

**Pike County Housing Authority  
Board Meeting Minutes  
4/21/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, April 21, 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 4:04 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:**

Commissioner Don Peebles  
Resident Commissioner Dianna Castleberry

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

A review of the March 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 March 2021 Regular Session Minutes, April 2021 Occupancy Reports, and March 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 April 2021, PCHA received \$57,905.00 in Operating Subsidy funding. No word on future amounts, other than the Operating Subsidy 2021 submission was approved. This package funded the PHA at \$780,642.00 before any proration.
2. CFP 2019. Work is ongoing with CFP 2019. MBHI has been working in the office to perform the remodel of the office space to include new flooring and the interview room. It has been discovered that underneath the carpet, some of the areas had additional patch to level out the floor. To put this back will be an additional cost and had to be done, which Chris B. authorized. Chris B. had thought the flooring was done in a remodel around 2006, but found out that the carpet in the building is somewhere between 25 and 38 years old. Contract modification #2 was received and is for time only, which must be accepted via a motion.

At this time, Leslie H. made a motion to accept the Contract Modification #2 with Trotter General Contracting. Motion seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

3. CFP 2020. Last month, it was approved to move forward with Eggemeyer Associates for the CFP 2020 work, which includes replacement of water heaters and landscaping/signage improvements across all PHA properties. Since this was formally accepted, Chris B. signed off in the agreement with EA for their A&E services. Planning should begin on this very soon. Josh Harrison followed up with Johnson Controls regarding grant opportunities for the water heater replacement and didn't have much luck. The water heaters in the Ameren efficiency program are gas, which is a very small percentage of what the PHA has. In addition, the sizes to be replaced were larger than what has been typically installed in PHA units.



4. CFP 2021. Last month, it was approved to accept the draft package of documents which comprise the CFP 2021 submission. Chris B. uploaded the 5-Year Action Plan, which was accepted. The other documents were to be uploaded via a separate portion of the EPIC system which malfunctioned on release. The system was fixed and all remaining documents (signed ACC's, written statement of significant amendment, lobbying form SFLLL, certification of compliance with a public hearing, certification of payment to influence federal transactions HUD 50071, civil rights certification HUD 50077-CR) were uploaded. After this, an email was received advising there was an updated form HUD 50071 and submissions would be rejected with the incorrect form. Therefore, Chris B. went back into EPIC and uploaded the correct form. Once the package is approved, an annual budget can be created in EPIC and will allow the PHA access to the CFP 2021 funding. Chris B. requested a resolution accepting the new HUD 50071 form and replacing the old version in the CFP 2021 draft package.

#### **Resolution 2021-2**

At this time, Noelle F. resolved to accept the new HUD 50071 form for the CFP 2021 draft package. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

5. Repositioning. Chris B. reports that the PHA is beginning the steps needed to get unit count at an appropriate level. With Landess Terrace, Chris B. proposes converting 5 buildings, 20 – 1BR units and converting them to a configuration of 4 – 2BR, 2 – 3BR, 1 – 4BR, and leaving 2 – 1BR. This would reduce unit count at the property by 11 and give the PHA some larger family units, while also reducing the glut of 1 BR units.
6. RFP Audit Services FYE 12/31/2020 – 12/31/2022. Chris B. has scored the 4 audit service proposals received from Rector, Reeder & Lofton PC (95pts, \$8,500.00 per year), Pam Simpson CPA (95pts, \$4,405.00 per year), Henderson Pilleteri LLC (95pts, \$17,000.00 per year), and Aprio LLP (95pts, \$14,564.00 1<sup>st</sup> two years, \$14,855.00 final year).

Chris B. reports that all proposals were from well qualified firms, professionally prepared, and pricing was the main difference. Due to their lowest price and familiarity with the PHA, Pam Simpson CPA was the recommendation to the board.

At this time, Noelle F. made a motion to accept Pam Simpson's bid for audit services for FYE 2020, 2021, and 2022. Motion seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

7. RFQ A&E Services 7/1/2021 – 6/30/2024. Bids are still being received for this request. Bidders have until May 10<sup>th</sup>, 2021 at 2:00pm to get in their proposals. This is to be reviewed at next month's meeting.
8. HUD Semi-Annual EIV Certification. The PHA's semi-annual EIV certification has been completed. All users at the PHA need access to the EIV system; we have 2 user administrators, 1 security administrator, and 1 authorizing official. Next certification is due September 2021.
9. Griggsville Sewer Issue. Work has been completed to rectify the sewer problem created by the City of Griggsville. The billing paid by the PHA to Pioneer Mechanical, plus the bills not paid to Circle Sewer Service and Vinson & Sill were all forwarded to the City for payment. So far, the only bill we are aware of that has been paid is for Circle Sewer Service. Chris B. reports that we will continue to follow up on the matter.
10. Operating Reserve Litigation. The Court of Appeals sided in favor of the PHA's in the operating reserve litigation, which leaves the government very few options to take the case further. This would give the PHA back its 2012 operating subsidy money that was withheld, somewhere around \$380,000.00.

## **New Business**

1. HUD 5-Year PHA Plan FY 2021 – 2025 Revision. This is the very first step towards repositioning. Per HUD, the PHA must clearly identify the areas to be affected in its 5Y Plan and not just state to reposition generally. Since the PHA just had a plan approved, the process will be re-started with the revision of the plan. The new version has the specific language for the properties affected and is out for public review beginning today. After the review period, there will be a public hearing on the matter and it will be approved officially. Once this is complete, the Plan will be forwarded to IHDA for certification of consistency with the State of Illinois consolidated plan. Once this is done, the Plan can then be sent to HUD for approval. After that approval, Chris B. reports items could be moved around in the 5-Year CFP Plan to move the conversion activity to year 2021 instead of year 2025.



Chris B. asks for a resolution accepting the draft 5-Year PHA Plan FY 2021 – 2025 Revision.

**Resolution 2021-3**

At this time, Noelle F. resolved to accept the draft 5-Year PHA Plan FY 2021-2025 Revision. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

2. HUD Income Limits FY 2021. HUD has updated the income limits for the Pike County, Illinois public housing program for FY 2021. A resolution accepting the FY 2021 income/over income limits would be appreciated.

**Resolution 2021-4**

At this time, Leslie H. resolved to accept the FY 2021 income/over income limits. Resolution seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

3. Donald Peebles Resignation. Due to health concerns, Don Peebles is going to have to step away from the PHA board. Chris B. requested a letter from him regarding the matter and he has supplied it. Chris B. will now begin to search for a replacement.
4. Johnson Controls EPC Year 4 M&V Report. Each year, Johnson Controls supplies the PHA a breakdown of the yearly performance on the Energy Performance Contract. This year's total project benefits exceeded the guaranteed savings amount by \$9,559.00. During the 4<sup>th</sup> year, the PHA has also realized energy and incentive savings of \$131,500.00. A motion accepting the year 4 report by Johnson Controls and its submission to HUD would be appreciated.

At this time, Leslie H. made a motion to accept the year 4 M&V report as prepared by Johnson Controls and its submission to HUD. Motion seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

5. PILOT FYE 12/31/2020. As part of the fee accounting service, Hawkins Ash tabulates the amount of PILOT the PHA is Pike County each year. The formula works out to be dwelling rental + utility charges – utility expenses x 5%. Chris B. requested a resolution approving the FYE 12/31/2020 PILOT of \$21,539.58 and its payment.

**Resolution 2021-5**

At this time, Leslie H. resolved to approve FYE 12/31/2020 PILOT of \$21,539.58 and its payment. Resolution seconded by Noelle F.

Voice vote as follows:

Leslie H.: Aye

Noelle F.: Aye

Mark P.: Aye

6. Depreciation Schedule FYE 12/31/2020. Hawkins Ash also prepares the PHA's Depreciation Schedule as part of the year end financials. All capital improvements, expensive acquisitions (>\$1,500.00), items disposed of, etc. are added to or are removed from this list. Chris B. requested a resolution accepting the FYE 12/31/2020 depreciation schedule.

**Resolution 2021-6**

At this time, Noelle F. resolved to accept the FYE 12/31/2020 Depreciation Schedule. Resolution seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

7. New Canton Revised Water & Sewer Ordinance. New Canton has supplied the PHA with an updated schedule of price adjustments to its water/sewer billing through 2026.

At 4:50pm, 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*

---

Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
5/19/2021

*Mark Pulliam*

---

Mark Pulliam (May 20, 2021 10:33 CDT)

---

Mark Pulliam  
Chairman  
Pike County Housing Authority  
5/19/2021

Pike County  
Housing Authority