

**Pike County Housing Authority  
Board Meeting Minutes  
5/19/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, May 19, 2021. The meeting was held via Zoom and all attendance details were furnished to the public by a posted agenda on the door at the main PCHA office and also posted on the PCHA website [www.pikehousing.com](http://www.pikehousing.com).

The meeting was called to order at 4:02 pm with no guests in attendance.

**Members present:**

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

**Members absent:**

Resident Commissioner Dianna Castleberry

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

A review of the April 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 April 2021 Regular Session Minutes, May 2021 Occupancy Reports, and April 2021 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Noelle F: Aye

Leslie: Aye

Mark P: Aye

## **Executive Director Report:**

### **Old Business**

1. Operating Subsidy FY 2021. For May 2021, PCHA received \$77,279.50 in Operating Subsidy funding, which has been drawn. The same amount will be received for June 2021. Both months are funded at a 96.29% level.
2. CFP 2019. Work is ongoing with CFP 2019. MBHI has the office remodel complete with the installation of the HVAC vent this week. Floor leveling in the office was quoted to the PHA at \$1,444.41, which EA estimated to be \$1,525.00. Trotter General Contracting disposed of several range hoods the PHA had recently put in units, but wanted back to repurpose other places. As a result of this, the PHA has worked out an arrangement for exterior building supplies for the Landess Terrace property. It's an even trade for some of the supplies and then Chris B. offered for them to do a contract modification for the rest to give the PHA a little inventory. Both the floor and exterior materials are reflected in contract modification #3, which will need to be accepted. EA supplied an A&E invoice in the amount of \$1,500.00, which has been drawn and paid from CFP 2019. Other than the above, the PHA is waiting for Trotter to finish the punch list items from March. This project will very likely enter the \$100.00 per day penalty as afforded in the contract due to the length of time this is taking to finish.

Chris B. asked for a motion to accept contract modification #3, which raises the overall contract value to \$545,778.50.

At this time, Noelle F. made a motion to accept contract modification #3, which raises the overall contract value to \$545,778.50. Motion seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

3. CFP 2021. The CFP 2021 document package has been accepted in the EPIC system. As a result, Chris B. was able to go in and create the annual budget for the CFP 2021 grant,



which spread the funds into their budgeted line items. All CFP 2021 funds are now ready to be accessed. This project is out there for a bit, as the CFP 2020 has not even began yet.

4. Baylis Wastewater System. The wastewater system upgrade work at Baylis is all but complete. EA has furnished closeout documents for the project, which includes the bill of \$11,700.00. However, Ameren still has not connected the electric to the meter for the equipment to run. Until this is completed, it would be best to hold off making final payment.
5. Repositioning. Chris B. discussed the PHA's merge plan at Landess Terrace with the HUD Chicago Field Office, who was supportive of the idea. Possibly by the end of the week, Chris B will start requesting "undergoing modernization" status on some of these units. This will allow the PHA to leave them empty and not have them count against occupancy totals. Chris B is going to reach out to Bedrock Consulting to see about using them as a consultant to make progress on the disposition of the Pleasant Hill, Baylis, and Perry sites.
6. RFP Audit Services FYE 12/31/2020 – 12/31/2022. Last month, Pam Simpson was selected to perform audit services for FYE 2020, 2021, and 2022. All bidders for audit services have been informed of their respective statuses. In the packet, Chris B. included the full proposal from Pam Simpson for Board review. The PHA is waiting on an insurance certificate from Pam S. who will let us know when she intends to schedule the FYE 2020 audit.
7. RFQ A&E Services 7/1/2021 – 6/30/2024. The PHA only received one bid for the A&E Services contract. Eggemeyer Associates, the PHA's current architectural firm was the lone respondent.

Chris B. would entertain a motion to accept Eggemeyer Associates proposal for the upcoming 3 year period.

At this time, Leslie H. made a motion to accept Eggemeyer Associates for A&E Services for 7/1/2021 – 6/30/2024. Motion seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye



8. Griggsville Sewer Issue. The PHA has been waiting on the City of Griggsville for reimbursement of the Pioneer Mechanical bill previously paid by the PHA and for Vinson & Sill to be paid for correcting the sewer problem caused by the City. Chris B. reports that all payments and reimbursements have been made by the City of Griggsville and the matter is officially closed.
9. Operating Reserve Litigation. Nothing further on this case is known from last month. PHADA had an article on the matter Chris B. thought he would share.
10. Johnson Controls EPC Year 4 M&V Report. Last month, this report was approved as prepared by Johnson Controls. Therefore, Chris B. has signed off on it and supplied signed versions to HUD and Johnson Controls.
11. PHA Waivers. Recently, HUD posted notice PIH 2021-14 (HA), which supersedes previous notices on the waivers afforded to PHAs during COVID. This new notice provides some new waivers to be used, however, none of the new waivers really apply to this PHA. What does apply to this PHA is the extension on some of the waivers that were previously accepted. Most were due to expire June 30<sup>th</sup>, but now expire December 31<sup>st</sup>. As a result of the update, Chris B. put together a new notice to PHA clients regarding the waivers previously accepted, with the newest information at hand.
12. AHRMA Work Comp Audit FYE 12/31/2020. Previously, Chris B. mentioned that he supplied AHRMA with information regarding payroll for FY 2020. They have reviewed that against the work comp coverage afforded to the PHA and calculated a shortage in the premium. AHRMA has billed the PHA \$3,170.00 for the difference, which has been paid.

## **B. New Business**

1. HUD Semi-Annual Labor Reporting 3/31/2021. Each spring and fall, the PHA must report to HUD on all prime contracts awarded during the previous time frame and any violations from those agreements. The only contract awarded during this time frame was for the Baylis Wastewater System upgrade to Vinson & Sill. There were no violations. This report has been sent to HUD for their records.
2. HUD Engineer Update. Chris B. was alerted to a change in engineer assignment by the Chicago Field Office. The PHA's new engineer, Zille Khan, replaces Erik Sandstedt.
3. MetLife Renewal Rates 7/1/2021 – 6/30/22. MetLife has sent out renewal rates for the upcoming fiscal year. It appears that rates are going from \$530.44 per month to \$588.23 per month, an increase of \$57.79. Both monthly numbers are inflated, due to the retirement of Ed Noble and that he was not removed from the quote.

Chris B. sees of no reason not to accept the renewal rates presented by MetLife. A motion accepting would be appreciated.

At this time, Leslie H. made a motion to accept the MetLife renewal rates. Motion seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

4. Police Call Back. It is time to go out and start doing inspection of the PHA's units. Chris B has planned for Amber H., Josh H., and himself to start going either the week of June 21<sup>st</sup>, June 28<sup>th</sup>, or both. When Chris B. mentioned this to staff, they were a little apprehensive due to the fact the PHA has not inspected the units for almost 2 years.

Personally, Chris B. expects to find units in poor shape by people that would have been followed up with more regularly. Chris B also expects to find people that are moved in, but the PHA has no idea who they are. Lastly, Chris B. expects to find marijuana and other drug use in other units. In listening to safety concerns, Chris B. reached out to the Pike County Sheriff's Department regarding police call back, which is a possibility.

At 5:02pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Leslie H. motioned to adjourn the meeting at this juncture. Motion seconded by Noelle F.

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  
Executive Director / Secretary  
Pike County Housing Authority  
6/16/2021

  
Mark Pulliam (Jun 16, 2021 21:32 CDT)

Mark Pulliam  
Chairman  
Pike County Housing Authority  
6/16/2021

