

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

05/28/2024

MEMBERS PRESENT: Sarah Napgezok, David Welles, John Wagman,
Sarah Watson, Chad Henke

MEMBERS ABSENT: Rachael Hass, Pat Gosz

OTHERS PRESENT: Liz Brodek, Juli Birkenmeier, Tammy King, Barbara Betz,
See Yang, Meeka Vang, Mayor Diny

(1) Call Meeting to Order

Meeting was called to order at 12:01 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from 04/23/2024

Wagman made a motion to approve the minutes from 04/23/24. Henke seconded. Motion was approved unanimously.

(3) Presentation of the Steve Falek Scholarship – Meeka Vang – Public Housing Scattered Sites Resident

Birkenmeier briefly explained that the WCDA is a member of the Wisconsin Association of Housing Authorities (WAHA). She explained every year WAHA gives out two scholarships to low-income participants in housing programs that are attending secondary education. Birkenmeier was pleased to announce one of our residents, Meeka Vang, from the Scattered Sites Public Housing program had applied and won the scholarship in the amount of \$2000.00. She presented the \$2000.00 scholarship to Meeka Vang and congratulated her on her accomplishment.

(4) Finance Committee Report

Birkenmeier reviewed the Chair report from the May 10, 2024, Finance Committee meeting as well as the WCDA's investment balances as of March 31, 2024. She then gave an update on the 2023 CFP grant highlighting their obligation and expenditure deadlines, current fund balances and budget detail. Birkenmeier concluded by stating the majority of the 2023 grant, with an obligation balance of \$24,605.94, was used for the completion of the Bopf Street roof replacement project as well as tree removal and special assessment for the sewer lateral replacement.

Birkenmeier reviewed the 2024 first quarter financials for the WCDA's budgeted programs summarizing the *Year-To-Date* versus *Budget* line items and explained any budget variances.

Birkenmeier then reviewed the 2024 first quarter financials for Riverview Towers LLC, summarizing *Year-To-Date* versus *Budget* line items and further explained any budget variances.

Birkenmeier explained that the WCDA's current Capitalization Policy was previously revised in August 2015 adjusting the amount from \$250.00 to \$500.00. She provided a draft policy for the finance committee to review and noted she had received guidance from our fee accountant and

auditor on increasing the capitalization amount to \$1000.00. She originally had the policy effective date to be June 1, 2024, but changed to July 1, 2024, to give the fee accountant adequate time to incorporate the changes. She stated that the policy was approved by the Finance Committee to be reviewed by the full board.

Birkenmeier reported the CDA's single audit went well, and the auditor from CliftonLarsonAllen (CLA) is nearing their final review. Birkenmeier noted that CLA will present both the Riverview Towers LLC and single audit to the full board at a future board meeting.

(5) Discussion and Possible Action on Resolution #24-002 Capital Fund Program Assistance for Fiscal Year 2024 – Capital Fund Grant Number W139PO31501324

Birkenmeier reviewed the 2024 Capital Fund Program (CFP) reiterating that the WCDA was awarded \$102,839 in CFP assistance. Birkenmeier sought board approval for receipt of the 2024 grant funds via Resolution #24-002. Welles moved to approve Resolution 24-002. Watson seconded. Roll call vote 5-0.

(6) Consideration and Possible Action on Resolution #24-003 – Capitalization Policy Revision

Birkenmeier provided the updated draft Capitalization Policy which was reviewed and approved by the finance committee. She again noted implementation date of July 1, 2024. She explained that it is similar to the previous policy except the change of the capitalization amount from \$500.00 to \$1000.00. Welles moved to approve Resolution #24-003. Wagner seconded. Roll call vote 5-0.

(7) Consideration and Possible Action on Resolution #24-004 Administrative Plan (Admin Plan) Update – Housing Choice Voucher (HCV) Program, Riverview Terrace and Riverview Towers, LLC

Betz gave a brief overview of the updates and revisions made to the Administrative Plan, which is applicable to the operation of the HCV Program, Riverview Terrace and Riverview Towers, LLC. Birkenmeier noted that the WCDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current, and compliant with HUD regulations. Birkenmeier noted that the WCDA is required to secure Board approval for revisions to the Admin Plan and sought approval to submit the updated plan to HUD's Milwaukee Field Office. Watson moved to approve Resolution #24-004. Henke seconded. Motion carried on a roll call vote 5-0.

(8) Consideration and Possible Action on Resolution #24-005 Admissions and Continued Occupancy Policy (ACOP) Update – Public Housing Program

King gave a brief overview of the updates and revisions made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of the Public Housing Program. She noted that the WCDA subscribes to policy update services from Nan McKay & Associates for the ACOP as well. Birkenmeier stated the WCDA is also required to have Board approval for updates or revisions and sought approval to submit the revised ACOP to HUD's Milwaukee Field Office. Welles moved to approve Resolution #24-005. Henke seconded. Motion carried on a roll call vote 5-0.

(6) Operational Issues and Current Activities

Occupancy Overview - Birkenmeier reported 100% occupancy at Riverview Towers, 95% at Riverview Terrace and 98% at the Scattered Sites and said staff is currently administering 312 Housing Choice Vouchers.

Scattered Sites Kitchen Countertop Replacement Project - Birkenmeier stated that she met with the architect to issue invitations to bid for the 2024-2025 kitchen countertop replacement project at 37 of our Scattered Sites. She furthered that this will be a two-phase project with 18 units in 2024 and 19 units in 2025. Birkenmeier stated that she is anticipating that the entire 2024 CFP grant will be expended with this project. She noted bids are expected to be back by July 5, 2024, anticipating construction to begin late summer 2024.

2023 Single Audit Update – Birkenmeier reported that the CDA’s single audit went well, and the auditor from CliftonLarsonAllen (CLA) are nearing their final review. She stated Brodek has completed the MD&A and submitted to CLA on May 13, 2024. Birkenmeier expects that CLA will present both the Riverview Towers LLC and single audit to the full board at a future board meeting.

Adjournment

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'SN', written in a cursive style.

Sarah Napgezok
Chairperson