

**SKHHP Executive Board
March 17, 2023, 1:00 – 3:00 PM
In-Person Meeting**

Video conference:

<https://us06web.zoom.us/j/99857398028?pwd=eXFiMmJpQm1abDZmMmRQbHNOYS8ydz09>

OR by phone: 253-205-0468

Meeting ID: 998 5739 8028 **Password:** 085570

In person attendance at:

Auburn City Hall - City Council Chambers
25 W Main Street
Auburn, WA 98001

I.	CALL TO ORDER	1:00
	a. ROLL CALL	
	b. INTRODUCTIONS OF ADVISORY BOARD MEMBERS AND STAFF WORK GROUP MEMBERS	
II.	PUBLIC COMMENT	1:05
III.	APPROVAL OF FEBRUARY 17, 2023 MINUTES (ATTACHED)	1:05
	Motion is to approve the February 17, 2023 SKHHP Executive Board meeting minutes	
IV.	NEW BUSINESS	
	a. 2024 SKHHP WORK PLAN DEVELOPMENT WORKSHOP	1:10 – 2:00
	<u>Purpose:</u> Discuss Executive Board’s priorities for 2024 through an interactive workshop. The workshop will provide direction to SKHHP staff on the development of a draft 2024 SKHHP work plan and budget.	
	<u>Background:</u> SKHHP’s Interlocal Agreement requires the Executive Board recommend an annual work plan and budget by June 1. To develop a draft work plan and budget for consideration, this workshop will ensure Executive Board priorities are incorporated. A recommended 2024 work plan and budget will be presented at the May 19 Executive Board Meeting, followed by review and adoption by each member jurisdiction by the end of the year.	
	For review, discussion, and receipt of Board feedback, no action proposed.	
V.	UPDATES/ANNOUNCEMENTS	2:55
VI.	ADJOURN	3:00



I. CALL TO ORDER

Chair Nancy Backus called the virtual meeting to order at 1:08 PM.

a. ROLL CALL/ESTABLISHMENT OF QUORUM

Executive Board members present: Executive Board members present: Nancy Backus, City of Auburn; Colleen Brandt-Schluter, City of Burien; Kristina Soltys, City of Covington; Traci Buxton, City of Des Moines; Brian Davis, City of Federal Way; Dana Ralph, City of Kent; Sean P. Kelly, City of Maple Valley; Eric Zimmerman, City of Normandy Park; Hannah Bahnmitter, City of Renton; Sunaree Marshall, King County.

II. REVIEW AGENDA/AGENDA MODIFICATIONS

A survey connected to the development of the 2024 Work Plan was added to the agenda in preparation of the March 2023 meeting.

III. PUBLIC COMMENT

No member of the public requested time to address the Executive Board

IV. APPROVAL OF JANUARY 20, 2023 MINUTES

Sean P Kelly moved to approve the January 20, 2023, minutes as presented, seconded by Dana Ralph. Motion passed unanimously (10-0)

V. NEW BUSINESS

a. SKHHP 2022 ANNUAL REPORT

The 2022 annual progress and budget report serves as both the annual and 4th quarter report for 2022. The Progress and Budget Report may also be used for outreach purposes with South King County cities that are not SKHHP partners at this time.

Claire Goodwin presented the 2022 Annual Report. Some highlights of the 2022 Annual Report include the successful establishment of the Housing Capital Fund and recommendations for two housing projects totaling \$1,393,308. The Executive Board directed the recruitment of new Executive Manager Claire Goodwin and new Program Coordinator Dorsol Plants. We welcomed the new partner city of Maple Valley. SKHHP initiated and managed the development of an Affordable Housing Inventory. Finally, SKHHP alongside six member cities received the Vision 2050 award in the “Working Together” category.

Executive Board members completed a fill-in survey seeking feedback on the 2023 Work Plan to guide the development of the 2024 Work Plan.

b. EXECUTIVE BOARD DISCUSSION ON ACTING NIMBLY AND TAKING A UNIFIED POSITION

Discussion was opened on the topic of how to quickly support a topic or issue relevant to SKHHP's mission. The SKHHP Executive Board has been asked previously to speak on legislative or policy issues, and to draft letters of support for Affordable Housing Projects.

Brian Davis stated his preference when asked to provide comment was to focus on the SKHHP approved legislative priorities and staying consistent with the messaging there. There are coordination challenges when asked to take a specific position or write a letter of support outside of the developed priorities.

Traci Buxton mentioned that like the Sound Cities Association the philosophy should be a "Do No Harm" to our partners. That if SKHHP does want to move forward on a topic or issue it should be by super-majority or unanimous decision, simple majority may not fairly reflect our partner city positions.

Dana Ralph spoke in support of using the legislative priorities as the key advocacy tool. With legislation, it can be challenging for an organization like SKHHP to take a position because the nuances inside the bill may have different impacts on each partner city.

Sunaree Marshall mentioned that as an authority, it would be difficult to take a position without clear understanding of the County Council position. She did mention an example in 2022 connected with a grant with time sensitive deadline. With a deadline, it may make sense to act quickly when can be a budget positive action.

Clarification was provided that SKHHP staff will not advocate for or against any legislative bills unless otherwise directed by the Board and that providing SKHHP's adopted legislative proposals when asked to sponsor bills was acceptable to the Board.

VI. EDUCATIONAL ITEM

a. 2023 STATE LEGISLATIVE REVIEW

Dorsol Plants reviewed the SKHHP Legislative Priorities and active legislation around SKHHP's priorities. With over 1,000 active pieces of legislation, there are several bills addressing housing that do not tie directly into the SKHHP Legislative Priorities but are relevant to SKHHP's members. SKHHP staff is available to do further research or information gathering around active legislation.

b. ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Valerie Kendall and Alice Morgan-Watson from King County Department of Community Service presented on the Analysis of Impediments to Fair Housing-a county wide report on barriers to fair housing choice. In 1968, the Fair Housing Act was passed placing a duty on local jurisdictions to provide and protect access to housing regardless of protected class. In addition to classes protected at the Federal level, both WA state and King County have additional protected classes.

The Analysis of Impediments to Fair Housing included a review of laws, regulations, and policies around housing, and how they may impact the location, availability, and

accessibility of housing units. It looked at both public and private factors affecting housing choice for protected classes. Conducted in 2019, the analysis found that South Seattle and South King County are the most diverse areas in King County and have some of the greatest barriers to access. Black residents were half as likely to request a home loan than white residents and were denied at twice the rate. Economic segregation seems to be the main driver contributing to segregation patterns across King County. 2023 will be the next analysis and will feed into the 2024 County comprehensive plan and housing needs assessment.

A 2022 study of Fair Housing in King County set 55 elements for review and found evidence in 30 of the 55 elements of housing discrimination. Policy checks found that disability accommodation requests were one significant violation of Fair Housing with 9 out of 11 violations. Race and National Origin showed evidence in differential treatment in half of the tests conducted.

c. KING COUNTY COMMUNITY PREFERENCE PROGRAM AND ANTI-DISPLACEMENT

In 2021, the King County undertook Anti-Displacement work in two neighborhoods, Skyway-West Hill and North Highline. The report analyzed and identified 14 potential strategies to prevent displacement and recommended 10 strategies, with Community Preference receiving the strongest support.

The King County Community Preference Program requires 40% of new, affordable housing projects funded through King County in the Skyway-West Hill and North Highline neighborhoods to prioritize applicants with a connection to the community. A citizen's advisory group was put together to better define what community preference and connection mean, and how to accurately outreach to eligible applicants. The definition of community connection was someone who either is, or has a parent, guardian, or ancestor who is currently or formerly a resident. It would also include someone who works or volunteers for a local organization, or lives within ½ mile of the new property.

Developers were required to submit a Community Preference and Affirmative Marketing plan. This plan would fully describe how the developer would advertise and inform potential qualifying applicants. It would also require them to connect to community organizations in the area to further share their housing availability.

Traci Buxton mentioned the tension between Anti-Displacement and growth required to meet the high demands of housing. Citing that often it would be wonderful to offer the new units being built to families, but in the eighteen months to three years to complete the construction the neighborhood would be displaced.

Dana Ralph put forward that this is potentially one of the most significant challenges for the whole of South King County. Action in Olympia can have great intent but miss the nuances of displacement inside the individual community.

Sunaree Marshall provided context to this work, citing Dana Ralph's concerns as a reason why Anti-Displacement work began in Skyway. At the macro-scale we know that we need

more units, but at the micro-scale in the neighborhood it means something different with their day to day.

Nancy Backus spoke about the concerns of unintended consequences of legislative action. The intent is clearly good, and not even in question, but the unintended impacts are not often known without deep review and local context. One example is the current state of the infrastructure and it's ability to support new units. Any improvement costs would be passed on to the community members.

VII. UPDATES/ANNOUNCEMENTS

Next meeting is March 17, 2023 and will be held in-person at the Auburn City Council Chambers. The room will be setup in hybrid format so the public can still submit virtual comment. The primary topic will be working on the 2024 Work Plan.

A new calendar invite will be sent out. One version will go out to the Executive Board and Staff Work Group, so they enter the virtual meeting space as panelist. Another version is being sent to our community members and other regular attendees.

The Calendar invites for the SKHHP Executive Board have the word 'Hybrid' next to them to denote which of the meetings will be in-person.

VIII. ADJOURN

Nancy Backus adjourned the meeting at 2:42 pm

RESOLUTION NO. 2022-04

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2023 SKHHP WORK PLAN AND OPERATING BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan and budget each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement the annual budget includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption, the annual work plan and budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

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

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance; and implement the overarching SKHHP goals to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2023 work plan includes five goals with corresponding action items that further SKHHP's mission and address SKHHP's overarching objectives to promote sound housing policy and planning; increase affordable housing investment; and provide outreach, education and advocacy for South King County's housing needs.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the 2023 SKHHP Work Plan in Attachment A.

Section 2. The Executive Board adopts the 2023 SKHHP Operating Budget in Attachment B.

Section 3. Each party's contribution to SKHHP's operating budget will be transmitted on an annual basis during the first quarter of the calendar year.

Section 4. This Resolution will take effect and be in full force upon approval by the legislative body of each participating jurisdiction.

Dated and Signed this _____ day of _____, 2023.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

NANCY BACKUS, CHAIR

RESOLUTION 2022-04 – ATTACHMENT A

SKHHP 2023 WORK PLAN

PURPOSE

Establish a 2023 SKHHP work plan and budget that is shaped by member jurisdictions, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP’s mission.

BACKGROUND

Established by interlocal agreement, SKHHP jurisdictions work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock.

The 2023 SKHHP work plan, developed in consultation with the staff work group and Advisory Board, builds on work done in previous years to establish a housing capital fund through pooled public resources, increase philanthropic and corporate investment through the creation of a SKHHP fundraising branch, and establish a community advisory board to help ground decision-making in community needs and interests.

The work plan is organized into five goals and corresponding action items. Each action is identified by priority as follows:

- Critical – necessary to carry out the Interlocal Agreement or fully implement previous work
- Important – priority but not necessary
- Desirable – not as high priority, would be nice to get to

Prioritization of action items acknowledges that full execution of the work plan requires SKHHP to be at full staff capacity and allows for flexibility and adaptability based on emerging issues and opportunities.

Quarterly budget and progress reports on the status of the work plan elements will be submitted to the SKHHP Executive Board and the legislative body of each member jurisdiction as follows:

Quarter 1: May | **Quarter 2:** August | **Quarter 3:** November | **Quarter 4:** February

In accordance with the Interlocal Agreement, the 2023 SKHHP Work Plan will be approved by the legislative body of each member jurisdiction and the SKHHP Executive Board.

SKHHP MISSION

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

OBJECTIVES

- **Housing Policy and Planning.** Share technical information and resources to promote sound housing policy
- **Affordable Housing Investment.** Coordinate public resources to attract greater private and public investment for affordable housing in South King County
- **Outreach, Education, and Advocacy.** Provide a unified voice to advocate for South King County needs at a local, regional, and state levels


GOAL 1. Define strategy, direction, and long-term goals to implement SKHHP
 Interlocal Agreement

Critical

- Develop a long-term funding strategy for the SKHHP Housing Capital Fund and facilitate conversations with member jurisdictions to identify and explore dedicated sources of revenue for affordable housing at the local and regional level.
- Develop annual work plan and budget.
- Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.

Important

- Develop a plan to build capacity of SKHHP.



GOAL 2. Build long-term sustainability for SKHHP Housing Capital Fund.

Critical

- Facilitate final 2022 funding allocations through member Councils.
- Prepare contract documents and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments.
- Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund.

Important

- Work collaboratively with public funders at the state and local levels to promote shared affordable housing goals and equitable geographic distribution of resources.
- Work with private investors and lenders to maximize leverage of public investment into affordable housing.
- Work with member cities and project sponsor to start developing a pipeline of projects to be funded over the next five years.
- Actively vet potential projects and lead funding policy and prioritization discussions with SKHHP Executive Board.



GOAL 3. Work with partner jurisdictions to enhance and develop new local policies and programs that protect existing affordable housing stock, provide housing security, and accelerate access to affordable housing.

Critical

- Develop subregional housing preservation strategies.
- Continue to improve and refine and conduct regular updates to housing policy matrix and affordable housing database (being developed in 2022).
- Convene city and county land use planners to share best practices and increase coordination and collaboration on housing policy and planning.
- Support efforts to advance 5-year action plan identified by the Regional Affordable Housing Task Force.

Important

- Develop a program to assist member cities with administering local housing incentive programs, including density bonus, multifamily tax exemption (MFTE), impact fee waivers, and other programs.



GOAL 4. Represent South King County and its unique affordable housing needs at all relevant decision tables and foster collaboration between partners.

Critical

- Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP’s mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County.

Important

- Build relationships with state and federal legislators through organizing work sessions, and providing progress updates.



GOAL 5. Further strengthen regional stakeholders' understanding of the spectrum of affordable housing options, the range of related needs and opportunities, and the housing system.

Critical

- Coordinate with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials, stakeholders, and community members.
- Monthly SKHHP Executive Board educational topics on emerging housing and homelessness topics.

Important

- Annual updates to non-SKHHP South King County cities and relevant stakeholder groups.

Desirable

- Work with HDC, affordable housing developers, and city and county planners to reimagine the South King County Joint Planners and Developers work group.

RESOLUTION 2022-04 – ATTACHMENT B

2023 SKHHP Operating Budget

Projected beginning fund balance - January 1, 2023	\$194,188
Projected ending fund balance - December 31, 2023	\$116,771.76

REVENUES

Auburn	\$34,385
Burien	\$19,838
Covington	\$9,919
Des Moines	\$9,919
Federal Way	\$44,965
Kent	\$44,965
Maple Valley	\$9,919
Normandy Park	\$5,290
Renton	\$44,965
Tukwila	\$9,919
Unincorporated King County**	\$44,965
King County**	\$30,035
Interest earnings	
Office space (in-kind donation)	\$12,000
TOTAL REVENUES	\$321,084.00
<i>Spend down balance</i>	<i>\$77,416.24</i>
TOTAL	\$398,500.24

EXPENSES

Salaries and benefits	\$290,803.85
Misc - travel, phone, postage	\$12,000.00
Advisory Board compensation	\$14,400.00
Office space (in-kind donation)	\$12,000.00
Supplies	\$1,000.00
Professional development	\$5,000.00
Interfund IT	\$28,160.00
Subtotal	\$363,363.85
Administering agency – 10% Administrative Fee*	\$35,136.39
TOTAL	\$398,500.24

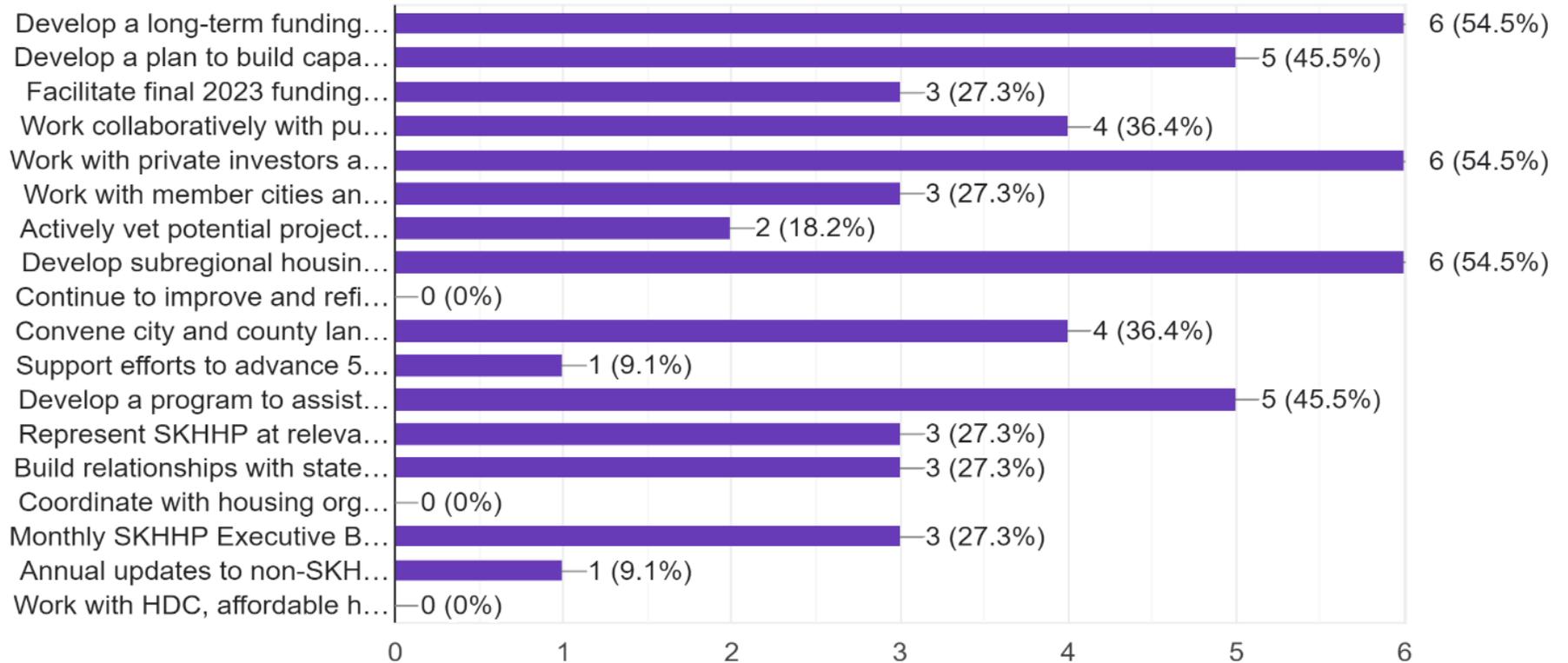
*10% administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carry forwards.

**King County contribution based on the population of unincorporated King County is shown as increasing at the same rate as other partner jurisdictions and the additional allocation decreasing to maintain a total contribution of \$75,000 per year.

Executive Board Work Plan Survey Results – Question 1

What are the top five items across any category (critical, important, or desirable) that should remain on the 2024 work plan?

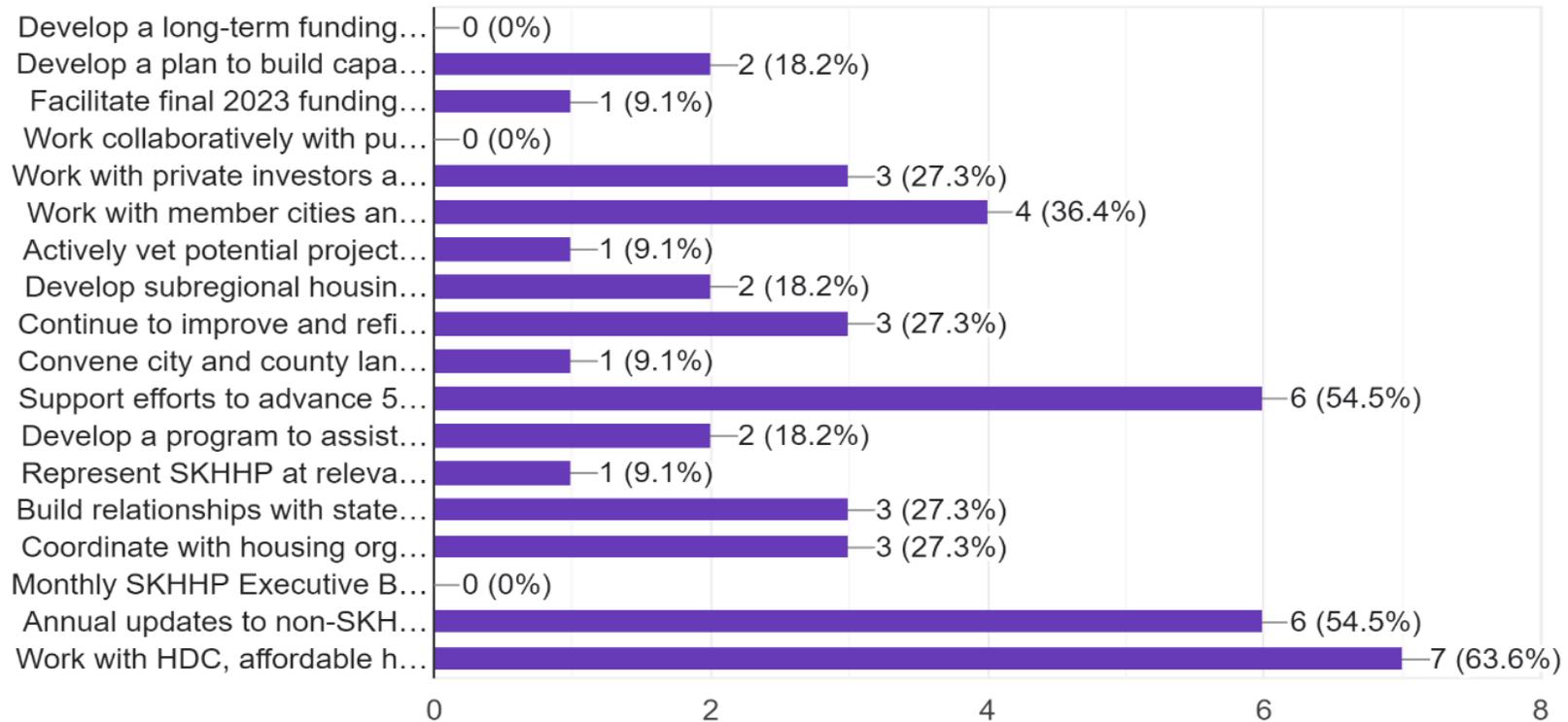
11 responses



Executive Board Members Work Plan Survey Results – Question 2

What are the top five items across any category (critical, important, or desirable) that you are supportive of leaving off the 2024 work plan?

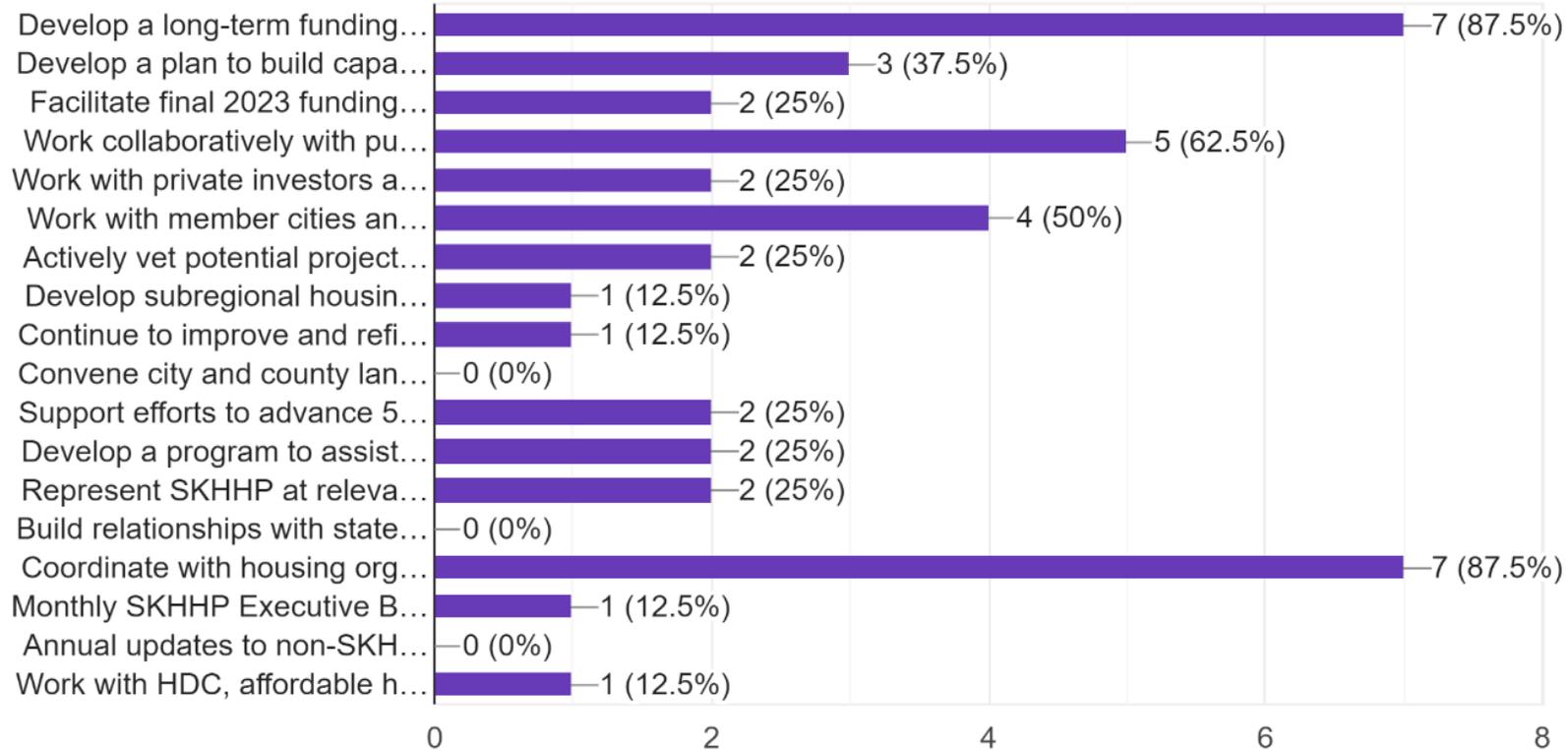
11 responses



Advisory Board Work Plan Survey Results – Question 1

What are the top five items across any category (critical, important, or desirable) that should remain on the 2024 work plan?

8 responses



Advisory Board Work Plan Survey Results – Question 2

What are the top five items across any category (critical, important, or desirable) that you are supportive of leaving off the 2024 work plan?

8 responses

