

## 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  
Joe Beck

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

### **CDC BOARD MEETING FOR July 19, 2022**

A regular meeting of the Community Development Corporation will be held **TUESDAY, July 19, 2022, at 8:00 A.M.**

The CDC Board Meeting will be conducted at 3602 Pacific Avenue, #200, Tacoma, WA 98418 in the Brekke Conference Room. There will be a link to join via zoom 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

**COMMUNITY DEVELOPMENT CORPORATION  
MEETING AGENDA  
July 19, 2022**

**Call to Order -**

**Review and approve June 21, 2022, CDC Board meeting minutes:**

**CDC Resolutions:**

- CDC-2022-002            TCRA Contract Extension

**Housing Resolutions:**

- H-2022-020            Borrower A
- H-2022-021            Borrower B

**Other Business:**

- Review and approve May Financials - Vouchers
- SRLG Follow Up Update
- Review of Late Payment Report
- Review of CDC Legal Matters/Foreclosure Update Report

**Staff Report and Updates:**

- Washington State Housing Finance Commission Downpayment Assistance Program Update
- Monitoring and Audits

**Future Business:**

- Affordable housing applications – September 2022
- CDC Board Retreat – October 2022
- CDC Budget Presentation – November 2022
- CDC Budget – December 2022

**Public Comment Period:**

**Adjourn**

**MINUTES OF THE  
COMMUNITY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING**

June 21, 2022  
8:00 am

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**, Kyle Denbrook-**Treasurer**, Hollie Johnson, Jamie Macumber/Firth, Tom Young, & Joe Beck

Absent: Director Mike Miller-**Secretary**

Staff in attendance: Bryan Schmid, Laura Charbonneau, Shannon Shuman, Arlene Whittington, Lucy Newman, & Robyn Lee

Guests: None

**UNFINISHED BUSINESS**

Director Hawkinson, Chair, requested CDC Board Members review the minutes of the May 17<sup>th</sup>, 2022, meeting. With no questions, Director Bell-Beals moved to approve the minutes, and the motion was seconded by Director Beck. The vote was unanimous, and the minutes were adopted.

**NEW BUSINESS**

**CDC Housing Resolutions:**

**Resolution H-2022-017 (Borrower A)** was presented for approval to foreclose, pay property taxes, and sewer lien on a HOME loan under the housing rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: How many years is she behind? Staff: The borrower is 3 years in arrears on her property taxes.
- Board: We weren't escrowing this loan? Staff: No, the loan is a deferred payment loan that is not escrowed. Only first mortgages are escrowed.
- Board: We didn't receive a notice of foreclosure from the County? Staff: No, not yet. We are taking precautionary measures to move forward and not wait until last minute.
- Board: They only way to protect our interest is the foreclosure, but is there anyway to help the borrower? Staff: The CDC has been working with the borrower to resolve liens pending.
- Board: We can't pay the property taxes and roll into the loan? Staff: No, property tax payments are an ineligible activity.

- Board: Does the borrower have any place to go? Staff: No, not aware of anything.
- Board: Even at a reduced amount, after three years, this seems impossible to resolve. Staff: The CDC must proceed to protect our interest.
- Board: Is this something we can restructure with an escrow involved? Staff: Not currently, considering she is not receiving the tax exemption.
- Board: She would be a perfect candidate for a reverse mortgage. Staff: The staff could discuss this option with her. The borrower is a perfect candidate, and this would allow her to stay in her home.
- Board: Are there caseworkers that work with homeless or those about to be homeless? Staff: Yes, the County has aging and disability resource center. Staff will have conversation with some ADR staff to assist.

With no further questions from the Board, the resolution was moved to approve by Director Bell-Beals with a report back at next meeting and seconded by Director Johnson. Vote was unanimous, motion carried, no abstentions, and resolution was adopted.

**Resolution H-2022-018 (Borrower B)** was presented for approval for a payoff of a HOME loan under the housing rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: The CDC is just waiving the interest? Staff: Yes.

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

**Resolution H-2022-019 (Applicant C-Dickerson)** was presented for approval on a loan assumption of a HOME loan under the housing rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: How bad were the late payments on credit? She has some late payments in 2016, 2017, 2021 and 2022. Interest rates have increased which can be challenging for refinancing.

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

## **GENERAL CDC BUSINESS:**

### **Financials/Vouchers:**

Staff presented the April 2022 financials and vouchers. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: Question on pg 7, related to the negative balance in “other receivable” in HOME program. Staff: This is grant receivables. We billed PC and that is what they owe us.

- Board: If they owe us, why is it negative? Staff: HOPE 3 adjustment from the previous month. The CDC had a HOME project the CDC paid out \$25K for HOPE and we must make an internal \$25K adj. from HOME grant to HOPE. However, that doesn't not account for the full negative balance. Staff will need to follow up on this and report back to the Board.

With no further questions from the Board, Director Denbrook moved to approve the April 2022 financials and vouchers, this was seconded by Director Young. The vote was unanimous, motion carried, no abstentions and the April 2022 financials and vouchers were accepted.

Staff then presented a SRLG update to be presented next month.

### **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.

No action needed to be taken.

### **STAFF UPDATES:**

**Affordable Housing NOFA release:** NOFA -There will be \$18 million for funding to affordable housing and multi-family development projects. We received 16 applications requesting a total of \$29 million. The committee will be reviewing the projects and then recommendations will be presented to the Pierce County Council late July/early August and then to the CDC Board in September. Board: Will we hear presentations from the Agencies? Staff: Yes, we can arrange for agency presentations.

### **Monitoring and Audits:**

Pierce County is a funder of the CDC for the CDBG owner rehab and HOME programs. The County is currently doing a monitoring of the CDC, as a subrecipient HOME contracts. The CDC will report back on the findings. Washington State Audit will be starting soon. HUD will be here in August to monitor the HOME program. The CDC staff is preparing for this.

### **Pierce County Affordable Housing Action Strategy:**

The County Council appropriated some funds for an affordable housing action strategy. The needs assessment was done a few months back. There are potential recommendations for the CDC and their role. The CDC charter allows for a variety of activities, which includes acquisition of land. So, there may be some recommendations forthcoming. More to come.

### **FUTURE BUSINESS:**

- Board Retreat – Possibly in September. We will review the following:
  - Operations of the CDC
  - Charter Revisions
  - Bylaws
  - Economic Development going forward
  - Affordable Housing

Staff requested feedback for timeframes. The current recommendation is to extend the October 18<sup>th</sup> meeting to noon. This will be a 3-hour retreat to dive deeper into the CDC.

**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 Beck. The next meeting being Tuesday, July 19<sup>th</sup>, 2022. The meeting was adjourned at 9:00 am.

Certified by:

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Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Prepared by:

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Robyn Lee