



May 12, 2016  
Tacoma Municipal Bldg., Room 248

Steve Snider called the meeting to order at 7:34 a.m.

**ROLL CALL**

TCRA Members Present: Dan Montopoli, Helen Tran, Jason Kors, Mathew LaCroix, Steve Snider

TCRA Members Absent: Tess Colby

Staff in Attendance: Jacinda Howard, Carey Jenkins, Carol Hassard, Cathy Morton, Peter Guzman, Mylene Malabana

Guests: Kristi Grassman, AJAC; Colleen Barta, consultant

***THE FOLLOWING ITEMS ARE PRESENTED FOR BOARD REVIEW AND DISCUSSION:***

**ADMINISTRATIVE**

**MOTION:** Matt LaCroix moved to remove item number 5, Sub-Recipient Agreements between TCRA/City of Tacoma/ City of Lakewood, from the May 12, 2016 agenda and defer it to a future meeting. Dan Montopoli seconded the motion, which passed unanimously.

**MOTION:** Jason Kors moved to remove item number 8, Single-family Rehabilitation Loan Program Service Provider Recommendation, from the May 12, 2016 agenda and defer the item to a future meeting. Matt LaCroix seconded the motion, which passed unanimously.

**MOTION:** Matt LaCroix motioned to add item number 7, Workforce Central Grant Application, to the May 12, 2016 agenda. Helen Tran seconded the motion, which passed unanimously.

**CONSENT AGENDA**

1. TCRA Minutes for April 14, 2016
2. Administrator's Report for March 2016
3. Administrator's Report for April 2016
4. TCRA Check Register Report for January- April 2016
5. Sub-Recipient Agreements between TCRA/City of Tacoma/Lakewood

**MOTION:** Jason Kors moved to approve the consent agenda as amended via a motion made by Matt LaCroix at the start of the meeting. Matt LaCroix seconded the motion to approve the amended consent agenda. The item received a unanimous vote.

## **ECONOMIC DEVELOPMENT**

### 6. Hargreaves, Inc. Loan Modification Request (Presenter: Thomas Kuljam & Jacinda Howard)

Staff recommend the board approve modifying the TCRA loan in the amount of \$200,000 with a remaining balance of \$98,845 to Hargreaves, Inc. dba Stadium Thriftway to extend the loan maturity to August 1, 2020, retroactive to August 1, 2015, decrease the amortization period from 25 years to 5 years and to make an exception to the loan policies by securing the loan via a second position lien on property located at 1209 Battersby Ave. in Enumclaw which is not expected to provide enough equity to 100 percent collateralize the TCRA's loan until approximately July 2017.

**MOTION:** Matt LaCroix motioned to modify the loan to Hargreaves Inc. to extend the loan maturity to August 1, 2020, retroactive to August 1, 2015; decrease the loan amortization period from 25 to 5 years; and place a second position lien on property located at 1209 Battersby Ave. in Enumclaw as a means of securing the business loan. Dan Montopoli seconded the motion, which passed unanimously.

### 7. Workforce Central Grant Application (Presenter: Peter Guzman, Carey Jenkins, Guests)

Staff requested the board authorize Community & Economic Development staff and its partners to submit a grant application which names TCRA as the fiscal agent to Workforce Central for U.S. Department of Labor grant funding to be used to provide business services which are no longer being directly offered by Workforce Central. The services would support growth sectors such as healthcare, advanced manufacturing, construction, and information technology in Tacoma and Pierce County.

**MOTION:** Dan Montopoli motioned to authorize City staff and its partners to submit a grant application naming TCRA as the fiscal agent to Workforce Central for U.S. Department of Labor funds to be used for providing business services to Tacoma and Pierce County. Jason Kors seconded the motion, which passed unanimously.

## **HOUSING**

### 8. SF Rehab. Loan Program Service Provider Recommendation

This item was removed from the agenda and deferred to a future meeting via a motion made by Jason Kors at the start of the board meeting.

### 9. Amendment to the SMR Professional Services Agreement (Presenter: Carey Jenkins)

Staff recommended the board approve an amendment to the professional services agreement with Stickney Murphey Romine Architects, PLLC (SMR) to provide full architectural services for the redevelopment of Valhalla Hall.

**MOTION:** Helen Tran moved to approve an amendment to the professional services agreement with Stickney Murphey Romine Architects, PLLC for architectural services for the redevelopment of Valhalla Hall. Dan Montopoli seconded the motion, which passed unanimously.

### 10. CDBG Sub-recipient Quarterly Update for Period Ending March 31 (Presenter: Jacinda Howard)

Staff provided an update for the quarter ending March 31, 2016 on the 2015- 2016 CDBG sub-recipients' spend-down and performance.

No Action Required

11. Yates, Agnes – Loan Assumption (Presenter: Cathy Morton)

Staff recommended the board authorize Kim Yates to assume a TCRA loan in the amount of \$38,792.79 which was originally extended to Mr. Yates' now deceased mother in 1995. Staff also recommended the board grant a 10-year, 0% interest with deferred monthly payments extension of the loan.

**MOTION:** Matt LaCroix motioned to permit Mr. Yates to assume his deceased mother's TCRA loan and to extend the loan terms such that the loan matures in 10 years and there will be 0% interest deferred monthly payments until the time of maturity. Dan Montopoli seconded the motion, which passed unanimously.

12. Maturing Residential Loans SOP (Presenter: Cathy Morton)

Staff requested the TCRA approve the Maturing Residential Loans SOP, including its protocols and guidelines to allow for efficient, internal loan review and extensions. Loans that require terms outside of the protocol will be presented to the Board for consideration.

**MOTION:** Jason Kors moved to approve the Maturing Residential Loans SOP with the understanding that matured or maturing loans that require terms outside the SOP protocol will be presented to the Board for consideration. Matt LaCroix seconded the motion, which passed unanimously.

**FOR THE GOOD OF THE ORDER**

**ANNOUNCEMENT:** Jacinda Howard announced that the Washington State Auditor's Office is currently performing its 2015 audit of TCRA. The results will be shared with the board once complete.

**ANNOUNCEMENT:** Jacinda Howard announced that the City of Tacoma Clerk's Office is requiring all the City's boards, committees and commissions participate in Open Public Meetings Act, Public Records Act, records management and ethics training in 2016. City staff will communicate via e-mail with board members to determine a date on which the training will take place as part of a regularly scheduled meeting.

**MOTION:** Dan Montopoli moved to excuse Tess Colby from the TCRA meeting. Matt LaCroix seconded the motion, which passed unanimously.

**ADJOURN**

The meeting adjourned at 8:30 a.m.

Respectfully Submitted,



Tess Colby

