

**SKHHP Executive Board
November 15, 2024, 1:00 – 3:00 PM
Virtual Meeting**

Video conference:

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

OR by phone: 253-205-0468

Meeting ID: 998 5739 8028

Password: 085570

I.	CALL TO ORDER	1:00
a.	ROLL CALL	
b.	INTRODUCTIONS OF STAFF WORK GROUP MEMBERS AND ADVISORY BOARD REPRESENTATIVE	
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II.	PUBLIC COMMENT	1:08
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III.	APPROVAL OF OCTOBER 18, 2024 MINUTES	1:10
	Motion is to approve the October 18, 2024 SKHHP Executive Board meeting minutes.	
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IV.	AGENDA MODIFICATIONS	1:11
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V.	BOARD BUSINESS	1:15
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a.	2024 SKHHP HOUSING CAPITAL FUND RECOMMENDED ALLOCATIONS	
	<u>Presenter:</u> Claire Goodwin, SKHHP Executive Manager	
	<u>Purpose:</u> Executive Board consideration of the Advisory Board’s recommendation for 2024 SKHHP Housing Capital Fund allocations and formal adoption of Executive Board recommendation.	
	<u>Background:</u> The application for the 2024 funding round for the SKHHP Housing Capital Fund opened in July with applications due on September 13. The Advisory Board began discussion at their October and November meetings and recommends funding 4 projects totaling \$4.1 million.	
	Motion is to approve/amend funding recommendation as presented and forward recommendation to member City Councils for approval	
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b.	NOTIFICATION ON AWARDED HOUSING CAPITAL FUND PROJECT CHANGES	2:00
	<u>Presenter:</u> Claire Goodwin, SKHHP Executive Manager	

Purpose: Discuss under what circumstances the Executive Board would like to be notified of awarded Housing Capital Fund project changes and when projects may need to return to member City Councils.

Background: Most of the projects SKHHP funds through the Housing Capital Fund will undergo various changes from the time SKHHP makes the award to the contracting phase. The Board has yet to discuss when projects change, under what circumstances the Board would like to be notified and when projects may need to return to Councils for consideration.

For review, discussion, and Board feedback only, no action is proposed

c. 2024 THIRD QUARTER PROGRESS REPORT 2:40

Presenter: Claire Goodwin, SKHHP Executive Manager and Dorsol Plants, SKHHP Program Coordinator

Purpose: Presentation of the 2024 quarter three budget and progress report for the Executive Board review.

Background: Staff provides quarterly budget and progress reports consistent with the SKHHP Interlocal Agreement. The report serves as an accountability and progress update as well as a tool for Board Members to update their member Councils and other interested parties. Staff presentation followed by Board discussion provides the opportunity for feedback prior to finalization and distribution to member jurisdictions.

For review and discussion, no action is proposed.

d. GENERAL UPDATES 2:50

Presenter: Claire Goodwin, SKHHP Executive Manager

Purpose: General updates.

Background: An opportunity to receive any updates since the last Executive Board meeting.

For review and discussion, no action is proposed.

VII. UPDATES/ANNOUNCEMENTS 2:55

VIII. ADJOURN 3:00



I. CALL TO ORDER

Traci Buxton called the meeting to order at 1:04 PM.

ROLL CALL/ESTABLISHMENT OF QUORUM

Executive Board members present: Traci Buxton, City of Des Moines; Merina Hanson, City of Kent; Liz Stead, City of Burien; Layelah Wilson, City of Federal Way; Sean Kelly, City of Maple Valley; Carmen Rivera, City of Renton; James Lovell, City of SeaTac; Thomas McLeod, City of Tukwila; Xochitl Maykovich, King County.

Others present: Claire Goodwin, SKHHP Executive Manager; Dorsol Plants, SKHHP Program Coordinator; Angie Mathias, City of Renton; McCaela Daffern, King County; Evan Maxim, City of SeaTac; Matt Torpey, City of Maple Valley; Victoria Schroff, City of Maple Valley Alternate.

II. PUBLIC COMMENT

No public comment was provided.

III. APPROVAL OF AUGUST 16, 2024 MINUTES

Sean Kelly moved to approve the August 16, 2024 minutes as presented, seconded by Thomas McLeod. Motion passed (8-0)

IV. AGENDA MODIFICATIONS

No modifications to the agenda were made.

V. BOARD BUSINESS

a. HOUSING CAPITAL FUND PROJECT APPLICATION REVIEW

Claire Goodwin thanked the Executive Board for their work on the Housing Capital Fund and acknowledged that this was the first year that every SKHHP member city had contributed. The Advisory Board will make their funding recommendation at their November 7 meeting, and Claire Goodwin will provide the Executive Board with a detailed breakdown of the funding recommendation the week of November 11.

An overview of each project was provided, and a summary report of each application is included in the Meeting Agenda Packet.

Victoria Schroff asked if SKHHP staff could define a deferred contingent forgivable loan. Claire Goodwin responded that it did not need to be paid month to month and was forgivable at the end of the contract term so long as the awardee maintained the agreed-upon conditions in the contract.

Carmen Rivera asked about the community connection policy for the Habitat for Humanity Miller Creek project, which requires residents to have a connection in the community within two miles of the project. Claire Goodwin responded that 25% of the units would be prioritized for

households with a community connection within two miles, and the remaining units would be reserved for households with a connection to King County.

Carmen Rivera asked what a connection to the community entailed and how one is expected to prove a community connection in an application. Claire Goodwin responded that she could answer part of the question and would follow up with the developer for more information. She continued that Habitat for Humanity is open to what the connection within two miles could mean, such as having family in the area or belonging to a community group like a church. Habitat for Humanity has a scoring system to rank applications based on their community connections.

James Lovell joined at 1:45 PM

Victoria Schroff asked for more information about the four market-rate units at the Homestead CLT Willowcrest Phase II and how it may impact a land trust model designed to secure affordability. Claire Goodwin responded that the market-rate units subsidized the lower AMI units, and the more public funds the project can secure may reduce the number of market-rate units. The decision is mainly about ensuring the project's financial feasibility with the resources available. Claire Goodwin added that the market-rate units would have agreements similar to those for upkeep and maintenance of the property to the income-restricted units.

b. SKHHP LEGISLATIVE PRIORITY FLYER

Dorsol Plants provided a brief update on changes to the draft 2025 Legislative Priority Flyer based on the feedback from the August Executive Board meeting. SKHHP staff will finalize the flyer and provide suggested talking points to support it when meeting with legislators. SKHHP staff highly encourage cities to consider adding the SKHHP legislative priority as one of their priorities during their own city's development of legislative priorities to present a stronger, unified voice for additional funding for affordable housing.

The changes to the flyer include adding SeaTac to the list of member cities in the header. SKHHP staff also included the City of SeaTac's demographics, which increased the percentage of residents of color to 55% in SKHHP member cities. The average household income of South King County was also updated and compared to that of the whole county. SKHHP staff also updated the data point around life expectancy in South King County to reflect the new data in the King County Health Need Assessment 2024-2025. Finally, the Housing Capital Fund section was updated to reflect the number of units supported, which was 550, and the funding pooled to \$11 million.

Xochitl Maykovich shared that King County has started to do data analysis regarding market rents and housing needs. King County has heard that housing providers have been struggling to lease studio or 1-bedroom apartments for 60-80% AMI due to the rent costs being so close to the market rate. Xochitl Maykovich suggested that it might be important to specify what AMI is being served or the need for family-sized units when speaking about workforce housing.

Carmen Rivera supported making the change that Xochitl Maykovich suggested because workforce housing can be ambiguous.

Xochitl Maykovich suggested adding "especially smaller units below 60% AMI and family-sized units at all income levels" after workforce housing in the legislative priority section.

James Lovell asked if the SKHHP Executive Board could approve the flyer remotely and if Xochitl Maykovich could connect with SKHHP staff to make changes.

Traci Buxton confirmed that there was still a quorum. Claire Goodwin confirmed a quorum and suggested making the change in the meeting.

Claire Goodwin suggested removing workforce housing and replacing it with the phrase, "smaller units below 60% AMI and family-sized units at all income levels."

Carmen Rivera expressed desire to keep the term workforce housing as part of the description.

Xochitl Maykovich stated that she had seen workforce housing defined for households earning up to 120% AMI, which is not affordable housing. That is why defining the term is essential if it remains in the flyer.

James Lovell agreed and noted that the state delegation works in many different sectors and would likely need to ask how we define workforce housing.

Dorsol Plants mentioned that James Lovell suggested at the August Executive Board meeting that a supplement document be created that defines the housing types that SKHHP supports in the flyer. If there are concerns about too much text on the flyer, a supplemental document might be a solution. Claire Goodwin added that talking points will be provided with the flyer, and definitions could be provided there.

Xochitl Maykovich said that her concern is that not everyone may read an additional document.

Traci Buxton added that the environment in Olympia is hectic and quick. A lot is going on for the state delegation, and they likely will only have time to look at a few things on the flyer. That is why she believes workforce housing should remain in the flyer with a little definition since legislators will be looking for keywords that they are supporting this session.

James Lovell agreed that most folks don't read glossaries, but legislative assistants often review them. The assistants would then be able to clarify the terms in the flyer.

Traci Buxton asked the Executive Board about the language added to the flyer. "Workforce housing; especially smaller units below 60% AMI and family-sized units at all income levels."

Carmen Rivera, James Lovell, Xochitl Maykovich, Thomas McLeod, and Sean Kelly expressed support for the updated language in the flyer.

c. GENERAL UPDATES

Claire Goodwin thanked Dorsol Plants and Jeff Tate for their tremendous support during her leave.

Claire Goodwin updated the Executive Board that the King County Council had adopted the 2025 Work Plan and Budget on October 7 and was the last SKHHP member to take action. The 2025 Work Plan and Budget is now effective.

The Q2 progress report that was presented at the August meeting was modified to correct a fund balance reporting error and was distributed to the Staff Work Group on September 25.

The Affordable Housing Tour took place during the last meeting on September 20. Claire Goodwin thanked Dorsol Plants for organizing that outing and the participating developers: the

Multi-Service Center, Habitat for Humanity, and Homestead Community Land Trust. SKHHP staff is working on a video of the tour to share soon.

SKHHP hosted Sound Transit at the August South King County Joint Planners and Developers Meeting to discuss upcoming opportunities for Transit Oriented Development (TOD) housing in South King County. SoKiHo met on October 1 to discuss current STEP (Emergency Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing) ordinance drafts as required under HB 1220, which requires jurisdictions to update their development regulations concerning shelters, transitional housing, emergency housing, and permanent supportive housing. The Staff Work Group also met on October 2.

SKHHP staff has been reviewing the six project proposals received for the Housing Capital Fund you were briefed on today. The Advisory Board met on October 3 to review the Housing Capital Fund applications.

At the November Executive Board meeting, in addition to considering a funding recommendation from the Advisory Board, the Executive Board will discuss how it would like to receive information when a project SKHHP awarded funds to changes and what that process should look like.

VI.UPDATE/ANNOUNCEMENTS

No updates or announcements were provided.

VII.ADJOURN

Traci Buxton adjourned the meeting at 2:14 PM.

2024 Quarter 3 Progress Report (July-September). Quarter 3 was a time of preparation as SKHHP staff coordinated and assisted applicants for the third annual SKHHP Housing Capital Fund funding round, in addition to preparing for the 2025 Legislative Session.

WHO WE ARE

Formed in 2019 by an Interlocal Agreement, we are a collaboration between 11 South King County cities and King County united under the common goal to ensure the availability of housing for all income levels of residents in South King County. We achieve this through a focus on the production and preservation of affordable housing, partnership with public and private organizations, pooling and sharing resources, and advancing housing policies.

PURPOSE

Create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

CONTACT

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GOAL 1. Fund the expansion and preservation of affordable housing.

2024 Housing Capital Fund – SKHHP member cities pooled \$4.1 million for the 2024 funding round for eligible applicants to construct, acquire, or preserve affordable housing in South King County. SKHHP facilitated seven pre-application meetings between developers and municipal planning staff. Six applications for funding were received by the September 13 deadline.

Housing Capital Fund Applicant Evaluation – Prepared the Advisory Board to effectively fulfill its role in evaluating and recommending projects for the 2024 Housing Capital Fund by offering comprehensive support and training on SKHHP funding priorities, the evaluation process, developer decision-making, and collaborative strategies with the Department of Commerce and King County.



GOAL 2. Develop policies to expand and preserve affordable housing.

Practical Solutions to Stop the Cycle of Homelessness – Hosted the SKHHP Advisory Board at the SKHHP Executive Board meeting on July 19, 2024 to present on practical solutions to prevent homelessness in South King County.

South King County Joint Planners and Developers – Facilitated a presentation from Sound Transit on Transit-Oriented Development (TOD) and upcoming opportunities to develop housing around transit in South King County with developers and planners in attendance.

Executive Board Briefings – Coordinated two presentations to the Executive Board including a preview of the 2025 state legislative session by the Association of Washington Cities and a presentation on recommended solutions to addressing homelessness by the SKHHP Advisory Board. An affordable housing tour with three site visits in South King County and guest speakers was organized in place of the August Executive Board meeting.



GOAL 3. Serve as an advocate for South King County.

Climate and Health Adaptation Modeling Project for Community Determined Solutions (CHAMP) – Began participation in a task force hosted by the City of Auburn, King County Public Health, Emory University, and the University of Washington to provide community-determined solutions and tools to assist decision-makers in addressing the health harms of extreme heat. The final model will visually diagram the complex interactions among factors that contribute to the health risks associated with extreme heat.

Participation in Local Meetings and Forums – Represented SKHHP at 39 regional meetings representing 22 unique groups. Attended the Housing Interjurisdictional Team meetings discussing King County’s review of SKHHP member cities’ comprehensive plans, meetings with regional public funders to coordinate on Housing Capital Fund applications, and supported the Homestead Community Land Trust Closed Doors report.



GOAL 4. Manage operations and administration.

Parental Leave – During the Executive Manager’s maternity leave, SKHHP’s Program Coordinator, in collaboration with the Interim SKHHP Executive Support, ensured the smooth operation of administrative functions and maintained the high standards of SKHHP.

**South King Housing and Homelessness Partners
Fund Status as of September 30, 2024**

REVENUES	OPERATING ACTUAL	HOUSING CAPITAL FUND CONTRIBUTIONS 2024
Auburn	\$ 39,543	\$ 135,475
Burien	22,814	64,623
Covington	11,407	213,657
Des Moines	11,407	34,012
Federal Way	51,710	131,715
Kent	51,710	2,256,716
Maple Valley	11,407	500,000
Normandy Park	6,084	5,426
Renton	51,710	228,107
SeaTac	10,456	300,000
Tukwila	11,407	89,289
King County	51,710	-
King County additional contribution	23,290	-
INTEREST EARNINGS	347,039	-
Total	\$ 701,694	\$ 3,959,020
EXPENDITURES	OPERATING ACTUAL	HOUSING CAPITAL FUND ACTUAL
SKHHP Cost Reimbursement	192,769	-
Administration Fee	17,854	-
Total	210,622	-
Beginning Fund Balance – January 1, 2024	377,489	7,292,705
Estimated net change in fund balance – September 30, 2024	491,072	3,959,020
Estimated Ending Fund Balance – September 30, 2024	868,561	11,251,725

SKHHP Cost Reimbursement Detail	
EXPENDITURES	
Wages	116,034
Benefits	33,618
Supplies	28
Professional Services	22,089
Interfund Allocations	21,000
Administrative fee	17,854
Total	210,622