

MINUTES
SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY
BOARD OF COMMISSIONER'S MEETING
SDHDA CONFERENCE ROOM
Telephonic
March 29, 2016

Board Members Present: Lloyd Schipper, Chairman
David Pummel, Vice Chair
Brent Dykstra, Treasurer
Bill Hansen, Commissioner
Rick Hohn, Commissioner
Steve Kolbeck, Commissioner
Mark Puetz, Commissioner

Board Members Absent: None.

Staff Present: Mark Lauseng, Executive Director
Todd Hight, Director of Finance and Administration
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
Amanda Weisgram, Director of Research and Marketing
Sheila Ricketts, Marketing/Executive Assistant

Guests Present: Dixie Hieb, Davenport, Evans, Hurwitz & Smith, Counsel to SDHDA
Jen Oscarson, Midwest Housing Equity Group

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

The meeting was called to order at 9:59 a.m. and roll was called. No conflicts of interest with respect to the current Agenda were noted.

II. APPROVAL OF AGENDA

It was moved by Commissioner Dykstra and seconded by Commissioner Kolbeck 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, Hohn, Kolbeck, Pummel 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 March 9, 2016, be adopted as presented.

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

IV. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lauseng reported that the Homeownership Department has had a great couple of months as they have had high numbers for February and March. He also said the Management Department has been busy implementing the 811 Program. Executive Director Lauseng stated Governor's House sales remain strong. He mentioned that SDHDA is in the process of strategic planning with new programs being introduced.

V. OLD BUSINESS

A. Resolution No. 16-03-16: Resolution to Approve the 2016 Annual Action Plan

After review and discussion, it was moved by Commissioner Puetz and seconded by Commissioner Dykstra 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 February 17, 2016, the Board of Commissioners approved the Draft 2016 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 March 9, 2016, and comments received at the Public Hearing and during the public comment period, which ended March 21, 2016, were summarized and considered;

NOW, THEREFORE, BE IT RESOLVED that the 2016 Annual Action Plan, dated March 29, 2016, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to submit the 2016 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 following votes were recorded:
Voting AYE: Chairman Schipper, Commissioners Dykstra, Hansen, Hohn, Kolbeck, Pummel and Puetz.

B. Resolution No. 16-03-17: Resolution to Approve the 2016-2017 HOME Program Allocation Plan

After review and discussion, it was moved by Commissioner Hansen and

seconded by Commissioner Dykstra 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 February 17, 2016, the Board of Commissioners approved the Draft 2016-2017 HOME Program Allocation Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, required by Federal Regulations, a Public Meeting was held on March 9, 2016, and comments received at the Public Meeting and during the public comment period, which ended March 21, 2016, were summarized and considered;

NOW, THEREFORE, BE IT RESOLVED that the 2016-2017 HOME Program Allocation Plan, dated March 29, 2016, 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 following votes were recorded:

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

C. Resolution No. 16-03-18: Resolution to Approve the 2016-2017 Housing Tax Credit Qualified Allocation 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, Section 42 of the Tax Reform Act of 1986, as amended, requires that a Housing Tax Credit Qualified Allocation Plan be adopted;

WHEREAS, on February 17, 2016, the Board of Commissioners approved the Draft 2016-2017 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 Meeting was held March 9, 2016, and comments received at the Public Meeting and during the public comment period, which ended March 21, 2016, were summarized and considered;

NOW, THEREFORE, BE IT RESOLVED that the 2016-2017 Housing Tax Credit Qualified Allocation Plan, dated March 29, 2016, is hereby adopted; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to submit the 2016-2017 Qualified Allocation Plan to the Governor for approval and, upon notification of approval, distribute it to the public.

Via roll call vote, the following votes were recorded:

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

D. Resolution No. 16-03-19: Resolution to Approve the South Dakota Housing Opportunity Funds Allocation 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, 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 February 17, 2016, 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 Meeting was held on March 9, 2016, and comments received at the Public Meeting and during the public comment period, which ended March 21, 2016, were considered;

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunity Fund Allocation Plan, dated March 29, 2016, 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 following votes were recorded:

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

E. Resolution No. 16-03-20: Resolution to Approve the Citizen Participation Plan

After review and discussion, it was moved by Commissioner Hohn and seconded by Commissioner Pummel 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 February 17, 2016, the Board of Commissioners approved the Draft Citizen Participation Plan and authorized the Executive Director to make it available for public comment;

WHEREAS, as required by Federal Regulations, a Public Meeting was held on March 9, 2016, and no public comments were received at the Public Meeting or during the public comment period, which ended March 21, 2016; and

WHEREAS, the U.S. Department of Housing and Urban Development released a memo on March 14, 2016, outlining new requirements for the Citizen Participation Plan to account for the Assessment of Fair Housing; these changes have been incorporated;

NOW, THEREFORE, BE IT RESOLVED that the Citizen Participation Plan, dated March 29, 2016, 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 following votes were recorded:

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

F. Resolution No. 16-03-21: Resolution to Approve the 2016-2017 Emergency Solutions Grants Program Administrative Plan

After review and discussion, it was moved by Commissioner Hansen and seconded by Commissioner Pummel 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 February 17, 2016, the Board of Commissioners approved the Draft 2016-2017 Emergency Solutions Grants Program Administrative Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, a Public Meeting was held on March 9, 2016, and comments received at the Public Meeting were summarized and considered during the public comment period, which ended March 21, 2016;

NOW, THEREFORE, BE IT RESOLVED that the 2016-2017 Emergency Solutions Grants Program Administrative Plan dated March 29, 2016, 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 following votes were recorded:

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

G. Resolution No. 16-03-22: Resolution to Approve the 2016-2017 Housing Trust Fund Allocation Plan

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

WHEREAS, Title I of the Housing and Economic Recovery Act of 2008, requires that the Housing Trust Fund Allocation Plan be adopted;

WHEREAS, on February 17, 2016, the Board of Commissioners approved the Draft 2016-2017 Housing Trust Fund Allocation Plan and authorized the Executive Director to make it available for public comment; and

WHEREAS, required by Federal Regulations, a Public Meeting was held on March 9, 2016, and comments received at the Public Meeting and during the public comment period, which ended March 21, 2016, were summarized and considered;

NOW, THEREFORE, BE IT RESOLVED that the 2016-2017 Housing Trust Fund Allocation Plan, dated March 29, 2016, 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 following votes were recorded:

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

H. Resolution No. 16-03-23: Resolution to Reserve Additional Housing Tax Credits for Arbor Ridge Senior Apartments

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

WHEREAS, per Resolution No. 15-11-60, Housing Tax Credits were previously awarded to the following Applicant; and

WHEREAS, Applicant's written request for additional Housing Tax Credits has been reviewed and evaluated in accordance with the 2015-2016 Housing Tax Credit Qualified Allocation Plan;

NOW, THEREFORE BE IT RESOLVED that based on information provided in the written request, a Conditional Reservation and Binding Commitment Agreement offering a Reservation of additional Housing Tax Credits be forwarded to the following Applicant, and that upon satisfaction of all conditions, additional Housing Tax Credits be allocated to:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT/LOCATION</u>	<u>TAX CREDITS</u>
Sioux Falls Senior Apartments IV Limited Partnership	Arbor Ridge Senior Apartments Sioux Falls, SD	\$3,130

BE IT FURTHER RESOLVED that the Reservation of \$3,130 be made available first from any remaining 2015 Housing Tax Credits and any Housing Tax Credits returned, recaptured, or otherwise made available after this date.

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

I. Resolution No. 16-03-24: Resolution to Commit HOME Program Funds for Arbor Ridge Senior Apartments

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

WHEREAS, per Resolution 15-11-60, 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 initiated and all of the required documentation has been received, with the exception of the match documentation;

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/LOCATION</u>	<u>HOME FUNDS GENERAL POOL</u>
Sioux Falls Senior Apartments IV Limited Partnership	Arbor Ridge Senior Apartments Sioux Falls, SD	\$685,000

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

J. Resolution No. 16-03-25: Resolution to Reserve Additional Housing Tax Credits for Brandon Heights II Apartments

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

WHEREAS, per Resolution No. 15-11-61, Housing Tax Credits were previously awarded to the following Applicant; and

WHEREAS, Applicant's written request for additional Housing Tax Credits has been reviewed and evaluated in accordance with the 2015-2016 Housing Tax Credit Qualified Allocation Plan;

NOW, THEREFORE BE IT RESOLVED that based on information provided in the written request, a Conditional Reservation and Binding Commitment Agreement offering a Reservation of additional Housing Tax Credits be forwarded to the following Applicant, and that upon satisfaction of all conditions, additional Housing Tax Credits be allocated to:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT/LOCATION</u>	<u>TAX CREDITS</u> <u>NON-PROFIT</u>
Brandon Heights II Limited Partnership	Brandon Heights II Apartments Aberdeen, SD	\$1,169

BE IT FURTHER RESOLVED that the Reservation of \$1,169 be made available first from any remaining 2015 Housing Tax Credits and any Housing Tax Credits returned, recaptured, or otherwise made available after this date.

Via roll call vote, the following votes were recorded:

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

K. Resolution No. 16-03-26: Resolution to Reserve Additional Housing Tax Credits for Central Villas

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

WHEREAS, per Resolution No. 15-11-62, Housing Tax Credits were previously awarded to the following Applicant; and

WHEREAS, Applicant's written request for additional Housing Tax Credits has been reviewed and evaluated in accordance with the 2015-2016 Housing Tax Credit Qualified Allocation Plan;

NOW, THEREFORE BE IT RESOLVED that based on information provided in the written request, a Conditional Reservation and Binding Commitment Agreement offering a Reservation of additional Housing Tax

Credits be forwarded to the following Applicant, and that upon satisfaction of all conditions, additional Housing Tax Credits be allocated to:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT/LOCATION</u>	<u>TAX CREDITS</u>
Central Villas Limited Partnership	Central Villas Aberdeen, SD	\$3,093

BE IT FURTHER RESOLVED that the Reservation of \$3,093 be made available first from any remaining 2015 Housing Tax Credits and any Housing Tax Credits returned, recaptured, or otherwise made available after this date.

Via roll call vote, the following votes were recorded:

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

L. Resolution No. 16-03-27: Resolution to Commit HOME Program Funds for Central Villas

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

WHEREAS, per Resolution 15-11-62, a Reservation in the amount of \$731,582 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 initiated 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/LOCATION</u>	<u>HOME FUNDS</u> <u>GENERAL POOL</u>
Central Villas Limited Partnership	Central Villas Aberdeen, SD	\$731,582

Via roll call vote, the following votes were recorded:

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

M. Resolution No. 16-03-28: Resolution to Commit HOME Program Funds for Technology Heights Apartments

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

WHEREAS, per Resolution 15-11-75, a Reservation in the amount of \$1,110,000 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 initiated 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/LOCATION</u>	<u>HOME FUNDS CHDO SET-ASIDE AMOUNT</u>
Technology Heights Apartments Limited Partnership	Technology Heights Apartments Sioux Falls, SD	\$1,110,000

Via roll call vote, the following votes were recorded:

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

VI. DATE OF NEXT MEETING AND ADJOURNMENT

The next Board of Commissioners' Meeting is scheduled for April 22 at 10:00 a.m. It was moved by Commissioner Puetz and seconded by Commissioner Hansen that the meeting adjourn. The meeting adjourned at 10:36 a.m.

Respectfully submitted,



Mark Lauseng
Secretary