

ITEM 3: Approval of the April Meeting Minutes

Approval of the April 2023 Executive Board Meeting minutes

Attachments

- A. Summary Minutes to Executive Board Meeting (April 13, 2023)

A REGIONAL COALITION FOR HOUSING (ARCH)

Summary Minutes to Executive Board Meeting

April 13, 2023
9:00am

Hybrid Meeting

Present:

Diane Carlson, City of Bellevue, Deputy City Manager
Jason Greenspan, City of Bothell, Community Development Director
Dean Rohla, City of Clyde Hill, City Administrator
Debbie Bent, Kenmore, Community Development Director
Jen Davis Hayes, City of Issaquah, Economic Development Manager
Simon P. Foster, King County, Housing, Homelessness and Community Development Division Director
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

Absent:

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
Brandon Buchanan, City of Woodinville, City Manager

Others Present:

Kathy Gerla, City of Bellevue, Attorney
Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator
Jason Gauthier, South Sound Housing Affordability, Manager
Mary Connolly, City of Clyde Hill, Management Intern
Linda Abe, City of Bellevue, Affordable Housing Planning Manager
Ian Lefcourte, City of Redmond, Senior Planner
Lindsay Masters, ARCH, Executive Director
Raquel Rodriguez, ARCH, Program Coordinator
Mike Stanger, ARCH, Senior Planner
Elsa Kings, ARCH, Housing Trust Fund Program Manager
Yelias Bender, ARCH, Senior Program Officer
Terrell Edwards, ARCH, Housing Planner

1. CALL TO ORDER

Ms. Helland called the meeting to order at 9:05am.

2. APPROVAL OF THE AGENDA

Ms. Helland asked for changes to the agenda of April 13, 2023. No changes were made.
Ms. Carlson moved that the agenda be approved. Seconded by Mr. Hoffman. Approved 9 – 0.

3. APPROVAL OF THE MINUTES

Ms. Helland noted a correction on agenda item 5a of the meeting minutes of March 9, 2023.
Ms. Carlson moved that the minutes be approved with the amendment. Seconded by Mr. Greenspan. Approved 9 – 0.

4. PUBLIC COMMENT

No public comments.

5a) Strategic Planning Process

Ms. Helland introduced ARCH's new consultant partners, Linda Hall, and David Ports of Loveall Price and Associates (LPA). David Ports walked the Board through a brief presentation on their firm's approach to strategic planning, including a proposed timeline and a draft commission (aka charter) for a planning committee to be approved by the Board.

Mr. Greenspan asked to what degree ARCH staff would be involved in the process overall with the consultants. Ms. Masters responded that ARCH will be involved with the guidance of the consultants. Ms. Helland added that ARCH is an extension of all the ARCH cities and does have a vital function especially towards the smaller cities that do not have dedicated housing planners, so it is necessary to have ARCH at the table as that conduit for smaller cities to feel that they are being engaged by the process.

Mr. Pyle noted that he is interested in making sure that all cities' member councils are in alignment with what the mission and vision of ARCH should be. When there is a new council member, it is hard to help them understand what ARCH is, how the budget works, the structure, etc. It would be helpful to have that check in so that Board members can say they verified that council members are on board with what ARCH does.

Mr. Pyle moved to approve the draft Strategic Planning Committee Commission. Seconded by Ms. Bent. Approved 9 – 0.

5b) ARCH 2024 Work Program and Budget Development

Ms. Masters presented the 2024 ARCH Budget and Work Program. Objectives for the discussion include: obtain feedback on Work Program priorities, review the draft 2024 budget including a specific legal services request, and update the Board on Planning Consultant activities. The draft budget includes no staffing increases, other than one position that is fully funded by Bellevue's 1590 sales tax, as approved in 2022. Revenues reflect a more conservative estimate of \$165,000 in administrative fees, and member dues allocated on a per capita basis.

Concerning legal services, Ms. Kathy Gerla of the Bellevue City Attorney's Office (CAO) reviewed the proposal for the ARCH Board for outside counsel services that would be provided to ARCH. This would assist with the increasing volume and complexity of Trust Fund transactions, and provide the specialization needed for this type of work. The request totals \$250,000, with \$95,000 of those funds going towards ongoing legal services and \$155,000 in one-time services. CAO would hold the contract and conduct a competitive process to get the best value for the funds.

Ms. Helland thanked Bellevue for providing services to ARCH for many years, recalling the significant effort from many years ago to align documents with applicable codes, acknowledging a reset is overdue.

Ms. Masters added that one of the responsibilities of the Board, under the Interlocal Agreement, is to develop and approve standard forms of agreements for the Trust Fund, and staff have noted the forms have not been updated in several years and would like the opportunity to align documents with other financing programs. In addition, Ms. Masters noted the extraordinary effort by cities to stay aligned with their individual template agreements, but recalled a key recommendation outstanding at for a number of years has been to update ARCH's Homeownership program agreements to address issues identified in the program audit. Staff concur with the need for this request.

Ms. Helland asked Ms. Gerla how CAO envisions the operations of the Board's relationship with the legal department to administer the Board's authority to procure legal services, and this should include outlining a scope of work. Ms. Gerla responded that the scope of services is laid out in the proposal, including assisting in negotiating and finalizing Trust Fund agreements, a one-time review of the Housing Trust Fund template documents and coming back to the Board with recommendations, plus a one-time review of other city templates with a set of recommendations.

Ms. Carlson asked if the question is how Ms. Masters and the Board would be engaged in that work. Ms. Helland affirmed, noting the Board may wish to determine which questions are needed, and be involved before the work

begins. Ms. Gerla responded that when it comes to Housing Trust Fund documents those would be directly worked out with ARCH staff. The other is to determine advice on other issues as they arise, that could be in coordination with the Chair. Ms. Helland noted this could even be done in an Executive session at the end of a meeting so all Board members are aware.

At this time Mr. Foster left the Executive Board meeting.

Ms. Masters reviewed options for funding one-time legal services, noting these could come from operating reserves, a one-time increase in dues, or potentially assessment of a loan fee. Ms. Carlson asked if other agencies charge a fee, and Ms. Masters said some do, but it would take some time to build up to the amount needed for this request.

Ms. Helland asked if every jurisdiction must make the same choice from the options provided, noting the difficult position Redmond is in and other cities who just adopted a biennium budget without these assumptions. Another option would be to reduce the funding committed to the Housing Trust Fund, asking if other members may have this same challenge.

Mr. Pyle noted that if Sammamish were to provide additional funding for ARCH it would come out of the Sammamish salary budget, specifically unfilled positions, which would hurt Sammamish's ability to operate, but there could be other mechanisms. It is important to make sure council members aware of the cost of doing business, especially as we look at producing the amount of housing cities are being asked to take on.

Ms. Hayes noted Issaquah is going to their council on May 24 to talk about how to allocate funding sources for housing, noting there is already concern from council about budget changes so soon after adoption, wanting to make sure to put ARCH in the best light.

Ms. Helland asked Board members if they were on board with the need to add the ongoing \$95,000 to the ARCH baseline budget, and if so each member can go back and have individual conversations financially about what that means, and what it means to the Trust Fund.

Mr. Pyle moved to include ongoing legal services of \$95,000 in the ARCH base budget. Seconded by Mr. Greenspan. Approved 8 - 0.

Ms. Carlson moved to approve a one-time amount of \$155,000 towards legal services with the understanding that additional options will be explored to cover this expense at the next Executive Board meeting. Seconded by Mr. Pyle. Approved 8 - 0.

Ms. Masters summarized the draft work program priorities and welcomed questions from Board members. Priorities include some continuation of items from 2023, including work on dedicated revenue and a rent increase policy. One addition is to be more specific about how to engage in state legislative work, identifying 1 or 2 priorities to convene members together to discuss. Ms. Carlson suggested Board members send Ms. Masters questions or suggestions that could be addressed during the next Board meeting. Board members agreed.

5c) Rent Increase Policy Development Update

Ms. Masters updated the board on this agenda item, noting the work group is nearing a recommendation that resembles the policy adopted for Bellevue's MFTE program, and requesting feedback around additional outreach, engagement, or research that the board would like to see ahead of their discussion and the ultimate conversation with elected officials and stakeholders.

Ms. Carlson asked about the timing, and if input is needed from elected officials before the Board acts. Ms. Helland expressed that this should be factored in before the Board takes action. Ms. Helland clarified the question is what do Board members need to engage internal leadership and have the necessary conversations to support a recommendation.

Mr. Pyle noted he would need ARCH support to engage his council, acknowledging the time it would take to speak with every council. Mr. Pyle agreed written comments are important, and ARCH taking this on makes sense so there is input from across the region.

Board members discussed this agenda item and agreed that a written comment period would be desirable before a Board recommendation. Ms. Helland summarized the guidance, noting the written recommendation of the work group is needed, followed by a comment period, and that staff should share a list of stakeholders that has been engaged.

No further action is required from the Executive Board at this time.

6) OTHER BUSINESS

Verbal Updates

- Upcoming agenda items:

Ms. Masters gave the Board a heads up on upcoming topics, all related to funding requests and the Trust Fund. This includes the Overlake Village TOD, a recommendation to increase CDBG funding to KCHA, as well as an update on the Trust Fund application interest for this year so board members are prepared ahead of time.

7) ADJOURNMENT

Meeting was adjourned at 10:32am.