

**Pike County Housing Authority
Board Meeting Minutes
3/31/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, March 31st, 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 4:04 pm with no guests in attendance.

Members present:

Commissioner Noelle Flesner
Chairman Mark Pulliam
Executive Director Chris Bruns
Executive Assistant Tonya Ellison
Resident Commissioner Dianna Castleberry
Commissioner Don Peebles

Members absent:

Vice Chairman Leslie Henry

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the February 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 February 2021 Regular Session Minutes, March 2021 Occupancy Reports, and February 2021 Financial Reports. Motion seconded by Dianna C.

Voice vote was as follows:

Noelle F: Aye

Dianna: Aye

Don P: Aye

Mark P: Aye

Executive Director Report:

Old Business

1. Operating Subsidy FY 2021. For March and April 2021, PCHA is slotted to receive \$115,810.00 (\$57,905.00 per month) in Operating Subsidy funding. This is at a 96% interim proration level. Chris B. submitted our Operating Subsidy 2021 funding package to HUD, which is included in the packet. The original submission was submitted well before the 3/9/2021 deadline, however when Johnson Controls was asked to provide data for the RPU portion of the submission, they supplied a calculation with a different amount than before. When asked about this they indicated they were using HUD guidance and not Chicago Field Office guidance. This caused problems for the original submission and Chris B. had to go in and delete the 1st submission and submit the revision the day it was due. This change resulted in roughly \$1,000.00 more Op Sub funding.
2. CFP 2019. Work is ongoing with CFP 2019. Chris B. signed the modification for the work items that have been approved to be added to the original contract. Eggemeyer Associates (EA) re-calculated the add-on expenses due to COVID-19 affecting prices. All prices quoted to the PHA for the add-ons were under the revised estimates. A stop letter was issued on 1/14/2021 to Trotter General Contracting (TGC) for the office remodel due to materials on order. EA was on site 2/25/2021 for a substantial completion review, which has resulted in several items for correction by TGC. Pay request #4 was received from TGC in the amount of \$15,766.20 and has been drawn and paid. Several lien waivers and insurance certificates have been received for the project. An invoice was received from EA in the amount of \$1,210.00 and has been drawn and paid. Lastly, on 3/22/2021 a start work letter was issued to Trotter to begin work again and the office remodel officially began 3/29/2021.

3. CFP 2020. For CFP 2020, work is to include replacement of water heaters and landscaping/signage improvement across all PHA properties. Eggemeyer Associates (EA) is still PHA architect through 6/30/2021, and Chris B. is comfortable awarding them the A&E contract for this scope of work. If we do not move forward, then this very well may have to wait until next year. EA has offered to do the work at a fee of \$34,975.00 and reimbursable costs of \$500.00. A motion accepting the A&E proposal was called for.

At this time, Don P. made a motion to accept the A&E proposal from Eggemeyer Associate Architects at a fee of \$34,975.00 and reimbursable costs of \$500.00. Motion seconded by Noelle F.

Voice vote was as follows:

Don P.: Aye
Noelle F.: Aye
Dianna C.: Aye
Mark P.: Aye

4. Baylis Wastewater System. The wastewater system upgrade work is all but complete by Vinson & Sill. All parties involved are waiting on Ameren to make the electrical connection to get the system up and running, which is expected to be within the next 15 days.
5. Eviction Moratorium. The CDC eviction moratorium has been updated to run through 6/30/2021. Previously, it was thought the PHA could serve the covered person packets to our clients to determine whether they qualified as such. Of all that were sent out, only one was returned out of the 14 issued. In the meantime, Chris B. found out that the court circuit is not moving forward with eviction cases currently, which makes the packets a moot point. What makes the eviction moratorium interesting is that a judge found it to be unconstitutional, but it is still being enforced. Chris B. expects it to run into September, if not beyond.
6. Repositioning. Brief discussion on conversion as the initial steps to take for right sizing.
7. RFP Audit Services FYE 12/31/2020 – 12/31/2022. As discussed previously, Pam Simpson's audit contract has expired and we are soliciting bids from vendors. We have received one proposal already and bidding period ends 4/16/2021. We will select a vendor next month.

8. Griggsville Sewer Issue. As mentioned previously, the City of Griggsville (GV) punched through PHA sewer pipes as GV was making repairs to city sewer. This was brought to GV attention and the city instructed the PHA to make the necessary repairs and send them the bill. This has all been done and all bills related to the mistake have been received. The PHA had bills previously trying to fix the problem, pumping service to alleviate buildup, and the final two invoices to alleviate the problem, which all total \$7,808.84.
9. Quorum FYE 12/31/2020 Census. Quorum has completed the audit of the PHA retirement plan for FYE 12/31/2020. It came out perfectly with the only action item being to address the participation account of a former employee. A motion accepting the census was called for.

At this time, Dianna C. made a motion to accept the FYE 12/31/2020 Census as prepared by Quorum Consulting. Motion seconded by Noelle F.

Voice vote was as follows:

Dianna C.: Aye

Don P.: Aye

Noelle F.: Aye

Mark P.: Aye

New Business

1. CFP 2021. HUD has published CFP 2021 data and the PHA is set to receive \$464,072.00 in funding. I have compiled the CFP 2021 packet consisting of the 2021 Capital Fund Program Grant Budget, Capital Fund Program 5 Year Plan for years 2021 – 2025, HUD Form 50077-CR, HUD Form 50071, Lobbying Form – SFLLL, Certification of Compliance with Public Hearing, and Written Statement Defining a Significant Amendment. After approval today, these documents will be available for public review until 6/7/2021 when we will hold a hearing on the items, with final ratification slotted for the 6/16/2021 board meeting. A resolution accepting the CFP 2021 draft items was called for.

Resolution 2021-1

At this time, Don P. resolved to accept CFP 2021 draft package consisting of the 2021 Capital Fund Program Grant Budget, Capital Fund Program 5 Year Plan for years 2021 – 2025, HUD Form 50077-CR, HUD Form 50071, Lobbying Form –

SFLLL, Certification of Compliance with Public Hearing, and Written Statement Defining a Significant Amendment. Resolution seconded by Noelle F.

Voice vote as follows:

Don P.: Aye

Noelle F.: Aye

Dianna C.: Aye

Mark P.: Aye

2. RFQ A&E Services 7/1/2021 – 6/30/2024. As with audit services, the PHA's A&E service agreement with Eggemeyer Associates is set to expire 6/30/2021. We have an RFQ for A&E services out, with all proposals due in by 5/10/2021. This process is slightly different than the RFP. RFQ is more about the vendor's qualifications than price of their services. We will revisit the topic at May 19th, 2021 board meeting.
3. AHRMA Work Comp Audit FYE 12/31/2020. AHRMA contacted the PHA to gather 2020 payroll information for them to evaluate our workers compensation insurance coverage for the year. Chris B. returned the information, but has yet to get a response. Chris B. is fairly certain we will be receiving a bill for an overage, but are not sure of the amount.
4. City of Pittsfield Gas Billing. By now I'm sure we've all heard about the natural gas shortage and its impact on areas with limited supply. PHA units at Landess Terrace and E. Adams both use gas for heating, which put the PHA at risk for larger than normal bills. The bills came in and they were \$9,750.83 higher than normal. This is not a cost that can be passed on to the clients. To insulate the PHA from risk, Chris B. plans on adding to a future year's CFP grant the full conversion to electric of the sites at Landess Terrace, E. Adams, New Canton, Barry maintenance building and Barry community building. This would also affect our utility allowances, as the allowances for the sites with gas are lower than sites without. As it stands with this incident, the PHA had the option to make payments or pay in full. The bills were paid in full.
5. HUD Semi-Annual EIV Certification. In April, HUD is beginning the semi-annual EIV certification process. This process is to clear the records of users who no longer needs access to the EIV system. All office staff at the PHA are EIV users and have completed all necessary training. The steps are slightly different this year, but the certification will be done well before the 4/29/2021 deadline.

6. REAC Submission FYE 12/31/2020. Each year the PHA fee accountant prepares the FYE REAC submission based on preliminary numbers closing out the fiscal year. This submission is the “unaudited submission”, which will then be reviewed at a later date by the PHA auditor. A motion accepting the unaudited submission was called for.

At this time, Dianna C. made a motion to accept the FYE 12/31/2020 REAC submission as prepared by Hawkins Ash. Motion seconded by Don P.

Voice vote as follows:

Dianna C.: Aye

Don P.: Aye

Noelle F.: Aye

Mark P.: Aye

At 4:42pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Dianna C. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.

Voice vote as follows:

Noelle F.: Aye

Dianna C.: Aye

Don P.: 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
4/21/2021

Mark Pulliam

Mark Pulliam (Apr 21, 2021 20:57 CDT)

Mark Pulliam
Chairman
Pike County Housing Authority
4/21/2021