**ITEM 3: Approval of the February 13, 2025, Meeting Minutes**

Approval of the February 2025 Executive Board Meeting minutes

Attachments

1. Summary Minutes to Executive Board Meeting February 13, 2025

**A REGIONAL COALITION FOR HOUSING (ARCH)**

Summary Minutes to Executive Board Meeting

Date February 13, 2025 Hybrid Meeting

9:00 am

**Board Members Present:**

David Pyle, City of Sammamish, Director of Community Development

Alison Van Gorp, City of Mercer Island, Director of Development Services

Debbie Bent, City of Kenmore, Community Development Director

Kyle Stannert, City of Bothell, City Manager

Steve Burns, City of Medina, City Manager

Nathan McCommon, City of Bellevue, Deputy City Manager

Scott Pingel, City of Newcastle, City Manager

Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator

Wally Bobkiewicz, City of Issaquah, City Administrator

Kurt Triplett, City of Kirkland, City Manager

Carol Helland, City of Redmond, Director of Planning and Community Development

Maia Knox, City of Clyde Hill, Assistant City Manager

Sunaree Marshall, King County, Housing, Homelessness, and Community Development – Dep Div Director

**Board Members Absent:**

**Others Present:**

Lindsay Masters, ARCH, Executive Director

Diana Heilman, ARCH, Senior Administrative Assistant

Mike Stanger, ARCH, Senior Planner

Susie Levy, ARCH, Local Housing Programs Manager

Patrick Tippy, ARCH, ARCH Investments Manager  
 Ian Lefcourte, City of Redmond, Senior Planner

Linda Abe, City of Bellevue, Affordable Housing Planning Manager

Jason Gauthier, South Sound Housing Affordability Partners, Manager

Hannah Bahnmiller, City of Bellevue, Senior Affordable Housing Planner

Genesee Adkins, City of Bellevue, Deputy City Manager

Bianca Siegel, City of Bellevue, Assistant Director

1. **CALL TO ORDER**

Chair Nathan McCommon called the meeting to order at 9:01 am.

1. **APPROVAL OF THE AGENDA**

Chair McCommon asked if there were any changes to be made to the February 13, 2025 agenda. No changes were made.

*Kyle Stannert moved to approve the agenda. Jared Hill seconded the motion. All voted in favor of approving the agenda for February 13, 2025.*

1. **APPROVAL OF THE MINUTES**

Chair McCommon asked if there were any corrections to the meeting minutes for January 9, 2025. No corrections were requested.

*Carol Helland moved that the meeting minutes for January 9, 2025, be approved. Kyle Stannert seconded the motion. All voted in favor of approving the meeting minutes for January 9, 2025.*

1. **PUBLIC COMMENT –** none

**5. REPORTS / ACTION ITEMS**

**5a) ARCH Public Comment Procedures**

Chair McCommon asked the Board to consider what guidance should be provided to people who wanted to give public comment at ARCH Board meetings. Chair McCommon suggested that time limits should be applied to public comment. It was opened up to discussion.

Kurt Triplett affirmed that it was a good idea to have policy on public comment. The research that staff had done was helpful. It was a good idea to focused on matters that directly relate to ARCH and have time limits, but the total time should not take up a third of the meeting. A 10 minute total would be more proportionate. People could be encouraged to have further discussion with ARCH staff offline.

Kyle Stannert agreed that parameters were needed. Limiting the time shorter as a percentage of the total meeting time was good. Limiting the subject matter would be more difficult. The concern was who would be the enforcer. It could be difficult for the Chair to enforce keeping the comments to matters on the ARCH agenda.

Scott Pingel said it would not hurt to provide the guidance that comments should pertain to the ARCH agenda without it being necessary to enforce that guideline.

Carol Helland supported a ten-minute time limit for public comment with the Chair adjusting the per person time limit depending on how many people wanted to speak.

Kurt Triplett said that even if it was hard to enforce it would still be good to have guidelines to encourage comments to focus on housing and ARCH-related topics, even if it’s not a hard rule.

Chair McCommon asked if the Board would support these suggestions, and they would have them written up for the next meeting.

Kyle Stannert added that if the time would be three minutes per person, then the total time needed to be divisible by three. So then ten minutes’ total time would not work.

Carol Helland responded by saying that the Chair always has the discretion to adjust the total time or the individual time based on the number of commenters.

Kyle Stannert said that it should be part of the written guidelines.

Director Masters said there were also instructions for written comments in the packet. Some language about decorum was part of the verbiage also. It was possible to mute participants in Zoom.

Scott Pingel said they had the ability to shut down comments on Zoom if necessary.

Chair McCommon commented that written comments could be received anytime. Chair McCommon asked if anyone felt it was necessary to have language around written comment in the guidelines for public comments.

Kyle Stannert said that what was in the draft guidelines was good. It was concluded that this matter would be brought up again at the next meeting.

Chair McCommon indicated the Board’s guidance would be compiled and provided back at the next meeting. Director Masters added that the city attorney had been consulted as to whether these guidelines needed to be part of the by-laws, there is no requirement to do so but staff will come back with a recommendation.

**5b) City of Bellevue Office of Housing**

Director Masters shared a slide with an illustration of ARCH’s organizational structure. This was to illustrate the special relationship that ARCH had with the City of Bellevue. Bellevue has housed ARCH staff since its first employee and as the staff have grown. Since 2010, all administrative services had been from Bellevue. Bellevue administers the Housing Trust Fund investments. Director Masters introduced Linda Abe, Genesee Adkins and Bianca Siegel from the City of Bellevue to address a new initiative that Bellevue was undertaking in their drive to develop more affordable housing.

Genesee Adkins acknowledged the important role that ARCH played that was vital to Bellevue’s success in obtaining more affordable housing. A year ago the Bellevue City Council was revising their strategic target areas and, in that process, emphasized the need for more affordable housing and addressing homelessness prevention. As a response, an Office of Housing was created to exist within the City Manager’s Office. Bianca Siegel will be the Director of the Office of Housing.

Bianca Siegl shared that the existing Homelessness Outreach team as well as Linda Abe’s Affordable Housing team would make up the Office of Housing staff. A focus would be on getting a consultant to do an organizational assessment. The affordable housing strategy was being updated.

Bianca turned the discussion over to Linda Abe to discuss the city property work. They were looking at some surplus city property to develop affordable housing. Patrick Tippy had been part of the core team and Director Masters was on the oversight committee. Two properties had been identified for 100% AMI affordable housing. The first RFP would be released the next day. They held an open house for developers. They were intentionally trying to create partnerships between arts groups and developers. Market rate and affordable housing developers connected. Bianca said that updates would be shared with the Board in the future.

Kurt Triplett congratulated Bellevue’s direction to move ambitiously into the hosing space, and said it would be interesting to learn more about the open house for developers. There will be lots of questions over time about how ARCH and Bellevue work together, but no specific questions at this time.

Sunaree Marshall asked what the AMI targets were for the two surplus properties. Linda Abe said they had a preference for the 60% target.

Sunaree asked if they were trying to aim for certain unit sizes. Linda Abe said one property was suitable for family size units, but the other one was configured such that only smaller units would work. Both were near light rail.

Patrick Tippy added that in the east side of King County, particularly Bellevue, 80% AMI works, but in other parts of the ARCH area, studios at 60% AMI may not be as attractive.

Genesee pointed out that one of the Bellevue properties was going to encourage units for artists in residence.

Chair McCommon thanked the Bellevue staff for sharing their program.

**6) OTHER BUSINESS**

**6a) Verbal Updates**

*Wally Bobkiewicz left the meeting at 9:34 am.*

* **Reflections and next steps for Board Work Plan**

Director Masters recounted to the Board what she had gleaned from them as their priorities for the Board work plan. There were five priorities.

1. Prioritize action items and core Board responsibilities.
2. Complete the organizational/governance consultant study and build consensus on actionable recommendations.
3. Exercise appropriate oversight of the Strategic Plan.
4. Develop communications capacity and tools for shared messaging/success stories.
5. Remain nimble to respond to unexpected challenges.

Director Masters shared a draft schedule for 2025 Key Board Work.

Kurt Triplett commented that the current federal administration could create changes in the current funding that many ARCH tenants rely on. It would be helpful to talk at the next meeting about how ARCH has assessed the impact of the potential changes on a federal level.

Director Masters acknowledged that challenges would be coming their way in the next few years. Staff would share their assessments.

*Kurt Triplett left the meeting at 9:41 am.*

*Wally Bobkiewicz returned to the meeting at 9:45 am.*

* **April 10 meeting cancellation / ARCH Investments Event**

Director Masters shared about the upcoming event. Speakers were being lined up. Some Board members might be called on to help communicate the event. It was hoped that it would be a positive, celebratory event.

* **ARCH Governance / Organizational Study Consultant**

Director Masters shared that they were in discussion with a consultant to move towards a contract.

Kyle Stannert reminded the Board that the task force was Wally Bobkiewicz (Issaquah), Kurt Triplett (Kirkland), Kyle Stannert (Bothell) and Nathan McCommon (Bellevue). They put out an RFP. There were three responses. In-person interviews were held. The consultants got a clearer picture of what was needed. Chair McCommon commented that the complexities of the ARCH structure were inherent in the way ARCH was set up. The Board would have to help the consultants navigate that. The Chair asked Director Masters if they were close to getting a contract. Director Masters said that they were reviewing the scope and deciding if changes needed to be made. They were hoping that there would not be a delay in the procurement process. ARCH staff would be working with the Board to decide what stakeholders would be engaged and interviews would be set up.

* **Hiring**

Two new positions had been advertised. One was closed and interviews were beginning soon.

* **Strategic Plan Dashboard available**

The Dashboard was posted on the website. Updates would be brought to the May meeting.

* **Update on ARCH Legislative Priorities**

Director Masters handed the presentation over to Susie Levy. Susie reminded the Board of the legislative priorities for 2025. Multiple bills were in process especially on REET for which they were hopeful. Susie walked through several pieces of legislation. The notes and slides would be shared with the Board after the meeting. This information had been shared with the members’ government affairs staff. ARCH would continue to keep the member cities’ staff informed on ways to weigh in and how to align on these opportunities.

Chair McCommon thanked the task force working on the governance and organizational consultant selection.

**7) ADJOURNMENT**

The meeting was adjourned at 10:03 am.