

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION  
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA  
OCTOBER 16, 2024**

**ROLL CALL**

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

**ABSENT:** Commissioner Halbert

**ALSO PRESENT:** Bryan Achbach – Executive Director, Rebecca Eisenbraun – Deputy Executive Director, Robert Slanina – Controller, Jenise Higaki – Accountant, Jonathon Hinton – Construction/Modernization Coordinator, Troy Fenenga – I.T., Lt. Darren Soucy\* - RCPD, and Denetta Horan – Casey Peterson

\* Participated via GoToMeeting conference call.

**APPROVAL OF AGENDA**

Chairman Hadcock entertained a motion to approval of the agenda; Commissioner Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Jones, 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 September 18, 2024, and September 20, 2024. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, 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, Chairman Hadcock entertained a motion for approval of expenditures. Commissioner Little Bear so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, 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 the monthly reports and informational items.

The Executive Director advised that he had had an opportunity to meet with the resident advisory panel on October 10, 2024, to discuss the PHA Plan.

The Executive Director stated that only just now the housing authority was reaching a point where the open work orders are at a level seen pre-COVID pandemic.

## DISCUSSION ITEMS

**(A) Presentation of Fiscal Year End March 31, 2024, Audit Report** - Denetta Horan, a Certified Public Accountant with Casey Peterson, LTD presented to Board members the annual audit completed for Fiscal Year End March 31, 2024. She presented 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 and there were no findings concerning material weakness concerning deficiency in internal control over compliance. Board members engaged in questions and conversation with Ms. Horan. 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, 2024, Audit Report. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(B) Resolution No. 958 – 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. 958. Commissioner Little Bear so moved; seconded by Commissioner Jones **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION ADOPTED.**

**(C) Resolution No. 959 – 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 quarter those accounts deemed uncollectible to better reflect a more accurate balance of the housing authority's account receivables for Section 8. Chairman Hadcock entertained a motion to adopt Resolution No. 959. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION ADOPTED.**

**(D) Award of Bid for Office Expansion Project at Jackson Heights Highrise** – The Executive Director advised Board members that it was staff's recommendation along with the architect's, Uda Architecture Design, to award the office expansion contract to the low bidder, Fuller Construction. He further stated that staff was recommending not awarding the alternate bid. Chairman Hadcock entertained a motion to award the contract for office expansion, base

bid, at Jackson Heights Highrise to Fuller Construction in the amount of \$173,200.00. Commissioner Jones so moved; seconded by Commissioner by Little Bear. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(E) Award of Bid for Snow Removal – All Properties** – The Executive Director stated that only one contractor submitted prices for the upcoming winter season for snow removal. He advised that Black Hills Preservation is offering to do snow removal for the same prices from last year. He further advised that it was his recommendation to award the contract to Black Hills Preservation. Chairman Hadcock entertained a motion to award the contract for snow removal (all properties) to Black Hills Preservation. Commissioner Rossknecht so moved; seconded by Commissioner by Little Bear. **VOTING AYE; Commissioners Hadcock, Jones, 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

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

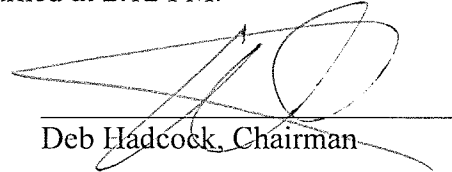
Moved by Commissioner Little and seconded by Commissioner Jones to go into Executive Session pursuant to SDCL 1-25-2(1) to discuss the qualifications, competence, performance, and character of an employee. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

The Board remained in Executive Session from 1:39 p.m. until 2:11 p.m. Moved by Commissioner Little Bear and seconded by Commissioner Jones to come out of Executive Session. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**No formal action was taken following Executive Session**


**ADJOURNMENT**

With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Little Bear so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 2:12 PM.



Deb Hadcock, Chairman

(SEAL)  
ATTEST



Bryan Achbach, Executive Director