



THREE RIVERS COMMUNITY ACTION, INC.
Board of Director's Meeting Minutes
Wednesday, August 17, 2022
Three Rivers Community Action, Inc.
1414 Northstar Drive, Zumbrota MN, and Remote via Zoom
9:00 a.m. to 10:15 a.m.

Members Participating: Galen Malecha, Erick Maki, Jo Anne Krier, Julie Steberg, ReJean Schulte, Ruth Boudet, Stephanie Podulke, Heather Robins, Abdullah Hared, Bob Walkes

Staff Participating:

Jenny Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Leah Hall, Community Development Director
Vicki McKay, Human Resources Director
Jane Adams Barber, Early Childhood Director
Donna Stamschror, Administrative Support Manager
Krystal Dube, Client Support / Human Resources Specialist

Members Excused: Meredith Erickson, Jodi Johnson, Maritza Navarro, Dave Windhorst

Call to Order: Meeting was called to order at 9:00 am by Chair, Galen Malecha.

Determination of Quorum: Quorum was met.

***Approval of the June 15, 2022, Meeting Minutes**

Ruth Boudet made a motion to approve the June 15, 2022, meeting minutes, Julie Steberg seconded, motion unanimously approved.

***Approval of the August 17, 2022, Meeting Agenda**

Bob Walkes made a motion to approve the August 17, 2022, meeting agenda, ReJean Schulte seconded, motion unanimously approved.

Director's Report

Jenny gave the Executive Director's report.

1. **Remembering Paul Drotos** - Our board member Paul Drotos lost his battle with cancer last week. Attached is a newspaper article about his service to Goodhue County and many causes he championed. You can also read his obituary here: <https://www.mahnfamilyfuneralhome.com/obituary/Paul-Drotos#obituary>.

Administrative Office
1414 Northstar Drive
Zumbrota, MN 55992
Phone: 507-316-0610
www.threeriverscap.org
TTY: MN Relay Service:
1-800-627-3529

Faribault Office
201 South Lyndale Avenue
Faribault, MN 55021

Plainview Office
55049 241st Avenue
Plainview, MN 55964

Rochester Office
300 11th Avenue NW
#110
Rochester, MN 55901

Wabasha Office
611 Broadway Avenue
Suite 120
Wabasha, MN 55981

2. **Spring Creek II, Northfield** – We are finally closing this Thursday on the Spring Creek II rental townhome project in Northfield. Construction will begin immediately. We are working with the City on a date and time for a groundbreaking event and will keep you posted. We remain grateful to our partners at the City of Northfield, Northfield HRA, Rice County and Rice County HRA for their support to fill the funding gap in this project.
3. **Rochester Office Space** – The lease on our Rochester office space is up next summer. We are beginning the process of looking at our options. While we like the location of our current space, we do have many issues with the maintenance of the building. If anyone has any leads on space in Rochester, please let me know.
4. **Staff Training** - On Friday, September 9, we will be hosting an in-person all-staff training, and I want to extend the opportunity to Board members. We will have Steve Gahagen, from Play to Your Strengths, present on identifying each person’s individual strengths, and then applying those strengths to your work (and life). All participants will take the online Strengths Finder assessments prior to the training. The training will be held in Zumbrota from 9-3 on September 9. Lunch will be served. If you are interested in attending, or even simply taking the Strengths Finder assessment, let me or Donna know. You can find out more about the workshop here:
<https://playtoyourstrengths.org/business-strengthsfinder-team-building-minneapolis>

5. **Ridgely Park** – We had a nice site visit to our recently completed rental preservation project in Kasota. Joining us were two staff from Senator Tina Smith’s office and staff from the USDA Rural Development, including their State Director, Colleen Landkamer.



Action Items:

***Consent Agenda**

Bob Walkes made a motion to approve the consent agenda, Abdullah Hared seconded, motion unanimously approved.

***Individual Action Items**

- a) Review of 403(b) investments and fees by Mutual of America’s Senior Regional Vice President, Ben Bartel

Ben Bartel gave an overview of the 403(b) plan investments and fees.

Abdullah Hared made a motion to accept the 403(b) fees from Mutual of America as reasonable, Bob Walkes seconded, motion unanimously approved.

- b) Tax returns for the year ended December 31, 2021 including Internal Revenue Service Form 990 and 990T, Minnesota Revenue form M4NP and Minnesota Charitable Organization Annual report – Prepared by BerganKDV

Kindra reviewed the tax returns. She noted that audit and tax companies are understaffed and struggling to find staff. This is causing costs to go up and some companies are having to cut clients. Kindra is anticipating next year that we might be pushing hard to meet deadlines to stay in compliance due to these shortages.

Erick Maki made a motion to approve tax returns for the year ended December 31, 2021 including Internal Revenue Service Form 990 and 990T, Minnesota Revenue form M4NP and Minnesota Charitable Organization Annual report, Ruth Boudet seconded, motion unanimously approved.

- c) Ridgely Park Apartments, Kasota MN - Approve and execute Resolution #2022-12 for Ridgely Park Apartments Minnesota Housing Finance Agency Financing.

Leah presented the project background and update. Rehabilitation for the project is complete and staff are currently preparing to close on the permanent financing for Ridgely Park Apartments with Minnesota Housing Finance Agency.

Ruth Boudet made a motion to approve Resolution #2022-12 for Ridgely Park Apartments Minnesota Housing Finance Agency Financing, Julie Steberg seconded, motion unanimously approved.

- d) Underwood Terrace, Lake City MN

Leah gave the project background, proposal summary and the project update. In April, the board approved organizational documents for Underwood Terrace, along with initial Borrowing Resolutions that included estimated syndication proceeds and estimated loan amounts. The board is being asked to pass updated Borrowing Resolutions that will include current project funding amounts.

- 1) Approve the Underwood Terrace GP LLC Resolution #2022-13

Bob Walkes made a motion to approve the Underwood Terrace GP LLC Resolution #2022-13, ReJean Schulte seconded, motion unanimously approved.

- 2) Approve the Underwood Terrace LP Borrowing Resolution #2022-14

Abdullah Hared made a motion to approve the Underwood Terrace LP Borrowing Resolution #2022-14, Bob Walkes seconded, motion unanimously approved.

Policy Discussion Item

- a) Governance Committee Report

Galen summarized the discussion from the Governance Committee meeting held earlier today. The Committee discussed the role of board officers and succession for the board leadership. It was discussed that it would be helpful to have a description of each of the officer positions and what the position entails, including the estimated time commitment.

The Committee discussed staggering term limits so that there is a rotation of board members in the Executive Committee. Also discussed board attendance since some board members do not attend regularly. The Committee will be meeting again and present their suggestions to the board in a future meeting.

b) Housing Development Annual Report, Leah Hall, Community Development Director

Leah presented the Housing Development annual overview of the department's activities, accomplishments and future plans. A total of 882 affordable housing units created/preserved to date, and 116 pending for a grand total of 998 units. The annual report will be placed on the agency website. Leah also presented the Housing Asset Management Report, which gives a breakdown of each housing project.

Erick said that the whole housing team has done such incredible work. The work we do will rival any for-profit developers. Three Rivers is putting together complex housing projects that you do not see anywhere else. He said that he is proud to be a part of this board and the work that Three Rivers is doing.

Board members thanked Jenny, Leah, and staff for everything they do for our communities. It is phenomenal work.

Advisory Committee


- a) Head Start Policy Council will meet on August 18, 2022.
- b) Hiawathaland Public Transit Advisory Council will meet on September 1, 2022.

Comments from the public: None

Date, Time, and Location of Next Meeting: 9:00 a.m., September 21, 2022, Three Rivers Conference Room, 1414 Northstar Drive, Zumbrota, MN or via Zoom.

Adjournment

Ruth Boudet made a motion to adjourn the meeting, ReJean Schulte seconded, motion unanimously approved.


Chair

September 21, 2022
Date