmember Kiara Daniels, City of Tacoma (alternate) – present  
Councilmember Stan Flemming, City of University Place – present

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
Mary Connolly, SSHA<sup>3</sup>P Program Specialist 2  
Becki Foutz, Administrative Assistant

**Guests:** Trish Crocker, Ryan Windish, Felicia Medlen, Kenneth George, Katie Baker, Tiffany Speir

### MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Markley called the meeting to order at 8:32. SSHA <sup>3</sup> P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Consent Agenda	Councilmember Flemming moved to approve the consent agenda; Mayor Roscoe seconded the motion. Vote was taken, none opposed, none abstained.	Consent agenda approved.
Public Comment	Mayor Markley opened the floor for public comment. None; no written comments were received.	None.

TOPIC/WHO	DISCUSSION	ACTION
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<p><b>Draft 2025 Draft Work Plan</b> Jason</p>	<p>Jason presented and reviewed the draft 2025 work plan’s areas of focus. Advocacy has been added. CM Brandstetter asked about the date of 12/1/35 as the date to identify housing developments with affordability periods expiring. A longer-term horizon gives us time to prepare for potential acquisitions. This wouldn’t capture properties with multi-family tax exemptions.</p> <p>An affordable housing monitoring program will be developed. CM Brandstetter noted that the program will help smaller municipalities that may not have robust affordable housing staff.</p> <p>A developer series will take place, to culminate in May in coordination with Affordable Housing Week.</p> <p>CM Mello suggested that if the work plan will require more capacity of SSHA<sup>3</sup>P staff, that services be available a la carte, the monitoring program. for example. Mayor Roscoe asked how a la carte services would be established? Would SSHA<sup>3</sup>P contract out for services? CM Mello suggested that SSHA<sup>3</sup>P scope it out, determine if there’s interest in the service, project time commitment, etc. Jason noted that it will also depend on the intensity of monitoring desired.</p>	<p>Informational/ Discussion</p>
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<p><b>Draft 2025 Operating Budget</b> Jason</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">South Sound Housing Affordability Partners FY 2025 DRAFT Operating Budget</th> </tr> </thead> <tbody> <tr> <td>Estimated Operating Fund Balance - January 1, 2025</td> <td style="text-align: right;">\$ 154,014.00</td> </tr> <tr> <td>Estimated Operating Fund Balance - December 31, 2025</td> <td style="text-align: right;">\$ 123,373.00</td> </tr> <tr> <td colspan="2"><b>SSHA3P Fund</b></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>2025 BUDGET</b></td> </tr> <tr> <td colspan="2"><b>OPERATING REVENUES*</b></td> </tr> <tr> <td>City of Auburn</td> <td style="text-align: right;">\$ 5,826.02</td> </tr> <tr> <td>City of DuPont</td> <td style="text-align: right;">\$ 5,826.02</td> </tr> <tr> <td>City of Edgewood</td> <td style="text-align: right;">\$ 5,826.02</td> </tr> <tr> <td>City of Fife</td> <td style="text-align: right;">\$ 5,826.02</td> </tr> <tr> <td>City of Fircrest</td> <td style="text-align: right;">\$ 3,495.61</td> </tr> <tr> <td>City of Gig Harbor</td> <td style="text-align: right;">\$ 5,826.02</td> </tr> <tr> <td>City of Lakewood</td> <td style="text-align: right;">\$ 23,304.06</td> </tr> <tr> <td>City of Milton</td> <td style="text-align: right;">\$ 3,495.61</td> </tr> <tr> <td>Pierce County</td> <td style="text-align: right;">\$ 146,354.00</td> </tr> <tr> <td>Puyallup Tribe of Indians</td> <td style="text-align: right;">\$ 3,495.61</td> </tr> <tr> <td>City of Puyallup</td> <td style="text-align: right;">\$ 13,982.44</td> </tr> <tr> <td>Town of Steilacoom</td> <td style="text-align: right;">\$ 3,495.61</td> </tr> <tr> <td>City of Sumner</td> <td style="text-align: right;">\$ 7,506.60</td> </tr> <tr> <td>City of Tacoma</td> <td style="text-align: right;">\$ 73,177.00</td> </tr> <tr> <td>City of University Place</td> <td style="text-align: right;">\$ 13,982.44</td> </tr> <tr> <td>SSHA3P Operating Fund Balance</td> <td style="text-align: right;">\$ 31,000.00</td> </tr> <tr> <td><b>TOTAL Revenue</b></td> <td style="text-align: right;"><b>\$ 352,419.08</b></td> </tr> <tr> <td colspan="2"><b>EXPENDITURES</b></td> </tr> <tr> <td>Salaries and Benefits - 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<p><b>Operating Budget</b> continued</p>	<p>Jason presented and reviewed the draft 2025 SSHA<sup>3</sup>P operating budget. SSHA<sup>3</sup>P was awarded the CLIHP grant! In the above proposed budget, member contribution would increase 4% from 2024.</p>	<p>Informational/ Discussion</p>
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	<p>Jason also presented two additional budget options:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">South Sound Housing Affordability Partners</th> </tr> <tr> <th colspan="2" style="text-align: center;">FY 2025 DRAFT Operating Budget</th> </tr> <tr> <th colspan="2" style="text-align: center;">Annual Member Contribution Decrease of 5%</th> </tr> </thead> <tbody> <tr> <td>Estimated Operating Fund Balance - January 1, 2025</td> <td style="text-align: right;">\$ 154,014.00</td> </tr> <tr> <td>Estimated Operating Fund Balance - December 31, 2025</td> <td style="text-align: right;">\$ 94,022.79</td> </tr> <tr> <td colspan="2"><b>SSHA<sup>3</sup>P Fund</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>2025 BUDGET</b></td> </tr> <tr> <td colspan="2"><b>OPERATING REVENUES*</b></td> </tr> <tr> <td>City of Auburn</td> <td style="text-align: right;">\$ 5,321.84</td> </tr> <tr> <td>City of DuPont</td> <td style="text-align: right;">\$ 5,321.84</td> </tr> <tr> <td>City of Edgewood</td> <td style="text-align: right;">\$ 5,321.84</td> </tr> <tr> <td>City of Fife</td> <td style="text-align: right;">\$ 5,321.84</td> </tr> <tr> <td>City of Fircrest</td> <td style="text-align: right;">\$ 3,193.10</td> </tr> <tr> <td>City of Gig Harbor</td> <td style="text-align: right;">\$ 5,321.84</td> </tr> <tr> <td>City of Lakewood</td> <td style="text-align: right;">\$ 21,287.36</td> </tr> <tr> <td>City of Milton</td> <td style="text-align: right;">\$ 3,193.10</td> </tr> <tr> <td>Pierce County</td> <td style="text-align: right;">\$ 133,688.75</td> </tr> <tr> <td>Puyallup Tribe of Indians</td> <td style="text-align: right;">\$ 3,193.10</td> </tr> <tr> <td>City of Puyallup</td> <td style="text-align: right;">\$ 12,772.42</td> </tr> <tr> <td>Town of Steilacoom</td> <td style="text-align: right;">\$ 3,193.10</td> </tr> <tr> <td>City of Sumner</td> <td style="text-align: right;">\$ 5,321.84</td> </tr> <tr> <td>City of Tacoma</td> <td style="text-align: right;">\$ 66,844.38</td> </tr> <tr> <td>City of University Place</td> <td style="text-align: right;">\$ 12,772.42</td> </tr> <tr> <td>SSHA<sup>3</sup>P Operating Fund Balance</td> <td style="text-align: right;">\$ 60,000.00</td> </tr> <tr> <td><b>TOTAL Revenue</b></td> <td style="text-align: right;"><b>\$ 352,068.79</b></td> </tr> <tr> <td colspan="2"><b>EXPENDITURES</b></td> </tr> <tr> <td>Salaries and Benefits - 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	<p>CM Ballard noted that DuPont’s finding it necessary to tighten its fiscal belt. He recommended that we not have a 4% increase; he’d prefer the option with a 5% decrease in member contributions. DuPont has deliverables to its citizens and costs need to be weighed. The worth of SSHA<sup>3</sup>P is great, no denying that.</p> <p>Mayor Woodards expressed concern over going backwards. She agrees with CM Ballard about not increasing member contributions, but she’s not comfortable decreasing them. CM Brandstetter is okay with the 4% increase and sees it as consistent with the expanded work plan just presented. He agrees with Mayor Woodards that we shouldn’t go back. Mayor Hayden said that an increase for Sumner doesn’t make sense at this time; their tax base is going down. Mayor Markley doesn’t support an increase at this time, and she also would not support a decrease.</p> <p>Jason summarized that the group prefers moving towards no increase and allowing costs to be absorbed by operating fund balance.</p>	<p>Jason will bring a Resolution to the 5/31 meeting that proposes the no-increase budget.</p>
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TOPIC/WHO	DISCUSSION	ACTION
<p><b>Potential SSHA<sup>3</sup>P Advisory Board Stipend Policy</b> Mary</p>	<p>The SSHA<sup>3</sup>P IGA requires that 1/3 of SSHA<sup>3</sup>P Advisory Board members be consumers of affordable/attainable housing. It's been difficult to recruit them. Many advisory boards/groups do offer stipends. SKHHP, our sister organization, pays \$50/meeting if virtual; \$75/meeting if in-person, for those who are not being compensated by their employer. Staff created a draft policy for discussion, including:</p> <ul style="list-style-type: none"> <li>• Eligibility:               <ul style="list-style-type: none"> <li>• Occupy a consumer seat; AND</li> <li>• Not compensated by their employer for attendance; AND</li> <li>• Member of a low-income household</li> </ul> </li> <li>• Eligible members must opt into receiving stipend</li> <li>• \$50 per meeting, up to 18 meetings per year for the following types of meetings:               <ul style="list-style-type: none"> <li>• Regular and special advisory board meetings</li> <li>• Committee meetings</li> <li>• Meetings of Chair and Vice Chairs</li> <li>• Executive Board meetings when the member is presenting or discussing on behalf of the Advisory Board</li> </ul> </li> </ul>	<p>Informational/ Discussion</p>
	<p>\$3300 annually is the forecasted cost to implement this policy,</p> <p>CM Witting is in favor of paying more than \$50/meeting, and would like to see the percentage lowered, so that people with lower incomes can participate. Mayor Roscoe is 100% in favor of some version of a stipend. CM Brandstetter would like to implement the stipend, especially to ensure that transportation costs are covered to allow those in rural areas to participate. He suggested that we clearly define "recent." Mayor Woodards is in favor of providing \$50/hour per meeting. CM Mello is also in favor of increasing the stipend and reducing the income level. The fiscal impact is nominal but will provide significant benefits. CM Ballard supports stipends; he suggested that Mary look into the substance use recovery advisory committee's policy. Mayor Woodards suggested paying per meeting and not per hour, since meeting lengths will vary.</p>	<p>Discussion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p><b>Stipend Policy</b> continued</p>	<p>Mary asked if the group would like to pay \$75 per meeting? Yes. She will work on defining what it means to be a recent consumer, as well as lower the % AML.</p> <p>Jason explained that this will become an expenditure line item in the budget.</p>	<p>Mary will draft a policy.</p>
<p><b>Amending the 2024 Executive Board Meeting Schedule</b> Mayor Markley</p>	<p>Mayor Markley explained that a special meeting will be held on 5/31, and the 6/7 meeting will be cancelled, as it conflicts with the Master Builders Home Building Bus Tour event. Mayor Markley moved to amend the 2024 Executive Board Meeting Schedule as described. CM Ballard seconded the motion. Vote was taken; none opposed.</p>	<p>There will be a meeting on 5/31 and the 6/7 meeting will be cancelled.</p>
<p><b>SSHA<sup>3</sup>P Manager Report</b> Jason</p>	<p>Everything looks good in the Q1 2024 Budget – report provided in meeting packet. A property tax exemption seminar flyer is included as well. Upcoming seminars are scheduled in Gig Harbor and Lakewood.</p> <p>Pierce County Affordable Housing Week is May 6-10!</p> <p>The UW Tacoma Affordable Housing Workshop will be held on May 29 from 9:00 – Noon at the Emerald Queen Conference Center.</p> <p>The SSHA<sup>3</sup>P Housing Capital Fund NOFA was released 4/25. Applications are due by the end of June.</p> <p>The <a href="#">2024 Master Builders Homebuilding Bus Tour</a> is June 7, 8:00 – 1:00</p>	<p>Informational</p>
<p><b>Executive Board Updates/Comments</b></p>	<p>Mayor Markley and her Housing Health &amp; HS Program Mgr just held their second Community Faith Leaders gathering. Attendees would like to discuss affordable housing at the next gathering; they would like to know more about how they can provide housing on their properties!</p> <p>CM Wittner announced that Fircrest’s longtime Finance Director is retiring, and they’ll be recruiting for the position.</p>	<p>Informational</p>
<p><b>Adjournment</b></p>	<p>There being no further business, CM Flemming moved to adjourn; Mayor Woodards seconded the motion. The meeting adjourned at 9:54 a.m.</p>	<p>Meeting adjourned.</p>

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, May 31, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz, Administrative Assistant