

MINUTES
SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
BOARD OF COMMISSIONER'S MEETING
SDHDA CONFERENCE ROOM
Telephonic
December 10, 2015

Board Members Present: Lloyd Schipper, Chairman
David Pummel, Vice Chair (joined at 10:01 am)
Brent Dykstra, Treasurer
Bill Hansen, Commissioner
Rick Hohn, Commissioner

Board Members Absent: Mark Puetz, Commissioner
Steve Kolbeck, Commissioner

Staff Present: Mark Lauseng, Executive Director
Todd Hight, Director of Finance and Administration
Vona Johnson, Director of Rental Housing Management
Lorraine Polak, Director of Rental Housing Development
Mike Harsma, Director of Single Family Development
Amanda Weisgram, Director of Research and Marketing
Sheila Ricketts, Marketing/Executive Assistant

Guests Present: Dixie Hieb, Davenport, Evans, Hurwitz & Smith, Counsel to
SDHDA

I. CALL TO ORDER, ROLL CALL, CONFLICTS OF INTEREST

The meeting was called to order at 10:00 a.m. and roll was called. No conflicts of interest were noted.

II. APPROVAL OF AGENDA

It was moved by Commissioner Dykstra and seconded by Commissioner Hansen that the Agenda be adopted as amended, but reserving the right to make further changes during the meeting.

Via roll call vote, the following votes were recorded:
Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen and Hohn.
Excused: Commissioners Kolbeck, Puetz and Pummel.

Commissioner Pummel joined the meeting.

III. APPROVAL OF MINUTES

It was moved by Commissioner Hohn and seconded by Commissioner Dykstra that the Minutes of the Board of Commissioners' Meeting held on November 17, 2015, be adopted as presented.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen, Hohn and Pummel.

Excused: Commissioner Kolbeck and Puetz.

IV. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lauseng reported that action would be taken on the Mead Culture Center as soon as the applicant completes the survey. He also stated that staff is in the planning stages of setting up a meeting with developers to discuss implementing passive house standards into developments and reviewing the Housing Tax Credit Allocation Draft Plan.

V. OLD BUSINESS

A. Resolution No. 15-12-101: Resolution to Approve Housing Tax Credit Program Waiver Request for Meadowlawn Plaza

After review and discussion, it was moved by Commissioner Hohn and seconded by Commissioner Hansen that the above Resolution be adopted as follows:

WHEREAS, per Resolution No. 15-11-70, Meadowlawn Plaza, LLC (Owner) received a Reservation of Housing Tax Credits (HTC) for Meadowlawn Plaza;

WHEREAS, the HTC Qualified Allocation Plan requires that certain Carryover documentation, including a housing tax credit syndication agreement and documentation of the ten percent test must be provided to SDHDA by December 31, 2015;

WHEREAS, Owner has requested an extension, to complete and submit the housing tax credit syndication agreement and documentation of the ten percent test until December 31, 2016; and

WHEREAS, SDHDA staff has recommended that the syndication agreement deadline be extended to April 1, 2016, and the ten percent test deadline be extended to November 1, 2016; and

WHEREAS, the federal requirements allow such extensions;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves extending the housing tax credit syndication agreement deadline until April 1, 2016, and extending the ten percent test deadline until November 1, 2016, and the Executive Director is authorized to notify Owner that if the remaining Carryover documentation is submitted to the satisfaction of SDHDA, a Carryover Allocation Agreement may be issued for the housing tax credits originally reserved or in an amount determined to be financially necessary by SDHDA.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen, Hohn and Pummel.

Excused: Commissioners Kolbeck and Puetz.

B. Resolution No. 15-12-102: Resolution to Approve Housing Tax Credit Program Waiver Request for Westwood Apartments

After review and discussion, it was moved by Commissioner Pummel and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, per Resolution No. 14-05-28, Westwood Limited Partnership (Owner) received a Reservation of Housing Tax Credits (HTC) for Westwood Apartments;

WHEREAS, the HTC Qualified Allocation Plan requires that 10% of total project costs be expended and documented by December 31, 2015;

WHEREAS, Owner has requested an extension of the documentation of the 10% expenditure deadline to June 30, 2016; and

WHEREAS, the federal requirements allow such an extension;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the extension request, and the Executive Director is authorized to notify Owner that if the remaining Carryover documentation is submitted to the satisfaction of SDHDA, a Carryover Allocation Agreement may be issued for the housing tax credits originally reserved or in an amount determined to be financially necessary by SDHDA.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen, Hohn and Pummel.

Excused: Commissioners Kolbeck and Puetz.

C. Resolution No. 15-12-103: Resolution to Approve Housing Tax Credit Program Waiver Request for Yankton Heights Apartments

After review and discussion, it was moved by Commissioner Hansen and seconded by Commissioner Hohn that the above Resolution be adopted as follows:

WHEREAS, per Resolution No. 14-05-30, Yankton Heights Limited Partnership (Owner) received a Reservation of Housing Tax Credits (HTC) for Yankton Heights Apartments;

WHEREAS, the HTC Qualified Allocation Plan requires that 10% of total project costs be expended and documented by December 31, 2015;

WHEREAS, Owner has requested an extension of the documentation of the 10% expenditure deadline to June 30, 2016; and

WHEREAS, the federal requirements allow such an extension;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the extension request, and the Executive Director is authorized to notify Owner that if the remaining Carryover documentation is submitted to the satisfaction of SDHDA, a Carryover Allocation Agreement may be issued for the housing tax credits originally reserved or in an amount determined to be financially necessary by SDHDA.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen, Hohn and Pummel.

Excused: Commissioners Kolbeck and Puetz.

VI. NEW BUSINESS

A. Resolution No. 15-12-104: Resolution to Commit HOME Program Funds under the Security Deposit Assistance Program for Mitchell Area Safehouse

After review and discussion, it was moved by Commissioner Dykstra and seconded by Commissioner Pummel that the above Resolution be adopted as follows:

WHEREAS, the following HOME Program application was received for the Security Deposit Assistance Program (SDAP) set-aside; and

WHEREAS, the required documentation has been reviewed and evaluated, and the Applicant has agreed to comply with all HOME requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a conditional commitment of HOME funds from the SDAP set-aside for the following:

<u>APPLICANT</u>	<u>SECURITY DEPOSIT ASSISTANCE PROGRAM AMOUNT</u>
Mitchell Area Safehouse	\$5,000

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen, Hohn and Pummel.

Excused: Commissioners Kolbeck and Puetz.

B. Resolution No. 15-12-105: Resolution to Approve Forgiveness of Debt for Meadowlands Apartments HOME Loan

After review and discussion, it was moved by Commissioner Hansen and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, the South Dakota Housing Development Authority (SDHDA) previously made a loan totaling \$71,000 under the HOME Investment Partnership Program to Lutheran Housing Corporation/Meadowlands for the Meadowlands Apartments located in Viborg, South Dakota, in December of 1999;

WHEREAS, the property has suffered ongoing substantial vacancies and cash flow problems for many years;

WHEREAS, the current outstanding HOME debt on the property is \$51,200;

WHEREAS, the Owner has an offer on the property and wishes to accept it, but the offer is less than the outstanding debt on the property; and

WHEREAS, Owner has requested that SDHDA forgive up to \$32,590 of the HOME Loan;

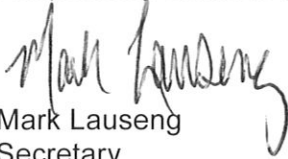
NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the request, and the Executive Director is authorized to forgive up to \$32,590 in HOME debt on Meadowlands Apartments in Viborg and to satisfy the lien against the property upon receipt of the remaining balance of \$18,610.

Via roll call vote, the following votes were recorded:
Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen, Hohn and Pummel.
Excused: Commissioners Kolbeck and Puetz.

VII. DATE OF NEXT MEETING AND ADJOURNMENT

The next Board of Commissioners' Meeting has not been scheduled. It was moved by Commissioner Dykstra and seconded by Commissioner Hohn that the meeting adjourn. The meeting adjourned at 10:33 a.m.

Respectfully submitted,



Mark Lauseng
Secretary