

**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 February 16, 2021

A regular meeting of the Community Development Corporation will be held
TUESDAY, February 16, 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: **February 16, 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**

February 16, 2021

Call to Order -

Review and approve January 19, 2021 CDC Board meeting minutes:

Housing Resolutions:

- H-2021-004 Borrower A – Loan Modification Request
- H-2021-005 Borrower B – Authorization to Foreclose
- H-2021-006 Applicant A – Loan Assumption Request
- H-2021-007 Applicant B – Loan Assumption Request
- H-2021-008 Borrower C – Loan Write Off
- H-2021-009 Vadis (Affordable Housing) – Revised Loan Approval Request
- H-2021-010 Foundation For the Challenged (Affordable Housing) – Revised Loan Approval Request
- H-2021-011 Mercy Housing (Affordable Housing) – Payment Deferral/Loan Extension Request

Other Business:

- December Financials / Vouchers
- Late Payment Reports

Staff Updates:

- Board Appointments

Future Business:

- TBD

Public Comment Period:

Adjourn

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

January 19th, 2021 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, Denbrook, Johnson, Hanson, Miller, & Bell-Beals

Absent: Director Hawkinson

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 December 15th, 2020, meeting. With no questions, Director Miller 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-2021-001 was presented for a loan approval on a \$60,000 CDBG loan under the housing rehabilitation loan program. With no questions from the Board, the resolution was moved to approve by Director Miller and seconded by Director Denbrook. Vote was unanimous, motion carried, and resolution was adopted.

Resolution H-2021-002 was presented for approval for a loan increase on a CDBG loan under the home rehabilitation loan program. The CDC Board commenced discussion. Questions asked, and staff responses included:

- Board: What caused the water damage? Staff: Water coming into the home through the roof and windows.
- Board: How much have we spent already? Staff: \$80,000
- Board: Are we maxed out? Staff: Yes, she doesn't have sufficient funds to complete project.
- Board: They are moving disabled son to the basement? Staff: Yes, he is in a wheelchair and it would provide a mobile area for him to reside and prevent falls.
- Board: They have a new roof now? Yes, the roof has been completed.

- Board: Have we thought about placing leaf guards on roof, considering her age? Staff: No, that could be discussed.
- Board: How long has she lived in the house? Staff: The borrower has lived there 27 years.
- Board: They aren't moving the bathroom they are modifying it? Staff: Correct, they are converting the current bathroom to be ADA compliant for her disabled son.
- Board: There will be no kitchen? Staff: No, it will be a livable space with bathroom and bedroom only.

With no further questions from the Board, the resolution was moved to approve by Director Miller and seconded by Director Bell-Beals. Vote was unanimous, motion carried, and resolution was adopted. Discussion from the Board: Has the contractor done a mold remediation? Staff noted: Yes, the contractors are required to do remediation.

Resolution H-2021-003 was presented for approval for authorization to foreclose on a CDBG loan under the housing rehabilitation loan program. The CDC Board commenced discussion and questions asked included:

- Board: Did this one fall through the cracks? Staff: Yes, quick claim was done in 2012 and the CDC was not notified.
- Board: He didn't need to make any payments on the loan? Staff: Given his income at the time, the Board approved with loan payments.
- Board: Who prepared the quit claim deed after the death? Staff: A law group prepared it in Enumclaw.
- Board: Wouldn't we have been notified? Staff: No, the CDC was not notified.
- Board: If we have learned anything, we need to know where the gap is that this slipped. Director Winship will investigate and report back.
- Board: With a moratorium on foreclosures and counsel approval, the Pierce County can't foreclose either? Staff: It appears they too are refraining from foreclosure action during this moratorium.

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

GENERAL CDC BUSINESS:

Staff reviewed the October and November 2020 Financials and Vouchers with the Board. The CDC Board commenced discussion and questions asked included:

- Board: Was there any rental assistance in your space? Staff: Our rental expense ended June 30th, and we have no plan to go back at this point. Those expenses may be diminishing in the future.
- Board: Do you have a nutshell of political landscape with the new administration? Staff: There was an federal appropriations Bill that was passed, the Monday after Christmas – the 2021 year will be the same or very similar to 2020. The HOME regulatory waivers have been extended to September 30th, 2021. Not sure if there will be a shift of focus. The County does have funds going into rental assistance.

There is always a competing interest with short term (need rental assistance now) as to long term (building low income housing). Not sure if there will be a change of philosophy. Jury is still out. The CDC is positioned well with 2021 with regulatory waivers in place and banking HOME admin. The County is starting the biennium budgeting, so the CDC needs to position itself for the future.

- Director Miller recommended the CDC go to bid with the banking. Staff will work with Board on RFP.
- Board: Rent expense why are we only \$280 below budget if we haven't paid since June? Staff will address this in February and fee for service.
- Board requested reconciliation on Rents and felt the Pearl Street should be separated from Office Rent expense.

With no further questions from the Board, Director Velkers moved to approve the October and November 2020 Financials and Vouchers, and this was seconded by Director Miller. The vote was unanimous, motion carried, and adopted.

STAFF UPDATES:

Department of Human Services COVID Response 2021: Spent 98.9% of money for CARES programs. And CARES dollars have been extended to 2021. CDBG and Emergency Operations COVID funds that our division is continuing to work on in 2021. We are working w/ City of Tacoma on Mortgage Asst programs. Potentially receiving additional funding.

In 2021, two members of the Board will be terming out.

- Ray Velkers will finish his 2nd term September 1st, 2021
- Gar Hansen will finish his 1st term June 20th, 2021.

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 Miller. The next meeting being Tuesday, February 16th, 2021. The meeting was adjourned at 9:12 am.

Certified by:

Board Chair

Date

Secretary

Date

Prepared by:

Robyn Lee