



South Sound Housing Affordability Partners  
Executive Board Meeting Minutes

May 30, 2025

8:30 – 9:54 a.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn – present  
Chair, Councilmember Kevin Ballard, City of DuPont – present  
Deputy Mayor Mike Winkler, City of DuPont (alternate) – present  
Councilmember John West, City of Edgewood – excused  
Mayor Dave Olson, 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 Mary Barber, City of Gig Harbor – present  
Councilmember Katrina Knutson, City of Gig Harbor (alternate) - excused  
Councilmember Paul Bocchi, City of Lakewood – excused  
Councilmember Mike Brandstetter, (alternate) City of Lakewood – present  
Mayor Shanna Styron Sherrell, City of Milton – present  
County Executive Ryan Mello, Pierce County – excused  
Strategic Advisor LeighBeth Merrick, Pierce County Exec’s Office (alternate) – present  
Vice Chair Robyn Denson, Pierce County Council – present  
Councilmember Dave Morell, Pierce County Council (alternate) - excused  
Councilmember Ned Witting, City of Puyallup – present  
Mayor Dick Muri, Town of Steilacoom – excused?  
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – excused?  
Deputy Mayor Carla Bowman, City of Sumner – present  
City Administrator Jason Wilson, City of Sumner (alternate) - excused  
Mayor Victoria Woodards, City of Tacoma – excused  
Councilmember Sandesh Sadalge, Tacoma (alternate) – present  
Councilmember Stan Flemming, City of University Place – present  
Councilmember Denise McCluskey, City of University Place (alternate) – excused

**Staff:** Jason Gauthier, SSHA³P Manager  
Becki Foutz, Admin Assistant

**Guests:** Carl Schroeder, Felicia Medlen, Kenneth George, Mary Connolly, Ryan Windish, Taylor Jones, Trish Crocker

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair Ballard called the meeting to order at 8:33 a.m. Roll was called, per above; a quorum was present.	Wel- come, all!

TOPIC/WHO	DISCUSSION	ACTION
<b>Consent Agenda</b>	CM Flemming moved to approve the consent agenda. Mayor Backus seconded the motion. Vote was taken; none opposed and no abstentions. The motion carried unanimously.	Consent agenda approved.
<b>Public Comment</b>	Chair Ballard opened the floor for public comment. None. No written comments have been received.	
<b>Resolution #2025-01 SSHA<sup>3</sup>P Capital Fund</b> Jason	<p>Resolution 2025-01 would authorize the pre-commitment of up to \$966,000 of the 2025 SSHA<sup>3</sup>P Capital Fund as part of an upcoming RFP to be issued by the Pierce County Community Development Corporation (CDC) for the transfer of affordable housing development in the Frederickson community. Requirements: restricted to funding capital construction, not eligible for property acquisition; must include constructing a minimum of 20 affordable housing units; meeting the funding guidelines of Pierce County; RFP responses proposing the construction of units incorporating universal design principles will be prioritized; and the awarded respondent shall market these housing opportunities to Fife and Sumner residents. Funds may be used to serve households whose income is at or below 60% of the AMI, or below 80%, if used for development of affordable housing intended for ownership occupancy. Funds may be used for acquiring, rehabilitating, or constructing affordable housing, operations and maintenance costs, and rental assistance.</p> <p>The Release Developer RFP will be published this Fall. The Frederickson project is currently in the site planning phase; development preparation will begin this Fall, and construction is anticipated to begin in 2026. Layered public funding will be used to fund the \$17M project: \$9M from sales and \$8M to be funded via State Legislature, SSHA<sup>3</sup>P Capital Fund, CHIP grant; WA State Housing Trust, and Pierce County.</p> <p>CM George noted that this project marks a significant milestone for SSHA<sup>3</sup>P – Kudos to all!</p> <p>CM Flemming moved to adopt Resolution 2025-01 and CM Denson seconded the motion. Vote was taken; none opposed.</p>	<p>Informational</p> <p>Resolution 2025-01 was adopted.</p>
<b>Resolution #2025-02 SSHA<sup>3</sup>P Operating Budget</b> Jason	Resolution 2025-02 would approve the 2026 SSHA <sup>3</sup> P Operating Budget. Fund balance at the beginning of 2026 is anticipated to be \$166,359.53, due in part to the delay in staff hiring in 2021 and 2022, the Middle Housing grant funding in 2022-2023 to offset staff costs, and underspending of the cost pool allocation. The existing fund balance allows member contributions to remain the same as last year.	Informational

TOPIC/WHO	DISCUSSION	ACTION
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<p><b>2026 Budget</b> continued</p>	<p><b>South Sound Housing Affordability Partners</b> <b>Fiscal Year 2026 Operating Budget</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Estimated Operating Fund Balance - January 1, 2026</td> <td style="text-align: right;">\$ 166,359.53</td> </tr> <tr> <td colspan="3"><b>SSHA<sup>3</sup>P Fund</b></td> </tr> <tr> <td colspan="3"><b>OPERATING REVENUES</b></td> </tr> <tr> <td>City of Auburn</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of DuPont</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Edgewood</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Fife</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Fircrest</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>City of Gig Harbor</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Lakewood</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">22,407.75</td> </tr> <tr> <td>City of Milton</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>Pierce County</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">140,725.00</td> </tr> <tr> <td>Puyallup Tribe of Indians</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>City of Puyallup</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">13,444.65</td> </tr> <tr> <td>Town of Steilacoom</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>City of Sumner</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Tacoma</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">70,362.50</td> </tr> <tr> <td>City of University Place</td> <td style="text-align: right;">\$</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;">\$</td> <td style="text-align: right;">59,000.00</td> </tr> <tr> <td><b>TOTAL Revenue</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>366,440.83</b></td> </tr> <tr> <td colspan="3"><b>EXPENDITURES</b></td> </tr> <tr> <td>Salaries and Benefits - Manager</td> <td style="text-align: right;">\$</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;">\$</td> <td style="text-align: right;">144,098.00</td> </tr> <tr> <td>Travel and Training</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,500.00</td> </tr> <tr> <td>Phone</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,300.00</td> </tr> <tr> <td>Communication (Printing, Translation, Advertising, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,800.00</td> </tr> <tr> <td>Supplies, Space Rental and Miscellaneous</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>Advisory Board Stipends</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">4,950.00</td> </tr> <tr> <td>Cost Pool Allocation</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td><b>TOTAL Expenditures</b></td> <td style="text-align: right;"><b>\$</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>			<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>\$</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>\$</b>	<b>366,368.00</b>	<p>Informational</p>
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	<p>Legislative bodies of member governments will approve their contributions between July and November. Deadline for member governments to withdraw is June 30. The final budget will be formally considered at the December meeting.</p> <p>CM George appreciates the membership contribution freeze this year; he's concerned about a possible spike in the future.</p>	<p>Discussion</p>																																																																																										



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<p><b>SSHA<sup>3</sup>P Manager Report Jason</b></p>	<p><u>CLHP Grant Update</u> – Deliverables are all wrapped up! Cities have been delivered a number of different items including mapping of where co-living in their residential areas will need to be authorized.</p> <p><u>Program Specialist 2 Hiring Update</u> – Alyssa Torrez will begin on June 2 as SSHA<sup>3</sup>P’s new Program Specialist! Alyssa comes to us from the City of Tacoma, where she was a Senior Planner for the past two years.</p> <p><a href="#">Tacoma-Pierce County Association of Realtors and Master Builders Association Annual Homebuilding Bus Tour</a> – Departs at 8:30 a.m. June 6 from TPCAR, 2550 S Yakima Ave, Suite C, returning by 12:30 p.m.</p> <p><u>2026 Work Plan Update</u> – Next week members will receive an email from Jason to schedule meetings re: putting together the 2026 Work Plan and 2026 legislative priorities.</p> <p><u>Fund Committee Update</u> – the committee continues its endeavors, looking into the future on how to best deploy future capital funds.</p> <p><u>Property Tax Exemption Seminar Update</u> – a seminar is coming up on Key Peninsula in two weeks, and one will be held in Parkland in July.</p>	<p>Informa- tional</p>
<p><b>Updates &amp; Comments from Exec Board Members</b></p>	<p>Deputy Mayor Bowman thanked Jason and Carl for all of the information provided today; it’s much appreciated!</p>	<p>Informa- tional</p>
<p><b>Adjourn- ment.</b></p>	<p>There being no further business, CM Denson moved to adjourn; Mayor Sherrell seconded the motion. The meeting adjourned at 9:54 a.m.</p>	<p>Meeting ad jour- ned.</p>

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, July 11, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz  
Administrative Assistant