COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

11/27/18

MEMBERS PRESENT: Andy Witt, Gary Gisselman, Rachael Hass, Robert Reinertson, David Welles

MEMBERS ABSENT: Tom Neal, Sarah Napgezek

OTHERS PRESENT: Juli Birkenmeier, Betty Noel, Tammy King, Barbara Betz, Mayor Mielke

(1) Call Meeting to Order
Meeting was called to order at 12:05 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment
None

(3) Approval of Minutes from 10/23/2018
Hass made a motion to approve the minutes from 10/23/18. Reinertson seconded. Motion was approved unanimously.

(4) 2019 Fair Market Rents and Payment Standards – HCV Program
Barbara Betz, Housing Project Coordinator, reviewed the 2019 Fair Market Rents and Payment Standards for the Housing Choice Voucher (HCV) Program and explained that they are reviewed on an annual basis to maintain program compliance. She stated that although payment standards must remain within 90-110% of the published Fair Market Rents, a PHA may adjust them to better assist families with finding suitable housing. Betz reported that adjustments were necessary for four and five bedroom units to remain within the required percentages and reviewed those adjustments with commissioners.

(5) 2019 Flat Rents, Utility Allowances & Passbook Rate Update – Public Housing Program
Tammy King, Occupancy Specialist, explained that HUD requires the WCDA to review the Public Housing flat rents, utility allowances, and passbook rate on an annual basis. She furthered that each family is offered the option of paying a flat rent or income-based rent at each annual recertification. King stated that the calculations used for the flat rents and utility allowances are based on HUD guidance and are outlined in the WCDA’s Admissions and Continued Occupancy Policy (ACOP). She reported a necessary change to the Bopf Street one and two bedroom flat rents and utility allowances. Birkenmeier stated that the passbook rate will remain at .6% for 2019.

(6) Finance Committee Report
Witt provided his Chair report from the November 14, 2018, Finance Committee meeting and reviewed the WCDA’s investment sheet as of September 30, 2018. He reported that there have been no account changes since the August 2018 meeting.

Witt then reviewed the Capital Fund Program (CFP) grant summary stating that the 2017 grant has a remaining obligation and disbursement balance of $174,235. Of that balance, he said Noel anticipates using approximately $100,000 for a 2019 concrete repair/replacement project at several of the scattered site properties. Witt stated that although the 2018 grant has had no activity to-
date, HUD awarded an additional $787 to the grant bringing the total grant award up to $69,203. Witt stated that obligation and disbursement deadlines are in full compliance.

Witt then reviewed the third quarter financial statements and summaries for the WCDA’s budgeted programs as well as the third quarter financials for Riverview Towers LLC, and further reviewed the items of note contained in his report.

Witt gave an overview of the 2019 budgets for the Housing Choice Voucher program, Public Housing program, Riverview Terrace Assisted Living and Riverview Towers LLC. He noted that Noel had used estimates for salaries and benefits but has since received a salary and benefit projection spreadsheet from the City’s Finance Director, so if interim adjustments were necessary, they will be highlighted on the final budgets presented to the full board. Witt stated that the Finance Committee approved all four budgets for full board approval with any necessary aforementioned adjustments.

(7) Consideration & Possible Action on 2019 Riverview Towers LLC Budget
Noel reviewed the 2019 Riverview Towers LLC budget noting budget line items of significance. She reported a depreciation adjustment to account for a recent purchase of snow removal equipment. Welles moved to approve the 2019 Riverview Towers LLC budget. Reinertson seconded. Motion approved unanimously. Noel stated that the board-approved budget will be forwarded to National Equity Fund (NEF), per their request.

(8) Consideration & Possible Action on Resolution 18-005 – 2019 Public Housing Budget
Noel reviewed the 2019 Public Housing budget and reviewed budget line items of significance. Reinertson moved to approve Resolution 18-005. Welles seconded. Motion carried on a roll call vote 5-0.

(9) Consideration & Possible Action on 2019 Riverview Terrace Budget
Noel reviewed the 2019 Riverview Terrace Assisted Living budget and reviewed line items of significance. Welles moved to approve the 2019 Riverview Terrace budget. Reinertson seconded. Motion approved unanimously.

(10) Consideration & Possible Action on 2019 HCV Budget
Noel then reviewed the 2019 Housing Choice Voucher budget and reviewed line items of significance. Reinertson moved to approve the 2019 Housing Choice Voucher budget. Hass seconded. Motion approved unanimously.

(11) Consideration & Possible Action on Resolution 18-006 – 2018 Doubtful Accounts for the HCV Housing Program
Noel presented Resolution 18-006 reflecting one delinquent, doubtful account in the amount of $566 and sought board approval to have the balance removed from their 2018 accounting records. Noel stated that staff will make continued efforts to collect the outstanding balance via tax intercept. Welles moved to approve Resolution 18-006. Reinertson seconded the motion. Roll call vote 5-0.

(12) Consideration & Possible Action on Resolution 18-007 – Doubtful Accounts for the Public Housing Program
Noel then presented Resolution 18-007 reflecting one delinquent, doubtful account totaling $1,256.97 and sought board approval to have this balance removed from their 2018 accounting records. She reiterated that staff will make continued efforts to collect the outstanding balance via tax intercept. Welles moved to approve Resolution 18-007. Reinertson seconded the motion. Roll call vote 5-0.
(13) Operational Issues and Current Activities

Occupancy Overview – Noel reported 97% occupancy at Riverview Towers, 88% at Riverview Terrace and 99% in the Scattered Sites.

Status on the Sale of Property at 2102 N Second Street – Noel had no status update from Schock on the sale of 2102 N Second Street property to Bridge Community Clinic. Gisselman requests this item be placed on the January 2019 agenda to further discuss the sale to Bridge Community or appraise other interested parties.

(14) Adjournment
Meeting adjourned.

Respectfully Submitted,

[Signature]

Andy Witt
Chairperson