Board Meeting Notice

TO: CDC Board Members
   Scott Winship, Chair
   Shari Bell-Beals, Vice Chair
   Gary Hawkinson, Secretary
   Mike Miller, Treasurer
   Kyle Denbrook
   Ray Velkers
   Hollie Johnson

FROM: Bryan Schmid, Affordable Housing Supervisor
      Pierce County Human Services

CDC BOARD MEETING FOR August 17, 2021

A regular meeting of the Community Development Corporation will be held TUESDAY, AUGUST 17, 2021 at 8:00 A.M.

The CDC Board Meeting will be conducted via Zoom. There is a link to join via app/web browser and there is also an option to call in. Please let us know if you run into any issues.

You are invited to a Zoom webinar.

Join Zoom Meeting
https://piercecountywa.zoom.us/j/97185639023

Dial by your location
(253) 215-8782 US (Tacoma)
(877) 853-5247 US Toll-free
Meeting ID: 971 8563 9023
Call to Order -

Review and approve July 20, 2021 CDC Board meeting minutes:

CDC Resolutions:
- CDC-2021-004  Washington State Housing Finance Commission contract

Housing Resolutions:
- H-2021-36    Applicant A
- H-2021-37    Applicant B
- H-2021-38    Borrower A
- H-2021-39    Applicant C
- H-2021-40    Applicant D
- H-2021-41    Borrower B

Other Business:
- May Financials / Vouchers
- Late Payment Reports
- Open Public Records and Open Public Meetings Training requirements

Staff Updates:
- Board Appointments - Ongoing
- Banking RFP – September
- State Audit

Future Business:
- Affordable Housing NOFA – September
- Portfolio Analysis – October
- County Budget 2022-23 impact to the CDC – November
- Credit Policy (Updates to Owner Rehab) – Fall 2021

Acknowledgement – Ray Velkers service on the CDC Board.

Public Comment Period:

Adjourn
A meeting of the Board of Directors of the Community Development Corporation was held virtually on Zoom. The link to join via app/web browser: https://piercecountywa.zoom.us/s/99477035348

The meeting was called to order by Director Winship, Chair, at 8:04 a.m.

Those present were: Directors Winship, Velkers, Hawkinson, Denbrook, Johnson, Miller & Bell-Beals
Absent: None
Staff in attendance: Bryan Schmid, Laura Charbonneau, Shannon Shuman, Lucy Newman, Arlene Whittington, Robyn Lee, & Vy Yun
Guests: Teresa Castle?

UNFINISHED BUSINESS

Director Winship, Chair, requested CDC Board Members review the minutes of the June 15th, 2021, meeting. With no questions, Director Velkers moved to approve the minutes, and the motion was seconded by Director Bell-Beals. The vote was unanimous, and the minutes were adopted.

NEW BUSINESS

CDC Housing Resolutions:

Resolution H-2021-033 was presented for approval for a $185,000 HOME loan under the manufactured home replacement loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: What happens to the existing deferred loan? Staff: It will continue as a separate loan.
- Board: The total outstanding debt will be? Staff: It will be the $185K plus the existing $20K CDC loan.
- Board: 34yo 30yo and baby are family? Staff: Yes, the 34yo is the son, 30yo is girlfriend and their child.
- Board: One of them should be working? Staff: The son has been attempting to apply for SS, however, concerned with his disability, it has been challenging.
- Board: Insurance will be required for HO Ins? Staff: Yes, that premium will be included in the loan payment.
• Board: What happens when the couple moves out and income drops? Staff: She has applied for SSDI, to receive more. The income calculated was solely based on her income.

With no further questions from the Board, the resolution was moved to approve by Director Velkers and seconded by Director Bell-Beals. Vote was unanimous, motion carried, no abstentions, and resolution was adopted with no further discussion.

**Resolution H-2021-034** was presented for approval for a $80,000 CDBG loan under the homeowner rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: Is that what she does is buy and resell? Staff: Yes, you can buy at thrift stores and resell. She made $10,000 last year.
- Board: Was this income calculated in resolution? Staff: Yes
- Board: Is there a paper documentation? Staff: Yes, Etsy will mail out sales statement and if she meets a threshold, tax statements will be generated. She did not meet that threshold.

With no further questions from the Board, the resolution was moved to approve by Director Miller and seconded by Director Denbrook. Vote was unanimous, motion carried, no abstentions, and resolution was adopted with no further discussion.

**Resolution H-2021-035 Gunderson/Brown** was presented for approval for a loan assumption on a $150,000 HOME loan under the mobile home replacement/housing rehabilitation loan programs. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: What was our big hang up last time? Staff: The HH income included all HH income. There was confusion with co-signing on auto loan. The boyfriend is now co-signing. She will be the only one on title, so just her income is being calculated for this loan.
- Board: How old is the son? Staff: Unsure and he is not part of the application. Being he is paying rent, he is not listed on hh information.

With no further questions from the Board, the resolution was moved to approve by Director Miller and seconded by Director Denbrook. Vote was unanimous, motion carried, no abstentions, and resolution was adopted with no further discussion.

**GENERAL CDC BUSINESS:**
Staff presented the April 2021 financials and vouchers.
With no questions from the Board, Director Miller moved to approve the April 2021 financials and vouchers, this was seconded by Director Denbrook. The vote was unanimous, motion carried, no abstentions and the April financials and vouchers were accepted.

Late payment report was presented. Good reviews. Discussion on Foreclosure prevention funding. The State is providing a centralized state-wide a pilot project for ARPA funding for foreclosure prevention. You speak with a counselor to check if eligible for assistance and they will be referred to an agency for counseling and possible
financial assistance. Some borrowers were able to take advantage of the mortgage assistance on previous rounds.

**STAFF UPDATES:**

**Board Appointments:**
- May have applicant to replace Gar’s position. This applicant was referred by the Executives office.
- Ray Velkers will finish his 2nd term September 1st, 2021. Next month will be Ray’s last meeting. His chair is still looking to be filled for Commercial Banking.

**Banking RFP:**
- Director Miller provided a presentation with respect to the service that Columbia Bank has been providing in recent months/years and third-party programs. Discussed the RFI that the CDC is working on and noted some smaller local banks that we are potentially considering to participate
- HomeStreet Bank was suggested as a good option. Andrea Banks was a contact that was recommended.
- Commencement Bank was suggested.
- Input from Board with priority –
  - That they care about us and that they communicate better
  - Applaud for searching to smaller and local
- Pricing? Willing to pay for extra money if services are efficient.
- Board wanted to hear from staff. Staff: noted, that communication is KEY. Services are vital part as well.
- Director Miller requested any emails for further suggestions.
- Staff did note that we are going to take cost of transferring banking into consideration as well.

**Recorded Documents:**
- Addresses on Deeds of Trust: We discussed with our legal counsel and there will be fair amount of cost involved with staff and recording fees.
- Board mentioned it would be a centralized address, such as a PO Box solely.
- Who is the registered agent for CDC? Staff: The 1305 address is registered and Bryan is the registered agent.
- Has anyone checked with the title companies to address this? Staff: No, we will look into this.

**Credit Policy:**
- Updates to Owner Rehab: Staff will be making some changes and would like to know if there would be a Board member or two that would provide feedback
and be involved with the updates. Director Bell-Beals volunteered to participate in the policy changes.

**FUTURE BUSINESS:**

**County Budget 2022-2023 impact to the CDC:** The CDC will be updating and presenting outlook in October.

**Affordable Housing NOFA – May 2021:** This will be released in May. Applications will be due June 25th. We will have over $2 million to present in September.

**Portfolio Analysis:** This will be updated and presented at the next Board meeting.

**FOLLOW UPS:**
- None noted

**PUBLIC COMMENT:**
- No public comments

**ADJOURN**
There being no further business, the regular meeting was a motioned to adjourn by Director Bell-Beals and seconded by Director Velkers. The next meeting being Tuesday, August 17th, 2021. The meeting was adjourned at 9:11 am.

Certified by:

_____________________________  ________________________
Board Chair                   Date

_____________________________  ________________________
Secretary                    Date

Prepared by:

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Robyn Lee