



July 11, 2019
Tacoma Municipal Bldg., Room 248

MINUTES
Meeting No. 677

Steve Snider called the meeting to order at 7:32 a.m.

ROLL CALL

TCRA Members Present: Dan Montopoli, Ian Northrip, Jason Kors, Alex Hogan, Zac Schon, Steve Snider, Karsen Keever, Kimber Starr, Meredith Neal, Terri Scott

TCRA Members Absent: Tera Williams, Matthew Schemp

TCRA Staff in Attendance: Jacinda Steltjes, Jeff Robinson, Danai Mangum, Carrie Wickstrom

Guests in Attendance: In Time Renovations staff

THE FOLLOWING ITEMS WERE PRESENTED FOR BOARD REVIEW AND DISCUSSION:

1. TCRA Meeting Minutes for June 13, 2019
2. May 2019 Check Register
3. June 2019 Check Register

MOTION: Zac Schon moved to approve the consent agenda as presented. Dan Montopoli seconded the motion, which passed unanimously.

ADMINISTRATIVE

4. Loan write offs (Presented: Danai Mangum)

Staff requested the board write-off ten (10) housing assistance loans totaling \$87,369.12.

MOTION: The board requested that staff present write-off requests on a quarterly basis as well as return to the board to present the write off policy. Jason Kors moved to approve the item as presented. Terri Scott seconded the motion, which passed unanimously.

HOUSING

5. YWCA, 406-408 Broadway Finance Structuring (Presented: Jacinda Steltjes)

Staff recommended the board authorize it to commit \$800,000 in Home Investment

Partnerships Program (HOME) funds to YWCA in the form of a 2% interest, 40-year term, deferred loan to be applied toward the development of a 55 unit affordable housing project. Staff further recommended that \$250,000 in CDBG funds be provided to the developer in the form of a non-repayable grant to be applied toward the construction of the project.

MOTION: Karsen Keever moved to approve the item as presented. Dan Montopoli seconded the Motion. Merideth Neal recused herself. The motion passed unanimously.

6. Restructuring of Single-Family Rehabilitation Program (Presented: Carrie Wickstrom)

Staff requested the board approve contract and agreement extensions with In Time Renovations and Pierce County Community Development Corporation to perform rehabilitation work in progress under the Single-Family Rehabilitation program. Staff further requested the board approve the suggested restructuring of the program, to include increasing the maximum loan amount offered to households benefitting from the program, deferring the loans made under the program for a period of 20 years, and entering into an Interlocal Joint Purchasing Agreement with Tacoma Public Utilities' Energy Conservation Program to promote and explore ways to extend the scope of the program.

MOTION: Karsen Keever moved to approve contract and agreement extensions with In Time Renovations and Pierce County Community Development Corporation as presented. Alex Hogan seconded the motion. Ian Northrip recused himself. The motion passed unanimously.

MOTION: Karsen Keever moved to approve suggested restructuring of the program, to include increasing the maximum loan amount offered to households benefitting from the program, and deferring the loans made under the program for a period of 20 years. Alex Hogan made a friendly amendment to include a request for staff to bring back to the board at a future date a written policy for administering the program, to include the role of In Time Renovations and Pierce County Community Development Corporation. Merideth Neal moved to accept the friendly motion and second the motion to approve the restructuring of the program as presented by staff. The motion, as amended, passed unanimously.

MOTION: Karsen Keever moved to authorize staff to negotiate an Interlocal Joint Purchasing Agreement with Tacoma Public Utilities' Energy Conservation Program and bring back the agreement for Board's approval. Alex Hogan seconded the motion, which passed unanimously.

7. Habitat for Humanity, Fern Hill Finance Structuring (Presented: Jacinda Steltjes)

Staff recommended the board authorize it to execute an agreement with Habitat for Humanity for \$160,000 in HOME funds to be used as a developer subsidy not to exceed 10% of the award and as homebuyer assistance to households purchasing the completed Fern Hill homes.

MOTION: Zac Schon moved to authorize staff to execute an agreement. Jason Kors seconded the motion, which passed unanimously.

FOR THE GOOD OF THE ORDER

Jeff Robinson announced that the Housing Division recently lost two staff members and would be recruiting For three Contract & Program Auditors in the coming weeks. He also updated the board on the status of CDBG timeliness.

Tacoma Community Redevelopment Authority Meeting Minutes
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MOTION: Dan Montopoli moved to excuse Tera Williams and Mathew Schemp. Karsen Keever seconded the motion, which passed unanimously.

ADJOURN

The meeting adjourned at 8:57 AM.

Respectfully Submitted,

Dan Montopoli