

**MINUTES**  
**SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY**  
**BOARD OF COMMISSIONER'S MEETING**  
**SDHDA CONFERENCE ROOM**  
**March 1, 2022**

**Board Members Present:** Bill Hansen, Chairman  
Scott Erickson, Vice-Chairman  
Preston Steele, Treasurer  
Steve Kolbeck, Commissioner  
Mark Puetz, Commissioner

**Board Members Absent:** Rick Hohn, Commissioner  
David Pummel, Commissioner

**Staff Present:** Lorraine Polak, Executive Director  
Brent Adney, Director of Homeownership Programs  
Mike Harsma, Director of Single Family Development  
Todd Hight, Director of Finance and Administration  
Tasha Jones, Director of Rental Housing Management  
Chas Olson, Director of Rental Housing Development  
Amanda Weisgram, Director of Marketing and Research  
Sheila Olson, Marketing/Executive Assistant  
Dawn Boyle, CES Housing Assessment Specialist  
Amy Eldridge, Housing Development Officer  
Sarah Frost, CES Housing Assessment Specialist  
DeNeil Hosman, Housing Development Officer  
Doug Mahowald, Network Administrator (via telephone)  
Travis Dammann, Business Analyst (via telephone)  
Andy Fuhrman, Construction Management Officer (via telephone)  
Scott Rounds, Housing Development Officer (via telephone)

**Guests Present:** Dixie Hieb, Davenport, Evans, Hurwitz & Smith, Counsel to SDHDA  
Kent Hagg, Whiting, Hagg, Hagg, Dorsey & Hagg, LLP  
Tara Engquist, Eide Bailly (via telephone)

**I. CALL TO ORDER/CONFLICTS OF INTEREST**

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

**II. PUBLIC COMMENT**

Kent Hagg with Whiting, Hagg, Hagg, Dorsey & Hagg, LLP addressed the payment due from Cheyenne Pass Development Company, Inc. in respect to The Estates at Cheyenne Pass.

**III. APPROVAL OF AGENDA**

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

Via voice vote, the following votes were recorded:  
Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele  
Excused: Commissioners Hohn and Pummel

#### **IV. APPROVAL OF MINUTES**

It was moved by Commissioner Steele and seconded by Commissioner Puetz that the Minutes of the Board of Commissioners' Meeting held on January 21, 2021, be adopted as presented.

Via voice vote, the following votes were recorded:  
Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele  
Excused: Commissioners Hohn and Pummel

#### **V. TREASURER'S REPORT**

Todd Hight, Director of Finance, presented the Treasurer's Report; Statement of Net Position dated December 31, 2021 and the Statement of Revenues, Expenses and Changes in Net Position for the six months ending December 31, 2021. It was moved by Commissioner Erickson and seconded by Commissioner Steele that the Treasurer's Report be accepted as presented.

Via voice vote, the following votes were recorded:  
Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele  
Excused: Commissioners Hohn and Pummel

#### **VI. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Polak reported SDHDA hired Dawn Boyle and Sarah Frost to fill positions for Coordinated Entry System Housing Assessment Specialists. She stated staff attended the Sioux Empire Home Show February 25-27, 2022 and staff will attend the Black Hills Home Builders Home Show March 25-27, 2022. Executive Director Polak reported Senate Bill 53 and 65 went to the House Appropriations with the recommendation to not pass and now they will go to the house floor. She stated \$300,000 Coronavirus Relief Fund funds will be returned; \$78 million Emergency Rental Assistance round one funds have been returned; and \$10.5 million Emergency Rental Assistance round two funds have been expended so far with funding being available until September of 2025. Executive Director Polak reported a press release for the Homeowner Assistance Fund was sent out and the program will be available for homeowners coming out of forbearance.

#### **VII. PROGRAM REPORTS**

The Program Reports were given by Directors and discussed with the Board.

#### **VIII. OLD BUSINESS**

**A. Resolution No. 22-03-02: Resolution to Approve and Authorize Release of the Draft Amended 2021 Annual Action Plan for Public Comment**

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 2018-2022 Five-Year Consolidated Housing and Community Development Plan (Consolidated Plan) has previously been approved by the U.S. Department of Housing and Urban Development (HUD);

WHEREAS, annually HUD requires an action plan with respect to the Consolidated Plan to enable the State to access the HOME, Emergency Solutions Grants, Housing Trust Fund and Community Development Block Grant Program funds;

WHEREAS, the Board adopted the 2021 Annual Action Plan per Resolution No. 21-04-14; and

WHEREAS, substantial amendments to the 2021 Annual Action Plan have been incorporated in the Draft Amended 2021 Annual Action Plan to include projects selected for funding during the program year, the addition of the HOME – American Rescue Plan (ARP) Program Allocation Plan and other administrative updates;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft Amended 2021 Annual Action Plan dated March 1, 2022, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notice for a final 30-day comment period.

Via voice vote, the following votes were recorded:

Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele

Excused: Commissioners Hohn and Pummel

**IX. NEW BUSINESS**

**A. Resolution No. 22-03-03: Resolution to Approve and Authorize Release of the Draft 2022 Annual Action Plan for Public Comment**

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

WHEREAS, the 2018-2022 Five-Year Consolidated Housing and Community Development Plan (Consolidated Plan) has previously been approved by the U.S. Department of Housing and Urban Development (HUD);

WHEREAS, annually HUD requires an action plan with respect to the Consolidated Plan to enable the State to access the HOME, Emergency Solutions Grants, Housing Trust Fund and Community Development Block Grant Program funds; and

WHEREAS, the required public hearing has been held and public comments have been considered in formulating the Draft 2022 Annual Action Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft 2022 Annual Action Plan dated March 1, 2022, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notice for a final 30-day comment period.

Via voice vote, the following votes were recorded:

Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele

Excused: Commissioners Hohn and Pummel

**B. Resolution No. 22-03-04: Resolution to Approve and Authorize Release of the Draft 2022-2023 HOME Program Allocation Plan for Public Comment**

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

WHEREAS, SDHDA is responsible for the development of the HOME Program Allocation Plan; and

WHEREAS, the required public hearings have been held and public comments have been considered in formulating the Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft 2022-2023 HOME Program Allocation Plan dated March 1, 2022, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notice for a 30-day comment period.

Via voice vote, the following votes were recorded:

Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele

Excused: Commissioners Hohn and Pummel

**C. Resolution No. 22-03-05: Resolution to Approve and Authorize Release of the Draft 2022-2023 HOME–American Rescue Plan (ARP) Allocation Plan for Public Comment**

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

WHEREAS, SDHDA is responsible for the development of the HOME–American Rescue Plan (ARP) Allocation Plan; and

WHEREAS, the required public hearings have been held and public comments have been considered in formulating the Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft 2022-2023 HOME-ARP Allocation Plan dated March 1, 2022, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notice for a 30-day comment period.

Via voice vote, the following votes were recorded:

Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele

Excused: Commissioners Hohn and Pummel

**D. Resolution No. 22-03-06: Resolution to Approve and Authorize Release of the Draft 2022-2023 Housing Trust Fund Allocation Plan for Public Comment**

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

WHEREAS, the Housing Trust Fund (HTF) is an affordable housing production program established under Title I of the Housing and Economic Recovery Act of 2008;

WHEREAS, SDHDA is responsible for the development of the Housing Trust Fund Allocation Plan (Plan) for the State of South Dakota; and

WHEREAS the required public hearings have been held and public comments have been considered in formulating the Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft 2022-2023 Housing Trust Fund Allocation Plan dated March 1, 2022, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notice for a 30-day comment period.

Via voice vote, the following votes were recorded:

Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele

Excused: Commissioners Hohn and Pummel

**E. Resolution No. 22-03-07: Resolution to Approve and Authorize Release of the Draft 2022-2023 Housing Tax Credit Qualified Allocation Plan (QAP) for Public Comment**

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

WHEREAS, SDHDA is responsible for the development of the Housing Tax Credit Qualified Allocation Plan (QAP); and

WHEREAS, the required public hearings have been held and public comments have been considered in formulating the QAP;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft 2022-2023 Housing Tax Credit Qualified Allocation Plan dated March 1, 2022, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notice for a 30-day comment period.

Via voice vote, the following votes were recorded:

Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele

Excused: Commissioners Hohn and Pummel

**F. Resolution No. 22-03-08: Resolution to Approve and Authorize the Release of the Draft 2022-2023 South Dakota Housing Opportunity Fund Allocation Plan for Public Comment**

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

WHEREAS, per SDCL 11-13, SDHDA is responsible for the administration of the Housing Opportunity Fund and the development of the South Dakota Housing Opportunity Fund Allocation Plan (Plan); and

WHEREAS, public hearings have been held and public comments have been considered in formulating the Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft 2022-2023 South Dakota Housing Opportunity Fund Allocation Plan dated March 1, 2022, is hereby approved for public comment and the Executive Director is authorized to release the Plan for a 30-day comment period.

Via voice vote, the following votes were recorded:

Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele

Excused: Commissioners Hohn and Pummel

**G. Resolution No. 22-03-09: Resolution to Approve and Authorize the Release of the Draft 2022-2023 Emergency Solutions Grants Program Administrative Plan for Public Comment**

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

WHEREAS, SDHDA is responsible for the development of the Emergency Solutions Grants Program Administrative Plan (Plan) for the State of South Dakota; and

WHEREAS the required public hearings have been held and public comments have been considered in formulating the Plan;

NOW, THEREFORE, BE IT RESOLVED that the above referenced Draft 2022-2023 Emergency Solutions Grants Program Administrative Plan dated March 1, 2022, is hereby approved for public distribution, and the Executive Director is authorized to give the required public notice for a 30-day comment period.

Via voice vote, the following votes were recorded:  
Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele  
Excused: Commissioners Hohn and Pummel

**H. Resolution No. 22-03-10: Resolution to Conditionally Commit Housing Opportunity Fund Funds for Millard Acres Twin-Home**

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

WHEREAS, the following application has been reviewed and evaluated in accordance with the 2020-2021 Housing Opportunity Fund (HOF) Allocation Plan; and

WHEREAS, based on information provided, the Applicant is eligible to receive HOF funds and has agreed to comply with all HOF requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to issue a Conditional Commitment of HOF funds to the following Applicant:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT/ LOCATION</u>	<u>HOF URBAN DEVELOPMENT</u>
Habitat for Humanity of Greater Sioux Falls	Millard Acres Twin-home Sioux Falls, SD	\$100,000

Via voice vote, the following votes were recorded:  
Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele  
Excused: Commissioners Hohn and Pummel

**I. Resolution No. 22-03-11: Resolution to Conditionally Commit Housing Opportunity Fund Funds for SEDF Workforce Housing Program**

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

WHEREAS, the following application has been reviewed and evaluated in accordance with the 2020-2021 Housing Opportunity Fund (HOF) Allocation Plan; and

WHEREAS, based on information provided, the Applicant is eligible to receive HOF funds and has agreed to comply with all HOF requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to issue a Conditional Commitment of HOF funds to the following Applicant:

<u>OWNER/APPLICANT</u>	<u>DEVELOPMENT/ LOCATION</u>	<u>HOF URBAN DEVELOPMENT</u>
SEDF	SEDF Workforce Housing Program Sioux Falls, SD	\$100,000

Via voice vote, the following votes were recorded:  
Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele  
Excused: Commissioners Hohn and Pummel

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

The next Board of Commissioners' Meeting is scheduled for April 19, 2022. It was moved by Commissioner Erickson and seconded by Commissioner Puetz that the meeting adjourn.

Via voice vote, the following votes were recorded:  
Voting AYE: Chairman Hansen; Commissioners Erickson, Kolbeck, Puetz, and Steele  
Excused: Commissioners Hohn and Pummel

The meeting adjourned at 11:24 a.m.

Respectfully submitted,

Lorraine Polak  
Secretary