



**Tacoma  
Community  
Redevelopment  
Authority**

November 21, 2013  
Tacoma Municipal Bldg., Room 248

**MINUTES**  
Meeting No. 583

Curt Curtis, President, called the meeting to order at 7:37 a.m.

**ROLL CALL**

TCRA Members Present: Curt Curtis, Michael Buchanan, Lucy Clifthorne, Steve Snider, Tess Colby

TCRA Members Absent: Rae Lynn Hagan, Tyler Shillito

Staff in Attendance: Carey Jenkins, Jacinda Howard, Jeanine Luken, Imelda Marquez and Shannon Johnson

**CONSENT AGENDA**

1. TCRA Minutes for Oct. 24, 2013
2. TCRA 2014 Meeting Schedule

**MOTION:** Tess Colby moved to approve the consent agenda as presented. Lucy Clifthorne seconded the motion and it was unanimously approved.

**ADMINISTRATIVE**

3. Attorney General Grant Quarterly Status Report (Carey Jenkins)

Staff will provide an update on the use of the Attorney General funds.

No action required.

4. Wire Transfer (Presenter: Jeanine Luken)

Staff recommended granting the TCRA accounting staff the authority to wire funds from our Heritage Bank accounts for the purpose of closing loans.

5. TCRA Board Vacancies (Presenter: Jacinda Howard)

Staff provided an update on efforts to fill three vacant TCRA board positions and to renew the terms of several Board members whose terms have expired.

No action required.

6. 2013-14 CDBG Program Update (Presenter: Carey Jenkins)

Staff provided an update on the management and progress of its 2013-14 CDBG program.

No action required.

## **HOUSING DEVELOPMENT**

### 7. Loan Write-Off – Nguyen (Presenter: Jeanine Luken)

Staff requested TCRA remove a loan balance, in the amount of \$14,000.00, from its asset portfolio following a short sale on the property.

**MOTION:** Michael Buchanan moved to approve the loan write-off. Steve Snider seconded the motion. The motion passed unanimously.

### 8. Construction Management Service Provider(s) Recommendation (Presenter: Carey Jenkins)

Staff recommended entering into separate service agreements with (1) Tacoma Housing Authority and (2) New Leaf Property Preservation Specialists LLC to provide construction management services on an as-needed basis in support of TCRA affordable housing activities to include single family residence programs and multi-family projects.

**MOTION:** Tess Colby moved to approve entering into service agreements. Lucy Clifthorne seconded the motion. The motion passed unanimously

## **FOR THE GOOD OF THE ORDER**

### 9. Loan Write-off- Quarles (Presenter: Jeanine Luken)

Staff requested TCRA remove a loan balance, in the amount of \$13,000, from its asset portfolio following a short sale payoff from Attorney's Title Company.

**MOTION:** Lucy Clifthorne moved to approve the loan write-off. Tess Colby seconded the motion. The motion passed unanimously.

**MOTION:** Lucy Clifthorne moved to excuse Board members Rae Lynn Hagan and Tyler Shillito. Steve Snider seconded the motion and it was approved unanimously.

**ADJOURN:** 8 a.m.

Respectfully Submitted,

  
Lucy Clifthorne