

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

October 13, 2025

URBAN COUNTY POLICY BOARD ATTENDANCE

Clark County
City of Battle Ground
City of Camas
City of La Center
City of Ridgefield
City of Washougal
City of Woodland
Town of Yacolt

Chair Councilor Glen Yung
Councilor Victoria Ferrer
Jim Hodges
Tracy Coleman
Mayor Matt Cole
Joe Walsh
Absent
Absent

GUESTS

Mark Herceg (City of Battle Ground), DeAnn Cordes and Marissa Smith (Clark County Internal Services), Nick Ramirez (Sea Mar Community Health), Ian Alger (City of Vancouver), Max Booth, Darry Spargan, Amelia Meade and Alyssa Grant (unaffiliated)

STAFF

Michael Torres, Rebecca Royce, Nooreen Ebrahim

I. Introductions

II. Public Comments

Max Booth from Maddox Industrial Transformer commented on the county-owned building discussion on the agenda.

III. Approval of June and September meeting minutes

The June minutes were approved following a motion made by Tracy Coleman and seconded by Mayor Cole.

September minutes were approved following a motion made by Tracy Coleman and seconded by Mayor Cole.

IV. Timeliness Update and Spending

Staff have completed an informal consultation with HUD regarding the fourth year of untimeliness, and HUD accepted the county's reasons for being untimely. The county must be timely by May 2, 2026, or it will be untimely for the fifth time and risk losing future CDBG funding.

Recommendations were presented for board consideration to be timely by May 2026:

- Move \$300,000 of PY2024 CDBG funds currently allocated to Battle Ground's N Parkway Sidewalk Project to the county's Housing Preservation Program and allocate PY2026 funds to the Battle Ground project. There will be no impact to the Battle Ground project with this change.
 - Mayor Cole motioned to accept this recommendation, seconded by Tracy Coleman. Motion passed.
 - Staff will amend the current NOFA to remove the request for PFNI applications based on board direction.
- One-time additional allocation of CDBG funds, estimated to be about \$55,000, to all PY2024 Tenant-based Rental Assistance (TBRA) programs to be spent by December 31, 2025. Due to the restrictive eligible uses of HOME funds that pay for rent and utilities,

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

October 13, 2025

and the increase in fees charged by landlords, housing providers are having to use more CDBG funds and private dollars to support households.

- A motion to accept this recommendation was made by Tracy Coleman and seconded by Mayor Cole. Motion approved unanimously.
- Change the Bertha's Place Remodel scope of work from roof, windows, and siding to solar panels and roof. This change will help avoid delays caused by weather, increasing the speed at which funds are spent.
 - A motion to accept this recommendation was made by Mayor Cole and seconded by Tracy Coleman. Motion approved unanimously.

V. **County-owned Building Discussion**

An overview of the 701 E Main Street building currently leased to Sea Mar, was provided. This building was originally purchased with CDBG funds in 1993. Any revenue generated from rent or the sale of the building will be program income. With the current condition of the building, updates will need to be made to continue current operations. A 2019 Meng study indicated approximately \$1.7 million dollars of repairs is needed. The County applied for CDBG funds during the PY2025 application process and was awarded \$200,000. County staff are also working with Senator Patty Murray's office for a Congressionally Directed Spending award of \$1.7 million, however this will not be finalized until the FY2026 federal appropriations process has been completed. County Internal Services staff provided three options for consideration and are asking the board for a recommendation to provide to the County Council.

The options for the building are as follows

1. The building can be sold to Sea Mar for \$1. This option has been approved by HUD with a requirement for a restricted use covenant for at least five years. This option would not affect the county's timeliness requirement.
2. The building can be sold at Fair Market Value. This option will generate program income that will affect the county's timeliness requirement. If completed before May 1, the county will be untimely for a 5th year which will lead to a repayment of funds to HUD. If completed after May 1, the county will likely be untimely again on May 1, 2027.
3. Maintain the current lease with Sea Mar, spending CDBG and congressional funds to complete the necessary rehab of the building.

Nick Ramirez, Senior Vice President of Sea Mar, shared the importance of the WIC services they provide and their ability to fund building rehabilitation if Option 1 is selected.

Battle Ground Councilor Ferrer shared that the Battle Ground city council is working on a redevelopment plan for the area where the Sea Mar building is located and supports option 2, selling the building at Fair Market Value and helping Sea Mar purchase a new building.

The board discussed all recommendations, noting option 3 was the least appealing. The impact of not meeting timeliness and the consequences of being untimely in May 2026 was stressed. The board elected to discuss this topic again at the November meeting, and requested the following take place prior:

- Sea Mar to research options to relocate services in Battle Ground.
- Battle Ground council to discuss options to help Sea Mar relocate.
- Sea Mar to confirm current costs to renovate the building and that they have the ability to make the improvements.

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

October 13, 2025

- Discussion between Clark County Community Services and Internal Services to determine if the county can require a nonprofit to maintain the building if a new building were purchased using CDBG funds.
- Community Services staff to research conducting a targeted RFA to help a nonprofit acquire a space with CDBG funds for WIC services serving a specific area in Battle Ground.
- Community Services staff to research how the \$200,000 from the 2025 RFA awarded for the 701 E Main Street Rehabilitation will be reallocated.

VI. Lifeline Connections Tenant Based Rental Assistance Additional Funds Request

Lifeline Connections requested an increase of \$90,000 in HOME funds for their 2024 TBRA contract. They have spent their current funding allocation due to transitioning households from another source of funding that ended, resulting in serving more households than initially anticipated. This additional funding will provide time to work with the households on an exit plan through the end of 2025. The requested funding is available, and Lifeline Connections has indicated that they can pay for any costs not covered by the additional funding.

A motion to approve the Lifeline Connections funding request of \$90,000 was made by Tracy Coleman and seconded by Councilor Ferrer. Motion approved unanimously.

VII. Housing Preservation Program Funding Increase Request

The Clark County Housing Preservation Program is a homeowner rehab program serving very low- to low-income homeowners. The program provides grants to help households with ADA improvements and repairs to keep them in their housing. The program currently receives an annual allocation of \$250,000. At this level, there is only enough funding to serve up to six clients per year, with a waitlist of two years. County staff recommended increasing the budget for this program to \$400,000 starting with PY2026 allocations to assist a greater number of households and decrease the length of time households are on the waitlist.

A motion to approve an increase of the Housing Preservation Program budget from \$250,000 to \$400,000 was made by Tracy Coleman and seconded by Jim Hodges. Motion approved unanimously.

VIII. UCPB Guideline Updates

Staff provided a brief overview of UCPB Application and Funding Guideline updates, most of which were done to include Public Services as an allowable activity. Other notable changes are the funding increase to \$400,000 for the Housing Preservation Program and allowing CHDO funds to be converted from designated to undesignated after two years as approved by HUD.

A motion to accept the UCPB funding guideline changes was made by Chair Yung and seconded by Jim Hodges. Motion passes.

IX. Program Updates

- The 2025-2029 Consolidated Plan and 2025 Annual Action Plan have been approved by HUD, and the county has received its grant agreements.
- The 2024 CAPER has been submitted and approved by HUD.
- Five programs within Community Services were audited by the SAO, including the CDBG program, and there were no recommendations or findings.

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

October 13, 2025

- Currently, CDBG and HOME funded programs and projects are unaffected by the government shutdown. Staff will notify the board if this changes.
- The PY2026 request for applications are now open and accepting applications. Pre-submittal workshops were conducted on October 9. Recordings are now available on the application website.

X. Other

- Next Meeting: Monday, November 10, 2025, 9:30 – 11:00 a.m.

Meeting adjourned at 10:59 A.M.