



MINUTES
Meeting No. 648

September 14, 2017
Tacoma Municipal Bldg., Room 248

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

ROLL CALL

TCRA Members Present: Dan Montopoli, Steve Snider, Jason Kors, Alex Hogan, Matthew Schemp, Lisa Lukan, Zac Schon, Karsen Keever
TCRA Members Absent: Tess Colby
Staff in Attendance: Daniel Murillo, Jacinda Steltjes, Shannon Johnson, Carol Hassard

THE FOLLOWING ITEMS WERE PRESENTED FOR BOARD REVIEW AND DISCUSSION:

Introduction of new members: Zac Schon and Karsen Keever

CONSENT AGENDA

1. TCRA Meeting Minutes for July 13, 2017
2. Check Register Report May – August

MOTION: Jason Kors moved to approve the consent agenda as presented. Dan Montopoli seconded the motion. The consent agenda received a unanimous passing vote.

ADMINISTRATIVE

3. Signing Authority on 1026 S Sprague Contract of Sale Agreement and Related Documents
(Presenter: Shannon Johnson)
Staff requested the Board's authorization to replace Carey K. Jenkins with the TCRA Administrator as signing authority on a contract of sale agreement and all related documents necessary to complete the transaction to acquire the single family residential property located at 1026 S Sprague Ave, Tacoma WA 98405.

In addition, Staff requested the Board's approval of the resolution authorizing the TCRA Administrator to execute a Contract of Sale Agreement and all other related documents for the purchase of the Property.

MOTION: Lisa Lukan moved to approve the recommendation as presented. Dan Montopoli seconded the motion, which passed unanimously.

HOUSING

4. Single-Family Rehabilitation Loan Program Service Provider Recommendation (Presenter: Shannon Johnson)

Staff requested the Board's authorization to: (1) Execute a new Service Agreement with In Time Renovations (ITR), and (2) renew the current Subrecipient Agreement with Pierce County Community Development Corporation (CDC) to implement the Single Family Rehabilitation Loan Program.

Staff recommended: (1) Entering into a new Service Agreement with In Time Renovations (ITR), and (2) renew the current Subrecipient Agreement with Pierce County Community Development Corporation (CDC) to implement the Single Family Rehabilitation Loan Program.

MOTION: Lisa Lukan moved to approve of the recommendation as presented. Alex Hogan seconded the motion, which passed unanimously.

5. Construction Management Services – Provider Recommendation (Presenter: Carol Hassard)

Staff recommended the Board approve of Gall Construction Company, Inc. to provide construction management services on behalf of the TCRA. Furthermore, staff requested the Board authorize the TCRA Administrator, Daniel Murillo, to negotiate and execute a Professional Services Agreement with Gall Construction to provide construction management services on an as-needed basis in support of TCRA affordable housing activities to include single-family residence programs, small site development, multi-family projects, and commercial site acquisition and rehabilitation.

MOTION: Jason Kors moved to approve of recommendation and authorize the execution of the services agreement as presented. Dan Montopoli seconded the motion, which passed unanimously.

6. 2017 Affordable Housing Notice of Funding Availability (Presenter: Jacinda Steltjes)

Staff provided an update on the 2017 Affordable Housing Notice of Funding Availability (NOFA) application process. Staff briefly reviewed the projects found eligible for funding and provided the next steps in the application process. This item was for informational purposes only.

7. 2017 Affordable Housing Notice of Funding Availability - Public Hearing

Public comment was taken on the projects determined to be eligible to receive financing via the 2017 Affordable Housing Development NOFA process. No Board action was necessary.

No public comment.

ECONOMIC DEVELOPMENT

8. Twelve-month term extension of professional services agreement for business loan technical services
(Presenter: Jacinda Steltjes)

Staff recommended extending the term of a professional services agreement with Kuljam Consulting & Insurance for services relative to the small business loan programs for a term of approximately 12 months, retroactive to May 1, 2017 and to expire May 1, 2018. An extension is to be conducted via an administrative letter detailing TCRA's intent to extend the term of the agreement.

MOTION: Lisa Lukan moved to approve of the recommendation as presented. Dan Montopoli seconded the motion, which passed unanimously.

FOR THE GOOD OF THE ORDER

ANNOUNCEMENT: Jacinda Steltjes informed the Board 2017-18 Affordable Housing NOFA application material would be available electronically.

ANNOUNCEMENT: Carol Hassard discussed alternative means of communication in an effort to inform the Board of upcoming procurement processes when TCRA meetings are not convened.

ANNOUNCEMENT: Jacinda Steltjes invited the Board to the Oak Trace grand opening.

MOTION: Dan Montopoli moved to excuse the absent members from the TCRA meeting. Steve Snider seconded the motion, which passed unanimously.

ADJOURN

The meeting adjourned at 8:39 a.m.

Respectfully Submitted,

Dan Montopoli