



## **I. CALL TO ORDER**

Nancy Backus called the meeting to order at 1:01 PM.

## **ROLL CALL/ESTABLISHMENT OF QUORUM**

**Executive Board members present:** Nancy Backus, City of Auburn; Dana Ralph, City of Kent; Anyah Zupancic, City of Burien; Kristina Soltys, City of Covington; Gene Achziger, City of Des Moines; Brian Davis, City of Federal Way; Victoria Schroff, City of Maple Valley; Carmen Rivera, City of Renton; James Lovell, City of SeaTac; Thomas McLeod, City of Tukwila; Sunaree Marshall, King County.

**Others present:** Claire Goodwin, SKHHP Executive Manager; Dorsol Plants, SKHHP Program Coordinator; James Alberson, City of Renton (Alternate); Dennis Martinez, City of Tukwila (Alternate); Merina Hanson, City of Kent; Maria Arns, SKHHP Advisory Board; Evan Maxim, City of SeaTac; Laurel Humphrey, City of Tukwila; Matt Torpey, City of Maple Valley; Angie Mathias, City of Renton.

Carmen Rivera joined at 1:41 PM

## **II. PUBLIC COMMENT**

No public comment was received.

## **III. APPROVAL OF APRIL 18, 2025 MINUTES**

Dana Ralph moved to approve the April 18, 2025 minutes as presented, seconded by James Lovell. Motion was approved (11-0)

## **IV. AGENDA MODIFICATIONS**

No modifications to the agenda were made.

## **V. BOARD BUSINESS**

### **a. RESERVE POLICY**

Claire Goodwin presented the Board with options to establish a reserve policy for interest earnings in 2024 and beyond.

The Board discussed reserve policy options, including maintaining 30% (Option 1), 60% (Option 2), or 100% (Option 3) of annual expenditures in reserve and applying the remaining funds to the SKHHP Housing Capital Fund.

Dana Ralph moved to approve Option 3 for the use of interest earnings and the establishment of a 100% reserve fund, seconded by Eric Zimmerman. Motion was approved. (11-0)

#### **b. 2026 WORK PLAN AND BUDGET**

Claire Goodwin reviewed a final draft of the SKHHP 2026 work plan and budget with the Board, which incorporated changes from the March 21, 2025 and April 18, 2025 Executive Board meeting.

James Lovell moved to adopt the 2026 SKHHP work plan and budget, incorporating any action taken adopting a reserve policy, seconded by Victoria Schroff. Motion was approved. (11-0)

#### **c. 2025 HOUSING CAPITAL FUND GUIDELINES AND PRIORITIES**

Claire Goodwin presented the draft 2025 Housing Capital Fund Guidelines to the Board.

Board Members reviewed and discussed language related to adding 'climate adaptive' to the Housing Capital Fund priorities list, and directed SKHHP staff to draft alternative language for consideration at the June 13, 2025, Executive Board meeting. Board Members considered language in the guidelines to clarify that SKHHP funding supports permanent affordable housing and directed SKHHP staff to remove the language from the eligible activities and include language in the ineligible activities specific to not funding emergency shelter and transitional housing.

Eric Zimmerman offered to support drafting alternate language related to the 'climate adaptive' priority.

#### **d. 2025 SKHHP LEGISLATIVE FORUM**

Claire Goodwin presented an outline for a 2025 SKHHP Legislative Forum to the Board. The forum's intent will be to highlight the work SKHHP has done in the last few years, including pooling over \$14 million for affordable housing. Additionally, time will be set aside at the June 13, 2025, Executive Board meeting to begin developing SKHHP's 2026 Legislative Priority.

Board members discussed focusing the event on the State Legislature and holding additional events, which could include King County or Federal Legislators. Board members supported holding the event in mid to late September instead of August.

#### **e. 2025 QUARTER 1 REPORT**

Claire Goodwin reviewed the 2025 Quarter 1 report with the Board. SKHHP staff with the support of the Staff Work Group will distribute the report to the member jurisdictions after the meeting as required by the SKHHP ILA.

#### **f. 2025 LEGISLATIVE SESSION UPDATE**

Dorsol Plants presented an update on the 2025 State Legislative session to the Board.

### **VI.UPDATES/ANNOUNCEMENTS**

Claire Goodwin reminded the Board that the June 13, 2025, Executive Board meeting would be in-person, beginning at 1:00 p.m. The agenda will include adopting the Housing Capital Fund guidelines, reviewing ideas for SKHHP's 5-year vision, and discussing SKHHP's role in homelessness. She asked if the Board would be willing to extend the June 13, 2025, Executive Board meeting by thirty minutes to accommodate the agenda. The Board expressed consensus in extending the meeting by thirty minutes.

Claire Goodwin informed the Board that SKHHP had transitioned to using the “action minutes” format, which is consistent with best practices.

Claire Goodwin informed the Board she would be meeting with the Governor’s Office to discuss the Washington State Housing Strategy for 2026-27 along with ARCH and SSHA3P.

Claire Goodwin updated the Board that she was finalizing contracts with Burien Miller Creek and Burien Family Housing.

Claire Goodwin informed the Board that she would be presenting on the 2026 work plan and budget to the SKHHP member city councils.

## **VII. ADJOURN**

Nancy Backus adjourned the meeting at 3:04 PM.

*Dorsol Plants*

---

Dorsol Plants, Program Coordinator