

Regional Housing Council

Agenda: Wednesday September 28th, 2022 (4:00 p.m. – 6:00 p.m.) (via Zoom)

Carolyn Cox: Chair, Carolina Mejia: Vice-Chair

#	TIME	AGENDA ITEM	LEAD	ACTION
1	4:00 – 4:05	Welcome and Introductions <ul style="list-style-type: none">• Check-in• Review Agenda/Meeting Purpose	Carolyn	
2	4:05 – 4:15	Public Comment For public comment, please keep your comments to 3 minutes.	Carolyn	Information
3	4:15 – 4:20	Approval of September 14th minutes	Carolyn	Action
4	4:20 – 4:40	Port of Olympia/ Oyo Hotel	Sam Gibbony, Craig Chance	Information
5	4:40 – 4:50	EPRA Recommendations	Keylee	Action
6	4:50 – 5:00	State Rapid Capital Funds Project	Darian	Information
7	5:00 – 5:55	RHC Governance Structure	Tom, Keylee, Rick	Information and Action
8	5:55 – 6:00	Good of the Order	Carolyn	Information
9	6:00	Upcoming Meetings <ul style="list-style-type: none">• Next RHC Meeting Wednesday October 12th 2022, 4pm Location: Zoom meeting		

REGIONAL HOUSING COUNCIL

Wednesday September 14th, 2022 Meeting Minutes

ATTENDEES:

Lacey: Carolyn Cox, Rick Walk, Scott Spence, Kelly Adams

Tumwater: Michael Althaus, Joan Cathey, Brad Medrud, John Doan

Olympia: Jim Cooper, Dani Madrone, Darian Lightfoot, Rich Hoy

Thurston County: Carolina Mejia, Ramiro Chavez, Tom Webster, Keylee Marineau, Jacinda Steltjes

Yelm: None

Public: None

Meeting began at 4:00 pm.

Agenda Item 1: Agenda approved, motion and second

Agenda Item 2: Minutes from August 24th meeting, motion and second, approved.

Agenda Item 3: HEN, CHG, 1277 RFP Recommendations

Keylee gave an overview, and presented funding recommendations for HEN and CHG Rapid Rehousing (RRH). Livestories and Catholic Community Services submitted HEN applications as well as RRH applications. Family Support Center also submitted a request for some HEN funds to support the Coordinated Entry system. CCS had a stronger application for both programs, and have been operating HEN in 2 other counties. CCS received higher scores from all reviewers.

- CCS recommended award for HEN: \$2.4M dependent on how much HEN funding is remaining after Thurston County completes final months of rent checks prior to transferring to CCS.
- CCS recommended award for RRH: \$200,000
- Family Support Center recommended award from HEN for CE: \$100,000

Part of the decision to not award the full CE request is because there is a set aside in the standard RFP each year for CE, as well as concern that they want to be sure to have enough HEN funds to pay rent through the end of June 2023. HEN funds have spent down very quickly in past few months, the estimate is they need \$210,000 a month in rent payments just to maintain current payments. In August they sent out \$290,000 in rent for current housed without any new intakes, due to paying rent arrears.

For the 1277 funds, these funds will become available to the community after expending new TRAP/ERAP funds. The review team is currently reviewing these applications and anticipate coming to RHC with 1277 funding recommendations at the next meeting.

Councilmember Althaus asked why there are so much in arrears for HEN? It predated the transfer of payments from CAC to the County, some tenants had not received payments for a few months prior to July when the County took over. Councilmember Althaus asked how can they make sure this does not happen with the new subcontractor in the future. Follow up question about a HEN waitlist? There is a current waitlist, DSHS has done over 900 intakes for HEN eligible clients in Thurston County.

Motion to approve HEN and RRH awards as presented, second. All in favor, approved.

Agenda Item 4: RHC Governance

Keylee gave a summary of the proposal. Staff is hoping for a vote on the organizational chart. The RHC gave direction at the last meeting and staff has made those revisions. Changes to the structure flowchart: there are 2 HAT representatives, as non-voting members. Keylee gave a brief overview of the Advisory Boards and the Lived Experience Steering Committee, as well as staffing overview. Tom added that the 2 HAT representatives came from the RHC Executive meeting recommendation. Keylee gave an overview of the RHC Policy process, including what entities are able to make policy proposals/ initiate policy discussion.

Councilmember Althaus asked if a member of the public proposed a policy item, how does that person navigate this process? This might be a topic for future development, detailing how public policy ideas are included. Councilmember Cox asked who from the HAT would be a member, how is that determined? This has yet to be determined, and Tom added that this detail would need to be added to the ILA. Councilmember Cox asked about how they would handle 2 revisions to the ILA, Tom added that this first process would be an interim structure with the advisory boards in place by April to help review RFP applications. The long term structure development will take possibly 2 – 4 years. Staff did bring the draft charters to the HAT and a noted concern from the HAT was being the subject matter expertise but without a voting membership. Discussion follows regarding what ILA amendments would be needed to add non-voting members and to make governance changes.

Councilmember Cooper added that the City/County ILA needs to be in place, what is the status? Manager Chavez indicated that the County is reviewing the final draft from the City. Where does HAT fit in the Org chart, that they have seats on the RHC? Possibly add the HAT to the org chart. Discussion follows regarding possibility of having stipends for those serving on the boards. Councilmember Cooper added that he does not see any reason to not have everyone on the RHC having a vote, and also would like to create a subcommittee as soon as possible for an RHC Executive Director. Manager Chavez agrees that the City/County ILA needs to be completed first, and that the RHC ILA needs to be amended to clarify how recommendations are put to the BoCC. Added that outreach for an Executive Director might be too soon, the County would need to develop that job which is connected to the long term governance structure. Discussion follows regarding how and when to add RHC staff.

Councilmember Madrone asked if there is agreement that the ILA needs to be amended, and would it be possible to create a timeline for all of these steps. Discussion follows regarding who should be voting members, and the electeds role to make recommendations on use of public funds, accountability to voters, inclusion of HAT reference/guidance at the Board level on the structure diagram. Councilmember Mejia makes recommendation to continue this conversation at the next RHC meeting, they still have questions to be answered, agree that ILA needs to come first, agree with Councilmember Althaus regarding the voting.

Motion to continue discussion at next RHC meeting, second. All in favor. Request to recirculate the Retreat minutes regarding the role of the HAT. Tom added a request for the RHC to review the draft charter and email comments to the Tech Team.

Agenda Item 5: Good of the Order

None for time.

Meeting Adjourned: 5:01 pm

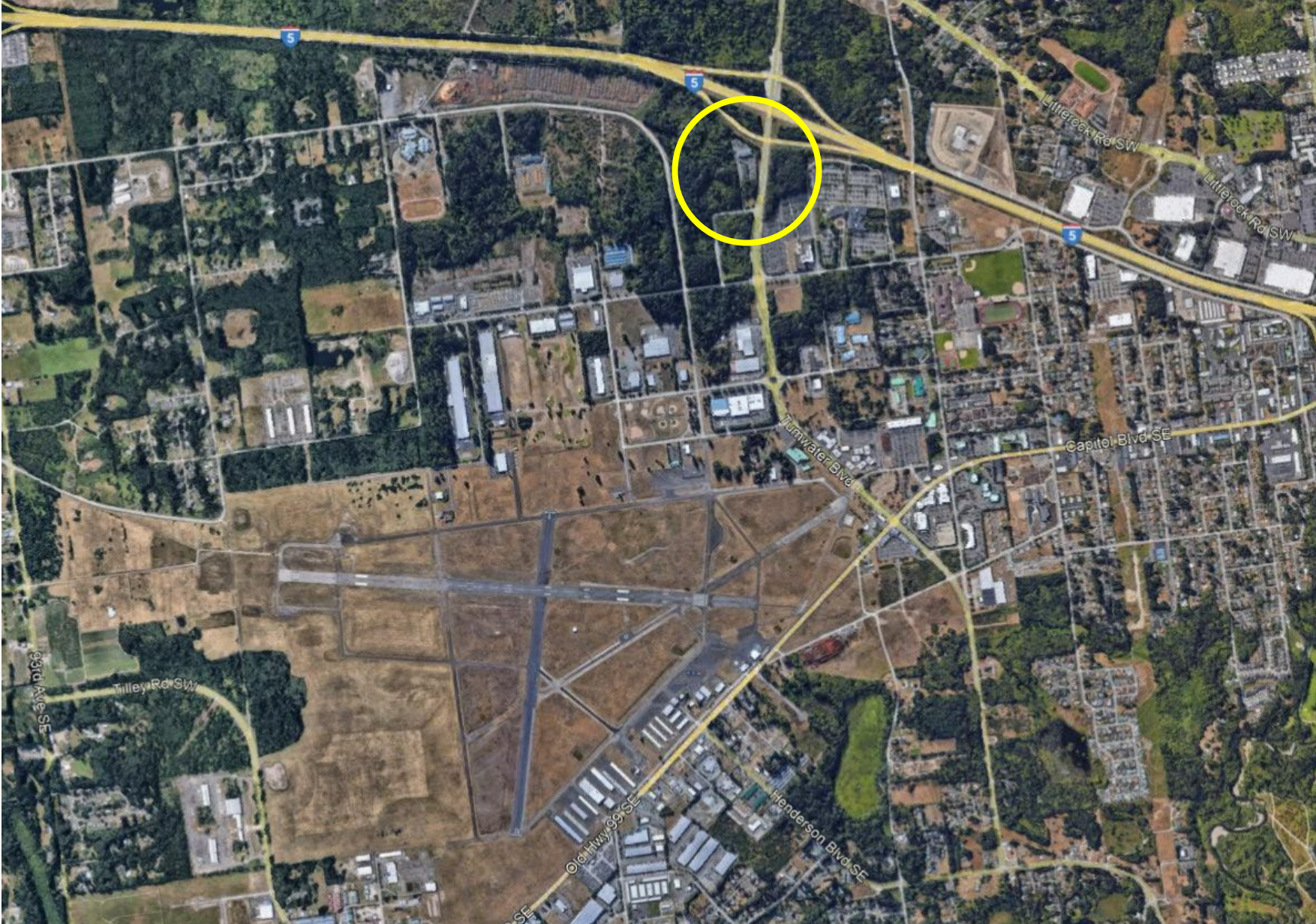
Next Meeting: August 24th, 4:00 pm

FAA Land Release: Oyo & Comfort Inn Hotel Property

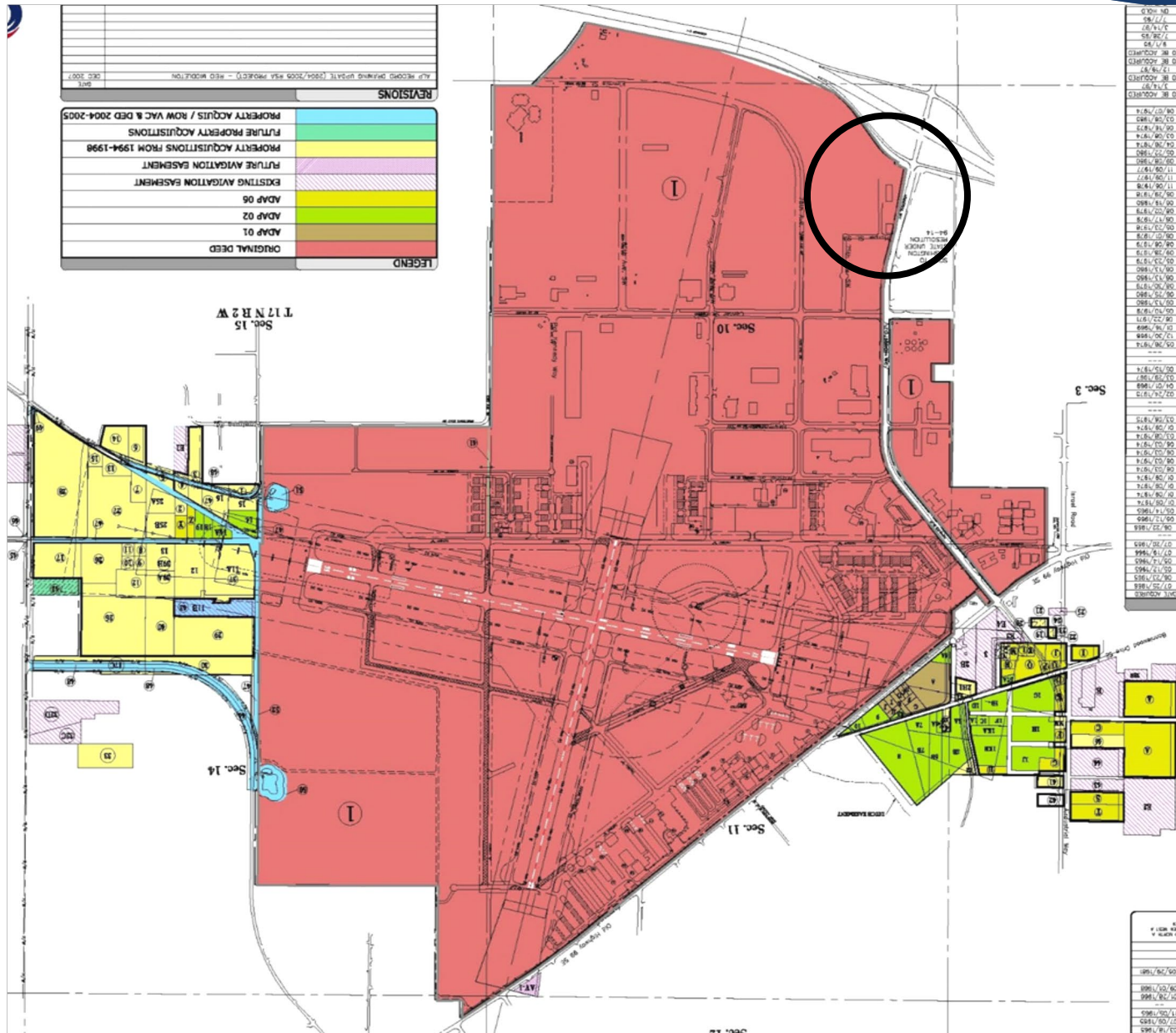
Sam Gibboney
Executive Director

Warren Hendrickson
Airport Senior Manager

Olympia Regional Airport



Olympia Regional Airport



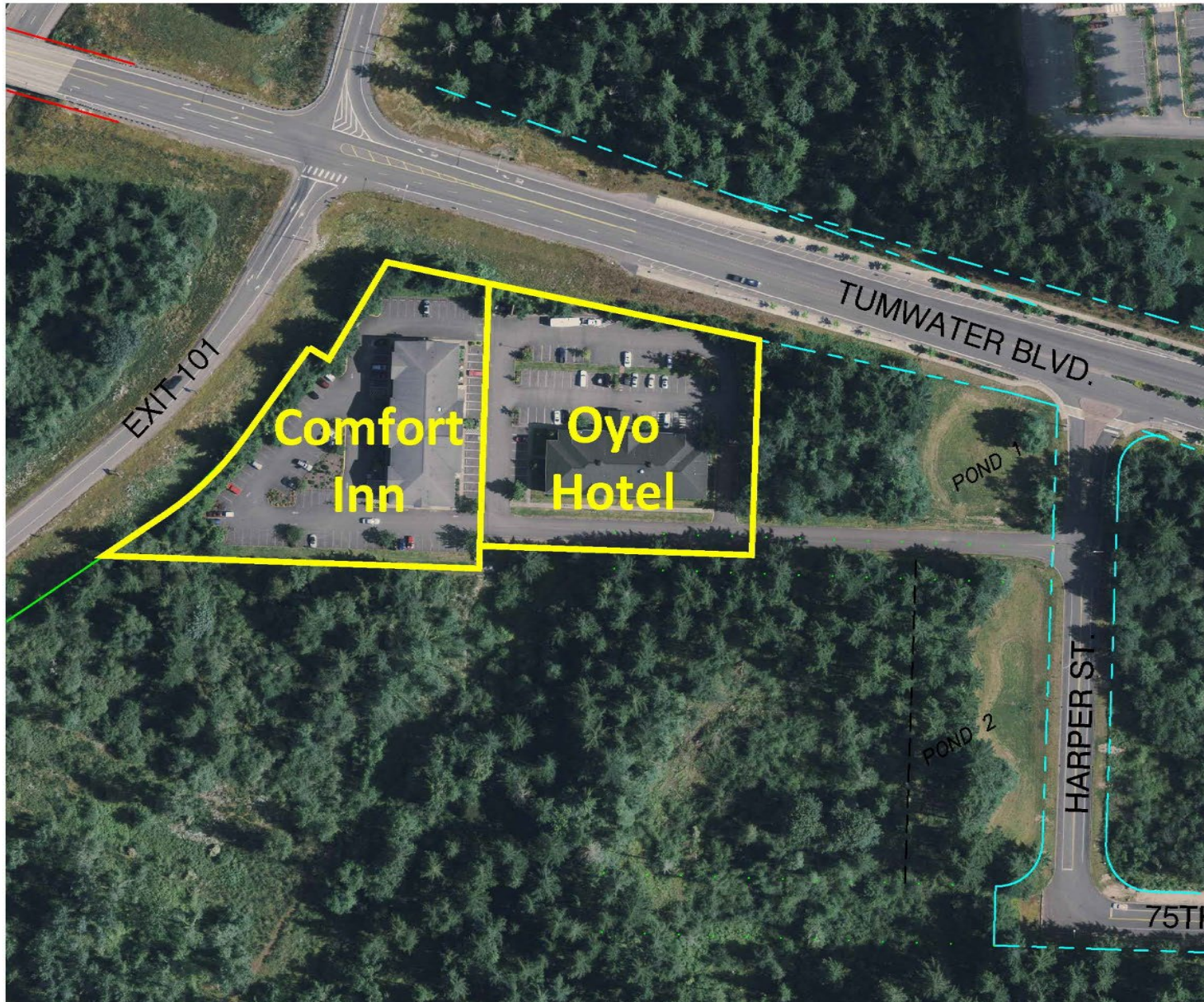
Tract 1 in Red
Acquired in 1963

Black Circle Identifies Parcel

Lease Specifics: Parcel with Two Hotel Buildings

- Tenant-owned facilities on Port-owned airport land
- Property initially acquired for airport purposes under Federal Surplus Property Act in 1963
- Airport land subject to FAA determinations
- Current leases run through July 8, 2043
- One 30-year option remains through July 8, 2073

Olympia Regional Airport



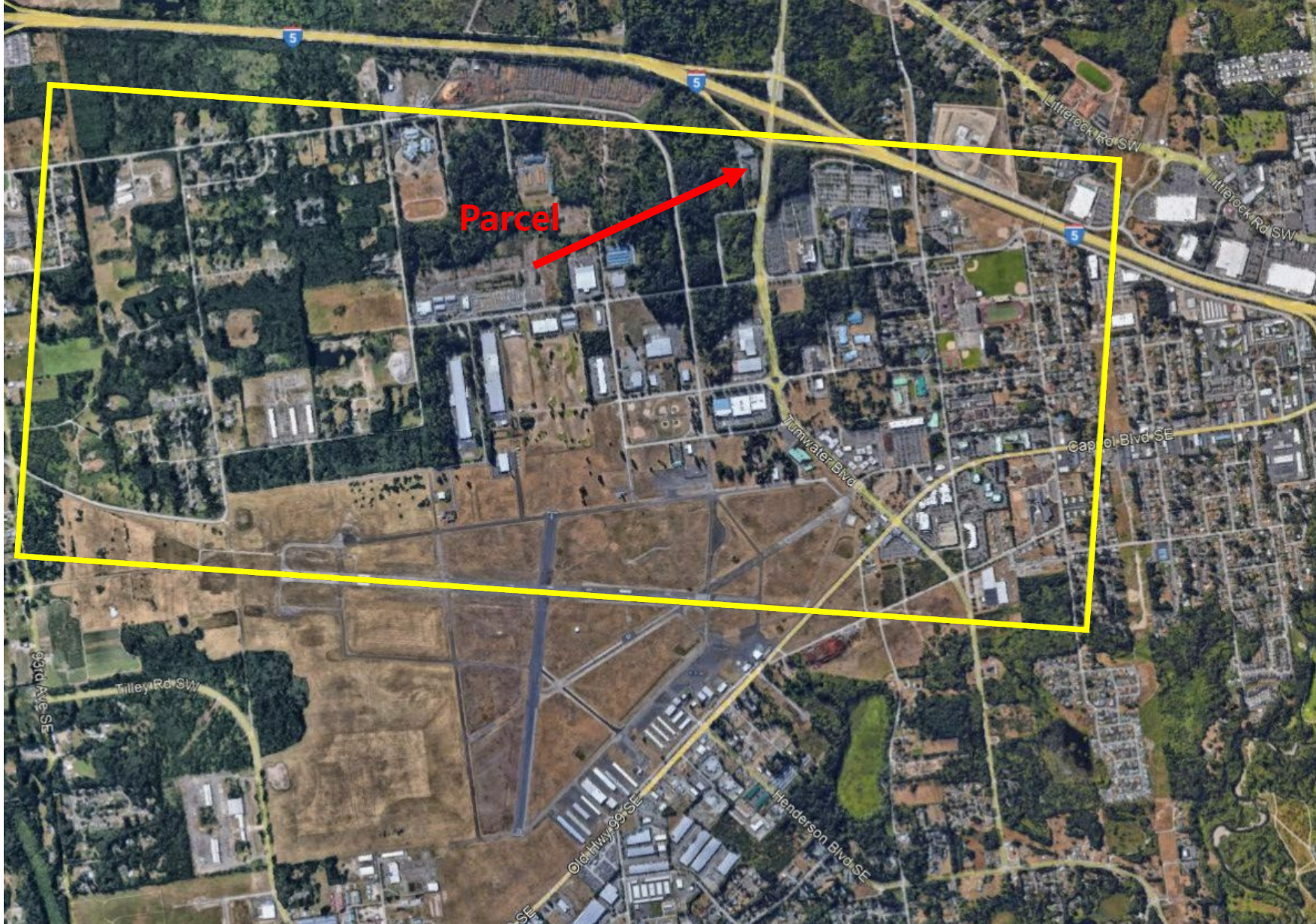
Olympia Regional Airport



Land Release Considerations

- Under Federal Surplus Property Act, long-term residential use not allowed; hotels are not long-term residential use
- Site use proposal also incompatible with City of Tumwater zoning
- FAA 6/29/2021: "...disposal...shall not be granted unless it...will benefit civil aviation..."
- A non-aviation interest is not a qualifying airport benefit
- Revenue generation from the existing lease to airport through end of lease in 2073: \$7,340,000

Olympia Regional Airport



Parcel also lies within state's airport compatible use overlay (yellow box).

Not regulatory but places limits on property usage.

Reference:
WSDOT Aviation
Compatible Land Use
Guidebook
Appendix F

Airport Compatibility
Zone #6

Land Release Considerations (add'l)

- Heavily wooded parcel should result in low mitigation requirements per Habitat Conservation Plan currently in process = increased development potential
- High value property based on location and immediate I-5 access
- Potential business/industrial use
- Residential incompatibility

Aviation Planning Group (APG) Memo 6/9/2022

- Port requested additional assistance on matter from Airport Master Plan Update consultant
- Memo identifies regulatory guidance, recent experience, primary barriers to success (i.e., financial, land use), submittal process, and next steps

Port Position

- The Port fully and completely supports the objectives of the RHC to address housing needs
- Challenges:
 - Current and future land use/zoning
 - FAA property use restrictions and the state compatible land use overlay
 - Future revenue generating opportunities benefitting the airport
 - Difficulty demonstrating to the FAA how a release will ultimately benefit the airport

Questions...

MEMO

Date: June 9, 2022

To: Rudy Rudolph, Port of Olympia

From: Leah Whitfield, The Aviation Planning Group (APG)

Re: FAA Land Release Research

Background

The Port of Olympia is considering the potential release of land for a non-aeronautical land use project, of non-aeronautical property which was Federally deeded surplus land. The property has historically been used for a hotel. APG was retained by the Port to research other airport's land disposal and next steps.

FAA's Authority to Regulate Land Use

The parcel was conveyed to the Port of Olympia in October 1963 through the Federal Surplus Act. The proposed project will require a release of obligations associated with the parcel. Therefore, under Section 163(b) of the Act, the FAA has the legal authority to approve or disapprove the proposed disposal of AIP funded property. A release request in accordance with FAA Order 5190, Chapter 22 is required.

Research

To further the understanding of recent and past land release outcomes at airports in the FAA's Northwest Mountain Region and other regions across the nation, a request for information on land release process experiences was posted to the American Association of Airport Executives (AAAE) member hub forum and the Washington Aviation Management Association (WAMA) membership email list.

The AAAE request generated seven responses from airport management staff that had worked through the land release process and their individual experiences. The ultimate outcome varied for each airport, but was tied specifically to the airport's ability to demonstrate that the property to be released were not conducive for aircraft operations and aeronautical use. The properties released were found to be more appropriately used for other non-aeronautical uses, and posed no use or expectation of use for aeronautical activities now or in the future. Land swaps were commonly utilized among the airports that responded, where land that was to be released was traded for land that could be utilized for aeronautical activity by the airport. Ultimately, the airports proved the benefit from the release of the land equated to the fair market value of the land in order to outline a successful argument for release.

One airport reached out following the request via WAMA's membership list. Orcas Island recently disposed of a parcel of land to the local sewer district. It was a small parcel of land that was not needed for aeronautical purposes. The Port of Orcas required the sewer district to pay all costs associated with the sale of the land. It was suggested that APG speak with Spokane International Airport, however information to date has not been collected regarding their disposal of land. From APG's research the process typically took in excess of 12 months, with some land disposals taking greater than three years for the entire process.

APG is currently assisting the City of Cheyenne and Cheyenne Regional Airport with the Section 163 process to eventually release three parcels, two parcels will be transferred to the city and one will require release from aeronautical land for an easement to the city for a pathway. The two parcels to be transferred to the city are not needed for aeronautical purposes, but were deeded from the Surplus Property Act of 1946.

Section 163

When a sponsor submits an ALP change; requests a change in land use from aeronautical to non-aeronautical; or requests to dispose of airport-owned land, the Federal Aviation Administration (FAA) must determine whether the proposal is subject to the agency's approval authority, as defined/limited by Section 163. This determination involves a two-step process. In order to ensure the FAA exercises its regulatory authority consistent with the statutory constraints, the FAA must separately examine and reach a determination regarding its authority under both steps outlined in these instructions. The first step is to determine if FAA has ALP approval authority (under section 163(d)). The second step is to determine how the land was acquired (and therefore if a release of obligations may be required (under section 163(a)).

Recent changes in federal law have required the FAA to revisit whether FAA approval is needed for certain types of airport projects throughout the nation. On October 5, 2018, HR 302, the "FAA Reauthorization Act of 2018" (the Act) was signed into law (P.L. 115-254). In general, Section 163(a) limits the FAA's authority to directly or indirectly regulate an airport operator's transfer or disposal of certain types of airport land. However, Section 163(b) identifies exceptions to this general rule.

The FAA retains authority:

1. To ensure the safe and efficient operation of aircraft or safety of people and property on the ground related to aircraft operations;
2. To regulate land or a facility acquired or modified using federal funding;
3. To ensure an airport owner or operator receives not less than fair market value (FMV) in the context of a commercial transaction for the use, lease, encumbrance, transfer, or disposal of land, any facilities on such land, or any portion of such land or facilities;
4. To ensure that that airport owner or operator pays not more than fair market value in the context of a commercial transaction for the acquisition of land or facilities on such land;
5. To enforce any terms contained in a Surplus Property Act instrument of transfer; and
6. To exercise any authority contained in 49 U.S.C. § 40117, dealing with Passenger Facility Charges.

In addition, Section 163(c) preserves the statutory revenue use restrictions regarding the use of revenues generated by the use, lease, encumbrance, transfer, or disposal of the land, as set forth in 49 U.S.C. §§ 47107(b) and 47133.

Section 163(d) of the Act limits the FAA's review and approval authority for Airport Layout Plans (ALPs) to those portions of ALPs or ALP revisions that:

1. Materially impact the safe and efficient operation of aircraft at, to, or from the airport;
2. Adversely affect the safety of people or property on the ground adjacent to the airport as a result of aircraft operations; or
3. Adversely affect the value of prior Federal investments to a significant extent.

Applicability of the National Environmental Policy Act (NEPA)

As a result of the FAA's requirement to approve the disposal of property, OLM will be required to perform an appropriate environmental review consistent with National Environmental Policy Act (NEPA). FAA Order 1050.1F provides the FAA's policies and procedures to ensure agency compliance with the NEPA. The following excerpt pertains to this disposal request.

Section 5-6.1. Categorical Exclusions for Administrative/General Actions

(b.) Release of an airport sponsor from Federal obligations incurred when the sponsor accepted: (1) an Airport Improvement Grant; or (2) Federal surplus property for airport purposes. (NOTE: FAA consent to long-term leases (i.e., those exceeding 20 years) converting airport-dedicated property to non-aeronautical, revenue-producing purposes (e.g., convenience concessions such as food or personal services) has the same effect as a release and is part of this CATEX provided that the proposed and reasonably foreseeable uses of the property do not trigger extraordinary circumstances as described in Paragraph 5-2, Extraordinary Circumstances).

Since the parcel would be released from Federal obligations an Environmental Site Assessment (ESA) is not necessary.

A review of the regulations and extraordinary circumstances indicates a Categorical Exclusion (CATEX) would be required. The Port would need to work with the FAA Seattle Airport District Office (ADO) regarding appropriate compliance with NEPA.

Sponsor Obligations Still in Effect

As a reminder, Section 163 requires the airport to receive not less than fair market value for the use, lease, encumbrance, transfer, or disposal of land, any facilities on such land, or any portion of such land or facilities. The airport must also ensure that all revenues generated as a result of this release must comply with the revenue use policy and FAA Order 5190, Chapter 22.

All of the airport sponsor's federal statutory and grant assurance obligations remain in full force and effect. Accordingly, the airport will retain sufficient authority over the parcel to prevent uses that conflict with its federal obligations and related requirements or create conditions resulting in violations

of the assurances. Subordination clauses or other restrictions may be appropriate. The FAA may verify compliance with these requirements through a financial compliance review, the enforcement of grant assurances, or other enforcement mechanisms.

Stormwater Practices

The Port's property is covered by a Municipal General Stormwater Permit, issued by the Department of Ecology as part of the National Pollution Discharge Elimination System (NPDES) program. The City of Tumwater has a Drainage Design and Erosion Control Manual: Volume I –Minimum Technical Requirements and Site Planning dated January 2018 which establishes requirements and provides guidance for managing the quantity and quality of stormwater runoff produced by development and redevelopment in the City of Tumwater. The manual is intended to comply with the NPDES Phase II permit issued to the City of Tumwater.

The goal of the permits is to implement and maintain best management practices (BMP's) that identify, reduce, eliminate and/or prevent the discharge of specific stormwater pollutants into surface water. The Port accomplishes these goals by complying with its Stormwater Management Program (SWMP, for the municipal general permit) and Stormwater Pollution Prevention Plan (SWPPP, for the industrial general permit).

If the parcel is disposed of and redeveloped the new owner will be responsible to comply with the manual's redevelopment requirements.

Zoning and Land Use Designation

The parcel is located within the City of Tumwater and is designated as Airport Related Industrial (ARI). ARI is defined as follows in the Tumwater City Plan 2036 Land Use Element (2016 Update/Adopted December 20, 2016, Amended November 2, 2020, O2020-002):

The Airport Related Industrial designation is meant to support aviation and industrial related uses at the Olympia Regional Airport and to reflect the unique land use activities of the Airport and associated areas. The Airport Related Industrial designation will support the land use activities permitted in the existing Airport Related Industry zone and discourage incompatible uses and heights. The current zoning does not support residential use and it is important to consider if City of Tumwater and the Port are willing to revise the zoning to a residential designation identified in Table 6 from the Tumwater City Plan 2036 as shown.

Table 6. Range of Dwelling Units per Acre by Land Use Designation and Zone District

Land Use Designation	Implementing Zone District	Dwelling Units Per Acre
Residential/Sensitive Resource	• Residential/Sensitive Resource	2-4 Dwelling Units/Acre
Single Family Low Density	• Single Family Low Density	4-7 Dwelling Units/Acre
Single Family Medium Density	• Single Family Medium Density	6-9 Dwelling Units/Acre
Multi-Family Medium Density	• Multi-Family Medium Density	9-15 Dwelling Units/Acre*
Multi-Family High Density	• Multi-Family High Density	14-29 Dwelling Units/Acre**
Manufactured Home Park	• Manufactured Home Park	6-9 Dwelling Units/Acre
Mixed Use	• Mixed Use	Minimum 14 Dwelling Units/Acre

Source: Tumwater City Plan 2036

Conclusion and Next Steps

The Section 163 and NEPA process will be easily accomplished. The challenges will be within the next steps of the land release or disposal process. Next steps are included as Attachment 1 to this memo. In summary the process follows FAA Order 5190.6B in preparing the request for land disposal and includes basic information for why the release is being requested, justification of why it is not needed for current or future aviation needs, a fair market value assessment, a financial analysis, and a description of any intangible benefits the airport will realize from the release.

Based on our research and assessment the most significant challenge is the financial justification of selling the property versus the Port retaining the property and receiving long-term lease revenue. For example, while we have not done an appraisal to determine the fair market value of the property it is possible that the long-term lease revenues that the Port will receive if the property is retained is of higher value than selling the property outright.

Another challenge is the existing land use designation of airport related industrial (ARI) is not compatible with residential use. It will be important to work with City staff to resolve the land use designation prior to release of the property.

The entire process could take 12 months or longer to complete. The Seattle Airport District Office staff are very busy with recent infrastructure grant funding responsibilities and may not have the capacity to review the land release right away. Typically, FAA requests 90 days to review documents.

Attachment 1 – Next Steps Summary

The Port is required to follow FAA Order 5190.6B in preparing the request for land disposal. The basic steps of that Order are as follows:

1. **Submit the following information:**
 - a. All obligating agreement(s) with the United States.
 - b. The type of release or modification requested.
 - c. Reasons for requesting the release, modification, reformation or amendment.
 - d. The expected use or disposition of the property or facilities.
 - e. The facts and circumstances that justify the request.
 - f. The requirements of state or local law, which the Airport District Office (ADO) or regional office will include in the language of the approval document if it consents to, or grants, the request.
 - g. The involved property or facilities.
 - h. A description of how the sponsor acquired or obtained the property.
 - i. The present condition and present use of any property or facilities involved.
2. **A description of why the parcel is not needed for the present and foreseeable needs of the airport and why the property release will not adversely affect the development, improvement, operation, or maintenance of the airport.**
3. **A fair market value (FMV) assessment.** The Consultant shall use a licensed appraiser to conduct an appraisal for the land for its highest and best use. The appraisal will be conducted following Chapter 2, page 22-13, of FAA Order 5190.6B and Compliance Guidance Letter 2018-3, Appraisal Standards for the Sale and Disposal of Federally Obligated Airport Property, which further defines the process for establishing FMV for airport property proposed for disposal.
4. **A financial analysis.** The Consultant shall calculate the anticipated proceeds expected from the disposal of the property and document the expected use of the Revenues derived. The Consultant shall prepare a comparison of the relative advantage or benefit to the airport from the sale of the Property as opposed to retention for rental income.
5. **A description of any intangible benefits the airport will realize from the release.** The Consultant will identify any intangible benefits to the airport accruing from the release, the amount attributed to the intangible benefits, and the merit of applying the intangible benefits as an offset against the fair market value of the property to be released. NOTE: Only benefits to the Airport may be cited as justification for the release, whether tangible or intangible. The non-aviation interest of the Port or the local community – such as making land available for economic development – does not constitute an airport benefit that can be considered in justifying a release and disposal.

Once this request is submitted to the FAA it could take six to twelve months for the FAA to approve or deny a release of the property. Then the NEPA process must be followed, including a Categorical Exclusion. Other concerns include:

- An agreement for access and road maintenance will be needed to access the property.
- Execution of a purchase and sale agreement.
- A close out report and update to the Airport Layout Plan's Exhibit A.

Thurston County Eviction Prevention Rent Assistance (EPRA)

HB 1277

Funding Recommendations

September 2022

Thurston County EPRA RFP - Review Scores			
Agency	Average Score	Overall Total Score Possible	Notes
EPRA			
Salvation Army	30.0	50	
Livestories/Innovations HTC	34.0	50	
Innovations HTC/Livestories	39.7	50	*possible partnership with PiPE
PiPE*	39.5	50	\$1,175,000.00
FSC	44.0	50	\$875,000.00
CYS	37.0	50	\$300,000.00
Average score for PiPE, FSC, CYS	40.2	Total	\$2,350,000.00

Regional Housing Council (RHC) Proposed Interim Governance Structure

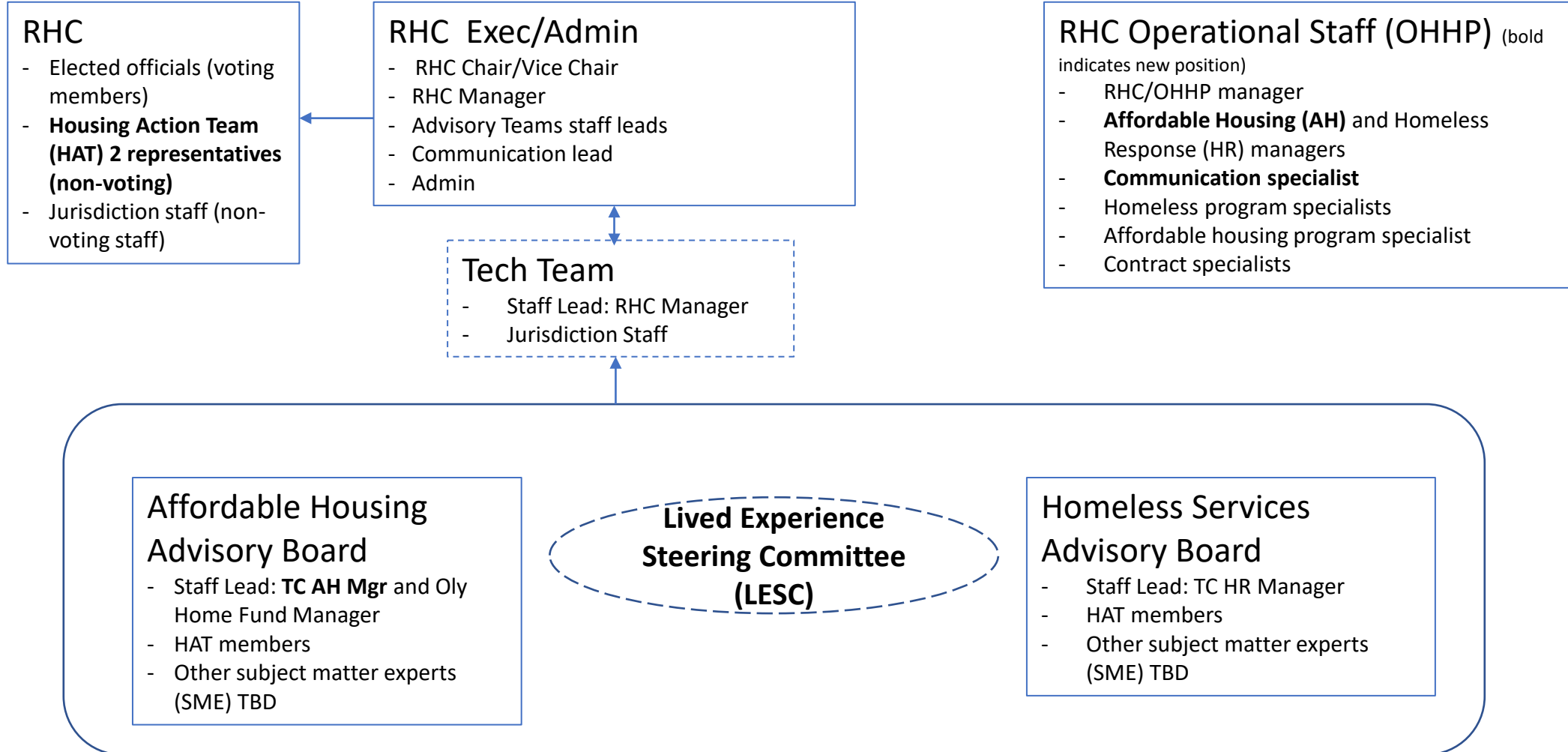
September 2022

RHC Governance Structure – Goals/Objectives

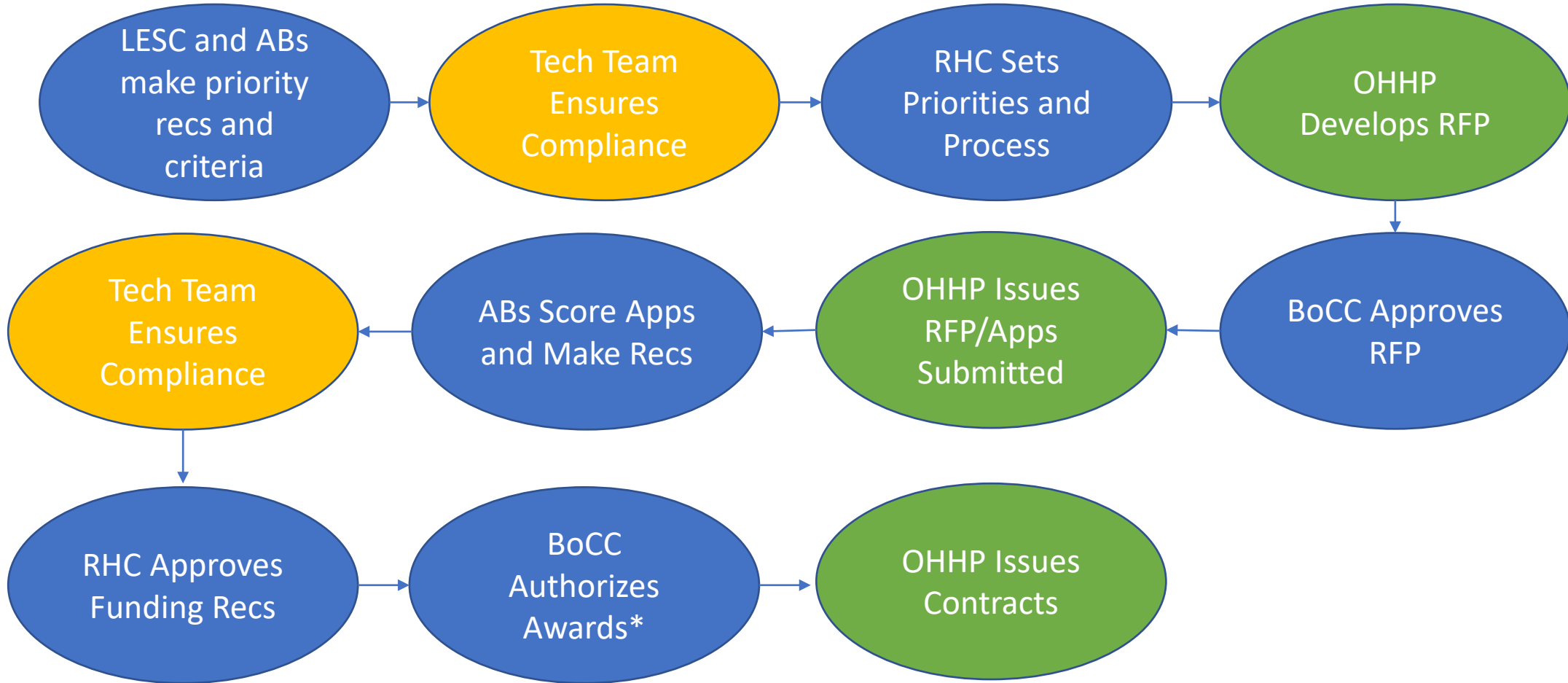
- Goal: Create a short-term governance structure for RHC that can be implemented in a short-time frame while a long-term governance structure of a more independent agency is under consideration.
- Guiding Principles:
 - Honor the work of the RHC-HAT retreat to continue to build trust
 - Support meaningful engagement with HAT/SME in RHC process
 - Incorporate Lived Experience Steering Committee into RHC
 - Incorporate requirement of a Home Fund Advisory Board
 - Provide greater clarity and transparency for funding decisions
 - Provide a structure/justification for staff support
 - Inform amendments to the RHC Interlocal Agreement

Regional Housing Council – Proposed Governance Structure - 2022

(Interim Structure until Independent RHC Created)

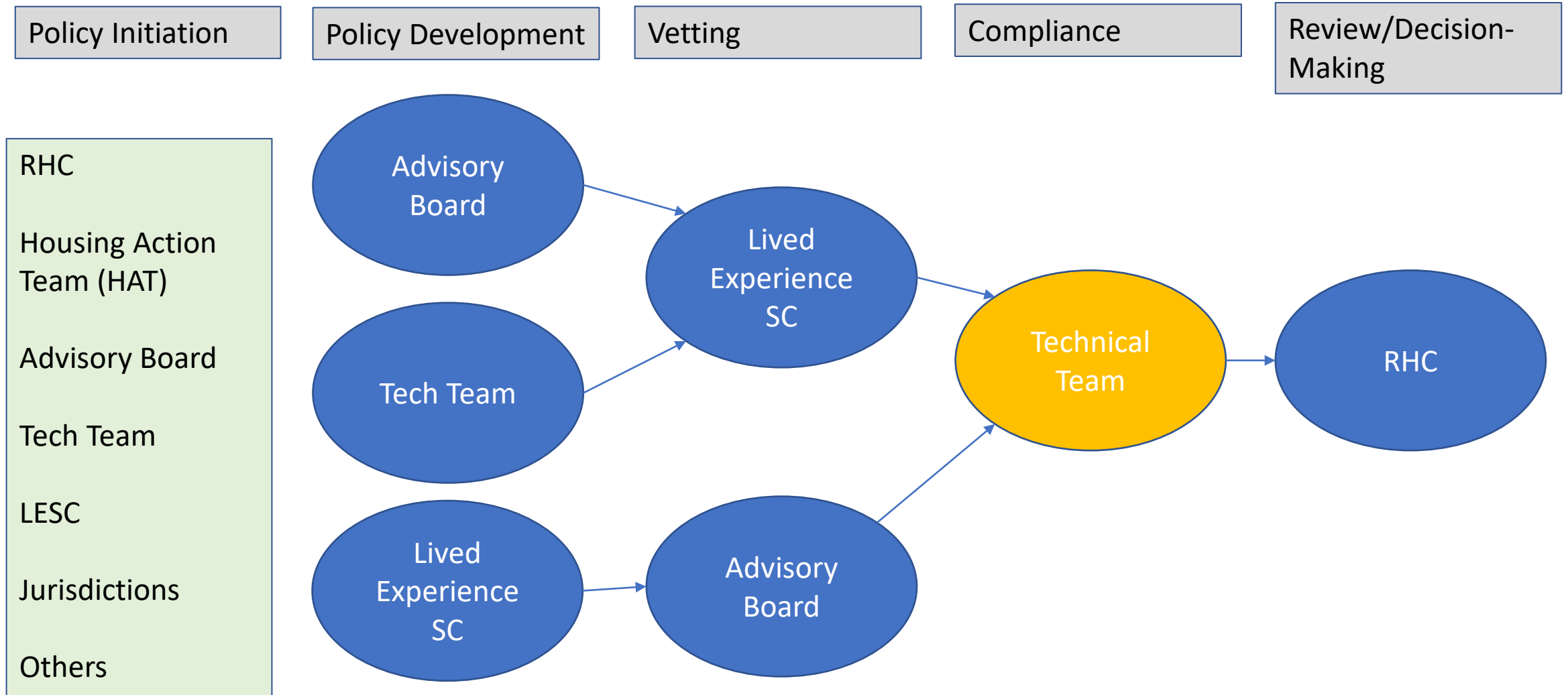


Proposed RHC Funding Cycle



*If BoCC sends a funding rec back to RHC, RHC will determine how to address BoCC concern and whether to send it back to AB for further consideration

Proposed RHC Policy Process



Roles and Responsibilities

- RHC
 - Set funding priorities
 - Make funding recommendations to BoCC
 - Make policy recommendations to jurisdictions
- RHC Exec/Admin
 - Set RHC meeting agendas
- RHC Operational Staff (Office of Housing and Homeless Prevention (OHHP))
 - Staff Advisory Boards
 - Implement procurement processes
 - Contract and performance management and compliance
 - Admin support

Roles and Responsibilities: Continued

- Home Fund and Homeless Services Advisory Board
 - Recommend funding priorities to RHC thru Tech Team
 - Review funding applications and make funding recommendations to RHC thru Tech Team
 - May develop non-funding policy recommendations or vet policy recommendations
 - Home Fund AB: Oversees HOME, County and Oly Home fund, 2060, 1406
 - Homeless Services AB: Oversees CHG/HEN, 2163, 1277, HSF
 - OHHP/Jurisdictions: COVID-related funds, ROW, misc
- Tech Team
 - Coordinate recommendations from Advisory Boards to ensure compliance and coordination.
 - Review non-funding policy recommendations for compliance and consistency
 - Coordination between jurisdictional staff on matters before RHC
- Lived Experience Steering Committee
 - Review funding priorities and provide input/recommendations to ensure priorities address racial disparities
 - Develop and/or review policy recommendations to ensure racial disparities are considered
 - May participate in Advisory Boards and RHC meetings

RHC – Interim Structure Questions to be Discussed

The Technical Team identified the following questions for the RHC electeds to discuss to allow the interim governance structure to move forward:

1. What is the role of the HAT in the RHC in the interim governance structure?
 - At the RHC level
 - At the Advisory Boards level

Proposed Next Steps for Interim Structure

1. Olympia and Thurston County execute Home Fund ILA
2. RHC approves creation of Affordable Housing and Homeless Services Advisory Boards
 - a. Tech Team finalizes Advisory Boards Charter
 - b. RHC approves Charter
 - c. OHHP initiates recruitment for Advisory Boards
 - d. Advisory Boards begin work in 2023
3. RHC determines role of HAT members on RHC
4. Tech Team drafts proposed changes to RHC ILA
 - a. RHC reviews and approves changes
 - b. Jurisdictions approve and execute amended ILA

Proposed Next Steps - Long-Term Structure

1. Hire consultant to: *(Goal: Hired by May 2023)*
 - a. Research organizational structure options for RHC
 - b. Identify key decision points for jurisdictions
 - c. Facilitate resolution of key decision points
 - d. Engage with SMEs/HAT/Community
 - e. Propose organizational structure and draft organizational documents based on approved structure
2. Prior to hiring consultant: *(November-March 2022)*
 - a. Identify funding source and budget
 - b. Determine who the consultant reports to
 - c. Develop scope of work
 - d. Issue RFP *(Goal to issue RFP in March 2023)*

Regional Housing Council – Advisory Boards

Draft Charter

Purpose

The primary purpose of the Affordable Housing and the Homeless Services Advisory Boards is to make recommendations to the Regional Housing Council (RHC) on priorities, funding, and policies related to federal, state, and local funds that are identified as under the purview of each Board or other tasks approved by the RHC Executive Team.

Advisory Boards in General

Each Board shall consist of a broad-based group of citizens and community partners who advise the RHC on how best to invest limited affordable housing and related social service dollars and on policies and procedures on a regional level to meet the most urgent community needs pertaining to affordable housing and homeless services.

The RHC shall accept applications on a semi-annual basis when positions are open from persons wishing to serve on an Advisory Board and shall make recommendations on appointments. The Board of County Commissioners will make formal appointments for service upon the Advisory Boards to the RHC. No compensation is paid to Board members.

Each Board shall have a minimum of 8 voting members and a maximum of 14 appointed voting members. Staff would not be voting members, but would support the Boards and be present at meetings as resources.

An individual may only sit on one RHC Advisory Board. An organization may have a representative on more than one Advisory Board. An individual that serves on an Advisory Board may not serve as a non-voting member of the RHC.

Each member shall have one vote. A member must be present to vote and may not vote by proxy.

Boards will strive to achieve consensus in making recommendations to the RHC, but a simple majority of the voting and present members at an official meeting is sufficient to forward a recommendation to the RHC.

Term

Member terms shall be up to 3 years. Terms may be renewed once, for a maximum term of 6 years. Following serving a maximum term of 6 years, a member may not serve on the same Board for 3 years before serving a new term. Terms of the initial group of members will be staggered to prevent all terms from expiring at the same time, with at least 50% of the members having an initial 3 year term and up to 50% of the members having an initial 2 year term.

Open positions will be filled on a semi-annual basis, or as-needed to meet the minimum number of Board members.

Roles and Responsibilities

The Boards shall advise the RHC concerning the formulation of processes, procedures, and criteria for carrying out the goals and priorities of the RHC. These goals and priorities are highlighted in the 5-Year Homeless Crisis Response Plan and the Permanent Supportive Housing Framework, as well as subsequent plans supported by the RHC. Specific tasks may include:

- Priority Setting – Review the overall housing and services needs of vulnerable populations and recommend categories of need and priority projects to meet those needs that are in alignment with existing plans, including but not limited to the 5 Year Homeless Crisis Response Plan. Coordination with other stakeholders, the Lived Experience Steering Committee, City Councils, County Commissions, government funders, and other public and private partners to develop these recommendations.
- Funding Allocations – Provide recommendations on proposed allocation of fund dollars.
- Policy Recommendations – Develop or review policies for RHC’s consideration that are related to the program requirements of the fund sources under a Board’s purview.
- Public Communication – Facilitate and recommend outreach to the community about the RHC’s priorities and investments.
- Coordination – Be familiar with other funding plans and funding sources to be able to maximize investment in affordable housing projects.

Officers

Each Advisory Board will appoint a chair and vice chair annually from amongst its members to serve as the Advisory Board’s officers. Elections will be held at the first meeting of the New Year. They shall be elected by a simple majority of appointed members. During the first year the Advisory Board operates, the election shall occur at the first meeting of the Advisory Board with the term lasting until the first meeting of the New Year when the annual election will occur.

All Board members are required to participate in Open Public Meetings Act training and other Board Orientation training as appropriate.

Meetings

- Advisory Boards may call special meetings in accordance with the Open Public Meetings Act.
- After formation, it is anticipated that Advisory Boards will meeting monthly to review progress, set, and look forward to future funding allocations or project development options.

Affordable Housing Advisory Board

The primary purpose of the Affordable Housing Advisory Board is to make recommendations to the RHC on priorities, funding and policies related to the expenditures of the combined county-wide and Olympia Home Fund, federal HOME Investment Partnership, HB 1406, and HB 2060, and any other existing or future fund sources controlled by the RHC and which the RHC may deem appropriate.

Board membership should include representatives from the following groups:

- One-third of members should be residents of Olympia or represent organizations located in Olympia.

- At least one member should be a resident of or represent an organization with a housing focus that substantially operates in each of the jurisdictions of Lacey, Tumwater, Yelm, and unincorporated Thurston County.
- Two members should be nominated by and represent the Thurston Thrives Housing Action Team, or subsequent organization.
- Two members should represent the Lived Experience Steering Committee, be a current resident of subsidized housing unit, or be eligible to participate in a federally subsidized housing voucher program.

Board composition may include representatives from the following groups, with the intent to have a diverse mix of affordable housing related expertise represented on the Advisory Board with no more than 3 persons representing each of the following categories.

- Affordable housing lender
- Affordable housing developer
- Housing providers
- Coordinated Entry providers
- Behavioral health or primary care providers
- Affordable housing advocates
- Business representatives
- Realtors or real estate brokers
- By and For Community Members. By and For organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

The City of Olympia Home Fund Manager and the Thurston County Affordable Housing Manager or appointed staff will be lead staff supporting the work of the Affordable Housing Advisory Board. Staff will act in an administrative role and as liaisons with the RHC.

Homeless Services Advisory Board

The primary purpose of the Homeless Services Advisory Board is to make recommendations to the RHC on priorities, funding and policies related to the expenditures of the Consolidated Homeless Grant (CHG), Housing and Essential Needs (HEN), HB 2163, HB 1277, and Human Services Fund.

Board Membership Board membership should include representatives from the following groups:

- At least one member should be a resident of or represent an organization that substantially operates in each of the jurisdictions of Olympia, Lacey, Tumwater, Yelm, and unincorporated Thurston County.

- Two members should be nominated by and represent the Thurston Thrives Housing Action Team, or subsequent organization.
- Two members should come from the Lived Experience Steering Committee or be someone who has experienced homelessness.

Board Members may include representatives from the following groups, with the intent to have a diverse mix of representatives with expertise in homeless services related on the Advisory Board with no more than 3 persons representing each of the following categories. Provider representatives should consider appointing front line staff as well as leadership staff into these positions.

- Homeless outreach providers
- Shelter providers
- Homeless Liaisons from School Districts in the County
- Coordinated Entry providers
- Behavioral health or primary care providers
- Youth and young adult advocate or representative of Youth Advisory Board
- Senior advocate or representative
- Family advocate or representative
- Veterans advocate or representative
- Peer agencies
- Domestic violence/Sexual Abuse/Human Trafficking advocate or representative
- Neighborhood representatives
- By and For Community Members. By and For organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

The Thurston County Affordable Homeless Response Manager will be lead staff to support the work of the Affordable Housing Advisory Board.