

POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTOR'S MEETING
Friday, October 4, 2019
4th Floor, IEB Conference Room #448
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Connie Boesen, Teree Caldwell-Johnson (via phone), Frank Cownie, Jeff Damman, Jane Fogg (via phone), Rachel Geilenfeld, Renee Hardman, Joelyn Jensen-Marren, Chelsea Lepley, Mandi McReynolds, Suzanne Mineck, Luis Montoya

Board Members Absent:

Peter Diliberti, Cole McClelland, Tina Mowry Hadden, Darcy Valline, Steve Van Oort

Guests:

Mandi Holcomb, Denman & Co., Diana Deibler, Deibler & Company, Angie Arthur, Polk County Continuum of Care

Staff:

Eric Burmeister, Lori Kauzlarich, Tracy Levine, Lauren Johnson, Kendyl Larson

Strategic Session

Mandi Holcomb, Partner in Charge of the PCHTF account, Denman and Company, presented the 2018/2019 Audit of the organization declaring a clean opinion, no difficulties with management, no disagreements with management and a strong financial position.

Mandi likewise presented the 2018/2019 Form 990. The Form 990 is due for filing November 15, 2019. It will be posted on the Board Portal for comments. If there are any concerns, please comment by October 25, 2019.

Business Meeting

Angela Connolly, Chair, called the Business Meeting to order at 10:25 a.m.

Approve Agenda

Frank Cownie moved to approve the Agenda; seconded by Connie Boesen. Motion Carried Unanimously.

Approve August, 2019 Minutes

Frank Cownie moved to approve the August 2019 Minutes as written; seconded by Mandi McReynolds. Motion Carried Unanimously.

Report of Finance Committee

Recommend Acceptance of 2018/19 Audit

Connie Boesen moved to approve the recommendation of the Finance Committee to receive the 2018/2019 Audit as presented; seconded by Frank Cownie. Motion Carried Unanimously.

Recommend Approval of 2018/19 Form 990 and authorize the Treasurer to sign and file

The Finance Committee recommends the Board of Directors approve the 2018/2019 Form 990 and authorize the Treasurer to sign on behalf of the organization.

Renee Hardman moved approval of the Finance Committee recommendation and authorize the Treasurer to sign; seconded by Mandi McReynolds. Motion Carried Unanimously.

Recommend Approval of Line of Credit and Authorize Executive Director to sign

The Line of Credit has been a part of the Financial Policies of the organization for the past eight years. The purpose is to maintain an Operating Line of Credit. The LOC is maintained for liquidity purposes in the event there is a call for allocations to be paid at a time when the organization has no CD's maturing.

It is the recommendation of the Finance Committee that the Board of Directors' renew the existing LOC with Banker's Trust Company under the same terms and conditions as last year and authorize the Executive Director to execute all documents necessary to carry out this resolution. There was a question asked about what it takes to access the line of credit for protection. Eric said he would check to ensure BT has instructions on doing this.

Connie Boesen moved to approve the recommendation of the Finance Committee that the Line of Credit and the authorization of the Executive Director to execute all necessary documents; seconded by Joelyn Jensen-Marren. Motion Carried Unanimously.

Report of the Development Committee

3.1 Recommend Approval of Capital Improvement Allocations

The Development Committee received two applications for funding Capital Improvements to existing affordable rental housing.

The 2019/20 Housing Allocation Plan reserves \$50,000.00 for Capital Improvements to existing Rental Housing.

1.) Baker House, Mainstream Living, Flood Mitigation - \$25,000.00

Eric Burmeister spoke about the existing rental development request by Mainstream Living. Baker House, a Group Home for five individuals with disabilities earning less than 30% AMI, was substantially damaged by 2018 flooding. Insurance and Mainstreet Living paid for the repairs. The current application is for a portion of funding of a flood mitigation plan to prevent future flood events. The total cost of the plan is \$140,000.00 with the balance paid for by Mainstream.

Frank Cownie moved to approve the Development Committee recommendation of fully funding the \$25,000.00 request; seconded by Renee Hardman. Motion Carried Unanimously.

2.) Beaverdale Place, Misc Repairs and Replacment - \$50,000.00

Eric explained that Beaverdale Place is what is known as a 202 PRAC, a HUD designation for a Senior affordable living facility (with residents managing the property). PRAC is a program that no longer exists but was a good idea until the building, like this one, starts to age with no HUD requirement to keep a reasonable maintenance reserve. Now, enough time has passed that there is needed repair yet no money to accomplish it.

At its recent meeting, the Development Committee talked about what to do with these 202 properties as they get older and to draft a standard for a funding policy specific for 202 PRAC's. This way when a future application is received, there is a set of criteria to determine if any funding is warranted and at what level.

The Board discussed the condition of Senior housing in a larger context of conditions worsening as buildings age and to assess what is happening in other communities. Jane Fogg agreed that addressing affordable housing for Seniors on limited income is a larger issue and one that the organization will address in the future but moving forward with this project is the recommendation of the Development Committee.

Frank Cownie moved to approve the Development Committee recommendation of \$25,000.00 funding for the Beaverdale Place request and to take a look at the issue of insufficient repair reserves for 202 PRAC projects and make a recommendation to the Board based on field research for adoption of a funding policy; seconded by Connie Boesen. Motion Carried Unanimously.

Staff Report

Eric made a plug for the upcoming PCHTF Fall Affordable Housing Week. The bus tour on October 25, 11 am – 2 pm, will be centered around new construction eligible for the Prairie Meadows second mortgage loans.

There will be preview tours for "Undesign the Redline" on October 15 with final exhibit details to follow.

With no further business, the meeting adjourned at 11:00 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, December 6, 2019 at 10:00 a.m., IEB Conference Room, Room 448.

Respectfully submitted,
Tracy Levine, Polk County Housing Trust Fund