



**Personnel Committee and
Board Meeting
March 17, 2020**

2:00 pm – Personnel Committee

3:00 pm – CDA Board Meeting

CDA Office, 7645 Currell Blvd., Woodbury

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

**PERSONNEL COMMITTEE MEETING
March 17, 2020**

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

<u>Item No.</u>			<u>Page No.</u>
1	2:00 p.m.	<u>CALL PERSONNEL COMMITTEE MEETING TO ORDER</u>	
2		<u>ROLL CALL</u> Commissioner Green _____ Commissioner Miron _____ Commissioner Dingle _____	
3		<u>DISCUSSION</u> • Staffing levels for the 2021 budget	3
4		<u>ADJOURN</u>	



Memo To: Personnel Committee

From: Melissa Taphorn, Executive Director
Aaron Christianson, Finance Director

Date: March 11, 2020

RE: Proposed Staffing for 2021 Budget

Background

At the start of the Agency's budget process, department directors are tasked with reviewing current and ongoing workloads and identifying new initiatives. Directors then evaluate the existing staffing levels to determine their appropriateness, necessary efficiency improvements, and proposed changes. Through this process, one additional position is proposed to be included in the 2021 budget.

Purpose

The purpose of the Committee's review is to identify issues or questions, and to allow us to prepare answers for those questions prior to bringing these new positions to the Finance Committee in June and the full Board in July.

Staffing Need Analysis

Finance Support for Programmatic Growth

The Finance Department supports the strategic initiatives of other departments. With the growth of the Agency's various programs, the financial processing volume, financial reporting, and compliance filing increase for the Finance Department. Additional capacity is needed, beginning in 2021. The essential functions and knowledge, skills and abilities of a General Accountant I position fulfill this capacity need. This position exists in the current Compensation Plan. The General Accountant I position is at Grade 12, job description follows in Attachment A. The total estimated budgetary impact is \$69,000 to \$75,000 for salary and benefits.

The growth of Housing Assistance requires additional processing of monthly Housing Assistance Payments and compliance monitoring of specialty vouchers resulting from:

- Addition of 45 new vouchers; 15 Family Unification Program vouchers in 2019 and 30 Mainstream vouchers in 2020.
- Expected addition of 135 more new vouchers; a pending application for 30 Mainstream vouchers awaiting HUD approval and upcoming application to convert the 105 Public Housing units to tenant and project based vouchers in 2020 and 2021.

As new development occurs, the ownership structures and financing structures have become more complex requiring separate project accounts, tax returns, and audits as well as additional reporting and program compliance resulting from:

- Agency annual bond reporting requirements, total 19 reporting requirements
- The Groves LLC annual US Bank Investor reporting requirements, total 22 reporting requirements
- Piccadilly Square LLC annual bond and investor reporting requirements, total 12 reporting requirements
- The Glen at Valley Creek, LLC annual bond, investor, loan and grant reporting requirements, total 31 reporting requirements
- WCCDA Family Housing LLC, the Public Housing conversion requires scattered sites to be transferred to a single asset entity which will require separate tax return and audit; however, HUD reporting will be reduced and eventually eliminated.

The Economic Development department is also projected to have an impact on the financial processing, reporting and compliance from the Finance Department. The 2020-2021 Economic Development Work Plan recommends the creation of a revolving loan fund. While the program has yet to be developed, early concepts will require some capacity from the Finance Department.

Restructure Administration for Agency Growth

Due to its small size, the Agency has typically assigned duties based on individual's skill sets or available capacity at the time. As the Agency is continuing to grow and evolve, management staff is looking at aligning duties with more appropriate positions. Of note is the potential to restructure administrative functions.

- The Agency has reached a size where increased human resource skills and more specialized administrative abilities are needed.
- Within the Compensation Plan completed in 2017, a position description was created for a Human Resources Director; however, oversight of administrative services was not contemplated in that description.
- It is typical in many organizations to have an administration division to coordinate and oversee human resources, administrative services, and communications.
- Agency-wide administrative services including supervision of administrative staff is currently assigned to the Housing Assistance and Administrative Services Director and previously assigned to the Deputy Executive Director.

In addition, the Agency may benefit from creating two new positions, one related to information technology and one related to economic development. Duties are currently being completed through consultant contracts with the Agency. After a review of annual fees and time spent on Agency work, it appears that it would be cost neutral to bring these services in house. Additional analysis is needed to understand how the positions would be classified within the Agency's compensation system.

Recommendation

It is recommended that an additional General Accountant I position be included in the 2021 budget. It is further recommended that staff investigate restructuring administrative services and human resources into a new division or department and proceed with the classification process to adequately compare technology and economic development positions.

General Definition of Work

Performs intermediate administrative work with responsibilities for accounting and financial reporting in accordance with GAAP for funds that may be assigned; auditing, reconciling and balancing assigned accounts, assisting in the preparation of budgets; performs or supports accounting duties relating to accounts payable/cash disbursement, including analyzing, reconciling and printing checks for rental assistance programs and creating and processing billing and reports for all funds; performing or supporting the processing of bi-weekly payroll; performing or supports accounting duties for accounts receivable/cash receipts, including analyzing, receipt and report accounting activity for all funds, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director with limited oversight by the Senior Accountant.

Qualification Requirements

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

Essential Functions

Performs or supports the accounts payable function for all activities. This includes, but is not limited to, the preparation, processing and disbursement of accounts payable for all funds. Specifically, verify data and accuracy of original vendor's invoice, including creating records for rental assistance participants and related billings for rental assistance payments; record accounts payable in the general ledger ensuring the invoice is properly coded as to fund and account; monitor due dates; resolve vendor issues; maintain updated vendor listing; maintain records on vendor/landlord insurance and W-9 information; print checks; verify sales and use tax is paid when required, determine 1099 status of vendors and prepare and submit required tax forms, i.e. 1096, 1099's and sales/use tax return; prepare cash disbursement listing monthly for the Board of Commissioners and support the accounts payable function as assigned.

Performs or supports the accounts receivable/cash receipts function for all activities. This includes, but is not limited to, the preparation, processing, receipt and reporting for housing assistance, grants, levy, tenant rents and other tenant related income accounting activity for all funds. Specifically, record approved monthly rent and other tenant charges; verify accuracy of tenant receipt activity from the management company and make necessary corrections; verify accuracy and coding of security deposit funds; maintain public housing and housing choice voucher Family Self-Sufficiency escrow accounts; maintain FSS and other accounts receivable subsidiary ledgers as necessary; monitor outstanding receivable balances; pickup and deposit laundry receipts from properties; ensure cash receipts are correctly and timely coded in the general ledger and that deposits are made promptly after receipt; prepare reports as requested.

Responsible for daily accounting activities and general ledger maintenance to ensure financial data and transactions are entered timely and accurately for all funds and activities. Make all necessary adjusting journal entries to the appropriate funds and accounts as necessary. Maintain any ancillary documents and files necessary to explain, detail or reconcile assigned general ledger accounts.

Prepare monthly bank reconciliations; trust reconciliations; and investment reconciliations for cash and investment accounts as assigned.

Performs or supports the accounting and reporting function for federal, state, county and other grant awards. This includes, but is not limited to, the accurate tracking of grant expenditures and grant receipts; collecting and summarizing data for internal and external reporting; and working with the Finance Director and other departmental staff.

Assist with the preparation of budgets for the joint ventures and other funds and activities as assigned. Assist with the preparation and distribution of working budget documents to responsible departmental staff. Review budget detail for accuracy and completeness. Import budget documents into the general ledger system and extract budgets data from the general ledger system as requested.

Prepare assigned workpapers for the annual audit; provide support to the Finance Director in answering auditors' questions and explaining audit variances; perform or support the preparation of the supplementary report to the audit.

May supports all activities necessary to process bi-weekly payroll. This includes, but is not limited to, working with a third party vendor; setting up and maintaining employee records within the third party vendor's payroll system, including employee voluntary and involuntary deductions; answer employee's questions on payroll system; create new general ledger accounts as necessary and prepare and post accounting entries to the general ledger; documenting and updating

payroll procedures and preparing reports as requested.

Perform miscellaneous duties as assigned, including data entry, filing, record retention, typing, etc. and special projects as assigned by the Finance Director.

Knowledge, Skills and Abilities

Competencies required:

Some knowledge of real estate and property management; thorough skill managing financial resources; general skill managing work processes; some skill serving program clients; ability to use standard computer equipment; ability to display analytical and critical thinking skills; ability to display standard communication skills; ability to display general project management and organizational skills.

Other knowledge, skills and abilities required:

Thorough knowledge of accounting and budgeting principles, rules and regulations; thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of principles and procedures of financial record keeping and reporting; thorough skill using standard office equipment and applicable hardware and software; thorough skill operating standard accounting software; thorough skill creating and maintaining various financial and accounting related records and reports; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to calculate averages and medians; ability to use online recordkeeping and banking systems; ability to operate personal computers including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with vendors, contractors, current and former residents, homeowner associations, elected officials, associates and the general public; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

Education and Experience

Associate's degree in accounting, or related field and moderate experience working in governmental accounting, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable agency and department training necessary to meet the essential functions will be provided upon hire. Valid driver's license in the State of Minnesota.

Last Revised: 04/18/2017

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

**CDA BOARD AGENDA
March 17, 2020**

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

<u>Item No.</u>			<u>Page No.</u>
1.	3:00 p.m.	<u>CALL REGULAR MEETING TO ORDER</u>	
2.		<u>ROLL CALL</u>	
3.		<u>OPEN FORUM</u>	
4.		<u>CONSENT CALENDAR</u>	
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	A-1	<u>Resolution No. 20-18:</u> Resolution Amending the Washington County Home Improvement Loan Program Policy (Project Manager I Elena Shulman)	28
	A-2	<u>Resolution No. 20-19:</u> Resolution Authorizing Execution of a Construction Contract for the Cobble Hill Flashing Repair Project (Project Manager II Bill Lightner)	30
	A-3	<u>Resolution No. 20-20:</u> Resolution Authorizing Execution of a Home Compliance Monitoring Services Agreement with Affordable Housing Connections, Inc. (Community Development Programs Manager Angie Shuppert)	34

5.		<u>NEW BUSINESS</u>	
	A-4	<u>Resolution No. 20-21:</u> Resolution Waiving Request for Proposal Process for Legal Services; Authorizing Execution of Contract with McGrann Shea Carnival Straughn and Lamb Chartered and Madden Galanter and Hansen LLP	50
	A-5	<u>Resolution No. 20-22:</u> Resolution Amending Pandemic Virus and Flu Policy	59
6.		<u>DISCUSSION</u>	
	D-1	Qualified Allocation Plan for 2021 and 2022 (Project Manager II Bill Lightner)	65
	D-2	Purchase of Tax Forfeited Parcel in St. Paul Park (Community Development Programs Manager Angie Shuppert)	77
7.		<u>REPORTS</u>	
		<u>COMMUNITY DEVELOPMENT</u> March 2020 Report Executive Director Melissa Taphorn	80
		<u>ECONOMIC DEVELOPMENT</u> March 2020 Report Economic Development Director Chris Eng	83
		<u>FINANCE AND PROPERTY MANAGEMENT</u> March 2020 Report Finance Director Aaron Christianson	84
		<u>HOUSING ASSISTANCE AND ADMINISTRATIVE SERVICES</u> March 2020 Report Director of Housing and Administrative Services Ann Hoechst	115
		<u>EXECUTIVE DIRECTOR</u> March 2020 Report Executive Director Melissa Taphorn	119
8.		<u>BOARD MEMBER COMMENTS</u>	
9		<u>EXECUTIVE CLOSED SESSION</u>	
		<i>A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.</i>	
10.		<u>ADJOURN</u>	

CONSENT CALENDAR

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

The Executive Committee Meeting convened on Thursday, February 18, 2020 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present Acting Executive Director Melissa Taphorn and Administrative Specialist Lori Creamer.

Meeting called to order at 2:00 pm.

ROLL CALL

Commissioner Widen and Commissioner Ryan were present. Commissioner Belisle was absent.

DISCUSSION Performance Evaluation Goals of Executive Director for First Quarter of 2020

Commissioner Widen and Commissioner Ryan reviewed the draft Employment Agreement and asked for clarification regarding the provisions and terms of the agreement.

Acting Executive Director Melissa Taphorn shared with the committee the new performance and evaluation system. PerformYard is the software that will be used to track SMART (Specific, Motivating, Attainable, Relevant, Trackable) Goals and the tool used to conduct performance evaluations. The Executive Director's performance assessment will be based on 80% of the individual SMART Goals and 20% on the Agency SMART goals. Directors are also evaluated in the same way; 80% individual and 20% department goals. The Executive Committee is scheduled to meet four times a year to discuss the progress on a quarterly basis and to set expectations for the next quarter.

Ms. Taphorn reviewed each of the proposed goals and the deliverables for quarter one. Deliverables define what a good job looks like and what a bad job looks like to be able to evaluate each goal when completing the performance evaluation.

Goal 1: Increase influence on housing policies. Ms. Taphorn indicated several actions have been completed with legislative efforts and involvement in regional policy making.

Goal 2: Fill three staff vacancies. The Housing Specialist position has been filled and the employee will start on February 28, 2020. Commissioner Ryan asked if there are candidates who have dual Human Resource and Communication Coordinator skills. Ms. Taphorn responded for the Deputy Executive Director position, the person really needs to be in the industry and be familiar with how agencies such as the CDA functions. She stated she sent the job posting specifically to people who are ready for the next step in their careers along with several on-line job sites. As for the Human Resource and Communications Coordinator position, if it was posted specifically Human Resources, then applicants may only have that type of experience and a similar outcome if it was posted specifically Communications Coordinator.

Commissioner Widen asked about how long the position is posted for and how the process works. Ms. Taphorn responded both positions have been posted internally and externally. After two weeks from the initial posting, staff would review the applications and begin setting up interviews. This process would continue until the positions are filled.

Commissioner Widen asked if the Agency has an orientation for new employees coming on board. Ms. Taphorn stated currently the on-boarding process includes initial paperwork and covering the benefits such as medical and dental. Areas of improvement include helping new hires feeling welcome and help them acclimate.

Commissioner Widen asked if there was a new employee check in within 30, 60 or 90 days to find out about how they are feeling. Ms. Taphorn stated there are processes in place, but that is one of the areas that needs improvement.

Goal 3: Coordinate a Homeless Shelter. This was a goal started with Barbara Dacy's tenure. The county does want to continue developing a homeless shelter for single people. The goal for this first quarter is to assist with the service provider request for information and then based on submittals, define the CDA's role moving forward.

Goal 4: Advance CDA Strategic Initiatives. This will involve coaching and checking in with department heads and empowering employees to meet their goals using the Situational Leadership model of matching leadership style to individuals' development levels, by task.

Commissioner Widen asked if the Agency has taken a pulse of the staff with all the changes, particularly with the key positions. One key piece to the puzzle is the Agency's financial stability under Aaron Christianson's leadership. He has a good handle on the finances and wants to make sure he is happy and is not planning on leaving. Ms. Taphorn indicated that she wants to make sure employees still feel valued and heard. It is a big change for everyone. She has met individually with the department heads to learn and understand what they need from her.

Commissioner Ryan stated with the captain leaving the ship, hopefully it is not how the staff are feeling. Ms. Taphorn stated it has been helpful for staff to see the continuity in leadership, but the community development staff has expressed anxiety of the unknown that comes with a change in their direct supervisor.

Commissioner Widen commented on how well Ms. Taphorn articulated the goals. Commissioner Widen and Commissioner Ryan both agreed the four proposed goals should be established for the first quarter of 2020.

ADJOURNMENT

Meeting was adjourned at 2:25 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: Acting Executive Director Melissa Taphorn; Economic Development Director Chris Eng; Finance Director Aaron Christianson; Housing Assistance and Administrative Services Director Ann Hoechst; Human Resources and Communications Coordinator Ryan Gruber; Finance Assistant Director Ashley Engh; Project Manager II Bill Lightner; Project Manager II Kathryn Paulson; Project Manager II Kristen Scobie; Project Manager I Elena Shulman; Senior Accountant Becky Nelson; Community Development Programs Manager Angie Shuppert; and Administrative Specialist Lori Creamer.

Guests present Assistant City Administrator Daniel Udem, City of Forest Lake, City Administrator Eric Johnson, City of Oak Park Heights.

The regular meeting was called to order at 3:00 p.m.

ROLL CALL

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

OPEN FORUM

None

At the request of staff, Vice Chair Ryan stated item A-4 Resolution No. 20-11 will move from the Consent Calendar to Administration for further discussion.

CONSENT CALENDAR

Minutes of Regular Meeting
January 21, 2020

Minutes of Finance Committee Meeting
January 21, 2020

Minutes of Executive Committee Meeting
February 6, 2020

Abstract of Bills January 2020
Total \$1,418,590.63

A-1 Resolution No.20-08. Resolution Authorizing Execution of the City of Woodbury HOME Investment Partnerships and Community Development Block Grant Loan Documents for the Cobble Hill Foundation and Flashing Repair Project

A-2 Resolution No. 20-09. Resolution Approving Organizational Documents for the Formation of the Washington County Community Development Agency Family Housing, LLC

A-3 Resolution No. 20-10. Resolution Authorizing Reservation of Gap Financing for Redevelopment and Rental and Ownership Housing in Washington County (GROW) Fund for the Hemingway

A-5 Resolution No. 20-12. Resolution Authorizing Cash Transfer of Funds for 2019

Commissioner Zeller moved to approve the Consent Calendar, as amended with item A-4 removed, seconded by Commissioner Green. Motion carried 6-0.

PUBLIC HEARING

A-6 Resolution 20-13. Resolution Amending the Housing Choice Voucher Admissions and Continued Occupancy Plan

Ann Hoechst, director of housing and administrative services, stated this is a public hearing on the Public Housing Admissions and Continued Occupancy Plan and the Housing Choice Voucher Administrative Plan. The changes in each document have been reviewed in the two previous board meetings. Staff recommended opening the public hearing, receive comments and approve a motion to close the public hearing and adopt the resolution.

Commissioner Zeller moved to open the Public Hearing, seconded by Commissioner Dingle. Motion carried 6-0.

Director Hoechst provided comments and responses received from residents regarding the changes in the Admissions and Continued Occupancy Plan and the Administrative Plan. Comments received from the Resident Advisory Board were supportive of the changes. Individual comments were read into the record.

Vice-Chair Ryan asked if there was anyone in the audience who would like to provide public comment. Seeing no one, Vice-Chair Ryan asked if the commissioners had any comments or questions for Director Hoechst. There were none.

Commissioner Zeller moved to close the Public Hearing, seconded by Commissioner Widen. Motion carried 6-0.

Commissioner Zeller moved to approve Resolution No 20-13, seconded by Commissioner Green. Motion carried 6-0.

NEW BUSINESS

A-7 Resolution No. 20-14. Resolution Approving Pre-Development Finance Fund Grant Agreement with the City of Forest Lake Economic Development Authority.

Economic Development Director Chris Eng introduced Assistant City Administrator Daniel Udem for the city of Forest Lake. The City of Forest Lake requested grant funding for the purpose of conducting a study on the revitalization of the downtown area. This would include an analysis of sewer system capacity and hiring a planner to work with the city's Economic Development Authority to develop a master plan. The City is requesting a \$40,000 grant from the pre-development finance fund which requires Agency Board approval. The City of Forest Lake will match the grant dollar for dollar.

Commissioner Zeller requested information on the annual budget for these types of grants and the amount of available funding. Director Eng stated this is the third year of the program and the Agency has a total budget of \$450,000. To date, \$267,000 of grants has been provided.

Commissioner Zeller requested when this report is completed that it be shared with the Board and other communities Director Eng affirmed it could be shared at the economic development work group meetings.

Commissioner Zeller asked if there was an active chamber of commerce in the city of Forest Lake. Assistant City Administrator Udem responded there is an active chamber of commerce. The Forest Lake Area Chamber of Commerce is invited to the City's Economic Development Authority meetings and takes part in all the activities as well as the downtown planning.

Commissioner Karwoski stated Commissioner Miron, who could not be here today, was very supportive of this grant application.

Vice-Chair Ryan asked if there were any other questions or comments for either Director Eng or Assistant City Administrator Udem. There were none.

Commissioner Zeller moved to approve Resolution No. 20-14, seconded by Commissioner Karwoski. Motion carried 6-0.

A-8 Resolution No. 20-15. Resolution Approving Pre-Development Finance Fund Grant Agreement with the City of Oak Park Heights.

Economic Development Director Chris Eng introduced City Administrator Eric Johnson for the City of Oak Park Heights. The City of Oak Park Heights requested grant funding to develop a redevelopment plan for the Xcel Energy Allen S. King Power Plant to prepare for when Xcel Energy decommissions the plant in 2028. The impact of the decommissioning will be a loss of about one third of the City's tax base and about 90 good paying jobs.

The City of Oak Park Heights is working with Stantec on the redevelopment planning process, which will begin with an advisory panel. The City of Oak Park Heights is looking for someone from the Washington County CDA Board who would be interested in serving on the panel.

Commissioner Zeller asked what role Xcel Energy would be taking in the redevelopment process. City Administrator Johnson responded Xcel Energy will be a major resource and participant in the conversation both as a presenter and a fount of information about what's happening at the site from an environmental standpoint and from a landowner standpoint.

Commissioner Zeller asked if they have taken other plants offline anywhere else in the country and are there any examples of what has come up. City Administrator Johnson stated Xcel Energy has certainly been involved in decommissioning one in Michigan. Stantec will be compiling details on how that process worked.

As a matter of full disclosure, Commissioner Zeller stated he has worked with the City of Oak Park Heights on other projects but does not have any economic interests in this project. He stated he appreciated both applicants coming forward with matching funds.

Commissioner Green moved to approve Resolution No. 20-14, seconded by Commissioner Karwoski. Motion carried 6-0.

A-9 Resolution No. 20-16. Resolution Approving the Second Amendment to the Option Agreement for Outlot A, Block 1, Newport Station Addition, As Part of the Red Rock Crossing Redevelopment Project.

Economic Development Director Chris Eng requested the Board extend the option to purchase Outlot A, Block 1, Newport Station Addition. An option agreement to purchase was entered into with the Washington County Regional Rail Authority in 2016. The option was extended from 2018 through March 2020. The March 2020 deadline is approaching. Staff is requesting approval of an 18-month extension to September 2021.

Mr. Eng stated the City of Newport's Planning Commission met last week and has recommended the area continue to be zoned a transit-oriented development permitting multifamily residential development and to implement the existing master plan adopted for the MX-3 zoning district around the transit station.

Commissioner Zeller asked if the Agency had the option to purchase the property from the Regional Rail Authority. Director Eng stated that is correct. Commissioner Zeller asked what the advantage to the Rail Authority is to extend the option agreement. Director Eng stated by extending the option agreement the Rail Authority retains control of the property and it costs nothing to extend the option, but they are gaining the property marketing completed by the Agency.

Commissioner Ryan stated it would be a challenge for the other partners, so it makes sense since the Agency is better equipped to sell the property.

Commissioner Dingle moved to approve Resolution No. 20-16, seconded by Commissioner Karwoski. Motion carried 6-0.

ADMINISTRATION

A-10 Resolution No. 20-17. Resolution Authorizing Execution of Employment Agreement for the Position of Executive Director.

Human Resource and Communications Coordinator Ryan Gruber stated this item is a follow up to the discussion last month regarding the Agency's leadership. Melissa Taphorn was appointed acting executive director following the resignation of Barbara Dacy.

The Board authorized the Executive Committee to enter negotiations with Ms. Taphorn for the purpose of negotiating an employment agreement for the position of executive director. The Committee authorized Commissioner Widen to negotiate the agreement with Ms. Taphorn. The tentative agreement is attached to the resolution as an exhibit.

The annual salary negotiated was \$142,355, which reflects a 4% increase over Ms. Taphorn's current salary. There is a one-year initial term with the agreement set to automatically renew.

Commissioner Zeller asked if Commissioner Widen had anything to add from the Executive Committee meeting or negotiations. Commissioner Widen stated the discussions included the direction of the Agency, Ms. Taphorn's vision, and the employment agreement proposal.

Commissioner Zeller expressed total support of the decision and appreciated the succession planning that had been done.

Commissioner Green had a question regarding the termination without cause statement. As a senior position, three months or 90 days seemed short for termination. A longer period of notice is something the Board may wish to revisit at some point in the future.

The Personnel Committee may review this policy prior to the renewal of this agreement.

Commissioner Widen moved to approve Resolution No. 20-17, seconded by Commissioner Zeller. Motion carried 6-0.

Commissioner Green congratulated Ms. Taphorn as the new executive director.

MOVED FROM CONSENT CALENDAR

A-3 Resolution No. 20-10. Resolution Authorizing the Execution of a Memorandum of Agreement with AFSCME Council 5 Regarding Out of Class Compensation

Human Resources and Communications Coordinator Ryan Gruber provided background on the Memorandum of Agreement between the Agency and the American Federation of State, County and Municipal Employee (AFSCME) local 517 union to address an issue with an employee who is presenting working out of class. Current contract language is silent on this issue.

Staff is recommending approval through two motions. First motion would be to amend the agreement to change the February 19, 2020 start date to January 10, 2020. The second motion would be to approve the resolution with the amended agreement.

Commissioner Zeller moved to amend the exhibit to Resolution 20-10 as presented, seconded by Commissioner Dingle. Motion carried 6-0.

Commissioner Widen moved to approve Resolution No. 20-10 as amended, seconded by Commissioner Green. Motion carried 6-0.

DISCUSSION

D-1 Home Improvement Loan Program Maximum Loan and Asset Limit Increase

Elena Shulman, project manager I, presented a proposal to increase the maximum loan amount and the maximum asset limit for the Home Improvement Loan Program. She provided the background of what types of

improvements are generally completed with this program, focusing on health, safety and energy efficient improvements. Currently there are twelve applicants on the waiting list for funds.

The current loan maximum is \$18,000, which has been the same since 2011. Staff proposes to increase the maximum loan amount to \$24,500 to ensure all health, safety and code compliancy work is completed with the loan and to increase the asset limit to \$24,500 as well to expand the homeowner eligibility. Requested action is for a green light to bring the proposal forward to the March board meeting.

Commissioner Zeller inquired about funding sources. Ms. Shulman responded the loans are made from the Community Development Block Grant (CDBG) Funds. The proposed changes would be effective with the funding renewal in July of 2020.

Commissioner Zeller asked what the total outstanding loan balances were and how many loans are due to us. Angie Shuppert, community development programs manager, responded that she believed there is approximately \$1.5 million for 33 loans outstanding but could follow up later. The loans are paid back when the property is sold or refinanced. In some cases, the Agency will subordinate when refinancing if the borrower is going to receive a better interest rate and/or a more affordable monthly payment.

Commissioner Karwoski stated he supports the idea of increasing the maximum loan amount; however, asked why the amount being considered isn't greater. Ms. Shulman stated after looking at other cities, it may look a bit deceiving because they do not use all CDBG funds which has different restrictions. In order to assist as many households as possible and still complete as many necessary repairs as possible, staff recommends an increase to \$24,500.

Commissioner Zeller suggested collaborating with other cities such as Oakdale to help residents maximize dollars for home improvements needed.

Consensus from the Board was to move forward with the increases. An amendment to the Home Improvement Loan program policy will be on the March Board meeting consent calendar.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Executive Director Melissa Taphorn thanked Economic Development Director Chris Eng for assisting with reviewing the Community Development Department report. St. Andrew's Family Shelter was awarded the National Association for County Community and Economic Development (NACCED) award and, on February 20th, Angie Shuppert along with representatives from the County and St. Andrews will be featured on a NACCED webinar relating to the collaborative efforts.

Executive Director Taphorn thanked everyone who was able to attend the Grand Opening at The Glen at Valley Creek on February 5, 2020. The Bulletin wrote an article on the event and professional photos are available. Commissioner Karwoski stated whenever possible in the future to invite the entire Washington County Board to events.

ECONOMIC DEVELOPMENT

Economic Development Director Chris Eng stated the credit for the work on the community development reports goes to the staff. As for Economic Development items there was nothing further.

Commissioner Karwoski commented he'd like to see the Workforce Development Board in conjunction with economic development collaborate on all fronts such as, assisting people find jobs, buy a house, etc.

FINANCE AND PROPERTY MANAGEMENT

Finance Director Aaron Christianson stated the tentative schedule for the 2021 budget will be on the next agenda. Generally, the Finance Committee meetings are May or Early June; however, if there are items to be discussed prior to that date, there can be additional Finance Committee meetings set up, or a presentation on a specific topic can be presented to the full Board at any time.

HOUSING ASSISTANCE AND ADMINISTRATIVE SERVICES

Housing and Administrative Services Director Ann Hoechst stated there were no additional comments.

EXECUTIVE DIRECTOR

Executive Director Melissa Taphorn recognized Human Resources and Communications Coordinator Ryan Gruber for his work for the Agency over the past six years. He has accepted a position as a compensation analyst with the city of St. Paul. Commissioner Ryan thanked Mr. Gruber for his 6 years on behalf the board. Mr. Gruber thanked the Board for the opportunity to grow and learn.

The positions of deputy executive director and the human resource and communications coordinator have been posted. The goal is to interview candidates in the next couple of weeks and fill the positions in late March or early April. Tami Bayne starts on February 28 as a rental assistance specialist assisting with the new vouchers and public housing changes.

February 26, 2020 is Minnesota National Association of Housing and Redevelopment (NAHRO) Day at the Capital. Ms. Taphorn will be attending and asked that interested commissioners are welcome to attend.

Administrative Services has been working on a new board agenda packet software. The March board packet will be tested side-by-side with the current system. The goal is to go live for the April 21st meeting. Commissioner training will be held between the March and April Board meetings.

Executive Director Taphorn reminded commissioners of the Personnel Committee meeting at 2:00 pm on March 17th, prior to the Board meeting. The main topic will be staffing levels for the 2021 budget.

COMMISSIONER COMMENTS

Commissioner Karwoski stated the Washington County Board was excited with Ms. Taphorn's appointment to executive director. The Washington County Board expects the transition will be seamless.

ADJOURN

Commissioner Zeller moved to adjourn; seconded by Commissioner Widen.

Motion carried 6-0.

Meeting adjourned at 4:02 p.m.

Chair/Vice Chair Commissioner

**Washington County CDA
Checks Issued
General Checking
February 1 - 29, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88705	ALL INC	2/3/2020	\$ 1,717.00
88706	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	2/3/2020	13,403.08
88707	J.D. WINDOWS & DOORS INC	2/3/2020	2,076.00
88708	RENOVATION SYSTEMS INC.	2/3/2020	389.98
88709	ROBERT B HILL COMPANY	2/3/2020	576.84
88710	XCEL ENERGY	2/3/2020	14,771.09
88711	MAINTENANCE SERVICE SOLUTIONS LLC	2/3/2020	235.00
88712	SUMMIT FIRE PROTECTION COMPANY	2/3/2020	355.00
88713	GREAT GARAGE INC	2/3/2020	1,155.00
88714	SCREENING REPORTS INC	2/3/2020	25.00
88715	WASTE MANAGEMENT	2/3/2020	303.07
88716	DEY DISTRIBUTING	2/3/2020	509.14
88717	PITNEY BOWES PURCHASE POWER	2/3/2020	1,067.14
88718	ERICKSON PLUMBING HEATING COOLING	2/3/2020	360.00
88719	PAFFY'S PEST CONTROL INC	2/3/2020	115.50
88720	TURNOVER APARTMENT PAINTING INC.	2/3/2020	495.00
88721	HD SUPPLY	2/3/2020	714.10
88722	CINTAS CORPORATION NO. 2	2/3/2020	32.56
88723	SUNDBERG AMERICA LLC	2/3/2020	25.88
88724	MWSTAR WASTE HOLDINGS CORP	2/3/2020	1,695.64
88725	P. Q. L., INC.	2/3/2020	291.91
88726	10 POINTE LLC	2/3/2020	1,327.00
88727	LOGAN BRANJORD	2/3/2020	613.00
88728	GENTRY PLACE	2/3/2020	605.00
88729	GIRARD MANAGEMENT INC	2/3/2020	529.00
88730	GREEN TWIG VILLAS LLP	2/3/2020	673.00
88731	INNOVATIVE OFFICE SOLUTIONS LLC	2/3/2020	660.52
88732	RUMPCA SERVICES INC	2/3/2020	750.00
88733	956 ASSOCIATES LLP	2/3/2020	594.00
88734	ACE HARDWARE STILLWATER	2/3/2020	18.12
88735	CANVAS HEALTH INC	2/3/2020	7,071.00
88736	CITY OF HUGO	2/3/2020	2,299.14
88737	COMMON BOND CITY WALK LP	2/3/2020	866.00
88738	COTTAGES OF STILLWATER	2/3/2020	495.00
88739	COTTAGES PHASE III	2/3/2020	593.00
88740	CURVE CREST VILLAS LP	2/3/2020	1,325.00
88741	FAIR HOUSING COACH	2/3/2020	307.70
88742	FOREST OAK APARTMENTS LP	2/3/2020	712.00
88743	FOREST RIDGE TOWNHOMES	2/3/2020	6,270.00
88744	MENARDS OAKDALE	2/3/2020	178.41
88745	MENARDS COTTAGE GROVE	2/3/2020	545.52
88746	MENARDS FOREST LAKE	2/3/2020	85.91
88747	MENARDS STILLWATER	2/3/2020	2,191.64
88748	TED BIGOS INVESTMENT COMPANY	2/3/2020	984.00
88749	OAKDALE VILLAGE	2/3/2020	2,490.00
88750	OOLMAN PROPERTY OF 255 DEJON CT	2/3/2020	1,146.00
88751	ORLEANS HOMES	2/3/2020	3,319.00

**Washington County CDA
Checks Issued
General Checking
February 1 - 29, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88752	PUBLIC HOUSING AUTHORITY DIRECTORS ASSOCIATIC	2/3/2020	335.00
88753	SHERWIN WILLIAMS	2/3/2020	27.38
88754	STEVE JOHNSON COMPANY	2/3/2020	492.00
88755	VILLAGE APARTMENTS	2/3/2020	1,004.00
88756	WOODLAND PARK APARTMENTS	2/3/2020	1,203.00
88757	XCEL ENERGY	2/3/2020	1,050.00
88758	CITY OF COTTAGE GROVE	2/3/2020	2,400.00
88759	HURON GROUP LLC	2/3/2020	822.00
88760	COMCAST	2/3/2020	50.36
88761	Brick Pond Apartments	2/3/2020	864.00
88762	Briar Pond Apartments	2/3/2020	2,027.00
88763	Cypress Senior Living, Red Oak Preserve Senior Housing	2/3/2020	2,262.00
88764	The Groves Apartment LLC	2/3/2020	436.00
88765	HOME DEPOT U.S.A	2/3/2020	136.06
88766	RIDGECREST APARTMENTS LLC	2/3/2020	569.00
88767	STILLWATER GREELEY LLC	2/3/2020	1,203.00
88768	WOOD CREST BUILDERS	2/3/2020	18,000.00
88769	ALL INC	2/7/2020	645.00
88770	AUTOMATIC GD & FIREPLACES INC	2/7/2020	283.00
88771	J.D. WINDOWS & DOORS INC	2/7/2020	610.50
88772	PARK SUPPLY, INC.	2/7/2020	87.02
88773	RENOVATION SYSTEMS INC.	2/7/2020	627.97
88774	ROBERT B HILL COMPANY	2/7/2020	210.00
88775	SCHINDLER ELEVATOR CORPORATION	2/7/2020	2,132.13
88776	SHELTER CORPORATION	2/7/2020	40,324.00
88777	XCEL ENERGY	2/7/2020	4,897.75
88778	MAINTENANCE SERVICE SOLUTIONS LLC	2/7/2020	1,146.77
88779	US BANK	2/7/2020	600.00
88780	CLASSIFIED VENTURES LLC	2/7/2020	1,493.00
88781	ERICKSON PLUMBING HEATING COOLING	2/7/2020	2,476.00
88782	NATUS CORPORATION	2/7/2020	2,834.35
88783	HD SUPPLY	2/7/2020	823.74
88784	TECHNOLOGY SERVICE SOLUTIONS LLC	2/7/2020	2,554.24
88785	CINTAS CORPORATION NO. 2	2/7/2020	14.64
88786	SUNDBERG AMERICA LLC	2/7/2020	9.06
88787	STANLEY CONVERGENT SECURITY SOLUTIONS INC.	2/7/2020	75.48
88788	SCUTTLEBUTT SOCIAL MARKETING LLC	2/7/2020	698.30
88789	ESCAPE FIRE PROTECTION LLC	2/7/2020	965.00
88790	ALLSTREAM BUSINESS US, INC	2/7/2020	179.30
88791	INNOVATIVE OFFICE SOLUTIONS LLC	2/7/2020	84.39
88792	RUMPCA SERVICES INC	2/7/2020	269.00
88793	AMAZON ENVIRONMENTAL INC	2/7/2020	348.40
88794	CANVAS HEALTH INC	2/7/2020	1,398.00
88795	CITY WIDE MAINTENANCE OF MN	2/7/2020	1,199.95
88796	LINDSEY SOFTWARE SYSTEMS INC	2/7/2020	389.00
88797	MEI MINNESOTA ELEVATOR INC	2/7/2020	302.94
88798	MENARDS OAKDALE	2/7/2020	68.43

**Washington County CDA
Checks Issued
General Checking
February 1 - 29, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88799	MENARDS COTTAGE GROVE	2/7/2020	141.09
88800	MENARDS FOREST LAKE	2/7/2020	157.29
88801	MENARDS STILLWATER	2/7/2020	213.29
88802	METROPOLITAN CONSORTIUM OF COMMUNITY DEVELOPMENT	2/7/2020	75,000.00
88803	TR COMPUTER SALES	2/7/2020	1,107.50
88804	COMCAST	2/7/2020	1,650.79
88805	COMCAST	2/7/2020	88.11
88806	JUSTIN TAYLOR COMPANIES LLC	2/7/2020	12,892.25
88807	ALL INC	2/14/2020	1,156.00
88808	AUTOMATIC GD & FIREPLACES INC	2/14/2020	96.97
88809	J.D. WINDOWS & DOORS INC	2/14/2020	350.25
88810	NARDINI FIRE EQUIPMENT CO.,INC	2/14/2020	212.75
88811	RENOVATION SYSTEMS INC.	2/14/2020	110.00
88812	ROBERT B HILL COMPANY	2/14/2020	590.68
88813	TIME COMMUNICATION	2/14/2020	813.70
88814	XCEL ENERGY	2/14/2020	81.04
88815	GREAT GARAGE INC	2/14/2020	739.00
88816	GIERTSEN COMPANY OF MINNESOTA INC.	2/14/2020	225.00
88817	CLASSIFIED VENTURES LLC	2/14/2020	415.00
88818	Paul C Hokr Painting Company, Inc	2/14/2020	150.00
88819	COLLINS ELECTRICAL CONSTRUCTION CO.	2/14/2020	475.00
88820	DEY DISTRIBUTING	2/14/2020	423.81
88821	CENTRAIRE HEATING AND	2/14/2020	1,150.00
88822	HD SUPPLY	2/14/2020	64.21
88823	SCUTTLEBUTT SOCIAL MARKETING LLC	2/14/2020	57.00
88824	P. Q. L., INC.	2/14/2020	118.40
88825	KELLY COLETTA WEILEY	2/14/2020	1,200.00
88826	INNOVATIVE OFFICE SOLUTIONS LLC	2/14/2020	113.63
88827	RUMPCA SERVICES INC	2/14/2020	7,932.00
88828	BOARD OF WATER COMMISSIONERS	2/14/2020	330.00
88829	CITY OF STILLWATER	2/14/2020	5,729.00
88830	CHRISTOPHER ENG	2/14/2020	101.20
88831	ANN LINDQUIST	2/14/2020	81.63
88832	MCGRANN SHEA CARNIVAL STRAUGHN & LAMB CHART	2/14/2020	3,304.90
88833	MEI MINNESOTA ELEVATOR INC	2/14/2020	824.06
88834	MENARDS COTTAGE GROVE	2/14/2020	374.36
88835	MENARDS STILLWATER	2/14/2020	126.97
88836	MJ'S CONTRACT APPLIANCE INC	2/14/2020	965.00
88837	MN MANAGEMENT & BUDGET	2/14/2020	15,687.50
88838	SHARRON PERRY	2/14/2020	98.33
88839	RAINTREE HOA	2/14/2020	500.00
88840	The Groves Apartment LLC	2/14/2020	300.00
88841	PUBLIC HOUSING AGENCY OF THE CITY OF ST. PAUL, MN	2/14/2020	416.80
88842	STEVEN JOHN RYAN	2/14/2020	100.59
88843	JAMES W. WIDEN	2/14/2020	60.18
88844	MEDSYNERGIES LLC	2/14/2020	48.00
88845	ALDRICH BOARDING CARE HOME LLC	2/14/2020	1,376.00

**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>
88846	CLARE DUANE LILLIS	2/14/2020	62.03
88847	ABDO, EICK & MEYERS, LLP	2/14/2020	5,000.00
88848	WASHINGTON COUNTY RECORDER	2/14/2020	46.00
88849	METRO HEATING & COOLING LLC	2/14/2020	7,070.00
88850	CITY OF DES MOINES MUNICIPAL HOUSING AGENCY	2/14/2020	304.06
88851	PROGRAM PARTICIPANT	2/14/2020	181.02
88852	PROGRAM PARTICIPANT	2/14/2020	466.22
88853	PROGRAM PARTICIPANT	2/14/2020	128.74
88854	DANA SLIMMER	2/14/2020	17.46
88855	CULLIGAN - INVER GROVE HTS	2/21/2020	40.95
88856	HANBERY & TURNER PA	2/21/2020	5,512.00
88857	RENOVATION SYSTEMS INC.	2/21/2020	3,236.41
88858	SHELTER CORPORATION	2/21/2020	147,036.52
88859	BRIAN STEVENS	2/21/2020	10,600.00
88860	SCREENING REPORTS INC	2/21/2020	600.00
88861	JONATHAN RICHARD PULLIS	2/21/2020	1,462.50
88862	PAFFY'S PEST CONTROL INC	2/21/2020	222.75
88863	ABBOTT PAINT & CARPET INC.	2/21/2020	71.43
88864	HD SUPPLY	2/21/2020	1,317.73
88865	MY COACH LLC	2/21/2020	93.00
88866	CENTURYLINK COMMUNICATIONS LLC	2/21/2020	90.72
88867	SCUTTLEBUTT SOCIAL MARKETING LLC	2/21/2020	28.50
88868	CHRIS AMDAHL LOCKSMITH INC	2/21/2020	144.00
88869	INNOVATIVE OFFICE SOLUTIONS LLC	2/21/2020	76.82
88870	LAKESIDE TOWNHOMES LIMITED PARTNERSHIP	2/21/2020	610.22
88871	PONDVIEW TOWNHOMES OF WOODBURY LIMITED PAF	2/21/2020	762.77
88872	CITY WIDE MAINTENANCE OF MN	2/21/2020	137.60
88873	CORELOGIC CREDCO LLC	2/21/2020	197.34
88874	DIALOG ONE LLC	2/21/2020	260.00
88875	MEI MINNESOTA ELEVATOR INC	2/21/2020	332.00
88876	COMCAST	2/21/2020	109.67
88877	JUSTIN TAYLOR COMPANIES LLC	2/21/2020	534.25
88878	STAN KARWOSKI	2/21/2020	55.00
88879	DANIEL JOSEPH DINGLE	2/21/2020	63.86
88880	STEVEN JOHN RYAN	2/21/2020	175.35
88881	JAMES W. WIDEN	2/21/2020	115.18
88882	ROGER EUGENE GREEN	2/21/2020	57.30
88883	NEIL TESSIER	2/21/2020	13,000.00
88884	ABDO, EICK & MEYERS, LLP	2/21/2020	3,000.00
88885	REAL ESTATE DATABASE, INC	2/21/2020	1,500.00
88886	DIANE D POLDEN	2/21/2020	55.00
88887	ALL INC	2/25/2020	3,139.00
88888	MINNESOTA MULTI-HSG ASSOC	2/25/2020	279.00
88889	RENOVATION SYSTEMS INC.	2/25/2020	95.00
88890	ROBERT B HILL COMPANY	2/25/2020	213.18
88891	SHELTER CORPORATION	2/25/2020	39,686.75
88892	XCEL ENERGY	2/25/2020	10,516.54

**Washington County CDA
Checks Issued
General Checking
February 1 - 29, 2020**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88893	MAINTENANCE SERVICE SOLUTIONS LLC	2/25/2020	3,748.80
88894	INTEGRATED FIRE & SECURITY	2/25/2020	587.50
88895	VERIZON WIRELESS	2/25/2020	615.89
88896	GREAT GARAGE INC	2/25/2020	119.00
88897	QWEST CORPORATION	2/25/2020	3,468.72
88898	BRIAN STEVENS	2/25/2020	1,250.00
88899	SCREENING REPORTS INC	2/25/2020	225.00
88900	SPOK INC.	2/25/2020	27.14
88901	COLLINS ELECTRICAL CONSTRUCTION CO.	2/25/2020	219.31
88902	CITY OF OAKDALE	2/25/2020	7,328.47
88903	WASTE MANAGEMENT	2/25/2020	302.51
88904	WASTE MANAGEMENT OF WI-MN	2/25/2020	1,468.53
88905	CENTRAIRE HEATING AND	2/25/2020	-
88906	SYLLOGISTIC MANAGEMENT SOLUTIONS LLC	2/25/2020	3,809.00
88907	CANVAS HEALTH INC	2/25/2020	3,952.29
88908	PAFFY'S PEST CONTROL INC	2/25/2020	36.75
88909	WATSON APPLIANCE, INC.	2/25/2020	302.23
88910	TURNOVER APARTMENT PAINTING INC.	2/25/2020	3,070.00
88911	COMCAST	2/25/2020	406.46
88912	HD SUPPLY	2/25/2020	2,408.63
88913	MY COACH LLC	2/25/2020	350.00
88914	ECM PUBLISHERS INC.	2/25/2020	71.10
88915	SUNDBERG AMERICA LLC	2/25/2020	27.84
88916	US BANK EQUIPMENT FINANCE	2/25/2020	3,379.99
88917	8BITSTUDIO DESIGN LLC	2/25/2020	7,000.00
88918	KRISTINE F STAHL	2/25/2020	580.00
88919	INNOVATIVE OFFICE SOLUTIONS LLC	2/25/2020	425.84
88920	RUMPCA SERVICES INC	2/25/2020	14,125.00
88921	URBAN LAND INSTITUTE	2/25/2020	600.00
88922	AFSCME COUNCIL 5	2/25/2020	674.83
88923	ALLEGRA PRINT AND IMAGING	2/25/2020	125.50
88924	CITY OF COTTAGE GROVE	2/25/2020	5,901.17
88925	CITY OF FOREST LAKE	2/25/2020	8,089.69
88926	CITY OF WOODBURY	2/25/2020	65.49
88927	HEALTH PARTNERS	2/25/2020	1,921.08
88928	MENARDS OAKDALE	2/25/2020	290.08
88929	MENARDS COTTAGE GROVE	2/25/2020	919.00
88930	MENARDS FOREST LAKE	2/25/2020	433.94
88931	MENARDS STILLWATER	2/25/2020	148.50
88932	MIDCONTINENT COMMUNICATIONS	2/25/2020	35.69
88933	NATIONAL HOUSING RESOURCE CENTER	2/25/2020	250.00
88934	HEATHER POSTHUMUS	2/25/2020	9.00
88935	SHERWIN WILLIAMS	2/25/2020	590.62
88936	SRC INC	2/25/2020	403.30
88937	TR COMPUTER SALES	2/25/2020	1,629.92
88938	WASHINGTON COUNTY ACCOUNTING & FINANCE	2/25/2020	5.75
88939	COMCAST	2/25/2020	58.67

**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>
88940	COMCAST	2/25/2020	405.33
88941	COMCAST	2/25/2020	109.67
88942	JUSTIN TAYLOR COMPANIES LLC	2/25/2020	3,409.50
88943	NEWTRAX, INC	2/25/2020	1,720.00
88944	FRATTALONE'S/WOODBURY ACE	2/25/2020	34.48
88945	The Groves Apartment LLC	2/25/2020	123.07
88946	FLYTE HCM LLC	2/25/2020	40.00
88947	HOME DEPOT U.S.A	2/25/2020	136.92
88948	KELLY RIETOW	2/25/2020	200.00
88949	PROGRAM PARTICIPANT	2/25/2020	153.00
88950	PROGRAM PARTICIPANT	2/25/2020	28.00
88951	PROGRAM PARTICIPANT	2/25/2020	93.00
88952	PROGRAM PARTICIPANT	2/25/2020	153.00
88953	PROGRAM PARTICIPANT	2/25/2020	153.00
88954	PROGRAM PARTICIPANT	2/25/2020	113.00
88955	PROGRAM PARTICIPANT	2/25/2020	25.00
88956	SHELTER CORPORATION	2/27/2020	17,278.00
88957	XCEL ENERGY	2/27/2020	986.00
88958	CITY OF COTTAGE GROVE	2/27/2020	85.00
88959	CITY OF WOODBURY	2/27/2020	231.00

TOTAL CHECKS: \$ 681,379.40

Washington County CDA
Checks Voided and Electronic Payments
General Checking
February 1 - 29, 2020

VOIDED				
Check		Date		
Number	Vendor Check Name	Voided		Amount
88905	CENTRAIRE HEATING AND PLUMBING	2/25/2020	\$	745.00

Type	Vendor	Electronic Payment Date	ACH Amount
ACH	Dougherty Mortgage	2/3/2020	\$77,133.54
ACH	First State Bank Wyoming	2/3/2020	12,552.29
ACH	Great-West Trust (Empower)	2/3/2020	7,130.63
ACH	Great-West Trust (Empower)	2/3/2020	12,468.73
ACH	Automatic Data Processing	2/4/2020	168.51
ACH	Automatic Data Processing	2/10/2020	1,938.85
ACH	Automatic Data Processing	2/11/2020	175.13
ACH	Automatic Data Processing	2/13/2020	11,015.04
ACH	Automatic Data Processing	2/13/2020	48,081.28
ACH	Cash Management Services	2/14/2020	575.72
ACH	Great-West Trust (Empower)	2/14/2020	12,501.25
ACH	Great-West Trust (Empower)	2/14/2020	7,106.88
ACH	Optum Bank	2/14/2020	755.77
ACH	State of Minnesota	2/14/2020	775.00
ACH	Optum Bank	2/18/2020	37.50
ACH	Automatic Data Processing	2/18/2020	441.66
ACH	Automatic Data Processing	2/25/2020	113.18
ACH	Automatic Data Processing	2/27/2020	19,328.98
ACH	Automatic Data Processing	2/27/2020	59,610.94
ACH	Optum Bank	2/28/2020	755.77
ACH	State of Minnesota	2/28/2020	775.00

TOTAL ELECTRONIC PAYMENTS: \$ 273,441.65

Washington County CDA
Checks Issued
Section 8
February 1 - 29, 2020

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61990	COTTAGES PHASE III	2/3/2020	\$ 313.00
61991	GENEVA VILLAGE LTD. PARTNERS	2/3/2020	972.00
61992	GENTRY PLACE APARTMENTS	2/3/2020	1,810.00
61993	EAST GROVE ESTATES	2/3/2020	1,429.00
61994	MINNEHAHA MANOR	2/3/2020	1,264.00
61995	RIDGECREST APARTMENTS LLC	2/3/2020	489.00
61996	ORLEANS HOMES LIMITED PARTNER	2/3/2020	7,917.00
61997	ORLEANS HOMES II	2/3/2020	1,702.00
61998	PIONEER APARTMENTS	2/3/2020	404.00
61999	JOHN JERGENS ESTATES	2/3/2020	552.00
62000	WOODLAND PARK APARTMENTS	2/3/2020	11,483.00
62001	ANN BODLOVICK APTS.	2/3/2020	743.00
62002	STOBBE, ALVIN	2/3/2020	574.00
62003	COTTAGES OF COTTAGE GROVE	2/3/2020	2,338.00
62004	PATTEN, LINDA	2/3/2020	2,066.00
62005	BRIAR POND	2/3/2020	19,055.00
62006	BRICK POND APARTMENTS	2/3/2020	378.00
62007	COBBLEHILL APTS.	2/3/2020	2,482.00
62008	SHIH, AMY	2/3/2020	1,047.00
62009	RSRC Ashwood LLC	2/3/2020	10,901.00
62010	BRIARCLIFF MANOR	2/3/2020	1,833.00
62011	EASTWOOD INVESTMENTS LLC	2/3/2020	1,499.00
62012	BARBARA GAUGHAN FAMILY LTD PAR	2/3/2020	1,324.00
62013	GENEVA VILLAGE L.P.	2/3/2020	1,346.00
62014	MULLER MANOR	2/3/2020	394.00
62015	ECHO RIDGE APARTMENTS - PHM	2/3/2020	582.00
62016	WOODLAND TOWNHOMES	2/3/2020	9,437.00
62017	COREY, SHELDON	2/3/2020	293.00
62018	PHM/WOODBURY INC.	2/3/2020	1,976.00
62019	LAKESIDE TOWNHOMES	2/3/2020	15,453.00
62020	LONG LAKE VILLAS	2/3/2020	5,216.00
62021	CASSELLS, CRANSTON	2/3/2020	1,081.00
62022	LARKIN, STACY	2/3/2020	298.00
62023	NORTH SHORE ASSOCIATES LLC	2/3/2020	649.00
62024	VIGG CO. LLC	2/3/2020	669.00
62025	CURVE CREST VILLAS	2/3/2020	6,167.00
62026	PONDVIEW TOWNHOMES	2/3/2020	12,278.00
62027	NOVAK, GREG	2/3/2020	607.00
62028	LONG, THOMAS	2/3/2020	763.00
62029	BENASSI, CAROL	2/3/2020	662.00
62030	I-Properties LLC	2/3/2020	998.00
62031	DESHLER, DAVID	2/3/2020	920.00
62032	WEBER, MARTY	2/3/2020	837.00
62033	FAROOQ, REHAN	2/3/2020	1,220.00
62034	FOREST RIDGE TOWNHOMES	2/3/2020	4,043.00
62035	CHHEN, STEVEN	2/3/2020	715.00
62036	CONARD, ALAN	2/3/2020	794.00
62037	LEE, BLONG	2/3/2020	578.00
62038	SIENNA RIDGE TOWNHOMES	2/3/2020	7,675.00
62039	COTTAGES OF ASPEN LP	2/3/2020	1,540.00
62040	COTTAGES OF STILLWATER	2/3/2020	1,533.00
62041	JD PONDVIEW LLC	2/3/2020	8,436.00
62042	BLEW HOLDINGS, LLC	2/3/2020	1,055.00
62043	MARK VIEROW	2/3/2020	1,350.00

Washington County CDA
Checks Issued
Section 8
February 1 - 29, 2020

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
62044	RED OAK PRESERVE FAMILY LP	2/3/2020	7,379.00
62045	PETERSON, TONIA C.	2/3/2020	62.00
62046	OSBORN, ROBERT	2/3/2020	902.00
62047	OAKDALE-GRANADA LAKES LTD. PAR	2/3/2020	11,406.00
62048	GOLDEN STONE LLC	2/3/2020	676.00
62049	SETAC PROPERTIES	2/3/2020	481.00
62050	FOSS, JEROME	2/3/2020	1,480.00
62051	JACOBSEN, ELENA	2/3/2020	272.00
62052	EAST GATE APARTMENTS LP	2/3/2020	183.00
62053	VILLAGE APARTMENTS	2/3/2020	2,753.00
62054	CYPRESS SR. LIVING	2/3/2020	5,001.00
62055	NEW CHALLENGES, INC	2/3/2020	1,361.00
62056	ZHANG, HAIYAN	2/3/2020	659.00
62057	TOY, DAVID LLC	2/3/2020	1,101.00
62058	Century Oaks, LLC	2/3/2020	23,618.00
62059	COMMON BOND CITY WALK LIMITED	2/3/2020	1,639.00
62060	RSRC ASHWOOD LLC	2/3/2020	1,373.00
62061	TSEGA, DANIEL	2/3/2020	156.00
62062	GRIFFIN COURT C LLC	2/3/2020	788.00
62063	NUR, MOHAMED	2/3/2020	1,165.00
62064	ST CROIX VILLAGE LLC	2/3/2020	6,103.00
62065	THE GROVES APARTMENTS LLC	2/3/2020	4,697.00
62066	Jodi Baggenstoss	2/3/2020	1,308.00
62067	INVITATION HOMES	2/3/2020	2,812.00
62068	PETERSEN, ALLAN	2/3/2020	282.00
62069	BOYUM C/O APPLGATE PROP MGMT.	2/3/2020	565.00
62070	FOREST OAK APTS	2/3/2020	1,586.00
62071	SEVEN PINES INVESTMENTS II	2/3/2020	887.00
62072	LILY LAKE TERRACE APTS	2/3/2020	2,428.00
62073	FOREST OAK APTS II LTP PAR	2/3/2020	1,096.00
62074	STILLWATER GREELEY	2/3/2020	1,371.00
62075	EVERSON, RANDY	2/3/2020	1,101.00
62076	PICCADILLY SQUARE OF MAHTOMEDI	2/3/2020	2,677.00
62077	TEASDALE PINES TLC LLC	2/3/2020	827.00
62078	ATIA MBAH	2/3/2020	690.00
62079	Sumner, Jacqueline	2/3/2020	1,072.00
62080	CARSON, STEVEN	2/3/2020	572.00
62081	OAKDALE TERRACE LLC	2/3/2020	5,999.00
62082	COURTLY COMMERCIALS LLC	2/3/2020	4,033.00
62083	TRAILSIDE SENIOR LIVING	2/3/2020	1,042.00
62084	IH3 Property MN L.P.	2/3/2020	2,525.00
62085	FLEMING, DEBRA	2/3/2020	810.00
62086	RED ROCK SQUARE	2/3/2020	4,027.00
62087	BEUKE, JAMESON	2/3/2020	566.00
62088	CLEVELAND, NANCY	2/3/2020	1,101.00
62089	SINGHAL, NISHANT	2/3/2020	1,279.00
62090	GREEN TWIG LLP	2/3/2020	641.00
62091	THE LEGENDS OF CG/DOMINIUM	2/3/2020	1,266.00
62092	BUTT, MANAN	2/3/2020	854.00
62093	WOODBURY UNITED METHODIST	2/3/2020	1,719.00
62094	KATHY MADORE	2/3/2020	916.00
62095	MURR, VICKY	2/3/2020	1,382.00
62096	COMMUNITY ACTION PARTNERSHIP	2/3/2020	669.00
62097	GIRARD MANAGEMENT, INC.	2/3/2020	548.00

Washington County CDA
Checks Issued
Section 8
February 1 - 29, 2020

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
62098	BRANJORD PROPERTIES, LLC	2/3/2020	310.00
62099	FRESNO MANAGEMENT SERVICE LLC	2/3/2020	1,121.00
62100	SCHUETTE DONALD	2/3/2020	956.00
62101	MORA HRA	2/3/2020	1,804.32
62102	PEDERSEN, DOUG	2/3/2020	1,622.00
62103	VOLOVIK, ANNA	2/3/2020	1,153.00
62104	HALL, MATT & KRISTIN	2/3/2020	782.00
62105	THE LEGENDS OF WOODBURY	2/3/2020	6,613.00
62106	HEGNA, ROBERT	2/3/2020	808.00
62107	LOCKNER, TINA	2/3/2020	691.00
62108	B & E REAL ESTATE, LLC	2/3/2020	232.00
62109	NEWPORT X, LLC	2/3/2020	2,583.00
62110	BAKEWELL, MARY	2/3/2020	1,046.00
62111	HO, TRUNGKIEN	2/3/2020	1,451.00
62112	(SOUTHERN NEVADA REGIONAL HA	2/3/2020	958.97
62113	REMACKEL, TRISHA	2/3/2020	911.00
62114	KHAN, ZAHEER	2/3/2020	1,639.00
62115	ARENDS, BETH	2/3/2020	205.00
62116	MAKI, JUDITH	2/3/2020	601.00
62117	Invest Property Management	2/3/2020	1,250.00
62118	THE GLEN AT VALLEY CREEK	2/3/2020	1,233.00
62119	KRAUSE, MARGARET AND DANIEL	2/3/2020	982.00
62120	GENEVA VILLAGE LTD. PARTNERS	2/21/2020	733.00
62121	OAKDALE-GRANADA LAKES LTD. PAR	2/21/2020	208.00
62122	MORA HRA	2/21/2020	788.00
62123	FORT WORTH HOUSING SOLUTIONS	2/21/2020	1,559.42
62124	RK1 Investments LLC	2/21/2020	995.00

TOTAL SECTION 8 CHECKS: \$ 317,281.71

VOIDED

NONE

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,272,102.76

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

March 17, 2020
BOARD MEETING DATE

AGENDA ITEM A-1

Community Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 3/6/20
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AMENDING THE WASHINGTON
COUNTY HOME IMPROVEMENT LOAN PROGRAM
POLICY

BACKGROUND/JUSTIFICATION

The Washington County Home Improvement Loan Program is a financing tool for low- and moderate-income homeowners to repair and maintain their home. The Program is funded by the Community Development Block Grant (CDBG) program. The Program provides deferred loans to homeowners earning 80% or less of the area median income and have assets under \$18,000. The deferred-payment loans carry 0% interest with a maximum loan amount of \$18,000. Qualifying repairs include health, safety and energy efficiency improvements.

On February 18, 2020, the CDA Board discussed increasing the maximum loan amount and asset limit to \$24,500 for the Home Improvement Loan Program. The Home Improvement Loan Program has had the same maximum loan amount and asset limit since 2011. Data from the past 9 years illustrates the rising construction costs, and that borrowers want to maximize these loans to keep their homes safe, healthy and energy efficient. Additionally, the asset limit increase keeps pace with the inflationary impact on the value of basic assets and would allow additional Washington County residents to be eligible for the Home Improvement Loan Program. The number of loans is projected to remain the same.

The commissioners raised a question on the total outstanding balance of the Home Improvement Loan Program at the February 18th discussion. To date, there is a total of 76 loans outstanding, which totals \$1,254,407.61. Home Improvement Loans are deferred and no-interest. These loans become due when the borrower no longer lives in the property or the property is sold or transferred.

Staff recommends approval of the resolution to amend the Home Improvement Loan Program policy to increase the maximum loan amount and asset limit to \$24,500, effective July 1, 2020.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Discussion Home Improvement Loan Program Maximum Loan and Asset Limit Increase, 2/18/2020

Resolution 17-23 Resolution Adopting the Home Improvement Loan Program Policies and Procedures, adopted 6/20/17

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 3/5/2020

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-18

RESOLUTION AMENDING THE WASHINGTON COUNTY
HOME IMPROVEMENT LOAN PROGRAM POLICY

WHEREAS, Washington County Community Development Agency (the "Agency") established a Home Improvement Loan Program (the "Program"); and

WHEREAS, the Agency has established and adopted a Policies and Procedures Manual for administration of the Program; and

WHEREAS, the Agency has determined a need to increase the maximum loan amount and asset limit to \$24,500; and

WHEREAS, the Program Policies and Procedures Manual must be amended to reflect these increases.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the proposed revisions to the Home Improvement Loan Program Policies and Procedures Manual, are hereby approved to increase the maximum loan amount and asset limit to \$24,500.
3. That the Executive Director is authorized to make such additions, deletions, or other modifications as the Executive Director may approve in her discretion and which she shall determine to not be inconsistent with this resolution.

Adopted this 17th day of March 2020.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

March 17, 2020
BOARD MEETING DATE

AGENDA ITEM A-2

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 3/6/2020
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING EXECUTION OF A
CONSTRUCTION CONTRACT FOR THE COBBLE HILL
FLASHING REPAIR PROJECT

BACKGROUND/JUSTIFICATION

The Cobble Hill Apartments has a long-standing issue with the foundation block wall showing signs of deterioration. In several areas around the building's exterior foundation, the paint has flaked off and damaged the block. Staff hired Braun Intertec to investigate the cause of the problem. The study found that insufficient flashing at the foundation sill plate and decks leads to water infiltration of the foundation blocks. Due to the paint on the blocks, the water cannot escape without peeling off the paint and damaging the block. This project will install new flashing to current code at the foundation and first floor decks. It will also remove the foundation block paint to allow it to properly breath. An architect from Braun was retained to prepare bid documents, assist with the bidding process, and will help administer construction.

Staff solicited bids for the project by advertisement on February 7 and 14, 2020. A pre-bid meeting was held on site on February 18, 2020 and bids were opened March 2, 2020. The bid from Cy-Con, Inc. was determined to be the lowest responsive and responsible bid. See bid tab in Attachment A. Cy-Con is a large local concrete structural restoration company. Recent projects several multi-year contracts to complete substantial parking ramp repairs. The project owners report a high degree of satisfaction with the firm's quality of work.

Staff recommends approval of a construction contract with Cy-Con Inc. for the Cobble Hill Flashing Repair Project in the amount of \$273,836. This amount includes acceptance of Option 2 for the treatment of the foundation block exterior. In addition to the base bid, a 15% contingency of \$41,075 is recommended to bring the total contract authorization to \$314,911. Funding for this project is available from Washington County's Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) funds in addition to 2020 Capital Improvement Plan (CIP) funds. The CDBG and HOME funds are through the City of Woodbury for which the loan agreements were approved by the Board last month.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Res. No. 20-08 Resolution Authorizing Execution of the City of Woodbury HOME Investment Partnerships and Community Development Block Grant Loan Documents for the Cobble Hill Foundation and Flashing Repair project.

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 3/5/2020

ATTACHMENT LIST:

Attachment A – Cobble Hill Flashing Repair bid
tab

FINANCIAL IMPLICATIONS: \$69,782

BUDGETED: ☒ YES ☐ NO

FUNDING: CDBG, HOME & CDA 2020 CIP

COMMENTS

Bid Tabulation**Project Name: Cobble Hill Flashing Repair****Date: 3/2/2020**

Firm Name	Base Lump Sum	Option #1: Repaint	Option #2: Sand blast	Option #3: EFIS	Total Base + Option 2
1. Cy-Con	229,430	27,999	44,406	138,200	273,836
2. Building Restoration	273,321	23,269	48,344	96,688	321,665
3. Flannery	334,323	40,261	75,312	149,875	409,635
4. Am. Masonry Restoration	421,250	28,350	55,250	no bid	476,500

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-19

RESOLUTION AUTHORIZING EXECUTION OF A
CONSTRUCTION CONTRACT FOR THE COBBLE HILL
FLASHING REPAIR PROJECT

WHEREAS, the Washington County Community Development Agency (the “Agency”) owns and operates the Cobble Hill Apartments (the “Property”) in the City of Woodbury; 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, as part of the CIP process, identified the need to repair the foundation blocks at the Property which have deteriorated; and

WHEREAS, the Agency retained an architect from Braun Intertec to investigate the cause of the deterioration and found that insufficient flashing led to water infiltration of the foundation blocks; and

WHEREAS, the architect from Braun and Agency staff developed a scope of work and specifications suitable for public bidding to address the water infiltration and foundation block deterioration issue; and

WHEREAS, staff solicited bids by advertisements for this project on February 7 and 14, 2020 and held a public bid opening on March 2, 2020; and

WHEREAS, Cy-Con, Inc. was determined to have the lowest responsive and responsible bid in the amount of \$273,836 which include the base bid amount plus the amount for Option 1; and

WHEREAS, the Agency Board approved at its February 18, 2020 meeting loan documents with the City of Woodbury for Community Development Block Grant (CDBG) and HOME Investment Partnerships funds to help fund the project; and

WHEREAS, funding for the remaining project cost is available from the 2020 CIP budget.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the Executive Director is hereby authorized to execute a construction contract with Cy-Con Inc. for \$273,836 with a change order authority of up to 15% equal to \$41,075 for a total authorization not to exceed \$314,911 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.
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 contract 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 March 2020.

Chair

ATTEST:

Secretary

**WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY
REQUEST FOR BOARD ACTION**

March 17, 2020
BOARD MEETING DATE

AGENDA ITEM A-3

Community Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 03/02/2020
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING EXECUTION OF A HOME COMPLIANCE MONITORING SERVICES AGREEMENT WITH AFFORDABLE HOUSING CONNECTIONS, INC.

BACKGROUND/JUSTIFICATION

Compliance monitoring is required for the HOME Investment Partnerships Program (HOME). The regulations require that the funding agency conduct compliance monitoring of the developer and the tenant income files to ensure that all aspects of the HOME program are properly followed during the period of affordability. Compliance monitoring includes review of rent rolls, cash flow budgets, affirmative marketing, tenant selection plans, tenant income files, leases, and utility allowances. Compliance monitoring is currently performed by Agency staff.

The Washington County CDA is a member of the Dakota County HOME Consortium. Members have determined that this compliance monitoring can be streamlined by having a services agreement with an outside contractor to ensure consistency across the Consortium. Affordable Housing Connections, Inc. Affordable Housing Connections, Inc. is one of very few compliance monitoring service providers.

The Agency has a long history of positive experiences on numerous projects with Affordable Housing Connections, Inc and currently has a compliance monitoring services agreement with the firm for the Low-Income Housing Tax Credit Program. The firm is a well-regarded industry leader. Due to the consistency with HOME Consortium members, it is more efficient and effective to have one compliance monitoring firm. This approach meets the Agency's procurement requirements for professional services.

The proposed professional services agreement for HOME compliance monitoring services includes an annual not-to-exceed amount of \$5,000; with rates of \$65 per unit for desk audits and \$45 per unit for tenant file reviews. The term of the agreement is three years with the option of two one-year extensions.

Staff respectfully requests approval of the resolution authorizing the Executive Director to execute a HOME Compliance Monitoring Services Agreement with Affordable Housing Connections, Inc.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 3/5/2020

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$5,000

BUDGETED: ☒ YES ☐ NO

FUNDING: HOME

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-20

RESOLUTION AUTHORIZING EXECUTION OF A HOME
COMPLIANCE MONITORING SERVICES AGREEMENT
WITH AFFORDABLE HOUSING CONNECTIONS, INC.

WHEREAS, the Agency is required to conduct annual compliance monitoring for the federal HOME Investment Partnership Program ("HOME"), pursuant to 24 C.F.R. § 92.504; and

WHEREAS, the Affordable Housing Connections, Inc. ("Contractor") is a qualified servicer for HOME rental compliance monitoring; and

WHEREAS, the Contractor submitted a proposal to the Agency on January 30, 2020 for annual compliance monitoring services; and

WHEREAS, the Contractor's professional services agreement includes a scope of work to conduct annual HOME compliance monitoring; and

WHEREAS, procurement for professional services less than ten thousand dollars (\$10,000.00) allows for one proposal from a single qualified servicer; and

WHEREAS, the professional services agreement acknowledges a not-to-exceed five thousand dollars (\$5,000.00) annual fee; and

WHEREAS, the Parties wish to enter this professional services agreement pursuant to which the Agency will designate the Contractor to furnish the compliance monitoring services as described in the scope of work included in the professional services agreement.

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 Professional Services 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 Investment Partnerships 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 March 2020.

Chair

ATTEST:

Secretary

HOME COMPLIANCE MONITORING SERVICES AGREEMENT

THIS HOME COMPLIANCE MONITORING SERVICES AGREEMENT (this “**Agreement**”) is entered into this ____ day of ____ 2020 by and between the Washington County Community Development Agency, a Minnesota public body corporate and politic (hereinafter the “**Agency**”) and Affordable Housing Connections, Inc., a Minnesota nonprofit corporation (hereinafter “**Contractor**”), having its principal offices at 400 Selby Avenue, Suite B, St. Paul, MN 55102, as an independent contractor (individually, the Agency and Contractor are each a “**Party**”; together, Agency and Contractor are the “**Parties**”).

RECITALS

WHEREAS, the Agency is required to conduct annual compliance monitoring for the federal HOME Investment Partnership Program (“**HOME**”), pursuant to 24 C.F.R. § 92.504; and

WHEREAS, the Contractor is the sole source servicer for HOME monitoring; and

WHEREAS, Contractor submitted a proposal to the Agency on January 30, 2020 for annual compliance monitoring services; and

WHEREAS, Contractor’s Proposal has been accepted by the Agency; and

WHEREAS, the Parties wish to enter into this Agreement pursuant to which the Agency will designate the Contractor to furnish the compliance monitoring services as described below.

AGREEMENT

NOW THEREFORE WITNESSETH that for and in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

1. DEFINITIONS

Capitalized terms used in this Agreement shall have the following meanings:

“Agency” includes the Washington County Community Development Agency; its various departments and employees as may be appropriate.

“Agreement” means this document, the attached exhibits, and any amendments to this Agreement.

“Projects” includes all developments to which the Agency has awarded HOME funds, other than any such projects which are beyond their applicable period of affordability.

“Property Owner” is an owner of any of the Projects.

2. SCOPE OF AGREEMENT

The services to be provided by the Contractor consist of the HOME compliance monitoring services described in the Contractor's Proposal (Exhibit A).

The Contractor shall perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar to the services hereunder. Notwithstanding any review, approval, acceptance or payment for the services by the Agency, the Contractor shall be responsible for the professional and technical accuracy of its work under this Agreement, including, without limitation, any and all reports, correspondence and other documents prepared or maintained by the Contractor.

4. AGREEMENT TERM

The Agreement shall commence after all appropriate Agency approvals have been obtained and the Agreement has been executed by both Parties and will terminate on September 30, 2023 (this Agreement is for Program Years 2020, 2021 and 2022).

The Agency may renew the Agreement beyond the initial period for a maximum of 2 one-year periods at the same terms and conditions by giving the Contractor ninety (90) days written notice of the Agency's intent to renew for each additional one-year period prior to the end of the then-current period. The exercise of this right to renew is a unilateral option of the Agency which the Agency may or may not exercise each year in its sole subjective discretion.

5. AMENDMENTS

All amendments to this Agreement must first be approved in writing by the Agency and subject to any additional approvals required by State law. No amendment to this Agreement shall be binding unless in writing and signed by both Parties.

6. COMPENSATION AND METHOD OF PAYMENT

The Contractor shall be paid on a per project and/or per unit basis for services rendered, as stated in Exhibit A, Proposed HOME Investment Partnership Monitoring Fees Proposal for Program Years 2020, 2021 and 2022. The Agency shall pay the contractor \$65 per unit for desk reviews and \$45 per unit for tenant file reviews, not to exceed \$5,000 annually.

7. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Minnesota.

8. NON-DISCRIMINATION IN EMPLOYMENT

The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth

the substance of this clause.

9. INSURANCE

Within ten (10) calendar days following notification of award and prior to commencement of work, the selected Contractor must furnish the Agency with evidence of insurance for the amounts and types specified below. Such insurance shall be in force on the date of execution of this Agreement and shall remain so continuously for the duration of this Agreement, as amended.

The Certificate of Insurance must name the Agency as an “additional insured” under the Commercial General Liability policy.

Each such policy of insurance shall provide for 30 days’ advance written notice to the Agency prior to the effective date of any cancellation and a 10-day notice of cancellation for non-payment of premium.

Minimum Insurance Requirements:

Commercial General Liability	\$1,000,000 each occurrence \$1,000,000 personal and advertising injury \$1,000,000 general aggregate \$1,000,000 products/completed operations aggregate
Auto Insurance	\$1,000,000 bodily injury each person/accident \$1,000,000 property damage each accident \$1,000,000 uninsured and underinsured motorist bodily injury each person/accident
Workers Compensation Employer’s Liability accident	Statutory \$100,000 bodily injury by accident each
employee	\$500,000 bodily injury by disease policy limit \$100,000 bodily injury by disease each
Errors & Omissions	\$1,000,000 each claim \$1,000,000 annual aggregate

10. CONTINGENT FEE PROHIBITION

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for Contractor to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on the making of this Agreement.

11. TERMINATION FOR DEFAULT

If the Contractor fails to fulfill its obligations under this Agreement properly and on time, or otherwise violates any provision of the Agreement, the Agency may terminate this Agreement by written notice to the Contractor specifying the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the Agency's option, become the Agency's property. The Contractor can invoice the Agency for fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the Agency can affirmatively collect damages.

12. DELAYS AND EXTENSIONS OF TIME

The Contractor agrees to perform the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever (excepting, however, any delays or hindrances caused by the Agency) during the performance of any of the work specified in this Agreement. Time extensions will be granted to the extent permissible under the HOME Regulations.

13. REMEDIES

Contractor agrees to perform the work as may be necessary to correct errors, defects, and omissions in the services required under this Agreement, without undue delays and without cost to the Agency or any subrecipient. The acceptance of the work set forth herein by the Agency shall not relieve the Contractor of the responsibility for subsequent corrections of such errors.

14. DISSEMINATION OF INFORMATION

During the term of this Agreement, the Contractor shall not release any information related to the services or performance of the services under this Agreement, nor publish any reports or documents without the prior written approval of the Agency.

The Contractor shall indemnify and hold harmless the Agency, its officers, agents and employees, from all liability which may be incurred by reason of dissemination, publication, distribution or circulation, in any manner whatsoever, of any information, data, documents, or materials pertaining in any way to this Agreement by the Contractor, its agents or employees.

15. OWNERSHIP OF DOCUMENTS AND MATERIALS

With the exception of the Contractor's review and reporting forms, the Contractor agrees that all documents and materials, including but not limited to records, correspondence, submissions from the Agency, any Property Owners or any subrecipients, reports or other documents collected or prepared by or for the Contractor under the terms of this Agreement, including particularly any documents and records required to be maintained by the Agency pursuant to the HOME Regulations, shall be at any time during the performance of the services made available to the Agency in an electronic, editable format, if available, upon request by the Agency and shall become and remain the exclusive property of the Agency upon termination or completion of the services. The Agency shall have the right to use said documents and materials for its own use without restriction or limitation and without compensation to the Contractor other than that provided in this Agreement; provided, however, that the Agency shall not disseminate any of these documents or materials in a live, editable format to any other vendor of HOME Monitoring Services.

The Agency shall be the owner of said documents and materials as defined in the foregoing paragraph for the purposes of copyright, patent or trademark registration. If the Contractor obtains or uses said documents and materials for purposes of this Agreement, or subcontracts for any design, device, material, or process covered by letters of patent for copyright, it shall provide an assignment to the Agency of ownership for purposes of copyright, patent or trademark and of all rights to possess and to use such design, device, material or process, and a copy of a legally sufficient agreement with the patentee or owner.

The Contractor shall indemnify and save harmless the Agency from any and all claims for infringement by reason of the use of any such patented design, device, materials, or process, or any trademark or copyright, and shall indemnify, protect and save harmless the Agency, its officers, agents, and employees with respect to any claim, action, costs or infringement, or for royalties or user fees arising out of purchase or use of materials, construction, supplies, equipment or services covered by this Agreement.

16. RETENTION AND TRANSFER OF RECORDS

The Contractor shall retain and maintain all records, correspondence, submissions from the Agency, any Property Owners and any subrecipients and any other documents relating to this Agreement, including particularly any documents and records required to be maintained by the Agency pursuant to the HOME Regulations, and shall make them available for inspection and audit by authorized representatives of the Agency, including the Agency or designee, at all reasonable times. Upon expiration or termination of this Agreement, Contractor shall transfer all such records, correspondence, submissions and other documents to the Agency without cost to the Agency.

17. COMPLIANCE WITH LAW

The Contractor hereby represents and warrants that:

It is qualified to do business in the State of Minnesota and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified; and

It shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Agreement; and

It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this Agreement.

Furthermore, the Contractor shall be subject to the federal requirements in 24 C.F.R. Part 92 that are applicable to the Agency, except that 24 C.F.R. §§ 92.505 and 92.506 do not apply, and the Contractor will not assume the Agency's responsibilities for environmental review, decision making, and action under 24 C.F.R. § 92.352.

18. CONTRACTOR RESPONSIBILITIES

The Contractor will assume sole responsibility for all work to be performed under this Agreement. The Contractor will be the sole point of contact for the Agency with regard to contractual matters.

19. BANKRUPTCY

Upon filing for any bankruptcy proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor must notify the Agency immediately. Upon learning of the actions herein identified, the Agency reserves the right at its sole discretion either to cancel this Agreement or to affirm this Agreement and hold the Contractor responsible for damages. The exercise of this right is in addition to any other rights the Agency may have as provided in this Agreement or by law.

20. SUBCONTRACTING OR ASSIGNMENT

The benefits and obligations hereunder shall inure to the benefit of and be binding upon the Parties hereto, and neither this Contract nor the services to be performed hereunder shall be subcontracted, or assigned or otherwise disposed of, either in whole or in part, except with the prior written consent of the Agency, who reserves the right to withhold such consent for any reason the Agency deems appropriate.

21. RESPONSIBILITY FOR CLAIMS AND LIABILITY

The Contractor shall be responsible for all damages to life and property due to its activities or those of its agents or employees, in connection with the services required under this Agreement. The Agency may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Agency from the Contractor is determined and the Agency may exercise any other remedy it may have at law or in equity. Further, it is expressly understood that the Contractor shall indemnify and save harmless the Agency, its officers, agents, and employees from and against all claims, suits, judgments, expenses, actions, damages and costs of every manner and description, including attorney's fees, arising out of or resulting from the negligent performance of the services of the Contractor under this Agreement, except for claims, suits, judgments, expenses, actions, damages and costs arising from acts that are solely attributable to the Agency, its officers, agents or employees.

22. NOTICES

Notices required under this Agreement to be given by one party to the other must be in writing and either delivered in person or sent to the address shown below by certified mail, return receipt requested and postage prepaid (or by a recognized courier service with an asset tracking system, such as Federal Express, UPS, or DHL):

- a. If to the Agency:
Melissa Taphorn
Title: Executive Director
Company: Washington County Community Development Agency
7645 Currell Boulevard
Email: MelissaT@washingtoncountycda.org
Telephone: 651-202-2819/ 651-458-1696
- b. If to the Contractor:
Name: Lyn Burton
Title: Executive Director
Company: Affordable Housing Connections, Inc.
Address: 400 Selby Avenue, Suite B, St. Paul MN 55102
Email: lyn@ahcinc.net
Telephone: 651-222-8319 / Fax: 651-222-3765

23. WAIVER

No waiver of a right or remedy of a Party shall constitute a waiver of another right or remedy of that Party.

24. SEVERABILITY

If a court of competent jurisdiction renders any provision or portion of a provision of this Agreement invalid or otherwise unenforceable, that provision or portion of a provision will be severed, and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of a provision were not part of this Agreement.

25. HEADINGS AND SECTION REFERENCES; CONSTRUCTION

The section headings in this Agreement are inserted only for convenience and are not to be construed as part of this Agreement or as a limitation of the scope of the particular section to which the heading refers.

26. INTEGRATION; PAROL EVIDENCE

This Agreement, including all exhibits and other documents incorporated by reference, constitutes the entire agreement of the parties and all other communications prior to its execution, whether written or oral, with reference to the subject matter of this Agreement are superseded by this agreement.

(Signature Page Follows)

Witness the signatures of the Parties hereto and the dates thereof:

Agency:

**Washington County
Community Development Agency**
a Minnesota public body corporate and politic

Contractor:

Affordable Housing Connections, Inc.
a Minnesota Nonprofit Corporation

By: _____
Melissa Taphorn
Executive Director

By: _____
Lyn Burton
Executive Director

Date: _____

Date: _____

EXHIBIT A

CONTRACTOR'S PROPOSAL

[Attached hereto]



January 30, 2020

Angie Shuppert
Washington County Community Development Agency
7645 Currell Boulevard
Woodbury, MN 55125

RE: Proposal for Monitoring Services for HOME Rental Projects

Dear Ms. Shuppert:

Affordable Housing Connections, Inc. (AHC) is pleased to submit this proposal to provide Washington County Community Development Agency (County) with professional monitoring services for annual compliance reporting and reviewing household files for HOME-assisted rental units. AHC will not have responsibility for physical inspections of HOME-assisted projects and units. We are available to start work as soon as your decision to contract the work has been made.

AHC continues to improve the scope of monitoring services as we find it necessary and possible. We also provide training and/or technical assistance to HOME Program rental project owners and/or managers to ensure full compliance with the HOME Rule as well as any other changes that may occur during the contract term.

Services to be Provided on an Annual Basis

Desk Audits

- Request and review annual income and rent compliance reports; identify deficiencies and notify owners/managers of required corrective action; follow up to assure compliance is restored.
- Collect, review and comment, as necessary on documents and plans required by HOME (i.e. lease, affirmative marketing plan, tenant selection policy etc. at initial site reviews and as needed if/when changes or updates are made.
- AHC requires owners of HOME funded properties to certify that HOME units were affirmative marketed throughout the reporting year and to describe steps taken to affirmatively market their HOME units. AHC does not review the effectiveness of a property's affirmative marketing efforts.
- Request and review rent limits, income limits, and utility allowances from all newly funded rental projects as part of initial compliance scoping of these projects.
- Provide information needed for the County's annual CAPER in the format requested by the County. As Consolidated Plan and CAPER reporting requirements evolve, AHC will incorporate changes and propose alternative reporting methods if needed.





Tenant Files Review

- Review tenant eligibility files; identify deficiencies and notify owners/managers of required corrective action; follow up to assure compliance is restored.
- For projects with one to four units, 100 percent of the HOME-assisted household files will be reviewed. At least 20 percent of the HOME-assisted household files will be reviewed for projects with more than four units.
- AHC will use customized form letters and accompanying detailed review forms to communicate review findings to project owners. We will provide guidance and assistance to owners and managers as necessary to ensure full compliance.

AHC also would include in the annual monitoring fee **additional services as outlined below:**

- Notice to owners/managers of changes in HUD-published rent and income limits.
- Annual advisory of the need for owners/managers to update utility allowances.
- Preliminary review of owner's annual rent increase requests and comparison to HOME Program maximum limits prior to PJ approval.
- Notice to owners/managers of changes in HOME Rule, policy or program changes.

COST

Please find enclosed our proposed HOME monitoring fee schedule. Our proposed fees reflect our industry experience and technical knowledge required to provide expert service, given program complexity and changing requirements. The rates are also based on comparable costs for equivalent work being undertaken for other HOME Program PJs.

AHC is a 501(c)(3) non-profit organization that has a proven track record of providing assistance to multiple PJs across various program disciplines that results in fiscal efficiency and promoting best practices. All HOME staff who will conduct work under this contract are exempt, senior-level professional employees.

Thank you for the opportunity to be of service to the County. We look forward to working with you to continue supporting compliance with HOME Rental Program requirements for these projects. Please do not hesitate to contact me for clarification or additional information about our proposal. I can be reached by phone at 651.222.8319 or by email at peris@ahcinc.net.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Peris Outa', is located below the 'Sincerely,' text.

Peris Outa
Program Coordinator

CC: Melissa Taphorn, Washington County Community Development Agency
Lyn Burton, Affordable Housing Connections, Inc.



WCCDA - Proposed HOME Monitoring Fees

PY2019 - PY2021 (calendar years 2020-2022) with 2 Year Extension (PY2022 - PY2023, calendar years 2023-2024)

Estimates are based on current portfolio of 8 HOME projects. Desk Audit fees are based on total number of units in projects with Floating HOME units and on number of HOME units in projects with Fixed HOME units. TFR (tenant file review) fees are based on number of HOME units files reviewed during program year.

		Units to Review (Desk Audit)	Estimated Annual Desk Audit Fee	Estimated Annual HOME TFR Units	Estimated 3 Year Average TFR Fee	Estimated 2 Year Extension Average TFR Fee	Estimated Annual Monitoring Fee (2020-2022)	Estimated 2 Year Extension Fee (2023-2024)
Total HOME Projects								
Floating:	0	0	0.00	0	0.00	0.00	0.00	0.00
Fixed:	<u>8</u>	<u>46</u>	<u>2,990.00</u>	<u>21</u>	<u>885.00</u>	<u>1,000.00</u>	<u>3,875.00</u>	<u>3,990.00</u>
Totals:	8	46	2,990.00	21	885.00	1,000.00	3,875.00	3,990.00

3,932.50 Approximately \$492 per project per year through 2024

Proposed Annual HOME Monitoring Fee:

5,000.00

Proposed fee includes a cushion of approximately \$1000 to account for the addition of unknown HOME projects during the contract period.

NEW BUSINESS

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

March 17, 2020
BOARD MEETING DATE

AGENDA ITEM A-4

Administration

ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn

3/11/2020

REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION WAIVING REQUEST FOR PROPOSAL PROCESS FOR LEGAL SERVICES; AUTHORIZING EXECUTION OF CONTRACT WITH MCGRANN SHEA CARNIVAL STRAUGHN & LAMB CHARTERED AND MADDEN GALANTER AND HANSEN LLP

BACKGROUND/JUSTIFICATION

Legal service contracts with McGrann Shea et al and Madden, Galanter and Hansen expire on March 31, 2020. The McGrann Shea firm performs general counsel, real estate matters, housing finance, lobbying services and litigation services to the Agency. The Madden Hansen firm provides human resources, collective bargaining and labor relations advice to the Agency.

Both firms were selected through a comprehensive competitive process in 2013. The procurement policy recommends a request for proposal (RFP) process after five years, except the policy provides the Board with the ability to waive a RFP process for non-audit service contracts based on the following factors: a) overall performance by the current service provider; b) changes in lead personnel; c) the volume and nature of business is such that the RFP would disrupt business continuity; and d) evaluation of current contract costs.

Staff recommends that the RFP process be waived for both firms and that the Executive Director be authorized to execute agreements for both firms for one additional year. The rationale for this recommendation is as follows:

- a) Both firms have provided excellent service and are responsive to the Agency's significant business operations and needs.
- b) There are no major changes in lead personnel.
- c) Maintaining the contracts will promote business continuity on several day to day business items.
- d) Contract pricing for both agreements are reasonable for public sector work.

Staff recommends that the Board adopt the enclosed resolution waiving the RFP process and authorizing the Executive Director to execute one-year agreements with each firm.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Resolution No. 13-13 Authorizing Execution Of A Legal Services Agreement With Mcgrann Shea Anderson Carnival Straughn And Lamb, Chartered

Resolution 16-16 Authorizing Execution Of An Engagement Letter With Mcgrann Shea Carnival Straughn And Lamb, Chartered

Resolution No. 18-10 Waiving Request For Proposal Process For Legal Services; Authorizing Execution Of Contract With Mcgrann Shea Carnival Straughn And Lamb Chartered And Madden Galanter And Hansen LLP

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 3/11/2020

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ _____

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-21

RESOLUTION WAIVING REQUEST FOR PROPOSAL
PROCESS FOR LEGAL SERVICES; AUTHORIZING
EXECUTION OF CONTRACT WITH MCGRANN SHEA
CARNIVAL STRAUGHN AND LAMB CHARTERED AND
MADDEN GALANTER AND HANSEN LLP

WHEREAS, the Washington County Housing Community Development Agency (the "Agency") engaged McGrann Shea Carnival Straughn and Lamb Chartered and Madden Galanter And Hansen LLP for various legal services in 2013 and 2014 respectively; and

WHEREAS, the Agency has determined that the overall performance by McGrann Shea Carnival Straughn and Lamb Chartered and Madden Galanter and Hansen LLP for various legal services has been excellent and responsive to significant business matters; and

WHEREAS, the Agency has determined that McGrann Shea Carnival Straughn and Lamb Chartered and Madden Galanter And Hansen LLP for various legal services has indicated that there are no changes in their lead personnel anticipated over the next two years; and

WHEREAS, the Agency has determined that certain current and on-going projects and programs require continuity of legal services; and

WHEREAS, the Agency has determined that the current contract costs are fair and consistent with the market; and

WHEREAS, the Agency has determined that a Request for Proposals process for legal services is not necessary; and

WHEREAS, the Agency has determined that, based on its continuing needs, mission and vision, McGrann Shea Carnival Straughn and Lamb Chartered and Madden Galanter And Hansen LLP are the best fit to complete legal services activities in the near future; and

WHEREAS, the Agency has determined that McGrann Shea Carnival Straughn and Lamb Chartered and Madden Galanter and Hansen LLP have the capacity and expertise to accomplish the duties identified by the Agency; and

EXHIBIT A – Legal Services Fee Letter from McGrann Shea Carnival Straughn and Lamb Chartered
EXHIBIT B – Consulting Services Contract Extension Agreement from Madden Galanter and Hansen LLP

WHEREAS, McGrann Shea Carnival Straughn and Lamb Chartered and Madden Galanter and Hansen LLP have submitted contract extensions through March 31, 2021, as represented in Exhibit A and Exhibit B for execution by the Agency (the "Contracts").

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the Executive Director is hereby authorized to execute the Contracts as presented, subject to (i) such changes to the Contract that the Executive Director deems reasonable and necessary and (ii) the Contract with the Authority being executed by both parties.
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 Contract 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 March 2020.

Chair

ATTEST:

Secretary

McGRANN SHEA CARNIVAL STRAUGHN & LAMB, CHARTERED

ATTORNEYS AT LAW

WILLIAM R. MCGRANN
DOUGLAS M. CARNIVAL
KATHLEEN M. LAMB
JOHN R. SCHULZ
BRIAN L. SOBOL
SCOTT B. CROSSMAN
CARLA J. PEDERSEN

JOSEPH T. BAGNOLI
ROGER J. STELLJES
JEFFREY C. URBAN
KATHLEEN MICHAELA BRENNAN
CARL S. WOSMEK
AMY L. COURT
CHRISTY E. LAWRIE

CURT N. TRISKO
OF COUNSEL
ROBERT O. STRAUGHN
PETER L. COOPER
ANDREW J. SHEA
(1938-2018)

March 10, 2020

Melissa Taphorn
Executive Director
Washington County Community Development Agency
7645 Currell Boulevard
Woodbury MN 55125

Re: Washington County Community Development Agency
Our File No.: 60474-0001

Dear Ms. Taphorn:

On behalf of McGrann Shea Carnival Straughn & Lamb, Chartered (the "Firm"), I am pleased to submit this amendment to the fee arrangement letter dated March 20, 2018, to the Washington County Community Development Agency (the "CDA"). The purpose of this letter is to set out the terms of our continuing engagement, which we propose would be as follows:

1. Services. Our services will consist of necessary legal services, including general counsel and bond counsel services as requested and directed by the CDA in connection with various activities carried out by the CDA, including but not limited to: attendance at meetings, performance of (or assigning and monitoring the progress of) specific legal work in the areas of contracts, real estate, real estate development, personnel and employment, property management, and legislative developments. We will also represent the CDA in matters of litigation, as directed by you. Our services may also include such other consultation and services as may from time to time be requested.
2. Term. The term of this Agreement will begin on April 1, 2020, and terminate on March 31, 2021, unless earlier terminated as provided herein.

3. Hourly Rates. The schedule of hourly rates is set forth in Exhibit A attached to this letter. The schedule reflects an additional one (1) year term of the Agreement. The Firm will bill in increments of one-tenth of an hour.

Not included in the foregoing arrangement are fees for municipal finance and other development or project-based services, which will be mutually agreed by the CDA Executive Director and the Firm on a case-by-case basis. We will provide you with itemized, monthly statements for legal services and expenses during the course of our representation of the CDA.

The Firm bills separately for reimbursement for out-of-pocket costs, such as photocopying costs, long distance telephone charges, courier and express mail services, filing fees, travel and other itemized expenses. The Firm bills these items at actual cost and does not use a cost-plus basis for billing.

4. HUD General Conditions for Non-Construction Contracts. The Firm has reviewed and acknowledges the HUD General Conditions for Non-Construction Contracts, Section 1, subject to the Firm's ethical and professional obligations under the Minnesota Rules of Professional Responsibility, as approved by the Minnesota Supreme Court, and as interpreted by applicable opinions of the Minnesota Lawyers Professional Responsibility Board.
5. Termination. This letter constitutes an extension of our agreement, effective April 1, 2020 through March 31, 2021. You may terminate our representation at any time. We would have the same right, subject to our giving you reasonable notice to arrange alternative representation. You will be responsible for legal fees and expenses incurred through the date of any such termination, as well as any attorneys' fees and other costs of collection.

Melissa Taphorn, Executive Director
Washington County CDA
March 10, 2020
Page 3

If the terms of this engagement letter are acceptable, please sign one copy and return it to me. We look forward to continue working with you on matters related to the CDA.

Sincerely,



Kathleen M. Lamb

KML/cmc
Enc.

Acknowledged and Agreed:

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

By: _____
Melissa Taphorn, Executive Director

Date: _____

EXHIBIT A

MCGRANN SHEA CARNIVAL STRAUGHN & LAMB, CHARTERED

CDA BILLING RATES

	Current 2019 CDA Rate	2020 Rate (Increased by 2% and rounded)
Straughn	342	349
Cooper	342	349
Lamb	330	337
Pedersen	309	315
Brennan	236	241
Urban	309	315
Wosmek	189	193
Trisko	194	198
Paralegals	150	153
Legislative Assistant	98	100

CONSULTING SERVICES CONTRACT EXTENSION

This Contract Extension, by and between Washington County CDA, hereinafter referred to as "the Authority," and Madden Galanter Hansen, LLP, Attorneys at Law, 7760 France Avenue South, Suite 290, Bloomington, Minnesota 55435, hereinafter referred to as "Consultant."

RECITALS

A. Scope of Services

1. The services provided by the Consultant will consist of necessary legal services in the areas of labor negotiation, collective bargaining, administrative and grievance hearings, and other consultation in matters related to employment law that may from time to time be necessary.

B. Terms of Payment

1. Providing of labor negotiation services, and related matters including contract mediation, consultation regarding personnel and employee relations matters, advice regarding statutory and judicial requirements, and opinions related to hiring, discipline and discharge, billed in tenths of an hour at the rate of \$175.00 per hour effective April 1, 2020.
2. Grievance arbitration cases and other administrative hearings, billed in tenths of an hour at the rate of \$185.00 per hour effective April 1, 2020.
3. Litigation and appellate cases, billed in tenths of an hour at the rate of \$190.00 per hour effective April 1, 2020.
4. Consultant will also be reimbursed for expenses, including mileage consistent with the amount set forth by the IRS per mile, photocopying charges at \$.15 per page, charges for facsimile transmissions at the rate of \$.50 per page, and reimbursement of long distance telephone charges.
5. The Consultant will submit invoices on a periodic basis to the Authority for payment for services performed. Payment shall be made within thirty days after receipt of invoices for services performed.

C. Duration

The extension of the contract dated January 5, 2014 shall be applicable for a period commencing April 1, 2020 through March 31, 2021. The contract extension may also be terminated by either party after giving thirty days written notice.

IN WITNESS WHEREOF, the parties have caused the Contract Extension to be duly executed intending to be bound thereby.

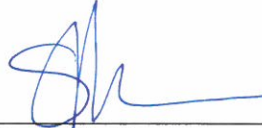
Washington County CDA

Dated: _____

By: _____

Madden Galanter Hansen, LLP

Dated: 3/11/2020

By:  _____
Susan K. Hansen
Its Partner

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

March 17, 2020
BOARD MEETING DATE

AGENDA ITEM A-5

Administration
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 3/12/2020
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AMENDING PANDEMIC VIRUS AND FLU
POLICY

BACKGROUND/JUSTIFICATION

With the recent outbreak of COVID-19, dubbed coronavirus, the Agency was prompted to review its Pandemic Virus and Flu Policy, created and adopted in 2009. The Policy identifies protocols which can protect staff and clients while continuing Agency operations and business during times of pandemic level outbreaks of viruses and influenza strains. The Policy also covers internal and external communication of the implementation of these protocols.

Computer and phone technologies have changed significantly since the Policy was first adopted. Flexible work schedules and remote work arrangements are more regularly implemented. In addition, the programs and services provided by the Agency have expanded. The combination of these three factors requires the Policy to be updated and amended.

The Pandemic Virus and Flu Policy has been amended to remove the telecommuting language and refer instead to the Agency's Flexible Work Arrangement Policy which includes policy statements and procedures related to remote work arrangements which may be required for some or all employees if a pandemic were to affect Agency operations. The Policy has further been amended to be more inclusive of program coverage without being too specific to require constant updates.

Staff respectfully recommends approval of the amended Pandemic Virus and Flu Policy.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Adoption of Pandemic Virus and Flu Policy, May 19, 2009

EXECUTIVE DIRECTOR/DATE:

Melissa Taphorn 3/12/2020

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ _____

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 20-22

RESOLUTION AMENDING PANDEMIC VIRUS AND FLU
POLICY

WHEREAS, the Washington County Community Development Agency (the “Agency”) seeks to ensure that policies related to employee protection, disaster preparedness and business continuity remain relevant and updated; and

WHEREAS, the Agency seeks to make those policies transparent and easy to understand for those who are governed by those policies; and

WHEREAS, the Agency maintains a Pandemic Virus and Flu Policy (the “Policy”) as a subject to its Disaster Recovery and Business Continuity Plan Manual; and

WHEREAS, the Agency determined the Policy required updates based on changes in technology and the more recent Flexible Work Arrangement Policy.

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

1. That the Pandemic Virus and Flu Policy (the “Policy”) attached in Exhibit A shall be adopted, effective March 17, 2019.
2. That the Policy, on that date, shall supersede any existing policy or documents that address the same topic.
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 purpose of this Resolution.

Adopted this 17th day of March 2020.

Chair

ATTEST:

Secretary

EXHIBIT A – Pandemic Virus and Flu Policy

Pandemic Virus and Flu Policy

Scope

All CDA employees (full-time and part-time, union and non-union) are covered by this policy.

Rationale

The CDA recognizes that a virus, influenza or other infectious disease outbreak approaching or at pandemic proportions may impact CDA operations. This may result in employees staying home because of illness or exposure, employees being asked or directed to temporarily work from home, and/or temporarily closing the office.

The Washington County Department of Public Health and Environment coordinates with state and regional jurisdictions to prepare and implement response plans to a pandemic flu outbreak. A pandemic virus and/or flu will trigger a response at the County level, which the CDA will monitor in order to determine if there are any applicable instructions.

Impacts

The following critical and vital function designations come from the CDA's Disaster Response and Business Continuity Plan Manual. As with any other disaster, these functions are prioritized as the most important ones for the CDA to carry out. However, a few functions are unique to a pandemic and especially important in this type of disaster.

Critical Functions (Most Important)

- Processing of accounts payable including Housing Assistance Payments and payroll
- Communication with key CDA associates and partners
- Technology connections and services for staff
- Property management and emergency property maintenance

Vital Functions (Important)

- Housing assistance move-in inspections
- Communication with program participants

Employee Absence Forecast

Employee absences on a large or small scale will likely play a significant role in the event of a pandemic. Employees who feel sick or have family who are sick will be instructed to stay at home. In some circumstances, the employees may be able to work from home and reduce productivity losses. Paid time off benefits and leaves of absence will continue to be defined as in the Washington County CDA Employee Handbook.

Remote Work

If an employee is asked to work from home as a result of a pandemic, this remote work environment and arrangement will be subject to the CDA's Flexible Work Arrangement Policy. In such circumstances, the authorization to work remotely is implied.

Work Duties and Project Schedules

Flexible work and remote work arrangements may require adjustments to an employee's work duties and project schedule. To reduce the instances of any misunderstandings, an employee should work with their supervisor to discuss and agree upon any changes to duties, deadlines, expectations, and deliverables. Employees and supervisors should be in regular communication to adjust duties and schedules throughout the flexible work and remote work arrangement.

Communication

In the event of a pandemic with potential to impact the CDA, the Human Resources and Communications Coordinator will monitor the Minnesota Department of Health and the Washington County Department of Public Health and Environment websites and communications and provide regular updates to the Executive Director. The Executive Director will communicate with staff, as needed, critical information regarding the pandemic and any preparatory actions or response.

The Executive Director will regularly communicate with all key CDA partners including its property management contacts. The Executive Director will be solely responsible for any communication with the CDA Board of Commissioners, Washington County, and the media unless otherwise directed by the Executive Director.

Critical Clients

Of all the CDA's functions, adequately serving its Housing Assistance clients is among the most paramount because the clients and landlords rely on the CDA for rent payments. As a result, special procedures have been developed to ensure service continuity.

- The Housing Assistance division will identify priority needs in order to operate remotely.

- The Housing Assistance division will determine appropriate protocols to protect staff and clients from the spread of a virus or flu, which may include a reduction, delay, or elimination of in-person client meetings and unit inspections.

Employee Access to Health Care

Employee health care access will primarily rest with an employee's regular clinic and physician or county public health services.

Employees Who Become Sick at Work

If an employee becomes sick while at work, the employee must immediately:

- Leave the workplace as soon and as safely as possible.
- Notify their supervisor and identify, to the best of their ability, all people they have been in contact with during the incubation period defined for the specific illness.
- Obtain a physician's written authorization of ability to return to work, unless it is determined that the medical professional community will not provide such authorization.

DISCUSSION



Memo To: Washington County Community Development Agency Board of Commissioners

From: Melissa Taphorn, Executive Director
Bill Lightner, Project Manager II

Date: March 6, 2020

RE: Qualified Allocation Plan for 2021 and 2022

This memorandum and attachments summarize recommendations to the Low-Income Housing Tax Credit (LIHTC) Qualified Allocation Plan (QAP) for implementation in the 2021 and 2022 program for discussion in advance of the public hearing in April.

Background

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 agency 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.

This year staff recommends approval of the QAP for both 2021 and 2022. The estimated amount of 2021 LIHTC is \$606,480 and for 2022 LIHTC it is \$597,816. The allocations are based on the distribution plan from Minnesota Housing, and a \$2.81 per capita volume cap. The demographic data used in the distribution plan changed slightly which accounts for the small decrease in 2022; however, this amount is not final.

Recommendation

Staff has reviewed changes proposed to the state's QAP, the Agency's strategic priorities, and the county's priorities and needs. Please see the attached Summary of Recommended Changes to the QAP and Procedural Manual (Attachment A) and the corresponding Self-Scoring Worksheet (Attachment B) for the 2021 and 2022 LIHTC program.

Proposed Schedule

April 21, 2020: CDA Board holds public hearing; considers approval of 2021/2022 QAP
April 28, 2020: County Board considers approval of 2021/2022 QAP
June 4, 2020: Applications for 2021/2022 Housing Tax Credits Due
October 20, 2020: CDA Board considers 2021/2022 Housing Tax Credit awards

Unless otherwise directed by the Board of Commissioners, staff will prepare for a public hearing and adoption of this item at the April meeting.

Summary of Recommended Changes to the Qualified Allocation Plan and Procedural Manual for 2021 and 2022

The Qualified Allocation Plan (QAP) and Procedural Manual are intended to meet three goals: compliance with IRS Code and State law, respond to the key priorities of the Agency and Washington County, and maximize the use of the tax credits. To further these aims, staff proposes one substantial change to the application cycle and several more minor changes to the scoresheet.

There are no statutory changes this year. The selection and preference scoring still aligns with the key priorities of the Agency and those of the County as outlines in its Comprehensive Plan. The proposed scoresheet changes seek to further these priorities. The application cycle change is to use a two-year QAP and credit reservation cycle instead of an annual one. The goal of this change is to allow developers and the Agency to utilize this valuable resource in a more efficient and effective manner.

Two-year QAP and credit reservation: Currently the QAP is issued on an annual basis and applications for 9% tax credits are submitted for each tax credit year on a forward allocating basis. Last year, for example, the CDA received applications in June 2019 for 2020 tax credits. Staff proposes to change this to a two-year cycle so that this year in June 2020 there will be applications for 2021 and 2022 tax credits with a corresponding 2021 and 2022 QAP. Based on applicant scoring, staff will recommend in October the awards for each tax credit year and issue the associated reservation letters. One letter would be to the highest scoring applicant for each year plus another letter to the second highest scoring applicant for any remaining credits for that year. Next June, applications for 2022 credits would not have to be submitted since the 2022 credits will have already been awarded this year. While the use of a two-year QAP is not uncommon, the two-reservation of credits is more so. Staff consulted Agency legal counsel as well as its regular developer and investor partners about the proposal. They all supported the innovative idea and found no regulatory or practical reasons not to move forward with it.

The benefits of a two-year QAP and credit reservation cycle are especially well suited for Washington County. The Agency's single year 9% tax credit allocation is not enough to fully fund a project and developers need to apply again the following year for additional credits. The two-year reservation cycle removes the need to submit a second application to receive the credit reservations necessary to fully fund a project. This allows it to potentially close on project financing a year earlier than under the current application cycle. The earlier closing produces a number of cost savings that can ultimately reduce funding gaps and help make projects more affordable. For instance, land acquisition cost can be reduced because developers will no longer need to pay a premium on a purchase agreement to extend it for two or more years. Construction cost can also be locked in a year earlier and save on the estimated 5% annual inflation cost. Finally, the time and money that goes into producing an additional application for the supplemental tax credits would be eliminated. Currently a project with a previous reservation receives 30 points which virtually assures it to be the highest scoring application in the next application cycle. The two-year reservation cycle takes this commitment one step further while adding a little more certainty to the development process.

Incent more federal/state/local philanthropic contributions: The point thresholds for this criterion are lowered to align with those from the state housing finance agency, Minnesota Housing, and recognize contributions at more realistic levels. The bottom threshold is lowered so that even small contributions can be valued. The top threshold is also lowered based on levels reflected in past applications.

Commitment to deep affordability: Points are awarded to projects that agree to provide rental assistance such as Housing Choice Vouchers or County Housing Support. A requirement has been added to continue the commitment for at least 10 years. This is consistent with the new requirements in the Minnesota Housing 2021 QAP. This type of assistance typically offers some of the deepest levels of affordability to residents. The new requirement ensures that this will be available for a substantial period of time.

Incent units for people with disabilities: Staff proposes to add a criterion with points for projects that include units targeted for people with disabilities. The recent Olmstead decision aims to offer more housing choices for people with disabilities aside from the traditional group home setting. Washington County Community Services reports there is a growing demand for these units in the county that this criterion helps to address. It also is consistent with the incentives for these units in the Minnesota Housing QAP.

Promote successful housing outcomes for residents who experience homelessness: A requirement was added to provide supportive services for homeless units instead of just offering additional points for providing the services. Typically, projects claim points for both the units and the services. Supportive services are often critically important for residents in these units to achieve successful housing outcomes. Because of this it makes sense to require these services instead of making them optional. This is consistent with the requirements for these units in the Minnesota Housing QAP. Text was also added to clarify the coordination required with Washington County Community Services.

Promote long term affordability: Previously only 4% projects could earn points for agreeing to extend the project's affordability beyond the minimum requirement. This incentive now includes 9% projects that agree to extend a project's affordability to 35- and 45-year thresholds. This is consistent with the long-term affordability incentives in the Minnesota Housing QAP.

WASHINGTON COUNTY CDA
SELF-SCORING WORKSHEET
2021 and 2022 LOW INCOME HOUSING TAX CREDIT PROGRAM

Development Name	
Address/City	
Owner Name	

MINIMUM THRESHOLD REQUIREMENTS

All Round 1 applicants for 9% LIHTC must meet one of the following threshold types. Please check one box to indicate the threshold type your project will serve. **The threshold requirements do not apply to 4% LIHTC applications.**

<input type="checkbox"/>	New construction or substantial rehabilitation of projects in which, for the term of the extended use period (term of the Declaration of Land Use Restrictive Covenants), at least 75% of the total tax credit units are single room occupancy, efficiency or one bedroom units which are affordable by households whose income does not exceed 30% of area median income.
<input type="checkbox"/>	New construction or substantial rehabilitation of family housing projects that are not restricted to persons who are 55 years of age or older and in which, for the term of the extended use period (term of the Declaration of Land Use Restrictive Covenants), at least 75% of the tax credit units contain two or more bedrooms and at least one-third of the 75% contain three or more bedrooms.
<input type="checkbox"/>	Substantial rehabilitation projects in neighborhoods targeted by the city for revitalization.
<input type="checkbox"/>	Projects that are not restricted to persons of a particular age group and in which, for the term of the extended use period (term of the Declaration of Restrictive Covenants), a percentage of the units are set aside and rented to persons:
<input type="checkbox"/>	With a serious and persistent mental illness, defined in Minnesota Statutes section 245.462, subdivision 20, paragraph (c);
<input type="checkbox"/>	With a developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended;
<input type="checkbox"/>	Who have been assessed as drug dependent persons as defined in Minnesota Statutes section 254A.02, subdivision 5, and are receiving or will receive care and treatment services provided by an approved treatment program as defined in Minnesota Statutes section 254A.02, subdivision 2;
<input type="checkbox"/>	With a brain injury as defined in Minnesota Statutes section 256B.093, subdivision 4, paragraph (a); or
<input type="checkbox"/>	With permanent physical disabilities that substantially limit one or more major life activities, if at least 50% of the units in the project are accessible as provided under Minnesota Rules, Chapter 1341.
<input type="checkbox"/>	Projects, whether or not restricted to persons of a particular age group, which preserve existing subsidized housing, if the use of tax credits is necessary to (1) prevent conversion to market rate use or (2) remedy physical deterioration of the project which would result in loss of existing federal subsidies.
<input type="checkbox"/>	Projects financed by Rural Development, which meet statewide distribution goals.

WASHINGTON COUNTY CDA THRESHOLD REQUIREMENTS

All applicants for 4% and 9% LIHTC must meet the following additional threshold requirements. Check boxes below to indicate the acceptance of these requirements.

<input type="checkbox"/>	The owner agrees not to refuse to rent a unit to a tenant because that tenant has a Section 8 Tenant-Based Housing Choice Voucher (HCV) and that language prohibiting discrimination based on HCV status will be included in the extended use agreement.
<input type="checkbox"/>	The owner agrees to provide high speed internet access via installation of all appropriate infrastructure and connections for cable, DSL, or wireless/data internet service to every unit.
<input type="checkbox"/>	The owner agrees to institute and maintain a written policy prohibiting smoking in all the units and common areas within the building(s) of the project. The project must include a non-smoking clause in the lease for every household.

1. SELECTION PRIORITIES

Place an "X" to the left of the descriptions below to indicate selection and/or preference priority points expected. The Agency will determine actual points to be awarded, based on the application and the documentation submitted. All applicants for 9% LIHTC will be scored competitively against other applications received. All applicants for 4% LIHTC with tax exempt volume limited bonds must meet a minimum score of 30 points.

	Points Claimed	Agency Awarded
1.A. Strategically Targeted Resources (Up to 10 points)		0

☐ Points are awarded to new construction projects that have received all land use and zoning approvals at the time of application. (5 points)

☐ Points are awarded to new construction projects that will utilize existing sewer and water lines without substantial extensions. (5 points)

OR

☐ Points are awarded to rehabilitation projects that are part of a Community Development Initiative. (5 points)

1.B. Economic Integration (5 10 points)	0
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Points are awarded to projects located in higher income communities and close to employment, in the following census tracts:

<input type="checkbox"/> 701.05	<input type="checkbox"/> 704.03	<input type="checkbox"/> 707.03	<input type="checkbox"/> 710.12	<input type="checkbox"/> 711.02
<input type="checkbox"/> 701.06	<input type="checkbox"/> 704.04	<input type="checkbox"/> 707.04	<input type="checkbox"/> 710.13	<input type="checkbox"/> 712.06
<input type="checkbox"/> 702.03	<input type="checkbox"/> 704.05	<input type="checkbox"/> 709.06	<input type="checkbox"/> 710.14	<input type="checkbox"/> 712.07
<input type="checkbox"/> 702.04	<input type="checkbox"/> 704.06	<input type="checkbox"/> 709.09	<input type="checkbox"/> 710.15	<input type="checkbox"/> 712.08
<input type="checkbox"/> 702.05	<input type="checkbox"/> 705.01	<input type="checkbox"/> 710.01	<input type="checkbox"/> 710.16	<input type="checkbox"/> 712.09
<input type="checkbox"/> 702.06	<input type="checkbox"/> 705.02	<input type="checkbox"/> 710.06	<input type="checkbox"/> 710.17	<input type="checkbox"/> 713
<input type="checkbox"/> 703.01	<input type="checkbox"/> 706.01	<input type="checkbox"/> 710.1	<input type="checkbox"/> 710.18	<input type="checkbox"/> 714
<input type="checkbox"/> 703.03	<input type="checkbox"/> 706.02	<input type="checkbox"/> 710.11	<input type="checkbox"/> 711.01	
<input type="checkbox"/> 703.04	<input type="checkbox"/> 707.01			

1.C. Transit Oriented Development (Up to 7 points)	0
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Points are awarded to projects located within walking distance to public transit stations and stops. (5 points)

☐ Project is located within 1/2 mile radius of a completed or planned Gold Line, Rushline, or Red Rock corridor transit station.

☐ Project is located within 1/2 mile radius of a bus route stop or park and ride.

☐ Project is located in a municipality not served by public transit.

Additional points are awarded to projects which include transit oriented design features. (2 points for one or more features)

☐ Project meets only the minimum parking stall requirements under local zoning requirements.

☐ Project incorporates walkable or bikeable connections to station/stop areas.

☐ Project maximizes the site density to the maximum allowed under local comprehensive plan requirements.

☐ Project includes specific programming which results in a reduction in the local minimum parking requirements.

1.D. Community Priority Locations (5 points)	0
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	Points Claimed	Agency Awarded
Points are awarded to projects located on property owned by the Agency, Washington County, or a municipality in Washington County at the time of application.		

1.E. QCT / Revitalization (1 point)	0
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A point is awarded to projects that are located in a Qualified Census Tract and are part of a concerted plan that provides for community revitalization consistent with the definition described as a Community Development Initiative.

1.F. Readiness to Proceed (Up to 15 points)	0
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Points are awarded to projects that have secured funding commitments for permanent funding sources or have no funding gap at the time of application.

The calculation below must exclude all first mortgage financing and anticipated LIHTC proceeds from the current credit request. Committed syndication proceeds from previously reserved housing tax credits may be included in the calculation.

Acceptable documentation of syndication proceeds is an executed agreement or letter of intent from a syndicator/investor which is acceptable to the Agency. The executed agreement or letter of intent must: (1) be current and dated within 15 days of application; (2) contain a projected closing date; (3) contain a projected equity price for the purchase of the credits; and (4) contain a detailed explanation of the assumptions being used by the syndicator/investor to arrive at the projected equity price.

Total eligible funding secured, awarded or committed (exclude first mortgage and syndication proceeds as described above)
Divided by Total Development Cost less first mortgage and excluded syndication proceeds

Equals percentage of funds committed, rounded to the nearest tenth

0.0%

- _____ 70.1% or more of gap funds committed or no gap (15 points)
- _____ 50.1 - 70.0% of gap funds committed (10 points)
- _____ 30.1 - 50.0% of gap funds committed (6 points)
- _____ 10.1 - 30.0% of gap funds committed (2 points)

1.G. Federal / State / Local / Philanthropic Contributions (Up to 10 points)	0
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Points are awarded to projects that are receiving contributions from a governmental unit, area employer and/or a private philanthropic, religious or other charitable organization.

To receive these points, the primary financing proposed must meet the Agency's underwriting standards and demonstrate to the sole satisfaction of the Agency that the development can remain financially feasible for the duration of the housing tax credit use period.

Identity of interest exclusion: Contributions from any part of the ownership entity will be considered general partner cash and excluded from the calculation unless the contributions are awarded by local units of government or nonprofit charitable organizations pursuant to a funding competition.

Total federal/state/local/philanthropic contributions

Divided by Total Development Cost

Equals percentage of funding from contributions, rounded to the nearest tenth

0.0%

- _____ ~~10.1%~~ 20.1% and above of total development cost (10 points)

	Points Claimed	Agency Awarded
<u> </u> 5.1 - 10.0% 10.1 - 20.0% of total development cost (6 points)		
<u> </u> 1.0 - 5.0% 5.1 - 10.0% of total development cost (4 points)		

1.H. Intermediary Costs (Up to 6 points)	0
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Points are awarded to projects with the lowest cost of intermediaries on a sliding scale based on percentage of Total Development Cost. Percentages will be enforced at issuance of IRS Form 8609.

Total intermediary costs

Divided by Total Development Cost

Equals percentage of costs toward intermediaries, rounded to the nearest tenth

0.0%

- 0 - 15.0% of total development cost (6 points)
- 15.1 - 20.0% of total development cost (3 points)
- 20.1 - 25.0% of total development cost (2 points)
- 25.1 - 30.0% of total development cost (1 point)

1.I. Rental Assistance (5 points)	0
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Points are awarded to projects that enter into a cooperatively developed housing plan to provide rental assistance (e.g. Section 8 Housing Choice Vouchers, Shelter Plus Care, Housing Support program, or other similar, rental assistance programs approved by the Agency) to meet the existing need as evidenced at application by a letter of intent signed by both the applicant and the Agency or similar entity. **The applicant agrees to continue this commitment for a minimum of 10 years.**

Note: If points are claimed/awarded, then no points may be claimed/awarded from the preference priority category of "Serves Lowest Income Tenants/Rent Reduction" for the same units. Points cannot be claimed/awarded under the Rental Assistance priority if points are claimed/awarded for the same units under the "Preservation of Federally Assisted Units" preference priority.

1.J. Elderly / Assisted Housing (10 points)	0
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Points are awarded to projects that increase the supply of elderly and/or assisted housing units in cities underserved or not previously served by housing tax credits for elderly housing and where there is a demonstrated need for elderly and/or assisted housing.

1.K Housing for People with Disabilities (up to 10 points)	0
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Points are awarded to projects that commit LIHTC units for occupancy by people with disabilities. Applicants must submit a Minnesota Housing People with Disabilities Narrative and Letter of Confirmation Local Human Services Department both signed by Washington County Community Services. For more details contact Sarah Tripple at 651-430-6480 or Sarah.Triple@co.washington.mn.us

Note: Points claimed for this criterion cannot be for the same units as those claimed for Ending Homeless.

	Points Claimed	Agency Awarded
Sets aside 5% to 14.99%, but no fewer than 4 LIHTC units (7 points)		
Sets aside 15% to 25%, but no fewer than 7 LIHTC units (10 points)		

1.L. Ending Homelessness (Up to 20 15 points)	0
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Points are awarded to projects that commit LIHTC units for occupancy by households experiencing homelessness. Projects must receive support **first from Heading Home Washington and then written support** from the Suburban Metro Area Continuum of Care (SMAC). Applicants claiming points for providing homeless units will be required to fill those units through the Washington County Homeless Coordinated Entry system and must take priority list applicants scoring 3 or above on the assessment tool. **Projects also must provide suitable supportive services combined with the housing for occupancy by homeless households.** In addition to the SMAC letter of support, applicants must submit a Minnesota Housing Supportive Housing Narrative and Letter of Confirmation Local Human Services Department both signed by Washington County Community Services. For more details contact Sarah Tripple at 651-430-6480 or Sarah.Tripple@co.washington.mn.us

Points claimed for this criterion cannot be for the same units as those claimed for Housing for People with Disabilities.

* Please note that requests must be made in advance; Heading Home Washington meets the second Wednesday of the month and SMAC meets the third Friday of the month.

Sets aside 5% to 9.99%, but no fewer than 4 LIHTC units (7 5 points)	
Sets aside 10% to 49.99%, but no fewer than 7 LIHTC units (10 7 points)	
Sets aside 50% or more, but no fewer than 20 LIHTC units (20 10 points)	
Additional points are awarded to projects that provide suitable housing combined with supportive services for occupancy by homeless households. The applicant must provide a written commitment from an appropriate social service agency to provide support services. (5 points)	

1.M. Eventual Tenant Ownership (1 point)	0
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A point is awarded to projects that present a financially viable plan to transfer 100% of the LIHTC unit ownership from the initial ownership entity to tenant ownership, after the end of the 15-year compliance period.	
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1.N. Long Term Affordability Commitment for TEB Only (Up to 10 points)	0
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~~Applicants seeking 9% tax credits through Washington County's competitive application process are not eligible to claim points through this Long Term Affordability priority. Only applications seeking 4% tax credits for use in conjunction with tax exempt volume limited bonds are eligible to claim points through this priority.~~

Points are awarded to 9% tax credit projects that agree to extend the long-term affordability of the project and maintain the duration of low-income use beyond the required minimum of 30 years.

	Points Claimed	Agency Awarded
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The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of years selected below beginning with the first day of the compliance period in which the building is a part of a qualified low-income housing project.

Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 35 years (5 Points)

Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 45 years (10 Points)

Points are awarded to 4% tax credit projects that agree to extend the long-term affordability of the project and maintain the duration of low-income use beyond the required minimum of 20 years.

The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of years selected below beginning with the first day of the compliance period in which the building is a part of a qualified low-income housing project.

Points are awarded to projects that agree to Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 25 years (5 Points)

The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of 30 years beginning with the first day of the compliance period in which the building is a part of a qualified low-income housing project.

Points are awarded to projects that agree to Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 30 years (10 points)

The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of 25 years beginning with the first day of the compliance period in which the building is a part of a qualified low-income housing project.

2. PREFERENCE PRIORITIES

Points obtained through Preference Priorities will be included in the application's score and will be used to break ties in overall scoring for the competitive selection of applicants, as detailed in Section 9.2.

2.A. Previous Housing Tax Credit Reservation (30 points)

0

	Points Claimed	Agency Awarded
Points are awarded to projects that have a prior reservation of housing tax credits, were not fully funded in a previous round, and require additional housing tax credits to make the project feasible.		
2.B. Preservation of Affordable Housing (20 points)	0	
Points are awarded to projects that preserve low-income housing receiving assistance under Section 8 or Section 236 which, due to mortgage prepayments or expiring rental assistance contracts, would convert to market rate use. The Agency in its sole discretion must agree that a market exists for conversion to market rate housing.		
Points are awarded to projects that preserve the rent and income restrictions under an existing housing tax credit extended use agreement which, due to expiring affordability periods or proposed qualified contract application, would convert to market rate use. The Agency in its sole discretion must agree that a market exists for a conversion to market rate housing.		
2.C. Stabilization of Affordable Housing (5 points)	0	
Points are awarded to projects with existing federally assisted units or previously funded by tax credits or deferred loans from the Agency or another public entity, that are not also claiming points in the other Preservation categories which are experiencing trouble with occupancies and/or net revenues which need to be stabilized. Applicants must provide narratives to support the approach of a planned, long term, and cost effective stabilization that meets all of the following criteria.		
Applicants must provide narratives to support the approach of a planned, long term and cost effective stabilization that meets all of the following criteria:		
i) Suitability for long term stabilization		
a) 15 or more years have passed since initial loan closing or most recent tax credit placed in service date; and		
b) Operating feasibility shows duration of at least 20 years; and		
c) ISG vote to confirm collaborative funder commitment and feasibility of the development's stabilization proposal;		
AND		
ii) Collaborative relationship in place; points claimed and deemed eligible in following selection priorities:		
a) Financial Readiness to Proceed, minimum of 6 points; and		
b) Federal/Local/Philanthropic Contributions, minimum of 8 points;		
AND		
iii) Affordability and Cost Effectiveness		
a) Points claimed and deemed eligible in Serves Lowest Income Tenants/Rent Reduction preference priority.		
2.D. Serves Lowest Income Tenants (Up to 15 points)	0	
Points are awarded to projects that serve the lowest income tenants without the use of rental assistance and that agree to maintain the deeper rent structure through the housing tax credit use period for the duration of the Declaration . This selection will restrict rents only at limit(s) claimed.		
Applicants may choose either Option 1 or 2, and in addition, Option 3 and/or Option 4 for the project.		
Option 1 - A project in which 100% of the HTC unit rents are at the Washington County 50% HUD area median rent limit (50% rent restricted units). (10 points)		
OR representing Units		

	Points Claimed	Agency Awarded
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Option 2 - A project in which at least 50% of the HTC units rents are at the Washington County 50% HUD area median rent limit (50% rent restricted units). (5 points)

AND representing Units

~~Option 3 - In addition to either option 1 or 2, a project which further restricts the rents of all the units identified in Option 1 or 2 to the 50% HUD area median rent limit for a minimum of 10 years after the last placed in service date for any building in the property (Additional 3 points)~~

AND representing Units

Option 3 - In addition to either option 1 or 2, a project which further restricts 30% of the above restricted units to the Washington County 30% HUD area median rent limit (30% rent restricted units). (Additional 5 points)

representing Units

~~All rent restricted units must meet the 50% or 30% area median rent for a minimum of five years after the last placed in service date for any building in the property. After the five year period has expired, rent may be increased to the 60% or 40% rent limit, respectively, over a three year period with increases not to exceed the amount listed in the table below, provided that more restrictive threshold, selection priority or funding requirements do not apply.~~

YEAR	30% of 50% Rent- Levels	30% of 30% Rent- Levels
1-5	30% of 50%	30% of 30%
6	30% of 53%	30% of 33%
7	30% of 57%	30% of 37%
8	30% of 60%	30% of 40%

The Agency will incorporate these restrictions into the Declaration of Land Use Restrictive Covenants. The applicant must demonstrate to the sole satisfaction of the Agency that the project can achieve these reduced rents and remain financially feasible per Section 42(m)(2) of the Code. Points are contingent upon financial plans demonstrating feasibility, positive cash flow on a 15-year pro forma, and gaining Agency management approve (for management, operational expenses, and cash flow assumptions).

Unacceptable Practices (Up to -25 points)	0
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Points are subtracted by the Agency, as a penalty, for unacceptable practices as identified in the Agency's Procedural Manual.

TOTAL POINTS	0
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CERTIFICATION

Under penalty of perjury, the Applicant hereby certifies the information provided in this Self-Scoring Worksheet is true and accurate.

By: _____

	Points Claimed	Agency Awarded
<i>Signature</i>		
<i>Print or type name and title of signatory</i>		
Of: <i>Name of Managing Member/General Partner</i>		
Date:		

Note: During the competition process, the Agency's review of the submitted Self-Scoring Worksheet for Selection Points is only to validate that the points claimed are eligible, to reduce points claimed if not eligible, and to determine points awarded. The Agency will not award additional points which are not initially claimed by the Applicant/Developer. Many performance obligations are created by the claiming of certain scoring points. As such, the Agency cannot and will not assume the position of creating any such performance obligations on behalf of the Applicant/Developer.



Memo To: Washington County Community Development Agency Board of Commissioners

From: Executive Director Melissa Taphorn
Economic Development Director Chris Eng
Community Development Programs Manager Angela Shuppert

Date: March 6, 2020

RE: Purchase of Tax Forfeited Parcels in St. Paul Park, Minnesota

Background Summary

In July 2019, the Agency received a list of tax forfeited properties. Upon review and consultation with the related cities, it was identified that four parcels located in St. Paul Park had the potential for development as affordable housing. The parcels are zoned as R-1 Single Family Residential and located on Pullman Avenue and between the blocks of 5th and 6th Avenues. See attached site map. The purchase price for the sites would be \$10,000 total.

In the fall of 2019, Greater Metropolitan Housing Corporation (GMHC) reached out to Agency staff to discuss partnering with them and/or Twin Cities Habitat for Humanity to acquire the adjacent vacant parcel they own. Twin Cities Habitat for Humanity is active in St. Paul Park and interested in developing twin homes on the tax forfeited and GHMC lots. They are currently working with GMHC to purchase the parcel neighboring the lots.

Policy Guidance

The Agency's Real Estate Acquisition and Disposition Policy outlines provisions in which the Agency would acquire and dispose of real property based on all the powers and duties of a housing and redevelopment authority (MN Statutes 469.001 -.047). Under Minnesota law, the state and other governmental agencies may acquire property by gift, direct purchase, or eminent domain proceedings. Sites obtained through tax forfeiture may be subsequently conveyed for a development or redevelopment purpose. The Agency's policy specifically calls for acquiring property for the purpose of Agency-related affordable housing development by Twin Cities Habitat for Humanity. For all activities, the Agency will gain approval on the project and location from the appropriate municipality in accordance with state statutes.

Recommendation

Staff is recommending that the Agency begin the process and due diligence items of acquiring the lots through the County's process. Comments or changes to the proposed purchase are welcomed. Unless otherwise directed, staff will schedule the approval of the purchase at the April Board meeting and the disposition process will follow.

Site Map of Tax-Forfeited Parcels in St. Paul Park



REPORTS



Homeownership Division

Homebuyer Counseling and Education

The CDA Facebook page has reached the Follower and Likes goal set for February with 105 Follows and 100 Likes. The page has a steady incline in likes and has reached over 20,000 Facebook users with an average of 3,615 Facebook users receiving our content each day. The Facebook advertisements have reached a little over 90,000 people in just 3 months. In March, the Facebook page will start running a new carousel advertisement of various Homeownership programs, which will be targeted to the those that have visited the CDA website.

Home Stretch participant numbers fell in February, with only one participant who required our workshop to fulfill a first loan requirement. However, there are already have six participants signed up for March and anticipate a few more as the workshop date gets closer. An increase in Homebuyer Counseling requests is anticipated as we enter the homebuying season. Foreclosure numbers continue to remain low as, overall, the Agency is receiving less requests for mortgage assistance. Reverse Counseling requests are showing no sign of slowing down anytime soon.

Homeownership Program	Grant Year to date Oct 1 – Feb 29	Grant Year Goal	Progress toward Goal
Homebuyer Education	26	90	29%
Homebuyer/Financial Wellness Counseling	9	55	16%
Foreclosure Mitigation Counseling	7	50	14%
Reverse Mortgage Counseling	77	100	77%

Home Improvement Loan Program

The Home Improvement Loan Program has 12 households on the waitlist. Currently, there are three applications in the underwriting and environmental review process, and four applications in scope of work and bidding process. In addition to this CDBG-funded program, the CDA has completed one project, has one project in the construction stage, and has seven applications in the underwriting process for a Minnesota Housing Rehabilitation Loan. The CDA currently has 76 outstanding home improvement loans in the amount of \$1,254,407.61.

Home Improvement Loan	Program Year to date Jul 1 – Feb 29	Program Year Goal	Progress toward Goal
Total funds spent	\$92,681.37	\$278,944.28	33%
Number of loans closed	10	17	58%

Development Division

CDBG/HOME Administration

On March 13, 2020 the 2020-2024 Consolidated Plan and Annual Action Plan were released for public comment. The Agency will hold a public hearing at its April board meeting to present the awarded projects, Annual Action Plan, and Five-Year Consolidated Plan.

The CDBG Citizen Advisory Committee currently has five vacancies. If you know of anyone who might be interested, please refer them to the County's website at <https://www.co.washington.mn.us/1557/Community-Development-Block-Grant>.

Subsurface Sewage Treatment System (SSTS) Financial Assistance Programs

Staff have issued recommendations for loans totaling \$106,200 and a grant in the amount of \$5,505. Four applications are in process. Applications have been received from homeowners in Afton, Denmark Township, Forest Lake, Lake Elmo, Lakeland, and Stillwater. Letters were sent to borrowers with an outstanding balance reminding them of the special assessment amounts that will appear on the forthcoming 2020 property tax statements.

Public Housing Conversion

Notice of a public hearing on the amendment to the PHA Plan which revises the public housing conversion plan to be held on April 21 has been published. The PHA Plan Amendment and revised conversion plan are available to the public on the CDA's website. In preparation of the application, staff is working with legal counsel on title work of 56 scattered site.

Red Rock Crossing

Newport City Council voted unanimously February 20, 2020 to continue with the Red Rock Crossing Redevelopment Plan as written and allow additional residential development in the transit district at the redevelopment site. MWF Properties, developer of Red Rock Crossing, has expressed an interest in Outlot A for additional workforce housing.

Housing Tax Credit Suballocation

The chart below provides the status of recent Low-Income Housing Tax Credit (LIHTC) allocations by the Agency.

Development Name (City)	LIHTC Type	LIHTC Units	Development Status
Legends of Woodbury	4%	216	Leasing
Glen at Valley Creek (Woodbury)	4%	42	Leasing
Green Twig II (Oak Park Heights)	4%	72	Leasing
Headwaters Landing (Forest Lake)	9%	45	Under Construction
Rosemary Apartments (Hugo)	9%	45	2019 and 2020 credits reserved

2020 Capital Improvements in Process

Property Name (City)	Improvement Project	Status and Tentative Schedule
Cobble Hill (Oakdale)	Foundation and deck flashing repair	Bid opening was held March 2. See related Board item recommending contract approval.

Property Name (City)	Improvement Project	Status and Tentative Schedule
Whispering Pines (Forest Lake)	Parking lot expansion	The City of Forest Lake Planning Commission approval variance requests at its 2/26 meeting. The project went out to bid March 6 with bids due March 27.
Raymie Johnson TH (Oak Park Heights)	Interior remodel, window replacement.	Only one bid was submitted. Project to be rebid.
PH 27 (Cottage Grove)	Interior kitchen and bath updates.	Project in closeout phase.



Marketing Initiatives

- The CDA will be co-sponsoring the Stillwater Chamber Business and Economic Development Day on March 18th. We will be presenting on the Open to Business Program along with economic development activities in Washington County at the event.
- The CDA co-sponsored an update on Open to Business and Washington County activities and recent accomplishments at the Forest Lake Chamber on February 12, 2020.

Technical Assistance

- The Economic Development Director is working with the City of Cottage Grove Predevelopment Finance Fund application for an engineering feasibility study. The application is being presented to the CDA Board for consideration at the March meeting.
- The Economic Development Director continues working with the City of Forest Lake EDA with a downtown redevelopment project.
- The Economic Development Director is working Stillwater and Washington County Public Works Staff on the Highway 36/Manning Ave project.
- The Economic Development Director is working with Rick Roy, the Washington County Workforce Development Manager, and DEED staff on developing health care and round table meetings to identify challenges and opportunities to help the small and medium sized health care businesses in Washington County address talent shortages.
- Staff provided economic development information to Stillwater, Oak Park Heights, Lake Elmo, Hugo and Forest Lake city staff this month. The City of Stillwater has asked for assistance with an existing manufacturing business expansion.

Site Selector and Business Updates

- The Economic Development Director provided information and assisted the Cities of Forest Lake and Hugo with an inquiry for an advanced manufacturing company looking for large acreage sites for a new development.



FINANCE AND PROPERTY MANAGEMENT REPORT March 2020

Financial Analysis – Year-To-Date January 31, 2020 Financials

Total Agency Activity

- Total Agency income before depreciation and transfers had a positive variance to budget of \$182,889. Both revenues and expenses were under by \$36,559 and \$134,016, respectively.
- Total Agency budget to actual revenues were under budget by \$36,559. The new accounting system allocates year-end transfers evenly over the 12-month budget year. The result is the appearance that January is under budget. The impact from transfers is \$152,000. When removed, revenues are over budget by \$115,000. The over budget line items include property rents and property tax revenues of \$30,200 and \$132,665, respectively.
- Total Agency expenses were under budget by \$134,017. Properties were under budget by \$94,000. This was primarily due to maintenance expenses under budget by \$36,000 and utility expenses under budget by \$50,000. In addition, governmental expenses were under budget in consulting, legal and professional fees. When combined, the three line items total approximately \$50,000 under budget.

2019 Audit Schedule

- WCCDA Audit
 - Fieldwork March 30th through April 10th
 - Tentative Issue May 6th
- The Briar Pond audit is complete and financial statements will be issued in March.
- The Glen audit is complete and financial statements will be issued in March.

2021 Budget Schedule

March 17, 2020	Personnel Committee Review Organization Chart
May 4, 2020	Discuss risk assumptions with Executive Director
May 19, 2020	Present key assumptions to the Board
June 4, 2020	Presentation of levy calculation, operating reserves, capital reserves, and long-term capital schedule presented to the Finance Committee
June 16, 2020	Proposed budget submitted to the Board
August 11, 2020	Presentation of levy request to the County Finance Committee
August 18, 2020	Board approval of the 2020 levy request

September 8, 2020	Preliminary establishment of levy by County Board
December 1, 2020	Truth in Taxation hearing
December 8, 2020	Final property tax levy approval by County Board
December 15, 2020	Final budget presented and approved by the Board

**Finance Report
March 17, 2020**

The financial results for January 31, 2020 are as follows:

Total Agency Year-To-Date

	2019 Actual	2020 Actual	2020 Budget	Variance
Revenues	\$1,784,683	\$1,835,440	\$1,871,999	(\$36,559)
Expenses	775,177	1,021,191	1,155,207	(134,016)
Income (Loss)	\$1,009,506	\$814,249	\$716,792	\$97,457

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	2019 Actual	2020 Actual	2020 Budget	Variance
Operating Revenues	\$965,467	\$965,021	\$1,075,483	(\$110,462)
Operating Expenses	244,830	325,972	420,044	(94,072)
Operating Income (Loss)	\$720,637	\$639,049	\$655,439	(\$16,390)

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

	2019 Actual	2020 Actual	2020 Budget	Variance
Family Properties				
Brick Pond	\$20,028	\$18,839	\$15,609	\$3,230
Woodland Park	161,924	138,746	133,403	5,343
Briar Pond	137,554	136,131	105,887	30,244
Park Place I	17,550	16,214	12,841	3,373
Park Place II	2,689	2,600	1,079	1,521
Scattered Site	35,378	30,985	21,802	9,183
Whispering Pines	10,363	6,471	8,376	(1,905)
Transitional Housing	1,253	1,252	1,184	68
Senior Properties				
Trailside	55,802	62,687	76,149	(13,462)
Oakhill Cottages	23,937	23,041	32,572	(9,531)
Muller Manor	18,494	15,632	16,380	(748)
Ann Bodlovick	30,343	25,560	21,697	3,863
John Jergens	23,117	17,431	13,252	4,179
Pioneer	38,403	6,387	7,812	(1,425)
Cobble Hill	29,780	28,229	47,062	(18,833)
Raymie Johnson	64,769	62,674	104,590	(41,916)
Joint Ventures				
WCD - Series 2013	2,989	2,931	2,957	(26)
Landfall - Series 2010C	4,802	3,463	3,357	106
Groves Managing Member	3,000	2,617	2,083	534
Piccadilly - Lender	21,809	20,641	19,860	781
The Glen - Owner	16,417	16,250	0	16,250
The Glen - Lender	236	268	7,487	(7,219)
Operting Income (Loss)	\$720,637	\$639,049	\$655,439	(\$16,390)

Vacancy Rates - 2017-2020

	# of Units	2017 Annual	2018 Annual	2019 Annual	2020 Annual	2020 Target
Family Properties						
Brick Pond	40	1.3%	0.0%	1.0%	3.8%	5%
Woodland Park	180	1.1%	0.7%	0.9%	1.4%	5%
Briar Pond	196	0.9%	0.6%	0.1%	0.0%	5%
Park Place I	36	1.2%	0.9%	0.7%	0.0%	5%
Park Place II	6	1.4%	1.4%	0.0%	0.0%	5%
Scattered Site	56	0.4%	0.9%	1.3%	0.0%	5%
Whispering Pines	40	0.4%	0.0%	0.0%	0.0%	3%
Senior Properties						
Oakhill Cottages	40	0.0%	0.2%	0.0%	0.0%	3%
Muller Manor	28	0.0%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.0%	0.2%	0.7%	4.0%	3%
John Jergens	30	0.0%	0.3%	0.3%	3.3%	3%
Pioneer	18	2.8%	1.4%	0.0%	0.0%	3%
Cobble Hill	45	0.0%	0.0%	1.1%	2.2%	3%
Raymie Johnson	120	0.5%	1.3%	2.0%	2.1%	3%
Trailside	70	0.0%	0.2%	0.6%	0.0%	3%
Seniors	401	0.3%	0.5%	0.8%	1.6%	3%
Overall	955	0.6%	0.6%	0.7%	1.1%	5%
Joint Ventures						
Piccadilly Square	79	11.4%	0.6%	0.7%	2.5%	5%
The Groves	67	0.7%	0.1%	0.4%	0.7%	5%
The Glen	42	0.0%	0.0%	22.6%	10.7%	5%

Total Agency
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Lockbox	2,142,403	1,303,628	838,775
Cash - Operating Checking	10,325,920	10,298,833	27,087
Cash - Section 8 Checking Disbursement	184,168	262,970	-78,802
WCCDA FSS - Public Housing Escrow	52,613	37,200	15,413
Cash - Temporary Investments	1,359,039	1,340,760	18,279
WCCDA Funds Held In Trust	987,253	1,279,852	-292,599
Security Deposit Checking	154,254	152,448	1,806
Cash - Swap Account	291,686	280,945	10,741
TOTAL CASH	15,497,336	14,956,636	540,699
ACCOUNTS RECEIVABLE			
Accounts Receivable	20,226	18,310	1,916
Accounts Receivable - Other	23,181	9,290	13,891
Accounts Receivable - Hud	6,375	1,459	4,916
Accounts Receivable - Tenant Based Subsidy	-22	1,078	-1,100
Accounts Receivable - Repayments	0	-68	68
Accounts Receivable - Security Deposits	133	267	-134
Accounts Receivable - Resident Reimbursements	4,033	2,002	2,031
Allowance For Doubtful Accounts	-6,917	-6,917	0
Accounts Receivable - Property Tax Levy	5,293,077	5,234,226	58,851
Accounts Receivable - Delinquent Property Tax	44,622	43,990	632
Developer Fee Receivable	1,081,998	1,126,287	-44,289
Developer Fee Interest Receivable	7,239	96,354	-89,115
Capital Lease Receivable	2,717,062	3,148,444	-431,382
Due From Other Governments - Federal	108,969	197,170	-88,201
Due From Other Governments - County	2,336	40,148	-37,812
TOTAL ACCOUNTS RECEIVABLE	9,302,312	9,912,040	-609,728
PREPAID EXPENSES			
Prepaid Expenses	436,867	420,855	16,011
TOTAL PREPAID EXPENSES	436,867	420,855	16,011
TOTAL CURRENT ASSETS	25,236,514	25,289,532	-53,018
RESTRICTED CASH/ESCROWS			
Insurance Escrow	36,679	42,353	-5,674
WCCDA FSS Escrow - Section 8	11,561	11,158	403

Total Agency
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
Real Estate Tax Escrow	134,264	233,850	-99,586
Real Estate Tax Escrow - Qecb Bonds	172,947	170,954	1,993
Escrow Deposit Account	3,427	622	2,805
Debt Service Fund	2,031,323	2,218,910	-187,586
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,424,040	2,641,492	-217,452
Debt Service Reserve Fund - Qecb Bonds	13	1	12
Issuer Reserve Fund	1,301,461	758,069	543,392
Operating Fund	500,949	874,546	-373,597
Restoration Fund	1	1	0
Operating Reserve	2,236,445	2,188,622	47,823
WCCDA Operating Reserve	12,601	12,331	269
Fee Escrow	56,431	46,960	9,471
Replacement Reserve Fund	2,432,429	2,370,165	62,264
WCCDA Transitional Housing Repl Res	41,650	40,760	891
Surplus Fund	272,455	12,085	260,370
Other Escrow	8,320	8,172	148
TOTAL RESTRICTED CASH/ESCROWS	11,676,996	11,631,063	45,933
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Land	4,559,054	4,559,054	0
Land Improvements	2,906,273	2,316,811	589,462
Building	69,142,785	68,592,752	550,033
Office Furniture And Equipment	515,702	515,702	0
Property For Resale	483,233	483,233	0
TOTAL FIXED ASSETS	77,607,047	76,467,552	1,139,494
ACCUMULATED DEPRECIATION			
Accum Depreciation - Land Improvements	-546,041	-484,363	-61,678
Accum Depreciation - Building And Fixtures	-31,538,103	-30,286,766	-1,251,336
Accum Depreciation - Furniture And Equipment	-515,702	-515,702	0
TOTAL ACCUMULATED DEPRECIATION	-32,599,846	-31,286,832	-1,313,014
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	45,007,201	45,180,720	-173,520
INVESTMENTS			
Other Investments	1,857,704	1,857,704	0
TOTAL INVESTMENTS	1,857,704	1,857,704	0

Total Agency
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
NOTES RECEIVABLE			
Installment Note Receivable	18,487,601	16,116,686	2,370,915
Loan Receivable Lhia On Cda Company	400,000	400,000	0
Note Receivable	359,109	352,709	6,400
Forgivable Long Term Loan	1,000,000	1,000,000	0
Due From Other Fund	3,695,792	3,685,827	9,965
TOTAL NOTES RECEIVABLE	23,942,502	21,555,222	2,387,280
OTHER ASSETS			
Interest Receivable	4,727	10,966	-6,239
Tax Increment Funding Receivable	753,709	646,503	107,206
Construction In Progress	57,693	106,642	-48,949
TOTAL OTHER ASSETS	816,129	764,111	52,017
TOTAL ASSETS	108,537,047	106,278,353	2,258,694
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	206,421	12,422	193,999
Retainage Payable	705	1,797	-1,092
TOTAL ACCOUNTS PAYABLE	207,126	14,219	192,907
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	212	1,492	-1,280
Hap Repayment	-185	431	-616
Security Deposit Liability	380,611	380,641	-30
Security Deposit Interest Liability	23,197	22,651	546
Security Deposit Dispositions/Refunds	301	-35	336
Due To Other Governments - County	465,000	460,477	4,523
Due To Other Governments - Other	40,000	40,000	0
Tenant Based Subsidy Suspense	-1,182	-1,182	0
Escrow Deposits Payable - Fss	64,174	48,358	15,816
TOTAL OTHER CURRENT LIABILITIES	972,129	952,834	19,295
ACCRUED EXPENSES			
Accrued Payroll Expense	68,584	54,319	14,265
Accrued Expenses	57,956	196,589	-138,633
Accrued Interest	28,213	28,810	-596

Total Agency
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
Accrued Interest Senior Bonds	429,841	457,389	-27,548
Accrued Interest Series D Bonds	20,320	21,720	-1,400
Accrued Interest	379,080	353,410	25,670
TOTAL ACCRUED EXPENSES	983,993	1,112,236	-128,243
TOTAL CURRENT LIABILITIES	2,163,248	2,079,289	83,959
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	10,045,363	9,883,013	162,350
TOTAL DEFERRED REVENUE	10,045,363	9,883,013	162,350
INTERCOMPANY LIABILITIES			
Due To Others	3,695,792	3,685,827	9,965
Health Care Plan Liability	3,199	7,985	-4,786
TOTAL INTERCOMPANY LIABILITIES	3,698,991	3,693,812	5,179
LONG-TERM DEBT			
Mortgage Payable	9,542,947	9,732,178	-189,231
Note Payable	1,389,793	1,389,793	0
Bonds Payable	32,425,000	34,665,000	-2,240,000
Series D Bond Payable	1,395,000	1,535,000	-140,000
Unamortized Premium	710,525	772,197	-61,671
Deferred Refunding Costs	-523,142	-602,584	79,442
Deferred Gain On Sale Of Property	240,956	298,313	-57,356
Deferred Gain On Refunding	29,321	146,501	-117,180
Unamortized Discount	-216,238	-235,191	18,953
TOTAL LONG-TERM DEBT	44,994,163	47,701,207	-2,707,043
TOTAL LONG-TERM LIABILITIES	58,738,518	61,278,032	-2,539,514
TOTAL LIABILITIES	60,901,766	63,357,320	-2,455,555
CAPITAL			
Retained Earnings	47,635,281	42,921,032	4,714,249
TOTAL CAPITAL	47,635,281	42,921,032	4,714,249
TOTAL LIABILITIES & CAPITAL	108,537,047	106,278,353	2,258,694

Total Agency
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	664,409	662,416	1,993	0	648,059	16,350	3
County Assistance Rent	44,845	109,809	-64,964	-59	48,232	-3,388	-7
Hap Income - Section 8	63,928	0	63,928	N/A	53,984	9,944	18
Bad Debt Rent	-2,035	-2,649	614	23	-2,862	827	29
Bad Debt Other	-2,409	1,998	-4,407	-221	-944	-1,465	-155
Employee Concessions	-427	-733	306	42	-424	-3	-1
Vacancy	0	-30,917	30,917	100	-3,631	3,631	100
Application Fees	525	840	-315	-38	450	75	17
Electric Reimbursement	580	0	580	N/A	3,505	-2,925	-83
Cable Reimbursement	1,303	1,467	-164	-11	1,640	-337	-21
Trash Reimbursement	35	0	35	N/A	0	35	N/A
Utility Reimbursement Recovery	0	0	0	N/A	-556	556	100
Guest Suite Income	50	208	-158	-76	200	-150	-75
Late Fees	2,637	1,666	971	58	1,815	822	45
Laundry Income	2,350	2,441	-91	-4	1,972	378	19
Clubhouse Rental	125	0	125	N/A	75	50	67
Nsf Fees	25	0	25	N/A	150	-125	-83
Cleaning & Damages Income	674	0	674	N/A	3,250	-2,576	-79
Damage Fees - Other	410	0	410	N/A	0	410	N/A
Parking / Garage Income	7,100	7,250	-150	-2	7,221	-121	-2
Emergency Pendant Reimbursement	49	50	-1	-2	60	-10	-18
TOTAL OTHER RENTAL INCOME	784,173	753,846	30,327	4	762,196	21,978	3
NET RENTAL INCOME	784,173	753,846	30,327	4	762,196	21,978	3
OTHER INCOME							
Interest Income	21,900	20,381	1,519	7	36,182	-14,283	-39
Restricted Interest Income	14,613	11,409	3,204	28	19,489	-4,876	-25
Interest Income - Loans	14,128	16,049	-1,921	-12	11,677	2,451	21
Interest Income - Capital Leases	5,466	5,073	393	8	6,467	-1,001	-15
Other Income	516	27,847	-27,331	-98	-53	569	1,077
Intergovernmental Revenue	0	0	0	N/A	17,100	-17,100	-100
Property Tax Revenue	441,090	308,425	132,665	43	436,157	4,933	1
Tif Revenue	13,317	13,317	0	0	12,775	542	4
Administration Fee Revenue	26,599	29,642	-3,043	-10	26,160	439	2
Program Income	259,849	264,942	-5,093	-2	244,897	14,952	6
Grant Revenue - Federal	109,830	129,700	-19,870	-15	130,636	-20,806	-16
Grant Revenue - State	17,057	24,159	-7,102	-29	17,802	-745	-4
Grant Revenue - County	7,159	8,300	-1,141	-14	6,892	267	4
Grant Revenue - Cfp Operating	0	1,247	-1,247	-100	0	0	N/A
Grant Revenue - Cfp Capital	0	11,223	-11,223	-100	0	0	N/A
Grant Revenue - Cdbg	48,580	93,660	-45,080	-48	4,250	44,330	1,043
Issuer Fee Income	240	1,950	-1,710	-88	496	-256	-52
Transfer From Other Funds	0	152,162	-152,162	-100	0	0	N/A
Charge For Service	72,296	250	72,046	28,818	53,063	19,233	36
Hud Pass Through	-1,373	-1,583	210	13	-1,503	130	9
TOTAL OTHER INCOME	1,051,266	1,118,153	-66,887	-6	1,022,487	28,779	3
TOTAL REVENUE	1,835,440	1,871,999	-36,559	-2	1,784,683	50,757	3
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Payroll - Office	198,500	148,627	-49,873	-34	131,861	-66,638	-51
Payroll Taxes - Office	2,104	1,359	-745	-55	1,239	-865	-70
Payroll - Cdbg Coc Program	0	0	0	N/A	1,044	1,044	100

Total Agency
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Payroll Taxes - Cdbg Coc Program	0	0	0	N/A	15	15	100
Payroll - Cdbg Loan Program	902	1,100	198	18	417	-486	-117
Payroll Taxes Cdbg Loan Program	13	17	4	24	6	-7	-116
Payroll - Maintenance	46,577	49,617	3,040	6	28,414	-18,163	-64
Payroll - Grounds	17,270	17,426	156	1	12,875	-4,395	-34
Payroll - Other	162	125	-37	-30	212	50	24
Payroll Benefits - Other	16,025	11,841	-4,184	-35	9,356	-6,669	-71
Insurance Benefits	25,373	12,707	-12,666	-100	26,107	734	3
Payroll Benefits - Cdbg Coc Program	0	0	0	N/A	115	115	100
Payroll Benefits - Cdbg Loan Program	99	125	26	21	46	-53	-117
Pension Contribution - Executive	591	508	-83	-16	377	-215	-57
Pension Contribution - Administration	3,010	1,758	-1,252	-71	1,203	-1,806	-150
Pension Contribution - Finance Admin	1,451	1,042	-409	-39	605	-846	-140
Insurance - Acct	1,532	1,133	-399	-35	1,521	-12	-1
Insurance - Executive	300	258	-42	-16	599	299	50
Salary Expense - Accounting	13,191	8,833	-4,358	-49	6,237	-6,954	-112
Salary Expense - Executive	5,375	3,917	-1,458	-37	3,423	-1,952	-57
Payroll Taxes - Property Accounting	189	183	-6	-3	134	-55	-41
Payroll Taxes - Executive	76	50	-26	-53	47	-29	-62
Workers Compensation Insurance	0	318	318	100	0	0	N/A
Business Ops - Salary Payroll	27,362	13,525	-13,837	-102	10,940	-16,421	-150
Business Ops - Benefits & Insurance	6,668	3,908	-2,760	-71	3,383	-3,285	-97
Business Ops - Pr Tax	387	200	-187	-93	154	-233	-152
Business Ops - Work Comp	0	58	58	100	0	0	N/A
Payroll - Property Management - Cda	72,117	52,383	-19,734	-38	52,623	-19,494	-37
Workers Comp - Exec Dir	0	8	8	100	0	0	N/A
TOTAL PAYROLL	439,274	331,026	-108,248	-33	292,952	-146,322	-50

GENERAL & ADMINISTRATIVE

Auto Lease & License	284	300	16	5	284	0	0
Consulting	2,453	18,682	16,229	87	12,397	9,944	80
Consulting - Exec	0	625	625	100	0	0	N/A
Consulting - Finance/It	5,300	1,167	-4,133	-354	0	-5,300	N/A
Consulting - It	0	0	0	N/A	3,250	3,250	100
Dues & Subscriptions - Business Office	2,147	2,176	29	1	5,864	3,718	63
Dues & Subscriptions - Exec	675	442	-233	-53	0	-675	N/A
Delivery Expenses	0	67	67	100	0	0	N/A
Postage & Delivery - Ops	1,328	879	-449	-51	865	-462	-53
Office/Equipment Rental	3,360	1,599	-1,761	-110	110	-3,250	-2,955
Advertising/Marketing	16,952	8,274	-8,678	-105	3,394	-13,558	-399
Advertising - Board Of Commissioners	0	42	42	100	0	0	N/A
Advertising/Marketing - Fin Admin	0	50	50	100	0	0	N/A
Audit/Tax Return Preparation Fee	0	5,807	5,807	100	0	0	N/A
Credit Reports / Background Checks	0	1,007	1,007	100	54	54	100
Data Processing Fees	5,968	7,758	1,790	23	2,423	-3,545	-146
Data Processing Fees - Fin Admin	12	275	263	96	0	-12	N/A
Payroll Processing Fees	1,976	2,000	24	1	1,902	-75	-4
Legal Fees	-1,278	15,117	16,395	108	-888	390	44
License Fees	8,375	1,282	-7,093	-553	8,849	474	5
Mileage Reimbursement	0	1,650	1,650	100	0	0	N/A
Mileage Reimbursement - Environmental Services	0	17	17	100	0	0	N/A
Administrative Services	143	150	7	4	105	-38	-36
Property Program Expenses	0	2,384	2,384	100	0	0	N/A
Misc Expense - Business Office	0	632	632	100	0	0	N/A
Postage - Business Office	-928	175	1,103	630	-890	38	4
Travel - Exec	0	292	292	100	0	0	N/A
Travel - Finance/It	0	92	92	100	0	0	N/A
Travel - Board Of Commissioners	68	75	7	10	8	-60	-795

Total Agency
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Travel - Cda Car	292	58	-234	-404	90	-202	-224
Travel	184	1,239	1,055	85	440	256	58
Travel - Business Office	0	208	208	100	0	0	N/A
Travel - Active Life	0	17	17	100	0	0	N/A
Education And Training	1,559	3,659	2,100	57	666	-893	-134
Training/Ed - Business Office	659	650	-9	-1	0	-659	N/A
Training/Ed - Active Life	0	58	58	100	0	0	N/A
Bank Fees	3,843	5,526	1,683	30	3,738	-106	-3
Training/Ed - Exec	0	292	292	100	0	0	N/A
Training/Ed - Finance/It	0	808	808	100	0	0	N/A
Training/Ed - Board Of Commissioners	550	467	-83	-18	55	-495	-900
Professional Fees	0	18,100	18,100	100	610	610	100
Professional Services - Environmental Services	0	1,058	1,058	100	0	0	N/A
Office Contracts	0	141	141	100	0	0	N/A
Office Supplies And Equipment	681	2,275	1,594	70	735	53	7
Office Supplies - Exec	0	17	17	100	0	0	N/A
Office Supplies - Finance/It	100	58	-42	-72	0	-100	N/A
Office Supplies - Board Of Commissioners	0	8	8	100	0	0	N/A
Telephone - Office Use	5,999	7,217	1,218	17	2,353	-3,645	-155
Telephone - Exec Dir	56	50	-6	-12	54	-2	-3
Telephone - Financial Admin	56	58	2	3	54	-2	-3
Resident Retention	379	1,243	864	70	379	0	0
Project Assistance	49,761	132,809	83,048	63	46	-49,715	-108,077
Housing Assistance Payments	356,829	350,750	-6,079	-2	345,825	-11,004	-3
Cleaning and Decorating	1,595	4,342	2,747	63	2,000	405	20
Repairs & Maintenance	1,620	11,401	9,781	86	-1,890	-3,511	-186
Repairs & Maintenance - General Building	0	542	542	100	0	0	N/A
Uniforms - Business Office	1,147	767	-380	-50	0	-1,147	N/A
TOTAL G & A EXPENSE	472,146	616,834	144,688	23	392,881	-79,265	-20
MANAGEMENT FEE							
Management Fee	39,154	40,568	1,414	3	39,154	0	0
TOTAL MANAGEMENT FEE	39,154	40,568	1,414	3	39,154	0	0
TOTAL ADMINISTRATIVE EXPENSES	950,574	988,428	37,854	4	724,987	-225,587	-31
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Appliance	0	316	316	100	0	0	N/A
Service Contract/Repairs - Contract Maintenance	0	300	300	100	0	0	N/A
Service Contract/Repairs - Electrical	2,174	5,125	2,951	58	1,754	-420	-24
Service Contract/Repairs - Floors	4,601	11,776	7,175	61	6,582	1,981	30
Service Contract/Repairs - General Building	345	83	-262	-316	0	-345	N/A
Service Contract/Repairs - Hvac	0	5,332	5,332	100	254	254	100
Service Contract/Repairs - Janitorial	0	1,175	1,175	100	0	0	N/A
Service Contract/Repairs - Plumbing	2,355	5,301	2,946	56	2,816	461	16
Supplies - Appliance	2,825	7,999	5,174	65	2,858	33	1
Supplies - Electrical	1,234	2,399	1,165	49	738	-496	-67
Supplies - General Building	0	17	17	100	27	27	100
Supplies - Hvac	504	3,791	3,287	87	972	468	48
Supplies - Janitorial	639	1,383	744	54	1,181	543	46
Supplies - Plumbing	4,591	4,292	-299	-7	3,939	-652	-17
Equipment Rental - Business Office	0	2,300	2,300	100	0	0	N/A
Supplies - Miscellaneous	666	2,377	1,711	72	1,040	374	36
Repairs - Business Office	0	233	233	100	0	0	N/A
TOTAL REPAIRS & MAINTENANCE EXPENSES	19,933	54,199	34,266	63	22,159	2,226	10
CONTRACT SERVICE							

Total Agency
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Extermination	1,634	1,749	115	7	1,415	-219	-15
Service Contract/Repairs - Elevators	2,528	3,541	1,013	29	2,402	-126	-5
Service Contract - Grounds	0	13,808	13,808	100	6	6	100
Service Contract - Snow	16,920	8,474	-8,446	-100	9,575	-7,345	-77
Supplies - Grounds	0	8	8	100	0	0	N/A
TOTAL CONTRACT SERVICE	21,082	27,580	6,498	24	13,398	-7,684	-57
TURNOVER EXPENSE							
Service Contract - Painting	2,370	5,277	2,907	55	0	-2,370	N/A
Supplies - Painting	1,919	1,856	-63	-3	61	-1,858	-3,061
TOTAL TURNOVER EXPENSE	4,289	7,133	2,844	40	61	-4,228	-6,964
TOTAL MAINTENANCE EXPENSES	45,304	88,912	43,608	49	35,618	-9,686	-27
UTILITIES							
Electricity	2,037	19,784	17,747	90	0	-2,037	N/A
Heat / Gas	2,032	17,248	15,216	88	0	-2,032	N/A
Water And Sewer	425	23,628	23,203	98	132	-294	-223
Trash Removal	15,987	12,341	-3,646	-30	11,563	-4,424	-38
Trash Removal - Admin Services	0	33	33	100	0	0	N/A
Cable Tv	1,987	1,900	-87	-5	1,877	-109	-6
Tenant Utility Allowance	2,845	2,933	88	3	1,001	-1,844	-184
TOTAL UTILITIES	25,313	77,867	52,554	67	14,573	-10,741	-74
TOTAL OPERATING EXPENSES	1,021,191	1,155,207	134,016	12	775,177	-246,014	-32
NET OPERATING INCOME (LOSS)	814,248	716,792	97,456	14	1,009,506	-195,258	-19
NON-OPERATING EXPENSES							
Property And Liability Insurance	34,564	36,422	1,858	5	32,774	-1,790	-5
Real Estate Taxes	36,938	36,859	-79	0	35,421	-1,516	-4
Association Assessment	10,314	10,283	-31	0	9,811	-503	-5
TOTAL NON-OPERATING EXPENSES	81,816	83,564	1,748	2	78,007	-3,809	-5
TOTAL NON-OPERATING EXPENSES	81,816	83,564	1,748	2	78,007	-3,809	-5
NET INCOME (LOSS) BEFORE NON-OPERATING	732,433	633,228	99,205	16	931,499	-199,066	-21
FINANCING EXPENSE							
Sec Dep Interest	296	0	-296	N/A	387	91	24
Mortgage Interest	30,352	32,355	2,003	6	30,949	597	2
Debt Service - Principal	79,424	79,602	178	0	75,307	-4,117	-5
Debt Service - Interest	38,631	36,218	-2,413	-7	42,263	3,632	9
Interest - Senior Bonds	100,324	98,593	-1,731	-2	105,673	5,349	5
Interest - Series A Bonds	3,387	3,257	-130	-4	3,620	233	6
Gain On Investment	0	167	167	100	-6,519	-6,519	-100
Financing Fee	0	92	92	100	0	0	N/A
Monitoring Fee	0	250	250	100	0	0	N/A
Fss Escrow Payment	1,106	333	-773	-232	829	-277	-33
Bond Premium	-5,139	-5,165	-26	0	-5,139	0	0
Bond Discount	1,579	1,648	69	4	1,579	0	0
Gain/Loss On Sale	-4,841	-4,898	-57	-1	-4,704	137	3
Land Acquisition Expense	0	15,783	15,783	100	0	0	N/A
Deferred Refunding	4,398	8,764	4,366	50	6,929	2,531	37
Deferred Gain On Refunding	-9,765	-9,765	0	0	-9,765	0	0
Transfer To Other Funds	0	66,200	66,200	100	0	0	N/A
TOTAL FINANCING EXPENSE	239,750	323,434	83,684	26	241,408	1,657	1
NET INCOME (LOSS) BEFORE DEPR AND AMORT	492,682	309,794	182,888	59	690,091	-197,409	-29

Total Agency
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
DEPRECIATION EXPENSE							
Depreciation	6,066	4,837	-1,229	-25	4,838	-1,228	-25
Depreciation - Building	150,715	148,713	-2,002	-1	149,420	-1,295	-1
Depreciation - Furniture And Equipment	0	50	50	100	633	633	100
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-156,781	-153,600	-3,181	-2	-154,891	-1,890	-1
NET INCOME (LOSS)	335,902	156,194	179,708	115	535,200	-199,299	-37

General Fund
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Operating Checking	5,292,063	6,162,723	-870,661
WCCDA Funds Held In Trust	5,630	3,845	1,785
TOTAL CASH	5,297,693	6,166,568	-868,876
ACCOUNTS RECEIVABLE			
Accounts Receivable - Other	0	779	-779
Accounts Receivable - Property Tax Levy	367,050	1,722,881	-1,355,831
Accounts Receivable - Delinquent Property Tax	44,622	43,990	632
Due From Other Governments - County	0	37,349	-37,349
TOTAL ACCOUNTS RECEIVABLE	411,672	1,804,999	-1,393,327
PREPAID EXPENSES			
Prepaid Expenses	34,939	29,988	4,951
TOTAL PREPAID EXPENSES	34,939	29,988	4,951
TOTAL CURRENT ASSETS	5,744,303	8,001,555	-2,257,252
RESTRICTED CASH/ESCROWS			
Escrow Deposit Account	622	622	0
Operating Reserve	1,391,263	1,358,417	32,847
TOTAL RESTRICTED CASH/ESCROWS	1,391,885	1,359,039	32,847
NOTES RECEIVABLE			
Installment Note Receivable	2,000,000	0	2,000,000
TOTAL NOTES RECEIVABLE	2,000,000	0	2,000,000
TOTAL ASSETS	9,136,189	9,360,594	-224,405
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	643	0	643
TOTAL ACCOUNTS PAYABLE	643	0	643
ACCRUED EXPENSES			
Accrued Payroll Expense	20,100	12,455	7,645

General Fund
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
Accrued Expenses	5,040	84,345	-79,305
TOTAL ACCRUED EXPENSES	25,140	96,800	-71,660
TOTAL CURRENT LIABILITIES	25,782	96,800	-71,018
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	380,452	1,623,297	-1,242,845
TOTAL DEFERRED REVENUE	380,452	1,623,297	-1,242,845
INTERCOMPANY LIABILITIES			
Health Care Plan Liability	3,199	7,985	-4,786
TOTAL INTERCOMPANY LIABILITIES	3,199	7,985	-4,786
TOTAL LONG-TERM LIABILITIES	383,651	1,631,283	-1,247,631
TOTAL LIABILITIES	409,434	1,728,083	-1,318,649
CAPITAL			
Retained Earnings	8,726,755	7,632,511	1,094,244
TOTAL CAPITAL	8,726,755	7,632,511	1,094,244
TOTAL LIABILITIES & CAPITAL	9,136,189	9,360,594	-224,405

General Fund
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER INCOME							
Interest Income	6,500	8,833	-2,333	-26	12,638	-6,138	-49
Restricted Interest Income	762	0	762	N/A	6	756	12,276
Other Income	0	0	0	N/A	0	0	0
Property Tax Revenue	30,588	30,588	0	0	143,573	-112,986	-79
Transfer From Other Funds	0	66,200	-66,200	-100	0	0	N/A
Charge For Service	179	0	179	N/A	440	-261	-59
TOTAL OTHER INCOME	38,029	105,621	-67,592	-64	156,657	-118,628	-76
TOTAL REVENUE	38,029	105,621	-67,592	-64	156,657	-118,628	-76
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Pension Contribution - Executive	591	508	-83	-16	377	-215	-57
Pension Contribution - Administration	3,010	1,758	-1,252	-71	1,203	-1,806	-150
Pension Contribution - Finance Admin	1,451	1,042	-409	-39	605	-846	-140
Insurance - Acct	1,532	1,133	-399	-35	1,521	-12	-1
Insurance - Executive	300	258	-42	-16	599	299	50
Salary Expense - Accounting	13,191	8,833	-4,358	-49	6,237	-6,954	-112
Salary Expense - Executive	5,375	3,917	-1,458	-37	3,423	-1,952	-57
Payroll Taxes - Property Accounting	189	183	-6	-3	134	-55	-41
Payroll Taxes - Executive	76	50	-26	-53	47	-29	-62
Workers Compensation Insurance	0	25	25	100	0	0	N/A
Business Ops - Salary Payroll	27,362	13,525	-13,837	-102	10,940	-16,421	-150
Business Ops - Benefits & Insurance	6,668	3,908	-2,760	-71	3,383	-3,285	-97
Business Ops - Pr Tax	387	200	-187	-93	154	-233	-152
Business Ops - Work Comp	0	58	58	100	0	0	N/A
Workers Comp - Exec Dir	0	8	8	100	0	0	N/A
TOTAL PAYROLL	60,132	35,406	-24,726	-70	28,622	-31,510	-110
GENERAL & ADMINISTRATIVE							
Auto Lease & License	284	300	16	5	284	0	0
Consulting	0	9,583	9,583	100	868	868	100
Consulting - Exec	0	625	625	100	0	0	N/A
Consulting - Finance/It	0	1,167	1,167	100	0	0	N/A
Consulting - It	0	0	0	N/A	3,250	3,250	100
Dues & Subscriptions - Business Office	1,409	542	-867	-160	240	-1,168	-486
Dues & Subscriptions - Exec	675	442	-233	-53	0	-675	N/A
Delivery Expenses	0	17	17	100	0	0	N/A
Office/Equipment Rental	2,084	0	-2,084	N/A	0	-2,084	N/A
Advertising/Marketing	-20	333	353	106	182	201	111
Advertising - Board Of Commissioners	0	42	42	100	0	0	N/A
Advertising/Marketing - Fin Admin	0	50	50	100	0	0	N/A
Audit/Tax Return Preparation Fee	0	4,333	4,333	100	0	0	N/A
Data Processing Fees	3,394	7,500	4,106	55	100	-3,294	-3,294
Data Processing Fees - Fin Admin	12	275	263	96	0	-12	N/A
Payroll Processing Fees	1,976	2,000	24	1	1,902	-75	-4
Legal Fees	0	4,308	4,308	100	0	0	N/A
Mileage Reimbursement - Environmental Services	0	17	17	100	0	0	N/A
Misc Expense - Business Office	0	133	133	100	0	0	N/A
Postage - Business Office	-928	175	1,103	630	-890	38	4
Travel - Exec	0	292	292	100	0	0	N/A
Travel - Finance/It	0	92	92	100	0	0	N/A
Travel - Board Of Commissioners	68	75	7	10	8	-60	-795
Travel - Cda Car	292	58	-234	-404	90	-202	-224
Travel - Business Office	0	208	208	100	0	0	N/A

General Fund
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Travel - Active Life	0	17	17	100	0	0	N/A
Training/Ed - Business Office	659	650	-9	-1	0	-659	N/A
Training/Ed - Active Life	0	58	58	100	0	0	N/A
Bank Fees	518	467	-51	-11	340	-178	-52
Training/Ed - Exec	0	292	292	100	0	0	N/A
Training/Ed - Finance/It	0	808	808	100	0	0	N/A
Training/Ed - Board Of Commissioners	550	467	-83	-18	55	-495	-900
Professional Fees	0	733	733	100	218	218	100
Professional Services - Environmental Services	0	208	208	100	0	0	N/A
Office Supplies And Equipment	132	1,167	1,035	89	335	203	61
Office Supplies - Exec	0	17	17	100	0	0	N/A
Office Supplies - Finance/It	100	58	-42	-72	0	-100	N/A
Office Supplies - Board Of Commissioners	0	8	8	100	0	0	N/A
Telephone - Office Use	991	942	-49	-5	876	-115	-13
Telephone - Exec Dir	56	50	-6	-12	54	-2	-3
Telephone - Financial Admin	56	58	2	3	54	-2	-3
Cleaning and Decorating	1,200	1,333	133	10	1,182	-18	-1
Repairs & Maintenance	0	42	42	100	154	154	100
Repairs & Maintenance - General Building	0	542	542	100	0	0	N/A
TOTAL G & A EXPENSE	13,509	40,484	26,975	67	9,302	-4,207	-45
TOTAL ADMINISTRATIVE EXPENSES	73,641	75,890	2,249	3	37,924	-35,717	-94
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Contract Maintenance	0	300	300	100	0	0	N/A
Service Contract/Repairs - Electrical	544	492	-52	-10	300	-244	-81
Service Contract/Repairs - General Building	345	83	-262	-316	0	-345	N/A
Service Contract/Repairs - Hvac	0	333	333	100	0	0	N/A
Service Contract/Repairs - Plumbing	110	167	57	34	0	-110	N/A
Supplies - Electrical	0	58	58	100	0	0	N/A
Supplies - General Building	0	17	17	100	12	12	100
Supplies - Hvac	0	33	33	100	0	0	N/A
Supplies - Janitorial	142	100	-42	-42	0	-142	N/A
Supplies - Plumbing	96	50	-46	-92	39	-56	-143
Equipment Rental - Business Office	0	2,300	2,300	100	0	0	N/A
Supplies - Miscellaneous	0	67	67	100	0	0	N/A
Repairs - Business Office	0	233	233	100	0	0	N/A
TOTAL REPAIRS & MAINTENANCE EXPENSES	1,236	4,233	2,997	71	352	-884	-251
CONTRACT SERVICE							
Extermination	37	58	21	37	0	-37	N/A
Service Contract/Repairs - Elevators	0	408	408	100	0	0	N/A
Service Contract - Grounds	0	567	567	100	0	0	N/A
Service Contract - Snow	500	267	-233	-87	450	-50	-11
Supplies - Grounds	0	8	8	100	0	0	N/A
TOTAL CONTRACT SERVICE	537	1,308	771	59	450	-87	-19
TURNOVER EXPENSE							
Service Contract - Painting	0	150	150	100	0	0	N/A
Supplies - Painting	0	8	8	100	0	0	N/A
TOTAL TURNOVER EXPENSE	0	158	158	100	0	0	N/A
TOTAL MAINTENANCE EXPENSES	1,773	5,699	3,926	69	802	-971	-121
UTILITIES							
Electricity	0	1,050	1,050	100	0	0	N/A
Heat / Gas	0	333	333	100	0	0	N/A

General Fund
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Water And Sewer	0	242	242	100	0	0	N/A
Trash Removal	101	133	32	24	87	-13	-15
Trash Removal - Admin Services	0	33	33	100	0	0	N/A
TOTAL UTILITIES	101	1,791	1,690	94	87	-13	-15
TOTAL OPERATING EXPENSES	75,514	83,380	7,866	9	38,813	-36,702	-95
NET OPERATING INCOME (LOSS)	-37,485	22,241	-59,726	-269	117,845	-155,330	-132
NON-OPERATING EXPENSES							
Property And Liability Insurance	673	658	-15	-2	634	-38	-6
TOTAL NON-OPERATING EXPENSES	673	658	-15	-2	634	-38	-6
TOTAL NON-OPERATING EXPENSES	673	658	-15	-2	634	-38	-6
NET INCOME (LOSS) BEFORE NON-OPERATING	-38,158	21,583	-59,741	-277	117,210	-155,368	-133
FINANCING EXPENSE							
Mortgage Interest	0	2,233	2,233	100	0	0	N/A
Debt Service - Principal	10,139	10,317	178	2	9,833	-305	-3
Debt Service - Interest	2,414	0	-2,414	N/A	2,719	305	11
Gain On Investment	0	167	167	100	-2,661	-2,661	-100
Financing Fee	0	67	67	100	0	0	N/A
TOTAL FINANCING EXPENSE	12,552	12,784	232	2	9,892	-2,661	-27
NET INCOME (LOSS) BEFORE DEPR AND AMORT	-50,710	8,799	-59,509	-676	107,319	-158,029	-147
NET INCOME (LOSS)	-50,710	8,799	-59,509	-676	107,319	-158,029	-147

Total Properties
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Lockbox	2,142,403	1,303,628	838,775
Cash - Operating Checking	498,103	511,545	-13,443
WCCDA FSS - Public Housing Escrow	52,613	37,200	15,413
Cash - Temporary Investments	1,359,039	1,340,760	18,279
WCCDA Funds Held In Trust	981,623	1,276,007	-294,384
Security Deposit Checking	154,254	152,448	1,806
Cash - Swap Account	291,686	280,945	10,741
TOTAL CASH	5,479,720	4,902,534	577,187
ACCOUNTS RECEIVABLE			
Accounts Receivable	20,226	18,310	1,916
Accounts Receivable - Other	23,181	52	23,129
Accounts Receivable - Hud	6,375	1,459	4,916
Accounts Receivable - Tenant Based Subsidy	-22	1,078	-1,100
Accounts Receivable - Repayments	0	-68	68
Accounts Receivable - Security Deposits	133	267	-134
Accounts Receivable - Resident Reimbursements	4,033	2,002	2,031
Allowance For Doubtful Accounts	-6,917	-6,917	0
Accounts Receivable - Property Tax Levy	1,523,046	1,521,100	1,946
Developer Fee Receivable	1,081,998	1,126,287	-44,289
Developer Fee Interest Receivable	7,239	96,354	-89,115
Capital Lease Receivable	2,717,062	3,148,444	-431,382
Due From Other Governments - Federal	25,528	17,628	7,900
TOTAL ACCOUNTS RECEIVABLE	5,401,883	5,925,996	-524,114
PREPAID EXPENSES			
Prepaid Expenses	398,979	388,353	10,626
TOTAL PREPAID EXPENSES	398,979	388,353	10,626
TOTAL CURRENT ASSETS	11,280,582	11,216,883	63,699
RESTRICTED CASH/ESCROWS			
Insurance Escrow	36,679	42,353	-5,674
Real Estate Tax Escrow	134,264	233,850	-99,586
Real Estate Tax Escrow - Qecb Bonds	172,947	170,954	1,993
Escrow Deposit Account	2,805	0	2,805
Debt Service Fund	2,031,323	2,218,910	-187,586

Total Properties
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,424,040	2,641,492	-217,452
Debt Service Reserve Fund - Qecb Bonds	13	1	12
Issuer Reserve Fund	1,301,461	758,069	543,392
Operating Fund	500,949	874,546	-373,597
Restoration Fund	1	1	0
Operating Reserve	845,182	830,205	14,977
WCCDA Operating Reserve	12,601	12,331	269
Fee Escrow	56,431	46,960	9,471
Replacement Reserve Fund	183,824	180,564	3,260
WCCDA Transitional Housing Repl Res	41,650	40,760	891
Surplus Fund	272,455	12,085	260,370
Other Escrow	8,320	8,172	148
TOTAL RESTRICTED CASH/ESCROWS	8,024,944	8,071,265	-46,321
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Land	4,559,054	4,559,054	0
Land Improvements	2,906,273	2,316,811	589,462
Building	69,142,785	68,592,752	550,033
Office Furniture And Equipment	515,702	515,702	0
TOTAL FIXED ASSETS	77,123,814	75,984,319	1,139,494
ACCUMULATED DEPRECIATION			
Accum Depreciation - Land Improvements	-546,041	-484,363	-61,678
Accum Depreciation - Building And Fixtures	-31,538,103	-30,286,766	-1,251,336
Accum Depreciation - Furniture And Equipment	-515,702	-515,702	0
TOTAL ACCUMULATED DEPRECIATION	-32,599,846	-31,286,832	-1,313,014
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	44,523,968	44,697,487	-173,520
INVESTMENTS			
Other Investments	1,857,704	1,857,704	0
TOTAL INVESTMENTS	1,857,704	1,857,704	0
NOTES RECEIVABLE			
Installment Note Receivable	8,573,337	8,748,245	-174,908
Loan Receivable Lhia On Cda Company	400,000	400,000	0
Forgivable Long Term Loan	1,000,000	1,000,000	0
TOTAL NOTES RECEIVABLE	9,973,337	10,148,245	-174,908

Total Properties
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
OTHER ASSETS			
Interest Receivable	4,727	10,966	-6,239
Construction In Progress	57,693	106,642	-48,949
TOTAL OTHER ASSETS	62,420	117,608	-55,188
 TOTAL ASSETS	 75,722,954	 76,109,192	 -386,238
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	203,879	1,516	202,363
Retainage Payable	385	1,797	-1,412
TOTAL ACCOUNTS PAYABLE	204,263	3,312	200,951
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	212	1,492	-1,280
Hap Repayment	-185	431	-616
Security Deposit Liability	380,611	380,641	-30
Security Deposit Interest Liability	23,197	22,651	546
Security Deposit Dispositions/Refunds	301	-35	336
Due To Other Governments - County	465,000	460,477	4,523
Tenant Based Subsidy Suspense	-1,182	-1,182	0
Escrow Deposits Payable - Fss	52,613	37,200	15,413
TOTAL OTHER CURRENT LIABILITIES	920,567	901,676	18,892
ACCRUED EXPENSES			
Accrued Expenses	49,643	42,528	7,115
Accrued Interest	28,213	28,810	-596
Accrued Interest Senior Bonds	429,841	457,389	-27,548
Accrued Interest Series D Bonds	20,320	21,720	-1,400
TOTAL ACCRUED EXPENSES	528,017	550,447	-22,430
 TOTAL CURRENT LIABILITIES	 1,652,848	 1,455,435	 197,413
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	1,396,470	1,394,370	2,100
TOTAL DEFERRED REVENUE	1,396,470	1,394,370	2,100

Total Properties
Balance Sheet
January 31, 2020

	2020	2019	Net
	YTD	YTD	Change
INTERCOMPANY LIABILITIES			
Due To Others	500,000	500,000	0
TOTAL INTERCOMPANY LIABILITIES	500,000	500,000	0
LONG-TERM DEBT			
Mortgage Payable	9,542,947	9,732,178	-189,231
Note Payable	1,389,793	1,389,793	0
Bonds Payable	32,425,000	34,665,000	-2,240,000
Series D Bond Payable	1,395,000	1,535,000	-140,000
Unamortized Premium	710,525	772,197	-61,671
Deferred Refunding Costs	-523,142	-602,584	79,442
Deferred Gain On Sale Of Property	240,956	298,313	-57,356
Deferred Gain On Refunding	29,321	146,501	-117,180
Unamortized Discount	-216,238	-235,191	18,953
TOTAL LONG-TERM DEBT	44,994,163	47,701,207	-2,707,043
TOTAL LONG-TERM LIABILITIES	46,890,634	49,595,577	-2,704,943
TOTAL LIABILITIES	48,543,481	51,051,012	-2,507,530
CAPITAL			
Retained Earnings	27,179,473	25,058,180	2,121,293
TOTAL CAPITAL	27,179,473	25,058,180	2,121,293
TOTAL LIABILITIES & CAPITAL	75,722,954	76,109,192	-386,238

Total Properties
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	664,409	662,416	1,993	0	648,059	16,350	3
County Assistance Rent	44,845	109,809	-64,964	-59	48,232	-3,388	-7
Hap Income - Section 8	63,928	0	63,928	N/A	53,984	9,944	18
Bad Debt Rent	-2,035	-2,649	614	23	-2,862	827	29
Bad Debt Other	-2,409	1,998	-4,407	-221	-944	-1,465	-155
Employee Concessions	-427	-733	306	42	-424	-3	-1
Vacancy	0	-30,917	30,917	100	-3,631	3,631	100
Application Fees	525	582	-57	-10	450	75	17
Electric Reimbursement	580	0	580	N/A	3,505	-2,925	-83
Cable Reimbursement	1,303	1,467	-164	-11	1,640	-337	-21
Trash Reimbursement	35	0	35	N/A	0	35	N/A
Utility Reimbursement Recovery	0	0	0	N/A	-556	556	100
Guest Suite Income	50	208	-158	-76	200	-150	-75
Late Fees	2,637	1,666	971	58	1,815	822	45
Laundry Income	2,350	2,441	-91	-4	1,972	378	19
Clubhouse Rental	125	0	125	N/A	75	50	67
Nsf Fees	25	0	25	N/A	150	-125	-83
Cleaning & Damages Income	674	0	674	N/A	3,250	-2,576	-79
Damage Fees - Other	410	0	410	N/A	0	410	N/A
Parking / Garage Income	7,100	7,250	-150	-2	7,221	-121	-2
Emergency Pendant Reimbursement	49	50	-1	-2	60	-10	-18
TOTAL OTHER RENTAL INCOME	784,173	753,588	30,585	4	762,196	21,978	3
NET RENTAL INCOME	784,173	753,588	30,585	4	762,196	21,978	3
OTHER INCOME							
Interest Income	8,759	7,232	1,527	21	10,079	-1,319	-13
Restricted Interest Income	13,851	11,409	2,442	21	19,483	-5,632	-29
Interest Income - Loans	11,989	11,835	154	1	9,538	2,452	26
Interest Income - Capital Leases	5,466	5,073	393	8	6,467	-1,001	-15
Other Income	516	27,764	-27,248	-98	-53	569	1,075
Intergovernmental Revenue	0	0	0	N/A	17,100	-17,100	-100
Property Tax Revenue	126,921	110,673	16,248	15	126,730	191	0
Grant Revenue - Federal	14,719	17,433	-2,714	-16	15,432	-712	-5
Grant Revenue - Cfp Operating	0	1,247	-1,247	-100	0	0	N/A
Grant Revenue - Cfp Capital	0	11,223	-11,223	-100	0	0	N/A
Grant Revenue - Cdbg	0	33,627	-33,627	-100	0	0	N/A
Transfer From Other Funds	0	85,962	-85,962	-100	0	0	N/A
Hud Pass Through	-1,373	-1,583	210	13	-1,503	130	9
TOTAL OTHER INCOME	180,848	321,895	-141,047	-44	203,271	-22,423	-11
TOTAL REVENUE	965,021	1,075,483	-110,462	-10	965,467	-445	0
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Payroll - Office	52,981	54,925	1,944	4	46,370	-6,611	-14
Payroll - Maintenance	46,577	49,617	3,040	6	28,414	-18,163	-64
Payroll - Grounds	17,270	17,426	156	1	12,875	-4,395	-34
Payroll - Property Management - Cda	72,117	52,383	-19,734	-38	52,623	-19,494	-37
TOTAL PAYROLL	188,944	174,351	-14,593	-8	140,282	-48,663	-35
GENERAL & ADMINISTRATIVE							
Consulting	0	1,567	1,567	100	0	0	N/A
Consulting - Finance/It	5,300	0	-5,300	N/A	0	-5,300	N/A
Dues & Subscriptions - Business Office	0	17	17	100	0	0	N/A

Total Properties
Income Statement
For the One Months Ending January 31, 2020

	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Postage & Delivery - Ops	534	289	-245	-85	0	-534	N/A
Office/Equipment Rental	1,276	1,599	323	20	110	-1,166	-1,060
Advertising/Marketing	2,172	3,050	878	29	2,212	41	2
Audit/Tax Return Preparation Fee	0	1,391	1,391	100	0	0	N/A
Credit Reports / Background Checks	0	807	807	100	0	0	N/A
Data Processing Fees	2,474	116	-2,358	-2,033	2,323	-151	-6
Legal Fees	-1,278	3,692	4,970	135	-888	390	44
License Fees	8,375	1,282	-7,093	-553	8,849	474	5
Mileage Reimbursement	0	1,650	1,650	100	0	0	N/A
Property Program Expenses	0	2,384	2,384	100	0	0	N/A
Misc Expense - Business Office	0	374	374	100	0	0	N/A
Travel	10	122	112	92	28	17	63
Education And Training	-159	709	868	122	666	825	124
Bank Fees	3,325	5,059	1,734	34	3,397	72	2
Professional Fees	0	217	217	100	38	38	100
Professional Services - Environmental Services	0	183	183	100	0	0	N/A
Office Contracts	0	133	133	100	0	0	N/A
Office Supplies And Equipment	423	792	369	47	375	-48	-13
Telephone - Office Use	4,447	5,683	1,236	22	932	-3,515	-377
Resident Retention	379	1,243	864	70	379	0	0
Housing Assistance Payments	-400	0	400	N/A	0	400	N/A
Cleaning and Decorating	395	3,009	2,614	87	817	422	52
Repairs & Maintenance	1,620	11,317	9,697	86	-2,144	-3,765	-176
Uniforms - Business Office	1,147	767	-380	-50	0	-1,147	N/A
TOTAL G & A EXPENSE	30,041	47,452	17,411	37	17,094	-12,947	-76
MANAGEMENT FEE							
Management Fee	39,154	40,568	1,414	3	39,154	0	0
TOTAL MANAGEMENT FEE	39,154	40,568	1,414	3	39,154	0	0
TOTAL ADMINISTRATIVE EXPENSES	258,139	262,371	4,232	2	196,529	-61,610	-31
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Appliance	0	316	316	100	0	0	N/A
Service Contract/Repairs - Electrical	1,630	4,633	3,003	65	1,454	-177	-12
Service Contract/Repairs - Floors	4,601	11,776	7,175	61	6,582	1,981	30
Service Contract/Repairs - Hvac	0	4,999	4,999	100	254	254	100
Service Contract/Repairs - Janitorial	0	1,175	1,175	100	0	0	N/A
Service Contract/Repairs - Plumbing	2,245	5,134	2,889	56	2,816	571	20
Supplies - Appliance	2,825	7,999	5,174	65	2,858	33	1
Supplies - Electrical	1,234	2,341	1,107	47	738	-496	-67
Supplies - General Building	0	0	0	N/A	15	15	100
Supplies - Hvac	504	3,758	3,254	87	972	468	48
Supplies - Janitorial	497	1,283	786	61	1,181	684	58
Supplies - Plumbing	4,495	4,242	-253	-6	3,899	-596	-15
Supplies - Miscellaneous	666	2,310	1,644	71	1,040	374	36
TOTAL REPAIRS & MAINTENANCE EXPENSES	18,697	49,966	31,269	63	21,808	3,111	14
CONTRACT SERVICE							
Extermination	1,597	1,691	94	6	1,415	-182	-13
Service Contract/Repairs - Elevators	2,528	3,133	605	19	2,402	-126	-5
Service Contract - Grounds	0	13,074	13,074	100	6	6	100
Service Contract - Snow	16,420	8,207	-8,213	-100	9,125	-7,295	-80
TOTAL CONTRACT SERVICE	20,545	26,105	5,560	21	12,948	-7,598	-59
TURNOVER EXPENSE							
Service Contract - Painting	2,370	5,127	2,757	54	0	-2,370	N/A

Total Properties
Income Statement
For the One Months Ending January 31, 2020

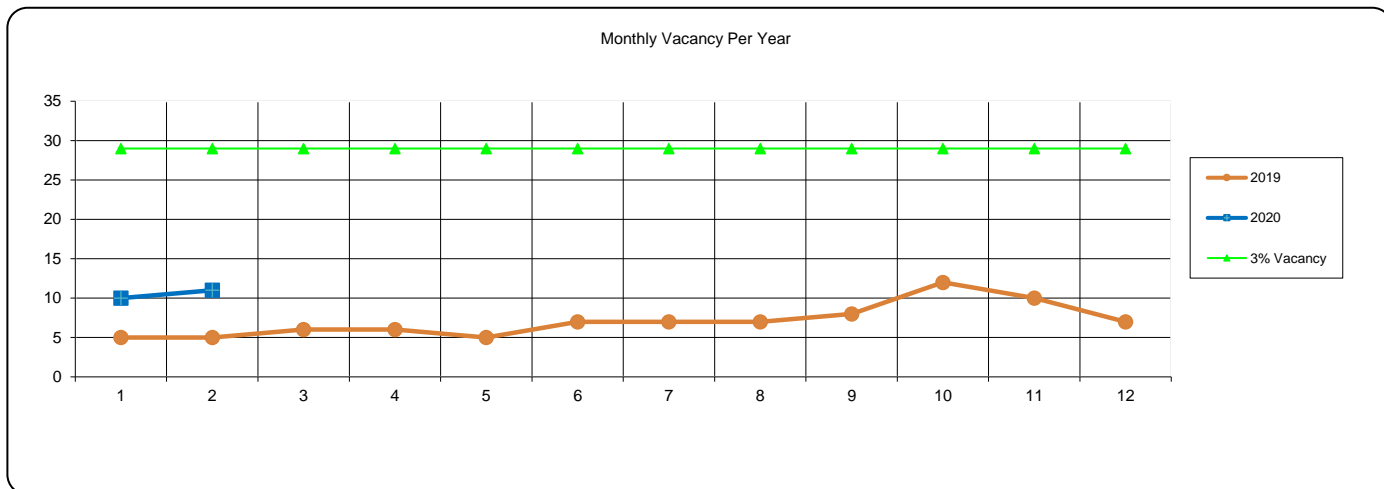
	12/31/2020	12/31/2020			12/31/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Supplies - Painting	1,919	1,848	-71	-4	61	-1,858	-3,061
TOTAL TURNOVER EXPENSE	4,289	6,975	2,686	39	61	-4,228	-6,964
TOTAL MAINTENANCE EXPENSES	43,531	83,046	39,515	48	34,816	-8,715	-25
UTILITIES							
Electricity	2,037	18,726	16,689	89	0	-2,037	N/A
Heat / Gas	2,032	16,915	14,883	88	0	-2,032	N/A
Water And Sewer	425	23,386	22,961	98	132	-294	-223
Trash Removal	15,886	12,208	-3,678	-30	11,475	-4,411	-38
Cable Tv	1,987	1,900	-87	-5	1,877	-109	-6
Tenant Utility Allowance	1,934	1,492	-442	-30	0	-1,934	N/A
TOTAL UTILITIES	24,301	74,627	50,326	67	13,484	-10,817	-80
TOTAL OPERATING EXPENSES	325,972	420,044	94,072	22	244,830	-81,142	-33
NET OPERATING INCOME (LOSS)	639,050	655,439	-16,389	-3	720,637	-81,588	-11
NON-OPERATING EXPENSES							
Property And Liability Insurance	33,623	35,440	1,817	5	31,875	-1,748	-5
Real Estate Taxes	36,938	36,825	-113	0	35,421	-1,516	-4
Association Assessment	10,314	10,283	-31	0	9,811	-503	-5
TOTAL NON-OPERATING EXPENSES	80,874	82,548	1,674	2	77,108	-3,767	-5
TOTAL NON-OPERATING EXPENSES	80,874	82,548	1,674	2	77,108	-3,767	-5
NET INCOME (LOSS) BEFORE NON-OPERATING	558,175	572,891	-14,716	-3	643,529	-85,354	-13
FINANCING EXPENSE							
Sec Dep Interest	296	0	-296	N/A	387	91	24
Mortgage Interest	28,213	27,983	-230	-1	28,810	596	2
Interest - Senior Bonds	100,324	98,593	-1,731	-2	105,673	5,349	5
Interest - Series A Bonds	3,387	3,257	-130	-4	3,620	233	6
Gain On Investment	0	0	0	N/A	-110	-110	-100
Bond Premium	-5,139	-5,165	-26	0	-5,139	0	0
Bond Discount	1,579	1,648	69	4	1,579	0	0
Gain/Loss On Sale	-4,841	-4,898	-57	-1	-4,704	137	3
Deferred Refunding	4,398	8,764	4,366	50	6,929	2,531	37
Deferred Gain On Refunding	-9,765	-9,765	0	0	-9,765	0	0
Transfer To Other Funds	0	66,200	66,200	100	0	0	N/A
TOTAL FINANCING EXPENSE	118,451	186,617	68,166	37	127,279	8,828	7
NET INCOME (LOSS) BEFORE DEPR AND AMORT	439,724	386,274	53,450	14	516,250	-76,526	-15
DEPRECIATION EXPENSE							
Depreciation	6,066	4,837	-1,229	-25	4,838	-1,228	-25
Depreciation - Building	150,715	148,713	-2,002	-1	149,420	-1,295	-1
Depreciation - Furniture And Equipment	0	50	50	100	633	633	100
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-156,781	-153,600	-3,181	-2	-154,891	-1,890	-1
NET INCOME (LOSS)	282,944	232,674	50,270	22	361,359	-78,416	-22

Property Summary - February 2020

CDA Owned Properties	Location	# of Units	# of Vacant Units	February	Projected Occupancy		Month End Delinquency
					March	April	
Ann Bodlovick	Stillwater	50	2	96.00%	98.00%	98.00%	\$75
Briar Pond	Oakdale	196	0	100.00%	99.50%	98.50%	\$895
Brick Pond	Stillwater	40	2	95.00%	100.00%	100.00%	\$1,540
Cobble Hill	Woodbury	45	1	97.78%	100.00%	100.00%	\$1,390
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	2	93.33%	96.50%	100.00%	\$705
Scattered Site	Scattered	56	0	100.00%	100.00%	98.00%	\$11,048
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$0
Park Place I	St.Paul Park	36	0	100.00%	100.00%	100.00%	\$1,363
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%	\$14
Raymie Johnson	Stillwater	120	3	97.50%	96.50%	96.50%	\$1,866
TrailSide	Forest Lake	70	0	100.00%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$25
Woodland Park	Cottage Grove	180	1	99.44%	100.00%	99.50%	\$6,236
TOTALS:		958	11	98.85%	99.41%	99.41%	\$25,158
Joint Ventures	Location	# of Units	# of Vacant Units	February	Projected Occupancy		Month End Delinquency
					March	April	
Piccadilly Square	Mahtomedi	79	2	97.47%	100.00%	100.00%	\$0
The Groves	Cottage Grove	67	1	98.51%	100.00%	100.00%	\$3,006
The Glen at Valley Creek	Woodbury	42	4	90.48%	100.00%	100.00%	\$392

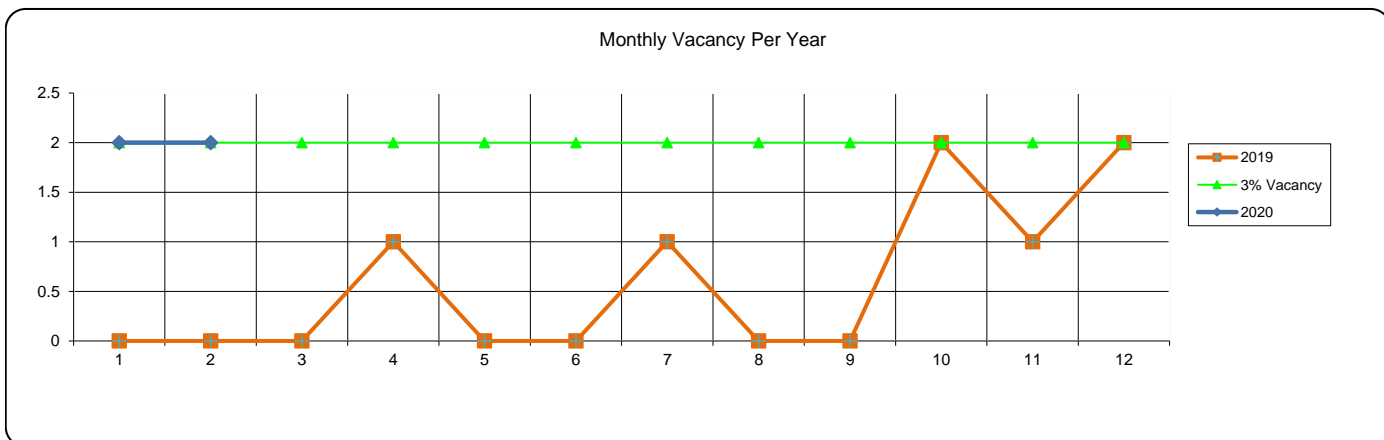
Washington County CDA Current Annual Vacancy as of February 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	5	5	6	6	5	7	7	7	8	12	10	7
2020	10	11										
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



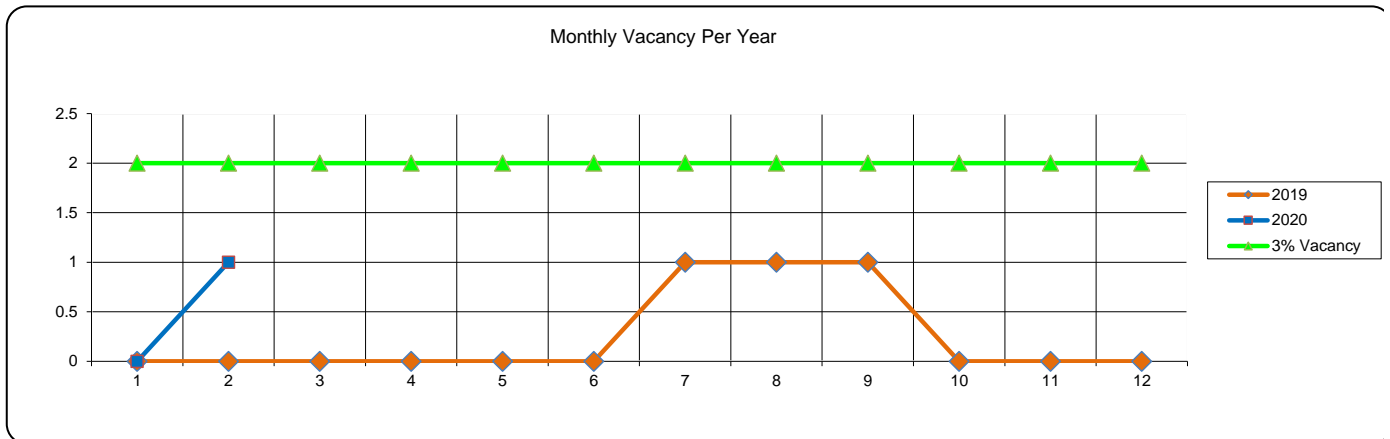
Joint Venture - Piccadilly Square Current Annual Vacancy as of February 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	0	0	0	1	0	0	1	0	0	2	1	2
2020	2	2										
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



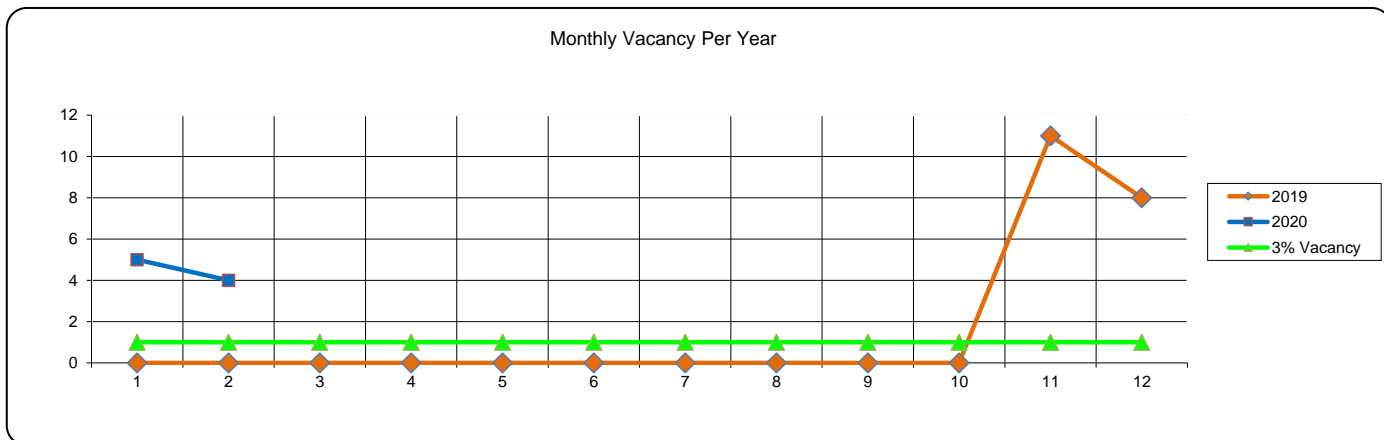
Joint Venture - The Groves Current Annual Vacancy as of February 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	0	0	0	0	0	0	1	1	1	0	0	0
2020	0	1										
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Glen at Valley Creek Current Annual Vacancy as of February 2020

	January	February	March	April	May	June	July	August	September	October	November	December
2019	0	0	0	0	0	0	0	0	0	0	11	8
2020	5	4										
3% Vacancy	1	1	1	1	1	1	1	1	1	1	1	1



Building Type for Washington County CDA and Joint Ventures

	Development	Type	Number of Units	Number of Units by Building				City	Income Restrictions**				
				Apt	TH	SF	EF		< 110% AMI	< 80% AMI	< 60% AMI	< 50% AMI	< 30% AMI
CDA	Oakhill Cottages	Senior	40		40			Scandia		40			
	Muller Manor	Senior	28	28				Hugo		28			
	Woodland Park	Family	180	116	64			Cottage Grove		180			
	Briar Pond	Family	196	164	32			Oakdale		196			
	Brick Pond	Family	40	30			10	Stillwater		40			
	Park Place	Family	42	42				St. Paul Park		42			
	Ann Bodolvick	Senior	50	50				Stillwater		50			
	John Jergens	Senior	30		30			Forest Lake		30			
	Pioneer Apartments	Senior	18	18				St. Paul Park		18			
	TrailSide	Senior	70	70				Forest Lake			14	42	14
	Cobble Hill	Senior	45	45				Woodbury		45			
	Transitional Housing	Family	3			3		Oakdale					3
	Raymie Johnson Sr	Sen/Dis	96	96				Oak Park Hts		96			
	Raymie Johnson TH	Family	24		24			Oak Park Hts		24			
	Whispering Pines	Sen/Dis	40					Forest Lake		20			20
	Scattered Site	Family	56		56			Varies		34			22
Joint Ventures													
	Piccadilly Square	62+ Senior	79	79				Mahtomedi			63	16	
	The Groves	Family	67	67				Cottage Grove				67	
	The Glen at Valley Creek	62+ Senior	42	42				Cottage Grove				37	5

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

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

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

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	46
John Jergens	123
Muller Manor	120
Oakhill Cottages	130
Pioneer	40
Cobble Hill	64
The Glen at Valley Creek - JV	120

Interest Lists - Multi-Family	
Property	# on List
Park Place I	14
Park Place II	0
Briar Pond	25
Brick Pond	371
Woodland Park	27
Piccadilly Square - JV	276
The Groves - JV	13

Waiting Lists	
Property	# on List
Raymie Johnson	33
Scattered Site	366
Whispering Pines	345
TrailSide	156

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 AND ADMINISTRATIVE SERVICES REPORT

March 2020

Housing Choice Voucher Programs

- Currently administering: 460 voucher participants
- Portability into the County: 9 families ported in during February

The CDA will be opening the waiting list for Mainstream Vouchers on April 1, 2020 at 9 a.m. The opening will be advertised on the CDA website, Housing Link and various local papers. This is an on-line application. Anyone needing help with the application is asked to call 651-202-2808.

Family Self Sufficiency/Earning Power

- 16 people are enrolled in Family Self Sufficiency. We are currently marketing to all participants.

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 24 households leased on this program. 4 households are looking for new units. The CDA has notified Adult Mental Health of additional openings and they are reviewing caseloads at this time.
- Bridges II is funded by Washington County. It operates exactly like Bridges I and currently has 14 participants.
- Bridges Regional Treatment Center is an MHFA funded program specifically for persons ready to exit the Anoka Regional Treatment Center who are homeless. Currently 1 person has leased up. There is another possible participant that we are waiting on Washington County Adult Mental Health for referral.

Shelter Plus Care/Continuum of Care

- Currently there are 25 households. Shelter Plus Care is operating in the black and thus no tenants have been transferred to the CDA HCV waiting list.

Homeless Update

The Washington County CDA is partnering with Solid Ground in its application for a grant from Minnesota Housing titled Homework Starts with Home. This grant is specifically for homeless families identified through the school system. The CDA will support this project by notifying the grantees of vacancies at the family buildings.

Inspections 36 inspections were completed

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.
- Currently it is required 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 Housing Choice Voucher tenant files have been accepted and are properly attributed to the Agency. 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: 99.33%
- Public Housing Reporting Rate: 99.04%

Program Statistics

- Unit Months Leased (UML) refers to the number of Agency owned vouchers under lease each month. In the Housing Choice Voucher (HCV) program there are 90, the Veterans Affairs Supportive Housing (VASH) program has a potential for 10 and the Family Unification Program (FUP) has a potential for 15. The CDA must use 98% of the available annual UMLs or 98% of its annual budget authority (HAP) in order to be a high performer. VASH usage does not count in this equation since it depends on referrals and HUD is evaluating FUP for the same reason.

Housing Assistance Payments (HAP)

Program	Actual HAP Paid	98% of monthly HAP Budget	Monthly HAP sent by HUD
HCV-Total 90	\$53,519	\$59,650	\$60,867
VASH-total 10	Included in HCV	Included in HCV	Included in HCV
FUP-total 15	\$12,225	\$9,475	\$9,668

Unit Months Leased (UML)

Program	UML	Issued/not leased	UML YTD	98% of UML YTD	Total UML YTD
HCV- Total 90	90		180	176	180
VASH- total 10	7	3 additional referrals from VA	15	18	20
FUP- Total 15	14		28	29	30

Other Updates:

- Minnesota Supreme Court has handed down a decision regarding the calculation of rent. The Court indicated that monies earned by the family under the Consumer Directed

Community Support grant were to be counted as income. Previous interpretation of this grant was that all monies under the grant were to be excluded as income. However, the Court has now interpreted this differently in that if the family pays a member of the household to provide care for the disabled individual then that part of the grant is counted as income. The CDA has sent notification to all participants in Public Housing and in the Housing Choice Voucher Program, that this income will be included in the rent calculation at the next annual recertification or interim rent change, whichever comes first.

- VITAE, a volunteer tax preparation program through the Ramsey Action program, will assisting persons with tax returns. They are using the CDA board room to meet with individuals on Thursdays through the tax season. VITAE contacted the CDA in December and the CDA agreed to provide this space. The CDA notified all tenants in programs and properties of this availability.

Tenant Rental Assistance by Type and Location

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES I & II	BRIDGES RTC	TOTAL
Afton	1				1
Bayport	1		2		3
Cottage Grove	45	3	2		50
Forest Lake	26	7	5		38
Hugo	4				4
Lake Elmo			1		1
Lakeland					0
Landfall					0
Mahtomedi	24	1			25
Marine on St. Croix					0
Newport	19		4		23
Oakdale	150	5	8	1	164
Oak Park Heights	2	1	1		4
Scandia					0
St. Croix Beach	1				1
St. Mary's Point	1		1		2
St. Paul Park	8				8
Stillwater	57	7	11		75
Willernie					0
Woodbury	116	1	3		121
Other	5	-			5
TOTAL	459	25	38	1	524

Administrative Services Updates:

- The Administrative Services Staff received a 99.5% Customer Service Satisfaction rating for the first quarter of 2020 from 109 surveys received.
- From the same group of surveys, 99.9% of the clients did not have any additional questions after meeting with the Housing Assistance Specialist.
- The Administrative Services Staff have completed the review of five proposals for the cleaning services at the CDA. This effort is in conjunction with the CDA value of good stewards. After evaluating the proposals, the decision was made to stay with the company we are currently using.



Human Resources and Communications

- The Agency has received 35 applications for the Deputy Executive Director position. Eight candidates were selected for first interviews; one candidate withdrew for personal reasons prior to the interview. Interviews were conducted the week of March 9th. A second round of interviews will occur the week of March 16th.
- The Agency received 50 applications for the Human Resources and Communications Coordinator position. Four candidates were selected for interviews. Interviews are being scheduled for the week of March 30th.

Executive Director

- On February 26, Melissa participated in Minnesota NAHRO's Day at the Capitol. Melissa, Commissioner Green and Woodbury Community Development Coordinator Karl Batalden met with state Senator Susan Kent and representatives Steve Sandell and Tou Xiong regarding the importance of housing bonds and the state housing tax credit contribution fund to Woodbury and Washington County. Melissa also met with senators Karin Housley and Karla Bigham on these same topics.
- The City of Newport has completed its visioning and review of zoning and land uses of the Red Rock Crossing area. Staff has reached out to schedule a joint workshop between the city council and the CDA Board.
- Administrative Services staff has been working to transfer to a new software for meeting agenda packets called Community by Diligent. The cloud-based Portal provides staff greater flexibility to update agendas and Board items in real time and the ability to post more than one meeting agenda per day (i.e. committee meeting agenda in addition to a regular Board meeting agenda). Staff will provide a brief demonstration at the Board meeting.