

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

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 29th, 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 3:00 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner
Commissioner: Cindy Prentice
Commissioner: Mark Pulliam
Executive Director: Chris Bruns
Executive Assistant: Tonya Ellison

Members absent:

Vice Chair: Leslie Henry

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the October 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 October 2022 Regular Session Minutes, November 2022 Occupancy Reports, and October 2022 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Cindy P.: Aye
Mark P.: Aye
Noelle F.: Aye

Executive Director Report:

Old Business

1. Operating Subsidy FY 2022. For the month of November, the PHA is to receive \$53,498.50 in operating subsidy. On 11/1/2022, Chris B. drew down the November amount. For the year through November, the PHA has received \$589,381.00 in Operating Subsidy funding.
2. Capital Fund Program 2020. There are a lot of various materials in the packet for this section regarding both proposal 1 & proposal 2 work items. Of the most notable, there is pay request #1 received from Trotter General Contracting in the amount of \$8,550.00, which was drawn on 10/27/2022 and paid. There is a notice to proceed issued to Trotter General Contracting, various insurance certificates, site photos, various materials submittals, etc. A pay request for invoice EAA# 2106-10 was received from Eggemeyer Associates, which was drawn on 11/1/2022 and paid. A progress meeting was held on 11/16/2022, and a construction observation review was held on 11/16/2022 & 11/17/2022. Notes from both of these are also in the packet. Damon's Plumbing is scheduled to begin their work in early December.
3. Capital Fund Program 2021. Previously, it was discussed and approved to move Capital Fund Program Grant 2021 work to Capital Fund Program Grant 2022, and vice versa. Recently, Chris B. received a reminder email from the Office of Capital Improvements notifying all PHA's of the upcoming obligation due date for the CFP 2021 Grant. Due to the CARES Act, the deadline for obligating this grant is 2/22/2023, well ahead of the CFP 2020 grant even. Chris B. was unaware of the impending date and reached out to Eggemeyer Associates to make sure they were also aware. In discussion with Eggemeyer Associates, Chris B. voiced that he would prefer to do the unit accessibility upgrades, however Eggemeyer Associates

was very concerned with the amount of work that entails and the short turnaround. As a result, Chris B. has decided to pull all of the future exterior improvement work scheduled forward and push back the accessibility improvement work. The exterior work would be at sites 71-1 Barry, 71-2 Barry, 71-3 Pleasant Hill, 71-4 Griggsville, and would be identical as to what was done at 71-9 Landess Terrace. As a result of this change, Chris B. has prepared a revised CFP 5YAP 2021 – 2025 and 2021 Annual Statement. A resolution accepting the changes is necessary.

Resolution 2022-32

At this time, Cindy P. resolved to accept the changes to the revised CFP 5YAP 2021-2025 and 2021 Annual Statement, pulling all of the future exterior work forward and pushing back the accessibility improvement work. Resolution seconded by Mark P.

Voice vote as follows:

Cindy P.: Aye
Mark P.: Aye
Noelle F.: Aye

4. Repositioning. For repositioning, the PHA is still gathering information for Lindsay Henderson of Henderson Appraisals so that she may provide an estimated value of the Baylis & Perry properties. She has been onsite to review measurements and layouts already. She has been sent information on improvements made, site plans, etc. and now is requesting information on income and expenses for the properties.
5. Baylis Wastewater System. Last month, the new proposal was discussed from Spring Creek Environmental and whether they would sign the previously discussed contract addendum. Nothing has been heard from Spring Creek Environmental in that regard. It was also discussed last month about the previous bidder Bainter Environmental and whether they would continue on an “as is” basis, given the future sale of the property. Bainter Environmental was contacted and they have agreed to perform the work under the same terms and conditions as set forth previously. Since Bainter had been accepted previously and not rescinded, it was decided that no further action was necessary at this time.
6. Laundry Services Agreement. RAM Laundry was selected last month to be the PHA’s laundry equipment supplier for the next 3 years. The agreements for the 3 locations have been ratified by all parties and the equipment has been installed.

The transition went smoothly and there have been no tenant complaints. Previously, it was discussed about the old equipment left by CSC and who would retain possession. Ultimately, Chris B. elected for the PHA to hold on to the equipment in case there were to be any issues with CSC. Chris B. has reached out to legal counsel to see what our rights and responsibilities are regarding the equipment. It is desired to hold on to the equipment for a period of time, possibly charge a storage fee, and after a deadline the PHA would then become the owner of the machines.

7. RFP Legal Services 10/1/2022 – 9/30/2025. Previously, the only bidder for the PHA’s legal services, Mahoney, Silverman, and Cross was selected to be the provider once again for the time period of 10/1/2022 – 9/30/2025. As a result of this selection, Chris B. prepared a Legal Services Agreement, which covered the terms of MSC’s proposal. The Legal Services Agreement has now been signed by all parties.
8. AHRMA Insurance Renewal 2023. Previously, Chris B. reported that he had sent all required survey information to AHRMA for calculating the 2023 insurance rates. AHRMA has now finished compiling the renewal rate information for 2023 and the cost is \$81,303.00, which is up from \$74,607.00 in 2022. A motion accepting the rates for 2023 would be appreciated.

At this time, Mark P. made a motion to accept the 2023 AHRMA renewal rate of \$81,303.00. Motion seconded by Cindy P.

Voice vote as follows:

Mark P.: Aye
Cindy P.: Aye
Noelle F.: Aye

9. RFP Fee Accounting Services 1/1/2023 – 12/31/2025. Fee Accounting Services were out for bid from 9/21/2022 through 11/7/2022. As a result of this proposal request, 3 proposals were received. Interested parties are Hawkins Ash CPA’s, Loucks & Schwartz, and Phillip C. Jarrell, LLC. All firms appear to have outstanding qualifications but according to the services usually used by the PHA, the apparent low bid is from the PHA’s current fee accountant Hawkins Ash CPA’s.

At this time, Cindy P. made a motion to accept the low bid proposal from Hawkins Ash CPA's. Motion seconded by Mark P.

Voice vote as follows:

Cindy P.: Aye
Mark P.: Aye
Noelle F.: Aye

New Business

1. HUD Semi-Annual Labor Standards Reporting 3/31/2022 & 9/30/2022. Every 6 months, the PHA is required to report on any prime contracts issued and violations in relation to the awarded contracts. There were no issues for either time frame and all reports have been sent to HUD.
2. Operating Subsidy 2023. The process has started for the Operating Subsidy 2023 grant submission. By 12/16/2022, each PHA must submit their HUD 50071 and SF-LLL Forms. The PHA's forms were sent in on 11/28/2022, well ahead of the deadline.
3. GovCard. Recently, Chris B. and Tonya E. listened to a proposal from GovCard for a different way to accept credit card payments, pay by check, pay by text, automatic payment processing, etc. This would replace the current system of using PayPal and would be more professional and allow for more detailed reporting to be generated. The \$3.00 processing fee would not change. Unless there are any objections, Chris B. intends to move forward with GovCard.
4. Board Meeting Schedule 2023. Chris B. has prepared a Board Meeting Schedule for 2023. The dates are all the 3rd Thursday of each month with the meeting time remaining at 3pm. The schedule will need to be accepted via a resolution.

Resolution 2022-33

At this time, Mark P. resolved to accept the Board Meeting Schedule for 2023. Resolution seconded by Cindy P.

Voice vote as follows:

Mark P.: Aye
Cindy P.: Aye
Noelle F.: Aye

5. Annual Employee Performance Bonuses. As with last year, it has been recommended to give each employee a \$400.00 annual performance bonus. This will need to be accepted via a resolution.

Resolution 2022-34

At this time, Cindy P. resolved to accept the \$400.00 annual employee performance bonus. Resolution seconded by Mark P.

Voice vote as follows:

Cindy P.: Aye
Mark P.: Aye
Noelle F.: Aye

At 3:32 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 Mark P.

Voice vote was as follows:

Cindy P.: 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
12/29/2022

Noelle Flesner
Noelle Flesner (Dec 29, 2022 14:26 CST)
Noelle Flesner
Board Chair
Pike County Housing Authority
12/29/2022