



**South Sound Housing Affordability Partners
Executive Board**

Regular AMENDED Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: 253-215-8782 Meeting ID: 983 7464 3754

Webinar Link: <https://piercecountywa.zoom.us/j/98374643754>

December 6, 2024, 8:30 a.m.

Chair Mayor Kim Roscoe, Vice Chair Councilmember Kevin Ballard, Mayor Nancy Backus, Mayor Dave Olson, Councilmember Hunter George, Mayor Mary Barber
Councilmember Paul Bocchi, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Councilmember Ned Witting, Mayor Kathy Hayden
Mayor Dick Muri, Mayor Victoria Woodards, Councilmember Stan Fleming

Deputy Mayor Mike Winkler (Alternate), Councilmember Christi Keith (Alternate), Councilmember Lew Wolfrom (Alternate), Councilmember Brett Wittner (Alternate)
Councilmember Mike Brandstetter (Alternate), Councilmember Robyn Denson (Alternate), Heather Moss (Alternate), Councilmember Nancy Henderson (Alternate)
Councilmember Kiara Daniels (Alternate), Councilmember Denise McCluskey (Alternate)

I. CALL TO ORDER

ROLL CALL

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

A. Approval of Minutes

ATTACHMENTS: November 1, 2024, Executive Board regular meeting minutes

[LINK](#)

B. Adoption of 2025 Executive Board Meeting Schedule

ATTACHMENTS: 2025 Executive Board Meeting Schedule

[LINK](#)

IV. PUBLIC COMMENT

This is the time set aside for the public to comment on final action of the Executive Board. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Public comments are limited to 3 minutes per speaker.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/98374643754> and entering the Meeting ID 983 7464 3754. Written comments may be submitted to jason.gauthier@piercecountywa.gov.

V. RESOLUTIONS AND PRESENTATIONS

A. 2025 State Legislative Session Preview

Purpose: Presentation from Carl Schroeder (Association of Washington Cities) on the 2025 state legislative session.

ATTACHMENTS: Agenda Memorandum: 2025 State Legislative Session Preview

[LINK](#)

2025 City Legislative Priorities

[LINK](#)

2025 State Legislative Session Preview Presentation

[LINK](#)

B. Resolution No. 2024-09, Adopting a Stipend Policy for the SSHA³P Advisory Board

Purpose: Consideration of Resolution No. 2024-09 to adopt a stipend policy for the SSHA³P Advisory Board.

- ATTACHMENTS:
- Agenda Memorandum: Resolution No. 2024-09 [LINK](#)
 - Resolution No. 2024-09 Presentation [LINK](#)
 - Resolution No. 2024-09 [LINK](#)
 - Memorandum on Advisory Board Stipend Policy [LINK](#)

C. Resolution No. 2024-10, Adopting the 2025 SSHA³P Operating Budget

Purpose: Consideration of Resolution No. 2024-10 to adopt the 2025 SSHA³P Operating Budget.

- ATTACHMENTS:
- Agenda Memorandum: Resolution No. 2024-10 [LINK](#)
 - Resolution No. 2024-10 [LINK](#)

D. Resolution No. 2024-11, Adopting the 2025 Advisory Board Work Plan

Purpose: Consideration of Resolution No. 2024-11 to adopt the 2025 Advisory Board Work Plan.

- ATTACHMENTS:
- Agenda Memorandum: Resolution No. 2024-11 [LINK](#)
 - Resolution No. 2024-11 [LINK](#)

E. Resolution No. 2024-12, Appointing Advisory Board Members

Purpose: Consideration of Resolution No. 2024-12 to appoint Advisory Board members.

- ATTACHMENTS:
- Agenda Memorandum: Resolution No. 2024-12 [LINK](#)
 - Resolution No. 2024-12 [LINK](#)
 - Recommended Applicant Profiles [LINK](#)
 - Advisory Board Appointment Presentation [LINK](#)

F. Chair and Vice Chair Election

Purpose: Election of the Executive Board Chair and Vice Chair for the 2025 calendar year.

- ATTACHMENTS:
- Agenda Memorandum: Chair and Vice Chair Election [LINK](#)
 - South Sound Housing Affordability Partners – Rules and Procedures [LINK](#)

VI. REPORT BY THE SSHA³P MANAGER

- A. Letter to Assessor-Treasurer Lonergan
- B. Advisory Board Update
- C. SSHA³P Housing Capital Fund Update

- ATTACHMENTS:
- December 2024 SSHA³P Manager Report [LINK](#)
 - Letter to Assessor-Treasurer Lonergan [LINK](#)

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII ADJOURN



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

November 1, 2024

8:33 – 9:41 a.m.

Executive Board: Mayor Nancy Backus, City of Auburn – excused
Vice-Chair, 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
Chair, Mayor Kim Roscoe, City of Fife – present
Councilmember Lew Wolfrom, City of Fife (alternate) – excused
Councilmember Hunter George, City of Fircrest – present
Councilmember Brett Wittner, City of Fircrest (alternate) – excused
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
Human Services Director Heather Moss, Pierce County (alternate) - present
Councilmember Ryan Mello, Pierce County – present
Councilmember Robyn Denson, Pierce County (alternate) - 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 – present
Councilmember Kiara Daniels, City of Tacoma (alternate) – excused
Councilmember Stan Flemming, City of University Place – excused
Councilmember Denise McCluskey, City of University Place (alternate) - excused

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

Guests: Champagne Lewis, Dorsol Plants, Erika Rhett Hunt, Ishmeet Singh, Katie Baker, Kenneth George, Patricia Roundy, Ryan Windish, Taylor Jones, Ted Richardson

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Roscoe called the meeting to order at 8:33 a.m. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Wel-come!
Consent Agenda	CM George moved to approve the consent agenda. Mayor Woodards seconded the motion. Vote was taken; the motion passed unanimously.	Consent agenda ap-proved.

TOPIC/WHO	DISCUSSION	ACTION
<p>Public Comment</p>	<p>Mayor Roscoe opened the floor for public comment. None. No written comments were received.</p>	
<p>Draft 2025 Advisory Board Work Plan Mary</p>	<p>Mary presented the draft 2025 Advisory Board Work Plan. The Board will review and provide feedback on SSHA³P's Work Plan, budget, legislative agendas, and other housing-related efforts as requested. They will focus on homeownership opportunities, preserving affordable housing, anti-displacement policies, and affordable housing production. The Advisory Board researched universal design principles and Fife and Fircrest will be including universal design language in their comprehensive plans. Board research on universal design will carry over into 2025.</p> <p>The Advisory Board will also research policies that increase homeownership opportunities by allowing and facilitating the sale of middle housing and accessory dwelling units. HB 1110 (re: middle housing) and HB 1337 (re: accessory dwelling units) allow more units to be built through unit lot subdivision and condominiumization. There's not much guidance on how to implement these policies, so SSHA³P and the Advisory Board can recommend/outline best practices to create more attainable homeownership opportunities. Unit lot subdivision is on the Master Builders' Association of Pierce County Plan and the Black Home Initiatives list of seven strategies for local elected officials to create more affordable homeownership housing. Mary presented the draft work plan for input and feedback.</p> <p>In 2026, the Board will also begin research on incentivizing and supporting the construction of income-restricted affordable housing by affordable and market rate developers. Creating recommendations to support this work will take multiple years of research and analysis. Education via presentations by subject matter experts and case studies on successful programs implemented elsewhere are anticipated.</p> <p>The Board will build upon their education, learning about relevant and foundational topics related to housing and land use policy through presentations by qualified speakers. They'll elect a Chair and up to two Vice Chairs in January.</p> <p>Input from the Executive Board will be used to revise the plan, to be voted upon by the Advisory Board at their November 19 meeting, and returned to the Executive Board in December for final approval.</p>	<p>No edits were proposed during the meeting; Mayor Roscoe asked the group to email any requested changes to Mary.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Affordable Housing Development on Property owned by Religious Organizations Jason</p>	<p>Jason presented an update to the September 2023 presentation on affordable housing development on religious organization-owned properties. RCW 36.70A.545 provides an increased density bonus for these units. There are current and future projects at the following churches in Pierce County:</p> <p><u>Shiloh Baptist</u> (New Life Housing) – nearly completed! 60 units for those in recovery for substance abuse, formerly homeless, leaving the criminal justice system, living with disabilities, or veterans, earning no more than 30 or 50% AMI. (anticipated cost \$35M)</p> <p><u>Greater Christ Temple</u> (Bishop Montgomery House) – 55 units for households earning no more than 50% of AMI. (anticipated cost \$33M)</p> <p><u>Bethlehem Baptist</u> (House of Bethlehem) 42 units serving households earning up to 60% AMI. This project will be comprised of two residential buildings with one- and two-story townhouse style apartments, an additional building with offices for the property manager, MH therapist/case managers, a meeting room, and space for janitorial/maintenance staff. Bethlehem Baptist participated in a four-month faith-based initiative cohort training and awarded multiple grants to help with pre-development expenses. They have also applied for the Washington Housing Trust Fund. (anticipated cost \$16M)</p> <p><u>First Christian Church</u> (FCC Housing) 42 units of new construction serving homeless families and individuals earning less than 50% AMI. This project will be three-story, 42-unit multifamily construction, including a large community room, a community warming kitchen, and case management offices. The location is 6th & Orchard in Tacoma, where currently a tiny home village is operated by LIHI. FCC will provide a 99-year ground lease to LIHI to develop and manage the housing. (anticipated cost \$23M)</p> <p><u>Mason United Methodist</u> (Mason UMC Housing) – 100-150 units, serving households earning between 30-80% AMI, located in the Proctor District.</p> <p>SSHA³P partners with Enterprise Faith-Based Development Initiative, the Pierce County CDC, and Design for Peace to support these projects. Tools offered include grants, capital, access to community partners, training, and technical assistance, and practical tools to engage the churches and their communities in the discernment and design process around space that may be underutilized in congregation assets. SSHA³P capital funds are available for these types of projects.</p> <p>Jason posed questions: how did you get to where you are today; how did the congregation respond; how did they decide what's important; and, how can jurisdictions best partner in these efforts?</p>	<p>Informa-tional</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>AH Developments on Religious-Owned Properties continued</p>	<p>Patricia Roundy, Co-Chair of the Mason Development Project, from Mason United Methodist Church, brought greetings from Reverend Susan Boegli, who is currently on medical leave. Pastor Susan arrived to find a small congregation meeting in a giant, nearly 70-year-old building that needed maintenance and was quite expensive to heat. The congregation pondered what they were being called to do with their property. They opted to create an affordable housing community, and construct a smaller, more efficient worship space. In January 2023 they convened a steering committee.</p> <p>Their property makes up a full city block in the Proctor District. (Hunter said it's probably worth about \$10M!) They participated in the extensive faith development initiative course. Michael Mirra helped them to develop an RFP. Mason is partnering with Mercy Housing NW. Mercy Housing Inc is the largest affordable housing developer in the United States. Enterprise Community Partners awarded them a \$25,000 grant early on, which they used for an architect to help plan.</p> <p>Pat noted that many churches are land rich and cash poor. Cities need to continue to ensure that zoning in areas where churches are located are flexible enough to allow them to develop affordable housing. A contact from the city who is separated from, but connected with, a wide variety of departments is invaluable. Despite church members not having prior development experience, they are committed, with strong work ethics and vision.</p> <p>Hunter noted that this is a journey, a difficult thing for churches to consider. He knows this congregation, facility, and neighborhood well, and is excited about what we'll learn through Mason's journey. Hunter added that there are churches in Fircrest who in the same position, land rich and cash poor. He's proud that Mason is being thoughtful and proactive and not just selling to the highest bidder who would create more market-rate units or commercial space.</p> <p>Pat thinks they would like to pursue a 99-year land lease, working with Mercy to provide property management and resident services.</p> <p>Jason said if members are hearing about intentions from members of their religious faith, know that SSHA³P is ready to support them. SSHA³P is currently working, with Design for Peace, with three other church properties across the county who are in their discernment phase one. An RFP has been prepared for them to find pre-development partners, for example.</p>	<p>Thank you, Pat!</p>

TOPIC/WHO	DISCUSSION	ACTION
SSHA ³ P Manager Report continued	<p>2025 Chair & Vice Chair Election – Jason reminded the Board that election for Chair and Vice Chair will take place at the 12/6 meeting. Mayor Roscoe has advised Jason that she will not seek a second term as Chair. I</p> <p>2025 Operating Budget – Jason will be sending an email later today about the 2025 operating budget. The recommended operating budget was adopted back in June. Don't forget to include membership fees in your budgets!</p> <p>Affordable Housing Advisory Board Legislative Committee – when SSHA³P was in its first year, there was discussion about ensuring SSHA³P representation on state and regional boards. This month Jason was appointed to the State's Affordable Housing Advisory Board and yesterday he agreed to serve as the two-year Chair! This will help advance SSHA³P's agenda through the Department of Commerce.</p> <p>CLHP Update – Mary reminded the group that the CLHP grant we received supports nine SSHA³P member governments in implementing HB 1998 regarding co-living housing. There are two more deliverables in June that include a model ordinance to implement the Bill, and guidance on implementation for each participating jurisdiction. A contract with Makers has been fully executed and a kickoff meeting with them will take place on 11/14.</p> <p>Advisory Board Update – member recruitment continues; applications are due 11/3. Mary's working on a survey on accessible housing to support the Board's work on Universal Design. She's distributed it to senior centers, organizations supporting people with disabilities, community organizations, and affordable housing providers, and receiving a lot of responses. Responses are due 12/6.</p> <p>Property Tax Exemption Seminar – one more will be held this year, 11/14 in Edgewood. Thank you, Mayor Olson, for requesting it!</p>	<p>If anyone is interested in serving as Chair or Vice Chair, please reach out to Mayor Roscoe and/or Jason.</p> <p>Con-grats, Jason!</p> <p>If you'd like a property tax exemption seminar to be held in your jurisdiction, please let Mary know.</p>
Executive Board Member Updates and Comments	Mayor Roscoe invited the group to Movie in the Pool in Fife at 6:00 tonight! They will be swimming and enjoying Coco.	
Adjournment	There being no further business, Mayor Woodards moved to adjourn. CM George seconded the motion. Vote was taken; the motion passed unanimously. The meeting adjourned at 9:41 a.m.	Meeting adjourned.

The next SSHA³P Executive Board meeting is scheduled for Friday, December 6, at 8:30 a.m. via Zoom. Respectfully submitted,
Becki Foutz, Administrative Assistant



2025 Executive Board Meeting Calendar

January 10, 2025

Special Meeting (January 3, 2025, Regular Meeting cancelled)

February 7, 2025

March 7, 2025

April 4, 2025

May 2, 2025

June 6, 2025

July 11, 2025

Special Meeting (July 4, 2025, Regular Meeting cancelled)

August 1, 2025

September 12, 2025

Special Meeting (September 5, 2025, Regular Meeting cancelled)

October 3, 2025

In-person meeting at DuPont City Hall (1700 Civic Dr., DuPont, WA 98327)

November 7, 2025

December 5, 2025



SSHA³P Executive Board

AGENDA BILL

December 6, 2024

AGENDA CATEGORY External Presentation

SUBJECT: 2025 State Legislative Session Preview

PRESENTED BY: Carl Schroeder, Deputy Director of Government Affairs
Association of Washington Cities

SUMMARY/BACKGROUND:

This presentation will provide a preview presentation of the 2025 State Legislative Session by Carl Schroeder of the Association of Washington Cities.

ATTACHMENTS:

- 2025 City Legislative Priorities
- 2025 State Legislative Session Preview Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

2025 AWC legislative agenda

The following items are the official 2025 City Legislative Priorities as adopted by the AWC Board.

2025 City Legislative Priorities

Fiscal sustainability

- Revise the property tax cap to tie it to inflation, up to 3%, so that local elected officials can adjust the local property tax rate to better serve their communities.

Public safety

- Support efforts to prevent and address juvenile crime, including expansion of juvenile behavioral health treatment capacity and state correctional capacity.
- Enhance officer training through continued state funding of 100% of Basic Law Enforcement Academy (BLEA) costs; and expansion of existing regional academies and establishing new regional academies; and replacement the outdated Criminal Justice Training Center (CJTC) main facility.
- Increase funding to meet local public safety needs including additional direct state funding opportunities and enhancing the existing local public safety sales tax and allowing for councilmanic implementation.
- Support creation of programs designed to improve law enforcement retention, such as state supported law enforcement officer wellness and injury prevention programs.
- Support efforts to reduce gun violence including additional local options for regulation of firearms in certain public spaces. Support strengthening prosecutors' ability to enforce unlawful possession of firearms.

Infrastructure investment

- Advocate for direct and meaningful investments in traditional local infrastructure (such as drinking water, wastewater, and stormwater systems) for operations and maintenance of aging systems, including expanded and reliable funding for the Public Works Assistance Account.
- Support sustainable state transportation revenue that provides funding for local preservation, maintenance, and operations including direct

distributions to cities and town in addition to grant opportunities.

- Develop new fiscal tools to build infrastructure to support housing development and growth including increased funding for the Connecting Housing and Infrastructure Program (CHIP).
- Expand cities' ability and flexibility to use REET for additional capital needs including maintenance as well as to support affordable housing. Pursue other flexibility options including additional REET authority, harmonizing REET 1 & 2, and the ability to set a progressive rate model similar to the one the state has adopted.

Increasing housing supply

- Support Real Estate Transfer Tax dedicated to funding affordable housing.
- Explore new funding options for needs along the housing continuum, including home ownership and senior housing
- Explore dedication of existing revenues to housing purposes including insuring that funding is available for small and medium-sized cities and towns in both eastern and western Washington.

Increase behavioral health treatment capacity statewide

- Expand funding for grants to establish and support ongoing funding for local behavioral health crisis co-responder programs. Support additional training and certification and workforce development for co-responders.
- Seek increased investments in community behavioral health treatment funding – both capital start-up and operational expenses; support expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient; support continued expansion of forensic behavioral health treatment capacity; support additional mental health support for students
- Support efforts to increase behavioral health workforce, including additional training opportunities for co-responders.

Issues that are significant to cities

Indigent defense

- The State Supreme Court is considering new reduced case load standards for indigent defense. Cities support a separate and more detailed analysis of the current state of indigent defense for misdemeanor cases to determine what changes in the standard are warranted. Cities also seek enhanced state funding for indigent defense, and workforce development for prosecutors and public defenders.

Organized retail theft

- Support additional prosecutorial and law enforcement resources to address retail theft.

Incentivize condominium construction

- Work with coalition to support further progress in the development of condominiums. Seek a study of liability issues to develop recommendations to address barriers to construction of new condominiums.

Public records

- Continue to pursue updates to the Public Records Act (PRA) to reduce the impacts of vexation litigation and vexatious requestors.

Preserve manufactured home parks

- Advocate for more funding to support tenant acquisition of manufacture home parks including extending the existing 70-day purchase window.
- Expand CHIP program to cover septic conversions in parks.

Fish passage

- Support inclusion of local fish barrier correction investments in any state transportation investments.
- Support full funding of Brian Abbott Fish Barrier Board list.

Homelessness response

- Support encampment resolution work in cities and private lands. Advocate for increased state funding for encampment removal on local right of ways.
- Support increased state investment in emergency and transitional housing.

Product stewardship for packaging (WRAP Act)

- Support proposals to establish a product stewardship framework for packaging to reduce the impact on local solid waste programs.

Reduce city liability exposure

- Protect against liability expansion and new policies that would drive additional claims and litigation increasing costs especially in the area of law enforcement and public safety, and human resources.
- Explore tort reforms that would reduce liability and related costs for cities particularly in the area of traffic related claims.

Nutrient General Permit

- Continue effort to gain state support for investments to update Marine Dissolved Oxygen Criteria last set in 1967.

Increase availability of affordable and accessible childcare

- Support efforts to increase affordable childcare access statewide, including reducing barriers for providers; construction of new facilities, increasing workforce development, increasing access for state subsidized childcare slots, and efforts to increase childcare availability in rural areas.

Issues that cities support

Tax code structural changes

- Support efforts to review and revise both state and local tax structures such that they rely less on regressive revenue options. Changes to the state tax structure should not negatively impact cities' revenue authority and should allow cities revenue flexibility to address their community's needs.

Therapeutic courts, community courts, diversion programs

- Support continued and expanded operational grant funding, as well as dedicated ongoing operational funding for municipal therapeutic courts, community courts, and diversion programs.

B&O tax on royalties

- Support clarification of how to apply B&O taxes to business revenue related to royalties.

Asylum seeker and migrant assistance

- Advocate for support for additional assistance for arriving migrants and asylum seekers including centralize state efforts to provide case management resources. Support efforts to reduce impacts on cities that are experiencing high-numbers of unsupported asylee and migrant arrivals.

Balancing employee leave and benefits requirements

- Seek opportunities to balance costs and reduce unintended impacts on employers from expansion of leave laws and other proposed employee benefit enhancements.

Public meetings

- Explore Open Public Meeting Act (OPMA) updates to help address the trend of increasing disruptive activities and hate speech during public meetings.

Emergency management and response

- Expand support to cities for prevention, planning, response, and recovery for wildfire and other natural disasters.
- Provide 100% reimbursement to cities that provide firefighting support for state wildland fire deployments. Currently, the state only provides 70-75% reimbursement which disincentivizes city fire service participation.

First responder mental wellness

- Support efforts to increase programs to improve first responder mental well-being and evaluate current approach to workers compensation claims to focus on prevention and return to work options and reduction of PTSD claims. Evaluate the process for responding to PTSD claims to improve outcomes.

Elections

- Support policies that preserve community decision-making and input regarding how local elections are administered.

Increase digital equity and accessibility statewide

- Advocate for statewide funding that supports affordable connectivity.
- Support policies that increase digital literacy and adoption.

Electrical grid stability

- Support policies that enhance stability and productivity of the electrical grid as electrification of transportation and other arenas increases demand.

Increase tools for annexation

- Create new financial incentives to encourage municipal annexations

Ensure better coordination of development standards in unincorporated UGAs and cities to facilitate future annexations

- Require county to apply city development standards in unincorporated UGA to facilitate future annexations.

Amend the Involuntary Treatment Act (ITA)

- Explore efforts to reform the Involuntary Treatment Act to allow for expanded use of ITA holds for individuals who consistently refuse necessary treatment.

Firefighter safety and electrification response

- The increase in electrification including electric vehicles (EV) and electric storage systems (ESS) as created new challenges for the fire service. Support efforts to provided new and increased training on best practices for responding to EV and ESS fires.

State Crime Lab

- Increase resources for the state crime lab to ensure timely processing of evidence.



SSHA³P Executive Board

AGENDA BILL

December 6, 2024

AGENDA CATEGORY Resolution No. 2024-09

SUBJECT: Adoption of Advisory Board Stipend Policy

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist II

FISCAL IMPACT: Within existing budget

ESTIMATED COST: \$4,950 during FY25

SUMMARY/BACKGROUND:

On May 3, 2024 at the regular SSHA³P Executive Board meeting, staff presented research conducted on stipend policies for advisory groups and a draft policy for discussion. The Executive Board expressed interest in adopting a stipend policy for the SSHA³P Advisory Board in order to encourage membership and reduce barriers to participation for people with experience applying to or participating in an affordable housing program. The Board provided staff with direction on stipend amount and eligibility. Staff used Executive Board direction to draft a stipend policy and sought review and feedback on the policy from member governments.

In this presentation, staff will provide an overview of the Advisory Board stipend policy, member government feedback, and Resolution No. 2024-09 which would adopt the policy.

ATTACHMENTS:

- Resolution No. 2024-09 Presentation
- Resolution No. 2024-09
- Memorandum on Advisory Board Stipend Policy

STAFF RECOMMENDATION:

Adoption of Resolution No. 2024-09.

ALTERNATIVES:

- Amend Resolution No. 2024-09 and adopt as amended.
- Table Resolution No. 2024-09 for consideration at a future meeting.
- Do not adopt Resolution No. 2024-09.

RECOMMENDED MOTION:

"I move to adopt Resolution No. 2024-09."



ADVISORY BOARD STIPEND POLICY

DECEMBER 6, 2024

EXECUTIVE BOARD REGULAR MEETING

MARY CONNOLLY, PROGRAM SPECIALIST II

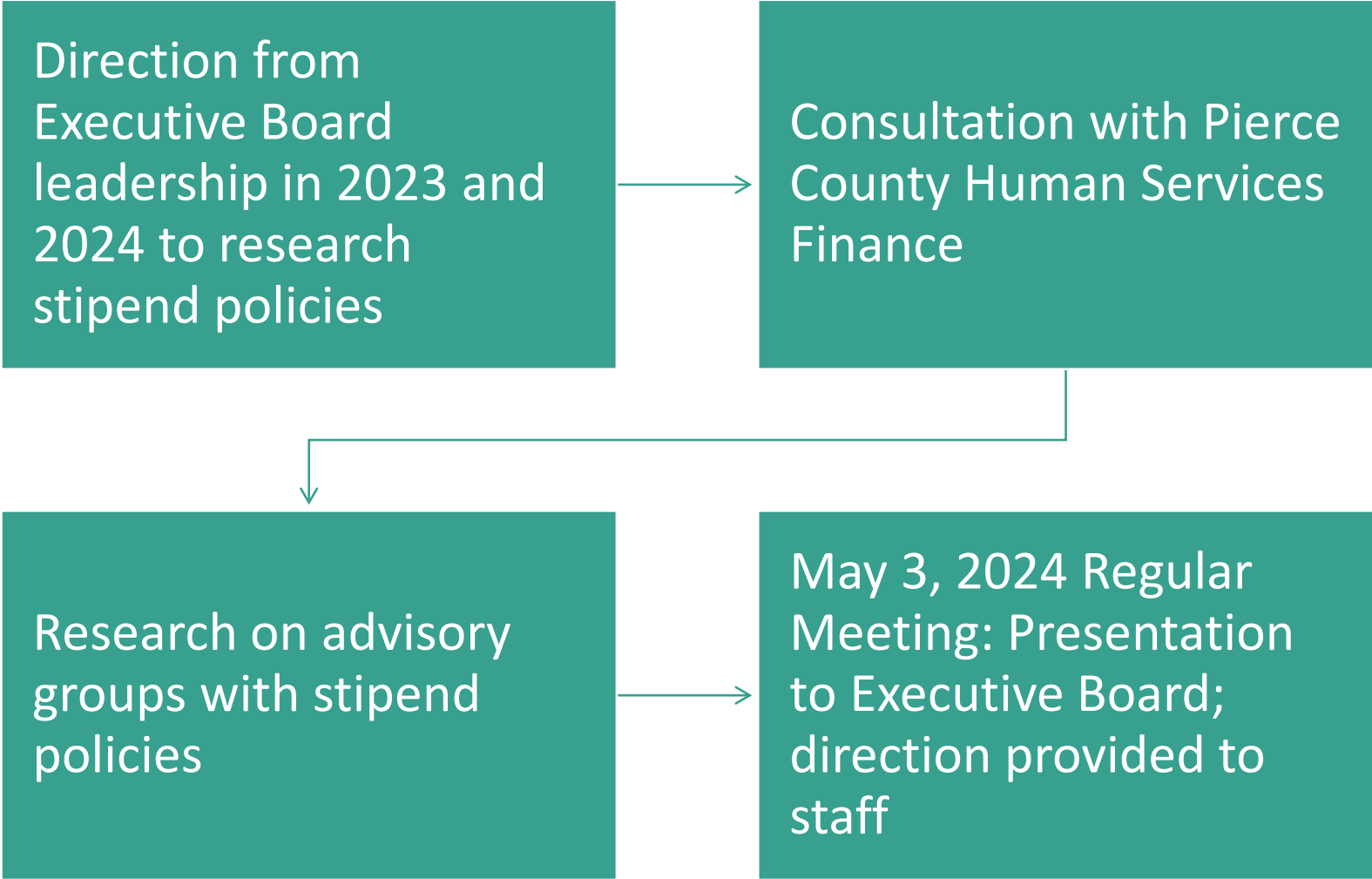
AGENDA

- Context
- Timeline of Events
- Policy Sent to Member Governments for Review
- Fiscal Impact
- Member Government Feedback
- Additional Edits from Staff since Member Government Review

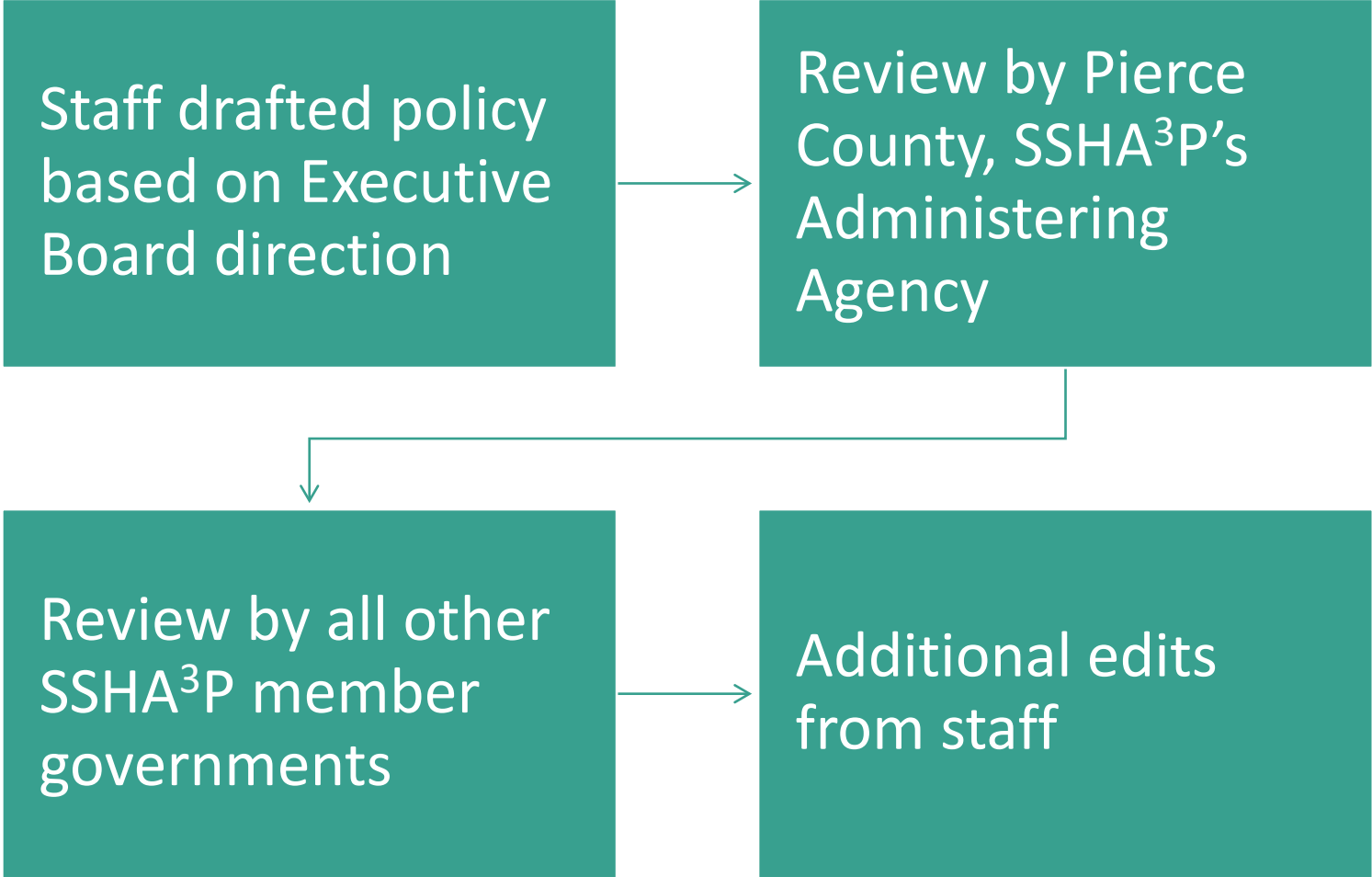
CONTEXT

- SSHA³P Intergovernmental Agreement requires that 1/3 of Advisory Board be consumers of affordable/attainable housing
- Consumer Definition
 - People with experience applying to or participating in an affordable housing program
- Emphasis on recruiting recent and current consumers
- Difficulty recruiting current or recent consumers

EVENTS PRECEDING EXECUTIVE BOARD DIRECTION



EVENTS SINCE EXECUTIVE BOARD DIRECTION



POLICY SENT TO MEMBER GOVERNMENTS FOR REVIEW

- Purpose: Encourage membership and reduce barriers to participation for current and recent consumers of affordable housing
- Eligibility:
 - Experience as a consumer of affordable housing within the last 7 years; AND
 - Member of a household earning at or below 60% Area Median Income (AMI); AND
 - Not compensated by their employer for attendance

Eligibility limited to recent consumers, based on direction from Executive Board

Income eligibility lowered from 80% AMI to 60% AMI, based on direction from Executive Board

POLICY SENT TO MEMBER GOVERNMENTS FOR REVIEW (CONT.)

- Eligible members must opt into receiving stipend
- \$75 per meeting, up to 18 meetings per year for the following types of meetings:
 - Regular and special advisory board meetings
 - Committee meetings
 - Meetings of Chair and Vice Chairs
 - Executive Board meetings when the member is presenting or discussing on behalf of the Advisory Board
- Must attend 75% of a meeting



Stipend amount increased from \$50 to \$75, based on feedback from Executive Board

FISCAL IMPACT

- Assumptions:
 - 4 eligible members; all opt into receiving stipend
 - 3 attend 18 meetings during 2025
 - 1 attends 12 meetings during 2025
- \$4,950 included in 2025 Recommended Budget

MEMBER GOVERNMENT FEEDBACK

- Feedback from Pierce County
 - Boards should remain volunteer unpaid positions unless specified otherwise in code.
 - Concern that adopting this policy would create a precedent for other Pierce County boards that has not been analyzed.
- Two members did not have concerns about the policy
- No other feedback provided

ADDITIONAL EDITS FROM STAFF SINCE MEMBER GOVERNMENT REVIEW

- To be eligible, members may not receive compensation for attendance by **any organization** (not just their employer)
- If attending an Executive Board meeting to present or have discussion, Advisory Board member only needs to attend the relevant part of the meeting to receive a stipend. (For other meetings, they must attend at least 75% of the meeting.)



ADVISORY BOARD STIPEND POLICY

DECEMBER 6, 2024

EXECUTIVE BOARD REGULAR MEETING

MARY CONNOLLY, PROGRAM SPECIALIST II



RESOLUTION NO. 2024-09

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), ESTABLISHING A STIPEND POLICY FOR THE ADVISORY BOARD.

WHEREAS, SSHA³P was formed on October 12, 2021 by Intergovernmental Agreement (IGA); and

WHEREAS, on April 7, 2023 the SSHA³P Executive Board adopted Resolution No. 2023-02 to establish the SSHA³P Advisory Board; and

WHEREAS, the SSHA³P IGA requires Advisory Board membership to reflect one-third consumers of affordable/attainable housing (rental and ownership housing); and

WHEREAS, the Executive Board values the experience and contribution of Advisory Board members who have recent or current experience as consumers of affordable housing because they are the stakeholders who are directly impacted by SSHA³P's work; and

WHEREAS, the Executive Board finds that removing financial barriers for recent and current consumers of affordable housing who are members of low-income households fosters increased access to discussions and decisions, ultimately leading to more equitable policy outcomes; and

WHEREAS, the Executive Board is establishing an Advisory Board stipend policy to encourage membership and reduce barriers to participation for current and recent consumers of affordable housing.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:



25 **Section 1. Establishment of Stipend Policy**
 26 The SSHA³P Executive Board hereby establishes the Advisory Board stipend
 27 policy outlined in Attachment A.

28
 29 **Section 2. Effective Date.**
 30 This Resolution will take effect on January 1, 2025.

31
 32 Adopted this _____ day of _____, 2024.

33
 34

35 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

36
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 38 _____
 39 KIM ROSCOE, CHAIR

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 41 ATTEST:
 42 _____
 43 _____



Attachment A

SSHA³P ADVISORY BOARD STIPEND POLICY

ESTABLISHED BY THE SSHA³P EXECUTIVE BOARD ON [DATE]

I. AUTHORITY

The authority for the South Sound Housing Affordability Partners (SSHA³P) Executive Board to adopt a stipend policy for the SSHA³P Advisory Board is derived from the SSHA³P Intergovernmental Agreement (IGA) which states in Section 8(d), “The Executive Board will adopt procedures for the recruiting, convening and administration of the Advisory Board.”

II. PURPOSE

The purpose of this stipend policy is to encourage membership and reduce barriers to participation for current and recent consumers of affordable housing.

III. DEFINITIONS

- A. “Consumer of affordable housing” means someone who has experience applying to or participating in a publicly funded affordable housing program, including, but not limited to Housing Choice Vouchers, housing owned by a housing authority, low-income rental housing, permanent supportive housing, transitional housing, affordable homeownership programs (e.g. Habitat for Humanity, community land trust), or down payment assistance.
- B. “Recent consumer of affordable housing” means someone who has been a consumer of affordable housing within the last 7 years.
- C. “Median family income” means the median family income adjusted for family size, for a county, city, or metropolitan statistical area, as reported by the United States Department of Housing and Urban Development.
- D. “Stipend” means a fixed sum of money paid periodically to defray expenses. The stipend is presumed to defray the person's incidental expenses involved in participating as a member of the Advisory Board, including, but not limited to meals, transportation, and childcare.

IV. MEMBER ELIGIBILITY

Advisory Board members are eligible to receive a stipend for meeting attendance if they are:

- A current or recent consumer of affordable housing; and
- A member of a household earning at or below 60% of the Pierce County median family income; and
- Not receiving compensation for attendance by any organization.

V. PARTICIPATION

To receive a stipend for meeting attendance, eligible members must annually complete a form to:

1. Verify that they meet eligibility requirements via self-attestation; and
2. Opt in to receiving a stipend.

If the household income of a member who has opted into receiving a stipend increases above 60% of the Pierce County median family income, they are no longer eligible to receive a stipend and must inform SSHA³P staff.

Members who opt into receiving a stipend may opt out at any time.

VI. STIPEND AMOUNT AND ELIGIBLE MEETINGS

Each member who is eligible and opts into receiving a stipend for meeting attendance will receive \$75 per meeting for up to 18 total meetings per calendar year for attending the following types of meetings:

- a) Advisory Board regular and special meetings;
- b) Advisory Board ad-hoc and standing committee meetings;
- c) Meetings of the Advisory Board Chair, Vice Chair(s), and/or other officers to discuss Advisory Board business if the member is an officer of the Advisory Board; and
- d) Executive Board regular and special meetings if the member is attending to present to or have discussion with the Executive Board on behalf of the Advisory Board.



For meeting types outlined in subsections (a), (b), and (c) of this section, Advisory Board members will be considered present at a meeting if they attend at least 75% of the meeting.

VII. PAYMENT

Stipends shall be issued via SSHAP's Administering Agency's payment process.

VIII. AMENDMENT

This policy may be amended at any regular meeting of the Executive Board by a majority vote of a quorum of the Executive Board. The proposed amendment shall be presented in writing at a preceding regular meeting.

FROM: Mary Connolly, Program Specialist II
TO: SSHA³P Executive Board
CC: Jason Gauthier, SSHA³P Manager
SUBJECT: Stipend Policy for SSHA³P Advisory Board Members
DATE: December 6, 2024

PURPOSE

The purpose of this memo is to:

- Provide background on the SSHA³P Advisory Board;
- Summarize the SSHA³P Executive Board’s direction to develop a stipend policy for Advisory Board members;
- Summarize SSHA³P staff’s research on stipends for members of advisory boards, commissions, and committees advising governing bodies of public agencies;
- Outline a draft stipend policy for the SSHA³P Advisory Board; and
- Summarize feedback received from member governments on the draft stipend policy.

ABOUT THE SSHA³P ADVISORY BOARD

The SSHA³P Intergovernmental Agreement (IGA) calls for the establishment of an Advisory Board to provide advice and recommendations to the Executive Board on SSHA³P’s work. The IGA outlines requirements for the makeup of the Advisory Board, including that one-third of the Board be consumers of affordable/attainable housing. With feedback from the Executive Board, staff have interpreted “consumer” to mean someone who has experience applying to or participating in an affordable housing program, including but not limited to Housing Choice vouchers, low-income rental housing, affordable homeownership, and downpayment assistance. The Executive Board has also emphasized the importance of appointing current and recent consumers of affordable housing, as this group has the most up-to-date experience navigating the housing market. Staff have experienced difficulty recruiting applicants who are current and recent consumers of affordable housing.

DIRECTION FROM EXECUTIVE BOARD ON ADVISORY BOARD STIPEND POLICY

At the direction of the 2023 and 2024 Executive Board leadership teams, SSHA³P staff conducted research on stipend policies for boards, commissions, and committees that advise governing bodies of public agencies. A summary of staff research can be found in **Attachment A**. In response to staff’s findings, Chair Markley and Vice Chair Roscoe directed staff to present information on stipend policies to the Executive Board and outline a policy for discussion. The Executive Board received a presentation from staff on May 3, 2024. The Board provided direction to staff to develop a stipend policy for consideration with the following parameters:

- Members are eligible to receive a stipend if they are:
 - A recent or current consumer of affordable housing;
 - A member of a low-income household; and
 - Not compensated by their employer for meeting attendance.
- An eligible member must opt in to receive a stipend for meeting attendance.
- Eligible members who opt in may receive a stipend of \$75 per meeting for attending up to 18 of the following types of meetings per year:
 - Regular and special Advisory Board meetings;
 - Ad-hoc and standing committee meetings;
 - Leadership (Chair and Vice Chair) check-in meetings; and
 - Executive Board regular and special meetings if the member is attending to present to or have discussion with the Executive Board on behalf of the Advisory Board.

In their presentation to the Executive Board, staff suggested defining a low-income household as a household earning 80% or less of the median family income. The Executive Board provided direction to use a lower threshold. The draft policy uses a 60% threshold.

The Executive Board also directed staff to define what it means to be a “recent” consumer of affordable housing. The draft policy defines a recent consumer as someone who has been a consumer of affordable housing within the last 7 years. This definition is based on a similar metric used on the FY 2023 Continuum of Care (CoC) application, developed by the United States Department of Housing and Urban Development. The application includes a question related to active participation in the CoC of individuals with lived experience of homelessness currently or within the last 7 years.¹

DRAFT ADVISORY BOARD STIPEND POLICY

Attachment B is a draft stipend policy developed by staff based on the Executive Board’s direction. The draft includes annotations with sources and rationale for language and policy choices. Since review of this draft by member governments, additional clarifying edits were made by SSHAP³ staff and are indicated with markup in Attachment B.

¹ See p. 56 (p. 59 of PDF): <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-CoC-Application-Navigational-Guide.pdf>

FISCAL IMPACT OF DRAFT STIPEND POLICY ON 2025 OPERATING BUDGET

The estimated fiscal impact of the draft stipend policy for the 2025 calendar year is based on the following assumptions:

- Four (4) members in consumer seats are eligible to receive a stipend;²
- All 4 eligible members opt in to receiving a stipend;
- Three (3) eligible members attend 18 meetings per year;³ and
- One eligible member attends 12 meetings per year.

The fiscal impact of the draft policy for the 2025 calendar year under these assumptions is \$4,950. The 2025 operating budget recommended by the Executive Board for adoption via Resolution 2024-05 includes \$4,950 for Advisory Board stipends.

FEEDBACK FROM SSHA³P MEMBERS

SSHA³P staff sent the draft Advisory Board stipend policy to SSHA³P members to ask for feedback. First, the draft was sent to staff at Pierce County, SSHA³P's Administering Agency, on July 22, 2024, with the request to review by mid-September. The draft was sent to staff workgroup members from all member governments on October 3, with the request to review by November 4.

Staff from Pierce County responded that the County's current position is that County boards and commissions should remain volunteer unpaid positions unless specified otherwise in code. There is concern that adopting this policy would create a precedent for other Pierce County boards and that the impact of this precedent has not been analyzed.

Staff heard from two members that they did not have concerns about the policy. Staff did not receive feedback from other members.

FUTURE CONSIDERATIONS

Pierce County Human Services is currently putting together a Notice of Funding Availability to fund organization(s) to recruit, support, and provide stipends to people with lived experience of homelessness or housing instability to participate on boards related to housing and homelessness. Specifically, the funded organization(s) will support members with lived experience on the Continuum of Care Board, Pierce County Youth Action Board, and/or Pierce

² Staff expect that some members with lived experience as consumers will not be eligible for the stipend due to their household income.

³ Staff assume some eligible members may attend committee and/or leadership meetings in addition to regular monthly meetings.

County Comprehensive Plan to End Homelessness Implementation Advisory Board (IAB). Of these, only the IAB is an advisory board of Pierce County. There may be opportunity in the future for the program to support and provide stipends to SSHAP³ Advisory Board members with experience as consumers of affordable housing. SSHAP³ staff will continue conversation with Pierce County Human Services to assess potential value and drawbacks of administering stipends through this program.

ATTACHMENT A: INFORMATION ON STIPEND POLICIES FOR ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

ABOUT STIPENDS

Some public agencies offer stipends or compensation to members of boards, commissions, and committees that advise their governing bodies. Public agencies may provide stipends or compensation to:

- Offset costs incurred for participation, such as transportation, childcare, and Internet;
- Compensate members for their time and expertise on the subject matter; and/or
- Encourage and increase capacity for participation from people with low incomes and people who have lived experience of the issue on which they are advising.

STIPEND EXAMPLES

Staff reviewed member governments’ code to identify those that offer stipends to advisory board, commission, and committee members. In this review SSHA³P staff identified two member governments, Pierce County and the Puyallup Tribe of Indians, who provide stipends to members of one or more of their advisory boards, commissions, and/or committees. Table 1 provides more information.

Table 1. SSHA³P Member Government Advisory Boards, Commissions, and Committees that Provide Stipends to Members

Advisory Board, Commission, or Committee	Stipend	Stipend for a 2-hour meeting ⁴	Eligibility
Pierce County Planning Commission	\$75/meeting	\$75	All members
Puyallup Tribe of Indians, all Committees, Commissions, and Boards	\$150/meeting	\$150	All members

Table 2 provides other examples of advisory boards, commissions, and committees in Washington whose members receive stipends or compensation.

Some of the example advisory boards, commissions, and committees offer all members a stipend if they do not receive compensation from an employer for participation. Others only offer a stipend to people with lived experience of the issue on which they are advising or to people with low incomes.

⁴ SSHA³P Advisory Board regular meetings are typically about two (2) hours.

SSHA³P Advisory Board regular meetings typically last about two (2) hours. The stipend amount offered by the groups below for a two-hour meeting ranges from \$25 to \$150.

Table 2. Other Examples of Advisory Boards, Commissions, and Committees in Washington that Provide Stipends to Members

Advisory Board, Commission, or Committee	Stipend	Stipend for a 2-hour meeting	Eligibility	Number of current Board members eligible to receive stipend
City of Seattle, Equitable Transit-Oriented Development Community Advisory Group	\$75/hour	\$150	All members who are not compensated by their employer to attend	20
City of Olympia, all Advisory Committees	\$25/meeting; \$50/meeting if low-income	\$25; \$50 if low-income	All members	102
King County Continuum of Care Board	\$32/hour	\$64	People with lived experience of homelessness	11
King County Children and Youth Advisory Board	\$125/meeting, limit 1 per month	\$125	People with lived experience (youth and children)	3
Puget Sound Regional Council (PSRC), all Committees	\$125/meeting	\$125	All members who are not compensated by their employer to attend	13-16 members requested stipend; unknown how many are eligible
South King Housing and Homelessness Partners (SKHHP) Advisory Board	\$50/meeting for virtual meetings; \$75/meeting for in-person meetings	\$50 if virtual; \$75 if in-person	All members who are not compensated by their employer to attend	3
Washington State Permanent Supportive Housing Advisory Committee	\$45/hour	\$90	People with lived experience on the relevant subject matter and people with low incomes	11

Below is more information on two organizations providing stipends to members of advisory boards, commissions, and committees: Washington State and the South King Housing and Homelessness Partners (SKHHP).

Washington State

Recognizing the importance of compensating low-income people and people with lived experience for their time and expertise, the Washington State legislature passed Second Substitute Senate Bill (2SSB) 5973⁵ during the 2022 legislative session. This bill allows state agencies to provide stipends to members of state boards, commissions, councils, and committees if members are not already receiving compensation through an employer and if they are low-income or have lived experience with the issue on which they are advising. The Washington State Office of Equity created Community Compensation Guidelines⁶ to support implementation of 2SSB 5973.

South King Housing and Homelessness Partners (SKHHP)

In July 2022, the SKHHP Executive Board approved a compensation policy for SKHHP Advisory Board members. To be eligible for compensation, an Advisory Board member must not receive compensation for participation through their employers. Eligible members must opt into receiving compensation and may receive \$75 per in-person meeting and \$50 per virtual meeting. Each member may receive compensation for up to 13 meetings per year (12 Advisory Board meetings, plus one Executive Board meeting if they are attending as a liaison.)

In 2023, there were 9 members of the SKHHP Advisory Board, of whom 4 were eligible to receive compensation. Three (3) of those eligible opted into receiving compensation.

⁵ <https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5793-S2.SL.pdf?q=20220526134140>

⁶ <https://live-office-of-equity.pantheonsite.io/sites/default/files/2024-01/Community%20Compensation%20Guidelines%20-%20v1.1%20for%20Site%20Upload.pdf>

ATTACHMENT B: DRAFT STIPEND POLICY FOR SSHA³P ADVISORY BOARD WITH ANNOTATIONS

I. AUTHORITY

The authority for the South Sound Housing Affordability Partners (SSHA³P) Executive Board to adopt a stipend policy for the SSHA³P Advisory Board is derived from the SSHA³P Intergovernmental Agreement (IGA) which states in Section 8(d), “The Executive Board will adopt procedures for the recruiting, convening and administration of the Advisory Board.”

II. PURPOSE

The purpose of this stipend policy is to encourage membership and reduce barriers to participation for current and recent consumers of affordable housing.⁷

III. DEFINITIONS

- A. “Consumer of affordable housing” means someone who has experience applying to or participating in a publicly funded affordable housing program, including, but not limited to Housing Choice Vouchers, housing owned by a housing authority, low-income rental housing, permanent supportive housing, transitional housing, affordable homeownership programs (e.g. Habitat for Humanity, community land trust), or down payment assistance.⁸
- B. “Recent consumer of affordable housing” means someone who has been a consumer of affordable housing within the last 7 years.⁹

⁷ The Executive Board has emphasized the importance of including people on the Advisory Board who are current and recent consumers of affordable housing. Staff have experienced difficulty recruiting members who meet this criterion. Therefore, this policy is meant to encourage membership and reduce barriers to participation for current and recent consumers.

⁸ This definition is intended to include people who have experience applying to or participating in a broad array of affordable housing types.

⁹ The Executive Board has directed staff to define what it means for experience to be “recent.” This definition is based on a similar metric used on the FY 2023 Continuum of Care (CoC) application, developed by the United States Department of Housing and Urban Development. The application includes a question related to active participation in the CoC of individuals with lived experience of homelessness currently or within the last 7 years.

- C. “Median family income” means the median family income adjusted for family size, for a county, city, or metropolitan statistical area, as reported by the United States Department of Housing and Urban Development.¹⁰
- D. “Stipend” means a fixed sum of money paid periodically to defray expenses. The stipend is presumed to defray the person's incidental expenses involved in participating as a member of the Advisory Board, including, but not limited to meals, transportation, and childcare.¹¹

IV. MEMBER ELIGIBILITY

Advisory Board members are eligible to receive a stipend for meeting attendance if they are:

- A current or recent consumer of affordable housing; and
- A member of a household earning at or below 60% of the Pierce County median family income; and
- Not receiving compensation for attendance by any organization~~their employer~~.¹²

V. PARTICIPATION

To receive a stipend for meeting attendance, eligible members must annually¹³ complete a form to:

1. Verify that they meet eligibility requirements via self-attestation;¹⁴ and

¹⁰ This definition is based on how median family income is defined within the definition of “low-income household” in [RCW 84.14.010](#).

¹¹ This definition is based on the definition for “stipend” in [RCW 50.04.275](#). It is important to note that the stipend is a fixed sum of money and therefore does not require the submission of receipts.

¹² The edits indicated here were made by SSHA³P staff after member government review.

¹³ The purpose of asking members to complete a form annually is to ensure they still meet the eligibility criteria.

¹⁴ There are at least two examples of public organizations using self-attestation to verify income of advisory board members. The City of Olympia offers a \$50 stipend to advisory board members who certify in writing that they are a low-income person ([OMC 2.100.040.C](#)). The State of Washington’s Community Compensation Guidelines include self-attestation as one verification method that an agency may use to verify an advisory board member’s income. (See p. 19, p. 20 of PDF: <https://live-office-of-equity.pantheonsite.io/sites/default/files/2024-01/Community%20Compensation%20Guidelines%20-%20v1.1%20for%20Site%20Upload.pdf>.) Although there are other verification methods listed in the guidance, Kyle Gitchell, the Managing Director of the Washington State Department of Commerce’s Office of Equity and Belonging, told SSHA³P staff via email that the Office currently

2. Opt in to receiving a stipend.

If the household income of a member who has opted into receiving a stipend increases above 60% of the Pierce County median family income, they are no longer eligible to receive a stipend and must inform SSHA³P staff.

Members who opt into receiving a stipend may opt out at any time.

VI. STIPEND AMOUNT AND ELIGIBLE MEETINGS¹⁵

Each member who is eligible and opts into receiving a stipend for meeting attendance will receive \$75 per meeting¹⁶ for up to 18 total meetings per calendar year¹⁷ for attending the following types of meetings:

- a) Advisory Board regular and special meetings;
- b) Advisory Board ad-hoc and standing committee meetings;
- c) Meetings of the Advisory Board Chair, Vice Chair(s), and/or other officers to discuss Advisory Board business if the member is an officer of the Advisory Board; and
- d) Executive Board regular and special meetings if the member is attending to present to or have discussion with the Executive Board on behalf of the Advisory Board.

For meeting types outlined in subsections (a), (b), and (c) of this section, Advisory Board members will be considered present at a meeting if they attend at least 75% of the meeting.¹⁸

advises that self-attestation be used for verification for two reasons: to reduce the amount of potentially sensitive information being transmitted and stored, and to begin the relationship with the member on a foundation of mutual trust. Kyle said that if a conflict or concern arises, it can be addressed on a case-by-case basis. In addition to the benefits of self-attestation described by Kyle, this method also requires less administrative burden than other forms of income verification.

¹⁵ The edits indicated in this section were made by SSHA3P staff after member government review.

¹⁶ Offering a stipend per meeting instead of per hour requires less administrative burden.

¹⁷ Limiting the number of meetings per year for which members may receive a stipend removes barriers to participation in committee and leadership meetings while maximizing budget predictability.

¹⁸ This is based on the Puget Sound Regional Council (PSRC)'s policy that committee members must attend 75% of a meeting to receive a stipend for attendance. See: https://www.psrc.org/sites/default/files/2023-09/eac-compensation-faq_1.pdf

VII. PAYMENT

Stipends shall be issued via SSHA³P's Administering Agency's¹⁹ payment process.

VIII. AMENDMENT

This policy may be amended at any regular meeting of the Executive Board by a majority vote of a quorum of the Executive Board. The proposed amendment shall be presented in writing at a preceding regular meeting.

¹⁹ At this time, SSHA³P's Administering Agency is Pierce County.



SSHA³P Executive Board

AGENDA BILL

December 6, 2024

AGENDA CATEGORY Resolution No.

SUBJECT: Resolution No. 2024-10, Adopting the 2025 SSHA³P Operating Budget

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST: \$355,360

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement (IGA) requires the Executive Board to adopt a recommended operating budget for the following fiscal year on or before July 1st of each year. Following adoption of the recommended operating budget, the resolution and budget are required to be transmitted to member governments for their budget consideration.

The SSHA³P Executive Board adopted Resolution No. 2024-04 on May 31, 2024, at a special meeting of the SSHA³P Executive Board and that resolution and recommended budget were transmitted to all member governments following that meeting via email.

Resolution No. 2024-10 will formally adopt the 2025 SSHA³P Operating Budget, with no changes from the budget recommended by Resolution No. 2024-05.

The operating budget was developed with significant input from Executive Board members, member government staff, and the Advisory Board, and is developed in coordination with the annual work plan process.

ATTACHMENTS:

- Resolution No. 2024-10

STAFF RECOMMENDATION:

Adopt Resolution No. 2024-10

ALTERNATIVES:

1. Adopt Resolution No. 2024-05 with amendments.
2. Motion to reschedule consideration of Resolution No. 2024-10 for a future Executive Board meeting

RECOMMENDED MOTION:

“Motion to adopt Resolution No. 2024-10”



RESOLUTION NO. 2024-10

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (“SSHA³P”) ADOPTING THE 2025 SSHA³P OPERATING BUDGET

WHEREAS, Section 13 of the SSHA³P Intergovernmental Agreement (“IGA”) requires the SSHA³P Executive Board to prepare, review, recommend, and transmit an annual operating budget to each Party of the IGA on or before July 1; and

WHEREAS, during the May 31, 2024 special meeting of the SSHA³P Executive Board, the Executive Board adopted Resolution No. 2024-04 to recommend an annual operating budget to the Parties of the IGA; and

WHEREAS, pursuant to the IGA, the recommended annual budget included an itemization of all categories of budgeted expenses and an itemization of each Party’s contribution; and

WHEREAS, the recommended annual budget was transmitted to each Party of the IGA on June 6, 2024 for approval by their legislative body; and

WHEREAS, the 2025 operating budget does not become effective until approved by the legislative body of each jurisdiction and adopted by the SSHA³P Executive Board; and

WHEREAS, if a Party does not approve the budget in a timely manner, the Executive Board may adopt the budget with a two-thirds majority vote; and

WHEREAS, the purpose of the annual operating budget is to support SSHA³P’s mission to create and preserve affordable, attainable, and accessible housing through regional coordination and collaboration between Parties of the IGA and aligned

SSHA³P

27 organizations.

28 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

29
30 **Section 1.** The Executive Board adopts the 2025 SSHA³P Operating Budget in
31 Exhibit A.

32
33 **Section 2.** This Resolution will take effect and be in full force upon passage and
34 signature.

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38 Adopted this _____ day of _____, 2024.

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41 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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49 KIM ROSCOE, CHAIR

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53 ATTEST:
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Exhibit A

South Sound Housing Affordability Partners	
Fiscal Year 2025 Operating Budget	
Estimated Operating Fund Balance - January 1, 2025	\$ 154,014.00
Estimated Operating Fund Balance - December 31, 2025	\$ 104,094.83
SSHA3P Fund	
2025 BUDGET	
OPERATING REVENUES	
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
SSHA3P Operating Fund Balance	\$ 50,000.00
TOTAL Revenue	\$ 357,440.83
EXPENDITURES	
Salaries and Benefits - Manager	\$ 192,490.00
Salaries and Benefits - Program Specialist II	\$ 122,170.00
Travel and Training	\$ 3,000.00
Phone	\$ 1,320.00
Communication (Printing, Translation, Advertising, etc.)	\$ 1,000.00
Supplies and Miscellaneous	\$ 500.00
Advisory Board Support	\$ 4,950.00
Cost Pool Allocation/10% Admin Fee	\$ 31,580.00
TOTAL Expenditures	\$ 357,010.00
WA Dept of Commerce - CLIHP Grant	
GRANT REVENUE	
FY 2024 CLIHP Grant Revenue	\$ 25,000.00
FY 2025 CLIHP Grant Revenue	\$ 25,000.00
TOTAL Grant Revenue	\$ 50,000.00
Expenditures	
Contracted Services	\$ 50,000.00
TOTAL Grant Expenditures	\$ 50,000.00



SSHA³P Executive Board

AGENDA BILL

December 6, 2024

AGENDA CATEGORY: Resolution No. 2024-11

SUBJECT: Adoption of 2025 Advisory Board Work Plan

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

Resolution No. 2023-02, which established the Advisory Board, states, “Under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board’s work areas. The work plan shall be adopted by the Executive Board.”

At the September 13 special meeting of the Executive Board, Board members had the opportunity to provide input on 2025 Advisory Board work plan policy areas. At the November 1 regular meeting of the Executive Board, Board members had the opportunity to give feedback on a draft 2025 Advisory Board work plan, which was developed with input from the Executive Board, Advisory Board, and SSHA³P staff workgroup.

At their November 19 special meeting, the Advisory Board unanimously recommended adoption of the work plan, included in Resolution No. 2024-11 as Exhibit A. This recommended work plan includes one change from the draft work plan presented to the Executive Board in November: removal of “condominiumization” from the list of policies to consider to facilitate development of attainable homeownership opportunities. This was removed because condominiumization is regulated at the state level.

ATTACHMENTS:

- Resolution No. 2024-11

STAFF RECOMMENDATION:

Adoption of Resolution No. 2024-11.

ALTERNATIVES:

- Amend Resolution No. 2024-11 and adopt as amended.
- Table Resolution No. 2024-11 for consideration at a future meeting.

RECOMMENDED MOTION:

“I move to adopt Resolution No. 2024-11.”



RESOLUTION NO. 2024-11

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), ADOPTING THE 2025 SSHA³P ADVISORY BOARD WORK PLAN.

WHEREAS, on April 7, 2023 the SSHA³P Executive Board adopted Resolution 2023-02, establishing the SSHA³P Advisory Board and providing for the purpose and duties of the board; and

WHEREAS, pursuant to Resolution No. 2023-02, under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board’s work areas; and

WHEREAS, pursuant to Resolution No. 2023-02, possible areas of focus include recommendations on SSHA³P’s work plan and budget; the evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and suggested approaches to federal, state, and regional legislative advocacy; and

WHEREAS, pursuant to Resolution No. 2023-02, the work plan shall be adopted by the Executive Board; and

WHEREAS, at the November 19, 2024 regular meeting of the Advisory Board, the Advisory Board recommended a work plan that was presented for the Executive Board’s consideration at their regular meeting on December 6, 2024.



25 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

26 **Section 1. Adoption of 2025 SSHAP 3P Advisory Board Work Plan**

27 The Executive Board adopts the SSHAP 3P 2025 Advisory Board Work Plan as
28 shown in Exhibit A.

29

30 **Section 2. Effective Date.**

31 This Resolution will take effect and be in full force on passage and signature.

32

33 Adopted this _____ day of _____, 2024.

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36 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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KIM ROSCOE, CHAIR

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42 ATTEST:

43 _____

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Exhibit A

Advisory Board

2025 Work Plan

Advice and Feedback

- Provide feedback on:
 - 2026 SSHA³P Work Plan and Budget
 - 2026 SSHA³P Legislative Priorities
 - Other housing-related efforts in Pierce County, as requested

Housing Toolkit Recommendations

- Research and potentially make a recommendation to the SSHA³P Executive Board on the inclusion of the following policies/programs in the SSHA³P housing toolkit:
 - Policies to incentivize construction of housing with universal design principles (continuing work from 2024 Advisory Board work plan)
 - Policies that increase homeownership opportunities by allowing and facilitating fee simple sale of middle housing and accessory dwelling housing units, including through unit lot subdivision
- Begin research on the following policy area to identify specific policies that may be included in the 2026 Advisory Board work plan for further research and potential recommendation:
 - Incentivizing and supporting the construction of income-restricted affordable housing

Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

Governance

- Elect chair and vice chair(s)



Tentative Calendar

		Q1	Q2	Q3	Q4
Advice and Feedback	2026 Work Plan and Budget		X	X	
	2026 Legislative Priorities			X	
	Other housing-related efforts in Pierce County	TBD, pending requests for feedback from SSHA ³ P member governments and/or other entities			
Housing Toolkit Recommendations	Accessibility: Incentivize Building with Universal Design	X	X		
	Attainability: Increase Homeownership Opportunities of Middle Housing Units		X	X	
	Affordability: Incentivize Affordable Housing Construction			X	X →
Education	Education	TBD, pending discussion with 2025 chair and vice chairs			
Governance	Elect Chair and Vice Chairs	X			



SSHA³P Executive Board

AGENDA BILL

December 6, 2024

AGENDA CATEGORY Resolution No. 2024-12

SUBJECT: Advisory Board Appointment

PRESENTED BY: Mary Connolly, Program Specialist II

SUMMARY/BACKGROUND:

The SSHA³P Advisory Board provides advice and recommendations to the Executive Board on the work of SSHA³P. The SSHA³P Intergovernmental Agreement (IGA) requires that the Advisory Board consist of 15 to 20 members. Resolution 2023-02 which established the Advisory Board requires that SSHA³P Advisory Board membership reflect one-third consumers of affordable/attainable housing who shall fill “Consumer Seats;” one-third developers, designers, planners, managers of affordable/attainable housing, who shall fill “Developer/Manager Seats;” and one-third advocates and advisors who work on land use and housing issues, who shall fill “Advisor/Advocate Seats.”

Four current Advisory Board members have terms that expire on December 31, 2024. There are also vacated seats on the board as a result of four resignations during 2024 of members with terms expiring in 2025 and 2026, as well as removal of one member by Executive Board action due to excessive and unexcused absences. To ensure compliance with the IGA, the Executive Board will need to appoint between 6 and 11 members to the Advisory Board to ensure there are at least 15 members and no more than 20 members of the Advisory Board.

SSHA³P staff conducted recruitment for Advisory Board members in September and October 2024, conducted interviews for applicants in November, and presented recommendations to the Committee on Advisory Board Appointment on December 3, 2024. The committee members present at the meeting were: Councilmember Ballard, Councilmember Mello, and Councilmember Witting. At this meeting, the Committee made unanimous recommendations summarized below.

Resolution No. 2024-12 would adopt the Committee’s recommendations. Adoption of Resolution No. 2024-12 would result in an Advisory Board with 19 members: 6 in Consumer seats, 6 in Developer/Manager seats, and 7 in Advisor/Advocate seats.

ATTACHMENTS:

- Resolution No. 2024-12
- Recommended Applicant Profiles
- Advisory Board Appointment Presentation

COMMITTEE ON ADVISORY BOARD APPOINTMENT RECOMMENDATION:

- Reappoint Nicholas Carr to a Developer/Manager seat beginning January 1, 2025 and expiring December 31, 2027 (second term);
- Appoint Alexandria Nickerson to an Advisor/Advocate seat beginning January 1, 2025 and expiring December 31, 2027 (first term);
- Appoint Alfonso Brown to a Consumer seat beginning January 1, 2025 and expiring December 31, 2027 (first term);
- Appoint Gary Hawkinson to an Advisor/Advocate seat beginning January 1, 2025 and expiring December 31, 2026 (completing vacated term);
- Appoint Jonah Kinchy to a Developer/Manager seat beginning January 1, 2025 and expiring December 31, 2027 (first term);
- Appoint Laura Mullen to a Consumer seat beginning January 1, 2025 and expiring December 31, 2027 (first term);
- Appoint Lori Wada to an Advisor/Advocate seat beginning January 1, 2025 and expiring December 31, 2027 (first term);
- Appoint Rosey Zhou to an Advisor/Advocate seat beginning January 1, 2025 and expiring December 31, 2027 (first term);
- Appoint Sara Delano to a Consumer seat beginning January 1, 2025 and expiring December 31, 2026 (completing vacated term);
- Appoint Steve Decker to a Developer/Manager seat beginning January 1, 2025 and expiring December 31, 2025 (completing vacated term); and
- Move current member Faaluaina (Lua) Pritchard from a Consumer seat to a Developer/Manager seat.

STAFF RECOMMENDATION:

Adoption of Resolution No. 2024-12.

ALTERNATIVES:

- Amend Resolution No. 2024-12 and adopt as amended.
- Table Resolution No. 2024-12 to for consideration at a future meeting.

RECOMMENDED MOTION:

“I move to adopt Resolution No. 2024-12.”



RESOLUTION NO. 2024-12

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), APPOINTING MEMBERS TO THE ADVISORY BOARD.

WHEREAS, SSHA³P was formed on October 12, 2021, by Intergovernmental Agreement (IGA); and

WHEREAS, the SSHA³P IGA calls for the establishment of a SSHA³P Advisory Board to provide advice and recommendations on the work of SSHA³P; and

WHEREAS, on April 7, 2023, the SSHA³P Executive Board adopted Resolution 2023-02, establishing the SSHA³P Advisory Board, providing for the purpose and duties of the board, and establishing qualifications for the board; and

WHEREAS, the SSHA³P IGA and Resolution 2023-02 require that the SSHA³P Advisory Board consist of 15 to 20 community members and/or key stakeholders; and

WHEREAS, Resolution 2023-02 requires that SSHA³P Advisory Board membership reflect one-third consumers of affordable/attainable housing (rental and ownership housing), who shall fill “Consumer Seats;” one-third developers, designers, planners, managers of affordable/attainable housing, who shall fill “Developer/Manager Seats;” and one-third advocates and advisors who work on land use and housing issues, who shall fill “Advisor/Advocate Seats;” and

WHEREAS, Lindsey Sehmel was appointed to an Advisor/Advocate seat on January 12, 2024 with a term expiring on December 31, 2026, and she vacated the seat on June 1, 2024; and



23 WHEREAS, Judson Willis was appointed to a Developer/Manager seat on April 7,
24 2023 with a term expiring on December 31, 2025, and he vacated the seat on October
25 28, 2024; and

26 WHEREAS, Dominique Cruz was appointed to a Consumer seat on January 12,
27 2024 with a term expiring on December 31, 2026, and she was removed from the Advisory
28 Board by the Executive Board on July 12, 2024; and

29 WHEREAS, Faaluaina Pritchard was appointed on January 12, 2024 to a
30 Consumer seat on the Advisory Board with a term expiring on December 31, 2026; and

31 WHEREAS, SSHA³P staff and the SSHA³P member government staff members
32 conducted a recruitment and selection process to identify eligible and qualified applicants
33 for the SSHA³P Advisory Board; and

34 WHEREAS, a subcommittee of the SSHA³P Executive Board recommends the
35 following applicants for appointment to the SSHA³P Advisory Board.

36 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

37 **Section 1. Changing an Existing Member’s Seat Type.**

38 The SSHA³P Executive Board hereby moves Faaluaina Pritchard from a
39 Consumer seat to a Developer/Manager seat.

40

41 **Section 2. Appointment of Advisory Board Members.**

42 The SSHA³P Executive Board hereby appoints the following individuals as stated
43 below:

44

45 Alexandria Nickerson Advisor/Advocate Seat
46 First Term
47 Term Length: January 1, 2025 through December 31, 2027
48

49



50 Alfonso Brown Consumer Seat
 51 First Term
 52 Term Length: January 1, 2025 through December 31, 2027
 53

54 Gary Hawkinson Advisor/Advocate Seat
 55 Completing Vacated Term
 56 Term Length: January 1, 2025 through December 31, 2026
 57

58 Jonah Kinchy Developer/Manager Seat
 59 First Term
 60 Term Length: January 1, 2025 through December 31, 2027
 61

62 Laura Mullen Consumer Seat
 63 First Term
 64 Term Length: January 1, 2025 through December 31, 2027
 65

66 Lori Wada Advisor/Advocate Seat
 67 First Term
 68 Term Length: January 1, 2025 through December 31, 2027
 69

70 Nicholas Carr Developer/Manager Seat
 71 Second Term
 72 Term Length: January 1, 2025 through December 31, 2027
 73

74 Rosey Zhou Advisor/Advocate Seat
 75 First Term
 76 Term Length: January 1, 2025 through December 31, 2027
 77

78 Sara Delano Consumer Seat
 79 Completing Vacated Term
 80 Term Length: January 1, 2025 through December 31, 2026
 81

82 Steve Decker Developer/Manager Seat
 83 Completing Vacated Term
 84 Term Length: January 1, 2025 through December 31, 2025
 85

86

87 **Section 3. Effective Date.**

88 This Resolution will take effect and be in full force on passage and signature.

89

90 Adopted this _____ day of _____, 2024.



91 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

92

93

94

95 _____
KIM ROSCOE, CHAIR

96

97 ATTEST:

98 _____

99 _____



PROFILES OF RECOMMENDED APPLICANTS

Current Members

1. Nicholas Carr [LINK](#)

New Applicants

2. Alexandria Nickerson [LINK](#)
3. Alfonso Brown [LINK](#)
4. Gary Hawkinson [LINK](#)
5. Jonah Kinchy [LINK](#)
6. Laura Mullen [LINK](#)
7. Lori Wada [LINK](#)
8. Rosey Zhou [LINK](#)
9. Sara Delano [LINK](#)
10. Steve Decker [LINK](#)



Name: Nicholas Carr

Lives in: Tacoma

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable): Tacoma Housing Authority

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant has experience in intergovernmental relations, including through current work with the Tacoma Housing Authority.
- Applicant is a current and active SSHAP³ board member.



Name: Alexandria Nickerson

Lives in: Tacoma

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant works for the Tenants Union of Washington. Through work with tenants, she has an understanding of the challenges that renters face in acquiring and maintaining housing; they also have connections with organizations that support renters.
- Applicant also has experience doing community outreach while working at Pierce County Library.



Name: Alfonso Brown

Lives in: University Place

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant earned his Doctorate degree and has experience in academic research and writing.
- Applicant works for the Department of Social and Health Services.
- Applicant has experience participating in an affordable rental housing program.



Name: Gary C Hawkinson

Lives in: Tacoma

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant has extensive experience as a mortgage loan officer.
- Applicant has taught Washington State Housing Finance Commission (WSHFC) home buyer classes for 30 years.
- Applicant is a member of the Pierce County Community Development Corporation (PCCDC) and is currently the chair of the board.



Name: Jonah Kinchy

Lives in: Unincorporated Kitsap County

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant has extensive building experience, including eight years of experience as a builder with different Habitat for Humanity affiliates. Currently he works for Tacoma-Pierce County Habitat for Humanity.
- Applicant has prior board experience.



Name: Laura Mullen

Lives in: Tacoma

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant brings a financial and analytical skillset, including by earning a Master in Accounting.
- Applicant is passionate about accessibility in housing.
- Applicant has experience participating in an affordable rental housing program.



Name: Lori Wada

Lives in: University Place

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant has more than a decade of experience working to facilitate affordable housing development by managing Washington State Housing Trust Fund contracts, and working with local government as part of that process.
- Applicant has experience as an advocate for marginalized communities, including through current work as Executive Director of BigHug, a nonprofit dedicated to fostering economic growth and sustainability within the Korean American community.



Name: Rosey Zhou

Lives in: Gig Harbor

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant has experience facilitating affordable housing development at the local level as the Rental Housing Program Manager at the City of Seattle.
- Applicant has experience in multifamily housing lending and affordable housing development.
- Applicant has earned a Master of Science in Real Estate and Master of Urban Planning.



Name: Sara Delano

Lives in: Lakewood

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable):

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant is an architect with Ferguson Architecture, based in Tacoma.
- Applicant has already contributed to the Advisory Board's research in 2024 on universal design.
- Applicant has experience advocating at the state level with the American Institute of Architects (AIA).
- Applicant has experience participating in affordable rental housing and homeownership programs.



Name: Steve Decker

Lives in: Unincorporated Pierce County (Frederickson)

New Applicant

Current Board Member

Applying as an individual

Applying as a representative of an organization

Name of organization (if applicable): Family Promise of Pierce County

Recommended for appointment to:

Consumer seat

Developer/Manager seat

Advisor/Advocate seat

What would make them a valuable member of the board?

- Applicant is the CEO of Family Promise of Pierce County.
- Applicant has experience in family shelter operations and affordable housing development.
- Applicant has prior board experience.



SSHA³P ADVISORY BOARD APPOINTMENT RECOMMENDATIONS

FRI DEC 6, 2024

MARY CONNOLLY, PROGRAM
SPECIALIST II

AGENDA

- Advisory Board Requirements
- Applicant Outcomes
- Committee Recommendations
- Areas of Expertise

ADVISORY BOARD REQUIREMENTS

- 15-20 members
- Members should represent the geographic and demographic diversity of Pierce County
- Members will reflect
 - One-third consumers of affordable/attainable housing, both rental and ownership
 - One-third developers, designers, planners, and managers of affordable/attainable housing
 - One-third advocates and advisors who work on land use and housing issues

CURRENT MEMBERS WHO REAPPLIED



NEW APPLICANTS

12 applicants considered



9 phone screens



9 panel interviews



9 applicants recommended for appointment

6 applicants from this recruitment cycle; 6 from previous cycles

10 applicants were invited to a phone screen; one person did not respond

SSHA³P staff present for all interviews; 1 staff workgroup member attended 3 interviews

APPOINTMENT RECOMMENDATIONS

Key
Reapplied
New applicant

Advisor/Advocate	Developer/Manager	Consumer
Alexandria Nickerson	Nicholas Carr	Alfonso Brown
Gary Hawkinson	Steve Decker	Laura Mullen
Lori Wada	Jonah Kinchy	Sara Delano
Rosey Zhou		

*The Committee also recommends moving Faaluaina (Lua) Pritchard from the Consumer category to the Developer/Manager category.

FULL BOARD WITH RECOMMENDED TERM LENGTHS

Key
Current member
Reapplied
New applicant

Term Expires	Advisor/Advocate	Developer/Manager	Consumer
Dec 31, 2025	Adria Buchanan	Riley Guerrero	Desniege Haywood
	Corey Orvold	Steve Decker*	Jay Worley
Dec 31, 2026	Isabella Rivera Kjaer	Faaluaina (Lua) Pritchard	Tim Fairley
	Gary Hawkinson*	Zac Baker	Sara Delano*
Dec 31, 2027	Alexandria Nickerson	Nicholas Carr	Alfonso Brown
	Lori Wada	Jonah Kinchy	Laura Mullen
	Rosey Zhou		

*The Committee recommends appointing these new applicants to vacated seats to keep term lengths evenly distributed across the board.

AREAS OF EXPERTISE – ADVISOR/ADVOCATE

Member/Applicant	Area(s) of Expertise
Adria Buchanan	Fair housing
Corey Orvold	Real estate
Isabella Rivera Kjaer	Equity, planning
Alexandria Nickerson	Tenant organizing and advocacy
Gary Hawkinson	Mortgage lending
Lori Wada	Affordable housing finance, state government
Rosey Zhou	Affordable housing finance, local government

Key
Current member
Reapplied
New applicant

AREAS OF EXPERTISE – DEVELOPER/MANAGER

Member/ Applicant	Area(s) of Expertise
Riley Guerrero	Housing authority
Zac Baker	For-profit affordable housing development
Faaluaina (Lua) Pritchard	Affordable housing development, community outreach and engagement
Nicholas Carr	Government relations, housing authority
Steve Decker	Family shelter operations, affordable housing development
Jonah Kinchy	Affordable homeownership development

Key
Current member
Reapplied
New applicant

AREAS OF EXPERTISE – CONSUMER

Member/ Applicant	Area(s) of Expertise
Desniege Haywood	Fundraising/development for Tacoma Rescue Mission
Jay Worley	Lived experience advocate
Tim Fairley	Community outreach and connection to resources
Alfonso Brown	Academic research and writing
Laura Mullen	Accounting
Sara Delano	Architect

Key
Current member
Reapplied
New applicant



SSHA³P ADVISORY BOARD APPOINTMENT RECOMMENDATIONS

FRI DEC 6, 2024

MARY CONNOLLY, PROGRAM
SPECIALIST II



SSHA³P Executive Board

AGENDA BILL

December 6, 2024

AGENDA CATEGORY New Business

SUBJECT: Executive Board Chair and Vice Chair Election for 2025

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST:

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement and Rules & Procedures of the SSHA³P Executive Board both require that the Board consist of a Chair and Vice Chair that are elected from appointed members of the Board.

Section III(2) of the Rules & Procedures notes two important items,

1. "The election of officers shall take place once each year at the Board's final regular meeting of each calendar year."
2. "Officers may serve no more than two years in each position."

The December 6, 2024, regular meeting of the SSHA³P executive Board is the final regular meeting of 2024.

ATTACHMENTS:

- South Sound Housing Affordability Partners – Rules and Procedures

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

RULES AND PROCEDURES

ADOPTED February 4, 2022

AMENDED September 8, 2023

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SSHAP

I. AUTHORITY:

The authority to adopt and amend Rules and Procedures for the operations of the South Sound Housing Affordability Partners (“SSHA³P”) is derived from the Intergovernmental Agreement (“IGA”) providing for the formation of SSHA³P executed by the Parties.

Unless otherwise specifically provided for in these Rules, these Rules apply to the Executive Board provided for in the IGA.

In the event of conflict between these Rules and Procedures and the guidance provided in the IGA, the IGA will take precedence.

II. MEETINGS:

1. Regular meetings shall be held at the time(s) and place(s) established by the Executive Board. The time and location of a meeting may be changed with at least 24 hours’ notice.
2. If the scheduled meeting date is a legal holiday, the regular meeting shall be held on the next business day.
3. Special meetings of the Board may be called by the Chair. Special meetings of the Board may also be called by a majority of the Board. A minimum notice of 72 hours shall be provided for special meetings in accordance with State law.
4. If no matters over which the Board has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the SSHA³P Chair or Manager provided at least 24 hours in advance.
5. Per the terms of the IGA, meetings of the Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
6. The Board may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
7. An agenda shall be prepared in advance of every regular and special meeting of the Board. Meeting agendas and materials regarding items on an agenda for a regular meeting shall be provided to members of the Board not less than five working (5) days in advance of the regular meeting. Meeting agendas and materials regarding items on an agenda for a special meeting shall be provided to members of the Board as promptly in advance of the meeting as can reasonably be accomplished.

SSHAP

8. For purposes of providing adequate and broad public notification of meeting details, discussion topics, and decisions of the Board, the Administering Agency will include representatives of each member of the SSHAP³ partnership in its public notice distribution list.

III. ELECTION OF OFFICERS:

1. Per the terms of the IGA, the officers of the Board shall consist of a Chair and Vice Chair elected from the appointed members of the Board and such other officers as the Board may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Board's final regular meeting of each calendar year. The term of office of each officer shall run until the subsequent election. Officers may serve no more than two years in each position.
3. If the Chair or Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice Chair will administer the election proceedings.

IV. CHAIR:

1. The Chair shall preside over the meetings of the Board and may exercise all the powers usually incident of the office. The Chair is a member of the Board and has the full right to have their own vote recorded in all deliberations of the Board.
2. The Chair shall have power to create ad hoc committees of one or more members. Standing committees of the Board shall be created at the direction of the Board and appointed by the Chair. Standing or ad hoc committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Board. No standing or ad hoc committee shall have the power to commit the Board to the endorsement of any plan or program without the approval at the regular or special meeting of the Board.
3. The Vice Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and Vice Chair, the Chair shall delegate the responsibility to another member.

V. QUORUM:

Per the terms of the IGA, a simple majority of the appointed members or alternates shall constitute a quorum for the transaction of business. If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. Members may participate by phone or video conferencing for all purposes, including voting and establishing a quorum.

VI. VOTING:

1. Per the terms of the IGA, a simple majority of the Board members present at a meeting where a quorum exists is required to approve any action, except that a 2/3rds majority of all board members is required to appoint the Administrative Agency, or to modify the contribution methodology for dues and assessments.
2. The Chair, or on request from a Board member, may take a roll call vote.
3. It is the responsibility of each member of the Board to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a motion because of a stated conflict of interest. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as abstaining on the motion.
4. If any member of the Board wishes to abstain, or has disclosed a conflict of interest and must abstain from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall not participate in any deliberations, and considerations of the motion, and shall have no further participation in the matter.
5. If the intended abstention can be anticipated in advance, the member should notify the Board Chair as soon as practicable.
6. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.
7. The IGA offers flexibility in the method used by the Executive Board to take action. At a minimum, in order to ensure an efficient, clear and organized record of Executive Board decision making, the following types of actions shall be taken under Resolution:
 - a. Annual budget
 - b. Annual work plan
 - c. Adoption and amendments to Rules and Procedures

- d. Establishment of the frequency, day and time of the Executive Board's meeting schedule in order to ensure meetings are categorized as a general meeting
- e. Amendments to the Intergovernmental Agreement
- f. Determination of Administering Agency
- g. Adding new member jurisdictions

VII. RULES OF ORDER:

Except as modified by these Rules and Procedures, all meetings of the Executive Board shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order.

VIII. AMENDMENT:

The Rules and Procedures may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting.

TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: November 2024 Manager Report
DATE: December 6, 2024

Focus Area 1: Facilitate the Development of Affordable Housing

Coordinate public resources and private resources to create and/or preserve affordable housing in the SSHA³P service area.

SSHA³P Housing Capital Fund

The SSHA³P Housing Capital Fund Committee (the Committee) met on November 15 and November 22 discuss funding priorities for 2025, review elements of the scoring 2025 scoring guide, and discuss a potential fund policy recommendation for Executive Board consideration in 2025.

At the Committee meeting of November 22, the Committee directed staff to prepare a Notice of Funding Availability (NOFA) to be released in February 2025. The 2025 NOFA will be funded by Affordable and Supportive Housing Sales and Use Tax revenue from the cities of Auburn, Fife, Sumner, and Pierce County. The amount funding available will be more than \$900,000. The Committee expects to make a 2025 funding recommendation to the Executive Board at either it's July or August 2025 meeting.

The Pierce County Executive's proposed 2024-2025 mid-biennium budget adjustment ordinance proposes to formalize Pierce County's contribution to the SSHA³P Capital Fund by increasing the expenditure authority to match contributions by the current city funders (Auburn, Fife, and Sumner).

Focus Area 2: Support Policy & Planning Efforts

Support member governments in their development of locally appropriate policies and programs to meet their housing goals, including working with our state and federal legislative delegations to ensure appropriate funding is made available.

Coordinating Low-Income Housing Planning (CLIHP) Grant

SSHA³P, in partnership with nine member jurisdictions, was awarded the Washington State Department of Commerce's [Low-Income Housing Planning \(CLIHP\) Grant](#) to support implementation of [HB 1998](#) (2024) regarding co-living housing. Makers Architecture and Urban Design held a kickoff meeting with SSHA³P and participating jurisdictions on November 14. Makers is working on completion of the first deliverable, a model ordinance for participating jurisdictions, due February 28, 2025.

Pathways to Removing to Obstacles (PRO Housing) Grant

SSHA³P, as a co-applicant, and Pierce County submitted a PRO Housing grant application to the U.S. Department of Housing and Urban Development on October 15, 2024. The application proposes two activities:

1. Creation of a Strategy for the Preservation of Affordable Housing (SPAH): **\$250,000**
 - Formulation of a comprehensive action plan to address affordable housing preservation of both subsidized and unsubsidized units.
2. Creation of a SPAH Capital Fund: **\$5,250,000**
 - Capital funding to facilitate acquisitions and rehabilitation in alignment with the SPAH.

On November 26th the Pierce County Congressional delegation issued a joint letter of support – attached as [Exhibit 1](#) - for this application, and we expect grant award notification are expected in February 2025.

2025 Legislative Session

SSHA³P staff have been engaging the member of the Legislature, the Governor’s office, caucus and agency staff to advance our 2025 priorities. On the capital budget we have been focused on advancing efforts to support infrastructure funding for manufactured home communities. Staff have been heavily engaged on this topic with the Association of Washington Cities and Resident Owned Community Northwest and we are encouraged by our early conversations with members of the capital budget committees. Additionally on the capital budget side we have been working with a number of organizations in Pierce County who are considering capital budget appropriation requests to strengthen their requests in our efforts to continue to ensure equitable affordable housing funding for Pierce County projects.

On the veteran property tax exemption priority, we are working with the Washington Veteran Legislative Committee to support and advance proposals seeking to expand eligibility for this program. We are currently reviewing a proposal from Senator Schoesler (9th LD) and are aware that Representative Leavitt (28th) is also working on legislation on this policy area.

Finally, at the request of Representative Leavitt, we have convened a series of stakeholder meetings to develop a proposal to reduce costs in the development of affordable housing and support future affordable housing development. Through this series of meetings, we have worked to develop the proposal in [Exhibit 2](#). This proposal would create a local sale and use tax exemption program that would be coupled with a state sale and use tax rebate for both the affordable housing developer and the local jurisdiction.

Focus Area 3: Information & Engagement

Provide information and engagement to support the development of housing and access to housing support programs.

Property Tax Exemption Seminars

At the property tax exemption seminar at Edgewood City Hall on November 14, there were 18 attendees, representing at least 10 households with a senior, 4 households with a disabled member, 4 households with a veteran, and 2 households with a disabled veteran. This was the 7th and last seminar of the year. In 2024, these events reached a total of 236 people across the County.

SSHA³P staff will meet with Assessor-Treasurer-elect Campbell early next year to discuss continuation of the seminar series.

Focus Area 4: Governance & Administration

Ensure operational commitments are met and the interlocal collaboration is well governed and administered.

SSHA³P Advisory Board

Accessible Housing Survey

Staff are conducting [a survey](#) on accessible housing to inform the Advisory Board's work on incentivizing construction of housing with universal design principles. The survey closes December 6. As of 11/25, 137 people have completed the survey. SSHA³P staff are also conducting interviews and focus groups to gather additional information on the need for accessible housing in Pierce County.

Meetings

At the Advisory Board meeting on November 19:

- Ben Ferguson, member of the Advisory Board and principal at Ferguson Architecture, and Sara Delano, architectural associate at Ferguson Architecture, presented to the Board an evaluation of the impact of visitability, aging-in-place, ADA, and universal design standards on the square footage of a single family home; and
- The Board recommended a 2025 Advisory Board Work Plan to the Executive Board for adoption.

SSHA³P staff are coordinating with Advisory Board leadership to set the meeting agenda for the next regular meeting on Tues December 17.

Exhibit 1

Congress of the United States

Washington, DC 20510

November 26, 2024

The Honorable Adrienne Todman
Acting Secretary
U.S. Department of Housing and Urban Development
451 7th Street, S.W.
Washington, DC 20410

Dear Acting Secretary Todman,

We write in support of South Sound Housing Affordability Partners' application to the U.S. Department of Housing and Urban Development's Pathways to Removing Obstacles to Housing (PRO Housing) Grant Program. This funding, if awarded, would play a critical role in addressing the housing affordability challenges facing our region.

South Sound Housing Affordability Partners is an essential collaboration of over a dozen cities and towns, Pierce County, and the Puyallup Tribe of Indians. Together, they are working to create and preserve affordable, attainable, and accessible housing throughout their communities.

The need for affordable housing in Pierce County is dire. According to the 2022 Pierce County Housing Action Strategy (HAS), median home values across the county increased by 96% and average rents increased by 67%, between 2010 and 2021. This coincided with an increase of only 31% in the county's median family income. According to the HAS report, the county would need to produce 137,791 new housing units by 2044 to fully meet housing needs. Of that number, 56,074 would need to be affordable to households at or below 50% of the area median income. This is an annual increase in production by 46% of the current pace, up to about 5,700 net new units each year.

As the County's population continues to grow and outpace available supply, affordable housing is out of reach for more and more of our constituents. As an example, the Tacoma Housing Authority's Housing Choice Vouchers program received an estimated 15,000 household applications for just 1,825 waitlist spots this last year. Additionally, of the 117 multifamily properties sold in Pierce County between 2022 and 2023, totaling 3,667 units, only one of the top 10 multifamily purchasers in 2022, was an affordable housing provider and, none of the top 10 multifamily purchasers in 2023 were affordable housing providers.

If successful, the South Sound Housing Affordability Partners will use PRO Housing grant funding to support the creation of a Strategy for the Preservation of Affordable Housing (SPAH) to ensure the long-term viability of both subsidized and unsubsidized affordable housing across the South Puget Sound region. In addition, the funding would help establish a SPAH Capital Fund to support housing acquisition and rehabilitation activities that will directly address the region's growing affordability crisis.

The work of South Sound Housing Affordability Partners is critical to the continued growth and sustainability of safely housing constituents in the region. By working together and leveraging local resources, the collaboration is helping ensure that affordable housing remains a priority in our communities. Please give this project your full and fair consideration.

Sincerely,



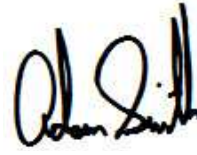
Marilyn Strickland
Member of Congress



Maria Cantwell
United States Senator



Patty Murray
United States Senator



Adam Smith
Member of Congress



Kim Schrier
Member of Congress



Derek Kilmer
Member of Congress

Exhibit 2

Limited Sales and Use Tax Exemption and Rebate Program for Affordable Housing

Proposal Overview

The Washington State Department of Commerce has identified the need for more than 600,000 units of housing that is affordable to low-income households across Washington over the next 20 years. This limited sales and use tax exemption and rebate program for affordable housing production is designed to directly address the critical need for affordable housing.

This program would allow a city or county to provide qualified organizations with a project approved local sale and use tax exemption on the project's labor and materials and, at project completion, provide a rebate on portion of the state's sales and use tax paid on the project's labor and materials, helping to reduce financial barriers in a market where labor and material costs continue to escalate.

To further future affordable housing development, the participating jurisdiction that provides the sales and use tax exemption, would receive a portion of the project's sales and use tax paid for qualifying purposes collected by the state.

By both reducing costs for developers and creating a new, local funding source, this program seeks to incentivize and reduce financial barriers to the immediate creation of critically needed affordable units while fostering a sustainable approach to meet ongoing affordable housing needs in the community.

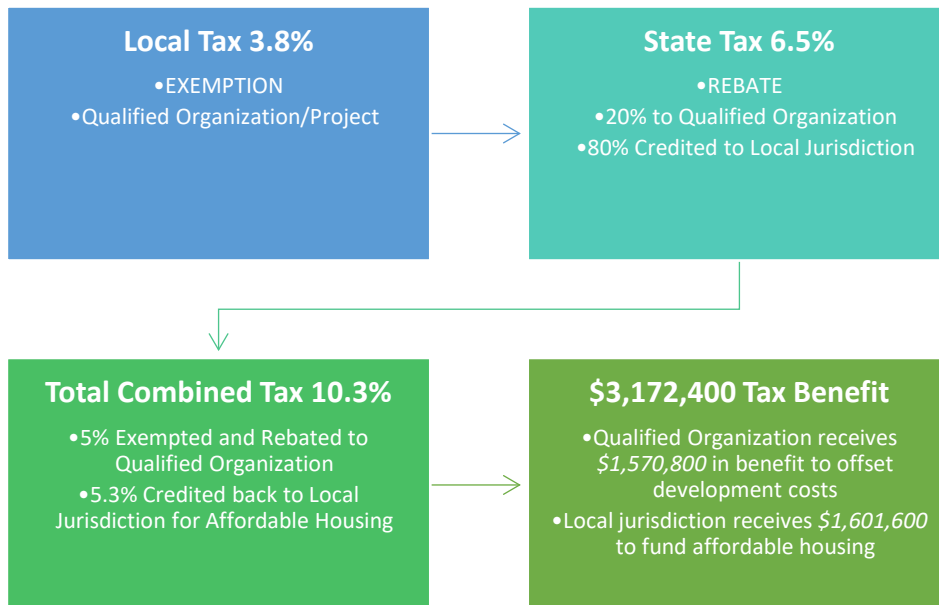
Program-In-Brief

- Cities and counties are provided with the option to create a sales and use taxes (collected under [RCW 82.14.030](#)) exemption program for qualifying affordable housing development projects.
 - If adopted by the governing body, qualified organizations may submit a qualifying project application to request a local sale and use tax exemption to offset cost of construction affordable housing units
 - For the purpose of creating a sales and use tax exemption program for affordable housing development, the governing authority must adopt a resolution of intention to create a sales and use tax exemption program.
 - A city or county must, by resolution, adopt the program no later than December 31, 2026.
- The state affordable housing sales and use tax (collected under [RCW 82.08.020](#)) rebate program automatically applies once a qualifying project has received project application approved from the governing body.
- At the completion of the qualified project, 20% of the state's sales and use tax, collected for qualifying purposes, will be re to the qualified organization to offset construction costs and 80% of the state's sales and use tax, collected for qualifying purposes, will be rebated to the participating city or county of jurisdiction for:
 - acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385;
 - acquiring real property for future affordable housing development;
 - Funding the operations and maintenance costs of new units of affordable or supportive housing;
 - operation and delivery of behavioral health treatment programs and services; or
 - If the governing body issuing the sales and use tax exemption has invested general fund moneys to support the qualifying project it may recompense itself with rebated funds.
- The state rebate program begins January 1, 2026, and sunsets on December 31, 2035.

Program and Project Example (100 units¹)

Under this scenario the qualified organization would receive a total combined sales and use tax benefit of 5%. This benefit includes the exemption of local sales and use tax and rebate of state sales and use tax, and participating jurisdiction would receive a rebate of the remaining state sales and use tax to further future affordable housing development.

Total Development Cost	\$ 51,500,000.00	
Total Construction Cost	\$ 30,800,000.00	
Total Project Cost	\$ 82,300,000.00	
Total State Sales Tax (6.5%)	\$ 2,002,000.00	Assessed on construction costs only
Total Local Sales Tax (3.8%)	\$ 1,170,400.00	Assessed on construction costs only
Total Combined (10.3%)	\$ 3,172,400.00	
Local sales/use tax exemption to qualified organization	\$ 1,170,400.00	Qualified organization (developer) local sales/use tax exemption
State tax rebate to qualified organization	\$ 400,400.00	Qualified organization (developer) tax rebate (20% of state collection)
Total sales/use tax benefit to qualified organization	\$ 1,570,800.00	Local sales/use tax exemption and state sales/use tax rebate
State sales/use tax rebated to the local government	\$ 1,601,600.00	City tax rebate: City receives funding to support purposes outlined above (20% of state sales/use tax collection)



¹ Calculation derived from actual costs for THA's Housing Hilltop project, a 231-unit LIHTC development in Tacoma, of which all units are priced at 60% of the Pierce County AMI.

Definitions

“Eligible organization” means a: nonprofit developers, for-profit developers, public housing authorities, public development authorities, or other applicants eligible under rules established by the commission.

“nonprofit developer” means a:

(i) Nonprofit as defined in RCW 84.36.800 that is exempt from income tax under section 501(c) of the federal internal revenue code;

(ii) Limited partnership where a nonprofit as defined in RCW 84.36.800 that is exempt from income tax under section 501(c) of the federal internal revenue code, a public corporation established under RCW 35.21.660, 35.21.670, or 35.21.730, a housing authority created under RCW 35.82.030 or 35.82.300, or a housing authority meeting the definition in RCW 35.82.210(2)(a) is a general partner;

(iii) Limited liability company where a nonprofit as defined in RCW 84.36.800 that is exempt from income tax under section 501(c) of the federal internal revenue code, a public corporation established under RCW 35.21.660, 35.21.670, or 35.21.730, a housing authority established under RCW 35.82.030 or 35.82.300, or a housing authority meeting the definition in RCW 35.82.210(2)(a) is a managing member; or

(iv) Mobile home park cooperative or a manufactured housing cooperative, as defined in RCW 59.20.030.

“Qualifying purposes” means: Labor, services, and materials incorporated in the planning, installation, and construction of the qualifying project, including related facilities such as playgrounds, sidewalks, and projected related infrastructure improvements, as well as facilities used for commercial use for mixed-use development.

“Qualifying project” means: an affordable housing or mixed-use affordable housing development with a minimum of 50 percent of residential units dedicated to housing for low-income households, and those units being affordable to such households for a minimum of 40 years.

“Affordable housing” means:

(i) Homeownership housing intended for owner occupancy to low-income households whose monthly housing costs, including utilities other than telephone, do not exceed 38 percent of the household's monthly income;

(ii) "Rental housing" for low-income households whose monthly housing costs, including utilities other than telephone, do not exceed 30 percent of the household's monthly income.

"Low-income household" means:

(i) For nonrural counties, a single person, family, or unrelated persons living together whose adjusted income is at or below 80 percent of the median family income adjusted for family size, for the county in which the property is located, as reported by the United States department of housing and urban development; and

(ii) For rural counties, a single person, family, or unrelated persons living together whose adjusted income is at or below 100 percent of the median family income adjusted for family size, for the county in which the property is located, as reported by the United States department of housing and urban development.

“Rural county” means: a county with a population density of less than 100 persons per square mile or a county smaller than 225 square miles as determined by the office of financial management pursuant to RCW [43.62.035](#)

December 4, 2024

Mike Lonergan
Pierce County Assessor-Treasurer
2401 S. 35th St.
Room 142
Tacoma, WA 98409

Dear Assessor-Treasurer Lonergan,

On behalf of the Executive Board of the South Sound Housing Affordability Partners (SSHA3P), we would like to extend our heartfelt thanks and appreciation for your outstanding commitment to serving the residents of Pierce County. Your leadership and dedication have made a significant impact on the community, particularly through the 13 property tax exemption seminars you and your staff conducted throughout 2023 and 2024.

These seminars were a vital resource, educating and empowering more than 400 residents across 11 different communities within Pierce County. Your willingness to engage with so many of our neighbors, ensuring they have the knowledge and tools to navigate the complexities of property tax exemptions, has been invaluable. This work not only provided direct benefits to homeowners but also helped to strengthen our collective efforts to improve housing affordability in the region.

The success of these seminars is a testament to your commitment to public service and to enhancing the quality of life for Pierce County residents. We are grateful that you made these resources accessible, and we deeply appreciate the impact of this work on our communities.

Thank you once again for your tireless efforts to serve Pierce County.

Sincerely,

Mayor Kim Roscoe, City of Fife
South Sound Housing Affordability Partners, Chair