

# WASHINGTON STATE HOUSING FINANCE COMMISSION

## WORK SESSION MINUTES

April 27, 2017

The April 27, 2017 work session was called to order at 11:00 a.m. by Karen Miller. In attendance were Commissioners Duane Davidson, Randy Robinson, Gabe Spencer, Diane Klontz, Ken Larsen, Steve Moss, Wendy Lawrence and Pam Tietz.

Tony To and Lisa DeBrock gave an overview of the Washington Homeownership Stability Fund Grant Program.

Kim Herman briefed the Commission on requested allocation of undesignated funds to specific Program Investment Fund (PIF) programs/activities.

Kim Herman gave his Executive Director's Report.

Diane Klontz gave her Department of Commerce Report.

**The work session was adjourned at 12:00 p.m.**

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
MINUTES**

**April 27, 2017**

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 Duane Davidson, Randy Robinson, Gabe Spencer, Diane Klontz, Ken Larsen, Steve Moss, Wendy Lawrence and Pam Tietz.

**Approval of the  
Minutes**

The minutes of the March 23, 2017 special meeting were approved as mailed.

**Employee  
Recognition**

Executive Director Kim Herman stated that there are several types of Employee Recognition Awards: Length of Service and the peer chosen Employee of the Quarter.

**Two Years**

Rachel Hamlet  
Joe Jen

**Ten Years**

Christian Hayes

**Twenty Years**

Michael Soper  
Yvonne Williams

**Employee of the First Quarter - Shawna Higgins**

“This employee joined the Commission last year. Coming to the AMC Division from a syndicator, she had a broad knowledge of the tax credit program, but not a lot of hands on compliance experience. She quickly proved herself to be a quick learner, able to pick up HomeBase, WBARS, annual report reviews and the intricacies of reviewing resident certification packets with a positive, 'can do'

attitude. What's more, she has the ability to build on what she has learned and apply those principles to new situations.

Untrained compliance personnel, difficult owners and disgruntled residents are handled with apparent ease and minimal stress, using excellent communication skills. She has also used those communication skills to provide us with a clear and concise Casualty Loss form and helped refine an Asset Management worksheet.

Her willingness to take on tasks has resulted in her co-developing and presenting a new webinar on Post Year-15 Monitoring processes and her volunteering to work on new policy language regarding approving property management companies at the time of property transfer.

She keeps informed of what is happening in the industry by watching webinars and attending meetings of various agencies. She then shares that information with the Division, ensuring that we are all aware of important changes and upcoming events. With optimum professionalism, she has jumped in to represent the AMC Division at AHMA/ARHC meetings, spearheaded getting the Commission table organized and set up for the AHMA/ARHC Convention, and has been nominated for the ARHC board.

She has also received her Housing Credit Certified Professional (HCCP) designation since starting at the Commission. This is a specialized designation for developers, property managers, asset managers and others working in the affordable housing industry through LIHTC program.

Shawna is a valuable addition to the AMC Division and our Employee of the First Quarter!”

**Public Hearing:  
Emerald Heights,  
OID # 17-134A**

The Chair opened a public hearing on OID 17-134A, Emerald Heights, at 1:06 p.m.

Bob Peterson, Manager of the Multifamily Housing and Community Facilities Division, said that this is a proposed issuance of one or more series of tax-exempt revenue bonds to finance the construction and equipping of a 56-unit assisted living facility on an existing campus located at 10901 176th Circle NE, Redmond, WA 98052, to be owned by Eastside Retirement Association, dba Emerald Heights, a Washington 501(c)(3) nonprofit organization. Proceeds of the bonds may be used to provide a portion or all the costs of issuing the bonds. The total estimated bond amount is not expected to exceed \$25,000,000. Mr. Peterson introduced Lisa Hardy, CEO of Emerald Heights.

Ms. Hardy stated that Emerald Heights is 38-acre campus with 333 independent living apartments and cottages, 68 skilled nursing units and 56 assisted living units which include 16 memory care units. She mentioned that 40 of the currently assisted living residents will move over to the 56 newly constructed units assisted living facility on the existing campus.

There were no comments from members of the public and the hearing was closed at 1:09 p.m.

**Public Hearing:  
Food Lifeline, OID  
# 17-136A**

Ms. Miller opened a public hearing on OID 17-136A, Food Lifeline, at 1:09 p.m.

Mr. Peterson said this is a proposed issuance of one or more series of tax-exempt revenue bonds to finance the acquisition of land and two buildings, totaling approximately 204,000 sq. ft., with 174 parking spaces, located at 815 S. 96th Street and 915 S. 96th Street, Seattle, WA 98108. The buildings will be owned by Food Lifeline, a Washington 501(c)(3) nonprofit organization. Proceeds of the bonds may be used to pay a portion or all the costs of financing the bonds. The total estimated bond amount is not expected to exceed \$18,500,000. Mr. Peterson introduced Henry Altschuler CFO of Food Lifeline and Amy Lee Derenthal representing Food Lifeline.

Mr. Altschuler stated that Food Lifeline is led by a board of directors that represents our community and the food industry. Food Lifeline employs a staff of more than 80 team members, from truck drivers to food industry specialists.

Food Lifeline rescues millions of pounds of surplus food from farmers, manufacturers, grocery stores, and restaurants and then delivers this food to 275 food banks, shelters and meal programs across Western Washington.

They provide 90,000 meals to hungry neighbors every day. This, combined with policy and advocacy work, creates a sustainable solution for ending hunger.

These bonds would provide a permanent facility for Food Lifeline, currently they are leasing a space.

Mr. Altschuler also mentioned that the fastest growing homeless population is seniors: one in seven is food hungry and/or food insecure.

In response to a question from Commissioner Moss, Ms. Derenthal stated that Food Lifeline partners with social services providers to help with barriers like rent gaps etc.

There were no comments from members of the public and the hearing was closed at 1:17 p.m.

**Public Hearing:  
Seattle Waldorf  
School, OID # 17-  
138A**

Ms. Miller opened a public hearing on OID 17-138A, Seattle Waldorf School, at 1:17 p.m.

Mr. Peterson said this is a proposed issuance of one or more series of tax-exempt revenue bonds to refinance existing taxable debt for school facilities and administrative offices. The addresses are listed below. The school is owned and operated by Waldorf School Association of Seattle dba Seattle Waldorf School, a Washington 501(c)(3) organization. Proceeds of the bonds may be used to pay a portion or all the costs of issuing the bonds. The total estimated bond amount is not expected to exceed \$6,000,000. Mr. Peterson introduced Dave Pon, Director of Finance, and Tracey Bennett, Head of School for Seattle Waldorf Schools.

Project:	Seattle Waldorf School
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Project Address:	<p>(1) Meadowbrook Early Childhood, Grades 1-8 and Main Administrative Offices 2728 NE 100th Street Seattle, WA 98108</p> <p>(2) Briar Rose Early Childhood and Offices 2712 NE 100th Street Seattle, WA 98125</p> <p>(3) Garden House Classrooms, Break Room and Offices 10035 29th Ave NE Seattle, WA 98125</p> <p>(4) Farm House Early Childhood 10033 29th Ave NE Seattle, WA 98125</p> <p>(5) Kinderhaus Early Childhood 4919 Woodlawn Ave N Seattle, WA 98109</p> <p>(6) High School Grades 9-12 and Administrative Offices 7777 62nd Ave NE Seattle, WA 98115</p> <p>(7) Three Cedars Early Childhood, Grades 1-8 and Administrative Offices 556 124th Ave NE Bellevue, WA 98005</p>
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Mr. Pon stated that \$5.7 million of this bond will be to refinance the current debt and the remaining \$200,000 will be used to fund the financial cost.

Ms. Bennett stated that the Waldorf School’s focus is on “educating the head, heart and hands...” for over 550 students ranging from 18 months of age until 12<sup>th</sup> grade with one third of the students receiving financial aid.

In response to a question from Commissioner Moss, Ms. Bennett stated that there are about 87 high school students currently with room for more.

There were no comments from members of the public and the hearing was closed at 1:24 p.m.

**Public Hearing:  
K West  
Apartments, OID #  
17-106A**

Ms. Miller opened a public hearing on OID 17-106A, K West Apartments at 1:25 p.m.

Mr. Peterson said this is a proposed issuance of one or more series of tax-exempt revenue bonds to finance a portion of the costs to acquire, construct and equip a 192-unit low income multifamily housing facility located at 5500 NE Fourth Plain Boulevard, Vancouver, WA 98663 to be owned by K West Apartments Limited Partnership, an Oregon limited partnership. Proceeds of the bonds may be used to pay a portion or all the costs of issuing the bonds. The total estimated bond amount is not expected to exceed \$26,000,000 (a portion of which may be taxable). Mr. Peterson introduced Melora Baker representing DBG properties.

Ms. Baker stated that the units at K West Apartments will be restricted to residents earning less than 60% of the area median income (AMI) for Clark County. Ten percent of the units will be set-aside for large households. The amenities include a community garden, fitness center, business learning center, media center, playground or fitness trail, and covered secured bicycle storage. She also mentioned that there will be 96 one-bedroom units, 72 two-bedroom units and 24 three-bedroom units.

There were no comments from members of the public and the hearing was closed at 1:29 p.m.

**Public Hearing:  
Lake City Family  
Housing, OID # 17-  
105A**

Ms. Miller opened a public hearing on OID 17-105A, Lake City Family Housing, at 1:29 p.m.

Mr. Peterson said this is a proposed issuance of one or more series of tax-exempt revenue bonds to finance a portion of the costs to construct a 70-unit low-income multifamily housing facility located at 12705 30th Avenue NE, Seattle, WA 98125, to be owned by 30th NE Development LLLP, a Washington limited liability limited partnership. Proceeds of the bonds may be used to pay a portion

or all the costs of issuing the bonds. The total estimated bond amount is not expected to exceed \$15,000,000. Approximately \$2,000,000 of taxable bonds will be used to construct a preschool facility for 80 children on site. Mr. Peterson introduced Robin Amadon representing Low Income Housing Institute (LIHI),

Ms. Amadon stated that the units will be restricted to residents earning at or below 60% of AMI for King County. Ten percent of the units will be set aside for persons with disabilities. She also mentioned that there will be 15 studio units, 25 one-bedroom units, 25 two-bedroom units and 5 three-bedroom units. The amenities include a playground or fitness trail, and covered secured bicycle storage.

There were no comments from members of the public and the hearing was closed at 1:36 p.m.

**Public Hearing:  
Allocation of Low  
Income Housing  
Tax Credits from  
the 2017 Funding  
Round.**

The Chair opened a public hearing on the recommended allocation of Low Income Housing Tax Credits at 1:36 p.m.

Mr. Peterson said that there will be five projects to consider today.

**TC 7 Dallesport**

Corner of 3rd Ave. and Dallesport Ave.  
Dallesport, WA 98617

Mr. Peterson stated that this project, consisting of a mixture of single family homes and duplexes, will serve the displaced Tribal fishermen who live in campsites along the Columbia River. The Yakama Nation Housing Authority will provide both social and empowerment services to the formerly homeless residents. The project is a result of a multi-year focus and study on the impact of the creation of the Columbia River dams. Mr. Peterson introduced Randy Settler and Craig Dougall representing the Yakama Nation Housing Authority.

Mr. Dougall and Mr. Settler discussed the impact the dams have had on the living conditions of the tribal fisherman and the substandard conditions they currently live in.



Ms. Lawrence stated that the Northwest Indian Housing Authority Association submitted a letter of support for this project.

**Nueva Vista Phase II**

334 N. Union  
Kennewick, WA 99336

Mr. Peterson stated that this development will mirror the Kennewick Housing Authority's Nueva Vista Phase I development, a 32-unit housing community which is currently fully occupied. Mr. Peterson introduced Lona Hammer, Executive Director of the Kennewick Housing Authority. She stated that this project will serve the same population, which is a mix of homeless families, disabled adults, and other low income households. There will be no application fee, a small deposit amount and tenants will pay no utilities because these have been identified as barriers to affordable housing tenants. The set-asides for this project are 50% of the units at 50% AMI and the remaining 50% at 30% AMI. She also mentioned that there will be 10 one-bedroom units, 16 two-bedroom units and 2 three-bedroom units.

In addition to the existing amenities at the first phase of Nueva Vista I this project will include its own playground and community garden.

**30Bellevue**

3030 Bellevue Way NE  
Bellevue, WA 98004

Mr. Peterson said the next project is 30Bellevue, which will be located on a portion of the St. Luke's Church campus in the Northtown neighborhood in Bellevue, less than 2 miles north of downtown Bellevue. Mr. Peterson introduced Mark Griffith, Pastor at St. Luke's Lutheran Church, and Sibyl Glasby, Director of Housing Development at Imagine Housing. Imagine Housing has an established relationship with St. Luke's Church which began in early 2014 with conversations about providing affordable housing at this location. St. Luke's sold the 30Bellevue site to Imagine Housing at 80% below the current appraised

value. Ms. Glasby stated that development costs exceeded the limits due to the 18-month rezoning process, structured parking, adding “right-of-ways” for the city, the 25 large two and three bedroom units and the Davis Bacon wage increases.

**Transitions Permanent Supportive Housing**

2140 & 2176 W. Fairview Ave  
Spokane, WA 99205

Mr. Peterson stated that this project will consist of 24 cottages for homeless and very low income individuals and families in Northwest Spokane. Mr. Peterson introduced Brenda Tudor, a board member of Transitions Permanent Supportive Housing (TPSH). Eighteen of the units will be for homeless households, fifteen of whom will be families with children. Eighteen of the units will serve people with health and housing challenges, including those who are medically fragile and those who have been diagnosed with a chronic behavioral health disorder. TPSH expects these two groups to overlap significantly, but not entirely. Services will be provided for educating children, job training from New Leaf Café and case management.

Additionally, Ms. Tudor stated that 15 of the units will be net zero under the Ultra-High Energy Efficient Affordable Housing Demonstration Program. There were no comments from members of the public and the hearing was closed at 2:05 p.m.

**Action Item:  
Resolution No. 17-  
135, 2017  
Allocation of Credit  
for the Housing  
Tax Credit  
Program**

Lisa Vatske, Director of the Multifamily Housing and Community Facilities Division, said this was a resolution authorizing the Executive Director to make reservations and/or allocations of 2017 Housing Tax Credits to the following project:

- Nueva Vista Phase II - Benton County - \$586,796
- TC 7 Dallesport - Klickitat County - \$628,647
- Transitions Permanent Supportive Housing - Spokane County - \$502,928
- 30Bellevue - King County - \$1,299,204

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

**Action Item:  
Request approval  
of technical  
changes to DPA  
programs**

Lisa DeBrock, Director of the Homeownership Division and Dietrich Schmitz, Down Payment Assistance Program Administrator presented three technical changes to the Commission's downpayment assistance programs.

Ms. DeBrock stated that the Commission approved the House Key Opportunity downpayment assistance program in May 2015 as the companion DPA for the House Key Opportunity first mortgage program which serves families at approximately 80% and below of area median income. As the Commission was reintroducing the below market bond program at the time and were testing the waters with this new DPA program, it did not designate these funds to revolve as is typical with other Commission DPA programs. As it stands now, if the borrower makes a principal and interest payment or pays off the loan, the funds return to the undesignated PIF category. Due to the overwhelming success of this program, staff is requesting that when payments are received, the funds revolve so repaid funds stay within the program and are available to issue new loans. This is the same policy used for the Commission's other specialty DPA programs including HomeChoice and the partnership DPA programs.

Mr. Schmitz stated that the Opportunity DPA program has been helping lower income homebuyers to purchase homes with up to \$10,000 in down payment assistance. It is by far the most popular program used with the House Key Opportunity program. The lower interest rates of the bond-based first mortgage keep the payment more affordable and the \$10K in Down Payment Assistance helps bridge the remaining gap to homeownership by providing them with funds they need. Homeownership in this area is becoming more difficult to obtain and the Opportunity Down Payment Assistance is one that will continue to be of great use. To date this program has helped 641 families become homeowners.

Ms. DeBrock stated that the staff's second technical change request is in regards to the House Key Veterans DPA program. Legislation passed during the 2006

Regular Session of the 59th Legislature required the Commission to create and implement a down payment assistance homeownership program to assist Veterans in purchasing a home and so the House Key Veterans program was established. In 2006, the Commission's most popular downpayment assistance program was called House Key Plus. This program offered up to \$10,000 in downpayment assistance at 5% interest amortized over 10 years. So the borrower would make small monthly payments on the 2nd mortgage. To give Veterans more favorable terms, the Commission offered a 10-year amortizing loan at 3% interest instead of 5%. The Veterans DPA program worked well until the Commission started offering the Home Advantage first mortgage and Home Advantage second mortgage back in 2012.

In 2012, the whole word changed and the most popular DPA programs were now deferred payments for 30 years and not the amortizing model with monthly payments. Many Veterans selected to use the Home Advantage program instead of the Veterans DPA because it offered more favorable terms. The Commission also allowed Veterans a waiver of need in both the Home Advantage 1% Option and the Opportunity DPA mentioned above and so Veterans have had many options under the Commission's programs.

Mr. Schmitz stated that currently, staff sees borrowers selecting the House Key Veterans DPA program when the borrower selects a House Key first mortgage instead of Home Advantage. They select this option in order to receive a fantastic rate that is below market. Staff recommends changing the Veterans DPA from amortizing to deferred for 30 years to bring it in line with the rest of the Commission's DPA programs and offering further benefit to Veterans. Under the Veterans programs, the Commission has helped 58 borrowers since program inception and hope by deferring the terms, it can more effectively reach Veterans.

Ms. DeBrock mentioned that staff's third technical change request is in regards to assets allowed for downpayment assistance programs. The Commission's current policy has been in effect for the past 15 or so years. It currently allows

the borrower to keep the greater of 3 months' house payment, PITI, or \$5,000 in liquid assets. This policy has ensured Commission funds for DPA assistance are placed with borrowers who truly need it. Of course, the market has changed significantly over the years.

For our Seattle downpayment assistance program in partnership with the City of Seattle, the City is moving to a more liberal policy to allow the borrower to keep the greater of 6 months PITI or \$10,000 in liquid assets which has triggered the Commission to re-look at its policy. Based on staff research, the Commission should also adopt this policy for its needs-based DPA programs. Commission DPA programs vary with the maximum loan amount ranging from a \$10,000 to \$45,000 and so staff does not make this recommendation lightly. Staff looked at all angles and received written permission from all the Commission's DPA partners including Pierce County, Tacoma, Bellingham, ARCH, and the City of Seattle to move forward in this direction. Staff sought feedback from both nonprofit partners and lenders.

Mr. Schmitz stated that the current policy of 3 months' PITI does not mean a homeowner has 3 months' worth of living expenses. Three months' worth of their housing expense is more like 1 to 1½ months of actual living expenses. That's not a lot for an emergency, such as a job loss, spousal death, roof replacement (even if several years down the road), or a Condominium Association "special assessment".

Almost all of the Commission's Lending and Non-Profit Partners across the state about this were in favor of the change, and the remainder were neutral, but none opposed the idea. The positives were generally that it would allow homeowners to retain a realistic emergency fund, but also would help them to avoid additional consumer debt shortly after purchasing a home.

Staff believes this will help to create better and more financially stronger homebuyers, especially those of lower income.

Erika Malone from the City of Seattle provided their perspective as they move to allow the borrower to retain higher assets after loan closing.

Mr. Larsen moved to approve the request for approval of technical changes to the Commission down payment assistance programs:

1. Switching House Key Opportunity DPA from non-revolving to a revolving fund in PIF.
2. Changing the terms of House Key Veterans from amortizing to deferred.
3. Increasing the amount of allowable assets for down payment assistance

Mr. Moss seconded the motion. The request was unanimously approved.

**Action Item:  
Resolution No. 17-  
127, Pioneer  
Human Services,  
OID # 17-114A**

Ms. Vatske said that this is a resolution approving the issuance of one or more series of tax-exempt and taxable revenue bonds to finance the cost of rehabilitating and equipping existing facilities; the possible acquisition of an existing building, and to refinance existing tax-exempt and taxable obligations previously issued by the Commission for facilities located in: Auburn, Bellingham, Seattle, Spokane and Tacoma, each owned or to be owned by Pioneer Human Services, a Washington 501(c)(3) nonprofit corporation. The facilities and addresses are listed below. The facilities will include a mix of apartments, group homes, training facilities and offices. A portion of the proceeds of the bonds may be used to pay all or part of the costs of issuing the bonds. The bonds will be issued in an aggregate tax-exempt amount of not to exceed \$25,000,000, of which \$3,000,000 may be used for manufacturing equipment. The public hearing was held February 23, 2017.

Pioneer Industries 7000 Highland Parkway SW Seattle, WA 98106	Jack J. Lobdell Apartments (f/k/a Valentia) 812 10 <sup>th</sup> Street NE Auburn, WA 98002
Hudson House 1712 Summit Avenue Seattle, WA 98122	Granberg Apartments 1737 Belmont Avenue Seattle, WA 98122
Snider Apartments 11018 and 11020 1 <sup>st</sup> Avenue SW	Operations Center 7440 West Marginal Way South

Seattle, WA 98146	Seattle, WA 98108
Bruksos House 1727 Belmont Avenue Seattle, WA 98122	Madison Inn 102 21 <sup>st</sup> Avenue East Seattle, WA 98112
Steward House 1733 Belmont Avenue Seattle, WA 98122	Bishop Lewis 703 8 <sup>th</sup> Avenue Seattle, WA 98104
Spruce Street Inn 1102 East Spruce Street Seattle, WA 98122	Rap House & Office for Rap/Lincoln 3704 S. Yakima Street Tacoma, WA 98418
Lincoln Building 3706 S. Yakima Street Tacoma, WA 98418	St. Helens Apartments 303 S. 9 <sup>th</sup> Street Tacoma, WA 98402
Exley Apartments 309 S. 9 <sup>th</sup> Street Tacoma, WA 98402	Rialto Apartments 311 S. 9 <sup>th</sup> Street Tacoma, WA 98402
J Street 922 South J Street Tacoma, WA 98405	J Street 1009 S. 10 <sup>th</sup> Street Tacoma, WA 98403
Carlyle Care Center 206 S. Post Street Spokane, WA 99201	Pathway House 222 S. Howard Street Spokane, WA 99201
Pioneer Center East 3400 West Garland Avenue Spokane, WA 99205	City Gate Apartments 607 East Holly Street Bellingham, WA 98225

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

**Action Item:  
Resolution No. 17-  
129, Ridpath Club  
Apartments, OID #  
17-116A**

Ms. Vatske said that this is a resolution approving the issuance of multifamily revenue bonds to provide a portion of the financing for the acquisition and rehabilitation of a 206-unit multifamily housing facility located at 515 W. Sprague Avenue, Spokane, WA 99201 to be owned by Ridpath Club Apartments,

LLC, a Washington limited liability company. Bond proceeds may also be used to pay a portion of the costs of issuance. The estimated bond amount is not expected to exceed \$10,000,000. The public hearing was held March 21, 2017.

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

**Action Item:  
Resolution No. 17-  
131, Royal Hills  
Apartments, OID #  
16-120A**

Ms. Vatske said that this is a resolution approving the issuance of one or more series of tax-exempt revenue bonds to finance a portion of the costs to acquire and rehabilitate a 284-unit low-income multifamily housing facility located at 3000 Royal Hills Drive SE, Renton, WA 98058 to be owned by Renton Preservation LP, a Washington limited partnership. Proceeds of the bonds may be used to pay a portion or all of the costs of issuing the bonds. The total estimated aggregate bond amount is not expected to exceed \$46,000,000. The public hearing was held October 27, 2016.

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

**Action Item:  
Requesting the  
transfer of  
undesignated funds  
to specific PIF  
programs/activities**

Mr. Herman stated that as of March 31, 2017 the Commission had \$5,141,960 of unallocated Program Investment Funds for potential investment in existing or new programs. In the board packets are background memoranda for the Land Acquisition Program (LAP), the Critical Projects Preservation Fund and the Sustainable Energy Trust (SET) that outline the current status of each of those programs and the reasons staff is asking the Commission to make allocations from available PIF funds to these programs. For the LAP program staff is recommending an allocation of \$3 million; for the Critical Projects Preservation Fund staff is recommending an allocation of \$1 million; and, for the Sustainable Energy Trust, staff is recommending an allocation of \$1 million, leaving a balance of approximately \$141,960 unallocated in the PIF account.



Mr. Herman stated that as the financial statements to be distributed at the May Commission Budget and Planning Session will show, the Commission staff estimates being able to deposit a little over \$4.8 million in the Program Investment Fund at the end of this program year. This will bring the amount of unallocated PIF funds back up to nearly \$5 million at the beginning of the next Program Year, which will be available for Program Investment Fund needs that develop during the program year.

Summaries of the investment information was provided in more detail about the current status of the Land Acquisition Program, the Sustainable Energy Trust and the Critical Projects Preservation Fund that were discussed in the morning work session.

Mr. Herman requested that the Commissioners approve the allocation of the following unallocated Program Investment Funds to the following programs: to the Land Acquisition Program (LAP) the amount of \$3,000,000; to the Sustainable Energy Trust the amount of \$1,000,000; and to the Critical Project Preservation Fund, \$1,000,000.

Mr. Moss moved to approve the request. Mr. Larsen seconded the motion. The request was unanimously approved.

**Consent Agenda**

The Consent Agenda was approved as mailed.

**Adjournment**

The meeting was adjourned at 2:44 p.m.

**Signature**

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