

**Community Development Corporation
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
Gar Hansen
Hollie Johnson

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

CDC BOARD MEETING FOR November 3, 2020

A special meeting of the Community Development Corporation will be held **TUESDAY, November 3, 2020 at 3:00 P.M.** The meeting is to review and approve HOME funding for applicants in response to the County's affordable housing Notice of Fund Availability (NOFA).

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.

When: **November 3, 2020 at 8:00 AM**
Topic: **CDC Board Meeting**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://piercecountywa.zoom.us/j/97021600466>

Or join by phone:

(253) 215 8782 or

(877) 853 5247 (Toll Free) or

(888) 788 0099 (Toll Free)

Webinar ID: 970 2160 0466

**COMMUNITY DEVELOPMENT CORPORATION
MEETING AGENDA**

November 3, 2020

Call to Order -

Review and approve September 15, 2020 CDC Board meeting minutes:

Affordable Housing Funding Process Overview and Executive Summary:

Housing Resolutions:

- H-2020-014 Korean Women's Association
- H-2020-015 Foundation for the Challenged
- H-2020-016 Homeownership Center NW

Future Business:

- Budget Discussion – November 2020
- 2021 Budget Approval – December 2020

Public Comment Period:

Adjourn

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

September 15, 2020
8:00 a.m.

The regular 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/99477035348>

The meeting was called to order by Director Winship, Chair, at 8:05 a.m.

Those present were:

Directors Velkers, Winship, Hanson, Johnson, Miller, Denbrook, and Bell-Beals

Absent: Hawkinson

Guests: None

Staff in attendance: Bryan Schmid, Shannon Shuman, Laura Charbonneau, Lucy Newman, Linda Donley, Robyn Lee, & Vy Yun

UNFINISHED BUSINESS

Director Winship, Chair, requested CDC Board Members review the minutes of the August 18th, 2020, meeting. With no questions, Director Denbrook moved to approve the minutes, and the motion was seconded by Director Miller. The vote was unanimous, and the minutes were adopted.

NEW BUSINESS

CDC Housing Resolutions:

Resolution CDC-2020-005 was presented for approval to extend the sub-recipient contract with Washington State Housing Finance Commission (WSHFC) for the administration a HOPE funded downpayment assistance program for an additional year through June 30, 2021. With no questions from the Board, the resolution was moved to approve by Director Velkers and seconded by Director Miller. Vote was unanimous, motion carried, and resolution was adopted.

CDC Housing Resolutions:

Resolution H-2020-014 was presented for approval to foreclose on a housing rehabilitation loan through the HOME program. The CDC Board commenced discussion and questions asked included: What happens if those conditions are met? Would the refinance come back to Board for approval? If extended, why would it be at 0%, not at the current rate? Is legal counsel engaged at this point? Are we legally allowed to

foreclose right now? Staff responded: If the conditions are met and if she requests to extend the loan, the CDC will refinance the loan at 0% and she would remain in compliance. No, the loan maturity refinances are done internally. Correct, our policy states that once the loan has matured with all interest accrued, refinancing to extend the loan would be at 0%. No, we are waiting to see if she will resolve her delinquent property taxes before October 31, 2020. The CDC would not reach that point of trustee sale until Spring 2021. Staff is presenting this resolution to the Board now due to the timeline of payment for the property taxes. The CDC needs approval to pay the property taxes that is due October 31st, 2020, if the borrower has not already done so. Otherwise, the County will foreclose, and the CDC will write off the total loan as bad debt. The Board's concern is the foreclosure action when there is currently a moratorium. Staff noted that this is just procedure to receive approval to pay the taxes, if needed. Then the CDC will continue with collection action against borrower for the money paid. The Board suggested to change the verbiage in the resolution to protect the interest of the CDC. With no further questions from the Board, Director Miller moved to approve this resolution and was seconded by Director Velkers. Vote was unanimous, motion carried, and resolution was adopted. With an Amendment in the resolution to read "The CDC staff is requesting authorization from the CDC Board to take any permissible legal action if: the delinquent property taxes are not paid by 10/31/2020 with CDC to pay the outstanding property taxes; And if the loan is not paid in full or the promissory note modification to extend the term of the loan is not signed by 12/31/2020."

GENERAL CDC BUSINESS:

- Staff presented the June 2020 Financials and Vouchers with the Board and reviewed highlights. With no questions from the Board, Director Denbrook moved to approve the June 2020 financial statements, this was seconded by Director Johnson. The vote was unanimous, motion carried, and adopted.

Director Denbrook moved to approve the June 2020 payment vouchers, and this was seconded by Director Johnson. The vote was unanimous, motion carried, and adopted.

- August late payment report was reviewed.

STAFF UPDATES:

- Human Services Department response to COVID / staffing updates. Out of office until next year. Staff will access office periodically for mail and files. Does the CDC receive a break on rent with the Health Dept occupying space? Yes, the department is receiving a break. The Board would like to know the cost of savings and report to the Board.
- CDC audit update – The exit conference is scheduled for September 22nd at 2:00 pm, the audit would be concluded as of today, if the attorney letter for legal

matters is received today. No waiver of State audit requirements, with respect to COVID. No findings, it went smoothly.

FUTURE BUSINESS:

- Affordable Housing and preservation projects - NOFA has been released. Applications due Aug 7th, 2020. These resolutions will be presented in October. CDC received some responses and the resolutions will be brought to the October meeting and provided to the Board for review prior to the meeting.
- Sustainability update: The HOME COVID related regulations allow jurisdictions to retain 25% admin for PY 19 and 20. We are submitting Action Plans to take advantage of that. The County doesn't need the full 25% admin; in turn, this will benefit the CDC sustainability significantly. Staff will present the new structure in the budget.
- 2021 Budget – Will be presented in December. The County is currently on a bi-annual basis; however, the CDC's budget is not as substantial as the County. We can present it annually.

PUBLIC COMMENT:

- No public comments

ADJOURN:

There being no further business, the regular meeting was a motioned to adjourn by Director Velkers and seconded by Director Bell-Beals. The next meeting being Tuesday, October 20th, 2020. The meeting was adjourned at 8:55 a.m.

Certified by:

Board Chair

Date

Secretary

Date

Prepared by:

Robyn Lee