

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

02/17/15

**MEMBERS PRESENT:** Sarah Napgezok, Gary Gisselman, David Welles, Romey Wagner, Dorothy Korzilius

**MEMBERS ABSENT:** Russ Wilson, Andy Witt

**OTHERS PRESENT:** Ann Werth, Betty Noel, Juli Birkenmeier, Tammy Stratz, Kevin Fabel, Ted Matkom, Gorman & Company

**(1) Call Meeting to Order**

Meeting was called to order at 12:04 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes**

Napgezok moved to approve the minutes from 01/27/15. Welles seconded the motion. Motion approved unanimously.

**(3) 303-305 S. 2<sup>nd</sup> Avenue – Status Update**

Fabel reviewed the current status of the project and stated that they met with Lisa Gutknecht on January 30<sup>th</sup> to discuss revisions required to Change Order #9 before DNR approval of Amendment #5 could be given. He provided to commissioners the revised Change Order, as well as the subsequent letter of approval from Lisa Gutknecht, Wisconsin DNR. Fabel reiterated that commissioners had conditionally approved Amendment #5, including the required Wisconsin DNR revisions, at the January board meeting. Fabel said that the mobile vapor extraction system continues to operate and reduce contamination. He reported that the South Second Avenue soil borings are scheduled for next month and test results will be shared as soon as possible. Fabel said it has not yet been determined whether the City will proceed with the South Second Avenue street reconstruction.

**(4) Consideration and Action on Resolution 15-001 Section Eight Management Assessment Program (SEMAP) Submission to the US Department of Housing & Urban Development (HUD) for Fiscal Year Ending 12/31/14**

Noel explained that each year staff must submit a certification to HUD that their program is in compliance with all aspects of the Section Eight Housing Choice Voucher program guidelines. She said the board must approve the submission of the certification in the form of a resolution. Napgezok moved to approve Resolution 15-001. Korzilius seconded. Roll call vote was taken with unanimous consent. Resolution is approved.

**(5) Consideration and Action on Resolution 15-002 – Capital Fund Program Assistance for Fiscal Year 2015 – Capital Fund Grant #WI39P03150115**

Noel reviewed the 2015 Capital Fund Program Amendment stating that the WCDA has been awarded \$174,104 in Capital Fund Program assistance. She said, as a formality, the board must approve the receipt of these funds in the form of a resolution. Welles moved to approve Resolution 15-002. Napgezek seconded. Roll call vote was taken with unanimous consent. Resolution is approved.

**(6) Riverview Towers LLC Compliance Agent Contract Update**

Werth reiterated that our current compliance contract with Gorman & Company expires on February 28, 2015. She said NEF has provided guidance relative to the review of proposals and selection of a compliance agent that would best meet the needs of the WCDA. Werth reported that Comprehensive Compliance Solutions (CCS) has been selected as the new compliance agent for an initial one year term effective March 1, 2015. Noel stated that CCS provides comparable compliance services that Gorman is currently providing for a slightly higher fee. Ted Matkom was also present and offered assurance that Gorman and Company will assist with the transfer of compliance responsibilities to ensure a smooth transition.

Wagner formally thanked Matkom for Gorman's partnership and services provided throughout the duration of the Riverview Towers renovation project.

**(7) Operational Issues and Current Activities**

- **Occupancy Overview** – Noel stated currently Scattered Sites is at 100% occupancy and both Riverview Towers and Riverview Terrace are maintaining minimum vacancies. She said staff is being very proactive in processing applicants to meet any future vacancies.
- **RVT LLC Audit Update** – Werth stated that Schenck has recently completed the RVT LLC audit and said that a draft would soon be available. She said Schenck has also completed the 2014 tax return which is currently under review by NEF.
- **WAHA Annual Conference** – Werth mentioned that the annual WAHA conference will be held in Waukesha, Wisconsin on April 14 – 17, 2015, and urged new commissioners to consider attending the commissioner training offered at the conference. Noel said the training is very informative and is led by John Finger from HUD's Milwaukee field office. Noel pledged to forward the WAHA conference information to all commissioners via email immediately following the board meeting.

**(8) Adjourn**

Welles moved to adjourn, Gisselman seconded. Meeting adjourned.

Respectfully Submitted,



Romey Wagner  
Commissioner