

## South Sound Housing Affordability Partners Executive Board Meeting Minutes

August 1, 2025

8:30 – 9:05 a.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn – excused?  
 Chair, Councilmember Kevin Ballard, City of DuPont – present  
 Deputy Mayor Mike Winkler, City of DuPont (alternate) – present  
 Councilmember John West, City of Edgewood – present  
 Mayor Dave Olson, City of Edgewood – (alternate) – present  
 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 – excused  
 City Administrator Katrina Knutson, City of Gig Harbor (alternate) – excused?  
 Councilmember Paul Bocchi, City of Lakewood – excused?  
 Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused?  
 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) – excused  
 Vice Chair Robyn Denson, Pierce County Council – present  
 Councilmember Dave Morell, Pierce County Council (alternate) - excused  
 Councilmember Ned Witting, City of Puyallup – excused  
 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) – excused?  
 Councilmember Stan Flemming, City of University Place – excused  
 Councilmember Denise McCluskey, City of University Place (alternate) – excused?

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
 Alyssa Torrez, SSHA<sup>3</sup>P Program Specialist  
 Becki Foutz, Admin Assistant

**Guests:** Brian Gregg, Kenneth George, Mary Connolly, Ryan Windish, Taylor Jones, Tiffany Speir, 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 George moved to approve the consent agenda. CM Denson seconded the motion. Vote was taken; none opposed, and no abstentions. The motion carried unanimously.	The consent agenda was approved.
<b>Public Comment</b>	Chair Ballard opened the floor for public comment. None. No written comments have been received.	None
<b>Resolution 2025-03</b> Jason	<p>Jason presented and provided an overview of Resolution 2025-03, to adopt the 2026 SSHA<sup>3</sup>P Work Plan. A work plan is required by the SSHA<sup>3</sup>P intergovernmental agreement and directs and prioritizes workflow. There have been no significant changes since the Plan was presented at the last meeting.</p> <p>Chair Ballard opened for questions - none. CM George moved to adopt Resolution 2025-03. CM Denson seconded the motion. Vote was taken; none opposed, and no abstentions. The motion carried unanimously.</p>	Resolution 2025-03 was adopted.
<b>Resolution 2025-04</b> Jason	<p>Jason presented and provided an overview of Resolution 2025-04, to authorize the SSHA<sup>3</sup>P Manager to execute a Memorandum of Agreement (MOA) with the City of Fife to support a feasibility analysis and transfer of the Fife Levee Road property,</p> <p>CM George commented that we're moving towards more building, and he loves the model! CM George moved to adopt Resolution 2025-04. DM Bowman seconded the motion. Vote was taken; none opposed, and no abstentions. The motion carried unanimously.</p>	Resolution 2025-04 was adopted.
<b>Resolution 2025-05</b> Jason	<p>Jason presented and provided an overview of Resolution 2025-05, to authorize using expenditures from the Fund Balance to procure reports and studies associated with the MOA with the City of Fife, and amending the 2025 Operating Budget, committing up to \$100,000 of SSHA<sup>3</sup>P funding to procure feasibility studies, which will be reimbursed.</p> <p>CM Ballard asked about the mechanism to recover the funds from Fife. The MOA describes SSHA<sup>3</sup>P's obligation: invoices will be submitted to the City of Fife before December 1, to recover up to \$100,000. It may be less. CM Ballard asked if there's an agency already procured by Pierce County to conduct the reports. State law allows the County to piggyback on top of other related contracts. SSHA<sup>3</sup>P may need to issue an RFP for a consultant.</p>	

TOPIC/WHO	DISCUSSION	ACTION
<b>Resolution 2025-05</b> continued	<p>CM Denson moved to approve Resolution 2025-05; the motion was seconded. Vote was taken; none opposed, and no abstentions. The motion carried unanimously. Mayor Roscoe commented that she's excited about this Resolution – an excellent exercise in testing our approach on collaboratively adding affordable housing to our region!</p>	<p>Resolution 2025-05 was adopted.</p>
<b>SSHA<sup>3</sup>P Manager Report</b> Jason	<p><u>Advisory Board Update</u> – a subcommittee may be formed to develop recommendations to incentivize the construction of residential units, utilizing universal design standards. The Board may submit one or two recommendations for the 2026 SSHA<sup>3</sup>P legislative agenda.</p> <p><u>Fund Committee Update</u> – this group will meet every other month through 2026. They'll be discussing the potential SSHA<sup>3</sup>P capital fund-related projects in the pipeline, and possibly exploring a biennial allocation to help grow the fund.</p> <p><u>Property Tax Exemption Seminar Update</u> – a seminar was held a couple of weeks ago at the Parkland/Spanaway Library. The next one will be this month in the City of DuPont, and another will be held in October in Eatonville.</p> <p>Mayor Roscoe asked if there are any data on exemption seminar attendees who have successfully received an exemption. SSHA<sup>3</sup>P will ask the Assessor-Treasurer's Office if they can provide these metrics. Mayor Roscoe added that we might encourage jurisdictions to facilitate their own seminars. CM Denson asked about the previously discussed transition of seminar responsibilities to the Assessor-Treasurer's office. Jason explained that the 2026 Work Plan does include working towards this transfer, with Pierce County Human Services taking the lead role, with the Assessor-Treasurer's Office taking on a more active role, relieving SSHA<sup>3</sup>P. CM Denson added that her office has promoted the seminars to its constituents and that it wouldn't be a heavy lift for the Council to facilitate the seminars; they've helped coordinate them in the past.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
<b>Updates &amp; Comments from Executive Board Members</b>	<p>Executive Mello advised the group that in the past two years, since the Maureen Howard Affordable Housing Act passed, collecting 1/10 of 1% for communities outside of Tacoma, Orting, and Ruston, nearly 1000 affordable housing units have been established, many of which are large enough for families, with three or four bedrooms! This is incredibly exciting, and a great testament to leveraging the Act's revenue. More projects are in the works.</p> <p>CM Ballard announced that the city of DuPont will be hosting the eighth annual (nationally sanctioned!) Dupont BBQ Cookoff over the weekend of August 16 &amp; 17. This is a huge festival – the group is invited to come sample the best barbecue competitors in the western US. There will also be entertainment, and children's activities, including a fishing pond, with the fish going to a local food bank.</p>	<p>Visit <a href="http://www.bbqdupont.com">www.bbqdupont.com</a> for more details.</p>
<b>Adjournment.</b>	<p>There being no further business, CM George moved to adjourn. CM Denson seconded the motion. Vote was taken; none opposed. The motion carried unanimously. The meeting adjourned at 9:05 a.m.</p>	<p>Meeting adjourned.</p>

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, September 12, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz  
Administrative Assistant