

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
DECEMBER 15, 2023**

ROLL CALL

PRESENT: Commissioners Jones, Little Bear, and Rossknecht

ABSENT: Commissioners Hadcock and Halbert

ALSO PRESENT: Bryan Achbach – Executive Director, Rebecca Eisenbraun – 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 Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

PUBLIC HEARING OF 2024 PHA PLAN

Moved by Commissioner Rossknecht; seconded by Commissioner Jones to hold the public hearing for the 2024 PHA Plan. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

The public hearing began at 4:02 p.m. There were no representatives of the public with comments on the 2024 PHA Plan.

Moved by Commissioner Rossknecht; seconded by Commissioner Jones to end the public hearing for the 2024 PHA Plan. **VOTING AYE; Commissioners Jones, 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 November 15, 2023. Commissioner Jones so moved; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Jones, 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, Vice-Chairman Little Bear entertained a motion for approval of expenditures. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(A) 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 the monthly reports and informational items.

The Executive Director advised that he had negotiated payment terms for relocation services that satisfied the housing authority's attorney.

The Executive Director stated that he was beginning to discuss the strategy for a RAD application now that the Section 18 application was far along in the process.

The Executive Director advised that the housing authority's annual audit had been accepted by HUD/REAC.

DISCUSSION ITEMS

(A) Approval of 2024 PHA Plan – The Executive Director and Board discussed the PHA Plan one final time. Additionally, the Executive Director advised that the necessary verbiage has been added for any potential future Asset Repositioning and changes for HOTMA. Vice-Chairman Little Bear entertained a motion for approval of the 2024 PHA Plan. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(B) Approval of 2024 Capital Fund 5 Year Plan – The Executive Director and Board discussed the Capital Fund 5 Year Plan one final time. Vice-Chairman Little Bear moved to approve the 2024 Capital Fund Plan; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(C) Resolution 947 – Civil Rights Certification - The Executive Director stated that as part of the PHA Plan process, he was asking to renew the required civil rights certification. Vice-Chairman Little Bear entertained a motion for approval of Resolution 947. Commissioner Jones so moved; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION PASSED.**

(D) Resolution 948 – Certification of Compliance with PHA Plans and Related Regulations – The Executive Director stated that as part of the PHA Plan process, the Housing Authority is required to pass a resolution certifying its compliance with the PHA Plan and related regulations. Vice-Chairman Little Bear moved to approve Resolution 948; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION PASSED.**

(E) Fiscal Year End March 31, 2025, Operating Budget – Sunny Haven Apartments – The Executive Director stated that the budget being presented to the Board for approval reflects a negative cash flow because management desired to complete further modernization work at the property. He further advised that the project has reserves to support the negative cash flow. Vice-Chairman Little Bear entertained a motion for approval of the Fiscal Year End March 31, 2025, Operating Budget – Sunny Haven Apartments. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(F) Award of Contract – Highrise Mechanical Modernization Project – The Construction/Modernization Coordinator advised Board members on the scope of work and answered questions. Vice-Chairman Little Bear moved to approve the award of contract for highrise mechanical modernization project; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(G) Approval of Succession Plan for Agency Controller – The Executive Director stated that he had been advised that the current Controller will be retiring sometime in early calendar year 2025. The Executive Director further stated that it was his recommendation that an additional FTE be temporarily authorized so that proper training could take place over the next year. Vice-Chairman Little Bear entertained a motion for approval of the succession plan for agency Controller, authorizing an additional FTE for the accounting department. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(F) 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

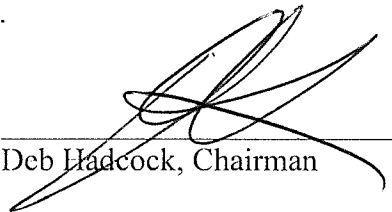
EXECUTIVE SESSION PER SDCL 1-25-2

The Board made no motion to go into Executive Session per SDCL 1-25-2. This will be an agenda item at the regular meeting in January, 2024.

ADJOURNMENT

With no further action before the Board, Vice-Chairman Little Bear entertained a motion for adjournment. Commissioner Jones so moved; seconded by Commissioner Rossknecht.

VOTING AYE; Commissioners Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED. The meeting adjourned at 5:25 PM.



Deb Hadcock, Chairman

(SEAL)
ATTEST



Bryan Achbach, Executive Director