

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 15th, 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 3:02 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner
Vice Chair: Leslie Henry via Zoom
Commissioner: Mark Pulliam
Executive Director: Chris Bruns
Executive Assistant: Tonya Ellison

Members absent:

Commissioner: Cindy Prentice

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

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

Voice vote was as follows:

Leslie H.: Aye

Mark P.: Aye

Noelle F.: Aye

Executive Director Report:

Old Business

1. Operating Subsidy FY 2022. For July, August, and September 2022, PCHA received \$161,547.00 in Operating Subsidy funding, which breaks down to \$53,849.00 per month. HUD has forecasted a proration level of 104.33% for the 3 months. For the months of October and November, PCHA is scheduled to receive \$106,997.00 in Operating Subsidy funding, which breaks down to \$53,488.50 per month. HUD has forecasted a proration level of 104.29% for the 2 months.
2. Capital Fund Program 2018. Back in January 2021, Chris B. sent in the preliminary closeout paperwork for the CFP 2018 grant to HUD. The closeout was verified by Pam Simpson during her audit of the PHA's FYE 12/31/2020 financial records, which was sent to HUD in March 2022. In pulling together information for the PHA's FYE 12/31/2021 audit it was noted that the CFP 2018 grant was still listed as active. Chris B. brought this to the HUD Chicago office's attention and the CFP 2018 has now been fully closed out.
3. Capital Fund Program 2020. Previously, the Board voted to reject all bids received for the Water Heater Replacement, Site & Building Improvements scope of work due to the costs being excessively high when compared to the A&E estimate and the PHA's affordability. The work was re-bid with all of the previous components except for the merge work at Landess Terrace. The work began being advertised 8/3/2022 through the bid opening date of 9/8/2022. At the bid opening, two quotes were received for Proposal 1 from Damon's Plumbing (\$265,500.00) and Vinson & Sill (\$290,500.00). Also, two quotes were received for Proposal 2 from Trotter General Contracting

(\$197,000.00) and Laverdiere Construction (\$389,144.00). Brief discussion ensued regarding the bids and proposals

At this time, Leslie H. made a motion to accept the quote for Proposal 1 made by Damon's Plumbing in the amount of \$265,500.00 and to accept the quote for Proposal 2 made by Trotter General Contracting in the amount of \$197,000. Motion seconded by Mark P.

Voice vote as follows:

Leslie H.: Aye

Mark P.: Aye

Noelle F.: Aye

4. Capital Fund Program 2021. This grant was discussed being used for the conversion of the buildings at Landess Terrace. However, that endeavor has proved to be too costly. Chris B. suggests that the conversion work activity should be moved back to be further evaluated and pulling forward the HA wide accessibility improvements from another year. Brief discussion ensued.
5. Repositioning. Previously, Chris B. received a letter of support from the Village of Baylis for the disposition of the PHA's property there. Chris B. has now gotten the letter of support in the hands of the Village of Perry and the Pike County Board for their review and approval. In speaking with Village of Perry Mayor Jake Bartlett he was very supportive of the PHA's efforts and understood the need for the disposition. Once the fully ratified letters are received the PHA will forward them to Bedrock to begin the next step, which is likely property appraisals.
6. Baylis Wastewater System. Last month, it was discussed that the PHA would need to begin seeking out alternate wastewater operators immediately. In the meantime, Bainter Environmental has continued to test the system and perform reporting under the previous agreement. No quotes or interest have been received thus far.
7. Laundry Services Agreement. Last month, it was discussed that the agreements with RAM would have been finalized, however the terms in the agreements sent were not the same terms as RAM's original proposal. This was pointed out and a corrected agreement was requested. However, upon

receipt of those agreements, they too were not correct. RAM has indicated the pricing has changed due to the availability of used equipment. Therefore, new bids are being requested from various companies for laundry services. To date, no other proposals have been received.

8. Pam Simpson Audit FYE 12/31/2021. Pam Simpson was onsite 9/6/2022 through 9/8/2022 to perform her annual audit of the PHA's financial records. This audit went very well with no significant issues or findings noted. Pam S. will finish her assessment offsite and all data must be uploaded to HUD and the Federal Audit Clearinghouse prior to the end of September 2022. If this is not done, the PHA will be assigned a Late Presumptive Failure designation and a 0 financial score.
9. Board of Commissioner Update. Last month, it was discussed and approved for Cindy P. to serve an additional 5 year term on the PHA Board of Commissioners. This appointment has now been approved by the Pike County Board. Also last month, Noelle F. and Leslie H. agreed to serve as Chair/Vice-Chair for the next 2 years.
10. RFP Legal Services 10/1/2022 – 9/30/2025. Chris B. prepared a Request For Proposals for Legal Services for the period of 10/1/2022 through 9/30/2025. This RFP was advertised from 8/10/2022 through 9/12/2022. At the 9/12/2022 bid opening, only one proposal was received which was from Mahoney, Silverman, and Cross, the PHA's current counsel. The proposal from MSC and all RFP information is included in the board packet for board review. Chris B. does not see any reason to not accept the proposal submitted from MSC.

At this time, Leslie H. made a motion to accept the proposal for Legal Services submitted by MSC for the period of 10/1/2022 through 9/30/2025. Motion seconded by Mark P.

Voice vote as follows:

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

New Business

1. FFY 2023 Flat Rent Policy & Fair Market Rents. On 9/1/2022, HUD published the fair market rents, small area fair market rents, and unadjusted rents for Federal Fiscal Year 2023 (10/1/2022 – 9/30/2023). These rents are to be in effect beginning 10/1/2022 and must be incorporated into PHA payment standards no later than 11/30/2022. As a result of this, Chris B. has prepared a revised Flat Rent Policy incorporating the new figures. This revised Flat Rent Policy and updated rents are out for public review and comment beginning 9/14/2022 through 10/17/2022. At the PHA's October 2022 Board meeting the changes can be ratified as final. In the packet is the new information and old information for this section to compare.

Resolution 2022-26

At this time, Mark P. resolved to accept the draft version of the Flat Rent Policy Revision and HUD Fair Market Rents required to be in effect as of 10/1/2022. Resolution seconded by Leslie H.

Voice vote as follows:

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

2. System For Award Management 2022 – 2023 Renewal. Chris B. received notification that the PHA's registration in the System For Award Management was set to expire 10/22/2022. As a result, Chris B. began the process early to renew this important registration in case of issues. The renewal seemed to go well, but then a notification was received from the CAGE office requiring more information. This was due to Chris B. submitting a DBA name of Pike County Housing Authority. The PHA was initially formed as Housing Authority of Pike County, but has always gone by Pike County Housing Authority. In speaking with the Federal Systems help desk, they suggested letting the CAGE notice time out and the information could then be adjusted in the SAM system. However, an approval notification was then received from the SAM system for the next year. Chris B. is investigating this to ensure there are not any further issues. The SAM registration is required for the PHA to receive federal grants.
3. PCI 2022 – 2023 Renewal. Chris B. received notice on 8/15/2022 that the PHA's PCI Certification was set to expire in 30 days or less. The PCI

Certification is required to ensure security of the PHA's systems and methods for accepting credit cards through the Lindsey/MRI tenant portal. Chris B. completed the certification 8/29/2022 and is good for 1 year.

4. RFP Fee Accounting Services 1/1/2023 – 12/31/2025. At the end of December 2022, the PHA's agreement with Hawkins Ash will expire for fee accounting services. As a result of this, Chris B. has prepared an RFP for fee accounting services. This RFP will run through 11/7/2022 and a proposal will be accepted at the PHA's November 2022 Board meeting. Due to the limited number of businesses in the area that perform such services, the PHA will reach out to previous accounting firms who have submitted proposals.

At 3:52 pm, 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 Mark P.

Voice vote was as follows:

Leslie H.: Aye
Mark P.: Aye
Noelle F.: 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
10/20/2022

Noelle Flesner

Noelle Flesner (Oct 27, 2022 08:19 CDT)

Noelle Flesner
Board Chair
Pike County Housing Authority
10/20/2022