

**COMMUNITY DEVELOPMENT AUTHORITY**  
**FINANCE COMMITTEE MINUTES**

11/05/14

**MEMBERS PRESENT:** Andy Witt, Romey Wagner, Sarah Napgezok

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Juli Birkenmeier, Betty Noel, Ann Werth

**(1) Call Meeting to Order**

Meeting was called to order at 7:33 am in the WCDA Boardroom at 550 E. Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes**

Wagner moved to approve the minutes from 08/13/2014. Napgezok seconded the motion. Motion approved unanimously.

**(3) Review of CDA Accounts and Capital Funds**

Noel reviewed the monthly balances through the end of October and noted that there have been no significant changes. She said that due to Associated Bank's low interest rates, we are continuing to transfer funds out of Associated Bank on an as-needed basis.

Noel then reviewed a Capital Fund Recap stating that the 2012 Capital Fund has now been fully expended and obligations and expenditures for the 2013 and 2014 Capital Fund grants are on track to meet all deadlines. She said that HUD has not yet released any specific details for the 2015 grant but expects to hear more in the first quarter of the year.

**(4) Review of 2014 Third Quarter Financials**

Noel reviewed the third quarter financial statements and summary for the WCDA's budgeted programs. She said that Tenant Revenue exceeds budget due to improved occupancy for both the Scattered Sites and Riverview Terrace. She said Other Revenue is also more than anticipated due to higher Capital Fund Operations and Operating Subsidy income, however the Operating Subsidy income is partially offset by the subsidy transfer to RVT LLC, reflected on the Other Expense line. She reported that the Tenant Service Expense is directly related to lower than expected VNA and Meal costs due to the fact that neither of those contracts had been finalized at the time of budget preparation.

Noel then reviewed the third quarter financials and summary for RVT LLC stating that Tenant Revenue is also higher than budgeted due to the increased occupancy following the project completion. She said Other Revenue is under budget which is directly related to the Operating Subsidy allocation which had not been determined at time of budgeting. She reported that Administrative Expenses were over budget due to an unexpected Baker-Tilly accounting expense and added that Other Expenses were over budget primarily due to a liability insurance expense

and a large compliance monitoring fee paid to WHEDA. Noel said going forward; an allowance will be made for these expenses in the 2015 budget. She concluded by reporting that the income before depreciation was \$530.

**(5) 2015 Budgets**

Noel presented the 2015 RVT LLC budget stating that it allows for increased tenant revenue as occupancy remains high. She said she continues to work closely with Hawkins Ash and HUD to determine an Operating Subsidy budget number. Noel stated that although this will be the second year that RVT LLC has been a stand-alone entity, the budget process remains to be a bit of a challenge and a future budget revision may be necessary.

Noel also presented the 2015 Riverview Terrace budget stating that it also allows for increased tenant revenue based on improved occupancy levels and decreased Tenant Services Expense relative to tangible VNA and meal costs.

Lastly, Noel presented the 2015 Public Housing budget stating an allowance for increased tenant revenue and reiterated that the Operating Subsidy allocation may change once there has been further guidance from HUD. Noel was pleased to say that we have already been billed for some of our 2014 insurance from the City which has been very helpful in forecasting 2015 insurance costs.

Napgezok moved to recommend the adoption of the 2015 RVT LLC, Riverview Terrace, and Public Housing budgets to the full commission. Wagner seconded. Motion approved unanimously.

**(6) Adjourn**

With no other action to come before the Finance Committee Wagner made a motion to adjourn and Napgezok seconded.

Respectfully Submitted,



Andy Witt  
Chairperson