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

Attachments
A. Summary Minutes to Executive Board Meeting (December 8, 2022)
A REGIONAL COALITION FOR HOUSING (ARCH)
Summary Minutes to Executive Board Meeting

December 8, 2022
9:00am

Present:
Diane Carlson, City of Bellevue, Deputy City Manager
Kyle Stannert, City of Bothell, City Manager
Dean Rohla, City of Clyde Hill, City Administrator
Kelly Rider, King County, Director of External Affairs, Department of Community & Human Services
Debbie Bent, Kenmore, Community Development Director
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
Carol Helland, City of Redmond, Director of Planning and Community Development
David Pyle, City of Sammamish, Director of Community Development
Brandon Buchanan, City of Woodinville, City Manager

Absent:
Wally Bobkiewicz, City of Issaquah, City Administrator

Others Present:
Olga Perelman, Community Advisory Board, Chair
Jason Gauthier, South Sound Housing Affordability Partners, Manager
Bianca Siegl, City of Bellevue, Assistant Director
Ian Lefcourte, City of Redmond, Senior Planner
Linda Abe, City of Bellevue, Affordable Housing Planning Manager
Yelias Bender, ARCH, Senior Program Officer
Lindsay Masters, ARCH, Executive Director
Raquel Rodriguez, ARCH, Program Coordinator
Mike Stanger, ARCH, Senior Planner
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 December 8, 2022. There were no changes to the agenda.

Ms. Helland moved that the agenda be approved. Seconded by Mr. Pyle. Approved 9 – 0.

At this time Ms. Kelly Rider joined the Executive Board meeting.

3. APPROVAL OF THE MINUTES

Mr. Triplett asked if there were any changes to the minutes of November 10, 2022. There were no changes.

Mr. Pyle moved that the minutes be approved. Seconded by Ms. Helland. Approved 10 – 0.

4. PUBLIC COMMENT

No public comments.
At this time Ms. Van Gorp and Mr. Pingel joined the Executive Board meeting.

5a) 2022 Trust Fund Recommendations

Olga Perelman, Community Advisory Board chair, presented the recommendations for the 2022 Housing Trust Fund round. Eight requests were received this funding round. The recommended funds will support a diverse range of projects and populations, including seniors, veterans, homeless adults, first time homebuyers, low-income families and individuals, homeless young adults, individuals with intellectual and developmental disabilities, and homeless families. The CAB Recommendation Memo can be found in Attachment 1 of the Executive Board packet.

Board members asked clarifying questions around project schedules and funding gaps. Board members voiced appreciation for CAB members during this heavy funding round.

Mr. Pyle moved to approve the funding recommendations of the Community Advisory Board for adoption by member City Councils. Seconded by Ms. Helland. Approved 12 – 0.

5b) ARCH Executive Board Chair and Vice Chair Election

ARCH’s Bylaws establish that the Chair’s term of office shall be for one year commencing on January 1st of each year. The current Executive Board Chair, Kurt Triplett, has served in the position for the last three years. Ms. Helland has served as Vice Chair for the past year. Mr. Triplett asked Board members if they had nominations for Board Chair and Vice Chair.

Ms. Carlson nominated Ms. Helland as Board Chair for 2023. Seconded by Mr. Stannert. Approved 12 – 0.

Ms. Helland nominated Mr. Pyle for Board Vice Chair for 2023. Seconded by Ms. Carlson. Approved by 12 – 0.

5c) Rent Increase Policy Development (Continued Discussion)

This item is a continuation of November’s presentation and Board discussion around policy options to regulate increases in rental rates within members’ affordable housing programs and projects. Ms. Masters reminded the board of the six policy options for Board members to discuss, and referred Board members to the information regarding stakeholder feedback shared in the November meeting.

Ms. Bent asked for the timeframe to get these policy changes adopted by all cities. Mr. Triplett responded that there is no specific deadline, yet there is a need to act quickly and it will be up to each individual city on when they would like to adopt the new policies. Because of the urgency to address the current policy, Kirkland is moving forward with updating its definitions while the long-term policy development continues.

Ms. Carlson suggested that some back and forth may be needed, and it may be important to offer cities multiple options, especially for cities that already have alternate policies in place, so that they have some choice.

Mr. Pyle indicated they will be looking to integrate this into their upcoming Housing Action Plan, and suggested Option 5 (tenant income-based rents) might fit in best for some groups, and a range of options could be appropriate depending on the project type. We want to have a range of tools going forward to make sure projects are reflective of current environment. It would also be good, if possible, to look back at covenants that we currently have and attempt to modify those covenants. Another question is how vesting issues will be addressed. The council won’t be able to take this on as a standalone item but could be included in the Housing Action Plan.

Mr. Pingel liked the idea of focusing on the middle four options, and that it may be best just to share the options and present the analysis to cities rather than make a single recommendation.

Ms. Masters acknowledged that tenant stakeholders also raised the idea of a policy targeted at a subset of tenants, such as tenants with verified fixed incomes, and that this could be a sound idea but further input from property managers would be desirable.
Board members continued discussions around this item. Ms. Masters noted that ARCH staff will continue doing outreach and bring more updates to the Board at a future meeting.

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

Mr. Triplett took the opportunity to introduce Dean Rohla, City Administrator from Clyde Hill, and welcomed Mr. Rohla to the Board.

**5d) ARCH Strategic Planning Process**

Ms. Masters highlighted questions for Board members’ feedback to inform the upcoming strategic planning process, which are included in the agenda packet. These responses will inform what consultant support is needed and the timeframe for the process.

Mr. Triplett guided Board members through each question set forth in the Executive agenda to prompt discussion. The first question related to ARCH’s goals for the process. Mr. Triplett indicated his support for creating specific actionable strategies that will increase the amount of affordable housing.

Mr. Pyle suggested working within a group of builders, like Master Builders, to get more market builders into creating housing with a certain level of affordability.

Ms. Helland noted that this is also an opportunity for members to reaffirm their commitment to ARCH as a structure and organization that helps us achieve great outcomes. There has been a lot of change and turnover on the Board, and it would be an outstanding outcome to reaffirm that alignment and commitment.

Mr. Stannert wanted to suggest an opportunity to be inclusive with engagement to bring a lot of voices into the plan and yet still do so in a way that is efficient with time.

*At this time Mr. Stannert and Mr. Buchanan left the Executive Board meeting.*

Ms. Rider added that the ARCH Board may also need to be more focused on priorities and areas of focus, including whether the focus is workforce housing or very low income, as well as being clearer on goals, responsibilities, and the purpose of ARCH versus city staff and other regional partners.

Mr. Triplett identified the need to discuss ARCH as an advocate and the need for the Board to talk through more formally how we do that, expectations and protocols. Ms. Helland concurred and noted that advocacy and funding are the two principal components of the ARCH Interlocal Agreement, which demonstrates the lack of awareness of the ILA and how it has driven our work in the past. This creates an imperative to ensure consensus around what is in the ILA and commitment to the work, suggesting that the specific role of Board and staff is important to nail down early on to help frame the rest of the process.

Ms. Bent echoed the need to discuss prioritization of tasks, from funding to policy and planning, as well as representation in regional bodies; as these tasks have expanded, we haven’t figured out the time and resources to do everything.

Mr. Pyle noted the importance of consistently engaging and educating local elected officials on ARCH’s work and affordable housing issues, as well as new city managers, to center the work through pendulum swings.

Ms. Van Gorp echoed those thoughts, noting all the new councilmembers, city managers and staff that have come on board in recent years; it may be helpful to choose a big goal to achieve in five years, and be out there talking about the same goal over and over, marching together and potentially leverage even more resources than in the past.
Mr. Triplett asked about stakeholders, noting KCRHA would be good to consider. Mr. Pingel identified state legislative delegations would be an important group, especially if we are asking for state dollars. Ms. Van Gorp concurred that funders more generally would be good to connect with.

Mr. Triplett offered that it would be good to have a written document at the end that goes back to cities that states what the Board affirms, as well as a common template of action plan and agreement, whether councils are asked to adopt it or not. Ms. Carlson agreed and added that it would be good if it included phased priorities for implementation.

Ms. Van Gorp suggested that a powerpoint to present the information would be very helpful so we can take it on a roadshow at the end. Ms. Rider made a distinction between internal vs external audiences for the information, and asked to think about barriers that members might be creating to ARCH’s effectiveness, and what city and county governments can do to make ARCH’s job easier, particularly community engagement and siting.

Ms. Helland concurred about the need for a report with recommendations and shared the idea of a video or other mechanism to onboard new Board members and councilmembers about ARCH’s work.

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

*At this time Mr. Burns and Mr. Pyle left the Executive Board meeting.*

5e) Homelessness Coordination Scope of Work

Ms. Masters informed the Board that ARCH is seeking to amend ARCH’s 2023 Budget to include homelessness coordination work funded by the cities of Bellevue, Kirkland, and Redmond, consistent with the extension of the consultant contract, which will be administered by Bellevue, ARCH’s Administering Agency.

*Ms. Helland moved to approve amendment of ARCH’s 2023 Budget to include Homelessness Coordination work amounting to $85,000, which shall be funded by the cities of Bellevue, Kirkland, and Redmond, as described in the cost sharing agreement in Attachment 1. Seconded by Mr. Pingel. Approved 8 – 0.*

6) OTHER BUSINESS

Verbal Updates

- **REET Recommendations** – Board members shared legislative agenda updates and noted where cities were able to include broad or specific support for a new local option REET for affordable housing.
- **Middle Housing MOA** – Ms. Masters updated Board members on MOAs, noting that ARCH staff is still waiting for MOAs to be signed but hopes that cities will get those to ARCH soon.
- **Ms. Masters reminded Board members that staff is still waiting for some cities to approve the ARCH Budget and Work Program, and those should come back to ARCH staff as they get approved.**
- **Raquel Rodriguez, Program Coordinator, will be reaching out to board members to get their feedback on the future location and time of Executive Board meetings going into 2023.**

7) ADJOURNMENT

Meeting was adjourned at 11:02 a.m.