

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

**ROLL CALL**

**PRESENT:** Commissioners Hadcock (at 4:10 p.m.), Halbert, Little Bear, and Rossknecht

**ABSENT:** Commissioner Eisenbraun

**ALSO PRESENT:** Bryan Achbach – Executive Director, Rebecca Eisenbraun – Deputy Executive Director, Robert Slanina – Controller, Troy Fenenga – I.T., Jonathon Hinton – Construction/Modernization Coordinator, and DeShayne Hoag – Casey Peterson

\* Participated via GoToMeeting conference call.

**APPROVAL OF AGENDA**

Vice-Chairman Little Bear entertained a motion for approval of the agenda; Commissioner Rossknecht so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**APPROVAL OF MINUTES**

Vice-Chairman Little Bear entertained a motion for approval of the minutes of the regular Board meeting of September 21, 2022. Commissioner Halbert so moved; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**ITEMS FROM THE PUBLIC**

During this part of the meeting, the Executive Director introduced to the Board five employees of the housing authority who had been hired since December of 2021. Board members engaged with the employees in conversation in each of their roles and responsibilities with the housing authority.

**APPROVAL OF EXPENDITURES**

Chairman Hadcock took leadership of the meeting at this point. Following an opportunity for Board members to inquire about expenditures on the list, Chairman Hadcock entertained a motion for approval of the expenditures; Commissioner Little Bear so moved; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

## **REVIEW OF FINANCIAL AND INVESTMENT REPORTS**

The Board reviewed the financial reports for all projects and programs with the Controller and Executive Director.

## **MONTHLY REPORTS AND INFORMATIONAL ITEMS**

The Board reviewed and discussed the monthly reports.

The Executive Director advised that he was optimistic that the housing authority would get more interest in the Request for Proposal (RFP) for consulting services for Asset Repositioning. He stated that the RFPs are due on November 1, 2022.

The Executive Director stated that the housing authority is receiving public comments on the PHA Plan in preparation for the November and December meetings.

The Executive Director advised attendees of the meeting that Chairman Hadcock had been honored by the Colton Derr Foundation with the Battle Buddy Award for her service to the foundation.

## **DISCUSSION ITEMS**

**(A) Presentation of Fiscal Year End March 31, 2022, Audit Report** – DeShayne Hoag, an Income Partner with Casey Peterson, LTD presented to Board members the annual audit completed for Fiscal Year End March 31, 2022. She presented a presentation and facilitated conversation with the Board on specific financial measures. She advised that while the audit reflected no material weakness or significant deficiencies related to the audit of the financial statements, there was a finding concerning material weakness over the deficiency in internal control over compliance. Specifically, she stated that the finding was related to Housing Quality Standard requirements in the Section 8 program. The Executive Director explained to Board members that this was the same deficiency he noted earlier as part of the SEMAP submittal. Board members engaged in questions and conversation with Ms. Hoag. The Executive Director explained to Board members that he was asking the Board to make a motion to accept the audit. Chairman Hadcock entertained a motion to accept the Fiscal Year End March 31, 2022, Audit Report. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(B) North Pointe Apartments – Contract Award Decision** – The Executive Director advised that bids for the construction of North Pointe were in the Board packet for review. He further stated that based on these bids and the current terms offered by the bank, he was unable to recommend awarding the contract for construction. He shared with Board members the term sheet offered along with an updated proforma of the new project. He advised that the negative cash flow was reason for his recommendation to delay. He stated that in the last thirteen months interest rates have risen from 3.5% to 6.5% and construction costs have increased 16% and

because of these two uncontrollable factors, the project looked very good on paper a year ago when planning began. He concluded that when the housing authority sees one of the two factors improve, the housing authority is ready to move forward with the project. In the meantime, the housing authority will continue to protect and build upon its cash position. Chairman Hadcock entertained a motion to not award the contract for construction for North Pointe Apartments. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(C) Resolution No. 936 – 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 entertained a motion to adopt Resolution No. 936. Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION ADOPTED.**

**(D) Approve Budget Revision for Central Office** – The Executive Director advised that staff had recently been made aware that there was a plow which would be compatible with a 2020 1/2-ton Ram pickup owned by the housing authority. This was a change in what had been communicated to staff in the past. Based on this new information, the Executive Director requested that the Board approve a revision to the budget to allow for the purchase of the snowplow. Chairman Hadcock entertained a motion to approve a budget revision for Central Office. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(E) Approve award of bid for Administrative Vehicle** - The Executive Director advised that it was staff recommendation to award the bid for administrative vehicle purchase to Nelson Auto Center, Inc. for \$28,695.00. Chairman Hadcock entertained a motion to award the bid for purchase to Nelson Auto Center. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(F) Draft Budget Discussion – Section 8 Housing Choice Voucher, Sunny Haven Apartments, and Black Fox Manor** – The Executive Director and Board discussed the draft budgets for Section 8 Housing Choice Voucher program, Sunny Haven Apartments, and Black Fox Manor. The Executive Director and Controller answered questions from Board members. The Executive Director advised that he will be bringing these budgets back at a later time for the Board's approval.

#### **OLD BUSINESS**

No Old Business.

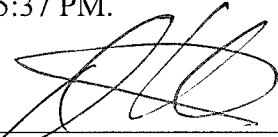
**NEW BUSINESS**

No New Business.

**ADJOURNMENT**


With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Little Bear so moved; seconded by Commissioner Halbert.

**VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 5:37 PM.



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Deb Hadcock, Chairman

(SEAL)  
ATTEST

  
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Bryan Achbach, Executive Director