**ITEM 3: Approval of the March 14, 2024, Meeting Minutes**

Approval of the March Executive Board Meeting minutes

Attachments

1. Summary Minutes to Executive Board Meeting (March 14, 2024)

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

Summary Minutes to Executive Board Meeting

Date March 14, 2024 Hybrid Meeting

9:00 am

**Board Members Present:**

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

Nathan McCommon, City of Bellevue, Deputy City Manager

David Pyle, City of Sammamish, Director of Community Development

Dean Rohla, City of Clyde Hill, City Administrator

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

Kurt Triplett, City of Kirkland, City Manager

Debbie Bent, City of Kenmore, Community Development Director

Wally Bobkiewicz, City of Issaquah, City Administrator

Kyle Stannert, City of Bothell, City Manager

Simon Foster, King County, Gov’t Relations DCHS

Scott Pingel, City of Newcastle, City Manager

Steve Burns, City of Medina, Interim City Manager

Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator

**Board Members Absent:**

**Others Present:**

Lindsay Masters, ARCH, Executive Director

Diana Heilman, ARCH, Senior Administrative Assistant

Terrell Edwards, ARCH, Planner

Yelias Bender, ARCH, Senior Program Officer

Mike Stanger, ARCH, Senior Planner

Susie Levy, ARCH, Local Housing Program Manager

Patrick Tippy, ARCH, Bellevue Housing Stability Program Manager

Adam Matza, ARCH, Rental Program Coordinator

Linda Hall, LPA, Associate

Sabrina Velarde, City of Bellevue, Housing Stability Program Coordinator

Ian Lefcourte, City of Redmond, Senior Planner

Hannah Bahnmiller, City of Bellevue, Senior Affordable Housing Planner

Jen Davis Hayes, City of Issaquah, Economic Development Manager

1. **CALL TO ORDER**

 Chairperson Helland called the meeting to order at 9:02 am.

1. **APPROVAL OF THE AGENDA**

Chairperson Helland asked if there were any changes to be made to the March 14, 2024, agenda. No changes were made. Chairperson Helland requested a motion to approve the agenda.

*Member Triplett moved that the agenda be approved. Member Bent seconded the motion. All voted in favor of approving the agenda.*

1. **APPROVAL OF THE MINUTES**

Chairperson Helland asked if there were any corrections to the meeting minutes for February 2024. No corrections were requested. Chairperson Helland requested that there be a motion to approve the meeting minutes from the February meeting.

*Member Triplett moved that the meeting minutes from February 2024 be approved. Member Hill seconded the motion. All voted in favor of approving the minutes.*

**4. PUBLIC COMMENT**

*No public comment was made.*

**5. REPORTS / ACTION ITEMS**

**5a) ARCH Strategic Plan**

Chairperson Helland explained that this meeting would be the final call for comment on the Strategic Plan. The discussion was handed over to Member Triplett.

Member Triplett summarized that the planning team was waiting to hear the feedback from the Board that they received from their Councils. Director Masters pointed out updates that had been added to the Strategic Plan since the last meeting. The Director invited comments.

Member Van Gorp expressed appreciation for Director Master’s visit to the Mercer Island Council. There was positive feedback and support expressed particularly for ARCH taking a new role as an advocate at the state level. There were questions on aligning with HB 1220 and interest in ARCH helping cities achieve those targets.

Chairperson Helland pointed out that ARCH had helped the City of Redmond achieve affordable housing at the 30% affordability level. ARCH had weighed in on consultant’s models for inclusionary zoning development provisions at the 50% level. Chairperson Helland asked the Board if the Strategic Plan should specifically call out the challenges created by the needs assessment in HB 1220. Director Masters said they had added background about the overall targets – collectively 80,000 low-income units.

Member Bent had not had any direct comments from their Council, but they had indicated ongoing support for permanent supportive housing. They would update their affordable housing strategy next year to develop additional regulations around permanent supportive housing, specifically around community engagement.

Chairperson Helland handed the discussion over to Director Masters to display the table with content regarding structure evaluating the plan, monitoring progress, and adjusting the plan as needed ongoing. Member Triplett affirmed a biennial cycle for refreshing the Strategic Plan.

Chairperson Helland directed the Board’s attention to the ARCH Strategic Plan Dashboard in the packet and

asked Linda Hall to comment on the Strategic Plan process. Linda Hall commented on the process and expressed appreciation for the work that was put into it.

Member McCommon noted Diane Carlson’s participation on the Strategic Planning Committee.

*Simon Foster left the meeting at 9:20.*

Chairperson Helland asked for a motion to vote on approving the Strategic Plan.

*Member Triplett moved to approve the Strategic Plan. Member Pyle seconded the motion.*

Member Pyle expressed appreciation for Director Master’s work with their Council.

Chairperson Helland brought the question on approving the Strategic Plan to the Board for a vote.

*All voted in favor of approving the Strategic Plan as presented in the Board packet.*

Director Masters said they would be developing a cover memo now that the plan was final so it could be distributed by the Board to their Councilmembers and any other stakeholders. The final version would be communicated back to everyone who had provided input and responded to the survey. The Community Advisory Board would be given a presentation, and Director Masters said that groups that are interested in learning would be able to receive information.

**5b) 2025 – 2026 Budget and Work Program Development**

Chairperson Helland initiated the discussion of the 2025 – 2026 Budget and Work Program Director Masters reviewed the goals for the initial discussion. This would be the first attempt to develop a two-year Budget and Work Program. Some baseline budget factors would have to be updated. Information from the City of Bellevue would inform some of those updates. Director Masters requested feedback on staff to support new strategies and options for dues allocation.

Chairperson Helland asked Director Masters for clarification on one of the methods for dues allocation. Director Masters explained that the number of jobs a city brings to the region helps drive the demand for housing. This option would measure a city’s employment.

Chairperson Helland asked if a comparison had been made to measure the difference brought by each option. Director Masters said they are beginning to determine what data sources could calculate these options. Local revenue data was difficult.

Member McCommon expressed curiosity if similar considerations had been brought up before? What was the rationale for the current method? Director Masters said the only explanation that had been provided was that the current option was the easiest. Member Triplett said simplicity had been the basis. Also, the other options had quite a bit of fluctuation. It seemed that the issue of the amount of the contribution and the capacity of the city was most important to the members.

Director Masters explained current Work Program priorities and shared the timeline for developing and finalizing of the Budget and Work Program. Director Masters opened the floor for discussion to obtain guidance on the budget options and feedback on the issue of dues allocation.

*Member Bent left at approximately 9:40 am.*

Chairperson Helland opened the floor for discussion on budget options.

Member Pyle asked about Option 3 regarding the difference between the value of a consultant at that level and a full-time employee. He expressed concern about a full-time employee that spent more time with their Councilmembers than they do. It should include engaging with city staff and be framed as partnering with individual cities to work on outreach and education to their elected officials.

Member Triplett reminded the Board that the focus was building more affordable housing faster. It would be helpful to lay out how each of the staff positions would make that happen.

Member Stannert expressed having more clarity about the difference in options and what an annual workplan would look like for a staff member dedicated to elected official engagement. If ARCH had a flexible on-call consultant that was familiar with what the agencies were trying to accomplish, the cities could access the resources as needed. Director Masters said they are getting close to having an on-call consultant in place.

Member Van Gorp agreed that the options needed more information on what would be achievable and why these positions rather than internal operations staff to to free up other staff or the Director to fill these tasks within their existing roles.

Director Masters said they would consider that option. It also needed to be considered what would be most cost effective. As outreach increases with all the programs it would be helpful to have communications expertise on staff.

*Member Rohla left at 9:54 am*.

Chairperson Helland opened the floor for discussion on the dues allocation options.

Member Triplett noted that housing anywhere was benefitting all of us. It might be helpful to compare models used by bigger housing organizations. They have maximum contributions and size models.

Member Pyle noted that some of the data points in the presentation could represent a significant shift in the way dues are allocated. Using jobs as a data point was not a good measure. Other cities have much higher jobs ratio to population. That might depart too much from how ARCH has traditionally calculated dues.

Chairperson Helland said additional comparison on how these data points would affect the dues allocation would be helpful. A wholesale change might be destabilizing. Redmond was trying close its gap between jobs and housing. 80% of people who worked in Redmond commuted there, but they had one of the lowest average commute times.

Director Masters asked if there was interest in looking at a change to the allocations for future costs but keeping the structure in place for current staff? Chairperson Helland said they needed to think how the allocation would move for a city. It might be good to have transition options to buffer the impact.

Member Triplett commented that it would be helpful to ask if something was broken. The primary issue was could cities afford to pay with their budget constraints. The second issue was could the allocation method be explained.

Director Masters said it was anticipated that the different capacities of cities budgets would be an issue with adding staff. Some cities were trying to eliminate staff or not fill vacant positions. The Director asked if there were other ways to solve the issue of some cities being tapped out and not able to support the strategies.

Member Pyle said that once they got their comp plan in place and responded to housing legislation, they moved to implementation. That was a huge lift. They raised the question as to what level they would have to continuously apply policy resources to this topic over the next few years if they have made that heavy lift. How would they shift gears to community outreach and engagement?

Chairperson Helland said there was additional policy implementation required over the next few years. As Member Triplett had commented they would have to shift their policy focus to revenue. They had been looking at the state application of REET and King County housing levy. Revenue would have to be the foundation for policy implementation. There needed to be a change in hearts and minds as to who deserved to be housed. ARCH was an important piece of that, but not the only piece.

Chairperson Helland asked Director Masters if there was anything else they needed from the Board.

Director Masters expressed appreciation and said nothing more was needed at that time.

**6) OTHER BUSINESS**

**6a] Verbal Updates**

* **Housing 101 Event: May 1, 2024, 1 – 4 pm**

Director Masters explained that the event would be held at The Together Center. Guidance had suggested to limit the invitation to either the Mayor and Deputy Mayor or Council President and Council Vice-President from each city. Feedback was welcomed.

Chairperson Helland asked if the outreach to the council coordinators had already resulted in commitments by councilmembers? Diana Heilman explained that no specific invitations to council members were issued. Only a communication to ensure avoiding city scheduling conflicts was sent.

Board members offered various thoughts on the topic and interest in a more inclusive invitation. Director Masters said she would circle back with the Bellevue city attorney to see if the agenda could be structured to allow a more inclusive educational opportunity. Chairperson Helland asked what the capacity of the Together Center space was. Director Masters indicated that it was adequate.

Chairperson Helland asked the Board to communicate to the Director how many people they knew wanted to attend from their jurisdiction by the end of next week.

* **Attain Housing Update**

Director Masters shared that Attain Housing had run into financial difficulty. Attain Housing operates transitional housing for very low-income families. They might enter into partnership with another housing provider or dissolve as an organization. ARCH was assisting Attain Housing to determine the best way to preserving their resources for housing and ensure stability for current families. Kirkland is considering funding to support operations for the next six months.

 **7) ADJOURNMENT**

 Meeting was adjourned at 10:31 am.