

**SOUTH DAKOTA BUILDING AUTHORITY**

**MINUTES OF THE SPECIAL MEETING**

**JUNE 22, 2017**

Pursuant to due notice, the South Dakota Building Authority met on Thursday, June 22, 2017 at 10:15 a.m., CDT via telephone. Tom Graham, Chairman, instructed the Executive Secretary to call the roll.

Present: Mr. Jim Breckenridge  
Mr. Tom Graham  
Mr. Doug Hajek  
Mr. Dennis Neugebauer  
Ms. Tina Van Camp  
Mr. Steve Zellmer

Absent: Mr. Jim Roby

Other staff and representatives of the Authority present were:

Mr. Donald Templeton, Executive Secretary  
Mr. Todd Meierhenry, Meierhenry Sargent LLP  
Mr. Dustin Christopherson, South Dakota Health and Educational  
Facilities Authority  
Mr. Mick Jost, South Dakota Health and Educational Facilities Authority

A quorum was declared by the Chairman and the meeting was called to order.

Mr. Don Templeton advised the Authority members that the notice of the meeting dated June 14, 2017 had been posted at the South Dakota Building Authority doors, on the state website and the Authority's website prior to the meeting and is on file at the Authority office.

Mr. Templeton asked if any member had a conflict of interest and none were noted.

The Chairman asked for consideration of the minutes for the April 26, 2017 special meeting. Mr. Doug Hajek moved to approve the minutes, which contained the Series 2017A Notification of Sale. The motion was seconded by Mr. Dennis Neugebauer and upon the roll call, the ayes were: Breckenridge, Graham, Hajek, Neugebauer, Van Camp and Zellmer; nays: none; abstain: none. Motion carried.

## **Fiscal Year 2018 Operating Budget**

The Chairman stated the next order of business would be to consider the fiscal year 2018 operating budget for the South Dakota Building Authority on file at the South Dakota Building Authority Office. Mr. Templeton reviewed the salaries and allocations of these to the South Dakota Building Authority and the revenues and expenses and cash balances. He explained that \$164,409 of South Dakota Building Authority funds were transferred to the state in fiscal year 2017.

After further discussion, it was moved by Mr. Jim Breckenridge to approve the fiscal year 2018 operating budget, a copy of which is on file at the Authority office. The motion was seconded by Mr. Steve Zellmer and upon the roll call, the ayes were: Breckenridge, Graham, Hajek, Neugebauer, Van Camp and Zellmer; nays: none; abstain: none. Motion carried.

## **Contracts**

The Eide Bailly rebate computation contract, on file at the Authority office, was reviewed in detail. Eide Bailly came in as the lowest option of the three new proposals for rebate computations, as Chapman and Cutler discontinued their rebate computation services. Mr. Dennis Neugebauer motioned to approve the Eide Bailly contract, seconded by Mr. Doug Hajek and upon roll call, the ayes were: Breckenridge, Graham, Hajek, Neugebauer, Van Camp and Zellmer; nays: none; abstain: none. Motion carried.

Mr. Templeton reviewed the South Dakota Health and Educational Facilities Authority contract with the South Dakota Building Authority for fiscal year 2018 at a monthly rate of \$13,977.75 for personal services, office space and utilities. A copy of the contract is on file at the Authority office. Ms. Van Camp moved to approved the contract seconded by Mr. Doug Hajek and upon the roll call, the ayes were: Breckenridge, Graham, Hajek, Neugebauer, Van Camp and Zellmer; nays: none; abstain: none. Motion carried.

## **Policy Concerning: Member Code of Conduct**

Mr. Meierhenry reviewed the State policy on Code of Conduct and discussed the policy in detail. The State Bureau of Human Resources' phone number was reviewed if questions or contact is desired. The Chairman stated that no vote would be taken at the meeting, but he wanted the minutes to reflect the discussion.

## **Adjournment**

The Chairman stated that there being no further business at this meeting, the meeting would be adjourned at 10:27 a.m. CDT.