



AGENDA

CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE

**223 East 4th Street, Room 160
Port Angeles, Washington
June 3, 2022 – 9 a.m.**

Housing Solutions Committee meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- Minutes – May 5, 2022

REPORTS AND PRESENTATIONS

- Craft3 presentation
- Survey results discussion

BUSINESS ITEMS

- Funding sources discussion
 - American Rescue Plan Act Funds
 - 1590 Funds
 - 1406 Funds
 - Opportunity Fund
- Bylaw review and motion to approve

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – July 1, 2022 at 9 a.m.

ADJOURNMENT

Housing Solutions Committee

Draft Minutes

May 5, 2022



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of May 5, 2022

MEETING OF THE HOUSING SOLUTIONS COMMITTEE

Johnson called the meeting to order at 9 a.m., May 5, 2022. Also present were Donella Clark, Rod Fleck, Nathan West, Shawn McCourt, Shawn Washburn, Sarah Martinez, Cheri Tinker, Wendy Sisk, Kathy Morgan, Rebecca Korby, Christy Smith, Colleen McAleer, Collen Robinson, Glenn Ellis, Colleen McAleer and Michael Sivia. Lowell Rathbun and Gregory McCarry were excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Johnson requested to move the staff discussion to the top of the agenda.

ACTION TAKEN: Sisk moved to approve the agenda as modified McAleer seconded, motion carried

REPORTS AND PRESENTATIONS

- Commissioner Johnson thanked members for serving on the Housing Solutions Committee. He briefly discussed the goals of the committee. He noted there will be a poll coming out to select a consistent meeting date and time.

BUSINESS ITEMS

- Selection of the Chair and Vice Chair

ACTION TAKEN: West moved to nominate Christy Smith as Chair, McAleer seconded motion; motion carried

ACTION TAKEN: Tinker moved to nominate Nathan West as Vice Chair, Korby seconded motion, West commented that he doesn't have time to be Vice Chair, motion failed

ACTION TAKEN: Smith moved to nominate Colleen McAleer as Vice Chair, West seconded motion, motion carried

- Open Public Meetings Act (OPMA) and Public Records Act (PRA) Training – Elizabeth Stanley
Prosecuting Attorney's Office
Stanley provided a training on the OPMA and PRA.

- Staffing discussion

Commissioner provided a brief report. Gores discussed agenda timeline and process. Johnson mentioned possible special meetings due to real estate issues. McAleer clarified what special meeting would be so as not to violate OPMA. Stanley responded it would address proper use of an executive session, briefed group on process. Smith inquired if Johnson wanted someone from Department of Community Development for staffing support. He noted everyone has full time jobs, may need someone new to the county that has the time to do the research. McAleer suggested subcommittees, members held discussion regarding subcommittees. Sisk inquired if a specific position was created would it be full-time, Gores agreed the position would most likely be part-time or full-time. West noted they have a new housing coordinator starting at the City of Port Angeles, one who will attend and participate in these meetings. Members held discussion regarding creating a specific position to support Housing Solutions Committee, possibly outsourcing. Smith suggested forming a committee to research the idea of position, speak with West about how they came up with the housing coordinator position, McAleer and Robinson both volunteered. McAleer suggested having committee make recommendations to North Olympic Legislative Alliance to help them advocate to legislature to change law. Members held discussion as to what kind of information or research should be provided or looked into.

**HOUSING SOLUTIONS COMMITTEE
MINUTES of May 5, 2022
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- Funding sources discussion
 - American Rescue Plan Act Funds
 - 1590 Funds
 - 1406 Funds
 - Opportunity Fund

ACTION TAKEN: Discussion tabled to next meeting

- Bylaw review

ACTION TAKEN: Discussion tabled to next meeting

PUBLIC COMMENT

- Ed Bowen, Clallam Bay, commented on committee members representing people of Clallam County, ways to address affordable housing

NEXT MEETING DATE

- TBD

ADJOURNMENT

Meeting concluded at 10:06 a.m.

Housing Solutions Committee

Survey

Housing Solutions Committee Survey ID	Name	Time Duration Initially For Committee Mtgs	Enter Subcommittee Suggestions Here	If You Have Any Other Input you would Like To Provide To The Committee Member,s Please Add It Here
18	Mike Sivia	1 hr OK as target but suggest that folks be prepared to spend at least an additional 15 (maybe up to 30) minutes to wrap up conversation about agenda items until committee structure running smoothly.	Suggested list a good start for consideration. In no particular order. 1) Define "local" (in policy coordination) to include communities across Washington facing similar key issues (eg, handful of, not all the issues implied by list of subcommittees). 2) Language in Draft Bylaws concerning 'Purpose of Housing Solutions Committee' seems overly broad. To me it implies a work program which would be a fulltime job for a department in a major city with lots of staff reporting to a governing body of more than three commissioners. Having said that, acknowledge recommendations re 1406 Funds is more discreet. 3) Seems Committee needs policy governing recusals for project funding (and potentially other matters). 4) Why isn't Health & Human Services Department represented on Committee. Know Department has a more than full plate but thought was responsible for managing consultant which prepared a recent report on certain housing issues. Maybe it is and don't understand composition.	Provided some input in Subcommittee Suggestions box.
17	Sharon Maggard	1 hr	Sub Committees should be fewer. Perhaps we can discuss combinations. Research and Work Force Demographics to support planning, and project need Local Policy, Funding Opportunities, Local and State Legislative. Projects, Funding prioritization, and outreach to resources should remain as the main focus of Main Committee	Serenity House Committee member Sharon Maggard. sharon.maggard@serenityhouseclallam.org Please add my name to invites and email. Thank you
16	Lowell Rathbun -- City of Sequim	1 hr	a. Engaging the banking sector -- interest rates are rising: possible Housing Trust b. Research into innovative and pre-fab housing options c. Local policy coordination, including local land use and zoning changes d. Establishing a land trust -- taking land off the market e. Subcommittee to investigate parking and camping options, as well as transitional housing options similar to Jefferson County f. Investigation into a Shared Housing program	1 hour committee meetings are acceptable to me. I suspect that a lot more time from committee members will be needed to fully address the challenges.
15	Colleen Robinson	1 hr	Zoning!! Workforce Training	Discussions on HB1590 and 1406 funds needs to stay on our Agenda perpetually. Thank you!
14	Nathan West	1 hr	I would recommend we limit the number of subcommittees to three at least to start off and gain some important early successes. Here are my suggested three based on the provided examples. 1.Funding, local policy coordination and legislation 2.Expanding multi-family construction capacity and workforce housing 3.Project identification and prioritization	I think a research component will be critical to all subcommittees. We will also need to ensure the subcommittees do not constitute a quorum of the Committee out of respect for OPMA and limited administrative resources.

13	Charisse Deschenes	1 hr		I am concerned that it is a little early to move directly into subcommittees prior to the larger committee discussing purpose and direction. From discovering housing options, zoning and development code amendments, evaluating what is best for different areas of the county, talking about what has the most impact immediately and long-term. It is hard to structure into subcommittees immediately when we aren't on the same page. For instance, define affordable housing. The definition will be different depending on who you speak to on the committee. I think there should be more structure around Mission and Goals and then go from there. Also, we have to admit in the room that we all have an organization to represent and sometimes our personal missions will conflict. I am respectful that the team wants to move forward to offer solutions in a helpful way. We may just need a little more discussion about who we are first. Personally, I'm concerned about splitting off into subcommittees without being able to attend all of those meetings. I know that everything we discuss will be important and also will connect with what others might be researching on another committee.
12	Shawn Washburn	1 hr	Project identification, Local Policy Coordination.	
11	Christy Smith	1.5 hors	1. Research creation of job description 2. Project Identification and Prioritization 3. Local policy recommendations	
10	Peggy Simmons	2 hr	Research, Funding, Workforce	
9	Kathy Morgan	1 hr	Project Identification and prioritization. Local policy coordination.	By putting a priority list together for the future building it gives the community hope and a road map.
8	Wendy Sisk	1 hr	Short Term Rental Policy recommendations; Leveraging funding to maximize impact of limited dollars	Inventory of policy changes etc that are in process to inform other decisions would be great.
7	Lowell Rathbun -- City of Sequim	1 hr (I'm willing to spend more time in longer session up front if needed.)	a. explore housing resources available at State Department of Commerce level b. Explore potential involvement and coordination with local banks: interest rates are rising significantly. c. Investigate new technologically innovative and cost effective techniques for pre-fab home construction; dialogue with potential vendors d. Project identification and identification and removal of regulatory and infrastructure barriers to these projects. e. Explore ways to provide increased incentive to local builders that results in real benefits being passed onto the the future home owners.	

6	Cheri Tinker	1 hr	Local Policy Coordination (as well as engaging Forks, Sequim, PA and tribes into the conversations) Project Identification & Prioritization Funding	I want to make sure that the West End and Tribes are included in all that we do....also, when workforce housing is talked about, NO ONE talks about housing for the prison employees.
5	Rod Fleck	1 hr	There needs to be a group looking at the investment and banking institutions. I would offer that we have numerous problems playing into the lack of new housing being built, especially rental housing, and one of those issues is the lack of willing investors into that market here on the NOP.	
4	Donella Clark	1 hr	Infrastructure Code updates/zoning hurdles Construction, cost analysis, where jurisdictions can minimize costs Housing stock-affects of outside buyers, vacation rentals, investment only	
3	Sarah Martinez	1 hr	Policy work for disbursement of funds, RFP application design	
2	Shawn McCourt	1 hr	Community Building and Engagement; Resource Development (Investors, Builders, Entrepreneurship)	I'm interested in finding and developing housing for the "working poor". These folks have literally been priced out of the market in the last few years and are now being forced to travel greater distances for work causing greater stress financially. We should be open minded to partnerships with national builders as well as local builders that benefit from their efforts in providing these types of housing options.
1	Colleen McAleer	2 hrs	Research Funding Local Policy Coordination including short term rentals Expanding Local Builders	

Housing Solutions Committee

Funding sources discussion

Johnson, Randy

From: Stanley, Elizabeth
Sent: Thursday, April 14, 2022 3:07 PM
To: Johnson, Randy
Subject: Use of Opportunity Fund for affordable workforce housing

Commissioner Johnson,

You asked about the what would qualify as “affordable workforce housing infrastructure or facilities” in relation to the expanded use of the Opportunity Fund and if it would be appropriate to use the funds for housing for retirees.

As you know, effective June 9, 2022, funds collected under RCW 82.14.370 can be used for affordable workforce housing infrastructure or facilities. State law defines “affordable workforce housing” as : housing infrastructure or facilities that a qualifying provider uses for housing for a single person, family, or unrelated persons living together whose income is no more than 120 percent of the median income, adjusted for housing size, for the county where the housing is located. See RCW 82.14.370(3)(c)(iv).

The only criteria listed in the statute is the income of the residents of the housing. However, the term “workforce housing” seems to imply that the housing should be used for workers. A review of the legislative history shows that the legislature did intend for the funding to be used for “workers.” Here is an excerpt from the House Bill Report on this legislation: *Housing costs in rural communities are increasing faster than workers' wages, and this negatively impacts healthcare workers, firefighters, teachers, and hospitality employees in particular. Many of these workers are not able to afford to live in the communities in which they work, and this is particularly true in rural communities that are tourism destinations. This results in long commutes for these workers, which reduces the time they can spend with family and also has negative environmental impacts. In addition, a sense of community is lost in rural communities when workers are not able to afford to live in the communities in which they work. This bill would help preserve rural communities.*

A full copy of the House Bill Report can be found here:

<https://app.leg.wa.gov/billsummary?BillNumber=5868&Initiative=false&Year=2021>

This is a brand new provision and I imagine that additional guidance will be forthcoming governing the use of these funds. In the meantime, a conservative approach would be to use this funding for housing intended for “workers” and not for a retirement community. Even though a retirement community with residents whose incomes are below 120% of the median income may satisfy the letter of the law, it would seem to violate the intent behind the law.

Please let me know if you would like to discuss in more detail.

Thank you,
Elizabeth

Elizabeth Stanley | Chief Civil Deputy Prosecuting Attorney | Clallam County
223 E. 4th Street, Ste. 11 | Port Angeles, WA 98362 | ☎ 360.417.2426 | 📠 360.417.2543 | ✉ estanley@co.clallam.wa.us

PROJECTED SOURCES AND COMMITTED USES—2021-2049 (INCLUDING PROFORMA EFFECT OF \$2.376M FORKS SEWER CONTRIBUTION, WITH ESTIMATED REMAINING MAXIMUM ANNUAL DEBT SERVICE/GRANT CAPACITY)

PROJECTED SOURCES OF FUNDING				PROJECTED USES OF FUNDING															
DEBT SERVICE FUNDING COMMITMENTS				ONGOING SUPPORT/OTHER EXPENDITURES															
Year	Beginning Fund Balance	Tax Revenue <u>currently set to expire in July 2032</u>	Interest Income	Other Income (East UGA Sewer System Development Fees, LID 3rd Street Sewer Line Transfer)	TOTAL SOURCES	Carlsborg Sewer Loan (matures June 2048)	Dept of Commerce-- Skills Center Loan (matures Jan 2025)	Department of Ecology--Clallam Bay Sekiu Sewer Projected Loan (20 Yr Loan-- Estim Maturity Date-- 2041)	Clallam EDC	SBDC	NODC	Clallam Conservation District (removed as deemed not OF-Eligible)	Transfer to Carlsborg Sewer for Expansion	Forks Sewer	Indirects Charges from Clallam GP	Potential Funding of Other Future Debt Service/Grants	TOTAL USES	Net Sources/ (Uses)	Ending Fund Balance
2021	4,171,352	1,808,074	70,000	18,000	1,696,074	368,966													
2022	5,037,167	1,749,000	43,021	18,000	1,810,021	368,103	48,194		350,000	30,000	3,500	0			29,800	0	830,259	865,815	5,037,167
2023	3,262,370	1,827,705	66,051	18,000	1,911,756	367,241	48,194	58,624	120,000	30,000	3,500	0			30,411	369,000	3,584,816	-1,774,797	3,262,370
2024	4,142,718	1,809,952	62,077	18,000	2,010,029	366,379	48,194	117,247	124,848	31,212	3,641	0			31,779	369,000	1,031,408	880,348	4,142,718
2025	5,059,016	1,995,900	99,309	18,000	2,113,209	365,517	48,194	117,247	127,345	31,836	3,714	0			33,210	369,000	1,093,731	916,298	5,059,016
2026	6,047,667	2,085,715	118,798	18,000	2,222,513	364,655	48,194	117,247	129,892	32,473	3,789	0			34,704	369,000	1,097,557	1,015,652	6,047,667
2027	7,243,859	2,179,572	140,651	18,000	2,338,223	363,793		117,247	132,490	33,122	3,864	0			36,266	369,000	1,053,321	1,169,191	7,243,859
2028	8,524,668	2,277,653	164,550	18,000	2,460,203	362,931		117,247	135,139	33,785	3,942	0			37,898	369,000	1,057,414	1,280,809	8,524,668
2029	9,823,224	2,380,147	190,607	18,000	2,598,754	362,069		117,247	137,842	34,461	4,020	0			39,603	369,000	1,061,647	1,398,556	9,823,224
2030	11,445,954	2,487,254	218,939	18,000	2,724,193	361,207		117,247	140,599	35,150	4,101	0			41,385	369,000	1,066,024	1,522,730	11,445,954
2031	13,099,596	2,599,180	249,670	18,000	2,868,851	360,345		117,247	143,411	35,853	4,183	0			43,248	369,000	1,070,551	1,653,642	13,099,596
2032	14,891,215	2,719,457	271,258	18,000	3,000,000	359,483		117,247	146,279	36,570	4,266	0			45,194	369,000	1,075,232	1,791,618	14,891,215
2033	15,919,857	2,869,754	298,754	18,000	3,287,354	358,621		117,247	149,205	37,301	4,352	0			47,227	369,000	1,080,073	1,948,642	15,919,857
2034	17,222,532	3,055,355	325,355	18,000	3,557,759	357,759		117,247	152,189	38,047	4,439	0			49,353	369,000	1,085,078	2,122,732	17,222,532
2035	18,603,633	3,240,603	355,603	18,000	3,857,897	356,035		117,247	155,233	38,808	4,526	0			51,573	369,000	1,090,254	2,318,099	18,603,633
2036	20,098,976	3,425,467	386,976	18,000	4,166,435	354,884		117,247	158,337										

Gores, Alanna

From: Johnson, Randy
Sent: Thursday, April 28, 2022 12:20 PM
To: Gores, Alanna
Subject: FW: 1406 1590 Information
Attachments: HB1590 Affordable Housing Revenue Impact to Clallam County--20 Year Projection (Based on 2020-2021 data).xlsx

Please include this information in our "Housing Solutions" packet.
Randy

From: Lane, Mark
Sent: Thursday, April 28, 2022 10:41 AM
To: Johnson, Randy
Subject: 1406 1590 Information

Randy,

Here is that HB1590 file you asked for (modified to assume 2%), and the excerpt from the email I had sent you when I provided this information originally that provided an update on 1406 reserves as well.

Let me know if you need anything else.

Thanks.

Mark Lane

*Chief Financial Officer
Clallam County
223 E 4th St, Suite 4
Port Angeles, WA 98362
Ph 360-417-2383
Email: mlane@co.clallam.wa.us*

Here is a quick status recap of the **HB1406 Funds**:

Revenue (based on tax rates of .0146% for Unincorporated County, and .0073% for Cities of Sequim & Forks—0% for PA):

Actual Revenue—2021 from Affordable Housing Tax Credit -- \$148,935

Budgeted Revenue—2022 from Affordable and Supportive Housing Tax Credit --\$156,000

Reserves:

Available Funding at the end of January, 2022 \$317,375

Projected Ending Reserves—2022 \$461,810

HB1590—Sales & Use Tax .1%, amended [RCW 82.14.530](#)

--prior to 6/11/2020, this tax could only be enacted upon voter approval. However, following a legislative amendment made, voter approval is now option and the tax can now be approved by a County or city's legislative body with a simple majority vote.

-- Cities may not impose the tax if the County imposes the tax first.

Allowed Uses:

At least 60% of tax collected must be used for:

- Construction of affordable housing,
- Construction of mental and behavioral health-related facilities, or
- Funding the operations and maintenance costs of new affordable housing units and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.
- Recipients of provided affordable housing must have income at or below 60% of County AMI and be:
 1. Persons with behavioral health disabilities
 2. Veterans
 3. Senior Citizens
 4. Homeless, or at-risk of being homeless, families with children
 5. Unaccompanied homeless youth or young adults
 6. Person with disabilities; or
 7. Domestic Violence Survivors

The remaining tax collected must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services. No more than 10% of the tax collected can be used to supplant existing local funds.

The County must coordinate with cities before building facilities within the city; and must enter into interlocal agreements with those cities that have imposed this tax. Also county must credit back the .1% tax to cities that have already adopted this tax (i.e. no double dip).

Per the RCW, the County's legislative authority imposing the tax has the authority to issue general obligation or revenue bonds and may pledge up to 50% of the taxes collected for repayment of such bonds in order to finance the provision or construction of affordable housing, facilities where housing-related programs are provided, or evaluation and treatment centers.

Cities within the County that have implemented the HB1590 sales tax include just the City of Port Angeles (effective 4/1/2020). Sequim and Forks have not implemented the tax.

In terms of the estimated tax revenue potential of this, please see the attached analysis for estimated tax impact if Clallam County imposed tax over a 20 year period using model similar to the one I developed for the HB1406 impact, updated for tax growth since that analysis was done. I have assumed the tax would commence on January 1, 2023 and that no tax is collected on PA city taxable sales (since we have to credit back to them the .1% they're already imposing), but have assumed the County imposes the .1% in the unincorporated parts of the County as well as the Cities of Forks and Sequim as it appears if the cities don't implement their own tax we have the ability to on their tax bases.

Let me know if you have any questions.

Mark Lane
Chief Financial Officer
Clallam County
223 E 4th St, Suite 4

	2020	
TOTAL SALES BASE: CLALLAM COUNTY UNINCORP	94,206,315	(PIR DEPT OF REVENUE 2020 ANNUAL)
TOTAL SALES BASE: PORT ANGELES	442,684,224	(PIR DEPT OF REVENUE 2020 ANNUAL)
TOTAL SALES BASE: SEQUIM	419,790,134	(PIR DEPT OF REVENUE 2020 ANNUAL)
TOTAL SALES BASE: PORTS	1,780,696	(PIR DEPT OF REVENUE 2020 ANNUAL)
TOTAL SALES BASE: CLALLAM COUNTY	72,472,013	(PIR DEPT OF REVENUE 2020 ANNUAL)

ACTUAL SALES TAX GROWTH-2021 FOR COUNTY (BASED ON 2021 CLAIM
COUNTY 1% (1/M) SALES TAX GROWTH) 21.0%

TOTAL SALES BASE 10 YEAR AVG GROWTH - CLAIAM COUNTY-UNINCORP	4.52%
TOTAL SALES BASE 10 YEAR AVG GROWTH- PORT ANGELES	4.48%
TOTAL SALES BASE 10 YEAR AVG GROWTH- SEQUIM	6.15%
TOTAL SALES BASE 10 YEAR AVG GROWTH- FORK	1.62%
TOTAL SALES BASE 10 YEAR AVG GROWTH - CLAIAM COUNTY	<u>6.33%</u>

CLALLAM COUNTY UNINCORP	2.00%
HOKI ANGELES	2.00%
SEQUIM	2.00%
FORKS	2.00%

[illegible]

\$ 32,636,530

Housing Solutions Committee

Draft Bylaws

CLALLAM COUNTY Housing Solutions Committee

Bylaws

Article I-Object

These Bylaws are promulgated and enacted by the Housing Solutions Committee (HSC) for the governance of the HSC.

Article II-Precedence

To the extent any text of these Bylaws is determined to be in conflict with either the state law or the County Code the text of the state law and/or County Code will be controlling. These Bylaws also expressly recognize that state law and County Code may, in the future, be the subject of amendment. Those amended state laws and/or County Code will also be controlling.

Article III-Membership and Terms

- A. Membership of the Housing Solutions Committee was established in Resolution Number 32, which was adopted by the Board of Clallam County Commissioners on March 15, 2022.
- B. The members representing governmental or quasi-governmental entities shall not have limits on the length of their terms. Accordingly, the following members are standing members:
 - a. Clallam County Commissioner
 - b. Representative of Clallam County Department of Community Development
 - c. Representative of City of Forks
 - d. Representative of City of Port Angeles
 - e. Representative of City of Sequim
 - f. Representative of Peninsula Housing Authority
 - g. Representative of Peninsula Behavioral Health
 - h. Representative of Olympic Community Action Programs (OlyCap)
 - i. Representative of Port of Port Angeles
 - j. Representative of Economic Development Council
 - k. Representative of Tribal Governments
 - l. Representative of Habitat for Humanity of Clallam County
 - m. Representative of North Olympic Regional Veteran's Housing Network
 - n. Representative of Serenity House of Clallam County
 - o. Representative of Healthy Families of Clallam County
 - p. Representative of United Way of Clallam County

- C. The following members shall be appointed for a term of three years:
 - a. Representative of North Peninsula Building Association
 - b. Representative of Sequim Realtors Association
 - c. Representative of Port Angeles Realtors Association
 - d. At-large representative
- D. A full term shall be three (3) years in length and no longer. In order to preserve continuity, terms may be set for varying lengths so that vacancies occur in staggered years. Terms may be adjusted as necessary to maintain staggered expiration dates.
- E. Clallam County will appoint the Commissioners' Office staff to serve as the Administrative Assistant for the HSC.
- F. An attorney from the Prosecuting Attorney's Office will provide legal advice and consultation to the HSC in its role as an advisory Board to the County Commission BUT not to individual HSC members.

Article IV-Purpose of Housing Solutions Committee

The purpose of the Housing Solutions Committee is to assess the need for housing in Clallam County, to identify problems and unmet needs to housing in Clallam County, and to develop recommendations to the Board of Clallam County Commissioners for programs to promote housing solutions in Clallam County and to make recommendations to the Board of Clallam County Commissioners and the Opportunity Fund Board for expenditures of 1406 funds, American Rescue Plan Act Funding related to housing solutions, Opportunity Fund infrastructure for housing and other funds that can be used for affordable housing.

Article V-Duties of the HSC

The HSC shall report to the Board of County Commissioners annually about the housing needs in Clallam County.

The HSC shall also make annual or more frequent recommendations to the Board of County Commissioners for projects to be funded to promote housing solutions in Clallam County.

Article VI-Meetings

- A. Regular meetings of the HSC shall be held on dates established at the first meeting of the HSC and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- B. At the first meeting of the HSC, the "members" shall elect a chairperson to run the meetings and organize, with the assistance of the HSC's Administrative Assistant, the agenda for the meetings. The "members" shall also select a vice-chairperson that shall act as chairperson when the elected chairperson is not present.

- C. A record of attendance of HSC members shall be kept for all HSC meetings.
- D. Special meetings of the HSC may be called by the Chair of the HSC and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- E. The HSC meetings shall be open to the public and members of the media and shall occur in a location that is handicapped accessible.
- F. Public input at HSC meetings shall be limited to that time on the meeting agenda set aside for public input.
- G. Unless otherwise established by the Chair of the HSC, public input (oral testimony) will be limited to three minutes per speaker until such time as all persons wishing to speak have spoken or waived their right to speak, at which time a prior speaker may again speak for not more than two minutes.
- H. HSC meetings will be held in compliance with all health and safety requirements in effect at the time of the meeting.

Article VII-Agenda format

While the Chair has full discretion to establish the agenda for any and all HSC meetings, the following "Order of Business" is offered as a default or template agenda format for possible use:

- Open the meeting at the time set
- Roll call
- Approval of the agenda
- Public comment
- Approval of minutes from prior meeting
- Reports and presentations
- Business items
- Public comment
- Announce date for next meeting
- Adjourn

Article VIII-Quorum

Except as otherwise specifically provided in these Bylaws, the attendance (either in person or electronically) of a majority of the full membership of the HSC shall constitute a quorum for the transaction of business.

Article IX-Voting

- A. A majority vote of the HSC members present and forming a quorum shall be sufficient for adoption of any motion, including recommendations to the County Commission.
- B. There shall be no secret ballots.

Article X-Adoption by the HSC of amendments

- A. At any meeting of the HSC where a quorum (as defined in Article VIII above) is present the HSC may, by a majority affirmative vote, change these Bylaws.
- B. Any amendment suggested pursuant to Sections A this Article must be on the Agenda of one HSC meeting and may not be approved or rejected until the next "regular" meeting of the HSC in order to provide time for review and consideration of the proposed amendment.

Article XI-Public Hearings

- A. The HSC has authority to hold such public hearings as it deems necessary at a time, date and place chosen by the Chair and arranged by the Administrative Assistant.
- B. Such hearings shall be noticed and held in compliance with the Open Public Meetings Act.
- C. If such public hearings are to be held, the HSC is encouraged to hold them in diverse locations reflecting the population of the county that resides in the western, central and eastern regions of this County.

Article XII-Vacancies

Any vacancies in the HSC shall be filled by the decision of the County Commission as decided in a public meeting. If needed, and if applicable, the County Commission may enter into Executive Session pursuant to RCW 42.30.110(1) in order to complete the work of declaring the existence of a vacancy or filling a vacancy.

Adopted by the Housing Solutions Committee this ____ day of _____, 2022.

Chair, Housing Solutions Committee