



BOARD MEETING PACKET

February 20, 2018

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

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

**CDA BOARD AGENDA
February 20, 2018**

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

<u>Item No.</u>		<u>Page No.</u>
2	3:00 P.M. <u>CALL REGULAR MEETING TO ORDER</u>	
3	<u>ROLL CALL</u>	
4	<u>OPEN FORUM</u>	
5	<u>CONSENT CALENDAR</u>	
	Minutes of Regular Meeting January 16, 2018	4
	Minutes of Finance Committee Meeting January 16, 2018	8
	Abstract of Bills January 31, 2018 Total \$1,450,815.67	12
	A-1 <u>Resolution No. 18-05.</u> Resolution Approving Pre-development Finance Fund Policy Application and Grant Agreement. (Chris)	23
	<u>NEW BUSINESS</u>	
6	A-2 <u>Resolution No. 18-06.</u> Resolution Authorizing Reservation of Gap Financing for Redevelopment and Rental and Ownership Housing in Washington County (GROW) Fund for Habitat for Humanity's Cottage Grove Municipal Pool Redevelopment; and Authorizing Execution of Related Loan Documents (Melissa)	32
	A-3 <u>Resolution No. 18-07.</u> Resolution Authorizing Fund Transfers for 2017 and 2018. (Aaron)	38

A-4	<u>Resolution No. 18-08. Resolution Amending The Classification And Compensation Plan; Creating The Position Of Accounts Payable Clerk; Establishing Salary Range (Ryan)</u>	45
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DISCUSSION

7	D-1 Situational Leadership (Kelly Weiley)	50
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REPORTS

	<u>COMMUNITY DEVELOPMENT DEPARTMENT</u> January 2018 Report Melissa Taphorn	61
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	<u>ECONOMIC DEVELOPMENT DIRECTOR</u> January 2018 Report Chris Eng	64
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	<u>FINANCE & PROPERTY MANAGEMENT</u> January 2018 Report Aaron Christianson	67
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	<u>RENTAL ASSISTANCE</u> January 2018 Report Ann Hoechst	89
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	<u>EXECUTIVE DIRECTOR</u> January 2018 Report Barbara Dacy	93
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9	<i>A portion of this meeting may be closed to the public pursuant to Minnesota Statute Section 13D.03 or 13D.05.</i>	
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10	<u>ADJOURN</u>	
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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 January 16, 2018. 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; Kathryn Paulson, Community Development Project Manager; Ryan Gruber, Human Resources and Communications Coordinator; Bill Lightner, Community Development Project Manager; and Leni Healy, Administrative Assistant.

Also present: Kaela Brennan from McGrann, Shea, Carnival, Straughn & Lamb.

ELECTION OF OFFICERS

Barbara Dacy indicated that Election of Officers of the Board of Commissioners typically takes place at the first meeting of the year. Commissioner Widen stated that he would like to have Commissioner Hargis's input concerning officers. Commissioner Zeller indicated that he would be in favor of keeping the same slate of officers that were currently serving.

Commissioner Miron moved to retain the current officers for another year. Commissioner Ryan seconded the motion. Motion carried 6-0.

Meeting called to order at 3:05 p.m.

ROLL CALL

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

Commissioner absent: Hargis.

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
December 19, 2017

Abstract of Bills, December, 2017
Total: \$1,989,780.49

A-1 Resolution No. 18-01. Resolution Authorizing the Submission of an Application for 2018 Community Development Block Grant Funds for the Woodland Park Bathtub Valve Replacement Project.

A-2 Resolution No. 18-02. Resolution Authorizing Execution on Behalf of Glen at Valley Creek LLC of a Construction Contract for the Glen at Valley Creek Apartments.

A-3 Resolution No. 18-03. Resolution Authorizing Mileage Reimbursement Rate of 2018.

A-4 Resolution No. 18-04. Resolution Authorizing Completion and Submission of Pay Equity Implementation Report for 2018.

Commissioner Widen moved to approve the Consent Calendar, seconded by Commissioner Miron. Motion carried 6-0.

DISCUSSION

D-1 Predevelopment Finance Fund Update

Chris Eng reviewed the highlights of feedback related to economic development from the 2017 CDA/Community Strategic Planning Meetings. He indicated that there were many requests for site analysis and feasibility status assistance. Requests were also made to help with increasing inventory of shovel-ready commercial and industrial sites within the County. These requests are consistent with the 2017-2019 Economic Development Plans. The Department of Employment and Economic Development and Metropolitan Council are no longer providing technical assistance or funding for such projects so there is an unmet need.

Mr. Eng explained the proposed Predevelopment Finance Fund. The purpose of the fund would be to provide predevelopment grants to cities, townships and local government development authorities located in Washington County. The funds would be used to: 1) increase the availability of shovel ready properties in the county; 2) provide opportunities for our existing businesses to stay and grow here in Washington County; 3) spur new business development and job opportunities in the County; 4) provide opportunities for business diversity; 5) increased commercial and industrial market values within Washington County, and 6) assist with removing blighted properties.

Mr. Eng outlined the proposed details of the program. He indicated that there would be two levels of grant funding. A small pool would include a lower level of funding of grants totaling less than \$10,000. A larger pool would include grant amounts between \$10,000 and \$40,000. Grant amounts would not exceed \$40,000 per year, per city, and must be a 1 to 1 (CDA funds to local funds) match for grants of \$10,000 or more and .05 to 1 (20% local to every \$1 of CDA funds) match for grants of less than \$10,000. Applicants would be able to use non-public funds as local match. In-kind contributions would not be considered a match.

Mr. Eng proposed that the Economic Development Director be authorized to award grants of less than \$10,000. Grants ranging from \$10,000 to \$40,000 would be awarded by the CDA Board of Commissioners. Applications would be reviewed and ranked in the order in which they were received. A minimum of 60 points must be scored to be funded. Applications for the larger fund would be processed for the next available Board meeting for Commissioners' consideration.

Commissioner Miron asked about who could provide matching funds. Mr. Eng responded that the funds would be for cities, townships and local governments, not contractors. Commissioner Miron asked about liability protection in case a city overspent their grant award. Mr. Eng explained that the contract language would include a "not to exceed" clause plus the grants would be on a reimbursement basis. Reimbursements would not be paid over the grant amount. Commissioner Widen asked if there would be a total maximum per city or could a city receive multiple maximum awards. Mr. Eng indicated that a city would be able to receive one maximum award. Commissioner Zeller indicated that there would not be a shortage of applicants and it would be best to spread out the grants. Commissioner Miron stated that the fund would be a good return on investments.

Mr. Eng indicated that staff would schedule the policy for approval for the February Board meeting. If approved, the program would begin receiving applications on March 1, 2018.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Ms. Taphorn reported that approvals were secured prior to the end of the year from all public bodies required to authorize the issuance of bonds by Dakota County CDA for the Glen at Valley Creek. The new federal tax law maintained the tax exemption on private activity bonds and it was therefore unnecessary to close on the sale before the end of the year. Additional negotiation will take place regarding the sale and investment of the bond proceeds and terms of the tax credit investor equity proposal. An intake meeting with HUD has also been scheduled to get the formal application process for the first mortgage underway. Staff aims to close on the entire financing package in April.

Ms. Taphorn provided a year-end review for the Development and Homeownership divisions. Commissioner Zeller noted that the average income for participants using the Subsurface Sewage Treatment System programs was close to \$92,000. He asked if income was a factor. Ms. Taphorn replied that the loan program does not have an income limit but a household's ability to pay is a factor. Commissioner Zeller asked if the CDA used the total amount of funds in the program. Ms. Taphorn answered that applications were less than the amount available.

ECONOMIC DEVELOPMENT DIRECTOR

No further update.

FINANCE & PROPERTY MANAGEMENT

Mr. Christianson indicated that he had no further update. Commissioner Zeller asked if the Agency was over or under budget for the year. Mr. Christianson responded that it appeared that the Agency would end the year \$12,000 under budget but would have to complete the December bank statement reconciliation before being completely certain. Commissioner Zeller commented that the Agency appeared to be on track for the year.

Commissioner Miron asked about attorney fees for the Newport issue. Mr. Christianson replied that those fees appeared to be \$140,000 to date.

RENTAL ASSISTANCE

Ms. Hoechst announced that there was still no federal budget in place. She indicated that federal budget approval was also an issue in 2013. If the federal government shuts down, it could impact the rent subsidies paid for the Agency's ninety vouchers plus the four hundred eighty-four recipients in Washington County who receive their funding from other agencies. Ms. Hoechst indicated that the Agency has already established a policy in case the federal budget approval is delayed for a lengthy period.

EXECUTIVE DIRECTOR

Ms. Dacy informed the Commissioners that long-term employee Sandi Moore had passed away following health issues.

Ms. Dacy indicated that a committee would be reviewing the role of the current employee assistance programs and annual employee appreciation event. A personnel committee will be established with Ryan Gruber leading that committee.

The Executive Committee reviewed Ms. Dacy's performance for the past year. She received a score of 3.16 which exceeds the performance expectations.

Ms. Dacy announced that the new website has been launched. It was designed to be user friendly with search features and direct contact with appropriate departments for questions and comments.

Ms. Dacy announced that the City of Newport would be holding a meeting concerning the special legislation on Thursday evening. The Mayor had also requested a joint session with the agency. The meeting could convene as soon as February 20th. Ms. Dacy indicated that the deadline for resolution adoption would be January 2019.

Commissioner Zeller indicated that it would be wise to meet as soon as an agenda can be developed. Commissioner Widen asked if an agreement would affect the Tax Increment Funding (TIF). Ms. Dacy indicated that the TIF would not be affected. Commissioner Zeller remarked that perhaps the meeting could be scheduled but would like to have Newport's resolution approved before the meeting. Commissioner Dingle commented that it would show a good faith effort to move the issue forward. Commissioner Zeller asked if the Agency would have representation at Newport's meeting on Thursday evening. Ms. Taphorn indicated that she would be available to attend. Commissioner Miron stated that it would be a good idea to have agency staff at the Newport meeting.

Commissioner Belisle asked if there was an appeal deadline. Ms. Taphorn responded that there is a sixty-day period to appeal. Commissioner Belisle indicated that he would be unavailable in February and March. Commissioner Zeller indicated that he had conflicts in March and April.

CLOSED EXECUTIVE SESSION

Commissioner Miron moved to go into Closed, Executive Session regarding 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, seconded by Commissioner Widen. Motion carried 6-0 at 3:48 PM.

Commissioner Miron moved to close the Executive Session and return to the regular session, seconded by Commissioner Ryan. Motion carried 6-0 at 4:18 PM.

ADJOURN

Commissioner Widen moved to adjourn the Board meeting, seconded by Commissioner Miron. Motion carried 6-0.

Meeting adjourned at 4:19 PM.

Chair/Vice Chair Commissioner

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

The Finance Committee Meeting was held Tuesday, January 16, 2018 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present: Barbara Dacy, Executive Director; Aaron Christianson, Director of Finance, and Leni Healy, Administrative Assistant.

Invited Guest: David Mol, CPA/Partner, Redpath and Company.

Meeting called to order at 3:00 pm by Commissioner Zeller.

ROLL CALL

Commissioner Zeller, Commissioner Widen and Commissioner Belisle were present.

DISCUSSION

D-1 Redpath and Company Discussion on the Audit Process

Aaron Christianson introduced David Mol, CPA and Partner, Redpath and Company who will discuss the 2017 audit. Mr. Christianson explained that interim fieldwork for the audit was conducted on December 13 and 14, 2017. The final fieldwork is scheduled for April 2 through April 15, 2018.

Mr. Mol presented information concerning the audit scope, staffing, schedule, progress and new accounting standards.

Mr. Christianson requested that Mr. Mol expand discussion on risk assessment to identify which areas are getting extra attention. Mr. Mol responded that the auditors' goal is to be able to say that the financial statements are free of material misstatement. They determine different materiality from different classes of transactions and balance sheet accounts. They establish the type of transactions that are being conducted then determine the risk of material misstatements which is where the auditors will spend more time and more intense review.

Commissioner Belisle asked Mr. Mol if a dollar amount was attached to identification of risk. Mr. Mol indicated that the dollar amount of materiality is set by opinion unit. He explained that examples of opinion units would include business-type activity, government activities, housing assistance and community development. He further explained that materiality is considered for each of opinion unit in both quantitative (monetary value) and qualitative (industry characteristics) terms.

Commissioner Zeller commented that the Agency minutes will prepare the auditors for the litigation concerning the Newport project. Mr. Christianson indicated that he has apprised the auditors of the Newport issues during their quarterly meetings.

Commissioner Widen asked how the risks with Newport are reported. Mr. Christianson indicated that it depends on the likelihood of the case negatively impacting the CDA. In some cases nothing needs to be reported. In others, footnote disclosure would be required, or in an extreme case, a liability would be recorded. Commissioner Zeller asked if the budget had been adjusted for unplanned legal expenses. Mr. Christianson stated that at the November meeting, a budget adjustment for litigation was part of the consent agenda which was approved.

Commissioner Belisle was concerned with certain Newport lots that are considered agency assets and wondered about the real value of those assets versus the purchase price. Mr. Christianson indicated that they will make a determination at the end of the year to determine if the value is still current or if the agency needs to write down the cost to market value. Ms. Dacy further explained that the attorneys will also include such information in their attorney's statements as part of the disclosure procedures. Mr. Christianson indicated it is a requirement to evaluate such issues annually and make appropriate adjustments. Commissioner Widen asked if there was a formal process for these procedures. Mr. Christianson stated several options existed.

Commissioner Zeller asked if the agency had the ability to recapture any losses resulting in the sale of devalued properties. Ms. Dacy indicated that tax increment funding would be available. Mr. Christianson further explained that any amount resulting from a land sale would lower the overall amount of tax increment funding the agency would receive.

D-2 Special Tax Collection and Deposit Agreement Discussion

Mr. Christianson explained that the agency has a special tax collection and deposit agreement from 1996 which was amended in 2002. The agreement states that the Agency's levy will be deposited with a Trustee. The Trustee will use the money to make sure that the debt service on the bonds was satisfied and then distribute the excess cash to the Agency. This system worked well until 2012 when the Agency refinanced and refunded all the loans because most of the debt service was paid by levy. In 2012, the agency pledged all other assets against the bonds and the levy became more of a tool used to fund other initiatives such as community development and economic development. The problem with the agreement is that all of the agency rents and levies are deposited into trust and cannot be accessed for two to two and half months. This process makes it difficult to access money which could cause cash flow issues.

Mr. Christianson and our attorney, Mr. Cooper, approached the County with an amendment to update the agreement that includes all bond issues and adds new custodial language and a shorter distribution period. The County is now satisfied with the amendment in which the County's role is limited to ensuring that the money goes to trust.

Mr. Christianson informed the Committee that several old bond documents and agreements need to be reviewed and updated.

Commissioner Belisle asked if there were bonds that the agency could refinance. Mr. Christianson answered that Briar Pond HUD mortgage may be a consideration. Currently the rate is 3.78% and could be lowered to 3.45% but there is a prepayment penalty of about \$400,000 and closing costs and loan fees of \$200,000. The amortization rate would reset to thirty-five years. Overall the Agency would pay about \$2 million more in interest and it would only create \$45,000 extra cash annually. Commissioner Zeller wondered why the amortization was such a lengthy period. Mr. Christianson indicated that term is set by HUD. Mr. Christianson indicated it may be an option to consider at another time.

Mr. Christianson indicated that the Agency needs to begin planning for large capital improvement projects. He indicated that the reserve was adequate for small projects but with aging buildings, it may not be enough for larger projects. Commissioner Belisle asked if the annual reserve should be reconsidered. Mr. Christianson indicated that with the 2019 budget planning, the reserve will be re-evaluated. Commissioner Belisle asked if there was a consideration per unit/per year. Mr. Christianson replied that it is all part of the levy set-aside. He said that \$1.4 million goes to capital projects, of which, \$260,000 goes into long term capital reserve. Ms. Dacy indicated that capital reserves had traditionally been funded by transferring a routine amount of the levy. In 2012, Ehlers helped the agency identify a target for the capital reserve amount.

Commissioner Zeller indicated that in the private market considerations are made for capital improvements and changing trends. There is also a consideration for selling properties. He indicated that now is a good time to sell. Ms. Dacy stated that the agency business model is structured around property revenues. If the agency sold a property, that amount of revenue which generated rents would have to be made up somewhere. She indicated that the other piece to the consideration is that communities request certain types of housing or investments such as affordable, senior housing.

The Committee discussed dates for the next meeting. Commissioner Belisle suggested that Staff have an internal discussion concerning the next meeting date and inform the Committee when the meeting would take place.

ADJOURN

Commissioner Zeller moved to adjourn, seconded by Commissioner Widen. Motion carried 3-0.

Meeting ended at 3:52 p.m.

Chair/Vice Chair Commissioner

Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2018

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80239	Minnehaha Manor	1/2/2018	\$ 917.00
80240	Geneva Village Apartments	1/2/2018	329.00
80241	Upstream Properties, Inc.	1/2/2018	623.00
80242	Orleans Homes	1/2/2018	1,705.00
80243	Mark Court Apartments	1/2/2018	1,036.00
80245	Woodland Park Apartments	1/2/2018	2,562.00
80246	Barry Torgerson	1/2/2018	497.00
80247	Canvas Health Inc.	1/2/2018	5,123.00
80248	Village Apartments	1/2/2018	1,458.00
80249	Curve Crest Villas	1/2/2018	1,234.00
80250	Forest Ridge Townhomes	1/2/2018	5,813.00
80251	Briar Pond Apartments	1/2/2018	1,107.00
80252	Brick Pond Apartments	1/2/2018	830.00
80253	Oakdale Village	1/2/2018	2,856.00
80254	Cottages Phase III	1/2/2018	569.00
80255	Cypress Sr. Living	1/2/2018	2,335.00
80256	Gentry Place	1/2/2018	617.00
80257	Edward Kunnary	1/2/2018	1,250.00
80258	Common Bond City Walk Ltd	1/2/2018	776.00
80259	Cottages of Stillwater	1/2/2018	468.00
80260	Forest Oak Apartments LP	1/2/2018	630.00
80261	Michael Butchko	1/2/2018	421.00
80262	The Groves Apartments LLC	1/2/2018	482.00
80263	Yvette DuFresne	1/2/2018	545.00
80264	Stillwater Greeley LLC	1/2/2018	589.00
80265	956 Associates LLP	1/2/2018	388.00
80266	Richard T Curtin	1/2/2018	650.00
80267	Xcel Energy -(UR)	1/2/2018	239.00
80268	Steve Johnson Company	1/2/2018	477.00
80269	Fournier, Thomas	1/2/2018	927.00
80270	10 Point LLC	1/2/2018	595.00
80271	Oolman Property of 255 Dejon C	1/2/2018	1,167.00
80272	Health Partners	1/5/2018	15,299.18
80273	Cardmember Services	1/5/2018	1,359.53
80274	KONE, INC	1/5/2018	452.52
80275	Comcast - Business	1/5/2018	302.34
80276	Verizon	1/5/2018	595.87
80277	Program participant	1/5/2018	314.49
80278	Raintree HOA	1/9/2018	1,812.00
80279	Charter Oak Homeowners Assoc.	1/9/2018	796.00
80280	Pinecrest Villas of Woodbury H	1/9/2018	2,580.00
80281	Woodcliff Carriage Homes Assoc	1/9/2018	887.00
80282	Windwood HOA	1/9/2018	2,880.00
80283	Hallmark Ponds Homeowners Asso	1/9/2018	920.00
80284	Deer Run Home Owners Assoc.	1/9/2018	860.00
80285	Westwood Townhouse Association	1/9/2018	1,360.00
80286	Ridgegate Third Addition Assoc	1/9/2018	923.52

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2018**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80287	Charter Oaks Homeowners Assoc.	1/9/2018	1,280.00
80288	Pinetree Pond First Associatio	1/9/2018	1,588.80
80289	Colby Lake 4th Association	1/9/2018	2,364.00
80290	Strates Farm HOA	1/9/2018	836.00
80291	Alderwood Homeowners Associati	1/9/2018	1,760.00
80292	Bright Keys of Heather Ridge	1/9/2018	1,000.00
80293	Spinnaker Cove Courthome Assoc	1/9/2018	760.00
80294	Spinnaker Cove Courthomes II	1/9/2018	2,421.00
80295	Pendryn Villas Homeowners Asso	1/9/2018	840.00
80296	Quarry Ridge Homeowners Assoc.	1/9/2018	4,816.32
80297	Highland Townhome Association	1/9/2018	1,840.00
80298	Steepleview Place Townhome	1/9/2018	980.00
80299	Tall Tree Townhome Association	1/9/2018	485.00
80300	Lakepointe Carriage Homeowners	1/9/2018	760.00
80301	Canterbury HOA	1/9/2018	724.00
80302	Chamberlain HOA	1/9/2018	800.00
80303	Woodbury Hill East	1/9/2018	920.00
80304	Ridgegate 4th Addition Associa	1/9/2018	960.00
80308	Nan Mckay & Associates	1/12/2018	398.00
80309	City of Oakdale	1/12/2018	6,898.87
80310	Redpath and Company	1/12/2018	5,500.00
80311	Johnstone Supply	1/12/2018	2,278.72
80312	St. Paul Pioneer Press	1/12/2018	432.08
80313	Innovative Office Solutions LL	1/12/2018	462.44
80314	Xcel Energy	1/12/2018	18,444.80
80315	City of St. Paul Park	1/12/2018	5,320.28
80316	City of Cottage Grove	1/12/2018	2,400.00
80317	Housing Link	1/12/2018	469.00
80318	T R Computer Sales	1/12/2018	3,856.49
80319	All, Inc.	1/12/2018	1,773.00
80320	Sundberg America LLC	1/12/2018	399.25
80321	Madden Galanter Hansen LLP	1/12/2018	56.80
80322	City of Woodbury	1/12/2018	1,192.86
80323	Washington County Accounting &	1/12/2018	35,929.37
80324	Barbara Dacy	1/12/2018	167.99
80325	MN Pollution Control	1/12/2018	437.50
80326	Ann Hoechst	1/12/2018	25.15
80327	Purchase Power	1/12/2018	1,000.00
80328	Allstream	1/12/2018	163.00
80329	AFLAC	1/12/2018	102.00
80330	SRC, Inc.	1/12/2018	366.50
80331	Ehlers & Assoc. Inc	1/12/2018	575.00
80332	AFSCME Council 5	1/12/2018	729.66
80333	Waste Management of WI-MN	1/12/2018	1,162.70
80334	Robert B. Hill Co.	1/12/2018	307.50
80335	Cermak Rhoades Architects Inc	1/12/2018	8,754.75
80336	Spok, Inc.	1/12/2018	30.06

Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2018

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80337	Coordinated Business Systems	1/12/2018	42.09
80338	Maintenance Service Solutions	1/12/2018	942.50
80339	Lindsey Software Systems, Inc.	1/12/2018	556.24
80340	Becky Nelson	1/12/2018	185.08
80341	Ann Lindquist	1/12/2018	120.91
80342	Menards - Oakdale	1/12/2018	211.38
80343	Metrowide Engagement on Shelte	1/12/2018	15,253.84
80344	Pitney Bowes Global Financial	1/12/2018	601.83
80345	Comcast	1/12/2018	1,793.20
80346	Erickson Plumbing Heating Inc	1/12/2018	43,446.00
80347	Fischbach Construction, Inc.	1/12/2018	750.00
80348	Dougherty Mortgage, LLC	1/12/2018	43,500.00
80349	Midcontinent Communications	1/12/2018	31.39
80350	Paffy's Pest Control, Inc.	1/12/2018	245.00
80351	Designed Energy Savings, Inc.	1/12/2018	946.00
80352	B. D. Stevens Landscaping	1/12/2018	800.00
80353	Great American Business Prod.	1/12/2018	111.30
80354	Esultants Web Services	1/12/2018	50.00
80355	Bill Lightner	1/12/2018	86.14
80356	Shelter Corporation	1/12/2018	1,053.14
80357	Canvas Health Inc.	1/12/2018	3,895.09
80358	Rumpca Services Inc.	1/12/2018	7,036.00
80359	Culligan	1/12/2018	59.00
80360	Watson Appliance Service Inc	1/12/2018	300.93
80361	ECM Publishers, Inc.	1/12/2018	237.00
80362	Abbott Paint & Carpet Company	1/12/2018	1,829.80
80363	Menards- Cottage Grove	1/12/2018	220.05
80364	Menards-Stillwater	1/12/2018	234.38
80365	MJ's Contract Appliance Inc	1/12/2018	372.00
80366	Lakeside Townhomes Ltd Partner	1/12/2018	580.18
80367	Pondview Townhome Ltd Partners	1/12/2018	725.23
80368	Republic Services #923	1/12/2018	8,043.32
80369	Shelter Corporation	1/12/2018	46,633.70
80370	MN Department of Labor & Indus	1/12/2018	200.00
80371	Renovation Systems, Inc	1/12/2018	1,813.42
80372	HD Supply Facilities Maintenanc	1/12/2018	646.29
80373	Sherwin Williams - Cottage Gro	1/12/2018	18.44
80374	J. D. Windows & Doors, Inc.	1/12/2018	628.00
80375	Hanbery & Turner, PA	1/12/2018	45.00
80376	Vincenzo Catering	1/12/2018	3,833.29
80377	A Vivid Look	1/12/2018	250.00
80378	Move Sales, Inc.	1/12/2018	97.00
80379	Melissa Taphorn	1/12/2018	490.82
80380	City Wide Maintenance of MN	1/12/2018	1,157.00
80381	Heather Posthumus	1/12/2018	9.99
80382	Dave Schaffer	1/12/2018	440.00
80383	G & K Services Inc	1/12/2018	24.48

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2018**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80384	My Coach, LLC	1/12/2018	612.00
80385	Comcast - Business	1/12/2018	302.14
80386	Verizon	1/12/2018	596.86
80387	Screening Reports Inc	1/12/2018	275.00
80388	Shred Right	1/12/2018	62.40
80389	Freedom Services Inc.	1/12/2018	100.00
80390	Real Estate Publishing Corp	1/12/2018	2,500.00
80391	Allegra Marketing Printing Mai	1/12/2018	130.00
80392	Justin Taylor Companies LLC	1/12/2018	3,485.00
80393	Program participant	1/12/2018	520.11
80394	Greater Metropolitan Housing C	1/12/2018	41,800.00
80395	Program participant	1/12/2018	517.37
80396	Chuck Rogness	1/12/2018	30.00
80397	Program participant	1/12/2018	386.03
80398	City Sprint	1/12/2018	46.26
80399	CenturyLink	1/12/2018	3,870.68
80400	Washington County	1/12/2018	104,174.14
80401	Innovative Office Solutions LL	1/19/2018	117.88
80402	Xcel Energy	1/19/2018	683.00
80403	City of Cottage Grove	1/19/2018	60.00
80404	All, Inc.	1/19/2018	915.00
80405	Sundberg America LLC	1/19/2018	145.60
80406	City of Woodbury	1/19/2018	287.00
80407	Board of Water Commissioners	1/19/2018	443.20
80408	For Rent Media Solutions	1/19/2018	1,425.48
80409	Park Supply of America	1/19/2018	166.09
80410	Program participant	1/19/2018	20.00
80411	Program participant	1/19/2018	16.00
80412	Program participant	1/19/2018	119.00
80413	Program participant	1/19/2018	49.00
80414	Program participant	1/19/2018	47.00
80415	Program participant	1/19/2018	93.00
80416	Maintenance Service Solutions	1/19/2018	587.36
80417	Comcast	1/19/2018	564.22
80418	MEI Minnesota Elevator, Inc.	1/19/2018	726.17
80419	Erickson Plumbing Heating Inc	1/19/2018	125.00
80420	Resident News	1/19/2018	325.63
80421	Ziegler Inc.	1/19/2018	1,162.40
80422	Paffy's Pest Control, Inc.	1/19/2018	205.00
80423	B. D. Stevens Landscaping	1/19/2018	5,250.00
80424	City of Oak Park Heights	1/19/2018	5,299.84
80425	Shelter Corporation	1/19/2018	22,719.50
80426	Dialog One LLC	1/19/2018	130.00
80427	Needels Supply Inc.	1/19/2018	29.28
80428	Rumpca Services Inc.	1/19/2018	1,851.00
80429	ECM Publishers, Inc.	1/19/2018	55.30
80430	Menards-Forest Lake	1/19/2018	173.26

Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2018

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80431	Abbott Paint & Carpet Company	1/19/2018	120.00
80432	Dey Distributing Inc.	1/19/2018	37.74
80433	Advanced Disposal Solid Waste	1/19/2018	1,419.13
80434	Sherwin Williams - Cottage Gro	1/19/2018	24.80
80435	Kone, Inc.	1/19/2018	156.23
80436	Hanbery & Turner, PA	1/19/2018	472.50
80437	Frattallone's / Woodbury Ace	1/19/2018	20.00
80438	Advanced Communications	1/19/2018	110.00
80439	AmTrust North America	1/19/2018	529.00
80440	Shred Right	1/19/2018	41.60
80441	Ann Shimeall	1/19/2018	55.98
80442	LPL Financial	1/19/2018	1,173.77
80443	Justin Taylor Companies LLC	1/19/2018	2,120.00
80444	CoAct Consulting	1/19/2018	450.00
80445	Forest Lake Area Chamber of Co	1/19/2018	250.00
80446	Program participant	1/19/2018	43.97
80447	Program participant	1/19/2018	273.79
80448	Chuck Rogness	1/19/2018	7.92
80449	City of Oakdale	1/19/2018	142.20
80450	City of Oakdale	1/19/2018	5,975.00
80451	Washington County	1/26/2018	46.00
80452	Innovative Office Solutions LL	1/26/2018	416.34
80453	Star Tribune	1/26/2018	240.24
80454	Xcel Energy	1/26/2018	15,083.92
80455	Sundberg America LLC	1/26/2018	397.63
80456	City of Woodbury	1/26/2018	421.57
80457	Ace Hardware	1/26/2018	21.56
80458	MN Pollution Control	1/26/2018	62.50
80459	For Rent Media Solutions	1/26/2018	525.39
80460	Canvas Health Inc.	1/26/2018	2,055.00
80461	Purchase Power	1/26/2018	1,065.33
80462	Ehlers & Assoc. Inc	1/26/2018	6,000.00
80463	Cardmember Services	1/26/2018	5,193.29
80464	Molly Krakowski Consulting, In	1/26/2018	910.00
80465	US Bank Equipment Finance Serv	1/26/2018	3,324.94
80466	Chris Amdahl Locksmith, Inc.	1/26/2018	233.50
80467	CoreLogic Credco LLC	1/26/2018	219.00
80468	Maintenance Service Solutions	1/26/2018	2,869.29
80469	Loucks Associates	1/26/2018	4,523.59
80470	Metrowide Engagement on Shelte	1/26/2018	11,841.92
80471	Urban Land Institute	1/26/2018	660.00
80472	Erickson Plumbing Heating Inc	1/26/2018	350.00
80473	Resident News	1/26/2018	97.96
80474	Paffy's Pest Control, Inc.	1/26/2018	482.86
80475	Hokr Painting Inc	1/26/2018	385.00
80476	B. D. Stevens Landscaping	1/26/2018	6,075.00
80477	ThyssenKrupp Elevator Corp	1/26/2018	1,460.28

**Washington County CDA
Checks Issued
General Checking
January 1 - 31, 2018**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80478	Rumpca Services Inc.	1/26/2018	1,631.00
80479	McCarthy Well Company	1/26/2018	530.00
80480	Watson Appliance Service Inc	1/26/2018	465.88
80481	Turnover Apartment Painting In	1/26/2018	1,025.00
80482	Menards-Forest Lake	1/26/2018	372.52
80483	Menards- Cottage Grove	1/26/2018	103.71
80484	Menards-Stillwater	1/26/2018	649.12
80485	Dey Distributing Inc.	1/26/2018	236.14
80486	Highland Townhome Association	1/26/2018	40.00
80487	MJ's Contract Appliance Inc	1/26/2018	516.00
80488	Wilmar Industries	1/26/2018	489.05
80489	HD Supply Facilities Maintenan	1/26/2018	1,640.33
80490	J. D. Windows & Doors, Inc.	1/26/2018	761.50
80491	Summit Fire Protection	1/26/2018	300.00
80492	Apartments LLC	1/26/2018	365.00
80493	Andon, Inc.	1/26/2018	41.86
80494	City Wide Maintenance of MN	1/26/2018	1,157.00
80495	G & K Services Inc	1/26/2018	96.64
80496	My Coach, LLC	1/26/2018	93.00
80497	CenturyLink	1/26/2018	47.54
80498	Hamernick Decorating Center	1/26/2018	1,873.20
80499	Accountemps	1/26/2018	322.50
80500	Time Communications, Inc	1/26/2018	394.89
80501	Elena Shulman	1/26/2018	242.92
80502	MN Assoc of Prof Co. Econ Deve	1/26/2018	200.00
80503	Freedom Services Inc.	1/26/2018	35.00
80504	Project One Construction, Inc.	1/26/2018	170,050.00
80505	Banksystems Marketing, Inc.	1/26/2018	55.00
80506	Oakdale Chamber of Commerce	1/26/2018	300.00

TOTAL CHECKS: \$ 851,492.53

Washington County CDA
Checks Voided and Electronic Payments
General Checking
January 1 - 31, 2018

VOIDED		Check	
Check No.	Vendor Check Name	Date	Amount
80244	Ann Bodlovick Apartments	1/2/2018	\$ 456.00
80305	City Sprint	1/12/2018	46.26
80306	CenturyLink	1/12/2018	3,870.68
80307	Washington County	1/12/2018	104,174.14

Type	Vendor	Electronic Payment Date	ACH Amount
ACH	Dougherty Mortgage	1/2/2018	\$ 76,032.82
ACH	First State Bank Wyoming	1/2/2018	12,552.29
ACH	Automatic Data Processing	1/3/2018	634.50
ACH	Automatic Data Processing	1/4/2018	14,160.21
ACH	Automatic Data Processing	1/4/2018	50,079.19
ACH	Wire fee	1/5/2018	53.50
ACH	Automatic Data Processing	1/5/2018	1,874.82
ACH	Great-West Trust (Empower)	1/8/2018	3,963.31
ACH	Great-West Trust (Empower)	1/8/2018	6,282.39
ACH	State of Minnesota	1/8/2018	885.00
ACH	Optum Bank	1/9/2018	15,012.68
ACH	Automatic Data Processing	1/10/2018	1,990.95
ACH	Transfer funds to rental revenue account	1/10/2018	722.00
ACH	Cash Management Services	1/16/2018	514.98
ACH	Optum Bank	1/17/2018	33.75
ACH	Automatic Data Processing	1/18/2018	11,545.59
ACH	Automatic Data Processing	1/18/2018	45,733.68
ACH	Great-West Trust (Empower)	1/19/2018	3,920.54
ACH	Great-West Trust (Empower)	1/19/2018	5,699.18
ACH	Optum Bank	1/19/2018	451.18
ACH	State of Minnesota	1/19/2018	885.00
ACH	Wire transfer-QECB	1/22/2018	22,980.00
ACH	Automatic Data Processing	1/25/2018	121.38
ACH	Automatic Data Processing	1/26/2018	14.96
ACH	Automatic Data Processing	1/30/2018	384.62
ACH	Automatic Data Processing	1/31/2018	6.36

TOTAL ELECTRONIC PAYMENTS: \$ 276,534.88

Washington County CDA
Checks Issued
Section 8
January 1 - 31, 2018

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58326	ORLEANS HOMES II	1/2/2018	\$ 373.00
58327	LONG LAKE VILLAS	1/2/2018	2,823.00
58328	CURVE CREST VILLAS	1/2/2018	4,243.00
58329	FOREST LAKE APTS HOUSING	1/2/2018	574.00
58330	EAST GATE APARTMENTS LP	1/2/2018	149.00
58331	Xcel Energy	1/2/2018	1,202.00
58332	MAIN STREET RENEWAL LLC	1/2/2018	1,370.00
58333	BOYUM C/O APPLGATE PROP MGMT.	1/2/2018	474.00
58334	B.P.D. Properties	1/2/2018	1,716.00
58468	BUTCHKO, MICHAEL	1/2/2018	1,036.00
58469	COTTAGES PHASE III	1/2/2018	923.00
58470	GENEVA VILLAGE LTD. PARTNERS	1/2/2018	2,319.00
58471	GENTRY PLACE APARTMENTS	1/2/2018	2,370.00
58472	EAST GROVE ESTATES	1/2/2018	1,406.00
58473	MINNEHAHA MANOR	1/2/2018	1,274.00
58474	RIDGECREST APARTMENTS LLC	1/2/2018	1,140.00
58475	SCHNEIDER, DAVID	1/2/2018	1,701.00
58476	ORLEANS HOMES LIMITED PARTNER	1/2/2018	9,439.00
58477	Century North Housing Partners	1/2/2018	766.00
58478	MARK COURT APTS (CEDAR CT LLC)	1/2/2018	478.00
58479	PIONEER APARTMENTS	1/2/2018	805.00
58480	JOHN JERGENS ESTATES	1/2/2018	1,599.00
58481	WOODLAND PARK APARTMENTS	1/2/2018	19,966.00
58482	STOBBE, ALVIN	1/2/2018	1,182.00
58483	COTTAGES OF COTTAGE GROVE	1/2/2018	2,054.00
58484	PATTEN, LINDA	1/2/2018	1,250.00
58485	BRIAR POND	1/2/2018	16,824.00
58486	BRICK POND APARTMENTS	1/2/2018	1,206.00
58487	COBBLEHILL APTS.	1/2/2018	3,063.00
58488	SHIH, AMY	1/2/2018	1,259.00
58489	ASHWOOD PONDS	1/2/2018	6,088.00
58490	EASTWOOD INVESTMENTS LLC	1/2/2018	598.00
58491	BARBARA GAUGHAN FAMILY LTD PAR	1/2/2018	1,865.00
58492	GENEVA VILLAGE L.P.	1/2/2018	1,909.00
58493	MULLER MANOR	1/2/2018	518.00
58494	PARK PLACE APTS. II	1/2/2018	425.00
58495	UPSTREAM PROPERTIES, INC.	1/2/2018	241.00
58496	ECHO RIDGE APARTMENTS - PHM	1/2/2018	545.00
58497	WOODLAND TOWNHOMES	1/2/2018	7,460.00
58498	COREY, SHELDON	1/2/2018	329.00
58499	STONECREST	1/2/2018	1,814.00
58500	LAKESIDE TOWNHOMES	1/2/2018	16,594.00
58501	OAKHILL COTTAGES	1/2/2018	522.00
58502	CASSELLS, CRANSTON	1/2/2018	550.00
58503	OSSEI, HARRY	1/2/2018	931.00
58504	LARKIN, STACY	1/2/2018	663.00
58505	NORTH SHORE APARTMENTS	1/2/2018	594.00

Washington County CDA
Checks Issued
Section 8
January 1 - 31, 2018

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58506	MC CUNE,SHELLY	1/2/2018	1,259.00
58507	LAKE SARAH PROPERTIES	1/2/2018	1,045.00
58508	PONDVIEW TOWNHOMES	1/2/2018	14,263.00
58509	NOVAK, GREG	1/2/2018	590.00
58510	LONG, THOMAS	1/2/2018	1,189.00
58511	BENASSI, CAROL	1/2/2018	621.00
58512	CHANG, PAUL	1/2/2018	1,559.00
58513	DESHLER, DAVID	1/2/2018	1,150.00
58514	LUU, RENEE	1/2/2018	563.00
58515	WEBER, MARTY	1/2/2018	727.00
58516	LO, TANG-YUNG	1/2/2018	754.00
58517	FAROOQ, REHAN	1/2/2018	1,129.00
58518	FOREST RIDGE TOWNHOMES	1/2/2018	3,581.00
58519	CHHEN, STEVEN	1/2/2018	1,013.00
58520	LEE, BLONG	1/2/2018	723.00
58521	SIENNA RIDGE TOWNHOMES	1/2/2018	6,064.00
58522	DIAKELLY, JULIENNE	1/2/2018	1,394.00
58523	COTTAGES OF ASPEN LP	1/2/2018	2,127.00
58524	SCHNEIDER, DAVID	1/2/2018	969.00
58525	ZHANG, CHONGQI	1/2/2018	889.00
58526	WHEDA	1/2/2018	881.26
58527	HENDRICKSON, PAMELA	1/2/2018	77.00
58528	HAMPTON, PHILLIP	1/2/2018	911.00
58529	JD PONDVIEW LLC	1/2/2018	8,411.00
58530	BLEW HOLDINGS, LLC	1/2/2018	940.00
58531	MARK VIEROW	1/2/2018	1,350.00
58532	SHA, ZHIYI	1/2/2018	631.00
58533	RED OAK PRESERVE FAMILY LP	1/2/2018	7,198.00
58534	PETERSON, TONIA C.	1/2/2018	353.00
58535	OSBORN, ROBERT	1/2/2018	715.00
58536	OAKDALE-GRANADA LAKES LTD. PAR	1/2/2018	12,202.00
58537	ABDULMIJID, FAISAL	1/2/2018	1,388.00
58538	GOLDEN STONE LLC	1/2/2018	677.00
58539	HOWARD, CHAD	1/2/2018	627.00
58540	JACOBSEN, ELENA	1/2/2018	608.00
58541	VILLAGE APARTMENTS	1/2/2018	2,371.00
58542	CYPRESS SR. LIVING	1/2/2018	5,717.00
58543	GALVIC CORPORATION	1/2/2018	1,220.00
58544	NEW CHALLENGES, INC	1/2/2018	1,337.00
58545	KISAJJA, CHRISTINE	1/2/2018	1,010.00
58546	SIVERSON, NEIL	1/2/2018	806.00
58547	ZHANG, HAIYAN	1/2/2018	340.00
58548	XU, XUEMEI	1/2/2018	846.00
58549	Lion Rock Newport LLC	1/2/2018	1,163.00
58550	A.L.A. PROPERTIES, LLC	1/2/2018	2,104.00
58551	TOY, DAVID LLC	1/2/2018	2,388.00
58552	Nationwide Housing Corp.	1/2/2018	19,869.00

Washington County CDA
Checks Issued
Section 8
January 1 - 31, 2018

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58553	COMMON BOND CITY WALK LIMITED	1/2/2018	860.00
58554	VIEWS AT CITY WALK	1/2/2018	437.00
58555	RSRC ASHWOOD LLC	1/2/2018	3,860.00
58556	TSEGAI, DANIEL	1/2/2018	1,149.00
58557	FRANK, ANTHONY	1/2/2018	634.00
58558	RAO, JIACHEAG	1/2/2018	906.00
58559	GRIFFIN COURT C LLC	1/2/2018	546.00
58560	NUR, MOHAMED	1/2/2018	959.00
58561	ST CROIX VILLAGE LLC	1/2/2018	5,057.00
58562	THE GROVES APARTMENTS LLC	1/2/2018	4,018.00
58563	WOOL, JOHN	1/2/2018	887.00
58564	MIND PROPERTIES LLC	1/2/2018	995.00
58565	MAO, GUOPING	1/2/2018	1,219.00
58566	IH2 PROPERTY ILLINOIS, LP	1/2/2018	2,657.00
58567	PETERSEN, ALLAN	1/2/2018	1,164.00
58568	KALINOFF PROPERTIES	1/2/2018	500.00
58569	FOREST OAK APTS	1/2/2018	1,151.00
58570	HEAVEN LLC	1/2/2018	1,451.00
58571	SEVEN PINES INVESTMENTS II	1/2/2018	1,162.00
58572	BIRCHWOOD TOWNHOMES	1/2/2018	645.00
58573	LILY LAKE TERRACE APTS	1/2/2018	975.00
58574	URBANSKI RENTALS	1/2/2018	1,574.00
58575	FOREST OAK APTS II LTP PAR	1/2/2018	2,190.00
58576	STILLWATER GREELEY	1/2/2018	829.00
58577	EVERSON, RANDY	1/2/2018	1,038.00
58578	PICCADILLY SQUARE OF MAHTOMEDI	1/2/2018	3,197.00
58579	TEASDALE PINES TLC LLC	1/2/2018	860.00
58580	ELAD, FIEN	1/2/2018	701.00
58581	Sumner, Jacqueline	1/2/2018	1,015.00
58582	CARSON, STEVEN	1/2/2018	426.00
58583	OAKDALE TERRACE LLC	1/2/2018	6,763.00
58584	COURTLY COMMERCIALS LLC	1/2/2018	3,288.00
58585	OXBORO AVE LLC	1/2/2018	1,321.00
58586	MC DOWELL, JEREMY	1/2/2018	637.00
58587	FANG, QING	1/2/2018	704.00
58588	TRAILSIDE SENIOR LIVING	1/2/2018	645.00
58589	IH3 Property MN L.P.	1/2/2018	1,165.00
58590	JEFFRIES, KIM	1/2/2018	465.00
58591	FLEMING, DAVID	1/2/2018	904.00
58592	RED ROCK SQUARE	1/2/2018	3,236.00
58593	JOHNSON, DANIEL	1/2/2018	65.00
58594	BEUKE, JAMESON	1/2/2018	578.00
58595	10 Pointe LLC	1/2/2018	875.00
58596	DONG, XIAOMING	1/2/2018	1,197.00
58597	CLEVELAND, NANCY	1/2/2018	844.00
58598	PITT, DAISY MARIE	1/2/2018	1,190.00
58599	SINGHAL, NISHANT	1/2/2018	2,370.00

**Washington County CDA
Checks Issued
Section 8
January 1 - 31, 2018**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58600	GREEN TWIG LLP	1/2/2018	472.00
58601	Xcel Energy	1/8/2018	1.00
58602	SIENNA RIDGE TOWNHOMES	1/8/2018	1,070.00
58603	OAKDALE-GRANADA LAKES LTD. PAR	1/8/2018	1,035.00
58604	WOODLAND PARK APARTMENTS	1/23/2018	594.00
58605	BRIAR POND	1/23/2018	973.00
58606	BRIARCLIFF MANOR	1/23/2018	1,667.00
58607	PONDVIEW TOWNHOMES	1/23/2018	1,910.00
58608	SIENNA RIDGE TOWNHOMES	1/23/2018	1,378.00

TOTAL SECTION 8 CHECKS: \$ 322,788.26

VOIDED

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58305	HOMES FOR NOW	1/2/2018	1,185.00
58317-58325	VARIOUS VENDORS	1/2/2018	12,924.00
58335-58467	VARIOUS VENDORS	1/2/2018	301,236.26

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,450,815.67

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 20, 2018

BOARD MEETING DATE

AGENDA ITEM A-1

Economic Development

ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

Resolution Approving The Predevelopment Finance Fund Program Policy And Guidelines; Authorize Preparation Of Program Documents; Authorize Execution Of Documents Under Certain Provisions; Authorize Receiving Applications

BACKGROUND/JUSTIFICATION

As part of the 2017-2019 Economic Development Plan, the Economic Development Work Group confirmed the need for a grant program to share the costs of predevelopment technical studies with cities and townships. It was noted that recent elimination of state and regional grant resources for these types of activities sharpened the need for CDA involvement. The purpose of the new Predevelopment Finance Fund is as follows:

- 1) Increase the availability of shovel ready commercial and industrial sites;
- 2) Provide opportunities for our existing businesses to stay and grow;
- 3) Spur new business development opportunities;
- 4) Provide new opportunities for business diversity;
- 5) Create increased commercial and industrial market values; and
- 6) Assist with redeveloping blighted properties.

Recommendation

After the Board's review in January, staff made minor changes to the policy to add clarity. The program is recommended to begin receiving applications on March 1, 2018 upon the CDA Board adopting the attached resolution and hereby approving the attached Predevelopment Finance Fund Program Policy and Guidelines.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

- The Washington County Economic Development Work Group meetings and development of the 2017-2019 Economic Development Plan which included the Predevelopment Finance Fund (August 2016 – March 2017).
- The CDA Board approved the 2017 – 2019 ED Plan (April 2017).
- The County Board reviewed and supported the 2017 -2019 ED Plan (May 2017).
- The CDA Board budgeted \$150,000 for the proposed program for FY18 (July 2017).
- The County Board approved the 2018 levy request which included \$150,000 for the Predevelopment Finance Fund (August-September 2017).
- The CDA Board reviewed the draft Predevelopment Finance Fund Policy and Guidelines (January 2018).

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 2/15/18

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$ 150,000

BUDGETED: ☒ YES ☐ NO

FUNDING: Economic Development Budget

COMMENTS

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

DATE February 20, 2018 RESOLUTION NO. 18-05

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AMENDING THE CLASSIFICATION AND
COMPENSATION PLAN; CREATING THE POSITION OF
ACCOUNTS PAYABLE CLERK; ESTABLISHING SALARY RANGE

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

=====

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 20th day of February, 2018, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of February, 2018.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-05

RESOLUTION APPROVING THE PREDEVELOPMENT
FINANCE FUND PROGRAM POLICY AND GUIDELINES;
AUTHORIZE PREPARATION OF PROGRAM DOCUMENTS;
AUTHORIZE EXECUTION OF DOCUMENTS UNDER
CERTAIN PROVISIONS; AUTHORIZE RECEIVING
APPLICATIONS

WHEREAS, the Washington County Community Development Agency (the "Agency") has approved the 2017-2019 Economic Development Plan ("the Economic Development Plan"); and

WHEREAS, the Economic Development Plan, which was developed in partnership with representatives from city, township and school jurisdictions, confirmed the need to create a grant program to share the costs of predevelopment technical studies with cities and townships; and

WHEREAS, the purpose of the proposed Predevelopment Finance Fund Program (the "Program"), as reflected in Exhibit A attached hereto and made a part hereof, is to:

- 1) Increase the availability of shovel ready commercial and industrial sites;
- 2) Provide opportunities for existing businesses to stay and grow;
- 3) Spur new business development opportunities;
- 4) Provide new opportunities for business diversity;
- 5) Create increased commercial and industrial market values;
- 6) Assist with redeveloping blighted properties; and

WHEREAS, the activities to be undertaken under the Program are all activities that the Agency could undertake directly pursuant to Minnesota Statutes, 469.001 to 469.047 and 469.090 to 469.1082; and

WHEREAS, the Agency has determined that the Program will accomplish the purposes heretofore set out by assisting municipal predevelopment efforts and promoting the development of commercial and industrial properties.

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

EXHIBIT A – Predevelopment Finance Fund Policy and Guidelines

1. That the Predevelopment Finance Fund Policy and Guidelines in Exhibit A are hereby adopted;
2. That the Executive Director/her designee is hereby authorized, empowered, and directed to prepare the application, grant agreement 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 implementation of the Predevelopment Finance Fund;
3. That the Executive Director and/or the Economic Development Director is hereby authorized, empowered, and directed to execute the documents and instruments for the recipients of funding under applicable provisions for the “Small Pool” as provided in Exhibit A;
4. That the Executive Director and/or the Economic Development Director is authorized to receive applications beginning on March 1, 2018.

Adopted this 20th day of February 2018.

Chair

ATTEST:

Secretary



7645 Currell Boulevard, Woodbury, MN 55125
 office: 651-458-0936 fax: 651-458-1696

WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND POLICY AND GUIDELINES

I. Purpose:

To provide predevelopment grants to cities, townships and local government development authorities located in Washington County. These funds are intended to: 1) increase the availability of shovel ready properties in the county; 2) provide opportunities for our existing businesses to stay and grow here in Washington County; 3) spur new business development and job opportunities in the County; 4) provide opportunities for business diversity; 5) increased commercial and industrial market values within Washington County, and 6) assist with removing blighted properties.

II. Maximum Grant Awards and Matching Requirements:

- a. There will be two levels of grant funding. The small pool will include a lower level of funding of grants totaling less than \$10,000. The large pool will include grant amounts between \$10,000 and \$40,000.
- b. Grant amounts may not exceed \$40,000 per year, per city, and must be a \$1 to \$1 (CDA funds to local funds) match for grants of \$10,000 or more and .20 cents local to every \$1 of CDA funds match for grants of less than \$10,000.
- c. Applicants may use non-public funds as local match. In-kind contributions shall not be considered a match.

III. Eligible Applicants:

Eligible applicants include cities and townships located in Washington County, and/or their duly created economic development organizations or authorities that are enabled under Minnesota Statutes are eligible to apply.

IV. General Program Parameters and Application Requirements:

- a. Applicants must consult with CDA Economic Development Director prior to the submission of an application to determine if the proposed request would meet the intent and the criteria of the program.
- b. The required application form will be provided upon request; however, a detailed project narrative must accompany the application and must address the following items in order to proceed to scoring:
 - i. A description of the proposed activities for which the grant funds will be utilized and a description of the expected development including the anticipated types of businesses as a result of the activities.

- ii. An analysis of how the proposed activities satisfy the criteria in Section VII, including an analysis of why the property is not likely to develop through the normal private sector development process without the requested CDA funding.
- iii. A sources and uses spreadsheet identifying the expenditures/uses anticipated, including the purpose of the requested funds, and identifying all sources of funds to pay for the proposed work, including the matching funds. It must be documented that the matching funds will be used for eligible activities.
- iv. A project timeline describing when the requested activities is proposed to occur, the timeline of subsequent activities including, the timeline of anticipated development and the expected type(s) of development.
- v. A description of how the development is consistent with policies and strategies of the local community comprehensive and/or other economic development plan.
- vi. A description of the benefits to the city and the county, including but not limited to, a description of total anticipated jobs, wages, the amount of new jobs, the level of private investment, the change in commercial and industrial market values, and anticipated indirect economic benefits.
- vii. A description of how anticipated development interacts with the local economy, existing businesses and suppliers and the accessibility to local talent), and whether the anticipated development diversifies the economic base of the community.
- viii. A description of the level of local commitment to the development of the property, including an explanation of previous or pending public meetings.
- c. Submission of a supporting resolution from the governing body of the jurisdiction (template provided below).
- d. The Washington County CDA reserves the right to award all or a portion of the funds requested.
- e. Applications will be accepted on a continual pipeline basis until all available funds have been exhausted.
- f. The general operating costs of an applicant may not be funded through this grant or be used to fulfil matching requirements.
- g. Two pools of funds are available:
 - i. The “Small Pool” is for grants of less than \$10,000 and is awarded by the Washington County CDA Economic Development Director.
 - 1. The application will be reviewed and ranked in the order in which it was received. A minimum of 60 points must be scored in order to be funded from the Small Pool.
 - ii. The “Large Pool” is for grants ranging from \$10,000 to \$40,000 and is awarded by the Washington County CDA Board of Commissioners.
 - 1. The application will be reviewed and ranked in the order in which it was received. Applications for the Large Pool will be processed for the next available Board meeting. A minimum of 60 points must be scored in order to be funded from the Large Pool.

2. Funds already expended on eligible activities within six months of the date of application may be included in the request and approved by the CDA Board.
 - h. Any CDA funded activities that are included in a MN Statutes Chapter 429 Assessment must be reimbursed to the Washington County CDA.
- V. Eligible Activities:
- a. The following activities are eligible for funding:
 - i. Environmental studies (including wetland studies, EAW, EIS and AUAR studies, geotechnical, soil tests and feasibility studies)
 - ii. Site planning and design (including land use studies)
 - iii. Appraisals
 - iv. Survey work
 - v. Engineering studies including reports, drawings and water, sewer and storm water feasibility studies (these items may be required to be reimbursed through Chapter 429 assessments)
 - vi. TIF, Tax Abatement Analysis (i.e. TIF Plan) or other financial incentives planning
 - vii. Other predevelopment activities as determined to be acceptable at the discretion of the CDA Board of Directors.
 - b. It is anticipated that the above eligible activities will be aimed at development or redevelopment of a blighted property, underutilized property, creation or redevelopment of large acreage industrial/business park, and/or difficult to develop or contaminated sites.
- VI. Grant Distribution and Close Out:
- a. All budgeted grant activities must be drawn from the grantee's program account held by the Washington County CDA Predevelopment Finance Fund. Requests for draws must be fully documented and contracts must be executed and invoices or proof of payment submitted to the CDA prior to release of any funds.
 - b. At the end of the grant period the grantee must provide a final report to document:
 - i. All grant activities have been completed;
 - ii. All funds received must have been expended; and
 - iii. The proposed study or activity paid for by CDA funds has been achieved.
 - c. The Washington County CDA reserves the right to terminate the grant agreement if the proposed project is not making adequate progress.
- VII. Funding Priorities and Scoring System:
- a. If the application is complete and demonstrates compliance with the intent and the criteria of the program, applications will be reviewed and ranked in the order in which it was received based on the following competitive criteria:
 - i. Increase the Inventory of Commercial and Industrial Shovel Ready/Developable Properties. The application clearly demonstrates that development on the subject parcel(s) is not imminent, and also demonstrates that the request will allow development to occur that may not otherwise occur. [up to 20 Maximum Points]

- ii. Business Retention and Expansion. The application clearly demonstrates that the request could allow for retention and/or expansion of existing business. [up to 10 Maximum Points]
- iii. Opportunity for Business Diversity. The application clearly demonstrates that the request could provide for different types of businesses to be located in the community thereby strengthening the diversity of the existing economy. [up to 10 Maximum Points]
- iv. Removes Blighted Properties. The application clearly demonstrates that the request will aid in removing blighted properties that may be hindering economic investment. [up to 10 Maximum Points]
- v. Economic Benefit. The application clearly demonstrates the potential future impact/benefit on the local economy, as measured through factors including but not limited to growth and/or projected growth in commercial and industrial value, property taxes, and/or the potential for new and/or retained livable wage jobs. [up to 40 Maximum Points]
- vi. Increased Leverage. The applicant provides local matching contributions in excess of the minimum requirements for the large pool grant and small pool request requirements. [up to 10 Maximum Points]
- b. Applications must be submitted on the forms provided by the CDA and will be accepted on a pipeline basis beginning March 1, 2018. Applications must be submitted electronically by email to the CDA Economic Development Director.

VIII. Grant Agreement:

- a. CDA staff will work with the Applicant and enter into a Grant Agreement. This agreement will detail the terms and conditions of the grant and allow for the release of funds to the grant recipient.
- b. The grant agreement will require funds to be spent no later than December 31, 2019.
- c. The Grant Agreement must be fully executed by both parties no later than December 31, 2018.
- d. Waivers and extensions to any provision in the agreement requested by the grantee will be considered on a case by case basis depending on the merits of the request.
- e. Grants will be paid on a reimbursement basis. Grantees will be required to submit quarterly/semi-annual progress reports to the CDA when requested.

REQUIRED RESOLUTION PROVISIONS – CITY

WHEREAS, the City of has identified a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the City has established that the property in consideration has been zoned and/or guided for future development accordingly and the proposed project is a high priority of the city; and

WHEREAS, the City supports the proposed project scope of work and hereby supports the application to the Predevelopment Finance Fund; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents.

NOW THEREFORE BE IT RESOLVED that the City of approves the application for funding from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, [insert authorized official's name], the [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 20, 2018
BOARD MEETING DATE

AGENDA ITEM A-2

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 2/5/2018
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

Resolution Authorizing Reservation of Gap Financing for Redevelopment and Rental and Ownership Housing in Washington County (Grow) Fund for Twin Cities Habitat for Humanity's Cottage Grove Municipal Pool Redevelopment; and Authorizing Execution of Related Loan Documents

BACKGROUND/JUSTIFICATION

Twin Cities Habitat for Humanity (TCHFH) proposes to construct three new homes as part of the redevelopment of the Cottage Grove municipal pool site. TCHFH will purchase three pad-ready, newly platted lots and construct three new single-family homes to be sold to buyers below 80% of area median income (AMI). The homes will incorporate durable and sustainable materials, in addition to energy efficient appliances, windows, and heating, ventilation and air conditioning components.

Twin Cities Habitat for Humanity has requested GROW Funds to pay for the acquisition of the parcels. The financing plan for construction includes sponsorships and donations through Habitat's own fundraising efforts. Homebuyers are required to invest 250 hours of sweat equity and complete a pre-purchase homebuyer education course. The homes will be priced at \$230,000. Habitat will provide buyers with a 30-year mortgage of \$175,000 at 3% interest. Habitat will also provide a second mortgage of up to \$55,000 as determined by the individual buyer's needs using dollars from Minnesota Housing, Federal Home Loan Bank, and private donors.

The proposed development meets the fund purpose of supporting homeownership opportunities for households below 80% AMI. The project meets program requirements for affordability, leverage of public and private funds, organizational capacity, and community support. The project achieves ongoing affordability through a lender purchase option clause in the mortgage. When a Habitat owner decides to sell, equity sharing provisions in the mortgage limit the amount of the value appreciation a seller can take, thereby passing equity (and affordability) to the next buyer. Through this model, Habitat is able to create long-term affordability and facilitate resales to subsequent income-qualified buyers.

The attached resolution authorizes a GROW Loan for acquisition of \$180,000 which will carry no interest and will have a maximum 10 year term. A mortgage and note will be recorded on all three parcels. A partial satisfaction of the loan will be recorded as each home is completed and sold to an income-qualified buyer. If for some reason the homes are not sold to an income-qualified buyer, the remaining balance must be repaid.

Staff respectfully request approval of the attached resolution.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 2/15/18

ATTACHMENT LIST:

Attachment A – Project Sources and Uses
Attachment B – Project Location Map

FINANCIAL IMPLICATIONS: \$180,000

BUDGETED: ☒ YES ☐ NO

FUNDING: GROW Fund

COMMENTS

Twin Cities Habitat for Humanity – Cottage Grove Municipal Pool Redevelopment**Sources and Uses**

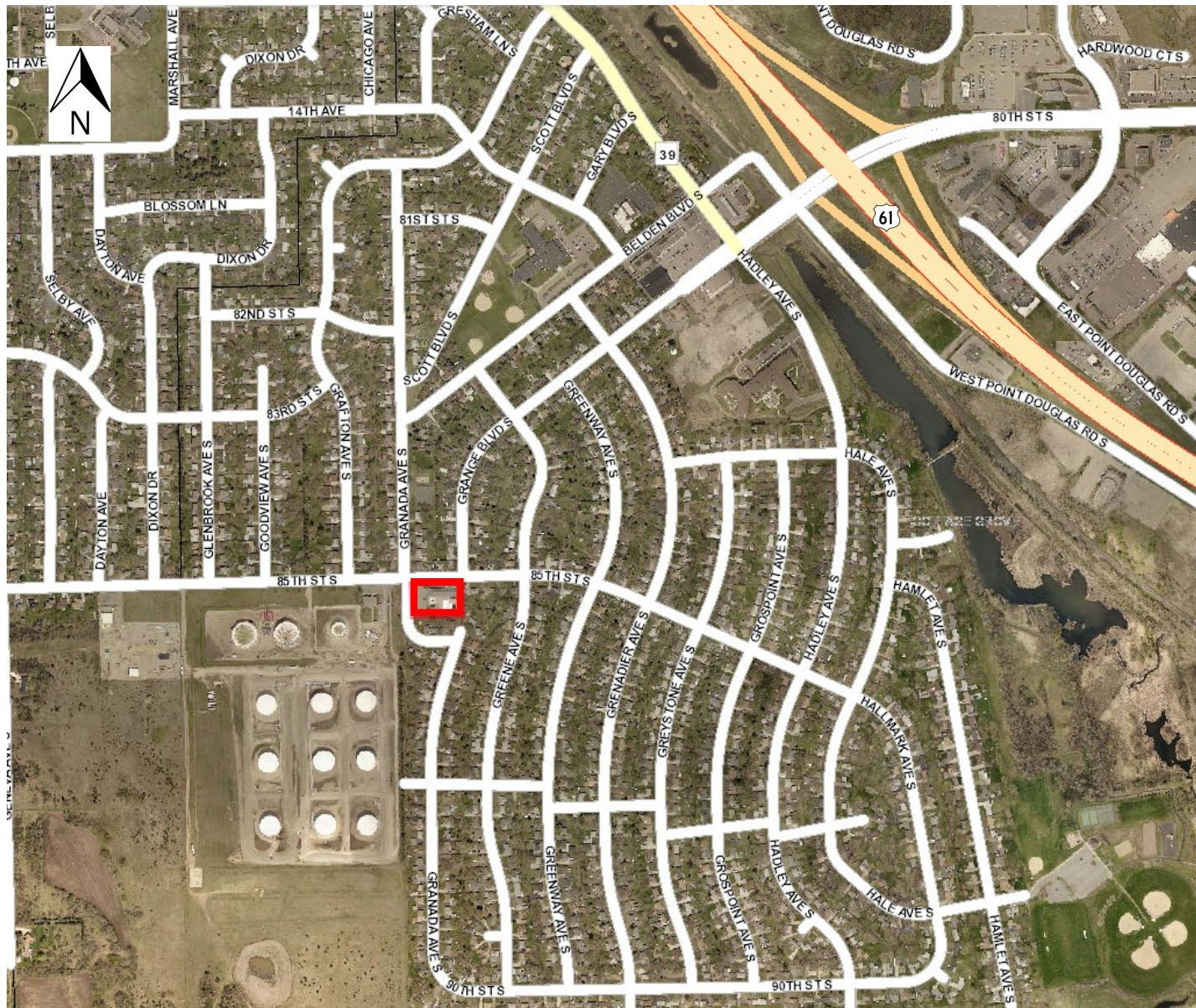
Development Costs	Amount		Sources of Funds	Amount
Land Acquisition	\$180,000		GROW Fund	\$180,000
New Construction	\$540,000		Buyer 1 st Mortgages	\$525,000
Soft Costs	\$168,048		Buyer 2 nd Mortgages	\$165,000
			Value Gap Subsidy	\$18,048
TOTAL COSTS	\$888,048		TOTAL SOURCES	\$888,048

Proposed Purchase Price**\$230,000****Income Limits by Household Size**

All buyers will be below 80% AMI

	1	2	3	4	5	6
80% AMI	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900

Attachment B—Project Location Map



Twin Cities Habitat for Humanity
Cottage Grove Municipal Pool Redevelopment
6541 85th ST S, Cottage Grove MN

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

DATE February 20, 2018 RESOLUTION NO. 18-06

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

Resolution Authorizing Reservation of Gap Financing for
Redevelopment and Rental and Ownership Housing in Washington
County (Grow) Fund for Twin Cities Habitat for Humanity's Cottage
Grove Municipal Pool Redevelopment; and Authorizing Execution
of Related Loan Documents

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

=====

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 20th day of February, 2018, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of February, 2018.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-06

RESOLUTION AUTHORIZING RESERVATION OF GAP
FINANCING FOR REDEVELOPMENT AND RENTAL AND
OWNERSHIP HOUSING IN WASHINGTON COUNTY
(GROW) FUND FOR TWIN CITIES HABITAT FOR
HUMANITY'S COTTAGE GROVE MUNICIPAL POOL
REDEVELOPMENT; AND AUTHORIZING EXECUTION OF
RELATED LOAN DOCUMENTS

WHEREAS, in December 2012 the Board of Commissioners (the "Board") of the Washington County Community Development Agency (the "Agency") adopted the revised Gap Financing for Redevelopment and Rental and Ownership Housing in Washington County Fund (the "GROW Fund"); and

WHEREAS, the purpose of the GROW Fund is to provide gap financing to developers and owners of affordable rental and/or ownership housing in Washington County; and

WHEREAS, the Cottage Grove Pool redevelopment (the "Project") will create three new affordable single family homes in Cottage Grove for sale through Twin Cities Habitat for Humanity to households at or below 80 percent of the area median income; and

WHEREAS, creating additional affordable single family homeownership opportunities is part of the City of Cottage Grove's comprehensive plan; and

WHEREAS, the Agency has determined that a loan from the GROW Fund of approximately \$180,000 is required for the feasibility of the Project; and

WHEREAS, the Agency has determined that the Cottage Grove Pool redevelopment meets the requirements of the GROW Fund program including affordability (purchase price and buyer income requirements), leverage of public and private funds, new construction of affordable units, and organizational capacity to implement the project.

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 loan documents in connection with a GROW Forgivable Loan of up to \$180,000 for the

Cottage Grove Pool redevelopment to include, but not limited to, a note and loan agreement with the following terms: (i) 0% interest rate; (ii) ten year maturity date; and (iii) forgivable upon sale of completed units to income-qualified homebuyers.

2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the GROW Loan for Cottage Grove Pool redevelopment 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.
4. That the Executive Director is hereby authorized to amend the terms and conditions to be more restrictive as deemed appropriate if Cottage Grove Pool redevelopment financial plan varies from the information contained in the GROW application dated December 20, 2017.

Adopted this 20th day of February, 2018.

Chair/Vice Chair Commissioner

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

February 20, 2018
BOARD MEETING DATE

AGENDA ITEM A-3

Finance
ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 2/12/18
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING THE CASH TRANSFER
OF FUNDS FOR 2017 AND 2018.

BACKGROUND/JUSTIFICATION

It is typical practice for the Agency to authorize a year-end transfer of funds between the Enterprise Fund, the General Fund, the Special Revenue Fund and the Capital Improvement Fund. All inter-fund transfers and inter-fund borrowing are in accordance with Policies approved by the Board on September 19, 2006. Attachments A and B describe the detail of the proposed 2017 cash transfer and the 2018 cash transfer, respectively. The purpose of the 2017 cash transfer is to pay for 2017 capital expenditures, to comply with bond indenture requirements, to transfer unrestricted cash from the Enterprise funds to the General Fund to pay for future operational costs and to build capital reserves for future capital projects. The purpose of the 2018 cash transfer is to transfer money distributed from various bond Issuer Reserve Accounts to the General Fund. Transferred cash will be used to fund General Fund operations, to pay for current and future projects and to provide a construction loan for The Glen at Valley Creek project. The use of any funds remaining beyond the uses described above will be considered during the 2019 budget process.

The total cash balance for year end 2017 was \$2,158,000 more than cash balance year end 2016 (\$14,448,000 versus \$12,290,000). The primary reason for the increase is threefold. First, cash in properties increased \$1,018,000. This is due to a \$770,000 draw down from the Agency's bond Operating Account during 2017. Up until August 2017, the bond custodian was holding excess funds that were derived from rental income and levy that was allocated to the properties. These funds had been incorrectly accumulated and were distributed upon discovery. There was also \$112,000 released from an escrow account from the Muller Manor bond during 2017. The remaining increase in property cash is due to the high occupancy rates in 2017. Second, the Agency's long-term capital reserve increased \$576,000. The Agency has been accumulating funds for a large capital exterior rehab project at Woodland Park that began in 2017 and will be completed in 2018. There will be a significant decrease in long-term capital reserve during 2018. Finally, the GROW program balance increased \$433,000. These funds will be used as part of a GROW loan for the Glen at Valley Creek project. The current cash balance is in line with expectations and within the guidelines of the Agency's Fund Balance policy, which includes language on required cash reserves.

Approval is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 02/13/18

ATTACHMENT LIST:

Attachment A – Cash Transfer for 2017
Attachment B – Cash Transfers for 2018

FINANCIAL IMPLICATIONS: \$ See Attached

BUDGETED: ☒ YES ☐ NO

FUNDING: _____

COMMENT

**Washington County CDA
Cash Transfers For 2018**

Cash Transfers For 2017**Cash Transfers For 2017**

		Transfers		
		In	Out	
<u>General</u>		651,000	A	A. 2018 Transfer \$651,000 from the Enterprise Funds to General Fund for issuer reserve funds distributed from Trust.
		651,000	0	
<u>Enterprise</u>			A	
			651,000	
		0	651,000	
Total		651,000	651,000	

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

DATE February 20, 2018 RESOLUTION NO. 18-07

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AUTHORIZING FUND TRANSFERS FOR
2017 AND 2018.

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

=====

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 20th day of February, 2018, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of February, 2018.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-07

RESOLUTION AUTHORIZING THE CASH TRANSFER OF FUNDS FOR
2017 AND 2018

WHEREAS, it is typical practice for the Washington County Community Development Agency (the "Agency") to approve a resolution authorizing various transfers between funds; and

WHEREAS, the Agency has determined it necessary to transfer these funds for various purposes including, but not limited to, creating adequate funds to conduct housing development and program activities, and creating adequate funds to fund the operation of the Agency; and

WHEREAS, for the fiscal year 2017, the Agency has determined that the transfers depicted in Exhibit A is necessary; and

WHEREAS, for the fiscal year 2018, the Agency has determined that the transfers depicted in Exhibit B is necessary.

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

1. That \$3,019,000 of the undesignated 2017 cash balances of the Enterprise Fund will be transferred to the General Fund;
2. That \$1,328,184 of General Fund Levy Funds will be transferred to Enterprise Funds (Oakhill-\$377,405, Muller-\$68, Woodland Park-\$614,746, Briar Pond-\$16,805, Park Place I-\$3,653, Ann Bodlovick-\$33,917, Trailside-\$4,479, John Jergens-\$55,722, Pioneer-\$2,130, Cobble Hill-\$17,325, Raymie Johnson Estates-\$11,329, Brick Pond-\$42,109, and Long-Term Capital Improvement Fund-\$148,496) to fund 2017 capital expenditures and fund budgeted capital projects to be completed on future projects;
3. That \$1,260 of General Fund Levy Funds will be transferred to WCHRA Piccadilly Square-\$289 and Piccadilly Square Lender-\$972 to ensure bond compliance and reserve requirements; and
4. That \$26,100 of General Fund Levy Funds will be transferred to Home Ownership as planned in the 2017 budget; and
5. That \$651,000 of the 2018 bond Issuer Reserve distribution to the Enterprise Funds will be transferred to General Fund.

Adopted this 20th day of February 2018.

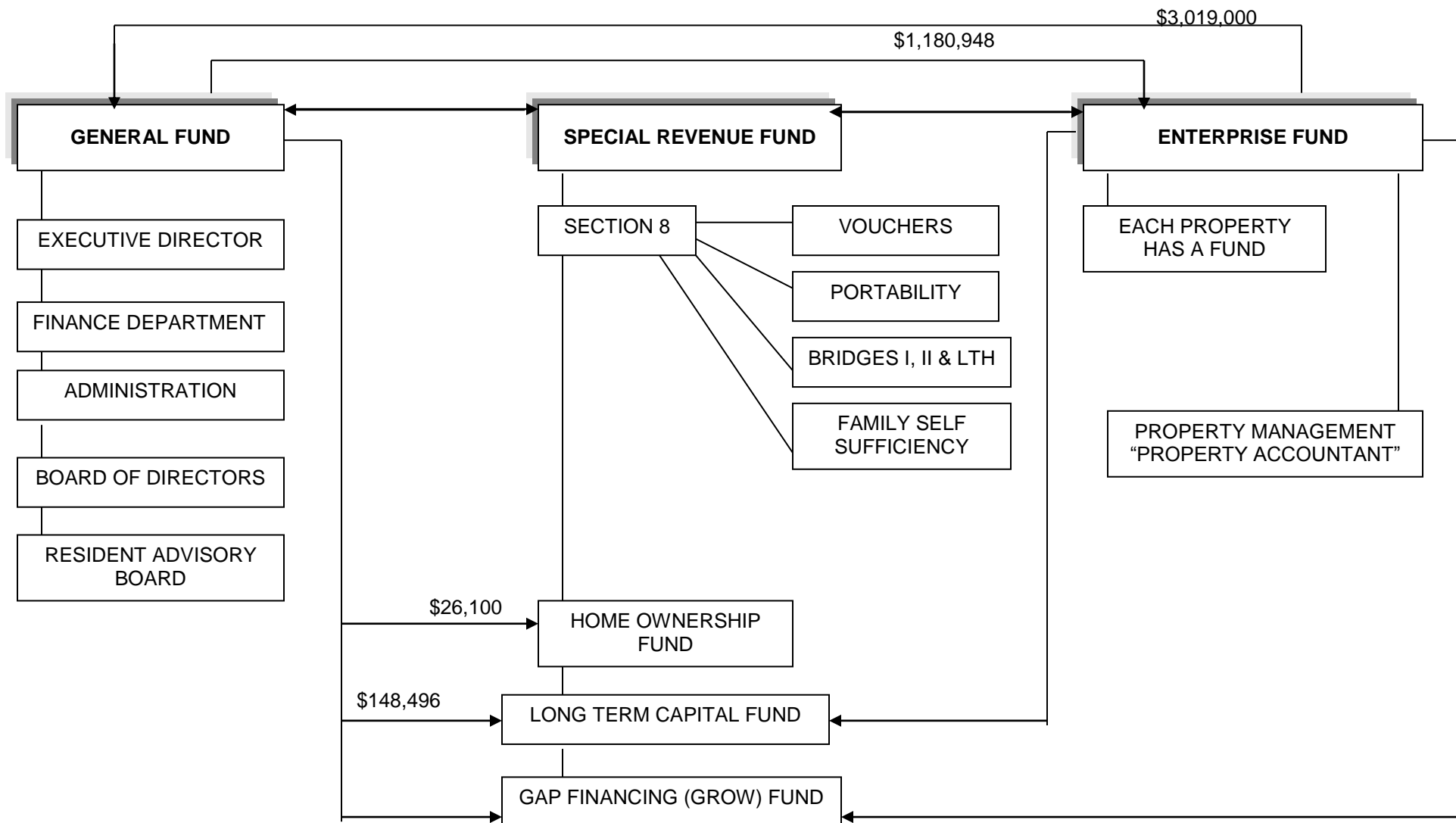
Chair

ATTEST:

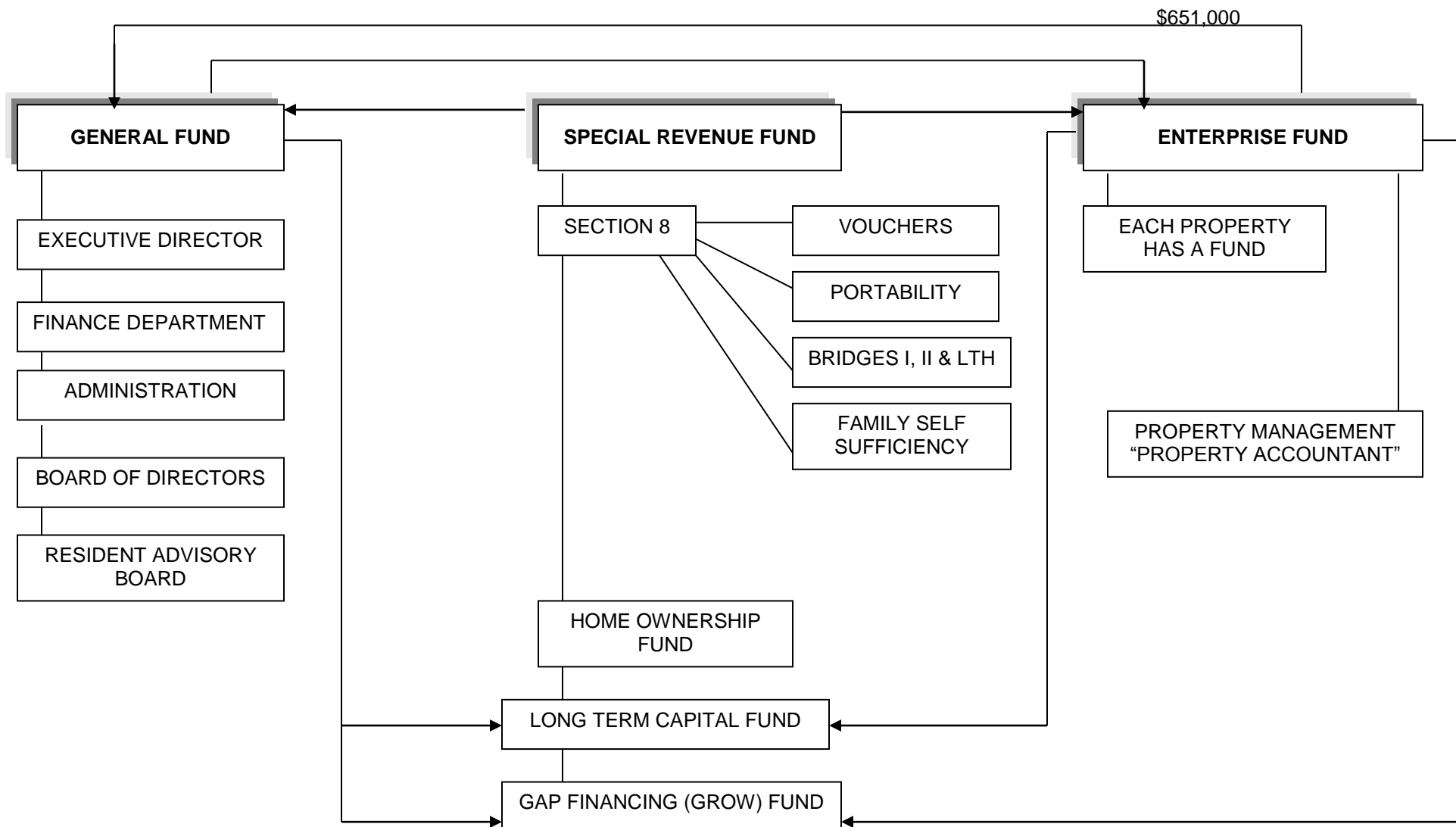
Secretary

Exhibit A – 2017 Budget Descriptions
Exhibit B – 2018 Budget Descriptions

**WASHINGTON COUNTY CDA
BUDGET DESCRIPTION
2017**



WASHINGTON COUNTY CDA
BUDGET DESCRIPTION
2018



**WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

February 20, 2018
BOARD MEETING DATE

AGENDA ITEM A-4

Administration
ORIGINATING DEPARTMENT/SERVICE

Barbara Dacy 02/08/18
REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED
RESOLUTION AMENDING THE CLASSIFICATION AND
COMPENSATION PLAN; CREATING THE POSITION OF
ACCOUNTS PAYABLE CLERK; ESTABLISHING
SALARY RANGE.

BACKGROUND/JUSTIFICATION

The purpose of this resolution is to authorize the creation of an Accounts Payable Clerk position in the Agency's Compensation Plan. The position would be a non-exempt position, reporting to the Finance Director. The purpose of creating the position is:

1. To realign existing duties within the finance department in a manner that is more cost-effective for the agency;
2. To create an entry-level finance position that enhances career track opportunities within the finance department.

Springsted Inc. has advised as to the appropriate salary range in accordance with the previously adopted Compensation Plan in 2017. The position will be authorized at Grade 7, identical to the Administrative Assistant, with a salary range for 2018 of \$35,154 to \$49,583.

The intention of the agency, at present, is to fill this position on a part-time basis, less than 1,000 hours annually, with future adjustments to be made based on the needs of the agency.

Funding is available as the result of a vacant, part-time property administration position which was fully budgeted for 2018 and which the Agency does not anticipate re-hiring.

Approval of the resolution is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 2/14/18

ATTACHMENT LIST:

Exhibit A: Job Description, Accounts Payable Clerk

FINANCIAL IMPLICATIONS: \$ Absorbed

BUDGETED: ☒ YES ☐ NO

FUNDING: General Fund

COMMENTS

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

DATE February 20, 2018 RESOLUTION NO. 18-08

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AMENDING THE CLASSIFICATION AND
COMPENSATION PLAN; CREATING THE POSITION OF
ACCOUNTS PAYABLE CLERK; ESTABLISHING SALARY RANGE

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

=====

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 20th day of February, 2018, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of February, 2018.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-08

RESOLUTION AMENDING THE CLASSIFICATION AND
COMPENSATION PLAN; CREATING THE POSITION OF
ACCOUNTS PAYABLE CLERK; ESTABLISHING SALARY
RANGE

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 retained Springsted Inc. to assist in preparing a Classification and Compensation Plan (the "Plan"), which was approved by the Board in Resolution 17-15; and

WHEREAS, Section 7.02 of the Personnel Policy and Procedures Manual (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 Plan provides for job descriptions for existing positions at the Agency; and

WHEREAS, the Agency has determined that it is prudent to add a new position of Accounts Payable Clerk (the "Proposed Position") to the Plan; and

WHEREAS, Exhibit A to this Resolution represents the Proposed Position description; and

WHEREAS, the Agency has determined that based on the requirements to fulfill the duties of the Proposed Position the amount of compensation for the Proposed Position is to be equivalent to Grade 7, with the 2018 salary range of \$35,154 to \$49,583.

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

1. That the Plan is hereby amended to include the Proposed Position of Accounts Payable Clerk; and
2. That the Plan is amended to include the position description as represented in Exhibit A to the Resolution; and

3. That the Proposed Position is hereby assigned Grade 7 and a salary range of \$35,154 to \$49,583; and
4. That the Executive Director is directed to implement the Amended Plan effective immediately, including negotiating the terms of any side letter with AFSCME Council 5, Local 517.

Adopted this 20th of February, 2018.

Chair

ATTEST:

Secretary

Accounts Payable Clerk

Dept/Div: Finance

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work preparing and processing accounts payable and other financial records and files, verifying accounts for accuracy, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance Director.

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

Processes invoices, expense reports, and check requests received in the A/P department. This includes verifying, classifying, computing, posting and recording accounts payable data.

Reviews invoices for appropriate documentation and approval prior to payment.

Prints and obtains signatures on accounts payable checks.

Distributes signed checks as required

Answers vendor inquiries.

Maintains accounts payable reports, spreadsheets and accounts payable files.

Performs filing, copying and scanning.

Performs other duties as assigned to meet business needs.

Knowledge, Skills and Abilities

General knowledge of generally accepted governmental accounting terminology, principles, methods, procedures and equipment; general knowledge of routine accounting principles; general knowledge of standard office methods, techniques and procedures, business English, spelling and arithmetic; general knowledge of and ability to operate personal computers, associated hardware, software and peripheral equipment; ability to understand and follow oral and written directions; ability to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with associates, vendors, elected officials and the general public.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and minimal experience with full-cycle accounts payable preferred, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; 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).

Special Requirements

Proficient knowledge of Microsoft Office software.

Valid driver's license in the State of Minnesota.

DISCUSSION ITEM

D-1 Situational Leadership

Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Date: February 14, 2018
RE: Situational Leadership

Situational Leadership

One of the Agency's proposed values is to "grow as leaders" and one of the Agency's goals is to institute employee and organizational development to insure the mission and vision of the CDA is consistently provided. Over the last year and a half, all staff have been trained in Ken Blanchard's Situational Leadership II model. The model is based on research which shows that different situations or tasks require different levels of direction and support to employees.

I have asked our trainer, Kelly Weiley, CoAct Consulting, to provide a brief overview of this tool so that the Board has a better understanding of how this approach works and how the tool can benefit the Agency on a day to day basis. Also included in her presentation are the results of a recent employee survey regarding the tool; we will continue to monitor the effectiveness of the tool on a regular basis.

No action is required at this time.

Attachment A: PowerPoint Co-Act Consulting
Attachment B: The Impact of Leadership on the Bottom Line (Ken Blanchard Companies)



Situational Leadership II® & Washington County Community Development Agency

Kelly C. Weiley
Kelly@coactconsulting.com
@CoActConsult

Blanchard | Channel
Partner Network Partner

Kelly C. Weiley



- Founder, Coach, & Trainer with CoAct Consulting
- 17+ years of working in and with communities, organizations, schools, higher education, corporations, government institutions
- Focus Areas: Leadership Development; Diversity, Equity & Inclusion; Experiential Learning
- Served as Adjunct Faculty at University of Minnesota, St. Cloud State University, University of St. Thomas
- Masters of Social Responsibility
- Channel Partner and Consulting Associate with the Ken Blanchard Companies





Rate Yourself



Rating	Description
4	Self Reliant Achiever
3	Cautious, but Capable Contributor
2	Disillusioned Learner
1	Enthusiastic Beginner

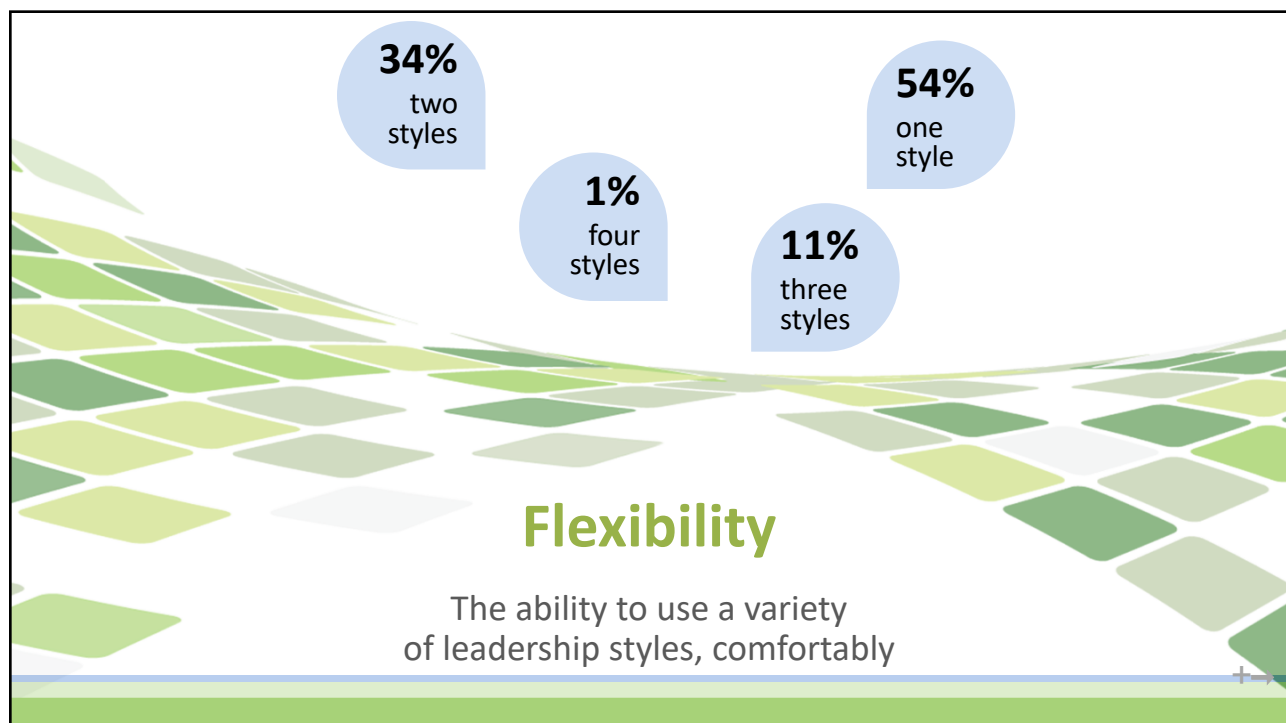
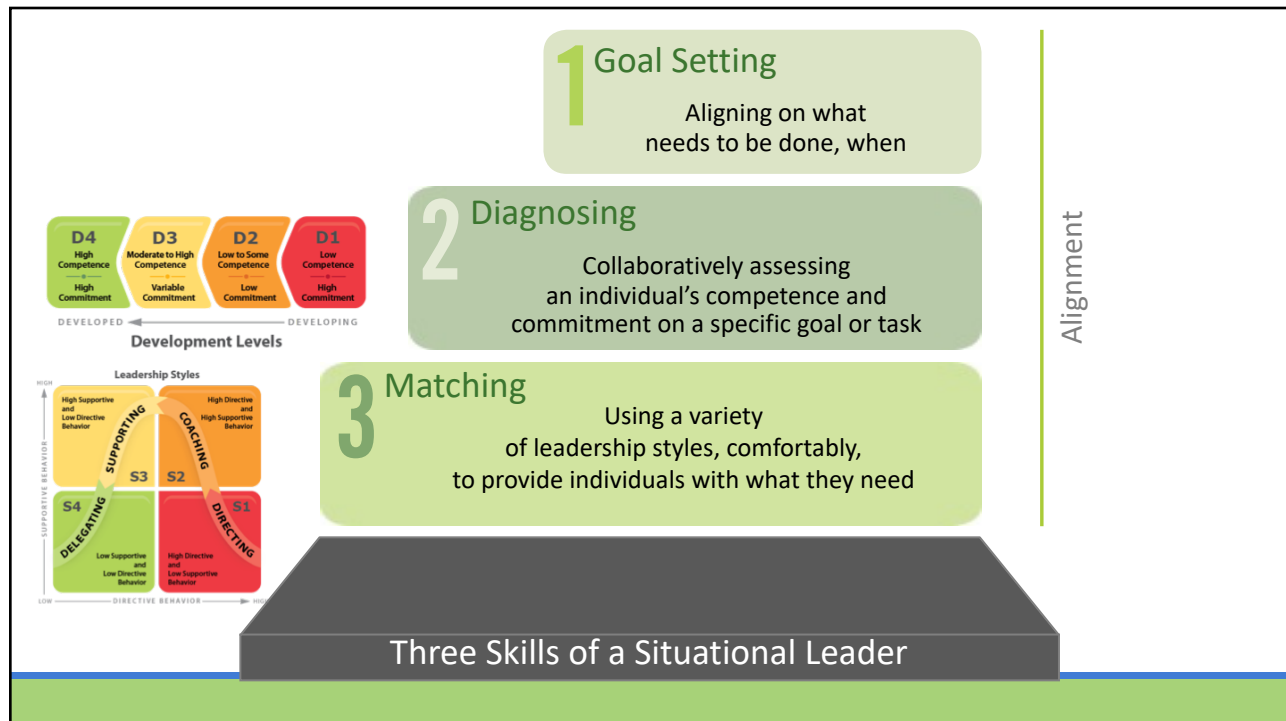
- A. Consistently keeping your inbox at 0 unread emails.
- B. Running a marathon.
- C. Giving a keynote address to a room of 5,000 people.
- D. Having a difficult conversation.
- E. Being a CDA Board Member.
- F. _____

THE Ken Blanchard
COMPANIES
The Leadership Difference.®

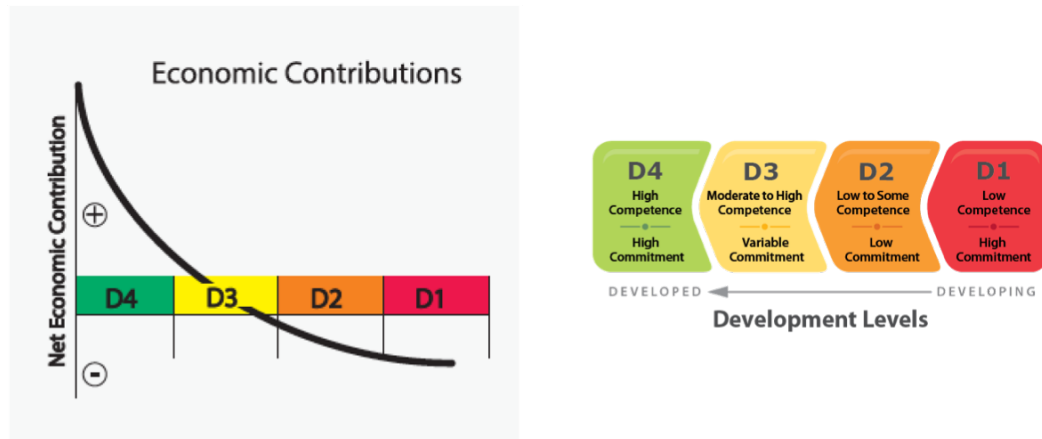
The World's Most
Widely Used Leadership
Development Model

Situational Leadership® II





Economic Impact



Benefits of SLII

ACCELERATE DEVELOPMENT- With the appropriate direction and support, people progress through development levels more quickly, accelerating their growth so they can deliver greater value to the company.

INSTILL A COMMON LANGUAGE - A common language boosts effectiveness and creates a culture focused on high performance.

INCREASE RETENTION- Leaders who match their style to the needs of their people raise morale, make others feel valued, and ultimately increase commitment, engagement, and retention.

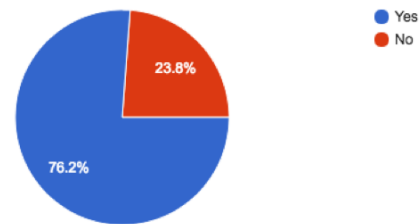
CREATE PROACTIVE PROBLEM SOLVERS- When employees feel that their managers have their best interests at heart, they perform better, are more creative, and seek optimal solutions to problems.



Measuring Success

After the introduction of SLII, do you feel you are better able to match your supervisory style to the situation?

21 responses



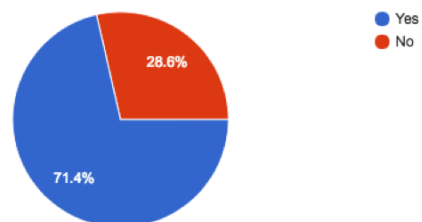
Source: CDA Staff Survey
November, 2017



Measuring Success

After the introduction of SLII, do you feel you are better able to ask for what you need in regards to supervisory style?

21 responses



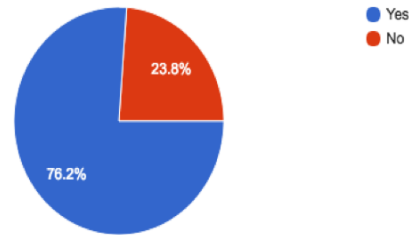
Source: CDA Staff Survey
November, 2017



Measuring Success

Overall, have you seen the SLII model make an impact at the CDA?

21 responses



Source: CDA Staff Survey
November, 2017

ACCELERATE DEVELOPMENT-

- *I check in with staff more often, try to define what is a good job more clearly and set timelines that work.*
- *It has helped focus me and helped me to focus my staff to meet expectations.*

INSTILL A COMMON LANGUAGE

- *Being able to use the language of the D and S levels in everyday conversation makes things so much easier for both of us!*
- *The tools provided with the SLII training facilitate better communication with a variety of personality styles.*

INCREASE RETENTION

- *I like it. It makes sense. It makes me a better leader for my team and myself.*

CREATE PROACTIVE PROBLEM SOLVERS-

- *More accountability & clearer goals by stating specifics, finding ways to measure and give time based.*



Moving Forward

- Continue working on full implementation.
- Utilize assessments & tools.
- Coaching for context and integration.



Q & A

THE IMPACT OF LEADERSHIP ON THE BOTTOM LINE

For years, leadership training and development have been recognized as a vital investment for driving organizational success. Now, industry research is showing the quantifiable bottom-line impact of effective organizational leadership initiatives.

For nearly four decades, The Ken Blanchard Companies® has conducted its own and collected corroborating research that measured the impact of training individuals to be effective, inspirational leaders whom others want to follow. The data shows that through effective leadership, organizations increase productivity and maximize the performance potential of the company.

Setting the Stage for Success

In today's competitive marketplace, few organizations believe that they are capitalizing upon the full potential of their people. Although developing talented people to their full potential is the goal of all organizations, accomplishing it remains elusive for most.

In reality, employees cannot be Self-Reliant Achievers the day they walk in the door. Only a small percentage of employees reach their full potential after joining an organization. Most become average performers, while some do not perform well at all or even quit after being on the job for a short time. This results in lost productivity and an increased cost in recruiting, hiring, and training new employees.

Blanchard® has found that a common need in these organizations is the means to develop people. Only over a period of time, supported with the appropriate coaching, performance management, and leadership style, will employees reach the levels of confidence and competence that enable them to increase productivity and effectiveness, and thus become peak performers.

The Economic Impact of Leading Employees through the Development Levels

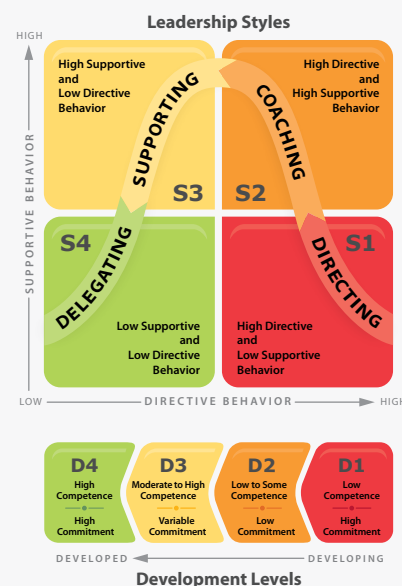
Every organization has learners—both new employees and employees taking on new tasks whose development level (competence and commitment for a task) is either low or variable (D1–D2: see explanation of Situational Leadership® II in sidebar). These employees require an investment of time and leadership, and in the beginning usually cost the organization more in time, training, equipment, and related expenses than can be offset during their initial low levels of productivity.

As employees become more capable and confident, they become more productive and require a less substantial investment of time and money. Over time, with appropriate leadership and coaching, they become Self-Reliant Achievers (D4) and their financial impact and productivity improve exponentially. It is the role and responsibility of the leader to help employees evolve quickly and efficiently through the predictable stages of development. But most leaders are not equipped to handle this task.

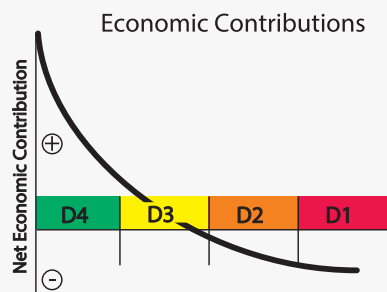
Is your organization maximizing the potential of each employee?

Are your leaders equipped to assist their people in becoming peak performers?

Situational Leadership® II Model



The Situational Leadership® II Model is the most widely used and practical system in the world for developing leaders who develop self-reliant, peak performers.



- We estimate that in most organizations without a solid leadership development strategy, only about half of the employees have been developed to the D3 level.
- Organizations we have worked with estimate that at the D3 level, overall productivity and performance plateaus at about 60–65%.
- When the majority of employees in an organization develops to D3 and D4, productivity is maximized.
- We have found that after leadership training occurs, most organizations realize significant improvements in the number of employees moving from Development Level 3 to Development Level 4 on critical tasks.
- This illustrates the tremendous margin for improvement in performance and effectiveness in order to drive overall organizational productivity, and in the importance of solid leadership to support employee development.

Situational Leadership® II—The Key to Accelerating the Development Process

In order to maximize employee performance, it is critical to have leaders who can assist employees in moving quickly through the development levels to peak performance. Situational Leadership® II is a key ingredient in raising development levels, and thus profitability.

DEVELOPMENT LEVEL / PROFITABILITY			
Development Level	Investment Level	Productivity Level	Economic Level
D1	High	Low	Negative
D2	High	Low to Moderate	Negative/Breakeven
D3	Medium	Moderate to High	Breakeven
D4	Low	High	Positive

Without the application of appropriate leadership styles, employees can stagnate or even regress in their development and performance. According to Blanchard research, most leaders are not able to flexibly use the appropriate leadership style to match the situation.

- 54% of leaders typically use only one leadership style
- 34% use two leadership styles
- 11% use three leadership styles
- and only 1% use all four leadership styles

As the most comprehensive and widely used leadership development model in the world, Situational Leadership® II (SLII®) offers a simple, practical method for developing and managing people, time, and resources effectively. It demonstrates the way for leaders to help their direct reports become Self-Reliant Achievers. SLII also provides a strategy for aligning individual goals with organizational goals.

Since individuals can migrate across the four development levels depending on the newness of the tasks they are juggling, or their lack of familiarity with them, the leader must use the appropriate leadership style to maximize productivity, increase morale, and produce long-term results.

As performance and development levels increase, individuals begin to contribute more directly and substantially to the bottom line—this contribution increases exponentially as employees reach the D4 (Self-Reliant Achiever) level on critical tasks in the organization. The result is an organization in which people feel empowered and therefore are more willing to contribute their ideas and energy.

Community Development Department Report February 20, 2018

Homeownership Division

Homebuyer Counseling and Education

During the month of January, the Homeownership Division saw over 25 clients for new and follow-up appointments. Staff were able to resolve seven foreclosure cases with three homeowners able to bring their loan current, three received modifications, one initiated a forbearance agreement, and no clients lost their home due to foreclosure.

Homeownership Program	Grant Year to date Oct 1 – Jan 31	Grant Year Goal	Progress toward Goal
Homebuyer Education	25	90	28%
Homebuyer Counseling	4	50	8%
Homebuyer Financial Counseling	12	19	63%
Foreclosure Counseling	22	85	26%
Refinance Counseling	4	10	40%

Home Mortgages

The CDA participates in the Minnesota Cities Participation Program (MCP) a bond-funded mortgage program administered by Minnesota Housing, under the title Start Up for First-Time Homebuyers. The 2018 program began on January 18, 2018.

Down Payment Assistance Pilot Program

In January, CDA staff met with Minnesota Housing to discuss program details. Additionally, staff received and returned the grant contract, which is set to start March 1st. Staff is finalizing the policies and procedures and expect to start marketing and outreach efforts in March.

Home Improvement Loan Program

The Home Improvement Loan Program has 20 households on the waitlist. Currently, there are three applications in the underwriting and environmental review process.

Home Improvement Loan	Program Year to date Jul 1 – Jan 31	Program Year Goal	Progress toward Goal
Total funds loaned	\$102,581	\$251,876	41%
Number of loans closed	5	12	42%

Development Division

The Glen at Valley Creek

Enterprise Community Investments has been selected as the tax credit equity investor and a letter of intent outlining the terms of the investment proposal has been executed. Enterprise Community Investments was also the CDA's equity partner on Piccadilly Square. Staff met with HUD field office representatives for an intake meeting for the first mortgage. HUD will provide an invitation letter to the CDA summarizing the preliminary terms, guarantees, and requirements for the loan. Staff are also providing due diligence items to Minnesota Housing for the credit approval phase on the Senior Housing Pilot deferred loan.

Red Rock Crossing Redevelopment

The CDA and Newport City Council will discuss the status and future of redevelopment of Red Rock Crossing at a joint workshop on February 20, 2018.

Fair Housing

Jurisdictions receiving CDBG and HOME funding are to submit plans every five years analyzing and setting up goals to affirmatively further fair housing. The next plan for Washington County utilizing HUD's new Affirmatively Furthering Fair Housing Assessment Tool was to be due in 2020. HUD announced that it will be delaying the deadline to utilizing HUD's Assessment Tool in order for HUD to examine and revise its technical assistance content. Jurisdictions still need to comply with existing obligations regarding fair housing and submit an Analysis of Impediments Plan in 2020.

CDBG/HOME Administration

The 2018 CDBG and HOME applications were due on January 5th. Staff has scored and screened applications for program eligibility. In February, the CDBG citizen advisory committee reviewed and made project recommendations regarding the projects to be included in the Program Year 2018 Annual Action Plan. A public hearing for the plan will be held at the April board meeting.

The following accomplishments took place in January for CDBG and HOME projects:

- Twin Cities Habitat for Humanity Generation Acres Development in Hugo successfully closed on two homes and currently has nine more under construction.
- Twin Cities Habitat for Humanity finished construction on 2 homes in St. Paul Park. Homebuyers are scheduled to close in mid-February.

Low Income Housing Tax Credit Suballocation

The chart below provides the status of recent LIHTC allocations by the CDA.

Development Name (City)	LIHTC Type	LIHTC Units	Development Status
Green Twig (Oak Park Heights)	4%	62	Complete, 8609 requested
Century North (Oakdale)	4%	177	Complete, 8609 requested
Red Rock Square (Newport)	9%	42	Complete, Leased
Legends of Cottage Grove	4%	184	Complete, Leasing up
Legends of Woodbury	4%	216	Under Construction
Glen at Valley Creek (Woodbury)	4%	42	Start construction 2018
Headwaters Landing (Forest Lake)	9%	45	Requesting additional credits for 2019

2017 Capital Improvements in Process

Property Name	Improvement Project	Status and Tentative Schedule
PH 18	Kitchen & Bath Updates	Work complete. Close out in process.
PH 6	Kitchen and Bath remodel	Construction complete
Raymie Johnson	HVAC unit replacements	Close out in process.

2018 Capital Improvements in Process

Property Name (City)	Improvement Project	Status and Tentative Schedule
Woodland Park (Cottage Grove)	Exterior building improvements	New windows installation complete on all townhome and apartment buildings. Siding work complete on townhome building #3. Roof work expected to begin by the end of the month.
All properties	Community room and common area RFP for Interior Design Services	Common area inventory and draft RFP underway
PH 12 (Oakdale)	Insulation & weatherization	Work to begin end February
Ann Bodlovick & Briar Pond (Stillwater & Woodbury)	Paint trim and replace rotted wood	Soliciting design services
Trailside (Forest Lake)	Roof replacement	Design and specifications in process.
Brick Pond (Stillwater)	Replace pumps and grinders in lift station.	Out for quotes.

Economic Development Highlights

February, 2018

The new MNCAR Exchange (commercial property database) is up and running. 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).

You may have read about Minnesota's bid for the Amazon HQ2 headquarters. MN did not make the shortlist of potential sites for consideration.

I have been working closely with an existing business in Stillwater that is proposing to undertake a large expansion. The total estimated project is around \$10 million.

I have been working with Cottage Grove city staff to help address talent recruitment and retention challenges that were identified by the City's employers during recent business visits.

I have been assisting the City of Afton with industrial park opportunities.

I have been discussing with the City of Forest Lake and the Forest Lake Chamber the potential opportunity to begin a shop local campaign.

I have been assisting the City of Oak Park Heights with a potential redevelopment opportunity.

I have been assisting the Washington County Environmental Services Department staff with finding a site in the northern part of the County.

The City of Woodbury was featured in an ad in the January 2018 MN Real Estate Journal.

Summary of January 2018 Economic Development Activities

Marketing/Promotion

Countywide Marketing	MN Real Estate Journal Apartment Co-Sponsor
Countywide Marketing	Presented to Greater MSP updates on Economic Development Opportunities i
Marketing Out Lot A	Forwarded Out Lot A marketing material to Andrew Odney from Colliers
Marketing Open to Business	Willernie Business Visits to promote small business assistance

Technical Assistance - Community

Oak Park Heights	Assisted City with TIF Policies
Forest Lake EDA	EDA Meeting
Washington County Comp Plan - Community Updates	
Washington County Environmental Services	Working with staff on potential Yard waste and HHW sites
Workforce Development Board Meeting	
Oak Park Heights	Assisting City staff and property owners with potential redevelopment opport

Business Assistance

Workforce Development	Meeting with Health Care business leaders to discuss challenges and opportun
Workforce Development	Met with school administrators to discuss opportunities for workforce develop
Stillwater	Assisting City and existing business with large expansion opportunity

Site Related Buildings Looking for a new Owner/Tenant

Woodbury	Forwarded to city staff office building available for sale
Woodbury	Forwarded to city staff office 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
Woodbury	Forwarded to city staff commercial/industrial building available for lease

Site Related Business Looking for Land/Building

Hugo	Sent Inquiry for 15,000 sq. ft. building needing rail
Cottage Grove	Forwarded inquiry for cold storage
Woodbury	Forwarded inquiry for cold storage
Lake Elmo	Forwarded inquiry for cold storage
All Cities	Inquiry for 5-7 Acres Build to Suite 50,000 sq. ft, Industrial Building
All Cities	Forwarded to inquiry to city staff for commercial office building available for s

Forest Lake, Hugo	Inquiry 50,000 sq. ft, Industrial Building
Oakdale, Lake Elmo, Mahtomedi, Hugo, Woodbury, Newport	Sent Inquiry looking for 5,000 sq. ft. industrial building
All Cities	Sent Inquiry looking for 15,000 sq. ft. industrial building
Hugo, Mahtomedi	Inquiry 3,000 sq. ft, office Building
All Cities	Sent Inquiry looking for land or building for a new commercial building (event

Finance Department Report February 20, 2018

Financial Analysis – Year- To-Date December 2017 Financials

Total Agency –Total Agency income before depreciation and transfers had a positive variance to budget of \$2,065,173. Revenues were over budget by \$819,452 and expenses were under budget by \$1,245,721.

Agency budget to actual revenues were over budget by \$819,452. This is primarily due to Section 8 HCV program receiving \$478,000 more grant revenue than budgeted, HOME and CDBG grant revenue received net \$208,000 over budget and property rents exceeded budget by \$338,000. HCV and HOME/CDBG revenues over budget are used to pay for program costs. These unbudgeted revenues do not increase cash or fund balances. Items over budget were offset by a city grant that was under budget by \$203,800. This grant related to the Glen project and is still expected to be collected but not until 2018.

Total Agency expenses were under budget by \$1,245,721. Expenses under budget relate to various governmental programs being under budget, the largest were loan assistance in the GROW program which was \$420,000 under budget, project costs related to the Glen were under budget by \$251,000, project costs related to the Red Rock Crossing project were under budget by \$222,000 and project costs related to Economic Development were under budget by \$152,000. Section 8 HCV vouchers and HOME/CDBG project assistance were both over budget by \$499,000 and 159,000, respectively.

In addition, total property expense was under budget by \$678,486. Administrative and operating were under budget by a combined \$217,000, maintenance was under budget by \$363,000 and utilities was under budget by \$90,000.

REAC Inspections

- Scattered Sites inspection was completed and the Agency received a score of 86c.

2017 Audit Schedule

- WCCDA Audit
 - Fieldwork April 2nd through April 13th
 - Tentative Issue May 4th
 - On January 16th the Finance Committee met with Mr. Dave Mol from Redpath and Company to discuss the 2017 audit. The minutes from that meeting are included in this months board packet.
- Briar Pond
 - Fieldwork February 20th through February 23rd
 - Tentative issue date March 9th
- The Groves and Piccadilly Audits
 - Fieldwork has been completed for both properties. Draft's of the 2017 report are being reviewed with issue dates scheduled for February 28th.

Unaudited REAC – Is due February 28th. The Agency has requested an extension.

Washington County CDA
Total Agency
For the Twelve Months Ending December 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$5,391,221	\$7,334,996
Cash - Revenues	1,618,227	1,466,521
Cash - Section 8	165,928	422,699
Cash-FSS Escrow Public Housing	11,989	21,033
Cash -Operating Deficit Reserv	11,960	12,076
Cash - Repair Reserve	39,533	39,916
Deposits in Trust Fund	11,936,131	12,758,737
Deposits in Trust Fund - QECB	142,775	145,622
Deposits in Escrow Account	123,269	16,177
Deposits - Security	142,198	141,852
Investment in The Groves	500,579	500,579
Investment in Piccadilly	1,344,143	1,344,143
Debt Service Reserve	226,915	228,386
General Operating Reserve	1,052,402	1,333,687
Long Term Capital Reserve	503,332	2,150,215
US Bank Collateral Investment	1,905,791	
Interest Receivable-Investment	328	328
Interest Receivable-Loan	27,998	15,250
Interest Receivable-Other	53,228	32,880
Interest Receivable- Loans	314,550	314,550
Interest Receivable - Red Rock TIF	24,813	24,813
Taxes Receivable-Current		30,438
Taxes Receivable-Delinquent	48,633	31,476
Accounts Receivable	38,603	1,208
Accounts Receivable-Rent(Prepaid)	6,481	18,859
Allowance for Doubtful Account	(516)	(516)
Loan Receivable	17,974,197	16,353,912
Note Receivable (FHLB)	500,000	500,000
Loan Receivable-Piccadilly	515,451	550,722
Capital Lease Receivable	4,002,983	3,602,275
Developer Fee-Receivable	1,500,000	975,000
Intergovernmental Rec.-Federal	264,114	136,751
Intergovernmental Rec.-State	15,825	30,788
Intergovernmental Rec-County	61,809	2,402
Intergovernmental Rec-City	90,486	
Interfund Receivable - Other	243,400	76,357
Interfund Receivable-HRA General Fund		722
Interfund Rec.-Special Program	135,933	135,933
Interfund Rec.-W/O TIF	2,566,547	2,566,547
Interfund Rec.-CDBG	5,547	
Interfund Rec.- Red Rock TIF	411,109	618,317
Interfund Rec-TrailSide	500,000	500,000
Prepaid Expenses	385,604	360,303
TOTAL CURRENT ASSETS	\$54,803,516	\$54,795,954
FIXED ASSETS		
Property for Resale	739,590	1,156,423
Land	4,559,054	4,559,054
Project in Progress	197,091	716,208
Buildings and Structures	66,379,441	66,919,495
Accum Depr.-Bldgs & Structures(40 years)	(28,555,572)	(30,292,448)
Net Buildings & Structures	37,823,869	36,627,047
Grounds and Improvements	1,783,950	2,178,465
Accum Depr.-Grounds & Improv.(40 years)	(455,830)	(500,331)
Net Grounds&Improv.	1,328,120	1,678,134
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(479,627)	(497,348)
Net Furniture&Fixtures	36,075	18,354
	36,075	18,354
TOTAL FIXED ASSETS	\$44,683,799	\$44,755,220

Washington County CDA
Total Agency
For the Twelve Months Ending December 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
TOTAL ASSETS	<u>\$99,487,315</u>	<u>\$99,551,174</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	289,735	439,952
Accounts Payable-Other	616	603
Salaries Payable	52,844	60,290
Flex Spending Payable	599	1,893
Flex Spending-Dependent Care Payable	1,245	
Limited Flex Spending (FSL) Payable	69	2,034
Other Payroll Payable	(157)	
Contracts Payable	16,664	24,720
Accrued Bond Interest - QECB	19,967	19,150
Accrued Bond Interest	626,250	594,692
Accrued Mortgage Interest	29,981	29,430
Accrued Interest-Red Rock Project	24,813	24,813
Accrued Interest -Development	227,503	227,503
Notes Payable	500,000	500,000
Deferred Revenues	5,122,010	5,265,660
Intergov't Payable-County(PILOT)	410,743	410,743
Intergov't Payable-Other	40,000	40,000
Interfund Payable-HRA General Fund	243,400	76,357
Interfund Payable - Red Rock Project	411,109	618,317
Interfund Payable - Development	2,702,480	2,702,480
Interfund Payable - GAP	500,000	500,000
Interfund Payable-Briar Pond	5,547	
Interfund Payable-Ann Bodlovick		722
Escrow Deposits Payable	(1,824,866)	(1,662,963)
Escrow Deposits Payable-Security	380,209	378,740
Escrow Deposits Payable-Sec Dep Interest	20,528	21,337
Escrow Deposits Payable-FSS	946	6,177
Escrow Deposits Payable-FSS Public Housing	11,989	21,033
TOTAL CURRENT LIABILITIES	\$9,814,224	\$10,303,683
LONG-TERM LIABILITIES		
Revenue Bonds Payable	42,300,000	38,930,000
Revenue Bonds Payable - QECB	1,815,000	1,675,000
Mortgage Payable	11,929,067	11,592,241
MHFA Loan-POHP	271,000	271,000
Unamortized Bond Premium	900,990	839,007
Unamortized Bond Discount	(275,500)	(255,724)
Deferred Refunding Costs	(819,847)	(714,680)
Deferred Gain on Sale of Property	412,077	358,496
Deferred Gain on Refunding	390,626	273,446
TOTAL LONG TERM LIABILITIES	\$56,923,413	\$52,968,786
FUND EQUITY		
Current Year-to-Date Income(Loss)	4,682,053	3,529,025
Retained Earnings-Unreserved	28,067,626	32,749,679
TOTAL FUND EQUITY	\$32,749,679	\$36,278,704
TOTAL LIABILITIES & FUND EQUITY	<u>\$99,487,316</u>	<u>\$99,551,173</u>

Washington County CDA
Total Agency
For the Twelve Months Ending December 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
TAXES					
Levy	\$4,565,812	(\$152,668)	\$4,718,480	\$4,718,480	
Current Tax Increments	126,926	(11,389)	138,315	129,100	9,215
TOTAL TAXES	\$4,692,738	(\$164,057)	\$4,856,795	\$4,847,580	\$9,215
INCOME					
Sec. 8 Portability Admin. Fees	\$236,294	\$23,797	\$212,497	\$223,500	(\$11,003)
Section 8 Subsidies	2,710,179	(447,902)	3,158,081	2,680,000	478,081
Senior Care Community				8,400	(8,400)
HUD Annual Contributions	807,184	(37,053)	844,237	804,900	39,337
HUD CFP Operating Revenue	88,477	88,477		90,000	(90,000)
Capital Contributions-Other	106,600	106,600			
HUD Annual Contrib.-Admin	74,671	(14,754)	89,425	75,300	14,125
Low Income Housing Tax Credits	141,562	25,050	116,512	83,300	33,212
Administration	102,017	(61,139)	163,156	30,400	132,756
Other Federal Grants and Aids	366,460	(63,667)	430,127	364,500	65,627
Grant - FEMA	90,486				
HOME Rehabilitation Contributions	392,698	(118,176)	510,874	194,500	316,374
Federal Grants - CDBG	439,981	(1,615)	441,596	682,700	(241,104)
Federal Grants - FSS Combined	46,497	15	46,482	46,200	282
Bridges Administration Fees	22,910	1,010	21,900	26,000	(4,100)
Bridges Subsidies	242,778	(5,984)	248,762	243,200	5,562
Other Financial Sources	1,300,000	1,300,000			
Other Grants & Aids-State	63,209	11,746	51,463	55,000	(3,537)
Other Grants - Counties		(80,000)	80,000	100,000	(20,000)
Other Grants-Cities				203,800	(203,800)
Asset Management Fee	3,000		3,000	3,000	
Administrative Charges - Other		(1,500)	1,500		1,500
Fees for Services-Housing	81,233	71,585	9,648	98,400	(88,752)
Conduit Financing Fees	27,719	27,719		2,100	(2,100)
Origination Fees-Loans	3,533	341	3,192	5,000	(1,808)
Other Misc. Charges	4,500		4,500		4,500
Rent Revenue	7,408,368	(65,616)	7,473,984	7,449,000	24,984
Rent Revenue-Vacancy Loss	(109,149)	17,128	(126,277)	(317,000)	190,723
Rent Revenue-Subsidized	1,308,205	(39,931)	1,348,136	1,225,900	122,236
Utility Reimbursement-Subsidized	7,141	2,993	4,148	3,500	648
Cable Reimbursement	16,655	(1,287)	17,942	16,800	1,142
Rent Revenue-Garage	88,213	2,086	86,127	87,100	(973)
Rent Revenue-Employee Discount	(8,305)	418	(8,723)		(8,723)
Laundry Revenue	30,885	3,234	27,651	30,400	(2,749)
Guest Suite Rental Income	2,450	(300)	2,750	1,200	1,550
Application Fees Revenue	6,825	550	6,275	11,700	(5,425)
Emergency Pendant Reimbursement	641	73	568	800	(232)
Security Deposit-Legal	7,779	1,662	6,117	9,100	(2,983)
Security Deposit-Bad Debt	27,966	9,569	18,397	19,400	(1,003)
Security Deposit-Other	33,758	13,744	20,014	22,100	(2,086)
Penalty Charges	19,349	(658)	20,007	18,500	1,507
Miscellaneous Revenue	3,407	672	2,735	4,800	(2,065)
Interest-Investments	38,159	(57,827)	95,986	4,600	91,386
Interest on Capital Lease	112,805	14,405	98,400	98,432	(32)
Interest Income on Restricted Invest	15,007	(40,168)	55,175	1,900	53,275
Interest Income-Loan	261,432	70,069	191,363	237,576	(46,213)
Gain on Investments	(416)	4,680	(5,096)		(5,096)
Interest-Developer Fee	6,416	6,416		8,700	(8,700)
Interest-Other	36,631	3,751	32,880	36,100	(3,220)
Contributions		(500)	500		500
Revenue-Other	1,882,466	1,656,140	226,326	231,900	(5,574)
Sale of Property	550,670	550,670			
Comp. for Loss of Fixed Assets		(527)	527		527
Gain on Sale of Property	51,551	(2,030)	53,581	53,500	81
TOTAL INCOME	\$19,150,897	\$3,064,452	\$16,086,445	\$15,276,208	\$810,237
EXPENSES					
Salaries And Wages-Regular	\$1,129,829	(\$178,540)	\$1,308,369	\$1,349,400	(\$41,031)
Salaries and Wages-Per Diem	3,725	(500)	4,225	5,700	(1,475)
Medicare Contributions	16,426	(3,561)	19,987	18,700	1,287
Pension Contributions	99,697	(14,747)	114,444	112,100	2,344
Flex Spending Expense	5,230	(1,761)	6,991	19,200	(12,209)
Health Savings Expense	3,919	(117)	4,036	4,600	(564)
HSA Expense	12,220	(8,380)	20,600		20,600
Health Insurance	127,191	5,471	121,720	142,800	(21,080)
Dental Insurance	16,527	(749)	17,276	16,900	376
Life Insurance	2,328	(563)	2,891	2,000	891
Disability Insurance	9,178	(917)	10,095	8,800	1,295
Workers Compensation		(1,650)	1,650	4,800	(3,150)
SUBTOTAL EMPLOYEE COMPENSA	\$1,426,270	(\$206,014)	\$1,632,284	\$1,685,000	(\$52,716)

Washington County CDA
Total Agency
For the Twelve Months Ending December 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Office Supplies	\$24,091	\$2,405	\$21,686	\$34,500	(\$12,814)
Books and Pamphlets	1,205	(793)	1,998	1,500	498
Cleaning Supplies	13,540	(2,675)	16,215	18,000	(1,785)
General Supplies	4,678	3,877	801	2,300	(1,499)
Plumbing Supplies	41,288	5,874	35,414	46,800	(11,386)
Electrical Supplies	25,624	(153)	25,777	32,500	(6,723)
Carpentry Supplies	27,711	8,944	18,767	41,800	(23,033)
Painting Supplies	20,554	1,300	19,254	26,900	(7,646)
HVAC Supplies	19,252	6,483	12,769	23,900	(11,131)
Appliance Supplies	19,478	979	18,499	19,300	(801)
Building Repair Supplies		(16)	16	100	(84)
Grounds Supplies	30	3	27	100	(73)
Auditing/Accounting Services	69,885	4,685	65,200	86,500	(21,300)
Payroll Services	9,270	(1,289)	10,559	9,600	959
Legal Fees-Retainer	186,641	36,304	150,337	192,400	(42,063)
Legal Fees-Litigation	1,510	(1,265)	2,775	3,100	(325)
Legal Fees-Other	63,255	(130,361)	193,616	45,000	148,616
Consulting Fees	545,006	198,863	346,143	456,500	(110,357)
Property Management Fees	493,668	5,080	488,588	559,908	(71,320)
Property Management-HRA	412,384	(70,460)	482,844	527,246	(44,402)
Administrative Charges		(26)	26	1,300	(1,274)
Architect Fees	33,290	30,280	3,010	84,600	(81,590)
Planning/Engineering Fees	8,700	8,700		22,000	(22,000)
Inspection Fees	6,155	1,675	4,480	6,100	(1,620)
Appraisal and Assessing Fees	1,330	(4,530)	5,860	10,000	(4,140)
Financial and Bonding Fees	1,260	1,260		1,300	(1,300)
Compliance Monitoring	3,000		3,000	3,000	
Marketing	34,718	80	34,638	78,800	(44,162)
Environmental Studies	3,406	(2,889)	6,295	94,600	(88,305)
Municipal Fees	11,308	(3,015)	14,323	15,100	(777)
Surveying Fees	8,668	8,668			
Applicant Screening Fees	12,668	1,420	11,248	18,200	(6,952)
Service Charges	5,123	(763)	5,886	3,600	2,286
Other Professional Services	15,863	7,601	8,262	31,300	(23,038)
Electric Utilities	217,701	18,212	199,489	221,000	(21,511)
Water and Sewer Utilities	249,187	(5,602)	254,789	239,500	15,289
Natural Gas Utilities	173,824	18,020	155,804	249,700	(93,896)
Refuse and Disposal	121,682	(1,617)	123,299	115,800	7,499
Cleaning and Decorating	61,216	23,462	37,754	62,800	(25,046)
Cleaning and Janitorial Services	2,126	(3,536)	5,662	19,100	(13,438)
Carpentry Services	70,222	5,229	64,993	121,800	(56,807)
Exterminating	20,567	6,672	13,895	22,300	(8,405)
Elevator Services	37,359	(4,966)	42,325	41,000	1,325
Plumbing Services	63,659	855	62,804	56,900	5,904
Water Heater Replacements	3,067	(16,578)	19,645	7,700	11,945
Electrical Services	56,351	(1,218)	57,569	59,600	(2,031)
Carpet/Flooring Services	127,939	19,848	108,091	147,300	(39,209)
Painting Services	56,038	(2,520)	58,558	68,900	(10,342)
HVAC Services	58,761	4,042	54,719	59,900	(5,181)
HVAC Replacements	7,018	(4,383)	11,401	37,200	(25,799)
Washer & Dryer Replacements	21,805	5,292	16,513	36,600	(20,087)
Stove Replacements	13,805	(1,764)	15,569	23,200	(7,631)
Refrigerator Replacements	13,129	(5,214)	18,343	24,900	(6,557)
Appliance Services	3,653	1,044	2,609	6,300	(3,691)
Lawn Care Services	73,411	3,557	69,854	74,400	(4,546)
Snow Removal Services	79,881	(598)	80,479	109,300	(28,821)
Maint.-Building and Structures		(200)	200	2,000	(1,800)
Maint-Grounds & Improvements	77,285	7,428	69,857	61,900	7,957
Maint-PM-MSS/Bldg Maintenance	1,529	(2,891)	4,420	3,600	820
Maint-Machinery & Equipment		(625)	625		625
Maint-Office Equipment	31,941	(401)	32,342	32,100	242
Property Maintenance Fees	549,912	34,185	515,727	556,934	(41,207)
On Site Staff-CareTakers	150,622	(7,895)	158,517	189,571	(31,054)
On Site Staff-Property Mgrs	541,562	(14,755)	556,317	620,853	(64,536)
Association Fees	113,141	(6,195)	119,336	122,800	(3,464)
Rentals-Buildings & Structures				200	(200)
Rentals-Office Equipment	46,201	2,902	43,299	46,200	(2,901)
Rentals-Other Equipment	52	52			
Relocation Expense		(1,238)	1,238	50,000	(48,762)
Demolition	64,315	15,840	48,475	45,000	3,475
Other Contractual Services	1,553	3	1,550		1,550
Telephone	83,107	(5,154)	88,261	90,200	(1,939)
Cable & Satellite Communicat.	21,484	(794)	22,278	19,800	2,478
Delivery	1,074	937	137	800	(663)
Postage	10,203	(1,135)	11,338	15,600	(4,262)
Travel Expense	28,432	2,491	25,941	25,200	741
Mileage Reimbursement	15,629	(4,223)	19,852	18,000	1,852
Transportation Charges	27,270	(1,260)	28,530	25,700	2,830
Uniforms	8,651	(490)	9,141	7,600	1,541
Community Projects		(100,000)	100,000	150,000	(50,000)

Washington County CDA
Total Agency
For the Twelve Months Ending December 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Advertising	\$22,489	(\$397)	\$22,886	\$9,100	\$13,786
Newsletters	4,626	(25)	4,651	5,900	(1,249)
Printing and Binding				500	(500)
General Liability Insurance	2,577	(201)	2,778	2,600	178
Property Insurance	346,654	(2,569)	349,223	349,400	(177)
Dues and Subscriptions	29,724	(464)	30,188	23,700	6,488
Training	15,445	(8,861)	24,306	5,600	18,706
Meetings and Conferences	26,290	10,498	15,792	55,500	(39,708)
Licenses and Taxes	225	225			
Property Taxes	2,435	(3,969)	6,404	5,200	1,204
PILOT	410,743		410,743	390,200	20,543
City of Oakdale	101,802	(1,716)	103,518	103,518	
Washington County	205,899	(1,626)	207,525	207,526	(1)
Special Assessments	12,196	1,228	10,968	8,300	2,668
Bad Debt Expense	21,626	1,145	20,481	51,100	(30,619)
Donations				2,000	(2,000)
Resident Retention	8,680	1,045	7,635	9,200	(1,565)
H.U.D Pass Through-expense	17,977	1,234	16,743	21,600	(4,857)
Housing Assistance Payments	3,764,780	(500,604)	4,265,384	3,744,100	521,284
Utility Reimbursements	24,390	(3,858)	28,248	32,300	(4,052)
FSS Escrow Payment	1,913	(3,365)	5,278		5,278
Rent Subsidies-Administration		(1,089)	1,089	2,300	(1,211)
Loan Assist Payments				420,000	(420,000)
Project Assistance	687,938	(245,420)	933,358	754,100	179,258
Interest/Other Expenses	15,029	9,937	5,092	3,800	1,292
Interest Expense-Loan	62,152	27,816	34,336	71,254	(36,918)
Land and Easements	1,163,773	1,034,197	129,576	450,000	(320,424)
Capital Outlay	19,178	(49,446)	68,624	75,476	(6,852)
Office Equipment	2,970			400	(400)
Data Processing	11,176	(52,551)	63,727	117,900	(54,173)
Bond Principal	2,127,084	(1,415,833)	3,542,917	3,510,001	32,916
Mortgage Principal	1,836,429	1,547,269	289,160	287,778	1,382
Bond Interest - QECB	48,054	1,931	46,123	46,939	(816)
Bond Interest	1,445,999	66,178	1,379,821	1,411,021	(31,200)
Mortgage Interest	362,715	6,499	356,216	356,767	(551)
Trustee Fees	60,485	(5,054)	65,539	59,000	6,539
TOTAL EXPENSES	\$19,720,646	\$300,175	\$19,420,471	\$20,666,192	(\$1,245,721)
Income(Loss) Before Deprec. & Transf	\$4,122,989	\$2,600,220	\$1,522,769	(\$542,404)	\$2,065,173
TRANSFERS					
Oper. Transfer to General Fund	\$2,195,567	(\$823,433)	\$3,019,000	\$826,039	\$2,192,961
Oper. Transfer to Special Rev.	924,857	659,775	265,082	454,310	(189,228)
Oper Trans to Proprietary Fund	839,936	(341,012)	1,180,948	1,836,927	(655,979)
Oper. Transfer from HRA General Fund	(1,381,208)	(26,635)	(1,354,573)	(2,155,237)	800,664
Transfer from Special Revenue	(383,585)	(382,613)	(972)	(136,000)	135,028
Transfer from Propriety Fund	(2,195,567)	913,919	(3,109,486)	(826,039)	(2,283,447)
TOTAL TRANSFERS		\$1	(\$1)		(\$1)
HUD CFP Capital Contributions		(32,245)	32,245		32,245
Depreciation					
Deprec-Buildings & Shelters	1,728,766	(8,110)	1,736,876	1,709,328	27,548
Deprec-Grounds & Improvements	44,728	226	44,502	44,400	102
Deprec-Furniture & Fixtures	17,721		17,721	17,724	(3)
Total Depreciation	1,791,215	(7,884)	1,799,099	1,771,452	27,647
Bond Issuance	19,775		19,775	19,777	(2)
Bond Discount	(61,983)		(61,983)	(61,984)	1
Deferred Refunding	105,167		105,167	105,180	(13)
Deferred Gain on Refunding	(117,180)		(117,180)	(117,180)	
Bond Principal-Offset	(2,127,084)	1,415,833	(3,542,917)	(3,510,001)	(32,916)
Mortgage Principal-Offset	(168,975)	6,999	(175,974)	(174,923)	(1,051)
Debt Service Non-Cash	(\$2,350,280)	\$1,422,832	(\$3,773,112)	(\$3,739,131)	(\$33,981)
TOTAL INCOME (LOSS)	\$4,682,054	\$1,153,026	\$3,529,028	\$1,425,275	\$2,103,753

Washington County CDA
General Fund
Balance Sheet
December 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
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ASSETS		
CURRENT ASSETS		
Cash - Operating	\$1,502,844	\$4,064,404
Deposits in Trust Fund	627,796	686,942
General Operating Reserve	1,052,402	1,333,687
US Bank Collateral Investment	272,261	
Interest Receivable-Investmnt	47	47
Taxes Receivable-Current		30,438
Taxes Receivable-Delinquent	48,633	31,476
Accounts Receivable	6,615	
Intergovernmental Rec-County	40,798	
Interfund Receivable - Other	243,400	76,357
Prepaid Expenses	8,671	8,580
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	\$3,803,467	\$6,231,931
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TOTAL ASSETS	<u>\$3,803,467</u>	<u>\$6,231,931</u>
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LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	22,379	21,167
Accounts Payable - Other	263	216
Salaries Payable	10,652	19,139
Flex Spending Payable	599	1,893
Flex Spending-Dependent Care Payable	1,245	
Limited Flex Spending (FSL) Payable	69	2,034
Other Payroll Payable	(157)	
Deferred Revenues	48,633	48,633
Interfund Pay.-Ann Bodlovick		722
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	\$83,683	\$93,804
	<hr/>	<hr/>
LONG-TERM LIABILITIES		
	<hr/>	<hr/>
FUND EQUITY		
Current Year-to-Date Income(Loss)	1,179,461	2,418,346
Retained Earnings-Unreserved	2,540,321	3,719,782
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TOTAL FUND EQUITY	<u>\$3,719,782</u>	<u>\$6,138,128</u>
	<hr/>	<hr/>
TOTAL LIABILITIES & FUND EQUITY	<u>\$3,803,465</u>	<u>\$6,231,932</u>

**Washington County CDA
General Fund
For the Twelve Months Ending December 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
REVENUES					
Levy	\$1,627,812	(\$44,188)	\$1,672,000	\$1,672,000	
Other Financial Sources	1,300,000	1,300,000			
Other Misc. Charges	4,500		4,500		4,500
Revenue-Other	150,046	148,173	1,873	4,500	(2,627)
Total Revenues	\$3,082,358	\$1,403,985	\$1,678,373	\$1,676,500	\$1,873
EXPENDITURES					
Salaries And Wages-Regular	\$226,048	(\$46,326)	\$272,374	\$282,400	(\$10,026)
Salaries and Wages-Per Diem	3,410	(605)	4,015	5,700	(1,685)
Medicare Contributions	3,282	(697)	3,979	4,000	(21)
Pension Contributions	20,301	(4,308)	24,609	23,300	1,309
Flex Spending Expense	3,075	1,183	1,892	6,000	(4,108)
Health Savings Expense	1,110	8	1,102	1,200	(98)
HSA Expense	3,500	(2,138)	5,638		5,638
Health Insurance	36,006	6,200	29,806	31,000	(1,194)
Dental Insurance	4,791	409	4,382	4,300	82
Life Insurance	644	(118)	762	400	362
Disability Insurance	2,695	(335)	3,030	1,900	1,130
Workers Compensation		(371)	371	1,600	(1,229)
Subtotal Employee Compensation	\$304,862	(\$47,098)	\$351,960	\$361,800	(\$9,840)
Office Supplies	10,812	(1,439)	12,251	16,600	(4,349)
Books and Pamphlets		(526)	526	500	26
Cleaning Supplies	3	(377)	380	1,500	(1,120)
General Supplies	559	195	364	600	(236)
Plumbing Supplies	709	270	439	600	(161)
Electrical Supplies	293	293		1,300	(1,300)
Carpentry Supplies	443	282	161	1,200	(1,039)
Painting Supplies		(46)	46		46
HVAC Supplies	386	(367)	753	100	653
Building Repair Supplies		(16)	16	100	(84)
Grounds Supplies	30	3	27	100	(73)
Auditing/Accounting Services	54,385	4,985	49,400	65,000	(15,600)
Payroll Services	9,270	(1,289)	10,559	9,600	959
Legal Fees-Retainer	56,846	21,353	35,493	60,100	(24,607)
Consulting Fees	265,086	206,768	58,318	127,400	(69,082)
Financial and Bonding Fees	1,168	1,168		1,300	(1,300)
Marketing		(205)	205		205
Service Charges	5,079	(807)	5,886	3,000	2,886
Other Professional Services	12,549	7,747	4,802	12,800	(7,998)
Electric Utilities	8,251	(3,922)	12,173	12,400	(227)
Water and Sewer Utilities	2,795	59	2,736	2,900	(164)
Natural Gas Utilities	4,494	2,453	2,041	3,400	(1,359)
Refuse and Disposal	960	(396)	1,356	2,000	(644)
Cleaning and Decorating	15,632	925	14,707	15,800	(1,093)
Carpentry Services		(495)	495	6,500	(6,005)
Exterminating	449	22	427	800	(373)
Elevator Services	1,742	(423)	2,165	7,000	(4,835)
Plumbing Services				2,100	(2,100)
Electrical Services	3,669	(7,608)	11,277	5,200	6,077
Painting Services				1,000	(1,000)
HVAC Services	529	(1,338)	1,867	6,900	(5,033)
Lawn Care Services	3,072	196	2,876	2,900	(24)
Snow Removal Services	2,400		2,400	2,600	(200)
Maint.-Building and Structures		(200)	200	2,000	(1,800)
Maint-Grounds & Improvements	442	(414)	856	3,900	(3,044)
Maint-PM-MSS/Bldg Maintenance	1,529	(2,891)	4,420	3,600	820
Maint-Machinery & Equipment		(625)	625		625
Maint-Office Equipment	4,417	2,432	1,985	2,700	(715)
Rentals-Buildings & Structures				200	(200)
Rentals-Office Equipment	29,587	2,173	27,414	25,000	2,414
Telephone	11,963	205	11,758	13,000	(1,242)
Delivery				200	(200)
Postage	776	(1,214)	1,990	1,400	590
Travel Expense	12,281	3,370	8,911	9,200	(289)
Mileage Reimbursement	133	(44)	177	200	(23)
Advertising	6,801	3,544	3,257	2,900	357
Property Insurance	12,693	5,956	6,737	6,500	237
Dues and Subscriptions	12,864	593	12,271	12,500	(229)
Training	4,154	(7,234)	11,388	2,300	9,088
Meetings and Conferences	4,794	2,430	2,364	26,700	(24,336)
Bad Debt Expense				1,500	(1,500)
Donations				2,000	(2,000)
Other Expenses-Misc.	9,632	9,632			
Interest Expense-Loan	24,669	(9,667)	34,336	37,774	(3,438)
Capital Outlay	19,178	(49,446)	68,624	75,476	(6,852)
Office Equipment	990	990		400	(400)
Data Processing	6,714	(50,185)	56,899	93,600	(36,701)
Mortgage Principal	1,667,455	1,554,268	113,187	112,855	332
Total Operating Expenses	\$2,597,545	\$1,644,040	\$953,505	\$1,171,005	(\$217,500)
Excess of revenues Over (Under) expenditures	\$484,813	(\$240,055)	\$724,868	\$505,495	\$219,373

**Washington County CDA
General Fund
For the Twelve Months Ending December 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Transfers					
Transfer from Propriety Fund	(\$2,195,567)	\$823,433	(\$3,019,000)	(\$826,039)	(\$2,192,961)
Oper. Transfer to Special Rev.	674,857	500,261	174,596	318,310	(143,714)
Oper Trans to Proprietary Fund	<u>839,936</u>	<u>(341,012)</u>	<u>1,180,948</u>	<u>1,061,524</u>	<u>119,424</u>
Total Transfers	(\$680,774)	\$982,682	(\$1,663,456)	\$553,795	(\$2,217,251)
Interest-Investments	15,225	(14,882)	30,107		30,107
Gain on Investments	<u>(1,352)</u>	<u>(1,264)</u>	<u>(88)</u>		<u>(88)</u>
Non-Operating Revenue/Expense	<u>\$13,873</u>	<u>(\$16,146)</u>	<u>\$30,019</u>		<u>\$30,019</u>
Net Income (Loss)	<u><u>\$1,179,460</u></u>	<u><u>(\$1,238,883)</u></u>	<u><u>\$2,418,343</u></u>	<u><u>(\$48,300)</u></u>	<u><u>\$2,466,643</u></u>

Washington County CDA
Total Properties
Balance Sheet
For the Twelve Months Ending December 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$787,069	(\$13,111)
Cash - Revenues	1,618,227	1,466,521
Cash - FSS Escrow Public Housing	11,989	21,033
Cash -Operating Deficit Reserv	11,960	12,076
Cash - Repair Reserve	39,533	39,916
Deposits in Trust Fund	10,330,539	11,056,902
Deposits in Trust Fund - QECB	142,775	145,622
Deposits in Escrow Account	112,323	
Deposits - Security	142,198	141,852
Investment in The Groves	500,579	500,579
Investment in Piccadilly	1,344,143	1,344,143
Debt Service Reserve	226,915	228,386
Interest Receivable-Loan	27,998	15,250
Interest Receivable-Other	53,228	32,880
Accounts Receivable	15,556	1,208
Accounts Receivable-Rent(Prepaid)	6,481	18,859
Allowance for Doubtful Account	(516)	(516)
Loan Receivable	12,105,000	10,463,173
Note Receivable (FHLB)	500,000	500,000
Capital Lease Receivable	4,002,983	3,602,275
Developer Fee Receivable	1,500,000	975,000
Intergovernmental Rec.-Federal	22,307	53,735
Intergovernmental Rec-City	90,486	
Interfund Receivable-HRA General Fund		722
Interfund Rec.-CDBG	5,547	
Prepaid Expenses	369,487	344,128
TOTAL CURRENT ASSETS	\$33,966,807	\$30,950,633
FIXED ASSETS		
Land	4,559,054	4,559,054
Project in Progress	197,091	716,208
Buildings and Structures	66,379,441	66,919,495
Accum Depr.-Bldgs & Structures(40 years)	(28,555,572)	(30,292,448)
Net Buildings & Structures	37,823,869	36,627,047
Grounds and Improvements	1,783,950	2,178,465
Accum Depr.-Grounds & Improv.(40 years)	(455,830)	(500,331)
Net Grounds&Improv.	1,328,120	1,678,134
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(479,627)	(497,348)
Net Furniture&Fixtures	36,075	18,354
	36,075	18,354
TOTAL FIXED ASSETS	\$43,944,209	\$43,598,797
TOTAL ASSETS	\$77,911,016	\$74,549,430

Washington County CDA
Total Properties
Balance Sheet
For the Twelve Months Ending December 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	\$210,254	\$353,210
Accounts Payable-Other	227	37
Contracts Payable	16,664	24,720
Accrued Bond Interest - QECB	19,967	19,150
Accrued Bond Interest	626,250	594,692
Accrued Mortgage Interest	29,981	29,430
Notes Payable	500,000	500,000
Deferred Revenues	1,604	8,308
Intergov't Payable-County(PILOT)	410,743	410,743
Interfund Payable-HRA General Fund	11,642	301
Interfund Payable-GAP	500,000	500,000
Escrow Deposits Payable-Security	380,209	378,740
Escrow Deposits Payable-Sec Dep Interest	20,528	21,337
Escrow Deposits Payable-FSS Public Housing	11,989	21,033
TOTAL CURRENT LIABILITIES	\$2,740,058	\$2,861,701
LONG-TERM LIABILITIES		
Revenue Bonds Payable	42,300,000	38,930,000
Revenue Bonds Payable - QECB	1,815,000	1,675,000
Mortgage Payable	10,104,200	9,929,278
MHFA Loan-POHP	271,000	271,000
Unamortized Bond Premium	900,990	839,007
Unamortized Bond Discount	(275,500)	(255,724)
Deferred Refunding Costs	(819,847)	(714,680)
Deferred Gain on Sale of Property	412,077	358,496
Deferred Gain on Refunding	390,626	273,446
TOTAL LONG TERM LIABILITIES	\$55,098,546	\$51,305,823
FUND EQUITY		
Current Year-to-Date Income (Loss)	2,561,736	309,497
Retained Earnings-Unreserved	17,510,674	20,072,411
TOTAL FUND EQUITY	\$20,072,410	\$20,381,908
TOTAL LIABILITIES & FUND EQUITY	\$77,911,014	\$74,549,432

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Twelve Months Ending December 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	\$7,408,368	(\$65,616)	\$7,473,984	\$7,449,000	\$24,984
Rent Revenue-Subsidized	\$1,308,205	(\$39,931)	\$1,348,136	\$1,225,900	\$122,236
Rent Revenue-Vacancy Loss	(\$109,149)	\$17,128	(\$126,277)	(\$317,000)	\$190,723
Net Rent Revenue	\$8,607,424	(\$88,419)	\$8,695,843	\$8,357,900	\$337,943
Rent Revenue-Garage	88,213	2,086	86,127	87,100	(973)
Rent Revenue-Employee Discount	(8,305)	418	(8,723)		(8,723)
Rental Income	\$79,908	\$2,504	\$77,404	\$87,100	(\$9,696)
Laundry Revenue	30,885	3,234	27,651	30,400	(2,749)
Service Income	\$30,885	\$3,234	\$27,651	\$30,400	(\$2,749)
HUD Annual Contributions	184,404	19,230	165,174	175,000	(9,826)
HUD CFP Operating Revenue	88,477	88,477		90,000	(90,000)
HUD CFP Capital Contribution		(32,245)	32,245		32,245
Capital Contributions-Other	106,600	106,600			
Grant - FEMA	90,486	90,486			
Grants - CDBG	126,873	78,679	48,194		48,194
Other Grants and Aids-County		(5,000)	5,000		5,000
Utility Reimbursement-Subsidized	7,141	2,993	4,148	3,500	648
Cable Reimbursement	16,655	(1,287)	17,942	16,800	1,142
Guest Suite Rental Income	2,450	(300)	2,750	1,200	1,550
Application Fees Revenue	6,775	750	6,025	10,700	(4,675)
Emergency Pendant Reimbursement	641	73	568	800	(232)
Security Deposit-Legal	7,779	1,662	6,117	9,100	(2,983)
Security Deposit-Bad Debt	27,966	9,569	18,397	19,400	(1,003)
Security Deposit-Other	33,758	13,744	20,014	22,100	(2,086)
Penalty Charges	19,349	(658)	20,007	18,500	1,507
Miscellaneous Revenue	3,407	672	2,735	4,800	(2,065)
Revenue-Other	1,732,559	1,510,423	222,136	227,100	(4,964)
Other Income	\$2,455,320	\$1,883,868	\$571,452	\$599,000	(\$27,548)
Total Operating Revenues	\$11,173,537	\$1,801,187	\$9,372,350	\$9,074,400	\$297,950
Operating Expenses					
Marketing	\$34,401	\$3,068	\$31,333	\$47,900	(\$16,567)
Management Fee					
Property Management Fees	493,668	5,080	488,588	559,908	(71,320)
Property Management-CDA	412,384	(70,460)	482,844	527,246	(44,402)
Total Management Fees	\$906,052	(\$65,380)	\$971,432	\$1,087,154	(\$115,722)
Administrative Expenses					
Office Supplies	6,884	(116)	7,000	14,300	(7,300)
Auditing/Accounting Services	15,500	(300)	15,800	19,500	(3,700)
Data Processing		(2,693)	2,693	2,300	393
Maint-Office Equipment	27,116	(3,240)	30,356	29,300	1,056
Rentals-Office Equipment	16,614	730	15,884	21,200	(5,316)
Rentals-Other Equipment	52	52			
Other Contractual Services	1,553	3	1,550		1,550
Telephone	67,338	(2,650)	69,988	66,700	3,288
Cable & Satellite Communication	21,484	(794)	22,278	19,800	2,478
Postage	2,595	822	1,773	5,800	(4,027)
Travel Expense	746	188	558	1,500	(942)
Transportation Charges	27,270	(1,260)	28,530	25,700	2,830
Advertising		(822)	822	100	722
Newsletters	4,626	(25)	4,651	5,900	(1,249)
Dues and Subscriptions	217		217	300	(83)
Training	400	400			
Meetings and Conferences	5,533	(3,177)	8,710	7,300	1,410
Total Administrative Expenses	\$197,928	(\$12,882)	\$210,810	\$219,700	(\$8,890)
Operating Expenses					
Cleaning Supplies	13,537	(2,298)	15,835	16,500	(665)
Legal Fees-Other	45,405	(1,313)	46,718	45,000	1,718

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

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Consulting Fees	\$17,994		\$17,994	\$20,400	(\$2,406)
Environmental Studies	1,756	(889)	2,645	1,600	1,045
Municipal Fees	11,308	(3,015)	14,323	15,100	(777)
Surveying Fees	556	556			
Applicant Screening Fees	8,475	1,185	7,290	15,100	(7,810)
Other Professional Services	373	(68)	441	17,000	(16,559)
Cleaning and Decorating	45,584	22,537	23,047	47,000	(23,953)
Cleaning and Janitorial Services	2,126	(3,536)	5,662	19,100	(13,438)
Exterminating	20,118	6,650	13,468	21,500	(8,032)
Association Fees	113,141	(6,195)	119,336	122,800	(3,464)
Resident Retention	8,680	1,045	7,635	9,200	(1,565)
Total Operating Expenses	\$289,053	\$14,659	\$274,394	\$350,300	(\$75,906)
Maintenance Expenses					
General Supplies	3,610	3,325	285	1,700	(1,415)
Plumbing Supplies	40,579	5,604	34,975	46,200	(11,225)
Electrical Supplies	25,331	(446)	25,777	31,200	(5,423)
Carpentry Supplies	26,942	8,370	18,572	40,600	(22,028)
Painting Supplies	20,554	1,346	19,208	26,900	(7,692)
HVAC Supplies	18,866	6,850	12,016	23,800	(11,784)
Appliance Supplies	19,478	979	18,499	19,300	(801)
Carpentry Services	69,504	5,584	63,920	114,800	(50,880)
Elevator Services	35,617	(4,543)	40,160	34,000	6,160
Plumbing Services	63,659	855	62,804	54,800	8,004
Water Heater Replacements	3,067	(16,578)	19,645	7,700	11,945
Electrical Services	52,682	6,390	46,292	54,400	(8,108)
Carpet/Flooring Services	127,939	19,848	108,091	147,300	(39,209)
Painting Services	56,038	(2,520)	58,558	67,900	(9,342)
HVAC Services	58,232	5,380	52,852	53,000	(148)
HVAC Replacements	7,018	(4,383)	11,401	37,200	(25,799)
Washer & Dryer Replacements	21,805	5,292	16,513	36,600	(20,087)
Stove Replacements	13,805	(1,764)	15,569	23,200	(7,631)
Refrigerator Replacements	13,129	(5,214)	18,343	24,900	(6,557)
Appliance Services	3,653	1,044	2,609	6,300	(3,691)
Lawn Care Services	69,630	4,651	64,979	71,000	(6,021)
Snow Removal Services	76,844	(1,235)	78,079	106,700	(28,621)
Maint-Grounds & Improvements	76,020	7,019	69,001	58,000	11,001
Mileage Reimbursement	15,496	(4,180)	19,676	17,800	1,876
Uniforms	8,651	(490)	9,141	7,600	1,541
Property Maintenance Fees	549,912	34,185	515,727	556,934	(41,207)
On Site Staff-Caretakers	150,622	(7,895)	158,517	189,571	(31,054)
On Site Staff-Property Mgrs	541,562	(14,755)	556,317	620,853	(64,536)
Total Maintenance Expenses	\$2,170,245	\$52,719	\$2,117,526	\$2,480,258	(\$362,732)
Utilities					
Electric Utilities	209,410	22,170	187,240	208,500	(21,260)
Water and Sewer Utilities	246,392	(5,661)	252,053	236,600	15,453
Natural Gas Utilities	169,193	15,430	153,763	246,100	(92,337)
Refuse and Disposal	120,722	(1,221)	121,943	113,800	8,143
Total Utilities	\$745,717	\$30,718	\$714,999	\$805,000	(\$90,001)
Insurance					
Property Insurance	333,871	(8,289)	342,160	341,500	660
Total Insurance	\$333,871	(\$8,289)	\$342,160	\$341,500	\$660
Property Taxes					
PILOT	410,743		410,743	390,200	20,543
Special Assessments	11,414	584	10,830	8,300	2,530
Total Property Taxes	\$422,157	\$584	\$421,573	\$398,500	\$23,073
Bad Debts	\$21,626	\$1,145	\$20,481	\$49,600	(\$29,119)
Total Operating Expenses	\$5,121,050	\$16,342	\$5,104,708	\$5,779,912	(\$675,204)
Operating Income (loss)	\$6,052,487	\$1,784,845	\$4,267,642	\$3,294,488	\$973,154

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

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Nonoperating Revenue/Expenses					
Interest Income					
Interest Income -Investments	\$1,994	(\$8,844)	\$10,838	\$200	\$10,638
Interest Income on Capital Lease	112,805	14,405	98,400	98,432	(32)
Interest Income on Restricted Invest.	15,007	(40,168)	55,175	1,900	53,275
Interest Income-Loan	223,949	32,586	191,363	204,111	(12,748)
Interest Income-Developer Fee	6,416	6,416		8,700	(8,700)
Interest Income -Other	36,631	3,751	32,880	36,100	(3,220)
Total Interest Income	\$396,802	\$8,146	\$388,656	\$349,443	\$39,213
Gain on Asset Disposition					
Gain on Investments	598	624	(26)		(26)
Gain on Sale of Property	51,551	(2,030)	53,581	53,500	81
Total Gain on Asset Disposition	\$52,149	(\$1,406)	\$53,555	\$53,500	\$55
Insurance Proceeds		(527)	527		527
Financial Expense					
Bank Service Charges	44	44			
Trustee Fees	60,485	(5,054)	65,539	59,000	6,539
Total Financial Expense	\$60,529	(\$5,010)	\$65,539	\$59,000	\$6,539
Debt Service-Cash					
Interest/Other Expenses	4,123	419	3,704	2,800	904
Bond Interest - QECB	48,054	1,931	46,123	46,939	(816)
Bond Interest	1,445,999	66,178	1,379,821	1,411,021	(31,200)
Bond Principal	2,127,084	(1,415,833)	3,542,917	3,510,001	32,916
Mortgage Interest	362,715	6,499	356,216	356,767	(551)
Mortgage Principal	168,975	(6,999)	175,974	174,923	1,051
Total Debt Service Cash	\$4,156,950	(\$1,347,805)	\$5,504,755	\$5,502,451	\$2,304
Property Taxes Received					
Levy	1,109,000	(46,010)	1,155,010	1,155,010	
Total Property Taxes	\$1,109,000	(\$46,010)	\$1,155,010	\$1,155,010	
Other					
H.U.D. Pass Through-expense	17,977	1,234	16,743	21,600	(4,857)
Utility Reimbursement	16,676	2,344	14,332	21,600	(7,268)
Total Other	\$34,653	\$3,578	\$31,075	\$43,200	(\$12,125)
Total Nonoperating Revenue/ Expens	(\$2,694,181)	\$1,309,440	(\$4,003,621)	(\$4,046,698)	\$43,077
Net Income (Loss) before transfers	\$3,358,306	\$3,094,285	\$264,021	(\$752,210)	\$1,016,231
Operating Transfers					
Transfers In					
Oper. Transfer from HRA General Fu	706,351	(473,626)	1,179,977	1,836,927	(656,950)
Transfer from Special Revenue	133,585	132,613	972		972
Total Transfers In	\$839,936	(\$341,013)	\$1,180,949	\$1,836,927	(\$655,978)
Transfers Out					
Oper. Transfer to General Fund	2,195,567	(823,433)	3,019,000	826,039	2,192,961
Oper. Transfer to Special Rev.		(90,486)	90,486		90,486
Total Transfers Out	\$2,195,567	(\$913,919)	\$3,109,486	\$826,039	\$2,283,447
Total Operating Transfers	(\$1,355,631)	\$572,906	(\$1,928,537)	\$1,010,888	(\$2,939,425)
Total Cash Available for Operations	2,002,675	3,667,191	(1,664,516)	258,678	(1,923,194)
Depreciation					
Deprec-Buildings & Shelters	1,728,766	(8,110)	1,736,876	1,709,328	27,548
Deprec-Grounds & Improvements	44,728	226	44,502	44,400	102
Deprec-Furniture & Fixtures	17,721		17,721	17,724	(3)

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

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Total Depreciation	\$1,791,215	(\$7,884)	\$1,799,099	\$1,771,452	\$27,647
Bond Discount Amortization	19,775		19,775	19,777	(2)
Bond Premium Amortization	(61,983)		(61,983)	(61,984)	1
Bond Principal-Offset	(2,127,084)	1,415,833	(3,542,917)	(3,510,001)	(32,916)
Mortgage Principal-Offset	(168,975)	6,999	(175,974)	(174,923)	(1,051)
Deferred Refunding	105,167		105,167	105,180	(13)
Deferred Gain on Refunding	(117,180)		(117,180)	(117,180)	
Debt Service Non-Cash	(\$2,350,280)	\$1,422,832	(\$3,773,112)	(\$3,739,131)	(\$33,981)
Net Income (loss)	\$2,561,740	\$2,252,243	\$309,497	\$2,226,357	(\$1,916,860)

**Finance Report
February 20, 2018**

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

Total Agency Year-To-Date

	2016 Actual	2017 Actual	2017 Budget	Variance
Revenues	\$23,843,635	\$20,943,240	\$20,123,788	\$819,452
Expenses	19,720,646	19,420,471	20,666,192	(1,245,721)
Income (Loss)	\$4,122,989	\$1,522,769	(\$542,404)	\$2,065,173

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	2016 Actual	2017 Actual	2017 Budget	Variance
Revenues	\$12,731,488	\$10,970,098	\$10,632,353	\$337,745
Expenses	9,373,182	10,706,077	11,384,563	(678,486)
Income (Loss)	\$3,358,306	\$264,021	(\$752,210)	\$1,016,231

(Prior To Depreciation and Transfers)

Individual Properties Income(Loss) Year-To-Date

	2016 Actual	2017 Actual	2017 Budget	Variance
Brick Pond	\$89,289	\$52,057	\$36,343	\$15,714
Woodland Park	273,764	412,893	140,248	272,645
Briar Pond	659,115	592,910	394,866	198,044
Park Place I	103,770	103,779	24,242	79,537
Park Place II	19,706	8,954	13,071	(4,117)
Scattered Site	45,473	(10,290)	100	(10,390)
Whispering Pines	23,866	19,782	19,789	(7)
Transitional Housing	107,541	2,435	0	2,435
Trailside	209,967	215,417	171,187	44,230
Oakhill Cottages	208,979	94,584	1,717	92,867
Muller Manor	77,318	59,473	1,430	58,043
Ann Bodlovick	83,303	82,576	39,239	43,337
John Jergens	75,195	74,798	31,788	43,010
Pioneer	33,246	41,026	6,982	34,044
Cobble Hill	109,394	103,580	39,691	63,889
Raymie Johnson	86,382	119,028	38,210	80,818
Groves Managing Member	43,299	35,577	44,800	(9,223)
WCD - Series 2013	(30,000)	(30,330)	(30,000)	(330)
Landfall - Series 2010C	(239,284)	(250,822)	(263,296)	12,474
Piccadilly - Series 2015A	1,377,983	(1,463,406)	(1,462,617)	(789)
Total	\$3,358,306	\$264,021	(\$752,210)	\$1,016,231

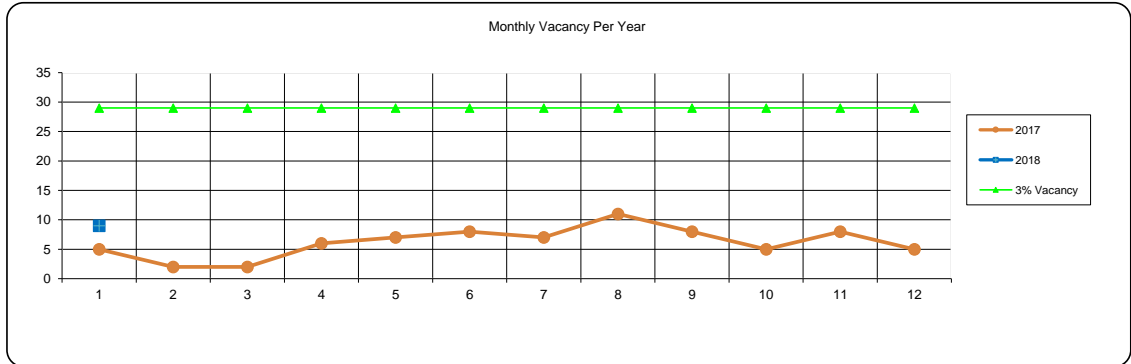
(Prior To Depreciation and Transfers)

Vacancy Rates - 2015-2018

	# of Units	2015 Annual	2016 Annual	2017 Annual	2018 Annual	2018 Annual
Brick Pond	40	1.3%	0.6%	1.3%	0.0%	5%
Woodland Park	180	1.7%	1.2%	1.1%	1.1%	5%
Briar Pond	196	0.3%	0.3%	0.9%	1.5%	5%
Park Place I	36	1.4%	0.2%	1.2%	0.0%	5%
Park Place II	6	0.0%	4.2%	1.4%	16.7%	5%
Scattered Site	56	1.2%	1.5%	0.4%	0.0%	5%
Whispering Pines	40	0.8%	1.7%	0.4%	0.0%	3%
Senior Properties						
Oakhill Cottages	40	0.2%	0.0%	0.0%	0.0%	3%
Muller Manor	28	0.0%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.3%	0.0%	0.0%	2.0%	3%
John Jergens	30	0.6%	0.0%	0.0%	0.0%	3%
Pioneer	18	0.5%	0.0%	2.8%	5.6%	3%
Cobble Hill	45	0.4%	0.2%	0.0%	0.0%	3%
Raymie Johnson	120	0.6%	1.2%	0.5%	0.8%	3%
Trailside	70	0.1%	0.1%	0.0%	0.0%	3%
Seniors	401	0.7%	0.4%	0.3%	0.7%	3%
Overall	955	1.3%	0.7%	0.6%	0.9%	5%

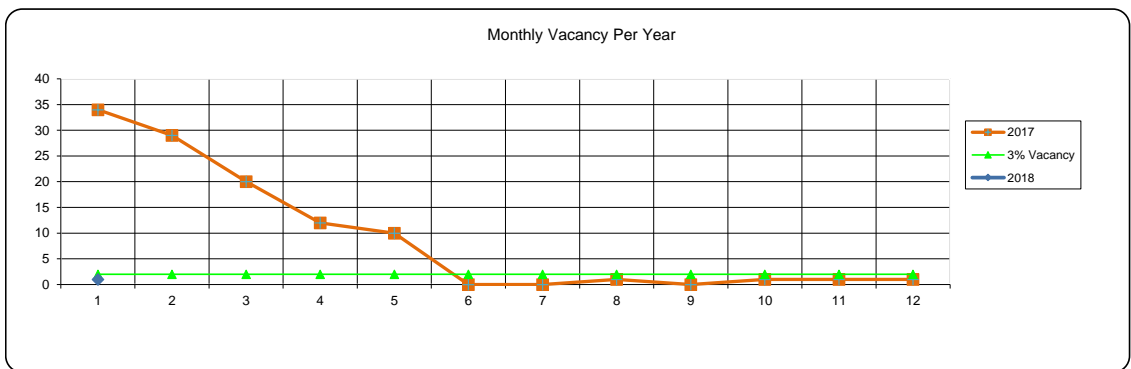
Washington County CDA Current Annual Vacancy as of January 2018

	January	February	March	April	May	June	July	August	September	October	November	December
2017	5	2	2	6	7	8	7	11	8	5	8	5
2018	9											
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



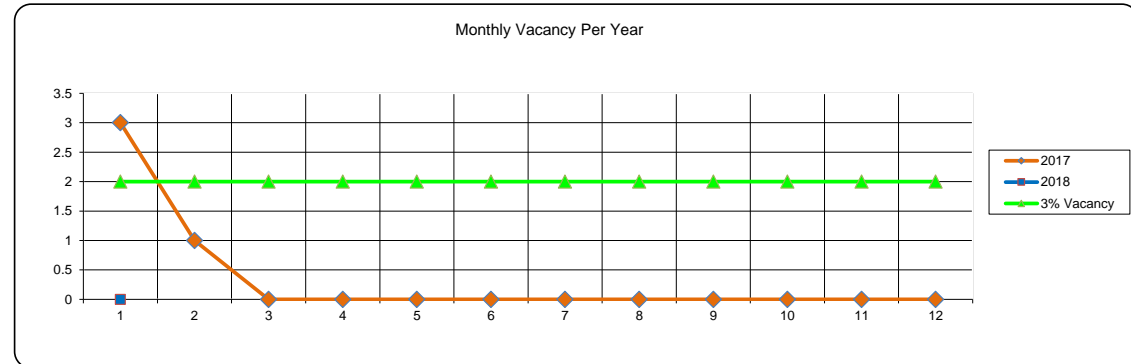
Joint Venture - Piccadilly Square Current Annual Vacancy as of January 2018

	January	February	March	April	May	June	July	August	September	October	November	December
2017	34	29	20	12	10	0	0	1	0	1	1	1
2018	1											
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Groves Current Annual Vacancy as of January 2018

	January	February	March	April	May	June	July	August	September	October	November	December
2017	3	1	0	0	0	0	0	0	0	0	0	0
2018	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
	Scattered Site	Family	56		56			Varies		34			22
Joint Ventures	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	115
John Jergens	308
Muller Manor	317
Oakhill Cottages	272
Pioneer	28
Cobble Hill	122

Interest Lists - Multi-Family	
Property	# on List
Park Place I	135
Park Place II	0
Briar Pond	142
Brick Pond	67
Woodland Park	260
Piccadilly Square - JV	32
The Groves - JV	100

Waiting Lists	
Property	# on List
Raymie Johnson	62
Scattered Site	648
Whispering Pines	426
TrailSide	179

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 person 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.

CDA Owned Properties	Location	# of Units	# of Vacant Units	January	Projected Occupancy		Month End Delinquency
					February	March	
Ann Bodlovick	Stillwater	50	1	98.00%	100.00%	100.00%	\$570
Briar Pond	Oakdale	196	3	100.00%	97.50%	96.50%	\$2,446
Brick Pond	Stillwater	40	0	100.00%	100.00%	100.00%	\$1
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$0
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	0	100.00%	100.00%	100.00%	\$7,953
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$0
Park Place I	St.Paul Park	36	0	100.00%	97.00%	97.00%	\$0
Park Place II	St.Paul Park	6	1	83.33%	100.00%	100.00%	\$0
Pioneer	St.Paul Park	18	1	94.44%	94.50%	94.50%	\$318
Raymie Johnson	Stillwater	120	1	99.17%	99.00%	99.00%	\$2,543
TrailSide	Forest Lake	70	0	100.00%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$235
Woodland Park	Cottage Grove	180	2	99.50%	98.50%	99.00%	\$10
TOTALS:		958	9	99.06%	99.16%	99.13%	\$14,077
Joint Ventures	Location	# of Units	# of Vacant Units	January	Projected Occupancy		Month End Delinquency
					February	March	
Piccadilly Square	Mahtomedi	79	1	98.73%	98.50%	98.50%	\$0
The Groves	Cottage Grove	67	0	100.00%	100.00%	100.00%	\$0

Washington County CDA Property Management Board Report Summary 1/31/2018

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.

Property Spotlight: Piccadilly Square - Management Sponsored Events

To promote a sense of community and belonging, and to show appreciation to our residents, we have planned a number of events over the next few months.

- In February the management team will hang a 'goodie' bag and a thank you card on every residents' door. On Valentine's Day, we will offer treats to all in the community room.
- The second Thursday in March is Popcorn Lovers Day. We will pay tribute by hosting a Popcorn Party with Movies.
- Our residents really enjoy gathering together for lunch. In April, we are going to surprise them with Sloppy Joes and all the fixings.
- The smell of Fresh Baked Chocolate Chips Cookies will draw everyone to our community room for social hour on 'Chocolate Chip Cookie Day' in May.
- In June, we will serve a beautiful pancake breakfast in the community room. This event has always been a hit at other communities and we hope it will become a favorite for Piccadilly residents as well.
- In July, we will host Game Night, offering a variety of fun activities for everyone. Weather permitting, some may choose to gather on the veranda and enjoy a warm summer evening.

We are excited to enjoy these activities with our residents.

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					February	March	
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Briar Pond	Oakdale	196	3	100.00%	97.50%	96.50%	\$2,446
Brick Pond	Stillwater	40	0	100.00%	100.00%	100.00%	\$1
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$0
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	0	100.00%	100.00%	100.00%	\$7,953
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$0
Park Place I	St.Paul Park	36	0	100.00%	97.00%	97.00%	\$0
Park Place II	St.Paul Park	6	1	83.33%	100.00%	100.00%	\$0
Pioneer	St.Paul Park	18	1	94.44%	94.50%	94.50%	\$318
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TOTALS:		958	9	99.06%	99.16%	99.13%	\$14,077
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					February	March	
Piccadilly Square	Mahtomedi	79	1	98.73%	98.50%	98.50%	\$0
The Groves	Cottage Grove	67	0	100.00%	100.00%	100.00%	\$0

HOUSING ASSISTANCE PROGRAMS JANUARY 2018

1. Housing Choice Voucher Program in January

Currently administering: 484 voucher participants
Portability into the County: 5 families ported in

2. Family Self Sufficiency

20 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 13 participants. There are currently 3 vouchers out looking for units.

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/Homeless Update

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. This is 4 households more than the CDA is required to fund under the program. This is done with program savings that occur as the tenants begin work or acquire a stable form of income.

To address the needs of homeless persons and most efficiently utilize the resources available in the community, Washington County providers uses a coordinated entry system to assess and prioritize an individual's housing needs. The system has been designed to meet the specific needs of the county in coordination with the Suburban Metro Area Continuum of Care and the State to assure consistency across counties state-wide. Washington County has three points of access for people experiencing homelessness: St. Andrew's Community Resource Center for families, County's Community Services Department for singles, and StreetWorks Outreach for youth. In 2017 191 assessments were conducted in Washington County.

An initial assessment is conducted to determine if the person or family can be diverted from homelessness with connections to resources. If it is determined housing is needed, a full assessment is conducted to determine the type and level of support needed: temporary shelter, rapid rehousing, transitional housing or permanent supportive housing. Only those who meet the U.S. Department of Housing and Urban Development (HUD) definition of homeless will receive a full assessment and are counted in the above number. HUD's definition of homeless includes those who lack or will imminently lose a fixed, regular, and adequate nighttime residence, and children and families fleeing domestic violence.

5. Inspections

42 inspections were completed in January 2018.

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:	100.0%
Public Housing Reporting Rate:	100.0%

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).

2018 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	3	88	88	90
FEBRUARY	87	3	175	176	180
MARCH				264	270
APRIL				352	360
MAY				440	450
JUNE				528	540
JULY				616	630
AUGUST				704	720
SEPTEMBER				792	810
OCTOBER				880	900
NOVEMBER				968	990
DECEMBER				1056	1080
TOTALS				1056	1080

2018 HAP

MONTHS	UNIT MONTHS LEASED	MONTHLY HAP SPENT	ADDITIONAL REQUESTS FROM RESERVES	98% OF MONTHLY HAP BUDGET	MONTHLY HAP BUDGET AUTHORIZED
JANUARY	88	\$51,245		\$57,595	\$58,771
FEBRUARY	87				
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTALS					

**NUMBER OF FAMILIES RECEIVING RENTAL ASSISTANCE
BY PROGRAM AND LOCALITY
January 2018**

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	TOTAL
Afton	1				
Bayport	1				1
Cottage Grove	59		4		63
Forest Lake	31	8	6		45
Hugo	4				4
Lake Elmo	1				1
Lakeland			1		1
Landfall					0
Mahtomedi	22				22
Marine on St. Croix	0				0
Newport	14		1		15
Oakdale	177	5	13	1	196
Oak Park Heights	2	1			3
Scandia	1				1
St. Croix Beach	1				1
St. Mary's Point	1		1		2
St. Paul Park	14		1		15
Stillwater	50	9	13		72
Willernie					0
Woodbury	103	3	1		107
Other	4				4
TOTAL	485	26	41	1	553

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: February 20, 2018

RE: Executive Director Report

Governor's Task Force on Housing

Governor Dayton recently executed the attached Executive Order to create a new task force on housing. The Task Force will consist of 15 members appointed by the Governor "with relevant experience in housing, business, finance, development, real estate, education, advocacy, or local government." Another 13 members have been designated to serve as ex-officio members. Bremer Financial Corporation CEO, Jeanne Crain, and Catholic Charities Director of Social Justice Advocacy, Acooa Ellis, will serve as Co-Chairs of the Task Force. The Task Force will have the following duties:

- Review existing housing strategies that serve Minnesotans well and identify gaps in the system;
- Consider new practices that will better serve all Minnesotans and provide greater housing stability;
- Develop innovative solutions to ensure that families, individuals, and communities have safe and stable housing as the foundation for success;
- Engage with individuals and organizations to affirm that recommendations align with community experiences, needs, and priorities; and

The Committee will be recommending specific policy proposals and actions that can be taken by the executive and legislative branches of state government, local governments, and the private sector to improve housing stability in the state. Recommendations will be submitted to the Governor, the Legislature, and the public by July 31, 2018. You may have seen articles/editorials in the newspaper recently about this effort. CDA staff as well as other housing agencies will be attending work group sessions. Minnesota NAHRO staff is also monitoring and participating in this effort.

What Home Means to Me

As part of national NAHRO's Housing America Campaign, a poster contest is held each year for children residing in affordable housing owned or administered by NAHRO member agencies. Posters are to reflect the national theme of "What Home Means to Me".

The "What Home Means to Me" Poster Contest is for all youth, K-12, who live in affordable and assisted housing. MN NAHRO will select three honorees in each category for submission to the regional 8 state organization, North Central Regional

Council of NAHRO, and then NCRC will then select 1 entry per age category to be submitted for national competition.

This will be the first year the CDA is participating in this event. Staff has notified eligible families and the deadline is March 1. The Christenson Group, Redpath and Company, and Shelter Corporation volunteered to provide \$35 gift cards for each of the 9 prize winners.

Board Committees

Currently the Board convenes two committees for various purposes. It has been the Board practice to have the Chair, Vice Chair and Secretary serve as the Executive Committee, which conducts the performance review of the Executive Director and may convene for other purposes that it may so determine. The Finance/Audit Committee has also met regularly to review the budget and to conduct due diligence before and after the annual audit process. The Agency is now at a size and sophistication that I am recommending a Personnel Committee be established. The purpose of the Committee would be to review and consider policy changes relating to personnel administration, receive and review reports regarding succession planning, leadership development, and other issues that relate to the organizational health of the agency. Staff recommends that the Personnel Committee would meet either at 2 pm before the March meeting or after the March meeting. An additional Committee meeting would also be scheduled for June.

2018 Legislative Issues

The Minnesota Legislature will convene on February 20, 2018. As Legislative Chair for Minnesota NAHRO, I will be attending the Day at the Capital event on February 28, 2018. Minnesota NAHRO's top priorities, which would align with CDA and county services, include (but are not limited to), 1) add affordable senior housing and manufactured home parks as an eligible use for Housing Infrastructure Bonds; 2) additional bond funding for the Public Housing Rehabilitation Program and Housing Infrastructure Program, 3) prevent homelessness by investing in the Bridges program, Housing with Supportive Services program, and Group Residential Housing rental assistance program; 4) reinstate the renters credit to manufactured homeowners in resident-owned communities; and 5) restore funding for the Redevelopment Grant Program (DEED). At the federal level, staff will be evaluating the recently issued President's budget proposal for 2019 as part of the upcoming budget process.



STATE OF MINNESOTA
L'Étoile du Nord

Office of Governor Mark Dayton & Lt. Governor Tina Smith

FOR IMMEDIATE RELEASE

December 21, 2017

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Governor Dayton Establishes New Task Force on Affordable Housing

More than 554,000 Minnesota households struggle to afford quality housing, a 58 percent increase since 2000

Under Governor Dayton's leadership, public and private investment totaling more than \$5 billion has helped nearly 325,000 low- and moderate-income households

The Governor's Task Force on Housing will recommend policies and practices to help alleviate Minnesota's housing challenge

ST. PAUL, MN – Joined by affordable housing advocates and community stakeholders, Governor Mark Dayton today issued [Executive Order 17-XX](#), creating the Governor's Task Force on Housing. The nonpartisan task force, comprised of experts and advocates from across Minnesota, will develop solutions to alleviate Minnesota's housing challenge, and connect more Minnesota families with good places to live. The inability to find safe, affordable housing near job centers and good schools can be a significant barrier to employment and education opportunities for workers and families. Research further shows that children affected by housing insecurity are more likely to struggle in school.

"Too many families across Minnesota struggle to afford quality housing, forcing them to cut back on other essential needs like food, medicine, and education," said Governor Dayton. **"This Task Force will develop new solutions to address Minnesota's housing challenges, and help ensure that more families have access to safe, affordable places to live. I urge Minnesota leaders to join me in carefully reviewing and acting upon their recommendations."**

More than 554,000 Minnesota households spend at least 30 percent of their income on rent or mortgage payments. The Minnesota Housing Partnership [released a report](#) in March 2017 that found that one out of every four families in Minnesota is paying more than they can afford for housing, and more than 9,300 Minnesotans faced homelessness in 2015, including nearly 3,500 children.

Since Governor Dayton took office in 2011, Minnesota has invested more than \$5 billion in affordable housing projects across the state. These investments have helped nearly 325,000 low- and moderate-income Minnesota households find affordable quality housing, but there is much more to do to help more Minnesota families access quality, affordable housing. Access to affordable housing is a critical need both in Greater Minnesota and the Twin Cities metropolitan area. The Governor remains committed to making additional policy changes and investments to improve access to affordable housing throughout the remainder of his term.

“Minnesota has a strong housing finance system, but we cannot build our way out of the current crisis. To succeed, we need to improve alignment across all sectors to better serve all Minnesotans,” said Mary Tingerthal, Commissioner of the Minnesota Housing Finance Agency. **“This task force will increase our understanding of the state’s housing supply and deliver strategies to preserve existing affordable homes and create the new housing needed.”**

A reliable supply of affordable housing has historically been a competitive advantage for Minnesota – ensuring that growing businesses had access to the workers they needed. However, increasing housing costs have priced many families out of housing near quality employment and educational opportunities.

“Homeownership is a cornerstone of strong communities and a strong economy,” said Bremer Financial CEO Jeanne Crain and member of the Itasca Project, who will co-chair the new task force. **“I’m grateful that Governor Dayton has brought together this distinguished group of community leaders to tackle the critical affordable housing issues affecting job growth and economic vitality throughout Minnesota.”**

The Itasca Project brings together leaders from across the business, philanthropic, and public sectors to raise regional economic competitiveness, improve quality of life and expand prosperity for all. More information about their work is [available here](#).

About the Governor’s Task Force on Housing

The Governor’s Task Force on Housing will review existing housing strategies that serve Minnesotans well and identify gaps in the system. It also will consider new practices to improve housing stability, and ensure that all families, individuals, and communities have the safe and stable housing needed for success. By July 31, 2018, the Task Force will provide specific policy proposals and actions that can be taken by the executive and legislative branches of state government and the private sector to improve housing stability in the state.

“A full range of housing choices that support stability for individuals and families at all income levels, regardless of background, in every Minnesota community, is critical to equitable growth, our economic vitality and long-term success as a state,” said Catholic Charities Director of Social Justice Advocacy Acooa Ellis, who also will co-chair the new Task Force. **“I commend the Governor for his thoughtful leadership. The wide range of perspectives sought for this Task Force gives me confidence that our work together will result in a resource that future leaders can enthusiastically embrace.”**

The Governor’s Task Force includes 15 core members and 13 ex-officio members, representing affordable housing developers, housing industry experts from the nonprofit and private sectors, local government officials, state legislators, business leaders, and housing advocates from across Minnesota.

Core Members of the Task Force:

- Jeanne Crain, Chief Executive Officer, Bremer Financial Corporation (Co-Chair)
- Acooa Ellis, Director of Social Justice Advocacy, Catholic Charities (Co-Chair)
- Jane Barrett, Executive Director, Red Lake Reservation Housing Authority
- Hukun Abdullahi, Executive Director, Afro American Development Association

- Emily Larson, Mayor, City of Duluth
- Sheila Kiscaden, Commissioner, Olmsted County Board
- Mar Valdecantos, Vice Chair, Northfield Human Rights Commission
- Rick Goodeman, Chief Executive Officer, Southwest Minnesota Housing Partnership
- Diane Sprague, Director, Lifetime Home Project
- Skip Duscheneau, President, D.W. Jones, Inc.
- Richelle Taylor, Realtor, RE/MAX Metro Realty
- Devean George, President, George Group North
- Lael Robertson, Staff Attorney, Housing Justice Center
- Mike Paradise, President, Bigelow Homes
- MayKao Hang, President, Wilder Foundation

Ex-Officio Members of the Task Force:

- Brad Hewitt, Chief Executive Officer, Thrivent Financial, representing the Itasca Project
- Mary Rippe, President, Minnesota Multi Housing Association, representing the Minnesota Multi Housing Association
- Deidre Schmidt, President, CommonBond Communities, representing the Minnesota Housing Partnership
- Terri Thao, Program Director, Nexus Community Partners, representing the Minnesota Housing Finance Agency
- Paul Williams, President, Project for Pride in Living, representing the Metropolitan Consortium of Community Developers
- Neal Loidolt, President, Minnesota Assistance Council for Veterans, representing the Minnesota Assistance Council for Veterans
- Harry Melander, President, Minnesota State Building and Construction Trades Council, representing the Minnesota State Building and Construction Trades Council
- Matt Kramer, Vice President for University and Government Relations, University of Minnesota, representing the University of Minnesota
- Mike Maguire, Mayor, City of Eagan, representing the Urban Land Institute Regional Council of Mayors
- One Member of the Majority Party in the Minnesota Senate
- One Member of the Minority Party in the Minnesota Senate
- One Member of the Majority Party in the Minnesota House of Representatives
- One Member of the Minority Party in the Minnesota House of Representatives

To read Governor Dayton's executive order creating the Governor's Task Force on Affordable Housing, [click here](#).

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