

**Pike County Housing Authority
Board Meeting Minutes
January 2023**

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, January 19, 2023. 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 3:10 pm with no guests in attendance.

Members present:

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

Members absent:

Vice Chair: Leslie Henry

Minutes Review:

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

Occupancy Reports:

A review of the January 2023 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

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

At this time, Mark P. motioned to accept the consent agenda of the December 2022 Regular Session Minutes, January 2023 Occupancy Reports, and December 2022 Financial Reports. Motion seconded by Cindy P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Noelle F.: Aye

Executive Director Report:

1. Operating Subsidy 2023. For the month of January, the PHA received \$59,647.50 in Operating Subsidy. On 1/3/2023, Chris B. drew down the January amount. For February, the PHA will have the same amount available to draw. This initial allotment of subsidy covered a few weeks of March 2023, so it is likely there will be a significantly reduced amount for that month.
2. Capital Fund Program 2020. Some of this activity has slowed down due to the holidays and waiting for materials. There was a stop work request issued to Trotter General Contracting on 12/23/2022 and the follow up start work request was issued on 1/9/2023. Color schemes have been chosen for the site signs. Damon's Plumbing has been more active during the last month and pay request #1 was received from Damon's Plumbing on 1/3/2023 for \$90,911.27, which has been drawn and paid. A monthly US Census request on the construction progress was received and submitted prior to the due date.
3. Capital Fund Program 2021. Invoice #1 was received from Eggemeyer Associates in the amount of \$3,650.00. This invoice was paid from low rent funds due to a previous CFP 2020 Eggemeyer Associates A&E invoice being drawn from CFP 2021. There will be another portion of the next Eggemeyer Associates invoice to be paid from low rent funds (roughly \$5,000.00). The advertisement for the scope of work invitation for bids was published on 1/11/2023 in the newspaper, and is posted on the PHA's and Eggemeyer Associates website. As discussed before it is imperative that this work is bid out. Eggemeyer Associates has supplied their estimate for the work, which again is well above what was previously planned. Due to the significant estimated cost, Chris B. has planned on moving a portion of the

work to the CFP 2021 and CFP 2022 grants. It is thought that by splitting the cost, all work needed for site exteriors at 71-1, 71-2, 71-3, and 71-4 could be done.

4. Capital Fund Program 2022. As mentioned above, this grant is being combined with the CFP 2021 grant to allow for all of the above work to be done due to cost. Chris B. has prepared revisions to the CFP 5YAP to split the work currently in year 2021 to be spread across the CFP 2021 and CFP 2022 grant years. This will require a revised CFP 2021 and CFP 2022 annual statement also. The CFP 5YAP is currently sitting in review status and is locked until the Chicago Field Office reviews and approves. Until approved, no further action can be taken on revisions.
5. Repositioning. On 1/6/2023, Chris B. received an email from Lindsay Henderson indicating she was waiting on some tax estimates from the assessor's office and would be able to compile the appraisals. Chris B. discussed the potential need to reduce further unit counts and suggested if this was the case that the single building holding 12 units at 71-13 could be appropriate.
6. RFP Fee Accounting Services 1/1/2023 – 12/31/2023. Recently, Hawkins Ash was selected as the PHA's fee accounting services provider for fiscal years 2023, 2024, and 2025. Hawkins Ash prefers to only sign agreements on a yearly basis and Chris B. signed the 2023 agreement on 1/4/2023. All pricing provided in the agreement matches the Hawkins Ash proposal that was accepted.

New Business

1. AHRMA Property Claim 12/28/2022. On Christmas Eve evening, Chris B. received calls/texts from Amber S. and Josh H. about units 16 & 17 in Pleasant Hill. The water pipes had burst due to the extreme cold. It also was thought that the occupant of unit 17 who moved prior to her move out date, had turned down the heat of her unit. Regardless, both units sustained significant damage from the issue. The family still residing in unit 16 went to a relatives for the evening, the PHA then put them up in a hotel for the next few nights to get a unit of the same size/type ready for them to transfer into. As explained to the family, reasonable costs for relocation can be considered as well as reasonable food costs since they lost the ability to cook and prepare food in their unit. However, personal items to be replaced

would not be considered as that is a renter's insurance issue. The family has been relocated, however it has also been discovered that they have not reported income in the meantime. Both the current resident has income above what the PHA has on file, as well as the boyfriend who moved in without permission. The household has been charged appropriately for that, and the PHA is waiting to see what sort of receipts are furnished for the relocation to make an adjustment. In the meantime, both units 16 & 17 have been placed into HUD approved casualty loss status and the PHA is seeking firms to renovate the damaged units. No bids have been offered up to this point.

2. Exempt Property Certification 2023. Each year, the PHA must reports its exempt property listing to the assessor's office to maintain its real estate tax exempt status. Chris B. has completed this for fiscal year 2023. As discussed previously, even though the PHA is exempt from real estate taxes, it still pays a PILOT. Last year the PHA paid \$23,174.85 in PILOT to Pike County.
3. HUD REAC Inspection 2023. On 1/3/2023, Chris B. was notified that Humble Beginnings Consulting, LLC. wanted to conduct a REAC inspection 1/30/2023 through 2/1/2023. HUD protocols require the inspector to give a 30 day notice prior to the inspection, and the notice given did not meet those terms. However, if the PHA refused the dates given, then a presumptive score of 0 may be issued. To avoid any unnecessary negative potential outcomes, Chris B. agreed to the dates given. As a result, Chris B. and Josh H. reached out to Midwest Inspection Group regarding the possibility of scheduling a pre-inspection as was done 3 years ago. Midwest Inspection Group was available and notice regarding the pre-inspection and REAC inspection was provided to all residents both via handout and in the PHA newsletter. Midwest Inspection Group has now been on site and completed their pre-inspection 1/10/2023 through 1/12/2023. All affected residents have been notified of Midwest Inspection Group's findings and that the PHA and residents themselves may have items to address prior to the REAC inspection. A 48 hour notice has now gone out via handout to the affected residents and informed them the PHA will be coming into their unit to make repairs and that the PHA would be checking on the household's items to address. The cost for the pre-inspection service was \$2,052.00, which is the same as last time. On the last REAC inspection, the PHA scored a 38/40, which was its highest scoring to date.

At 3:37 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
02/16/2023

Leslie Henry

Leslie Henry (Feb 22, 2023 12:18 CST)

Leslie Henry
Board Vice Chair
Pike County Housing Authority
02/16/2023

Pike County
Housing Authority

