

**MINUTES**  
**SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY**  
**BOARD OF COMMISSIONER'S MEETING**  
**SDHDA CONFERENCE ROOM**  
**Telephonic**  
**November 12, 2014**

**Board Members Present:** Lloyd Schipper, Chairman (via telephone)  
David Pummel, Vice Chair (via telephone)  
Linda Barker, Commissioner (via telephone) (joined at 2:05 pm)  
Brent Dykstra, Commissioner (via telephone)  
Bill Hansen, Commissioner (via telephone)  
Steve Kolbeck, Commissioner (via telephone)  
Mark Puetz, Commissioner (via telephone)

**Board Members Absent:** None

**Staff Present:** Mark Lauseng, Executive Director  
Brent Adney, Director of Homeownership Programs  
Vona Johnson, Director of Rental Housing Management  
Lorraine Polak, Director of Rental Housing Development  
Mike Harsma, Director of Single Family Development  
Chas Olson, Housing Development Officer  
Sheila Ricketts, Marketing/Executive Assistant

**Guests Present:** Tom Caine, Caine Mitter & Associates (via telephone)

**I. CALL TO ORDER**

The meeting was called to order at 2:02 P.M. and roll was called.

**II. APPROVAL OF AGENDA**

It was moved by Commissioner Pummel and seconded by Commissioner Kolbeck that the Agenda be adopted as presented, but reserving the right to make changes during the meeting. The motion carried unanimously.

**III. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lauseng reported that SDHDA's Annual Conference that was held on October 28-29 had another great year. He thanked the members of the Board of Commissioners who attended the conference and also thanked the members for their support throughout the year. He also stated that he attended a Ribbon Cutting at Brandon Heights Apartments in Brandon. Executive Director Lauseng reported the conversion to Idaho Housing and Finance Association as Master Servicer for the First-time Homebuyer Program has gone smoothly so far and that there appears to be more lenders interested in the program since the change was announced.

#### **IV. OLD BUSINESS**

Commissioner Barker joined the meeting.

**A. Resolution No. 14-11-77: Resolution to Approve the 2015 Annual Action Plan**

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

WHEREAS, Title 24, Code of Federal Regulations, Part 91, requires that an Annual Action Plan be adopted for the Community Planning and Development Programs;

WHEREAS, on September 8, 2014, the Board of Commissioners approved the Draft 2015 Annual Action Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, as required by Federal Regulations, a Public Hearing was held on October 8, 2014, and comments received at the Public Hearing and during the public comment period, which ended October 17, 2014, were summarized and considered;

NOW, THEREFORE, BE IT RESOLVED that the 2015 Annual Action Plan, dated November 12, 2014, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to submit the 2015 Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) and, upon notification of approval, distribute it to the public.

Via roll call vote, the motion carried unanimously.

**B. Resolution No. 14-11-78: Resolution to Approve the 2015-2016 HOME Program Allocation Plan**

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

WHEREAS, Title 24, Code of Federal Regulations, Part 92, requires that a HOME Program Allocation Plan be adopted;

WHEREAS, on September 8, 2014, the Board of Commissioners approved the Draft 2015-2016 HOME Program Allocation Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, as required by Federal Regulations, a Public Hearing was held on October 8, 2014, and comments received at the Public Hearing and during the public comment period, which ended October 17, 2014, were summarized and considered;

NOW, THEREFORE, BE IT RESOLVED that the 2015-2016 HOME Program Allocation Plan, dated November 12, 2014, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to distribute it to the public.

Via roll call vote, the motion carried unanimously.

**C. Resolution No. 14-11-79: Resolution to Approve the 2015-2016 Housing Tax Credit Qualified Allocation Plan (QAP) and Submit it to the Governor for Approval**

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

WHEREAS, Section 42 of the Tax Reform Act of 1986, as amended, requires that a Housing Tax Credit Qualified Allocation Plan be adopted;

WHEREAS, on September 8, 2014, the Board of Commissioners approved the Draft 2015-2016 Housing Tax Credit Qualified Allocation Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, required by Federal Regulations, a Public Hearing was held October 8, 2014, and comments received at the Public Hearing and during the public comment period, which ended October 17, 2014, were summarized and considered;

NOW, THEREFORE, BE IT RESOLVED that the 2015-2016 Housing Tax Credit Qualified Allocation Plan, dated November 12, 2014, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to submit the 2015-2016 Qualified Allocation Plan to the Governor for approval and, upon notification of approval, distribute it to the public.

Via roll call vote, the motion carried unanimously.

**D. Resolution No. 14-11-80: Resolution to Approve South Dakota Housing Opportunity Fund Allocation Plan**

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

WHEREAS, SDHDA is responsible for the administration of the Housing Opportunity Fund in accordance with SDCL 11-13;

WHEREAS, SDHDA is responsible for the development of the South Dakota Housing Opportunity Fund Allocation Plan;

WHEREAS, on September 8, 2014, the Board of Commissioners approved the Draft Housing Opportunity Fund Allocation Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, a Public Hearing was held on October 8, 2014, and comments received at the Public Hearing and during the public comment period, which ended October 17, 2014, were considered;

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunity Fund Allocation Plan, dated November 12, 2014, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to distribute it to the public.

Via roll call vote, the motion carried unanimously.

**E. Resolution No. 14-11-81: Resolution to Approve the Citizen Participation Plan**

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

WHEREAS, Federal Regulations require a Citizen Participation Plan be adopted relative to the Consolidated Plan and Annual Performance Reporting processes;

WHEREAS, on September 8, 2014, the Board of Commissioners approved the Draft Citizen Participation Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, as required by Federal Regulations, a Public Hearing was held on October 8, 2014, and the public comment period ended October 17, 2014. No comments were received;

NOW, THEREFORE, BE IT RESOLVED that the Citizen Participation Plan, dated November 12, 2014, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to distribute it to the public.

Via roll call vote, the motion carried unanimously.

**F. Resolution No. 14-11-82: Resolution to Approve 2015-2016 Emergency Solutions Grants Program Administrative Plan**

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

WHEREAS, Title 24, Code of Federal Regulations, Parts 91 and 576, outline the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments;

WHEREAS, on September 8, 2014 the Board of Commissioners approved the Draft 2015-2016 Emergency Solutions Grants Program Administrative Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, a Public Hearing was held on October 8, 2014, and the public comment period ended October 17, 2014. No comments were received;

NOW, THEREFORE, BE IT RESOLVED that the 2015-2016 Emergency Shelter Grants Program Administrative Plan dated November 12, 2014, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to distribute it to the public.

Via roll call vote, the motion carried unanimously.

**G. Resolution No. 14-11-83: Resolution to Commit HOME Program Funds for Madison Park Townhomes**

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

WHEREAS, per Resolution 14-05-21, a Reservation in the amount of \$685,000 was previously awarded to the following HOME Applicant;

WHEREAS, the Applicant has agreed to comply with all HOME requirements; and

WHEREAS, the environmental review has been completed and the required documentation has been received;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a Commitment of HOME Funds for the following:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>GENERAL POOL HOME AMOUNT</u>
Vermillion Madison Park Apartments, LLC	Madison Park Townhomes Vermillion, SD	\$685,000

Via roll call vote, the motion carried unanimously.

**H. Resolution NO. 14-11-84: Resolution to Commit HOME Program Funds for Whisper Rock Apartments**

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

WHEREAS, per Resolution 14-05-29, a Reservation in the amount of \$685,000 was previously awarded to the following HOME Applicant;

WHEREAS, the Applicant has agreed to comply with all HOME requirements; and

WHEREAS, the environmental review has been completed and the required documentation has been received;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a Commitment of HOME Funds for the following:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT NAME</u>	<u>GENERAL POOL HOME AMOUNT</u>
Whisper Rock Limited Partnership	Whisper Rock Apartments Rapid City	\$685,000

Via roll call vote, the motion carried unanimously.

**V. NEW BUSINESS**

**A. Resolution No. 14-11-85: Resolution to Commit HOME Program Funds under the Security Deposit Assistance Program for Huron Housing and Redevelopment Authority**

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 commitment of HOME funds from the SDAP set-aside for the following:

<u>APPLICANT</u>	<u>SECURITY DEPOSIT ASSISTANCE PROGRAM AMOUNT</u>
Huron Housing and Redevelopment Authority	\$25,000

Via roll call vote, the motion carried unanimously.

**B. Resolution No. 14-11-86: 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 Puetz and seconded by Commissioner Kolbeck 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 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	\$15,600

Via roll call vote, the motion carried unanimously.

**C. Resolution No. 14-11-79: Resolution to give Authority to the Executive Director to make the Decision to Self Report to the SEC on the MCDC**

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

WHEREAS, SDHDA Bond Underwriters have self-reported disclosure issues with SDHDA Bond issues to the SEC;

WHEREAS, the disclosure issues were not, in the Authorities opinion, material items; and

WHEREAS, the deadline to self-report is December 1, 2014;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to make the decision as to whether SDHDA will self-report or not self-report.

Via roll call vote, the motion carried unanimously.

**VI. DATE OF NEXT MEETING AND ADJOURNMENT**

The next Board of Commissioners' Meeting has not been scheduled. It was moved by Commissioner Pummel and seconded by Commissioner Puetz that the meeting adjourn. The meeting adjourned at 2:35 PM.

Respectfully submitted,

  
Mark Lauseng

Secretary