

COMMUNITY DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MINUTES

03/07/24

MEMBERS PRESENT: Sarah Napgezec, David Welles, Patrick Gosz

MEMBERS ABSENT:

OTHERS PRESENT: Elizabeth Brodek, 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 November 9, 2023, Meeting

Welles moved to approve the minutes from 11/09/2023. Gosz seconded the motion. Motion approved unanimously.

(3) Review of CDA Accounts & Capital Funds

Birkenmeier distributed and reviewed the WCDA's investment balances as of December 31, 2023. She noted that all depository accounts, besides the account for Fulton Street, are earning 4.01% which remains consistent. She noted the opening of the Fulton Street account in preparation of the property transfer from Community Development Department to the CDA effective January 1, 2024.

Birkenmeier reviewed the Capital Fund Program (CFP) grant summary budget detail. She noted CFP 2022 has been fully expended, meeting all required deadlines. Birkenmeier furthered that 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 \$24,288.94 with no issues meeting the required obligation deadline. Birkenmeier stated a RFQ was issued for architecture services for the 2024 – 2025 kitchen countertop replacement project at 37 of our scattered sites. She noted that HUD has passed new regulation for REAC inspections which would require the installation of additional smoke detectors in the scattered sites units. She would like to incorporate this into the kitchen countertop replacement project. Birkenmeier mentioned notification was issued by HUD for additional CFP funding due to our continued high performer status.

(4) Presentation and Review of 2023 Fourth Quarter Financials

Birkenmeier reviewed the 2023 fourth 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 March 7, 2024, Finance Committee Report.

Birkenmeier then reviewed the 2023 fourth 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) 2023-2024 CDA Salary Allocation & Spreadsheet Review

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 on an annual basis for any employee with a variance over 1%. She inquired with the auditor to increase the variance from 1% to 3% and was told the budget vs actual needs to be exact or no more than 1%. Birkenmeier provided the salary adjustment spreadsheet showing two adjustments made for Scott Buchberger and Nate Schiefelbein. She mentioned the 2024 CDA salary budget included the addition of Fulton Street and 5% Liz Brodek's salary to redevelopment.

(6) Capitalization Policy Discussion

Birkenmeier indicated that the WCDA's current Capitalization Policy was last revised in August 2015. She shared that our fee accountant and auditor provided guidance on increasing our capitalization amount. Prior to August of 2015, the capitalization amount was \$250 and was then increased to \$500. Birkenmeier proposed changing to \$1000. Birkenmeier will present a draft Capitalization Policy for the finance committee to review at the next meeting.

(7) 2023 RVT LLC Audit Review

Birkenmeier presented the audited financial statements reflecting an unqualified opinion. She mentioned all NEF audit and tax return compliance deadlines were met. She furthered that CliftonLarsenAllen (CLA) is in the process of completing the single audit which includes the Housing Choice Voucher tenant files. She noted they will be onsite the second week of April to complete the tenant file review. CLA will then present both audits to the full board at a future 2024 board meeting.

Meeting adjourned.

Respectfully Submitted,


Patrick Gosz
Chairperson