

# SSHĀ<sup>3</sup>P

## South Sound Housing Affordability Partners Executive Board Meeting Minutes

May 2, 2025

8:30 – 9:42 a.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn – absent  
Chair, Councilmember Kevin Ballard, City of DuPont – present  
Councilmember John West, City of Edgewood – present  
Chair, Mayor Kim Roscoe, City of Fife – present  
Councilmember Hunter George, City of Fircrest – present  
Mayor Mary Barber, City of Gig Harbor – present  
Councilmember Paul Bocchi, City of Lakewood – present  
Mayor Shanna Styron Sherrell, City of Milton – present  
County Executive Ryan Mello, Pierce County – present  
Strategic Advisor LeighBeth Merrick, Pierce County Exec's Office (alternate) – present  
Vice Chair Robyn Denson, Pierce County Council – present  
Councilmember Ned Witting, City of Puyallup – excused  
Mayor Dick Muri, Town of Steilacoom – absent  
Councilmember Carla Bowman, City of Sumner – excused  
City Administrator Jason Wilson, City of Sumner (alternate) - present  
Mayor Victoria Woodards, City of Tacoma – excused  
Councilmember Sandesh Sadalge, Tacoma (alternate) – present  
Councilmember Stan Flemming, City of University Place – present

**Staff:** Jason Gauthier, SSHĀ<sup>3</sup>P Manager  
Becki Foutz, Admin Assistant

**Guests:** Bryan Schmid, Champagne Lewis, Ryan Windish, Taylor Jones

### MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair Ballard called the meeting to order at <u>8:31</u> a.m. Jason Gauthier called roll, per above; a quorum was present.	Welcome, all!
Consent Agenda	Mayor Roscoe moved to approve the consent agenda. CM Flemming seconded the motion. Vote was taken; none opposed and no abstentions. The motion carried unanimously.	Consent agenda approved.

TOPIC/WHO	DISCUSSION	ACTION
Public Comment	Chair Ballard opened the floor for public comment. None. No written comments have been received.	
2025 SSHA <sup>3</sup> P Capital Fund Recommendation Overview Jason	<p>Ryan Windish and Taylor Jones, Capital Fund Committee members, were present to answer questions. Jason provided background: the cities of Auburn, Fife, Sumner, and Pierce County contribute to the SSHA<sup>3</sup>P Capital Fund. The funds may only be used to serve households at or below 60% of AMI, or below 80% AMI if used for development of affordable housing intended for owner occupancy. The Committee met seven times between September 2024 and April 2025, considering funding priorities, and reviewing opportunities to support development of publicly owned land for affordable housing development.</p> <p>The Capital Fund Committee adopted a policy statement to guide decision-making for Fund usage, including three principles: 1) Funder Priority; 2) Government-Owned Properties; and 3) Geographic Funding.</p> <p>Proposed Resolution 2025-01 authorizes pre-commitment of \$966,000 of the Capital Fund as part of an upcoming RFP to be issued by the Pierce County Community Development Corporation (CDC) for transfer of land for affordable housing development in the Frederickson community.</p> <p>The proposed Resolution includes the following requirements for use of the funds:</p> <ul style="list-style-type: none"> <li>SSHA<sup>3</sup>P Capital Fund moneys are restricted to funding capital construction and are not eligible for property acquisition.</li> <li>The project must include the construction of a minimum of 20 affordable housing units</li> <li>The project must meet the funding guidelines of Pierce County</li> <li>The Pierce County Community Development Corporation must encourage and prioritize RFP responses that propose the construction of housing units that incorporate universal design principles.</li> <li>The RFP shall require the awarded RFP respondent to market housing opportunities to residents of the cities of Fife and Sumner.</li> </ul>	Informational
	<p>Bryan Schmid and Champagne Lewis from the CDC provided a detailed overview of the Frederickson project. Background: the CDC was chartered by Pierce County in 1985. It has a Governing Board of eight members, appointed by the Pierce County Executive and confirmed by the Pierce County Council. The CDC has a loan portfolio of \$40M, and its charter allows for the acquisition and disposition of real property for public purposes.</p> <p>The Frederickson South site was acquired from the WA Dept of Natural Resources (DNR). The project aligns with the County's Housing Action Strategy by facilitating the use of public land for affordable housing.</p>	

TOPIC/WHO	DISCUSSION	ACTION
Capital Fund Recommendation continued	<p>Frederickson's population has grown from 7000 to over 29,000 but housing supply has not kept pace, especially for households below 80% AMI. Thus, the CDC is advancing an AH project designed to expand home ownership opportunities for income-qualified households with a focus on density and long-term housing stability, a mix of single-family residences and/or duplexes, one- to two-story, including driveways and/or garages. The CDC will issue an RFP to select the developer.</p> <p>The site is at 200<sup>th</sup> St E and Knoble Road. Staff has done due diligence, confirming the site's feasibility for development, zoning, buildability and environmental constraints. The land was acquired in October 2024, for \$998,000. The project is currently in the Site Planning phase, laying groundwork for the RFP for developer. The CDC is requesting \$500,000 from the Legislature to support key site planning activities.</p> <p>Phase 4 – Development Preparation, will begin in August 2025 and continue through November. Goal: Minimum of 20, up to 28 affordable homes, following all County funding rules and priorities, including Universal Design and a plan for community engagement with Fife and Sumner. Future sales of the properties would retain affordability.</p> <p>Phase 5 – Grant &amp; Funding Applications – Fall 2025 – 2026</p> <p>Phase 6 – Construction – 2026-2027</p> <p>Estimated Total Development Cost: \$17,000,000  Projected Sale Revenue: 9,000,000  Funding Gap/Public Investment Needed: 8,000,000</p> <p>CM Denson noted that density regulations are being explored; is it possible the project could produce more units, based on that? Yes, Bryan's staff is keeping an eye on that. Council staff is also working on expanding the MFTE; it's uncertain whether this affects home ownership or rentals only.</p> <p>CM Flemming asked what happens to the lease after 99 years. Typically, it would either be renewed or transferred. Bryan can run this question by Habitat for Humanity.</p> <p>Mayor Roscoe asked if the \$500,000 ask of legislature has already been made. Yes, it was in the capital budget that passed the legislature.</p> <p>City Administrator Jason Wilson asked if Bryan foresees developer interest in the project. Bryan thinks a couple of developers will be interested: Habitat has expressed interest, and possibly Homeownership Center Northwest. Other non-profits may want to partner with for-profit developers.</p> <p>CM Saldalge asked if the \$17,000,000 includes land acquisition. No, the land has already been acquired through the County's acquisition fund. During development, the property will be transferred to the developer.</p>	Informational

TOPIC/WHO	DISCUSSION	ACTION
Capital Fund Recommendation continued	<p>The CDC will retain loans, notes, and deeds of trust until development is complete. An entity would own the land, and buyers would each have a 99-year lease. This model has been used for quite some time; it allows buyers at 80% AMI to purchase homes. At market, the homes would go for approximately \$700,000 per unit, which is not affordable for people at that income level.</p> <p>CM John West asked if there are case studies, summaries, or videos he can look at about the model. Yes, Bryan will get those together.</p> <p>CM Bocchi asked, if buyers advance above AMI, what do they get when they sell? The County would not track that; they track owner occupancy and sales. The home would have to be sold to an income-qualified household. If the homebuyer were to make capital improvements, they could recoup some or all of those expenses.</p> <p>Next steps: in Fall 2025, the developer RFP is planned to go out, and the CDC will apply for the CHIP Grant. The Developer Agreement will be finalized in late 2025-2026. The application to the State Housing Trust Fund will be submitted in 2026. Close of Financing &amp; Construction will take place in Fall 2026-2027. Homes will be ready to sell to eligible households in Fall 2027-2028.</p> <p>Chair Ballard asked if equity is a part of any of the required applications; he noticed that the equity language was not included during the presentation. Bryan explained that equity includes resetting generational wealth, and this process is designed to help remedy that. If buyers make payments on time, they won't have to move, supporting household stability. Families tend to stay in these homes longer than traditional buyers. Champagne explained that it was a simple oversight that the word equity was not included in the presentation.</p> <p>Mayor Roscoe expressed appreciation for the work that went into the Capital Fund Committee's work.</p>	<p>Discussion</p> <p>Bryan will send information about the model to CM West.</p>
Draft 2026 SSHA <sup>3</sup> P Operating Budget Presentation	<p>Jason explained that the budget was drafted with consideration of current and anticipated workflow. The budget includes Step 10 pay class for the new Program Specialist 2. He reminded the group that this year member fees were not increased.</p> <p>Anticipated fund balance on January 1, 2026: \$166,359.53 – this is due to staff hiring delay (2021-22), middle housing grant funding that offset staff costs (2022-23) and underspending of the cost pool allocation.</p> <p>The 2026 budget does not increase member dues. Draft below:</p>	Informational

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Draft 2026 Budget continued	<p style="text-align: center;"><b>South Sound Housing Affordability Partners</b> <b>DRAFT Fiscal Year 2026 Operating Budget</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Estimated Operating Fund Balance - January 1, 2026</td> <td style="width: 40%;">\$ 166,359.53</td> </tr> <tr> <td colspan="2"><b>SSHA<sup>3</sup>P Fund</b> <span style="float: right;">0% Increase</span></td> </tr> <tr> <td colspan="2"><b>OPERATING REVENUES</b></td> </tr> <tr> <td>City of Auburn</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of DuPont</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Edgewood</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Fife</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Fircrest</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>City of Gig Harbor</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Lakewood</td> <td style="text-align: right;">\$ 22,407.75</td> </tr> <tr> <td>City of Milton</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>Pierce County</td> <td style="text-align: right;">\$ 140,725.00</td> </tr> <tr> <td>Puyallup Tribe of Indians</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>City of Puyallup</td> <td style="text-align: right;">\$ 13,444.65</td> </tr> <tr> <td>Town of Steilacoom</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>City of Sumner</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Tacoma</td> <td style="text-align: right;">\$ 70,362.50</td> </tr> <tr> <td>City of University Place</td> <td style="text-align: right;">\$ 13,444.65</td> </tr> <tr> <td>SSHA<sup>3</sup>P Operating Fund Balance</td> <td style="text-align: right;">\$ 59,000.00</td> </tr> <tr> <td><b>TOTAL Revenue</b></td> <td style="text-align: right;"><b>\$ 366,440.83</b></td> </tr> <tr> <td colspan="2"> <b>EXPENDITURES</b></td> </tr> <tr> <td>Salaries and Benefits - Manager</td> <td style="text-align: right;">\$ 198,220.00</td> </tr> <tr> <td>Salaries and Benefits - Program Specialist II</td> <td style="text-align: right;">\$ 144,098.00</td> </tr> <tr> <td>Travel and Training</td> <td style="text-align: right;">\$ 3,500.00</td> </tr> <tr> <td>Phone</td> <td style="text-align: right;">\$ 1,300.00</td> </tr> <tr> <td>Communication (Printing, Translation, Advertising, etc.)</td> <td style="text-align: right;">\$ 3,800.00</td> </tr> <tr> <td>Supplies, Space Rental and Miscellaneous</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Advisory Board Stipends</td> <td style="text-align: right;">\$ 4,950.00</td> </tr> <tr> <td>Cost Pool Allocation</td> <td style="text-align: right;">\$ 10,000.00</td> </tr> <tr> <td><b>TOTAL Expenditures</b></td> <td style="text-align: right;"><b>\$ 366,368.00</b></td> </tr> </table>	Estimated Operating Fund Balance - January 1, 2026	\$ 166,359.53	<b>SSHA<sup>3</sup>P Fund</b> <span style="float: right;">0% Increase</span>		<b>OPERATING REVENUES</b>		City of Auburn	\$ 5,601.94	City of DuPont	\$ 5,601.94	City of Edgewood	\$ 5,601.94	City of Fife	\$ 5,601.94	City of Fircrest	\$ 3,361.16	City of Gig Harbor	\$ 5,601.94	City of Lakewood	\$ 22,407.75	City of Milton	\$ 3,361.16	Pierce County	\$ 140,725.00	Puyallup Tribe of Indians	\$ 3,361.16	City of Puyallup	\$ 13,444.65	Town of Steilacoom	\$ 3,361.16	City of Sumner	\$ 5,601.94	City of Tacoma	\$ 70,362.50	City of University Place	\$ 13,444.65	SSHA <sup>3</sup> P Operating Fund Balance	\$ 59,000.00	<b>TOTAL Revenue</b>	<b>\$ 366,440.83</b>	 <b>EXPENDITURES</b>		Salaries and Benefits - Manager	\$ 198,220.00	Salaries and Benefits - Program Specialist II	\$ 144,098.00	Travel and Training	\$ 3,500.00	Phone	\$ 1,300.00	Communication (Printing, Translation, Advertising, etc.)	\$ 3,800.00	Supplies, Space Rental and Miscellaneous	\$ 500.00	Advisory Board Stipends	\$ 4,950.00	Cost Pool Allocation	\$ 10,000.00	<b>TOTAL Expenditures</b>	<b>\$ 366,368.00</b>	Informational
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<b>Draft 2026 Budget continued</b>	<p>Compared to the 2025 budget, the draft 2026 budget includes a considerably lower cost pool allocation, going back to historical trends. If no fund balance was used to support operating expenses, member fees would have to be increased.</p> <p>Jason seeks input on the draft budget at this meeting, to support moving it forward to ultimately be formally adopted at the December 5 meeting.</p> <p>Mayor Roscoe asked if the budget reflects an across-the-board 2.5% increase. No, increases of hours and wages for the PS2 position are part of the 2.59% increase.</p>	Jason will put together a document comparing the 2025 and Draft 2026 budgets column to column.
<b>SSHA<sup>3</sup>P Manager Report Jason</b>	<p><u>Program Specialist 2 Hiring Update</u> – A formal contingent offer was made to the primary candidate yesterday, and Jason's hoping that it will be accepted. The panel was excited about this candidate. He thanked Town of Steilacoom and City of Lakewood staff for participating in interviews.</p> <p><u>Budget</u> – Jason submitted a Capital Budget memo to the Exec's Office and the SSHA<sup>3</sup>P staff workgroup re: County projects. A little over \$14M has been allocated by the State legislature to support Pierce County affordable housing, including rental, homeownership and shelter projects. Kudos to CM George, who, on his own time, supported a successful request for pre-development dollars for a church redevelopment project in Pierce County Council District 7.</p>	Informational
<b>Updates &amp; Comments from Exec Board Members</b>	Chair Ballard announced that the Seattle Sea Wolves, our professional rugby team based out of Tukwila at the Starfire Center, are playing the LA Rugby Football Club tonight. The game starts at 7:30 and it's a great, affordable family activity. Mayor Roscoe shared that she was recently at Iron Springs Resort on the coast, and they were flying the Sea Wolves flag!	Informational
<b>Adjournment.</b>	There being no further business, CM Flemming moved to adjourn. Mayor Roscoe seconded the motion. The meeting adjourned at 9:42 a.m.	Meeting adjourned.

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, June 6, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz, Administrative Assistant