Board Meeting Notice

TO: CDC Board Members

Gary Hawkinson, Chair
Shari Bell-Beals, Vice Chair
Mike Miller, Secretary
Kyle Denbrook, Treasurer
Hollie Johnson
Jamie Macumber/Firth
Tom Young
Scott Winship

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

CDC BOARD MEETING FOR March 15, 2022

A regular meeting of the Community Development Corporation will be held
TUESDAY, March 15, 2022 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 February 15, 2022 CDC Board meeting minutes:

CDC Resolutions:
- CDC-2022-001 Adoption of Credit Policy Amendments

Housing Resolutions:
- H-2022-004 Borrower A
- H-2022-005 Borrower B
- H-2022-006 Borrower C
- H-2022-007 Applicant A

Other Business:
- Revised December Financials
- January Financials / Vouchers
- Late Payment Reports
- CDC Legal Matters – Foreclosure updates
- Banking Update – Transfer of account to Heritage Bank

Staff Updates:
- Board Appointments – Status Update
- Open Public Records/Open Public Meetings Training

Future Business:
- Board Retreat - TBD

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/j/97185639023

The meeting was called to order by Director Hawkinson, Chair, at 8:00 a.m.

Those present were Board Directors:
Gary Hawkinson-Chair, Shari Bell-Beals-Vice Chair, Mike Miller-Secretary, Kyle Denbrook-Treasurer, Scott Winship, Hollie Johnson, Jamie Macumber/Firth, & Tom Young
Absent: None
Staff in attendance: Bryan Schmid, Laura Charbonneau, Shannon Shuman, Lucy Newman, Arlene Whittington, & Robyn Lee
Guests: None

UNFINISHED BUSINESS

Director Hawkinson, Chair, requested CDC Board Members review the minutes of the January 8, 2022, meeting. With no questions, Director Miller 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 Resolutions:

Resolution CDC-2022-001 was presented for approval to accept the updated CDC Credit Policy. The CDC Board commenced discussion and requested to table this resolution to allow more time to review. All were in favor.
Staff will TABLE Resolution CDC-2022-001.

CDC staff discussed the mobile home replacement program to include single-wide mobile homes, as an option when a double-wide is not viable. Although it is not always considered bankable, the CDC staff noted this is up for discussion and would like feedback to determine if this should be brought to Board for approval. The Board felt that it limits options down the road; however, the VA still allows it. The structure of our program is to keep our borrowers safe and dry. The
Board noted that they would consider only if it is a new single-wide and it would be on a case-by-case basis. The cost of home construction is getting so high, so borrowers are satisfied with smaller homes. Does the CDC policy express that single-wides are an option? On page 10, it specifically states double-wide; however, this can be changed to align with the mission of the CDC. This resolution will be presented next month for approval.

**Resolution CDC-2022-002** was presented for approval to authorize CDC Board Director Tom Young to be added as a signer on the CDC’s Heritage Bank Account.

With no questions from the Board, the resolution was moved to approve by Director Bell-Beals and seconded by Director Winship. Vote was unanimous, motion carried, and resolution was adopted. With one abstention of Tom Young.

**CDC Housing Resolutions:**

**Resolution H-2022-03 (Applicant A)** was presented for approval on a $55,000 CDBG loan under the housing rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- **Board:** How long ago did our construction specialist run those numbers? **Staff:** About a week and half ago.
- **Board:** Does this carry a 20% contingency? Hearing of costs for building supplies increasing weekly. **Staff:** Yes, there is contingency for fluctuation of costs.

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

**GENERAL CDC BUSINESS:**

**Financials/Vouchers:**

Staff then presented the December 2021 financials and vouchers. The CDC Board commenced discussion. Questions asked, and staff responses included:

- **Board:** The balance sheet separated by program, the SRLG continues to increase. Is this expected to go down? **Staff:** This appears to be incorrect, so we will check on this. This is most likely related to the 3rd SRLG grant, in which the CDC is retaining funds in our own revolving loan fund and is not payable back to Public Works.
- **Board:** Overall, cash is gone up from last year… **Staff:** We have accumulated HOME dollars that has not yet been expended.

The CDC staff will review, correct the SRLG funds, and present next month for approval.

**Late Payment and Defaulted Loan Reporting:**

The reports for late payments and defaulted loans were presented. The CDC Board felt the late payment report looked good.
The defaulted loans report, in which the CDC is commencing foreclosure, was reviewed. The CDC Board questioned, and staff responded:
- Board: The borrowers have no insurance? Staff: The CDC will obtain force-placed insurance coverage on the loans and pass the cost off to the borrower’s fees for reimbursement upon trustee sale.

No action needed to be taken.

**Banking Update:**
Staff updated the Board with the transfer of accounts to Heritage Bank. Should have new account numbers in next few days and hoping to begin making transactions beginning March 1st, 2022.

**STAFF UPDATES:**

**Board Appointments Update:** Tom’s appointment was confirmed by the County Council. Scott will be terming off with April being the final meeting.

**Open Public Records Training Reminder:**
Open Public Records and Open Public Meetings Training requirements: Members of governing board must take Public Records Act training and Open Public Meeting Act training. Received confirmation from some Board members that have taken it.

**FUTURE BUSINESS:**
- Board Retreat – Possibly this summer.

**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 Miller. The next meeting being Tuesday, March 15th, 2022. The meeting was adjourned at 8:45 am.

Certified by:

________________________________________________________________________
Board Chair
Date

________________________________________________________________________
Secretary
Date

Prepared by:
Robyn Lee