



Board Packet

December 19, 2017

3:00 pm – CDA Board Meeting
CDA Office, 7645 Currell Blvd., Woodbury

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF WASHINGTON

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Stillwater Gazette

with the known office of issue being located in the county of:

WASHINGTON

with additional circulation in the counties of:

WASHINGTON

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 11/17/2017 and the last insertion being on 11/17/2017.

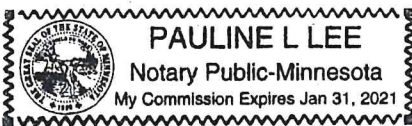
MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Rhonda Herberg
Designated Agent

Subscribed and sworn to or affirmed before me on 11/17/2017 by Rhonda Herberg.

Pauline L. Lee
Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

\$40.00 per column inch

Ad ID 754798

WASHINGTON COUNTY NOTICE OF SOLICITATION OF REQUEST FOR PROPOSALS FOR THE 2018 WASHINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAM PROJECTS

NOTICE IS HEREBY GIVEN that Washington County CDA is soliciting proposals for affordable housing and community facility projects to be funded through the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). Approximately \$257,000 of CDBG funds and \$178,000 of HOME funds will be available for Program Year 2018. At least \$36,000 of HOME funds will be available to a certified Community Housing Development Organization (CHDO). Approximately \$200,000 CDBG and \$214,767 HOME funding is available from Program Year's 2016 & 2017.

Interested parties can visit the Washington County CDA's website at <http://www.washingtoncountycda.org> under Development-RFP and Bids tab for details on the application process and downloadable forms. Interested parties may also contact Angie Shuppert at angies@washingtoncountycda.org or 651-379-9551. Applications will be accepted through 4:30 PM C. D. S. T. Friday January 5, 2018. Applications shall be sent to Washington County CDA, Attention Angie Shuppert, 7645 Currell Boulevard, Woodbury, Minnesota or by email at angies@washingtoncountycda.org

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

/s/ Barbara Dacy

Barbara Dacy Executive Director

The Washington County CDA is subject to Title I) of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. Information regarding the provisions of the Americans with Disabilities Act is available from the CDA office at 651-458-0936. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call 651-458-0936 (MN Relay Service 1-800-627-3529) to make arrangements.

Published in the
Stillwater Gazette
November 17, 2017
754798

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF WASHINGTON

Darlene MacPherson being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Stillwater Gazette

with the known office of issue being located in the county of:

WASHINGTON

with additional circulation in the counties of:
WASHINGTON

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 12/01/2017 and the last insertion being on 12/01/2017.

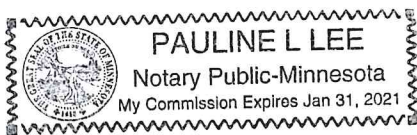
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By: D. MacPherson
Designated Agent

Subscribed and sworn to or affirmed before me on 12/01/2017 by Darlene MacPherson.

Pauline L. Lee
Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

\$40.00 per column inch

Ad ID 761091

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY 7645 CURRELL BOULEVARD WOODBURY, MN 55125 NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Washington County Community Development Agency (the Agency") Board of Commissioners will hold a public hearing on Tuesday, December 19, 2017 at, or about, 3:00 p.m. at the Agency office to consider the transfer of the property described below to Glen at Valley Creek, LLC, a Minnesota limited liability company.

The proposed parcel to be transferred is legally described as:

All that part of the Northeast Quarter of the Northeast Quarter of Section 17, Township 28 North, Range 21 West, described as follows, to-wit: Beginning at the Northeast corner of the Northeast Quarter of Section 17, Township 28 North, Range 21 West; thence South along the East line of said Northeast Quarter for 403.00 feet; thence North 85 degrees 0 minutes West for 329.98 feet; thence North parallel with the East line of the Northeast Quarter for 375.56 feet to the North line of said Northeast Quarter; thence Easterly along said North line for 328.69 feet to the point of the beginning, Washington County, Minnesota.

Abstract Property

Persons seeking more information on this proposed transfer of property should contact Melissa Taphorn, Deputy Executive Director, by telephone at (651) 202-2821 or by email at MelissaT@WashingtonCountyCDA.org. Public comments may be submitted orally or in writing to the Agency through the public hearing held on December 19, 2015.

Date of Publication: December 1, 2017

BY ORDER OF THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

/s/Barbara Dacy

Barbara Dacy

Executive Director

The Agency is subject to Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. Information regarding the provisions of the Americans with Disabilities Act is available from the Agency office at 651-458-0936. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call 651-458-0936 (MN Relay Service 1-800-627-3529) to make arrangements.

Published in the
Stillwater Gazette
December 1, 2017
761091

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

**CDA BOARD AGENDA
December 19, 2017**

**Washington County CDA Office
7645 Currell Blvd.
Woodbury, Minnesota**

<u>Item No.</u>		<u>Page No.</u>
1	3:00 P.M. <u>CALL REGULAR MEETING TO ORDER</u>	
2	<u>ROLL CALL</u>	
3	<u>OPEN FORUM</u>	
4	<u>CONSENT CALENDAR</u>	
	Minutes of Regular Meeting November 21, 2017	7
	Abstract of Bills November 2017 Total \$1,431,515.14	21
	A-1 <u>Resolution No. 17-51.</u> Resolution Adopting Classification And Compensation Plan For Management And Non-Union Employees For 2018, 2019, And 2020; Authorize Contribution Amounts For Flexible Spending Account, Health Care Savings Plan And Insurance Plans For Management And Non-Union Employees (Ryan)	22
	A-2 <u>Resolution No. 17-52.</u> Resolution Approving Low Income Housing Tax Credit Allocation To The Glen At Valley Creek (Kathryn)	29
	A-3 <u>Resolution No. 17-53.</u> Resolution Authorizing Execution Of Sixth Amendment To Amended And Restated Employment Agreement (Barbara)	35

	A-4 <u>Resolution No. 17-54.</u> Resolution Authorizing An Amendment To The 2017 Budget (Aaron)	46
	A-5 <u>Resolution No. 17-55.</u> Resolution Authorizing Depository Services For Governmental Entities (Aaron)	51
	A-6 <u>Resolution No. 17-56.</u> Resolution For Adoption of 2018 Approving Operating Budget (Aaron)	55
5	<u>PUBLIC HEARING</u>	
	A-7 <u>Resolution No. 17-57.</u> Resolution Authorizing Sale of 7987 Afton Road, Woodbury, Minnesota to Glen at Valley Creek LLC (Melissa)	64
6	<u>NEW BUSINESS</u>	
	A-8 <u>Resolution No. 17-58.</u> Resolution Approving Bond Loan Financing From The Dakota County Community Development Agency; Authorizing Arrangements For Certain Interim And Permanent Financing; And Authorizing Further Actions; Relating to the Glen At Valley Creek Project (Kristen)	68
	A-9 <u>Resolution No. 17-59.</u> Resolution Approving and Adopting the 2018 Budget (Aaron)	80
7	<u>DISCUSSION</u>	
	D-1 Agency Benchmarks (Barbara)	85
	D-2 Strategic Planning Status (Barbara)	95
8	<u>REPORTS</u>	
	<u>DEPUTY EXECUTIVE DIRECTOR</u> November 2017 Report Melissa Taphorn	98

<u>ECONOMIC DEVELOPMENT DIRECTOR</u> November 2017 Report Chris Eng	100
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<u>FINANCE & PROPERTY MANAGEMENT</u> November 2017 Report Aaron Christianson	104
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<u>RENTAL ASSISTANCE</u> November 2017 Report Ann Hoechst	127
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<u>EXECUTIVE DIRECTOR</u> November 2017 Written Report Barbara Dacy	130
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9

CLOSED EXECUTIVE SESSION

<i>A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.</i>	133
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- Attorney Client Privilege in the matter of Summons and Complaint titled Libby Real Estate Holdings, L.L.C. and Gale Libby, and Mark Court, L.L.C. v. County of Washington, Minnesota, and the Washington County Community Development Agency, dated May 5, 2017

ADJOURN

BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA

The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on November 21, 2017. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Aaron Christianson, Director of Finance; Ann Hoechst, Housing Assistance and Administrative Services Director; Chris Eng, Economic Development Director; Angie Shuppert, Community Development Programs Manager; Kathryn Paulson, Community Development Project Manager; Ryan Gruber, Human Resources and Communications Coordinator; Becky Nelson, Senior Accountant; Kristen Scobie, Community Development Project Manager; Elena Shulman, Community Development Project Manager; and Leni Healy, Administrative Assistant.

Guest present: Stan Suedkamp, Mayor, City of Landfall; Stan Karwoski, Commissioner, Washington County; and Ed Shukle, City Administrator, City of Landfall.

Meeting called to order at 3:00 p.m. by Commissioner Hargis

ROLL CALL

Commissioners present: Hargis, Dingle, Miron, Zeller, Widen, Ryan and Belisle.

OPEN FORUM

None

CONSENT CALENDAR

Consent Calendar agenda items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

Minutes of Regular Meeting
October 17, 2017

Abstract of Bills, November 2017
Total: \$1,482,669.59

A-1 Resolution No. 17-46. Resolution Accepting An Unconditional Grant From Connexus Energy in the Amount of \$500

A-2 Resolution No. 17-47. Resolution Approving Organizational Documents of the Owner and Managing Member for the Glen at Valley Creek; and Declaring the Official Intent of the Agency to Reimburse Certain Expenditures from the Proceeds of the Bonds

Commissioner Hargis moved to approve the Consent Agenda, seconded by Commissioner Widen. Motion carried 7-0.

PRESENTATION

P-1 Update on Landfall Terrace Manufactured Home Park, Ed Shukle, Landfall City Administrator

Ms. Dacy introduced Mr. Ed Shukle and Mr. Stan Suedkamp, Mayor of the City of Landfall. Mr. Shukle provided an overview of some of the accomplishments the City has attained during the year. Mr. Shukle remarked that the City and the CDA staff enjoy a very good working relationship.

Commissioner Miron commented that it was a thorough report. He introduced Stan Karwoski, Washington County Commissioner who has an interest in the transit issue. Commissioner Miron also questioned nutrition issues in Landfall. Mr. Shukle indicated that Family Means provides those services.

Commissioner Zeller noted that, dispute local rumors to the contrary, he does not have any personal or professional, economic interests in property located in Landfall. He does not currently have any holdings in Landfall and does not anticipate any future acquisition of property in Landfall.

PUBLIC HEARING

A-3 Resolution No. 17-48. Public Hearing and Resolution Adopting a Significant Amendment to the 2015-2019 Capital Fund Plan Five Year Plan for the Public Housing Program

Commissioner Zeller moved to open a Public Hearing on Resolution 17-48, seconded by Commissioner Miron. Motion carried 7-0.

Mr. Christianson explained that the original budget had allocated \$90,000 of Capital Fund Program funding for each year 2015-2019 to be used for operational costs as allowed by HUD's framework for a small public housing agency. However, during the 2017 renewal process, HUD no longer allowed the CDA to use this exception and required the award be allocated to capital projects. This resolution will reallocate funding from operations to individual capital projects at Whispering Pines and the scattered sites as required by HUD. The proposed 2018 budget accommodates this change. The amendment has been properly noticed and placed on the website. Mr. Christianson indicated that he had received no questions or comments.

Commissioner Zeller moved to close the Public Hearing, seconded by Commissioner Miron. Motion carried 7-0.

Commissioner Belisle asked for clarification concerning the original plan. Mr. Christianson explained that the funding was originally in the operations budget but the amendment will move the funds into capital. Commissioner Belisle further asked about the impact of using levy funds instead of HUD grant funding for operations. Mr. Christianson explained that this change will affect the cash balance and the Public Housing Assessment System scores but the CDA will be adequately funded.

Commissioner Miron moved to adopt the amendment, seconded by Commissioner Zeller. Motion carried 7-0.

CLOSED EXECUTIVE SESSION

Commissioner Widen moved to go into Closed, Executive Session regarding labor negotiations, seconded by Commissioner Dingle. Motion carried 7-0 at 3:35 PM.

Commissioner Zeller moved to close the Executive Session and return to the regular session, seconded by Commissioner Widen. Motion carried 7-0 at 3:50 PM.

NEW BUSINESS

A-4 Resolution No. 17-49. Resolution Authorizing Executive of Collective Bargaining Agreement With AFSCME Minnesota Council 5 for 2018-2019

Commissioner Zeller moved to approve Resolution No. 17-49 Authorizing Executive of Collective Bargaining Agreement With AFSCME Minnesota Council 5 for 2018-2019, seconded by Commissioner Widen. Motion carried 7-0.

A-5 Resolution No. 17-50 Resolution Authorizing Submission of the Minnesota Housing Rehabilitation and Emergency Loans Administrator Application.

Ms. Taphorn stated that the CDA has applied to become an approved lender of state-funded rehabilitation loans to meet the needs of extremely low income homeowners (\$27,100 for a household of four). Currently, these programs are not available to Washington County residents as there are no approved loan administrators operating in the county after the closing of the Greater Metropolitan Housing Corporation's Housing Resource Center. Throughout the state, the programs are predominantly administered by the county housing and redevelopment authorities.

Ms. Taphorn explained that approximately 10% of all Washington County homeowners are eligible. Two-thirds of the eligible homeowners are rent burdened (paying more than 30% of their income on housing costs). The programs are important to Washington County as they promote affordable homeownership and keep the housing stock in good condition, ultimately increasing neighborhood vitality.

She indicated that the Rehabilitation Loan Program provides deferred loan financing to eligible low-income homeowners statewide who are unable to secure home improvement financing in the private sector. The Emergency and Accessibility Loan Program assists homeowners needing emergency assistance or essential accessibility improvements. Loan funds, up to \$27,000, may be used for basic home improvements that directly affect the home's safety, habitability or energy efficiency.

Ms. Taphorn stated that historically, an average of six loans were made annually in Washington County. The CDA would be responsible for marketing, application processing, eligibility determinations, scopes of work, and closing the loans. Minnesota Housing would be responsible for funding and loan servicing. Based on the number of loans and workload, the programs can be administered with existing personnel. The CDA would receive up to \$3,000 per loan closed.

Ms. Taphorn indicated that if the Board supports the Resolution, the next steps would be to submit the application in early December. Minnesota Housing would approve or deny the application in late December. Loan administration would begin in early January.

**Commissioner Zeller moved to approve Resolution 17-50, seconded by Commissioner Widen.
Motion carried 7-0.**

DISCUSSION

D-1 Preview of New CDA Website

Mr. Gruber presented a preview of a new website which could launch within the next few weeks. The site should improve navigation for users. The website is designed with responsive coding which allows for a better experience with mobile devices. The content has been designed to lead users to staff for more in-depth information. Another feature will be hosting detailed maps to properties. The Board of Commissioners page will feature pictures, biographies and direct contact vehicles.

REPORTS

DEPUTY EXECUTIVE DIRECTOR

Ms. Taphorn provided updates on the impact of tax reform on Glen at Valley Creek. She reviewed scenarios of the House and Senate proposals and the corporate tax rate decrease. Staff has set a course of action to close on the property by the end of the year to avoid losing the project completely.

Dakota County CDA will be holding a public hearing on December 12th to approve allocation of bonds to Washington County. There will also be a TEFRA public hearing at the county board.

Commissioner Belisle asked if Dakota County will be issuing the bonds. Ms. Taphorn indicated that Dakota County has agreed to issue the bonds. Commissioner Belisle then questioned why they couldn't issue everything before the end of the year. Ms. Taphorn indicated that Dakota County will issue the tax exempt bonds before the end of the year; however they could not act as the first mortgage lender.

Ms. Taphorn indicated that there would be a larger report of activities for the December Board meeting.

ECONOMIC DEVELOPMENT DIRECTOR

Mr. Eng indicated that there was no update to the submitted written report.

FINANCE & PROPERTY MANAGEMENT

Mr. Christianson reported that 2017 audit schedule has been set. The finance committee should meet before the January meeting. He proposed January 9th or January 16th for the committee meeting. Commissioners Zeller and Widen indicated that they would be available at two o'clock on January 16th. Mr. Christianson indicated that he would inform the auditors.

RENTAL ASSISTANCE

Ms. Hoechst announced the retirement of Lucy Chavez after thirty-seven years. Joann Apman also retired earlier this year.

EXECUTIVE DIRECTOR

Ms. Dacy reported that the Tax Reform Act would significantly impact the private activity bond prohibition which would devastate the rental production and Minnesota Housing's ability to issue Homeownership Bonds. The House proposal would affect the ability for bonding 501 (c) 3 entities as well.

She distributed the login addresses for the Commissioners.

**Commissioner Zeller moved to adjourn the Board meeting, seconded by Commissioner Ryan.
Motion carried 7-0.**

Meeting adjourned at 4:35 PM.

Chair/Vice Chair Commissioner

**Washington County CDA
Checks Issued
General Checking
November 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>		<u>Amount</u>
79552	CenturyLink	11/1/2017	\$	3,550.05
79553	City of Hugo	11/1/2017		1,939.44
79554	Johnstone Supply	11/1/2017		253.91
79555	Minnehaha Manor	11/1/2017		917.00
79556	Innovative Office Solutions LL	11/1/2017		570.26
79557	Geneva Village Apartments	11/1/2017		329.00
79558	Upstream Properties, Inc.	11/1/2017		623.00
79559	Xcel Energy	11/1/2017		6,645.40
79560	Orleans Homes	11/1/2017		1,705.00
79561	Mark Court Apartments	11/1/2017		788.00
79562	All, Inc.	11/1/2017		867.80
79563	Ann Bodlovick Apartments	11/1/2017		456.00
79564	City of Woodbury	11/1/2017		422.41
79565	Woodland Park Apartments	11/1/2017		2,554.00
79566	Ace Hardware	11/1/2017		175.54
79567	Barry Torgerson	11/1/2017		497.00
79568	Canvas Health Inc.	11/1/2017		5,247.00
79569	City of Stillwater	11/1/2017		4,246.60
79570	Health Partners	11/1/2017		14,512.76
79571	Village Apartments	11/1/2017		1,212.00
79572	Waste Management of WI-MN	11/1/2017		236.30
79573	Park Supply of America	11/1/2017		184.22
79574	Robert B. Hill Co.	11/1/2017		332.60
79575	Curve Crest Villas	11/1/2017		1,234.00
79576	Forest Ridge Townhomes	11/1/2017		5,689.00
79577	Briar Pond Apartments	11/1/2017		1,107.00
79578	Lindsey Software Systems, Inc.	11/1/2017		366.00
79579	Comcast	11/1/2017		48.97
79580	MEI Minnesota Elevator, Inc.	11/1/2017		462.00
79581	Brick Pond Apartments	11/1/2017		830.00
79582	Premier Furnace, Duct, & AC, I	11/1/2017		474.95
79583	Paffy's Pest Control, Inc.	11/1/2017		438.00
79584	Clog Un-Boggler Inc.	11/1/2017		275.00
79585	Esultants Web Services	11/1/2017		50.00
79586	Rumpca Services Inc.	11/1/2017		1,455.00
79587	Oakdale Village	11/1/2017		2,277.00
79588	Menards- Cottage Grove	11/1/2017		82.85
79589	Menards-Stillwater	11/1/2017		79.34
79590	MJ's Contract Appliance Inc	11/1/2017		516.00
79591	Renovation Systems, Inc	11/1/2017		2,143.96
79592	HD Supply Facilities Maintenanc	11/1/2017		1,377.80
79593	Sherwin Williams - Cottage Gro	11/1/2017		134.79
79594	Move Sales, Inc.	11/1/2017		97.00
79595	Frattallone's / Woodbury Ace	11/1/2017		19.98
79596	Cypress Sr. Living	11/1/2017		2,321.00
79597	IDC Automatic	11/1/2017		141.50
79598	Gentry Place	11/1/2017		617.00

**Washington County CDA
Checks Issued
General Checking
November 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
79599	City Wide Maintenance of MN	11/1/2017	1,139.00
79600	Edward Kunnary	11/1/2017	1,250.00
79601	Common Bond City Walk Ltd	11/1/2017	775.00
79602	Technology Software Solutions	11/1/2017	2,800.17
79603	Cottages of Stillwater	11/1/2017	468.00
79604	Forest Oak Apartments LP	11/1/2017	630.00
79605	Michael Butchko	11/1/2017	421.00
79606	SavATree	11/1/2017	825.00
79607	The Groves Apartments LLC	11/1/2017	482.00
79608	Yvette DuFresne	11/1/2017	545.00
79609	Stillwater Greeley LLC	11/1/2017	589.00
79610	956 Associates LLP	11/1/2017	388.00
79611	Richard T Curtin	11/1/2017	650.00
79612	Christopher Eng	11/1/2017	175.92
79613	Xcel Energy -(UR)	11/1/2017	239.00
79614	Steve Johnson Company	11/1/2017	477.00
79615	Fournier, Thomas	11/1/2017	927.00
79616	10 Point LLC	11/1/2017	595.00
79618	IPMA-HR Minnesota	11/1/2017	20.00
79619	LHB Inc.	11/1/2017	397.50
79620	Cardmember Services	11/1/2017	2,285.21
79621	Shelter Corporation	11/1/2017	36,968.55
79622	Shelter Corporation	11/1/2017	316.19
79623	Community Action Partnership o	11/1/2017	24,528.38
79624	Melissa Dressel	11/1/2017	64.70
79625	Program participant	11/1/2017	309.64
79626	Xcel Energy	11/9/2017	4,971.41
79627	T R Computer Sales	11/9/2017	3,142.49
79628	All, Inc.	11/9/2017	332.00
79629	City of Woodbury	11/9/2017	534.00
79630	Ace Hardware	11/9/2017	21.27
79631	Barbara Dacy	11/9/2017	569.61
79632	Board of Water Commissioners	11/9/2017	468.00
79633	City of Forest Lake	11/9/2017	11,197.99
79634	Purchase Power	11/9/2017	2,000.00
79635	Habitat for Humanity	11/9/2017	218,105.50
79636	AFSCME Council 5	11/9/2017	807.95
79637	Waste Management of WI-MN	11/9/2017	1,285.74
79638	Robert B. Hill Co.	11/9/2017	343.64
79639	Spok, Inc.	11/9/2017	30.06
79640	Maintenance Service Solutions	11/9/2017	3,387.09
79641	Treeline Consulting	11/9/2017	585.00
79642	Comcast	11/9/2017	1,821.68
79643	Resident News	11/9/2017	94.46
79644	Paffy's Pest Control, Inc.	11/9/2017	128.00
79645	B. D. Stevens Landscaping	11/9/2017	5,062.00
79646	Canvas Health Inc.	11/9/2017	1,499.52

**Washington County CDA
Checks Issued
General Checking
November 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
79647	Rumpca Services Inc.	11/9/2017	2,125.00
79648	Culligan	11/9/2017	97.00
79649	Menards-Forest Lake	11/9/2017	42.92
79650	Menards- Cottage Grove	11/9/2017	133.99
79651	Menards-Stillwater	11/9/2017	29.27
79652	Dey Distributing Inc.	11/9/2017	369.70
79653	MJ's Contract Appliance Inc	11/9/2017	504.00
79654	Lakeside Townhomes Ltd Partner	11/9/2017	628.77
79655	Pondview Townhome Ltd Partners	11/9/2017	785.96
79656	Republic Services #923	11/9/2017	7,299.65
79657	Advanced Disposal Solid Waste	11/9/2017	1,316.24
79658	Shelter Corporation	11/9/2017	39,154.00
79659	Wilmar Industries	11/9/2017	153.58
79660	MN Department of Labor & Indus	11/9/2017	55.00
79661	HD Supply Facilities Maintenanc	11/9/2017	367.74
79662	J. D. Windows & Doors, Inc.	11/9/2017	402.00
79663	Frattallone's / Woodbury Ace	11/9/2017	35.98
79664	Kristen Scobie	11/9/2017	89.88
79665	Kathryn Paulson	11/9/2017	120.39
79666	The Groves Apartments LLC	11/9/2017	1,020.31
79667	Screening Reports Inc	11/9/2017	620.00
79668	PQL Inc.	11/9/2017	158.17
79669	National PELRA	11/9/2017	200.00
79670	Ann Shimeall	11/9/2017	29.45
79671	LPL Financial	11/9/2017	2,500.00
79672	Real Estate Publishing Corp	11/9/2017	2,500.00
79673	Project One Construction, Inc.	11/9/2017	29,260.00
79674	T. Erickson, LLC d/b/a Erickso	11/9/2017	5,700.00
79675	CoAct Consulting	11/9/2017	500.00
79676	Cottage Grove Area Chamber of	11/9/2017	175.00
79677	Forest Lake Area Chamber of Co	11/9/2017	250.00
79678	Program participant	11/9/2017	521.34
79679	Program participant	11/9/2017	664.58
79680	City of Cottage Grove	11/9/2017	197.80
79681	City of Cottage Grove	11/9/2017	60.00
79682	MN NAHRO	11/17/2017	475.00
79683	City of Oakdale	11/17/2017	6,965.17
79684	Innovative Office Solutions LL	11/17/2017	74.50
79685	Nardini Fire Equipment	11/17/2017	1,811.86
79686	Xcel Energy	11/17/2017	12,619.68
79687	T R Computer Sales	11/17/2017	624.50
79688	All, Inc.	11/17/2017	2,205.00
79689	Madden Galanter Hansen LLP	11/17/2017	213.00
79690	American Sewer	11/17/2017	125.00
79691	Ace Hardware	11/17/2017	54.87
79692	Washington County Accounting &	11/17/2017	16,514.71
79693	American Planning Association	11/17/2017	324.00

**Washington County CDA
Checks Issued
General Checking
November 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
79694	For Rent Media Solutions	11/17/2017	1,950.87
79695	Canvas Health Inc.	11/17/2017	686.00
79696	Canvas Health Inc.	11/17/2017	2,800.00
79697	AFLAC	11/17/2017	180.46
79698	Schindler Elevator Corp.	11/17/2017	1,934.61
79699	SRC, Inc.	11/17/2017	362.13
79700	Park Supply of America	11/17/2017	63.20
79701	Robert B. Hill Co.	11/17/2017	477.00
79702	Molly Krakowski Consulting, In	11/17/2017	65.00
79703	Coordinated Business Systems	11/17/2017	41.94
79704	CoreLogic Credco LLC	11/17/2017	504.00
79705	Comcast	11/17/2017	348.74
79706	MEI Minnesota Elevator, Inc.	11/17/2017	726.17
79707	Resident News	11/17/2017	329.13
79708	Centraire Heating & Air Condit	11/17/2017	1,650.00
79709	Midcontinent Communications	11/17/2017	31.39
79710	Paffy's Pest Control, Inc.	11/17/2017	45.00
79711	B. D. Stevens Landscaping	11/17/2017	6,400.00
79712	Clog Un-Boggler Inc.	11/17/2017	205.00
79713	Shelter Corporation	11/17/2017	37,680.01
79714	Canvas Health Inc.	11/17/2017	2,395.57
79715	McGrann Shea Carnival Straughn	11/17/2017	40,410.06
79716	Rumpca Services Inc.	11/17/2017	7,858.00
79717	Turnover Apartment Painting In	11/17/2017	3,360.00
79718	ECM Publishers, Inc.	11/17/2017	94.80
79719	Abbott Paint & Carpet Company	11/17/2017	21.28
79720	Menards- Cottage Grove	11/17/2017	1,385.44
79721	Menards-Stillwater	11/17/2017	22.43
79722	Dey Distributing Inc.	11/17/2017	284.33
79723	Branum Landscaping Inc	11/17/2017	6,385.00
79724	Ver-Tech Inc.	11/17/2017	1,205.00
79725	Wilmar Industries	11/17/2017	130.60
79726	Renovation Systems, Inc	11/17/2017	154.99
79727	HD Supply Facilities Maintenanc	11/17/2017	1,345.54
79728	Sherwin Williams - Cottage Gro	11/17/2017	1,298.35
79729	J. D. Windows & Doors, Inc.	11/17/2017	1,917.50
79730	Firenet Systems, Inc.	11/17/2017	420.00
79731	Apartments LLC	11/17/2017	365.00
79732	Hanbery & Turner, PA	11/17/2017	562.50
79733	IDC Automatic	11/17/2017	745.71
79734	G & K Services Inc	11/17/2017	108.88
79735	Gruber, Ryan	11/17/2017	235.66
79736	John's Sewer & Drain	11/17/2017	2,800.00
79737	SavATree	11/17/2017	303.00
79738	Advanced Communications	11/17/2017	110.00
79739	Verizon	11/17/2017	595.87
79740	Tierney	11/17/2017	275.00

**Washington County CDA
Checks Issued
General Checking
November 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
79741	Program participant	11/17/2017	384.32
79742	Program participant	11/17/2017	506.25
79743	Program participant	11/17/2017	280.33
79744	Greater Metropolitan Housing C	11/17/2017	58,316.50
79745	Program participant	11/17/2017	320.08
79746	Program participant	11/17/2017	2,218.19
79747	Program participant	11/17/2017	102.12
79748	Program participant	11/17/2017	259.99
79749	Innovative Office Solutions LL	11/22/2017	1,357.13
79750	Xcel Energy	11/22/2017	10,397.05
79751	All, Inc.	11/22/2017	615.00
79752	Braun Intertec Corp.	11/22/2017	8,945.25
79753	City of Woodbury	11/22/2017	510.65
79754	Ace Hardware	11/22/2017	36.67
79755	Ehlers & Assoc. Inc	11/22/2017	235.00
79756	Government Finance Officers As	11/22/2017	160.00
79757	Robert B. Hill Co.	11/22/2017	177.86
79758	Program participant	11/22/2017	20.00
79759	Program participant	11/22/2017	16.00
79760	MN Home Ownership Center	11/22/2017	480.00
79761	Program participant	11/22/2017	119.00
79762	Program participant	11/22/2017	47.00
79763	Program participant	11/22/2017	93.00
79764	Chris Amdahl Locksmith, Inc.	11/22/2017	123.90
79765	Maintenance Service Solutions	11/22/2017	390.00
79766	Ann Lindquist	11/22/2017	281.92
79767	Menards - Oakdale	11/22/2017	234.76
79768	Amazon Environmental, Inc.	11/22/2017	155.76
79769	Comcast	11/22/2017	105.92
79770	Centraire Heating & Air Condit	11/22/2017	1,550.00
79771	Paffy's Pest Control, Inc.	11/22/2017	55.00
79772	Clog Un-Boggler Inc.	11/22/2017	420.00
79773	Shelter Corporation	11/22/2017	37,657.73
79774	Rumpca Services Inc.	11/22/2017	805.00
79775	Watson Appliance Service Inc	11/22/2017	249.80
79776	Turnover Apartment Painting In	11/22/2017	1,305.00
79777	Menards-Forest Lake	11/22/2017	68.88
79778	Menards- Cottage Grove	11/22/2017	138.70
79779	Menards-Stillwater	11/22/2017	130.86
79780	Dey Distributing Inc.	11/22/2017	839.23
79781	Branum Landscaping Inc	11/22/2017	1,398.00
79782	Renovation Systems, Inc	11/22/2017	4,910.98
79783	HD Supply Facilities Maintenanc	11/22/2017	1,226.44
79784	J. D. Windows & Doors, Inc.	11/22/2017	1,602.00
79785	Summit Fire Protection	11/22/2017	275.00
79786	Kone, Inc.	11/22/2017	156.23
79787	A Vivid Look	11/22/2017	725.00

**Washington County CDA
Checks Issued
General Checking
November 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
79788	Greater Stillwater Chamber of	11/22/2017	300.00
79789	G & K Services Inc	11/22/2017	14.40
79790	CenturyLink	11/22/2017	46.53
79791	Integrated Fire & Security, In	11/22/2017	590.00
79792	SavATree	11/22/2017	908.00
79793	Time Communications, Inc	11/22/2017	663.83
79794	PQL Inc.	11/22/2017	396.00
79795	ACS Asphalt Concrete Solutions	11/22/2017	20,942.00
79796	Legend Technical Services, Inc	11/22/2017	935.64
79797	Program participant	11/22/2017	900.02
79798	Program participant	11/22/2017	534.47
TOTAL CHECKS:			<u>\$ 843,137.66</u>

Washington County CDA
Checks Voided and Electronic Payments
General Checking
November 1 - 30, 2017

VOIDED		Check		
Check No.	Vendor Check Name	Date		Amount
79617	IPMA-HR Minnesota	11/1/2017	\$	20.00

Type	Vendor	Electronic Payment Date	ACH Amount
ACH	Dougherty Mortgage	11/1/2017	\$ 76,032.82
ACH	First State Bank Wyoming	11/1/2017	12,552.29
ACH	Great-West Trust (Empower)	11/1/2017	5,775.14
ACH	Automatic Data Processing	11/1/2017	10.00
ACH	Automatic Data Processing	11/8/2017	12,488.99
ACH	Automatic Data Processing	11/8/2017	48,030.80
ACH	Optum Bank	11/9/2017	361.53
ACH	Automatic Data Processing	11/9/2017	192.31
ACH	Automatic Data Processing	11/10/2017	143.65
ACH	State of Minnesota	11/10/2017	905.00
ACH	Cash Management Services	11/14/2017	484.51
ACH	Automatic Data Processing	11/14/2017	107.79
ACH	Great-West Trust (Empower)	11/15/2017	3,775.22
ACH	Automatic Data Processing	11/16/2017	364.89
ACH	Optum Bank	11/21/2017	33.75
ACH	Automatic Data Processing	11/22/2017	14,806.71
ACH	Automatic Data Processing	11/22/2017	52,274.15
ACH	Great-West Trust (Empower)	11/22/2017	3,775.22
ACH	Great-West Trust (Empower)	11/22/2017	5,775.13
ACH	Great-West Trust (Empower)	11/24/2017	3,775.22
ACH	Great-West Trust (Empower)	11/24/2017	6,312.38
ACH	Automatic Data Processing	11/24/2017	117.88
ACH	Automatic Data Processing	11/24/2017	192.31
ACH	Optum Bank	11/27/2017	361.53
ACH	State of Minnesota	11/27/2017	905.00

TOTAL ELECTRONIC PAYMENTS: \$ 249,554.22

Washington County CDA
Checks Issued
Section 8
November 1 - 30, 2017

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
57988	ORLEANS HOMES II	11/1/2017	\$ 373.00
57989	CURVE CREST VILLAS	11/1/2017	4,570.00
57990	FOREST LAKE APTS HOUSING	11/1/2017	574.00
57991	EAST GATE APARTMENTS LP	11/1/2017	149.00
57992	Xcel Energy	11/1/2017	1,136.00
57993	MAIN STREET RENEWAL LLC	11/1/2017	763.00
57994	BUTCHKO, MICHAEL	11/1/2017	1,250.00
57995	COTTAGES PHASE III	11/1/2017	923.00
57996	GENEVA VILLAGE LTD. PARTNERS	11/1/2017	1,482.00
57997	GENTRY PLACE APARTMENTS	11/1/2017	2,370.00
57998	EAST GROVE ESTATES	11/1/2017	1,406.00
57999	MINNEHAHA MANOR	11/1/2017	2,560.00
58000	RIDGECREST APARTMENTS LLC	11/1/2017	1,140.00
58001	SCHNEIDER, DAVID	11/1/2017	832.00
58002	ORLEANS HOMES LIMITED PARTNER	11/1/2017	8,391.00
58003	Century North Housing Partners	11/1/2017	766.00
58004	MARK COURT APTS (CEDAR CT LLC)	11/1/2017	478.00
58005	PIONEER APARTMENTS	11/1/2017	1,286.00
58006	JOHN JERGENS ESTATES	11/1/2017	995.00
58007	WOODLAND PARK APARTMENTS	11/1/2017	18,472.00
58008	STOBBE, ALVIN	11/1/2017	1,130.00
58009	COTTAGES OF COTTAGE GROVE	11/1/2017	2,054.00
58010	PATTEN, LINDA	11/1/2017	1,158.00
58011	BRIAR POND	11/1/2017	18,759.00
58012	BRICK POND APARTMENTS	11/1/2017	1,206.00
58013	COBBLEHILL APTS.	11/1/2017	3,283.00
58014	SHIH, AMY	11/1/2017	1,259.00
58015	ASHWOOD PONDS	11/1/2017	6,505.00
58016	BRIARCLIFF MANOR	11/1/2017	2,257.00
58017	EASTWOOD INVESTMENTS LLC	11/1/2017	598.00
58018	BARBARA GAUGHAN FAMILY LTD PAR	11/1/2017	1,803.00
58019	GENEVA VILLAGE L.P.	11/1/2017	1,909.00
58020	MULLER MANOR	11/1/2017	518.00
58021	PARK PLACE APTS. II	11/1/2017	425.00
58022	UPSTREAM PROPERTIES, INC.	11/1/2017	241.00
58023	ECHO RIDGE APARTMENTS - PHM	11/1/2017	545.00
58024	WOODLAND TOWNHOMES	11/1/2017	7,838.00
58025	COREY, SHELDON	11/1/2017	329.00
58026	STONECREST	11/1/2017	1,822.00
58027	LAKESIDE TOWNHOMES	11/1/2017	18,204.00
58028	OAKHILL COTTAGES	11/1/2017	516.00
58029	CASSELLS, CRANSTON	11/1/2017	550.00
58030	OSSEI, HARRY	11/1/2017	931.00
58031	LARKIN, STACY	11/1/2017	663.00
58032	NORTH SHORE APARTMENTS	11/1/2017	594.00
58033	MC CUNE, SHELLY	11/1/2017	1,259.00
58034	LAKE SARAH PROPERTIES	11/1/2017	1,045.00

Washington County CDA
Checks Issued
Section 8
November 1 - 30, 2017

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58035	PONDVIEW TOWNHOMES	11/1/2017	14,846.00
58036	NOVAK, GREG	11/1/2017	590.00
58037	LONG, THOMAS	11/1/2017	1,189.00
58038	BENASSI, CAROL	11/1/2017	621.00
58039	JERDE, BARBARA	11/1/2017	188.00
58040	CHANG, PAUL	11/1/2017	1,559.00
58041	DESHLER, DAVID	11/1/2017	1,150.00
58042	LUU, RENEE	11/1/2017	563.00
58043	WEBER, MARTY	11/1/2017	727.00
58044	LO, TANG-YUNG	11/1/2017	754.00
58045	FAROOQ, REHAN	11/1/2017	1,129.00
58046	FOREST RIDGE TOWNHOMES	11/1/2017	3,973.00
58047	CHHEN, STEVEN	11/1/2017	1,013.00
58048	LEE, BLONG	11/1/2017	418.00
58049	SIENNA RIDGE TOWNHOMES	11/1/2017	7,437.00
58050	DIAKELLY, JULIENNE	11/1/2017	1,394.00
58051	COTTAGES OF ASPEN LP	11/1/2017	2,127.00
58052	SCHNEIDER, DAVID	11/1/2017	969.00
58053	ZHANG, CHONGQI	11/1/2017	889.00
58054	WHEDA	11/1/2017	997.26
58055	HENDRICKSON, PAMELA	11/1/2017	489.00
58056	HAMPTON, PHILLIP	11/1/2017	911.00
58057	JD PONDVIEW LLC	11/1/2017	8,014.00
58058	BLEW HOLDINGS, LLC	11/1/2017	1,976.00
58059	SHA, ZHIYI	11/1/2017	631.00
58060	RED OAK PRESERVE FAMILY LP	11/1/2017	5,241.00
58061	PETERSON, TONIA C.	11/1/2017	702.00
58062	OSBORN, ROBERT	11/1/2017	715.00
58063	OAKDALE-GRANADA LAKES LTD. PAR	11/1/2017	14,952.00
58064	ABDULMIJID, FAISAL	11/1/2017	1,388.00
58065	GOLDEN STONE LLC	11/1/2017	677.00
58066	HOWARD, CHAD	11/1/2017	619.00
58067	JACOBSEN, ELENA	11/1/2017	608.00
58068	VILLAGE APARTMENTS	11/1/2017	2,910.00
58069	CYPRESS SR. LIVING	11/1/2017	5,868.00
58070	NEW CHALLENGES, INC	11/1/2017	1,337.00
58071	KISAJJA, CHRISTINE	11/1/2017	1,010.00
58072	SIVERSON, NEIL	11/1/2017	806.00
58073	ZHANG, HAIYAN	11/1/2017	368.00
58074	XU, XUEMEI	11/1/2017	846.00
58075	Lion Rock Newport LLC	11/1/2017	1,163.00
58076	WANG, DANLI	11/1/2017	300.00
58077	A.L.A. PROPERTIES, LLC	11/1/2017	2,077.00
58078	TOY, DAVID LLC	11/1/2017	959.00
58079	Nationwide Housing Corp.	11/1/2017	22,738.00
58080	COMMON BOND CITY WALK LIMITED	11/1/2017	1,408.00
58081	VIEWS AT CITY WALK	11/1/2017	437.00

Washington County CDA
Checks Issued
Section 8
November 1 - 30, 2017

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58082	RSRC ASHWOOD LLC	11/1/2017	3,860.00
58083	TSEGAI, DANIEL	11/1/2017	714.00
58084	FRANK, ANTHONY	11/1/2017	634.00
58085	RAO, JIACHEAG	11/1/2017	906.00
58086	GRIFFIN COURT C LLC	11/1/2017	546.00
58087	NUR, MOHAMED	11/1/2017	959.00
58088	ST CROIX VILLAGE LLC	11/1/2017	4,969.00
58089	THE GROVES APARTMENTS LLC	11/1/2017	5,056.00
58090	WOOL, JOHN	11/1/2017	835.00
58091	MIND PROPERTIES LLC	11/1/2017	995.00
58092	MAO, GUOPING	11/1/2017	1,219.00
58093	IH2 PROPERTY ILLINOIS, LP	11/1/2017	2,468.00
58094	PETERSEN, ALLAN	11/1/2017	1,164.00
58095	KALINOFF PROPERTIES	11/1/2017	500.00
58096	FOREST OAK APTS	11/1/2017	1,151.00
58097	HEAVEN LLC	11/1/2017	1,080.00
58098	SEVEN PINES INVESTMENTS II	11/1/2017	1,475.00
58099	BIRCHWOOD TOWNHOMES	11/1/2017	645.00
58100	LILY LAKE TERRACE APTS	11/1/2017	892.00
58101	URBANSKI RENTALS	11/1/2017	1,611.00
58102	FOREST OAK APTS II LTP PAR	11/1/2017	2,190.00
58103	STILLWATER GREELEY	11/1/2017	829.00
58104	EVERSON, RANDY	11/1/2017	1,376.00
58105	PICCADILLY SQUARE OF MAHTOMEDI	11/1/2017	3,707.00
58106	TEASDALE PINES TLC LLC	11/1/2017	1,013.00
58107	Sumner, Jacqueline	11/1/2017	1,015.00
58108	CARSON, STEVEN	11/1/2017	426.00
58109	OAKDALE TERRACE LLC	11/1/2017	6,863.00
58110	COURTLY COMMERCIALS LLC	11/1/2017	3,288.00
58111	OXBORO AVE LLC	11/1/2017	1,321.00
58112	MC DOWELL, JEREMY	11/1/2017	637.00
58113	FANG, QING	11/1/2017	704.00
58114	TRAILSIDE SENIOR LIVING	11/1/2017	645.00
58115	IH3 Property MN L.P.	11/1/2017	1,165.00
58116	JEFFRIES, KIM	11/1/2017	465.00
58117	FLEMING, DAVID	11/1/2017	904.00
58118	RED ROCK SQUARE	11/1/2017	3,800.00
58119	JOHNSON, DANIEL	11/1/2017	65.00
58120	PHAN, TAMMY	11/1/2017	1,449.00
58121	DONG, XIAOMING	11/1/2017	1,197.00
58122	CLEVELAND, NANCY	11/1/2017	844.00
58123	CURVE CREST VILLAS	11/7/2017	1,218.00
58124	Xcel Energy	11/7/2017	7.00
58125	MARK VIEROW	11/7/2017	4,050.00
58126	Nationwide Housing Corp.	11/7/2017	1,107.00
58127	THE GROVES APARTMENTS LLC	11/7/2017	449.00
58128	LONG LAKE VILLAS	11/22/2017	653.00

**Washington County CDA
Checks Issued
Section 8
November 1 - 30, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58129	Xcel Energy	11/22/2017	110.00
58130	ORLEANS HOMES LIMITED PARTNER	11/22/2017	1,591.00
58131	JOHN JERGENS ESTATES	11/22/2017	604.00
58132	WOODLAND PARK APARTMENTS	11/22/2017	1,628.00
58133	LAKESIDE TOWNHOMES	11/22/2017	836.00
58134	PONDVIEW TOWNHOMES	11/22/2017	3,299.00
58135	RED OAK PRESERVE FAMILY LP	11/22/2017	896.00
58136	CYPRESS SR. LIVING	11/22/2017	1,214.00
58137	GALVIC CORPORATION	11/22/2017	1,220.00
58138	Lion Rock Newport LLC	11/22/2017	847.00
58139	TOY, DAVID LLC	11/22/2017	1,213.00
58140	Nationwide Housing Corp.	11/22/2017	830.00
58141	ELAD, FIEN	11/22/2017	701.00
58142	BEUKE, JAMESON	11/22/2017	578.00
58144	PITT, DAISY MARIE	11/27/2017	1,190.00

TOTAL SECTION 8 CHECKS: \$ 338,823.26

VOIDED			
<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58143	PITT, DAISY MARIE	11/27/2017	

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,431,515.14

**WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-1

Administration

ORIGINATING DEPARTMENT/SERVICE

Barbara Dacy

12/4/2017

REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED

RESOLUTION ADOPTING CLASSIFICATION AND COMPENSATION PLAN FOR MANAGEMENT AND NON-UNION EMPLOYEES FOR 2018, 2019, AND 2020; AUTHORIZE CONTRIBUTION AMOUNTS FOR FLEXIBLE SPENDING ACCOUNT, HEALTH CARE SAVINGS PLAN AND INSURANCE PLANS FOR MANAGEMENT AND NON-UNION EMPLOYEES

BACKGROUND/JUSTIFICATION

The purpose of this resolution is to authorize similar benefit amounts for management and non-union employees, who are not part of the AFSCME bargaining unit. It is recommended that the following wage adjustments for all management and non-union positions be adopted, in line with the amounts approved by the Board in Resolution No. 17-49.

On January 1, 2018: 2.2%

On January 1, 2019: 2.3%

On January 1, 2022: 2.4%

Further, the Personnel Policy requires that the Agency adopt the amount of its contributions to the various insurance benefits provided to all employees (both management and union) on an as needed basis. The attached resolution reflects the same amount of employer insurance contributions for management employees as is proposed for union employees.

The employees affected include the Executive Director, Deputy Executive Director, Finance Director, Housing Assistance and Administrative Services Director, Economic Development Director, and Human Resources and Communications Coordinator. Approval is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy

12/12/17

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$ 0

BUDGETED: ☒ YES ☐ NO

FUNDING: 2018 CDA Budget

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-51

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION ADOPTING CLASSIFICATION AND COMPENSATION
PLAN FOR MANAGEMENT AND NON-UNION EMPLOYEES FOR 2018,
2019, AND 2020; AUTHORIZE CONTRIBUTION AMOUNTS FOR
FLEXIBLE SPENDING ACCOUNT, HEALTH CARE SAVINGS PLAN AND
INSURANCE PLANS FOR MANAGEMENT AND NON-UNION
EMPLOYEES

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-51

RESOLUTION ADOPTING CLASSIFICATION AND
COMPENSATION PLAN FOR MANAGEMENT AND NON-
UNION EMPLOYEES FOR 2018, 2019, AND 2020;
AUTHORIZE CONTRIBUTION AMOUNTS FOR FLEXIBLE
SPENDING ACCOUNT, HEALTH CARE SAVINGS PLAN
AND INSURANCE PLANS FOR MANAGEMENT AND NON-
UNION EMPLOYEES

WHEREAS, the Washington County Community Development Agency (the “Agency”) has adopted a Personnel Policy and Procedures Manual (the “Policy”); and

WHEREAS, six employees of the Agency have supervisory and/or confidential responsibilities (the “Management and Non-Union Employees”); and

WHEREAS, the Management and Non-Union Employees include the Executive Director, the Finance Director, the Deputy Executive Director, the Housing Assistance and Administrative Services Director, the Economic Development Director, and the Human Resources and Communications Coordinator; and

WHEREAS, Section 7.02 of the Policy requires that each position be assigned with a salary range with approval of the Board of Commissioners of the Agency; and

WHEREAS, the Agency adopted a Compensation and Classification Plan in 2017 (the “Plan”); and

WHEREAS, the Agency has determined that a 2.2 percent wage adjustment is appropriate for each of the positions for 2018, followed by a 2.3 percent wage adjustment in 2019 and a 2.4 percent wage adjustment in 2020, as presented in Exhibit A; and

WHEREAS, the Policy requires the Agency to adopt a resolution on an as needed basis to establish the monthly contribution amounts by the Agency for health insurance coverage, dental coverage, the Flexible Spending Account, and the Health Care Savings Plan; and

WHEREAS, the Agency has determined that it is appropriate to change the benefit contribution amounts as presented in Exhibit B for 2016 and 2017.

Exhibit A – 2018-20 Wage Schedule for Non-Represented Employees (Hourly)

Exhibit B – 2018 Insurance Premiums

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY:

1. That the salary ranges for the Management and Non Union Employee positions reflected Exhibit A are hereby adopted; and
2. That the monthly contribution amounts reflected in Exhibit B are hereby adopted for Management and Non Union Employees.

Adopted this 19th day of December, 2017.

Chair/Vice Chair Commissioner

ATTEST:

Secretary

Exhibit A – 2018-20 Wage Schedule for Non-Represented Employees (Hourly)
Exhibit B – 2018 Insurance Premiums

2018 Wage Schedule for Non-Represented Employees

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
Human Resources and Communications Coordinator	\$57,699	\$60,008	\$62,400	\$64,896	\$67,496	\$70,200	\$81,370
Finance Director Economic Development Director Housing Assistance and Administrative Services Director	\$86,590	\$90,043	\$93,642	\$97,386	\$101,296	\$105,331	\$122,117
Deputy Executive Director	\$92,643	\$96,346	\$100,194	\$104,208	\$108,368	\$112,715	\$130,666
Executive Director	\$106,059	\$110,302	\$114,712	\$119,309	\$124,072	\$129,043	\$149,594

2019 Wage Schedule for Non-Represented Employees

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
Human Resources and Communications Coordinator	\$59,010	\$61,381	\$63,835	\$66,394	\$69,035	\$71,802	\$83,242
Finance Director Economic Development Director Housing Assistance and Administrative Services Director	\$88,566	\$92,123	\$95,805	\$99,632	\$103,626	\$107,765	\$124,925
Deputy Executive Director	\$94,765	\$98,571	\$102,502	\$106,600	\$110,864	\$115,294	\$133,661
Executive Director	\$108,514	\$112,840	\$117,354	\$122,054	\$126,942	\$132,018	\$153,046

2020 Wage Schedule for Non-Represented Employees

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
Human Resources and Communications Coordinator	\$60,435	\$62,853	\$65,368	\$67,982	\$70,701	\$73,530	\$85,241
Finance Director Economic Development Director Housing Assistance and Administrative Services Director	\$90,698	\$94,326	\$98,099	\$102,023	\$106,104	\$110,348	\$127,924
Deputy Executive Director	\$97,047	\$100,928	\$104,966	\$109,165	\$113,531	\$118,072	\$136,878
Executive Director	\$111,109	\$115,553	\$120,175	\$124,982	\$129,981	\$135,180	\$156,711

2018 Wage Schedule for Non-Represented Employees (Hourly)

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
Human Resources and Communications Coordinator	\$27.74	\$28.85	\$30.00	\$31.20	\$32.45	\$33.75	\$39.12
Finance Director	\$41.63	\$43.29	\$45.02	\$46.82	\$48.70	\$50.64	\$58.71
Economic Development Director							
Housing Assistance and Administrative Services Director							
Deputy Executive Director	\$44.54	\$46.32	\$48.17	\$50.10	\$52.10	\$54.19	\$62.82
Executive Director	\$50.99	\$53.03	\$55.15	\$57.36	\$59.65	\$62.04	\$71.92

2019 Wage Schedule for Non-Represented Employees (Hourly)

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
Human Resources and Communications Coordinator	\$28.37	\$29.51	\$30.69	\$31.92	\$33.19	\$34.52	\$40.02
Finance Director	\$42.58	\$44.29	\$46.06	\$47.90	\$49.82	\$51.81	\$60.06
Economic Development Director							
Housing Assistance and Administrative Services Director							
Deputy Executive Director	\$45.56	\$47.39	\$49.28	\$51.25	\$53.30	\$55.43	\$64.26
Executive Director	\$52.17	\$54.25	\$56.42	\$58.68	\$61.03	\$63.47	\$73.58

2020 Wage Schedule for Non-Represented Employees (Hourly)

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
Human Resources and Communications Coordinator	\$29.06	\$30.22	\$31.43	\$32.68	\$33.99	\$35.35	\$40.98
Finance Director	\$43.60	\$45.35	\$47.16	\$49.05	\$51.01	\$53.05	\$61.50
Economic Development Director							
Housing Assistance and Administrative Services Director							
Deputy Executive Director	\$46.66	\$48.52	\$50.46	\$52.48	\$54.58	\$56.77	\$65.81
Executive Director	\$53.42	\$55.55	\$57.78	\$60.09	\$62.49	\$64.99	\$75.34

2018 HEALTH INSURANCE PREMIUMS

Employee Only	2018 \$3,600-100% Embedded Deductible	2018 \$500-\$40 Copay Plan
HSA/FSA Contribution (annual)	\$2,750 (HSA)	\$1,080 (FSA)
Employee Cost	\$10	\$55
Employee + Child	2018 \$3,600-100% Embedded Deductible	2018 \$500-\$40 Copay Plan
HSA/FSA Contribution (annual)	\$1,500 (HSA)	\$0.00
Employee Cost (1 child)	\$62.80	\$157.04
Employee Cost (2 children)	\$62.80	\$206.28
Employee Cost (3+ children)	\$62.80	\$255.52
Spouse Add-on Cost	Employer will pay 80% of the actual cost to insure the spouse on the \$3,600-100% Embedded Deductible plan. Employee will pay the difference in cost, regardless of plan selection.	

* For children under the age of 21, HealthPartners charges only for the three oldest children. Children age 21 or older are billed separately to the policy if there are three or more children younger than that child. In that case, the additional premium shall be shared in the same manner as spousal coverage.

HSA contributions will be made in two equal deposits – one in the first payroll period after January 1, and the second in the first payroll period after July 1. Contributions will be pro-rated for new employees beginning in the month health insurance benefits commence.

FSA contributions will be made in a single lump sum of \$1,080 in the first payroll period after January 1. Contributions will be pro-rated for new employees beginning in the month health insurance benefits commence.

Employees on the Employee-only Copay plan may choose, by request, to direct \$660 of the employer FSA contribution to offset employee premium contributions. In that case, the employer shall deposit \$420 into the FSA in the first week of January, and employee premium contributions shall be \$0. Such request must be made during open enrollment.

Employees not participating in employer-provided insurance will be eligible for a \$250 employer FSA contribution.

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-2

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 12/8/17
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION APPROVING LOW INCOME HOUSING
TAX CREDIT ALLOCATION TO THE GLEN AT VALLEY
CREEK IN THE CITY OF WOODBURY

BACKGROUND/JUSTIFICATION

The Agency received an application for an allocation of 4% Low Income Housing Tax Credits from Glen at Valley Creek, LLC to acquire 7987 Afton Road, a 2.93 acre site in Woodbury and construct the Glen at Valley Creek, an affordable rental building for independent seniors aged 62 years and older. The existing property consists of a vacant homestead and out-buildings that will be demolished. Environmental remediation is required to clean up the site prior to construction. The Glen at Valley Creek will be a three story building with underground parking and elevator service with 42 units, 27 one bedroom and 15 two bedroom units.

The proposed project rents are restricted to residents with incomes at 50% AMI. Six units are further restricted to incomes at 30%. Two are assisted with Project Based vouchers through Metro HRA, two with Shelter Plus Care vouchers and two units have rents at the 30% level. Rent levels for one bedroom units range from \$508 to \$1,017; two bedrooms range from \$610 to \$1,221.

Project funding sources include proceeds from private activity bonds allocated by Dakota County CDA and 4% tax credit equity. Nearly \$3.4 million of direct public and private investment include Woodbury HOME & CDBG funds, Age-Friendly Housing Initiative, GROW funds, Minnesota Housing Senior Housing Pilot, Metropolitan Council Local Housing Incentive Account (LHIA), Senior Care Communities equity, Minnesota Department of Employment and Economic Development funds, and Federal Home Loan Bank.

The tax credit application to the Agency requests \$370,426 of credits which will generate approximately \$3.25 million worth of equity from Enterprise Community Investments. As 4% credits, these do not count against the Agency's volume cap of 9% credits. Staff and legal counsel have reviewed the application and recommend issuing the Section 42(m) letter required for this project pending satisfaction of all outstanding application requirements according to the Program Manual and Qualified Allocation Plan.

Staff recommends approval of the attached resolution to issue a 42(m) letter allocating the tax credits.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/12/17

ATTACHMENT LIST:

Attachment A – Development Summary
Attachment B – Location Map

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

2017 LOW INCOME HOUSING TAX CREDIT APPLICATION SUMMARY

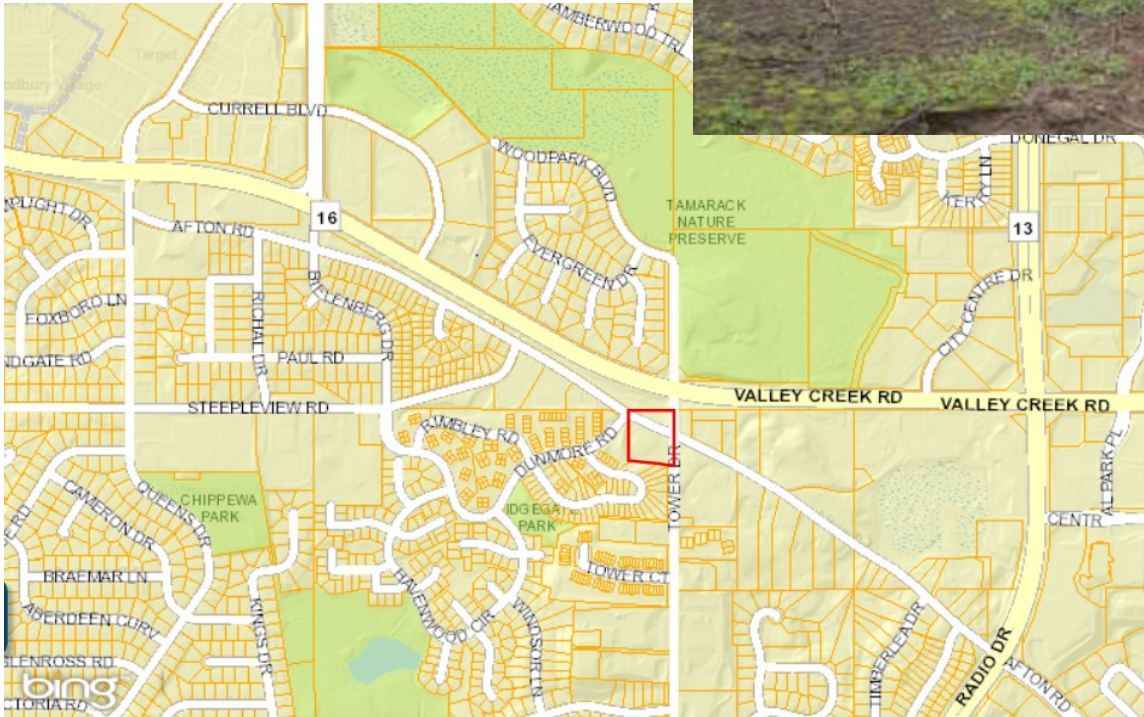
Development:	The Glen at Valley Creek	Developer:	Glen at Valley Creek LLC
Location:	7987 Afton Rd., Woodbury	General Partner:	Washington County CDA

Development Description			
The Glen at Valley Creek consists of a three 3-story elevator apartment buildings with underground parking. There are 27 one bedroom units and 15 two bedroom units for a total of 42 units. All units are restricted to households with incomes under either 30% or 50% area median income and six units have project based rental assistance. The development includes a community room with kitchen, a screened porch, reading room, and fitness and activity rooms for use by residents.			
Selection Priorities Summary (Project Needs)			
The project is located within a half mile of an express bus stop, the R.H. Stafford public library, the Woodbury YMCA, Tamarack Nature Preserve, Allina Health Woodbury Clinic, retail grocery, and a range of shopping, entertainment and dining options. Services will be available through the Waters Senior Living Management and Canvas Health.			
Preference Priorities Summary (Local Needs)		Per-Unit Costs	
Serve Lowest Income:	42 Units at 30% & 50% AMI	Amount	Percent of Total
Preservation/Stabilization:	NA	Acquisition	\$ 9,753 3.1%
Project Location:	High Need/Econ. Integration	Construction	\$ 209,055 67.0%
Previous HTC Allocation:	NA	Soft Costs	\$ 80,897 25.9%
Elderly/Assisted Housing:	42 Units	Reserves	\$ 12,169 3.9%
		Total Development Cost	\$ 311,874
Total Capital Funding Sources			Rent Information
Sources	Amount	Secured	Unit Type No. of Units Gross Rent Rent Restriction
Syndication Proceeds*	\$ 3,267,889		1 BR 1 \$ 508 30% AMI
First Mortgage	\$ 5,797,000		1 BR 22 \$ 848 50% AMI
Woodbury HOME	\$ 164,028	x	1 BR 4 \$ 1,017 30% and 50% AMI
Woodbury CDBG	\$ 118,793	x	2 BR 2 \$ 610 30% AMI
Washington County CDA	\$ 500,000	x	2 BR 11 \$ 1,007 50% AMI
Washington County CDA Grow	\$ 420,000	x	2 BR 2 \$ 1,221 50% AMI
Federal Home Loan Bank	\$ 500,000	x	
Senior Care Communities Capital	\$ 500,000	x	
MN DEED Investigative Grant	\$ 13,052	x	
MN Housing Senior Hsg Pilot	\$ 500,000	x	
Met Council LHIA	\$ 400,000	x	
Federal Home Loan Bank - ADD'L	\$ 250,000		
Deferred Developer Fee	\$ 667,970	x	
Total Sources:	\$ 13,098,732		Total Units 42
APPLICATION SCORE: 104 LIHTC RECOMMENDED: \$ 370,426			

The Glen at Valley Creek

7987 Afton Road

Woodbury



**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-52

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION APPROVING LOW INCOME HOUSING TAX CREDIT
ALLOCATION TO THE GLEN AT VALLEY CREEK

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

COMMUNITY DEVELOPMENT AGENCY
IN AND FOR THE COUNTY OF WASHINGTON
STATE OF MINNESOTA

RESOLUTION NO. 17-52

RESOLUTION APPROVING LOW INCOME HOUSING
TAX CREDIT ALLOCATION TO THE GLEN AT VALLEY
CREEK IN THE CITY OF WOODBURY

BE IT RESOLVED by the Board of Commissioners of the Washington County Community Development Agency, a public body corporate and politic of the State of Minnesota (the "Agency"), as follows:

Section 1. Recitals.

1.01. The Agency is the designated suballocator of low income housing tax credits ("LIHTC") on behalf of Washington County.

1.02. As the suballocator, the Agency is responsible for reviewing and approving or rejecting LIHTC applications whether for 9% LIHTC pursuant to the Agency's LIHTC suballocation or for 4% LIHTC pursuant to an allocation of the State's tax exempt bond volume cap, and has duly adopted a Qualified Allocation Plan ("QAP") and Procedural Manual for selection of low income housing projects which may utilize LIHTCs.

1.03. The Agency has identified a need for low income senior rental housing in the City of Woodbury.

1.04. The Agency has received an application from Glen at Valley Creek LLC (the "Applicant") for 4% LIHTCs pursuant to an allocation of the Dakota County Community Development Agency's tax exempt bond volume cap for The Glen at Valley Creek (the "Project").

1.05. The Applicant has requested that the Agency issue a Section 42(m) letter which approves 4% LIHTCs for the Project.

Section 2. Low Income Housing Tax Credits.

2.01. The Executive Director or her designee is authorized to issue a Section 42(m) letter or letters to the Applicant for the Project approving the allocation and amount of 4% LIHTCs, subject to staff review of the Applicant's application for compliance with the Agency's QAP and determination that it meets the minimum threshold requirements, and upon final approval by the Agency's legal counsel.

Section 3. Miscellaneous Matters.

3.01. The adoption of this Resolution does not constitute a guaranty or firm commitment that the Agency will finally approve an LIHTC allocation, as requested by the Applicant.

3.02. The Executive Director of the Agency or her designee is hereby authorized to execute all applications, certificates, instruments and any and all other documents necessary or appropriate in her discretion in connection with the LIHTCs. In the event of disability or absence of the Executive Director of the Agency, such applications, certificates, instruments and documents shall be executed by the Deputy Executive Director.

3.03. The Agency retains the right in its sole and absolute discretion to not finally approve an LIHTC allocation, should the Agency at any time prior to issuance thereof determine that it is in the best interest of the Agency to not finally approve an LIHTC allocation or should the parties to the transaction be unable to reach agreement as to the terms and conditions of any of the documents required for the transaction.

3.04. The foregoing resolutions are hereby adopted by the Board of Commissioners of the Washington County Community Development Agency as of this 19th day of December, 2017 and shall be in full force and effect from and after passage of this Resolution.

Chair

ATTEST:

Secretary

1068128.DOCX

WASHINGTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

REQUEST FOR BOARD ACTION

December 19, 2017

BOARD MEETING DATE

AGENDA ITEM A-3

Administration
ORIGINATING DEPARTMENT/SERVICE

Barbara Dacy 12/13/2017
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

Resolution Authorizing Execution of Sixth Amendment to Amended And Restated Employment Agreement.

BACKGROUND/JUSTIFICATION

The proposed amendment updates the contract language with regard to compensation for 2018 – 2020 in concert with previous action by the Board in item A-1. Exhibit A contains the pay range for each year. The contract incorporates the language regarding the performance based evaluation policy in Section 3. Once the Board completes its review of the Executive Director this month, the compensation amount for 2018 will be determined. The contract also provides for a three year term with annual extensions assuming both parties are amenable to the extension. Please remember that Kathleen Lamb at McGrann Shea is at the Board's service to discuss any contract issues with the Board and/or to advise or counsel the Board in any way.

Approval is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/13/2017

ATTACHMENT LIST:

Attachment – None

FINANCIAL IMPLICATIONS: \$TBD

BUDGETED: ☒ YES ☐ NO

FUNDING: Various Funds in 2018 Budget

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-53

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION AUTHORIZING EXECUTION OF SIXTH AMENDMENT TO
AMENDED AND RESTATE EMPLOYMENT AGREEMENT

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE COUNTY OF WASHINGTON
STATE OF MINNESOTA

RESOLUTION NO. 17-53

RESOLUTION AUTHORIZING EXECUTION OF SIXTH
AMENDMENT TO AMENDED AND RESTATED EMPLOYMENT
AGREEMENT

WHEREAS, the Washington County Community Development Agency (the "Agency") has determined that it is necessary to provide a uniform, comprehensive, and efficient system of personnel compensation administration; and

WHEREAS, the Agency on January 19, 2016 approved the Fifth Amendment to Amended and Restated Employment Agreement; and

WHEREAS, the Agency on March 18, 2014 approved the Fourth Amendment to Amended to and Restated Employment Agreement; and

WHEREAS, the Agency on March 20, 2012 approved the Third Amendment to Amended and Restated Employment Agreement; and

WHEREAS, the Agency on January 15, 2008 approved the Second Amendment to Amended and Restated Employment Agreement (the "Agreement") with the Executive Director (the "Employee"); and

WHEREAS, the Agency retained Springsted Inc. to assist in preparing a Classification and Compensation Plan (the "Plan") for the Authority dated April 18, 2017; and

WHEREAS, the Plan established a revised salary range for the position of Executive Director; and

WHEREAS, the Agency adopted Resolution No. 12 -07 modifying Articles VI and VII of the Personnel Policy and Procedures Manual (the "Policy") to establish a policy for performance based compensation; and

WHEREAS, the Agency adopted Resolution No. 17-15 establishing the compensation schedules for management employees for 2017; and

WHEREAS, the Agency and Employee desire to modify the Agreement; and

WHEREAS, Exhibit A of this resolution represents the proposed modifications to the Agreement (the "Sixth Amendment") and is incorporated herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Chair is hereby authorized to execute the Sixth Amendment as represented in Exhibit A of this Resolution.

Adopted this 19th day of December 2017.

Chair/Vice Chair Commissioner

ATTEST:

Secretary

SIXTH AMENDMENT TO AMENDED AND RESTATED EMPLOYMENT AGREEMENT

This Sixth Amendment to Amended and Restated Employment Agreement, effective January 1, 2018, (the “Sixth Amendment”) amending that certain Employment Agreement, dated January 12, 2001, Addendum One, dated January 1, 2003, the Amended and Restated Employment Agreement, dated January 1, 2004, the First Amendment to Amended and Restated Employment Agreement, dated January 1, 2006, the Second Amendment to Amended and Restated Employment Agreement, dated January 1, 2008, the Third Amendment to Amended and Restated Employment Agreement, dated January 1, 2012, the Fourth Amendment to Amended and Restated Employment Agreement, dated January 1, 2014, and the Fifth Amendment to Amended and Restated Employment Agreement, dated January 1, 2016 (collectively, the “Amended and Restated Agreement”) between the Washington County Community Development Agency (formerly known as the Washington County Housing and Redevelopment Authority) under the laws of the State of Minnesota (hereinafter called “Employer” or “CDA”), and Barbara Dacy (hereinafter called “Employee”).

RECITALS

WHEREAS, Employer and Employee have been involved in negotiations regarding the continuing terms and conditions of the employment relationship between Employer and Employee; and

WHEREAS, the negotiations between Employer and Employee have been conducted on a good faith arms-length basis; and

WHEREAS, a compensation analysis for Employee’s position was completed in 2017; and

WHEREAS, Employer has determined it necessary to establish a step and pay range for Employee; and

WHEREAS, Employer desires to compensate Employee in a manner that meets the intent of the compensation analysis; and

WHEREAS, based upon such negotiations and as a result thereof, Employer and Employee have determined to continue the employment relationship and to document the terms thereof.

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the parties agree as follows:

1. Employment. Employer hereby employs Employee and Employee hereby accepts employment upon the terms and conditions hereinafter set forth.

2. Term. Subject to the provisions for termination as hereinafter provided, the term of this Sixth Amendment shall begin on the 1st day of January, 2018, and shall terminate on the 31st day of December, 2020. This contract shall automatically renew for additional one year periods, absent written cancellation notice to Employee given not less than 90 days prior to the end of the contract period or any renewal period.

3. Compensation. For all services rendered by Employee under this Sixth Amendment, Employer shall pay Employee an annual salary with the opportunity for the Employee to move to higher steps, on an annual basis, within the established pay range, according to Article VI and VII in the Personnel Policy and Procedure Manual, dated _____ and as may be amended from time to time established by the Employer (the "CDA Personnel Policy"). The pay range and step plan is attached as Exhibit A and incorporated herein.

Employer shall pay Employee _____ (\$_____) in calendar year 2018. The Employee may be eligible for performance pay adjustments, pursuant to Section 7.07 of the CDA Personnel Policy.

4. Automobile. Employee shall be reimbursed for traveling on official CDA business with a privately-owned automobile at the current authorized rate. Mileage expenses and parking fees shall be reimbursed to Employee in accordance with the Employer's Personnel Policy and Procedure Manual.

5. Classification. The position of Executive Director is classified as exempt and reports to the CDA Board of Commissioners.

6. Employment Benefits. Employee shall be provided with all benefits provided to other CDA employees, including, but not limited to individual or dependent health care insurance, individual or dependent dental insurance, worker's compensation insurance, disability insurance, life insurance, retirement, paid holidays, and Planned Time Off (PTO) (including but not limited to Sections 9.02(c) and (d) of the CDA Personnel Policy), all benefits as defined and regulated in the CDA Personnel Policy. Additionally, Employee shall be provided with an errors and omissions policy naming her as an Additional Insured in the amount of \$1,000,000.00.

7. Duties. The duties of the position are contained in the position description adopted by the CDA Board of Commissioners on April 18, 2017 in Resolution No. 17-15, and as contained Exhibit B to this Sixth Amendment.

8. Working Facilities. Employee shall be furnished with an office, computer, and such other facilities and services suitable to Employee's position and adequate for the performance of Employee's duties.

9. Expenses. Employee is authorized to incur reasonable expenses for promoting the CDA, including expenses for attendance at professional conferences, travel, and similar items. Employer will reimburse Employee for all such expenses as authorized in the annual budget.
10. Disability. Employer will provide short term and long term disability insurance for Employee. If Employee is unable to perform services by reason of illness or incapacity, the compensation payable pursuant to this Sixth Amendment will continue to be paid until the short term disability benefit payable under the short term disability insurance policy commences. Employee's full compensation shall be reinstated upon return to employment and the discharge of Employee's full duties hereunder. Notwithstanding anything herein to the contrary, Employer may terminate this Sixth Amendment at any time after Employee is absent from employment, for whatever cause, for a continuous period of more than six months, and all obligations of Employer hereunder shall cease upon any such termination; provided that Employer shall, through its best efforts, first ensure that it has met all of its legal obligations to provide reasonable accommodation to the known disability of Employee.
11. Termination by Employee. The Employee can terminate this Sixth Amendment within sixty (60) days' written notice.
12. Termination for Cause. The CDA can terminate this Sixth Amendment if the Employee:
 - a. is convicted of a felony or a criminal offense involving moral turpitude;
 - b. engages in fraud;
 - c. engages in conduct that constitutes gross negligence; or
 - d. cannot perform the functions required by the position.
13. Termination Without Cause. If the CDA terminates this Sixth Amendment for any reason not covered in Section 12 above, Employee shall be entitled to compensation for up to three (3) months following notice of termination to allow Employee to obtain alternative employment.
14. Notices. Any notice required or permitted to be given under this Sixth Amendment shall be sufficient if in writing and if sent by certified mail to Employee's residence in the case of Employee or to its principal office in the case of Employer. Such notice shall be effective upon delivery to the U.S. post office, postage and fees prepaid.

15. Assignment. The rights and obligations of Employer under this Sixth Amendment shall inure to the benefit of and shall be binding upon the successors and assigns of Employer.
16. Terminology. Unless the context hereof clearly requires otherwise, the singular shall include the plural and vice versa, and the masculine shall include the feminine and vice versa.
17. Entire Agreement; Modification; Waiver. This Sixth Amendment to Amended and Restated Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties; there are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein. No supplement, modification, waiver, or termination of this Sixth Amendment to Amended and Restated Agreement or any of its provisions shall be binding unless executed in writing by the parties to be bound. No waiver of any of the provisions of this Sixth Amendment to Amended and Restated Agreement shall constitute a waiver of any other provision, and no such waiver shall constitute a continuing waiver unless otherwise expressly provided.
18. Governing Law. This Sixth Amendment shall be construed and enforced pursuant to the laws of the State of Minnesota.
19. Counterparts. This Sixth Amendment may be executed in any number of counterparts, any one of which shall be deemed to be an original, but all of which shall constitute but one and the same instrument.
20. Headings. Section headings used in this Sixth Amendment are for convenience only and shall not affect the construction of this Sixth Amendment.

IN WITNESS WHEREOF, the parties have executed this Sixth Amendment on the date first above written.

WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY BOARD OF
COMMISSIONERS

By: _____
Its: Chair

Barbara Dacy

EXHIBIT A

STEP AND SALARY RANGES

Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
2018	\$106,059	\$110,302	\$114,712	\$119,309	\$124,072	\$129,043	\$149,594
2019	\$108,514	\$112,840	\$117,354	\$122,054	\$126,942	\$132,018	\$153,046
2020	\$111,109	\$115,553	\$120,175	\$124,982	\$129,981	\$135,180	\$156,711

Performance based salary increases occur above Step 6 in accordance with CDA Personnel Policy and up to the maximum range amount.

Effective January 1, 2018, as approved by Resolution No. 17-51.

EXHIBIT B

POSITION DESCRIPTION: EXECUTIVE DIRECTOR

Administration **Executive Director**

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex executive and difficult professional work directing all agency programs, performing short and long term fiscal and programmatic planning, developing and establishing performance benchmarks, evaluating services ensuring compliance with local, state and federal mandates, laws, regulations and policies pertaining to the operation of a housing authority, developing and maintaining appropriate personnel administration policies, developing and maintaining information technology and data security plans, and administrative support plans, developing and maintaining positive stakeholder relationships, providing ongoing policy and program recommendations to the Board of Commissioners regarding housing assistance and administration, affordable housing finance and development programs, property and asset management agency owned properties, finance, and economic development, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Commissioners. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Oversees the management, planning, direction and implementation of staff, programs and policies of the agency; establishes the annual work plan and performance benchmarks.

Manages and supervises program operations and staff; hires, trains, supervises, evaluates and disciplines staff; recommends promotions and terminations; develops and administers budget; identifies and secures other funding sources as needed; oversees the administration of grant and loan funds.

Acts as a representative of the agency various external meetings; attends required agency meetings, including preparation of written and oral presentations at the Board of Commissioners meeting; gives requested updates and written and verbal reports of department activities

Reviews and approves program protocols and policies to ensure compliance with local, state and federal laws, regulations, policies and procedures.

Attends meetings and events as a representative of the agency; coordinates agency outreach and partnerships; creates public relations strategies and communications plans related to agency plans and projects; acts as the official contact with the media.

Analyzes, researches, creates, funds and assigns programming related to economic development, redevelopment, housing assistance, affordable housing and housing finance.

Prepares related records, files and reports; reviews and composes reports; analyzes data and prepares recommendations for board action.

Advises and oversees the development and evaluation of policies and programming; acts as an advisor to the board in developing and recommending agency policies and programmatic actions; attends required agency meetings, including preparation of written and oral presentations at the Board of Commissioners meeting; gives requested updates and written and verbal reports of agency activities.

Acts as a direct supervisor to department heads and indirect supervisor to other agency staff; conducts human resources functions including but not limited to making hiring and termination decisions, promoting and demoting staff assignments, administering performance reviews and scheduling staff work hours, identifying and implementing necessary training, negotiating collective bargaining agreements, responding to grievance and arbitration requests, and maintaining collective bargaining related data.

Prepares and implements appropriate safety and security plans, information technology plans, data security plans, and administrative support operations, and implements necessary policies and protocols.

Develops effective communication and branding strategies to the public and oversees marketing and communication programs of all function areas.

Prepares and manages agency budgets, bond finance programs, financial management plans, grant and loan programs and property assets.

Oversees housing and redevelopment initiatives that involve property acquisitions/relocation, and when necessary negotiates, acquires, leases and/or sells real estate for housing projects and/or redevelopment programs.

Knowledge, Skills and Abilities

Competencies required:

Comprehensive skill leading mission driven change; comprehensive skill managing programs; comprehensive skill building strategic relationships; comprehensive skill leading other people; comprehensive skill managing work processes; comprehensive skill managing human resources; thorough skill managing financial resources; general skill serving program clients; ability to display analytical and critical thinking skills; ability to display proficient communication skills; ability to display project management and organizational skills; ability to use standard office equipment and related hardware and software.

Other knowledge, skills and abilities required:

Comprehensive knowledge of general laws, regulations and administrative policies governing municipal financing and housing agencies, practices and procedures; comprehensive knowledge of development and financing programs; comprehensive knowledge of development and construction documents associated with the construction and maintenance of housing; comprehensive knowledge of real estate and property management; comprehensive knowledge of the practices, methods and laws relating to municipal operations, tax increment financing; comprehensive skill composing standard correspondence related to housing programming; comprehensive skill analyzing data and creating user friendly guides or informational materials; comprehensive skill creating and administering a budget; general skill operating standard accounting and finance software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to prepare informative operational and financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with staff, vendors, residents, elected officials and the general public; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

Education and Experience

Master's degree with coursework in planning, public administration, business administration, housing finance, and extensive experience in community development projects and programs, public and housing finance, housing assistance programs, administration and supervising personnel, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, reaching with hands and arms and repetitive motions and occasionally requires walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

National economic development council housing or economic development certification upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 02/02/2017

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-4

Finance Department
ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 12/8/17
REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING AN AMENDMENT TO
THE 2017 BUDGET

BACKGROUND/JUSTIFICATION

Staff is proposing the following amendments 2017 budget.

Amendment 1 – Estimates are used to create the annual budget. For each budget, staff allocates salaries and wages based on expectations where employees will spend their time. Expectations and actual results do not always align. Therefore, Amendment 1 is being proposed in order to re-allocate salaries and wages to the actual fund where they were expensed. Net impact is \$0.

Amendment 2 – Housing Assistance grant revenue and housing assistance payments. The proposed amendment would increase grant revenues and conversely housing assistance payments to reflect actual grant dollars received. Net impact is \$0.

Amendment 3 – Housing Assistance had a long-term employee retire during the year. This proposed amendment would increase salaries and wages to reflect the PTO payout the employee received and also the overtime worked by existing employees in order to redistribute the retired employee's workload until the position can be replaced. Net impact is plus \$20,000.

Amendment 4 – The proposed amendment would increase the legal budget to defend lawsuits brought against the Agency. Net impact is plus \$120,000.

The four amendments have a net impact on the Agency's budget of \$140,000. Although it is a relatively modest amount when considering the budget in its entirety, each item had an impact on the Agency that warrants an amendment to the 2017 budget. The impact of the proposed amendment can be seen in Attachment A.

Staff recommends that the Board adopt the attached resolution.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/12/2017

ATTACHMENT LIST:

Attachment A – Proposed Amendment to the
2016 Budget

FINANCIAL IMPLICATIONS: \$ 120,000

BUDGETED: ☐ YES ☒ NO

FUNDING: General and Housing Fund Reserves

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-54

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2017 BUDGET

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-54

RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2017
BUDGET

WHEREAS, the Washington County Community Development Agency (the "Agency") approved the Agency's Budget for the Year 2017 on the 20th day of December, 2016; and

WHEREAS, the increase in the budget is necessary to properly redistribute budgeted salary expenditures to the correct fund; and

WHEREAS, the increase in the budget is necessary to properly reflect the amount of grant funding the Agency's has received for its housing assistance program; and

WHEREAS, the increase in the budget is necessary to properly reflect the cost of a long-term employee retiring from the housing assistance program; and

WHEREAS, the increase in the budget is necessary to provide the funding to adequately defend itself against legal issues; and

WHEREAS, it is desired to amend said approved Budget for the Year 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, THAT THE AMENDMENTS TO THE APPROVED BUDGET FOR THE YEAR 2016 BE MADE AS FOLLOWS:

Fund	Description	Original	Amendment	Final
General	Salaries and Wages	\$ 82,100	\$ (82,100)	\$ 0
General	Salaries and Wages	525,900	(35,000)	490,900
Housing	Salaries and Wages	181,600	61,100	242,700
Counseling	Salaries and Wages	86,300	41,000	127,300
Development	Salaries and Wages	291,600	15,000	306,600
Housing	Section 8 Subsidies	2,680,0000	400,000	3,080,000
Housing	Housing Assistance Payments	2,680,0000	400,000	3,080,000
Housing	HUD Annual Contributions	629,900	50,000	679,900
Housing	Housing Assistance Payments	629,900	50,000	679,900
Housing	Salaries and Wages	63,300	20,000	83,300
Development	Legal Fees	9,700	120,000	129,700

Adopted: December 19, 2017

Chair

ATTEST:

Secretary

Washington County Community Development Agency
Proposed Amendment to the 2017 Budget

Amendment	Fund	Fund Description	Account Description	Revenue/(Expense)		
				Original 2017 Budget	Proposed Amendment	Final 2017 Budget
1	290	General Fund	Salaries and Wages	\$ (82,100)	\$ 82,100	\$ -
1	742	General Fund	Salaries and Wages	(525,900)	35,000	(490,900)
1	210	Housing Assistance - Portability	Salaries and Wages	(181,600)	(61,100)	(242,700)
1	276	Home Onwership	Salaries and Wages	(86,300)	(41,000)	(127,300)
1	270	Community Development	Salaries and Wages	(291,600)	(15,000)	(306,600)
2	210	Housing Assistance - Portability	Section 8 Subsidies	2,680,000	400,000	3,080,000
2	210	Housing Assistance - Portability	Housing Assistance Payments	(2,680,000)	(400,000)	(3,080,000)
2	212	Housing Assistance - HCV	HUD Annual Contributions	629,900	50,000	679,900
2	212	Housing Assistance - HCV	Housing Assistance Payments	(629,900)	(50,000)	(679,900)
3	212	Housing Assistance - HCV	Salaries and Wages	(63,300)	(20,000)	(83,300)
4	255	Community Development - Red Rock	Legal Fees	(9,700)	(120,000)	(129,700)
Total				<u>\$ (1,240,500)</u>	<u>\$ (140,000)</u>	<u>\$ (1,380,500)</u>

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-5

Finance

ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 12/4/2017

REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING DEPOSITORY SERVICES
FOR GOVERNMENTAL ENTITIES.

BACKGROUND/JUSTIFICATION

The attached document designates U.S. Bank National association as the Authority's official Depositor of its funds, and identifies the "authorized signers". The authorized signers for calendar year 2018 will continue to be the Executive Director Barbara Dacy and Board member William Hargis.

Approval of the attached resolution is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/12/17

ATTACHMENT LIST:

Attachment A – None

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: N/A

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-55

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION AUTHORIZING
GOVERNMENTAL ENTITIES

DEPOSITORY SERVICES FOR

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

RESOLUTION AUTHORIZING DEPOSITORY SERVICES FOR GOVERNMENTAL ENTITIES

DEPOSITOR NAME: Washington County CDA
 CONTACT: Aaron Christianson, Finance Director
 ADDRESS: 7645 Currell Boulevard
Woodbury, MN 55125
 TAX IDENTIFICATION NUMBER: 41-1408079

I, Barbara Dacy (name of certifying officer) do hereby certify that I am the
Executive Director (title of certifying officer) of the above-named entity
 (therein called the "Depositor") a corporation existing under the laws of the
 State of Minnesota and that the following is a true, complete and correct copy of resolutions
 adopted at a meeting of the Depositor duly and properly called and held on the 19th day of December, 2017;
 that a quorum was present at said meeting; and that said resolutions are now in full force and effect.

RESOLVED, That U.S. Bank National Association is hereby designated as a depository of the Depositor with authority to accept or receive at any time for the credit of the Depositor deposits by whomsoever made of funds and other property in whatever form or manner transferred to endorsed; and that any officer of the Depositor is hereby authorized to open or cause to be opened one or more accounts with the bank on such terms, conditions and agreements as the Bank may acknowledge and agrees that the services contemplated by this resolution shall be governed by the U.S. Bank Customer Agreement for commercial deposit accounts, as amended from time to time.

RESOLVED, that checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of the Depositor on deposit with the Bank shall be binding on the Depositor when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed in the section entitled "Authorized Signers", and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the Bank complying with such rules and regulations relating to such authorization as the Bank may communicate to the Depositor from time to time.

RESOLVED, that the Executive Director (identify certifying officer by title) hereby certifies to the Bank the names and Signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the Authorized Signers listed below and shall from time to time hereafter, upon a change in the facts so certified, immediately certify to the Bank the names and signatures (actual or facsimile) of the persons then authorized to sign or to act. The Bank shall be fully protected in relying on such certificates and on the obligation of the certifying officer (set forth above) to immediately certify to the Bank any change in any facts so certified, and the Bank shall be indemnified and saved harmless by the Depositor from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature of other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

RESOLVED, That these resolutions shall continue in force until express written notice of their rescission or modification has been furnished to and received by the Bank; and

RESOLVED, That any and all transactions by or on behalf of the Depositor with the Bank prior to the adoption of this resolution be, and the same hereby are, in all respects ratified, approved and confirmed.

I further certify that the officers of the Depositor signing the resolution, have, and at the time of adoption of said resolutions had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons named, and that such persons have full power and authority to exercise the same.

I further certify that the names, titles (if any) and signatures (actual or facsimile) of the persons authorized to sign or act on behalf of the Depositor by its governing board identified above are as set forth below in the section of this Resolution entitled "Authorized Signers".

I further certify, under penalties of perjury, that the tax identification number shown above is correct and that the Depositor is not subject to backup withholding because (a) it is exempt, (b) has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding.

I further certify that the Authorized Signers below are also hereby authorized to transact any and all other business with and through the Bank regarding this account, including, without limitation, treasury management services offered by Bank.

Account Number Ending: XXXXXXXXX0692 and XXXXXXXXX0700

Authorized Signers

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>William Hargis</u>	<u>Commissioner</u>	<u></u>
<u>Barbara Dacy</u>	<u>Executive Director</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Depositor this 19th day of December, 2017.

(Certifying Officer)

Executive Director
(Title)

(Attest by one other officer)

Finance Director
(Title)

**WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-6

Finance
ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 12/8/17
REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED

**RESOLUTION APPROVING THE 2018 OPERATING
BUDGET FOR PUBLIC HOUSING**

BACKGROUND/JUSTIFICATION

Annually, HUD requires a PHA to submit an Operating Budget for its Public Housing program and for the Board to pass a resolution. This is required to be submitted to HUD by December 31 for the upcoming year. The sources of income for the operating subsidy and the capital improvement amounts are received from HUD and are estimates for 2018 based on current information from HUD.

By approving this resolution, the Board is certifying that the Authority has met all statutory and regulatory requirements for operation of the Public Housing program and that there are sufficient funds to operate the Public Housing program in 2018. Please note that the budget attached conservatively estimates the Agency's Scattered Site program and Whispering Pines to break even from a cash flow standpoint; the depreciation line item is a noncash expense (appears also on the balance sheets) and is not unusual.

Approval of the resolution is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/13/17

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☒ YES ☐ NO

FUNDING: Enterprise Fund

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-56

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION FOR ADOPTION OF 2018 APPROVING OPERATING
BUDGET

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: *****PHA Code:

PHA Fiscal Year Beginning: *****Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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**Washington County CDA
Scattered Site (635)
For the Twelve Months Ending December 31, 2018**

<u>Name</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Operating Revenues				
Rent Revenue	\$197,917	\$188,071	\$175,000	\$182,800
Net Rent Revenue	\$197,917	\$188,071	\$175,000	\$182,800
HUD Annual Contributions	135,128	129,835	135,000	130,000
HUD CFP Operating Revenue	87,194	85,477	67,000	67,000
Utility Reimbursement-Subsidized	1,344	2,224	1,300	1,600
Security Deposit-Legal	1,067	737	1,000	800
Security Deposit-Bad Debt	1,518	3,974	1,000	1,500
Security Deposit-Other	5,394	2,391	4,500	3,000
Penalty Charges	1,178	668	1,200	1,200
Miscellaneous Revenue	175	50	200	200
Other Income	\$232,998	\$225,356	\$211,200	\$205,300
Total Operating Revenues	\$430,915	\$413,427	\$386,200	\$388,100
Operating Expenses				
Management Fee				
Property Management Fees	28,224	28,224	28,224	28,224
Property Management-CDA	23,595	24,106	31,054	32,500
Total Management Fees	\$51,819	\$52,330	\$59,278	\$60,724
Administrative Expenses				
Office Supplies	39		100	100
Auditing/Accounting Services	3,000	3,000	3,000	3,000
Maint-Office Equipment	1,660	1,660	1,800	1,800
Telephone	899	2,175	1,000	1,400
Postage	978	709	1,600	1,400
Travel Expense	62	152	100	200
Advertising			100	100
Dues and Subscriptions		217	200	200
Meetings and Conferences	605	125	600	500
Total Administrative Expenses	\$7,243	\$8,038	\$8,500	\$8,700
Operating Expenses				
Cleaning Supplies	411	421	400	400
Legal Fees-Other	6,664	5,312	3,900	5,000
Consulting Fees			200	
Municipal Fees	2,240	2,290	2,300	2,400
Applicant Screening Fees	351	825	600	700
Cleaning and Decorating	1,209	1,214	1,500	1,300
Cleaning and Janitorial Services	1,988	1,447	1,500	1,500
Exterminating	1,163	2,365	1,800	1,600
Association Fees	106,788	110,479	120,100	124,200
Resident Retention		49	200	200
Total Operating Expenses	\$120,814	\$124,402	\$132,500	\$137,300
Maintenance Expenses				
General Supplies	105	90	400	
Plumbing Supplies	3,529	2,212	4,400	5,100
Electrical Supplies	4,256	1,332	4,200	4,600
Carpentry Supplies	4,733	3,248	5,300	4,700
Painting Supplies	884	540	1,000	1,000
HVAC Supplies	4,062	3,797	4,000	4,600
Appliance Supplies	3,520	2,583	900	3,600
Carpentry Services	27,917	9,712	22,900	25,400
Plumbing Services	5,334	2,430	6,000	5,800
Water Heater Replacements	3,567		1,800	1,600
Electrical Services	1,662	4,659	2,400	2,600

**Washington County CDA
Scattered Site (635)
For the Twelve Months Ending December 31, 2018**

Name	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Carpet/Flooring Services	\$13,171	\$16,060	\$12,000	\$19,400
Painting Services	6,515	7,548	6,500	8,000
HVAC Services	4,012	4,594	4,000	4,400
HVAC Replacements	679			
Washer & Dryer Replacements	5,621	3,303	6,200	5,200
Stove Replacements	2,213	705	1,700	1,400
Refrigerator Replacements	309	709	800	800
Appliance Services	940	1,180	1,800	2,000
Lawn Care Services	1,152	960	1,200	1,200
Snow Removal Services	5,110	4,950	5,200	5,200
Maint-Grounds & Improvements	4,431	912	2,000	5,400
Mileage Reimbursement	4,065	4,849	4,100	6,100
Property Maintenance Fees	33,204	42,598	35,417	38,625
On Site Staff-Property Mgrs	59,237	57,820	60,996	62,216
Total Maintenance Expenses	\$200,228	\$176,791	\$195,213	\$218,941
Utilities				
Electric Utilities	307	241	300	300
Water and Sewer Utilities	84	2,493	100	200
Natural Gas Utilities	503	349	500	500
Refuse and Disposal		3,895	100	200
Total Utilities	\$894	\$6,978	\$1,000	\$1,200
Insurance				
Property Insurance	22,038	26,433	27,100	28,400
Total Insurance	\$22,038	\$26,433	\$27,100	\$28,400
Property Taxes				
PILOT	10,257	9,352	8,700	9,100
Special Assessments	4,034	7,366	4,000	1,700
Total Property Taxes	\$14,291	\$16,718	\$12,700	\$10,800
Bad Debts	\$4,847	(\$3,386)	\$9,000	\$5,000
Total Operating Expenses	\$422,174	\$408,304	\$445,291	\$471,065
Operating Income (loss)	\$8,741	\$5,123	(\$59,091)	(\$82,965)
Nonoperating Revenue/Expenses				
Interest Income				
Interest Income -Investments	\$55	\$499		\$200
Interest Income on Restricted Inv	223	1,122	100	200
Total Interest Income	\$278	\$1,621	\$100	\$400
Gain on Asset Disposition				
Insurance Proceeds	6,793			
Financial Expense				
Debt Service-Cash				
Interest/Other Expenses	215	228		200
Total Debt Service Cash	\$215	\$228		\$200
Property Taxes Received				
Levy	107,254	70,000	95,091	116,000
Total Property Taxes	\$107,254	\$70,000	\$95,091	\$116,000
Other				

**Washington County CDA
Scattered Site (635)
For the Twelve Months Ending December 31, 2018**

<u>Name</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
H.U.D. Pass Through-expense	\$18,710	\$17,977	\$21,600	\$19,000
Utility Reimbursement	14,583	13,066	14,400	14,000
Total Other	<u>\$33,293</u>	<u>\$31,043</u>	<u>\$36,000</u>	<u>\$33,000</u>
Total Nonoperating Revenue/ Ex	<u>\$80,817</u>	<u>\$40,350</u>	<u>\$59,191</u>	<u>\$83,200</u>
Net Income (Loss) before transfe	<u>\$89,558</u>	<u>\$45,473</u>	<u>\$100</u>	<u>\$235</u>
Operating Transfers				
Transfers In				
Oper. Transfer from HRA Genera	<u>15,182</u>	<u>21,631</u>	<u>32,000</u>	<u>109,119</u>
Total Transfers In	<u>\$15,182</u>	<u>\$21,631</u>	<u>\$32,000</u>	<u>\$109,119</u>
Transfers Out	<u></u>	<u></u>	<u></u>	<u></u>
Total Operating Transfers	<u>\$15,182</u>	<u>\$21,631</u>	<u>\$32,000</u>	<u>\$109,119</u>
Total Cash Available for Operati	<u>104,740</u>	<u>67,104</u>	<u>32,100</u>	<u>109,354</u>
Depreciation				
Deprec-Buildings & Shelters	<u>227,446</u>	<u>227,760</u>	<u>227,412</u>	<u>229,033</u>
Total Depreciation	<u>\$227,446</u>	<u>\$227,760</u>	<u>\$227,412</u>	<u>\$229,033</u>
Net Income (loss)	<u>(\$122,706)</u>	<u>(\$160,656)</u>	<u>(\$195,312)</u>	<u>(\$119,679)</u>

**Washington County CDA
Whispering Pines (636)
For the Twelve Months Ending December 31, 2018**

<u>Name</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Operating Revenues				
Rent Revenue	\$159,557	\$153,546	\$144,500	\$148,900
Net Rent Revenue	\$159,557	\$153,546	\$144,500	\$148,900
Laundry Revenue	3,441	3,516	3,300	3,300
Service Income	\$3,441	\$3,516	\$3,300	\$3,300
HUD Annual Contributions	61,962	54,569	40,000	47,400
HUD CFP Operating Revenue		3,000	23,000	23,000
Security Deposit-Bad Debt	377	119	300	200
Security Deposit-Other	960	357	400	500
Penalty Charges	175	25	100	100
Miscellaneous Revenue		62		
Revenue-Other	146	142	200	200
Other Income	\$63,620	\$58,274	\$64,000	\$71,400
Total Operating Revenues	\$226,618	\$215,336	\$211,800	\$223,600
Operating Expenses				
Marketing	\$940	\$214		
Management Fee				
Property Management Fees	20,160	20,160	20,160	20,160
Property Management-CDA	16,854	17,219	19,130	23,200
Total Management Fees	\$37,014	\$37,379	\$39,290	\$43,360
Administrative Expenses				
Office Supplies	351	496	900	800
Auditing/Accounting Services	1,000	1,000	1,000	1,000
Maint-Office Equipment	1,186	1,186	1,300	1,300
Rentals-Office Equipment	1,828	1,449	2,400	2,200
Telephone	5,143	5,768	4,700	5,100
Postage	317	389	500	500
Travel Expense	48	49	200	100
Meetings and Conferences	826	478	400	400
Total Administrative Expenses	\$10,699	\$10,815	\$11,400	\$11,400
Operating Expenses				
Cleaning Supplies	550	736	600	600
Legal Fees-Other	2,541	530	1,900	2,000
Consulting Fees	2,780	2,749	2,800	2,800
Municipal Fees	100	100	200	200
Applicant Screening Fees	377	325	500	500
Other Professional Services			100	
Cleaning and Decorating	588	1,308	600	700
Exterminating	604	698	600	600
Resident Retention	148	120	300	300
Total Operating Expenses	\$7,688	\$6,566	\$7,600	\$7,700
Maintenance Expenses				
General Supplies			100	
Plumbing Supplies	606	1,514	700	800
Electrical Supplies	708	355	1,300	1,100
Carpentry Supplies	427	566	1,700	1,400
Painting Supplies	1,001	249	700	700
HVAC Supplies	1,594	610	1,300	1,200
Appliance Supplies	601	969	1,200	1,000
Carpentry Services	1,262	383	4,500	6,500
Elevator Services	3,958	6,213	2,900	3,600
Plumbing Services	620	495	1,000	2,600
Electrical Services	3,572	4,247	2,300	5,700

Washington County CDA
Whispering Pines (636)
For the Twelve Months Ending December 31, 2018

<u>Name</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Carpet/Flooring Services	\$230	\$235	\$400	\$400
Painting Services	1,810	3,485	1,600	2,200
HVAC Services	325	413	400	500
Stove Replacements	872	1,011	1,000	1,000
Refrigerator Replacements			600	600
Appliance Services	215		100	100
Lawn Care Services	1,813	2,174	2,700	2,500
Snow Removal Services	1,527	1,127	3,700	2,900
Maint-Grounds & Improvements	1,081	419	1,500	4,800
Mileage Reimbursement	247	611	300	1,100
Property Maintenance Fees	7,925	9,125	6,748	8,383
On Site Staff-Caretakers	8,988	10,602	7,856	8,013
On Site Staff-Property Mgrs	<u>21,818</u>	<u>33,397</u>	<u>26,878</u>	<u>27,416</u>
Total Maintenance Expenses	\$61,200	\$78,200	\$71,482	\$84,512
Utilities				
Electric Utilities	21,194	23,498	21,500	21,900
Water and Sewer Utilities	6,638	7,461	6,300	6,600
Natural Gas Utilities	11,953	8,975	15,700	14,600
Refuse and Disposal	<u>3,337</u>	<u>3,004</u>	<u>2,600</u>	<u>3,000</u>
Total Utilities	\$43,122	\$42,938	\$46,100	\$46,100
Insurance				
Property Insurance	<u>6,037</u>	<u>10,049</u>	<u>10,300</u>	<u>10,800</u>
Total Insurance	\$6,037	\$10,049	\$10,300	\$10,800
Property Taxes				
PILOT	5,822	5,530	5,000	5,200
Special Assessments	<u>120</u>	<u>120</u>	<u>100</u>	<u>100</u>
Total Property Taxes	\$5,942	\$5,650	\$5,100	\$5,300
Bad Debts	<u>\$1,278</u>		<u>\$500</u>	<u>\$500</u>
Total Operating Expenses	<u>\$173,920</u>	<u>\$191,811</u>	<u>\$191,772</u>	<u>\$209,672</u>
Operating Income (loss)	\$52,698	\$23,525	\$20,028	\$13,928
Nonoperating Revenue/Expenses				
Interest Income				
Interest Income on Restricted Inv	<u>155</u>	<u>770</u>	<u>100</u>	<u>300</u>
Total Interest Income	\$155	\$770	\$100	\$300
Gain on Asset Disposition				
Financial Expense				
Trustee Fees	<u>186</u>	<u>196</u>	<u>100</u>	<u>200</u>
Total Financial Expense	\$186	\$196	\$100	\$200
Debt Service-Cash				
Interest/Other Expenses	96	91	100	
Bond Interest - QECB	158	153	149	142
Bond Principal	<u>444</u>	<u>444</u>	<u>444</u>	<u>444</u>
Total Debt Service Cash	\$698	\$688	\$693	\$586
Property Taxes Received				
Levy	<u>444</u>	<u>455</u>	<u>454</u>	<u>454</u>
Total Property Taxes	\$444	\$455	\$454	\$454

**Washington County CDA
Whispering Pines (636)
For the Twelve Months Ending December 31, 2018**

<u>Name</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Other				
Total Nonoperating Revenue/ Ex	(\$285)	\$341	(\$239)	(\$32)
Net Income (Loss) before transfe	\$52,413	\$23,866	\$19,789	\$13,896
Operating Transfers				
Transfers In				
Oper. Transfer from HRA Genera		171,183	21,625	40,333
Total Transfers In		\$171,183	\$21,625	\$40,333
Transfers Out				
Total Operating Transfers		\$171,183	\$21,625	\$40,333
Total Cash Available for Operati	52,413	195,049	41,414	54,229
Depreciation				
Deprec-Buildings & Shelters	76,264	77,492	76,264	83,846
Total Depreciation	\$76,264	\$77,492	\$76,264	\$83,846
Bond Principal-Offset	(444)	(444)	(444)	(444)
Debt Service Non-Cash	(\$444)	(\$444)	(\$444)	(\$444)
Net Income (loss)	(\$23,407)	\$118,001	(\$34,406)	(\$29,173)

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-7

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 12/8/2017
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING SALE OF 7987 AFTON
ROAD, WOODBURY, MINNESOTA TO GLEN AT
VALLEY CREEK LLC

BACKGROUND/JUSTIFICATION

The Washington County CDA owns real estate at 7987 Afton Road in Woodbury (the "Property"). The Agency proposes to dispose of the property through sale or transfer to the Glen at Valley Creek LLC, of which the Agency is the sole member of its managing member, WCCDA Glen, LLC for the purpose of redevelopment for new affordable senior housing.

The Agency's Real Estate Acquisition and Disposition Policy allows for disposition of property under a number of circumstances including when property is conveyed from the Agency to a limited liability entity of which the Agency is a partner. The Agency proposes the value of the Property to the Glen at Valley Creek LLC be valued at \$382,176, the cost incurred by the Agency in September 2016. A portion of the acquisition cost will be reimbursed by Woodbury Community Development Block Grant (CDBG) funds.

Minnesota Statutes, Section 469.029, Subd. 2 requires that the Agency hold a public hearing, after publishing notice not less than 10 days and no more than 30 days prior to the date of the hearing, before disposing or conveying of any real property. Notice of the public hearing was published in the Stillwater Gazette on December 1, 2017.

Staff respectfully recommends that the Board conduct a public hearing and then adopt the attached resolution authorizing the sale or transfer of the Property to the Glen at Valley Creek, LLC.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/12/17

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ 382,176

BUDGETED: ☒ YES ☐ NO

FUNDING: Account Receivable from Glen at Valley
Creek LLC

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-57

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION AUTHORIZING SALE OF 7987 AFTON ROAD,
WOODBURY, MINNESOTA TO GLEN AT VALLEY CREEK LLC

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-57

RESOLUTION AUTHORIZING SALE OF 7987 AFTON
ROAD, WOODBURY, MINNESOTA TO GLEN AT VALLEY
CREEK LLC

WHEREAS, pursuant to Minnesota Statutes section 469.012, Subdivision 1w, the Washington County Community Development Agency (the "Agency") is authorized to sell and/or transfer all or partial ownership of real property owned by the Agency in Washington County; and

WHEREAS, the Agency owns real property located at 7987 Afton Road, Woodbury in Washington County, Minnesota (the "Property"); and

WHEREAS, in accordance with Minnesota Statutes section 469.029, the Agency held a public hearing on December 19, 2017, for which notice was published in a newspaper of general circulation in Washington County no less than 10 days and not more than 30 days before the date of such public hearing, regarding the sale and/or transfer of the Property; and

WHEREAS, Glen at Valley Creek LLC intends to construct approximately 42 units of new senior housing (the "Development") to be located on the Property; and

WHEREAS, the Agency is the sole member of WCCDA Glen LLC, the managing member of Glen at Valley Creek LLC; and

WHEREAS, as a necessary action to complete the Development, the Agency has agreed to sell and/or contribute the Property to Glen at Valley Creek LLC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Washington County Community Development Agency, as follows:

1. That the Executive Director is hereby authorized to execute the Purchase Agreement as presented, subject to: (i) such changes to the Purchase Agreement that the Executive Director deems reasonable and necessary; and (ii) the Purchase Agreement being executed by both parties.
2. That the Executive Director is hereby authorized, empowered and directed to execute and deliver in the name and on behalf of the Agency closing documents, certificates, affidavits and any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the Purchase Agreement and the transfer of the Property as contemplated above.

3. That the Executive Director is hereby authorized, empowered and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 19th day of December, 2017.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-8

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 12/8/2017
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION APPROVING BOND LOAN FINANCING FROM THE DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY; AUTHORIZING ARRANGEMENTS FOR CERTAIN INTERIM AND PERMANENT FINANCING; AND AUTHORIZING FURTHER ACTIONS; RELATING TO THE GLEN AT VALLEY CREEK PROJECT

BACKGROUND/JUSTIFICATION

The Glen at Valley Creek, LLC, which the Washington County CDA (the "Agency") is the sole member of the managing member WCCDA Glen, LLC, proposes to finance the redevelopment of the property located at 7987 Afton Road and construct The Glen at Valley Creek, a 42-unit affordable senior apartment building. The project financing plan includes tax-exempt private activity bonds and 4% Low Income Housing Tax Credits.

Due to the oversubscription of private activity bonds allocated through Minnesota Management and Budget, the Agency sought bonds from entitlement issuers. The Dakota County Community Development Agency indicated an ability to issue the bonds for this project. The Glen at Valley Creek, LLC requested that Dakota County CDA issue up to \$8,000,000 of multifamily housing revenue bonds and loan the proceeds thereof to the project.

The bonds, when issued, will be special limited obligations of the Dakota County CDA with the principal and interest payable solely from the project. The bonds will not be a liability or general or moral obligation of Washington County or the Agency. The bonds will be secured by an indenture agreement and collateralized with cash from the first mortgage and bridge loan. See Attachment A for detail.

Together with Agency counsel, staff has reviewed and negotiated the terms of the bond loan documents. Staff has engaged Dougherty and Company, LLC to price and sell bonds by December 28, 2017. See Attachment B for schedule.

Staff respectfully recommends approval of the resolution approving the bond loan financing from Dakota County CDA and authorizing actions to secure interim and permanent financing.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Dakota County CDA held a public hearing and adopted a resolution authorizing the issuance of Multifamily Housing Revenue Bonds for The Glen at Valley Creek and approving and authorizing the execution of related documents, December 12, 2017.

City of Woodbury adopted a resolution giving local approval to the issuance of revenue bonds for a multifamily senior rental housing development located in the City of Woodbury for purposes of Minnesota Statutes, section 471.656, subdivision 2(2), December 13, 2017

Washington County will hold a public hearing and consider adopting a resolution required by Section 147(f) of the Internal Revenue Code giving approval to a project on behalf of Glen at Valley Creek LLC and approving the issuance of certain obligations by the Dakota County Community Development Agency thereof, December 19, 2017

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/13/17

ATTACHMENT LIST:

Attachment A – Financing Plan
Attachment B – Bond Closing Schedule

FINANCIAL IMPLICATIONS: \$ _____

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-58

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION APPROVING BOND LOAN FINANCING FROM THE
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY;
AUTHORIZING ARRANGEMENTS FOR CERTAIN INTERIM AND
PERMANENT FINANCING; AND AUTHORIZING FURTHER ACTIONS;
RELATING TO THE GLEN AT VALLEY CREEK PROJECT

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-58

RESOLUTION APPROVING BOND LOAN FINANCING
FROM THE DAKOTA COUNTY COMMUNITY
DEVELOPMENT AGENCY; AUTHORIZING
ARRANGEMENTS FOR CERTAIN INTERIM AND
PERMANENT FINANCING; AND AUTHORIZING FURTHER
ACTIONS; RELATING TO THE GLEN AT VALLEY CREEK
PROJECT

The Washington County Community Development Agency, a public body corporate and politic of the State of Minnesota (the “Agency”), the sole member of WCCDA Glen LLC, a Minnesota limited liability company (the “Managing Member”) which is the managing member of Glen at Valley Creek LLC, a Minnesota limited liability company (the “Company”), hereby adopts the resolutions set forth below with respect to the authorization of the following actions of the Agency, the Managing Member, and the Company as they relate to a 42-unit multifamily senior rental project (the “Project”) to be developed on that certain real property located at 7987 Afton Road in Woodbury, Minnesota (the “Property”):

Bond Loan Financing

WHEREAS, to finance the Project, the Agency has proposed that the Dakota County Community Development Agency (the “DCCDA”) would allocate a portion of its available entitlement tax-exempt bond volume cap to the Project and that the DCCDA would issue its revenue bonds (the “Bonds”) in one or more series, under and pursuant to the provisions of Minnesota Statutes, Chapter 462C, in an aggregate initial principal amount anticipated to be \$7,000,000; and

WHEREAS, the proceeds of the Bonds would be loaned by the DCCDA to the Company as a construction loan for the Project (the “Bond Loan”); and

WHEREAS, the Board of Commissioners of the Agency has determined that it is in the best business and pecuniary interest of the Agency, the Managing Member, and the Company for the Company to obtain the Bond Loan; and

WHEREAS, the Bonds, as and when issued, shall be special limited obligations of the DCCDA and the principal and interest thereon shall be payable solely from the revenues and proceeds pledged to the payment thereof; no holder of any such Bonds shall ever have the right to compel the exercise of any taxing power of the DCCDA, the Agency, or Washington County to pay the Bonds, or the interest thereon, nor to enforce payment against any property of the DCCDA, the Agency or Washington County, except the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Agency, authorizes and approves of the following actions on behalf the Agency, the Managing Member, and/or the Company, as applicable:

1. To borrow the Bond Loan from the DCCDA; and
2. To discount, sell, assign, transfer, mortgage, or pledge, or create security interests in, the real property, goods, instruments, documents of title, securities, chattel paper, accounts, contract rights or other intangibles or any other property now or hereafter owned by the Company, either absolutely, with or without recourse, as security for the payment of the Bond Loan; and
3. To negotiate and agree upon, execute, deliver, and perform any and all instruments and agreements, including but not limited to those documents set forth on Exhibit A hereto, on behalf of the Agency, the Managing Member, and/or the Company, as may be necessary or appropriate to obtain the Bond Loan, all in such form and substance, on such terms and conditions, and with such revisions, modifications, changes, deletions, additions or supplements as the Authorized Officials (defined below) shall deem necessary or appropriate; and
4. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as the Authorized Officials and the Managing Member acting on behalf of the Company may deem to be appropriate in connection with any of the foregoing.

RESOLVED FURTHER, that there are hereby appropriated available funds of the Agency, in amounts determined by the Executive Director, to comply with the terms of the Bond Loan, to create or reimburse the Bond underwriter for payments to create appropriate initial balances in the funds and accounts established under the Bond Loan documents, to pay costs of issuance of the Bonds, or for any other proper purpose determined by the Executive Director to be necessary to consummate the transactions contemplated by this Resolution.

RESOLVED FURTHER, that Barbara Dacy and Melissa Taphorn, as Executive Director and Deputy Executive Director of the Agency, respectively, and as Chief Manager and Manager, respectively, of the Managing Member, (such persons in such respective capacities, the "Authorized Officials") are authorized and directed on behalf of the Agency, the Managing Member, and the Company, without further action by, the Agency or direction from the Board of Commissioners, to do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as they deem necessary or appropriate in furtherance of the foregoing.

Interim and Permanent Financing

WHEREAS, to permit the advance and disbursement of the Bond Loan in accordance with the Bond Loan documents in order to pay costs of construction of the Project, the Company is required to secure certain interim and permanent financing the aggregate principal amount of which will be approximately equal to the proceeds of the Bonds; and

WHEREAS, the Company expects that the required interim financing may be in the form of a bridge loan ("Bridge Loan") against a portion of the anticipated capital contribution by an investor member to be admitted to the Company in respect of low income housing tax credits to be allocated by the Company to such investor member; and

WHEREAS, the Company expects that the required permanent financing may be in the form of an FHA insured mortgage loan insured under Section 221(d)(4) of the National Housing Act of 1934, as amended, or other permanent mortgage loan or permanent financing which satisfies the requirements of the Bond Loan documents (such FHA insured mortgage loan, other permanent mortgage loan or permanent financing, the "Permanent Financing"), in an amount which, together with the Bridge Loan, will be approximately equal to (or may be greater than) the proceeds of the Bonds; and

WHEREAS, the Board of Commissioners of the Agency has determined it to be in the best business and pecuniary interest of each of the Agency, the Managing Member, and the Company for the Company to obtain the Bridge Loan and the Permanent Financing.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Agency, authorizes and approves of the following actions on behalf the Agency, the Managing Member, and/or the Company, as applicable:

1. For the Company to seek suitable Bridge Loan and Permanent Financing arrangements which, when in place, will satisfy the requirements of the Bond Loan documents to permit the advance and disbursement of the Bond Loan in accordance with the Bond Loan documents in order to pay costs of construction of the Project; and
2. To do all such other acts and things necessary or appropriate in connection with the foregoing.

RESOLVED FURTHER, that the Authorized Officials are authorized and directed on behalf of the Agency, the Managing Member, and/or the Company, as applicable without further action by the Agency or direction from the Board of Commissioners, to do such other acts and things as they deem necessary or appropriate in furtherance of the foregoing; provided, however, that the terms and conditions of any proposed Bridge Loan and any proposed Permanent Financing, and execution and delivery of loan documents relating thereto, shall be subject to the further, final authorization and approval of this Board of Commissioners.

General Resolutions

NOW, THEREFORE, BE IT RESOLVED, that the foregoing resolutions are in addition to, and do not limit and shall not be limited by, any resolutions heretofore or hereafter adopted by or on behalf of the Agency, the Managing Member, or the Company for the conduct of the business necessary to enable the execution of any and all documents in connection with the Project, the Bond Loan, the Bridge Loan or the Permanent Financing, the admission of an investor member to the Company in respect of low income housing tax credits, or any other matters (such foregoing resolutions, together with any such resolutions heretofore or hereafter adopted by or on behalf of the Agency, the Managing Member, or the Company, collectively, the “Resolved Matters”), and the foregoing resolutions shall continue in force until express written notice of their prospective rescission or modification as to future transactions that have not been undertaken or committed for has been received by the parties to the Resolved Matters.

RESOLVED FURTHER, that any one of the Authorized Officials is hereby authorized and directed to approve, execute, and deliver any documents and/or to take any actions that may be required with respect to the Resolved Matters on behalf of the Agency, the Managing Member, and/or the Company, as applicable.

RESOLVED FURTHER, that any one of the Authorized Officials is hereby authorized and directed on behalf of the Agency, the Managing Member and/or the Company, as applicable, at any time and from time to time hereafter, and without further action by the Agency or direction from the Board of Commissioners, to execute and deliver or cause to be executed and delivered, all such further agreements, assignments, statements, notes, instruments, certificates, reports and documents may be necessary for the development and operation of the the Project, acquisition of the Property, to secure the above-described financing and do or cause to be done all such other further acts and things as such officer or manager, upon the advice of counsel, may determine to be necessary or advisable under or in connection with such matters.

RESOLVED FURTHER, that any and all actions regarding the Resolved Matters by or on behalf of the Agency, the Managing Member, and/or the Company, prior to the adoption of these resolutions be and are in all respects ratified, approved, and confirmed.

[The remainder of this page has been left blank intentionally.]

Adopted this 19th day of December, 2017.

Chair

ATTEST:

Secretary

1068367.DOCX

EXHIBIT A
BOND LOAN DOCUMENTS

1. Trust Indenture between Dakota County Community Development Agency (“Issuer”) and U.S. Bank National Association, as Trustee (“Trustee”), dated as of December 1, 2017
2. Loan Agreement between the Issuer and Glen at Valley Creek LLC (“Borrower”), dated as of December 1, 2017
3. Promissory Note made by the Borrower, expected to be dated December 28, 2017, in form attached as Exhibit A to the Loan Agreement
4. Regulatory Agreement by and among the Trustee, the Issuer and the Borrower, dated as of December 1, 2017
5. Tax Compliance Certificate, expected to be dated December 28, 2017
6. Continuing Disclosure Agreement between the Borrower and U.S. Bank National Association, as Dissemination Agent, dated as of December 1, 2017
7. Remarketing Agreement between the Borrower and Dougherty & Company LLC as Remarketing Agent, dated as of December 1, 2017
8. Preliminary Official Statement, expected to be dated on or about December 14, 2017, and Official Statement, expected to be dated on or about December 22, 2017, relating to the Bonds
9. Bond Purchase Agreement among Dougherty & Company LLC as Underwriter, the Issuer and the Borrower, expected to be dated on or about December 20, 2017
10. Cooperative Agreement between the Issuer and Washington County Community Development Agency, dated as of December 1, 2017
11. All other instruments, agreements and papers necessary or appropriate for the issuance of the Bonds and the making of the Bond Loan

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Kristen Scobie, Project Manager II

Date: December 12, 2017

RE: The Glen at Valley Creek Financing Plan

The Glen at Valley Creek has a projected total development cost of \$13.1 million. In order to preserve the use of tax-exempt, private activity bonds, the Glen at Valley Creek LLC will hold two separate closings; one for the bonds in December 2017 and one for the remainder of the financing in May 2018. The financing structure impacts the intermediary costs of the project. If a bond closing is not required before December 31, 2017, the total development cost may be lower (i.e. elimination of duplicate closing costs and lower interest costs). The following is an explanation of the funding sources.

Tax Exempt Bonds

The Glen at Valley Creek will make use of tax-exempt, private activity bonds. The Dakota County CDA will issue the bonds and make a loan to the project. In order to fully draw the bonds before December 31, 2017, the bonds will be sold as cash escrow bonds. This means that the indenture account will always have a balance of the amount of bonds sold, not to exceed \$8,000,000. The bonds will have a mandatory tender date of 30 months (June 28, 2020) with the option of extending six months. It is expected that the interest rate on the bonds will be under two percent. If Congress approves a tax reform bill which maintains the tax exemption for private activity bonds for housing purposes, the cash escrow bonds will not be sold and a different bond option will be selected for a closing in May 2018.

HUD 221(d)(4) Mortgage

The primary permanent funding source will be a HUD 221(d)(4) mortgage of approximately \$5.8 million with an interest rate around four percent and a 40 year term which begins amortizing four months after construction completion. The lender for the mortgage will be Dougherty and Company LLC. A final commitment will be forthcoming with a closing in May 2018. The mortgage proceeds will be available upon closing and will be used to collateralize the bonds.

4% Low Income Housing Tax Credit Equity

The Glen at Valley Creek will receive an allocation of four percent Low Income Housing Tax Credits from the Washington County CDA. Enterprise Community Investments has submitted a letter of intent to purchase the credits and be the investing member of the Glen at Valley Creek, LLC ownership entity. Enterprise proposes \$0.84 per credit (\$3.2

million). Installments of the equity proceeds will be 20% at closing, 18% during construction, 25% at the end of construction, 32% at stabilization and 5% for reserves. Enterprise will be 99.99% share of the company.

Subordinate Financing

The Glen at Valley Creek LLC has secured a number of sources to keep the annual debt service as low as possible.

Minnesota Housing Senior Housing Pilot

Minnesota Housing Finance Agency has committed \$500,000 in a pilot program for affordable senior housing. The Glen at Valley Creek is one of two developments awarded these funds and provides the CDA a wonderful opportunity to showcase the importance of affordability and resident services in a senior housing model. The funds will be delivered as an end loan, after construction is completed. The loan will carry no interest with term coterminous or longer than the HUD mortgage.

Washington County CDA GROW and Age-Friendly Housing Initiative

The Washington County CDA has committed \$420,000 of GROW funds and \$500,000 of Age-Friendly Housing Initiative funds to the development. These funds will be structure as deferred, zero percent interest loans with 40 year terms.

Federal Home Loan Bank

Bridgewater Bank is the sponsor for the Federal Home Loan Bank's Affordable Housing Program funds. A grant to the Washington County CDA of \$500,000 has been committed; a request for an additional \$250,000 is pending (award announcements expected December 15). The CDA will loan the funds to the Glen at Valley Creek at zero percent interest, deferred payments for a term of 40 years.

Senior Care Communities

Senior Care Communities will be a special limited partner and provide \$500,000 of equity. The terms of their share of the ownership structure is yet to be negotiated.

Woodbury CDBG and HOME

The City of Woodbury has committed \$164,028 of HOME Investment Partnerships program funds and \$118,793 of Community Development Block Grant (CDBG) funds to the acquisition, remediation and construction of the project. These funds will be structured as deferred, zero percent interest loans.

DEED Investigation Grant

The Minnesota Department of Employment and Economic Development allocated \$13,052 to the Washington County CDA for environmental assessments. The CDA will contribute these funds to the project as managing member equity.

Metropolitan Council LHIA

The Metropolitan Council has granted \$400,000 of Local Housing Incentive Account funds to the Washington County CDA toward the development of The Glen at Valley Creek. These funds will be contributed to the project as part of the managing member equity.

Bridge Loan

The Washington County CDA will make a bridge loan to the project to ensure funds are available during construction and before the tax credit equity installments, Minnesota Housing Senior Pilot funds and CDBG/HOME retainage is made available. The bridge loan is expected to be \$2,000,000 and carry an interest rate no higher than three percent and be repaid within 24 months. The bridge loan will be used to collateralize the cash escrow bonds.

Deferred Developer Fee

The managing member will defer up to half of its \$1.6 million developer fee to ensure all development costs are paid. The deferred portion of the fee will be paid through available cash flow on an annual basis and projected to be repaid in full by year 12.

DOUGHERTY & COMPANY LLC

Dakota County Community Development Agency Multifamily Housing Revenue Bonds (The Glen at Valley Creek Project) Series 2017

PRELIMINARY TIME SCHEDULE

November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

<u>DATE:</u>	<u>EVENT:</u>
November 14	Dakota County CDA Board meeting; set date for Public Hearing
November 28	Washington County Board Meeting; set date of Public Hearing
December 6	Rating Agency Submission (Draft Indenture, Loan Agreement, BPA, Verification Report required)
December 12	Dakota County CDA Board Meeting; TEFRA Public Hear and Bond Allocation
December 13	City of Woodbury Council Meeting; Extraterritorial Resolution
December 14	Print POS
December 18	Verbal Bond Rating
December 19	Washington County Board Meeting; TEFRA Hearing Washington County CDA Board Meeting; Resolution approving sale of bonds
December 20	Bond Pricing Verbal Bond Rating Final Verification Report/Order Securities or Subscribe to SLGS
December 22	Print OS Final Bond Rating
December 28	Closing

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

December 19, 2017
BOARD MEETING DATE

AGENDA ITEM A-9

Finance
ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 12/12/17
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

Resolution Approving and Adopting the 2018 Budget.

BACKGROUND/JUSTIFICATION

The proposed 2018 budget is now ready for approval by the Board. On December 12, 2017, the County Board approved the levy request 5 to 0 in the amount requested in August (\$5,054,226). Staff recommends a 1.0% rent increase for senior properties and 2% increase for family properties (other than the project based Section 8 property and public housing properties). The increase will provide additional rent of \$70,000 for 2018. The funds will be used to offset increases in property operations. The rate increase is in line with the Agency's financial management plan and even after implementation of the increase, Agency rents are under 60% of Area Median Income, AMI, as published by the Metropolitan Council for 2017.

The revised budget shows a net increase in cash of \$108,000, bringing the total to negative \$1,027,153 from negative \$1,135,680 when compared to the Budget that was reviewed by the CDA Board in June 2017. The key changes are:

- 1) The Levy increased \$225,000 for Economic Development initiatives. The increase was offset by program expenditures in Economic Development to pay an additional \$75,000 for Open to Business, which was originally going to be paid for by the County and \$150,000 for the Predevelopment Finance Fund.
- 2) Salary and benefits were reduced by \$52,000 to account for the elimination of a staff position.
- 3) Capital expenditure budget increased from \$2,088,734 to \$2,278,155, a difference of \$189,421. The biggest project is an exterior rehab (siding, windows, roof) at Woodland Park totaling over \$2 million. The project will be paid for by using the long-term capital reserve, the carryover dollars from 2017 budget and the 2018 levy allocation.
- 4) \$154,878 in levy dollars were reallocated from Red Rock Crossing (\$100,000) and Homeownership Counseling (\$54,878) to long-term capital to help pay for the Woodland Park rehab.

Approval of the attached resolution is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

The 2018 Budget was discussed with the Finance Committee on June 7, 2017 and the full Board at the regularly scheduled May and June meetings.

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/13/17

ATTACHMENT LIST:

Attachment A – 2018 Budget Cash Flow
Attachment B – 2018 Budget Levy

FINANCIAL IMPLICATIONS: \$ NA

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

Total Agency Budget - 2018										
	General Fund	Housing Assistance	Community Development	Economic Development	Home Ownership Counseling	Tax Increment	Enterprise Funds	2018 Budget Total	2017 Budget Total	% Increase <Decrease>
Revenues										
Rents and other charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,731,100	\$ 8,731,100	\$ 8,625,000	1.2%
Levy	1,678,875	-	1,472,783	574,762	-	-	1,327,806	5,054,226 ¹	4,718,480	7.1%
Grants	-	4,348,769	1,011,636	-	98,000	-	267,400	5,725,805	5,820,300	-1.6%
Other	557,000	-	97,169	-	4,000	138,815	449,900	1,246,884	1,321,165	-5.6%
Total Revenues	2,235,875	4,348,769	2,581,588	574,762	102,000	138,815	10,776,206	20,758,015 ¹	20,484,945	1.3%
Operating Expenses										
Salaries & benefits	947,300	351,000	616,800	137,000	169,800	-	-	2,221,900	2,210,900	0.5%
Operating expense	582,050	199,650	84,145	(19,138)	12,300	1,400	5,846,424	6,706,831	6,991,327	-4.1%
Sub-Total	1,529,350	550,650	700,945	117,862	182,100	1,400	5,846,424	8,928,731	9,202,227	-3.0%
Direct Grant/levy exp - City/ HAP/project payments	-	3,798,499	1,757,600	456,900	-	-	40,000	6,052,999	5,730,400	5.6%
Grow loans	-	-	400,000	-	-	-	-	400,000	420,000	-4.8%
Total Operating Expenses	1,529,350	4,349,149	2,858,545	574,762	182,100	1,400	5,886,424	15,381,730	15,352,627	0.2%
Non-Operating Transactions										
Investment income	(26,000)	(100)	(35,265)	-	-	-	(356,190)	(417,555)	(402,943)	3.6%
Debt service - interest	33,914	-	30,898	-	-	105,394	1,898,077	2,068,283	1,998,529	3.5%
Debt service - principal	116,715	-	153,444	-	-	50,269	4,346,650	4,667,078	3,991,260	16.9%
Capital expenditures	11,900	-	-	-	-	-	2,266,255	2,278,155	1,912,403	19.1%
Collection of receivables	-	-	-	-	-	-	(2,192,523)	(2,192,523)	(1,580,000)	38.8%
Total Non-Operating	136,529	(100)	149,077	-	-	155,663	5,962,269	6,403,438	5,919,249	8.2%
Transfers										
In	917,000	-	450,000	-	80,100	-	2,366,255	3,813,355	2,721,276	40.1%
Out	(2,346,355)	-	(450,000)	-	-	-	(1,017,000)	(3,813,355)	(2,721,276)	40.1%
Net Transfers	(1,429,355)	-	-	-	80,100	-	1,349,255	-	-	0.0%
Projected increase (decrease) in cash										
	(859,359) ²	(280)	(426,034) ²	-	-	(18,248)	276,768	(1,027,153) ²	(786,931)	30.5%
Estimated Cash 12/31/17										
Operating reserve	2,287,000	-	-	-	-	-	-	2,287,000 ³	2,338,000	-2.2%
L-T capital reserve	3,253,276	-	-	-	-	-	-	3,253,276 ⁴	3,851,799	-15.5% ²
Unrestricted cash	1,070,000	-	1,217,000	68,300	-	8,000	100,000	2,463,300	1,877,809	31.2%
Total Estimated Cash 12/31/17	6,610,276	-	1,217,000	68,300	-	8,000	100,000	8,003,576	8,067,608	-0.8%
Estimated Cash 12/31/18	\$ 5,750,917	\$ (280)	\$ 790,966	\$ 68,300	\$ -	\$ (10,248)	\$ 376,768	\$ 6,976,423	\$ 7,280,677	-4.2% ²

¹ Levy is leveraged between 1:4.

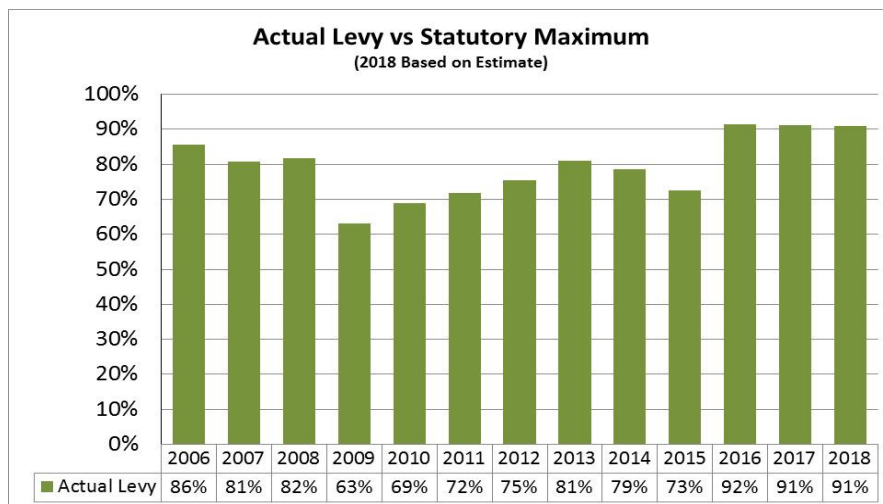
² Controlled spend down of cash to purchase land and pay for capital improvements.

³ Operating reserve policy requires minimum 50% of the annual expenditures in General Fund plus 3 months property operating expenses.

⁴ Capital reserve policy required to be 10-25% of the prior year's business activity accumulated depreciation. Calculated to be between \$2,941,000 - \$7,373,000.

Washington County CDA 2018 Levy

Economic Development	\$ 274,762
Open to Business	150,000
Predevelopment Finance Fund	150,000
	<u>574,762</u>
CDA Affordable Housing Properties	
1.25 Debt Service Coverage and Operating Expenses	1,327,806
CDA Capital Improvement Program	1,397,000
	<u>2,724,806</u>
Community Development Programs	
<u>Redevelopment Programs</u>	
Red Oak Preserve	174,000
Red Rock Crossing - Newport	297,000
<u>Housing Construction Programs</u>	
Senior Housing	250,000
GROW Program	420,000
<u>Development Fund</u>	
Services and technical expertise provided to communities	331,783
	<u>1,472,783</u>
CDA General Fund	
Technical and project support provided within the Agency	281,875
	<u>281,875</u>
Total Agency Levy	<u><u>5,054,226</u></u>



**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE December 19, 2017

RESOLUTION NO. 17-59

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION APPROVING AND ADOPTING THE 2018 BUDGET

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19th day of December 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of December, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-59

RESOLUTION APPROVING AND ADOPTING THE 2018 BUDGET

WHEREAS, the Washington County Community Development Agency (the "Agency") is authorized by Minnesota Statutes, Section 469 to carry out a variety of programs; and

WHEREAS, Minnesota Statutes Section 469.033, Subd. 6 permits jurisdictions to adopt a levy on all taxable property within its area of operation (the "Special Benefit Levy"), which is the County of Washington, Minnesota (the "County"); and

WHEREAS, the Agency is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Sections 469.001 to 469.047; and

WHEREAS, the Agency has prepared a proposed budget for fiscal year 2018 containing an estimated amount of the Special Benefit Levy (the "Levy"); and

WHEREAS, the Agency discussed budget assumptions and a draft of the budget with the Finance Committee on May 6, 2017 and the full Board at its regularly scheduled May 20, 2017 and June 18, 2017 meetings; and

WHEREAS, the Agency presented its draft budget and levy request at the August 8, 2017 County Board meeting.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the 2018 Budget as presented to the Agency's Board of Commissioners at its December 19, 2017 regular meeting, as attached in Exhibit A, is hereby approved and adopted for 2018;
2. That the asking rents all Agency properties shall increase 1.0% for senior properties and 2% for family properties, except for those properties receiving federal and state subsidy assistance.

Adopted this 19th day of December, 2017

Chair

Attest:

Secretary

Exhibit A – 2018 Budget Book

DISCUSSION ITEM

D-1 Agency Benchmarks



Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: December 19, 2017

RE: Agency Benchmarks

Background

The Results Accountability Benchmark system is recommended by the State's Office of Management and Budget for public sector services. Washington County has used this system to evaluate some of their services. It originates from the research by Mark Friedman who has over homestead30 years of public administration experience. Some of the information attached is derived from the training power point from the Fiscal Policy Studies Institute in Santa Fe, New Mexico.

Purpose

The purpose of this item is to determine if the Board agrees with the staff recommendation to proceed with this model and to provide additional feedback based on the examples provided.

Results Accountability is made up of two parts; 1) population accountability about the well-being of whole populations (for example communities, cities, counties, states etc.); 2) performance accountability is about the well-being of client populations (e.g. programs, agencies and service systems). It is easy to identify the volume of services delivered, but it is quite another to determine how well the services were delivered, how much change/effect was produced, and the quality of the change/effect that was produced.

Attachment A describes the basics of the Results Accountability system. Attachment B is a proposed outline of assessing the Open To Business program and the Agency's economic development program. Because the Agency is not directly responsible for approving development applications for business growth and/or job growth, a different documentation and assessment approach is needed. Attachment C is a proposed outline of assessing the Subsurface Sewage Treatment System Financial Assistance Programs. The impact of these programs can be much broader than the outcomes of the service delivery and/or the quality of the service. The County has established these programs, in part, to improve groundwater quality. While the Agency is not responsible for measuring this aspect, it is a significant result of implementing the service.

Recommendation

Unless otherwise directed, staff will proceed to use this model to document the volume and impact of agency services.

The 7 Population Accountability Questions

1. What are the quality of life conditions we want for the children, adults and families who live in our community?
2. What would these conditions look like if we could see them?
3. How can we measure these conditions?
4. How are we doing on the most important of these measures?
5. Who are the partners that have a role to play in doing better?
6. What works to do better, including no-cost and low-cost ideas?
7. What do we propose to do?

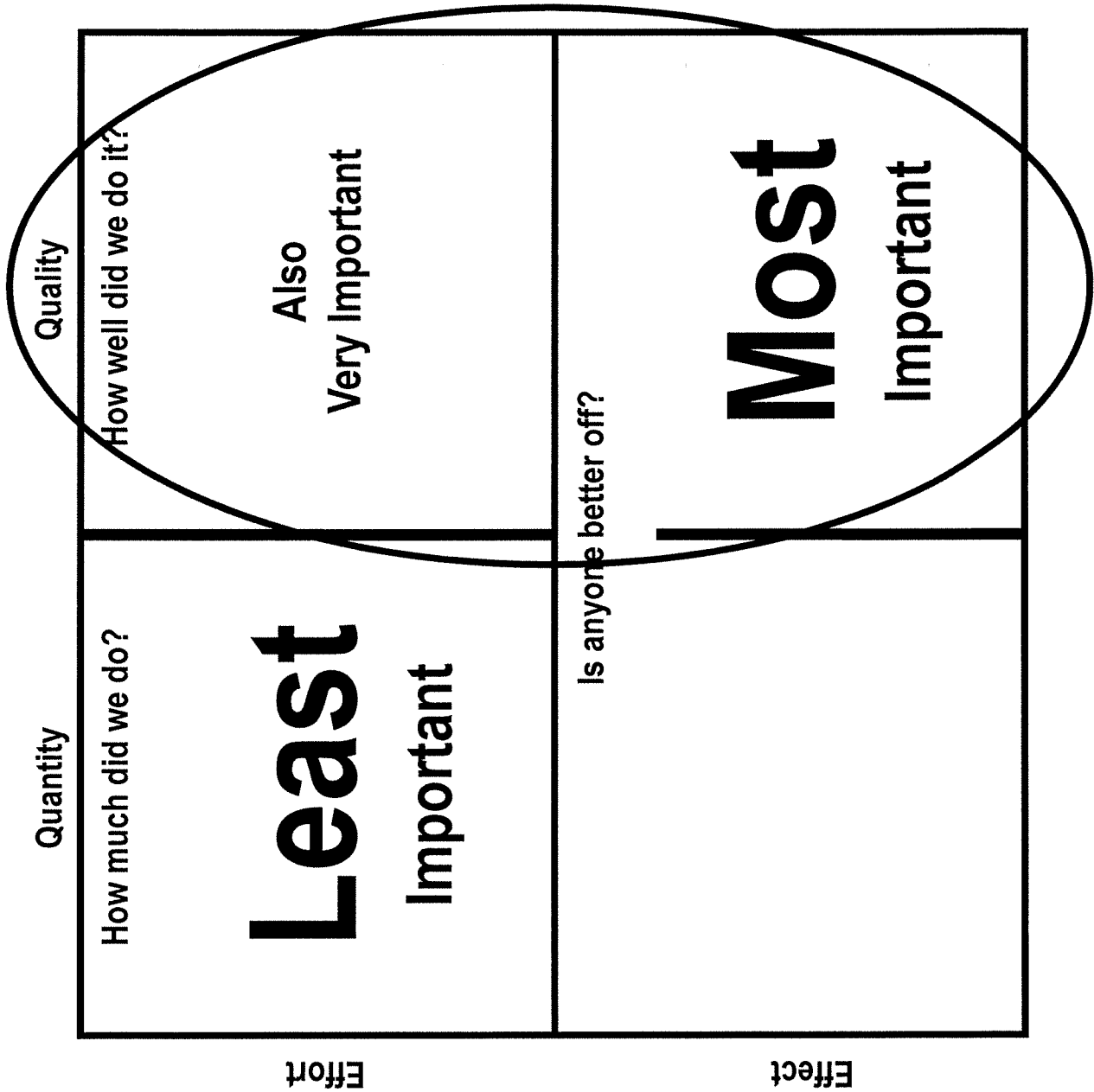
Performance Measures

Quantity	Quality
How Much did we do? (#)	How Well did we do it? (%)

Performance Measures

	Quantity	Quality
Input Effort	How much service did we deliver?	How well did we deliver it?
Output Effect	How much change / effect did we produce?	What quality of change / effect did we produce?

Not All Performance Measures Are Created Equal



Economic Development

1. What are the quality of life conditions we want for the children, adults and families who live in the community?
 - a. Access to quality, living wage jobs - work close to home rather than driving out of the county to find quality employment opportunities;
 - b. Access to technical assistance and financial resources – the ability for our entrepreneurs and residents to successfully start-up, grow and expand a business here in the county;
 - c. Access to skilled workforce – working with our businesses, educators and workforce training providers to find quality employees.
2. What would these conditions look like if we could see them?
 - a. Shorter driving times to work;
 - b. More quality time for families, schools and volunteer and community organizations;
 - c. Increased profits for our existing retail and service businesses who may be able to do more business with local employees (vs. the residents shopping in areas outside of the county on the way home from work).
3. How can we measure these conditions?
 - a. We can measure the number of residents who drive outside of the county to work and their wages.
 - b. We can measure the number of jobs available, recently filled and new businesses created.
4. How are we doing on the most important of these measures?
 - a. We are just starting out.
5. Who are the partners that have a role to play in doing better?
 - a. Cities and townships, businesses, K-12 and higher education, the Washington County Workforce Center.
6. What works to do better, including no-cost and low-cost ideas?
 - a. Share resources.
 - b. Be a value-added partner.
7. What do we propose to do?
 - a. Implement the various action steps in the 2017-2019 ED Plan including Open To Business.
 - b. Begin working on the 2019-2021 ED Plan.

Open to Business

		QUANTITY	QUALITY
		How much did we do?	How well did we deliver it?
INPUT EFFORT		Number of Businesses Contacted/Assisted	Amount of new private investment; did it pay for itself?
		Number of Loans & \$ Amount	Survey participants to rate the OTB process, marketing and financial outcomes. What was good and what needs improvement?
		Outreach Activities (meetings, marketing)	Who wasn't reached? Why?
	How hard did we try?	Types of businesses assisted	
		Size of businesses assisted	
		Location of businesses	
		Cost of program	
OUTPUT EFFECT		How much change/effect did we produce?	What quality of change/effect did we produce?
		Private Investment Leveraged	Ratio of cost for program vs new private investment
		Number of Jobs Created or Retained	Percent increase in sales/profitability by business size and type
		New start ups	Percent increase in jobs, new start ups, and customers
	Is anyone better off?	New customers	Percent increase in business size
		Increase in profitability	Percent of county lafor force growth
		Increase in business size	
		# of workers hired w/in and out of county	

Economic Development Activities

		QUANTITY	QUALITY
		How much did we do?	How well did we deliver it?
INPUT EFFORT		# of business/site referrals to communities	Survey community contacts regarding ED activities
		# of marketing and promotion events/advertisements	Tracking website traffic, tracking
		# of community assistnace requessts	Survey communities gauging % satisfaction with resonsiveness and outcomes
How hard did we try?		# and amount of predevelopment finance grants	# of developable sites created, # of jobs created, time frame in which development occurred, value of new investemnt, amount of taxes created, secondary impacts
		How much change/effect did we produce?	What quality of change/effect did we produce?
		Number of Businesses Contacted/Assisted	Ratio of cost for program vs new private investment
		Number of Loans & \$ Amount	Percent increase in sales/profitability by business size and type
		Private Investment Leveraged	Percent increase in jobs, new start ups, and customers
		Number of Jobs Created or Retained	Percent increase in business size
OUTPUT EFFECT		Outreach Activities (meetings, marketing)	Percent of county lafor force growth
		New Starts-ups	Track index on commute times in the county
Is anyone better off?		New Jobs	Determine measure for more "quality" time at home or at school
		New customers	

Septic System Replacement Program

DRAFT

QUANTITY		QUALITY	
How much did we do?		How well did we deliver it?	
INPUT EFFORT	# of households served	Customer service survey rating quality of application process, information about program, referral source, speed of processing, and overall customer service	
	# of businesses served		
	# of septic permits		
	# of new systems		
	# of failing systmes		
How hard did we try?	Demographics of people and businesses served		
How much change/effect did we produce?		What quality of change/effect did we produce?	
OUTPUT EFFECT	# of loans	% of loans and grants to # of permits	
	# of grants	Amount of cost savings to owner through program versus private source	
	# of systems that were not replaced	Amount of tax value and taxes maintained due to replacement	
	\$ average cost per system	Savings to household for avoided costs of moving and lost home value	
		Ratio of system cost versus home value	
Is anyone better off?		Impact on water quality of groundwater versus other water quality initiatives	

DISCUSSION ITEM

D-2 Strategic Planning Status



Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: December 19, 2017

RE: Strategic Planning Status

Background

We continue to conduct in person meetings (and sometimes phone meetings) with communities regarding their housing and economic development goals and other community issues that are on the horizon for the next three years. The information from these meetings will help inform CDA initiatives for the next three years. We are also requesting feedback from communities on CDA financial assistance policies for potential changes to meet community needs. Based on current activities, the list of strategic goals for 2018 is attached and is part of the 2018 Budget; however, additional work is needed to complete the strategic plan, which has a three year horizon.

Purpose

The purpose of this discussion is to receive Board feedback on next steps in the process. Our consultant, John Shardlow from Stantec, will assist us in compiling the final products with the goal of completing the process during the first half of next year, as we initiate the 2019 budget process. Here are the next steps.

1. Complete community meetings in the first quarter.
2. Identify and analyze internal and external issues and trends affecting the Agency (demographic and economic analysis already completed) in the first quarter. Staff will contact relevant stakeholders for input.
3. In the second quarter, compile opportunities and challenges, strategic issues, and recommend potential changes to vision, strategies, and goals.
4. In the second quarter, analyze financial impacts of potential recommendations against Agency revenue and expense trends.
5. Present draft recommendation as part of a regular CDA Board meeting.
6. Adopt final three year plan as part of 2019 Budget.

Recommendation

To date, we have gained information from in person meetings that we would not have gained through a survey. It has also provided us with the opportunity to provide information about new programs coming on board. Unless otherwise directed, staff will proceed with the process outlined.

2018 STRATEGIC INITIATIVES

Attachment A

1) Increase housing choices for a more balanced housing supply.
<ol style="list-style-type: none">1. Assist the county and communities with the housing and economic development chapters of Comprehensive Plans to create policies that reinforce the need for a balanced housing supply and increased opportunities for business and job growth.2. Evaluate and revise CDA housing financial assistance policies to align with community needs, and promote financial assistance programs to communities.3. Create additional workforce housing through 100% allocation of the 9% Low Income Housing Tax Credit program allocation for 2019.4. Implement an annual capital improvement plan to maintain CDA owned properties.5. Open the waiting list for specific bedroom sizes in the CDA's 96 - unit public housing program.
2) Use redevelopment activities to bolster community vitality.
<ol style="list-style-type: none">1. Participate in Red Rock and Gateway Corridor station area processes and provide communities, when asked, technical assistance for new economic investment.2. Continue marketing and development of Outlot A in Red Rock Crossing Redevelopment Area in partnership with the Washington County Regional Rail Authority.3. Determine next steps for CDA involvement in Red Rock Crossing.
3) Establish reliable programs to enable seniors to live in their homes safely and to create additional affordable senior housing choices.
<ol style="list-style-type: none">1. Initiate construction of The Glen at Valley Creek in Woodbury.2. Advocate for adding senior housing as an eligible use for state Housing Infrastructure Bonds to create a new source of funding.
4) Administer the federally funded Community Development Block Grant, HOME Investment Partnership and Continuum of Care Programs to assist cities and townships with their community development needs.
<ol style="list-style-type: none">1. Maximize utilization and timely spending of CDBG and HOME funds with awards to high priority, ready to proceed projects and programs.2. Build relationships with developers and stakeholders to ensure Consolidated Plan goals are met in 2018 and 2019 program years.3. In partnership with Suburban Metro Area Continuum of Care, determine how various programs regarding suburban homelessness can be implemented in the county.
5) Implement Economic Development Strategic Plan.
<ol style="list-style-type: none">1. Implement Predevelopment Finance Fund program and evaluate first year program outcomes.2. Convene a new "East Metro Manufacturing/Employer Association" in partnership with other counties.3. Convene regular meetings of the Economic Development Workgroup to promote communication regarding ongoing implementation of the 2017 – 2019 strategic plan.

2018 STRATEGIC INITIATIVES

Attachment A

6) Administer Homeownership and Home Improvement Programs to promote neighborhood vitality.
<ol style="list-style-type: none">1. Implement down payment assistance pilot program and assess feasibility for future programming.2. Maximize usage of the Home Improvement Loan program.3. Implement Rehabilitation and Emergency and Accessibility loan programs, as funded by Minnesota Housing.
7) Create sustainable revenue resources to increase financial capacity of organization.
<ol style="list-style-type: none">1. Prepare and adopt a three-year Strategic Plan, including recommendations for financial sustainability.2. Research and adopt a Debt Management Policy.3. Monitor legislative impacts on external funding resources and when appropriate, recommend alternative implementation options.4. Research and seek potential funding resources and strategic partnerships to support/improve core services and strategic initiatives.5. Research and recommend options to refinance public housing program.6. Research and implement paperless record system.
8) Enhance ongoing communication program to demonstrate the value and impact of the CDA.
<ol style="list-style-type: none">1. Implement new website platform for agency programs and services.2. Complete promotional documents and marketing for various CDA programs.3. Complete a benchmarking system for CDA programs and services.
9) Institute employee and organizational development to insure the mission and vision of the CDA is consistently provided.
<ol style="list-style-type: none">1. Incorporate “SMART” goal setting and diagnostic tools from the Situational Leadership program in department work plans.2. Implement paperless onboarding and recordkeeping for human resource functions.3. Research and update the agency Personnel Policy, new employee handbook, and similar materials.

Deputy Executive Director (DED) Report December 19, 2017

The Glen at Valley Creek

Dakota County CDA will hold a public hearing on December 12 to authorize the issuance of tax exempt private activity bonds and an inter-agency agreement for the Glen at Valley Creek. The 1982 Tax Equity and Fiscal Responsibility Act also requires that the Washington County Board hold a public hearing (aka TEFRA hearing), which is scheduled for December 19. Several resolutions related to the bond issuance will be presented to the Washington County CDA board this month, as well. Staff have been working diligently with counsel, underwriters, bidding agents, equity investors, and others to refine the financing plan and bond offering documents in order to achieve a closing on the bonds prior to the end of the year.

On November 27, the CDA issued the request for sealed bids for the construction of the Glen at Valley Creek. A pre-bid meeting was held on December 11 with good turnout. The bid opening is scheduled for December 21. Per the bid request, contractors' prices will be held for 180 days. Staff anticipate bringing the proposed contract to the board in the spring prior to closing on the permanent financing package.

Septic System (SSTS) Financial Assistance programs

Staff have reviewed applications from property owners in Afton, Denmark Township, Grant, Lake Elmo, Lakeland, Marine on St. Croix, Scandia, St. Paul Park, and Stillwater. To date \$353,625 of financial assistance has been approved or disbursed for sixteen new septic systems through the low-interest loan program; Clean Water Fix Up grants totaling \$20,500 were awarded to four low-income households. Staff will present a year-end program summary at January's meeting.

Homeownership Services

During the month of November, CDA Homeownership staff saw over 40 clients for new and follow-up appointments. Staff was able to resolve six foreclosure cases with three able to bring their loan current, one was modified, and two sold their homes for what they owed plus some equity. During the months of October and November, the Homeownership team collaborated with the Black Women's Wealth Alliance in North Minneapolis to provide the first-ever Homebuyer Club. 20 participants signed up for the club and graduated on November 30th. Participants met over the course of six weeks to go in-depth on each part of the homebuying process and how historically, people of color have been treated and marketed to during this process. The new Project Reinvest Financial Counseling (PRFC) program geared toward more long-term homebuyers has been a success. Though Homebuyer Counseling numbers are down, PRFC clients will transition to Homebuyer Counseling clients once they have become mortgage ready.

Households Served By Program			
Program	Qtr 1 Oct. 1 – Nov. 30	Annual Goal	Progress
Homebuyer Education	20	90	22%
Homebuyer Counseling	2	50	4%
Homebuyer Financial Counseling	8	19	42%
Foreclosure Counseling	8	85	15%
Refinance Counseling	2	10	20%

CDBG/HOME Administration

Staff released the 2018 Program Year request for proposal for CDBG and HOME projects and has been providing technical assistance to potential applicants. In January; the CDBG citizen advisory committee will review, score and make recommendations regarding the projects to be presented to the CDA Board in February. The Fair Housing Implementation Council (FHIC) selected the three fair housing projects having a metro-wide benefit. The projects outcomes will be presented to the CDA Board following completion in April.

2017 Capital Improvements

Property Name	Improvement Project	Status and Tentative Schedule
Briar Pond	Garage door replacement	Project complete and closed out
John Jergens	Drain tile installation	Work completed; holding retainage to guarantee seed in spring.
PH18	Kitchen & Bath Updates	Work is under contract. Cabinets ordered; installation to be complete in January.
PH 6	Kitchen and Bath remodel	On site work expected to occur in January
Raymie Johnson	3 HVAC units replaced.	Under contract, to be completed by year end.
Woodland Park	Exterior building improvements	New windows installed in townhome buildings 3 & 4. Siding work beginning on Building 3. Siding and window work on all townhomes is expected to be complete early April.
Woodland Park	Furnace replacement	Complete.

Economic Development Report

December, 2017

The CDA had a display booth at the MN Real Estate Journal Industrial and Economic Development Summit and Office Summit events representing Washington County (and East Metro) economic development opportunities. Joining me at the event and speaking on a panel were representatives from Hugo, Woodbury and Cottage Grove.

The November MN Real Estate Journal monthly publication included an article about economic development opportunities in Washington County. I will have copies for the Board at the December CDA Board Meeting.

I have forwarded numerous business inquiries to our city partners for site related business development opportunities (businesses looking for land and/or buildings). I have also met with and sent out to our local partners, a number of new land listings and building availabilities (owners looking for a new owner/tenants).

The Open to Business is going very well. As of December 4th, 52 client businesses had been served. Two loans were closed totaling \$175,000 and leveraged \$1.45 million in private/other funds. There are 4 loans in the pipeline totaling \$450,000 and are anticipated to leverage \$10.1 million in private/other funds. A summary of the activities to date is included as Attachment B.

I have been assisting with the St. Paul Park and Cottage Grove Small Area Plans for the Red Rock Corridor. I will provide a brief overview at the December Board meeting of the process and activities to date as part of my monthly report.

I have been working with my ED counterparts from our neighboring counties as well as educators and workforce service providers to develop an East Metro Manufacturing Association. The purpose of the group/organization is to begin having detailed discussions with our manufacturing companies to problem solve, listen and learn about needs, challenges and opportunities. There will likely be many opportunities for us to assist and this will be a way for us to learn more about our local business needs. Topics for future conversations might include; talent recruitment and retention, transit and transportation, education, training and workforce development, B2B networking and business opportunities, and sharing best practices. If this effort is successful, we will be looking to have future similar discussions with health care and IT providers and businesses.

Summary of November 2017 Economic Development Activities
--

Marketing/Promotion

Newport Out Lot A	Forwarded marketing materials to a commercial realtor seeking a development site inquiry
Newport Out Lot A	Forwarded marketing materials to a commercial realtor seeking a development site inquiry
Open to Business	Marketing - Women of Woodbury Entrepreneurs and Business Owners Presentation
Countywide Marketing	MN Real Estate Journal Industrial and Economic Development Summit (Hugo feature speaker)
Newport Out Lot A	MN Real Estate Journal Industrial and Economic Development Summit (Outlot A feature property)
Woodbury	Attended Chamber Event - Mayor Stephens Business Update (highlighted Open to Business)

Technical Assistance - Community

ED Work Group Meeting - Predevelopment Finance Fund Program with local partners	
Woodbury	Forwarded to city staff inquiry for industrial building sold in Woodbury
Washington County Workforce Development Board	Attended monthly meeting
Forest Lake	EDA Meeting

Business Assistance

Cottage Grove	Assist City staff with a existing business expansion
Marine on St. Croix	Met with businesses and provided information on Open to Business
Stillwater	Met with existing business on expansion efforts
Scandia	Met with existing manufacturing business and City Staff
Woodbury	Contacted by business looking for warehouse building for sale

Site Related Buildings Looking for a new Owner/Tenant

Mahtomedi	Forwarded to city staff commercial office building available for sale
Hugo	Forwarded to city staff industrial building available for lease
Cottage Grove	Forwarded to city staff retail building available for lease
Newport	Forwarded to city staff retail building available for sale
Woodbury	Forwarded to city staff commercial office building available for sale or lease
Cottage Grove	Forwarded to city staff commercial office building available for lease
Cottage Grove	Forwarded to city staff retail building available for sale
Newport, St. Paul Park, Cottage Grove	Forwarded Inquiry for industrial building for sale seeking specific city location
Stillwater	Forwarded to city staff commercial office building available for lease
Stillwater	Forwarded to city staff commercial office building available for lease
Cottage Grove	Forwarded to city staff commercial office/warehouse building available for sale

Stillwater	Forwarded to city staff commercial land available for sale
Cottage Grove	Forwarded to city staff industrial building for sale 41,000 sq. ft.
Woodbury	Forwarded to city staff commercial office building available for lease
Forest Lake	Forwarded to city staff residential property available for sale
Stillwater	Forwarded to city staff commercial office building available for lease
Cottage Grove	Forwarded to city staff retail building available for sale
Forest Lake	Forwarded to city staff commercial land available for lease
Cottage Grove	Forwarded to city staff commercial office building available for sale
Woodbury	Forwarded to city staff commercial office building available for lease
Newport	Forwarded to city staff industrial building available for lease
Forest Lake	Forwarded to city staff commercial land available for lease
Oak Park Heights	Forwarded to city staff new retail/commercial office building available for lease
Woodbury	Forwarded to city staff commercial office building available for lease
Cottage Grove, St. Paul Park, Newport, Woodbury	Forwarded to city staff inquiry for industrial building for sale in SE Metro
Oak Park Heights	Forwarded to city staff retail building available for lease
Forest Lake	Forwarded to city staff retail building available for lease
Woodbury	Forwarded to city staff commercial office building available for lease
Cottage Grove	Forwarded to city staff commercial office building available for lease
Stillwater	Forwarded to city staff retail building available for lease
Forest Lake	Forwarded to city staff commercial office building available for lease
Stillwater	Forwarded to city staff commercial office building available for lease
Woodbury	Forwarded to city staff commercial office building available for lease

Site Related Business Looking for Land/Building

Woodbury, Cottage Grove	Forwarded Inquiry for industrial/warehouse building for sale seeking specific city location
Woodbury, Cottage Grove, Newport, St. Paul Park	Forwarded Inquiry for special need (food) building for sale seeking specific city location
Oakdale, Woodbury, Mahtomedi, Lake Elmo, Afton, Newport, St. Paul Park, Cottage Grove	- Forwarded Special Use Inquiry (494/694/94 area)
Hugo, Forest Lake	Forwarded to city staff inquiry for industrial building for sale (40,000 sq. ft. in NE Metro)
Cottage Grove, St. Paul Park, Newport, Woodbury, Lake Elmo	Forwarded to city staff inquiry for industrial building for sale (80,000 sq. ft. in SE Metro will build new)
Oakdale, Woodbury, Lake Elmo, Oak Park Heights	Forwarded to city staff inquiry for commercial office/warehouse building for sale
Woodbury, Lake Elmo, Cottage Grove	Forwarded to city staff inquiry for flex office industrial building for sale in SE Metro



WASHINGTON COUNTY
Open To Business
Tyler Hilsabeck – Business Advisor
7/10/2017 – 12/4/2017

Clients Served – 52

Business Stage:

Existing Business – 26

New Entrepreneurs/Start-up/Pre-planning – 16

Client Inquiry – 10*

*Many Client Inquiries turn into meetings later.

Program Hours:

(Includes Direct Client Hours, Program Outreach & Marketing, Public Events/City Meetings, Data Collection and Administration)

Total Contract	908.00
3rd QTR	496.00
4th QTR	412.00

Financing thru 12/4/17:

Loans Approved:

Number -	2
Amount -	\$175,000
Leveraged -	\$1,451,100
(Bank/Owner Equity/Other Outside Financing)	

Loan Pipeline thru 12/4/17:

Loans in Pipeline:

Number -	4
Amount -	\$450,000
Leveraged -	\$10,150,000
(Bank/Owner Equity/Other Outside Financing)	

Referral Source

City Website/Newsletters/Utility Inserts – 26

Other/Internet – 13

Bank Referral – 7

Friends/Family – 1

Other - 5

Industry Segment

Service – 20

Retail – 10

Food - 5

Manufacturing – 4

Construction/Real Estate – 4

Health & Fitness – 2

Wholesale/Distribution – 1

Technology – 3

Other - 3

Client City (Business)

Cottage Grove	8
Forest Lake	7
Hugo	4
Lake Elmo	4
Mahtomdi	2
Marine on St. Croix	4
Oakdale	3
Newport	1
Scandia	6
Stillwater	8
Woodbury	5

**Finance Department Report
December 19, 2017**

Financial Analysis – Year- To-Date October 2017 Financials

Total Agency –Total Agency income before depreciation and transfers had a positive variance to budget of \$1,074,132. Revenues were over budget by \$888,310 and expenses were under budget by \$185,822.

Agency budget to actual revenues were over budget by \$888,310. This is primarily due to Section 8 HCV program receiving \$363,000 more grant revenue than budgeted, HOME grant revenue received \$176,000 over budget and property rents exceeded budget by \$273,000. HCV and HOME revenues over budget are used to pay for program costs. These unbudgeted revenues do not increase cash or fund balances.

Total Agency expenses were under budget by \$185,822. Expenses under budget relate to various governmental line items being under budget, the largest was consulting which was \$70,000 under budget. Section 8 HCV vouchers and HOME project assistance were both over budget by \$395,000 and 144,000, respectively.

In addition, total property expense was under budget by \$623,604. Administrative and operating were under budget by a combined \$105,000, maintenance was under budget by \$372,000 and utilities was under budget by \$99,000.

REAC Inspections

- Whispering Pines was inspected on December 1st and received a preliminary score of 98b.
- Scattered Sites inspection date December 18th.

2017 Audit Schedule

- WCCDA Audit
 - Interim December 13th & 14th
 - Fieldwork April 2nd through April 13th
 - Tentative Issue May 4th
- Briar Pond
 - Fieldwork February 20th through February 23rd
 - Tentative issue date March 9th
- The Groves and Piccadilly Audits
 - Fieldwork tentatively scheduled February 5th through February 9th
 - Issue date TBD

2018 Budget Timeline – A summary of the budget schedule is as follows:

- December 5th – Truth In taxation hearing at County
- December 12th – County Board adopt final levy
- December 19th – CDA Board adopt final levy and budget

Finance Committee scheduled for January 16th at 2:00pm

**Finance Report
December 19, 2017**

The financial results for October 31, 2017 are as follows:

Total Agency Year-To-Date

	2016 Actual	2017 Actual	2017 Budget	Variance
Revenues	\$16,800,188	\$17,249,560	\$16,361,250	\$888,310
Expenses	14,414,190	16,133,064	16,318,886	(185,822)
Income (Loss)	\$2,385,998	\$1,116,496	\$42,364	\$1,074,132

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	2016 Actual	2017 Actual	2017 Budget	Variance
Revenues	\$9,230,201	\$9,113,200	\$8,876,150	\$237,050
Expenses	7,681,243	9,026,196	9,649,800	(623,604)
Income (Loss)	\$1,548,958	\$87,004	(\$773,650)	\$860,654

(Prior To Depreciation and Transfers)

Individual Properties Income(Loss) Year-To-Date

	2016 Actual	2017 Actual	2017 Budget	Variance
Brick Pond	\$84,749	\$45,441	\$32,825	\$12,616
Woodland Park	294,605	380,873	119,912	260,961
Briar Pond	530,135	478,619	326,222	152,397
Park Place I	94,601	93,996	21,649	72,347
Park Place II	16,224	7,394	10,990	(3,596)
Scattered Site	(23,508)	22,809	10,420	12,389
Whispering Pines	24,605	21,648	20,167	1,481
Transitional Housing	375	1,992	(170)	2,162
Trailside	180,303	181,210	142,708	38,502
Oakhill Cottages	102,833	84,437	38,848	45,589
Muller Manor	68,249	50,641	23,270	27,371
Ann Bodlovick	71,336	70,418	33,362	37,056
John Jergens	72,673	66,666	28,440	38,226
Pioneer	32,412	38,362	5,818	32,544
Cobble Hill	100,519	92,737	35,090	57,647
Raymie Johnson	84,450	106,388	31,796	74,592
Groves Managing Member	37,980	33,557	37,330	(3,773)
WCD - Series 2013	(25,000)	(24,948)	(25,000)	52
Landfall - Series 2010C	(196,068)	(215,005)	(218,479)	3,474
Piccadilly - Series 2015A	(2,515)	(1,450,231)	(1,448,848)	(1,383)
Total	\$1,548,958	\$87,004	(\$773,650)	\$860,654

(Prior To Depreciation and Transfers)

Vacancy Rates - 2014-2017

	# of Units	2014 Actual Annual	2015 Actual Annual	2016 Actual Annual	2017 Actual Annual	2017 Budget Annual
Brick Pond	40	0.0%	1.3%	0.6%	1.4%	5%
Woodland Park	180	1.2%	1.7%	1.2%	1.1%	5%
Briar Pond	196	0.6%	0.3%	0.3%	1.0%	5%
Park Place I	36	3.5%	1.4%	0.2%	1.3%	5%
Park Place II	6	2.8%	0.0%	4.2%	1.5%	5%
Scattered Site	56	0.7%	1.2%	1.5%	0.3%	5%
Whispering Pines	40	1.0%	0.8%	1.7%	0.5%	3%
Senior Properties						
Oakhill Cottages	40	0.0%	0.2%	0.0%	0.0%	3%
Muller Manor	28	0.3%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.0%	0.3%	0.0%	0.0%	3%
John Jergens	30	0.3%	0.6%	0.0%	0.0%	3%
Pioneer	18	0.0%	0.5%	0.0%	2.5%	3%
Cobble Hill	45	0.0%	0.4%	0.2%	0.0%	3%
Raymie Johnson	120	1.9%	0.6%	1.2%	0.4%	3%
Trailside	70	0.6%	0.1%	0.1%	0.0%	3%
Seniors	401	0.6%	0.7%	0.4%	0.2%	3%
Overall	955	1.0%	1.3%	0.7%	0.7%	5%

Washington County CDA
Total Agency
For the Ten Months Ending October 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$5,666,924	\$7,053,992
Cash - Revenues	1,595,632	1,565,769
Cash - Section 8	396,180	380,869
Cash-FSS Escrow Public Housing	9,528	18,311
Cash -Operating Deficit Reserv	11,946	12,053
Cash - Repair Reserve	39,487	39,839
Deposits in Trust Fund	9,697,615	10,479,785
Deposits in Trust Fund - QECB	71,393	74,211
Deposits in Escrow Account	123,096	14,606
Deposits - Security	138,653	153,049
Investment in The Groves	500,590	500,579
Investment in Piccadilly	1,344,160	1,344,143
Debt Service Reserve	226,739	228,051
General Operating Reserve	1,052,342	1,332,927
Long Term Capital Reserve	503,933	2,150,649
US Bank Collateral Investment	1,905,145	
Interest Receivable-Investment		328
Interest Receivable-Loan	86,634	9,150
Interest Receivable-Other	48,161	31,485
Interest Receivable- Loans	274,654	314,550
Interest Receivable - Red Rock TIF	12,996	24,813
Taxes Receivable-Current	2,191,475	2,247,502
Taxes Receivable-Delinquent	31,364	27,199
TIF Receivable	47,871	59,943
Accounts Receivable	6,500	10,611
Accounts Receivable-Rent(Prepaid)	5,898	9,940
Allowance for Doubtful Account	(13,778)	(516)
Loan Receivable	17,985,051	16,364,377
Note Receivable (FHLB)	500,000	500,000
Loan Receivable-Piccadilly	495,650	515,451
Capital Lease Receivable	4,068,357	3,670,345
Developer Fee-Receivable		1,500,000
Intergovernmental Rec.-Federal	160,210	158,289
Intergovernmental Rec.-State	45	19,364
Intergovernmental Rec-County	54,716	27,543
Interfund Rec.-Special Program		135,933
Interfund Rec.-W/O TIF	2,566,547	2,566,547
Interfund Rec.- Red Rock TIF	400,000	618,317
Interfund Rec-TrailSide	500,000	500,000
Prepaid Expenses	71,374	89,965
TOTAL CURRENT ASSETS	\$52,777,088	\$54,749,969
FIXED ASSETS		
Property for Resale	783,609	1,104,527
Land	4,559,054	4,559,054
Project in Progress	631,408	1,092,623
Buildings and Structures	66,637,555	66,379,441
Accum Depr.-Bldgs & Structures(40 years)	(29,055,068)	(30,002,969)
Net Buildings & Structures	37,582,487	36,376,472
Grounds and Improvements	1,797,552	1,783,950
Accum Depr.-Grounds & Improv.(40 years)	(461,424)	(492,914)
Net Grounds&Improv.	1,336,128	1,291,036
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(476,673)	(494,394)
Net Furniture&Fixtures	39,029	21,308
	39,029	21,308
TOTAL FIXED ASSETS	\$44,931,715	\$44,445,020
TOTAL ASSETS	\$97,708,803	\$99,194,989

Washington County CDA
Total Agency
For the Ten Months Ending October 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	\$365,902	\$258,604
Accounts Payable-Bridges	2,430	2,460
Accounts Payable-Other	559	603
Salaries Payable	30,392	23,494
Pension Withheld Payable		3,775
Flex Spending Payable	808	2,778
Limited Flex Spending (FSL) Payable	1,820	1,703
Other Payroll Payable	(157)	
Contracts Payable	69,618	3,016
Accrued Bond Interest - QECB	11,980	11,490
Accrued Bond Interest	403,340	384,052
Accrued Mortgage Interest	30,071	29,524
Accrued Interest-Red Rock Project	12,996	24,813
Accrued Interest -Development	201,838	227,503
Notes Payable	500,000	500,000
Deferred Revenues	5,880,256	5,970,722
Intergov't Payable-County(PILOT)	336,287	342,286
Intergov't Payable-Other	40,000	40,000
Interfund Payable - Red Rock Project	400,000	618,317
Interfund Payable - Development	2,566,547	2,702,480
Interfund Payable - GAP	500,000	500,000
Escrow Deposits Payable	(1,824,866)	(1,662,963)
Escrow Deposits Payable-Security	380,188	379,700
Escrow Deposits Payable-Sec Dep Interest	19,379	20,528
Escrow Deposits Payable-FSS	791	5,248
Escrow Deposits Payable-FSS Public Housing	9,528	18,311
TOTAL CURRENT LIABILITIES	\$9,939,707	\$10,408,444
LONG-TERM LIABILITIES		
Revenue Bonds Payable	42,330,000	38,960,000
Revenue Bonds Payable - QECB	1,815,000	1,675,000
Mortgage Payable	12,064,184	11,621,855
MHFA Loan-POHP		271,000
Unamortized Bond Premium	911,321	849,338
Unamortized Bond Discount	(278,796)	(259,020)
Deferred Refunding Costs	(837,377)	(732,212)
Deferred Gain on Sale of Property	420,813	367,561
Deferred Gain on Refunding	410,156	292,976
TOTAL LONG TERM LIABILITIES	\$56,835,301	\$53,046,498
FUND EQUITY		
Current Year-to-Date Income(Loss)	2,866,165	2,990,366
Retained Earnings-Unreserved	28,067,626	32,749,679
TOTAL FUND EQUITY	\$30,933,791	\$35,740,045
TOTAL LIABILITIES & FUND EQUITY	\$97,708,799	\$99,194,987

Washington County CDA
Total Agency
For the Ten Months Ending October 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
TAXES					
Levy	\$3,834,163	(\$97,904)	\$3,932,067	\$3,932,072	(\$5)
Current Tax Increments	92,917	(14,666)	107,583	107,580	3
TOTAL TAXES	\$3,927,080	(\$112,570)	\$4,039,650	\$4,039,652	(\$2)
INCOME					
Sec. 8 Portability Admin. Fees	\$197,613	\$24,501	\$173,112	\$186,250	(\$13,138)
Section 8 Subsidies	2,234,986	(361,883)	2,596,869	2,233,333	363,536
Senior Care Community				7,000	(7,000)
HUD Annual Contributions	669,730	(32,246)	701,976	670,750	31,226
HUD CFP Operating Revenue	21,234	21,234		90,000	(90,000)
HUD Annual Contrib.-Admin	63,498	(14,540)	78,038	62,750	15,288
Low Income Housing Tax Credits	104,866	(11,424)	116,290	69,420	46,870
Administration	60,104	(57,456)	117,560	30,250	87,310
Other Federal Grants and Aids	278,716	(58,402)	337,118	303,750	33,368
HOME Rehabilitation Contributions	372,897	2,628	370,269	194,500	175,769
Federal Grants - CDBG	352,644	67,793	284,851	284,851	
Federal Grants - FSS Combined	40,501	2,157	38,344	38,500	(156)
Bridges Administration Fees	18,900	585	18,315	21,660	(3,345)
Bridges Subsidies	200,449	(4,811)	205,260	202,673	2,587
Other Grants & Aids-State	49,564	11,280	38,284	45,830	(7,546)
Other Grants - Counties		(80,000)	80,000	75,000	5,000
Asset Management Fee	3,000		3,000	3,000	
Administrative Charges - Other		(1,500)	1,500		1,500
Fees for Services-Housing	79,388	69,974	9,414	81,993	(72,579)
Conduit Financing Fees	27,719	27,719		1,750	(1,750)
Origination Fees-Loans	2,960	275	2,685	4,170	(1,485)
Other Misc. Charges	4,500		4,500		4,500
Rent Revenue	6,173,681	(53,413)	6,227,094	6,207,500	19,594
Rent Revenue-Vacancy Loss	(100,408)	12,199	(112,607)	(264,173)	151,566
Rent Revenue-Subsidized	1,085,414	(38,218)	1,123,632	1,021,580	102,052
Utility Reimbursement-Subsidized	6,479	2,694	3,785	2,910	875
Cable Reimbursement	13,903	(851)	14,754	14,000	754
Rent Revenue-Garage	73,345	1,693	71,652	72,580	(928)
Rent Revenue-Employee Discount	(6,698)	609	(7,307)		(7,307)
Laundry Revenue	23,607	602	23,005	25,330	(2,325)
Guest Suite Rental Income	2,000	(400)	2,400	1,000	1,400
Application Fees Revenue	6,100	675	5,425	9,740	(4,315)
Emergency Pendant Reimbursement	543	73	470	670	(200)
Security Deposit-Legal	6,995	2,354	4,641	7,580	(2,939)
Security Deposit-Bad Debt	27,273	9,832	17,441	16,160	1,281
Security Deposit-Other	31,260	16,807	14,453	18,400	(3,947)
Penalty Charges	16,592	(241)	16,833	15,410	1,423
Miscellaneous Revenue	2,818	308	2,510	4,000	(1,490)
Interest-Investments	28,466	(46,456)	74,922	3,810	71,112
Interest on Capital Lease	95,027	12,063	82,964	82,961	3
Interest Income on Restricted Invest	11,680	(28,197)	39,877	1,560	38,317
Interest Income-Loan	282,585	122,686	159,899	197,980	(38,081)
Gain on Investments	1,955	1,109	846		846
Interest-Developer Fee	6,416	6,416		7,250	(7,250)
Interest-Other	31,564	79	31,485	30,080	1,405
Contributions		(500)	500		500
Revenue-Other	226,427	40,244	186,183	193,260	(7,077)
Comp. for Loss of Fixed Assets		(3,153)	3,153		3,153
Gain on Sale of Property	42,815	(1,700)	44,515	44,580	(65)
TOTAL INCOME	\$12,873,108	(\$336,802)	\$13,209,910	\$12,321,598	\$888,312
EXPENSES					
Salaries And Wages-Regular	\$919,167	(\$149,196)	\$1,068,363	\$1,124,507	(\$56,144)
Salaries and Wages-Per Diem	2,960	(660)	3,620	4,750	(1,130)
Medicare Contributions	13,135	(3,007)	16,142	15,567	575
Pension Contributions	81,456	(12,134)	93,590	93,433	157
Flex Spending Expense	5,230	(1,761)	6,991	15,990	(8,999)
Health Savings Expense	3,170	(142)	3,312	3,820	(508)
HSA Expense	12,220	(8,380)	20,600		20,600
Health Insurance	106,097	4,452	101,645	118,990	(17,345)
Dental Insurance	13,766	(532)	14,298	14,100	198
Life Insurance	1,810	(1,079)	2,889	1,640	1,249
Disability Insurance	7,492	(2,597)	10,089	7,330	2,759
Workers Compensation		(1,650)	1,650	3,990	(2,340)
SUBTOTAL EMPLOYEE COMPENSA	\$1,166,503	(\$176,686)	\$1,343,189	\$1,404,117	(\$60,928)
Office Supplies	\$20,848	\$3,737	\$17,111	\$28,753	(\$11,642)
Books and Pamphlets	1,205	(68)	1,273	1,250	23
Cleaning Supplies	10,919	(1,335)	12,254	14,950	(2,696)
General Supplies	1,280	554	726	1,890	(1,164)
Plumbing Supplies	35,967	6,960	29,007	38,990	(9,983)

Washington County CDA
Total Agency
For the Ten Months Ending October 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Electrical Supplies	\$21,396	\$1,064	\$20,332	\$27,070	(\$6,738)
Carpentry Supplies	25,777	10,664	15,113	34,840	(19,727)
Painting Supplies	19,112	4,144	14,968	22,400	(7,432)
HVAC Supplies	17,001	9,526	7,475	19,890	(12,415)
Appliance Supplies	16,539	2,831	13,708	16,080	(2,372)
Building Repair Supplies		(16)	16	80	(64)
Grounds Supplies	30	3	27	80	(53)
Auditing/Accounting Services	61,385	1,685	59,700	64,170	(4,470)
Payroll Services	7,950	(206)	8,156	8,000	156
Legal Fees-Retainer	140,505	28,041	112,464	139,480	(27,016)
Legal Fees-Litigation	1,265	(1,510)	2,775	2,590	185
Legal Fees-Other	36,346	(81,107)	117,453	37,510	79,943
Consulting Fees	254,331	(36,501)	290,832	361,247	(70,415)
Property Management Fees	391,540	(19)	391,559	391,540	19
Property Management-HRA	348,186	(61,536)	409,722	439,380	(29,658)
Administrative Charges		(26)	26	1,080	(1,054)
Architect Fees		(3,010)	3,010		3,010
Inspection Fees	5,585	1,345	4,240	5,090	(850)
Appraisal and Assessing Fees		(5,860)	5,860	8,330	(2,470)
Financial and Bonding Fees	1,168	1,168		1,080	(1,080)
Compliance Monitoring				2,500	(2,500)
Marketing	29,632	(261)	29,893	65,644	(35,751)
Environmental Studies	1,361	(4,084)	5,445	13,830	(8,385)
Municipal Fees	11,208	(2,795)	14,003	14,740	(737)
Surveying Fees	556	556			
Applicant Screening Fees	10,689	958	9,731	15,140	(5,409)
Service Charges	4,043	(920)	4,963	3,000	1,963
Other Professional Services	15,418	8,344	7,074	26,070	(18,996)
Electric Utilities	165,381	3,206	162,175	184,170	(21,995)
Water and Sewer Utilities	192,948	(16,318)	209,266	199,570	9,696
Natural Gas Utilities	108,316	(4,859)	113,175	208,100	(94,925)
Refuse and Disposal	101,326	(184)	101,510	96,490	5,020
Cleaning and Decorating	36,474	4,120	32,354	52,320	(19,966)
Cleaning and Janitorial Services	2,126	(2,051)	4,177	15,908	(11,731)
Carpentry Services	53,048	9,621	43,427	101,510	(58,083)
Exterminating	15,146	3,369	11,777	18,225	(6,448)
Elevator Services	30,013	(6,149)	36,162	34,150	2,012
Plumbing Services	48,126	(7,379)	55,505	47,420	8,085
Water Heater Replacements	3,067	(12,109)	15,176	6,410	8,766
Electrical Services	39,295	(1,220)	40,515	49,670	(9,155)
Carpet/Flooring Services	109,107	29,611	79,496	122,730	(43,234)
Painting Services	47,028	2,452	44,576	57,410	(12,834)
HVAC Services	43,211	2,764	40,447	49,890	(9,443)
HVAC Replacements	7,018	(4,383)	11,401	31,000	(19,599)
Washer & Dryer Replacements	20,225	6,503	13,722	30,492	(16,770)
Stove Replacements	12,291	(1,354)	13,645	19,350	(5,705)
Refrigerator Replacements	9,437	(6,121)	15,558	20,740	(5,182)
Appliance Services	2,992	1,468	1,524	5,240	(3,716)
Lawn Care Services	66,932	(1,994)	68,926	71,860	(2,934)
Snow Removal Services	49,164	(3,649)	52,813	76,502	(23,689)
Maint.-Building and Structures		(200)	200	1,670	(1,470)
Maint-Grounds & Improvements	59,240	1,701	57,539	51,600	5,939
Maint-PM-MSS/Bldg Maintenance	1,382	(1,388)	2,770	3,000	(230)
Maint-Machinery & Equipment		(625)	625		625
Maint-Office Equipment	27,219	995	26,224	26,750	(526)
Property Maintenance Fees	474,312	50,291	424,021	471,860	(47,839)
On Site Staff-CareTakers	126,485	(2,286)	128,771	158,000	(29,229)
On Site Staff-Property Mgrs	436,349	(21,761)	458,110	517,410	(59,300)
Association Fees	93,852	12,559	81,293	102,250	(20,957)
Rentals-Buildings & Structures				170	(170)
Rentals-Office Equipment	35,519	(219)	35,738	38,502	(2,764)
Rentals-Other Equipment	52	52			
Relocation Expense		(1,238)	1,238		1,238
Demolition	64,315	15,840	48,475		48,475
Other Contractual Services	1,553	3	1,550		1,550
Telephone	67,559	(7,079)	74,638	75,167	(529)
Cable & Satellite Communicat.	17,752	(796)	18,548	16,490	2,058
Delivery	857	766	91	660	(569)
Postage	9,121	(300)	9,421	13,000	(3,579)
Travel Expense	23,740	43	23,697	20,987	2,710
Mileage Reimbursement	11,551	257	11,294	14,990	(3,696)
Transportation Charges	20,175	(3,535)	23,710	21,410	2,300
Uniforms	7,094	2	7,092	6,330	762
Community Projects		(100,000)	100,000	100,000	
Advertising	17,240	(2,049)	19,289	7,600	11,689
Newsletters	3,851	(24)	3,875	4,910	(1,035)
Printing and Binding				420	(420)
General Liability Insurance	2,146	(126)	2,272	2,170	102
Property Insurance	281,696	(5,535)	287,231	290,810	(3,579)
Dues and Subscriptions	27,275	1,055	26,220	19,742	6,478

Washington County CDA
Total Agency
For the Ten Months Ending October 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Training	\$15,005	(\$8,869)	\$23,874	\$4,670	\$19,204
Meetings and Conferences	29,153	17,838	11,315	46,253	(34,938)
Licenses and Taxes	225	225			
Property Taxes	1,667	(4,737)	6,404	4,340	2,064
PILOT	336,288	(5,998)	342,286	325,200	17,086
City of Oakdale	101,802	(1,716)	103,518	103,518	
Washington County	205,899	(1,626)	207,525	207,526	(1)
Special Assessments	11,966	1,044	10,922	6,900	4,022
Bad Debt Expense	31,676	13,369	18,307	42,590	(24,283)
Donations				1,670	(1,670)
Resident Retention	2,869	791	2,078	7,670	(5,592)
H.U.D Pass Through-expense	14,898	984	13,914	18,000	(4,086)
Housing Assistance Payments	3,107,478	(407,888)	3,515,366	3,120,093	395,273
Utility Reimbursements	20,438	(1,635)	22,073	26,920	(4,847)
FSS Escrow Payment	1,759	(2,601)	4,360		4,360
Rent Subsidies-Administration		(991)	991	1,920	(929)
Project Assistance	620,046	1,095	618,951	475,276	143,675
Interest/Other Expenses	4,167	788	3,379	3,150	229
Interest Expense-Loan	20,055	(8,275)	28,330	31,480	(3,150)
Land and Easements	608,993	479,417	129,576	130,000	(424)
Capital Outlay	11,380	(56,302)	67,682	31,000	36,682
Office Equipment	9,676	9,676		330	(330)
Data Processing	10,951	(31,539)	42,490	98,247	(55,757)
Bond Principal	1,772,083	(1,409,584)	3,181,667	3,154,994	26,673
Mortgage Principal	245,312	4,957	240,355	239,820	535
Bond Interest - QECB	40,067	1,604	38,463	39,110	(647)
Bond Interest	1,204,540	53,720	1,150,820	1,175,860	(25,040)
Mortgage Interest	302,707	5,399	297,308	297,310	(2)
Trustee Fees	52,339	(5,407)	57,746	49,173	8,573
TOTAL EXPENSES	\$14,414,190	(\$1,718,874)	\$16,133,064	\$16,318,886	(\$185,822)
Income(Loss) Before Deprec. & Transf	\$2,385,998	\$1,269,502	\$1,116,496	\$42,364	\$1,074,132
TRANSFERS					
Oper. Transfer to General Fund	\$987,482	\$987,482			
Oper. Transfer to Special Rev.		(90,486)	90,486		90,486
Transfer from Propriety Fund	(987,482)	(896,996)	(90,486)		(90,486)
Depreciation					
Deprec-Buildings & Shelters	1,425,979	(21,418)	1,447,397	1,424,440	22,957
Deprec-Grounds & Improvements	36,720	(365)	37,085	37,000	85
Deprec-Furniture & Fixtures	14,768		14,768	14,770	(2)
Total Depreciation	1,477,467	(21,783)	1,499,250	1,476,210	23,040
Bond Issuance	16,480		16,480	16,475	5
Bond Discount	(51,653)		(51,653)	(51,649)	(4)
Deferred Refunding	87,637	2	87,635	87,639	(4)
Deferred Gain on Refunding	(97,650)		(97,650)	(97,650)	
Bond Principal-Offset	(1,772,083)	1,409,584	(3,181,667)	(3,154,994)	(26,673)
Mortgage Principal-Offset	(140,367)	5,899	(146,266)	(145,770)	(496)
Debt Service Non-Cash	(\$1,957,636)	\$1,415,485	(\$3,373,121)	(\$3,345,949)	(\$27,172)
TOTAL INCOME (LOSS)	\$2,866,167	(\$124,200)	\$2,990,367	\$1,912,103	\$1,078,264

Washington County CDA
General Fund
Balance Sheet
October 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$2,470,688	\$2,619,378
Deposits in Trust Fund	4	
General Operating Reserve	1,052,342	1,332,927
US Bank Collateral Investment	272,154	
Interest Receivable-Investmnt		47
Taxes Receivable-Current	722,475	724,262
Taxes Receivable-Delinquent	31,364	27,199
Prepaid Expenses	8,042	931
TOTAL CURRENT ASSETS	\$4,557,069	\$4,704,744
TOTAL ASSETS	\$4,557,069	\$4,704,744
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LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	8,391	10,988
Accounts Payable - Other	263	216
Salaries Payable	10,179	10,474
Pension Withheld Payable		3,775
Flex Spending Payable	808	2,778
Limited Flex Spending (FSL) Payable	1,820	1,703
Other Payroll Payable	(157)	
Deferred Revenues	324,463	327,300
TOTAL CURRENT LIABILITIES	\$345,767	\$357,234
LONG-TERM LIABILITIES		
FUND EQUITY		
Current Year-to-Date Income(Loss)	1,670,981	627,729
Retained Earnings-Unreserved	2,540,321	3,719,782
TOTAL FUND EQUITY	\$4,211,302	\$4,347,511
TOTAL LIABILITIES & FUND EQUITY	\$4,557,069	\$4,704,745

**Washington County CDA
General Fund
For the Ten Months Ending October 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
REVENUES					
Levy	\$1,385,837	(\$7,496)	\$1,393,333	\$1,393,330	\$3
Other Misc. Charges	4,500		4,500		4,500
Revenue-Other	<u>2,282</u>	<u>773</u>	<u>1,509</u>	<u>3,750</u>	<u>(2,241)</u>
Total Revenues	\$1,392,619	(\$6,723)	\$1,399,342	\$1,397,080	\$2,262
EXPENDITURES					
Salaries And Wages-Regular	\$188,074	(\$35,103)	\$223,177	\$235,330	(\$12,153)
Salaries and Wages-Per Diem	2,750	(660)	3,410	4,750	(1,340)
Medicare Contributions	2,747	(540)	3,287	3,320	(33)
Pension Contributions	16,878	(3,208)	20,086	19,420	666
Flex Spending Expense	3,075	1,183	1,892	5,000	(3,108)
Health Savings Expense	920		920	1,000	(80)
HSA Expense	3,500	(2,138)	5,638		5,638
Health Insurance	30,174	5,145	25,029	25,830	(801)
Dental Insurance	3,926	230	3,696	3,590	106
Life Insurance	537	(225)	762	330	432
Disability Insurance	2,248	(782)	3,030	1,580	1,450
Workers Compensation		(371)	371	1,330	(959)
Subtotal Employee Compensation	\$254,829	(\$36,469)	\$291,298	\$301,480	(\$10,182)
Office Supplies	9,670	(826)	10,496	13,840	(3,344)
Books and Pamphlets		(281)	281	410	(129)
Cleaning Supplies	3	(377)	380	1,250	(870)
General Supplies	559	210	349	500	(151)
Plumbing Supplies	627	188	439	500	(61)
Electrical Supplies	85	85		1,080	(1,080)
Carpentry Supplies	432	282	150	1,000	(850)
Painting Supplies		(32)	32		32
HVAC Supplies	318	(210)	528	80	448
Building Repair Supplies		(16)	16	80	(64)
Grounds Supplies	30	3	27	80	(53)
Auditing/Accounting Services	46,385	2,485	43,900	43,000	900
Payroll Services	7,950	(206)	8,156	8,000	156
Legal Fees-Retainer	48,305	22,611	25,694	50,080	(24,386)
Consulting Fees	62,570	8,359	54,211	106,167	(51,956)
Financial and Bonding Fees	1,168	1,168		1,080	(1,080)
Marketing		(205)	205		205
Service Charges	4,039	(924)	4,963	2,500	2,463
Other Professional Services	12,286	7,911	4,375	10,670	(6,295)
Electric Utilities	6,719	(2,571)	9,290	10,330	(1,040)
Water and Sewer Utilities	2,325	(99)	2,424	2,420	4
Natural Gas Utilities	2,870	1,726	1,144	2,830	(1,686)
Refuse and Disposal	642	(253)	895	1,670	(775)
Cleaning and Decorating	13,231	827	12,404	13,170	(766)
Carpentry Services		(495)	495	5,420	(4,925)
Exterminating	337	15	322	670	(348)
Elevator Services	1,548	(466)	2,014	5,830	(3,816)
Plumbing Services				1,750	(1,750)
Electrical Services	2,364	(8,538)	10,902	4,330	6,572
Painting Services				830	(830)
HVAC Services	529	295	234	5,750	(5,516)
Lawn Care Services	2,797	171	2,626	2,420	206
Snow Removal Services	1,600		1,600	2,170	(570)
Maint.-Building and Structures		(200)	200	1,670	(1,470)
Maint-Grounds & Improvements	442	(414)	856	3,250	(2,394)
Maint-PM-MSS/Bldg Maintenance	1,382	(1,388)	2,770	3,000	(230)
Maint-Machinery & Equipment		(625)	625		625
Maint-Office Equipment	4,215	3,301	914	2,250	(1,336)
Rentals-Buildings & Structures				170	(170)
Rentals-Office Equipment	23,219	593	22,626	20,830	1,796
Telephone	10,183	254	9,929	10,830	(901)
Delivery				170	(170)
Postage	1,327	(672)	1,999	1,170	829
Travel Expense	9,679	1,235	8,444	7,670	774
Mileage Reimbursement	101	22	79	170	(91)
Advertising	6,707	3,648	3,059	2,420	639
Property Insurance	5,232	592	4,640	5,420	(780)
Dues and Subscriptions	12,567	1,593	10,974	10,422	552
Training	5,086	(6,250)	11,336	1,920	9,416
Meetings and Conferences	10,536	8,727	1,809	22,253	(20,444)
Bad Debt Expense				1,250	(1,250)
Donations				1,670	(1,670)
Other Expenses-Misc.	252	252			
Interest Expense-Loan	20,055	(8,275)	28,330	31,480	(3,150)
Capital Outlay	11,380	(56,302)	67,682	31,000	36,682
Office Equipment	1,678	1,678		330	(330)
Data Processing	6,689	(29,408)	36,097	78,000	(41,903)
Mortgage Principal	<u>104,945</u>	<u>10,856</u>	<u>94,089</u>	<u>94,050</u>	<u>39</u>
Total Operating Expenses	\$719,893	(\$76,415)	\$796,308	\$932,782	(\$136,474)
Excess of revenues Over (Under) expenditures	\$672,726	\$69,692	\$603,034	\$464,298	\$138,736
Transfers					

**Washington County CDA
General Fund
For the Ten Months Ending October 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Transfer from Propriety Fund	<u>(\$987,482)</u>	<u>(\$987,482)</u>			
Total Transfers	<u>(\$987,482)</u>	<u>(\$987,482)</u>			
Interest-Investments	11,146	(12,157)	23,303		23,303
Gain on Investments	<u>(375)</u>	<u>(1,766)</u>	<u>1,391</u>		<u>1,391</u>
Non-Operating Revenue/Expense	<u>\$10,771</u>	<u>(\$13,923)</u>	<u>\$24,694</u>		<u>\$24,694</u>
Net Income (Loss)	<u><u>\$1,670,979</u></u>	<u><u>\$1,043,251</u></u>	<u><u>\$627,728</u></u>	<u><u>\$464,298</u></u>	<u><u>\$163,430</u></u>

Washington County CDA
Total Properties
Balance Sheet
For the Ten Months Ending October 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$825,092	\$1,197,827
Cash - Revenues	1,595,632	1,565,769
Cash - FSS Escrow Public Housing	9,528	18,311
Cash -Operating Deficit Reserv	11,946	12,053
Cash - Repair Reserve	39,487	39,839
Deposits in Trust Fund	9,697,611	10,479,784
Deposits in Trust Fund - QECB	71,393	74,211
Deposits in Escrow Account	112,305	
Deposits - Security	138,653	153,049
Investment in The Groves	500,590	500,579
Investment in Piccadilly	1,344,160	1,344,143
Debt Service Reserve	226,739	228,051
Interest Receivable-Loan	86,634	9,150
Interest Receivable-Other	48,161	31,485
Taxes Receivable-Current	554,500	577,505
Accounts Receivable	6,500	10,611
Accounts Receivable-Rent(Prepaid)	5,898	9,940
Allowance for Doubtful Account	(13,778)	(516)
Loan Receivable	12,105,000	10,495,180
Note Receivable (FHLB)	500,000	500,000
Capital Lease Receivable	4,068,357	3,670,345
Developer Fee Receivable		1,500,000
Intergovernmental Rec.-Federal	101,068	75,225
Intergovernmental Rec-County	54,105	
Prepaid Expenses	63,224	88,068
TOTAL CURRENT ASSETS	\$32,152,805	\$32,580,609
FIXED ASSETS		
Land	4,559,054	4,559,054
Project in Progress	631,408	1,092,623
Buildings and Structures	66,637,555	66,379,441
Accum Depr.-Bldgs & Structures(40 years)	(29,055,068)	(30,002,969)
Net Buildings & Structures	37,582,487	36,376,472
Grounds and Improvements	1,797,552	1,783,950
Accum Depr.-Grounds & Improv.(40 years)	(461,424)	(492,914)
Net Grounds&Improv.	1,336,128	1,291,036
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(476,673)	(494,394)
Net Furniture&Fixtures	39,029	21,308
	39,029	21,308
TOTAL FIXED ASSETS	\$44,148,106	\$43,340,493
TOTAL ASSETS	\$76,300,911	\$75,921,102

Washington County CDA
Total Properties
Balance Sheet
For the Ten Months Ending October 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	\$292,762	\$213,320
Accounts Payable-Other	170	37
Contracts Payable	69,618	3,016
Accrued Bond Interest - QECB	11,980	11,490
Accrued Bond Interest	403,340	384,052
Accrued Mortgage Interest	30,071	29,524
Notes Payable	500,000	500,000
Deferred Revenues	184,833	192,502
Intergov't Payable-County(PILOT)	336,287	342,286
Interfund Payable-GAP	500,000	500,000
Escrow Deposits Payable-Security	380,188	379,700
Escrow Deposits Payable-Sec Dep Interest	19,379	20,528
Escrow Deposits Payable-FSS Public Housing	9,528	18,311
TOTAL CURRENT LIABILITIES	\$2,738,156	\$2,594,766
LONG-TERM LIABILITIES		
Revenue Bonds Payable	42,330,000	38,960,000
Revenue Bonds Payable - QECB	1,815,000	1,675,000
Mortgage Payable	10,239,318	9,958,892
MHFA Loan-POHP		271,000
Unamortized Bond Premium	911,321	849,338
Unamortized Bond Discount	(278,796)	(259,020)
Deferred Refunding Costs	(837,377)	(732,212)
Deferred Gain on Sale of Property	420,813	367,561
Deferred Gain on Refunding	410,156	292,976
TOTAL LONG TERM LIABILITIES	\$55,010,435	\$51,383,535
FUND EQUITY		
Current Year-to-Date Income (Loss)	1,041,643	1,870,389
Retained Earnings-Unreserved	17,510,674	20,072,411
TOTAL FUND EQUITY	\$18,552,317	\$21,942,800
TOTAL LIABILITIES & FUND EQUITY	\$76,300,908	\$75,921,101

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Ten Months Ending October 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Operating Revenues					
Rent Revenue	\$6,173,681	(\$53,413)	\$6,227,094	\$6,207,500	\$19,594
Rent Revenue-Subsidized	\$1,085,414	(\$38,218)	\$1,123,632	\$1,021,580	\$102,052
Rent Revenue-Vacancy Loss	(\$100,408)	\$12,199	(\$112,607)	(\$264,173)	\$151,566
Net Rent Revenue	\$7,158,687	(\$79,432)	\$7,238,119	\$6,964,907	\$273,212
Rent Revenue-Garage	73,345	1,693	71,652	72,580	(928)
Rent Revenue-Employee Discount	(6,698)	609	(7,307)		(7,307)
Rental Income	\$66,647	\$2,302	\$64,345	\$72,580	(\$8,235)
Laundry Revenue	23,607	602	23,005	25,330	(2,325)
Service Income	\$23,607	\$602	\$23,005	\$25,330	(\$2,325)
HUD Annual Contributions	152,820	15,557	137,263	145,830	(8,567)
HUD CFP Operating Revenue	21,234	21,234		90,000	(90,000)
Grants - CDBG	72,113	23,919	48,194		48,194
Other Grants and Aids-County		(5,000)	5,000		5,000
Utility Reimbursement-Subsidized	6,479	2,694	3,785	2,910	875
Cable Reimbursement	13,903	(851)	14,754	14,000	754
Guest Suite Rental Income	2,000	(400)	2,400	1,000	1,400
Application Fees Revenue	6,100	925	5,175	8,910	(3,735)
Emergency Pendant Reimbursement	543	73	470	670	(200)
Security Deposit-Legal	6,995	2,354	4,641	7,580	(2,939)
Security Deposit-Bad Debt	27,273	9,832	17,441	16,160	1,281
Security Deposit-Other	31,260	16,807	14,453	18,400	(3,947)
Penalty Charges	16,592	(241)	16,833	15,410	1,423
Miscellaneous Revenue	2,818	308	2,510	4,000	(1,490)
Revenue-Other	224,905	42,548	182,357	189,260	(6,903)
Other Income	\$585,035	\$129,759	\$455,276	\$514,130	(\$58,854)
Total Operating Revenues	\$7,833,976	\$53,231	\$7,780,745	\$7,576,947	\$203,798
Operating Expenses					
Marketing	\$29,314	\$2,726	\$26,588	\$39,894	(\$13,306)
Management Fee					
Property Management Fees	391,540	(19)	391,559	391,540	19
Property Management-CDA	348,186	(61,536)	409,722	439,380	(29,658)
Total Management Fees	\$739,726	(\$61,555)	\$801,281	\$830,920	(\$29,639)
Administrative Expenses					
Office Supplies	6,074	1,619	4,455	11,910	(7,455)
Auditing/Accounting Services	15,000	(800)	15,800	19,500	(3,700)
Data Processing		(2,693)	2,693	1,910	783
Maint-Office Equipment	22,597	(2,713)	25,310	24,420	890
Rentals-Office Equipment	12,300	(812)	13,112	17,672	(4,560)
Rentals-Other Equipment	52	52			
Other Contractual Services	1,553	3	1,550		1,550
Telephone	54,621	(4,974)	59,595	55,590	4,005
Cable & Satellite Communication	17,752	(796)	18,548	16,490	2,058
Postage	2,119	644	1,475	4,840	(3,365)
Travel Expense	554	152	402	1,230	(828)
Transportation Charges	20,175	(3,535)	23,710	21,410	2,300
Advertising		(822)	822	80	742
Newsletters	3,851	(24)	3,875	4,910	(1,035)
Dues and Subscriptions	217		217	250	(33)
Training	400	400			
Meetings and Conferences	3,515	(2,031)	5,546	6,080	(534)
Total Administrative Expenses	\$160,780	(\$16,330)	\$177,110	\$186,292	(\$9,182)
Operating Expenses					
Cleaning Supplies	10,916	(958)	11,874	13,700	(1,826)
Legal Fees-Other	36,346	6,660	29,686	37,510	(7,824)
Consulting Fees	13,496	(1,499)	14,995	17,000	(2,005)
Environmental Studies	1,361	(434)	1,795	1,330	465
Municipal Fees	11,208	(2,795)	14,003	14,740	(737)

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Ten Months Ending October 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Surveying Fees	\$556	\$556			
Applicant Screening Fees	7,625	1,435	6,190	12,560	(6,370)
Other Professional Services	317	(52)	369	14,150	(13,781)
Cleaning and Decorating	23,243	3,294	19,949	39,150	(19,201)
Cleaning and Janitorial Services	2,126	(2,051)	4,177	15,908	(11,731)
Exterminating	14,809	3,354	11,455	17,555	(6,100)
Association Fees	93,852	12,559	81,293	102,250	(20,957)
Resident Retention	2,869	791	2,078	7,670	(5,592)
Total Operating Expenses	\$218,724	\$20,860	\$197,864	\$293,523	(\$95,659)
Maintenance Expenses					
General Supplies	255	30	225	1,390	(1,165)
Plumbing Supplies	35,340	6,772	28,568	38,490	(9,922)
Electrical Supplies	21,310	978	20,332	25,990	(5,658)
Carpentry Supplies	25,019	10,089	14,930	33,840	(18,910)
Painting Supplies	19,112	4,175	14,937	22,400	(7,463)
HVAC Supplies	16,683	9,736	6,947	19,810	(12,863)
Appliance Supplies	16,539	2,831	13,708	16,080	(2,372)
Carpentry Services	52,418	10,063	42,355	95,670	(53,315)
Elevator Services	28,465	(5,682)	34,147	28,320	5,827
Plumbing Services	48,126	(7,379)	55,505	45,670	9,835
Water Heater Replacements	3,067	(12,109)	15,176	6,410	8,766
Electrical Services	36,931	7,317	29,614	45,340	(15,726)
Carpet/Flooring Services	109,107	29,611	79,496	122,730	(43,234)
Painting Services	47,028	2,452	44,576	56,580	(12,004)
HVAC Services	42,682	2,469	40,213	44,140	(3,927)
HVAC Replacements	7,018	(4,383)	11,401	31,000	(19,599)
Washer & Dryer Replacements	20,225	6,503	13,722	30,492	(16,770)
Stove Replacements	12,291	(1,354)	13,645	19,350	(5,705)
Refrigerator Replacements	9,437	(6,121)	15,558	20,740	(5,182)
Appliance Services	2,992	1,468	1,524	5,240	(3,716)
Lawn Care Services	63,426	(875)	64,301	69,020	(4,719)
Snow Removal Services	46,927	(4,286)	51,213	74,332	(23,119)
Maint-Grounds & Improvements	57,975	1,292	56,683	48,350	8,333
Mileage Reimbursement	11,450	234	11,216	14,820	(3,604)
Uniforms	7,094	2	7,092	6,330	762
Property Maintenance Fees	474,312	50,291	424,021	471,860	(47,839)
On Site Staff-Caretakers	126,485	(2,286)	128,771	158,000	(29,229)
On Site Staff-Property Mgrs	436,349	(21,761)	458,110	517,410	(59,300)
Total Maintenance Expenses	\$1,778,063	\$80,077	\$1,697,986	\$2,069,804	(\$371,818)
Utilities					
Electric Utilities	158,623	5,791	152,832	173,760	(20,928)
Water and Sewer Utilities	190,623	(16,218)	206,841	197,150	9,691
Natural Gas Utilities	105,309	(6,721)	112,030	205,100	(93,070)
Refuse and Disposal	100,684	70	100,614	94,820	5,794
Total Utilities	\$555,239	(\$17,078)	\$572,317	\$670,830	(\$98,513)
Insurance					
Property Insurance	276,421	(5,860)	282,281	284,560	(2,279)
Total Insurance	\$276,421	(\$5,860)	\$282,281	\$284,560	(\$2,279)
Property Taxes					
PILOT	336,288	(5,998)	342,286	325,200	17,086
Special Assessments	11,414	584	10,830	6,900	3,930
Total Property Taxes	\$347,702	(\$5,414)	\$353,116	\$332,100	\$21,016
Bad Debts	\$31,676	\$13,369	\$18,307	\$41,340	(\$23,033)
Total Operating Expenses	\$4,137,645	\$10,795	\$4,126,850	\$4,749,263	(\$622,413)
Operating Income (loss)	\$3,696,331	\$42,436	\$3,653,895	\$2,827,684	\$826,211
Nonoperating Revenue/Expenses					
Interest Income					

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Ten Months Ending October 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Interest Income -Investments	\$1,217	(\$6,895)	\$8,112	\$160	\$7,952
Interest Income on Capital Lease	95,027	12,063	82,964	82,961	3
Interest Income on Restricted Invest.	11,680	(28,197)	39,877	1,560	38,317
Interest Income-Loan	282,585	122,686	159,899	170,090	(10,191)
Interest Income-Developer Fee	6,416	6,416		7,250	(7,250)
Interest Income -Other	31,564	79	31,485	30,080	1,405
Total Interest Income	\$428,489	\$106,152	\$322,337	\$292,101	\$30,236
Gain on Asset Disposition					
Gain on Investments	754	812	(58)		(58)
Gain on Sale of Property	42,815	(1,700)	44,515	44,580	(65)
Total Gain on Asset Disposition	\$43,569	(\$888)	\$44,457	\$44,580	(\$123)
Insurance Proceeds		(3,153)	3,153		3,153
Financial Expense					
Bank Service Charges	4	4			
Trustee Fees	52,339	(5,407)	57,746	49,173	8,573
Total Financial Expense	\$52,343	(\$5,403)	\$57,746	\$49,173	\$8,573
Debt Service-Cash					
Interest/Other Expenses	2,641	650	1,991	2,320	(329)
Bond Interest - QECB	40,067	1,604	38,463	39,110	(647)
Bond Interest	1,204,540	53,720	1,150,820	1,175,860	(25,040)
Bond Principal	1,772,083	(1,409,584)	3,181,667	3,154,994	26,673
Mortgage Interest	302,707	5,399	297,308	297,310	(2)
Mortgage Principal	140,367	(5,899)	146,266	145,770	496
Total Debt Service Cash	\$3,462,405	(\$1,354,110)	\$4,816,515	\$4,815,364	\$1,151
Property Taxes Received					
Levy	924,167	(38,341)	962,508	962,522	(14)
Total Property Taxes	\$924,167	(\$38,341)	\$962,508	\$962,522	(\$14)
Other					
H.U.D. Pass Through-expense	14,898	984	13,914	18,000	(4,086)
Utility Reimbursement	13,952	2,781	11,171	18,000	(6,829)
Total Other	\$28,850	\$3,765	\$25,085	\$36,000	(\$10,915)
Total Nonoperating Revenue/ Expens	(\$2,147,373)	\$1,419,518	(\$3,566,891)	(\$3,601,334)	\$34,443
Net Income (Loss) before transfers	\$1,548,958	\$1,461,954	\$87,004	(\$773,650)	\$860,654
Operating Transfers					
Transfers In					
Transfers Out					
Oper. Transfer to General Fund	987,482	987,482			
Oper. Transfer to Special Rev.		(90,486)	90,486		90,486
Total Transfers Out	\$987,482	\$896,996	\$90,486		\$90,486
Total Operating Transfers	(\$987,482)	(\$896,996)	(\$90,486)		(\$90,486)
Total Cash Available for Operations	561,476	564,958	(3,482)	(773,650)	770,168
Depreciation					
Deprec-Buildings & Shelters	1,425,979	(21,418)	1,447,397	1,424,440	22,957
Deprec-Grounds & Improvements	36,720	(365)	37,085	37,000	85
Deprec-Furniture & Fixtures	14,768		14,768	14,770	(2)
Total Depreciation	\$1,477,467	(\$21,783)	\$1,499,250	\$1,476,210	\$23,040
Bond Discount Amortization	16,480		16,480	16,475	5
Bond Premium Amortization	(51,653)		(51,653)	(51,649)	(4)
Bond Principal-Offset	(1,772,083)	1,409,584	(3,181,667)	(3,154,994)	(26,673)

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Ten Months Ending October 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Mortgage Principal-Offset	(\$140,367)	\$5,899	(\$146,266)	(\$145,770)	(\$496)
Deferred Refunding	87,637	2	87,635	87,639	(4)
Deferred Gain on Refunding	(97,650)		(97,650)	(97,650)	
Debt Service Non-Cash	(\$1,957,636)	\$1,415,485	(\$3,373,121)	(\$3,345,949)	(\$27,172)
Net Income (loss)	\$1,041,645	(\$828,744)	\$1,870,389	\$1,096,089	\$774,300

**Washington County CDA
Shelter Corporation
Property Management
Board Report Summary
11/30/2017**

Occupancy

The WCCDA portfolio continues to hold their occupancy at 99%. We will watch the market closely to ensure the properties maintain their exceptional occupancy levels.

Public Housing Update:

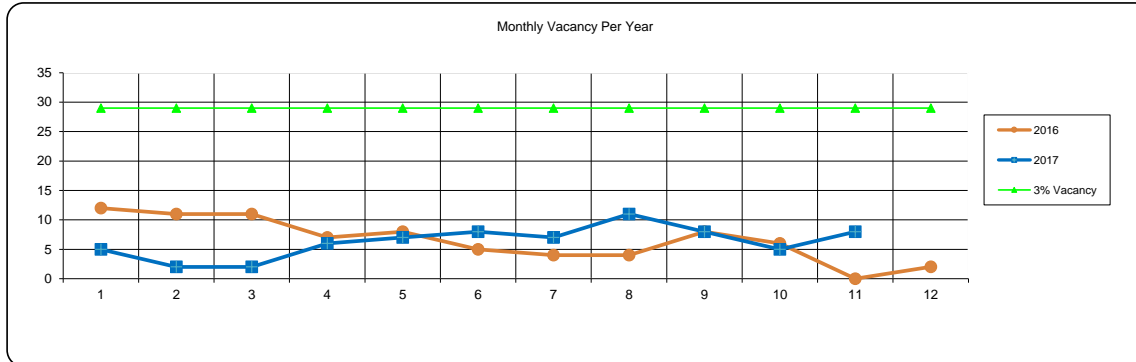
Management has experienced technical difficulties uploading data files to HUD. This has caused units to show vacant in their systems when they were not. Management has been given full access to operations in the HUD system. This will ensure files submitted are accepted via the HUD system. HUD has confirmed that all issues have been corrected and are showing as occupied. The public housing properties have maintained an above 98% occupancy rate to date. The only vacancy we may incur is when we turn a unit or are experiencing legal issues.

Property Summary - November 2017

CDA Owned Properties	Location	# of Units	# of Vacant Units	November	Projected Occupancy		Month End Delinquency
					December	January	
Ann Bodlovick	Stillwater	50	0	100.00%	100.00%	100.00%	\$35
Briar Pond	Oakdale	196	0	100.00%	99.00%	98.50%	\$6,239
Brick Pond	Stillwater	40	1	97.50%	95.00%	95.00%	\$58
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$1,857
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	0	100.00%	100.00%	100.00%	\$0
Scattered Site	Scattered	56	1	98.21%	98.50%	98.50%	\$8,318
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$6
Park Place I	St.Paul Park	36	0	100.00%	100.00%	100.00%	\$0
Park Place II	St.Paul Park	6	0	100.00%	100.00%	100.00%	\$711
Pioneer	St.Paul Park	18	2	88.89%	89.00%	83.50%	\$496
Raymie Johnson	Stillwater	120	2	98.33%	98.50%	98.50%	\$369
TrailSide	Forest Lake	70	0	100.00%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$466
Woodland Park	Cottage Grove	180	2	99.50%	100.00%	99.50%	\$1,181
TOTALS:		958	8	99.16%	98.75%	98.34%	\$19,736
Joint Ventures	Location	# of Units	# of Vacant Units	November	Projected Occupancy		Month End Delinquency
					December	January	
Piccadilly Square	Mahtomedi	79	1	98.73%	97.50%	97.50%	\$445
The Groves	Cottage Grove	67	0	100.00%	100.00%	100.00%	\$699

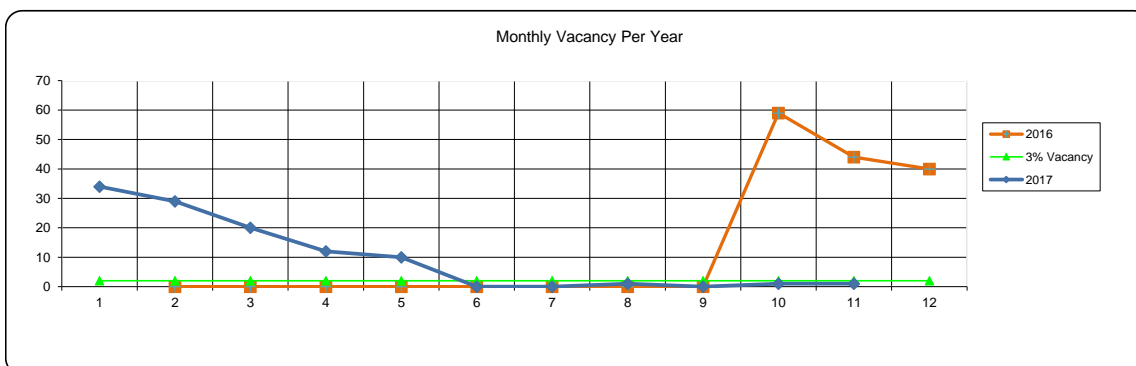
Washington County CDA Current Annual Vacancy as of November 2017

	January	February	March	April	May	June	July	August	September	October	November	December
2016	12	11	11	7	8	5	4	4	8	6	0	2
2017	5	2	2	6	7	8	7	11	8	5	8	
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



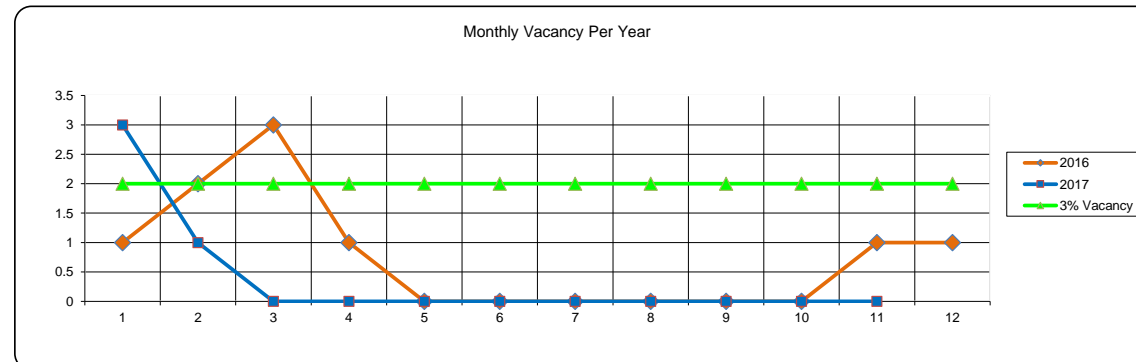
Joint Venture - Piccadilly Square Current Annual Vacancy as of November 2017

	January	February	March	April	May	June	July	August	September	October	November	December
2016										59	44	40
2017	34	29	20	12	10	0	0	1	0	1	1	
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Groves Current Annual Vacancy as of November 2017

	January	February	March	April	May	June	July	August	September	October	November	December
2016	1	2	3	1	0	0	0	0	0	0	1	1
2017	3	1	0	0	0	0	0	0	0	0	0	
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Building Type for Washington County CDA and Joint Ventures

	Development	Type	Number of Units	Number of Units by Building				City	Income Restrictions**				
				Apt	TH	SF	EF		< 110% AMI	< 80% AMI	< 60% AMI	< 50% AMI	< 30% AMI
CDA	Oakhill Cottages	Senior	40		40			Scandia		40			
	Muller Manor	Senior	28	28				Hugo		28			
	Woodland Park	Family	180	116	64			Cottage Grove		180			
	Briar Pond	Family	196	164	32			Oakdale		196			
	Brick Pond	Family	40	30			10	Stillwater		40			
	Park Place	Family	42	42				St. Paul Park		42			
	Ann Bodolvick	Senior	50	50				Stillwater		50			
	John Jergens	Senior	30		30			Forest Lake		30			
	Pioneer Apartments	Senior	18	18				St. Paul Park		18			
	TrailSide	Senior	70	70				Forest Lake			14	42	14
	Cobble Hill	Senior	45	45				Woodbury		45			
	Transitional Housing	Family	3			3		Oakdale					3
	Raymie Johnson Sr	Sen/Dis	96	96				Oak Park Hts		96			
	Raymie Johnson TH	Family	24		24			Oak Park Hts		24			
	Whispering Pines	Sen/Dis	40					Forest Lake		20			20
Joint Ventures	Scattered Site	Family	56		56			Varies		34			22
	Piccadilly Square	62+ Senior	79	79				Mahtomedi			63	16	
	The Groves	Family	67	67				Cottage Grove				67	

***Scattered Site Units:** Numbers do not reflect actual incomes of households but only the maximum number of units permitted under income category. HUD requires that at least 40% of the units have incomes at or below 30% AMI. A majority of tenants have incomes at 30% AMI or lower.

****Income Restrictions:** Numbers do not reflect actual incomes of households but only the maximum number of units permitted under the tax exempt bond requirements regulated by the IRS. Actual incomes average lower than the maximum income limits permitted by the IRS.

Waiting and Interest Lists for Washington County CDA Properties and Joint Ventures

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	112
John Jergens	73
Muller Manor	79
Oakhill Cottages	64
Pioneer	24
Cobble Hill	120

Interest Lists - Multi-Family	
Property	# on List
Park Place I	101
Park Place II	0
Briar Pond	66
Brick Pond	66
Woodland Park	242
Piccadilly Square - JV	29
The Groves - JV	67

Waiting Lists	
Property	# on List
Raymie Johnson	55
Scattered Site	52
Whispering Pines	23
TrailSide	177

Interested Party Lists:

The properties maintain an Interested Party List for those prospects interested in renting from one of our communities. Lists are maintained for each individual property and for each size of unit that property provides. An Interested Party List differs from a waiting list, as a waiting list requires that we contact prospects in the order they were placed on the list, whereas an Interested Party List allows us to contact all persons interested simultaneously. When we receive notice for a unit, we refer to the Interested Party List and make every effort to contact all persons interested in that type of unit at the same time, by phone and by mail. The first person to respond and place a deposit on the available unit will have that unit reserved for them. We make three attempts to contact someone on the Interested Party List. If they do not respond after three attempts have been made, we remove their name. They can be placed back on the list if they contact us again and request it.

*Continued on next page

Waiting List - Project Based Section 8 (Raymie Johnson):

Names are added to the Project Based Section 8 waiting list for Raymie Johnson based on the date and time the prospective resident applies. The waiting list is monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As units become available, those residents on the list are contacted, in the order they were placed on the list. Only one resident is contacted at a time and only one application can be processed at a time. Considering that the length of time to process an application is between 30-45 days, there are times where a unit is vacant for a period of time during this process. The timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give to their current housing provider. There are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

Waiting List - Public Housing Scattered Site

Names for this program are required to be drawn both from the WCCDA and MPHA waiting lists, according to the Hollman Consent Decree. The request for the number of names will be equal between the two lists. Applicants from both lists will have 14 days to respond. Responses from the MPHA list will take priority over the WCCDA list. If there are no responses from the MPHA list, staff will move forward with processing applications for the responses from the WCCDA list. WCCDA will continue with this process until the unit is filled. This list is also monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As with the Project Based Section 8 waiting list, the time to process an application is around 30-45 days and a unit may remain vacant for a period of time due to that timeline. Additionally, the timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give their current housing provider. Similar to the Project Based Section 8 waiting list, there are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

HOUSING ASSISTANCE PROGRAMS NOVEMBER 2017

1. Housing Choice Voucher Program in November

Currently administering: 486 voucher participants
Portability into the County: 4 families ported in

2. Family Self Sufficiency

23 people are enrolled in Family Self Sufficiency.

3. Bridges

Bridges I is an MHFA funded program for households with at least one adult member who has a serious and persistent mental illness. There are preferences for those individuals who are homeless. Currently there are 27 households leased on this program.

Bridges II is funded by Washington County. It operates exactly like Bridges I and currently has 14 participants.

Bridges Regional Treatment Center is an MHFA funded program specifically for persons ready to exit the Anoka Regional Treatment Center who are homeless. Currently 1 person has leased up.

4. Shelter Plus Care/ Continuum of Care

Currently there are 26 households. The budget for Shelter Plus Care allows for enough money to provide landlords with security deposits, vacancy loss payments, damage claims and rent payments.

5. Inspections

34 inspections were completed in November 2017.

6. PIC Count

Public and Indian Housing Information Center (PIC) is a tracking system that updates HUD on the monthly activities of the housing programs. It is used specifically for Section 8/Housing Choice Voucher and for the Public Housing programs. After every tenant recertification, the Housing Authority is required to upload related data files to HUD. This allows HUD to determine that housing activities are happening on a timely basis and allows HUD to extrapolate the costs of the housing programs. At this time, HUD requires a minimum 95% reporting rate. This reporting rate and the accuracy of the report will become more and more important as HUD shifts away from the Housing Authority reporting in the Voucher Management System (VMS) and begins to rely on the PIC system to determine the budget authority of the Housing Authority. This shift in data sources is estimated to happen in 2017. When this change happens it will be very important to have at minimum a 98% reporting rate. At the Washington County CDA, administrative staff upload the data files to PIC and monitor PIC to assure that all HCV tenant files have been accepted and are properly attributed to the CDA. Shelter staff upload the Public Housing files. HUD provides the reporting rate monthly. It is possible to report more than 100% because of port-ins and new issues for that month.

Housing Choice Voucher Reporting Rate:	110.21%
Public Housing Reporting Rate:	99.03%

7. Unit Months Leased AND HAP budget expended

Unit Months Leased (UML) refers to the number of CDA owned vouchers under lease each month. The Washington County CDA has 90 vouchers. This 90 multiplied by 12 months equals the maximum amount of unit months that the CDA can have in a year (1080). In order to be a high performer under the Section 8 Management Assessment program (SEMAP), the CDA must use 98% of the available annual UMLs or 98% of its annual budget authority (HAP).

2017 UNIT MONTHS

MONTHS	UNIT MONTHS LEASED	UNITS ISSUED	UNIT MONTHS LEASE TO DATE	98% MINIMUM LEASED	POTENTIAL TOTAL UNIT MONTHS LEASED TO DATE
JANUARY	88	1	88	88	90
FEBRUARY	89	0	177	176	180
MARCH	89	0	266	264	270
APRIL	89	0	355	352	360
MAY	89	0	444	440	450
JUNE	90	0	534	528	540
JULY	90	0	624	616	630
AUGUST	90	0	714	704	720
SEPTEMBER	90	0	804	792	810
OCTOBER	90	0	894	880	900
NOVEMBER	90	0	984	968	990
DECEMBER				1056	1080
TOTALS				1056	1080

2017 HAP

MONTHS	UNIT MONTHS LEASED	MONTHLY HAP SPENT	ADDITIONAL REQUESTS FROM RESERVES	98% OF MONTHLY HAP BUDGET	MONTHLY HAP BUDGET AUTHORIZED
JANUARY	88	\$53,343		\$51,729	\$52,785
FEBRUARY	89	\$55,638	\$1,800; \$1,300	\$54,767	\$55,885
MARCH	89	\$56,573	\$3,300	\$57,206	\$58,373
APRIL	89	\$56,937		\$53,972	\$55,073
MAY	89	\$57,253	\$1,200; \$2,300	\$57,402	\$58,573
JUNE	90	\$54,209		\$53,972	\$55,073
JULY	90	\$57,478		\$55,287	\$56,415
AUGUST	90	\$55,242		\$56,362	\$57,512
SEPTEMBER	90	\$57,619		\$56,362	\$57,512
OCTOBER	90	\$50,646		\$56,362	\$57,512
NOVEMBER	90	\$51,762		\$54,607	\$55,722
DECEMBER	90			\$57,455	\$58,628
TOTALS					

**NUMBER OF FAMILIES RECEIVING RENTAL ASSISTANCE
BY PROGRAM AND LOCALITY
November 2017**

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	TOTAL
Afton	1				
Bayport	1				1
Cottage Grove	59		4		63
Forest Lake	32	8	6		46
Hugo	3				3
Lake Elmo	1				1
Lakeland			1		1
Landfall					0
Mahtomedi	23				23
Marine on St. Croix	0				0
Newport	13		1		14
Oakdale	179	5	13	1	198
Oak Park Heights	2	1			3
Scandia	2				2
St. Croix Beach	1				1
St. Mary's Point	1		1		2
St. Paul Park	14		1		15
Stillwater	49	9	13		71
Willernie					0
Woodbury	102	3	1		106
Other	4				4
TOTAL	486	26	41	1	554



Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Date: December 19, 2017
RE: Executive Director Report

County 2018 Legislative Agenda

The County Board has adopted its 2018 Legislative Agenda and has agreed to include (for three years in a row) the CDA recommended initiative to add affordable senior housing as an eligible use of Housing Infrastructure Bonds (see Attachment A).

Federal Legislation

As of the writing of this memo, House and Senate conferees are finalizing the provisions of the Tax Reform Act. At stake is several provisions regarding bonding and tax credit tools that directly impact the production of affordable work force and senior housing. Minnesota Housing and many other groups are in communication with the Minnesota delegation and the conference committee. An update will be provided at Tuesday's meeting.

County Comprehensive Planning

I participate in the Steering Committee along with county department heads regarding oversight on the county's comprehensive planning process, and attended a meeting this month to look ahead to the process next year. CDA staff has been directly involved in the county's Housing and Economic Development Chapter. Drafts of these documents will be available in early 2018 and public engagement activities will also be announced.

National NAHRO Community Revitalization and Development Committee

I have been asked to participate in a national committee for the National Association for Housing and Redevelopment Officials on redevelopment/revitalization issues. The Committee convenes through conference calls and in person meetings at various conferences. NAHRO policy requires that committee members advise their Boards. This is an opportunity where I can contribute valuable insights from the CDA's experience as well as other jurisdictions in Minnesota, but also bring back information from other jurisdictions across the nation. In addition, I can communicate the importance of federal programs in community development issues. Previously, NAHRO used the CDA's success stories using CDBG funds as part of its effort to maintain funding for this program. This is a two year commitment. Please let me know if you have any questions or concerns.

FUNDING FOR AFFORDABLE SENIOR HOUSING (SERVING OUR SENIORS)

Position:

The Washington County Community Development Agency (CDA) is seeking the support of the Washington County Board to aid in lobbying the State of Minnesota for the creation of programs and policies to facilitate the construction of new affordable senior housing units.

Issue:

As the population of Washington County ages and as people live longer, demand for senior housing options is growing. More individuals are seeking homes that require less maintenance and facilitate the cost-effective provision of services that enable seniors to age in place safely.

The number of residents over the age of 65 is growing rapidly. In just the next five years, Washington County's population ages 65 and over will grow by nearly one-third. Roughly 10,000 additional residents will fall in this age category. The population of residents between ages 55 and 64 will grow by an additional ten percent.

It is estimated that the most difficult to serve will be older adult households "in the middle", those who cannot afford the high cost of private pay, market rate senior housing because they are unable to find vacant, affordable, age-restricted housing. Many choose to stay in a home that is too large and presents physical and financial burdens to maintain.

Further, the practical constraints faced by private developers in terms of financing often means that our poorest residents do not get served at all absent some type of assistance or intervention from the public sector.

State-level policy has become more favorable to affordable senior housing in recent years. We have seen increases in support for housing infrastructure bonds, though state allocation criteria has historically disadvantaged senior housing proposals, instead preferring a more universal housing design that is targeted at younger families.

The CDA has met with leadership at Minnesota Housing to discuss this issue and has partnered with other housing agencies in the state to commission a special report (published in 2014) on the senior housing market that clearly defines the housing needs for our low-income seniors throughout the state.

Support and Opposition:

The broader community of agencies and non-profit groups coordinated through the Homes for All coalition has been effective in lobbying for record-level state support for affordable housing. Many of those organizations will be supportive of these efforts as well. Opposition may come from certain groups within that coalition if those groups perceive that funding for senior housing may come at the expense of funds supporting their particular niche. There may also be general opposition from those

who choose to believe that the affordable housing crisis can be solved without assistance from state and local housing agencies.

Minnesota Housing is also supportive of allowing affordable senior housing as an eligible use of housing infrastructure bonds, which would provide another potential source of assistance.

Previous Consideration:

This position was part of the county's legislative agenda last year. During that time, local housing agencies have continued collaborations with Minnesota Housing and members of relevant legislative committees to determine an appropriate path forward. All agencies remain in agreement that the issue of affordable senior housing is unlikely to be resolved without some kind of further action on the part of the state.

No Action:

The CDA could still act within its autonomous status, but would prefer to do so with the support of the County Board.

Financial Implication:

Projects are still likely to require local investment as a component of securing assistance from the state. To that extent, local governments may have to issue general obligation bonds or other public financing tools in support of any senior housing projects that are pursued.

Contact Person:

Barbara Dacy, Executive Director
Washington County Community Development Agency
651-458-6556

barbarad@washingtoncountycda.org

CLOSED EXECUTIVE SESSION

TO BE SENT UNDER SEPARATE COVER