



SKHHP Advisory Board
March 2, 2023, 6:00 – 8:00 PM
Zoom Meeting

Zoom Link: <https://us06web.zoom.us/j/89734407973?pwd=cnIISFU4dXFJaFN5TGlwTWIxZHINZz09>

Meeting ID: 897 3440 7973

Password: 981696

Phone: 253-215-8782

In person option for public attendance:

City of Auburn Annex
Conference Room 2
Auburn, WA 98001

<u>Time</u>	<u>Agenda</u>
6:00	Welcome / Introductions / Opening
6:10	February 2, 2023, Meeting Minutes (<i>Attachment A</i>)
6:15	Final Bylaws Update & Vote (<i>Attachment B</i>)
6:30	Burien Affordable Housing Demonstration Project- City Perspective
6:50	Burien Affordable Housing Demonstration Project- Community Perspective
7:10	Q & A on Burien Affordable Housing Demonstration Project
7:30	SKHHP 2024 Work Plan Process
7:40	Advisory Board Survey Results & Facilitation Models
7:55	Updates / announcements
8:00	Closing



I. CALL TO ORDER

Dorsol Plants called the meeting to order at 6:09 pm.

II. ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Andrew Calkins, Uche Okezie, Dr. Linda Smith, Jennifer Hurley, Cathy Sisk, Patience Malaba, Tina Narron, Menka Soni

Other attendees: Claire Vanessa Goodwin, SKHHP; Dorsol Plants, SKHHP; Jason Gauthier, SSHAP; Abby Anderson, KC RHA

III. FEBRUARY 2, 2023, AGENDA

Motion to approve modified agenda by Uche, Second by Menka. (8-0)

IV. DECEMBER 1, 2022, MEETING MINUTES

Motion to approve December 1, 2022 Minutes by Dr Linda, Second by Menka. (8-0)

V. HOUSING CAPITAL FUND UPDATE

SKHHP Staff have been presenting before SKHHP Partner City Councils requesting resolutions approving usage of the Housing Capital Funds per the Advisory and Executive Board recommendation. Federal Way has passed resolution, Claire met that day with Kent, and the remaining partner cities are scheduled. We anticipate all cities will have passed resolutions by the March 17th Executive Board meeting.

VI. ADVISORY BOARD BYLAW REVIEW & UPDATE

Current Advisory Board Bylaws have set quorum for our meetings to be above the simple majority standard set in the ILA. This places a heavier burden on Board members to attend to be able to hold our meetings in any capacity. While the intent was to ensure the presence of as many community voices, it means no work can be accomplished without a significant number of Board members. There is a middle road where quorum can be set at a simple majority, but any Board member could table a discussion for further feedback from missing members.

Motion to amend the Bylaws to set Quorum at simple majority by Jennifer, second by Dr Linda (For: 7) (Opposed: 0) (Abstained: 1)

Previously, the Advisory Board selected to not have Officer positions for the Board, with the SKHHP Program Coordinator serving in the role of setting the agenda and facilitating the meeting. The intent was to revisit the discussion the following year. Question was raised on if this is still the best structure for a citizen lead board.

Some interest was expressed, but questions were raised about ensuring that the officer positions would be able to be effective and not just the creation of another system. Discussion was also had about the time and ability to connect with potential educators for agenda topics. Question was asked about the compensation and additional meetings to fulfill the role of officer, currently compensation is only budgeted for the 12 Advisory Board and 1 Executive Board meeting.

SKHHP Staff offered to do further research and provide examples of other board structures. Request was made to send out a poll prior to next meeting to determine if there would be interest in serving in any form of officer role.

Question was asked if evening meetings were required by the ILA. The ILA only speaks to the frequency of the meetings but leaves the day and time up to discretion of the Board. The hope with an evening meeting was that it would empower more community members to attend. Request was made to send a poll out asking for suggested days and times.

Additional changes were made to the bylaw to update them to include the Compensation for Advisory Board members. Another addition included language around the use of alternates for organizational members of the Advisory Board.

VII. CLOSING/ADJOURN

Meeting adjourned at 7:11 pm

Article I

Name and purpose:

Section I:

South King Housing and Homelessness Partners (SKHHP) was formed on January 1, 2019 by Interlocal Agreement among the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County.

Section II:

SKHHP is governed by an Executive Board composed of either an elected official or City Manager/Administrator for each city and the King County Executive, or their designated representative. The SKHHP Interlocal Agreement calls for the establishment of a SKHHP Advisory Board to provide advice and recommendation to the Executive Board on land and/or money resource allocation for affordable housing projects, input on policy needs related to housing stability, program design and development, recommendations for emergency shelter and other immediate affordable housing needs, and to provide public education and community outreach services.

Section III:

SKHHP's mission is to work together and share resources to increase available options for South King County residents to access affordable housing and preserve existing affordable housing stock. SKHHP's objectives include sharing technical information and resources to promote sound housing policy, coordinating public resources to attract greater private and public investment, and providing a unified voice for South King County.

Article II

Advisory Board:

Section I: Duties of board

SKHHP is committed to amplifying and ensuring community voices inform policy, programming, and funding decisions that help increase housing stability throughout South King County. The purpose of the Advisory Board is to

- Provide connection and advancement of the broader interests of local communities.
- Inform and influence SKHHP Executive Board decisions by drawing on collective knowledge and experience to provide recommendations to the Executive Board on land and/or money resource allocation for affordable housing projects, policy needs related to housing stability, program design and development, emergency shelter and other immediate affordable housing needs, and to provide public education and outreach.
- Strengthen Executive Board, staff workgroup, and other interested parties' understanding of community needs and interests related to affordable housing and homelessness in South King County.

Section II: Composition

The SKHHP Advisory Board (not including alternates) will consist of not more than fifteen (15) and not less than twelve (12) community members with knowledge and understanding of affordable housing and homelessness issues in South King County, appointed by the SKHHP Executive Board.

SKHHP will strive to ensure that the Advisory Board collectively represents equal demographic distribution across South King County jurisdictions and incorporate the following knowledge and experience:

- Affordable housing/nonprofit housing developers
- Tenant rights educators and advocates
- Personal and/or professional knowledge of homelessness
- Affordable rental and homeownership housing finance expertise
- Experience and knowledge of South King County communities and community-based organizations and/or local and regional governance structures

Section III: Board Representation:

SKHHP recognizes the history of institutional racism in systemically marginalizing Black, Indigenous and people of color (BIPOC) communities who continue to be disproportionately affected by housing insecurity and homelessness. BIPOC communities are disproportionately represented in people experiencing homelessness and housing insecurity and are currently and historically underrepresented in positions of power. An estimated 45% of South King County residents identify as BIPOC. SKHHP is committed to elevating the voices of BIPOC community members and will prioritize BIPOC representation on the Advisory Board that reflects the population of BIPOC communities in South King County.

Advisory Board members may be appointed as an individual or as a representative of an organization. All

Advisory Board members and alternates must meet the following qualifications:

- Live, work, or be affiliated with service provisions within the South King County region
- Interest in collaboratively working in a team setting with various community and government stakeholders
- Personal and/or professional commitment to understanding and working to undo the impacts of institutionalized racism and disparities experienced by BIPOC communities
- Personal and/or professional expertise, and affiliation with agencies, coalitions, organizations, or networks from/or serving the following communities:
 - Low-income households
 - Immigrant and refugee populations
 - People living with disabilities and/or behavioral health needs
 - People experiencing homelessness or housing insecurity including the following population groups:
 - Aging adults/seniors
 - BIPOC
 - LGBTQ+
 - Multigenerational households
 - People with a criminal history
 - Veterans
 - Youth

Section IV: Alternates

Advisory Board members representing an organization may work with their organization and SKHHP staff to appoint one alternate that meets the qualifications in Section III to serve in the temporary absence of a regular board member. Alternate members may attend no more than 25% of Advisory Board meetings in a calendar year on behalf of the primary member.

During the absence of a member for whom the individual is an alternate, the alternate shall act in the place of such member.

Section IV: Terms

- A.) Advisory Board members may serve no more than two (2) consecutive four (4) year terms.
- B.) To the extent a position becomes open, the Advisory Board may help SKHHP Staff identify, recruit, and recommend new member(s) to be appointed by the SKHHP Executive Board.
- C.) Advisory Board membership is ~~voluntary~~voluntary, and members retain the right to resign from their position at any time for any reason.

Section V: Decision Making

- A) Consensus decision-making consists of a cooperative process for making decisions in which everyone consents to the decisions of the group. In this process, input is encouraged from everyone. Ideas are presented to the board and are modified by the board until a decision is unanimously made.
- B) All board decisions will be made through the consensus process. In the event that, after a prolonged discussion of an issue, a consensus cannot be reached, the following options are available:
 - 1) Table the issue with the goal of revisiting the discussion and coming to a decision during the next meeting
 - 2) Using a simple majority, take a vote to decide if the group is comfortable taking a vote. If yes, the vote on the item in question must pass by two-thirds majority vote. If option (B)(2) is activated and the initial vote does not pass by simple majority, option (B)(1) must be utilized. ~~If the~~the Advisory Board is not able to reach a decision using the process identified in this section, the Advisory Board may opt to move the item forward to the Executive Board without a recommendation.
- C) A quorum must be present for meetings to be consistent with the Open Public Meetings Act.

Quorum defined as follows:

Number of active Advisory Board Members	12	13	14	15
Quorum	7	7	8	8

Section VI: Vacancies/removal/replacements

- A) Members serve in an advisory capacity, as volunteers, with~~out compensation~~eligibility for compensation.
- B) Grounds for removal
 - 1) Removal for excessive absenteeism
 - a) Each member is expected to demonstrate interest in the board’s activities through the member’s participation in the scheduled meetings
 - b) If a member has three (3) consecutive absences from the meetings, SKHHP staff shall notify the member in writing in an effort to ensure full participation in the board
 - c) Members with four (4) consecutive absences or more than six (6) meetings within one year will be recommended for removal to the SKHHP Executive Board
 - 2) Removal for cause
 - a) A member may be removed for cause for any conduct by a member, which in the opinion of the SKHHP Advisory Board and SKHHP staff violates group agreements and is inappropriate, unsuitable, or harmful and which adversely affects, lowers, or destroys the respect or confidence of SKHHP in the ability of the member to perform their duties as a member of the board, or conduct which brings disrepute or discredit to the board or to SKHHP
 - b) Wrongdoing, neglect of duty, or inability to perform his or her official duties

C) Procedure for Removal

A board member may be removed from the Advisory Board upon the recommendation of the Advisory Board by the Executive Board on a majority vote of membership of the Executive Board.

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Advisory Board members are eligible to receive compensation if they are not already receiving compensation for their time by their employer. Receiving compensation is voluntary and advisory board members may choose to opt out of receiving compensation at any time.

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Compensation will be submitted by SKHHP Staff quarterly for payment.

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Officers:

Section I: Officer Positions

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Meeting of the Advisory Board:

Section I: Frequency

The board will meet as often as it deems necessary but not less than quarterly.

Section II: Attendance

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Section III: Records

Record will be kept by SKHHP staff. SKHHP staff will keep records of the minutes during board meetings and also of the actions taken by committees of the board. Records can be accessed by all board members through SKHHP staff.

Article V

Committees:

Section I: Composition

Committees will be created and defined on an as needed basis and would never represent a quorum of the group.

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A quorum at any meeting of the board will consist of the board members who represent a simple majority of the Board's membership. Board members may participate in any meeting by phone or video conferencing for all purposes, including but not limited to voting and establishing a quorum.

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- 6) Facilitator asks for any remaining concerns
 - a. Objections / Stand Asides
 - i. Defined as not member's preference but proposal does not pose a risk to group's mission or ability to do work and therefore does not prevent proposal from moving forward
 - b. Blocks
 - i. Defined as blocking consensus because something about the proposal undermines the group and risks the group's ability to do work and stay in alignment with mission
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AFFORDABLE HOUSING DEMONSTRATION PROGRAM

CITY OF BURIEN

SKHHP Advisory Board

March 2, 2023



45%

Change in average rent for
2-bedroom apartment
› *Between 2013 and 2020*

	2013	2020
Average Rent	\$999	\$1,444

Source: Costar

101%

Change in median home
sales price
› *Between 2013 and 2020*

	2013	2020
Median Sales Price	\$233,450	\$470,300

Source: Zillow

20%

Change in median household
income
› *Between 2010 and 2018*

	2010	2018
Median Income	\$51,995	\$62,315

Source: U.S Decennial Census 2010;
ACS (5 year 2014-2018)

Affordability in Burien



9.3

New housing units per every
10 new households

› *Between 2011-2019*

Source: OFM, 2019, ECONorthwest
calculations

Underproduction in Burien

3,435

Projected number of units needed by 2040

Source: OFM, 2019; PSRC, 2017; ECONorthwest Calculation

297

Average annual population growth projected through 2040

Source: PSRC, 2017, ECONorthwest calculations

Housing Units Needed by AMI, 2040

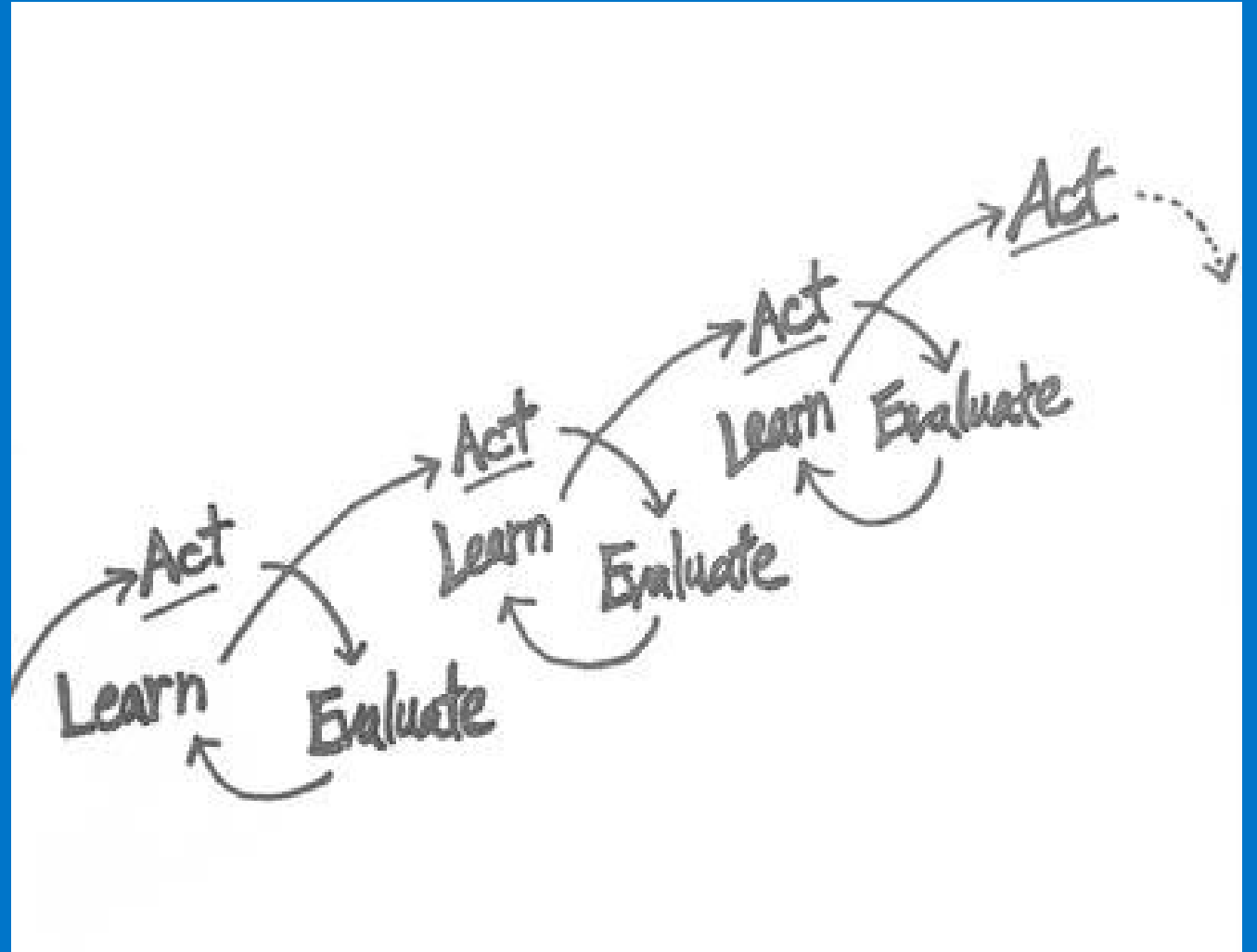
AMI	# of Units	% of Units
0-30%	481	14%
30-50%	412	12%
50-80%	824	24%
80-100%	344	10%
100%+	1,374	40%

Source: OFM, 2019; PSRC, 2017; ECONorthwest Calculation

Burien's Housing Need

Housing Demonstration Program Purpose

- Learn
- Evaluate
- Update Code



Provisions of the Program

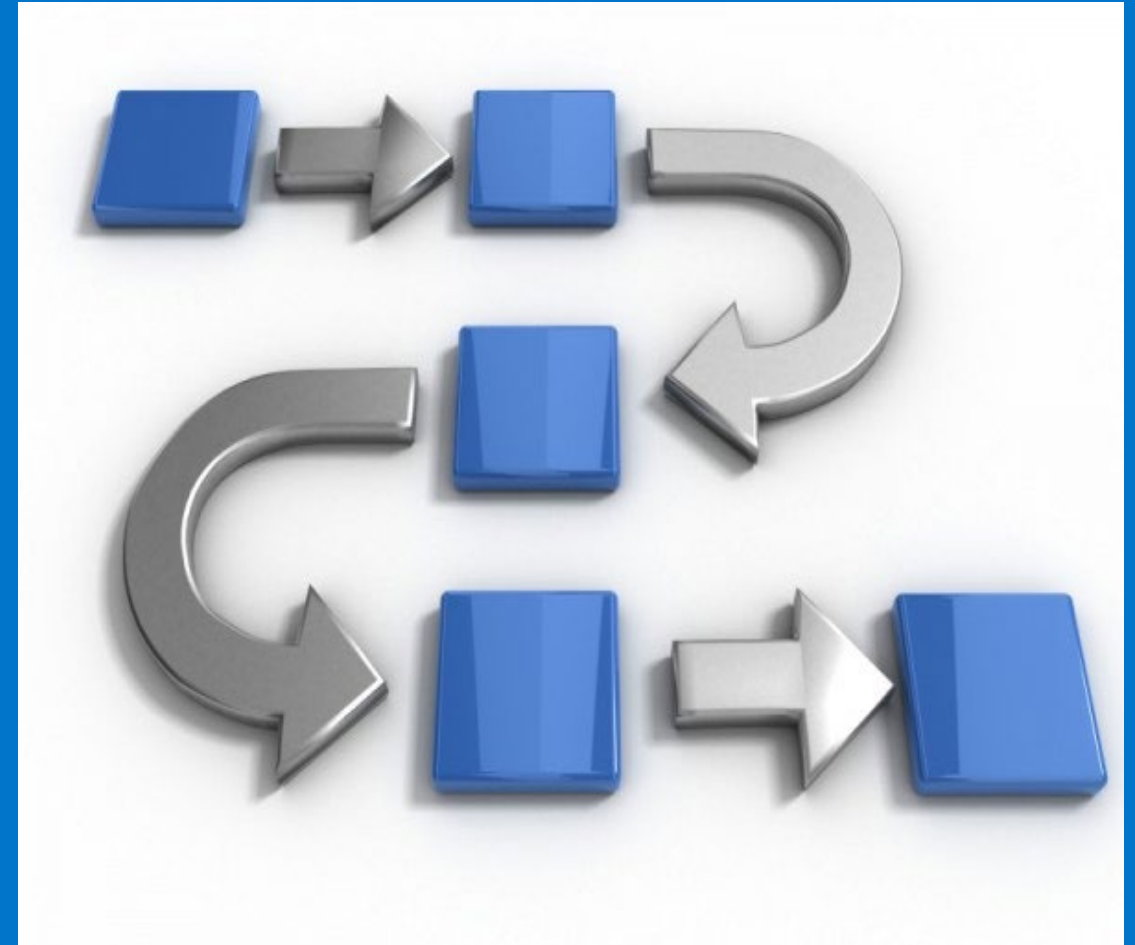
- 3 years
- 5 projects
- Allowed anywhere residential uses are allowed
- Must be affordable for a minimum of 50 years
- At least one project for households earning no more than 30% AMI
- Average cost of units will be affordable to households earning no more than 50% AMI



Courtesy of partnersinexcellenceblog.com

Process

- Selected by the Council on a competitive basis
- Begin with a pre-application meeting
- Public outreach
- Present to the Planning Commission
- Present to City Council
- Agreement signed
- Apply for permits



Courtesy of Smarter Business Process

Qualifications

- Applicants must demonstrate ability to finance, manage and monitor affordable housing
- Variety of housing types
- Affordability
- Compatibility with surrounding development
- Projects must be no less than 1,500 feet from each other



Courtesy of dreamstime.com

Project Examples - Habitat

- Townhouses



Project Examples - DESC

- 6 story structure with studio units

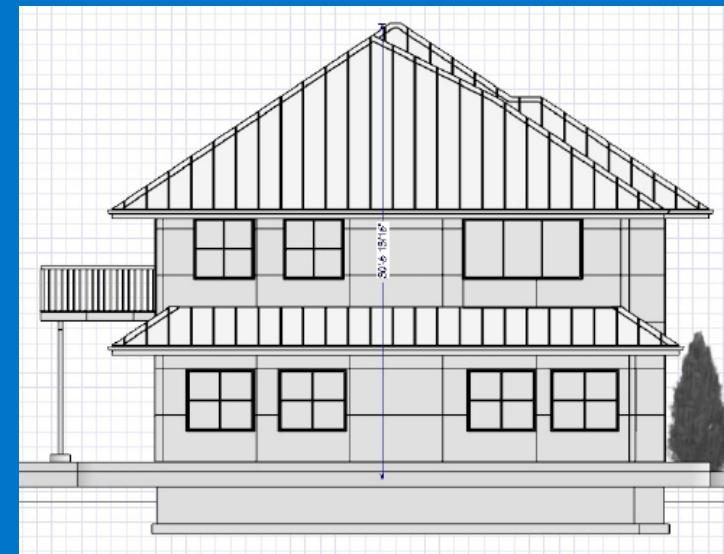
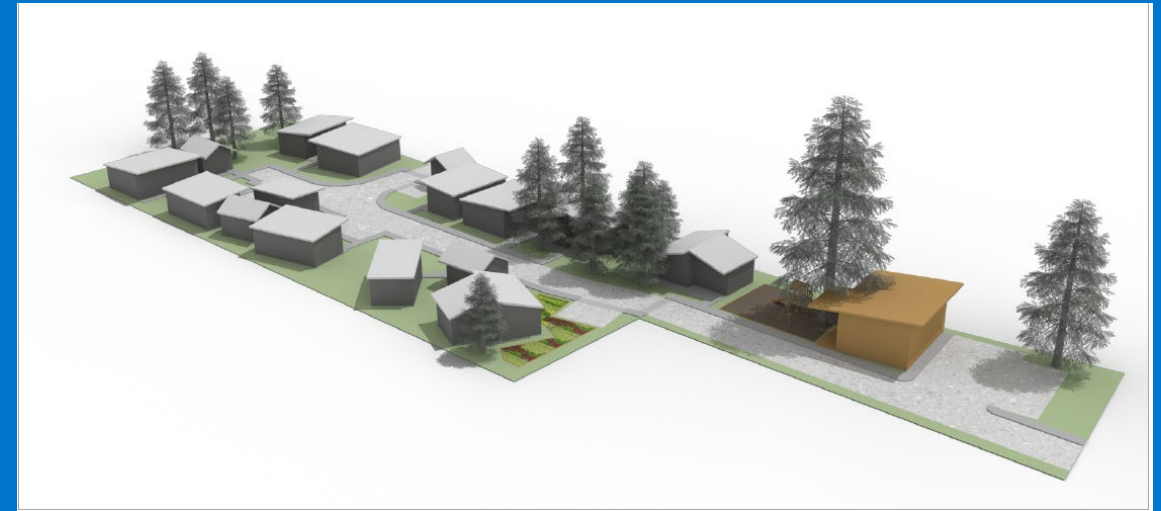


Courtesy of DESC



Project Examples - EcoTHRIVE

- Cottage Housing



Courtesy of EcoTHRIVE

Lessons Learned

- Council consideration politicized the process
- Eliminate unnecessary applicant requirements
- Eliminate the separation distance
- Clarify which departures may be requested
- Amend the affordability limits for ownership projects



Questions?

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Human Services Manager

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Community Housing Timeline

2017

Aug ELC Research Meetings around Housing and Homelessness

2018

Oct Fox Cove Apt sale & mass evictions

Dec Study Session on Housing

Dec Mary's Place Rezoning

2019

Jan Enhanced Services Facility (ESF)—Burien People Power begins organizing in support.

Feb First Severe Weather Shelter

Feb Community Engagement Meetings RE: Tenant Protections

Sept Action Meeting in Pastor Sofia Estevez's backyard RE: Tenant Protections

Oct Community Workshop on Homelessness to Housing

Nov Affordable Housing Demonstration Project

Nov Council passed the Tenant Protection Package

2020

Oct Planning Commission Housing Supply Presentation by HDC

Oct Habitat for Humanity Project Approved

2021

June DESC approved

Sept Housing Action Plan Passed

Challenges in the Community

- May 2019—City of Burien bans camping in parks
 - Changes Culture
 - Moves unhoused to City Streets
- DESC Project was challenged due to
 - population served
 - proximity to downtown businesses
 - misinformation regarding Permanent Supportive Housing

Importance of Bringing Community Together

- Educate the Public & Business Owners BEFORE any legislation or projects introduced
 - Fact Sheets with accurate definitions & links to reputable sources
 - Workshops or Community Forums
- Community Organized & Ready to Support
- Champions on City Council