

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

The Finance Committee Meeting convened on Tuesday, January 21, 2020 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Aaron Christianson, Finance Director; and Lori Creamer, Administrative Specialist.

Guest present: Dave Mol, CPA, Partner, Redpath and Company

Meeting called to order at 2:30 pm.

ROLL CALL

Commissioner Zeller, Commissioner Widen and Commissioner Ryan were present.

DISCUSSION D-1 2019 Audit Update

Aaron Christianson, Finance Director, introduced Dave Mol, Partner of Redpath and Company. Mr. Christianson stated this meeting is to provide the Finance Committee with an overview of the audit process and practices and access to the auditor.

Mr. Mol stated Redpath and Company will audit the Washington County CDA and Briar Pond, LLC operations. Operations of the Groves Apartments, Piccadilly Square of Mahtomedi, and the Glen at Valley Creek limited liability companies will be audited by Mahoney Ulbrich Christiansen & Russ. The scope of work defines the auditing reports to be issued in order to present the opinion on financial statements as well as the Single Audit requirements. The Briar Pond, LLC audit will be completed in March.

The interim fieldwork was completed December 4 and the final fieldwork has been scheduled for March 30 to April 10, 2020. The final audit results will be presented to the full Board at the May 19, 2020 meeting. The audit consists of reviewing Board minutes, risk assessments, account balances, compliance testing and new chart of accounts.

Mr. Mol talked about the future of auditing. Redpath has been watching industry standards, attending conference to keep up on new technology tools being developed to assist with automation of the auditing process. The approach is to look at the inputs more than the outputs.

Commissioner Zeller asked why the Groves, Piccadilly Square and the Glen at Valley Creek were audited by another firm. Mr. Mol replied that the three audits were all single asset entities with tax credit financing and that Mahoney specializes in these audit types.

Mr. Mol stated that Redpath will issue an opinion regarding the fair presentation of the financial statements; a report on internal controls over financial reporting; an opinion on the CDA's compliance with major federal programs; and a report on the CDA's compliance with Minnesota state statutes.

ADJOURNMENT

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

Meeting adjourned at 2:55 p.m.

Chair/Vice Chair

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

The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on January 21, 2020. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Chris Eng, Economic Development Director; Aaron Christianson, Finance Director; Ann Hoechst, Housing Assistance and Administrative Services Director; Ashley Engh, Finance Assistant Director; Bill Lightner, Project Manager II; Kathryn Paulson; Project Manager II; Kristen Scobie, Project Manager II; Elena Shulman, Project Manager I; Becky Nelson, Senior Accountant; Dana Slimmer, Homeownership Specialist; Angie Shuppert, Community Development Programs Manager; and Lori Creamer, Administrative Specialist.

Guests present: Molly O'Rourke, Washington County Administrator; Kevin Corbid, Washington County Deputy County Administrator

ELECTION OF OFFICERS AND APPOINTMENTS

Commissioner Zeller commented Commissioner Belisle has done an outstanding job as chair in 2019. He would support continuing with Commissioner Belisle or would be fine with Commissioners rotating into each position annually.

Commissioner Widen stated with all the current changes at the Agency, maybe it makes sense to keep the same officers for a second term.

Commissioner Widen moved and seconded by Commissioner Zeller to appoint Commissioner Belisle as Chair for 2020. Motion carried 6-0

Commissioner Zeller moved and seconded by Commissioner Dingle to appoint Commissioner Ryan as Vice Chair for 2020. Motion carried 6-0

Commissioner Zeller moved and seconded by Commissioner Dingle to appoint Commissioner Widen as Secretary for 2020. Motion carried 6-0

Barbara Dacy, Executive Director, stated the Executive Committee has consisted of the Chair, Vice-Chair and the Secretary. This committee would meet four times in 2020 and would be responsible for completing the performance evaluation of the Executive Director, negotiate employment agreements and is relied upon with other CDA matters.

Commissioner Zeller moved and seconded by Commissioner Karwoski to confirm the Executive Committee consist of Chair Belisle, Vice-Chair Ryan and Secretary Widen. Motioned carried 6-0

Commissioner Zeller moved and seconded by Commissioner Green to confirm the Finance Committee will consist of Commissioner Zeller, Commissioner Ryan and Commissioner Widen. Motion carried 6-0

Commissioner Karwoski moved and seconded by Commissioner Widen to confirm the Personnel Committee will consist of Commissioner Green, Commissioner Miron and Commissioner Dingle. Motion carried 6-0

The regular meeting was called to order at 3:10 p.m.

ROLL CALL

Commissioners present: Green, Zeller, Widen, Karwoski, Ryan, and Dingle.

Commissioner Absent: Belisle

OPEN FORUM

None

CONSENT CALENDAR

Minutes of Regular Meeting
December 17, 2019

Minutes of Personnel Committee Meeting
January 6, 2020

Abstract of Bills December 19, 2019
Total \$2,289,079.49

A-1 Resolution No.20-01. Resolution Authorizing Mileage Reimbursement Rate for 2020

A-2 Resolution No. 20-02. Resolution Designating a Section 504 Coordinator and Adopting a Section 504 Grievance Procedure for the Washington County Community Development Agency

A-3 Resolution No. 20-03. Resolution Adopting a Regular Schedule for Meetings of the Board of Commissioners, the Executive Committee, the Finance Committee, and the Personnel Committee

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

PRESENTATION

P-1 Recognition of Chris Eng, Economic Development Director for “Outstanding Economic Development Effort Award – Minnesota Association of Professional Economic Developers (MAPCED) for Minnesota Technology Corridor”

Barbara Dacy, Executive Director, was pleased to announce the partnership between the Washington County CDA, Connexus Energy, and the Anoka County HRA won the Outstanding Achievement award from the Minnesota Association of Professional County Economic Developers (MAPCED). One of the initial tasks Chris Eng was tasked to do was raise the visibility of the County in the metro area and to be a first stop connection to the county. The award is a testimony to this initiative and commitment to productive partnerships.

NEW BUSINESS

A-4 Resolution No. 20-04. Resolution Approving the 2020-2022 Washington County Community Development Economic Development Plan

Chris Eng, Economic Development Director, presented the 2020-2022 Economic Development Plan. He stated 90% of the tax base is picked up by the homeowners in Washington County. The goal is to grow the commercial and industrial base which will even out the tax base so residential property taxes will be stable. Since the approval of the 2017-2019 plan, many of the goals, action items and deliverables have been completed. Several of the original goals, action items and deliverables continue to be relevant looking forward to the next three years.

Commissioner Zeller asked if this took into consideration the costs of construction for developers. Taxes in Wisconsin are much less than in Minnesota, so what would encourage developers to stay here.

The plan was created in 2016 and economic development division was added in 2017. The CDA board approved the 2017-2019 plan. While Washington County did not officially approve the plan since it is the CDA's work plan, it was recognized as a necessary tool for the county. The economic development director met with the Economic Development Work Group to obtain input on the success of current economic development initiatives included in the 2017-2019 plan. The Open to Business Program and the Predevelopment Finance Fund were recognized as programs that the cities desired to become ongoing, core services of the CDA.

The Minnesota Technology Corridor launched in August of 2019 and site selectors are starting to look at various sites within Washington County. The CDA has applied for an EPA Brownfield grant where the money would be available to offer to Washington County communities to help identify and assess potentially contaminated sites.

Once the Board approves the 2020-2022 plan, Agency staff will inform the County Board at an upcoming Washington County Board workshop.

Commissioner Karwoski stated he likes the plan and direction. He noted Wisconsin taxes are less, Mr. Eng commented unfortunately that is true and something beyond our control. Commissioner Karwoski also positively commented on the partnership with Washington County Workforce Development to address the challenges and opportunities for talent availability and retention. Mr. Eng stated the workforce development group has been a strong partner helping with this concern. That's a significant part of the answer, as site selectors are slowing down with relocation plans because it is difficult to find work force.

Commissioner Zeller moved to approve Resolution No. 20-04, seconded by Commissioner Widen. Motion carried 6-0.

ADMINISTRATION

A-5 Consideration of recommendation from Personnel Committee that the Board of Commissioners authorize the Executive Committee to negotiate with Melissa Taphorn an employment agreement for the position of Executive Director.

Ryan Gruber, Human Resources and Communications Coordinator, provided a brief overview of the discussion from the Personnel Committee meeting held on January 6, 2020. He presented the committee's recommendation to negotiate directly with Deputy Executive Director Melissa Taphorn based on the Board's interest in continuity of Agency culture and direction, Ms. Taphorn's experience filling in during Executive Director's absences, and a smooth transition.

Commissioner Zeller moved and Commissioner Widen seconded a motion to accept the Personnel Committee's recommendation and to direct the Executive Committee to negotiate an employment agreement with Melissa Taphorn for the position of Executive Director. Motion carried 6-0.

A-6 Resolution No. 20-05. Resolution Appointing the Deputy Executive Director to the position of Acting Executive Director effective Monday, February 10, 2020

Barbara Dacy, Executive Director, stated this process is consistent with the succession plan approved by the Board on December 18, 2018 to appoint the Deputy Executive Director as the Acting Executive Director until the position of Executive Director is filled.

Commissioner Zeller moved to approve Resolution No. 20-05, seconded by Commissioner Dingle. Motion carried 6-0.

A-7 Resolution No. 20-06. Resolution Authorizing Depository Services for Governmental Entities

Aaron Christianson, Finance Director, stated the authorized signers for calendar year 2020 would be the Acting Executive Director Melissa Taphorn and Board member Roger Green.

Commissioner Zeller moved to approve Resolution No. 20-06, seconded by Commissioner Widen. Motion carried 6-0.

A-8 Resolution No. 20-07. Resolution Recognizing Barbara Dacy for her 19 Years of Service to the Washington County Community Development Agency

Melissa Taphorn, Deputy Executive Director, gave an overview of some of the accomplishments of Barbara Dacy during her 19 years of service with the Agency. Several accomplishments mentioned were improving the Agency's financial resilience and sustainability; advancing professionalism of the Agency; reinvesting in areas

of need, leading redevelopment of several sites within the County; developing the homeownership programs; and empowering low-income residents.

Each Commissioner present thanked Ms. Dacy with specific example that meant the most to them individually and wished her well.

Ms. Dacy thanked the Commissioners for their support and for empowering everyone at the Agency to do their jobs every day. She thanked everyone for the advice and support received.

Commissioner Zeller moved to approve Resolution No. 20-07, seconded by Commissioner Green. Motion carried 6-0.

DISCUSSION

D-1 Proposed Changes to Housing Choice Voucher Administrative Plan

Ann Hoechst, Director of Housing and Administrative Services, explained that every year the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan must be reviewed. Often these updates include updating the citations in the plans to new dates of HUD directives. The most significant changes this year occurred in the Housing Choice Voucher Administration Plan Chapter 3, 4, 7 and 8.

Chapter 3 - changes in eligibility and denial of services including use or possession of illegal drug or multiple arrests which indicate a continuing problem. The change from 5 years to 3 years of a household being crime free and drug free. Other consideration of circumstances may include the person involved in the crime or illegal drug use is no longer with the household; domestic violence or age at the time of the conduct.

Chapter 4 – Application changes that allow for persons who are non-elderly adults (18-62) with a disability to apply for the waiting list.. These people will receive preference points if they are also at risk of institutionalization, homeless or at risk of homelessness, fleeing domestic violence or in permanent or rapid rehousing project who no longer need that level of service.

Chapter 7 – Verification. The Income Verification Tool is a new document developed by HUD to help agencies track income.

Chapter 8 – Housing Quality Standards. This includes a change to the timeline of inspections every 24 months instead of every 12 months.

Ms. Hoechst stated this item would be a public hearing on the February 18 Board meeting agenda.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Melissa Taphorn, Deputy Executive Director, presented year end utilization data of the homeownership programs including homebuyer education, pre-purchase and foreclosure counseling, first time homebuyer mortgages, home improvement loans and septic repair grants and loans.

Ms. Taphorn reminded Commissioners of the Grand Opening at The Glen at Valley Creek on February 5, 2020 at noon. Governor Tim Walz will be attending the event. The Glen is fully leased except for 2 units which are reserved for the Veterans Affairs Supportive Housing (VASH) program participants. There have been discussions with Metro HRA about changing the VASH vouchers to general occupancy vouchers.

ECONOMIC DEVELOPMENT

No additional comments beyond the written report.

FINANCE AND PROPERTY MANAGEMENT

No additional comments beyond the written report.

HOUSING ASSISTANCE AND ADMINISTRATIVE SERVICES

No additional comments unless there are questions.

Commissioner Green asked about the changes in the SNAP program. Ann Hoechst, Housing Assistance and Administrative Services Director stated the SNAP program doesn't affect the rent calculations at this time. She believes, if anything, the CDA may see people looking for additional resources.

EXECUTIVE DIRECTOR

Barbara Dacy, Executive Director, stated she and Melissa Taphorn would be attending the Landfall City Council meeting to make formal introductions.

ADJOURN

Commissioner Zeller moved to adjourn; seconded by Commissioner Karwoski.

Motion carried 6-0.

Meeting adjourned at 4:04 p.m.

Chair/Vice Chair Commissioner