



September 28, 2023

MINUTES
Meeting No. 756

In-Person location, Virtual Zoom Meeting Video and Call-in information provided

Dan Montopoli called the meeting to order at 7:33 AM.

ROLL CALL

TCRA Members Present: Dan Montopoli, Terri Scott, Azaria Azene, Barb Commare, Ryan Dutli, Amanda DeShazo, Ian Northrip, Eric Frank, Andrew Kwon

TCRA Members Absent: Lacey Barker and Yo Ahzma

Housing Staff in Attendance: Felicia Medlen, Carrie Wickstrom, Heidi Burbidge, Megan Campbell, Tammi Garofalo, Holly Hodgson, Jason Meja and Ronda VanderMeer

Guests in Attendance: Carol Wolfe, Dierdre Patterson and Brie Vaughn

THE FOLLOWING ITEMS WERE PRESENTED FOR BOARD REVIEW AND DISCUSSION:

PUBLIC COMMENT

The TCRA received no written comment for Public Comment.
No speakers were present for Public Comment.

CONSENT AGENDA

1. TCRA Meeting Minutes for September 14, 2023
2. TCRA Check Register – August 2023

MOTION: Amanda DeShazo moved to approve the Consent Agenda. Ryan Dutli seconded the motion, which passed unanimously.

ECONOMIC DEVELOPMENT

3. Revolving Loan Fund Semi-Annual Report – Dierdre Patterson

Staff presented details on the Legacy Revolving Loan Fund and the CARES Revolving Loan Fund principal balances, interest earned, delinquencies, along with new loans and applications.

Informational only, no action was taken.

HOUSING

4. Down Payment Assistance Program Assistance & Services – Holly Hodgson

Staff provided background and an update on the development of Down Payment Assistance and Homeownership Education Services programs and requested the following actions:

1. Approval of a funding contract between the City and TCRA for Down Payment Assistance and Homeownership Education Services.
2. Approval and adoption of the program manual for a down payment assistance program.
3. Approval of the funding recommendations for homebuyer services providers.

MOTION 1: Ian Northrip moved to have the Chair appoint a special committee to include 2 TCRA Board Members to interview applicant, Young Black Homeowners. Eric Frank seconded the motion, which passed unanimously.

MOTION 2: Ryan Dutli moved to table the approval of Young Black Homeowners until October 26, 2023 meeting or such time as the special committee can complete their interview and prepare a report back to the full board. Terri Scott seconded the motion, which passed unanimously.

MOTION 3: Terri Scott moved to approve \$85,000 funding to Habitat for Humanity to provide homebuyer education services. Barb Commare seconded the motion, which passed unanimously.

MOTION 4: Ian Northrip moved to approve the Homebuyer Program Manual with staff having the ability to make the edits and clarifications discussed in the meeting to the final document. Ryan Dulti seconded the motion, which passed unanimously.

MOTION 5: Terri Scott moved to approve the draft agreement between the City and the TCRA for up to \$1,500,000 in funding for the administration of the down payment assistance program and administration of the homebuyer education program facilitated by staff or contracted service providers and authorize th TCRA Admistrator to execute the agreement when finalized and any amendments that may be required to effectuate the full funding amount. Amanda DeShazo seconded the motion, which passed unanimously.

FOR THE GOOD OF THE ORDER

The recent exit conference from the State Auditors Office was a formality. The SAO will do a separate exit meeting with the TCRA.

The TCRA Board was invited to attend the Affordable Housing Consortium's Annual Fundraiser on October 12, 2023 at the Museum of Glass at 5:30 PM.

ABSENT MEMBERS

MOTION: Ian Northrip moved to excuse Lacey Barker. Amanda DeShazo seconded the motion, which passed unanimously.

ADJOURN

The meeting adjourned at 9:14 AM.

Respectfully Submitted,

DocuSigned by:

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Terri Scott