THREE RIVERS COMMUNITY ACTION, INC.
Board of Director Annual Meeting Minutes
Wednesday, February 21, 2018
Three Rivers Community Action, Inc.
1414 North Star Drive, Zumbrota Minnesota

Members Attending: Ruth Boudet, Brian Goihl, Heather Robins, Mark Thein, Jo Anne Krier, Julie Steberg, Dave Windhorst, Galen Malecha, Abdullah Hared, Jodi Johnson, Meredith Erickson, Anita Swift

Staff Attending:
Jennifer Larson, Executive Director
Kindra Papenfus, Chief Financial Officer
Amy Repinski, Transportation Director
Leah Hall, Community Development Director
Donna Stamschorr, Administrative Support Manager

Members Excused: Barney Nesseth, Alicia Norton

Call to Order: Meeting was called to order by Chair Malecha

Determination of a Quorum: Quorum was met.

Introductions were made. Jenny briefly introduced Community Action to the new members. Our four primary counties are Rice, Goodhue, Wabasha, and Olmsted. She explained the geographic and sector representation of the board.

Our three new members shared a little bit about themselves. Meredith Erickson is from Steele County and represents the private sector. She is a retired Rice County Attorney and currently has a small private practice in Owatonna.
Anita Swift is from LeSeuer County and is a center manager for Tri-Valley Head Start. They serve migrant and seasonal Head Start Children. Jodi Johnson is from Wabasha County Public Health.

Galen thanked the entire board for their service.

*Approval of the January 17, 2018 Meeting minutes (agenda packet pages 4-13)

Brian Goihl made a motion to approve the January 17, 2018 minutes, Ruth Boudet seconded, motion unanimously approved.

*Approval of the February 21, 2018 agenda (agenda packet pages 1-3)

Abdullah Hared made a motion to approve the February 21, 2018 agenda Julie Steberg seconded, motion unanimously approved.
**Case of the Month** – will be part of the Transit Annual Report later on the agenda

**Director’s Report**

1. Today we will start our series of program updates where program directors give an overview of their departments. Transportation will give their presentation today.

2. Fox Pointe Townhome project in Austin had its closing yesterday. The contractor will be ordering materials and ready to start construction in the spring, as weather permits.

3. Best Practice Award – Three Rivers will be receiving a Community Action Best Practice Award for housing development work. The event is February 28, 2018. An invitation is on page one of your handout packet. If any board members are interested, please let me know. We have also extended the invitation to the legislators in our area.

4. Community Action agencies from across the state are meeting with Senator Tina Smith and Congresswoman Betty McCollum on March 29, 2018. The idea is to introduce her to the work that we do across the state. On page two of your handout packet is your invitation. If you are interested in attending, please let me know.

5. Governor’s Housing Task Force will be holding a regional event in Austin – tentatively set for March 14, 2018. Once that date is set, we will be helping spread the word to get people there. They are looking for broad representation from across the region. I also testified at the task force meeting in St. Paul last week, talking about homeownership opportunities. Recommendations from the group are expected in early summer.

6. Minnesota Legislative Session started yesterday in St. Paul. Much of the session will be spent on federal tax conformity – working to align Minnesota with the federal tax changes. It is also a bonding year. I’ve had meetings with several of our area representatives and senators, and will likely be visiting them at the capitol during session as well.

7. President Trump has released his federal budget proposal. The budget proposal is a mix of good and bad for the work that we do. Head Start has a small increase. Homeless programs were held at current levels. On the down side, Energy Assistance, Weatherization and the Community Services Block Grant were eliminated. Housing programs at HUD, including rental assistance and development funds, have big cuts. The housing and grant programs out of USDA Rural Development were largely eliminated. The Supplemental Nutrition Assistance Program has big cuts proposed. Other programs that we don’t operate, but that are used by low-income residents have also been proposed to see elimination or deep cuts, including Medicaid, TANF, Social Services Block Grants, and legal services. This seems grim, but we should remember that this is just a proposal, and the spending bills come out of Congress, where there is a lot of bi-partisan support for many of these programs and initiatives. We will be working hard to let our elected officials know the importance of these programs to the people in our area. I will be visiting Senator Klobuchar, Senator Smith, Representative Lewis and Representative Walz at our national conference in DC in March.

8. Reminder: No board meeting in March. I will send an update via email.
*Policy Action Items
Consent Agenda

Jenny explained that the consent agenda is primarily made up of financials. Any board member can pull anything off the consent agenda before it goes through. Kindra is always at the board meetings if you have questions on the financials. We give you notice of the contracts, awards and contributions received. We also let you know if we don’t receive a grant we applied for. We show you what we are requesting or plan to submit. If we had any monitoring reports they would be included.

**Consent Agenda Items**
- January 2018 Financial Reports – Agenda packet pages 12 – 18
- January Credit Card Expenses Summary – **Share at meeting**

**Contracts, Awards & Contributions Received**
- Insty-Prints - $400- supplemental funding to provide volunteer transportation for low income individuals
- Minnesota Housing Finance Agency - $100,000 - Gap loans for qualified homebuyers

Not Received
- None

**Grants & Requests Submitted or to be Submitted**
- Wabasha-Kellogg Area Community Foundation - $3,000 - Funds to provide volunteer rides to low income families
- Plainview Area Foundation - $5,000 - Funds to provide volunteer rides to keep clients in their homes and communities
- The Henkel Foundation - $3,000 - Funds to provide volunteer rides to help keep clients in their homes and communities
- 4Imprint - Printed products to act as promotional items for volunteer driver recognitions
- Minnesota Housing Finance Agency - $30,000 - Funds to build housing capacity.
- Wabasha County Family Services Collaborative - $3,000 - funds to contribute to family housing stability

**Monitoring Visits & Reports**
- None

Heather Robins made a motion to approve the consent agenda, Brian Goihl seconded, motion unanimously approved. Brian Goihl added that the Wabasha County Family Services Collaborative met last week and approved an amount that was adjusted from $3,000 to $5,000. That will show in the report of the next board meeting.

On page 12, on the Operating Report, what is considered Management and General? Kindra explained that it includes corporate spending and CSBG (Community Services Block Grant) spending. CSBG is the grant we get that makes us a Community Action
Agency. Those funds are generally available for us to use as we see the need to meet our program needs and administer the agency. Those are not just used for admin costs, they are used mainly to support programs. Some of the primary uses of CSBG are the homeownership program and homeless programs that do not come in with much admin money attached to them. We use to support almost all of our programs in some way but they get lumped into Management and General because it is not categorized in another way.
What are Other Programs? Mainly contingency funds like the Wabasha County Family Services Collaborative that Brian was talking about, and also SNAP and MNSure that are administered by more than one department.
Under expenditures what are Other Costs? It is a catch all for things that are hard to classify in a meaningful way. An example would be bank fees – items that don’t fit in another category but are not big enough to record it by themselves. Kindra said she could bring a list of what goes into Other, but was told she did not need to.

*Individual Action Items*

A) Approval of Voter Registration Plan – Agenda packet pages 21 – 22

This is a proposed revision to the existing plan. In Minnesota, the Department of Human Services requires us to have a plan. Our plan was last approved in 2012 and referred to voter registration cards, now most of it happens online. We do not do any partisan activities. We simply give the public, staff, and clients access to register to vote. We ask people on our Energy Assistance application if they need information on how to register to vote. We ask in Head Start as well. It is part of what we do for all of our clients. We will be putting information on our website and social media accounts before elections. Our administrative staff can help anybody who needs assistance with registration. Ruth said they used to give voter registration information out at parent meetings.

Heather Robins made a motion to approve the Voter Registration Plan, Ruth Boudet seconded, motion unanimously approved.

B) Approval of Continuum of Care CoC Governance charter Agenda packet pages 23 – 38

Jennifer Prins, the Continuum of Care Coordinator is at a state wide meeting today. She provided the board with a nice summary memo on page 23. Three Rivers is the fiscal agent for the Continuum of Care which is the regional coordinating body for homeless programs. We are the governing body for HUD funds that are used to help people who are homeless or in danger of becoming homeless. These are the revisions to the Governance Charter. The biggest change is that they added a Coordinated Entry policy and procedure so there is basically one waiting list regionally for people who need assistance. Any agency in the region can screen and get people on the list. Based on priority, people are pulled off the joint list as programs and funding become available.
Dave Windhorst made a motion to approve the Continuum of Care Governance charter, Julie Steberg seconded, motion unanimously approved.

C) Resolution #2018-1 for the Regional Transit Coordinating Council Application – Agenda packet page 39

Jennifer Prins, our Planning Director, the primary staff working on this project. Since she is at another meeting, Amy Repinski gave an update. Amy explained this is to get all transportation providers and people who need transportation for their clients to come together and create a Regional Transit Coordinating Council. That includes private entities, public transit, charter, for hire, and anyone who could potentially provide transportation in the area. The goal is to come together, create consistencies and come up with a way for people to know all the transit options. The first year’s grant is a planning grant to set up the Council. Jennifer has a lot of experience with regional planning and coordination, particularly in her role as the CoC Coordinator, which is a regionally focused initiative for homeless issues. The MnDOT grant is for $75,000 with no match required. We will be using much of that to hire a consultant or short-term staff to work on this project. The proposed resolution changed slightly from the one sent in the packet. The change on the resolution was adding Jenny Larson as the person who can authorize an agreement. They want a minimum of four counties involved but overall they want all of Region Nine (southeast MN) involved and participating.

Dave Windhorst made a motion to approve Resolution #2018-1 for the Regional Transit Coordinating Council Application, Mark Thein seconded, motion unanimously approved.

D) Bank of Zumbrota - Corporate Resolution #2018-2 Update bank documents to add new officers and remove previous. Agenda packet pages 40 – 48

Because we have a change in officers, we need to change the bank documents.

Ruth Boudet made a motion to approve Corporate Resolution #2018-2 Update bank documents to add new officers and remove previous, Mark Thein seconded, motion unanimously approved.

E) Schedule of fees on retirement account – request for the board to deem reasonable. (American Funds Recordkeeping Direct Agreement agenda packet pages 49 – 61)

Kindra said we are required to have the board review the 403B fees of our agency retirement plan and approve. She said on pages 58 and 59 you will find Exhibit B: Fee Schedule. We are in the $5 million and over range so there are no fees to the agency for the retirement plan. You are approving participant fees for withdraws which are on the bottom of page 59. Those fees have not changed from last year.

Mark Thein made a motion to approve the Schedule of fees on retirement account, Heather Robins seconded, motion unanimously approved.
F) Authorize the acquisition of the single family property located at 709 4th Street SE, Rochester MN for up to $145,000 – Agenda packet page 62

Leah began by saying we will not be asking for action today, this will be an information item. We have been acquiring properties on this block over the last several years and renting them out. Once we purchase all, we plan to redevelop the site into a multi-family affordable housing project. We have been talking with the owner of this property and on Friday he decided he is not ready to sell. We will remain in communication with the owner. Ideally, we would purchase all the properties on the block. We hope by reaching out to the neighborhood and explaining what we are doing we will get the rest of the support we need.

Policy Discussion Items

A) Update on Spring Creek II, Northfield, MN – Agenda packet page 63

Leah said in 2008, the Northfield Housing and Redevelopment Authority (HRA) acquired a 14.4 acre site called Southbridge and engaged the community, funders and Three Rivers in a housing development planning process for the site. The site concepts created included single family housing units, workforce rental housing and affordable multifamily rental options for modest income families, with the overall goal of creating a mix of units that would meet the affordable housing needs of the community.

In 2013, Three Rivers developed Spring Creek Townhomes on the northeast side of the Southbridge site. This attractive 28 unit townhome development was designed to serve the growing need for large-family affordable rental housing in Northfield. The units were leased immediately after construction was complete and the property continues to maintain a waiting list. Last year, Spring Creek was home to nearly 50 children.

Over the last year, the Three Rivers Community Development team has been working with the Northfield HRA to create a plan to develop the remaining 12 acres of the Southbridge site. Due to the success of the original Spring Creek project, the HRA has requested that Three Rivers explore the idea of creating a Spring Creek II project to the west of the existing Spring Creek Townhomes and has hired ISG to create several different site concept plans for Southbridge that would incorporate this project.

In addition, the local Community Action Center has expressed interest in partnering with Three Rivers to include supportive housing units with on-site services for homeless families.

We had a conversation with Rice County HRA and we are hopeful we may be able to secure some project based section 8 vouchers.
The Development team is currently working with the HRA and ISG to finalize a site concept and engaging in planning discussions with support service providers, the HRA and other local partners. By March, 2018 the Development team will develop a draft project proforma and determine whether or not Spring Creek II is feasible.

It is anticipated that if Spring Creek II becomes a viable project, the Development Team will begin assembling an application for the competitive June 2018 Minnesota Housing Finance Agency Multifamily RFP.

B) By-laws Discussion

Every year in February, the board reviews and approves the by-laws. Jenny would like to get volunteers to be on a committee and take a deeper look at our by-laws. When the nominations committee met we had some questions regarding board representation. The committee would meet over several months and would bring their recommendations to the board. Meredith Erickson, Abdullah Hared, and Dave Windhorst volunteered to be on the committee.

C) Hiawathaland Public Transit Annual Report

Jenny said this is the first of our annual reports. Each department goes into an in depth overview of what they do and how the year went. These reports are in addition to any updates that departments bring to the monthly board meetings.

Amy had a power point presentation that will be posted on the board page of the Three Rivers website after the meeting. Three Rivers has been running transportation for almost 20 years. Our first bus was in 1998 in the community of Lake City. We provide curb to curb service. We have 85 transit staff and 50 vehicles and operate in more than 20 communities across four counties. 2017 brought us a Somali Travel Trainer, Saturday Service in Lake City, Saturday Service in Wabasha, Sunday Service in Red Wing, Early Morning Routes in Red Wing, and Evening Service in Northfield. We added Google transit, QR Code, videos/commercials, online trip requests, and Transit Heroes (transit staff and volunteers).

Amy reviewed the services we offer – communities and hours of service. She also described the volunteer driver program to cover needs not met by public transit. Amy was asked why Faribault and Northfield are not connected. We do want to connect those two communities and it has been on the radar for some time. There are two issues. One is we do not have hubs available to bring in extra buses. We have no place to align with the other buses. Secondly, we have no place for riders to park. The connection requires MnDOT funding as well.

Our buses are ADA compliant and each bus must have at least two wheelchair positions.

Amy reviewed the ridership growth over the years. In 2017, we gave 330,475 rides (not including Winona, which is a separate contract).
We have 4 transit facilities: Plainview Dispatch Center, Northfield Transit Garage, Red Wing Transit Garage, and Red Wing Transfer Hub and Park and Ride

We want our systems to mirror each other so if you use transit in one community it runs the same in another. Labels and signage are the same across the communities.

Short term goals
1. Heroes – Drivers and Volunteers Needed
2. Route Overhauls – As ridership increases, route stops have a lot more people. It takes longer to load and we have more people with wheelchairs which takes more time. Perhaps eliminate stops, add more, add more time at some.
3. Northfield Transfer Location – possible move to accommodate city’s long-term plans for a hub/transfer station
4. Zumbrota Storage Issues – need more space for vehicles
5. Red Wing Storage Facility – City of Red Wing has purchased a building we may be able to use. They would like to use our current facility for other city uses.
6. Volunteer HART Program Growth
7. App for the system so riders can see where the buses are
8. Routing Software is becoming obsolete and will need an upgrade
9. Winona Transit System – Bid in April
10. Plainview Facility – funded and will be built in 2018

Other Expansion Areas: Faribault Evening Hours, Faribault Saturday Hours, Faribault Sunday Hours, Northfield Sunday Service, Commuter Route between Northfield and Faribault, Carleton/St. Olaf needs, after school needs, pre-school needs

Amy was asked how Lonsdale is going. Really well. We average over five rides per hour. We bring more people into Northfield than service in the town. We service Dundas with Dial-a-Ride.

Amy reviewed long term goals of transit.

Galen asked if there were any questions and said the presentation was very good. David Windhorst said he has been on the transit advisory board a number of years and Amy has done a fantastic job.

Galen said he will want Jenny and Amy to come to one of their county work sessions to educate the rest of the commissioners on our work. Galen told the other Commissioners that they may want to do the same.

Advisory Committees

A) Head Start Policy Council – Minutes from January 16, 2018 included in agenda packet on pages 64 – 72. Next meeting is on March 20, 2018

Alicia could not be here today. Everyone had the minutes.
Strategic Planning: No update

Comments: Galen asked Jenny to share her contact information with the board. This summer, we will plan a site visit for the Board. We will meet in the Faribault office, ride the bus, and visit a housing project. Donna will survey the board to find a date.

Date, Time and Location of Next Meeting: There will NOT be a meeting in March. The next meeting will be 9:00 a.m., April 18, 2018 in the Zumbrota office conference room.

Adjournment: Ruth Boudet made a motion to adjourn the meeting, Mark Thein seconded, motion unanimously approved.

Chair

Date

February 21, 2018