COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

12/16/15

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

MEMBERS ABSENT:

OTHERS PRESENT: Ann Werth via telephone, Betty Noel, Juli Birkenmeier, Kevin Fabel

(1) Call Meeting to Order
Meeting was called to order at 08:05 am in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes
Witt moved to approve the minutes from 11/24/15. Napgezek seconded the motion. Motion was approved unanimously.

(3) 303-305 S 2nd Avenue – Discussion and Possible Action on WDNR Approved Change Order #12
Fabel provided the approved letter from the DNR on Change Order #12 to the board requesting additional funds of $99,786 to complete interim action on the site. This change order should pay for all work in 2016 and the ground water sampling needed through 2017. Fabel estimates that there will be approximately 20K to 50K that the WCDA will need to pay out of pocket be beyond any funds that are reimbursed through DERF and currently we are $50K under that cap. He believes that the project should see closure in early 2018.

Werth brought forward the possibility that if we have expended all our funds we should pursue the potential of the City's TIF 8 funds for the remaining amount that is not covered by DERF. Fabel stated that the money available from the DERF Fund should be exhausted before utilizing money from other sources.

Napgezek made a motion to approve change order #12, Wagner seconded. Motion approved unanimously.

(4) 2102 N Second Street – Status Update
Fabel stated that excavation of the site was finished this last quarter of 2015 and the results of the sampling are being processed. There will be three additional quarters of sampling needed and the expected closure date of the site is early 2017

(5) Consideration and Action on Resolution 15-009 – 2015 Doubtful Accounts for the Public Housing and Riverview Towers LLC (LIHTC) Programs
Noel presented the list of Public Housing and Riverview Towers LLC doubtful tenant accounts totaling $1,607.68 and sought board approval to have these balances written off for 2015. Noel stated that the WCDA will continue efforts to collect the outstanding balances via tax intercepts. Napgezek moved to approve Resolution 15-009. Seconded by Witt. Roll call vote was taken with unanimous consent.

(6) Consideration and Action on Resolution 15-010 – 2015 Doubtful Accounts for the Section Eight Housing Choice Voucher Program
Noel again presented a Section Eight Housing Choice Voucher doubtful account totaling $62.00 and sought board approval to have this balance written off for 2015. Noel stated that there are some additional outstanding balances however, repayment agreements are in place and all are currently in compliance. Napgezek moved to approve Resolution 15-010. Seconded by Korzilius. Roll call vote was taken with unanimous consent.

(7) Consideration and Action on Riverview Terrace Service Proposal
Werth completed an RFP for the service contract at Riverview Terrace Assisted Living. Upon reviewing the submitted proposals she is requesting that the board renew the contract with Aspirus VNA. She said staff successfully negotiated a lower than proposed service fee which also includes the administration of most tenant social activities. She is proposing extending the contract to a three year term. If approved the new contract price would take effect January 1, 2016. Welles made a motion to approve the Riverview Terrace Service Proposal. Witt seconded. Motion was approved unanimously.

(8) Discussion and Renewal of WCDA Office Lease with North Central Health Care
Werth stated that the office lease between the WCDA and North Central Health Care (NCHC) will expire on February 29, 2016, and sought board approval to renew the lease for another 12-month term at the same monthly rate of $375. Welles had inquired if she had tried negotiating a longer term and Werth stated that she would propose a possible two year contract. The WCDA has been pleased with the benefits of having NCHC staff in the office 24-hours per day. She furthered that the tenants NCHC serves in Riverview Towers appear to be thriving, as well. Welles made a motion to approve the lease renewal with NCHC for another year with the possibility of extending the contract to a two year term. Napgezek seconded. Motion approved unanimously.

(9) Discussion and Possible Action on Rental Assistance Demonstration (RAD) Process
Werth presented the board with what is needed to continue with our possible RAD conversion of Riverview Towers LLC. She stated that after having a discussion with HUD the board will need to authorize expenditures for a financial analysis, a needs assessment and other costs associated with advancing this conversion. Werth said she has been working closely with NEF and Baker Tilly on this process. She furthered that the estimated cost, in some cases, has been upwards of $200K and will continue to investigate if this is a positive move for Riverview Towers LLC. Werth may also request Baker Tilly's presence at our next board meeting to answer any questions relative to the conversion process. Wells made a motion to approve the expenses needed for the next step in the RAD process. Seconded by Witt. Motion approved unanimously.

(10) Operating Issues and Current Activities

- **Occupancy Overview** – Noel stated that we continue to increase occupancy at Riverview Towers but currently have 8 vacancies. She reported that Riverview Terrace is currently fully occupied and the Scattered Sites has just 1 vacancy.
- **Scattered Site Projects Update –** Werth reported that the residing and balcony repair project on 6 scattered site units is on schedule for spring of 2016. Becher-Hoppe will continue to assist the WCDA with this renovation and the estimated cost is approximately $93K.
- **2016 Public Housing Maximum Rent, flat Rent, Utility Allowances, Passbook Rate –** Birkenmeier explained that the WCDA is required by HUD to review and update the maximum rent, flat rent, utility allowances, and passbook rate for Public Housing on an annual basis. She explained that each Public Housing tenant must be offered the option of paying either a flat rent or an income-based rent at annual re-certifications. Birkenmeier stated that the calculations used for the maximum rent, flat rent and utility allowances are determined by the Admissions and Continued Occupancy Policy (ACOP) using HUD guidance and any changes will be effective January 1, 2016.

(11) Adjourn
Korzilius moved to adjourn. Wagner seconded. Meeting adjourned.

Respectfully Submitted,

Russ Wilson
Chairperson