

COMMUNITY DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MINUTES

11/09/23

MEMBERS PRESENT: Sarah Napgezek, David Welles, Patrick Gosz

MEMBERS ABSENT:

OTHERS PRESENT: Juli Birkenmeier, Tammy King

(1) Call Meeting to Order

Meeting was called to order at 8:00 am in the WCDA Boardroom at 550 E. Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from the August 9, 2023

Napgezek moved to approve the minutes from 08/09/2023. Welles seconded the motion. Motion approved unanimously.

(3) Review of CDA Accounts & Capital Funds

Birkenmeier distributed and reviewed the WCDA's investment balances as of September 30, 2023. She noted the depository accounts are earning 4.01% which remains consistent with no other items to note.

Birkenmeier reviewed the Capital Fund Program (CFP) grant summary Budget Detail provided. She noted CFP 2022 has been fully expended meeting all required deadlines. Birkenmeier furthered the majority of those funds were used for the roof replacement project at 1901 Bopf Street. She noted CFP 2023 has an obligation balance of \$29,681.62 with no issues meeting the required obligation deadline. Birkenmeier stated with the new HUD NSPIRE inspection model, the scattered sites will need to have smoke detectors installed in each sleeping room and within 10 feet of the kitchen and will be obligating some of these funds for that project.

(4) Presentation and Review of 2023 Third Quarter Financials

Birkenmeier reviewed the 2023 third quarter financials for the WCDA's budgeted programs. She gave a brief overview of the *Year-To-Date* versus *Budget* line items and explained budget variances. Those variances are further detailed in the November 9, 2023, Finance Committee Report.

Birkenmeier then reviewed the 2023 third quarter financials for Riverview Towers LLC, summarizing *Year-To-Date* versus *Budget* line items and further explained budget variances which are also further detailed in the Finance Committee Report.

(5) Review of CDA Salary Allocation Evaluations

Birkenmeier presented the 2023 salary allocation spreadsheet which originated from a 2021 audit recommendation. She furthered that this tool is reviewed quarterly and adjusted at year end based upon actual employee work hours to each program. Birkenmeier furthered that adjustments will be completed for any employee with a variance over a 1%. She will communicate these variances to the auditor and will also request the variance increase from 1% to 3% variance.

(6) Presentation and Discussion on 2024 Program Budgets

Birkenmeier presented the 2024 Housing Choice Voucher Program budget reflecting an increase to administrative fees to reflect the increase in the number of vouchers the CDA is administering. She also noted the increase to the audit fees explaining the CDA piggybacks with the City's contract with CLA which was extended another year. She explained there was a substantial increase in this cost for 2024. Lastly, she noted the increase in investment income to reflect the higher interest rates that are expected to continue in 2024.

Birkenmeier presented the 2024 Public Housing Program budget reflecting adjustments to rental income due to maintaining 100% occupancy. She also increased excess utilities to be more in line with what was received in 2023. Birkenmeier explained that she included the rent for the North Central Health Care office lease, but this may be adjusted based upon the board decisions on the status of the lease. She also noted the significant increase to investment income as 2024 is expected to continue to have higher interest rates. Birkenmeier noted maintenance contract costs were lowered directly relating to the decrease in landscaping costs. She explained that we usual contracted for spring weed and feed for the scattered sites with an outside vendor and will discontinue that service for 2024. Birkenmeier also noted the increase to the audit expense as previously explained.

Birkenmeier presented the 2024 Riverview Towers LLC Program budget, reflecting an increase in rental income because of the COLA increase for Social Security benefits, an increase made to investment income with anticipated higher interest rates in 2024, increase in laundry expense due to the commission that we receive being higher than we anticipated as well as an increase in audit fees. She also noted she budgeted for potential window washing in 2024 which was reflected in the maintenance contract costs. Birkenmeier will be submitting the budget to NEF upon full commission approval.

Lastly, Birkenmeier presented the 2024 Riverview Terrace Program budget noting the increase to rental income to also reflect the COLA increase, the increase in investment income to be in line with interest rates, increase to audit fees and the increase to maintenance contract costs to account for potential window washing. Birkenmeier stated that some of the line items are zero and will be removed in future budgets.

Meeting adjourned.

Respectfully Submitted,



Patrick Gosz
Chairperson