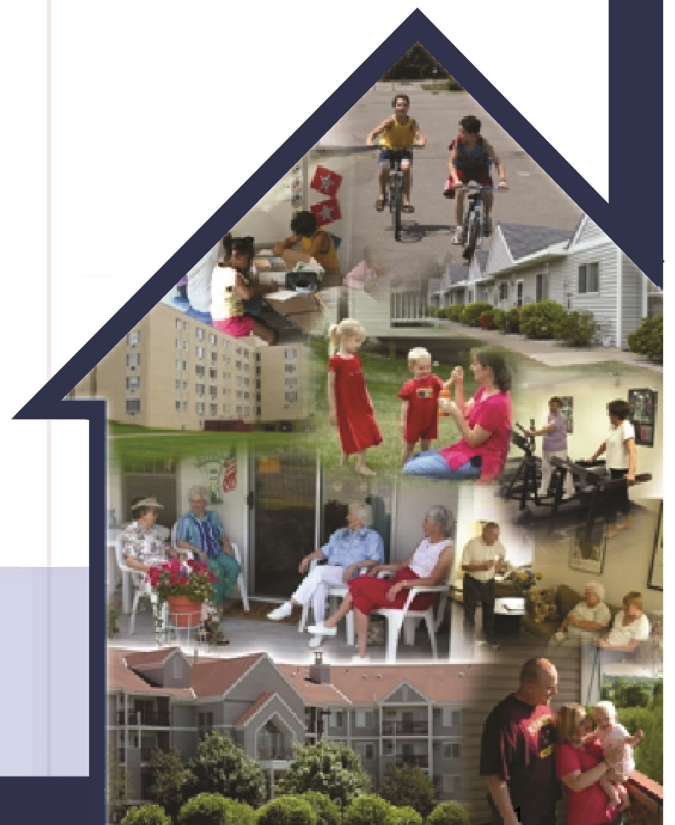


WASHINGTON COUNTY CDA

BOARD MEETING

MARCH 21, 2017

Helping Communities Thrive



AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF WASHINGTON

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

Stillwater Gazette

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

WASHINGTON

with additional circulation in the counties of:
WASHINGTON

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 03/03/2017 and the last insertion being on 03/03/2017.

MORTGAGE FORECLOSURE NOTICES

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

By: Charlene Vold
Designated Agent

Subscribed and sworn to or affirmed before me on 03/03/2017 by Charlene Vold.

Darlene M MacPherson
Notary Public



Rate Information:

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

Ad ID 659120

**WASHINGTON COUNTY CDA
NOTICE OF FINDING OF NO SIGNIFICANT IMPACT AND
NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS
MARCH 3, 2017
WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY (CDA)
7645 CURRELL BOULEVARD
WOODBURY, MN 55125
(651) 202-2821**

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

REQUEST FOR RELEASE OF FUNDS: On or about March 18, 2017 the above named agency on behalf of Washington County will submit a request to the Department of Housing and Urban Development (HUD) for the release of Home Investment Partnerships (HOME) funds under Title II of the National Affordable Housing Act of 1990, as amended, to undertake the following projects:

Rental Rehabilitation- Assistance to Community Action Partnership-Community Housing Development Organization (CHDO) to acquire and rehabilitate a multifamily rental in the city of Oakdale (245,386 HOME/CHDO) and;

Homeowner New Construction - Assistance to Twin Cities Habitat for Humanity to construct 4 new affordable townhomes located at 14950-14956 Generation Avenue North in the city of Hugo (\$224,518.16 HOME).

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

PUBLIC COMMENTS: Any individual, group, or agency may submit written comments on the ERR to the Washington County CDA. All comments received by 4:30 P. M. CST on March 18, 2017 will be considered by the Washington County CDA prior to authorizing submission of a request for release of funds. Comments should specify which Notice they are addressing.

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

OBJECTIONS TO RELEASE OF FUNDS: HUD will accept objections to its release of fund and the Washington County CDA's certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of Washington County; (b) the Washington County CDA has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by 24 CFR Part 58 before approval of a release of funds by HUD; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.76) and shall be addressed to HUD 920 Second Avenue South, Suite 1300, Minneapolis, MN 55402. Potential objectors should contact HUD to verify the actual last day of the objection period.

Melissa Taphorn
Deputy Executive Director and Certifying Officer
Published in the
Stillwater Gazette
March 3, 2017
659120

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STATE OF MINNESOTA)
COUNTY OF WASHINGTON) ss

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Designated Agent

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Darlene M MacPherson
Notary Public



Rate Information:

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\$40.00 per column inch

Ad ID 658790

WASHINGTON COUNTY CDA THE FAIR HOUSING IMPLEMENTATION COUNCIL INVITES YOU TO PROVIDE COMMENTS ON THE ADDENDUM TO THE 2014 REGIONAL ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING

The Fair Housing Implementation Council (FHIC), in cooperation with the Cities of Bloomington, Eden Prairie, Minneapolis, Minnetonka, Plymouth, St. Paul, Woodbury, and the Counties of Anoka, Dakota, Hennepin, Ramsey, Washington, Carver and Scott, has contracted with Mosaic Community Planning, LLC to conduct an Addendum to the FHIC's 2014 Regional Analysis of Impediments to Fair Housing (AI Addendum).

This notice is to announce the beginning of a minimum thirty-day (30) public comment and review period of the draft AI Addendum. The draft AI Addendum will be available on or about March 1, 2017 at www.ramsey-county.us/FHIC. The purpose of the public comment period is to receive comments from the general public concerning the draft AI Addendum. This fair housing planning is required of communities that receive certain funds from the U.S. Department of Housing and Urban Development.

Written and/or oral comments may be submitted to:

Alyssa Wetzel-Moore, FHIC Chair
Saint Paul Human Rights and Equal Economic Opportunity
15 West Kellogg Boulevard, 240 City Hall
Saint Paul, MN 55102
Phone: 651-266-8965
Fax: 651-266-8962

E-mail: Alyssa.Wetzel-Moore@ci.stpaul.mn.us

Written comments will be accepted now through April 3, 2017. Additionally, several public meetings are being planned throughout the metro area during March 14, 15 and 16, 2017.

The East Metro public meeting will be held at:

Washington County Community Development Agency
March 14, 2017 at 6pm
7645 Currell Blvd
Woodbury MN 55125
www.wchra.com

Other public meeting locations and times will be listed here www.ramsey-county.us/FHIC as they are finalized.

If you need an accommodation to provide comments or to attend the public meetings, please contact Alyssa Wetzel-Moore five days before the event.

Published in the
Stillwater Gazette
March 3, 2017
658790

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STATE OF MINNESOTA)
COUNTY OF WASHINGTON) ss

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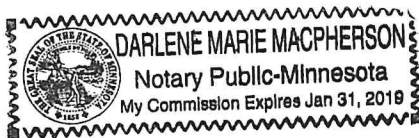
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Notary Public



Rate Information:

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\$40.00 per column inch

Ad ID 660622

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY 7645 CURRELL BLVD, WOODBURY, MN NOTICE OF CLOSED EXECUTIVE SESSION

NOTICE IS HEREBY GIVEN that a closed executive session of the Washington County Community Development Agency Board of Commissioners has been scheduled to discuss labor negotiations, subject to Minnesota State Statute 13D.03 subd. (1). The closed executive session will be held on Tuesday, March 21, 2017 at or about 4:00 p.m. at the offices of the Washington County CDA, 7645 Currell Blvd, Woodbury, MN.

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

Date of Publication: March 10, 2017
BY ORDER OF THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
/s/ Barbara Dacy
Barbara Dacy
Executive Director

Published in the
Stillwater Gazette
March 10, 2017
660622

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

**CDA BOARD AGENDA
March 21, 2017**

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

<u>Item No.</u>		<u>Page No.</u>
1	3:00 P.M. <u>CALL REGULAR MEETING TO ORDER</u>	
2	<u>ROLL CALL</u>	
3	<u>OPEN FORUM</u>	
4	<u>CONSENT CALENDAR</u>	
	Minutes of Regular Meeting February 21, 2017	7
	Abstract of Bills February 2017 Total \$1,009,165.70	11
	A-1 <u>Resolution No. 17- 07.</u> Resolution Authorizing Execution of an Architectural Services Agreement for the Woodland Park Exterior Rehabilitation Project (Bill)	21
	A-2 <u>Resolution No. 17- 08.</u> Resolution Authorizing Execution of the Home Investment Partnerships Program Agreement for the Habitat for Humanity Generation Acres Project (Angie)	29
	A-3 <u>Resolution No. 17- 09.</u> Resolution Authorizing Execution of the Home Investment Partnerships Program Agreement for the Community Action Partnership of Ramsey and Washington Counties Community Housing Development Organization Rental Project (Angie)	34
5	<u>NEW BUSINESS</u>	
	A-4 <u>Resolution No. 17- 10.</u> Resolution Adopting the Washington County Community Development Agency Brand and Messaging Platform	39

(Barbara and Nancy Brown)

6

DISCUSSION

D-1 2018 Qualified Allocation Plan (Melissa)	47
D-2 CDA Board Composition (Melissa)	61
D-3 Draft Addendum to the Analysis of Impediments to Fair Housing Choice (Melissa)	65

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<u>DEPUTY EXECUTIVE DIRECTOR</u> February 2017 Report Melissa Taphorn	67
<u>ECONOMIC DEVELOPMENT DIRECTOR</u> February 2017 Report Chris Eng	70
<u>FINANCE & PROPERTY MANAGEMENT</u> February 2017 Report Aaron Christianson	73
<u>RENTAL ASSISTANCE</u> February 2017 Report Ann Hoechst	95
<u>EXECUTIVE DIRECTOR</u> February 2017 Report Barbara Dacy	98

8

CLOSED EXECUTIVE SESSION

Discuss Labor Negotiations	105
----------------------------	-----

9

ADJOURN

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

The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on February 21, 2017. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Aaron Christianson, Director of Finance; Ann Hoechst, Housing Assistance and Administrative Services Director; Chris Eng, Economic Development Director; Ryan Gruber, Executive Assistant; Kathryn Paulson, Project Manager; Bill Lightner, Project Manager; Elena Shulman, Development Associate; Ann Lindquist, Rental Assistance Specialist; Amy Wickenhauser, Administrative Assistant
Guests present: David Griggs, Greater MSP

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

ROLL CALL

Commissioners present: Hargis, Miron, Widen, Belisle, Ryan, Zeller
Commissioners absent: Dingle

OPEN FORUM

None

CONSENT CALENDAR

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

Minutes of Regular Meeting
January 17, 2017

Minutes of Finance Committee Meeting
January 31, 2017

Abstract of Bills January 2017
Total \$1,344,399.42

- A- 1 Resolution No. 17- 03. Resolution Authorizing Section 8 Management Assessment Program (SEMAP) Certification
- A- 2 Resolution No. 17- 04. Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the City of Landfall Site Improvements Project

Commissioner Hargis moved to accept the Consent Calendar, seconded by Commissioner Zeller. Motion carried 5-0.

PRESENTATION

David Griggs, Vice President of Business Investment and Research for Greater MSP, gave a presentation on the initiatives, challenges and strengths of Greater MSP. The three keys categories and initiatives of Greater MSP are marketing, business attraction, and research and strategy. One of the main regional strengths that Greater MSP has is the medical devices sector. In Washington County, there are several small businesses that have created a niche market for medical devices. One of the key areas that has been influenced by this niche market is the development of Minnesota Medical Manufacturing Partnership (MMMP). This is a federal program created by the Obama Administration and it allows for more federal funding for medical devices. This program has allowed Greater MSP to expand the region that it encompasses.

A sixteen county region is included in Greater MSP. Two of those counties are in Wisconsin. The focus with these two counties is the workforce that is offered through these partnerships. Mr. Griggs discussed a new initiative called Make It MSP. This group is part of a talent acquisition campaign that aims at providing higher tiered jobs and professional talent. The focus of this group is to recruit both millennials and other members of the current workforce for these higher paying jobs.

Mr. Griggs commented that the airport is very important when it comes to maintaining the economy of the metropolitan area. Greater MSP is working on a new initiative with the airport commission to increase economic growth in the area.

Commissioner Widen asked Mr. Griggs to discuss successes that Greater MSP has had in recent years within Washington County. Mr. Griggs mentioned Cottage Grove and the recent activity that has taken place in regards to the initiatives in helping communities expand and grow. There are two state level programs that Greater MSP has worked with in order to accomplish these initiatives. These programs are Minnesota Investment Fund and Job Creation Fund. Greater MSP was able to create a process to increase the efficiency of the applications for these two programs. A seamless transaction process was set up to ensure that applications were done in a timelier manner.

Commissioner Miron asked if Mr. Griggs could expand upon the various business visits that Greater MSP has conducted within Washington County. Mr. Griggs mentioned that a document is being prepared that will outline all business visits that have recently taken place. Commissioner Miron discussed workforce development and the importance of recruiting long term workers. Mr. Griggs addressed the fact that Greater MSP cannot focus on just one issue and immigration is an important aspect of recruiting long term workers into the Minneapolis- St. Paul area. Commissioner Belisle asked how many employees Greater MSP has as well as the annual budget amount. Mr. Griggs mentioned that currently there are 22 employees and the annual budget in about \$5.5 million.

Mr. Eng mentioned that the partnership with Greater MSP is important to the goals of the Washington County Community Development Agency (CDA).

NEW BUSINESS

A- 3 Resolution No. 17- 05. Resolution Authorizing Submission of Legislation for Redevelopment Tax Increment Financing Districts in the City of Newport, Minnesota

Ms. Taphorn discussed the redevelopment of Red Rock Crossing and how the costs of development will be recovered. TIF District 2-2 is one district that can be created within the Red Rock Crossing project area. The CDA needs to acquire the property using voluntary sales. Since the CDA does not have eminent domain powers, this takes longer. The legislation allows five years for the sale of this land. The new legislation that has been drafted expands that five year rule to nine years and allows ten years for the TIF District to be established. It does not extend the time period for redevelopment districts. As a result of this, there is more flexibility in establishing the TIF districts as well as more flexibility in pooling the funds throughout the whole project area.

Commissioner Zeller moved to approve Resolution No. 17-05, seconded by Commissioner Widen. Motion carried 6-0.

A- 4 Resolution No. 17-06. Resolution Authorizing the Cash Transfer of Funds for 2016 and 2017

Mr. Christianson discussed the annual cash transfer from various sources. The first part of the cash transfer is to transfer cash related to capital projects. The CDA receives an annual levy of \$1,397,000 for capital projects. \$260,000 of that amount is transferred to long term capital reserve and the rest is generally transferred to the properties for projects. \$18,000 is remaining in the general fund because there were several capital projects done within the office building and those funds do not get transferred. The amount carried over from 2016 is larger than normal due to capital projects carried over into 2017.

Mr. Christianson discussed moving property surplus to the general fund. This is important because the properties supplement general fund operations. For 2016, \$1.2 million is being transferred from the properties to the general fund. In comparison to 2015, this is a \$177,000 difference.

The third part of the resolution was the transfer of funds from one development fund to another development fund. \$250,000 of the levy was set aside to go towards the Age Friendly Housing initiative. In 2016, \$250,000 was used to help purchase The Glen project. There is also a 2017 transfer that Mr. Christianson included in

the resolution. Oakhill storm shelter received a FEMA grant to help build a shelter in 2016. The grant is on a reimbursement basis.

Mr. Christianson requested an addition to the resolution. There should be a transfer of \$136,509 from the general fund to the managing member fund (Piccadilly Square) for debt service coverage. This money is marked for the February bond payment and was part of the cash transfer. Mr. Christianson amended the resolution to include this dollar amount.

In comparison to 2016, there was a 3.4% increase in the cash balance in 2017. The increase is related to the funding of working capital through issuer reserve distributions and restricted cash made available when the CDA office building was refinanced.

Commissioner Zeller moved to approve Resolution No 17- 06 including the amendment to transfer \$136,509 to the managing member fund for debt service coverage, seconded by Commissioner Ryan. Motion carried 6-0.

DISCUSSION

D- 1 Proposed CDA Branding

Ms. Dacy discussed the branding process. The consultant helped the committee with a new logo as well as a new slogan, "Helping Communities Prosper." Mr. Gruber discussed the message that the committee hopes to convey in the new brand. Mr. Gruber indicated that the website will be updated with the new branding. It is important to give clients clear and concise navigation on the new website.

Commissioner Zeller gave feedback on the new branding. He expressed concern about losing focus on the housing and redevelopment activities.

Commissioner Hargis mentioned that "prosper" doesn't necessarily capture the housing sector of the agency.

REPORTS

DEPUTY EXECUTIVE DIRECTOR

Ms. Taphorn stated that there will be a neighborhood meeting on Thursday, March 2nd at 6:30 at the CDA office building regarding The Glen at Valley Creek. At this meeting, a design for the building will be discussed. Ms. Taphorn also discussed a roundabout that is proposed to go over the property of the building. The city and planners are working to determine the final plan for the intersection.

With the 5-year consolidated plan, an analysis of impediments to fair housing choice was developed in 2014. The Agency has been working with HUD and other partners to amend that analysis. There will be a draft report issued as well as a public forum in the CDA office about the draft report. This forum will take place the week of March 13, 2017.

ECONOMIC DEVELOPMENT DIRECTOR

Mr. Eng discussed a spreadsheet that was created in order to help the Board of Commissioners stay up to date on what he is currently working on.

FINANCE AND PROPERTY MANAGEMENT

Mr. Christianson pointed out a typo in the budget. In the third paragraph of his report, it should read "...total agency expenses were under budget by \$495,000". Mr. Christianson mentioned that he has already drafted the 2018 property management budget and plans to meet with Shelter Corporation in early April to discuss that budget. Mr. Christianson mentioned that Piccadilly Square is 66% percent occupied as of February and will be 99% occupied by May.

HOUSING ASSISTANCE

Ms. Hoechst discussed an article that was published regarding Washington County homelessness. She informed the Board of a meeting that will take place on February 23 to discuss the issues of homelessness in Washington County.

EXECUTIVE DIRECTOR REPORT

Ms. Dacy advised that the Comprehensive Plan process for the County has begun and that CDA staff will participate in certain committees. SRF has been hired by the county to draft the Comprehensive Plan.

Ms. Dacy discussed the pilot garden program that was started last fall. Ann Lindquist and Bill Lightner met with tenants about creating raised garden plots as well as raised garden containers for tenants. After meeting with tenants, it was discovered that there was enough interest to create these garden plots. The CDA has received a \$5,000 Department of Health grant to go towards the construction of the plots and containers. There is currently a request for proposals out for a contractor to construct these garden plots. Ms. Dacy stated that staff did reach out to the Master Gardner program, but no volunteers offered to assist.

Commissioner Miron mentioned that he has contacts with the University of Minnesota Extension services and the Master Gardner program in the county. He stated that he liked this project and offered a suggestion to seek out help from the Master Gardner group and local youth groups to assist with these garden plots.

CLOSED EXECUTIVE SESSION

The closed executive session was postponed until the March 21, 2017 board meeting.

BOARD MEMBER COMMENTS

No Board member comments.

**Commissioner Zeller moved to adjourn, seconded by Commissioner Widen.
Motion carried 6-0.**

Regular meeting adjourned 4:35 p.m.

Attest:

Chair/Vice Chair Commissioner

**Washington County CDA
Checks Issued
General Checking
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
76984	CenturyLink	2/1/2017	\$ 4,741.87
76985	City of Oakdale	2/1/2017	139.69
76986	Minnehaha Manor	2/1/2017	821.00
76987	Innovative Office Solutions LL	2/1/2017	206.52
76988	Geneva Village Apartments	2/1/2017	324.00
76989	Xcel Energy	2/1/2017	17,367.21
76990	Orleans Homes	2/1/2017	1,584.00
76991	Mark Court Apartments	2/1/2017	1,440.00
76992	US Internet Corp.	2/1/2017	52.10
76993	All, Inc.	2/1/2017	379.00
76994	Sundberg America LLC	2/1/2017	18.73
76995	Ann Bodlovick Apartments	2/1/2017	450.00
76996	City of Woodbury	2/1/2017	352.82
76997	Woodland Park Apartments	2/1/2017	1,799.49
76998	Barry Torgerson	2/1/2017	488.00
76999	Canvas Health Inc.	2/1/2017	3,822.79
77000	Canvas Health Inc.	2/1/2017	1,050.00
77001	City of Stillwater	2/1/2017	4,121.80
77002	Purchase Power	2/1/2017	1,000.00
77003	Health Partners	2/1/2017	14,962.34
77004	Village Apartments	2/1/2017	1,559.00
77005	Integra Realty Resources	2/1/2017	4,000.00
77006	Waste Management of WI-MN	2/1/2017	226.27
77007	Robert B. Hill Co.	2/1/2017	167.72
77008	Curve Crest Villas	2/1/2017	1,138.00
77009	Forest Ridge Townhomes	2/1/2017	5,279.96
77010	Briar Pond Apartments	2/1/2017	1,596.00
77011	J.R.'s Advanced Recyclers	2/1/2017	241.65
77012	Lindsey Software Systems, Inc.	2/1/2017	190.24
77013	Erickson Plumbing Heating Inc	2/1/2017	29,178.00
77014	Brick Pond Apartments	2/1/2017	822.00
77015	Esultants Web Services	2/1/2017	50.00
77016	Rumpca Services Inc.	2/1/2017	1,909.00
77017	Oakdale Village	2/1/2017	3,914.00
77018	Turnover Apartment Painting In	2/1/2017	1,400.00
77019	Cottages Phase III	2/1/2017	394.00
77020	Menards- Cottage Grove	2/1/2017	546.93
77021	Dey Distributing Inc.	2/1/2017	63.36
77022	Trugreen Processing Center	2/1/2017	469.91
77023	MJ's Contract Appliance Inc	2/1/2017	297.00
77024	Renovation Systems, Inc	2/1/2017	124.99
77025	HD Supply Facilities Maintenan	2/1/2017	377.65
77026	Summit Fire Protection	2/1/2017	300.00
77027	Cypress Sr. Living	2/1/2017	2,245.00
77028	Christensen Group	2/1/2017	10,561.60
77029	Gentry Place	2/1/2017	526.00
77030	City Wide Maintenance of MN	2/1/2017	1,139.00
77031	Kristen Scobie	2/1/2017	40.85

**Washington County CDA
Checks Issued
General Checking
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
77032	Edward Kunnary	2/1/2017	1,183.92
77033	Common Bond City Walk Ltd	2/1/2017	761.00
77034	Cottages of Stillwater	2/1/2017	376.00
77035	Ryan Mechanical, Inc.	2/1/2017	403.75
77036	Forest Oak Apartments LP	2/1/2017	617.00
77037	Charles Harris	2/1/2017	528.00
77038	Michael Butchko	2/1/2017	412.00
77039	The Groves Apartments LLC	2/1/2017	206.00
77040	Yvette DuFresne	2/1/2017	372.00
77041	Stillwater Greeley LLC	2/1/2017	729.00
77042	956 Associates LLP	2/1/2017	565.00
77043	Jamar East LLC	2/1/2017	595.00
77044	Comcast - Business	2/1/2017	300.37
77045	Johnson, Erica	2/1/2017	754.00
77046	Richard T Curtin	2/1/2017	650.00
77047	Eve Bjork	2/1/2017	235.15
77048	Program participant	2/1/2017	750.00
77049	Tempo Community Partners	2/1/2017	7,500.00
77050	Grand Hyatt Seattle	2/1/2017	1,170.32
77051	Sun Life Financial	2/1/2017	3,649.49
77052	Program participant	2/1/2017	20.00
77053	City Sprint	2/10/2017	29.10
77054	Innovative Office Solutions LL	2/10/2017	167.14
77055	Giertsen Company of MN, Inc.	2/10/2017	1,945.00
77056	Star Tribune	2/10/2017	71.68
77057	Xcel Energy	2/10/2017	8,225.95
77058	South Wash Co. Bulletin	2/10/2017	110.00
77059	T R Computer Sales	2/10/2017	279.00
77060	All, Inc.	2/10/2017	430.00
77061	Sundberg America LLC	2/10/2017	53.71
77062	Woodland Park Apartments	2/10/2017	1,438.00
77063	Ace Hardware	2/10/2017	75.98
77064	Board of Water Commissioners	2/10/2017	604.00
77065	For Rent Media Solutions	2/10/2017	140.00
77066	Canvas Health Inc.	2/10/2017	555.00
77067	City of Forest Lake	2/10/2017	4,260.78
77068	City of Stillwater	2/10/2017	198.50
77069	Schindler Elevator Corp.	2/10/2017	1,889.79
77070	SRC, Inc.	2/10/2017	347.05
77071	Ehlers & Assoc. Inc	2/10/2017	2,000.00
77072	AFSCME Council 5	2/10/2017	854.01
77073	Waste Management of WI-MN	2/10/2017	1,562.01
77074	Program participant	2/10/2017	19.00
77075	Program participant	2/10/2017	12.00
77076	Spok, Inc.	2/10/2017	30.01
77077	Coordinated Business Systems	2/10/2017	45.44
77078	Program participant	2/10/2017	93.00
77079	Program participant	2/10/2017	94.00

**Washington County CDA
Checks Issued
General Checking
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
77080	Chris Amdahl Locksmith, Inc.	2/10/2017	246.00
77081	Lindsey Software Systems, Inc.	2/10/2017	366.00
77082	Loucks Associates	2/10/2017	1,860.00
77083	Metrowide Engagement on Shelte	2/10/2017	6,812.38
77084	Comcast	2/10/2017	1,748.41
77085	Urban Land Institute	2/10/2017	660.00
77086	Erickson Plumbing Heating Inc	2/10/2017	220.00
77087	Resident News	2/10/2017	192.42
77088	Paffy's Pest Control, Inc.	2/10/2017	305.00
77089	B. D. Stevens Landscaping	2/10/2017	400.00
77090	Great American Business Prod.	2/10/2017	78.40
77091	Clog Un-Boggler Inc.	2/10/2017	195.00
77092	Shelter Corporation	2/10/2017	37,832.45
77093	McCarthy Well Company	2/10/2017	255.00
77094	Culligan	2/10/2017	55.75
77095	Oakdale Village	2/10/2017	188.00
77096	ECM Publishers, Inc.	2/10/2017	224.70
77097	Menards-Forest Lake	2/10/2017	137.14
77098	Menards- Cottage Grove	2/10/2017	187.54
77099	Menards-Stillwater	2/10/2017	340.55
77100	Dey Distributing Inc.	2/10/2017	267.57
77101	Canterbury HOA	2/10/2017	472.00
77102	Lakeside Townhomes Ltd Partner	2/10/2017	627.32
77103	Gilbert Mechanical Inc.	2/10/2017	1,189.06
77104	Pondview Townhome Ltd Partners	2/10/2017	784.15
77105	Republic Services #923	2/10/2017	6,798.55
77106	Shelter Corporation	2/10/2017	62,589.28
77107	Renovation Systems, Inc	2/10/2017	79.99
77108	HD Supply Facilities Maintenan	2/10/2017	1,576.35
77109	Sherwin Williams - Cottage Gro	2/10/2017	506.19
77110	Hanbery & Turner, PA	2/10/2017	3,447.67
77111	Move Sales, Inc.	2/10/2017	97.00
77112	Sensible Land Use Coalition	2/10/2017	250.00
77113	G & K Services Inc	2/10/2017	108.88
77114	Kathryn Paulson	2/10/2017	75.44
77115	Technology Software Solutions	2/10/2017	2,800.17
77116	Yvette DuFresne	2/10/2017	246.00
77117	Screening Reports Inc	2/10/2017	650.00
77118	Eve Bjork	2/10/2017	82.88
77119	Christopher Eng	2/10/2017	107.72
77120	Smita Rakshit	2/10/2017	26.69
77121	Shred Right	2/10/2017	42.12
77122	PostNet MN117	2/10/2017	289.25
77123	Program participant	2/10/2017	183.88
77124	Program participant	2/10/2017	313.20
77125	Program participant	2/10/2017	201.04
77126	Program participant	2/10/2017	177.07
77127	Washington County Taxpayer Ser	2/10/2017	85.00

**Washington County CDA
Checks Issued
General Checking
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
77128	City of Oakdale	2/17/2017	7,026.65
77129	Innovative Office Solutions LL	2/17/2017	75.01
77130	Xcel Energy	2/17/2017	8,519.65
77131	City of Cottage Grove	2/17/2017	107.00
77132	Bruce Nelson Plumbing Inc.	2/17/2017	694.00
77133	T R Computer Sales	2/17/2017	1,221.25
77134	US Bank Trust	2/17/2017	500.00
77135	All, Inc.	2/17/2017	356.97
77136	Sundberg America LLC	2/17/2017	90.91
77137	City of Woodbury	2/17/2017	116.00
77138	Ace Hardware	2/17/2017	148.63
77139	For Rent Media Solutions	2/17/2017	1,391.93
77140	AFLAC	2/17/2017	180.46
77141	Deluxe Business Checks	2/17/2017	755.48
77142	Ehlers & Assoc. Inc	2/17/2017	4,117.50
77143	Park Supply of America	2/17/2017	92.60
77144	Robert B. Hill Co.	2/17/2017	8,260.43
77145	Molly Krakowski Consulting, In	2/17/2017	520.00
77146	CoreLogic Credco LLC	2/17/2017	322.70
77147	Maintenance Service Solutions	2/17/2017	1,610.27
77148	Ann Lindquist	2/17/2017	164.95
77149	Menards - Oakdale	2/17/2017	496.67
77150	Comcast	2/17/2017	330.37
77151	MEI Minnesota Elevator, Inc.	2/17/2017	704.37
77152	Erickson Plumbing Heating Inc	2/17/2017	335.00
77153	Resident News	2/17/2017	231.17
77154	C. J. Taylor	2/17/2017	9,078.50
77155	Ferguson Enterprises, Inc. #16	2/17/2017	406.56
77156	B. D. Stevens Landscaping	2/17/2017	7,125.00
77157	Shelter Corporation	2/17/2017	39,348.73
77158	Canvas Health Inc.	2/17/2017	3,894.71
77159	McGrann Shea Carnival Straughn	2/17/2017	14,326.70
77160	Rumpca Services Inc.	2/17/2017	4,321.00
77161	Culligan	2/17/2017	35.71
77162	Watson Appliance Service Inc	2/17/2017	114.95
77163	ECM Publishers, Inc.	2/17/2017	53.10
77164	Menards-Forest Lake	2/17/2017	145.82
77165	Menards- Cottage Grove	2/17/2017	589.79
77166	Menards-Stillwater	2/17/2017	421.98
77167	Dey Distributing Inc.	2/17/2017	1.43
77168	MJ's Contract Appliance Inc	2/17/2017	1,412.00
77169	Steepleview Place Townhome	2/17/2017	33.00
77170	Advanced Disposal Solid Waste	2/17/2017	1,249.54
77171	Wilmar Industries	2/17/2017	189.03
77172	Renovation Systems, Inc	2/17/2017	2,303.07
77173	HD Supply Facilities Maintenan	2/17/2017	749.52
77174	J. D. Windows & Doors, Inc.	2/17/2017	429.50
77175	Great Garage Door Co.	2/17/2017	169.00

**Washington County CDA
Checks Issued
General Checking
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
77176	A Vivid Look	2/17/2017	1,000.00
77177	Frattallone's / Woodbury Ace	2/17/2017	13.09
77178	IDC Automatic	2/17/2017	619.04
77179	Nancy Doyle Brown	2/17/2017	9,600.00
77180	Ryan Mechanical, Inc.	2/17/2017	82.50
77181	Advanced Communications	2/17/2017	95.00
77182	Time Communications, Inc	2/17/2017	970.27
77183	Verizon	2/17/2017	593.56
77184	Common Ground Electric, LLC	2/17/2017	565.00
77185	West Unified Communications	2/17/2017	36.24
77186	Program participant	2/17/2017	560.13
77187	Program participant	2/17/2017	518.31
77188	Program participant	2/17/2017	453.62
77189	Innovative Office Solutions LL	2/24/2017	559.18
77190	Xcel Energy	2/24/2017	15,557.70
77191	City of Cottage Grove	2/24/2017	5,548.16
77192	City of Woodbury	2/24/2017	382.68
77193	Ace Hardware	2/24/2017	4.94
77194	Integra Telecom	2/24/2017	163.00
77195	US Bank Equipment Finance Serv	2/24/2017	3,231.62
77196	Comcast	2/24/2017	140.95
77197	Paffy's Pest Control, Inc.	2/24/2017	35.00
77198	Clog Un-Boggler Inc.	2/24/2017	165.00
77199	Esultants Web Services	2/24/2017	50.00
77200	Monroe Moxness Berg	2/24/2017	1,190.00
77201	Pinecrest Villas of Woodbury H	2/24/2017	1,260.00
77202	Turnover Apartment Painting In	2/24/2017	585.00
77203	ECM Publishers, Inc.	2/24/2017	53.10
77204	Menards-Stillwater	2/24/2017	19.88
77205	Dey Distributing Inc.	2/24/2017	242.69
77206	Pinetree Pond First Associatio	2/24/2017	8.69
77207	Wilson Development Services	2/24/2017	2,681.41
77208	Shelter Corporation	2/24/2017	659.56
77209	Renovation Systems, Inc	2/24/2017	1,777.73
77210	HD Supply Facilities Maintenan	2/24/2017	221.51
77211	Kristen Scobie	2/24/2017	249.15
77212	G & K Services Inc	2/24/2017	28.80
77213	Sharron Perry	2/24/2017	37.80
77214	CenturyLink	2/24/2017	48.48
77215	Ryan Mechanical, Inc.	2/24/2017	665.00
77216	Comcast - Business	2/24/2017	300.37
77217	Collective Action Training	2/24/2017	3,050.00
77218	Ann Shimeall	2/24/2017	38.51
77219	Program participant	2/24/2017	32.65

TOTAL CHECKS: \$ 486,430.78

**Washington County CDA
Checks Voided and Electronic Payments
General Checking
February 1 - 28, 2017**

VOIDED Check No.	<u>Vendor Check Name</u>	Check Date	<u>Amount</u>
	None		\$ -

<u>Type</u>	<u>Vendor</u>	<u>Electronic Payment Date</u>	<u>ACH Amount</u>
ACH	Dougherty Mortgage	2/1/2017	\$ 76,223.22
ACH	First State Bank Wyoming	2/1/2017	\$ 12,552.29
ACH	Automatic Data Processing	2/2/2017	45,190.07
ACH	Automatic Data Processing	2/2/2017	11,335.32
ACH	Automatic Data Processing	2/2/2017	295.60
ACH	Nationwide	2/3/2017	3,733.52
ACH	Nationwide	2/3/2017	5,420.06
ACH	Automatic Data Processing	2/3/2017	1,207.31
ACH	Optum Bank	2/3/2017	369.22
ACH	State of Minnesota	2/6/2017	905.00
ACH	Automatic Data Processing	2/6/2017	2.83
ACH	Automatic Data Processing	2/10/2017	247.56
ACH	Automatic Data Processing	2/10/2017	40.52
ACH	Cash Management Services	2/14/2017	664.76
ACH	Automatic Data Processing	2/16/2017	45,235.68
ACH	Automatic Data Processing	2/16/2017	11,355.38
ACH	Automatic Data Processing	2/16/2017	8.85
ACH	Nationwide	2/17/2017	3,733.52
ACH	Nationwide	2/17/2017	5,427.40
ACH	Optum Bank	2/17/2017	369.22
ACH	Automatic Data Processing	2/17/2017	121.38
ACH	State of Minnesota	2/21/2017	905.00
ACH	Automatic Data Processing	2/21/2017	261.52
ACH	Automatic Data Processing	2/22/2017	273.57
ACH	Optum Bank	2/23/2017	33.75
ACH	Automatic Data Processing	2/24/2017	247.56
ACH	Automatic Data Processing	2/27/2017	950.00
ACH	Automatic Data Processing	2/28/2017	5.81

TOTAL ELECTRONIC PAYMENTS: \$ 227,115.92

**Washington County HRA
Checks Issued
Section 8
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
56552	GRANADA LAKES LTD PARTNERS	2/1/2017	\$ 1,965.00
56553	EAST GROVE ESTATES	2/1/2017	1,559.00
56554	ORLEANS HOMES II	2/1/2017	567.00
56555	ASHWOOD PONDS	2/1/2017	1,727.00
56556	Barbara Gaughan Family Ltd Par	2/1/2017	1,766.00
56557	LONG LAKE VILLAS	2/1/2017	3,136.00
56558	SHIH, AMY	2/1/2017	731.00
56559	CURVE CREST VILLAS	2/1/2017	3,419.00
56560	LONG, THOMAS	2/1/2017	1,058.00
56561	Forest Lake Apts Housing	2/1/2017	521.00
56562	HOWARD, CHAD	2/1/2017	157.00
56563	East Gate Apartments LP	2/1/2017	750.00
56564	VILLAGE APARTMENTS # 7	2/1/2017	1,806.00
56565	CYPRESS SR. LIVING	2/1/2017	5,105.00
56566	SIVERSON, NEIL	2/1/2017	748.00
56567	Oakdale Village Apartments LLC	2/1/2017	16,111.00
56568	Xcel Energy	2/1/2017	559.00
56569	KREY, MICHAEL	2/1/2017	397.00
56570	St. Croix Village LLC	2/1/2017	2,235.00
56571	MAIN STREET RENEWAL LLC	2/1/2017	1,726.00
56572	IH2 PROPERTY ILLINOIS, LP	2/1/2017	2,462.00
56573	BOYUM C/O APPLGATE PROP MGMT.	2/1/2017	426.00
56574	FOREST OAK APTS	2/1/2017	1,106.00
56575	ALEXANDER, TROY	2/1/2017	1,046.00
56576	LILY LAKE TERRACE APTS	2/1/2017	892.00
56577	FOREST OAK APTS II LTP PAR	2/1/2017	1,852.00
56578	STILLWATER GREELEY	2/1/2017	671.00
56579	PICADILLY SQUARE OF MAHTOMEDI	2/1/2017	481.00
56580	Lion Rock Properties	2/1/2017	636.00
56581	BUTCHKO, MICHAEL	2/1/2017	1,250.00
56582	COTTAGES PHASE III	2/1/2017	863.00
56583	COURTLY PARK TOWNHOMES	2/1/2017	2,733.00
56584	GENEVA VILLAGE LTD. PARTNERS	2/1/2017	2,628.00
56585	GENTRY PLACE APARTMENTS	2/1/2017	2,276.00
56586	MINNEHAHA MANOR	2/1/2017	1,917.00
56587	RIDGECREST APARTMENTS	2/1/2017	825.00
56588	SCHNEIDER, DAVID	2/1/2017	1,185.00
56589	ORLEANS HOMES LIMITED PARTNER	2/1/2017	10,021.00
56590	MARK COURT APTS (CEDAR CT LLC)	2/1/2017	431.00
56591	HOFFMAN, NANCY	2/1/2017	110.00
56592	PIONEER APARTMENTS	2/1/2017	1,276.00
56593	JOHN JERGENS ESTATES	2/1/2017	1,548.00
56594	WOODLAND PARK APARTMENTS	2/1/2017	21,064.00
56595	STOBBE, ALVIN	2/1/2017	1,100.00
56596	COTTAGES OF COTTAGE GROVE	2/1/2017	1,547.00
56597	PATTEN, LINDA	2/1/2017	805.00
56598	BRIAR POND	2/1/2017	19,565.00
56599	BRICK POND APARTMENTS	2/1/2017	1,162.00
56600	COBBLEHILL APTS.	2/1/2017	2,934.00

**Washington County HRA
Checks Issued
Section 8
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
56601	SHIH, AMY	2/1/2017	773.00
56602	BRIARCLIFF MANOR	2/1/2017	2,168.00
56603	Eastwood Investments LLC	2/1/2017	597.00
56604	Geneva Village L.P.	2/1/2017	1,748.00
56605	MULLER MANOR	2/1/2017	753.00
56606	PARK PLACE APTS. II	2/1/2017	648.00
56607	UPSTREAM PROPERTIES, INC.	2/1/2017	217.00
56608	ECHO RIDGE APARTMENTS - PHM	2/1/2017	514.00
56609	WOODLAND TOWNHOMES	2/1/2017	6,899.00
56610	COREY, SHELDON	2/1/2017	286.00
56611	SEMPEL, WILLIAM	2/1/2017	559.00
56612	STONECREST	2/1/2017	1,714.00
56613	LAKESIDE TOWNHOMES	2/1/2017	18,084.00
56614	OAKHILL COTTAGES	2/1/2017	516.00
56615	CASSELLS, CRANSTON	2/1/2017	119.00
56616	OSSEI, HARRY	2/1/2017	917.00
56617	LARKIN, STACY	2/1/2017	671.00
56618	NORTH SHORE APARTMENTS	2/1/2017	561.00
56619	FOREST PARK I	2/1/2017	1,232.00
56620	MC CUNE, SHELLY	2/1/2017	1,607.00
56621	LAKE SARAH PROPERTIES	2/1/2017	1,239.00
56622	Pondview Townhomes	2/1/2017	13,975.00
56623	NOVAK, GREG	2/1/2017	521.00
56624	BENASSI, CAROL	2/1/2017	590.00
56625	GAUGHAN CO./VILLAGE APARTMENTS	2/1/2017	827.00
56626	JERDE, BARBARA	2/1/2017	128.00
56627	CHANG, PAUL	2/1/2017	509.00
56628	DESHLER, DAVID	2/1/2017	984.00
56629	LUU, RENEE	2/1/2017	532.00
56630	WEBER, MARTY	2/1/2017	615.00
56631	LO, TANG-YUNG	2/1/2017	724.00
56632	FAROOQ, REHAN	2/1/2017	380.00
56633	Forest Ridge Townhomes	2/1/2017	4,284.00
56634	LEE, BLONG	2/1/2017	1,149.00
56635	SIENNA RIDGE TOWNHOMES	2/1/2017	6,562.00
56636	DIAKELLY, JULIENNE	2/1/2017	1,291.00
56637	Cottages of Aspen LP	2/1/2017	3,173.00
56638	HER, BEE	2/1/2017	518.00
56639	SCHNEIDER, DAVID	2/1/2017	564.00
56640	Sikorski, Greta	2/1/2017	565.00
56641	ZHANG, CHONGQI	2/1/2017	816.00
56642	HAMPTON, PHILLIP	2/1/2017	2,001.00
56643	JD PONDVIEW LLC	2/1/2017	6,253.00
56644	BLEW HOLDINGS, LLC	2/1/2017	429.00
56645	MARK VIEROW	2/1/2017	1,350.00
56646	SHA, ZHIYI	2/1/2017	977.00
56647	STEWART, JEROME	2/1/2017	493.00
56648	Red Oak Preserve Family LP	2/1/2017	5,144.00
56649	PETERSON, TONIA C.	2/1/2017	114.00

**Washington County HRA
Checks Issued
Section 8
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
56650	OSBORN, ROBERT	2/1/2017	850.00
56651	OAKDALE-GRANADA LAKES LTD. PAR	2/1/2017	14,403.00
56652	ABDULMIJID, FAISAL	2/1/2017	1,221.00
56653	GOLDEN STONE LLC	2/1/2017	512.00
56654	JACOBSEN, ELENA	2/1/2017	563.00
56655	CJ RENTALS	2/1/2017	1,168.00
56656	GALVIC CORPORATION	2/1/2017	1,123.00
56657	NEW CHALLENGES, INC	2/1/2017	803.00
56658	KISAJJA, CHRISTINE	2/1/2017	967.00
56659	ZHANG, HAIYAN	2/1/2017	528.00
56660	XU, XUEMEI	2/1/2017	999.00
56661	WANG, DANLI	2/1/2017	300.00
56662	A.L.A. Properties, LLC	2/1/2017	2,118.00
56663	TOY, DAVID LLC	2/1/2017	1,500.00
56664	Common Bond City Walk Limited	2/1/2017	3,302.00
56665	VIEWS AT CITY WALK	2/1/2017	466.00
56666	RSRC Ashwood LLC	2/1/2017	1,456.00
56667	TSEGAI, DANIEL	2/1/2017	714.00
56668	FRANK, ANTHONY	2/1/2017	634.00
56669	RAO, JIACHEAG	2/1/2017	812.00
56670	GRIFFIN COURT C LLC	2/1/2017	484.00
56671	NUR, MOHAMED	2/1/2017	842.00
56672	The Groves Apartments LLC	2/1/2017	4,526.00
56673	WOOL, JOHN	2/1/2017	1,037.00
56674	MIND PROPERTIES LLC	2/1/2017	1,164.00
56675	MAO, GUOPING	2/1/2017	1,294.00
56676	PETERSEN, ALLAN	2/1/2017	843.00
56677	KALINOFF PROPERTIES	2/1/2017	526.00
56678	MacDonald, Darren	2/1/2017	704.00
56679	HEAVEN LLC	2/1/2017	748.00
56680	SEVEN PINES INVESTMENTS II	2/1/2017	1,198.00
56681	DISATASIO, KIONA	2/1/2017	1,304.00
56682	BIRCHWOOD TOWNHOMES	2/1/2017	802.00
56683	URBANSKI RENTALS	2/1/2017	1,489.00
56684	EVERSON, RANDY	2/1/2017	1,019.00
56685	Teasdale Pines TLC LLC	2/1/2017	188.00
56686	ELAD, FIEN	2/1/2017	788.00
56687	Sumner, Jacqueline	2/1/2017	1,090.00
56688	Teasdale Pines TLC LLC	2/1/2017	1,013.00
56689	OAKDALE TERRACE TOWNHOMES	2/8/2017	414.00
56690	LAKESIDE TOWNHOMES	2/8/2017	351.00
56691	HENDRICKSON, PAMELA	2/8/2017	360.00
56692	OAKDALE TERRACE LLC	2/8/2017	6,364.00
56693	Xcel Energy	2/22/2017	103.00
56694	BRIAR POND	2/22/2017	274.00
56695	OAKDALE TERRACE TOWNHOMES	2/22/2017	846.00
56696	WOODLAND TOWNHOMES	2/22/2017	1,234.00
56697	LAKESIDE TOWNHOMES	2/22/2017	350.00
56698	Pondview Townhomes	2/22/2017	765.00

**Washington County HRA
Checks Issued
Section 8
February 1 - 28, 2017**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
56699	Red Oak Preserve Family LP	2/22/2017	503.00
56700	CARSON, STEVEN	2/22/2017	412.00
TOTAL SECTION 8 CHECKS:			<u>\$ 295,619.00</u>

VOIDED

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
	NONE		\$ -

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,009,165.70

**WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

March 21, 2017
BOARD MEETING DATE

AGENDA ITEM A-1

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 3/10/2017
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING EXECUTION OF AN ARCHITECTURAL SERVICES AGREEMENT FOR THE WOODLAND PARK EXTERIOR REHABILITATION PROJECT

BACKGROUND/JUSTIFICATION

In June 2013, a condition assessment was performed on the CDA's Woodland Park property. This report detailed a number of necessary improvements and prioritized them into immediate needs, one to five year needs, and five to ten year needs. The immediate needs were addressed in a \$1.1 million exterior rehabilitation project completed in 2014 that focused on replacing deck systems and townhome entries and stoops. The CDA's Capital Improvement Plan (CIP) calls for the one to five year needs to be addresses in 2017 and 2018. This project's primary objective is to replace the roof, siding and windows while also improving the drainage around the townhomes. This project is estimated to cost roughly \$2.1 million with \$1 million allocated in 2017 CIP budget and the other \$1.1 million in the 2018 CIP budget.

The architecture firm Cermak Rhoades performed the 2013 condition assessment study and provided the architectural services for the 2014 exterior rehabilitation project. The firm was selected in 2013 based on a RFP to complete the condition assessment. Staff has established a good working relationship with the firm based on their strong performance with this project so far. The proposal from Cermak Rhoades to provide architectural services for 2017-2018 project is \$59,600, which is comparable to their fee for the 2014 project. The proposed fee is 3.3% of the estimated construction cost, which is a very competitive rate. The fee proposal is attached. A standard AIA agreement form will serve as the actual agreement and will be drawn up after Board approval is obtained.

Staff recommends approval of the resolution authorizing the execution of the Architectural Services Agreement for the Woodland Park Exterior Rehabilitation project.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

RESOLUTION NO. 13-29: RESOLUTION AUTHORIZING EXECUTION OF AN ARCHITECTURAL SERVICES AGREEMENT FOR THE WOODLAND PARK EXTERIOR REHABILITATION PROJECT

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 3/15/2017

ATTACHMENT LIST:

Attachment A – Cermak Rhoades Fee Proposal for the Woodland Park Apartments Exterior Repair and Maintenance

FINANCIAL IMPLICATIONS: \$59,600

BUDGETED: YES NO

FUNDING: 2017&2018 CIP Budgets

COMMENTS



FEE PROPOSAL

Project Woodland Park Apartments Exterior Repair and Maintenance
Location Cottage Grove, MN
Owner Washington County Community Development Agency

Date: 2/28/17
 Job #: 1701

Project Description:

The following fee proposal for architectural and landscape design services for the referenced project is based on the following scope summary and the attached documents:

- Scope Summary
 - Sealing and flashing of the top of the waterproofing membrane at all buildings.
 - Site regrading to get soil below the wood stud plate line and pre-cast plank line.
 - Concrete sidewalk repair as needed and as required by grading changes.
 - Siding removal and replacement.
 - Soffit/fascia metal wrap
 - Gutter and downspout removal and replacement
 - Hollow metal door and aluminum window replacement
 - Garage door replacement.
 - Roof replacement, including mechanical caps and flues
 - Planting repairs, replacement and upgrades
 - Provide an alternate for unit deck sliding glass doors and siding replacement
- Scope of Services Worksheet/Rehab, dated 2/28/17

Phase	Total Fee	Fee %	Arch	M/E	Land	Struct	Civil
DD	\$9,000	16%	\$6,000	X	\$3,000	X	X
CD	\$20,600	36%	\$19,000	X	\$1,600	X	X
Bid to Closing	\$6,000	11%	\$6,000	X	X	X	X
CA	\$21,000	37%	\$20,000	X	\$1,000	X	X
Subtotal	\$56,600	100%	\$51,000	X	\$5,600	X	X
Expenses	\$3,000		\$2,800	\$0	\$200	\$0	\$0
TOTAL	\$59,600		\$53,800	\$0	\$5,800	\$0	\$0

Thank you for your consideration and the opportunity to present this proposal. We are very pleased to be working with you again. Please call me if you have any questions or if you would like to make any adjustments to the scope of services.

Larry A. Prinds, AIA, CSI, CCS, LEED AP



275 East Fourth Street, Suite 800, St. Paul, MN 55101
 p 651.225.8623 f 651.225 8720
 www.cermakrhoades.com

CERMAK RHOADES ARCHITECTS

SCOPE OF SERVICES WORKSHEET / REHAB

PROJECT: Woodland Park Apartments Exterior Repair & Maintenance
Location: Cottage Grove, MN
Owner: Washington County Community Development Agency
Date: 2/28/17
Job No.: 1701

PROJECT DESCRIPTION	BY ARCHITECT	BY ARCHITECTURAL CONSULTANT	BY OWNER	INCLUDED ELSEWHERE	NOT INCLUDED*
DESIGN DEVELOPMENT PHASE					
Building and Site Design & Evaluation:					
• Scope Meeting/Site Visit	X				
• Existing Conditions/Field Measurements	X				
▪ SketchUp 3D modeling	X				
▪ Create Outline Spec	X				
▪ Conduct design review meeting with Owner and project team.	X				
▪ Review building materials, finishes, equipment, colors & specifications with Owner. Determine final choices.	X				
City and Code Reviews:					
▪ Review city building code and zoning requirements	X				
CONSTRUCTION DOCUMENT PHASE					
Building and Site Design & Evaluation:					
▪ Develop construction drawings, specifications and project manual for approved scope of work					
Architectural	X				
Landscape		X			
▪ Provide estimate at 75% completion	X				
▪ Conduct final project reviews with:					
City planning and zoning officials	X				
City building official	X				
Owner	X				
▪ Prepare design alternates for alternate pricing during bid	X				
▪ Determine funders' bidding requirements and incorporate into project manual					



275 East Fourth Street, Suite 800, St. Paul, MN 55101
 p 651.225.8623 f 651.225.8720
 www.cermakrhoades.com

CERMAK RHOADES ARCHITECTS

PROJECT DESCRIPTION	BY ARCHITECT	BY ARCHITECTURAL CONSULTANT	BY OWNER	INCLUDED ELSEWHERE	NOT INCLUDED*
BIDDING PHASE					
▪ Assist with creation of General Contractor RFP	X				
▪ Place advertisement for Contractors *			X		
▪ Distribute bid documents to Owner, Contractors, Funders & plan rooms	X				
▪ Conduct pre-bid meeting	X				
▪ Respond to questions from bidders during 3 week bid period	X				
▪ Respond to bidders' requests for substitution of specified products / systems	X				
▪ Prepare and issue up to (2) Addenda	X				
▪ Attend public bid opening & review of bids	X				
▪ Create bid tabulation and assist Owner with review of bids & negotiations w/ Contractor(s)	X				
▪ If over budget, review construction cost saving items after bid process & prepare a post bid addendum to change the Scope of Work to meet construction budget	X				
▪ Coordinate post-bid addendum items with consultants	X				
▪ Issue post-bid addendum to bidders or selected Contractor	X				
▪ Re-issue the project for re-bidding: *					X
CONSTRUCTION ADMINISTRATION PHASE					
Project Management & Coordination:					
▪ Conduct Pre-Construction Conference	X				
▪ Respond to Contractor's questions during the construction process	X	X			
▪ Attend construction meetings on bi-monthly basis for (8) months	X				
▪ Prepare up to (2) Proposal Requests	X				
▪ Prepare (5) Change Orders	X				
▪ Prepare construction meeting minutes (by contractor) *					X
▪ Prepare () monthly Field Reports *					X



PROJECT DESCRIPTION	BY ARCHITECT	BY ARCHITECTURAL CONSULTANT	BY OWNER	INCLUDED ELSEWHERE	NOT INCLUDED*
CONSTRUCTION ADMINISTRATION PHASE (cont.)					
▪ Inform Owner if work does not meet the intent of the Contract Documents.	X	X			
▪ Review (9) Contractor's monthly draw requests					
▪ Attend (9) Funders' monthly draw meeting (scheduled during regular construction meeting)	X				
▪ Landscape consultant to visit the site 3 times during construction		X			
▪ Prepare up to 2 exterior color scheme on SketchUp 3D Model	X				
▪ Attend 1 meeting with project team to review color selections	X				
▪ Review shop drawing & product submittals	X				
▪ Conduct punch list inspections (one initial inspection, one final inspection)	X	X			
▪ Review Owner's record documents provided by Contractor	X	X			
▪ Prepare electronic as-built drawings *					X
▪ Review Operation and Maintenance manuals provided by Contractor	X	X			
▪ Provide 1-year inspection (post occupancy) *					X
EXPENSES					
▪ Include expenses in reimbursable allowance base fee:					
Automobile mileage at \$.50/mile	X				
In-house printing and plotting	X				
Outside services printing and plotting	X				
Delivery services	X				
Postage	X				

* Requires Separate Authorization & Compensation

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

DATE March 21, 2017

RESOLUTION NO. 17-07

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION AUTHORIZING EXECUTION OF AN ARCHITECTURAL
SERVICES AGREEMENT FOR THE WOODLAND PARK EXTERIOR
REHABILITATION PROJECT

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 21st day of March 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 21st day of March, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-07

RESOLUTION AUTHORIZING EXECUTION OF AN
ARCHITECTURAL SERVICES AGREEMENT FOR THE
WOODLAND PARK EXTERIOR REHABILITATION
PROJECT

WHEREAS, the Washington County Community Development Agency (the "Agency") owns and operates the Woodland Park Apartments (the "Property") in the City of Cottage Grove; and

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

WHEREAS, the CIP identified the need to improve the condition of the exterior at the Property; and

WHEREAS, the Agency retained the architectural services of Cermak Rhoades Architects through a Request for Proposals process to perform a condition assessment (the "Assessment") on the Property and provided architectural services for a project to address the immediate needs identified in the Assessment in 2014; and

WHEREAS, Cermak Rhoades submitted a fee proposal (the "Proposal") to perform architectural services for an exterior improvement project to address the next phase of work identified in the Assessment; and

WHEREAS, the architectural services and exterior improvement project will occur in calendar years 2017 and 2018; and

WHEREAS, the Agency has determined the Proposal to be competitive and reasonable with industry standards; and

WHEREAS, a standard American Institute of Architects owner and architect agreement based on the Proposal will be drawn up pending its approval by the Board; and

WHEREAS, the 2017 and 2018 CIP budgets have sufficient allocations to fund the Proposal.

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 an architectural services agreement for the Woodland Park exterior rehabilitation project based on the fee proposal as presented, subject to (i) such changes to the agreement that the Executive Director deems reasonable and necessary; and (ii) the agreement with the Agency being executed by both parties.
2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the 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 21st day of March 2017.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

March 21, 2017
BOARD MEETING DATE

AGENDA ITEM A-2

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 03/10/2017
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

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

BACKGROUND/JUSTIFICATION

Washington County approved the Twin Cities Habitat for Humanity to construct four town homes in the City of Hugo. The project is to receive 2015 and 2016 Home Investment Partnerships Program (HOME) funds to total the amount \$224,518.16.

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

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

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Washington County Resolution No. 2016-064 Approving Washington County's 2015-2019 Consolidated Plan And The 2016 Annual Action Plan For The Community Development Block Grant And Home Investment Partnerships Programs And Authorizing Submission Of Such Grant Request To The United States Department Of Housing And Urban Development

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 3/14/17

ATTACHMENT LIST:

Attachment A: Habitat Development Summary

FINANCIAL IMPLICATIONS: \$224,518.16

BUDGETED: YES NO

FUNDING: Program Year 2015 & 2016 HOME

COMMENTS

HOME PROJECT APPLICATION SUMMARY

Development:	Generation Acres Building 4	Grantee:	Twin Cities Habitat for Humanity
Location:	14950-14956 Generation Avenue North, Hugo, MN		

Development Description

Twin Cities Habitat for Humanity is proposing using HOME funds to construct a 4-unit townhome in the City of Hugo. The project has been successful in the past with their other buildings that were funded with HOME funds. This is the fourth building in the development. This project applied for 2017 funds and is shovel ready. Due to commitment deadlines with 2015 Funding, this project will swap funding years with another project that is not ready to move forward before the deadline and will use 2015 and 2016 HOME funds.

Strategic Priorities Summary

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

Beneficiaries Summary		Per-Unit Costs			
Serve Lowest Income:	4 units @ 0-80% AMI	Description	Unit Sq. Ft.	Base Cost/Sq. Ft.	Individual Unit Cost
		3B/2B base	1866	94.06 \$	175,516
		3B/2B base	1866	94.06 \$	175,516
		3B/2B base	1866	94.06 \$	175,516
		3B/2B base	1866	94.06 \$	175,516
		Total Development Cost		\$	702,064

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

HOME units in project	4	HOME funding recommended	\$	224,518
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**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE March 21, 2017 RESOLUTION NO. 17-08

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____

=====

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

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 21st day of March 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 21st day of March, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-08

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

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

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

WHEREAS, the Grantee awarded Twin Cities Habitat for Humanity Generation Acres (the "Project") HOME funds in the total amount of two hundred twenty four thousand five hundred eighteen dollars and 16/100 (\$224,518.16) from Program Years 2015 and 2016 to help fund the Project; and

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

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

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

1. That the Executive Director is hereby authorized to execute the Development Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the HOME Program are completed.
2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the Agreement as contemplated above.

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

Adopted this 21st day of March 2017

Chair/Vice Chair

ATTEST:

Secretary

2015 Community Housing Development Organization Project

Development:	Rental Rehabilitation	Grantee:	Community Action Partnership of Ramsey & Washington Counties
Location:	80 Fifth Street SW, Forest Lake MN		

Development Description

The Community Action Partnership of Ramsey and Washington Counties (CAPRW) will acquire a duplex in Forest Lake. The property will be brought up to property standards. CAPRW has experience with weatherization and energy efficiency due to other programs they offer. The duplex, once completed, will then be rented out to tenants at or below the 60% area median income threshold.

Strategic Priorities Summary

As a subrecipient of Home Investment Partnerships Program (HOME) funds, the Washington County and the CDA are required to set-aside 15% of its annual allocation for use by a certified Community Housing Development Organization project. CAPRW applied for Program Year 2017 funding but was identified by staff, the Consortium and the Citizen Advisory Committee as eligible for prior year funds. In 2015, the set aside for Washington County was \$34,585. Washington County is a member of the Dakota County HOME Consortium. No other jurisdiction in the Consortium has a shovel-ready CHDO project. 2015 HOME/CHDO funds need to be committed on or before July 31, 2017. Since CAPRW is the only certified CHDO with a project eligible for a funding commitment within the timeframe, the Consortium decided to allocate all 2015 CHDO funds to this project in the amount of \$245,283.75. Affordable rental was a high priority in the Washington County 2015-2019 Consolidated Plan.

Beneficiaries Summary	Per-Unit Costs																				
Serve Lowest Income: 2 units @ 0-60% AMI	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Description</th> <th style="width: 15%;">Unit Sq. Ft.</th> <th style="width: 15%;">Base Cost/Sq. Ft.</th> <th style="width: 10%;"></th> <th style="width: 30%;">Individual Unit Cost</th> </tr> </thead> <tbody> <tr> <td>2B/1B base</td> <td style="text-align: center;">888</td> <td style="text-align: right;">185.92</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">165,097</td> </tr> <tr> <td>2B/1B base</td> <td style="text-align: center;">888</td> <td style="text-align: right;">185.92</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">165,097</td> </tr> <tr> <td colspan="4">Total Development Cost</td> <td style="text-align: right;">\$ 330,194</td> </tr> </tbody> </table>	Description	Unit Sq. Ft.	Base Cost/Sq. Ft.		Individual Unit Cost	2B/1B base	888	185.92	\$	165,097	2B/1B base	888	185.92	\$	165,097	Total Development Cost				\$ 330,194
Description	Unit Sq. Ft.	Base Cost/Sq. Ft.		Individual Unit Cost																	
2B/1B base	888	185.92	\$	165,097																	
2B/1B base	888	185.92	\$	165,097																	
Total Development Cost				\$ 330,194																	

HOME Fair Share				Rent Information			
# of Units	HOME Share	Min. # of HOME units	Number of HOME Units Required	Unit Type	No. of Units	Gross Rent	Rent Restriction
2	74.32%	1.487	2	2 BD	2	\$ 898	60% AMI
HOME 2 BED LIMIT is \$1027 month (RENT+utility allowance)							
Total Units					2		

HOME units in project	2	HOME funding recommended	\$ 245,284
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**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE March 21, 2017 RESOLUTION NO. 17-09

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____

RESOLUTION AUTHORIZING EXECUTION OF THE HOME INVESTMENT PARTNERSHIPS PROGRAM AGREEMENT FOR THE COMMUNITY ACTION PARTNERSHIP OF RAMSEY AND WASHINGTON COUNTIES COMMUNITY HOUSING DEVELOPMENT ORGANIZATION RENTAL PROJECT

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 21st day of March 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 21st day of March, 2017.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 17-09

RESOLUTION AUTHORIZING EXECUTION OF THE HOME INVESTMENT PARTNERSHIPS PROGRAM AGREEMENT FOR THE COMMUNITY ACTION PARTNERSHIP OF RAMSEY AND WASHINGTON COUNTIES COMMUNITY HOUSING DEVELOPMENT ORGANIZATION RENTAL PROJECT

WHEREAS, subrecipients of the HOME Investment Partnerships program (the "HOME") are required to set aside fifteen percent (15%) of their allocation to a Community Housing Development Organization (the "CHDO"); and

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

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

WHEREAS, the Authority certified Community Action Partnership of Ramsey and Washington Counties (CAPRW) as a CHDO; and

WHEREAS, the Consortium and Grantee awarded CAPRW Rental Rehabilitation (the "Project") HOME CHDO funds in the total amount of two hundred forty five thousand two hundred eighty three dollars and 75/100 cents (\$245,283.75) from Program Year 2015 to help fund the Project; and

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

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

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

1. That the Executive Director is hereby authorized to execute the Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the

Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the HOME CHDO 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 21st day of March 2017.

Chair

ATTEST:

Secretary

Memorandum

To: CDA Board of Commissioners

From: Nancy Doyle Brown, consultant to CDA

Date: March 15, 2017

Re: Update on CDA brand work

The CDA's new message platform reflects an evolution of the CDA brand, expanding it to include economic development and also shifting its focus to emphasize the agency's role in helping communities realize their visions.

The new messages convey the CDA's belief that healthy communities offer a range of housing and job options. Communities setting new goals in these areas are invited to engage the CDA as a partner.

The messages also establish the value that the CDA provides to communities.

The new messages should be used as a starting point when speaking publicly about the CDA.

Graphic designer Rick Schuster has used the CDA's new brand positioning and personality to create a visual identity that conveys the agency's relevance and approachability.

I look forward to sharing the CDA's new visual identity on March 21. I believe the new identity will help the CDA develop new relationships and continue to provide tangible benefits to Washington County communities.

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

DATE March 21, 2017

RESOLUTION NO. 17-10

MOTION BY COMMISSIONER _____

SECOND BY COMMISSIONER _____

=====

RESOLUTION ADOPTING THE WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY BRAND AND MESSAGING
PLATFORM

YES

NO

BELISLE _____

BELISLE _____

HARGIS _____

HARGIS _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON _____

MIRON _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 21st day of March 2017, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 21st day of March, 2017.

CDA Secretary

Barbara Dacy, Executive Director

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

RESOLUTION NO. 17-10

RESOLUTION ADOPTING THE WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY BRAND AND
MESSAGING PLATFORM

WHEREAS, the Washington County Community Development (the "Agency") owns and operates over 1,100 units of affordable rental housing (the "Properties"), administers rental assistance, provides a variety of homeownership programs, finances affordable housing development, develops affordable housing and supports community and economic developer efforts (the "Programs"); and

WHEREAS, the Agency approved Resolution No. 13-35 adopting a Messaging Platform; and

WHEREAS, the Agency retained a qualified consultant, Nancy Doyle Brown, Brand Strategist, to assist in updating the messaging platform to reflect new services; and

WHEREAS, the Agency has received and reviewed the Messaging Platform as attached herein as Exhibit A (the "Messaging Platform").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY, that the Messaging Platform as represented in Exhibit A is hereby adopted as a guide for future Agency communications.

Adopted this 21st day of March 2017.

Chair

ATTEST:

Secretary



Washington County CDA

Message platform

Submitted to:
Barbara Dacy
Washington County CDA
March 14, 2016

Nancy Doyle Brown
nancy@nancydoylebrown.com
612-227-1291

Introduction

This document describes the language CDA staff and board members should use to communicate, both internally and externally.

Positioning

The brand positioning defines a unique offering that is compelling and relevant to the people you want to reach. Following is the CDA’s brand positioning statement.

The Washington County Community Development Agency helps communities prosper.

Personality

The brand personality is the tone that the brand conveys externally—the human characteristics of the brand. Following is the CDA’s brand personality.

Approachable, tireless, dedicated, affirming

Tagline

The tagline appears with the logo in most instances, though the logo may also be used without the tagline. Following is the CDA’s tagline.

We’ll help you get there.

This tagline reflects each of the CDA’s four personality traits and emphasizes its servant role. It also brings forward the people that comprise the CDA, who are highly esteemed and an asset to the brand.

“Getting there” might mean completing a project, achieving economic development goals, or redeveloping a site. For individuals who participate in CDA programs, “getting there” might mean refinancing a home, increasing their income, or meeting other life goals.

This tagline can be used as a refrain in external communications, linking it with goals that are relevant to each audience. For example:

You've got plans for your business. We'll help you get there.

You want to make sure grandparents and recent grads have rental options. We'll help you get there.

You're hoping to buy a home, but aren't sure where to begin. We'll help you get there.

“About us”

“About us” text can be used on the website and in print materials.

The Washington County Community Development Agency (CDA) helps Washington County communities prosper by creating housing opportunity and stability and by facilitating investment and economic growth.

The CDA partners with communities to finance and develop housing. It also owns and operates more than 1,100 units of affordable rental housing, administers rental assistance, and provides homebuyer and foreclosure prevention counseling.

The CDA also helps communities attract businesses and talent by cultivating partnerships, promoting Washington County across the region, providing financial incentives, supporting business-friendly infrastructure development, and more.

As a service to Washington County communities, the CDA commissions research on housing demand and business attraction.

The operations of the CDA are overseen by a seven-member board appointed by the Washington County Board of Commissioners.

The CDA was known as the Washington County Housing and Redevelopment Authority until June, 2016. The agency's name changed when its mission expanded to include economic development.

Boilerplate

Boilerplate text is brief, factual language that is often included at the end of press releases.

The Washington County Community Development Agency (CDA) provides resources, advice, and assistance to Washington County communities seeking to expand their housing options or welcome new businesses.

Key messages

The following messages should be used as a foundation for external communications.

We provide resources, advice, and assistance to communities seeking to expand their housing options or welcome new businesses.

- Our team members bring decades of housing development and economic development expertise.
- Our behind the scenes partnership has helped create TrailSide Senior Living in Forest Lake, Piccadilly Square in Mahtomedi, Red Oak Preserve in Oakdale, Red Rock Square in Newport, and more.
- We work with cities to promote the advantages of expanding or locating a business in the county and we help businesses identify location options.
- We work with cities and developers to secure the capital needed to make projects happen.
- The research we commission on housing market demand and business attraction helps communities make informed choices.

Healthy communities offer a range of job opportunities and living options.

- Communities that provide a range of employment opportunities reduce commuting time for their residents and build prosperity.
- Communities with a range of housing options at different price points are especially attractive to employers.
- We are happy to advise communities on creating a healthy balance of jobs and homes.

Our goal is to help every Washington County community prosper.

- Every community in Washington County has its own story and destiny. Our role is to help communities realize their unique visions.
- Our programs assisting renters, homebuyers, and homeowners help to stabilize and strengthen communities.
- Over the last ten years, the CDA has helped facilitate \$78 million in new investment in Washington County communities.

DISCUSSION ITEM

D-1 2018 Qualified Allocation Plan



As of June 29, we are now the Washington County Community Development Agency. A new visual identity is forthcoming.

Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Date: March 14, 2017
RE: Proposed Changes to the 2018 Qualified Allocation Plan

Background

The purpose of this memorandum is to summarize staff recommended changes to the Housing Tax Credit Qualified Allocation Plan (QAP) and Procedural Manual for implementation in the 2018 program and to determine if the Board has any comments or changes in advance of the public hearing in April.

The Housing Tax Credit Program (HTC) was created by the Tax Reform Act of 1986 to stimulate private investment in affordable Housing development. Section 42 of the Internal Revenue Code provides the regulatory HTC requirements. Section 42 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 HTC program is the CDA's largest financing program for affordable housing. Since the program's inception, housing tax credits have been used to produce, preserve or rehabilitate 1,780 units of affordable housing in 31 developments across Washington County. An additional 226 units are under construction in Newport and Cottage Grove.

The Agency, referred to as a suballocator, is designated under Minnesota State law as the allocating agency for Washington County. The main advantage to being a suballocator is the ability to promote specific local priorities which may differ from state priorities and to retain local control over the distribution of tax credits. The estimated amount of 2018 HTC is \$492,205. This is based on the amended distribution plan implemented by Minnesota Housing and a \$2.35 per capita volume cap.

Recommendation

Staff has reviewed changes proposed to the state's QAP, the CDA's strategic priorities, and the county's local priorities and needs. Please see the attached Summary of Recommended Changes to the QAP (Attachment A) and the corresponding Self-Scoring Worksheet (Attachment B) for the 2018 HTC program. The purposes of the changes are to align the priorities with the needs and maximize the economic value of the tax credit, given that the amount of annual credit allocation is smaller than is typically required to complete any one housing development.

Proposed Schedule

April 18, 2017:	CDA Board holds public hearing; considers approval of 2018 QAP
April 25, 2017:	County Board considers approval of 2018 QAP
June 15, 2017:	Applications for 2018 Housing Tax Credits Due
October 17, 2017:	CDA Board considers 2018 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 Proposed Changes to the 2018 Low Income Housing Tax Credit Program

The proposed changes to the Qualified Allocation Plan (QAP) and Procedural Manual are intended to meet four goals: compliance with IRS Code and State law, respond to the key priorities of the Agency and Washington County, affirmatively further fair housing, and maximize the use of the tax credits. In addition to the specific changes detailed below, staff will make smaller changes throughout the QAP and Procedural Manual for clarification or update. There are no statutory changes this year.

Staff is recommending the following changes from the prior year for the 2018 Qualified Allocation Plan.

- Eliminate Project Location priority.

The Project Location priority awarded a range of 1 to 10 points based on the city where the development would be located. The points were awarded based on the affordable housing demand projections in the 2013 Washington County Comprehensive Needs Assessment. Through the process to amend the Analysis of Impediments to Fair Housing Choice, it has been recommended that the CDA evaluate the use of this preference priority as it may have the unintentional consequence of concentrating affordable housing. This conclusion was made due to the demand projections use existing income and rent conditions data. Staff is recommending eliminating the priority. Other selection priorities incent locating housing in areas of economic integration.

- Add additional threshold criteria.

In prior years, one point has been awarded to developments which offer smoke-free housing and to developments which provide high speed internet access. It is recommended these two criteria be required rather than optional. These amenities have become common in the rental market and no longer require point incentives.

- Incent developments to utilize the Homeless Coordinated Entry system to address homelessness.

In prior years, points were awarded based on the number of units a developer would restrict for occupancy by persons experiencing long term homelessness. With the development of a new intake process and plan to end homelessness in Washington County, it is prudent to review this selection priority within that context. It is recommended points be awarded to projects which commit to work with the Suburban Metro Area Continuum of Care (SMAC) as the coordinator of the Homeless Coordinated Entry system. At least 5% of units totaling no less four tax credit units are dedicated for households experiencing homeless. Additional points are available to applicants which commit to also provide supportive services to homeless households.

- Incent tax exempt bond-funded developments which commit to long term affordability.

The Housing Tax Credit program requires that owners commit to the income and rent restrictions for a minimum period of 15 years. In Minnesota, owners of 9% housing tax credits developments must commit to a period of 30 years. The bond and 4% credit developments must commit to a period of 30 years but have the ability to opt out between years 16 and 30, under certain circumstances. To maximize the value of the Housing Tax Credits, it is recommended that points be extended to developments which commit to longer affordability periods of 25 and 30 years.

- Incent developments to restrict rents at lower rent levels.

Greater emphasis is being placed on the inclusion of rentals affordable to extremely low and very low income households. Metropolitan Council has set affordable housing goals based on 30%, 50%, and 60% rent limits. It is recommended to add points for developments which restrict the

rents of all the units to the 50% area median income rent limit for a minimum of 10 years after the last placed in service date for any building in the property. The Housing Tax Credit program requires all rents to be lower than 60% area median income rent limit. Additional points are available to developments which further restrict rents to the 30% area median income rent limit at various commitments periods.

- Use of predictive cost model in underwriting the development application.

Minnesota Housing has developed a Predictive Cost Model which uses internal and external data sources to predict the total development costs of multifamily housing. In order to be more consistent across jurisdictions and to incent developers to contain development costs, staff recommends using this cost modeling during project underwriting process. It is further recommended that developments exceeding the predictive cost by more than 25% require Board approval.

**WASHINGTON COUNTY CDA
SELF-SCORING WORKSHEET
2018 LOW INCOME HOUSING TAX CREDIT PROGRAM**

Development Name	
Address/City	
Owner Name	

MINIMUM THRESHOLD REQUIREMENTS

All 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.

- 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.
- 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.
- Substantial rehabilitation projects in neighborhoods targeted by the city for revitalization.
- 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:
 - With a serious and persistent mental illness as defined in Minnesota Statutes section 245.462, subdivision 20, paragraph (c);
 - With a developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended;
 - 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;
 - With a brain injury as defined in Minnesota Statutes section 256B.093, subdivision 4, paragraph (a); or
 - With a permanent physical disability 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.
- 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 determination of the project which would result in loss of existing federal subsidies.
- Projects financed by Rural Development, which meet statewide distribution goals.

ADDITIONAL THRESHOLD REQUIREMENTS

All applicants must meet the following additional threshold requirements. Check boxes below to indicate the acceptance of these requirements.

- 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.
- 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.
- 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 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 revitalization or stabilization plan. (5 points)

1.B. Economic Integration (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"/> 703.01	<input type="checkbox"/> 709.09	<input type="checkbox"/> 710.17
<input type="checkbox"/> 703.03	<input type="checkbox"/> 710.06	<input type="checkbox"/> 710.18
<input type="checkbox"/> 703.04	<input type="checkbox"/> 710.1	<input type="checkbox"/> 711.02
<input type="checkbox"/> 704.03	<input type="checkbox"/> 710.11	<input type="checkbox"/> 712.06
<input type="checkbox"/> 704.05	<input type="checkbox"/> 710.13	<input type="checkbox"/> 712.07
<input type="checkbox"/> 704.06	<input type="checkbox"/> 710.14	<input type="checkbox"/> 714
<input type="checkbox"/> 707.01	<input type="checkbox"/> 710.15	
<input type="checkbox"/> 709.06	<input type="checkbox"/> 710.16	

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 Gateway, 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 existing 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
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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

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. This must be evidenced by a letter from the city verifying that the project is part of an improved community revitalization area as established by resolution or other legal action.

1.F. Readiness to Proceed (Up to 15 points) 0

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)

	Points Claimed	Agency Awarded
1.G. Federal / State / Local / Philanthropic Contributions (Up to 10 points)	0	

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%
_____ 20.1% and above of total development cost (10 points)	
_____ 10.1 - 20.0% of total development cost (6 points)	
_____ 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 other rental assistance (e.g. Section 8 Housing Choice Vouchers, Shelter Plus Care, 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 Washington County CDA or similar entity.

	Points Claimed	Agency Awarded
1.J. Elderly / Assisted Housing (20 points)	0	
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 housing.		
1.K. Ending Homelessness (Up to 15 points)	0	
Points are awarded to projects that commit 5% or more units but no less than four LIHTC units for occupancy by households experiencing homelessness. Projects must receive support in writing 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. (10 points)		
* Please note that requests must be made in advance; SMAC meets the third Friday of the month.		
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.L. Eventual Tenant Ownership (1 point)	0	
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.		
1.M. Long Term Affordability Commitment for TEB Only (Up to 10 points)	0	
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 bonds are eligible to claim points through this priority.		
Points are awarded to projects that agrees to extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 30 years (7 Points)		
The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provision would permit the owner to terminate the restrictions under this agreement at the end of the compliance period in the event Washington County CDA 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 25 years (3 points)		

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 provision would permit the owner to terminate the restrictions under this agreement at the end of the compliance period in the event Washington County CDA 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 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 is 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;

Points Claimed	Agency Awarded
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AND

iii) Affordability and Cost Effectiveness

- a) Points claimed and deemed eligible in Serves Lowest Income Tenants/Rent Reduction preference priority.

	Points Claimed	Agency Awarded
2.D. Serves Lowest Income Tenants (Up to 16 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. 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

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/OR representing Units

Option 4 - 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 3 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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	<u>Points Claimed</u>	<u>Agency Awarded</u>
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Points Claimed	Agency Awarded
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CERTIFICATION

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

By: _____

Signature

Print or type name and title of signatory

Of: _____

Name of Managing/General Partner

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.

DISCUSSION ITEM

D-2 CDA Board Composition



As of June 29, we are now the Washington County Community Development Agency. A new visual identity is forthcoming.

Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Date: March 13, 2017
RE: Board of Commissioners Composition

Purpose

Governance of the Washington County CDA is defined in the agency's enabling law. With the expansion of the CDA's powers to include economic development, it is appropriate to review the composition of the CDA's Board of Commissioners.

History

Washington County created the Washington County Housing and Redevelopment Authority (HRA) in 1981. The enabling law required the County Board to appoint five citizens who would represent the five county commissioner districts. In 2000, the enabling law was amended to increase the board membership to seven members. This amendment added 1) a county resident who is directly assisted by the Public Housing Agency (PHA) and 2) an appointee to represent Washington County at-large. This amendment was triggered by the first public housing contract with HUD in 1999. The Housing Act of 1937 Section 2(b) and Code of Federal Regulations Title 24, Part 964, Subpart E encourages participation by Assisted Residents in policy making and operational decisions. The term Assisted Residents includes both public housing residents and Section 8 Housing Choice Voucher participants but does not include residents of other CDA-owned properties or other rental assistance participants. The County Board, in 2000, enacted the current policy to appoint a County Commissioner to the at-large commissioner position. Although law allows county commissioners to appoint themselves as the respective district representative members of the CDA Board, to date the practice has been to solicit volunteers from the county.

Board Composition Comparisons

Within the seven-county Minneapolis-St. Paul metro area, each county has a different agency or agencies which oversee its housing, redevelopment, and economic development activities and manage federal housing programs (PHAs) within the jurisdiction. It is typical in Minnesota for a HRA or economic development authority (EDA) board to have five or seven board members, depending on the population size or other dynamics within the jurisdiction. Board members may be elected county officials, appointed residents, or a combination of elected and appointed individuals. The attached matrix compares the county organizations and leadership structures (Attachment A). The agencies with programming most similar to Washington County CDA are Dakota, Carver and Scott County CDAs. All four organizations have HRA and EDA powers and are the designated PHA for the respective jurisdiction.

The Washington County CDA's operations and board composition are most similar to Scott and Carver County CDAs. The three jurisdictions are closest in program size and housing operations. All three counties have five county districts. Carver and Scott CDAs are led by predominantly appointed member boards with the presence of one elected county commissioner. Dakota County CDA, while similar in operation, is of larger scale in the size of programs and housing operations. In Dakota County, the CDA is led by a predominantly elected member board, where each county commissioner has appointed themselves to represent their district, with the presence of an Assisted Resident as the sole appointed member. Dakota County has seven county districts.

Washington County CDA Board Composition

The existing CDA Board composition takes advantage of the experience and skills of community appointees as well as an appointed County Commissioner. The benefits of the current approach are: 1) the flexibility afforded the County Board to appoint residents with specific expertise and capacity to effectively direct and oversee CDA operations and 2) the strength of operational and financial oversight and control gained by separating duties between two boards.

The enabling law empowers the CDA to perform a variety of activities, thus the role of the CDA Board of Commissioners is to oversee a significant base of agency operations according to state law, federal statutes when operating federal programs, and according to typically accepted best practices. This oversight includes establishing the agency's long-range vision based on the needs of the community; directing policies that embody the values of the board and comply with applicable laws and regulations; hiring a qualified executive director; ensuring program integrity; implementing appropriate fiduciary responsibilities including long term reserve and financial planning policies; adopting and monitoring operating budgets and finances; and serving as a link between the agency and the community.

CDA Commissioners have demonstrated their specific interest in the activities the CDA performs. Current and past CDA commissioners have volunteered their experience in municipal leadership, lending, real estate and development. The combination of interest and experience have proved to be valuable for ongoing due diligence of development and housing finance initiatives, owning and operating affordable housing, economic development, and strengthening relationships with cities. It has also been valuable in directing the agency's visioning, goal setting, and implementation strategies.

While CDA Commissioners and elected officials have similar oversight responsibilities, there are specific actions that elected officials must take that CDA Commissioners cannot make. Specific actions related to the CDA's finances and programming require approval from the governing elected body. The Washington County Board of Commissioners is responsible for consenting to the CDA's annual levy; approving the Housing Tax Credit Qualified Allocation Plan; creating a tax increment financing plan; and issuing certain tax exempt bonds. The County must act separately on these particular items from the CDA Board of Commissioners. The CDA Board acts in an advisory capacity when it comes to these actions, providing a recommendation and enabling the due diligence of the county to make a final determination.

Recommendation

Unless otherwise directed by the CDA Board of Commissioners, staff recommends maintaining the current leadership structure of predominantly appointed members. Staff further recommends implementing the following new practices to ensure transparency and enhance communication:

- Submit quarterly status reports to the County Board; and
- Hold biannual joint workshops for the County Board and the CDA Board.

MINNEAPOLIS-ST. PAUL METROPOLITAN COUNTY AGENCIES
POWERS AND LEADERSHIP MATRIX

	PHA	HRA Powers	EDA Powers	No. of Commissioners	No. of Appointed Commissioners	No. of County Commissioners on Agency Board	No. of Resident Commissioners
Anoka County HRA	No	Yes	Yes	7	0	7	N/A
Carver County CDA	Yes	Yes	Yes	5	5	1 (non-voting liaison)	1
Dakota County CDA	Yes	Yes	Yes	8	1	7	1 (PHA matters only)
Hennepin County HRA	No	Yes	No	7	0	7	N/A
Ramsey County HRA	No	Yes	No	7	0	7	N/A
Scott County CDA	Yes	Yes	Yes	5	5	0	1
Washington County CDA	Yes	Yes	Yes	7	6	1	1

DISCUSSION ITEM

D-3 Draft Addendum to the Analysis of Impediments to Fair Housing Choice



As of June 29, we are now the Washington County Community Development Agency. A new visual identity is forthcoming.

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Angie Shuppert, Community Development Programs Manager

Date: March 14, 2017

RE: Draft Addendum to the 2014 Analysis of Impediments to Fair Housing Choice

Background

As a recipient of federal funding, the Washington County CDA is tasked with affirmatively furthering fair housing. This includes periodically examining whether or not barriers exist preventing any subsets of the population from living where they choose. This examination is formally documented in an Analysis of Impediments to Fair Housing Choice (AI) which also includes recommendations to reduce and/or eliminate the identified barriers. The most recent AI was produced in 2014. The 2014 AI addressed fair housing not only in Washington County but the metropolitan area as well. The CDA, and previously Washington County, has been involved in the Fair Housing Implementation Council (FHIC), a collaboration of members which takes a regional approach to fair housing where joint efforts have a greater efficiency and broader reach. The FHIC is comprised of Anoka County, Carver County, Dakota County, Hennepin County, Ramsey County, Scott County, and the cities of Bloomington, Coon Rapids, Eden Prairie, Minneapolis, Minnetonka, Plymouth, St. Paul, and Woodbury, and the Metropolitan Council.

The 2014 AI uncovered several issues considered to be barriers to affirmatively furthering fair housing and, consequently, impediments to fair housing choice. The 2014 AI, however, did not adequately address racial and ethnic segregation or include enough community engagement. The FHIC agreed with the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity to amend the 2014 AI. The Addendum builds on the 2014 Regional AI, adding analysis, updating data, and addressing additional fair housing issues.

To ensure the community engagement process would be robust and inclusive of underrepresented communities most likely to have experienced housing discrimination, the Minnesota Housing Partnership (MHP) was contracted by the Fair Housing Implementation Council to direct a microgrant program. The program solicited applications from organizations with diverse ethnic and cultural constituencies and funded 18 grants of up to \$4,500 each to cover the costs of facilitating community meetings, focus groups, listening circles, one-on-one conversations, and surveys as appropriate to best reach the grantees' constituents in a culturally appropriate manner. The Community Action Partnership of Ramsey and Washington Counties conducted two of these engagement sessions in Maplewood and Oakdale.

Purpose

The consultant, Mosaic, has released a draft Addendum to the 2014 Analysis of Impediments to Fair Housing Choice. Staff will present the data and findings of the draft report and potential impacts to CDA programs.

A copy of the draft report can be found on Ramsey County's website at: <https://www.ramseycounty.us/fhic>. A link is provided from the Washington County CDA's website as well. The FHIC and its member agencies are currently accepting public comments through April 3. Mosaic and FHIC solicited direct feedback through meetings with advisory groups and public forums during the week of March 13. The CDA hosted a presentation of the draft report on March 14.

**Deputy Executive Director (DED) Report
March 21, 2017**

Red Rock Crossing Redevelopment (City of Newport)

Staff is completing pre-demolition work at the two properties on 2nd Street and is preparing the specifications for demolition this spring. The Deputy Executive Director and Commissioner Dingle attended the Newport City Council meeting on March 2nd. The council heard a presentation from their consultant on her review of the CDA's TIF District 2-2 and proposed special legislation. The council approved a resolution of support for the legislation.

The special TIF legislation has been introduced in both the Minnesota House of Representatives and Senate by Representative Keith Franke and Senator Dan Schoen, respectively. House File 2231 was heard by the House Property Tax and Local Government Finance Division on March 8th. The deputy executive director, Newport Mayor Dan Lund, and Washington County Commissioner Karla Bigham testified. Senate File 1896 has been referred to the Taxes committee.

The Glen at Valley Creek

Staff hosted a neighborhood meeting on March 2 for neighbors within 500' of the site. Nine property owners attended; the Senior Planner and Housing and Economic Development Coordinator for the City of Woodbury were also in attendance. Audience members expressed concerns about pedestrian safety, traffic volume generated by the development, and the effects of low-income housing on property values and crime. Staff and city representatives acknowledged the audience's concerns and presented factual information to dispel misconceptions about low-income housing. A productive discussion was had about the three site concept plans. At the close of the meeting, neighbors were generally supportive of the development and preferred the original design over the alternatives. The project team will continue work to refine this design to the point it can achieve city approvals. A second neighborhood meeting will be held prior to the development review by the Planning Commission.

On March 9, staff met with the Strates Farm Homeowners Association (HOA) Board. Staff discussed specific concerns raised by Board members and aspects of the site plan (e.g., landscaping and stormwater management) in greater detail. The Board was grateful the project team acknowledged and responded to concerns raised at the neighborhood meeting. They also indicated they were supportive of the project and looked forward to welcoming new neighbors.

Staff continue to pursue an option to secure bonding authority and a commitment from tax credit investors this year. Minnesota Housing is evaluating individual project feasibility for those projects which are stalled due to the oversubscription of private activity bonds and the changes affecting tax credit equity pricing. Minnesota Housing has requested additional information to facilitate their analysis by March 22.

Septic System (SSTS) Loan program

Annual repayment reminders were sent to borrowers in advance of property tax statements being issued by the County. One application review is pending receipt of additional information from the applicants.

Homeownership Services

During the month of February, CDA Homeownership staff was able resolve nine foreclosure cases, of which six mortgages were modified to get the homeowner(s) back on track. Homeowners saved a combined total of \$155 per month in reduced mortgage payments. Additionally, Homeownership staff saw over 30 clients for new and follow-up appointments and held one well-attended Home Stretch Homebuyer Education course.

Households Served By Program				
Program	Quarter 1 (Sep-Dec 16)	Jan – Feb 17	Yearly Goal	Progress
Homebuyer Education	8	20	100	28%
Homebuyer Counseling	6	8	65	22%
Foreclosure Counseling	22	15	90	41%
Refinance Counseling	10	2	7	171%

Homebuyer Education and Homebuyer Counseling numbers are low, but historically they have been low during the winter months. To some extent this is due to the holiday season and partially because these months do not fall within the typical homebuyer season. CDA Homeownership Staff anticipate increased numbers for homebuyer education and counseling as we enter the home buying season and new partnership are developed with local lenders and banks as program referral sources.

As the chart shows, the CDA is on target to hit the foreclosure goal. Additionally, the CDA has exceeded its refinance counseling goal in part due to assisting Dakota County residents while they were without counseling staff.

CDBG/HOME Administration

Staff is currently completing environmental reviews and underwriting of the CDBG and HOME projects that will be in the 2017 Annual Action Plan. The 2017 Annual Action Plan which is derived from the selected projects will be presented to the CDA Board in April 2017. The Annual Action Plan is due to HUD on or before May 15, 2017.

The CDA is a participant of the Fair Housing Implementation Council (FHIC). One of the FHIC's main purposes is to facilitate and initiate fair housing activities throughout the Twin Cities. Part of that effort is to produce a document called the Analysis of Impediments to Fair Housing Choice (AI). The FHIC contracted Mosaic to draft an addendum to the AI in order to address segregation/integration and have more robust community engagement. The draft of the addendum is available for public comment. Staff will keep the board apprised of any forthcoming that result from the document.

2016 Capital Improvements

Property Name	Improvement Project	Status and Tentative Schedule
Multiple Properties	Fire panel replacement	Entire project including Woodland is complete. Project close out is expected to be completed by the end of the March.

2017 Capital Improvements

Property Name	Improvement Project	Status and Tentative Schedule
Ann Bodlovick	Walk, railing & gutters	Construction: Summer. Project is out for quotes.
Briar Pond	Garage door and parking light replacement	Construction: Design and bidding to occur in April for late May installation
Briar Pond	Mill and overlay	Bid out in April for July construction
Briar Pond	Common area paint	Construction: Fall
Brick Pond	Lighting replacement	Contractor selected, work will begin by March 23 rd
Brick Pond	Drainage improvements	Construction: Summer
Brick Pond	Sidewalk to garbage.	Project is out for quotes
Cobble Hill	Retaining wall & front walk repair	Construction: Summer
Various apartments	Parking lots chip seal and patch	Construction: Summer
The Groves	Mechanical room door replacement	Construction: Fall
The Groves	Garage door repair	Construction: Fall
John Jergens	Water heaters replacement	Construction: Fall
John Jergens	Drain tile installation	Construction: Summer
John Jergens	Sidewalk repairs	Project is out for quotes.
Muller Manor	Garage door replacement	Design and bidding to occur in April for late May installation
Oakhill Cottages	Water Heaters and HVAC units replacement	Construction: Fall
Oakhill Cottages	Parking mill and overlay	Bid out in April for August construction
Oakhill Cottages	Garage foundation work	In design phase, bid out in April.
Oakhill Cottages	Community garden installation	Contractor selected. Revise scope as needed for May construction
CDA Office	Gutter and downspout replacement	Construction: Summer
CDA Office	Logo replacement on sign	Pending logo design
CDA Office	Front Desk Redesign	Contractor selected, on site work to occur week of April 10
Park Place	Door replacement	Construction: Fall
Park Place/Pioneer	Concrete & railing repair	Project will go out to bid in March
Raymie Johnson	Water heaters and AC replacement	Construction: Fall
Raymie Johnson	Common area painting	Construction: Fall
Whispering Pines	Parking lot expansion	Construction: Summer
Woodland Park	Exterior building improvements	Architect contract for Board approval, begin design work in spring to bid out in summer.
Woodland Park	Furnace replacement	Construction: Summer
Woodland Park	Retaining wall replacement	Project is out for quotes.

Economic Development Report

March 21, 2017

We have been working closely with Nancy Brown discussing, gathering input and suggestions for the Washington County “business brand”.

I continue assisting a developer on a potential business relocation and expansion effort that could result in 80-90 new high wage paying jobs in Washington County.

I am continuing to work with the City of Cottage Grove on their Business Retention and Expansion leadership team. Business visits are underway.

I attended the February Washington County Workforce Development Board meeting.

I continue exploring options with developers and realtors in the redevelopment of Red Rock Crossing Out Lot A as an employment center focusing on a new hotel and transit oriented development.

I presented on economic development in Washington County at the Woodbury Chamber of Commerce on March 1st.

Commissioner Kriesel and I attended and presented at the St. Croix County, WI Community Development Committee regarding joint bike/hiking trail opportunities and the impact on economic development.

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

Summary of February 2017 Economic Development Activities

Marketing/Promotion

Ehlers Conference - Developer Roundtable
CDA & Washington County Business Branding w/ Nancy Brown
Newport - Out Lot A - Met with potential developer
Scandia - Met with potential developer
Oak Park Heights - New R&D Office/Flex Development
Forest Lake - working with city ad for MN Real Estate Journal for City owned industrial property
Woodbury - working with city Marketing/Speaking Opportunity at MNREJ Office Summit
Newport - Out Lot A, Sent site info. to Hotel Developer/Site Selector

Technical Assistance - Community

City of Mahtomedi Redevelopment Project
Washington County Comprehensive Plan Update - Lead Economic Development Competitiveness Chapter
St. Paul Park - Looking for potential business opportunities for tax forfeit land
Oakdale/Others - Talking with Community Development Director about potential student projects for fall semester
Cottage Grove B,R&E Visit Program Leadership Team, business visits started
Forest Lake EDA - Presented ED Plan for input and comments
Washington County Workforce Development Board Meeting (Board Member)
Scandia EDA Meeting - Presented Economic Development Plan Update for consideration and input

Business Assistance

Oakdale - Called developer, commercial realtor per request from Co. Commissioner
Cottage Grove Met with DEED Workforce Specialists to discuss workforce at 3M
Oak Park Heights - Met with developer & City to explore options for a new business relocation and expansion

Site Related Buildings Looking for a new Owner/Tenant

St. Paul Park - Forwarded 80,000 q. ft. Industrial Building Information/Listing & Availability
Mahtomedi - Forwarded retail building listing/availability
Forest Lake - Forwarded Industrial Land Availability/Listing 22 acres
Woodbury - Forwarded 12,000 Office/Industrial Inquiry
Oakdale - Forwarded 12,000 Office/Industrial Inquiry
Oak Park Heights - Forwarded new retail/professional building listing/availability
Cottage Grove - Forwarded professional office building lease listing/availability
Forest Lake - Forwarded 15 acre commercial land listing
Stillwater - Forwarded retail lease space listing
Hugo - Forwarded 27 acre commercial land listing
Hugo - Forwarded 1.59 acre commercial land listing
Woodbury - Forwarded land inquiry for senior living/retail facility
Mahtomedi - Forwarded available office building/listing
Lake Elmo - Forwarded available office building/listing
Forest lake - Forwarded available retail building listing

Stillwater - Forwarded available retail building/listing
Cottage Grove - Forwarded available office building/listing
Forest Lake - Forwarded available commercial land/listing

Site Related Business Looking for Land/Building

Forwarded 40,000 sq. ft. new industrial inquiry to all cities
Oakdale - Forwarded data center inquiry on to Community Development Director, Existing Building (Imation)
Stillwater - Forwarded 3,000 sq. ft. Office inquiry
Lake Elmo/Woodbury/Oakdale
Scandia - Forwarded 2,500 sq. ft. distillery inquiry
Industrial Building Inquiry 40,000 - 80,000 sent to All Cities
Sent Greater MSP Inquiry for 10 acre greenfield site for 120 new jobs & \$25M new Distribution facility - All Cities
Sent business inquiry for office space, Cottage Grove specifically requested by commercial realtor

**Finance Department Report
March 21, 2017**

Financial Analysis – Year- To-Date December 2016 Financials

Total Agency –Total Agency income before depreciation and transfers had a positive variance to budget of \$144,519. Revenues and expenses were under budget by \$27,437 and \$171,956, respectively.

Agency budget to actual revenues were under budget by \$27,437. This is primarily due to the CDA's CDBG program. The program has total budgeted revenues of \$682,700 for 2017. The total budget is spread over the 12 month year, which is \$56,892 per month. There was no revenue recorded in January for the CDBG program, thus the entire revenue line item was under budget by \$56,892. If the CDBG line item is excluded for budget to actual purposes, then the CDA was over budget in revenues by \$29,455. This is attributed to the Section 8 HCV program which received \$16,000 more grant revenue than budgeted and property rents which exceeded budget by \$26,000.

Total Agency expenses were under budget by \$171,956. Expenses under budget relate to various governmental line items including salaries and benefits of \$30,600 and legal and consulting totaling \$46,800. Salary and benefits are under budget because staffing was not full capacity for January and it is anticipated that legal and consulting will be used as the year progresses.

In addition, total property expense was under budget by \$66,049. Administrative and operating were under budget by a combined \$24,000 and maintenance was under budget by \$33,300.

2016 Audits

Piccadilly Square of Mahtomedi Audit performed by Mahoney Ulbrich Christiansen Russ PA –A draft of the 2016 financial statement has been provided to the investment partner and we are awaiting their approval. The tax return has been extended until approved by the investor.

The Groves Apartments LLC Audit performed by Mahoney Ulbrich Christiansen Russ PA – The financial statement has been issued. The tax return has been extended until approved by investor.

Briar Pond Audit performed by Redpath and Company – The financial statement has been issued and the Data Collection form and REAC have been submitted.

Washington County CDA Audit performed by Redpath and Company –Final Fieldwork is scheduled March 27th through April 7th.

Unaudited REAC – Is due February 28th. The Agency has requested and received a 30 day extension. The due date has been moved to March 30th.

**Finance Report
March 21, 2017**

The financial results for **January 31, 2016** are as follows:

Total Agency Year-To-Date

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>Variance</u>
Revenues	\$1,685,162	\$1,601,033	\$1,628,470	(\$27,437)
Expenses	1,452,625	1,512,438	1,684,394	(171,956)
Income (Loss)	<u>\$232,537</u>	<u>\$88,595</u>	<u>(\$55,924)</u>	<u>\$144,519</u>

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>Variance</u>
Revenues	\$897,611	\$898,923	\$879,046	\$19,877
Expenses	751,308	773,649	839,698	(66,049)
Income (Loss)	<u>\$146,303</u>	<u>\$125,274</u>	<u>\$39,348</u>	<u>\$85,926</u>

(Prior To Depreciation and Transfers)

Individual Properties Income(Loss) Year-To-Date

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>Variance</u>
Brick Pond	\$498	\$5,859	\$2,953	\$2,906
Woodland Park	34,381	27,901	9,081	18,820
Briar Pond	57,059	56,829	30,565	26,264
Park Place I	9,645	7,942	765	7,177
Park Place II	403	(2,444)	919	(3,363)
Scattered Site	(10,710)	1,808	(7,678)	9,486
Whispering Pines	(784)	1,232	(266)	1,498
Transitional Housing	176	(807)	(587)	(220)
Trailside	24,034	19,264	14,041	5,223
Oakhill Cottages	11,154	5,788	3,445	2,343
Muller Manor	6,362	3,667	2,087	1,580
Ann Bodlovick	(191)	5,170	2,946	2,224
John Jergens	7,845	4,824	1,674	3,150
Pioneer	2,797	4,307	602	3,705
Cobble Hill	8,720	8,501	2,699	5,802
Raymie Johnson	14,870	8,340	3,171	5,169
Groves Managing Member	3,009	3,416	3,733	(317)
WCD - Series 2013	(2,500)	(2,500)	(2,500)	0
Landfall - Series 2010C	(20,783)	(21,736)	(21,417)	(319)
Piccadilly - Series 2015A	318	(12,087)	(6,885)	(5,202)
Total	<u>\$146,303</u>	<u>\$125,274</u>	<u>\$39,348</u>	<u>\$85,926</u>

(Prior To Depreciation and Transfers)

Vacancy Rates - 2013-2016

	# of Units	2014 Actual Annual	2015 Actual Annual	2016 Actual Annual	2017 Actual Annual	2017 Budget Annual
Brick Pond	40	0.0%	1.3%	0.6%	0.0%	5%
Woodland Park	180	1.2%	1.7%	1.2%	1.1%	5%
Briar Pond	196	0.6%	0.3%	0.3%	0.3%	5%
Park Place I	36	3.5%	1.4%	0.2%	1.4%	5%
Park Place II	6	2.8%	0.0%	4.2%	8.3%	5%
Scattered Site	56	0.7%	1.2%	1.5%	0.0%	5%
Whispering Pines	40	1.0%	0.8%	1.7%	0.0%	3%
Senior Properties						
Oakhill Cottages	40	0.0%	0.2%	0.0%	0.0%	3%
Muller Manor	28	0.3%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.0%	0.3%	0.0%	0.0%	3%
John Jergens	30	0.3%	0.6%	0.0%	0.0%	3%
Pioneer	18	0.0%	0.5%	0.0%	0.0%	3%
Cobble Hill	45	0.0%	0.4%	0.2%	0.0%	3%
Raymie Johnson	120	1.9%	0.6%	1.2%	0.0%	3%
Trailside	70	0.6%	0.1%	0.1%	0.0%	3%
Seniors	401	0.6%	0.7%	0.4%	0.0%	3%
Overall	955	1.0%	1.3%	0.7%	0.4%	5%

Washington County CDA
Total Agency
For the Month Ending January 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$4,625,908	\$5,219,489
Cash - Revenues	1,505,965	1,653,416
Cash - Section 8	164,113	126,344
Cash-FSS Escrow Public Housing	9,912	12,757
Cash -Operating Deficit Reserv	11,906	11,969
Cash - Repair Reserve	39,353	39,563
Deposits in Trust Fund	11,956,039	11,984,356
Deposits in Trust Fund - QECCB	164,774	166,735
Deposits in Escrow Account	135,513	123,347
Deposits - Security	140,408	142,005
Investment in The Groves	500,590	500,579
Investment in Piccadilly	1,344,160	1,344,143
Debt Service Reserve	224,846	226,776
General Operating Reserve		1,053,499
Long Term Capital Reserve		503,841
US Bank Collateral Investment	1,667,810	1,906,119
Interest Receivable-Investment	195	328
Interest Receivable-Loan	133,260	27,998
Interest Receivable-Other	59,293	56,376
Interest Receivable- Loans	274,654	314,550
Interest Receivable - Red Rock TIF	12,996	24,813
Taxes Receivable-Current	4,601,000	4,718,480
Taxes Receivable-Delinquent	47,300	48,633
TIF Receivable	111,500	129,100
Accounts Receivable	17,664	8,090
Accounts Receivable-Rent(Prepaid)	21,103	(24,527)
Allowance for Doubtful Account	(13,778)	(516)
Loan Receivable	17,110,444	18,006,495
Note Receivable (FHLB)	500,000	500,000
Loan Receivable-Piccadilly	29,805	515,451
Capital Lease Receivable	4,357,611	3,970,150
Developer Fee-Receivable	319,000	1,500,000
Developer Fee-Interest Receivable	8,741	
Intergovernmental Rec.-Federal	152,483	85,526
Intergovernmental Rec.-State	15,708	15,225
Intergovernmental Rec-County	116,922	42,386
Interfund Rec.-Special Program		135,933
Interfund Rec.-W/O TIF	2,566,547	2,566,547
Interfund Rec.-CDBG		5,547
Interfund Rec.- Red Rock TIF	195,361	542,335
Interfund Rec-TrailSide	500,000	500,000
Prepaid Expenses	392,057	370,069
TOTAL CURRENT ASSETS	\$54,021,163	\$59,073,927
FIXED ASSETS		
Property for Resale	130,597	953,044
Land	4,559,054	4,559,054
Project in Progress	955,860	210,660
Buildings and Structures	65,413,631	66,379,441
Accum Depr.-Bldgs & Structures(40 years)	(27,771,687)	(28,700,312)
Net Buildings & Structures	37,641,944	37,679,129
Grounds and Improvements	1,762,577	1,780,065
Accum Depr.-Grounds & Improv.(40 years)	(428,376)	(455,459)
Net Grounds&Improv.	1,334,201	1,324,606
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	(463,382)	(481,103)
Net Furniture&Fixtures	52,320	34,599
	52,320	34,599
TOTAL FIXED ASSETS	\$44,673,976	\$44,761,092

Washington County CDA
Total Agency
For the Month Ending January 31, 2017

	2016 Year-to-Date Actual	2017 Year-to-Date Actual
TOTAL ASSETS	\$98,695,139	\$103,835,019
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	336,919	315,569
Accounts Payable-Bridges	248	225
Accounts Payable-Other	29	302
Salaries Payable	34,258	23,494
Flex Spending Payable	5,962	7,988
Flex Spending-Dependent Care Payable	385	1,000
Limited Flex Spending (FSL) Payable	177	115
Other Payroll Payable	(78)	(157)
Contracts Payable	86,730	17,492
Accrued Bond Interest - QECB	24,765	23,960
Accrued Bond Interest	517,208	536,890
Accrued Mortgage Interest	30,469	29,936
Accrued Interest-Red Rock Project	12,996	24,813
Accrued Interest -Development	201,838	227,503
Notes Payable	500,000	500,000
Deferred Revenues	7,387,441	9,659,022
Intergov't Payable-County(PILOT)	436,039	444,972
Intergov't Payable-Other	40,000	40,000
Interfund Payable - Red Rock Project	195,361	542,335
Interfund Payable - Development	2,566,547	2,702,480
Interfund Payable - GAP	500,000	500,000
Interfund Payable-Briar Pond		5,547
Escrow Deposits Payable	(1,881,188)	(1,767,137)
Escrow Deposits Payable-Security	376,112	378,914
Escrow Deposits Payable-Sec Dep Interest	19,379	20,528
Escrow Deposits Payable-FSS	16,253	1,019
Escrow Deposits Payable-FSS Public Housing	9,912	12,757
TOTAL CURRENT LIABILITIES	\$11,417,762	\$14,249,567
LONG-TERM LIABILITIES		
Revenue Bonds Payable	44,025,000	42,070,000
Revenue Bonds Payable - QECB	1,955,000	1,815,000
Mortgage Payable	12,246,636	11,857,011
MHFA Loan-POHP		271,000
Unamortized Bond Premium	957,808	895,825
Unamortized Bond Discount	(293,627)	(273,852)
Deferred Refunding Costs	(916,250)	(811,086)
Deferred Gain on Sale of Property	459,412	407,687
Deferred Gain on Refunding	498,041	380,861
TOTAL LONG TERM LIABILITIES	\$58,932,020	\$56,612,446
FUND EQUITY		
Current Year-to-Date Income(Loss)	277,734	135,482
Retained Earnings-Unreserved	28,067,626	32,837,521
TOTAL FUND EQUITY	\$28,345,360	\$32,973,003
TOTAL LIABILITIES & FUND EQUITY	\$98,695,142	\$103,835,016

Washington County CDA
Total Agency
For the Month Ending January 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
TAXES					
Levy	\$383,416	(\$9,790)	\$393,206	\$393,207	(\$1)
Current Tax Increments	9,292	(1,466)	10,758	10,758	
TOTAL TAXES	\$392,708	(\$11,256)	\$403,964	\$403,965	(\$1)
INCOME					
Sec. 8 Portability Admin. Fees	\$17,618	(\$1,198)	\$18,816	\$18,625	\$191
Section 8 Subsidies	217,395	(21,925)	239,320	223,333	15,987
Senior Care Community				700	(700)
HUD Annual Contributions	66,995	(270)	67,265	67,075	190
HUD Annual Contrib.-Admin	7,115	1,176	5,939	6,275	(336)
Low Income Housing Tax Credits	1,500	(1,000)	2,500	6,942	(4,442)
Administration	579	(17,555)	18,134	2,533	15,601
Other Federal Grants and Aids	17,979	(6,544)	24,523	30,375	(5,852)
HOME Rehabilitation Contributions	90,506	90,506			
Federal Grants - CDBG	46,168	46,723	(555)	56,892	(57,447)
Federal Grants - FSS Combined	3,875	3,875		3,850	(3,850)
Bridges Administration Fees	1,890	135	1,755	2,166	(411)
Bridges Subsidies	18,628	(942)	19,570	20,267	(697)
Other Grants & Aids-State	3,068	(2,380)	5,448	4,583	865
Asset Management Fee				250	(250)
Fees for Services-Housing	7,753	7,633	120	8,199	(8,079)
Conduit Financing Fees	956	956		175	(175)
Origination Fees-Loans	301	301		417	(417)
Rent Revenue	614,761	(7,967)	622,728	620,750	1,978
Rent Revenue-Vacancy Loss	(13,433)	(871)	(12,562)	(26,417)	13,855
Rent Revenue-Subsidized	109,078	(3,592)	112,670	102,158	10,512
Utility Reimbursement-Subsidized	2,026	1,704	322	291	31
Cable Reimbursement	1,419	54	1,365	1,400	(35)
Rent Revenue-Garage	7,470	1	7,469	7,258	211
Rent Revenue-Employee Discount	(488)	209	(697)		(697)
Laundry Revenue	1,611	1	1,610	2,533	(923)
Guest Suite Rental Income	200		200	100	100
Application Fees Revenue	550	25	525	974	(449)
Emergency Pendant Reimbursement	60	11	49	67	(18)
Security Deposit-Legal	525	133	392	758	(366)
Security Deposit-Bad Debt	731	399	332	1,616	(1,284)
Security Deposit-Other	1,051	(1,044)	2,095	1,840	255
Penalty Charges	2,086	(102)	2,188	1,541	647
Miscellaneous Revenue	175	(25)	200	400	(200)
Interest-Investments	1,462	(4,057)	5,519	381	5,138
Interest on Capital Lease	9,958	1,231	8,727	8,727	
Interest Income on Restricted Invest	798	(1,207)	2,005	156	1,849
Interest Income-Loan		(12,908)	12,908	19,798	(6,890)
Gain on Investments	185	(778)	963		963
Interest-Developer Fee				725	(725)
Interest-Other	3,009	(139)	3,148	3,008	140
Revenue-Other	42,678	24,989	17,689	19,326	(1,637)
Gain on Sale of Property	4,216	(173)	4,389	4,458	(69)
TOTAL INCOME	\$1,292,454	\$95,385	\$1,197,069	\$1,224,505	(\$27,436)
EXPENSES					
Salaries And Wages-Regular	\$74,117	\$3,673	\$70,444	\$112,451	(\$42,007)
Salaries and Wages-Per Diem	70	(95)	165	475	(310)
Medicare Contributions	962	(71)	1,033	1,557	(524)
Pension Contributions	6,664	450	6,214	9,343	(3,129)
Flex Spending Expense	5,480	(2,070)	7,550	1,599	5,951
Health Savings Expense	297	17	280	382	(102)
HSA Expense	11,595	420	11,175		11,175
Health Insurance	20,799	10,161	10,638	11,899	(1,261)
Dental Insurance	2,553	1,072	1,481	1,410	71
Life Insurance		(512)	512	164	348
Disability Insurance		(277)	277	733	(456)
Workers Compensation				399	(399)
SUBTOTAL EMPLOYEE COMPENSA	\$122,537	\$12,768	\$109,769	\$140,412	(\$30,643)
Office Supplies	\$1,352	(\$206)	\$1,558	\$2,875	(\$1,317)
Books and Pamphlets				125	(125)
Cleaning Supplies	1,118	(188)	1,306	1,495	(189)
General Supplies	122	(43)	165	189	(24)
Plumbing Supplies	2,880	(110)	2,990	3,899	(909)
Electrical Supplies	2,350	1,282	1,068	2,707	(1,639)
Carpentry Supplies	2,334	818	1,516	3,484	(1,968)
Painting Supplies	1,831	(47)	1,878	2,240	(362)
HVAC Supplies	4,399	3,069	1,330	1,989	(659)
Appliance Supplies	842	(431)	1,273	1,608	(335)
Building Repair Supplies				8	(8)

Washington County CDA
Total Agency
For the Month Ending January 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Grounds Supplies		(\$27)	\$27	\$8	\$19
Auditing/Accounting Services	85	85		500	(500)
Payroll Services	1,034	271	763	800	(37)
Legal Fees-Retainer				13,948	(13,948)
Legal Fees-Litigation				259	(259)
Legal Fees-Other				3,751	(3,751)
Consulting Fees	8,091	804	7,287	36,125	(28,838)
Property Management Fees	39,154		39,154	39,154	
Property Management-HRA	38,834	2,524	36,310	43,938	(7,628)
Administrative Charges				108	(108)
Inspection Fees	905	545	360	509	(149)
Appraisal and Assessing Fees		(4,000)	4,000	833	3,167
Financial and Bonding Fees				108	(108)
Compliance Monitoring				250	(250)
Marketing	2,644	(147)	2,791	6,564	(3,773)
Environmental Studies				1,383	(1,383)
Municipal Fees	5,660	(7,095)	12,755	13,174	(419)
Applicant Screening Fees	806	(167)	973	1,514	(541)
Service Charges	371	(207)	578	300	278
Other Professional Services	710	408	302	2,607	(2,305)
Electric Utilities	17,262	6,333	10,929	18,417	(7,488)
Water and Sewer Utilities	15,792	(1,884)	17,676	19,957	(2,281)
Natural Gas Utilities	29,197	12,684	16,513	20,810	(4,297)
Refuse and Disposal	8,733	(1,322)	10,055	9,649	406
Cleaning and Decorating	3,122	300	2,822	5,232	(2,410)
Cleaning and Janitorial Services				1,598	(1,598)
Carpentry Services	3,102	323	2,779	10,151	(7,372)
Exterminating	1,526	683	843	1,610	(767)
Elevator Services	2,641	(2,489)	5,130	3,415	1,715
Plumbing Services	5,157	2,048	3,109	4,742	(1,633)
Water Heater Replacements				641	(641)
Electrical Services	9,810	2,840	6,970	4,967	2,003
Carpet/Flooring Services	11,581	6,592	4,989	12,273	(7,284)
Painting Services	5,985	3,510	2,475	5,741	(3,266)
HVAC Services	6,428	(1,196)	7,624	4,989	2,635
HVAC Replacements				3,100	(3,100)
Washer & Dryer Replacements	2,372	(525)	2,897	3,051	(154)
Stove Replacements	2,484	1,264	1,220	1,935	(715)
Refrigerator Replacements	1,704	1,208	496	2,074	(1,578)
Appliance Services	1,855	1,740	115	524	(409)
Lawn Care Services				1,276	(1,276)
Snow Removal Services	12,891	(6,313)	19,204	16,400	2,804
Maint.-Building and Structures				167	(167)
Maint-Grounds & Improvements	1,551	869	682	5,160	(4,478)
Maint-PM-MSS/Bldg Maintenance	960	65	895	300	595
Maint-Office Equipment	74	(2,575)	2,649	2,675	(26)
Property Maintenance Fees	45,336	609	44,727	47,186	(2,459)
On Site Staff-CareTakers	12,769	(1,412)	14,181	15,800	(1,619)
On Site Staff-Property Mgrs	39,671	(13,146)	52,817	51,741	1,076
Association Fees	9,675	(674)	10,349	10,225	124
Rentals-Buildings & Structures				17	(17)
Rentals-Office Equipment	4,405	1,080	3,325	3,850	(525)
Telephone	6,144	(1,696)	7,840	7,517	323
Cable & Satellite Communicat.	1,790	(58)	1,848	1,649	199
Delivery	43	14	29	66	(37)
Postage	100	(1,089)	1,189	1,300	(111)
Travel Expense	378	(573)	951	2,099	(1,148)
Mileage Reimbursement	196	196		1,499	(1,499)
Transportation Charges	2,120	2,120		2,141	(2,141)
Uniforms	567	(357)	924	633	291
Advertising	504	201	303	760	(457)
Newsletters	390	2	388	491	(103)
Printing and Binding				42	(42)
General Liability Insurance	215	(35)	250	217	33
Property Insurance	28,165	(558)	28,723	29,081	(358)
Dues and Subscriptions	2,548	(6,620)	9,168	4,266	4,902
Training	998	(5,643)	6,641	467	6,174
Meetings and Conferences	1,687	(55)	1,742	4,625	(2,883)
Property Taxes				434	(434)
PILOT	33,629	(600)	34,229	32,520	1,709
Washington County	102,548	(803)	103,351	103,762	(411)
Special Assessments				690	(690)
Bad Debt Expense	2,187	600	1,587	4,259	(2,672)
Donations				167	(167)
Resident Retention	318	245	73	767	(694)
H.U.D Pass Through-expense	1,570	158	1,412	1,800	(388)
Housing Assistance Payments	301,433	(24,342)	325,775	312,009	13,766
Utility Reimbursements	1,119	(670)	1,789	2,692	(903)
FSS Escrow Payment	535	463	72		72
Rent Subsidies-Administration				192	(192)

Washington County CDA
Total Agency
For the Month Ending January 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Project Assistance	\$129,062	\$116,161	\$12,901	\$47,975	(\$35,074)
Interest/Other Expenses	416	302	114	315	(201)
Interest Expense-Loan	1,795	(1,933)	3,728	5,938	(2,210)
Land and Easements		(129,576)	129,576	130,000	(424)
Office Equipment				33	(33)
Data Processing	5,000	4,900	100	9,825	(9,725)
Bond Principal	174,583	(3,334)	177,917	177,499	418
Mortgage Principal	24,544	1,349	23,195	23,982	(787)
Bond Interest - QECB	4,128	135	3,993	3,911	82
Bond Interest	95,154	(25,020)	120,174	117,586	2,588
Mortgage Interest	30,469	533	29,936	29,731	205
Trustee Fees	4,148	(4,748)	8,896	4,917	3,979
TOTAL EXPENSES	\$1,452,625	(\$59,813)	\$1,512,438	\$1,684,394	(\$171,956)
Income(Loss) Before Deprec. & Transf	\$232,537	\$143,942	\$88,595	(\$55,924)	\$144,519
TRANSFERS					
Oper. Transfer to Special Rev.		(90,486)	90,486		90,486
Transfer from Propriety Fund		90,486	(90,486)		(90,486)
Depreciation					
Deprec-Buildings & Shelters	142,598	(2,142)	144,740	142,444	2,296
Deprec-Grounds & Improvements	3,672	(36)	3,708	3,700	8
Deprec-Furniture & Fixtures	1,477		1,477	1,477	
Total Depreciation	147,747	(2,178)	149,925	147,621	2,304
Bond Issuance	1,648		1,648	1,648	
Bond Discount	(5,165)		(5,165)	(5,165)	
Deferred Refunding	8,764	3	8,761	8,764	(3)
Deferred Gain on Refunding	(9,765)		(9,765)	(9,765)	
Bond Principal-Offset	(174,583)	3,334	(177,917)	(177,499)	(418)
Mortgage Principal-Offset	(13,839)	532	(14,371)	(14,577)	206
Debt Service Non-Cash	(\$192,940)	\$3,869	(\$196,809)	(\$196,594)	(\$215)
TOTAL INCOME (LOSS)	\$277,730	\$142,251	\$135,479	(\$6,951)	\$142,430

Washington County CDA
General Fund
Balance Sheet
January 31, 2017

	<u>2016 Year-to-Date Actual</u>	<u>2017 Year-to-Date Actual</u>
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$1,650,419	\$1,680,447
Cash - Section 8	1,276	
Deposits in Trust Fund	582,170	627,796
General Operating Reserve		1,053,499
US Bank Collateral Investment	238,255	272,307
Interest Receivable-Investmnt	28	47
Taxes Receivable-Current	1,663,000	1,672,000
Taxes Receivable-Delinquent	47,300	48,633
Accounts Receivable	1,277	6,615
Intergovernmental Rec-County	23,861	40,798
Prepaid Expenses	19,176	4,555
TOTAL CURRENT ASSETS	<u>\$4,226,762</u>	<u>\$5,406,697</u>
TOTAL ASSETS	<u><u>\$4,226,762</u></u>	<u><u>\$5,406,697</u></u>
<hr style="border: 1px solid black;"/>		
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	31,199	9,657
Accounts Payable - Other		178
Salaries Payable	10,179	10,474
Flex Spending Payable	5,962	7,988
Flex Spending-Dependent Care Payable	385	1,000
Limited Flex Spending (FSL) Payable	177	115
Other Payroll Payable	(78)	(157)
Deferred Revenues	1,571,716	1,581,300
TOTAL CURRENT LIABILITIES	<u>\$1,619,540</u>	<u>\$1,610,555</u>
LONG-TERM LIABILITIES	<u> </u>	<u> </u>
FUND EQUITY		
Current Year-to-Date Income(Loss)	66,901	76,359
Retained Earnings-Unreserved	2,540,321	3,719,782
TOTAL FUND EQUITY	<u>\$2,607,222</u>	<u>\$3,796,141</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>\$4,226,762</u></u>	<u><u>\$5,406,696</u></u>

**Washington County CDA
General Fund
For the Month Ending January 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
REVENUES					
Levy	\$138,584	(\$749)	\$139,333	\$139,333	
Revenue-Other				375	(375)
Total Revenues	\$138,584	(\$749)	\$139,333	\$139,708	(\$375)
EXPENDITURES					
Salaries And Wages-Regular	\$19,067	(\$97)	\$19,164	\$23,533	(\$4,369)
Salaries and Wages-Per Diem		(165)	165	475	(310)
Medicare Contributions	252	(11)	263	332	(69)
Pension Contributions	1,709	(16)	1,725	1,942	(217)
Flex Spending Expense	3,077	1,127	1,950	500	1,450
Health Savings Expense	96		96	100	(4)
HSA Expense	2,875	(631)	3,506		3,506
Health Insurance	6,958	4,283	2,675	2,583	92
Dental Insurance	856	445	411	359	52
Life Insurance				33	(33)
Disability Insurance		(277)	277	158	119
Workers Compensation				133	(133)
Subtotal Employee Compensation	\$34,890	\$4,658	\$30,232	\$30,148	\$84
Office Supplies	450	(138)	588	1,384	(796)
Books and Pamphlets				41	(41)
Cleaning Supplies				125	(125)
General Supplies		(153)	153	50	103
Plumbing Supplies	41		41	50	(9)
Electrical Supplies				108	(108)
Carpentry Supplies	222	149	73	100	(27)
HVAC Supplies				8	(8)
Building Repair Supplies				8	(8)
Grounds Supplies		(27)	27	8	19
Auditing/Accounting Services	85	85			
Payroll Services	1,034	271	763	800	(37)
Legal Fees-Retainer				5,008	(5,008)
Consulting Fees	4,563	2,263	2,300	10,617	(8,317)
Financial and Bonding Fees				108	(108)
Service Charges	369	(209)	578	250	328
Other Professional Services	647	469	178	1,067	(889)
Electric Utilities		(732)	732	1,033	(301)
Water and Sewer Utilities	60	60		242	(242)
Natural Gas Utilities	1,129	738	391	283	108
Refuse and Disposal		(150)	150	167	(17)
Cleaning and Decorating	1,200	49	1,151	1,317	(166)
Carpentry Services				542	(542)
Exterminating	37	37		67	(67)
Elevator Services		(310)	310	583	(273)
Plumbing Services				175	(175)
Electrical Services	450	(2,563)	3,013	433	2,580
Painting Services				83	(83)
HVAC Services	529	529		575	(575)
Lawn Care Services				242	(242)
Snow Removal Services	400		400	217	183
Maint.-Building and Structures				167	(167)
Maint-Grounds & Improvements				325	(325)
Maint-PM-MSS/Bldg Maintenance	960	65	895	300	595
Maint-Office Equipment	74	(61)	135	225	(90)
Rentals-Buildings & Structures				17	(17)
Rentals-Office Equipment	3,292	1,007	2,285	2,083	202
Telephone	586	(535)	1,121	1,083	38
Delivery				17	(17)
Postage	(698)	(973)	275	117	158
Travel Expense	338	(17)	355	767	(412)
Mileage Reimbursement				17	(17)
Advertising	504	401	103	242	(139)
Property Insurance	523	59	464	542	(78)
Dues and Subscriptions	1,744	(1,938)	3,682	3,334	348
Training	998	(2,102)	3,100	192	2,908
Meetings and Conferences	293	229	64	2,225	(2,161)
Bad Debt Expense				125	(125)
Donations				167	(167)
Interest Expense-Loan	1,795	(1,933)	3,728	3,148	580
Office Equipment				33	(33)
Data Processing	5,000	5,000		7,800	(7,800)
Mortgage Principal	10,705	1,881	8,824	9,405	(581)
Total Operating Expenses	\$72,220	\$6,109	\$66,111	\$88,170	(\$22,059)
Excess of revenues Over (Under) expenditures	\$66,364	(\$6,858)	\$73,222	\$51,538	\$21,684
Transfers					
Interest-Investments	538	(1,903)	2,441		2,441
Gain on Investments		(697)	697		697
Non-Operating Revenue/Expense	\$538	(\$2,600)	\$3,138		\$3,138

**Washington County CDA
General Fund
For the Month Ending January 31, 2017**

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Net Income (Loss)	<u>\$66,902</u>	<u>(\$9,458)</u>	<u>\$76,360</u>	<u>\$51,538</u>	<u>\$24,822</u>

Washington County CDA
Total Properties
Balance Sheet
For the Month Ending January 31, 2017

	<u>2016</u> Year-to-Date Actual	<u>2017</u> Year-to-Date Actual
ASSETS		
CURRENT ASSETS		
Cash - Operating	\$171,173	\$717,006
Cash - Revenues	1,505,965	1,653,416
Cash - FSS Escrow Public Housing	9,912	12,757
Cash -Operating Deficit Reserv	11,906	11,969
Cash - Repair Reserve	39,353	39,563
Deposits in Trust Fund	10,782,062	10,378,764
Deposits in Trust Fund - QECB	164,774	166,735
Deposits in Escrow Account	112,971	112,333
Deposits - Security	140,408	142,005
Investment in The Groves	500,590	500,579
Investment in Piccadilly	1,344,160	1,344,143
Debt Service Reserve	224,846	226,776
Interest Receivable-Loan	133,260	27,998
Interest Receivable-Other	59,293	56,376
Taxes Receivable-Current	1,109,000	1,155,010
Accounts Receivable	873	1,475
Accounts Receivable-Rent(Prepaid)	21,103	(24,527)
Allowance for Doubtful Account	(13,778)	(516)
Loan Receivable	12,105,000	12,105,000
Note Receivable (FHLB)	500,000	500,000
Capital Lease Receivable	4,357,611	3,970,150
Developer Fee Receivable	319,000	1,500,000
Developer Fee-Interest Receivable	8,741	
Intergovernmental Rec.-Federal	42,678	17,689
Interfund Rec.-CDBG		5,547
Prepaid Expenses	<u>360,035</u>	<u>363,005</u>
TOTAL CURRENT ASSETS	\$34,010,936	\$34,983,253
FIXED ASSETS		
Land	4,559,054	4,559,054
Project in Progress	955,860	210,660
Buildings and Structures	65,413,631	66,379,441
Accum Depr.-Bldgs & Structures(40 years)	<u>(27,771,687)</u>	<u>(28,700,312)</u>
Net Buildings & Structures	37,641,944	37,679,129
Grounds and Improvements	1,762,577	1,780,065
Accum Depr.-Grounds & Improv.(40 years)	<u>(428,376)</u>	<u>(455,459)</u>
Net Grounds&Improv.	1,334,201	1,324,606
Furniture and Fixtures	515,702	515,702
Accum Depr-Furniture & Fixture(7 years)	<u>(463,382)</u>	<u>(481,103)</u>
Net Furniture&Fixtures	<u>52,320</u>	<u>34,599</u>
	<u>52,320</u>	<u>34,599</u>
TOTAL FIXED ASSETS	\$44,543,379	\$43,808,048
TOTAL ASSETS	<u>\$78,554,315</u>	<u>\$78,791,301</u>

Washington County CDA
Total Properties
Balance Sheet
For the Month Ending January 31, 2017

	<u>2016</u> Year-to-Date Actual	<u>2017</u> Year-to-Date Actual
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	\$284,985	\$266,788
Accounts Payable-Other	29	39
Contracts Payable	86,730	17,492
Accrued Bond Interest - QECB	24,765	23,960
Accrued Bond Interest	517,208	536,890
Accrued Mortgage Interest	30,469	29,936
Notes Payable	500,000	500,000
Deferred Revenues	1,015,686	1,058,760
Intergov't Payable-County(PILOT)	436,039	444,972
Interfund Payable-GAP	500,000	500,000
Escrow Deposits Payable-Security	376,112	378,914
Escrow Deposits Payable-Sec Dep Interest	19,379	20,528
Escrow Deposits Payable-FSS Public Housing	9,912	12,757
TOTAL CURRENT LIABILITIES	<u>\$3,801,314</u>	<u>\$3,791,036</u>
LONG-TERM LIABILITIES		
Revenue Bonds Payable	44,025,000	42,070,000
Revenue Bonds Payable - QECB	1,955,000	1,815,000
Mortgage Payable	10,365,449	10,089,874
MHFA Loan-POHP		271,000
Unamortized Bond Premium	957,808	895,825
Unamortized Bond Discount	(293,627)	(273,852)
Deferred Refunding Costs	(916,250)	(811,086)
Deferred Gain on Sale of Property	459,412	407,687
Deferred Gain on Refunding	498,041	380,861
TOTAL LONG TERM LIABILITIES	<u>\$57,050,833</u>	<u>\$54,845,309</u>
FUND EQUITY		
Current Year-to-Date Income (Loss)	191,497	81,674
Retained Earnings-Unreserved	17,510,674	20,073,280
TOTAL FUND EQUITY	<u>\$17,702,171</u>	<u>\$20,154,954</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>\$78,554,318</u></u>	<u><u>\$78,791,299</u></u>

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Month Ending January 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Operating Revenues					
Rent Revenue	\$614,761	(\$7,967)	\$622,728	\$620,750	\$1,978
Rent Revenue-Subsidized	\$109,078	(\$3,592)	\$112,670	\$102,158	\$10,512
Rent Revenue-Vacancy Loss	(\$13,433)	(\$871)	(\$12,562)	(\$26,417)	\$13,855
Net Rent Revenue	\$710,406	(\$12,430)	\$722,836	\$696,491	\$26,345
Rent Revenue-Garage	7,470	1	7,469	7,258	211
Rent Revenue-Employee Discount	(488)	209	(697)		(697)
Rental Income	\$6,982	\$210	\$6,772	\$7,258	(\$486)
Laundry Revenue	1,611	1	1,610	2,533	(923)
Service Income	\$1,611	\$1	\$1,610	\$2,533	(\$923)
HUD Annual Contributions	16,393	1,913	14,480	14,583	(103)
Utility Reimbursement-Subsidized	2,026	1,704	322	291	31
Cable Reimbursement	1,419	54	1,365	1,400	(35)
Guest Suite Rental Income	200		200	100	100
Application Fees Revenue	550	25	525	891	(366)
Emergency Pendant Reimbursement	60	11	49	67	(18)
Security Deposit-Legal	525	133	392	758	(366)
Security Deposit-Bad Debt	731	399	332	1,616	(1,284)
Security Deposit-Other	1,051	(1,044)	2,095	1,840	255
Penalty Charges	2,086	(102)	2,188	1,541	647
Miscellaneous Revenue	175	(25)	200	400	(200)
Revenue-Other	42,678	24,989	17,689	18,926	(1,237)
Other Income	\$67,894	\$28,057	\$39,837	\$42,413	(\$2,576)
Total Operating Revenues	\$786,893	\$15,838	\$771,055	\$748,695	\$22,360
Operating Expenses					
Marketing	\$2,644	(\$147)	\$2,791	\$3,989	(\$1,198)
Management Fee					
Property Management Fees	39,154		39,154	39,154	
Property Management-HRA	38,834	2,524	36,310	43,938	(7,628)
Total Management Fees	\$77,988	\$2,524	\$75,464	\$83,092	(\$7,628)
Administrative Expenses					
Office Supplies	866	146	720	1,191	(471)
Auditing/Accounting Services				333	(333)
Data Processing				191	(191)
Maint-Office Equipment		(2,514)	2,514	2,442	72
Rentals-Office Equipment	1,113	73	1,040	1,767	(727)
Telephone	5,505	(711)	6,216	5,559	657
Cable & Satellite Communication	1,790	(58)	1,848	1,649	199
Postage	303	(78)	381	484	(103)
Travel Expense				123	(123)
Transportation Charges	2,120	2,120		2,141	(2,141)
Advertising				8	(8)
Newsletters	390	2	388	491	(103)
Dues and Subscriptions				25	(25)
Meetings and Conferences	555	(54)	609	608	1
Total Administrative Expenses	\$12,642	(\$1,074)	\$13,716	\$17,012	(\$3,296)
Operating Expenses					
Cleaning Supplies	1,118	(188)	1,306	1,370	(64)
Legal Fees-Other				3,751	(3,751)
Consulting Fees		(1,500)	1,500	1,700	(200)
Environmental Studies				133	(133)
Municipal Fees	5,660	(7,095)	12,755	13,174	(419)
Applicant Screening Fees	625	(25)	650	1,256	(606)
Other Professional Services	64	25	39	1,415	(1,376)
Cleaning and Decorating	1,921	250	1,671	3,915	(2,244)
Cleaning and Janitorial Services				1,598	(1,598)
Exterminating	1,488	645	843	1,543	(700)
Association Fees	9,675	(674)	10,349	10,225	124

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Month Ending January 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Resident Retention	\$318	\$245	\$73	\$767	(\$694)
Total Operating Expenses	\$20,869	(\$8,317)	\$29,186	\$40,847	(\$11,661)
Maintenance Expenses					
General Supplies	45	45		139	(139)
Plumbing Supplies	2,839	(110)	2,949	3,849	(900)
Electrical Supplies	2,350	1,282	1,068	2,599	(1,531)
Carpentry Supplies	2,112	670	1,442	3,384	(1,942)
Painting Supplies	1,831	(47)	1,878	2,240	(362)
HVAC Supplies	4,399	3,069	1,330	1,981	(651)
Appliance Supplies	842	(431)	1,273	1,608	(335)
Carpentry Services	3,102	323	2,779	9,567	(6,788)
Elevator Services	2,641	(2,179)	4,820	2,832	1,988
Plumbing Services	5,157	2,048	3,109	4,567	(1,458)
Water Heater Replacements				641	(641)
Electrical Services	9,360	5,403	3,957	4,534	(577)
Carpet/Flooring Services	11,581	6,592	4,989	12,273	(7,284)
Painting Services	5,985	3,510	2,475	5,658	(3,183)
HVAC Services	5,899	(1,725)	7,624	4,414	3,210
HVAC Replacements				3,100	(3,100)
Washer & Dryer Replacements	2,372	(525)	2,897	3,051	(154)
Stove Replacements	2,484	1,264	1,220	1,935	(715)
Refrigerator Replacements	1,704	1,208	496	2,074	(1,578)
Appliance Services	1,855	1,740	115	524	(409)
Lawn Care Services				992	(992)
Snow Removal Services	12,366	(6,438)	18,804	16,183	2,621
Maint-Grounds & Improvements	1,551	869	682	4,835	(4,153)
Mileage Reimbursement	196	196		1,482	(1,482)
Uniforms	567	(357)	924	633	291
Property Maintenance Fees	45,336	609	44,727	47,186	(2,459)
On Site Staff-Caretakers	12,769	(1,412)	14,181	15,800	(1,619)
On Site Staff-Property Mgrs	39,671	(13,146)	52,817	51,741	1,076
Total Maintenance Expenses	\$179,014	\$2,458	\$176,556	\$209,822	(\$33,266)
Utilities					
Electric Utilities	17,251	7,055	10,196	17,376	(7,180)
Water and Sewer Utilities	15,732	(1,944)	17,676	19,715	(2,039)
Natural Gas Utilities	28,036	11,914	16,122	20,510	(4,388)
Refuse and Disposal	8,733	(1,172)	9,905	9,482	423
Total Utilities	\$69,752	\$15,853	\$53,899	\$67,083	(\$13,184)
Insurance					
Property Insurance	27,642	(586)	28,228	28,456	(228)
Total Insurance	\$27,642	(\$586)	\$28,228	\$28,456	(\$228)
Property Taxes					
PILOT	33,629	(600)	34,229	32,520	1,709
Special Assessments				690	(690)
Total Property Taxes	\$33,629	(\$600)	\$34,229	\$33,210	\$1,019
Bad Debts	\$2,187	\$600	\$1,587	\$4,134	(\$2,547)
Total Operating Expenses	\$426,367	\$10,711	\$415,656	\$487,645	(\$71,989)
Operating Income (loss)	\$360,526	\$5,127	\$355,399	\$261,050	\$94,349
Nonoperating Revenue/Expenses					
Interest Income					
Interest Income -Investments	\$135	(\$287)	\$422	\$16	\$406
Interest Income on Capital Lease	9,958	1,231	8,727	8,727	
Interest Income on Restricted Invest.	798	(1,207)	2,005	156	1,849
Interest Income-Loan		(12,908)	12,908	17,009	(4,101)
Interest Income-Developer Fee				725	(725)
Interest Income -Other	3,009	(139)	3,148	3,008	140
Total Interest Income	\$13,900	(\$13,310)	\$27,210	\$29,641	(\$2,431)

Washington County CDA
Total Properties
Income Statement, Year-to-Date
For the Month Ending January 31, 2017

	2016 YTD Actual	2016 vs 2017 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Actual vs Budget Variance
Gain on Asset Disposition					
Gain on Investments	\$185	\$166	\$19		\$19
Gain on Sale of Property	4,216	(173)	4,389	4,458	(69)
Total Gain on Asset Disposition	\$4,401	(\$7)	\$4,408	\$4,458	(\$50)
Financial Expense					
Bank Service Charges	2	2			
Trustee Fees	4,148	(4,748)	8,896	4,917	3,979
Total Financial Expense	\$4,150	(\$4,746)	\$8,896	\$4,917	\$3,979
Debt Service-Cash					
Interest/Other Expenses	416	302	114	232	(118)
Bond Interest - QECB	4,128	135	3,993	3,911	82
Bond Interest	95,154	(25,020)	120,174	117,586	2,588
Bond Principal	174,583	(3,334)	177,917	177,499	418
Mortgage Interest	30,469	533	29,936	29,731	205
Mortgage Principal	13,839	(532)	14,371	14,577	(206)
Total Debt Service Cash	\$318,589	(\$27,916)	\$346,505	\$343,536	\$2,969
Property Taxes Received					
Levy	92,417	(3,833)	96,250	96,252	(2)
Total Property Taxes	\$92,417	(\$3,833)	\$96,250	\$96,252	(\$2)
Other					
H.U.D. Pass Through-expense	1,570	158	1,412	1,800	(388)
Utility Reimbursement	632	(548)	1,180	1,800	(620)
Total Other	\$2,202	(\$390)	\$2,592	\$3,600	(\$1,008)
Total Nonoperating Revenue/ Expens	(\$214,223)	\$15,902	(\$230,125)	(\$221,702)	(\$8,423)
Net Income (Loss) before transfers	\$146,303	\$21,029	\$125,274	\$39,348	\$85,926
Operating Transfers					
Transfers In					
Transfers Out					
Oper. Transfer to Special Rev.		(90,486)	90,486		90,486
Total Transfers Out		(\$90,486)	\$90,486		\$90,486
Total Operating Transfers		\$90,486	(\$90,486)		(\$90,486)
Total Cash Available for Operations	146,303	111,515	34,788	39,348	(4,560)
Depreciation					
Deprec-Buildings & Shelters	142,598	(2,142)	144,740	142,444	2,296
Deprec-Grounds & Improvements	3,672	(36)	3,708	3,700	8
Deprec-Furniture & Fixtures	1,477		1,477	1,477	
Total Depreciation	\$147,747	(\$2,178)	\$149,925	\$147,621	\$2,304
Bond Discount Amortization	1,648		1,648	1,648	
Bond Premium Amortization	(5,165)		(5,165)	(5,165)	
Bond Principal-Offset	(174,583)	3,334	(177,917)	(177,499)	(418)
Mortgage Principal-Offset	(13,839)	532	(14,371)	(14,577)	206
Deferred Refunding	8,764	3	8,761	8,764	(3)
Deferred Gain on Refunding	(9,765)		(9,765)	(9,765)	
Debt Service Non-Cash	(\$192,940)	\$3,869	(\$196,809)	(\$196,594)	(\$215)
Net Income (loss)	\$191,496	\$109,824	\$81,672	\$88,321	(\$6,649)

**Washington County CDA
Property Management
Board Report Summary
Shelter Corporation
02/28/2016**

Occupancy

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

Piccadilly Square – Joint Venture

Current Occupancy: 50
Current Occupancy is: 63.29%

Future Move-In's: 3 more by March 31st
10 more by April 30th
11 more by May 31st

Projected Occupancy:

Mar:	65.00%
April:	70.00%
May:	100%

Property Spotlight: Raymie Johnson Estates

In the past year, Raymie Johnson Estates did a great deal of growing as a community. Their goal is to create a welcoming and fun environment for our residents. The first event held was a talent show. Many residents participated and had a wonderful afternoon sharing their talents with their neighbors. In October, they gathered for more fun as staff hosted a costume party. In December, residents and staff enjoyed a Holiday meal together. Approximately 40 residents participated in each of these events and the positive feedback has been very rewarding!

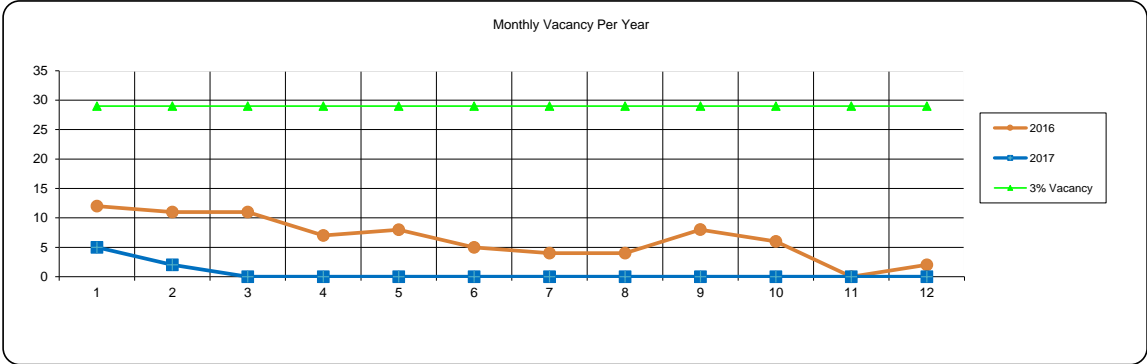
Since the New Year, we served treats in the lobby to celebrate the beginning of 2017. In February, Canvas Health brought in Cloggers (dancers) to perform for the residents as they enjoys a variety of deserts. They have also had two well-attended Game afternoons, which will be held every third Friday of the month. We plan to host many more resident events in 2017 to continue this sense of community.

Property Summary - February 28, 2017

CDA Owned Properties	Location	# of Units	# of Vacant Units	February	Projected Occupancy		Month End Delinquency
					March	April	
Ann Bodlovick	Stillwater	50	0	100.00%	100.00%	100.00%	\$595
Briar Pond	Oakdale	196	0	100.00%	99.50%	99.50%	\$1,601
Brick Pond	Stillwater	40	0	100.00%	97.50%	97.50%	\$822
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$626
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	0	100.00%	100.00%	100.00%	\$0
Scattered Site	Scattered	56	0	100.00%	100.00%	100.00%	\$1,120
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%	\$39
Park Place II	St.Paul Park	6	0	100.00%	100.00%	100.00%	\$478
Pioneer	St.Paul Park	18	0	100.00%	100.00%	100.00%	\$654
Raymie Johnson	Stillwater	120	0	100.00%	99.00%	99.00%	\$26
TrailSide	Forest Lake	70	0	100.00%	99.00%	99.00%	\$698
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$15
Woodland Park	Cottage Grove	180	2	98.89%	99.00%	98.00%	\$218
TOTALS:		958	2	99.79%	99.63%	99.56%	\$6,892
Joint Ventures	Location	# of Units	# of Vacant Units	February	Projected Occupancy		Month End Delinquency
					March	April	
Piccadilly Square	Mahtomedi	79	29	63.29%	65.00%	70.00%	\$91
The Groves	Cottage Grove	67	1	98.51%	98.50%	98.50%	\$38

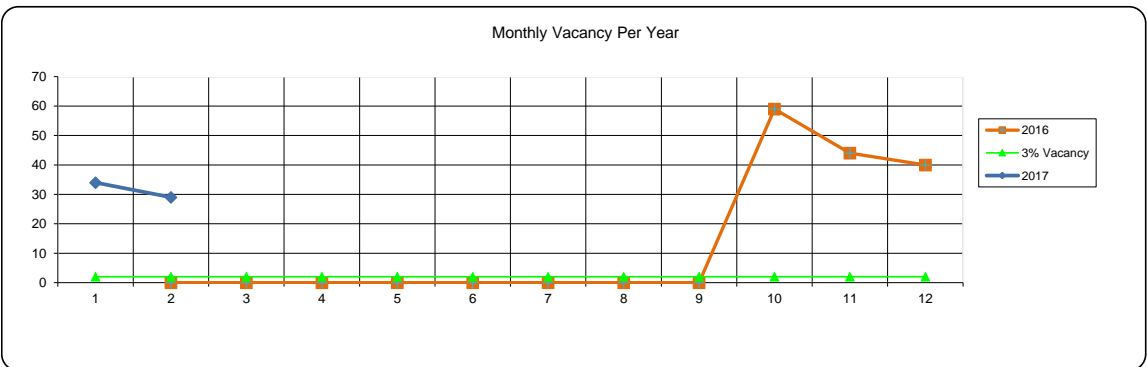
Washington County CDA Current Annual Vacancy as of February 2017

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



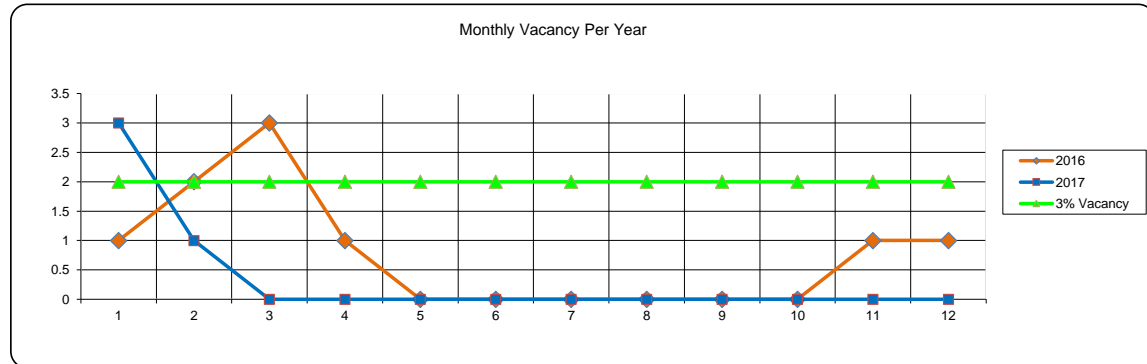
Joint Venture - Piccadilly Square Current Annual Vacancy as of February 2017

	January	February	March	April	May	June	July	August	September	October	November	December
2016		---	---	---	---	---	---	---	---	59	44	40
2017	34	29										
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



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

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



Building Type for Washington County CDA and Joint Ventures

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

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

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

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

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	83
John Jergens	160
Muller Manor	170
Oakhill Cottages	145
Pioneer	8
Cobble Hill	69

Interest Lists - Multi-Family	
Property	# on List
Park Place I	80
Park Place II	0
Briar Pond	23
Brick Pond	62
Woodland Park	150
Piccadilly Square - JV	0
The Groves - JV	45

Waiting Lists	
Property	# on List
Raymie Johnson	49
Scattered Site	28
Whispering Pines	24
TrailSide	190

Interested Party Lists:

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

*Continued on next page

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

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

Waiting List - Public Housing Scattered Site

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

HOUSING ASSISTANCE PROGRAMS February 2017

Ann Hoechst, Housing Assistance and Administrative Services Director
Lucy Chaves, Rental Assistance Specialist
Ann Lindquist, Housing Resource Specialist
Eric Schumacher, Rental Assistance Specialist
Sharron Perry, Rental Assistance Specialist/FSS Coordinator

1. Housing Choice Voucher Program in February

Currently administering: 473 voucher participants
Portability into the County: 3 families ported in

2. Family Self Sufficiency

26 people are enrolled in Family Self Sufficiency.

3. Bridges

Bridges I is an MHFA funded program for households with at least one adult member who has a serious and persistent mental illness. Currently there are 18 households leased on this program.

Bridges II is funded by Washington County; it operates exactly like Bridges I and currently has 13 participants.

Bridges Long Term Homeless is an MHFA funded program and currently has 9 participants.

Bridges Regional Treatment Center is an MHFA funded program specifically for persons ready to exit the Anoka Regional Treatment Center who are homeless. Without this assistance they would need to remain in the Regional Treatment Center until housing could be arranged. Currently one person has been issued a voucher but is having difficulty renting a unit. The CDA is working with Washington County Adult Mental Health on this case.

4. Shelter Plus Care/ Continuum of Care

Currently there are 25 households. The budget for Shelter Plus Care allows for enough money to provide landlords with security deposits, vacancy loss payments, damage claims and rent payments. There is currently another household who is looking for housing.

5. Inspections

40 inspections were completed in February 2017.

6. PIC Count

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

Housing Choice Voucher Reporting Rate:	100.87%
Public Housing Reporting Rate:	98.06%

7. Unit Months Leased

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

2017						POTENTIAL TOTAL
MONTHS	UNIT MONTHS LEASED	UNITS ISSUED	UNIT MONTHS LEASE TO DATE	98% MINIMUM LEASED	UNIT MONTHS LEASED TO DATE	LEASED TO DATE
JANUARY	88	1	88	88		90
FEBRUARY	89	0	177	176		180
MARCH				264		270
APRIL				352		360
MAY				440		450
JUNE				528		540
JULY				616		630
AUGUST				704		720
SEPTEMBER				792		810
OCTOBER				880		900
NOVEMBER				968		990
DECEMBER				1056		1080
TOTALS				1056		1080

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

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	TOTAL
Bayport	1				1
Cottage Grove	56		4		60
Forest Lake	36	8	6		50
Hugo	4				4
Lake Elmo					0
Lakeland			1		1
Landfall					0
Mahtomedi	22				22
Marine on St. Croix	0				0
Newport	6		1		7
Oakdale	186	5	13	0	204
Oak Park Heights		1			1
Scandia	2				2
St. Croix Beach	1				1
St. Mary's Point	1		1		2
St. Paul Park	12		1		13
Stillwater	50	9	12		71
Willernie					0
Woodbury	96	2	1		99
Other					0
TOTAL	473	25	40	0	538

As of June 29, 2016 we are now the
Washington County Community Development
Agency.

Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Date: March 15, 2017
RE: March Monthly Report

Oakhill Cottages Pilot Garden Project

As a result of the discussion at the February Board meeting, Commissioner Miron and staff met with representatives from the University of Minnesota Extension office and the county Master Gardner volunteer coordinator on March 3, 2017. Volunteers in the Scandia area are now being recruited to provide ongoing assistance and education to residents. Suggestions regarding container, plot design, and pathway materials will also be provided prior to construction. Moving forward, additional support and effort may be used from other local youth groups for a variety of duties. In general, this initiative could grow into (pardon the pun) additional programs at other senior housing communities in the county. Staff will continue to keep the Board informed about progress.

Executive Committee Items

At the February Executive Committee meeting, the Committee discussed typical due diligence procedures affecting the Board and the Executive Director. First, the Committee requested that the Board be made aware of the agency's "Stakeholder Response Policy and Procedure" (Attachment A) and that it be included in the new commissioner orientation manual. The procedures within this policy outline the steps to take in case of complaints are made about the Executive Director, employees, Board members, or external vendors working on the agency's behalf. The Committee also requested an update on the succession policies for the Executive Director. Attachment B is an excerpt from the 2010 Succession Plan regarding the process and procedures for a short-term absence or turnover in the position. This process was not amended or affected by the 2015 update to the Succession Plan.

Strategic Planning

Two consultants were identified to potentially complete the upcoming 2017 strategic plan process. A recommendation and contract is anticipated for action at the April Board meeting.

Washington County Housing and Redevelopment Authority

STAKEHOLDER RESPONSE POLICY AND PROCEDURE

Purpose

The Washington County Housing and Redevelopment Authority (“the Authority”) is involved in a variety of initiatives to promote community and economic development and to provide and maintain affordable, decent and safe housing. Occasionally, concerns and complaints are brought to Authority staff about the people, programs, and projects connected to the Authority. Responsiveness and transparency in resolving these concerns is important to the Authority and its stakeholders, and the Authority values the opportunities for improvement that are provided through diligent resolution efforts.

Policy

It is the policy of the Authority to encourage internal and external stakeholders to bring their complaints and concerns to the Authority. The Authority aims to respond to and address all concerns brought by stakeholders in an expeditious manner. The Authority has already adopted policies or protocols concerning personnel matters, property complaints, and grievances pertaining to rental assistance programs. Furthermore, contract agreements with independent contractors, agents, and consultants may prescribe measures to resolve concerns and complaints. Finally, state and federal law provide certain rights and remedies involving whistleblower claims. This Stakeholder Response Policy and Procedure (the “Policy”) is not meant to conflict with, supplement, or supplant in any way any rights under state law, federal law, or existing policies of the Authority. Instead, the Policy is intended to provide general guidance for receiving and responding to complaints from stakeholders concerning the Authority’s official business that are not already covered in a separate Authority policy.

Definitions

Complaints and concerns may vary widely. Complaints may be voiced by internal stakeholders including Authority staff and Commissioners or by external stakeholders such as community partners, members of the public, or municipal staff. Because the subject and nature of the concern will dictate the Authority’s response, this Policy is necessarily a guideline and particular circumstances may require different responses. As a general matter, internal complaints (about Authority staff, Commissioners, or programs) differ from external complaints (about independent contractors, agents, or consultants). Complaints or concerns may be filed about typical conduct and manner of business or may also include Improper Action (defined below) during the course of business. To clarify the distinction, “Improper Action” is defined as follows:

1. Improper Action means any action by an Authority Commissioner, employee, independent contractor, agent, or consultant under a contractual arrangement with the Authority:
 - a. That is undertaken in the performance of the individual’s or entity’s official duties on behalf of the Authority, whether or not the action is within the scope of the employment or engagement; and
 - b. That (i) is in violation of any federal or state law or ordinance or rule adopted pursuant to law, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.

ADOPTED 3/19/2013

2. Improper Action does not include personnel actions, including but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

Procedure

The Responsible Investigating Party is defined in the Responsibility Matrix below, and will conduct the investigation process as further discussed in the Procedural Matrix.

RESPONSIBILITY MATRIX

COMPLAINTS/CONCERNS REGARDING:	RESPONSIBLE INVESTIGATING PARTY:
Authority programs or employees other than Authority management staff	Authority Department Heads
Authority Department Heads	Executive Director
Authority Executive Director	Authority Board Executive Committee with final action by Authority Board
Authority Commissioner	Same as above
External party including but not limited to independent contractor, agent, and/or consultant	Department Head of particular work area of the external party and/or the Executive Director as he/she may determine

PROCEDURAL MATRIX

The procedures below are meant to provide a guideline for the Authority in responding to complaints and concerns. Individual facts and circumstances may require an alternative approach.

	Internal Complaints	External Complaints
Acknowledge the concern promptly	<ul style="list-style-type: none"> Receiving staff shall acknowledge the complaint and ask complainant to put concerns in writing using a standard complaint form Receiving staff shall inform the Responsible Investigating Party and provide the complaint 	<ul style="list-style-type: none"> Receiving staff shall acknowledge the complaint and ask the complainant to put concerns in writing using a standard complaint form Receiving staff shall inform the Responsible Investigating Party and provide the complaint
Assess, delegate, and prioritize the concern	<ul style="list-style-type: none"> Responsible Investigating Party shall determine if the concern involves an Improper Action, and if so, shall consult with Executive Director to determine if law enforcement agencies should be contacted 	<ul style="list-style-type: none"> Responsible Investigating Party shall determine if the concern involves an Improper Action, and if so, shall consult with Executive Director to determine if law enforcement agencies should be contacted Responsible Investigating Party shall determine whether the concern is

ADOPTED 3/19/2013

	<ul style="list-style-type: none"> • Responsible Investigating Party shall determine whether the concern is subject to existing Authority policies • Responsible Investigating Party shall determine best course of action to investigate and address concern 	<ul style="list-style-type: none"> • subject to existing Authority policies • Responsible Investigating Party shall review contractual agreements to determine prescribed resolution processes, if any • Responsible Investigating Party shall determine best course of action to investigate and address concern. Depending on nature of complaint, this may include notifying the President/CEO of the external contractor/consultant, or law enforcement agencies, to conduct an investigation • Responsible Investigating Party may also notify the Board, legal counsel, or other entity as appropriate
Investigate the concern	<ul style="list-style-type: none"> • Responsible Investigating Party shall investigate circumstances of concern, or monitor progress of investigation if conducted by an external party • Responsible Investigating Party may draft statement with summary of investigation and/or response 	<ul style="list-style-type: none"> • Responsible Investigating Party shall investigate circumstances of concern, or monitor progress of investigation if conducted by an external party • Responsible Investigating Party may draft statement with summary of investigation and/or response
Issue written response to complainant	<ul style="list-style-type: none"> • Responsible Investigating Party may issue written statement to complainant within 14 business days of initial complaint, unless Responsible Investigating Party determines the nature of the complaint warrants additional time • Any written statement shall comply with the protections and requirements of the Data Practices Act • Complainant shall be directed to contact Responsible Investigating Party with any questions about the Authority's response • Complainant may submit written request for review of 	<ul style="list-style-type: none"> • Responsible Investigating Party may issue written statement to complainant within 14 business days of initial complaint, unless Responsible Investigating Party determines the nature of the complaint warrants additional time • Any written statement shall comply with the protections and requirements of the Data Practices Act • Complainant shall be directed to contact Responsible Investigating Party with any questions about the resolution Authority's response • The Executive Director may also notify the Board, legal counsel, or other entity as appropriate • Complainant may submit written request for review of the Authority's response within 10 days to the Responsible Investigating Party, setting

	the Authority's response within 10 days to the Responsible Investigating Party, setting forth all grounds for reconsideration	forth all grounds for reconsideration
Address customer service concerns	<ul style="list-style-type: none"> • Upon receipt of a timely request for review, the Responsible Investigating Party shall notify the next highest official, or, with Board approval, an independent third party • Executive Director or the Authority Board shall issue final response to complainant 	<ul style="list-style-type: none"> • An appeal may not be permitted due to contractual requirements or nature of complaint • If appropriate, upon receipt of a timely request for review, the Responsible Investigating Party shall notify the next highest official, or, with Board approval, an independent third party • Responsible Investigating Party shall issue final response to complainant
Identify and address any systemic issues related to concern	<ul style="list-style-type: none"> • Responsible Investigating Party shall review the concern and outcome to determine how similar concerns can be prevented and whether further action is necessary 	<ul style="list-style-type: none"> • Responsible Investigating Party and Executive Director may recommend to the Authority Board whether further action is necessary based on the nature of the outcome

4. Executive Director Succession Strategies

Appointment of an Acting Executive Director. Current job descriptions assign the Deputy Executive Director the responsibility to serve as the Acting Executive Director when the Executive Director is absent. In the event of a temporary or permanent absence, the Deputy Executive Director will be appointed to the position of Acting Executive Director, pursuant to action by the HRA Board of Commissioners.

The Acting Executive Director will have the full authority for decision-making and independent action as the regular Executive Director. The Board of Commissioners will provide oversight of the Acting Executive Director and will be sensitive to the workload requirements associated in this temporary leadership role.

If the temporary absence of the Executive Director is expected to last more than three months, the HRA Board of Commissioners in consultation with the Acting Executive Director will consider *temporarily* filling the Deputy Executive Director's position. It may be difficult for the Acting Executive Director to carry out the mission-critical duties of both the Executive Director and the Deputy Executive Director positions; a temporary manager could be hired to focus on those areas where the Acting Executive Director needs assistance that is not available within the organization due to special skill requirements or workload.

In the event that the HRA Board of Commissioners decides to fill a vacancy in the Executive Director position through a competitive recruitment process, the Deputy Executive Director may serve as the Acting Executive Director and concurrently seek appointment to the Executive Director position.

Executive Director Recruitment. In the event of a permanent absence, the Board of Commissioners will meet to determine its strategy to recruit and select a new Executive Director and whether the search will be conducted by the Board, a consultant, or another entity. The recruitment and selection process begins with an analysis of the position including a review of the minimum qualifications, discussion about the Board's collective expectations for this position, and identification of the priorities and critical issues that will be addressed by the Executive Director. This information is summarized in a job announcement.

Many professional associations host job boards on their web sites as a membership service. Recruitment sources for the Executive Director position include the Washington County HRA web site and web sites operated by Minnesota NAHRO, NAHRO, National Association of Local Housing Finance Agencies, the Association of Minnesota Counties, the Minnesota Council of Non-Profits, American Planning Association, Minnesota Chapter, and the National Association of Development Organizations. The Board should also

give consideration to the process that will be used to respond to applicant inquiries, to accept and acknowledge receipt of resumes, to identify the most qualified candidates, and to design and structure the interview process.

Steps in the selection process could include:

- Collection and acknowledgement of resumes by the HRA's legal counsel or human resources consultant
- Board review of applicant materials and identification of the most qualified candidates in consultation with the human resources consultant and/or area housing professionals including the executive directors of Minnesota NAHRO and other suburban housing authorities
- Initial candidate interviews to be conducted by the Board and selection of the top candidates to continue in the selection process
- References for top candidates to be conducted by the outside human resources consultant, a Board member, legal counsel, or others as directed by the Board
- Second round of Board interviews with top candidates preceded by a tour of HRA offices and introductions to HRA staff
- Offer of employment approved by the Board and extended to the successful candidate, contingent upon a satisfactory background records check to include a review of driver's license history, educational verification, a review of state and federal criminal and civil history, and a credit check.

Communications Plan. Upon the appointment of the Acting Executive Director, the Chair of the Board of Commissioners will meet with HRA staff to explain the temporary leadership structure. Then the Chair and the Acting Executive Director will contact external stakeholders and key community partners to inform them of the temporary change in leadership.

Implementation. To ensure that succession plan implementation goes smoothly, the HRA should maintain a current list of key contacts and resource people that includes the name, address, telephone number, and e-mail address for individuals such as the agency's legal counsel, financial advisor, insurance providers, tax credit specialists, and grantors.

CLOSED EXECUTIVE SESSION

TO BE SENT UNDER

SEPARATE COVER