

MINUTES
SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
BOARD OF COMMISSIONER'S MEETING
SDHDA CONFERENCE ROOM
Telephonic
January 17, 2018

Board Members Present: David Pummel, Chairman
Brent Dykstra, Vice-Char
Bill Hansen, Treasurer
Scott Erickson, Commissioner
Rick Hohn, Commissioner
Steve Kolbeck, Commissioner
Mark Puetz, Commissioner

Board Members Absent: None.

Staff Present: Mark Lauseng, Executive Director
Brent Adney, Director of Homeownership Programs
Todd Hight, Director of Finance and Administration
Lorraine Polak, Director of Rental Housing Development
Tasha Jones, Director of Rental Housing Management
Amanda Weisgram, Director of Marketing and Research
Sheila Ricketts, Marketing/Executive Assistant

Guests Present: Dixie Hieb, Davenport, Evans, Hurwitz & Smith, Counsel to SDHDA
Gary Petersen, Cornerstone Bank
Pete Fullerton, Cornerstone Bank
Evan Ingebrightson, Cornerstone Bank
Mike McMunigal, Cornerstone Bank
McChelle Lang, Cornerstone Bank
Tim Barbetta, Cornerstone Bank
Adam Eben, Cornerstone Bank
Lon Hawley, Cornerstone Bank
Molly Jackson, Cornerstone Bank
Dick Groeger, Benchmark Mortgage
Steve Remington, Benchmark Mortgage
Joe Sheehan, Benchmark Mortgage

I. CALL TO ORDER/CONFLICTS OF INTEREST

The meeting was called to order at 10:00 a.m. and roll was called. Chairman Pummel called for conflicts at interest and none were noted.

II. APPROVAL OF AGENDA

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

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

III. APPROVAL OF MINUTES

It was moved by Commissioner Kolbeck and seconded by Commissioner Puetz that the Minutes of the Board of Commissioners' Meeting held on November 21, 2017, be adopted as presented.

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

IV. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lauseng stated that SDHDA personnel will attend the Sioux Empire Home Show in Sioux Falls, February 23rd – 25th and the Black Hills Home Show in Rapid City, March 9th – 10th. He mentioned SDHDA, along with the Governor's Office of Economic Development, will host public meetings across the state to take comments on the allocation plans of our development programs. Meetings will be held in Rapid City on February 12, Pierre on February 13, Aberdeen on February 14 and Sioux Falls on February 20. Executive Director Lauseng is watching six bills brought to session by the Summer Legislative study.

V. OLD BUSINESS

A. Resolution No. 18-01-01: Resolution to Approve SDHDA Participating Lender Eligibility Requirements Waiver Request for Benchmark Mortgage

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

WHEREAS, per Resolution No. 17-11-60, the First-Time Homebuyer program has an eligibility criteria for new participating lenders as of December 1, 2017;

WHEREAS, Benchmark Mortgage (Applicant) has submitted an application to become an SDHDA Participating Lender; and

WHEREAS, the Applicant has requested a waiver of the following SDHDA Participating Lender Eligibility Requirement: Lender shall have either (1) operated a mortgage origination office in South Dakota for 3 years prior to applying to be an SDHDA Lender or (2) operated a mortgage origination office in South Dakota for 2 years and employ staff with experience originating/processing/underwriting SDHDA loans;

NOW, THEREFORE, BE IT RESOLVED that the waiver is hereby approved for Benchmark Mortgage.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

B. Resolution No. 18-01-02: Resolution to Deny Housing Trust Fund Funds for OSLH Pine Ridge Governor's House Renovation

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

WHEREAS, per Resolution 16-11-76, staff were authorized to continue working with Oglala Sioux (Lakota) Housing with respect to its application for funding under the 2016-2017 Housing Trust Fund Allocation Plan; and

WHEREAS, the following application has been reviewed and evaluated in accordance with the 2016-2017 Housing Trust Fund Allocation Plan;

NOW, THEREFORE, BE IT RESOLVED that the application for Housing Trust Fund funds be denied for:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT/LOCATION</u>
Oglala Sioux (Lakota) Housing	OSLH Governor's House Renovation Pine Ridge, SD

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

C. Resolution No. 18-01-03: Resolution to approve the West Region Joint Venture Agreement to Perform Section 8 Program Contract Services on a Regional and/or National Basis

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

follows:

WHEREAS, per Resolution No. 99-08-58, the South Dakota Housing Development Authority (SDHDA) was authorized to perform the Performance-Based Contract Administration (PBCA) services with the U.S. Department of Housing and Urban Development (HUD);

WHEREAS, SDHDA anticipates HUD will solicit competitive offers and award contracts under full and open competition to perform services on a regional and national basis;

WHEREAS, the States comprising the HUD West Region, namely the States of Arizona, California, Colorado, Idaho, Montana, North Dakota, Oregon, South Dakota, Washington and the city of Reno, Nevada, have formed a collaborative ("West Region Collaborative") for the purpose of submitting successful offers to HUD to perform services on a regional and national basis;

WHEREAS, SDHDA wishes to be included in the formation of the West Region Collaborative and to be a party to the Joint Venture Agreement; and

WHEREAS, the aforementioned States now propose to enter into the Performance Based Contract Administration ("PBCA") West Region Joint Venture Agreement ("Joint Venture Agreement") setting forth terms and conditions for formulation of offers responsive to HUD solicitations; performance of contract administrator services and division of responsibility; and appealing, protesting, or otherwise opposing PBCA awards for regional or national contracts for HUD's solicitation;

NOW, THEREFORE, BE IT RESOLVED that SDHDA is authorized to be a party to the West Region Collaborative;

BE IT FURTHER RESOLVED that the Executive Director of SDHDA is hereby authorized to execute the Joint Venture Agreement and to agree to those amendments to the Joint Venture Agreement as he deems necessary to achieve its purpose.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

VI. NEW BUSINESS

A. Resolution No. 18-01-04: Resolution to Commit HOME Program Funds under the Security Deposit Assistance Program for Aberdeen Housing Authority

After review and discussion, it was moved by Commissioner Puetz and seconded by Commissioner Dykstra 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>
Aberdeen Housing Authority	\$25,000

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

B. Resolution No. 18-01-05: Resolution to Approve Updated Employee Handbook

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

WHEREAS, the Board has reviewed the proposed changes to the Employee Handbook as presented;

NOW, THEREFORE, BE IT RESOLVED that the SDHDA Employee Handbook be amended to reflect the changes presented.

Via roll call vote, the following votes were recorded:
Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, 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 Kolbeck and seconded by Commissioner Dykstra that the meeting adjourn. The meeting adjourned at 10:46 a.m.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

Respectfully submitted,



Mark Lauseng
Secretary