

**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 January 19, 2021

A regular meeting of the Community Development Corporation will be held
TUESDAY, January 19, 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.

When: **January 19, 2021 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/99477035348>

Or join by phone:

(253) 215 8782 or
(877) 853 5247 (Toll Free) or
(888) 788 0099 (Toll Free)

Webinar ID: 994 7703 5348

**COMMUNITY DEVELOPMENT CORPORATION
MEETING AGENDA**

January 19, 2021

Call to Order -

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

Housing Resolutions:

- H-2021-001 Applicant A
- H-2021-002 Borrower A
- H-2021-003 Borrower B

Other Business:

- October/November Financials and Vouchers

Staff Updates:

- Department of Human Services Covid Response 2021

Future Business:

- TBD

Public Comment Period:

Adjourn

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

December 15th, 2020
8:00 am

A special 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 8:03 a.m.

Those present were: Directors Winship, Velkers, Hawkinson, Denbrook, Johnson, Miller, & Bell-Beals

Absent: Director Hanson

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

Guests: none

UNFINISHED BUSINESS

Director Winship, Chair, requested CDC Board Members review the minutes of the November 17th, 2020, meeting. With no questions, Director Hawkinson moved to approve the minutes, and the motion was seconded by Director Velkers. The vote was unanimous, and the minutes were adopted.

NEW BUSINESS

CDC Housing Resolutions:

Resolution H-2020-020 Herde was presented for a loan approval on a \$150,000 HOME loan under the mobile home replacement loan program. The CDC Board commenced discussion and questions asked included:

- Director Velkers: He didn't carry any insurance? Staff: No. This was a house that was destroyed in the Graham wildfire. He did not have insurance on his mobile home.
- Director Hawkinson: Would we escrow the taxes and insurance? Staff: Yes.

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

Resolution H-2020-021 was presented for approval for an extension on the approved Affordable Housing Notice of Funds Availability (NOFA) granted to Vadis, issued by the Department of Human Services in June 2019. The CDC Board commenced discussion and questions asked included:

- Director Denbrook: Is there a timing issue with the HOME grant? Staff: The HOME commitment deadline received waivers and the deadlines have been extended indefinitely.

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

GENERAL CDC BUSINESS:

Staff reviewed the 2021 CDC Budget and discussed the background of how the CDC budgets with Revenue, Expenses, and the outlook.

Operating Budget: is based on historical data from 2020 & 2019 and the projected 2020 operating expenses are a little misleading as many of our staff has been working on other programs, such as the CARES Act, and not billing the CDC.

Non-operating Revenue: We had a little less HOME income than previous years.

- Director Denbrook: Rent expense, if we are paying less rent this year, why is it projecting \$90 less in budget? Staff: The projection may be a little misleading. This is based off 2019 and 2020 budget. The projected is based on what we have already paid Jan-Sept 2020 and a bit of 2019. So, the 2020 should be a little less, once the year is over. Also, we did pay rent Jan-June for 2020 before TPHCD took over the 1305 office. These figures are based on 9/12 months.
- Director Denbrook: Referenced the September financials and noted what the 2021 figures should look like. Staff: We will review these figures and respond to Board later.
- Director Denbrook: Fee for service has increased for 2021? Staff: We will need to review and respond later to Board. This is for TCRA.

Staff also noted that the bad debt expense will be miscued as well with the moratorium that has been put in place this year. The CDC will be planning on some losses come in during the 2021 year due to COVID.

- Director Winship: Excess revenue over expense, why do we end up with negative \$376,180 over expense? Staff: The grant dollars coming into the CDC from the County, this would suggest that we are dipping into fund balances, we are not getting reimbursed by revenue. Not exactly sure that is what is occurring. Much of this is related to a 2-3 month lag in County reimbursement.

Staff discussed the CDC 2021 Operating budget by fund, in which there are 5 funds. Where the CDC is dipping into fund balances is the HOPE and NSP funds, as the CDC does not have enough revenue.

- CDBG: all operating expenses are considered program related and no admin cap. Current Program Year contract is \$780,586 and estimated program income \$130,000.
- HOME: Generated by the contract with Pierce County and loan repayments. Operating expenses are considered admin expense. Only salary and benefit expenses directly related can be billed as direct charges.
- TCRA: fee for service. This will be winding down in 2021.
- HOPE: Used for DPA, limited activity. Deficit is taken from fund balance.

- NSP: Collected payments and converted to the CDBG annually.

The two biggest programs are CDBG and HOME, with contracts with the County. Overall, 2021 is looking good. It is beyond that the CDC needs to focus on planning. Staff noted that the CDC is very healthy with regards to the HOME funds. With no further questions from the Board, the 2021 CDC Budget was moved to be adopted by Director Hawkinson and seconded by Director Johnson. Vote was unanimous, motion carried, and 2020 CDC Budget was adopted.

Staff reviewed the September 2020 Financials and Vouchers with the Board and noted the staff has taken on additional duties with CARES Act funds and trying to spend it by year-end. The time spent on CARES may miscue the normal contract payroll expense. Staff reviewed the September vouchers. Director Velkers asked about the two payments to Pierce County Public Works. Staff noted that the Public Works payment was reimbursement for the Septic Repair Loan Funds. The other Pierce County payment was for payroll. With no further questions from the Board, Director Hawkinson moved to approve the September 2020 financial statements and vouchers, and this was seconded by Director Johnson. The vote was unanimous, motion carried, and adopted.

- Officer elections – CDC staff recognized the current 2020 CDC Board Officers:
 - Director Winship, Chair
 - Director Bell-Beals, Vice Chair
 - Director Hawkinson, Secretary
 - Director Miller, Treasurer – Treasurer

CDC Board proceeded with Officer Nominations for 2021: With the recognition of current standing Board Officers, Director Velkers made a motion to retain elected Officers for 2020, Director Hawkinson seconded the motion. The vote was unanimous, and motion carried.

STAFF UPDATES:

- 2021 Planning in Spring. Many unknowns with office return and future. All files and records remain at the 1305 Tacoma Avenue office. COVID relief funds may or may not continue. More will come.

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 Hawkinson. The next meeting being Tuesday, January 19th, 2021. The meeting was adjourned at 9:00 am.

Certified by:

Board Chair

Date

Secretary

Date

Prepared by:

Robyn Lee