

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
MAY 17, 2023**

ROLL CALL

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

ABSENT: Commissioner Jones

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

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 April 19, 2023. 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

Residents Marlene Althaus and Susan Farr from Memorial Park Apartments asked the Board for an update on the modernization of the elevator and clarification on how the property was developed. The Executive Director presented that update and clarification.

APPROVAL OF EXPENDITURES

Following an opportunity for Board members to inquire about expenditures on the list, Chairman Hadcock entertained a motion for approval of expenditures. Commissioner Halbert 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 stated that he has had continuing communication with the housing authority's point of contact at Dominion Due Diligence as work finishes on Phase 1. He further advised that the consultant was working to complete the final report and that there would be an in-person presentation to the Board on findings and recommendations.

The Executive Director advised that he had been in informal communication with a point of contact at Black Hills Community Bank concerning future development at Champion Drive. He stated that these conversations should continue as there could be a good chance this project will become part of the repositioning conversation.

The Executive Director stated that the annual audit begins next week with auditors on-site to complete their fieldwork. He further advised that Mr. Slanina spends many hours at the office, after hours, in preparation for the audit so that there are few to no issues. The Executive Director expressed his gratitude to Mr. Slanina.

The Executive Director advised that while nothing official has been communicated by HUD, he believes that Section 8 HAP budget authority for calendar year 2023 will be \$9,387,583.00. This would be in line with his previous assumptions regarding this year's funding level. He cautioned that he was remaining somewhat skeptical until official correspondence is received from HUD.

The Executive Director stated that he would be absent from the office the week of May 22.

DISCUSSION ITEMS

(A) Resolution No. 942 – Approving Section 8 Management Assessment Program – The Executive Director stated that it was the process and requirement to bring to the Board once a year a resolution whereby the Board approves the Section 8 Management Assessment Program Certification for the previous fiscal year end. He further presented to Board members each of the performance indicators by which the housing authority's Section 8 Housing Choice Voucher program is measured. Chairman Hadcock entertained a motion to adopt Resolution No. 942. Commissioner Rossknecht so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION ADOPTED.**

(B) Approve award of contract for Parking Lot Maintenance – The Modernization/Construction Coordinator advised Board members that the scope of work for the contract was parking lot re-sealing and striping at multiple housing authority locations. Commissioner Rossknecht asked if there was any other interest in the job from other contractors. The Executive Director advised that the job was posted on C.I.C. but it was the assumption of staff that contractors are already busy with other work. Chairman Hadcock entertained a motion

to approve award of contract for Parking Lot Maintenance to Dakota Asphalt, LLC. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(C) Approve Housing Authority By-law Review – The Executive Director stated that the housing authority’s By-laws have not been updated since 2004. He continued that if the housing authority is going to be required to create an LLC or sister nonprofit as part of repositioning, we should make sure the documents of the housing authority are in proper order. He advised that there were a few areas of the document needing edits. He further stated to the Board that because there are many State statues governing housing authorities, he wished to be allowed to enter into an agreement with the housing authority’s attorney for updated By-laws. He concluded that any final By-laws would be presented to the Board for approval. Chairman Hadcock entertained a motion to approve the housing authority By-law review. Commissioner Little Bear so moved: seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

OLD BUSINESS

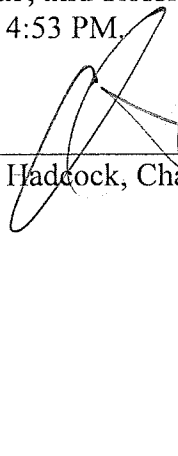
No Old Business.

NEW BUSINESS

No New Business

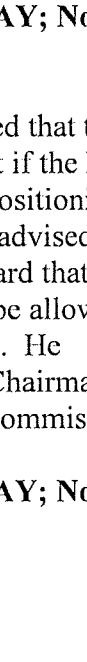
ADJOURNMENT

With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Little Bear so moved; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 4:53 PM.



Deb Hadcock, Chairman

(SEAL)
ATTEST



Bryan Achbach, Executive Director

