

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

01/26/16

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

MEMBERS ABSENT: David Welles

OTHERS PRESENT: Ann Werth, Betty Noel, Juli Birkenmeier, Mary Fisher

(1) Call Meeting to Order

Meeting was called to order at 4:01 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes

Wagner moved to approve the corrected minutes from 12/16/15. Witt seconded the motion. Motion was approved unanimously.

(3) 2016 Fair Market Rents and Payment Standards – HCV Program

Noel introduced Mary Fisher, Housing Project Coordinator, who reviewed the 2016 Fair Market Rents and Payment Standards for the Housing Choice Voucher (HCV) Program. She stated the rents and payment standards are reviewed and updated on an annual basis to maintain program compliance and efficiency. Fisher said the payment standards must remain within 90%-110% of the published Fair Market Rents and are adjusted to better assist families with finding suitable housing. Noel highlighted the comparison between 2015 and the proposed 2016 payment standards and Fisher confirmed that all adjustments were within HUD guidelines.

(4) Consideration and Action on Resolution 16-001 – Administrative Plan Policy Update – HCV Program

Noel explained that the WCDA is required to have Board approval for any changes made to the Administrative Plan, which is applicable to the administration of its Section 8 Housing Choice Voucher Program. She stated that this is typically done on an annual basis but can occur more frequently. Noel gave a brief overview of the modified sections carrying an effective date of October 2015. Noel presented the updated Administrative Plan and sought board approval to submit the updated Plan to HUD's Milwaukee Field Office for retention in their files. Witt moved to approve Resolution 16-001. Napgezok seconded. Roll call vote was taken with unanimous consent. Resolution passes.

(5) Discussion and Approval of Riverview Towers LLC Compliance Agent Contract Renewal with Comprehensive Compliance Solutions (CCS)

Noel stated that the Riverview Towers LLC compliance agent contract between Comprehensive Compliance Solutions (CCS) and the WCDA will expire on February 29, 2016, and sought board

approval to renew the contract for another 12-month term. She said the monthly rate of \$3.75 per unit will remain the same for 2016 and reiterated that we are required to maintain a compliance agent per our Operating Agreement with NEF. Noel furthered that although the rate is slightly higher than what was originally paid to Gorman & Company; CCS has been a solid compliance partner and has done a good job. Wagner made a motion to approve the contract extension with CCS for another year. Gisselman seconded. Motion approved unanimously.

(6) Operating Issues and Current Activities

- **Occupancy Overview** – Noel stated that we are continuing to improve the occupancy at Riverview Towers but currently have 7 vacancies. Birkenmeier said she is finalizing paperwork for 4 new tenants by the end of February. Noel reported occupancy levels at Riverview Terrace and the Scattered Sites remain above 95%.
- **Scattered Site 2016 Project Update** – Noel reported that the request for bids went out on January 25, 2016 for the balcony repair and residing of 3 scattered site duplexes and garages. She said a pre-bid meeting and site tour is scheduled for February 2nd and expects to have a contract signed by March 1, 2016.
- **RVT LLC 2015 Audit** – Noel mentioned that Schenck will be on site to complete the Riverview Towers LLC audit on February 3rd and 4th. She said NEF requires a draft audit and tax return by February 15 and a final of both by February 29th. Noel stated that although the timeframe is tight both deadlines will be met.
- **Rental Assistance Demonstration (RAD) Update** – Werth reported that Baker Tilley has submitted a \$12,000 proposal to complete the financial plan for the Riverview Towers LLC RAD conversion. Following a recommendation from NEF, she said she will negotiate the proposed price believing it is too high for the type of conversion we are seeking. Werth said that although a formal decision on whether to proceed with the PBV or PBRA conversion has not been made staff is opting for PBV. Noel stated that the PBV option appears to streamline processing methods for tenants, maintain current HUD contacts and affords additional administrative fee income. Werth stated that NEF has also registered a preference for the PBV option and said she will confirm this decision with HUD meeting their February 1, 2016 deadline.

(7) Adjourn

Napgezek moved to adjourn. Witt seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson
Chairperson