

SSHA³P

Special Meeting of the South Sound Housing Affordability Partners Executive Board Meeting Minutes

May 31, 2024

8:30 – 9:25 a.m.

Executive Board: Mayor Nancy Backus, City of Auburn – excused
Councilmember Kevin Ballard, City of DuPont – present – no - yes
Deputy Mayor Mike Winkler, City of DuPont (alternate) – excused
Mayor Dave Olson, City of Edgewood – present – no - yes
Councilmember Christi Keith, City of Edgewood (alternate) – excused
Vice-Chair, Mayor Kim Roscoe, City of Fife – present – yes - yes
Councilmember Lew Wolfrom, City of Fife (alternate) – excused
Councilmember Hunter George, City of Fircrest – present – yes - yes
Councilmember Brett Wittner, City of Fircrest (alternate) – excused
Chair, Mayor Tracie Markley, City of Gig Harbor – present - no
Councilmember Paul Bocchi, City of Lakewood – present – no - yes
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused
Mayor Shanna Styron Sherrell, City of Milton – absent
Executive Bruce Dammeier, Pierce County – absent
Councilmember Ryan Mello, Pierce County – present – yes - yes
Councilmember Ned Witting, City of Puyallup – present – no - yes
Mayor Dick Muri, Town of Steilacoom – present – no - yes
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – excused
Mayor Kathy Hayden, City of Sumner – absent
Mayor Victoria Woodards, City of Tacoma – present - yes
Councilmember Kiara Daniels, City of Tacoma (alternate) – absent
Councilmember Stan Flemming, City of University Place – present – yes - yes

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

Guests: Heather Moss, Kenneth George, LeighBeth Merrick, Taylor Jones, Trish Crocker

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Markley called the meeting to order at 8:33. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Consent Agenda	CM Flemming moved to approve the consent agenda; Mayor Roscoe seconded the motion. Vote was taken, none opposed, none abstained.	Consent agenda approved.

TOPIC/WHO	DISCUSSION	ACTION
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Public Comment	Mayor Markley opened the floor for public comment. None; no written comments were received.	None.																																																																																
Resolution 2024-04 Adopting a 2025 Work Plan	Jason shared and reviewed the 2025 Work Plan. CM Flemming asked about how the monitoring program would be provided, and if there would be a fee. That will be determined in 2025. CM Flemming moved to adopt the Work Plan. CM Bocchi seconded the motion. Vote was taken, none opposed, no abstentions.	The 2025 Work Plan was adopted.																																																																																
Resolution 2024-05 Adopting a 2025 Operating Budget	<p>The Board is required to recommend an annual operating budget by July 1 including fees required by each member government. Advisory Board member stipends are included in the budget; it's anticipated that the stipend policy will be presented to this Board before the end of the year. Jason shared the proposed budget as discussed at the last meeting:</p> <div style="text-align: center;"> <p>Exhibit A</p> <table border="1" style="margin: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">South Sound Housing Affordability Partners Fiscal Year 2025 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;">\$ 104,094.83</td> </tr> </tbody> </table> <table border="1" style="margin: auto;"> <thead> <tr> <th style="background-color: #92d050;">SSHA³P Fund</th> <th style="background-color: #92d050;">2025 BUDGET</th> </tr> </thead> <tbody> <tr> <td colspan="2">OPERATING REVENUES</td> </tr> <tr><td>City of Auburn</td><td style="text-align: right;">\$ 5,601.94</td></tr> <tr><td>City of DuPont</td><td style="text-align: right;">\$ 5,601.94</td></tr> <tr><td>City of Edgewood</td><td style="text-align: right;">\$ 5,601.94</td></tr> <tr><td>City of Fife</td><td style="text-align: right;">\$ 5,601.94</td></tr> <tr><td>City of Fircrest</td><td style="text-align: right;">\$ 3,361.16</td></tr> <tr><td>City of Gig Harbor</td><td style="text-align: right;">\$ 5,601.94</td></tr> <tr><td>City of Lakewood</td><td style="text-align: right;">\$ 22,407.75</td></tr> <tr><td>City of Milton</td><td style="text-align: right;">\$ 3,361.16</td></tr> <tr><td>Pierce County</td><td style="text-align: right;">\$ 140,725.00</td></tr> <tr><td>Puyallup Tribe of Indians</td><td style="text-align: right;">\$ 3,361.16</td></tr> <tr><td>City of Puyallup</td><td style="text-align: right;">\$ 13,444.65</td></tr> <tr><td>Town of Steilacoom</td><td style="text-align: right;">\$ 3,361.16</td></tr> <tr><td>City of Sumner</td><td style="text-align: right;">\$ 5,601.94</td></tr> <tr><td>City of Tacoma</td><td style="text-align: right;">\$ 70,362.50</td></tr> <tr><td>City of University Place</td><td style="text-align: right;">\$ 13,444.65</td></tr> <tr><td>SSHA³P Operating Fund Balance</td><td style="text-align: right;">\$ 50,000.00</td></tr> <tr style="background-color: #92d050;"><td>TOTAL Revenue</td><td style="text-align: right;">\$ 357,440.83</td></tr> <tr> <td colspan="2">EXPENDITURES</td> </tr> <tr><td>Salaries and Benefits - 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<p>Budget continued</p>	<p>CM Flemming moved to adopt the budget; CM George seconded the motion.</p> <p>Mayor Woodards expressed concern about tight local government budgets. At some point it will be necessary to increase SSHA³P membership fees, and if we wait longer, it may be a big jump; gradual is better. She proposed that there should be a slight increase, perhaps 1%, instead of none, so we don't have to dip into fund balance as much. CM George asked Jason if he has a multi-year projection, for example, where we'll be in three years. Jason confirmed that when there is no longer a fund balance, there would need to be a jump in member fees. For example, if the Board decides they don't want to use fund balance next year, there would be a significant jump in fees. Mayor Roscoe concurs with Mayor Woodards that we need to find a way to make gradual increases. CM Ballard shared that DuPont would appreciate a 0% increase; he feels that we should do more with less. He would prefer to see more members join SSHA³P. Are fees prohibitive? Mayor Muri shared that Steilacoom also has a very tight budget. CM Mello shared that it's fiscally responsible to incrementally increase member fees.</p> <p>Mayor Woodards hears DuPont's and Steilacoom's concerns, and pointed out that, at 1%, they would have a \$56 and \$33 increase, respectively. Should we freeze certain jurisdictions' fees? CM Mello said that Pierce County would like to proceed with the budget as presented, however, they're open to changes. CM Ballard suggested that this vote be taken at a future meeting when more members are present. The next scheduled meeting is July 12 and per the ILA, the annual budget is to be recommended on or before July 1 – another special meeting would need to be called to stay within parameters. CM Bocchi asked if SSHA³P has a fund balance policy? No. Staff considered that, and decided it be left open to be used according to member priorities.</p> <p>Mayor Woodards moved that member fees be increased by 2%. Mayor Roscoe seconded the motion. Vote was taken. Opposed – 6 – For – 5. Motion did not pass.</p> <p>Mayor Markley asked the group to vote on CM Flemming's original motion, to adopt the budget as presented. Vote was taken and the motion passed unanimously.</p>	<p>The 2025 Budget was ap- proved as present ed.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>SSHA³P Manager Report Jason & Mary</p>	<p><i>Housing Capital Fund NOFA Update</i> – Board should expect to receive a recommendation from the funding committee, composed of staff from jurisdictions. In September there will be a Resolution for action.</p> <p><i>CLHP Grant</i> – SSHA³P was awarded a grant in partnership with nine member governments. There are four deliverables: the first two, due June 15 are a stakeholder outreach report and communication materials. Staff are working on those and met with participating jurisdictions for feedback. Two more deliverables are due next year, and a consultant is being procured for those. –</p> <p><i>Property Tax Exemption Seminars</i> – a seminar was held in May in Gig Harbor, 27 attended, representing 23 households, 21 with a senior, six with a disabled person eight with a Veteran and two with disabled Veterans. The next seminar will be held on June 12 in Lakewood, and one is being scheduled in University Place. Please reach out to Mary or the Assessor Treasurer if you’re interested in holding a seminar in your area.</p> <p><i>Advisory Board Update</i> – at the last meeting, staff presented an overview of Universal Design, and the Board provided direction to continue researching the need and cost of Universal Design and how incentives can be formulated. The Board also advised staff to design a report template.</p>	<p>Informa-tional</p>
<p>Executive Board Updates/Comments</p>	<p>CM Flemming announced that tomorrow is University Place’s annual Duck Days parade and festival.</p> <p>CM George attended the affordable housing tour of Tacoma and Lakewood, seeing a variety of projects; he learned a lot. CM Mello agreed that it was a really great tour – they saw 14 affordable housing projects, with a total of 1,088 new affordable housing units for seniors, veterans, families, and individuals.</p> <p>Mayor Roscoe announced that Fife’s police department was just re-accredited.</p> <p>Effective June 1, Mayor Markley will be vacating the Chair position due to family needs; she will continue to serve on the Executive Board. A new Chair and Vice Chair will be elected at the July 12 meeting. Vice Chair Mayor Roscoe is willing to take on the role of Chair if elected.</p>	<p>Informa-tional</p>
<p>Adjourn-ment</p>	<p>There being no further business, Mayor Roscoe moved to adjourn; CM Flemming seconded the motion. The meeting adjourned at 9:25 a.m.</p>	<p>Meeting ad-journed.</p>

The next SSHA³P Executive Board meeting is scheduled for Friday, July 12, at 8:30 a.m. via Zoom. Respectfully submitted,
Becki Foutz, Administrative Assistant