

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION  
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA  
JANUARY 19, 2022**

**ROLL CALL**

**PRESENT:** Commissioners Hadcock\*, Halbert, and Little Bear

**ABSENT:** Commissioners Eisenbraun and Rossknecht

**ALSO PRESENT:** Bryan Achbach – Executive Director, Robert Slanina – Controller, Troy Fenenga – I.T.

\* Participated via GoToMeeting conference call.

**APPROVAL OF AGENDA**

Chairman Hadcock so moved to approve the agenda; seconded by Commissioner Little Bear. **VOTING AYE by Roll Call Vote; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

**APPROVAL OF MINUTES**

Commissioner Little Bear entertained a motion for approval of the minutes of the regular Board meeting of December 15, 2021. Commissioner Halbert so moved; seconded by Chairman Hadcock. **VOTING AYE by Roll Call Vote; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

**ITEMS FROM THE PUBLIC**

No items from the public

**APPROVAL OF EXPENDITURES**

Commissioner Little Bear asked the Executive Director to clarify for the Board what service the Housing Authority receives from Yardi Systems, Inc. The Executive Director advised that Yardi Systems, Inc. provides the management, compliance, accounting, maintenance, and inspection software along with cloud storage the Housing Authority requires to administer the rental assistance programs it offers. Chairman Hadcock made a motion to approve expenditures; seconded by Commissioner Little Bear. **VOTING AYE by Roll Call Vote; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

**REVIEW OF FINANCIAL AND INVESTMENT REPORTS**

The Board reviewed the financial reports for all projects and programs. After being asked by Chairman Hadcock for clarification on why some investments are identified as “Dain Raucher on

Account”, the Controller explained that these funds are being held in a money market account until such time when desirable investments could be made. The Executive Director took up the conversation and stated that the budgets, overall, were within a couple of percentage points of where they should be. He further advised that staff routinely meets the Thursday prior to every Regular Board meeting to intentionally discuss budgets.

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

The Board reviewed and discussed the monthly reports.

The Executive Director advised the Board that he has submitted the PHA Plan to HUD.

The Executive Director advised that it was his intention to bring to the Board a draft version of a Request for Proposal for financing for the new development by the next Board meeting.

The Executive Director stated that he would once again bring to the Board draft versions of program/property budgets for further discussion prior to approval in March.

The Executive Director advised that the only item that needs to be done before the end of the fiscal year is to have the Board approve the remaining Job Classifications.

### **DISCUSSION ITEMS**

**(A) Approve award of contract for Full Professional Design Services to Upper Deck** – The Executive Director stated that the contract being presented for Board approval is for full professional design services. He advised that these services would include full plans and contract management. Chairman Hadcock noted that there was some uncertainty concerning if the sewer was going to need extending. The Executive Director responded that there could potentially be infrastructure money available to complete this work if needed. Chairman Hadcock made a motion to approve the award of contract for Full Professional Design Services to Upper Deck; seconded by Commissioner Halbert. **VOTING AYE by Roll Call Vote; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

**(B) Draft Budget Discussion – Public Housing AMP 11, Public Housing AMP 16, and Central Administration** – The Executive Director stated to the Board that these budgets being presented were in Draft form. He advised that he will bring these budgets back to the Board for formal approval at a later time and will note any changes between the drafts and what will be submitted for approval. After giving a brief overview of the financial condition of the three properties, the Executive Director answered questions.

**(C) Resolution 928 – Write-off of Uncollectible Tenant Accounts Receivable** – The Executive Director stated that it was the process to bring to the Board once a quarter those accounts deemed uncollectible to better reflect a more accurate balance of the housing authority’s account receivables. Chairman Hadcock moved to pass Resolution 928; seconded by

Commissioner Halbert. **VOTING AYE by Roll Call Vote; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. RESOLUTION PASSED.**

**(D) Approval of Utility Allowances** - The Executive Director stated that HUD regulation requires that utility allowances for Public Housing and the Section 8 Housing Choice Voucher program be updated on an annual basis at a minimum. He further advised that the housing authority contracts with UAPro for consumption and rate data needed in the calculation of the utility allowances. Commissioner Halbert moved to approve Utility Allowances; seconded by Commissioner Little Bear. **VOTING AYE by Roll Call Vote; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

**OLD BUSINESS**

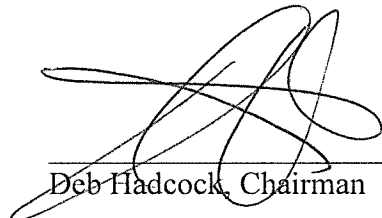
No Old Business.

**NEW BUSINESS**

No New Business.

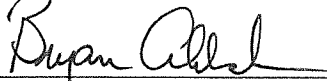
**ADJOURNMENT**

With no further action before the Board, Commissioner Halbert moved to adjourn the meeting; seconded by Commissioner Little Bear. **VOTING AYE by Roll Call Vote; Commissioners Hadcock, Halbert, and Little Bear. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 5:30 PM.



Deb Hadcock, Chairman

(SEAL)  
ATTEST



\_\_\_\_\_  
Bryan Achbach, Executive Director

