

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 August 16, 2022

A regular meeting of the Community Development Corporation will be held **TUESDAY, August 16, 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
August 16, 2022**

Call to Order -

Review and approve July 19, 2022, CDC Board meeting minutes:

Housing Resolutions:

- H-2022-022 Applicant A
- H-2022-023 Applicant B
- H-2022-024 Applicant C
- H-2022-025 Applicant D

Other Business:

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

Staff Report and Updates:

- 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**

July 19, 2022
8:00 am

A meeting of the Board of Directors of the Community Development Corporation was held at Human Services Soundview Building at 3602 Pacific Avenue #200, Tacoma, WA 98418 - Brekke Conference and virtually on Zoom. The link to join via app/web browser: <https://piercesoundview.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**, Director Mike Miller-**Secretary**, Hollie Johnson, Jamie Macumber/Firth, Tom Young, & Joe Beck

Absent: Kyle Denbrook-**Treasurer**,

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

Guests: Jason Gauthier, South Sound Housing Affordability Partners

UNFINISHED BUSINESS

Director Hawkinson, Chair, requested CDC Board Members review the minutes of the June 21st, 2022, meeting. With no questions, Director Bell-Beals moved to approve the minutes, and the motion was seconded by Director Young. The vote was unanimous, and the minutes were adopted.

NEW BUSINESS

CDC Resolutions:

Resolution CDC-2022-002 was presented for approval to extend a sub-recipient contract with the Tacoma Community Redevelopment Authority (TCRA) through March 30th, 2023, to operate a CDBG funded owner rehabilitation loan program. It was explained by staff that the extension was needed to close out the program. The CDC will not be partnering with TCRA for this program after March 2023. With no 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 Young. Vote was unanimous, motion carried, no abstentions, and resolution was adopted.

CDC Housing Resolutions:

Resolution H-2022-020 (Borrower A) was presented for approval of a forbearance agreement on a HOME loan under the housing rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: Concerned about a waiting period and recommended to approve the resolution, subject to a denial lender from an underwriter, for noted reasons.
 - Board: If he doesn't qualify now, why not from a year from now?
 - Board: Recommends confirming there isn't an exception available.
 - Staff: Suggested to approve the forbearance with a requirement to payoff within 6 months, subject to a denial from a lender.
 - Board: Agreed to move forward approving a forbearance for 3 months with receiving a written denial from a lender.
 - Board: Recommended to motion to approve forbearance agreement, contingent on written proof of inability to obtain a loan, due to seasoning (6mo-1year) within 90 days, with a denial letter due to circumstances being stated.
- With no further questions from the Board, the resolution was moved to approve by Director Beck with a report back at next meeting and seconded by Director Bell-Beals. Vote was unanimous, motion carried, no abstentions, and resolution was adopted. Subject to written proof of inability to obtain a loan, due to seasoning (6mo-1year) within 90 days, with a denial letter due to circumstances being stated.

Resolution H-2022-021 (Applicant A-Loan Increase) was presented for approval for a loan increase on a CDBG loan under the housing rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: Is there ADA working being done? Staff: Yes, the original approval included a wheelchair ramp, handrail, and doorway.
- Board: Is there any other loan superior to the CDC? Staff: Yes, \$177,000 first mortgage.

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

GENERAL CDC BUSINESS:

Financials/Vouchers:

Staff presented the May 2022 financials and vouchers. With no questions from the Board, Director Bell-Beals moved to approve the May 2022 financials and vouchers, this was seconded by Director Beck. The vote was unanimous, motion carried, no abstentions and the April 2022 financials and vouchers were accepted.

Staff then presented a SRLG update. No deficit for the program and the liability is lower. Which will 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:

Washington State Housing Finance Commission Downpayment Assistance Program Update: Commission reached out to CDC to discuss if we want to continue partnership. This contract has not proven to be a good use of money and/or time. This has not appeared to be attractive, as only one loan has closed in the last two years.

Staff shared the HOME funds that need to be obligated and discussed various recommendations for use of funds. Requested feedback from Board:

- Board: With experience on Tallentire model DPA assistance, felt it was a good model.
Board: WSHFC doesn't appear to be a viable avenue, agreed with the Tallentire option of DPA.
- Staff: Suggested a targeted DPA with a partner. Many options are open for discussion.
- Board: Doesn't see any benefit in renewing the contract with WSHFC DPA.

Monitoring and Audits:

HUD will be here August 1st - 5th to monitor the HOME program. The CDC staff is preparing for this. 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.

CDC has not yet received word from Washington State for the State audit.

FUTURE BUSINESS:

- Affordable Housing Applications – September 2022
- Board Retreat – Possibly in October 2022
 - Operations of the CDC
 - Charter Revisions
 - Bylaws
 - Economic Development going forward
 - Affordable Housing
- CDC Budget Presentation - November 2022
- CDC Budget – December 2022

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, August 16th, 2022. The meeting was adjourned at 9:00 am.

Certified by:

Board Chair

Date

Secretary

Date

Prepared by:

Robyn Lee