February 14, 2013  
Tacoma Municipal Building, Room 248

Curt Curtis, President, called the meeting to order at 7:40 a.m.

**ROLL CALL:**

TCRA Members Present: Curt Curtis, Michael Buchanan, Walt Patterson, Lucy Clifftorne, Steve Snider, Tyler Shillito and Tess Colby

TCRA Members Absent: Rea Hagen

Staff in Attendance: Martha Anderson, Carey Jenkins, Cathy Morton, Jim Colburn, Dan Rome and Pat Chubb (Lakewood)

Guest(s): Amy Allison and Greg Claycamp, Associated Ministries; Cynda Mack, Eddie Alvera and Sharon Barber, Metropolitan Development Council; Maria Sevier, Sevierly Good Baking Mixes; David Schroedel, Tacoma Chamber of Commerce; Linda Jadwin, Seattle Business Assistance Center; Tim Strege, Wm. Factory Small Business Incubator; and Amy McBride and Kala Dralle, Tacoma’s Community & Economic Development Department (CEDD)

**CONSENT AGENDA:**

TCRA Minutes for January 24, 2013  
TCRA Administration Reports, July 2010 through January 2012

**MOTION:** Tess Colby moved to approve the Consent Agenda as presented. The motion was seconded by Michael Buchanan and approved.

**HOUSING DEVELOPMENT:**

Annual Action Plan Contracts for 2013 (Presenter: Jim Colburn)

The following agencies presented their request for funding to the Board:

- Associated Ministries
- Metropolitan Development Council
- Metropolitan Development Council
- Metropolitan Development Council
- Chamber of Commerce / CEDD
- Seattle Business Assistance Center
- Wm. Factory Small Business Incubator

Paint Tacoma Beautiful
Emergency Minor Home Repair
Minor Home Repair
Tacoma Entrepreneurial Assistance
Spaceworks Tacoma
Creative Business Development Program
SBI Micro-Enterprise Assistance
Community & Economic Dev. Dept. Pacific Avenue Walkability

There was no representative present for Rebuilding Together South Sound. This is the advertised meeting for public comments regarding funding of these applications; there were no members of the public in attendance.

Zarin’s Rehabilitation Loan (Presenter: Pat Chubb, Lakewood)

Staff recommended approval of a loan, in the amount of $63,400, to Ms. Zarins. Funding would be through Lakewood’s housing rehabilitation loan program.

MOTION: Lucy Clifhorne moved to approve the loan request, as presented. The motion was seconded by Tess Colby and approved.

Smith’s Rehabilitation Loan (Presenter: Pat Chubb, Lakewood)

Staff recommended approval of a loan, in the amount of $41,175, to Ms. Smith. Funding would be through Lakewood’s housing rehabilitation loan program.

MOTION: Walt Patterson moved to approve the loan request, as presented. The motion was seconded by Steve Snider and approved.

Lakewood Contractor Approval (Presenter: Pat Chubb, Lakewood)

Staff recommended approval of Michael Jensen Construction for use in the rehabilitation program.

MOTION: Tess Colby moved to approve Michael Jensen Construction as a contractor in the rehabilitation program. The motion was seconded by Walt Patterson and approved.

Hallett Loan Write-Off (Presenter: Carey Jenkins)

Staff recommended write-off of the balance of a down payment assistance loan following a short sale on the property.

MOTION: Lucy Clifhorne moved to write off the balance of the Hallett down payment assistance loan. The motion was seconded by Tess Colby and approved.

**ECONOMIC DEVELOPMENT:**

None
ADMINISTRATION:

Housing Division Update (Presenter: Carey Jenkins)

Carey Jenkins informed the Board that Laura Charbonneau has resigned her position as the Rehabilitation Loan Specialist with Tacoma.

FOR THE GOOD OF THE ORDER:

MOTION: It was moved by Walt Patterson to excuse Rea Hagen. The motion was seconded by Steve Snider and approved

ADJOURN: 8:45 am.

Respectfully Submitted,

Lucy Clifthorne
Secretary