

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

11/24/15

MEMBERS PRESENT: Russ Wilson, Andy Witt, Gary Gisselman, Dorothy Korzilius, Romey Wagner, Sarah Napgezok, David Welles

MEMBERS ABSENT:

OTHERS PRESENT: Ann Werth, Betty Noel, Kelsey Scholz

(1) Call Meeting to Order

Meeting was called to order at 12:02 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes

Witt moved to approve the minutes from 10/27/15. Welles seconded the motion. Motion was approved unanimously.

(3) Riverview Terrace Service Contract

Werth stated that a Request for Proposals for supportive services at Riverview Terrace was sent to Interim Health Care, Ministry and Aspirus VNA. An ad was also posted in the Wausau Daily Herald requesting proposals. The WCDA received two proposals and staff scored each proposal's merits. Staff had some additional questions regarding the proposals, and once those questions are answered, staff will be prepared to make a recommendation to the Board on which proposal to select. Werth said that due to the timeline required to give notice, should staff recommend terminating their current contract, a special meeting would need to be convened prior to December 17th.

(4) Finance Committee Report – Third Quarter Financials

Witt explained that Noel had been working on establishing an ACH payment system for Section 8 Housing Assistance Payments which should offer a cost savings to the WCDA and provide for staff efficiency. He noted that the Capital Fund accounts are all in good standing and only the 2014 and 2015 grants remain open.

Witt noted that the program budgets were reviewed in detail by the Finance Committee and all were approved to be recommended to the Board for final approval. Wagner moved to approve the Finance Committee report, Napgezok seconded the motion. Motion passes unanimously.

(5) Consideration and Action on Resolution 15-008 – 2016 Public Housing Budget

Noel stated that the Finance Committee approved the Public Housing budget and sought Board approval. She made note that the 2016 Operating Subsidy figures were still unknown, but she based an estimate on 2015 amounts. Wagner moved to approve Resolution 15-008, Witt seconded the motion. A roll call vote was taken with unanimous consent. Resolution 15-008 passes.

(6) Consideration and Possible Action on 2016 Riverview Terrace Budget

Noel informed the Board that the only unknown on the budget was the contact cost amount for resident services, as a new contract has not been finalized. She noted that costs at Riverview Terrace continue to rise, but in an effort to keep costs low for residents, the CDA has not increased fees to tenants. In order to compensate for higher facility expenses, and to keep Riverview Terrace from becoming cost-prohibitive to the target market, staff has requested a higher Fair Market Rent for units, which would increase the Housing Assistance Payment the WCDA receives from HUD for each apartment. Witt moved to approve the Riverview Terrace Budget, Napgezek seconded. Motion approved unanimously.

(7) Consideration and Possible Action on 2016 Riverview Towers LLC Budget

Noel mentioned that Hawkins Ash recommended using figures estimating enough operating subsidy for the budget to break even, in order to remain consistent with the operating agreement for Riverview Towers. All other figures were estimates based on previous years' expenses and estimated rising costs. She said that once the budget was approved, it would be forwarded to NEF. Wagner moved to approve the 2016 Riverview Towers LLC budget, Welles seconded. Motion approved unanimously.

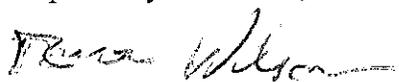
(8) Operating Issues and Current Activities

- **Occupancy Overview** – Noel stated that Riverview Towers currently has 8 vacancies, with several move-ins scheduled for the month of December. Riverview Terrace and Scattered Sites each have 1 vacancy with applicants currently in the approval process.
- **2016 Meeting Time Discussion** – Werth asked the Commissioners if they had a preference for meeting times and dates moving forward. The consensus was to continue with the 4th Tuesday of the month but with a meeting time change to 4:00pm. This new schedule will begin in January 2016.
- **Resident Christmas Parties** - Werth invited all the Commissioners to the resident Christmas parties at both Riverview Terrace and Riverview Towers.
- **Rental Assistance Demonstration (RAD) Application Update** – Werth explained that staff had a lengthy conference call with NEF to review Baker Tilly's projected numbers, and recommended a consideration to convert to RAD. They found that there was a possibility of earning additional funds, but staff still has questions regarding whether a Project Based Voucher (PBV) or Project Based Rental Assistance (PBRA) voucher program would be a better fit for Riverview Towers. Staff continues to research the two types of RAD conversion and will evaluate the best option both practically and financially.

(9) Adjourn

Gisselman moved to adjourn. Napgezek seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson
Chairperson