WASHINGTON STATE
HOUSING FINANCE COMMISSION

WORK SESSION MINUTES

April 24, 2014

The April 24, 2014 work session was called to order at 11:00 a.m. by Karen Miller. In attendance were Commissioners Gabe Spencer, Steve Moss, M.A. Leonard and Pam Tietz.

Sarah Rick Lewontin, Executive Director at Bellwether Housing, provided an overview of the activities, challenges and opportunities at Bellwether Housing.

David Clifton and Bob Peterson reported on the Land Acquisition Program.

Kim Herman gave his Executive Director’s report.

The work session was adjourned at 12:07 p.m.
The Commission meeting was called to order by Chair Karen Miller at 1:00 p.m. in the Board Room of the Washington State Housing Finance Commission at 1000 Second Avenue, Seattle, Washington. Those Commissioners present were Gabe Spencer, Steve Moss, M.A. Leonard, Dan McConnon and Pam Tietz.

The minutes of the April 24, 2014 meeting were approved as mailed.

Mr. Herman introduced Lisa Vatske, the new Director of Multifamily Housing and Community Facilities.

Executive Director Kim Herman stated that there are several types of Employee Recognition Awards: Length of Service and peer chosen Employee of the Quarter were to be given this month.

**Two Year Service Award**
- Tera Ahlborn
- Avi Jacobson
- Paul Fitzgerald

**Ten Year Service Award**
- Cindy Felker

**Employee of the First Quarter – Cody Field**

Our employee of the first quarter maintains a calm demeanor, is deliberate in his work and rarely gets ruffled while routinely juggling numerous important tasks with clarity. He also thinks about work creatively, often suggesting new ways to
do things to save time – all with a can-do attitude. He has great follow through and can be relied upon without question - even with the most time-consuming and tedious tasks.

He single handedly redesigned and produced the 2013 WHEFA annual report using entirely new and complicated software, which was self-taught! He also redesigned new presentation folders, which look professionally done. For the annual report he took most of the photos and designed and completed the entire layout. To take on this task is to say he definitely went above and beyond, not to mention he provided cost-savings to the organization.

He does an exceptional job of routinely managing regular WHEFA board meetings. Materials are always organized, comprehensive and delivered on time. For each of the last two years, WHEFA staff has gone to DC to meet with our legislative delegation. He has successfully scheduled and coordinated numerous critical meetings, and due to his persistence and easy manner, we have been able to meet with nearly all of our legislative delegations on these trips.

WHEFA could not operate as effectively and efficiently without him. He understands what needs to happen for us to do our work and is able to see the big picture at all times. He effectively communicates and coordinates with internal staff and external contacts to achieve agency goals.

He never says no to a task or challenge and is realistic about what he can do once he has a chance to explore all available options. He understands the mission of the agency. The work that he does is creative and highly effective. His work is not halfhearted. This speaks volumes about his personal commitment.

It for all these qualities that Cody Field is our Employee of the First Quarter 2014.

A Commission hearing was opened on OID No. 14-59A, Westside School, at 1:08 p.m.
David Clifton, Acting Director of the Multifamily Housing and Community Facilities Division, said this is a proposed issuance of nonprofit revenue bonds to provide financing to rehabilitate and convert a 53,000 square foot church building and grounds into a school that will house 27 classrooms, a library, an auditorium, and science and technology labs. The school grounds will also include outdoor play spaces and athletic facilities. The project is located at 10404 - 34th Avenue SW in Seattle, WA and is to be owned by Westside School, a Washington 501(c)(3) non-profit organization. The estimated bond amount is not expected to exceed $9,500,000. Mr. Clifton introduced Katie Mulligan, Head of School at the Westside School.

Ms. Mulligan stated that Westside School currently has 328 students and employs 58 people. All students learn Mandarin and Spanish and get to choose which language they would like to continue with further in their education. As a member of NAIS (National Association of Independent Schools), Westside uses School & Student Services to gather the information necessary for determining tuition assistance eligibility. Ms. Mulligan mentioned that seven percent of the school’s budget is used for tuition assistance and 18-20% of their students receive 10 - 90% of tuition assistance.

Starting this summer Westside School will begin the remodel of the new school property. The school is scheduled to ready by August 2015.

There were no additional comments from members of the public, and the hearing was closed at 1:18 p.m.

A Commission hearing was opened on OID No. 14-62A, Hamlin Robinson School, at 1:18 p.m.

Mr. Clifton said this is a proposed issuance of nonprofit revenue bonds to provide financing for the acquisition of the subject property and to finance a portion of the costs of constructing, furnishing, equipping and landscaping a new campus for the Hamlin Robinson School, including without limitation, an approximately
45,000 square foot school facility; and to pay a portion of the costs of issuance of the bonds. The project is located at 1713 20th Avenue South in Seattle, WA and is to be owned by Hamlin Robinson School, a Washington 501(c)(3) non-profit organization. The estimated bond amount is not expected to exceed $15,000,000. Mr. Clifton introduced Joan Beauregard, Head of School at Hamlin Robinson School (HRS).

Ms. Beauregard stated that “Hamlin Robinson School ignites the academic and creative potential of students with dyslexia and other language-based learning differences” which is their mission statement. HRS currently has about 190 students. Programs at the school include a summer school, a teacher intern program and a learning center.

The Learning Center offers student services, professional services and community events. It informs students, parents, educators, and professionals about dyslexia and other relevant topics – empowering them with self-advocacy skills and providing training for students and teachers. The Learning Center averages 50 students a week.

Ms. Beauregard mentioned that about 26% of the 250 students receive some sort of financial aid. Currently there is a waiting list to be accepted in to the school but with the new location and expansion this will shorten the waiting list.

There were no additional comments from members of the public, and the hearing was closed at 1:31 p.m.

A Commission hearing was opened on OID No. 12-96A, Celebration Senior Living East, at 1:31 p.m.

Bob Peterson, Multifamily Housing and Community Facilities (MHCF) Division Manager, said that the hearing was for the proposed issuance of multifamily revenue bonds to provide a portion of the financing for the acquisition of land and new construction of a 189-unit multifamily housing facility to be occupied by seniors located at 1524 South 328th Street Federal Way, WA to be owned by

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Celebration Senior Living East Associates Limited Partnership, a Washington limited partnership. The estimated bond amount is not expected to exceed $22,000,000. Mr. Peterson introduced Bryan Park, President of Pacific Northern Construction Company, Inc.

Mr. Park stated that this 1.69 acre project is a two building, six story and 189-unit multifamily housing facility for seniors. The project will be close to the freeway, grocery stores, retail shops and Celebration Park. The amenities for the facility include a roof deck, an observation room, a community area, library, game room and courtyard with a walking path. He also stated that 70% of the units will be at 60% area median income (AMI) and the remaining 30% of the units will be at 50% AMI.

There were no additional comments from members of the public, and the hearing was closed at 1:42 p.m.

A Commission hearing was opened on OID No. 13-89A, Towne Square Apartments, at 1:42 p.m.

Mr. Peterson said that the hearing was for the proposed issuance of a multifamily revenue bond to provide a portion of the financing for the acquisition and rehabilitation of a 40-unit multifamily apartment complex consisting of 20 duplex buildings located at 2900 H Street in Washougal, WA to be owned by Towne Square Limited Partnership, a Washington limited partnership. The estimated bond amount is not expected to exceed $3,750,000. Mr. Peterson introduced Leah Greenwood of Affordable Community Environments (ACE)/REACH CDC.

Ms. Greenwood stated that this project is an acquisition of an existing Rural Development apartment complex. The complex is almost 100% occupied with over 75% of residence below 30% AMI. ACE will be fully rehabilitating the building exteriors, upgrading the heating systems, replacing the plumbing, replacing cabinets, counters and floors. The rehabilitation will also include renovating the community room, adding a computer lounge, establishing better
access to the parking lots and management office, a new play area and community garden for residence.

There were no additional comments from members of the public, and the hearing was closed at 1:52 p.m.

A Commission hearing was opened on OID No. 14-61A, The Reserve at Renton, at 1:52 p.m.

Mr. Peterson said that the hearing was for the proposed issuance of multifamily revenue bonds to provide a portion of the financing for the acquisition of land and new construction of 219 units of senior housing located at 325 Renton Center Way in Renton, WA to be owned by Reserve at Renton Partners LLLP, a Washington limited liability limited partnership. The estimated bond amount is not expected to exceed $25,000,000. Mr. Peterson introduced Mark Kantor, the borrower’s counsel.

Mr. Kantor stated that this project is a single story 219 unit affordable housing development for seniors. He stated the site is ideally located for seniors, with close proximity to public transportation, shopping, healthcare facilities and restaurants. The apartment amenities include private patios, washers and dryers, a wellness office/spa and a private dining area.

There were no additional comments from members of the public, and the hearing was closed at 1:57 p.m.

At 1:57 p.m. Ms. Miller opened a public hearing for the next group of projects recommended for an allocation of 2014 low income housing tax credits.

Mr. Peterson stated that there will be seven projects considered today.

Lincoln Place. For the first project Mr. Peterson introduced Roy Johnson, Executive Director at Vancouver Affordable Housing for Lincoln Place.
Mr. Johnson stated that this new construction project, located in Vancouver, WA, will consist of 30 studio units of service-enriched permanent housing. Supportive services will be provided by SHARE, an organization that manages homeless shelters and other homeless outreach programs in Clark County. Lincoln Place will be located directly across the street from SHARE’s men’s homeless shelter that also provides meals to the homeless in the community.

**Bakerview Family Housing.** For the second project Mr. Peterson introduced Jenny Weinstein from Catholic Housing Services of Western Washington for Bakerview Family Housing.

Ms. Weinstein stated that Bakerview Family Housing is the new construction of a 50 unit townhouse style apartment complex consisting of 10 two-bedroom and 40 three-bedroom units. The target population is farmworkers earning at or below 50% area median income (“AMI”). The set asides for this project is 25% of the units at 30% AMI and an additional 25% at 40% AMI and the remaining 50% of the units at 50% AMI. Ms. Weinstein stated that the onsite amenities include a community room with a kitchen, property management office, a computer lab and a tot lot. This complex will also be close to a school, banks, and a college.

**Mason Avenue Apartments.** Mr. Peterson introduced Paul Fortino representing Cascade Affordable Housing for Mason Avenue Apartments.

Mr. Fortino stated that the Mason Avenue Apartments are a garden style new construction project in Tacoma. The targeted population is workforce households. Fifty percent of the units are set aside at 30% AMI and 50% are set aside at 50% AMI. Additionally, 20% of the units will be set aside for large households and 20% of the units will be set aside for disabled households. The project includes 15 one-bedroom, 59 two bedroom and 29 three-bedroom units.

**Granger-Prosser Family Housing.** Mr. Peterson introduced Brian Ketcham, Executive Director at Genesis Housing Service for Granger-Prosser Family Housing.
Mr. Ketcham stated this is a proposed 102 unit new construction scattered-site
development for farmworker families. He stated 51 units will be in Prosser and
51 units will be in Granger.

In Prosser, the units will surround a central park area. Downtown Prosser will be
within walking distance. The Prosser construction will not use Housing Trust
Fund monies but will have funding from Benton County’s 2060 program. Fifty
percent of the units will be at 30% AMI and the remaining 50% of the units will
be at 50% AMI.

In Granger, the site is also walking distance to downtown, parks, and schools.
The Granger site will use Housing Trust Fund monies. Ten percent of the units
will be at 30% AMI, 60% of the units at 40% AMI and the remaining 30% at
50% AMI.

Mr. Ketcham stated that both site are geared towards year round permanent
housing.

Volland Street. Mr. Peterson introduced Lona Hammer, Executive Director of
the Kennewick Housing Authority for Volland Street.

Ms. Hammer stated that the Volland Street project is on 2.5 acres of land
purchased in August 2012. The project will offer 31 units of housing, including
7 units for homeless households and another 7 units for disabled residents. The
project will expand the ability of the Housing Authority to directly serve
homeless and disabled individuals and families in the Tri-Cities area.

Ms. Hammer mentioned that 50% of the units will be set aside for households
with incomes at or below 30% AMI, 25% of the units at 40% AMI, and 25% of
the units at 60% AMI. Ten units will be for persons with disabilities and ten
units will be for homeless persons.
Sunnyside Family Housing. Mr. Peterson introduced Ketha Kimbrough, Executive Director of Sunnyside Housing Authority for Sunnyside Family Housing.

Ms. Kimbrough stated that the Sunnyside Family Housing site is located on one of the first temporary housing sites from World War II in 1943. The site is four blocks from downtown Sunnyside, close to schools, grocery stores, a library, retail shopping, medical facilities and parks. The project will consist of 40 two and three bedroom units. She also stated that 10% of the units will be at 30% AMI, 60% of the units at 40% AMI and 30% of the units will be at 50% AMI. Additionally, ten of those units will be set aside for permanent farmworkers and another ten units will be for large households.

Toppenish Family Housing. Mr. Peterson stated that the final project for today’s public hearing Toppenish Family Housing. Mr. Peterson introduced Lowel Krueger from the Yakima Housing Authority.

Mr. Krueger stated that Toppenish Family Housing is the new construction of a 30 unit apartment complex. The population will be farmworkers earning below 50% AMI with 20% of the units set aside for large households. Each unit will include a washer and dryer, low-flow water fixtures, an open floor plan and eco-conscious finishes. Onsite amenities include a play space for children and open green space utilizing drought tolerant landscaping. The site is centrally located in the Yakima Valley close to healthcare, schools, parks and retail.

There were no additional comments from members of the public, and the hearing was closed at 3:02 p.m.

Action Item: Resolution No. 14-67 for the Allocation of Credit for the 2014 Housing Tax Credit Program

Mr. Peterson said this was a resolution authorizing the Executive Director to make reservations and/or allocations of 2014 Housing Tax Credits to the following projects:

Lincoln Place
Bakerview Family Housing
Ms. Tietz moved to approve the resolution. Mr. Spencer seconded the motion. The resolution was approved with one abstention by M.A. Leonard. Ms. Leonard stated for the record that her company was a potential investor in several of the projects.

Mr. Clifton said this is a resolution approving the issuance of a bond by the Commission in a principal amount not to exceed $918,000 to refinance a bond previously issued by the Commission; to finance a portion of the costs of rehabilitating administrative offices and a call center in Yakima, Washington; and to pay a portion of the costs of issuance of the bond. The project is owned by People For People, a Washington 501(c)(3) non-profit organization. The public hearing for this project was held on March 27, 2014.

Mr. Moss moved to approve the resolution. Mr. McConnon seconded the motion. The resolution was unanimously approved.

Mr. Clifton said this is a resolution approving the issuance of bonds by the Commission in a principal amount not to exceed $10,500,000 to provide a portion of the financing for the acquisition of land and new construction of 141 units of senior housing in Olympia, WA. The project will be owned by Olympia Vista Apartment Associates, LLC, a Washington limited liability company. The public hearing for this project was held on February 27, 2014.

Mr. Moss moved to approve the resolution. Ms. Tietz seconded the motion. The resolution was unanimously approved.

Mr. McConnon stated that the Department of Commerce is still working on implementing SB5875 – the Document Recording Fee Bill.
Mr. McConnon stated that Commerce is working with the Commission to update the Housing Trust Fund application process.

Mr. McConnon also stated that FareStart, a nonprofit organization that helps homeless and disadvantaged men and women transform their lives through job training and placement in culinary arts, has started to move in to Pacific Tower. FareStart will provide the food services, catering to the building and provide lunches to local schools.

Consent Agenda

The Consent Agenda was approved as mailed.

Adjournment

The meeting was adjourned at 3:02 p.m.

Signature

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