

### **ITEM 3: Approval of the March Meeting Minutes**

Approval of the March 2023 Executive Board Meeting minutes

#### **Attachments**

- A. Summary Minutes to Executive Board Meeting (March 9, 2023)

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

**Amended** Summary Minutes to Executive Board  
Meeting

March 9, 2023  
9:00am

Hybrid Meeting

**Present:**

Diane Carlson, City of Bellevue, Deputy City Manager  
Kyle Stannert, City of Bothell, City Manager  
Dean Rohla, City of Clyde Hill, City Administrator  
Debbie Bent, Kenmore, Community Development Director  
Wally Bobkiewicz, City of Issaquah, City Administrator  
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  
Mark Hoffman, City of Newcastle, Community Development Director  
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:**

**Others Present:**

Jason Greenspan, City of Bothell, Community Development Director  
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  
Adam Matza, ARCH, Rental Program Officer  
Yelias Bender, ARCH, Senior Program Officer  
Terrell Edwards, ARCH, Housing Planner

**1. CALL TO ORDER**

Ms. Helland called the meeting to order at 9:03am.

**2. APPROVAL OF THE AGENDA**

Ms. Helland asked for changes to the agenda of March 9, 2023. No changes were made.  
*Ms. Carlson moved that the agenda be approved. Seconded by Mr. Hoffman. Approved 11 – 0.*

**3. APPROVAL OF THE MINUTES**

Ms. Helland asked if there were any changes to the minutes of February 9, 2023. There were no changes.  
*Mr. Pyle moved that the minutes be approved. Seconded by Mr. Stannert. Approved 11 – 0.*

**4. PUBLIC COMMENT**

No public comments.

*At this time Mr. Buchanan and Ms. Rider joined the Executive Board meeting.*

## 5a) ARCH Third Quarter 2022 Report

Ms. Masters reviewed the Third Quarter 2022 report with Executive Board members, which can be found in the Executive Board packet, and invited input on the format and usefulness of the report.

Mr. Triplett suggested having a one-page high level overview of the report, specifically for council members. Ms. Carlson agreed with Mr. Triplett and added creating a graphic to be able to see what housing is being created and what is there now. Ms. Carlson added that some Diversity, Equity and Inclusion statistics would also be a helpful piece of information to be included in future quarterly reports. Board members agreed.

Mr. Bobkiewicz noted that since it does take a lot to do the quarterly reports, maybe they could be generated twice a year for elected officials. Ms. Helland responded that the ILA requires that reports must be produced quarterly, adding that ARCH will continue to do the quarterly report but could tailor them to members' needs. Mr. Pyle noted that having a one-pager like Mr. Triplett suggested would be good with a more extensive version offered as an option.

Ms. Helland informed the Board that she has had several conversations with councilmembers showing there is confusion about what ARCH's role is in the region. Ms. Helland suggested having conversations on how to connect elected officials more purposely to the work that ARCH is doing. Mr. Pyle added that it would be helpful to include a summary of what is working at ARCH and what is not working to create strategies moving forward.

Ms. Helland suggested uploading the complete Executive Board agenda packet on the ARCH website, currently only the agenda and the minutes are uploaded. Board members agreed. Ms. Helland summarized the need for a one-pager overview of the Quarterly reports with dashboards included to engage more elected officials.

*At this time Ms. Rider left the Executive Board meeting.*

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

## 5b) ARCH 2024 Work Program and Budget Development

Ms. Masters briefed the board on the 2024 Work Program and Budget Development. The objectives for the Board's initial meeting on this topic include: Receive a briefing on recent organizational assessments and phased increases in staffing since 2019, review current ARCH Work Program and priorities outlined for 2023, review current allocations of staffing levels across the Work Program, review and confirm preliminary assumptions for preparing a baseline 2024 budget, and provide initial guidance on overall priorities within the Work Program.

Board members discussed this topic and provided Ms. Masters with feedback around work program priorities.

Ms. Van Gorp mentioned that the legislative piece may be something to discuss this year because there is so much going on at the state level, and supporting a joint housing legislative agenda for East King County should be a goal as well as having capacity to keep track of what is happening in Olympia.

Mr. Stannert mentioned that it would be good to think about the standards around monitoring and outreach, but struggles with the idea of taking up a legislative side. Mr. Stannert would like to be sensitive of the finite resources ARCH has now, and rather focus on areas that ARCH could be successful based on what ARCH is currently doing. Mr. Hoffman suggested having a good baseline to start from before more is added to ARCH's capacity and that baseline could be compared to each city's Comp Plan. Ms. Bent agreed that a baseline should be added to see where resources should be allocated, is it on production of housing in terms of funding and management or is it more around the planning side; for ARCH to do everything is not realistic. Ms. Carlson agreed.

Ms. Helland acknowledged the issues identified by staff and summarized comments from the Board that the strategic planning process will be a better place to address these issues, rather than as part of the 2024 budget. Mr. Triplett acknowledged the overall direction of the Board, but noted that some issues may not be easy to defer and he may have other comments at a future discussion. Ms. Masters acknowledged the comments from the Board and

noted that without an emphasis on coordinated policy and planning, ARCH's ability to successfully administer local programs could become far more challenging in the future.

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

### **5c) Strategic Planning Discussion**

Ms. Masters informed the board that a Loveall, Price and Associates (LPA) was hired as ARCH's strategic planning consultant. Principal personnel include Linda Hall and David Ports. Ms. Hall has an extensive history with ARCH, affordable housing and East King County, and is a longstanding and trusted partner of the organization. Ms. Masters asked for volunteers to meet with Ms. Hall for an initial discussion. Mr. Triplett, Ms. Carlson, Mr. Hoffman, Mr. Stannert and Ms. Helland volunteered to be part of this subcommittee.

Board members agreed to email Ms. Masters thoughts on elected official's engagement in the process.

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

### **6) OTHER BUSINESS**

#### **Verbal Updates**

*This agenda item will be discussed in next month's board meeting allowing time.*

### **7) ADJOURNMENT**

Meeting was adjourned at 10:31am