



## **BOARD MEETING PACKET**

**April 17, 2018**

**3:00 pm – CDA Finance Committee Meeting  
CDA Office, 7645 Currell Blvd., Woodbury**

**AFFIDAVIT OF PUBLICATION**

STATE OF MINNESOTA ) ss  
COUNTY OF WASHINGTON

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

Stillwater Gazette

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

WASHINGTON

with additional circulation in the counties of: WASHINGTON

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 03/30/2018 and the last insertion being on 03/30/2018.

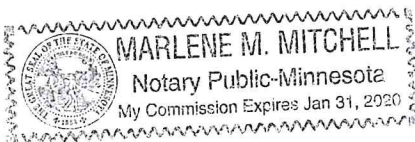
**MORTGAGE FORECLOSURE NOTICES**

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

By: D. MacPherson  
Designated Agent

Subscribed and sworn to or affirmed before me on 03/30/2018 by Darlene MacPherson.

Marlene M. Mitchell  
Notary Public



**Rate Information:**

(1) Lowest classified rate paid by commercial users for comparable space:  
\$40.00 per column inch

Ad ID 798290

**WASHINGTON COUNTY  
NOTICE OF FINDING OF NO SIGNIFICANT IMPACT AND  
NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS**

March 30, 2018  
Washington County Community Development Agency (CDA)  
7645 Currell Boulevard  
Woodbury, MN 55125  
(651) 202-2821

These notices shall satisfy two separate but related procedural requirements for activities to be undertaken by the Washington County CDA.

REQUEST FOR RELEASE OF FUNDS: On or about April 17, 2018 the above named agency on behalf of Washington County will submit a request to the Department of Housing and Urban Development (HUD) for the release of Community Development Block Grant (CDBG) funds under Title 1 of the Housing and Community Development Act of 1974 (PL 93-383), as amended, and for the release of Home Investment Partnerships (HOME) funds under Title II of the National Affordable Housing Act of 1990, as amended, to undertake the following projects:

Homeowner Rehabilitation - A tier one review was conducted for assistance to low and moderate income households to rehabilitate owner-occupied residences located in Washington County (\$203,878 CDBG) and;

Rental Rehabilitation- Assistance to the Washington County Community Development Agency to update the tub-valves at Woodland Park Development in Cottage Grove, MN (\$242,770 CDBG) and;

Acquisition- A tier one review was conducted for assistance to Two Rivers Community Land Trust to acquire one single family home located in Washington County and to rehabilitate to resell for low to moderate income households (\$70,000 CDBG).

FINDING OF NO SIGNIFICANT IMPACT: It has been determined that the projects will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Review Records (ERR) on file at the above address and may be examined or copied weekdays 8:00 A.M. to 4:30 P.M. The ERR can also be found at <https://www.hudexchange.info/programs/environmental-review/environmental-review-records/>

PUBLIC COMMENTS: Any individual, group, or agency may submit written comments on the ERR to the Washington County CDA. All comments received by 4:30 P. M. CST on April 17, 2018 will be considered by the Washington County CDA prior to authorizing submission of a request for release of funds. Comments should specify which Notice they are addressing.

ENVIRONMENTAL CERTIFICATION: The Washington County CDA certifies to HUD that Melissa Taphorn in her capacity as Deputy Executive Director and Certifying Officer consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. HUD's approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows Washington County to use Program funds.

OBJECTIONS TO RELEASE OF FUNDS: HUD will accept objections to its release of fund and the Washington County CDA's certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of Washington County; (b) the Washington County CDA has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by 24 CFR Part 58 before approval of a release of funds by HUD; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality.

Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.76) and shall be addressed to HUD 920 Second Avenue South, Suite 1300, Minneapolis, MN 55402. Potential objectors should contact HUD to verify the actual last day of the objection period.

Melissa Taphorn,  
Deputy Executive Director and Certifying Officer  
Published in the  
Stillwater Gazette  
March 30, 2018  
798290



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STATE OF MINNESOTA ) ss  
COUNTY OF WASHINGTON

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**MORTGAGE FORECLOSURE NOTICES Pursuant to Minnesota Stat. §580.033**

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

By: D. MacPherson  
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Marlene M. Mitchell  
Notary Public



Rate Information:  
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7645 Currell Boulevard  
Woodbury, MN 55125  
(651) 202-2821

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REQUEST FOR RELEASE OF FUNDS: On or about April 17, 2018 the above named agency on behalf of Washington County will submit a request to the Department of Housing and Urban Development (HUD) for the release of Home Investment Partnerships (HOME) funds under Title II of the National Affordable Housing Act of 1990, as amended, to undertake the following projects:

Homeowner Rehabilitation - A tier one review was conducted for assistance to Twin Cities Habitat for Humanity to acquire, rehabilitate four affordable homes for low to moderate income households in Washington County (\$214,767 HOME) and;

Public Improvements- Assistance to the City of Landfall to do site and street improvements to their city (\$150,000 CDBG) and;

New Construction- Assistance to Twin Cities Habitat for humanity to construct four new affordable homes for low to moderate income households (\$180,000 HOME).

FINDING OF NO SIGNIFICANT IMPACT: It has been determined that the projects will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Review Records (ERR) on file at the above address and may be examined or copied weekdays 8:00 A.M. to 4:30 P.M. The ERR can also be found at <https://www.hudexchange.info/programs/environmental-review/environmental-review-records/>

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By: D. MacPherson  
Designated Agent

Subscribed and sworn to or affirmed before me on 04/06/2018 by Darlene MacPherson.

Marlene M Mitchell  
Notary Public



**WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY  
7645 CURRELL BLVD  
WOODBURY, MINNESOTA 55125  
PUBLIC NOTICE**

**WASHINGTON COUNTY CDA PERSONNEL COMMITTEE**

NOTICE IS HEREBY GIVEN that a meeting of the Personnel Committee of the Washington County Community Development Agency will meet on Wednesday, April 25, 2018 at 3:00 p.m. in Conference Room 107 to discuss the CDA Succession Plan at the Washington County Community Development Agency Office Building, 7645 Currell Blvd, Woodbury, MN

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

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

/s/Barbara Dacy  
Executive Director

Published in the  
Stillwater Gazette  
April 6, 2018  
801664

**Rate Information:**

(1) Lowest classified rate paid by commercial users for comparable space:  
\$40.00 per column inch

Ad ID 801664

**WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY  
7645 CURRELL BOULEVARD  
WOODBURY, MINNESOTA 55125  
PUBLIC NOTICE  
REQUEST FOR SEALED BIDS  
TRAILSIDE ROOF REPLACEMENT  
SITE ADDRESS  
TRAILSIDE SENIOR LIVING  
19850 FOREST LAKE ROAD NORTH  
FOREST LAKE, MN 55025**

NOTICE IS HEREBY GIVEN, that sealed bids will be received by the Washington County Community Development Agency (the "Agency") until Thursday, March 29, 2018 @ 10:00 AM at the offices of the Washington County CDA, 7645 Currell Blvd., Woodbury, MN 55125, at which time they will be publicly opened and read aloud for the furnishing of all labor and material for the Trailside Roof Replacement to be done at the above mentioned property located in Washington County, including, but not limited to, the following:

**TRAILSIDE ROOF REPLACEMENT**

There will be a pre-bid meeting on Monday, March 19th at 10:00 a.m. at Trailside Senior Living, 19850 Forest Lake Road North, Forest Lake, MN 55125. Interested contractors should attend the pre-bid meeting. There will not be any other opportunities to enter the sites prior to the bid submission deadline.

Bids shall be on the forms provided for that purpose and according to the contract documents and instructions prepared by the Washington County CDA and Inside Outside Architecture, Inc. Bid forms and specifications are available from Inside Outside Architecture at 763-428-5870 or the Washington County CDA at 651-202-2820. Plans for review will also be available at the Minnesota Builders Exchange.

The required submission must include a 5% bid bond or a cashier's check in lieu of a bid bond, proof of insurance, and the bid form. The bids shall be directed to Kathryn Paulson, Washington County CDA, 7645 Currell Blvd., Woodbury, MN 55125, and shall be securely sealed, with the outside wrapper reading: "Bid for Trailside Roof Replacement".

Prior to execution of a construction contract, the successful contractor will be required to submit a payment & performance bond in an amount equivalent to 100% of the contract, proper worker's compensation and general liability insurance coverage. Proposed date of construction contract letting is April 18 with Notice to Proceed April 24.

The Washington County CDA reserves the right to reject any and all bids, to waive irregularities and informalities therein and to award the contract in the best interest of the Washington County CDA. The CDA encourages bids from minority and women owned businesses.

SEALED BIDS WILL BE OPENED ON Thursday, March 29th at 10:00 a.m. at the offices of the Washington County CDA, 7645 Currell Blvd., Woodbury, MN 55125.

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

/s/ Barbara Dacy,  
Executive Director

Published in the  
Stillwater Gazette  
March 9, 16, 2018  
790982



**AFFIDAVIT OF PUBLICATION**

STATE OF MINNESOTA ) ss  
COUNTY OF WASHINGTON

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(B) This Public Notice was printed and published in said newspaper(s) once each week, for 2 successive week(s); the first insertion being on 03/09/2018 and the last insertion being on 03/16/2018.

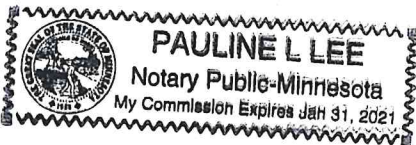
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By: D. MacPherson  
Designated Agent

Subscribed and sworn to or affirmed before me on 03/16/2018 by Darlene MacPherson.

Pauline L. Lee  
Notary Public



**Rate Information:**

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

\$40.00 per column inch

Ad ID 790982

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

**CDA BOARD AGENDA  
April 17, 2018**

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

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<u>Item No.</u>		<u>Page No.</u>
1	<b>3:00 P.M. <u>CALL REGULAR MEETING TO ORDER</u></b>	
2	<b><u>ROLL CALL</u></b>	
3	<b><u>OPEN FORUM</u></b>	
4	<b><u>CONSENT CALENDAR</u></b>	
	Minutes of Special Meeting March 15, 2018	10
	Minutes of Regular Meeting March 20, 2018	11
	Abstract of Bills March 30, 2018 Total \$1,521,241.54	
A-1	<u>Resolution No. 18-12</u> . Resolution Authorizing Execution of a Construction Contract for the TrailSide Senior Living Roofing Project (Melissa)	26
A-2	<u>Resolution No. 18-13</u> . Resolution Authorizing Extension of The Operating Agreement Between The Landfall Village Housing and Redevelopment Authority, The City of Landfall Village and the Washington County Community Development Agency (Melissa)	31
A-3	<u>Resolution No. 18-14</u> . Resolution Authorizing Execution of the Home Investment Partnerships Program Development Agreement for the Twin Cities Habitat for Humanity Generations Acres Project (Melissa)	35

A-4	<u>Resolution No. 18-15</u> . Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the Landfall Site Improvements Project (Melissa)	40
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**PUBLIC HEARING**

A-5	<u>Resolution No. 18-16</u> . Resolution Authorizing the Adoption of the Revised Housing Choice Voucher Administrative Plan and Amending The Public Housing Admissions and Continued Occupancy Plan (Ann)	44
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A-6	<u>Resolution No. 18-17</u> . Resolution Endorsing the Washington County 2018 Annual Action Plan and Authorizing Submission to Washington County Board of Commissioners (Angie)	66
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**DISCUSSION**

D-1	Strategic Planning Update (Barbara)	75
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**REPORTS**

	<u>COMMUNITY DEVELOPMENT DEPARTMENT</u> March 2018 Report Melissa Taphorn	77
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	<u>ECONOMIC DEVELOPMENT DIRECTOR</u> March 2018 Report Chris Eng	80
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	<u>FINANCE &amp; PROPERTY MANAGEMENT</u> March 2018 Report Aaron Christianson	84
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	<u>RENTAL ASSISTANCE</u> March 2018 Report Ann Hoechst	108
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	<u>EXECUTIVE DIRECTOR</u> March 2018 Report Barbara Dacy	112
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***A portion of this meeting may be closed to the public pursuant to Minnesota Statute Section 13D.03 or 13D.05.***

8

**ADJOURN**

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

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The Washington County Community Development Agency Board of Commissioners convened in Special Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on March 15, 2018. Staff present: Barbara Dacy, Executive Director and Melissa Taphorn, Deputy Executive Director.

**Meeting called to order at 3:00 p.m.**

**ROLL CALL**

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

Commissioner absent: Hargis and Zeller.

**Commissioner Widen moved to establish Commissioner Ryan as Chair Pro Tem. Commissioner Miron seconded the motion. Motion carried 5-0.**

**CLOSED EXECUTIVE SESSION**

Commissioner Belisle 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 Miron. Motion carried 5-0.

**Commissioner Miron moved to close the Executive Session and return to the regular session, seconded by Commissioner Widen. Motion carried 5-0.**

**REGULAR OPEN SESSION**

**NEW BUSINESS**

A-1 Resolution No. 18-11. Resolution Authorizing Execution of Settlement Agreement with Libby Real Estate Holdings L.L.C.; Gale Libby; Mark Court L.L.C.; and Washington County.

**Commissioner Miron moved to approve Resolution No. 18-11; Commissioner Widen seconded the motion. Motion carried 5-0.**

**ADJOURN**

**Commissioner Miron moved to adjourn. Commissioner Dingle seconded the motion. Motion carried 5-0.**

Meeting adjourned at 3:29 P.M.

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Chair/Vice Chair Commissioner

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

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The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on March 20, 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; Kristen Scobie, Community Development Project Manager; Bill Lightner, Community Development Project Manager; Kathryn Paulson, Community Development Project Manager; and Sandy Meza, Office Manager.

**Meeting called to order at 3:00 p.m.**

**ROLL CALL**

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

Commissioners absent: Hargis, Ryan and Zeller.

**Commissioner Miron moved to establish Commissioner Dingle as Chair Pro Tem. Commissioner Widen seconded the motion. Motion carried 4-0.**

**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

February 20, 2018

Abstract of Bills, February 2018

Total: \$1,361,500.34

A-1 Resolution No. 18-09. Resolution Designating an Environmental Certifying Officer for All Federal Programs Operated or Administered by The Washington County Community Development Agency.

**Commissioner Widen moved to approve the Consent Calendar, seconded by Commissioner Dingle. Motion carried 4-0.**

**NEW BUSINESS**

A-2 Resolution 18-10. Resolution Waiving Request for Proposal Process for Legal Services; Authorizing Execution of Contract with McGrann Shea Carnival Straughn and Lamb Chartered.

Ms. Dacy reviewed the continuing service contract policy and requested a waiver from the proposal process for legal services. She explained that over the last 5 years, the Agency has successfully addressed several matters regarding litigation, data privacy, rental assistance defense, Landfall Terrace matters, adding economic development powers via special legislation and the Newport Tax Increment Funding (TIF) special law by special legislation. She further explained that McGrann Shea Carnival Straughn and Lamb's bond counsel has been involved with the Agency's bond issues and is very familiar with the nature of the agreements with Washington County. The bond matters are particularly important because they are the highest revenue source for the Agency. She state that there are no major changes in lead personnel who would cause the necessity to compare against others. Ms. Dacy stated that McGrann Shea is providing real estate and bond advice for The Glen at Valley Creek development, which is expected to close this spring, tax credit compliance matters for 4% and 9% developments, agreements for CDBG and HOME programs plus they provided the most experience for the price in 2012 and were either equal to or lower than other rates.

Ms. Dacy stated that Susan Hansen from Madden Galanter and Hansen, has assisted the Agency in preparing for several matters affecting employees in the bargaining unit including negotiations and significant transition in various benefits and programs in labor agreements and adopting an updated classification and compensation plan. Their firm specializes in this area and was the lowest cost in 2012.

Ms. Dacy recommended that the Board approve the resolution authorizing execution of contracts with each firm for two years. A Request for Proposal (RFP) will be conducted in early 2020 to prepare for potential April 1 transition. She indicated that Staff will prepare an updated RFP schedule for consent agenda approval.

Commissioner Belisle asked which attorneys worked on the original TIF district in Newport. Ms. Dacy responded that James Casserly from Monroe, Moxness and Berg provided the legal advice on that issue. The Agency did conduct an RFP for public finance attorneys. Mr. Casserly was selected and that contract has now expired.

**Commissioner Miron moved to approve Resolution 18-10, seconded by Commissioner Widen. Motion carried 4-0.**

## **DISCUSSION**

### D-1 Updates on the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan

Ms. Hoechst explained that the Agency is required to annually review and update the Housing Choice Voucher Administrative Plan (Admin Plan) and the Public Housing Admissions and Continued Occupancy Plan (ACOP). These plans carry the rules and procedures for the Housing Choice Voucher program and the Public Housing program. These plans have been updated to be compliant with HUD's rule changes and to meet local policy needs regarding limiting liability for errors to one year and making determinations of HAP pay back when terminating a tenant. These changes have been reviewed with the Agency's attorney. These plans are currently available for review in their entirety on the Agency's website.

She further explained that the Agency started a 45-day public comment period on March 1, 2018. There will be a public hearing at the April Board meeting at which the Board will be asked to adopt the revised versions of both the Admin and ACOP plans.

Commissioner Widen asked if there is an appeal process, Ms. Hoechst indicated that there is an informal hearing process in which an outside, unbiased third-party hearing officer reviews information from both sides and determines a course of action. Commissioner Widen then asked what happens when a client does not have a current income tax statement to submit. Ms. Hoechst answered that the most recent tax statement would be requested.

Commissioner Belisle asked about a person who does not want to provide such information. He wondered if the Agency could obtain a release to get the information directly from the Internal Revenue Service. Ms. Hoechst indicated that staff may explore it. Enterprise Income Verification system, which HUD has set up, was supposed to provide all the necessary documentation but it doesn't capture self-employment information. Commissioner Belisle asked if the clients must provide information every year. Ms. Hoechst responded that the information is requested every year.

Commissioner Miron asked who receives the Housing Authority Program (HAP) payments. Ms. Hoechst indicated that the HAP is paid to landlords directly. She indicated that if a client committed fraud to qualify for benefits, the client will be terminated from the program and any funding paid on the client's behalf would have to be repaid by the client.

### D-2 Proposed Low Income Housing Tax Credit Qualified Allocation Plan Priorities

Ms. Taphorn summarized recommendations to the Low Income Housing Tax Credit (LIHTC) Qualified Allocation Plan (QAP) for implementation in the 2019 program for discussion in advance of the public hearing.



She indicated that the LIHTC Program was created by the Tax Reform Act of 1986 to stimulate private investment in affordable housing development. The LIHTC program requires each allocating entity to hold a public hearing and adopt a QAP for each allocation year, which outlines the threshold, selection and preference criteria for the allocation of tax credits. The Agency is the designated LIHTC allocating agency for Washington County which gives it the ability to promote specific local priorities, which may differ from state priorities, and to retain local control over the distribution of tax credits.

Ms. Taphorn explained that the LIHTC program is the Agency's most significant tool to produce affordable housing. Since the program's inception, tax credits have been used to create, preserve or rehabilitate 2,184 units of affordable housing in 36 developments across Washington County. An additional 216 units are under construction in Woodbury. The estimated amount of 2019 LIHTC is \$509,116. This is based on the distribution plan and a \$2.40 per capita volume cap.

Staff has reviewed changes proposed to the state's QAP, the Agency's strategic priorities, and the county's local priorities and needs. A proposed schedule has been developed.

Ms. Taphorn indicated that two 9% applications were expected and two to three 4% applications may be submitted in 2018. Commissioner Belisle asked about the status of the State's volume cap bond allocation and the availability of bonds for these developments. Ms. Taphorn stated one development has secured an allocation of bonds but did not know the current availability as Minnesota Management and Budget has only released a report through January. If the housing pool was depleted, the developments would have the opportunity to apply later in the year under the unified pool.

## **REPORTS**

### **COMMUNITY DEVELOPMENT DEPARTMENT**

Ms. Taphorn reported that HUD has decided to not be the first mortgage lender for The Glen at Valley Creek. In order to maintain deeply affordable rents, the CDA is using levy funds to provide debt service coverage, as it does on its other properties. HUD cited the difficulty in underwriting their risk since the levy funds require an annual appropriation rather than an upfront commitment for the term of the mortgage. The financing plan has switched to the issuance of unrated, tax-exempt private activity bonds which will fund the development's permanent and construction loans. The schedule is tight with a closing proposed in June.

Commissioner Widen asked about the timing of construction. Ms. Taphorn indicated that the ten-month construction period could start in June. Opening is tentatively scheduled for April 2019.

### **ECONOMIC DEVELOPMENT DIRECTOR**

Mr. Eng announced that the first application for the pre-development finance fund was received last week. The application was from Oak Park Heights for \$9500 to do a redevelopment master plan study for an area that is in a commercial district. The grant agreement has been sent out for signatures. Mr. Eng expects applications from Afton, Forest Lake and Scandia to come in soon. Hugo may apply.

Mr. Eng reported that marketing efforts with the Minnesota Real Estate Journal continue. Advertisements are getting noticed. Calls from realtors and brokers are coming in. Due to the Journal's articles, the City of Woodbury is one of five nominees for Best City or Municipality of the Year as part of the Minnesota journalism awards to be held on April 11<sup>th</sup>.

### **FINANCE & PROPERTY MANAGEMENT**

Mr. Christianson indicated that in his report, he had indicated that the January Finance Committee meeting minutes would be included in this month's packet, but they were included in the February packet.

He reported that the 2019 budget process has started, and Shelter has been provided with budget details which will be reviewed in mid-April. They are planning to have preliminary plans ready for the April meeting. The Finance Committee will meet in May to draft the final budget for presentation to the Board in June.

Regular Board Meeting

March 20, 2018

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Mr. Christianson reported that the 2017 audit is well underway. Briar Pond, Piccadilly and The Groves audits have been completed. He anticipates that the auditor, Dave Mol, will be at the May meeting to report findings.

RENTAL ASSISTANCE

Ms. Hoechst reported that there is a new website for the Suburban Metro Continuum of Care which links families to services. The Agency has been tentatively awarded HUD Veterans Affairs Supportive Housing vouchers (VASH). A new annual contributions contract will need to be approved once the award has been finalized.

EXECUTIVE DIRECTOR

Ms. Dacy reported that a follow up memo has been sent to the City of Newport which outlines the five points identified during the Joint Meeting. The Mayor of Newport has communicated that the City wishes to limit tax increment expenses without consulting the Newport City Council. The Agency does not anticipate any issues. Chris Eng has arranged for site selectors to be at the City of Newport on April 17<sup>th</sup> at 5 PM to discuss potential development on Out Lot A and other parts of the redevelopment. Ms. Dacy stated that she and Commissioner Dingle attended the City Council meeting at which the Mayor talked about amending the MX-3 zoning district in the redevelopment area.

Ms. Dacy also reported that Landfall HRA has hired a property manager who has significant experience with a variety of affordable housing programs. Next month there may be an action item to extend the Operating Agreement between the City of Landfall and the Agency for another year.

Mr. Dacy indicated that she and Commissioner Miron were at the State Capitol meeting with the county's legislative delegation to talk about the bonding bill and the necessity for funding for affordable senior housing. She stated that there is another bill, which would eliminate the set aside funding for single family bonds. She may be testifying against that in her position of legislative chair of Minnesota National Association of Housing and Redevelopment Officials (NAHRO).

She announced that June 13<sup>th</sup> has been designated as Employee Appreciation lunch. She invited all the Commissioners to join staff in the Board Room for lunch.

Ms. Dacy took part in a Met Council committee to provide input on their housing performance score process, which is important for cities participating in the livable communities program to receive funding.

ADJOURN

Commissioner Belisle moved to adjourn. Seconded by Commissioner Miron. Motion carried 5-0.

Meeting adjourned at 4:09 P.M.

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Chair/Vice Chair Commissioner

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80753	CenturyLink	3/1/2018	\$ 3,907.54
80754	Johnstone Supply	3/1/2018	49.00
80755	Minnehaha Manor	3/1/2018	917.00
80756	Innovative Office Solutions LL	3/1/2018	801.79
80757	Geneva Village Apartments	3/1/2018	329.00
80758	Upstream Properties, Inc.	3/1/2018	623.00
80759	Giertsen Company of MN, Inc.	3/1/2018	375.00
80760	Xcel Energy	3/1/2018	16,325.79
80761	Orleans Homes	3/1/2018	4,661.00
80762	City of Cottage Grove	3/1/2018	5,547.18
80763	Mark Court Apartments	3/1/2018	1,036.00
80764	All, Inc.	3/1/2018	2,401.00
80765	Sundberg America LLC	3/1/2018	516.87
80766	Woodland Park Apartments	3/1/2018	2,562.00
80767	Ace Hardware	3/1/2018	79.48
80768	Barry Torgerson	3/1/2018	497.00
80769	Canvas Health Inc.	3/1/2018	5,787.00
80770	Canvas Health Inc.	3/1/2018	600.00
80771	Health Partners	3/1/2018	18,491.19
80772	Village Apartments	3/1/2018	1,484.00
80773	Waste Management of WI-MN	3/1/2018	245.74
80774	Robert B. Hill Co.	3/1/2018	263.64
80775	Curve Crest Villas	3/1/2018	1,234.00
80776	Cardmember Services	3/1/2018	2,243.12
80777	Forest Ridge Townhomes	3/1/2018	5,813.00
80778	Briar Pond Apartments	3/1/2018	1,107.00
80780	Becky Nelson	3/1/2018	82.92
80781	Menards - Oakdale	3/1/2018	423.25
80782	Comcast	3/1/2018	48.97
80783	Brick Pond Apartments	3/1/2018	830.00
80784	Ferguson Enterprises, Inc. #16	3/1/2018	110.88
80785	Paffy's Pest Control, Inc.	3/1/2018	227.00
80786	B. D. Stevens Landscaping	3/1/2018	1,600.00
80787	Esultants Web Services	3/1/2018	250.00
80788	Shelter Corporation	3/1/2018	13,974.59
80789	Rumpca Services Inc.	3/1/2018	8,592.00
80790	Culligan	3/1/2018	38.55
80791	Oakdale Village Apartments, LL	3/1/2018	1,848.00
80792	Turnover Apartment Painting In	3/1/2018	695.00
80793	ECM Publishers, Inc.	3/1/2018	38.00
80794	Cottages Phase III	3/1/2018	569.00
80795	Menards-Forest Lake	3/1/2018	215.83
80796	Menards- Cottage Grove	3/1/2018	798.96
80797	Menards-Stillwater	3/1/2018	594.96
80798	Dey Distributing Inc.	3/1/2018	298.37
80799	Strates Farm HOA	3/1/2018	25.00
80800	MJ's Contract Appliance Inc	3/1/2018	424.00

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80801	Wilmar Industries	3/1/2018	295.43
80802	Renovation Systems, Inc	3/1/2018	6,671.32
80803	HD Supply Facilities Maintenanc	3/1/2018	842.90
80804	Sherwin Williams - Cottage Gro	3/1/2018	500.66
80805	J. D. Windows & Doors, Inc.	3/1/2018	979.00
80806	Kone, Inc.	3/1/2018	156.23
80807	Apartments LLC	3/1/2018	365.00
80808	Great Garage Door Co.	3/1/2018	754.00
80809	Frattallone's / Woodbury Ace	3/1/2018	215.17
80810	Cypress Sr. Living	3/1/2018	2,335.00
80811	Gentry Place	3/1/2018	617.00
80812	Edward Kunnary	3/1/2018	1,250.00
80813	Cintas	3/1/2018	18.64
80814	Blia Her	3/1/2018	43.06
80815	Common Bond City Walk Ltd	3/1/2018	785.00
80816	Cottages of Stillwater	3/1/2018	468.00
80817	Integrated Fire & Security, In	3/1/2018	218.75
80818	Forest Oak Apartments LP	3/1/2018	630.00
80819	Michael Butchko	3/1/2018	421.00
80820	The Groves Apartments LLC	3/1/2018	482.00
80821	Accountemps	3/1/2018	1,960.00
80822	Yvette DuFresne	3/1/2018	545.00
80823	Stillwater Greeley LLC	3/1/2018	589.00
80824	956 Associates LLP	3/1/2018	1,255.00
80825	Xcel Energy -(UR)	3/1/2018	239.00
80826	Steve Johnson Company	3/1/2018	488.00
80827	Fournier, Thomas	3/1/2018	927.00
80828	10 Point LLC	3/1/2018	674.00
80829	Allegra Marketing Printing Mai	3/1/2018	171.62
80830	Oolman Property of 255 Dejon C	3/1/2018	1,167.00
80831	Program participant	3/1/2018	314.49
80832	Washington County Taxpayer Ser	3/1/2018	85.00
80833	Innovative Office Solutions LL	3/9/2018	2.08
80834	Xcel Energy	3/9/2018	5,287.40
80835	T R Computer Sales	3/9/2018	708.75
80836	Kathleen Kline	3/9/2018	794.24
80837	Ace Hardware	3/9/2018	36.42
80838	Barbara Dacy	3/9/2018	497.75
80839	Board of Water Commissioners	3/9/2018	369.60
80840	Allstream	3/9/2018	179.30
80841	AFSCME Council 5	3/9/2018	729.66
80842	Waste Management of WI-MN	3/9/2018	1,422.16
80843	Spok, Inc.	3/9/2018	30.06
80844	Grainger	3/9/2018	58.28
80845	Coordinated Business Systems	3/9/2018	38.73
80846	Maintenance Service Solutions	3/9/2018	2,604.95
80847	Menards - Oakdale	3/9/2018	56.71



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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80848	Amazon Environmental, Inc.	3/9/2018	510.04
80849	Comcast	3/9/2018	1,638.31
80850	Erickson Plumbing Heating Inc	3/9/2018	8,049.50
80851	Ferguson Enterprises, Inc. #16	3/9/2018	14.24
80852	Paffy's Pest Control, Inc.	3/9/2018	289.00
80853	B. D. Stevens Landscaping	3/9/2018	400.00
80854	Great American Business Prod.	3/9/2018	176.00
80855	Rumpca Services Inc.	3/9/2018	1,732.00
80856	Culligan	3/9/2018	39.45
80857	Turnover Apartment Painting In	3/9/2018	1,120.00
80858	ECM Publishers, Inc.	3/9/2018	71.10
80859	Menards-Forest Lake	3/9/2018	22.60
80860	Abbott Paint & Carpet Company	3/9/2018	215.00
80861	Menards- Cottage Grove	3/9/2018	1,511.85
80862	Menards-Stillwater	3/9/2018	1,148.13
80863	Dey Distributing Inc.	3/9/2018	516.19
80864	Pinetree Pond First Associatio	3/9/2018	50.00
80865	Spinnaker Cove Courthomes II	3/9/2018	50.00
80866	Lakeside Townhomes Ltd Partner	3/9/2018	580.15
80867	Pondview Townhome Ltd Partners	3/9/2018	725.19
80868	Republic Services #923	3/9/2018	7,381.24
80869	Shelter Corporation	3/9/2018	39,154.00
80870	Wilmar Industries	3/9/2018	96.12
80871	Renovation Systems, Inc	3/9/2018	558.30
80872	HD Supply Facilities Maintenan	3/9/2018	795.91
80873	Sherwin Williams - Cottage Gro	3/9/2018	114.89
80874	Move Sales, Inc.	3/9/2018	97.00
80875	Frattallone's / Woodbury Ace	3/9/2018	104.90
80876	City Wide Maintenance of MN	3/9/2018	157.50
80877	Dave Schaffer	3/9/2018	240.00
80878	Kathryn Paulson	3/9/2018	152.03
80879	Technology Software Solutions	3/9/2018	2,884.17
80880	Integrated Fire & Security, In	3/9/2018	386.45
80881	Accountemps	3/9/2018	1,555.75
80882	Screening Reports Inc	3/9/2018	350.00
80883	PQL Inc.	3/9/2018	377.16
80884	8BITSTUDIO Design	3/9/2018	200.00
80885	Benusa Appliance Sales & Servi	3/9/2018	218.00
80886	CINTAS	3/9/2018	30.88
80887	Superior Classic, Inc.	3/9/2018	15,600.00
80888	City Sprint	3/19/2018	58.20
80889	City of Oakdale	3/19/2018	7,079.79
80890	Innovative Office Solutions LL	3/19/2018	67.33
80891	Sundberg America LLC	3/19/2018	103.14
80892	Ace Hardware	3/19/2018	32.37
80893	Washington County Accounting &	3/19/2018	6,117.37
80894	For Rent Media Solutions	3/19/2018	806.22

**Washington County CDA  
Checks Issued  
General Checking  
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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80895	SRC, Inc.	3/19/2018	398.57
80896	Robert B. Hill Co.	3/19/2018	199.53
80897	Cermak Rhoades Architects Inc	3/19/2018	3,062.69
80898	Molly Krakowski Consulting, In	3/19/2018	975.00
80900	CoreLogic Credco LLC	3/19/2018	225.95
80901	Ann Lindquist	3/19/2018	168.37
80902	Menards - Oakdale	3/19/2018	717.99
80903	Comcast	3/19/2018	352.77
80904	Resident News	3/19/2018	146.10
80905	Centraire Heating & Air Condit	3/19/2018	5,622.20
80906	Ziegler Inc.	3/19/2018	511.89
80907	Midcontinent Communications	3/19/2018	31.39
80908	Paffy's Pest Control, Inc.	3/19/2018	55.00
80909	Hokr Painting Inc	3/19/2018	195.00
80910	Designed Energy Savings, Inc.	3/19/2018	272.72
80911	B. D. Stevens Landscaping	3/19/2018	5,325.00
80912	KONE, Inc.	3/19/2018	608.75
80913	Monroe Moxness Berg	3/19/2018	225.00
80914	Shelter Corporation	3/19/2018	115,433.11
80915	Canvas Health Inc.	3/19/2018	4,098.09
80916	Rumpca Services Inc.	3/19/2018	231.00
80917	ECM Publishers, Inc.	3/19/2018	158.00
80918	Menards-Forest Lake	3/19/2018	153.15
80919	Menards- Cottage Grove	3/19/2018	678.82
80920	Menards-Stillwater	3/19/2018	132.40
80921	Dey Distributing Inc.	3/19/2018	578.87
80922	Pinetree Pond First Associatio	3/19/2018	50.00
80923	Steepleview Place Townhome	3/19/2018	46.44
80924	Republic Services #923	3/19/2018	215.93
80925	Advanced Disposal Solid Waste	3/19/2018	1,432.87
80926	MN Department of Labor & Indus	3/19/2018	100.00
80927	HD Supply Facilities Maintenanc	3/19/2018	867.00
80928	J. D. Windows & Doors, Inc.	3/19/2018	1,519.50
80929	City Wide Maintenance of MN	3/19/2018	1,157.00
80930	Pro-Tec Design, Inc.	3/19/2018	829.00
80931	Sharron Perry	3/19/2018	222.37
80932	Christianson, Aaron	3/19/2018	91.16
80933	Advanced Communications	3/19/2018	110.00
80934	Accountemps	3/19/2018	1,960.00
80935	Comcast - Business	3/19/2018	302.14
80936	Verizon	3/19/2018	596.86
80937	Richard T Curtin	3/19/2018	1,122.00
80938	Project One Construction, Inc.	3/19/2018	355,300.00
80939	Allegra Midway	3/19/2018	575.46
80940	Justin Taylor Companies LLC	3/19/2018	9,168.75
80941	J Lewis Building and Remodelin	3/19/2018	23,850.00
80942	Twin City Insulation, LLC	3/19/2018	4,841.00

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80943	St. Andrew's Evangelical Luthe	3/19/2018	20,310.12
80944	Metropolitan State University	3/19/2018	399.00
80945	Housing Authority of the City	3/19/2018	690.37
80946	CoAct Consulting	3/19/2018	1,637.50
80947	Jeff Cahow	3/19/2018	32.11
80948	Program participant	3/19/2018	321.30
80949	Program participant	3/19/2018	148.85
80950	Program participant	3/19/2018	514.02
80951	Program participant	3/19/2018	541.99
80952	Program participant	3/19/2018	171.20
80953	Program participant	3/19/2018	647.02
80954	Program participant	3/19/2018	317.31
80955	Program participant	3/19/2018	170.18
80956	Program participant	3/19/2018	325.97
80957	Program participant	3/19/2018	45.00
80958	Program participant	3/19/2018	76.20
80959	City of Oakdale	3/23/2018	214.90
80960	Xcel Energy	3/23/2018	26,999.49
80961	City of Cottage Grove	3/23/2018	4,838.31
80962	All, Inc.	3/23/2018	953.00
80963	Maxfield Research Inc.	3/23/2018	700.00
80964	City of Woodbury	3/23/2018	458.39
80965	For Rent Media Solutions	3/23/2018	1,201.16
80966	Ehlers & Assoc. Inc	3/23/2018	450.00
80967	Park Supply of America	3/23/2018	125.57
80968	Program participant	3/23/2018	20.00
80969	Program participant	3/23/2018	16.00
80970	Coordinated Business Systems	3/23/2018	37.88
80971	Program participant	3/23/2018	119.00
80972	Program participant	3/23/2018	107.00
80973	Program participant	3/23/2018	93.00
80974	Loucks Associates	3/23/2018	1,123.43
80975	Menards - Oakdale	3/23/2018	304.35
80976	Metrowide Engagement on Shelte	3/23/2018	15,064.98
80977	Comcast	3/23/2018	264.88
80978	Erickson Plumbing Heating Inc	3/23/2018	792.00
80979	Resident News	3/23/2018	277.49
80980	Paffy's Pest Control, Inc.	3/23/2018	35.00
80981	B. D. Stevens Landscaping	3/23/2018	3,575.00
80982	Canvas Health Inc.	3/23/2018	870.00
80983	Rumpca Services Inc.	3/23/2018	907.00
80984	Culligan	3/23/2018	78.48
80985	Turnover Apartment Painting In	3/23/2018	555.00
80986	Abbott Paint & Carpet Company	3/23/2018	638.52
80987	Menards- Cottage Grove	3/23/2018	223.52
80988	Menards-Stillwater	3/23/2018	8.96
80989	Dey Distributing Inc.	3/23/2018	100.63

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
80990	Pinetree Pond First Associatio	3/23/2018	117.37
80991	MJ's Contract Appliance Inc	3/23/2018	1,032.00
80992	Gilbert Mechanical Inc.	3/23/2018	987.00
80993	Shelter Corporation	3/23/2018	1,074.21
80994	Wilmar Industries	3/23/2018	114.31
80995	MN Department of Labor & Indus	3/23/2018	100.00
80996	Renovation Systems, Inc	3/23/2018	349.96
80997	Cintas	3/23/2018	78.00
80998	CenturyLink	3/23/2018	60.08
80999	Gruber, Ryan	3/23/2018	297.25
81001	Baker, Tilly, Virchow Krause L	3/23/2018	4,500.00
81002	Time Communications, Inc	3/23/2018	807.28
81003	8BITSTUDIO Design	3/23/2018	6,250.00
81004	IPMA-HR Minnesota	3/23/2018	100.00
81005	National Housing Resource Cent	3/23/2018	250.00
81006	NeighborWorks America	3/23/2018	495.00
81007	US Bank Equipment Finance Serv	3/27/2018	3,401.88
81008	Minnesota Housing	3/27/2018	10,000.00
81009	Program participant	3/27/2018	33.78
<b>TOTAL CHECKS:</b>			<b><u>\$ 914,903.49</u></b>



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

<b>VOIDED Check No.</b>	<b>Vendor Check Name</b>	<b>Check Date</b>	<b>Amount</b>
80779	US Bank Equipment Finance Services	3/1/2018	\$ 3,401.88
80899	Lisa Ramsey	3/19/2018	49.00
81000	BLR	3/23/2018	1,952.16

<b>Type</b>	<b>Vendor</b>	<b>Electronic Payment Date</b>	<b>ACH Amount</b>
ACH	Automatic Data Processing	3/1/2018	\$10,167.66
ACH	Automatic Data Processing	3/1/2018	46,730.76
ACH	Dougherty Mortgage	3/1/2018	72,987.92
ACH	First State Bank Wyoming	3/1/2018	12,552.29
ACH	Great-West Trust (Empower)	3/2/2018	4,629.16
ACH	Great-West Trust (Empower)	3/2/2018	5,683.62
ACH	Optum Bank	3/2/2018	492.85
ACH	State of Minnesota	3/2/2018	885.00
ACH	Automatic Data Processing	3/2/2018	667.31
ACH	Automatic Data Processing	3/12/2018	1,955.25
ACH	Cash Management Services	3/14/2018	447.74
ACH	Automatic Data Processing	3/15/2018	10,170.90
ACH	Automatic Data Processing	3/15/2018	46,267.21
ACH	Great-West Trust (Empower)	3/16/2018	4,798.16
ACH	Great-West Trust (Empower)	3/16/2018	5,737.47
ACH	Optum Bank	3/16/2018	492.85
ACH	State of Minnesota	3/16/2018	885.00
ACH	Automatic Data Processing	3/16/2018	460.00
ACH	Automatic Data Processing	3/19/2018	232.31
ACH	Optum Bank	3/20/2018	37.50
ACH	Automatic Data Processing	3/20/2018	85.55
ACH	Automatic Data Processing	3/21/2018	2.90
ACH	Automatic Data Processing	3/26/2018	119.63
ACH	Automatic Data Processing	3/27/2018	18.62
ACH	Automatic Data Processing	3/29/2018	10,660.32
ACH	Automatic Data Processing	3/29/2018	48,057.51

**TOTAL ELECTRONIC PAYMENTS: \$ 285,225.49**

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>		<u>Amount</u>
58758	ORLEANS HOMES II	3/1/2018	\$	373.00
58759	FOREST LAKE APTS HOUSING	3/1/2018		574.00
58760	EAST GATE APARTMENTS LP	3/1/2018		149.00
58761	Xcel Energy	3/1/2018		1,257.00
58762	MAIN STREET RENEWAL LLC	3/1/2018		1,370.00
58763	BOYUM C/O APPLGATE PROP MGMT.	3/1/2018		474.00
58764	BUTT, MANAN	3/1/2018		607.00
58765	BUTCHKO, MICHAEL	3/1/2018		1,036.00
58766	COTTAGES PHASE III	3/1/2018		923.00
58767	GENEVA VILLAGE LTD. PARTNERS	3/1/2018		2,319.00
58768	GENTRY PLACE APARTMENTS	3/1/2018		2,255.00
58769	EAST GROVE ESTATES	3/1/2018		1,406.00
58770	MINNEHAHA MANOR	3/1/2018		1,172.00
58771	RIDGECREST APARTMENTS LLC	3/1/2018		1,140.00
58772	SCHNEIDER, DAVID	3/1/2018		1,701.00
58773	ORLEANS HOMES LIMITED PARTNER	3/1/2018		8,113.00
58774	Century North Housing Partners	3/1/2018		766.00
58775	MARK COURT APTS (CEDAR CT LLC)	3/1/2018		478.00
58776	PIONEER APARTMENTS	3/1/2018		805.00
58777	JOHN JERGENS ESTATES	3/1/2018		1,599.00
58778	WOODLAND PARK APARTMENTS	3/1/2018		18,625.00
58779	STOBBE, ALVIN	3/1/2018		1,182.00
58780	COTTAGES OF COTTAGE GROVE	3/1/2018		2,054.00
58781	PATTEN, LINDA	3/1/2018		1,250.00
58782	BRIAR POND	3/1/2018		19,269.00
58783	BRICK POND APARTMENTS	3/1/2018		1,200.00
58784	COBBLEHILL APTS.	3/1/2018		3,063.00
58785	SHIH, AMY	3/1/2018		1,259.00
58786	ASHWOOD PONDS	3/1/2018		5,788.00
58787	BRIARCLIFF MANOR	3/1/2018		1,667.00
58788	EASTWOOD INVESTMENTS LLC	3/1/2018		460.00
58789	BARBARA GAUGHAN FAMILY LTD PAR	3/1/2018		1,865.00
58790	GENEVA VILLAGE L.P.	3/1/2018		1,904.00
58791	MULLER MANOR	3/1/2018		518.00
58792	PARK PLACE APTS. II	3/1/2018		425.00
58793	UPSTREAM PROPERTIES, INC.	3/1/2018		241.00
58794	ECHO RIDGE APARTMENTS - PHM	3/1/2018		545.00
58795	WOODLAND TOWNHOMES	3/1/2018		8,463.00
58796	COREY, SHELDON	3/1/2018		329.00
58797	STONECREST	3/1/2018		1,814.00
58798	LAKESIDE TOWNHOMES	3/1/2018		14,583.00
58799	LONG LAKE VILLAS	3/1/2018		2,823.00
58800	OAKHILL COTTAGES	3/1/2018		78.00
58801	CASSELLS, CRANSTON	3/1/2018		550.00
58802	OSSEI, HARRY	3/1/2018		931.00
58803	LARKIN, STACY	3/1/2018		700.00
58804	NORTH SHORE APARTMENTS	3/1/2018		594.00

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58805	MC CUNE,SHELLY	3/1/2018	730.00
58806	LAKE SARAH PROPERTIES	3/1/2018	1,045.00
58807	CURVE CREST VILLAS	3/1/2018	4,231.00
58808	PONDVIEW TOWNHOMES	3/1/2018	14,219.00
58809	NOVAK, GREG	3/1/2018	590.00
58810	LONG, THOMAS	3/1/2018	1,189.00
58811	BENASSI, CAROL	3/1/2018	621.00
58812	CHANG, PAUL	3/1/2018	1,559.00
58813	DESHLER, DAVID	3/1/2018	1,150.00
58814	LUU, RENEE	3/1/2018	563.00
58815	WEBER, MARTY	3/1/2018	727.00
58816	LO, TANG-YUNG	3/1/2018	754.00
58817	FAROOQ, REHAN	3/1/2018	1,129.00
58818	FOREST RIDGE TOWNHOMES	3/1/2018	3,595.00
58819	CHHEN, STEVEN	3/1/2018	1,013.00
58820	LEE, BLONG	3/1/2018	723.00
58821	SIENNA RIDGE TOWNHOMES	3/1/2018	6,599.00
58822	DIAKELLY, JULIENNE	3/1/2018	1,394.00
58823	COTTAGES OF ASPEN LP	3/1/2018	1,597.00
58824	ZHANG, CHONGQI	3/1/2018	889.00
58825	WHEDA	3/1/2018	940.56
58826	HENDRICKSON, PAMELA	3/1/2018	493.00
58827	HAMPTON, PHILLIP	3/1/2018	911.00
58828	JD PONDVIEW LLC	3/1/2018	7,869.00
58829	MARK VIEROW	3/1/2018	1,350.00
58830	RED OAK PRESERVE FAMILY LP	3/1/2018	6,678.00
58831	PETERSON, TONIA C.	3/1/2018	353.00
58832	OSBORN, ROBERT	3/1/2018	715.00
58833	OAKDALE-GRANADA LAKES LTD. PAR	3/1/2018	12,753.00
58834	ABDULMIJID, FAISAL	3/1/2018	1,388.00
58835	GOLDEN STONE LLC	3/1/2018	677.00
58836	HOWARD, CHAD	3/1/2018	627.00
58837	VILLAGE APARTMENTS	3/1/2018	2,384.00
58838	CYPRESS SR. LIVING	3/1/2018	5,707.00
58839	GALVIC CORPORATION	3/1/2018	1,220.00
58840	NEW CHALLENGES, INC	3/1/2018	1,337.00
58841	SIVERSON, NEIL	3/1/2018	806.00
58842	ZHANG, HAIYAN	3/1/2018	340.00
58843	XU, XUEMEI	3/1/2018	846.00
58844	Lion Rock Newport LLC	3/1/2018	1,163.00
58845	A.L.A. PROPERTIES, LLC	3/1/2018	2,104.00
58846	TOY, DAVID LLC	3/1/2018	2,488.00
58847	Nationwide Housing Corp.	3/1/2018	25,088.00
58848	COMMON BOND CITY WALK LIMITED	3/1/2018	2,144.00
58849	RSRC ASHWOOD LLC	3/1/2018	3,860.00
58850	TSEGAJ, DANIEL	3/1/2018	1,149.00
58851	FRANK, ANTHONY	3/1/2018	512.00

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58852	GRIFFIN COURT C LLC	3/1/2018	546.00
58853	NUR, MOHAMED	3/1/2018	959.00
58854	ST CROIX VILLAGE LLC	3/1/2018	5,057.00
58855	THE GROVES APARTMENTS LLC	3/1/2018	4,878.00
58856	WOOL, JOHN	3/1/2018	887.00
58857	MIND PROPERTIES LLC	3/1/2018	995.00
58858	MAO, GUOPING	3/1/2018	1,219.00
58859	IH2 PROPERTY ILLINOIS, LP	3/1/2018	2,868.00
58860	PETERSEN, ALLAN	3/1/2018	1,164.00
58861	KALINOFF PROPERTIES	3/1/2018	500.00
58862	FOREST OAK APTS	3/1/2018	1,151.00
58863	HEAVEN LLC	3/1/2018	1,451.00
58864	SEVEN PINES INVESTMENTS II	3/1/2018	880.00
58865	BIRCHWOOD TOWNHOMES	3/1/2018	645.00
58866	LILY LAKE TERRACE APTS	3/1/2018	975.00
58867	URBANSKI RENTALS	3/1/2018	1,574.00
58868	FOREST OAK APTS II LTP PAR	3/1/2018	2,190.00
58869	STILLWATER GREELEY	3/1/2018	829.00
58870	EVERSON, RANDY	3/1/2018	1,038.00
58871	PICCADILLY SQUARE OF MAHTOMEDI	3/1/2018	3,197.00
58872	ELAD, FIEN	3/1/2018	701.00
58873	Sumner, Jacqueline	3/1/2018	1,031.00
58874	CARSON, STEVEN	3/1/2018	451.00
58875	OAKDALE TERRACE LLC	3/1/2018	6,724.00
58876	COURTLY COMMERCIALS LLC	3/1/2018	2,805.00
58877	OXBORO AVE LLC	3/1/2018	1,321.00
58878	MC DOWELL, JEREMY	3/1/2018	637.00
58879	FANG, QING	3/1/2018	704.00
58880	TRAILSIDE SENIOR LIVING	3/1/2018	645.00
58881	IH3 Property MN L.P.	3/1/2018	1,165.00
58882	JEFFRIES, KIM	3/1/2018	465.00
58883	FLEMING, DAVID	3/1/2018	904.00
58884	RED ROCK SQUARE	3/1/2018	4,195.00
58885	BEUKE, JAMESON	3/1/2018	578.00
58886	10 Pointe LLC	3/1/2018	568.00
58887	DONG, XIAOMING	3/1/2018	1,197.00
58888	CLEVELAND, NANCY	3/1/2018	844.00
58889	PITT, DAISY MARIE	3/1/2018	1,190.00
58890	SINGHAL, NISHANT	3/1/2018	1,185.00
58891	GREEN TWIG LLP	3/1/2018	472.00
58892	B.P.D. Properties	3/1/2018	858.00
58893	THE LEGENDS OF CG/DOMINIUM MANAGEMEN	3/1/2018	541.00
58894	LAKESIDE TOWNHOMES	3/7/2018	939.00
58895	JACOBSEN, ELENA	3/7/2018	582.00
58896	JIM TOUSIGNANT	3/7/2018	1,825.00
58897	WOODLAND TOWNHOMES	3/21/2018	1,036.00
58898	LAKESIDE TOWNHOMES	3/21/2018	1,710.00

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

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
58899	MC CUNE,SHELLY	3/21/2018	486.00
58900	COTTAGES OF ASPEN LP	3/21/2018	467.00
58901	Nationwide Housing Corp.	3/21/2018	843.00
58902	GREEN TWIG LLP	3/21/2018	124.00

**TOTAL SECTION 8 CHECKS: \$ 321,112.56**

**VOIDED**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
	None		

**Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,521,241.54**

**WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY**

**REQUEST FOR BOARD ACTION**

April 17, 2018  
**BOARD MEETING DATE**

**AGENDA ITEM A-1**

<u>Community Development</u> ORIGINATING DEPARTMENT/SERVICE	
<u>Melissa Taphorn</u>	<u>4/4/18</u>
REQUESTOR'S SIGNATURE/DATE	

**BOARD ACTION REQUESTED**  
Resolution Authorizing Execution of a Construction Contract for the TrailSide Senior Living Roof Replacement Project

**BACKGROUND/JUSTIFICATION**

In April 2017, TrailSide Senior Living was hit by a hail storm causing roof damage. The roof was inspected by HAI Group, property insurer for the Agency, and determined eligible for coverage. Staff worked with Inside Outside Architecture, Inc. to refine the project scope and prepare plans and specifications suitable for public bidding. Construction is expected to begin this spring and conclude summer of 2018.

Staff solicited bids for the project by advertisement on March 9 and 16, 2018. An on-site pre-bid meeting was held March 19, 2018. The public bid opening occurred on March 29, 2018. Of the ten bids received, the lowest responsive and responsible bid was from Minnesota Exteriors, Inc. for \$137,990.

Staff completed a check of references provided by the company. Previous customers of large-scale roof projects reported exceptional performance by the contractor. Minnesota Exteriors Inc. is a family business established over 68 years ago and has been accredited with and holds an A+ rating with the Better Business Bureau (BBB).

The scope of work for the base bid includes tear-off and replacement of the roof. Staff recommends acceptance of Alternate #1 to install a roof hatch and scuttle ladder for \$6,505 which is not covered by the insurance company. Internal access to the roof will eliminate \$800 lift-rental per occasion and reduce unexpected costs to the building's operating budget

A 10% change order contingency equal to \$14,450 is recommended to bring the total contract authorization amount with Minnesota Exteriors, Inc. to \$158,945. Insurance funds will cover \$132,990. 2018 Capital Improvement Plan funds will cover \$5,000 insurance deductible, the alternate and contingency amounts.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy      4/10/18

**ATTACHMENT LIST:**

Attachment A – Trailside Bid Tabulation

**FINANCIAL IMPLICATIONS: \$158,945**

**BUDGETED:**     YES       NO

**FUNDING: Insurance Proceeds (\$132,990) and 2018 CIP Budget (up to \$25,955)**

**COMMENTS**

**Bid Tabulation****Project Name** Trailside Senior Living Roof Replacement**Bid Opening** March 29, 2018 @ 10:00 AM

	<b>Firm Name</b>	<b>Lump Sum Amount</b>	<b>Alternate #1</b>	<b>Unit Price #1</b>	<b>Unit Price #2</b>	<b>Unit Price #3</b>	<b>Unit Price #4</b>	<b>Ack. Addenda</b>	<b>Bid Bond</b>	<b>Affidavit of Compliance</b>
<b>1.</b>	Minnesota Exteriors Inc.	\$137,990	\$6,505	\$2.65	\$8.65	\$5.00	\$1.20	1 and 2	yes	yes
<b>2.</b>	Project One Construction	\$150,062	\$5,000	\$2.25	\$7.25	\$6.10	\$1.75	1 and 2	yes	yes
<b>3.</b>	Western Products	\$151,750	\$11,250	\$6.00	\$9.50	\$9.50	\$3.00	1 and 2	yes	yes
<b>4.</b>	McPhillips Roofing	\$153,450	\$7,500	\$2.00	\$8.00	\$6.00	\$2.00	1 and 2	yes	yes
<b>5.</b>	Schwickert's Tecta	\$157,198	\$9,195	\$2.79	\$8.50	\$6.00	\$1.90	1 and 2	yes	yes
<b>6.</b>	JG Hause Construction	\$164,000	\$9,200	\$3.00	\$10.00	\$10.00	\$2.50	1 and 2	yes	yes
<b>7.</b>	Minnesota Roofing Co.	\$166,410	\$5,000	\$1.50	\$7.00	\$6.00	\$2.40	1 and 2	yes	yes
<b>8.</b>	G & V Construction	\$172,800	\$3,200	\$4.50	\$12.00	\$10.00	\$2.15	1 and 2	yes	yes
<b>The following bid packets were not complete; therefore, rejected.</b>										
	Jackson & Associates	\$98,800	\$6,490	\$2.34	\$10.00	\$9.00	\$1.03	1 and 2	yes	no
	Valley Services	\$134,400	\$3,500	\$6.10	\$18.50	\$18.50	\$3.50	1	yes	yes

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

DATE April 17, 2018 RESOLUTION NO. 18-12

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION AUTHORIZING EXECUTION OF A CONSTRUCTION  
CONTRACT FOR THE TRAILSIDE SENIOR LIVING ROOFING  
PROJECT

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 17th day of April, 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 17th day of April, 2018.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director



WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-12

RESOLUTION AUTHORIZING EXECUTION OF A  
CONSTRUCTION CONTRACT FOR THE TRAILSIDE  
SENIOR LIVING ROOF REPLACEMENT PROJECT

WHEREAS, the Washington County Community Development Agency (the "Agency") owns and operates the TrailSide Senior Living Apartments (the "Property") in the city of Forest Lake; and

WHEREAS, the Agency has established a capital improvement plan (the "CIP") to ensure that properties are maintained in a safe, decent and sanitary condition; and

WHEREAS, the Agency maintains property insurance to cover property losses; and

WHEREAS, the building sustained hail damage resulting in the need to replace the roof at the Property; and

WHEREAS, the Agency retained the architectural services of Inside Outside Architecture, Inc. to assist staff in determining the scope of work and preparing plans and specifications suitable for public bidding; and

WHEREAS, staff solicited bids by advertisements for this project on March 9 and March 16, 2018 and held a public bid opening on March 29, 2018; and

WHEREAS, Minnesota Exteriors, Inc. was determined to have the lowest responsive and responsible bid in the amount of \$137,990.00 for the base bid; and

WHEREAS, staff determined that acceptance of Alternate No. 1 to install a roof hatch and access ladder to be prudent and financially feasible at a cost of \$6,505.00; and

WHEREAS, funding for the construction contract is available from insurance claims and in the 2018 CIP budget.

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

1. That the Executive Director is hereby authorized to execute the construction contract with Minnesota Exteriors, Inc. for \$144,495.00, with a change order

authority of up to 10% equal to \$14,450.00 for a total authorization not to exceed \$158,945.00 subject to (i) such changes to the contract that the Executive Director deems reasonable and necessary; and (ii) the contract with the Agency being executed by both parties.

2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the contract as contemplated above.
3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 17<sup>TH</sup> day of April 2018.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary



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

DATE April 17, 2018 RESOLUTION NO. 18-13

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION AUTHORIZING EXTENSION OF THE OPERATING  
AGREEMENT BETWEEN THE LANDFALL VILLAGE HOUSING AND  
REDEVELOPMENT AUTHORITY, THE CITY OF LANDFALL  
VILLAGE AND THE WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY

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 17th day of April, 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 17th day of April, 2018.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-13

RESOLUTION AUTHORIZING EXTENSION OF THE  
OPERATING AGREEMENT BETWEEN THE LANDFALL  
VILLAGE HOUSING AND REDEVELOPMENT AUTHORITY,  
THE CITY OF LANDFALL VILLAGE AND THE  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT  
AGENCY

WHEREAS, the Washington County Community Development Agency (the "Agency") owns a manufactured home park, with related facilities and improvements, located within the City of Landfall Village, Washington County, Minnesota (the "City"), known as Landfall Terrace (the "Property"); and

WHEREAS, efficient property management services are important to the occupants and the Agency and for the financial stability of the Property; and

WHEREAS, the Agency and the Landfall Village Housing and Redevelopment Authority (the "Landfall HRA") entered into a Lease Agreement dated November 1, 1997, as amended by Amendment to Lease Agreement dated August 1, 2010 (the "Lease") for the Property; and

WHEREAS, the Agency provided a Notice of Default to Tenant dated August 15, 2012 as a result of the Landfall HRA's failure to obtain advance approval from the Agency of a replacement manager and management agreement, as required by the Lease; and

WHEREAS, in 2014 the Landfall HRA identified resuming direct management of the Property as a strategic priority; and

WHEREAS, the Agency prepared an Operating Agreement between the Landfall HRA, the City and the Agency which requires best practices, describes staffing positions, professional work environment, record keeping and management system, and written policies and procedures for the efficient management of the Property in accordance with the terms of the Lease, and

WHEREAS, the City and the Landfall HRA have provided efficient property management services and complied with the terms of the Operating Agreement since the effective date of June 15, 2015; and

WHEREAS, the Operating Agreement allows for a one-year term renewals, at the sole discretion of Agency.

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

1. That the Agency has determined it appropriate to extend the Operating Agreement for a term of one year.
2. That the Executive Director is hereby authorized to execute and send a letter to the Landfall Village HRA and City of Landfall Village which extends the term of the Operating Agreement.
3. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Authority any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the Operating Agreement extension as contemplated above.
4. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing resolutions.

Adopted this 17<sup>th</sup> day of April 2018.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

April 17, 2018  
BOARD MEETING DATE

AGENDA ITEM A-3

Community Development  
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn                      04/03/2018  
REQUESTOR'S SIGNATURE/DATE

**BOARD ACTION REQUESTED**

RESOLUTION AUTHORIZING EXECUTION OF THE HOME INVESTMENT PARTNERSHIPS PROGRAM AGREEMENT FOR THE HABITAT FOR HUMANITY GENERATION ACRES PROJECT

**BACKGROUND/JUSTIFICATION**

Washington County approved the Twin Cities Habitat for Humanity to construct four town homes in the City of Hugo. The project is to receive 2017 Home Investment Partnerships Program (HOME) funds to total the amount \$180,000.

The Agency requires that Twin Cities Habitat for Humanity execute a HOME Development Agreement. The agreement contains standard HOME language used in agreements for past HOME funded projects.

Staff respectively requests approval of the resolution authorizing the Executive Director to execute the HOME Development Agreement.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

Washington County Resolution No. 2015-063 Approving Washington County's 2015-2019 Consolidated Plan

Washington County approved the Substantial Amendment to the 2017 Annual Action Plan on March 27, 2018

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy                      4/10/18

**ATTACHMENT LIST:**

Attachment A: Habitat Development Summary

**FINANCIAL IMPLICATIONS: \$180,000.00**

**BUDGETED:  YES     NO**

**FUNDING: Program Year 2017 HOME**

**COMMENTS**

**HOME PROJECT SUMMARY**

<b>Development:</b> Generation Acres Building 6	<b>Grantee:</b> Twin Cities Habitat for Humanity
<b>Location:</b> 14933-14939 Generation Avenue North, Hugo, MN	

**Development Description**

Twin Cities Habitat for Humanity is proposing using HOME funds to construct a 4-unit townhome in the City of Hugo. The project has been successful in the past with their other buildings that were funded with HOME funds. This is the sixth building in the development. This project applied for 2018 funds and is shovel ready. Due to commitment deadlines with 2017 Funding, this project has been approved to swap program year funding with another project that is not ready to move forward before the deadline and will use 2017 HOME funds.

**Strategic Priorities Summary**

Affordable homeownership was a high priority in the 2015-2019 Consolidated Plan. Homes will be sold to eligible households up to 80% area median income, with a priority of targeting and serving households below 50%-60% AMI. The funding agreement will also require adding marketing and outreach in the local community. All 4 units in the building will be designated as HOME units. The building based on fair share of HOME into Total Development Cost, is only required to have 1 HOME unit. Habitat has decided to put some HOME into every unit, and make all 4 units in the building affordable. Mortgage payments for families will not exceed more than 28% of monthly gross income.

Beneficiaries Summary		Per-Unit Costs			
Serve Lowest Income:	4 units @ 0-80% AMI	Description	Unit Sq. Ft.	Base Cost/Sq. Ft.	Individual Unit Cost
		3B/2B base	1866	96.65 \$	180,349
		3B/2B base	1866	96.65 \$	180,349
		3B/2B base	1866	96.65 \$	180,349
		3B/2B base	1866	96.65 \$	180,349
		<b>Total Development Cost</b>		<b>\$</b>	<b>721,396</b>

HOME Fair Share				Purchase Price Limits	
# of Units	HOME Share	Min. # of HOME units	Number of HOME Units Required	Area	1-Unit
4	14.90%	0.596	1	Washington County	\$ 230,000

<b>HOME units in project</b>	<b>4</b>	<b>HOME funding approved</b>	<b>\$</b>	<b>180,000</b>
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**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

DATE April 17, 2018 RESOLUTION NO. 18-14

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION AUTHORIZING EXECUTION OF THE HOME  
INVESTMENT PARTNERSHIPS PROGRAM DEVELOPMENT  
AGREEMENT FOR THE TWIN CITIES HABITAT FOR HUMANITY  
GENERATIONS ACRES PROJECT

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 17th day of April, 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 17th day of April, 2018.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-14

RESOLUTION AUTHORIZING EXECUTION OF THE  
HOME INVESTMENT PARTNERSHIPS PROGRAM  
DEVELOPMENT AGREEMENT FOR THE TWIN CITIES  
HABITAT FOR HUMANITY GENERATION ACRES  
PROJECT

WHEREAS, Washington County is a member of the Dakota County HOME Consortium as a Participating Jurisdiction of the HOME Investment Partnerships program (the "HOME"); and

WHEREAS, Washington County Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington County (the "Grantee") to administer and manage the HOME program; and

WHEREAS, the Grantee awarded Twin Cities Habitat for Humanity Generation Acres (the "Project") HOME funds in the total amount of one hundred eighty thousand and 00/100 (\$180,000.00) from Program Year 2017 to help fund the Project; and

WHEREAS, staff have completed all due diligence to ensure the Project and uses of funds are eligible; and

WHEREAS, staff prepared the HOME Development Agreement to be signed and are prepared to administer funds to the project subject to receiving funding from U.S. Treasury.

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

1. That the Executive Director is hereby authorized to execute the Development Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the HOME Program are completed.
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 Agreement as

contemplated above.

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

Adopted this 17<sup>th</sup> day of April 2018.

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Chair/Vice Chair

ATTEST:

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Secretary

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

April 17, 2018  
BOARD MEETING DATE

AGENDA ITEM A-4

Community Development  
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn                      04/03/2018  
REQUESTOR'S SIGNATURE/DATE

**BOARD ACTION REQUESTED**

RESOLUTION AUTHORIZING EXECUTION OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
DEVELOPMENT AGREEMENT FOR THE LANDFALL  
SITE IMPROVEMENTS PROJECT

**BACKGROUND/JUSTIFICATION**

The Agency and Washington County approved the City of Landfall to receive Community Development Block Grant (CDBG) funding for site improvements. The project was awarded 2016 CDBG funds in the amount of \$150,000.

The Agency requires that the City of Landfall execute a CDBG Development Agreement. The agreement contains standard CDBG language used in agreements for past CDBG funded projects.

Staff respectively requests approval of the resolution authorizing the Executive Director to execute the CDBG Development Agreement.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

Washington County Resolution No. 2015-063 Approving Washington County's 2015-2019 Consolidated Plan

Washington County approved the Substantial Amendment to the 2016 Annual Action Plan on March 27, 2018

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy                      4/10/18

**ATTACHMENT LIST:**

**FINANCIAL IMPLICATIONS: \$150,000**

**BUDGETED:  YES     NO**

**FUNDING: Program Year 2016 CDBG**

**COMMENTS**

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

DATE April 17, 2018 RESOLUTION NO. 18-15

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION AUTHORIZING EXECUTION OF THE COMMUNITY  
DEVELOPMENT BLOCK GRANT DEVELOPMENT AGREEMENT  
FOR THE LANDFALL SITE IMPROVEMENTS PROJECT

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 17th day of April, 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 17th day of April, 2018.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-15

RESOLUTION AUTHORIZING EXECUTION OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
DEVELOPMENT AGREEMENT FOR THE CITY OF  
LANDFALL SITE IMPROVEMENTS PROJECT

WHEREAS, Washington County is an entitlement jurisdiction for the Community Development Block Grant (the "CDBG"); and

WHEREAS, Washington County Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington County (the "Grantee") to administer and manage the CDBG program; and

WHEREAS, the Grantee awarded the City of Landfall Site Improvements Project (the "Project") CDBG funds in the total amount of one hundred fifty thousand dollars and 00/100 (\$150,000.00) from Program Year 2016 to help fund the Project; and

WHEREAS, staff have completed all due diligence to ensure the Project and uses of funds are eligible; and

WHEREAS, a Development Agreement has been drafted to contain all requirements that the Grantee must follow to complete the Project and remain compliant with CDBG funding; and

WHEREAS, staff prepared the CDBG Development Agreement to be signed and are prepared to administer funds to the project subject to receiving funding from U. S. Treasury.

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

1. That the Executive Director is hereby authorized to execute the Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the CDBG program are completed.
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 Agreement as

contemplated above.

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

Adopted this 17th day of April 2018.

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Chair

ATTEST:

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Secretary

**WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY**

**REQUEST FOR BOARD ACTION**

April 17, 2018  
**BOARD MEETING DATE**

**AGENDA ITEM A-5**

Housing Assistance  
**ORIGINATING DEPARTMENT/SERVICE**

Ann Hoechst/April 17, 2018  
**REQUESTOR'S NAME/DATE**

**BOARD ACTION REQUESTED**

Resolution Authorizing the Adoption of the Revised Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan.

**BACKGROUND/JUSTIFICATION**

A public hearing is required prior to adoption of the revised Washington County Community Development Agency's (CDA) Housing Choice Voucher (HCV) Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan (ACOP). Notice of the Public Hearing was published on March 1, 2018 and placed on the CDA's website. Copies of the revisions in the HCV Administrative Plan and the ACOP were made available to the Resident Advisory Board and to the Resident Councils and for the general public at the CDA's office. Attachment A lists the comments that were received. Attachment B contains the revisions made to the HCV Administrative Plan. Attachment C contains the revisions made to the ACOP.

Staff recommends the Board approve a motion to open the public hearing, receive comments, approve a motion to close the public hearing and adopt the resolution as presented.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

Resident Councils & Resident Advisory Board

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy                      4/17/2018

**ATTACHMENT LIST:**

Attachment A – Comments and Responses  
Attachment B— Revisions to HCV Administrative Plan  
Attachment C – Revisions to the Public Housing ACOP

**FINANCIAL IMPLICATIONS: \$** None

**BUDGETED:**  YES     NO

**FUNDING:** N/A

**COMMENTS:**



## Comments and Responses

Resident Advisory Board met to review changes in Administrative Plan and ACOP on April 10, 2018.

Attendance: Steve Ryan, Chair of PH/HCV Resident Council, Diane P. Chair of Whispering Pines Resident Council, Ann Lindquist, Housing Coordinator CDA representative (CDA representative met individually with chairs).

### HCV ADMINISTRATIVE PLAN and ACOP

- Chapter 3:** Changes as a result of 2013 Violence Against Women Act (VAWA):
- Discussion: Discussed the PHA is not required to ask for adverse factors when terminating a family's assistance, but if informed of a VAWA status, the PHA will request information to determine if adverse factors played into the termination.
- Comment: language respects the fact that there is violence against people and this gives a person a second chance.
- Response: no response needed
- 
- Chapter 7:** Tax documents required for each adult annually
- Discussion: discussed the need for additional documentation and why this became an issue due to a recent termination.
- Comment: Reasonable request, another way to stop fraud. Using taxes is a simple tool and a reasonable way to stay up to date with self-employment.  
This should not be a problem if tenants know taxes are needed.  
Question: what if they do not file taxes
- Response: CDA will need to develop a policy on how to deal with tenants that do not file taxes.
- 
- Chapter 16:** Sets the timing of extensions of deadlines for persons who are victims under VAWA.
- Discussion: Went over additional language added giving timeline to documentation for persons under VAWA definition.
- Comment: Seems reasonable
- Response: No response needed
- 
- Chapter 16:** Documentation extension for victims under VAWA to provide documentation of their situation.
- Discussion: reviewed language
- Comment: Is 30 days a reasonable amount of time to get third-party documentation and does the county have good legal representation available for low income people.

Response: Explained tenants would have access to Southern Minnesota Regional Legal Services – Legal Aid.

**Chapter 16:** VAWA – acceptance of self-certification.

Discussion: reviewed policy.

Comment: no comment

Response: no response needed

### Changes to ACOP only

**Chapter 7:** Allowing the use of self-certifications of value of assets of less than \$5000

Discussion: reviewed language

Comment: “Change makes sense.”  
Time and labor saving

Response: no response needed

**Chapter 12:** Defines reasonable time period for an emergency transfer

Discussion: reviewed changes/additions

Comment: gives definition and boundaries to policy

Response: no response needed

**Chapter 12:** VAWA emergency transfer request must be in writing. PHA may waive the requirement

Discussion: reviewed policy

Comment: like the language that may waive requirement of putting request in writing if needed.

Response: no response needed

### Changes to Admin Plan only

**Chapter 8:** Requirement of Carbon Monoxide Detector

Discussion: reviewed policy

Comment: pro-active to change before it becomes a HUD requirement

Response: no response needed

**Chapter 9:** VAWA notification

Discussion: reviewed policy

Comment: reviewed language requiring notification of VAWA protection at move-in, recertification, and at termination.  
 Response: no response needed

**Chapter 12:**

VAWA notice at termination  
 Discussion: reviewed policy  
 Comment: 14 days should be plenty of time  
 Response: no response needed

**Chapter 14:**

Subsidy under or overpayment  
 Discussion: reviewed policy  
 Comment: this policy is fine  
 Tenants need to take accountability for one's own financial reporting. They need to review what CDA sends them and ask questions if it does not seem right.  
 Response: no response needed

**Chapter 14:**

Termination policy for failure to report changes in household size or income.  
 Discussion: reviewed policy  
 Comment: makes me want to report changes right away  
 Restitution: you suffer the consequences of committing fraud  
 Response: no response needed

**Chapter 14:**

PHA-caused errors or program abuse  
 Discussion: reviewed policy  
 Comment: Tenant needs to have a conversation regarding if their income is included or not. Need to education self on program.  
 Policy should be posted in Family Obligations or appropriate paperwork so tenants can see policy – gives person something to think about and ask questions.  
 Response: will look at best place to provide information to tenants.

**Chapter 16:**

VAWA policy to provide notices to tenant under VAWA protection  
 Discussion: reviewed policy  
 Comment: provides confidentiality for victims  
 Response: no response needed

Changes for HCV Administrative PLAN:

Chapter 3: Eligibility	Proposed Language Underlined.
Continuation of VASH Voucher	<ul style="list-style-type: none"> <li>• <u>In accordance with Notice PIH 2017-8, for HUD-Veterans Affairs Supportive Housing (HUD VASH) vouchers, when the veteran is the perpetrator of domestic violence, dating violence, sexual assault, or stalking, the victim must continue to be assisted. Upon termination of the perpetrator’s HUD-VASH voucher, the victim should be given a regular HCV if one is available, and the perpetrator’s HUD-VASH voucher should be used to serve another eligible family. If a regular HCV is not available, the victim will continue to use the HUD-VASH voucher, which must be issued to another eligible family upon the voucher’s turnover.</u></li> </ul>
No termination for FSS failure	<p><u>Per the alternative requirements listed in the <i>Federal Register</i> notice dated December 29, 2014, PHAs are no longer permitted to deny assistance to a family because the family previously failed to meet its obligations under the Family Self Sufficiency (FSS) program [FR Notice 12/29/14]/:</u></p>
Mitigating factors related to Violence Against Women Act	<p><u>PHA Policy</u></p> <p>The PHA acknowledges that a victim of domestic violence, dating violence, sexual assault or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior conviction record) due to adverse factors that would warrant denial under the PHA’s policies. <u>While the PHA is not required to identify whether adverse factors that resulted in the applicant’s denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.</u></p> <p><u>-The PHA will include in its notice of denial the VAWA information described in section 16-IX.C of this plan as well as including a copy of form HUD-5382. The PHA will request in writing that an applicant wishing to claim protection under VAWA notify the PHA within 14 business days.</u></p>

Chapter 5: Briefings and Voucher Issuance	
Adding VAWA form 5382 to briefing packet	<p>The PHA will provide the following additional materials in the briefing packet:</p> <p>The HUD pamphlet on lead based paint entitled <i>Protect Your Family from Lead in Your Home</i></p> <p>Information on how to fill out and file a housing discrimination complaint form</p> <p><u>The form HUD-5382 domestic violence certification form and the Notice of Occupancy Rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking.</u></p> <p>“Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse</p> <p>“What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19</p> <p>When PHA-owned units are available for lease, the PHA will inform the family during the briefing that the family has the right to select any eligible unit available for lease, and is not obligated to choose a PHA-owned unit.</p>
Chapter 7: Verifications	
Adding tax documents as a source of verification especially for self-employed individuals.	<p>Income reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify earned income, and to verify and calculate unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources. <u>Income reports will include the most recent tax return documents.</u></p>
Mileage re-imbursement for medical transportation	<p><u>Medical mileage will be used as a deduction. Staff will google the distance from the tenant’s unit to the medical facility and will use the mileage allowance permitted in IRS Publication 502 times the mileage round trip. The tenant must provide proof of medical appointments.</u></p>
Chapter 8: HQS Inspection	
Carbon Monoxide Detectors are now added as part of HQS	<b>Carbon Monoxide Detector</b>

	<p><u>In units with gas powered appliances within the unit (such as furnaces, water heaters, stove, dryer) there must be an operable Carbon Monoxide detector installed in the recommended locations.</u></p>
Using the rent reasonableness module in calculating software	<p>The PHA will collect and maintain data on market rents in the PHA's jurisdiction. Information sources include newspapers, realtors, market surveys, inquiries of owners and other available sources. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. Information from Housing Link may also be used to document rent reasonableness. <u>The PHA will use the rent reasonableness module supplied in the calculating software.</u></p>
Chapter 9: General Leasing	
VAWA requirements—providing information to tenants	<p><u>As required under VAWA 2013, the PHA will notify families of their rights under the VAWA by providing all families with a copy of the domestic violence certification form (HUD-5382) as well as the VAWA Notice of Occupancy rights (form HUD-5380). The PHA will provide this information at the initial briefing or the mover recertification.</u></p>
Chapter 12: Terminations	
VAWA Determinations for terminations	<p><u>If the perpetrator remains in the unit, the PHA continues to pay the owner until the PHA terminates the perpetrator from the program. The PHA must not stop paying HAP until 30 days after the owner bifurcates the lease to evict the perpetrator. The PHA may pay HAP for the full month if the 30 day period will end mid-month [Notice PIH 2017-08].</u></p> <p><u>If the perpetrator is the only participant eligible to receive assistance, the PHA will provide any remaining participant a chance to establish eligibility for the program. If the remaining participant cannot do so, the PHA will provide them with 30 days to establish eligibility for another housing program prior to termination of the HAP contract.</u></p>
Timing of VAWA notices	<p><u>action or failure to act, the PHA will include in its termination notice the VAWA information described in section 16-IX.C of this plan and a form HUD 5382 and form HUD 5380. The PHA will request in writing that a family member wishing to claim protection under VAWA notify the PHA within 14 business days.</u></p>

<p>Chapter 14 Program Integrity</p> <p>Payback of HAP paid in both non-fraud and fraud situations.</p>	<p><u>NON-TERMINATION POLICY</u>  <u>If the family untimely reported a change in household size or a change in income (meaning more than five days after such change and less than one year after the change), the PHA will establish when the change occurred. If the family’s income increased, the PHA will increase the family’s rent according to Chapter 11 Section II C. The PHA will increase the income effective on the date that the income started, plus 30 days.</u></p> <p><u>For instance, if a family member started working on January 1 and did not report the increase in income until April 1, the PHA would determine when the income started. A written notice from the family should have been given to the PHA within 5 days of the start date (in this example, by January 6). The PHA will establish the date at which the new rent amount would have started, 30 days after the income start, and the family would be required to repay the overpayment of subsidy from that point (in this example, March 1st). Decreases in the family share of rent will be implemented after receipt of written notice from the family on the first of the month following a 21 day verification period.</u></p> <p><u>TERMINATION POLICY</u>  <u>When the family failed to report a change in household size or a change in income (meaning no report or a report more than one year after the change), the PHA will establish when the change occurred. As of the date on which the change occurred the family is deemed to have violated the Family Obligations and is no longer eligible for the rental assistance program. The family must repay all HAP payments made on behalf of the family from the date of the violation.</u></p>
<p>Limitations of Liability to one year</p>	<p><u>PHA Policy</u></p> <p><u>The PHA will reimburse the family in cases of PHA-staff-caused error or PHA-staff program abuse using the PHA’s administrative fee reserve. The PHA will consider previous calculations for the following maximum time periods: (1) up to three years before the discovery of the error, or (2) the past two recertifications of rent, whichever time period is shorter. The PHA will pay the due amount to the landlord and notify both the family and the landlord of the reason for the reimbursement.</u></p>
<p>Chapter 16: Program Administration</p>	

<p>Hearing Officer may continue a hearing in order to gather more information.</p>	<p><u>PHA policy</u>  <u>The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the PHA will take effect and another hearing will not be granted.</u></p>
<p>The informal hearing decision will be sent to the tenant.</p>	<p>Issuance of Decision [24 CFR982.555(e)(6)]  <u>A copy of the hearing decision must be furnished promptly to the family.</u>  <u>PHA Policy</u>  <u>The hearing officer will mail a “ Notice of Hearing Decision” to the PHA. The PHA will mail a copy of the notice to the participant within 5 working days of receiving the notice from the hearing officer. The PHA will keep a copy of the Notice of Hearing Decision in the participant’s file.</u></p>
<p>The Executive Director has the ability to override the informal hearing officer’s decision in certain circumstances.</p>	<p><u>The Executive Director has the authority to determine that the PHA is not bound by the decision of the hearing officer because:</u></p> <ul style="list-style-type: none"> <li>• <u>The PHA was not required to provide the hearing</u></li> <li>• <u>The decision exceeded the authority of the hearing officer</u></li> <li>• <u>The decision conflicted with or contradicted HUD regulations, requirements</u></li> <li>• <u>Or, the decision was otherwise contrary to federal, state, or local laws.</u></li> </ul> <p><u>In such a case, the PHA will mail a “Notice of Final Decision” to the Hearing Officer and the participant on the same day. The “Notice of Final Decision” will be sent by first –class mail. A copy of this notice will be maintained in the participant’s file</u></p>
<p>The PHA must keep VAWA records confidential</p>	<p><u>The PHA must keep confidential records of all emergency transfer requests by victims of domestic violence, dating violence, sexual assault, and stalking under the PHA’s Emergency Transfer Plan, as well as outcomes of such requests, and retain the records for a period of three years [24 CFR 5.2002(e)(12)].</u></p>
<p>The CDA is required to do an environmental study on units where there are children with elevated blood levels of lead. But the Health Department has not decided how to release this information.</p>	<p><u>The public health department(s) has stated they <b>do not</b> wish to receive a report of an updated list of the addresses of units receiving assistance under the HCV program, on a quarterly basis. Therefore, the PHA is not providing such a report. Minnesota Department of</u></p>



	<p><u>Health is currently working on a plan for the transfer of this information.</u></p>
<p>Providing information to a tenant in a VAWA situation</p>	<p><u>The PHA is not limited to providing VAWA information at the times specified in the above policy. IF the PHA decides to provide VAWA information to a participant following an incident of domestic violence, Notice PIH 2017-08 cautions against sending the information by mail, since the abuser may be monitoring the mail. The notice recommends that in such cases the PHA make alternative delivery arrangements that will not put the victim at risk.</u></p> <p><u>PHA POLICY</u></p> <p><u>Whenever the PHA has reason to suspect that providing information about VAWA to a participant might place a victim of domestic violence at risk, it will attempt to deliver the information by hand directly to the victim or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, the PHA may decide not to send mail regarding VAWA protections to the victim’s unit if the PHA believes the perpetrator may have access to the victim’s mail, unless requested by the victim.</u></p> <p><u>When discussing VAWA with the victim, the PHA will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room.</u></p> <p><u>The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communication regarding VAWA protections.</u></p>
<p>Deadlines for information in a VAWA situation</p>	<p><u>The PHA may, in its discretion, extend the deadline for 10 business days. In determining whether to extend the deadline, the PHA will consider factors that may contribute to the victim’s inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, danger of further violence, and the victim’s need to address health or safety issues. Any extension granted by the PHA will be in writing.</u></p> <p><u>Once the victim provides documentation, the PHA will acknowledge receipt of documentation within 10 business days</u></p>
<p>Requesting third party documentation in a VAWA situation</p>	<p><u>3) The PHA may also request third-party documentation when submitted documentation contains information that conflicts with existing information already available to the PHA. Individuals have 30 calendar days to return third-party verification to the PHA. IF the PHA does not receive third-party</u></p>

	<p><u>documentation, and the PHA will deny or terminate assistance as a result, the PHA must hold separate hearings for the tenant [Notice PIH 2017-08].</u></p> <p>If presented with conflicting certification documents from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.</p> <p><u>When requesting third-party documents, the PHA will provide contact information for local domestic violence and legal aid offices. In such cases, applicants and tenants will be given 30 calendar days from the date of the request to provide such documentation.</u></p> <p><u>If the PHA does not receive third-party documentation within the required timeframe (and any extensions) the PHA will deny VAWA protections and will notify the applicant or tenant in writing of the denial. If, as a result, the applicant or tenant is denied or terminated from the program, the PHA will hold separate hearings for the applicants or tenants.</u></p>
Chapter 18	
Additional of a Chapter on Rental Assistance Demonstration PBV Projects	Currently the CDA is not involved in RAD but will leave this chapter in the Administrative plan for possible future use.

## CHANGES FOR Public Housing Admission and Continued Occupancy Plan (ACOP)

Chapter 3 Eligibility	Proposed Language Underlined.
Considerations concerning VAWA in eligibility criteria.	<p>The PHA acknowledges that a victim of domestic violence, dating violence, sexual assault or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the PHA's policies.</p> <p><u>While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as victim.</u></p>
Chapter 4 Applications	
If a tenant is in need of a transfer due to VAWA conditions, then the CDA will expedite admissions procedures to assist the tenant in moving to a safe unit.	<p><u>The PHA will expedite the administrative process for determining eligibility to the extent possible for applicants who are admitted to the public housing program as a result of an emergency transfer from another of the CDA's program.</u></p>
Chapter 7 Verifications	
Requiring tax documents	<p><u>The PHA will require that the family provide the most recent tax documents for each adult annually.</u></p>

Self certification of assets.	<p>PHA Policy</p> <p><u>The PHA will require third-party verification of assets at initial intake, whenever a family member is added. At annual recertifications, for families with net assets totaling \$5000 or less, the PHA will accept the family's declaration of asset value and anticipated asset income. At annual recertification, the PHA will obtain third-party verification of all assets regardless of amount at least every three years thereafter.</u></p>
Medical Mileage deduction	<p><u>Medical mileage will be used as a deduction. Staff will google the distance from the tenant's unit to the medical facility and will use the mileage allowance permitted in IRS Publication 502 times the mileage round trip. The tenant must provide proof of medical appointments.</u></p>
<p>Chapter 8 Leasing and Inspections</p> <p>Items that must be included in the leasing packet.</p>	<p><u>A notice that includes the procedures for requesting relief and the PHA's criteria for granting requests for relief for excess utility surcharges</u></p> <p><u>A copy of HUD-5380, VAWA Notice of Occupancy Rights</u></p>
How to request and for what circumstances will the CDA allow relief from excess utility charges.	<p><u>The PHA may grant requests for relief from surcharges from excess utility consumption of PHA-furnished utilities as a reasonable accommodation where the PHA deems an exception is appropriate to meet the needs of elderly, ill or disabled residents. In determining whether to grant this request, the PHA will consider special factors affecting utility usage that are not within the control of the resident, such as the need for medical equipment. Residents may request in accordance with Section 2-II.C of this ACOP. The PHA will process such requests in accordance with Section 2-II.E of this ACOP.</u></p>

	<p><u>Notice of the availability of procedures for requesting relief (including the PHA representative with whom initial contact may be made by the resident) and the PHA’s criteria for granting requests, will be included in each notice to residents of changes in utility allowances or surcharges as well as to new residents as part of the lease orientation.</u></p>
<p><u>Smoke free policy has been part of the lease for some time but now it is incorporated into the ACOP</u></p>	<p><u>In accordance with HUD regulations, the Housing Authority has adopted these smoke-free policies. The policies are effective as of Board approval date 6/1/2016.</u></p> <p><u>Due to the increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke, smoking is prohibited in all living units and interior areas, including but not limited to hallways, rental and administrative offices, community centers, day care centers, laundry centers, and similar structures. Smoking is also prohibited in outdoor areas within 25 feet from public housing and administrative office buildings.</u></p> <p><u>This policy applies to all employees, residents, household members, guests, and service persons. Residents are responsible for ensuring that household members and guests comply with this rule.</u></p> <p><u>The term “smoking” means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other prohibited tobacco product in any manner or any form. Prohibited tobacco products include water pipes or hookahs.</u></p> <p><u>Violation of the smoke-free policy constitutes a violation of the terms of the public housing lease. Consequences of lease violations include termination of tenancy.</u></p> <p><b><u>PHA POLICIES</u></b></p> <p><b><u>Designated Smoking Areas (DSA)</u></b></p> <p><u>The PHA has not designated any smoking areas on the PHA’s property. Residents</u></p>

	<p><u>may not discard smoking products on the property.</u></p> <p><b><u>Electronic Nicotine Delivery Systems (ENDS)</u></b></p> <p><u>Electronic nicotine delivery systems (ENDS) include e-cigarettes, nicotine inhalers, and vaping devices.</u></p> <p><u>Use of ENDS is not permitted in public housing units, common areas, or in outdoor areas on PHA property.</u></p> <p><b><u>Effective Date</u></b></p> <p><u>The PHA’s effective date(s) of this smoke-free policy is/are as follows:</u></p> <p><u>The smoke-free policy will be effective for all residents, household members, employees, guests, and service persons on June 1, 2016.</u></p> <p><b><u>Enforcement</u></b></p> <p><u>The PHA must enforce smoke-free policies when a resident violates this policy. When enforcing the lease, the PHA will provide due process and allow residents to exercise their right to an informal settlement and formal hearing. The PHA will not evict a resident for a single incident of smoking in violation of this policy. As such, the PHA will implement a graduated enforcement framework that includes escalating warnings. Prior to pursuing eviction for violation of smoke-free policies, the PHA will take specific, progressive monitoring and enforcement actions, while at the same time educating tenants and providing smoking cessation information. The lease will identify the actions that constitute a policy violation, quantify the number of documented, verified violations that warrant enforcement action, state any disciplinary actions that will be taken for persistent non-responsiveness or repeated noncompliance, and state how many instances of noncompliance will constitute a violation. Tenancy termination and eviction will be pursued only as a last resort. The PHA may terminate tenancy at any time for violations of the lease and failure to otherwise fulfill household obligations if resident behavior disturbs other residents’ peaceful enjoyment and</u></p>
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	<p><u>is not conducive to maintaining the property in a decent, safe, and sanitary condition.</u></p>
<p>Chapter 13 Lease Terminations</p>	
<p>Requesting an emergency transfer for VAWA in writing and what is a reasonable time frame for transfer.</p>	<p><u>In order to request the emergency transfer, the requestor must submit an emergency transfer request form (HUD 5383) (Exhibit 16-4 of this ACOP), Although, the PHA may waive this requirement in order to expedite the transfer process.</u></p> <p>The PHA will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, or stalking. The PHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. <u>The PHA defines <i>immediately available</i> as a vacant unit that is ready for move-in within a reasonable period of time, not to exceed 30 days.</u> If an internal transfer to a safe unit is not immediately available, the PHA</p>
<p>Must be requested in writing</p>	<p>In order to request the emergency transfer under VAWA, the resident will be required to submit an emergency transfer request form (HUD-5383)(Exhibit 16-4 of this ACOP). The PHA may, on a case by case basis, waive this requirement and accept a verbal request in order to expedite the transfer process. If the PHA accepts an individual's statement, the PHA will document acceptance of the statement in the individual's file in accordance with 16-VII.C of this ACOP. Transfer requests under VAWA will be processed in accordance with the PHA's Emergency Transfer Plan (Exhibit 16-3).</p>
<p>Definition of imminent threat</p>	<p><u>HUD regulations define <i>actual and imminent threat</i> to mean words, gestures, actions, or other</u></p>

	<p><u>indicators of a physical threat that (a) is real, (b) would occur within an immediate time frame, and (c) could result in death or serious bodily harm [24 CFR 5.2005(d)(2) and (e)].</u> In determining whether an individual would pose an actual and imminent threat, the factors to be considered include:</p> <ul style="list-style-type: none"> <li>▪ The duration of the risk</li> <li>▪ The nature and severity of the potential harm</li> <li>▪ The likelihood that the potential harm will occur</li> <li>▪ The length of time before the potential harm would occur [24 CFR 5.2005(e)]</li> </ul> <p style="padding-left: 40px;"><u>In order to demonstrate an actual or imminent threat, the PHA must have an objective evidence of words, gestures, actions, or other indicators.</u> Even when a victim poses an actual and imminent threat, however, HUD regulations authorize a PHA to terminate the victim’s assistance “only when there are no other actions that could be taken to reduce or eliminate the threat, including but not limited to transferring the victim to a different unit, barring the perpetrator</p>
<p>Lease terminations must include HUD FORM 5382</p>	<p><u>All notices of lease termination will include a copy of the form HUD-5382 and HUD 5380 (Notice of Occupancy Rights) to accompany the termination</u></p>
<p>Chapter 16 Program Administration</p>	
<p>Keeping Information timelines</p>	<ul style="list-style-type: none"> <li>• The PHA must keep confidential records of all emergency transfers requested under the PHA’s Emergency Transfer Plan, and the outcomes of such requests, and retain the records for a period of three years, or a period of time as specific in program regulations [24 CFR 5.2002(e)(12)].</li> </ul>



	<p><u>PHA Policy</u>  <u>The PHA will keep the last three years of the Form HUD 50058 and supporting documentation, and for at least three years after the end of participation all documents related to the family's eligibility, tenancy, and termination.</u></p> <p><u>Confidential records of all emergency transfers related to VAWA requested under the PHA's Emergency Transfer Plan and the outcomes of such requests.</u></p>
<p>VAWA protections</p>	<p><u>Whenever the PHA has reason to suspect that providing information about VAWA to a public housing tenant might place a victim of domestic violence at risk, it will attempt to deliver the information by hand directly to the victim or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, the PHA may decide not to send mail regarding VAWA protections to the victim's unit if the PHA believes the perpetrator may have access to the victim's mail, unless requested by the victim.</u></p> <p>When discussing VAWA with the victim, the PHA will take reasonable precautions to ensure that no one can overhear the conversation. Conversations will take place in a private room.</p> <p><u>The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.</u></p>
<p>VAWA Protections</p>	<p>(1) A completed and signed HUD-approved certification form (HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking), which must include the name of the perpetrator only if the name of the perpetrator is safe to provide and is</p>

Attachment C

	<p><u>known to the victim. The form may be filled out and submitted on behalf of the victim.</u></p>
<p>VAWA Protections</p>	<p><u>When requesting third-party documents, the PHA will provide contact information for local domestic violence and legal aid offices. In such cases, applicants and tenants will be given 30 calendar days from the date of the PHA's request to provide such documentation.</u></p> <p><u>If the PHA does not receive third-party documentation that supports the tenant or applicant's claim within the required timeframe (and any extensions provided by the PHA) the PHA will deny VAWA protections and will notify the applicant or tenant in writing of the denial. If, as a result, the applicant or tenant is denied or terminated from the program, the PHA will hold separate hearings for the applicants or tenants</u></p>

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

DATE April 17, 2018 RESOLUTION NO. 18-16

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED  
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN AND  
AMENDING THE PUBLIC HOUSING ADMISSIONS AND  
CONTINUED OCCUPANCY PLAN

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 17th day of April, 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 17th day of April, 2018.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

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

RESOLUTION NO. 18-16

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED  
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN AND THE  
PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY  
PLAN

WHEREAS, the Board of Commissioners (the “Board”) of the Washington County Community Development Agency (the “Agency”); and

WHEREAS, the United States Department of Housing and Urban Development (“HUD”) provides funds for the Public Housing Program and the Housing Choice Voucher Program; and

WHEREAS, the Agency administers the Public Housing Program and the Housing Choice Voucher Program; and

WHEREAS, the adoption of an Admissions and Continued Occupancy Plan (the “ACOP”) is recommended by HUD for the Public Housing Program; and

WHEREAS, the adoption of the Housing Choice Voucher Administrative Plan (the “Admin Plan”) is recommended by HUD for the Housing Choice Voucher Program; and

WHEREAS, such policies are necessary and essential for the proper administration of the Public Housing Program and the Housing Choice Voucher Program; and

WHEREAS, it is required by HUD to amend the ACOP and the Admin Plan from time to time to revise and to add administrative policies as appropriate.

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

1. That the proposed revision of the Admissions and Continued Occupancy Plan for the Public Housing program be adopted, as on file at the Agency, dated April 17, 2018; and
2. That the proposed revisions of the Housing Choice Voucher Administrative Plan for the Housing Choice Voucher program be adopted, as on file at the Agency, dated April 17, 2018; and
3. That the Executive Director shall review the Plan with the Board on an annual basis; and
4. That the Executive Director is hereby authorized to update the Plan as needed for routine changes and non-policy matters to be in compliance with HUD regulations.

Adopted this 17<sup>th</sup> day of April 2018.

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Chair

ATTEST:

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Secretary

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

April 17, 2018  
BOARD MEETING DATE

AGENDA ITEM A-6

Community Development  
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn                      04/05/2018  
REQUESTOR'S SIGNATURE/DATE

**BOARD ACTION REQUESTED**

RESOLUTION ENDORSING THE WASHINGTON COUNTY 2018 ANNUAL ACTION PLAN AND AUTHORIZING SUBMISSION TO WASHINGTON COUNTY BOARD OF COMMISSIONERS

**BACKGROUND/JUSTIFICATION**

On the County's behalf, the Washington County CDA administers the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. Each year, the County must prepare an Annual Action Plan detailing its intended use of the CDBG and HOME funds granted by the US Department of Housing and Urban Development (HUD). The funded activities must address the priorities identified in the 2015-2019 Consolidated Plan.

The CDA solicited applications for the 2018 Program Year in November 2017. The CDBG/HOME program year runs from July 1, 2018 to June 30, 2019. The CDA staff and CDBG Citizen Advisory Committee then reviewed the six applications received. The draft 2018 Annual Action Plan contains those programs and projects that are eligible for funding, meet the funding priorities of the Consolidated Plan, and scored competitively. The Executive Summary of the 2018 Annual Action Plan, detailing the intended use of funds, is attached. The full text of the draft 2018 Annual Action Plan can be found on the CDA's website at: <https://washingtoncountycda.org/wp-content/uploads/2018/03/2018-Annual-Action-Plan-2018-04-17-1.pdf>

The draft plan was made available to the public for review and comment beginning on March 9, 2018. To date, no comments have been received.

Staff respectfully recommends that the Board conduct a public hearing and then adopt the resolution to recommend approval of the 2018 Annual Action Plan the Washington County Board on April 24, 2018. Upon County approval, the plans and certifications will be submitted to HUD on or before the May 15, 2018 deadline.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

- Resolution 2015-063: Approval of the 2015-2019 Consolidated Plan
- CDBG Citizen Advisory Committee approved recommendation of Draft 2017 Annual Action Plan on February 16, 2018.

**EXECUTIVE DIRECTOR/DATE:**  
  
Barbara Dacy                      03/30/2018

**ATTACHMENT LIST:**  
  
Attachment A – 2018 Annual Action Plan  
Executive Summary

**FINANCIAL IMPLICATIONS:** \$783,365 of CDBG funds and \$233,127 of HOME funds (estimated)

**BUDGETED:**  YES     NO

**FUNDING:** CDBG/HOME

**COMMENTS**

## **Washington County 2018 Annual Action Plan Executive Summary**

### **1. Introduction**

Washington County is an entitlement jurisdiction which receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to invest in local communities. The funds are provided under the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). All funds must assist low and moderate income households and areas. The Washington County Community Development Agency (CDA) is the administrator for the funds and programs on behalf of Washington County. This Annual Action Plan is the fourth program year for the 2015-2019 Consolidated Plan and outlines the activities which will be undertaken during the 2018 program year beginning July 1, 2018 and ending June 30, 2019 using federal funds granted to Washington County by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. Washington County receives CDBG funds as an entitlement community and receives HOME funds as a part of a consortium of that includes Anoka, Dakota, Ramsey, and Washington counties and the City of Woodbury.

Programs and activities described in this plan are intended to primarily benefit low-income and moderate income residents of Washington County. The primary objective of the CDBG Program is to develop viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities. Eligible CDBG spending activities include public services, community and economic development, capital improvement projects, public facilities/infrastructure, and housing rehabilitation. Public service projects provide social services and/or other direct assistance to individuals or households, including those experiencing or at risk for homelessness. Community and economic development projects primarily include site assembly, infrastructure improvements and may also include assistance provided to businesses and organizations, such as small business loans and façade improvements. Capital improvement projects include substantial rehabilitation of existing buildings. Public facilities/infrastructure projects include improvements such as sewer or sidewalk projects. Housing rehabilitation projects refers to those that complete housing rehabilitation improvements to single housing units and/or multi-unit housing units.

Washington County anticipates a total CDBG budget of \$783,365 for Program Year 2018. HUD is estimated to grant \$683,255 of CDBG entitlement funds. In addition, Washington County received \$100,110 of program income in Program Year 2017, which needs to be allocated to Program Year 2018 projects. Program Income has averaged \$118,000 the past three years but is guaranteed and therefore anticipated program income will not be budgeted in the project summary. However, any 2017 program income received will be allocated as such: 15% to public services, 10% to administration and the remaining will be recycled back into the Home Improvement Loan Program. This total allocation of funds will be broken down into administration allocation of \$146,662 CDBG thus making CDBG project allocation \$636,703 for

2018. HOME funds are dedicated to housing activities that meet local housing needs and typically preserve or create affordable housing. Uses include tenant-based rental assistance, rehabilitation, homebuyer assistance, and new construction. HOME funding may also be used for site acquisition, site improvements, demolition, relocation, and other necessary and reasonable activities related to the development of affordable housing. Washington County participates in the Dakota County HOME Consortium to be eligible for HOME funds. Washington County anticipates a total HOME budget of \$233,127. This will be broken down into administration allocation of \$23,312 HOME, 2018 CHDO Consortium Project of \$34,969 thus, making a total \$174,846 available for projects.

**2. Summarize the objectives and outcomes identified in the Plan**

This 2018 Annual Action Plan is the strategic plan for allocating and leveraging CDBG and HOME entitlement grants. It utilizes qualitative and quantitative data gathered through citizen participation, market analysis, and an assessment of need to identify the highest priority needs in which to direct entitlement dollars. The following goals were identified in the 2015-2019 Consolidated Plan to meet these high-priority needs (in no particular order or ranking): affordable homeownership and rental housing, public services for homeless and other special need populations, public infrastructure improvements, and economic development. The 2018 the Annual Action Plan has identified the following projects to meet the objectives and strategies of the County's five-year consolidated plan:



PROJECTS	CDBG	HOME	OBJECTIVE	OUTCOME	Units/households served
<b>Two Rivers Scattered Site Acquisition &amp; Rehabilitation</b>	\$70,000		Decent Housing	Affordability	1 unit
<b>Washington County Community Development Agency-Woodland Park Rental Rehabilitation</b>	\$242,770		Decent Housing	Sustainability	184 units
<b>Home Improvement Loan Program</b>	\$206,428		Decent Housing	Sustainability	10 units
<b>Twin Cities Habitat for Humanity Scattered Site Acquisition &amp; Rehabilitation</b>		\$174,846	Decent Housing	Affordability	4 units
<b>Washington County Community Services-Family Service Worker and Crisis Fund Assistance</b>	\$117,505		Creating Suitable Living Environment	Affordability	540 persons
<b>Consortium Community Housing Development Organization (CHDO) Set-Aside</b>		\$34,969	Decent Housing	Affordability	
<b>Administration</b>	\$146,662	\$23,312			
<b>Total</b>	<b>\$783,365</b>	<b>\$233,127</b>			

### 3. Evaluation of past performance

Through the monitoring of performance measures, the County is able to identify operational improvements, resource allocation issues, and policy questions to be addressed in the upcoming year. Overall, Washington County and its sub-recipients have been successful in implementing housing, community services, and public improvement projects and programs. While much progress has been made there is still a still a great need for housing and assistance to low to moderate income households.

The following progress through Program Year 2016 has been achieved with the Washington County's CDBG and HOME funds in the 2015-2019 Consolidated Plan:

<b>Goal</b>	<b>Category</b>	<b>Indicator</b>	<b>Unit of Measure</b>	<b>Expected – Strategic Plan</b>	<b>Actual – Strategic Plan</b>	<b>Percent Complete</b>
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Rental units constructed	Household Housing Unit	115	79	68.70%
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Rental units rehabilitated	Household Housing Unit	168	389	231.55%
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Homeowner Housing Added	Household Housing Unit	20	8	40.00%
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Homeowner Housing Rehabilitated	Household Housing Unit	45	16	35.56%
Economic Development	Economic Development	Businesses assisted	Businesses Assisted	3	0	0.00%
Homelessness Prevention	Homeless	Homelessness Prevention	Persons Assisted	5700	2217	38.89%
Public Infrastructure Improvements	Non-Housing Community Development	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	4200	686	16.33%
Services and Housing Serving Special Populations	Affordable Housing Non-Homeless Special Needs	Homeowner Housing Rehabilitated	Household Housing Unit	45	16	35.56%
Services and Housing Serving Special Populations	Affordable Housing Non-Homeless Special Needs	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	4	0	0.00%

#### **4. Summary of Citizen Participation Process and consultation process**

CDA staff continues to work with the Citizen Advisory Committee (CAC) which was established to provide advice and recommendations on all policy issues relating to the federal entitlement grant programs discussed in Washington County's Consolidated Plans and Annual Action Plans. To date, the CAC has met twice during program year 2017. The CAC meetings provide a forum for appointed citizens to participate in the CDBG and HOME funds allocation process, the development of action plans and serve as a place for staff to vet policy issues and obtain public feedback. Members of the CAC reviewed the applications submitted for Program Year 2018 CDBG and HOME funding and made funding recommendations to the CDA and County boards. Along with the CAC, Washington County's outreach and consultation strategies included the formation of community outreach partnerships with housing, service, and mental health providers; workforce developers; community advocates; and others. Community outreach partnerships were also forged with elected leaders, community planners, businesses, resident councils, public agencies and departments (municipalities, county, and region).

The public comment period for this plan opened March 9, 2018. Comments will be accepted through April 17, 2018. A public hearing will be held at the Washington County CDA office on April 17, 2018 at 3:00 PM CST. Public notices were published in the *Stillwater Gazette*; the CDA's official newspaper and posted on the CDA's website. The notices informed citizens about the plan and encouraged public comment on the plan development and funding recommendations.

#### **5. Summary of public comments**

To be determined at the end of the public comment period.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

To be determined at the end of the public comment period.

#### **7. Summary**

Washington County will continue to carry out the CDBG and HOME programs to ensure the greatest benefit to the citizens of the Washington County. Through the process of completing the 2015-2019 Consolidated Plan, staff was able to identify needs and priorities in Washington County. In this fourth year, Washington County allocated funding to projects that will assist in meeting the priorities and goals of the Consolidated Plan. Through the public consultation process, the County identified the major priority needs that will guide funding throughout this period and serves as the basis for the objectives developed in the Consolidated Plan and are followed through with activities planned out in this third program year 2018 Annual Action Plan.

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

DATE April 17, 2018 RESOLUTION NO. 18-17

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_

=====

RESOLUTION ENDORSING THE WASHINGTON COUNTY 2018  
ANNUAL ACTION PLAN AND AUTHORIZING SUBMISSION TO  
WASHINGTON COUNTY BOARD OF COMMISSIONERS

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 17th day of April, 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 17th day of April, 2018.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 18-17

RESOLUTION ENDORSING THE WASHINGTON COUNTY  
2018 ANNUAL ACTION PLAN AND AUTHORIZING  
SUBMISSION TO WASHINGTON COUNTY BOARD OF  
COMMISSIONERS

WHEREAS, Washington County is an Entitlement Jurisdiction of federal Community Development Block Grant (the "CDBG"); and

WHEREAS, Washington County is a member of the Dakota County HOME Consortium as a Participating Jurisdiction of the HOME Investment Partnerships program (the "HOME"); and

WHEREAS, Washington County Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington County to administer and manage the CDBG and HOME programs (collectively, the "Programs"); and

WHEREAS, the Programs require the submission of an Annual Action plan every year in accordance with Chapter 91 of Title 24 of the Code of Federal Regulations; and

WHEREAS, the Annual Action plan requires a thirty day public notice and public hearing before approval; and

WHEREAS, the required public comment period for the Annual Action Plan was held from March 9, 2018 to April 17, 2018; and

WHEREAS, a public hearing was held on April 17, 2018 at 3:00 p.m. at the Washington County CDA, 7645 Currell Boulevard, Woodbury, Minnesota; and

WHEREAS, the Dakota County HOME Consortium will hold a public hearing on April 24, 2018 at 9:00 am at the Dakota County Administration Center, 1590 West Highway 55, Hastings, Minnesota; and

WHEREAS, the Annual Action Plan must be submitted to the U.S. Department of Housing and Urban Development on May 15, 2018.

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

1. That the Agency recommends to the Washington County Board of Commissioners approval of the 2018 Annual Action Plan for submission to HUD.
2. That the Executive Director is hereby authorized to execute the certifications as presented, subject to such changes to the certifications that the Executive Director deems reasonable and necessary and the Executive Director verifying that all requirements for the CDBG and HOME programs are completed.
3. 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 Annual Action Plan as contemplated above.
4. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 17th day of April 2018.

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Chair/Vice Chair Commissioner

ATTEST:

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Secretary

## DISCUSSION ITEM

D-1 Strategic Planning Update



Memo To: CDA Board of Commissioners  
From: Barbara Dacy, Executive Director  
Date: April 12, 2017  
RE: Strategic Planning Status

**Background**

In addition to the meetings with community staff around the county, CDA staff have reached out to key partners and stakeholders to ask three questions about current trends, challenges, and opportunities for the next three to five years.

**Purpose**

The purpose of this discussion is to review a summary of stakeholder comments and to identify broad issue areas for further research and clarification. Then, staff will return for a discussion with the Board on a draft plan. A summary of the comments will be presented at Tuesday's meeting.

In addition, however, staff would like the Commissioners to weigh in on your answers to the following questions:

1. When it comes to the programs or services of the CDA you participate in as commissioners, what trends do you see happening now?
2. When you think about the next 3 to 5 years, what challenges lie ahead?
3. What opportunities can you think of that the CDA should take on to address the trends or challenges?



**Community Development Department Report  
April 17, 2018**

**Homeownership Division**

Homebuyer Counseling and Education

During the month of March, the Homeownership Division saw over 20 clients for new and follow-up appointments. Staff were able to resolve four foreclosure cases with three homeowners able to bring their loan current and one received a modification. For the third month in a row, no clients lost their home due to foreclosure.

Homeownership Program	Grant Year to date Oct 1 – Mar 31	Grant Year Goal	Progress toward Goal
Homebuyer Education	29	90	32%
Homebuyer Counseling	14	50	32%
Homebuyer Financial Counseling	12	19	63%
Foreclosure Counseling	30	85	35%
Refinance Counseling	5	10	50%

Down Payment Assistance Pilot Program

CDA staff continues working on an event to release the details of the program to realtors, lenders, and other interested stakeholders in mid-April.

Home Improvement Loan Program

The Home Improvement Loan Program has 16 households on the waitlist. Currently, there are five applications in the underwriting and environmental review process.

Home Improvement Loan	Program Year to date Jul 1 – Mar 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

The development team has established a strategy for securing permanent and construction financing necessary to break ground on The Glen at Valley Creek. Staff are working with underwriters and bond counsel to pursue the issuance of two series of nonrated bonds through the Dakota County CDA. The change to the structure of the bond deal does require Dakota County CDA to reauthorize the housing program and reapprove the bond allocation to the development. The Dakota County CDA intends to consider these items at their May meeting. Draft operating agreements, bond offering statements and other documents are being developed in anticipation of a June closing. To ensure timely spending is demonstrated, the city of Woodbury has agreed to close CDBG and HOME loan documents into escrow with funds to be released upon closing of the full financing package.

### CDBG/HOME Administration

A public hearing for the plan will be held at the April board meeting for the Program Year 2018 Annual Action Plan. The County Board approved the substantial amendments to the 2016 and 2017 Annual Action Plans due to canceled projects. Details of the proposed amendments will be presented during the CDA Public Hearing. The County Board will consider final approval and submittal of the Plan on April 24, 2018. The Plan is due to HUD on or before May 15, 2018.

Washington County must renew its CDBG entitlement status with HUD in 2019. This process occurs every three years. Along with Washington County, staff began this process by issuing letters to all municipalities regarding their participation status. Currently, there are four cities and townships which do not participate in the CDBG and HOME programs through Washington County: Woodbury (qualifies for funding as a “metropolitan city”), Hastings and White Bear Lake (participate through Dakota and Ramsey counties), and Marine on St. Croix. Submittal of renewal materials need to be submitted to HUD by July 18, 2018.

### Low Income Housing Tax Credit Suballocation

The release and public hearing for the Washington County 2019 Qualified Allocation Plan has been moved back one month to May 15<sup>th</sup> with applications for Round 1 applications due on July 12<sup>th</sup>.

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

<b>Development Name (City)</b>	<b>LIHTC Type</b>	<b>LIHTC Units</b>	<b>Development Status</b>
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
Green Twig II (Oak Park Heights)	4%	72	Application received

### 2018 Capital Improvements in Process

<b>Property Name (City)</b>	<b>Improvement Project</b>	<b>Status and Tentative Schedule</b>
Woodland Park (Cottage Grove)	Exterior building improvements	Siding work is complete on all four townhome buildings except for about 50% on Building 3. It is complete on apartment Building #2 and about 2/3 on apartment Building #1. Roof work is on the townhomes but Buildings 1 & 2 will wait until road restrictions are off in late April.
All properties	Common Area Interior Design Services	RFP to be issued late April
Ann Bodlovick & Briar Pond (Stillwater & Woodbury)	Paint trim and replace rotted wood	Design and specifications in process.
Trailside (Forest Lake)	Roof replacement	Winning bid submitted for Board approval.

Property Name (City)	Improvement Project	Status and Tentative Schedule
Brick Pond (Stillwater)	Replace pumps and grinders in lift station.	Out for quotes.
The Groves	Planters design services	Design and specifications in process.
Briar Pond	Townhome entry doors	Design and specifications in process.
Cobble Hill	Front entry drain improvements.	Preparing contract for work in May.
Scattered Site	Electrical wire repair	Project bid out and contractor selected. Projected expected to be completed by mid May.
Briar Pond	Water Softener Replacement	Unplanned item to replace failures at townhomes. Received two bids and completed project March 30.

Woodland Park Exterior Improvements Project Photos

Apartment building siding



New garage doors on townhome buildings



Summary of March 2018 Economic Development Activities
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**Marketing/Promotion**

County Wide Marketing	1/2 page ad marketing Washington County - MN Real Estate Journal
Marketing	City of Forest Lake Ad in MN Real Estate Journal

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**Technical Assistance - Community**

Cottage Grove	Assisting city staff and existing business on large expansion opportunity
Marine on St. Croix	Assisting with new school opportunity
Stillwater	Assisted city staff with site selector contact information
Forest Lake	Assisted city staff with business list
Washington County Workforce Development	Health care engagement committee
Forest Lake	EDA Meeting
Scandia	EDA Meeting
Washington County Comp Plan	Economic Competitiveness Chapter
Oak Park Heights	Predevelopment Finance Fund Application
Scandia	Assisting with broadband (referral)
Woodbury	Assisting City track down commercial building information
Greater MSP Investors Meeting	Talent retention and recruitment strategies meeting
Washington County Workforce Development	Board Meeting
Hugo	EDA Meeting to present updates on Open to Business and Introduce Predevelopment Finance Fund
Lake Elmo	Received inquiry from Mayor on a potential business expansion
Afton	Assisting City Administrator with industrial zoning changes

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**Business Assistance**

Cottage Grove	Assisting large manufacturing company with business expansion
Cottage Grove	Assisting technology company with expansion

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**Site Related Buildings Looking for a new Owner/Tenant**

Newport	Forwarded to city staff 40,000 sq. ft. commercial/retail/warehouse building available
Newport	Forwarded to city staff 14,000 sq. ft. commercial/retail/warehouse building available
Oak Park Heights	Forwarded inquiry to city staff 170,000 sq. ft. commercial/retail/ space available
Woodbury	Forwarded inquiry to city staff commercial/retail space available for sale (HOM Furniture Bldg.)
Stillwater	Forwarded city staff commercial/retail space available for lease
Oak Park Heights	Forwarded to city staff commercial building available for lease or redevelopment opportunity

St. Paul Park	Forwarded to city staff special purpose commercial building available for lease
Newport	Forwarded city staff /industrial warehouse space available for lease
Lake Elmo	Forwarded to city staff commercial building available for lease
St. Paul Park	Forwarded to city staff commercial building available for lease
Stillwater	Forwarded city staff commercial space available for lease
Cottage Grove	Forwarded to city staff 40,000 sq. ft. industrial/warehouse building available

**Site Related Business Looking for Land/Building**

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Hugo, Forest Lake	Forwarded inquiry to city staff seeking 30,000 sq. ft. building for office/Industrial
All Cities	Forwarded inquiry to city staff seeking 15,000 building for office/warehouse
All Cities	Forwarded inquiry to cities seeking 20,000 - 40,000 sq. ft. building for office/Warehouse/Industrial
St. Paul Park, Cottage Grove	Forwarded inquiry to city staff seeking land on rail for new Industrial
All Cities	Forwarded inquiry to city staff seeking 20,000 sq. ft. building for office
Cottage Grove, St. Paul Park, Newport	Forwarded inquiry to city staff seeking restaurant location
All Cities	Forwarded inquiry to cities seeking 100,000 sq. ft. building for Industrial (or BTS)
Stillwater, Oak Park Heights	Forwarded inquiry to city staff seeking 6,000 building for office/retail
SE Metro Cities (request specific)	Forwarded inquiry to city staff seeking 5,000 building for office/showroom

# Economic Development Highlights

April, 2018

## **Assistance to Businesses & Communities**

A summary of inquiries, referrals and contacts is attached. 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).

I have been working closely City Staff with an existing business in Cottage Grove that is proposing to undertake a large expansion.

I have been assisting the City of Afton with guidance regarding revolving loan fund and industrial park zoning.

The Predevelopment Finance Fund application and program policy and guidelines has been forwarded to our local community partners. To-date, Oak Park Heights has submitted an application for funding assistance for a redevelopment study.

## **Marketing**

The CDA co-sponsored the MN Real Estate Journal 2018 Awards Conference. Many projects in Woodbury, and the City of Woodbury were named as finalist for awards.

## **Outlot A - Newport**

A developer/site selector panel will meet with the Newport City Council at a workshop on April 17<sup>th</sup> to share input and ideas about possible uses of Outlot A. We have also had discussions with County/RRA staff to begin evaluating potential amendments to the current option agreement.



**WASHINGTON COUNTY**  
**Open To Business**  
**Tyler Hilsabeck – Business Advisor**  
**1/1/2018 – 3/31/2018**

**Clients Served – 37**

**Business Stage:**

Existing Business – 28  
 New Entrepreneurs/Start-up/Pre-planning – 9  
 Client Inquiry – 5\*

\*Many Client Inquiries turn into meetings later.

**Program Hours:**

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

**Total Contract**            501.5  
 1<sup>st</sup> QTR                            501.5

**Financing thru 3/31/18:**

Loans Approved:  
     Number -            1  
     Amount -            \$15,000  
     Leveraged -        \$15,000  
 (Bank/Owner Equity/Other Outside Financing)

**Loan Pipeline:**

Loans in Pipeline:  
     Number -            6  
     Amount -            \$237,500  
     Leveraged -        \$1,250,000  
 (Bank/Owner Equity/Other Outside Financing)

**Referral Source**

City Website/Newsletters/Utility Inserts – 11  
 Other Marketing/Networking/Internet – 18  
 Bank Referral – 2  
 Friends/Family – 6

**Industry Segment**

Service – 17  
 Retail – 5  
 Food - 3  
 Manufacturing – 3  
 Construction/Real Estate – 2  
 Professional/Consulting - 4  
 Other - 2

**Client City (Business)**

**Cottage Grove**            7  
**Forest Lake**              8  
**Hugo**                        2  
**Lake Elmo**                1  
**Marine on St. Croix**    1  
**Oakdale**                  2  
**Scandia**                  2  
**Stillwater**                11  
**White Bear Lake**        1  
**Willernie**                 1  
**Woodbury**                6

## **Finance Department Report April 17, 2018**

### **Financial Analysis – Year- To-Date February 28, 2018 Financials**

**Total Agency** –Total Agency income before depreciation and transfers had a positive variance to budget of \$304,831. Revenues were over budget by \$151,940 and expenses were under budget by \$152,891.

Agency budget to actual revenues were over budget by \$151,940. This is primarily due to Section 8 HCV program receiving \$89,800 more grant revenue than budgeted. HCV revenues over budget are used to pay for program costs. These unbudgeted revenues do not increase cash or fund balances. Other line items that exceed budget included property rents, which exceeded budget by \$31,800. This is due to the 99% occupancy rate the CDA continues to experience. Finally, interest income earned on investment exceeds budget by \$42,500. Most CDA cash and investments are currently receiving close to, or more than, 1% yield compared to under .6% in the prior year. Cash and investments are primarily being held in an external investment pool, money market funds, treasuries and CD's.

Total Agency expenses were under budget by \$152,891. Expenses under budget relate to various governmental programs being under budget, the largest were CDA Payroll, which was \$47,500 under budget, and legal and consulting, which was \$67,500 under budget. Section 8 HCV vouchers was over budget by \$77,400.

In addition, total property expense was under budget by \$89,361. Administrative and operating were under budget by a combined \$13,700 and maintenance was under budget by \$74,200.

### **2017 Audit Schedule**

- WCCDA Audit
  - Fieldwork Completed on April 11<sup>th</sup>
  - Tentative Issue May 4<sup>th</sup>
  - Dave Mol, Redpath and Company will be at the May Board Meeting to discuss the audit results

**Unaudited REAC** – Is complete and has been submitted.

### **2018 Budget Schedule**

- May 15<sup>th</sup> – Present key assumptions to the Board
- June 1<sup>st</sup> – 8<sup>th</sup> – Finance Committee to discuss 2019 draft budget
- June 19<sup>th</sup> – Present 2019 draft budget to the Board

### **Finance Department Restructuring**

The Executive Director and I have been reviewing the staffing composition for the Finance Department since the untimely death of Sandi Moore, General Accountant I. Last month I reported on hiring a part time accounts payable clerk which will assist remaining department staff with the volume and demand of the day to day transactions. However, as the Agency's work continues to expand in order to help communities accomplish their goals, so has the external reporting requirements and complexity of accounting transactions. The additional requirements and complexity has stretched the Finance Department to its capacity. For example, the Finance Department is currently responsible for the successful completion of four annual audits ( the Agency and LLC audits). That number will increase to five audits next year



with the addition of The Glen at Valley Creek LLC. In addition, the Agency has been successful at using Low Income Housing Tax Credits to add additional properties to its rent rolls. However, each property brings with it additional accounting and reporting requirements. Also problematic is that the budget and audit preparation times overlap during the calendar year, which significantly reduces the availability of the Finance Director.

Accordingly, the Executive Director and I agree that a Finance Assistant Director (position created in 2017 Classification and Compensation Plan) needs to be hired. There will still be the same number of positions in the Finance Department that have historically existed and the impact will be budget-neutral. Hiring an Assistant Director will add an individual that can provide additional in-house expertise to support community and economic development efforts as well as providing the necessary redundancy in case of a short term or long term absence of the Finance Director. The Agency is notably weak in the succession plan for the Finance Department. Hiring the Assistant Director will avoid reliance on an external financial advisor or auditing firm, (not a recommended practice), but would be otherwise necessary without this position and in the event the Finance Director were absent.

The addition of this and the part-time accounts payable clerk position gives the Agency a broader array of skills and talents within the Finance department that will best position it to meet needs both now and into the future. Hiring for the part-time position has started and the Assistant Director will begin in the immediate future.

**Finance Report**  
**April 17, 2018**

The financial results for February 28, 2018 are as follows:

**Total Agency Year-To-Date**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018 Budget</u>	<u>Variance</u>
Revenues	\$3,231,619	\$3,498,716	\$3,346,776	\$151,940
Expenses	4,076,022	4,935,200	5,088,091	(152,891)
<b>Income (Loss)</b>	<b><u>(\$844,403)</u></b>	<b><u>(\$1,436,484)</u></b>	<b><u>(\$1,741,315)</u></b>	<b><u>\$304,831</u></b>

(Prior To Depreciation and Transfers)

**Total Properties Year-To-Date**

	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>Variance</u>
Revenues	\$1,813,544	\$1,879,921	\$1,821,401	\$58,520
Expenses	2,839,206	3,567,542	3,656,903	(89,361)
<b>Income (Loss)</b>	<b><u>(\$1,025,662)</u></b>	<b><u>(\$1,687,621)</u></b>	<b><u>(\$1,835,502)</u></b>	<b><u>\$147,881</u></b>

(Prior To Depreciation and Transfers)

**Individual Properties Income(Loss) Year-To-Date**

	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>Variance</u>
Brick Pond	\$12,376	\$16,941	\$10,786	\$6,155
Woodland Park	84,212	60,455	39,520	20,935
Briar Pond	119,928	89,516	77,313	12,203
Park Place I	19,882	22,212	5,608	16,604
Park Place II	(1,272)	(196)	3,246	(3,442)
Scattered Site	8,471	3,024	(11,792)	14,816
Whispering Pines	10,234	3,717	(1,585)	5,302
Transitional Housing	(649)	1,229	1,088	141
Trailside	41,820	37,349	28,445	8,904
Oakhill Cottages	15,719	14,012	8,753	5,259
Muller Manor	10,218	10,206	5,296	4,910
Ann Bodlovick	13,650	8,866	5,350	3,516
John Jergens	15,765	11,887	6,447	5,440
Pioneer	9,322	2,511	1,686	825
Cobble Hill	18,226	18,741	8,797	9,944
Raymie Johnson	32,211	39,873	13,305	26,568
Groves Managing Member	6,707	6,651	6,017	634
WCD - Series 2013	(5,000)	(5,825)	(5,833)	8
Landfall - Series 2010C	(43,055)	(43,494)	(44,660)	1,166
Piccadilly - Series 2015A	(1,394,427)	(2,001,129)	(2,009,122)	7,993
The Glen - Lender	0	15,833	15,833	0
<b>Total</b>	<b><u>(\$1,025,662)</u></b>	<b><u>(\$1,687,621)</u></b>	<b><u>(\$1,835,502)</u></b>	<b><u>\$147,881</u></b>

**Vacancy Rates - 2015-2018**

	<b># of Units</b>	<b>2015 Annual</b>	<b>2016 Annual</b>	<b>2017 Annual</b>	<b>2018 Annual</b>	<b>2018 Annual</b>
Brick Pond	40	1.3%	0.6%	1.3%	0.0%	5%
Woodland Park	180	1.7%	1.2%	1.1%	0.9%	5%
Briar Pond	196	0.3%	0.3%	0.9%	1.0%	5%
Park Place I	36	1.4%	0.2%	1.2%	1.9%	5%
Park Place II	6	0.0%	4.2%	1.4%	5.6%	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%
<b>Senior Properties</b>						
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%	0.7%	3%
John Jergens	30	0.6%	0.0%	0.0%	0.0%	3%
Pioneer	18	0.5%	0.0%	2.8%	3.7%	3%
Cobble Hill	45	0.4%	0.2%	0.0%	0.0%	3%
Raymie Johnson	120	0.6%	1.2%	0.5%	0.6%	3%
Trailside	70	0.1%	0.1%	0.0%	0.0%	3%
Seniors	401	0.7%	0.4%	0.3%	0.4%	3%
Overall	955	1.3%	0.7%	0.6%	0.7%	5%

Washington County CDA  
Total Agency  
For the Two Months Ending February 28, 2018

	2017 Year-to-Date Actual	2018 Year-to-Date Actual
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Operating	\$6,912,586	\$9,731,967
Cash - Revenues	1,475,168	690,435
Cash - Section 8	151,557	519,083
Cash-FSS Escrow Public Housing	14,244	25,958
Cash -Operating Deficit Reserv	11,977	12,102
Cash - Repair Reserve	39,587	40,002
Deposits in Trust Fund	8,485,527	8,069,070
Deposits in Trust Fund - QEGB	2,779	5,822
Deposits in Escrow Account	123,861	16,677
Deposits - Security	140,889	143,718
Investment in The Groves	500,579	500,572
Investment in Piccadilly	1,344,143	1,344,108
Debt Service Reserve	227,081	228,404
General Operating Reserve	1,054,388	1,335,238
Long Term Capital Reserve	504,262	2,151,764
US Bank Collateral Investment	1,906,448	
Interest Receivable-Investment	328	
Interest Receivable-Loan	3,050	
Interest Receivable-Other	59,524	17,367
Interest Receivable- Loans	314,550	364,660
Interest Receivable - Red Rock TIF	24,813	47,684
Taxes Receivable-Current	4,718,480	5,027,528
Taxes Receivable-Delinquent	48,633	46,075
TIF Receivable	129,100	138,815
Accounts Receivable	8,078	13,586
Accounts Receivable-Rent(Prepaid)	6,380	25,854
Allowance for Doubtful Account	(516)	(4,081)
Loan Receivable	16,594,197	14,616,024
Note Receivable (FHLB)	500,000	500,000
Loan Receivable-Piccadilly	515,451	550,722
Capital Lease Receivable	3,937,219	3,533,425
Developer Fee-Receivable	1,500,000	975,000
Developer Fee-Interest Receivable		54,778
Intergovernmental Rec.-Federal	102,105	59,808
Intergovernmental Rec.-State	27,626	14,397
Intergovernmental Rec-County	1,018	24,339
Intergovernmental Rec-City		67
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	548,176	618,317
Interfund Rec-TrailSide	500,000	500,000
Prepaid Expenses	324,144	336,609
<b>TOTAL CURRENT ASSETS</b>	<b>\$55,465,459</b>	<b>\$54,979,096</b>
<b>FIXED ASSETS</b>		
Property for Resale	869,166	1,223,985
Land	4,559,054	4,559,054
Project in Progress	192,110	872,797
Buildings and Structures	66,387,730	66,813,531
Accum Depr.-Bldgs & Structures(40 years)	(28,845,052)	(30,417,290)
Net Buildings & Structures	37,542,678	36,396,241
Grounds and Improvements	1,795,230	2,195,134
Accum Depr.-Grounds & Improv.(40 years)	(463,247)	(440,207)
Net Grounds&Improv.	1,331,983	1,754,927
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(482,580)	(500,301)
Net Furniture&Fixtures	33,122	15,401
	<b>33,122</b>	<b>15,401</b>

Washington County CDA  
Total Agency  
For the Two Months Ending February 28, 2018

	2017 Year-to-Date Actual	2018 Year-to-Date Actual
TOTAL FIXED ASSETS	\$44,528,113	\$44,822,405
TOTAL ASSETS	\$99,993,572	\$99,801,501
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	145,887	266,396
Accounts Payable-Bridges	465	555
Accounts Payable-Other	273	545
Salaries Payable	23,494	30,821
Flex Spending Payable	7,558	1,893
Flex Spending-Dependent Care Payable	50	620
Limited Flex Spending (FSL) Payable	281	(2,074)
Other Payroll Payable	(157)	260
Contracts Payable	16,664	39,214
Accrued Bond Interest - QECB	3,830	3,410
Accrued Bond Interest	155,020	146,332
Accrued Mortgage Interest	29,891	29,336
Accrued Interest-Red Rock Project	24,813	47,684
Accrued Interest -Development	227,503	257,447
Notes Payable	500,000	500,000
Deferred Revenues	9,214,270	9,889,644
Intergov't Payable-County(PILOT)	479,200	488,288
Intergov't Payable-Other	40,000	40,000
Interfund Payable - Red Rock Project	548,176	618,317
Interfund Payable - Development	2,702,480	2,702,480
Interfund Payable - GAP	500,000	500,000
Interfund Payable-Briar Pond	5,547	
Escrow Deposits Payable	(1,767,137)	(1,606,920)
Escrow Deposits Payable-Security	378,365	378,419
Escrow Deposits Payable-Sec Dep Interest	20,528	21,337
Escrow Deposits Payable-FSS	1,092	6,677
Escrow Deposits Payable-FSS Public Housing	14,244	25,958
TOTAL CURRENT LIABILITIES	\$13,272,337	\$14,386,639
LONG-TERM LIABILITIES		
Revenue Bonds Payable	38,960,000	34,940,000
Revenue Bonds Payable - QECB	1,675,000	1,535,000
Mortgage Payable	11,842,640	11,506,397
MHFA Loan-POHP	271,000	271,000
Unamortized Bond Premium	890,659	828,677
Unamortized Bond Discount	(272,204)	(252,428)
Deferred Refunding Costs	(802,322)	(697,152)
Deferred Gain on Sale of Property	403,284	349,377
Deferred Gain on Refunding	371,096	253,916
TOTAL LONG TERM LIABILITIES	\$53,339,153	\$48,734,787
FUND EQUITY		
Current Year-to-Date Income(Loss)	632,406	659,596
Retained Earnings-Unreserved	32,749,679	36,020,479
TOTAL FUND EQUITY	\$33,382,085	\$36,680,075
TOTAL LIABILITIES & FUND EQUITY	\$99,993,575	\$99,801,501

Washington County CDA  
Total Agency  
For the Two Months Ending February 28, 2018

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
<b>TAXES</b>					
Levy	\$786,413	(\$55,958)	\$842,371	\$842,371	
Current Tax Increments	21,517	(1,619)	23,136	23,136	
<b>TOTAL TAXES</b>	<b>\$807,930</b>	<b>(\$57,577)</b>	<b>\$865,507</b>	<b>\$865,507</b>	
<b>INCOME</b>					
Sec. 8 Portability Admin. Fees	\$37,518	(\$1,027)	\$38,545	\$40,000	(\$1,455)
Section 8 Subsidies	479,562	(57,911)	537,473	447,717	89,756
Senior Care Community				1,372	(1,372)
HUD Annual Contributions	137,629	(5,429)	143,058	135,117	7,941
HUD Annual Contrib.-Admin	12,071	(165)	12,236	12,667	(431)
Low Income Housing Tax Credits	2,500	(12,552)	15,052	12,316	2,736
Administration	18,773	(9,800)	28,573	28,572	1
Other Federal Grants and Aids	57,629	8,378	49,251	69,964	(20,713)
Federal Grants - CDBG	7,251	(78,428)	85,679	85,679	
Federal Grants - FSS Combined	6,173	(2,100)	8,273	8,583	(310)
Bridges Administration Fees	3,735	285	3,450	4,237	(787)
Bridges Subsidies	42,974	1,595	41,379	42,127	(748)
Other Grants & Aids-State	12,374	5,221	7,153	10,283	(3,130)
Asset Management Fee				500	(500)
Fees for Services-Housing	384	159	225	1,841	(1,616)
Conduit Financing Fees		(2,084)	2,084		2,084
Origination Fees-Loans		(502)	502	667	(165)
Rent Revenue	1,245,249	(4,528)	1,249,777	1,286,117	(36,340)
Rent Revenue-Vacancy Loss	(19,833)	(14,319)	(5,514)	(59,917)	54,403
Rent Revenue-Subsidized	226,039	2,091	223,948	210,167	13,781
Utility Reimbursement-Subsidized	559	229	330	750	(420)
Cable Reimbursement	2,730	(446)	3,176	2,850	326
Rent Revenue-Garage	14,904	524	14,380	14,900	(520)
Rent Revenue-Employee Discount	(1,376)	45	(1,421)	(1,417)	(4)
Laundry Revenue	4,447	(2,292)	6,739	5,067	1,672
Guest Suite Rental Income	200	(50)	250	267	(17)
Application Fees Revenue	850	(1,525)	2,375	1,933	442
Emergency Pendant Reimbursement	98	7	91	133	(42)
Security Deposit-Legal	784	722	62	1,067	(1,005)
Security Deposit-Bad Debt	2,024	(415)	2,439	3,617	(1,178)
Security Deposit-Other	3,361	(1,193)	4,554	3,967	587
Penalty Charges	3,854	383	3,471	3,267	204
Miscellaneous Revenue	327	202	125	383	(258)
Interest-Investments	10,173	(18,267)	28,440	4,733	23,707
Interest on Capital Lease	17,357	2,316	15,041	14,157	884
Interest Income on Restricted Invest	3,959	(16,627)	20,586	1,817	18,769
Interest Income-Loan	32,968	3,235	29,733	32,319	(2,586)
Gain on Investments	1,759	6,696	(4,937)		(4,937)
Interest-Other	6,297	(8,422)	14,719	6,017	8,702
Revenue-Other	39,066	823	38,243	38,183	60
Comp. for Loss of Fixed Assets	527	(4,023)	4,550		4,550
Gain on Sale of Property	8,793	(326)	9,119	9,250	(131)
<b>TOTAL INCOME</b>	<b>\$2,423,689</b>	<b>(\$209,520)</b>	<b>\$2,633,209</b>	<b>\$2,481,269</b>	<b>\$151,940</b>
<b>EXPENSES</b>					
Salaries And Wages-Regular	\$168,100	(\$3,421)	\$171,521	\$219,300	(\$47,779)
Salaries and Wages-Per Diem	165	(110)	275	983	(708)
Medicare Contributions	2,460	86	2,374	3,317	(943)
Pension Contributions	14,773	(652)	15,425	19,950	(4,525)
Flex Spending Expense	7,591	7,163	428	2,467	(2,039)
Health Savings Expense	628	40	588	733	(145)
HSA Expense	11,175	(1,146)	12,321	3,050	9,271
Health Insurance	21,275	1,366	19,909	22,100	(2,191)
Dental Insurance	2,963	308	2,655	2,950	(295)
Life Insurance	1,162	296	866	350	516
Disability Insurance	2,786	(906)	3,692	1,533	2,159
Workers Compensation				800	(800)
<b>SUBTOTAL EMPLOYEE COMPENSA</b>	<b>\$233,078</b>	<b>\$3,024</b>	<b>\$230,054</b>	<b>\$277,533</b>	<b>(\$47,479)</b>
Office Supplies	\$3,113	(\$1,085)	\$4,198	\$5,085	(\$887)
Books and Pamphlets	180	77	103	250	(147)
Cleaning Supplies	1,795	(452)	2,247	2,933	(686)
General Supplies	195	120	75	133	(58)
Plumbing Supplies	6,381	69	6,312	7,750	(1,438)
Electrical Supplies	4,303	792	3,511	5,483	(1,972)
Carpentry Supplies	2,843	(748)	3,591	6,367	(2,776)
Painting Supplies	2,064	(1,056)	3,120	4,217	(1,097)
HVAC Supplies	2,537	219	2,318	4,083	(1,765)
Appliance Supplies	1,795	(3,417)	5,212	3,617	1,595
Building Repair Supplies				17	(17)
Grounds Supplies	27	27		17	(17)

Washington County CDA  
Total Agency  
For the Two Months Ending February 28, 2018

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
Auditing/Accounting Services				\$3,117	(\$3,117)
Payroll Services	1,413	(2,666)	4,079	4,000	79
Legal Fees-Retainer	1,190	1,190		28,233	(28,233)
Legal Fees-Litigation				517	(517)
Legal Fees-Other	1,714	932	782	8,167	(7,385)
Consulting Fees	24,357	(6,714)	31,071	62,436	(31,365)
Property Management Fees	78,327	19	78,308	78,308	
Property Management-HRA	69,708	(17,015)	86,723	92,833	(6,110)
Administrative Charges				217	(217)
Architect Fees				14,100	(14,100)
Planning/Engineering Fees				3,667	(3,667)
Inspection Fees	690	10	680	1,067	(387)
Appraisal and Assessing Fees	5,860	5,860			
Financial and Bonding Fees				233	(233)
Compliance Monitoring	(3,000)	(3,000)		500	(500)
Marketing	5,607	745	4,862	13,809	(8,947)
Environmental Studies	1,550	1,487	63	13,283	(13,220)
Municipal Fees	12,755	2,535	10,220	2,467	7,753
Surveying Fees				100	(100)
Applicant Screening Fees	2,005	387	1,618	3,117	(1,499)
Service Charges	1,243	264	979	617	362
Other Professional Services	575	(575)	1,150	2,867	(1,717)
Electric Utilities	20,142	(16,629)	36,771	37,100	(329)
Water and Sewer Utilities	24,941	(426)	25,367	40,917	(15,550)
Natural Gas Utilities	29,152	(24,785)	53,937	39,933	14,004
Refuse and Disposal	20,130	(1,800)	21,930	20,258	1,672
Cleaning and Decorating	5,287	(3,511)	8,798	9,300	(502)
Cleaning and Janitorial Services				2,233	(2,233)
Carpentry Services	7,318	166	7,152	20,250	(13,098)
Exterminating	1,033	(2,623)	3,656	3,533	123
Elevator Services	7,724	2,230	5,494	6,883	(1,389)
Plumbing Services	9,426	1,282	8,144	10,600	(2,456)
Water Heater Replacements	1,095	(2,764)	3,859	1,267	2,592
Electrical Services	8,187	2,966	5,221	10,467	(5,246)
Carpet/Flooring Services	9,842	(8,672)	18,514	25,000	(6,486)
Painting Services	4,090	(1,315)	5,405	11,117	(5,712)
HVAC Services	14,955	2,270	12,685	9,667	3,018
HVAC Replacements				3,767	(3,767)
Washer & Dryer Replacements	3,939	(1,342)	5,281	5,550	(269)
Stove Replacements	1,398	715	683	3,367	(2,684)
Refrigerator Replacements	1,046	(175)	1,221	3,833	(2,612)
Appliance Services	115	(494)	609	1,083	(474)
Lawn Care Services				533	(533)
Snow Removal Services	28,504	(90)	28,594	34,683	(6,089)
Maint.-Building and Structures				333	(333)
Maint-Grounds & Improvements	744	(1,271)	2,015	13,700	(11,685)
Maint-PM-MSS/Bldg Maintenance	895	782	113	600	(487)
Maint-Office Equipment	5,163	325	4,838	5,317	(479)
Maint-Data Processing		(100)	100		100
Property Maintenance Fees	77,538	(3,490)	81,028	95,480	(14,452)
On Site Staff-CareTakers	24,113	(3,253)	27,366	32,937	(5,571)
On Site Staff-Property Mgrs	77,560	(36,229)	113,789	105,583	8,206
Association Fees	20,668	485	20,183	21,150	(967)
Rentals-Buildings & Structures				33	(33)
Rentals-Office Equipment	6,635	(298)	6,933	7,617	(684)
Other Contractual Services				267	(267)
Telephone	14,680	930	13,750	14,600	(850)
Cable & Satellite Communicat.	3,665	(241)	3,906	3,767	139
Delivery	29		29	167	(138)
Postage	72	(1,267)	1,339	2,400	(1,061)
Travel Expense	2,408	418	1,990	3,875	(1,885)
Mileage Reimbursement	1,477	1,477		3,083	(3,083)
Transportation Charges	2,390		2,390	4,400	(2,010)
Uniforms	1,666	323	1,343	1,333	10
Community Projects		(75,000)	75,000	75,000	
Advertising	469	(2,213)	2,682	3,467	(785)
Newsletters	775	(146)	921	967	(46)
General Liability Insurance	475	(521)	996	433	563
Property Insurance	57,446	(6,153)	63,599	61,650	1,949
Dues and Subscriptions	9,379	(47)	9,426	5,517	3,909
Training	7,471	4,940	2,531	3,950	(1,419)
Meetings and Conferences	1,780	(3,761)	5,541	8,829	(3,288)
Property Taxes				33	(33)
PILOT	68,457	(1,299)	69,756	68,083	1,673
Washington County	103,351	(823)	104,174	104,174	
Special Assessments				1,000	(1,000)
Bad Debt Expense	3,986	(2)	3,988	7,350	(3,362)
Donations				333	(333)
Resident Retention	137	(371)	508	1,833	(1,325)
H.U.D Pass Through-expense	2,823	212	2,611	3,167	(556)

Washington County CDA  
Total Agency  
For the Two Months Ending February 28, 2018

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
Housing Assistance Payments	\$658,556	(\$49,450)	\$708,006	\$630,583	\$77,423
Utility Reimbursements	3,596	(2,032)	5,628	5,283	345
FSS Escrow Payment	144	(342)	486	333	153
Rent Subsidies-Administration		(99)	99	383	(284)
Project Assistance	12,901	(86,171)	99,072	101,141	(2,069)
Interest/Other Expenses	310	(43,598)	43,908	683	43,225
Interest Expense-Loan	7,008	(3,277)	10,285	9,930	355
Land and Easements	129,576	129,576			
Capital Outlay				1,983	(1,983)
Office Equipment				117	(117)
Data Processing	200	(100)	300	19,733	(19,433)
Bond Principal	1,738,333	(621,667)	2,360,000	2,356,667	3,333
Mortgage Principal	47,384	(1,608)	48,992	49,728	(736)
Bond Interest - QECB	7,823	583	7,240	7,450	(210)
Bond Interest	234,690	14,314	220,376	221,011	(635)
Mortgage Interest	59,827	1,107	58,720	58,340	380
Trustee Fees	18,793	4,147	14,646	9,817	4,829
<b>TOTAL EXPENSES</b>	<b>\$4,076,022</b>	<b>(\$859,178)</b>	<b>\$4,935,200</b>	<b>\$5,088,091</b>	<b>(\$152,891)</b>
Income(Loss) Before Deprec. & Transf	(\$844,403)	\$592,081	(\$1,436,484)	(\$1,741,315)	\$304,831
<b>TRANSFERS</b>					
Oper. Transfer to Special Rev.	90,486	90,486			
Transfer from Propriety Fund	(90,486)	(90,486)			
Depreciation					
Deprec-Buildings & Shelters	289,479	(1,406)	290,885	298,098	(7,213)
Deprec-Grounds & Improvements	7,417	(1,598)	9,015	9,347	(332)
Deprec-Furniture & Fixtures	2,954		2,954	2,954	
<b>Total Depreciation</b>	<b>299,850</b>	<b>(3,004)</b>	<b>302,854</b>	<b>310,399</b>	<b>(7,545)</b>
Bond Issuance	3,296		3,296	3,296	
Bond Discount	(10,331)		(10,331)	(7,432)	(2,899)
Deferred Refunding	17,525	(2)	17,527	17,361	166
Deferred Gain on Refunding	(19,530)		(19,530)	(19,530)	
Bond Principal-Offset	(1,738,333)	621,667	(2,360,000)	(2,356,667)	(3,333)
Mortgage Principal-Offset	(29,288)	607	(29,895)	(30,275)	380
<b>Debt Service Non-Cash</b>	<b>(\$1,776,661)</b>	<b>\$622,272</b>	<b>(\$2,398,933)</b>	<b>(\$2,393,247)</b>	<b>(\$5,686)</b>
<b>TOTAL INCOME ( LOSS)</b>	<b>\$632,408</b>	<b>(\$27,187)</b>	<b>\$659,595</b>	<b>\$341,533</b>	<b>\$318,062</b>



Washington County CDA  
General Fund  
Balance Sheet  
February 28, 2018

	<u>2017 Year-to-Date Actual</u>	<u>2018 Year-to-Date Actual</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Operating	\$2,294,231	\$4,724,783
Deposits in Trust Fund	14	
General Operating Reserve	1,054,388	1,335,238
US Bank Collateral Investment	272,354	
Interest Receivable-Investmnt	47	
Taxes Receivable-Current	1,672,000	1,652,177
Taxes Receivable-Delinquent	48,633	46,075
Accounts Receivable	6,615	
Intergovernmental Rec-County		22,421
Prepaid Expenses	4,091	4,928
<b>TOTAL CURRENT ASSETS</b>	<u>\$5,352,373</u>	<u>\$7,785,622</u>
<b>TOTAL ASSETS</b>	<u><u>\$5,352,373</u></u>	<u><u>\$7,785,622</u></u>
<hr style="border: 1px solid black;"/>		
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	700	5,065
Accounts Payable - Other	161	196
Salaries Payable	10,474	18,775
Flex Spending Payable	7,558	1,893
Flex Spending-Dependent Care Payable	50	620
Limited Flex Spending (FSL) Payable	281	(2,074)
Other Payroll Payable	(157)	260
Deferred Revenues	1,441,966	1,440,860
<b>TOTAL CURRENT LIABILITIES</b>	<u>\$1,461,033</u>	<u>\$1,465,595</u>
<b>LONG-TERM LIABILITIES</b>	<u>                    </u>	<u>                    </u>
<b>FUND EQUITY</b>		
Current Year-to-Date Income(Loss)	171,559	172,742
Retained Earnings-Unreserved	3,719,782	6,147,287
<b>TOTAL FUND EQUITY</b>	<u>\$3,891,341</u>	<u>\$6,320,029</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>\$5,352,374</u></u>	<u><u>\$7,785,624</u></u>

**Washington County CDA  
General Fund  
For the Two Months Ending February 28, 2018**

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
<b>REVENUES</b>					
Levy	\$278,667	(\$1,145)	\$279,812	\$279,813	(\$1)
Revenue-Other	1,033	1,033			
Total Revenues	<u>\$279,700</u>	<u>(\$112)</u>	<u>\$279,812</u>	<u>\$279,813</u>	<u>(\$1)</u>
<b>EXPENDITURES</b>					
Salaries And Wages-Regular	\$40,438	(\$2,886)	\$43,324	\$49,850	(\$6,526)
Salaries and Wages-Per Diem	165	(110)	275	950	(675)
Medicare Contributions	545	(47)	592	767	(175)
Pension Contributions	3,639	(260)	3,899	4,500	(601)
Flex Spending Expense	1,950	2,441	(491)	333	(824)
Health Savings Expense	192	40	152	217	(65)
HSA Expense	3,506		3,506	1,433	2,073
Health Insurance	5,350	887	4,463	5,583	(1,120)
Dental Insurance	821	221	600	783	(183)
Life Insurance	224	(80)	304	83	221
Disability Insurance	938	(245)	1,183	350	833
Workers Compensation				250	(250)
Subtotal Employee Compensation	<u>\$57,768</u>	<u>(\$39)</u>	<u>\$57,807</u>	<u>\$65,099</u>	<u>(\$7,292)</u>
Office Supplies	1,421	(823)	2,244	2,517	(273)
Books and Pamphlets	180	95	85	83	2
Cleaning Supplies				250	(250)
General Supplies	153	153		100	(100)
Plumbing Supplies	77	37	40	100	(60)
Electrical Supplies		(35)	35	217	(182)
Carpentry Supplies	73	73		200	(200)
HVAC Supplies		15	(15)	17	(32)
Building Repair Supplies				17	(17)
Grounds Supplies	27	27		17	(17)
Payroll Services	1,413	(2,666)	4,079	4,000	79
Legal Fees-Retainer				10,017	(10,017)
Consulting Fees	2,579	(3,635)	6,214	20,233	(14,019)
Financial and Bonding Fees				217	(217)
Service Charges	1,243	264	979	500	479
Other Professional Services	339	(73)	412	2,133	(1,721)
Electric Utilities	732	(228)	960	2,067	(1,107)
Water and Sewer Utilities	53	(42)	95	483	(388)
Natural Gas Utilities	391	(33)	424	667	(243)
Refuse and Disposal	108	(92)	200	375	(175)
Cleaning and Decorating	2,302	(24)	2,326	2,633	(307)
Carpentry Services				1,083	(1,083)
Exterminating	35		35	133	(98)
Elevator Services	310	8	302	833	(531)
Plumbing Services				350	(350)
Electrical Services	3,013	2,213	800	833	(33)
Painting Services				500	(500)
HVAC Services				1,150	(1,150)
Lawn Care Services				533	(533)
Snow Removal Services	800		800	450	350
Maint.-Building and Structures				333	(333)
Maint-Grounds & Improvements				650	(650)
Maint-PM-MSS/Bldg Maintenance	895	782	113	600	(487)
Maint-Office Equipment	135	96	39	450	(411)
Maint-Data Processing		(100)	100		100
Rentals-Buildings & Structures				33	(33)
Rentals-Office Equipment	4,518	372	4,146	4,167	(21)
Telephone	2,045	(99)	2,144	2,167	(23)
Delivery				33	(33)
Postage	(1,349)	(851)	(498)	233	(731)
Travel Expense	355	(307)	662	1,733	(1,071)
Mileage Reimbursement	5	5		33	(33)
Advertising	198	87	111	1,133	(1,022)
Property Insurance	928	(232)	1,160	1,150	10
Dues and Subscriptions	3,893	1,220	2,673	2,167	506
Training	3,575	3,545	30	1,017	(987)
Meetings and Conferences	64	(1,332)	1,396	3,783	(2,387)
Donations				333	(333)
Interest Expense-Loan	7,008	1,001	6,007	5,652	355
Capital Outlay				1,983	(1,983)
Office Equipment				67	(67)
Data Processing				15,600	(15,600)
Mortgage Principal	18,096	(1,001)	19,097	19,453	(356)
Total Operating Expenses	<u>\$113,383</u>	<u>(\$1,619)</u>	<u>\$115,002</u>	<u>\$180,577</u>	<u>(\$65,575)</u>
Excess of revenues Over (Under) expenditures	<u>\$166,317</u>	<u>\$1,507</u>	<u>\$164,810</u>	<u>\$99,236</u>	<u>\$65,574</u>
<b>Transfers</b>					
Interest-Investments	4,079	(5,026)	9,105	2,500	6,605
Gain on Investments	1,165	2,339	(1,174)		(1,174)
Non-Operating Revenue/Expense	<u>\$5,244</u>	<u>(\$2,687)</u>	<u>\$7,931</u>	<u>\$2,500</u>	<u>\$5,431</u>

**Washington County CDA  
General Fund  
For the Two Months Ending February 28, 2018**

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
Net Income (Loss)	\$171,561	(\$1,180)	\$172,741	\$101,736	\$71,005

Washington County CDA  
Total Properties  
Balance Sheet  
For the Two Months Ending February 28, 2018

	2017 Year-to-Date Actual	2018 Year-to-Date Actual
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Operating	\$941,421	\$1,173,635
Cash - Revenues	1,475,168	690,435
Cash - FSS Escrow Public Housing	14,244	25,958
Cash -Operating Deficit Reserv	11,977	12,102
Cash - Repair Reserve	39,587	40,002
Deposits in Trust Fund	8,485,513	8,066,841
Deposits in Trust Fund - QECB	2,779	5,822
Deposits in Escrow Account	112,847	
Deposits - Security	140,889	143,718
Investment in The Groves	500,579	500,572
Investment in Piccadilly	1,344,143	1,344,108
Debt Service Reserve	227,081	228,404
Interest Receivable-Loan	3,050	
Interest Receivable-Other	59,524	17,367
Taxes Receivable-Current	1,155,010	1,327,806
Accounts Receivable	1,463	2,586
Accounts Receivable-Rent(Prepaid)	6,380	25,854
Allowance for Doubtful Account	(516)	(4,081)
Loan Receivable	10,725,000	8,777,457
Note Receivable (FHLB)	500,000	500,000
Capital Lease Receivable	3,937,219	3,533,425
Developer Fee Receivable	1,500,000	975,000
Developer Fee-Interest Receivable		54,778
Intergovernmental Rec.-Federal	36,867	36,625
Intergovernmental Rec-City		67
Interfund Receivable-HRA General Fund		722
Interfund Rec.-CDBG	5,547	
Prepaid Expenses	317,799	329,848
<b>TOTAL CURRENT ASSETS</b>	<b>\$31,543,571</b>	<b>\$27,809,051</b>
<b>FIXED ASSETS</b>		
Land	4,559,054	4,559,054
Project in Progress	192,110	872,797
Buildings and Structures	66,387,730	66,813,531
Accum Depr.-Bldgs & Structures(40 years)	(28,845,052)	(30,417,290)
Net Buildings & Structures	37,542,678	36,396,241
Grounds and Improvements	1,795,230	2,195,134
Accum Depr.-Grounds & Improv.(40 years)	(463,247)	(440,207)
Net Grounds&Improv.	1,331,983	1,754,927
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(482,580)	(500,301)
Net Furniture&Fixtures	33,122	15,401
	33,122	15,401
<b>TOTAL FIXED ASSETS</b>	<b>\$43,658,947</b>	<b>\$43,598,420</b>
<b>TOTAL ASSETS</b>	<b>\$75,202,518</b>	<b>\$71,407,471</b>

Washington County CDA  
Total Properties  
Balance Sheet  
For the Two Months Ending February 28, 2018

	<u>2017</u> Year-to-Date Actual	<u>2018</u> Year-to-Date Actual
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$137,146	\$240,529
Accounts Payable-Other	35	34
Contracts Payable	16,664	39,214
Accrued Bond Interest - QECCB	3,830	3,410
Accrued Bond Interest	155,020	146,332
Accrued Mortgage Interest	29,891	29,336
Notes Payable	500,000	500,000
Deferred Revenues	962,509	1,107,227
Intergov't Payable-County(PILOT)	479,200	488,288
Interfund Payable-GAP	500,000	500,000
Escrow Deposits Payable-Security	378,365	378,419
Escrow Deposits Payable-Sec Dep Interest	20,528	21,337
Escrow Deposits Payable-FSS Public Housing	14,244	25,958
<b>TOTAL CURRENT LIABILITIES</b>	<u>\$3,197,432</u>	<u>\$3,480,084</u>
<b>LONG-TERM LIABILITIES</b>		
Revenue Bonds Payable	38,960,000	34,940,000
Revenue Bonds Payable - QECCB	1,675,000	1,535,000
Mortgage Payable	10,075,503	9,899,477
MHFA Loan-POHP	271,000	271,000
Unamortized Bond Premium	890,659	828,677
Unamortized Bond Discount	(272,204)	(252,428)
Deferred Refunding Costs	(802,322)	(697,152)
Deferred Gain on Sale of Property	403,284	349,377
Deferred Gain on Refunding	371,096	253,916
<b>TOTAL LONG TERM LIABILITIES</b>	<u>\$51,572,016</u>	<u>\$47,127,867</u>
<b>FUND EQUITY</b>		
Current Year-to-Date Income (Loss)	360,662	408,458
Retained Earnings-Unreserved	20,072,411	20,391,061
<b>TOTAL FUND EQUITY</b>	<u>\$20,433,073</u>	<u>\$20,799,519</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>\$75,202,521</u></u>	<u><u>\$71,407,470</u></u>

Washington County CDA  
Total Properties  
Income Statement, Year-to-Date  
For the Two Months Ending February 28, 2018

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
<b>Operating Revenues</b>					
Rent Revenue	\$1,245,249	(\$4,528)	\$1,249,777	\$1,286,117	(\$36,340)
Rent Revenue-Subsidized	\$226,039	\$2,091	\$223,948	\$210,167	\$13,781
Rent Revenue-Vacancy Loss	(\$19,833)	(\$14,319)	(\$5,514)	(\$59,917)	\$54,403
<b>Net Rent Revenue</b>	<b>\$1,451,455</b>	<b>(\$16,756)</b>	<b>\$1,468,211</b>	<b>\$1,436,367</b>	<b>\$31,844</b>
Rent Revenue-Garage	14,904	524	14,380	14,900	(520)
Rent Revenue-Employee Discount	(1,376)	45	(1,421)	(1,417)	(4)
Rental Income	\$13,528	\$569	\$12,959	\$13,483	(\$524)
Laundry Revenue	4,447	(2,292)	6,739	5,067	1,672
Service Income	\$4,447	(\$2,292)	\$6,739	\$5,067	\$1,672
HUD Annual Contributions	28,959	3,443	25,516	29,567	(4,051)
Utility Reimbursement-Subsidized	559	229	330	750	(420)
Cable Reimbursement	2,730	(446)	3,176	2,850	326
Guest Suite Rental Income	200	(50)	250	267	(17)
Application Fees Revenue	850	(1,025)	1,875	1,767	108
Emergency Pendant Reimbursement	98	7	91	133	(42)
Security Deposit-Legal	784	722	62	1,067	(1,005)
Security Deposit-Bad Debt	2,024	(415)	2,439	3,617	(1,178)
Security Deposit-Other	3,361	(1,193)	4,554	3,967	587
Penalty Charges	3,854	383	3,471	3,267	204
Miscellaneous Revenue	327	202	125	383	(258)
Revenue-Other	36,867	770	36,097	38,183	(2,086)
<b>Other Income</b>	<b>\$80,613</b>	<b>\$2,627</b>	<b>\$77,986</b>	<b>\$85,818</b>	<b>(\$7,832)</b>
<b>Total Operating Revenues</b>	<b>\$1,550,043</b>	<b>(\$15,852)</b>	<b>\$1,565,895</b>	<b>\$1,540,735</b>	<b>\$25,160</b>
<b>Operating Expenses</b>					
Marketing	\$5,607	\$745	\$4,862	\$7,100	(\$2,238)
Management Fee					
Property Management Fees	78,327	19	78,308	78,308	
Property Management-CDA	69,708	(17,015)	86,723	92,833	(6,110)
<b>Total Management Fees</b>	<b>\$148,035</b>	<b>(\$16,996)</b>	<b>\$165,031</b>	<b>\$171,141</b>	<b>(\$6,110)</b>
Administrative Expenses					
Office Supplies	1,441	455	986	2,033	(1,047)
Auditing/Accounting Services				2,783	(2,783)
Data Processing		(100)	100	467	(367)
Maint-Office Equipment	5,028	229	4,799	4,850	(51)
Rentals-Office Equipment	2,117	(670)	2,787	3,450	(663)
Other Contractual Services				267	(267)
Telephone	11,631	563	11,068	11,117	(49)
Cable & Satellite Communication	3,665	(241)	3,906	3,767	139
Postage	431	(121)	552	850	(298)
Travel Expense		(532)	532	283	249
Transportation Charges	2,390		2,390	4,400	(2,010)
Advertising				17	(17)
Newsletters	775	(146)	921	967	(46)
Dues and Subscriptions				33	(33)
Training				17	(17)
Meetings and Conferences	647	(1,008)	1,655	1,217	438
<b>Total Administrative Expenses</b>	<b>\$28,125</b>	<b>(\$1,571)</b>	<b>\$29,696</b>	<b>\$36,518</b>	<b>(\$6,822)</b>
Operating Expenses					
Cleaning Supplies	1,795	(452)	2,247	2,683	(436)
Legal Fees-Other	1,714	932	782	8,167	(7,385)
Consulting Fees	2,999		2,999	3,117	(118)
Environmental Studies				283	(283)
Municipal Fees	12,755	2,535	10,220	2,467	7,753
Surveying Fees				100	(100)
Applicant Screening Fees	1,250	175	1,075	2,283	(1,208)
Other Professional Services	73	1	72	650	(578)
Cleaning and Decorating	2,985	(3,487)	6,472	6,667	(195)

Washington County CDA  
Total Properties  
Income Statement, Year-to-Date  
For the Two Months Ending February 28, 2018

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
Cleaning and Janitorial Services				\$2,233	(\$2,233)
Exterminating	998	(2,623)	3,621	3,400	221
Association Fees	20,668	485	20,183	21,150	(967)
Resident Retention	137	(371)	508	1,833	(1,325)
<b>Total Operating Expenses</b>	<b>\$45,374</b>	<b>(\$2,805)</b>	<b>\$48,179</b>	<b>\$55,033</b>	<b>(\$6,854)</b>
Maintenance Expenses					
General Supplies	30	(45)	75	33	42
Plumbing Supplies	6,304	32	6,272	7,650	(1,378)
Electrical Supplies	4,303	827	3,476	5,267	(1,791)
Carpentry Supplies	2,737	(854)	3,591	6,167	(2,576)
Painting Supplies	2,064	(1,056)	3,120	4,217	(1,097)
HVAC Supplies	2,537	205	2,332	4,067	(1,735)
Appliance Supplies	1,795	(3,417)	5,212	3,617	1,595
Carpentry Services	6,905	(247)	7,152	19,167	(12,015)
Elevator Services	7,414	2,222	5,192	6,050	(858)
Plumbing Services	9,426	1,282	8,144	10,250	(2,106)
Water Heater Replacements	1,095	(2,764)	3,859	1,267	2,592
Electrical Services	5,175	754	4,421	9,633	(5,212)
Carpet/Flooring Services	9,842	(8,672)	18,514	25,000	(6,486)
Painting Services	4,090	(1,315)	5,405	10,617	(5,212)
HVAC Services	14,955	2,270	12,685	8,517	4,168
HVAC Replacements				3,767	(3,767)
Washer & Dryer Replacements	3,939	(1,342)	5,281	5,550	(269)
Stove Replacements	1,398	715	683	3,367	(2,684)
Refrigerator Replacements	1,046	(175)	1,221	3,833	(2,612)
Appliance Services	115	(494)	609	1,083	(474)
Snow Removal Services	27,704	(90)	27,794	34,233	(6,439)
Maint-Grounds & Improvements	744	(1,271)	2,015	13,050	(11,035)
Mileage Reimbursement	1,473	1,473		3,050	(3,050)
Uniforms	1,666	323	1,343	1,333	10
Property Maintenance Fees	77,538	(3,490)	81,028	95,480	(14,452)
On Site Staff-Caretakers	24,113	(3,253)	27,366	32,937	(5,571)
On Site Staff-Property Mgrs	77,560	(36,229)	113,789	105,583	8,206
<b>Total Maintenance Expenses</b>	<b>\$295,968</b>	<b>(\$54,611)</b>	<b>\$350,579</b>	<b>\$424,785</b>	<b>(\$74,206)</b>
Utilities					
Electric Utilities	19,409	(16,390)	35,799	35,033	766
Water and Sewer Utilities	24,888	(385)	25,273	40,433	(15,160)
Natural Gas Utilities	28,760	(24,752)	53,512	39,267	14,245
Refuse and Disposal	20,022	(1,708)	21,730	19,883	1,847
<b>Total Utilities</b>	<b>\$93,079</b>	<b>(\$43,235)</b>	<b>\$136,314</b>	<b>\$134,616</b>	<b>\$1,698</b>
Insurance					
Property Insurance	56,456	(5,973)	62,429	60,500	1,929
<b>Total Insurance</b>	<b>\$56,456</b>	<b>(\$5,973)</b>	<b>\$62,429</b>	<b>\$60,500</b>	<b>\$1,929</b>
Property Taxes					
PILOT	68,457	(1,299)	69,756	68,083	1,673
Special Assessments				1,000	(1,000)
<b>Total Property Taxes</b>	<b>\$68,457</b>	<b>(\$1,299)</b>	<b>\$69,756</b>	<b>\$69,083</b>	<b>\$673</b>
Bad Debts	\$3,986	(\$2)	\$3,988	\$7,350	(\$3,362)
<b>Total Operating Expenses</b>	<b>\$745,087</b>	<b>(\$125,747)</b>	<b>\$870,834</b>	<b>\$966,126</b>	<b>(\$95,292)</b>
<b>Operating Income (loss)</b>	<b>\$804,956</b>	<b>\$109,895</b>	<b>\$695,061</b>	<b>\$574,609</b>	<b>\$120,452</b>
Nonoperating Revenue/Expenses					
Interest Income					
Interest Income -Investments	\$909	(\$2,648)	\$3,557	\$83	\$3,474
Interest Income on Capital Lease	17,357	2,316	15,041	14,157	884
Interest Income on Restricted Invest.	3,959	(16,627)	20,586	1,817	18,769
Interest Income-Loan	32,968	7,513	25,455	28,041	(2,586)
Interest Income -Other	6,297	(8,422)	14,719	6,017	8,702

Washington County CDA  
Total Properties  
Income Statement, Year-to-Date  
For the Two Months Ending February 28, 2018

	2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance
Total Interest Income	\$61,490	(\$17,868)	\$79,358	\$50,115	\$29,243
Gain on Asset Disposition					
Gain on Investments	190	492	(302)		(302)
Gain on Sale of Property	8,793	(326)	9,119	9,250	(131)
Total Gain on Asset Disposition	\$8,983	\$166	\$8,817	\$9,250	(\$433)
Insurance Proceeds	527	(4,023)	4,550		4,550
Financial Expense					
Bank Service Charges				17	(17)
Trustee Fees	18,793	4,147	14,646	9,817	4,829
Total Financial Expense	\$18,793	\$4,147	\$14,646	\$9,834	\$4,812
Debt Service-Cash					
Interest/Other Expenses	310	(98)	408	533	(125)
Bond Interest - QECB	7,823	583	7,240	7,450	(210)
Bond Interest	234,690	14,314	220,376	221,011	(635)
Bond Principal	1,738,333	(621,667)	2,360,000	2,356,667	3,333
Mortgage Interest	59,827	1,107	58,720	58,340	380
Mortgage Principal	29,288	(607)	29,895	30,275	(380)
Total Debt Service Cash	\$2,070,271	(\$606,368)	\$2,676,639	\$2,674,276	\$2,363
Property Taxes Received					
Levy	192,501	(28,800)	221,301	221,301	
Total Property Taxes	\$192,501	(\$28,800)	\$221,301	\$221,301	
Other					
H.U.D. Pass Through-expense	2,823	212	2,611	3,167	(556)
Utility Reimbursement	2,232	(580)	2,812	3,500	(688)
Total Other	\$5,055	(\$368)	\$5,423	\$6,667	(\$1,244)
Total Nonoperating Revenue/ Expens	(\$1,830,618)	\$552,064	(\$2,382,682)	(\$2,410,111)	\$27,429
Net Income (Loss) before transfers	(\$1,025,662)	\$661,959	(\$1,687,621)	(\$1,835,502)	\$147,881
Operating Transfers					
Transfers In					
Transfers Out					
Oper. Transfer to Special Rev.	90,486	90,486			
Total Transfers Out	\$90,486	\$90,486			
Total Operating Transfers	(\$90,486)	(\$90,486)			
Total Cash Available for Operations	(1,116,148)	571,473	(1,687,621)	(1,835,502)	147,881
Depreciation					
Deprec-Buildings & Shelters	289,479	(1,406)	290,885	298,098	(7,213)
Deprec-Grounds & Improvements	7,417	(1,598)	9,015	9,347	(332)
Deprec-Furniture & Fixtures	2,954		2,954	2,954	
Total Depreciation	\$299,850	(\$3,004)	\$302,854	\$310,399	(\$7,545)
Bond Discount Amortization	3,296		3,296	3,296	
Bond Premium Amortization	(10,331)		(10,331)	(7,432)	(2,899)
Bond Principal-Offset	(1,738,333)	621,667	(2,360,000)	(2,356,667)	(3,333)
Mortgage Principal-Offset	(29,288)	607	(29,895)	(30,275)	380
Deferred Refunding	17,525	(2)	17,527	17,361	166
Deferred Gain on Refunding	(19,530)		(19,530)	(19,530)	
Debt Service Non-Cash	(\$1,776,661)	\$622,272	(\$2,398,933)	(\$2,393,247)	(\$5,686)
Net Income (loss)	\$360,663	(\$47,795)	\$408,458	\$247,346	\$161,112



Washington County CDA  
 Total Properties  
 Income Statement, Year-to-Date  
 For the Two Months Ending February 28, 2018

2017 YTD Actual	2017 vs 2018 YTD Actual	2018 YTD Actual	2018 YTD Budget	2018 Actual vs Budget Variance

**Washington County CDA  
Property Management  
Board Report Summary  
3/31/2018**

**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.

**Spotlight Property: Woodland Park**

Woodland Park is currently undergoing an exterior upgrade project at all six buildings. We are replacing windows, siding, shingles and townhome garage doors. Though projects like this can prove to be difficult, we are very pleased to report that a number of current and future residents have made comments on how fabulous the property upgrades look and how they cannot wait to see the final product.

One resident wrote a letter to the Shelter Corporate office stating, "I look forward to see the beautiful final results of the upgraded project taking place. I want to stay as long as possible. There is no place like home! The Woodlands!"

How inspiring it is to our Management Team to receive such wonderful feedback from grateful residents. After all, our goal is to provide excellent service and homes for which our residents take pride.

Property Summary - March 2018

CDA Owned Properties	Location	# of Units	# of Vacant Units	March	Projected Occupancy		Month End Delinquency
					April	May	
Ann Bodlovick	Stillwater	50	0	100.00%	100.00%	100.00%	\$35
Briar Pond	Oakdale	196	1	100.00%	99.50%	99.50%	\$4,451
Brick Pond	Stillwater	40	0	100.00%	100.00%	100.00%	\$17
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$7
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	0	100.00%	100.00%	96.67%	\$0
Scattered Site	Scattered	56	0	100.00%	100.00%	100.00%	\$10,423
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	1	97.22%	97.00%	97.00%	\$0
Park Place II	St.Paul Park	6	0	100.00%	100.00%	100.00%	\$0
Pioneer	St.Paul Park	18	0	100.00%	100.00%	100.00%	\$296
Raymie Johnson	Stillwater	120	1	99.17%	99.00%	99.00%	\$2,671
TrailSide	Forest Lake	70	0	100.00%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$6
Woodland Park	Cottage Grove	180	1	99.50%	99.50%	98.50%	\$313
<b>TOTALS:</b>		<b>958</b>	<b>4</b>	<b>99.58%</b>	<b>99.69%</b>	<b>99.42%</b>	<b>\$18,219</b>
Joint Ventures	Location	# of Units	# of Vacant Units	March	Projected Occupancy		Month End Delinquency
					April	May	
Piccadilly Square	Mahtomedi	79	1	98.73%	100.00%	98.50%	\$0
The Groves	Cottage Grove	67	0	100.00%	100.00%	100.00%	\$37

**Building Type for Washington County CDA and Joint Ventures**

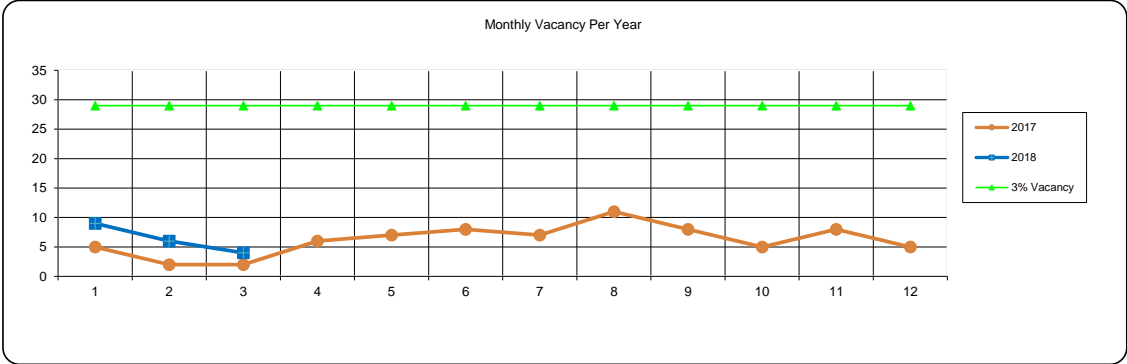
	Development	Type	Number of Units	Number of Units by Building				City	Income Restrictions**				
				Apt	TH	SF	EF		< 110% AMI	< 80% AMI	< 60% AMI	< 50% AMI	< 30% AMI
<b>CDA</b>	Oakhill Cottages	Senior	40		40			Scandia		40			
	Muller Manor	Senior	28	28				Hugo		28			
	Woodland Park	Family	180	116	64			Cottage 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	
<b>Joint Ventures</b>	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.**

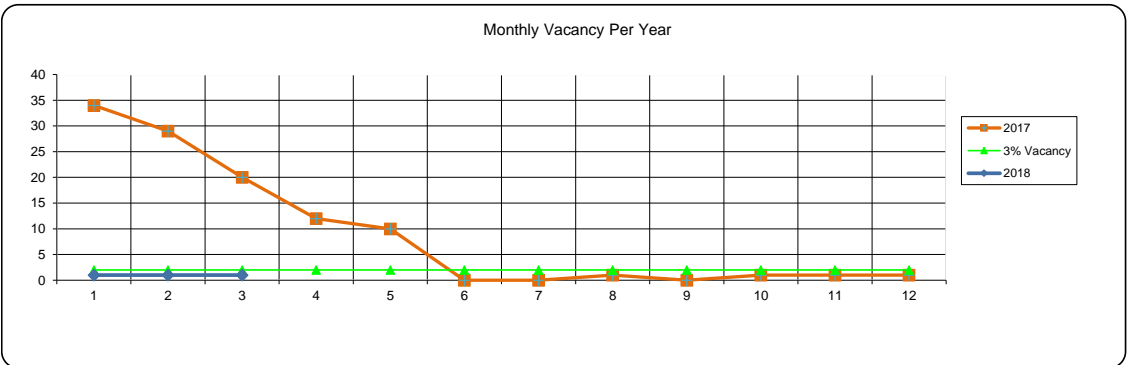
Washington County CDA Current Annual Vacancy as of March 2018

	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	6	4									
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



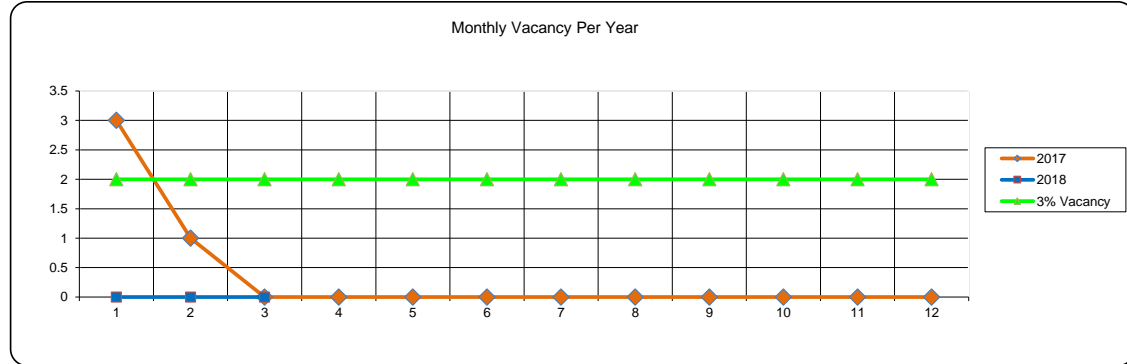
Joint Venture - Piccadilly Square Current Annual Vacancy as of March 2018

	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	1	1									
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Groves Current Annual Vacancy as of March 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	0	0									
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



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

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	121
John Jergens	257
Muller Manor	259
Oakhill Cottages	234
Pioneer	30
Cobble Hill	120

Interest Lists - Multi-Family	
Property	# on List
Park Place I	88
Park Place II	0
Briar Pond	213
Brick Pond	70
Woodland Park	161
Piccadilly Square - JV	53
The Groves - JV	58

Waiting Lists	
Property	# on List
Raymie Johnson	62
Scattered Site	648
Whispering Pines	426
TrailSide	128

### 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.

## HOUSING ASSISTANCE PROGRAMS MARCH 2018

### 1. Housing Choice Voucher Program in February

Currently administering: 478 voucher participants  
Portability into the County: 6 families ported in

### 2. Family Self Sufficiency/Earning Power

23 people are enrolled in Family Self Sufficiency. 3 people have been invited to sign up.

### 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 26 households leased on this program.

Bridges II is funded by Washington County. It operates exactly like Bridges I and currently has 14 participants. There are currently 6 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.

#### HOMELESS UPDATE:

The Washington County CDA is in discussions with other HAs and service providers regarding the development of a preference for persons who are homeless. This seems like a relatively simple task but has repercussions. The CDA has discussed this with our HUD field representative and was told that there are Fair Housing issues that may occur from such a preference. The CDA is continuing to study this and work with our partners to develop a resolution.

### 5. Inspections

47 inspections were completed in March 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: 100.64%  
 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	89	1	264	264	270
APRIL	90		354	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
<b>TOTALS</b>				<b>1056</b>	<b>1080</b>

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		\$55,131	\$56,256
FEBRUARY	87	\$52,583		\$55,131	\$56,256
MARCH	89	\$52,583		\$57,050	\$58,215
APRIL	90	\$53,408		\$53,908	\$55,008
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTALS					

8. VASH

The Washington County CDA made application for 10 HUD-Veterans Affairs Supportive Housing (VASH) vouchers in the fall of 2017. The CDA received notice that the application has been approved and HUD has made a public announcement of the award. At the May board meeting, staff will present a resolution regarding accepting the award.

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

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	TOTAL
Afton	1				1
Bayport	1				1
Cottage Grove	58		4		62
Forest Lake	23	8	7		38
Hugo	5				5
Lake Elmo					0
Lakeland			1		1
Landfall					0
Mahtomedi	24				24
Marine on St. Croix	0				0
Newport	14		1		15
Oakdale	177	5	12	1	195
Oak Park Heights	2	1			3
Scandia	1				1
St. Croix Beach	1				1
St. Mary's Point	1		1		2
St. Paul Park	15		1		16
Stillwater	47	9	12		68
Willernie					0
Woodbury	107	3	1		111
Other	1		6		7
<b>TOTAL</b>	<b>478</b>	<b>26</b>	<b>46</b>	<b>1</b>	<b>551</b>



Memo To: CDA Board of Commissioners  
From: Barbara Dacy, Executive Director  
Date: April 17, 2018  
RE: Executive Director Report

**CDA Personnel Committee**

The CDA Personnel Committee will meet on Wednesday, April 25, 2018 at 3 p.m. The purpose of the meeting is to review a proposed update to the Succession Plan. The committee will review 1) the process to be undertaken by the Board of Commissioners in the event of an Executive Director vacancy; 2) the proposed revisions to temporary assignments when department head positions are vacant; and 3) the findings from the 2015 plan and determine future topics for the next iteration of the plan.

**Legislation Update**

*Minnesota Tax Credit Contribution Fund.* Legislation has been introduced to encourage local businesses to invest in affordable housing and receive a dollar-for-dollar state tax credit. It is based on the North Dakota Housing Incentive Fund which was successful in creating 2,500 units. The bill is currently in committee deliberations. This could be a very useful tool to create business and work force housing partnerships in the county.

*Minnesota Bond Allocation Amendments.* There are two sets of bill aimed at amending the statute concerning the allocation of tax exempt bonds that come with the 4% Low Income Housing Tax Credits. One version amends the statute based on the five “consensus” agreements arrived at by a coalition of public and private entities. The second version is advanced by Minnesota non-profit association conceived in late 2016 known as “H.A.V.E.N.” (Dominium Corporation is leading this version). The second version proposes two amendments not agreed to by the public/private stakeholder group. The first provision would eliminate the set-aside for bonding for first time homebuyers for two years. The second provision would amend the allocation procedures to eliminate a review by Minnesota Housing for compliance with the state’s Qualified Allocation Plan. Staff is concerned about the impact on the first-time homebuyer program; over 500 families in the county have been served by the Minnesota City Participation Program since 2013. The down payment loans that are associated with this program are essential in order for working families to get into home ownership. In Washington County, where home resale prices have increased, these programs are have been effective for renters who live in the county or for folks who work in the county and are commuting. I did testify against this particular provision on behalf of the agency and as the Legislative Chair for Minnesota NAHRO.

### **Administrative**

- I will be scheduling an informal gathering with the county commissioners after the CDA meeting in May. No business items are scheduled.
- The CDA has an internal committee monitoring safety and workplace accident issues. Routine training and planning for inclement weather and other office security matters has been scheduled for various dates in April.
- Training for the “results-based accountability” system is also scheduled to begin in April. This tool will be used to document the impact and value of CDA programs.
- An update on the status of the agreement regarding the tax increment financing district will be provided at the meeting.