

**Pike County Housing Authority
Board Meeting Minutes
March 2022**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, March 16th, 2022. The meeting was held via a combination of in person and Zoom. 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.

The meeting was called to order at 3:06 pm with no guests in attendance.

Members present:

Chairman Mark Pulliam
Vice Chairman Leslie Henry via Zoom
Commissioner Cindy Prentice
Executive Director Chris Bruns
Executive Assistant Tonya Ellison

Members absent:

Commissioner Noelle Flesner

Minutes Review:

A review of the February 2022 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the March 2022 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the February 2022 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Cindy P. motioned to accept the consent agenda of the February 2022 Regular Session Minutes, March 2022 Occupancy Reports, and February 2022 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

Executive Director Report:

A. Old Business

1. Operating Subsidy FY 2022. For March 2022, PCHA received \$54,511.00 in operating subsidy funding, which will be the same for April 2022. The PHA's operating subsidy submission was previously submitted and has now been processed. As mentioned last month, the PHA is anticipating a reduction of \$164,128.00
2. CARES Act Operating Subsidy. Previously, it was mentioned that final CARES Act grant reporting was going to be due to HUD no later than 4/30/2022. The timing for the closeout report was extended to 5/31/2022, however Chris B. has completed the submission on 3/7/2022. The CARES Act grant is now fully closed out.
3. CFP 2020. Previously, a budget revision was discussed for the CFP 2020 grant, reducing the amount in the operations line item and moving it over the general capital activity. In attempting this, Chris B. could not get the revision to work in the EPIC system. With the recent cut to the PHA's operating subsidy for FY 2022, Chris B. has decided that leaving the funding in operations is appropriate. Chris B. did go in and adjust the work portion of the general capital activity down according to the estimate received from Eggemeyer Associate for the landscaping, signage and water heater work. Chris B. then adjusted the A&E portion of the general capital activity up to offset the decrease. An invoice was received from Eggemeyer Associates in the amount of \$3,095.00, which has been drawn and paid. Final details are being finished and the work should be let for bid soon. In an effort to reduce costs solar lights are going to be installed on the signage, which will prevent

trenching, running wiring, and ongoing electrical bills. A resolution accepting the CFP 2020 Budget Revision #2 would be appreciated.

Resolution 2022-10

At this time, Cindy P. resolved to accept the CFP 2020 Budget Revision #2 as prepared by Chris B. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

4. CFP 2021. Due to the budget revision for CFP 2020, CFP 2021 also must be revised. The CFP 2021 budget revision leaves a small amount in operations, and reallocates funds from A&E costs to the work portion of the general capital activity. As discussed previously, the PHA is using its buying power to provide materials for a good portion of the Landess Terrace merge work. The acquisition of the materials will be reimbursed through the CFP 2021 grant. However, it has recently been brought to Chris B.'s attention that costs are even more out of line than before. This may cause the PHA to make a decision on the number of buildings to be converted. A resolution accepting the CFP 2021 Budget Revision #2 would be appreciated.

Resolution 2022-11

At this time, Leslie H. resolved to accept the CFP 2021 Budget Revision #2 as prepared by Chris B. Resolution seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

5. Repositioning. The RFP for repositioning technical services is now being advertised and will be available until 5/13/2022, a period of no less than 30 days. At the PHA's 5/18/2022 board meeting, responding firms will have

been scored and presented for acceptance. HUD contacted Chris B. regarding PIH notice 2021-35, which provides additional flexibilities regarding vacancies caused by undergoing modernization not contracted and market conditions. Chris B. is researching this, but initial outlook is positive.

6. Advertising. Chris B. has been working with Doreen James of WGEM regarding advertising opportunities. Chris B. reports that he feels the banner ads, digital pre-roll, streaming, and TV spots are the way to go with the advertising package. Facebook was discussed, but due to the nature of the PHA's business it was a concern regarding negative commentary. No objections were noted to this train of thought.
7. Operating Subsidy Litigation. Coan & Lyons has received the federal tax ID numbers for 550 of the 554 plaintiffs involved in the 2nd lawsuit regarding withheld operation subsidy funding from 2012. The Department of Justice has decided that number is sufficient, even though it requested information from all plaintiffs prior to settling. After review by the DOJ, payment requests will be sent to the Judgment Fund, which will result in payout of the monies owed. Due to the large number of plaintiffs, 3 requests are expected to be made. More information will be distributed to the board as it comes available.
8. Pest Control Bids 4/1/2022 – 3/31/2025. Previously, it was mentioned that the PHA's current agreement for pest control services with Big River Pest Control was set to expire 3/31/2022. As a result, the bid invitation has been published and was advertised through 3/11/2022 when a bid opening took place at 2:00pm. In all, 3 bids were received which were each a little different than the other, which were discussed thoroughly. Big River Pest Control was the apparent low bid received at a total cost of \$28,535.00 per year. This is an increase of \$447.00 per month or \$5,364.00 per year. Correct insurance coverages have been requested from BRPC.

At this time, Cindy P. made a motion to accept the Big River Pest control bid at a total cost of \$28,535.00 per year. Motion seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

9. Waste Management Bids 4/1/2022 – 3/31/2025. Previously, it was mentioned that the PHA's current agreement for waste management services with Area Disposal was set to expire 3/31/2022. As a result, the bid invitation has been published and was advertised through 3/11/2022 when a bid opening took place at 3:00pm. For this service one bid was received from GFL/Area. The bid for this service is \$3,505.80 per month in year 1, with 5% increases in year 2 and 3. This is an increase of \$683.81 per month or \$8,205.72 annually in year 1. Clarification on the unlimited dumping of the shop roll off has been requested from GFL/Area.

At this time, Leslie H. made a motion to accept the Waste Management Bid from GFL/Area at a cost of \$3,505.80 per month in year 1 with 5% increases in year 2 and 3. Motion seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

10. Hawkins Ash REAC Financial Submission FY 2021. Last month, it was mentioned that Hawkins Ash has been furnished all of the information needed for the FY 2021 REAC financial submission. This has been now been completed.

At this time, Leslie H. made a motion to accept the REAC financial submission for FY 2021 as prepared by Hawkins Ash. Motion seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

B. New Business

1. AHRMA Work Comp Audit FY 2021. After the end of each fiscal year, AHRMA requests information on the PHA's payroll to insure the work comp coverages are appropriate. Chris B. supplied the information to AHRMA prior to the 2/28/2022 deadline. AHRMA will take this information and generate a bill for under reported payroll during the year or a refund for over reported payroll during the year. A bill is expected.
2. Baylis Wastewater Facility. A topic that the PHA had long been thought to be resolved, but evidently is not. Chris B. brought to the Board's attention that there evidently is an issue with the EPA and the information it has regarding the Baylis site. Most of the issue is thought to be miscommunication between the state and federal EPA programs. Chris B. and legal counsel Eric Hanson are working with the EPA Engineer Raymond Cullen to get him the information he has requested. Chris B. will supply more information as it becomes available.

At 4:00 pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Cindy P. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

Voice vote was as follows:

Cindy P.: 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
4/20/2022

Mark Pulliam

Mark Pulliam (Apr 21, 2022 20:17 CDT)

Mark Pulliam
Board Chairman
Pike County Housing Authority
4/20/2022