

**Pike County Housing Authority
Board Meeting Minutes
2/17/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, February 17th, 2021. The meeting was held via Zoom and all attendance details were furnished to the public by a posted agenda at the main PCHA office and also posted on the PCHA website www.pikehousing.com.

The meeting was called to order at 4:06 pm with no guests in attendance.

Members present:

Vice Chairman Leslie Henry
Commissioner Noelle Flesner
Chairman Mark Pulliam
Executive Director Chris Bruns
Executive Assistant Tonya Ellison

Members absent:

Resident Commissioner Dianna Castleberry
Commissioner Don Peebles

Minutes Review:

A review of the January 2021 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the February 2021 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the January 2021 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Noelle F. motioned to accept the consent agenda of the January 2021 Regular Session Minutes, February 2021 Occupancy Reports, and January 2021 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Noelle F: Aye

Leslie H: Aye

Mark P: Aye

Executive Director Report:

Old Business

1. Operating Subsidy FY 2021. For February 2021, PCHA received \$52,743.50 in Operating Subsidy funding. No notification of expected funding for March 2021, but it should be in the same ballpark. Chris B. indicates that he will be completing and supplying the HUD 52723 Form to Johnson Controls so that they may calculate the RPU (resident paid) portion of the form. Once this is complete, all should be in order to submit to HUD prior to the 3/9/2021 deadline.
2. CFP 2018. Last month, it was discussed that the CFP 2018 grant is now ready to be preliminarily closed out. Chris B. had in his notes to request a motion of support for the preliminary closeout, but no vote was taken. A vote was now requested.

At this time, Leslie H. made a motion supporting the preliminary closeout of CFP 2018. Motion was seconded by Noelle F.

Voice vote as follows:

Leslie H: Aye

Noelle F: Aye

Mark P: Aye

3. CFP 2019. Chris B. reports that he contacted Eggemeyer Associates and Trotter General Contracting to let them know the Board approved contract modification #1, #2, and office renovation addition. It is anticipated to take 60 – 90 days for the remodel completion due to ordering materials and receiving them. There will likely be another contract modification changing the ending date of the overall

work, plus start/stop letters will be used to give the contractor the appropriate amount of time for completion.

4. Baylis Wastewater System. A notice to proceed was issued to Vinson & Sill for the Baylis Wastewater System scope of work. The notice covers from 2/22/2021 – 3/23/2021. If they are not finished by the ending date, they could incur monetary penalties, unless it is for things beyond their control. As it is now, Ameren may be a cog in the completion of the work, as they need to run electric supply to the site, which has yet to be started.
5. Eviction Moratorium. The CDC eviction moratorium has been updated to run through 3/31/2021. In the meantime, counsel has been reviewing the CDC moratorium and Illinois moratorium and believe they have a path forward for the PHA to use against the individuals who are taking advantage of the situation. There are steps involved and it most certainly will not be a fast process, but it is a start. Chris B. expects to be sending these “packets” out the week of 2/22/2021.
6. Repositioning. Nothing more on this subject at the moment. Chris B. did speak with Bedrock Consulting on an unrelated matter and they indicate their willingness to assist in any capacity needed. HUD is wanting us to move on this and would like something in this year, possibly around June to get the units offline by the end of the federal fiscal year. With the steps involved that may be a stretch. Chris B. reports that he is going to leave this topic as part of the meetings going forward to continue the dialogue on the status.

New Business

1. RFP Audit Services FYE 12/31/2020 – 12/31/2022. With the completion of the FYE 12/31/19 Audit, Pam Simpson’s contract has now expired. As a result, it is time to begin soliciting bids for Audit Services for the next 3 fiscal years. The RFP is posted on the PHA website and will also be advertised in the Pike Press. In addition, the audit RFP is being directly sent to vendors who have expressed interest in bidding on the service. Bids are due in no later than 4/16/2021.
2. Griggsville Sewer Issue. Over at both sites in Griggsville, we began taking calls of toilets not flushing and/or backing up. Maintenance went and worked on the units and a contractor was called in as well. The problem kept resurfacing. It has been discovered that the City of Griggsville busted through both sites sewer lines when they were making repairs to city sewer last year. This is expected to be fixed as soon as possible at Griggsville’s expense.

3. Getz Fire Test – E. Adams. Annually, the 12 unit building at E. Adams in Pittsfield is tested to ensure the fire system is in good working order. The test has been completed for 2021 and no problems were identified.
4. Lamar Billboard Advertising. Lamar reached out regarding the PHA's billboard in Pittsfield. The billboard's contract was up and it could either be eliminated or the agreement could be renewed. Chris B. states that he decided to continue the agreement, with revised signage. In the packet are last year's and this year's versions, with cost coming in at roughly \$3,500.00 for the year.
5. HUD Chicago Portfolio Management Specialist. The PHA has been notified that the Program Management Specialist assigned to Pike County Housing Authority will be changing. It is now Patrick Cano, previously it was Steven DiPietro.

At 4:43pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye
Leslie H.: Aye
Mark P.: Aye

It is certified by the below signatures that these minutes are truthful and accurate.

Chris Bruns

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
3/31/2021

Mark Pulliam

Mark Pulliam (Mar 31, 2021 19:41 CDT)

Mark Pulliam
Chairman
Pike County Housing Authority
3/31/2021