

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
APRIL 19, 2023**

ROLL CALL

PRESENT: Commissioners Halbert, Jones, and Little Bear

ABSENT: Commissioner Hadcock and Rossknecht

ALSO PRESENT: Bryan Achbach – Executive Director, Rebecca Eisenbruan – Deputy Executive Director, Robert Slanina – Controller, Jonathon Hinton – Construction/Modernization Coordinator, and Troy Fenenga – I.T.

* Participated via GoToMeeting conference call.

APPROVAL OF AGENDA

Vice Chairman Little Bear entertained a motion for approval of the agenda; Commissioner Jones so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Jones, and Little Bear. 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 March 15, 2023. Commissioner Jones so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Jones, and Little Bear. 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, Vice Chairman Little Bear made a motion for approval of the expenditures; seconded by Commissioner Jones. **VOTING AYE; Commissioners Halbert, Jones, 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 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 with the transition from one fiscal year to the next, staff was busy preparing for the annual audit, had completed staff evaluations and wage/salary adjustments, and was working on completion of the SEMAP submittal.

The Executive Director stated that he has had continuing communication the housing authority's point of contact at Dominion Due Diligence as work progresses on Phase 1. He further advised that it was his hope that Phase I could be wrapped up in either May or June.

DISCUSSION ITEMS

(A) Resolution No. 940 – 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. Vice-chairman Little Bear entertained a motion to adopt Resolution No. 940. Commissioner Halbert so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Halbert, Jones, and Little Bear. VOTING NAY; None. RESOLUTION ADOPTED.**

(B) Resolution No. 941 – Write-off of Uncollectible Participant Accounts Receivable for Section 8– The Executive Director advised that it was the process to bring to the Board once a year those accounts deemed uncollectible to better reflect a more accurate balance of the housing authority's account receivables for Section 8. Vice-chairman Little Bear entertained a motion to adopt Resolution No. 941. Commissioner Halbert so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Halbert, Jones, and Little Bear. VOTING NAY; None. RESOLUTION ADOPTED.**

(C) Approve award of contract for Summer Lawn Care Services – The Executive Director stated that staff were unsuccessful in finding more than one responsible contractor to bid the work of summer lawn care for the housing authority's properties. He recommended that the Board award the contract to Remboldt Lawn Services. Vice-Chairman Little Bear entertained a motion to approve award of contract for Summer Lawn Care Services to Remboldt Lawn Services. Commissioner Jones so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.**

(D) Approve award of contract for Lawn Fertilization and Weed Control – The Executive Director stated that staff were unsuccessful in finding more than one responsible contractor to propose the work of lawn fertilization and weed control for the housing authority's properties. Following answering Board member questions as to the cost of the contract, he recommended that the Board award the contract to TruGreen Chemlawn. Vice-Chairman Little Bear entertained a motion to approve award of contract for Lawn Fertilization and Weed Control to TruGreen Chemlawn. Commissioner Halbert so moved; seconded by Commissioner Jones.

VOTING AYE; Commissioners Halbert, Jones, 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, Vice Chairman Little Bear entertained a motion for adjournment. Commissioner Jones so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Jones, and Little Bear. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 5:01 PM.



Deb Haddock, Chairman

(SEAL)
ATTEST



Bryan Achbach, Executive Director

