ITEM 3: Approval of the October Meeting Minutes
Approval of the October 2022 Executive Board Meeting minutes

Attachments
   A. Summary Minutes to Executive Board Meeting (October 13, 2022)
Present:
- Diane Carlson, City of Bellevue, Deputy City Manager
- Kyle Stannert, City of Bothell, City Manager
- Kelly Rider, King County, Director of External Affairs, Department of Community & Human Services
- Kurt Triplett, City of Kirkland, City Manager
- Alison Van Gorp, City of Mercer Island, Deputy Director, Community Planning Department
- Steve Burns, City of Medina, City Manager
- Scott Pingel, City of Newcastle, City Manager
- Rob Karlinsey, City of Kenmore, City Manager
- Wally Bobkiewicz, City of Issaquah, City Administrator
- Carol Helland, City of Redmond, Director of Planning and Community Development
- David Pyle, City of Sammamish, Director of Community Development

Absent:
- John Greenwood, City of Clyde Hill, Assistant City Administrator
- Brandon Buchanan, City of Woodinville, City Manager

Others Present:
- Abigail DeWeese, Public Attendee
- Mary Connolly, Clyde Hill, Management Intern
- Mike Kattermann, City of Bellevue, Community Development Director
- Jesse Simpson, Housing Development Consortium, Government Relations, and Policy Manager
- Ian Lefcourte, City of Redmond, Senior Planner
- Jason Gauthier, South Sound Housing Affordability Partners, Manager
- Mary Connolly, City of Clyde Hill, Management Intern
- Linda Abe, City of Bellevue, Affordable Housing Planning Manager
- Terrell Edwards, ARCH, Housing Planner
- Yelias Bender, ARCH, Senior Program Officer
- Lindsay Masters, ARCH, Executive Director
- Raquel Rodriguez, ARCH, Program Coordinator
- Mary-Jayne, ARCH, Housing Program Administrator
- Elsa Kings, ARCH, Housing Trust Fund Program Manager

1. **CALL TO ORDER**

Mr. Triplett called the meeting to order at 9:03 a.m.

2. **APPROVAL OF THE AGENDA**

Mr. Triplett asked for changes to the agenda of October 13, 2022. There were no changes to the agenda. *Ms. Helland moved that the agenda be approved. Seconded by Mr. Burns. Approved 9 – 0.*

3. **APPROVAL OF THE MINUTES**

Mr. Triplett asked if there were any changes to the minutes of September 8, 2022. There were no changes. *Ms. Helland moved that the minutes be approved. Seconded by Mr. Karlinsey. Approved 9 – 0.*

4. **PUBLIC COMMENT**
5) **Performance Evaluation Discussion**

Mr. Kattermann, Bellevue Community Development Director, informed the board that Ms. Masters has been with ARCH for over four years and there are no records of a formal performance evaluation being conducted with the board. The purpose of this item is to establish criteria and a process for an evaluation that can be conducted later this year and on an annual basis thereafter. Bellevue staff will work with Ms. Masters and the board to refine this evaluation tool and conduct a survey of the board later this year to obtain feedback on the specific measures. The feedback will be compiled for board review and approval in early 2023.

Board members acknowledged Ms. Masters’ initiative to bring this issue up and agreed that an evaluation is needed to measure past performance and outline future goals.

**No further action required from the Executive Board.**

6a) **Affordable Housing Revenue Discussion**

This item is a continuation of ongoing discussions of dedicated revenue sources for affordable housing and legislative agenda recommendations. ARCH staff would like input from the board on this item and for the board to provide any feedback on a draft communication from the ARCH Chair to members regarding affordable housing revenue options and state legislative agendas.

Ms. Carlson asked Mr. Jesse Simpson, Housing Development Consortium, how far along in the process of working with legislators on this issue is HDC and if there are any other groups that are trying to advance a competing REET proposal. Mr. Simpson responded that he is not aware of another group pushing a REET proposal and that a work group from HDC has been working on this issue since March 2021. Ms. Carlson continued to clarify the process of communicating this possible revenue with city elected officials. Mr. Triplett responded that the intent was to send a letter to mayors or councils depending on the board direction.

Mr. Karlinsky asked what stakeholder groups have been brought into this discussion so far, since he sees some benefit in having developers engage in this conversation to help advocate for this new funding source. Mr. Simpson responded that HDC is a membership-based organizations, members include non-profit affordable housing developers of the region as well as construction firms and architects, all of which have weighed in on the policy during its crafting. HDC has also been working closely with the Washington Low Income Housing Alliance and South King County cities through SKHHHP and both are supportive of the local option REET.

Mr. Bobkiewicz expressed concerns over sending a memo to councils, noting that he would not like ARCH to be viewed by city councils as an agency that sends memos directing cities every three months on issues. He recommends that the memo be more of a report from the focus groups rather than seeking action.

Ms. Helland noted that there are several housing groups that are collaborating on the topic of Middle Housing at the state level and REET has come up as a balanced proposal in almost every setting; REET is not supported as a standalone solution rather supported as part of a holistic approach that would address permanent streamlining and other tasks. Ms. Helland suggested the letter go to each individual Executive Board members and have them take on the responsibility of introducing it to their elected officials as they see fit to their organizational structure.

Mr. Triplett reminded the board that part of the work of the ARCH board is to recommend funding as well as finding additional revenue for affordable housing and this has been in the ARCH adopted work program since 2016.
Executive Board members continued discussing this item and the overall process, concluding that sending a letter similar to what is in the ARCH board packet to board members directly would be best. Mr. Triplett directed ARCH staff to add a line stating that each board member is to decide how they would like to engage with their own city leadership and that ARCH staff can provide additional support if needed.

**No further action required from the Executive Board.**

*At this time Mr. Bobkiewicz left the Executive Board meeting.*

**6b) Rent Increase Stakeholder Engagement Report**

Ms. Masters updated the board on outreach started on this item as well as concerns brought up during the meetings held with stakeholders. This will be an ongoing process and ARCH staff will continue to update the board in the coming months. Ms. Helland thanked Ms. Masters for all the work and outreach she has been doing on this item.

**No further action required from the Executive Board.**

**6c) ARCH Homeownership Program Updates and Co-Signer Policy**

Ms. Masters briefed the board on the ARCH Homeownership program activities and included information on homes purchased, demographic data and other information on households served. Staff is looking for approval on the updated Co-Signer Policy procedures, detailed information can be found in Attachment 1 of the ARCH board packet.

*Mr. Karlinsey moved to approve the Co-Signer Policy. Seconded by Ms. Carlson. Approved 10 – 0.*

**6d) ARCH Together Center Lease Agreement**

Ms. Masters reminded the board that in late 2020, ARCH and other Together Center tenants relocated to a handful of temporary office locations in Redmond. Now that construction is nearing completion on the first phase of the new facility, ARCH will need to execute a new commercial lease agreement with the Together Center. Due to the length of the new lease term, the agreement will need to be placed on the consent calendar for approval by the Bellevue City Council, if approved by the ARCH Board.

*Ms. Helland moved to approve the City of Bellevue execute the attached Together Center lease agreement. Seconded by Mr. Stannert. Approved 10 – 0.*

**7) OTHER BUSINESS**

Verbal Updates

- ARCH Trust Fund Round Update – Ms. Elsa Kings presented the board with updates to the 2022 Housing Trust Fund Round. Presentation included funding available, funding requested and updates to the City of Bellevue Housing Stability Program. This presentation can be found in the Executive Board packet.

- Middle Housing Grant Update – Ms. Masters informed the board that ARCH has been asked by the five cities who received the Department of Commerce grant for Middle Housing planning to help facilitate outreach to community-based organizations which is a requirement of the grant. ARCH city planning staff agreed to pull those resources together and try to combine them into shared contracts with CBOs and have a signed memorandum of agreement between the cities to do that. Ms. Masters hopes to have it ready for board review by the next ARCH board meeting.
• Reminder: ARCH Budget and Work Program Approvals – Ms. Masters brought up the annual ARCH budget and work program approvals and reminded the board that she is available to present to member councils if needed.

8) ADJOURNMENT

Meeting was adjourned at 10:33 a.m.