

**Meeting Minutes**  
**SOUTH DAKOTA REAL ESTATE COMMISSION**  
217 West Missouri Ave., Pierre, SD 57501  
July 14, 2022, 10:00 a.m. CDT  
In person or Via [Microsoft Teams](#)  
or call 1 605 679 7263 Conference ID 350 054 452#

Chairman Dave Bonde called the meeting to order at 10:01 a.m. A quorum was participating.

**Members Present:** Dave Bonde  
Carol Lawhun  
Ryan Wordeman  
Ken Cotton

**Member Absent:** Mark Wahlstrom

**Others Present:** Melissa Miller, Executive Director, SDREC  
Jerry McCabe, Staff Attorney, SD Department of Labor and  
Regulation, Tim Bond, Compliance Officer, Michelle Metzinger,  
Compliance Officer, Melissa Cannata

Lawhun made a motion to approve the agenda. Cotton seconded the motion. Bonde called for a vote. **MOTION PASSED.**

Public Comment – No comments were made from the public.

Cotton made motion to approve the May 11 meeting minutes. Wordeman seconded the motion. Bonde called for a vote. **MOTION PASSED.**

Summary of the financials for May and June was presented by Director Miller. Miller talked about some of the increases in the revenue numbers. Wordeman made a motion to acknowledge receipt of the May and June financials and to file. Lawhun seconded the motion. Bonde called for a vote. **MOTION PASSED.**

**Complaints 2022-076/077/078**

Cotton made motion to dismiss complaints 2022-076/077/078. Wordeman seconded the motion. Bonde called for a vote. **MOTION PASSED.**

Miller discussed proposed rule changes and future hearing to approve the rule changes.

Lawhun made a motion to nominate Cotton as Chair. Lawhun seconded the motion. Bonde called for a vote. **MOTION PASSED.**

Wordeman made a motion to nominate Lawhun as Vice Chair. Cotton seconded the motion. A roll call vote was taken. Bonde called for vote. **MOTION PASSED.**

A discussion was held on the ARELLO Annual Conference. The Conference is August 29 – September 2, 2022 in Nashville, Tennessee. Miller will submit a request for Lawhun to attend.

Next meeting is September 13, 2022.

Cotton made a motion to adjourn. Lawhun Seconded the motion. Motion Passed.  
Meeting adjourned at 10:23 a.m.

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1037 REAL ESTATE COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1037000699BA	1140000	17,439.64	CR	REAL ESTATE/COSMO/BARBER
6503	103700069901	1140000	497,026.53	DR	REAL ESTATE COMMISSION
6503	103700069902	1140000	100,000.00	DR	REAL ESTATE COMM RECOVERY FUND
COMPANY/SOURCE TOTAL 6503 699			579,586.89	DR *	
COMP/BUDG UNIT TOTAL 6503 1037			579,586.89	DR **	
BUDGET UNIT TOTAL 1037			579,586.89	DR ***	

AVAILABLE FUNDS AS OF: 07/31/2022 MONTHLY PAGE 194  
 FY YEAR REMAINING: 91.8%  
 PAY DAYS REMAINING: 0 DATE 07/30/2022

CENTER NAME	REAL ESTATE COMMISSION - INFO	COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	660,348.00		660,348.00	0.00	0.00	24,588.41	43,183.24	592,576.35	597,026.53
BUDGETED TOT	660,348.00		660,348.00	0.00	0.00	24,588.41	43,183.24	592,576.35	
ALL COMP TOT	660,348.00		660,348.00	0.00	0.00	24,588.41	43,183.24	592,576.35	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	327,506.00	0.00	0.00	21,023.18	306,482.82	93.6
5102 EMPLOYEE BENEFITS	95,015.00	0.00	0.00	6,399.92	88,615.08	93.3
5203 TRAVEL	40,407.00	0.00	0.00	449.22	39,957.78	98.9
5204 CONTRACTUAL SVCS	168,605.00	0.00	24,588.41	14,252.92	129,763.67	77.0
5205 SUPPLIES & MATERIALS	26,500.00	0.00	0.00	869.10	25,630.90	96.7
5207 CAPITAL OUTLAY	2,315.00	0.00	0.00	188.90	2,126.10	91.8
TOTALS	660,348.00	0.00	24,588.41	43,183.24	592,576.35	89.7

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	TOT
PS SUBTOTALS	422,521.00	0.00	422,521.00
OE SUBTOTALS	237,827.00	0.00	237,827.00
COMPANY 6503-I	660,348.00	0.00	660,348.00

Revenue Report Ending 7/31/22

NO DEPOSIT

(Additional Report)

Description	Budgeted	Current	Rev. to be Rec	YTD	PCT Rec.
Residential Rental Agents	3,000				
Broker	62,000				
Home Inspectors	4,000				
Property Manager	9,000				
Sales Agents	6,000				
Firms	12,000				
Condominiums	17,000				
Timeshare Projects	5,000				
Educational Courses	15,000				
Additional Licenses	3,000				
Change of Address	9,000				
Certificate of Licensure	4,000				
Late Renewal Fees	20,000				
Renewal Res Rental Agents	3,500				
Renewal Auctioneer	3,000				
Renewal Broker	185,000				
Home Inspection Renewal	6,000				
Renewal Property Manager	12,000				
Renewal Sales Agents	14,000				
Renewal Timeshare Agents	500				
Renewal Firms	45,000				
Renewal Timeshare Project	6,500				
Renewal Additional Licenses	3,500				
Misc. Fines, Penalties and NO Rev	25,000				
Interest Earned					
License Law Books Sold	2,000				
Directories/Lists Sold	10,000				

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485,000

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STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 08/31/2022

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1037 REAL ESTATE COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1037000699BA	1140000	34,684.10	CR	REAL ESTATE/COSMO/BARBER
6503	103700069901	1140000	498,276.82	DR	REAL ESTATE COMMISSION
6503	103700069902	1140000	100,883.51	DR	REAL ESTATE COMM RECOVERY FUND
COMPANY/SOURCE TOTAL 6503 699			564,476.23	DR *	
COMP/BUDG UNIT TOTAL 6503 1037			564,476.23	DR **	
BUDGET UNIT TOTAL 1037			564,476.23	DR ***	

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BUDGET UNIT 1037

AVAILABLE FUNDS  
AS OF: 08/31/2022  
FY YEAR REMAINING: 83.3%  
PAY DAYS REMAINING: 20

MONTHLY

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DATE 09/03/2022

CENTER NAME	REAL ESTATE COMMISSION - INFO	COMMITMENTS	ENCUMBRANCES	EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	660,348.00	0.00	31,800.60	86,192.15	542,355.25	599,160.33
BUDGETED TOT	660,348.00	0.00	31,800.60	86,192.15	542,355.25	
ALL COMP TOT	660,348.00	0.00	31,800.60	86,192.15	542,355.25	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	327,506.00	0.00	0.00	21,029.77	285,453.05	87.2
5102 EMPLOYEE BENEFITS	95,015.00	0.00	0.00	6,581.39	82,033.69	86.3
5203 TRAVEL	40,407.00	0.00	0.00	717.06	39,240.72	97.1
5204 CONTRACTUAL SVCS	168,605.00	0.00	31,800.60	11,755.09	110,796.39	65.7
5205 SUPPLIES & MATERIALS	26,500.00	0.00	0.00	2,738.75	22,892.15	86.4
5207 CAPITAL OUTLAY	2,315.00	0.00	0.00	0.00	2,126.10	91.8
5208 OTHER	0.00	0.00	0.00	186.85	186.85	0.0
TOTALS	660,348.00	0.00	31,800.60	43,008.91	542,355.25	82.1

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	COMMITMENTS	ENCUMBRANCES	MONTHLY EXPENDITURES	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	327,506.00	0.00	0.00	21,029.77	285,453.05	87.2
5102000 EMPLOYEE BENEFITS	95,015.00	0.00	0.00	6,581.39	82,033.69	86.3
5203000 TRAVEL	40,407.00	0.00	0.00	717.06	39,240.72	97.1
5204000 CONTRACTUAL SVCS	168,605.00	0.00	31,800.60	11,755.09	110,796.39	65.7
5205000 SUPPLIES & MATERIALS	26,500.00	0.00	0.00	2,738.75	22,892.15	86.4
5207000 CAPITAL OUTLAY	2,315.00	0.00	0.00	0.00	2,126.10	91.8
5208000 OTHER	0.00	0.00	0.00	186.85	186.85	0.0
PS SUBTOTALS	422,521.00	0.00	0.00	27,611.16	367,486.74	87.0
OE SUBTOTALS	237,827.00	0.00	31,800.60	15,397.75	174,868.51	73.5
COMPANY 6503-I TOT	660,348.00	0.00	31,800.60	43,008.91	542,355.25	82.1

STATE OF SOUTH DAKOTA  
REVENUE SUMMARY BY BUDGET UNIT  
FOR PERIOD ENDING: 08/31/2022

AGENCY BUDGET UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10 1037	LABOR & REGULATION REAL ESTATE COMMISSION - INFO				
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103700069901	6503	4293700	RESIDENT RENTAL AGENTS	300.00	300.00
103700069901	6503	4293702	BROKER	13,500.00	13,500.00
103700069901	6503	4293704	PROPERTY MANAGER	450.00	450.00
103700069901	6503	4293705	SALES AGENTS	450.00	450.00
103700069901	6503	4293707	FIRMS	2,625.00	2,625.00
103700069901	6503	4293711	EDUCATIONAL COURSES	2,375.00	2,375.00
103700069901	6503	4293712	ADDITIONAL LICENSES	300.00	300.00
103700069901	6503	4293713	CHANGE OF ADDRESS	1,005.00	1,005.00
103700069901	6503	4293714	CERTIFICATES OF LICENSURE	345.00	345.00
103700069901	6503	4293715	LATE RENEWAL FEES	700.00	700.00
103700069901	6503	4293718	RENEWAL AUCTIONEER	125.00	125.00
103700069901	6503	4293719	RENEWAL BROKER	375.00	375.00
103700069901	6503	4293722	RENEWAL SALES AGENTS	125.00	125.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	22,675.00	22,675.00
ACCT: 42			LICENSES, PERMITS & FEES	22,675.00	22,675.00
103700069901	6503	4596002	LICENSE LAW BOOKS SOLD	220.00	220.00
103700069901	6503	4596003	DIRECTORIES/HOME BUYER GU	1,240.00	1,240.00
ACCT: 4596				1,460.00	1,460.00
ACCT: 45			CHARGES FOR SALES & SERVICES	1,460.00	1,460.00
103700069901	6503	4920045	NONOPERATING REVENUES	3,903.38	3,903.38
ACCT: 4920			NONOPERATING REVENUE	3,903.38	3,903.38
ACCT: 49			OTHER REVENUE	3,903.38	3,903.38
CNTR: 103700069901				28,038.38	28,038.38
103700069902	6503	4920045	NONOPERATING REVENUES	883.51	883.51

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STATE OF SOUTH DAKOTA  
REVENUE SUMMARY BY BUDGET UNIT  
FOR PERIOD ENDING: 08/31/2022

AGENCY BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
10				LABOR & REGULATION			
1037				REAL ESTATE COMMISSION - INFO			
	4920			NONOPERATING REVENUE	883.51	883.51	*
	49			OTHER REVENUE	883.51	883.51	**
	103700069902				883.51	883.51	***
	6503				28,921.89	28,921.89	****
	1037				28,921.89	28,921.89	*****



**Revenue Report Ending 8/31/22**

(Additional Report)

<b>Description</b>	<b>Budgeted</b>	<b>Current</b>	<b>Rev. to be Rec</b>	<b>YTD</b>	<b>PCT Rec.</b>
Residential Rental Agents	3,000	300	2,700	300	1
Broker	62,000	13,500	48,500	13,500	21
Home Inspectors	4,000	0	4,000	0	
Property Manager	9,000	450	8,550	450	05
Sales Agents	6,000	450	5,550	450	07
Firms	12,000	2,625	9,375	2,625	21
Condominiums	17,000	0	17,000	0	
Timeshare Projects	5,000	0	5,000	0	
Educational Courses	15,000	2,375	12,625	2,375	15
Additional Licenses	3,000	300	2,700	300	1
Change of Address	9,000	1,005	7,995	1,005	11
Certificate of Licensure	4,000	345	3,655	345	08
Late Renewal Fees	20,000	700	19,300	700	03
Renewal Res Rental Agents	3,500	0	3,500	0	
Renewal Auctioneer	3,000	125	2,875	125	04
Renewal Broker	185,000	375	184,625	375	
Home Inspection Renewal	6,000	0	6,000	0	
Renewal Property Manager	12,000	0	12,000	0	
Renewal Sales Agents	14,000	125	13,875	125	
Renewal Timeshare Agents	500	0	500	0	
Renewal Firms	45,000	0	45,000	0	
Renewal Timeshare Project	6,500	0	6,500	0	
Renewal Additional Licenses	3,500	0	3,500	0	
Misc. Fines, Penalties and NO Rev	25,000	4,786.89	20,213.11	4,786.89	19
Interest Earned					
License Law Books Sold	2,000	220	1,780	220	11
Directories/Lists Sold	10,000	1,240	8,760	1,240	12
	485,000	28,921.89	456,078.11	28,921.89	05