

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION  
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA  
AUGUST 19, 2020**

**ROLL CALL**

**PRESENT:** Commissioners Scudder, Halbert, Eisenbraun, Podhradsky, and DuBray\*.

**ABSENT:** None.

**ALSO PRESENT:** Doug Wells – Executive Director, Robert Slanina – Controller\*, Troy Fenenga – I.T. Specialist, Sergeant Darren Soucy – Rapid City Police Department.

\* Participated via GoToMeeting conference call.

**APPROVAL OF AGENDA**

Chairman Scudder entertained a motion for approval of the agenda. Commissioner Eisenbraun so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

**APPROVAL OF MINUTES.** The Executive Director pointed out an error in the minutes that needed to be corrected. Chairman Scudder entertained a motion for approval of the minutes of the regular Board meeting of July 15, 2020, with the noted correction. Commissioner Podhradsky so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

**APPROVAL OF EXPENDITURES.** Chairman Scudder asked if there were any questions on the expenditures. Hearing none, she entertained a motion for approval. Commissioner Podhradsky so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

**Financial reports.** The Board reviewed the financial reports. Controller Slanina explained the investment transactions.

**DISCUSSION ITEMS**

**(A) Resident Selection Plan Revisions** – The Executive Director stated that these Resident Selection Plans were for PCHRC properties other than Public Housing properties. He stated that the revisions were not being made to change policy, but rather to add required language related to fair housing and provision of Social Security numbers; and also to revise wording regarding screening criteria to coincide with the language used in the Public Housing Admissions and Continued Occupancy Policy. He explained the five plans being revised were identical, except

for the sections relating to the Student Rule and bedroom sizes available at each property. Chairman Scudder asked if there were any questions on the proposed revisions. Hearing none, she entertained a motion for approval of the revised Resident Selection Plans. Commissioner Eisenbraun so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

**(B) Resolution No. 912 – Authorization of Banking Signers** –The Executive Director stated that with the election of new officers at the last meeting, new bank signers needed to be authorized. Chairman Scudder entertained a motion for approval of Resolution No. 912. Commissioner Podhradsky so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

**(C) Parking Lot Improvement Bids** – The Executive Director stated that this project was for work at Jackson Heights Apartments. Chairman Scudder asked if the project was budgeted. The Executive Director stated that it was budgeted under the Capital Fund Program. Chairman Scudder entertained a motion for acceptance of the low bid of \$69,300.00 from C Eagle Construction. Commissioner Eisenbraun so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

**(D) Software Proposal Upgrade – Application and Waiting List Management** – The Executive Director stated that this was budgeted last year but the upgrades were not purchased because the cost far exceeded what was budgeted. He stated that the reason the cost was so high, was that the application software was only sold as part of a larger package that included tenant management software. He stated that the application software was now being made available separately and staff would like to move forward with the upgrade. He explained that the current software worked fine for accepting applications but was not integrated with the main property management software being used and was not capable of generating reports needed to manage and report on applicants. He requested approval to move forward with evaluation of the proposed software and implement the upgrades if it meets expectations. Discussion followed on the need for and cost of the upgrades. Chairman Scudder entertained a motion to authorize staff to move forward with the upgrade. Commissioner Podhradsky so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

**(E) Lead-Based Paint Testing Proposals** – The Executive Director stated that the PCHRC was having problems getting required environmental reviews for planned modernization work. He stated that the reviews needed to be signed by the City of Rapid City, and that they were requiring the PCHRC to have its Public Housing properties tested for lead-based paint. He stated that the properties were tested many years ago and up until now that testing had been adequate for the environmental reviews, but different people are doing the reviews and they are not comfortable with what was done. He stated that the issue is a lack of clearance testing documentation. He stated that there were records of initial testing and abatement work that was done, but no clearance testing. He stated that he did not know if the testing standards had

changed, the testing was done improperly, or if the clearance testing was lost over the years, but the City had the right to require them. He stated that the PCHRC sought proposals for testing, but only one firm responded. He stated that since this would be a sole-source procurement a cost analysis would have to be completed to determine that the cost is reasonable. He stated that the proposed cost includes per unit cost for inspections and per unit cost for assessment should lead paint be found. He stated that the total units required for these items may vary from the proposal, so the contract would be structured to be adjusted to the actual units required. He stated that staff could reissue the Request for Proposals in hopes of getting more responses, but construction work was at a standstill until the testing was completed. Discussion followed on the testing requirements and cost. Chairman Scudder entertained a motion to award the contract for lead-based paint testing, pending receipt of all required documentation and negotiation of the scope of work and contract. Commissioner Eisenbraun so moved; seconded by Commissioner Podhradsky. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.**

### **OLD BUSINESS**

**(A) Update on COVID-19 Response** – The Executive Director stated that PCHRC offices were still closed to the public, community rooms remained closed, inspections were only being done for unoccupied units, and only limited maintenance was being performed in occupied units. He stated that HUD had announced that they would be resuming REAC inspections in October. He stated that the office was operating pretty well utilizing mail, email, and the internet, but he was concerned that maintenance would have a significant backlog once they resumed inspections and routine maintenance in occupied units. He stated that the eviction moratorium passed by congress had expired, but the PCHRC had not started issuing termination notices. He stated that 43 tenants were two or more months behind on their rent and staff was reaching out to those tenants to try to set up payment agreements to avoid termination of their lease. He stated that staff was not yet sure how or when to proceed with getting back to normal operations but felt that it made sense to see if COVID cases increased with the Sturgis Rally, Central States Fair and the start of school. Discussion followed with the Board agreeing that the PCHRC should be cautious in re-opening normal operations.

### **NEW BUSINESS**

No new business was brought before the Board.

### **MONTHLY REPORTS AND INFORMATIONAL ITEMS**

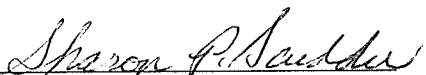
The Board reviewed and discussed the monthly reports. Sergeant Soucy noted that the Police patrols of PCHRC properties were down the past few months. He stated that they have been very busy, but he hoped the patrols would be back on schedule next month. The Executive Director stated that he was seeing an increase in reported problems in PCHRC properties. Sergeant Soucy stated that this was a City wide, not just in PCHRC properties.

**ITEMS FROM THE PUBLIC**


None

**ADJOURNMENT**

With no further action before the Board, Chairman Scudder entertained a motion for adjournment. Commissioner Podhradsky so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners DuBray, Halbert, Eisenbraun, Podhradsky, and Scudder. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 4:50 PM.

  
Sharon Scudder, Chairman

(SEAL)  
ATTEST

  
Douglas D. Wells, Executive Director