

**RHC Affordable Housing Advisory Board  
November 16, 2023**

**1. CALL TO ORDER – Meeting called to order by Talauna Reed at 3:03 pm**

**1.A ROLL CALL –**

Carly Colgan NA

Charlia Messinger x

Craig Chance x (virtual)

David Puszczewicz x (virtual)

Deb Larson x

Donna Feddern x

Grace Lee x (virtual)

Jessie Simmons x

Kendra Landais Chery NA

Meg Martin x

Talauna Reed x

Trish Gregory absent- excused

Trudy Soucoup x (virtual)

**OTHERS PRESENT –**

Tom Webster, Thurston County, TAHAB liaison  
Jacinda Steltjes, City of Olympia, TAHAB liaison  
Alex Persse, Thurston County

**2. Approval of Minutes – for October 19, 2023**

Approved x Amended \_\_\_\_\_

*Moved by Meg, seconded by Jessie, approved unanimously.*

**3. Approval of Agenda**

Moved by Jessie, seconded by Meg, approved unanimously.

**4. Announcements and Regional Housing Council Update**

Talauna provided an update on what occurred at the Nov. 8 RHC. Talauna shared that Victoria O'Banion provided more information about what is needed, financing wise, to help the residents of Claudia's Mobile Estate Park to acquire their community. Craig Chance also shared that the board talked about applying an equity index to such purchases. Craig shared the financing strategy he suggested to RHC of buying down the interest rate of the primary mortgage lender. Grace shared that her capstone project was around this issue and she worked with NWCDC and ROC and there is a lot of work that is needed state-wide around the issue of tenant opportunity to purchase for manufactured/mobile home park acquisition. Donna contributed that ROC would establish a repair fund for the park too. Taluna also shared that the RHC adopted its legislative agenda.

## **5. Business Items**

### **5a) Request for Information and Request for Proposals Processes**

Presenter(s): Talauna Reed, Tom Webster, Jacinda Steltjes

Handouts:

EXHIBIT A: TAHAB – RFI Key Questions/Decisions

EXHIBIT B: 2021 Request for Information (RFI): Affordable Housing New Construction and Preservation Funding Schedule 2024 (this is the last RFI issued and was used to place one project in the pipeline for 2024)

EXHIBIT C: Capital Pipeline

Discussion:

Request for Information: Meg contributed that either two or even three years makes sense. Trudy agrees. Charlia likes this approach as it would allow for some support of the smaller agencies as well. Solicit projects for three years. Group wishes not to set priorities and to see what applications come in and then evaluate from there. Meg suggested targeting population by AMI level instead of specific population. Tom asked what portion of our funds put toward the Pipeline?

Trudy suggested put 90% of our funds into RFP and hold back 10% for emergencies or out of cycle.

Meg suggested 70% dedicated to Pipeline projects, 20% put toward open competition in RFP and 10% of total funds put into out of cycle or emergency fund process. Meg sees RFI as our strategic approach, RFP for anything that unexpectedly comes up and there is an opportunity, and the emergency or out of cycle request is for things that are true emergency or opportunity needs were housing could be lost now if not for our funding. Liaisons will come back to the group on Dec. 14 with a framework for RFI and for RFP to approve.

Action: No motions made. Voting will occur on the framework proposed at the Dec. 14 meeting.

### **5b) Out of Cycle Funding Requests**

Presenter(s): Talauna Reed, Tom Webster

Handout:

EXHIBIT D: RHC Off-Cycle Capital Funding Request Policy– Draft

Discussion: Due to timing, no action was taken on this item and no discussion was had. Liaisons asked that the board review Exhibit D and come prepared on Dec. 14 to make a decision on this item.

Motion to extend the meeting, Meg, seconded by Donna. Unanimously.

### **5c) Manufactured/Mobile Home Park Preservation Policy/Program**

Presenters: Tom Webster, Jacinda Steltjes, Grace Lee & Talauna Reed

Handout:

EXHIBIT E: MHC Opportunity to Compete Analysis

Discussion: Liaisons shared information relative to this topic in general that applies to a policy/program for future instances. Group discussed the issue as a whole and specific to Claudia's

Mobile Estate. Send an update to the board tomorrow after liaisons talk with Victoria about Claudia's specifically.

#### **6. GOOD OF THE ORDER**

Meg will take January- June off for sabbatical. Meg would like to stay on the board or come back. Add this item back to the December agenda. Grace shared that HTF just issued housing preservation NOFO for projects in their portfolio. Deb requested we forward the announcement. HATC will open up the vouchers on Monday, Nov. 27. Open for two weeks. Charlia YHDP has started their process and developing relationships with developers and landlords who support youth. Send to Charlia.

#### **7. ADJOURNMENT –**

Charlia moved to adjourn at Deb seconded at 4:48. Approved unanimously.