

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION  
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA  
JANUARY 18, 2023**

**ROLL CALL**

**PRESENT:** Commissioners Hadcock, 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., and Jonathon Hinton – Construction/Modernization Coordinator

\* Participated via GoToMeeting conference call.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

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

**ITEMS FROM THE PUBLIC**

No Items from the Public

**APPROVAL OF EXPENDITURES**

Following an opportunity for Board members to inquire about expenditures on the list, Chairman Hadcock entertained a motion for approval of the expenditures; Commissioner Rossknecht so moved; seconded by Commissioner Little Bear. **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 Board members that compliance staff attended a training in preparation for a certification exam the week beginning, January 9.

The Executive Director stated that he, along with other supervisory staff, met with representatives of Dominion Due Diligence for a kickoff meeting. He further advised that staff was uploading requested documents, completing questionnaires, and scheduling a site visit so that the process of Phase I moves along quickly.

## DISCUSSION ITEMS

**(A) Award of Contract for Elevator Modernization and Budget Revision – Memorial Park Apartments** – The Executive Director and Board discussed the need to move forward with modernization work on the single, lone elevator at Memorial Park apartments. The Executive Director presented to Board members a tabulation of prices for the work from the three elevator companies with the capacity to complete the work. He advised that along with award of the contract, a revision to the budget would need to be approved. Board members discussed with the Executive Director the work to be performed as well as the budget ramifications. Chairman Hadcock entertained a motion for award of contract for elevator modernization and budget revision for Memorial Park apartments. Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(B) Resolution 938 – 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 for approval of Resolution 938 – Write-off of uncollectible tenant accounts receivable. Commissioner Rossknecht so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION PASSED.**

**(C) 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. Chairman Hadcock entertained a motion for approval of utility allowances. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(D) 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 directed Board members to review "Explanations and Calculations" for information on specific line items of the budgets. He advised that he would 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.

**OLD BUSINESS**

No Old Business.

**NEW BUSINESS**

No New Business.

**EXECUTIVE SESSION PER SDCL 1-25-2**

Moved by Commissioner Hadcock and seconded by Commissioner Little Bear to go into Executive Session pursuant to SDCL 1-25-2(1) to discuss personnel issues. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

The Board remained in Executive Session from 5:15 p.m. until 5:58 p.m. Moved by Commissioner Little Bear and seconded by Commissioner Rossknecht to come out of Executive Session. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**MOTION FROM EXECUTIVE SESSION**

Moved by Commissioner Little Bear and seconded by Commissioner Rossknecht to approve a salary adjustment for the Executive Director to \$94,382.40 effective January 1, 2023. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

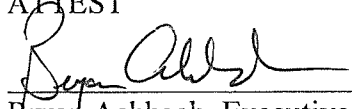
**ADJOURNMENT**

With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Rossknecht so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 6:00 PM.

  
\_\_\_\_\_  
Deb Hadcock, Chairman

(SEAL)

ATTEST

A handwritten signature in black ink, appearing to read "Bryan Achbach", written over a horizontal line.

Bryan Achbach, Executive Director