

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

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 16th, 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 3:07pm with no guests in attendance.

Members present:

Vice-Chair: Leslie Henry (Zoom)
Commissioner: Mark Pulliam
Commissioner: Cindy Prentice
Executive Director: Chris Bruns

Members absent:

Chair: Noelle Flesner
Executive Assistant: Tonya Ellison

Minutes Review:

A review of the January 2023 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

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

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

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye
Leslie H.: Aye

Executive Director Report:

Old Business

1. Operating Subsidy 2023. For the month of February 2023, the PHA received \$59,647.50 in Operating Subsidy. On 2/1/2023, Chris B. drew down the February amount. Looking ahead to March, it is not known how much if any subsidy will be received other than what the PHA already has received. The January & February funding amounts included about 3 weeks of March. The subsidy calculation process for the remainder of 2023 is underway. HUD released the online submission capability early with all forms due back by 3/8/2023.
2. Capital Fund Program 2020. There is a litany of information in the packet for this section. Of the most important, invoice #EAA2106-11 was received from Eggemeyer Associates in the amount of \$2,500.00 which has been drawn and paid. The water heater and valve portion of the work is nearing completion with a substantial completion review being done. Contract modification #1 was received from Damon's Plumbing adding \$194.00 to the value of their contract. This was due to extra materials needed in some units due to having limited space in the utility closet for installation of the water heaters.

Resolution 2023 – 1

At this time, Cindy P. resolved to accept Contract modification #1 with Damon's Plumbing as presented. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye
Leslie H.: Aye

Pay request #2 was received from Damon's Plumbing in the amount of \$148,213.33, but only \$115,901.78 was drawn for this from CFP 2020, which zeroed out the CFP 2020 grant. A project meeting on the site improvements was held on 1/26/2023. That portion of the work is moving slower due to delays in getting the signs. Pay request #3 was received from Trotter General Contracting in the amount of \$46,161.00 which was paid from low rent funds.

3. Capital Fund Program 2021 & 2022. There is a litany of information in this section also. Of the most notable, there is a revision #9 to the CFP 2021 - 2025 5YAP which split the exterior work being solicited for bid between the CFP 2021/2022 years.

Resolution 2023 – 2

At this time, Cindy P. resolved to accept CFP 2021 – 2025 5YAP Revision #9 as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye
Leslie H.: Aye

As a result of the CFP 2021 – 2025 5YAP Revision #9, there was a revision #6 to the CFP 2021 Annual Statement.

Resolution 2023 – 3

At this time, Cindy P. resolved to CFP 2021 Annual Statement Revision #6 as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye

Leslie H.: Aye

Chris B. stated there are also revisions #3 & #4 to the CFP 2022 – 2026 5YAP, which revision #3 split the exterior work into CFP 2022, and revision #4 moved back a portion of exterior work to CFP 2023 because of high cost.

Resolution 2023 – 4

At this time, Cindy P. resolved to accept CFP 2022 – 2026 5YAP Revisions #3 & #4 as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Leslie H.: Aye

As a result of the CFP 2022 – 2026 5YAP Revision #3, there is a revision #2 to the CFP 2022 Annual Statement.

Resolution 2023 – 5

At this time, Cindy P. resolved to accept CFP 2022 Annual Statement Revision #2 as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Leslie H.: Aye

Chris B. goes on to states that there will be a CFP 2022 Annual Statement Revision #3 once the CFP 2022 – 2026 5YAP Revision #4 is HUD accepted.

A pre-bid meeting was held on 2/2/2023 for the exterior improvements for CFP 2021/2022 years, with all bids being due in by 2/14/2023 at 2:00pm. In total three bids were received, and were from Trotter General Contracting (\$770,000.00 base, \$343,000.00 alternate #1), Building Systems of Illinois (\$903,200.00 base, \$331,900.00 alternate #1), and Roady Exteriors (\$704,000.00 base, \$301,000.00 alternate #1). Both John B. of Eggemeyer

Associates and Chris B. feel that the low bid from Roady Exteriors should be accepted. Unfortunately, there is not enough funding between CFP 2021/2022 years to consider alternate #1. The acceptance of the base bid from Roady Exteriors and declination of alternate #1 should be accepted via resolution. There will be about \$42,000.00 left in CFP 2022 to account for any overruns that could be incurred.

Resolution 2023 – 6

At this time, Cindy P. resolved to accept the base bid of \$704,000.00 from Roady Exteriors and to decline the proposed alternate #1 in the amount of \$301,000.00. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye
Leslie H.: Aye

4. Repositioning. Last month, it was discussed of the need for the PHA to potentially consider additional demolition action to get its unit count down. As a result of this discussion, Chris B. has prepared Revision #2 to the 5-Year PHA Plan for 2021 – 2025. This revision includes specific language as to the sites and numbers of units being considered for demolition or disposition. 5-Year PHA Plan 2021 – 2025 Revision #2 will need to be accepted as a draft via resolution.

Resolution 2023 – 7

At this time, Cindy P. resolved to accept the draft version of the 5-Year PHA Plan 2021 – 2025 Revision #2 as prepared by Chris B. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye
Leslie H.: Aye

This document will now go through the public comment and hearing phase and will be revisited for finality in April 2023. Chris B. reports that he does have the appraisals for the properties to be sold in Perry and Baylis. They are not included in the packet due to the future sale of the real estate, and a closed session would be more appropriate to discuss them. Now that the PHA has these, the PHA is waiting on a voucher letter from Menard County Housing Authority for the tenant protection vouchers. Once this is received, the disposition application can be submitted. The PHA is still actively looking to relocate families from the Baylis & Perry units to other PHA properties if they wish to do so. Demolition estimates for the 3 buildings previously discussed at Landess Terrace and E. Adams have also been received and are estimated at about \$387,000.00. This action will likely consume one full year of CFP budget.

5. AHRMA Property Claim 12/28/2022. As discussed last month, there was a casualty loss at units 16 & 17 in Pleasant Hill. Estimates have been received from Mowie Construction (\$37,581.00) and Four-M Construction (\$33,847.85). Due to the lower price the quote from Four-M has been accepted by Chris B and AHRMA. Four-M is in the process of procuring materials and an initial invoice has been received by AHRMA for payment.

New Business

1. Johnson Controls M&V 2023. Johnson Controls has begun preparing their M&V report for 2023 for the PHA & HUD. Chris B. has signed off on numerous utility releases for them to gather data. The M&V report is due to be submitted in May.
2. ACHA Legal Services Piggybacking. Recently, Chris B. was contacted by Gordon Sprewell of CVR Associates who inquired about the possibility of Alexander County Housing Authority utilizing the PHA's previous legal services procurement to select Mahoney, Silverman, and Cross for legal services. Chris B. did not object and furnished the information requested and signed interagency agreement to Gordon S. This move allows ACHA to skip all the steps the PHA took in order to make its legal services selection. There was another request for legal services piggybacking recently from Peoria Housing Authority, which was also granted.
3. Mowing Services 4/1/2023 – 3/31/2026. Chris B. has decided that mowing services should be let for bid in order to allow the PHA's maintenance staff

to focus on unit turns and repairs. It is not known if any proposals will be received or if they will be for a reasonable fee. This was last let for bid in 2014 and the fees offered ranged from \$22,000.00 to \$27,000.00 per year. Bids are due in no later than 3/23/2023 at 2:00pm.

4. Lamar Billboard Contract 2023. Chris B. states that the prominent location of the PHA's billboard in Pittsfield is very good and should be continued. As a result of this, Chris B. has renewed the billboard advertising with Lamar for 2023 at a cost of \$3,696.00. The new billboard design is included for reference.
5. Lincoln Financial Dental Vision Renewal 7/1/2023. Tina Jenkins of Assured Partners, the PHA's employee insurance benefits broker, emailed Chris B. regarding the upcoming rates for Dental/Vision coverage from Lincoln Financial. Per Tina J., the dental coverage will have no change and the vision portion will decrease \$5.29 per month. Chris B. sees no need to change the coverage and would request approval of the renewal. The dental/vision renewal from Lincoln Financial will need to be accepted via resolution.

Resolution 2023 – 8

At this time, Cindy P. resolved to accept the renewal from Lincoln Financial for the employees dental and vision coverage as proposed by Assured Partners. Resolution seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye
Cindy P.: Aye
Leslie H.: Aye

At 4:10pm, 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

Leslie H.: Aye

It is certified by the below signatures that these minutes are truthful and accurate.

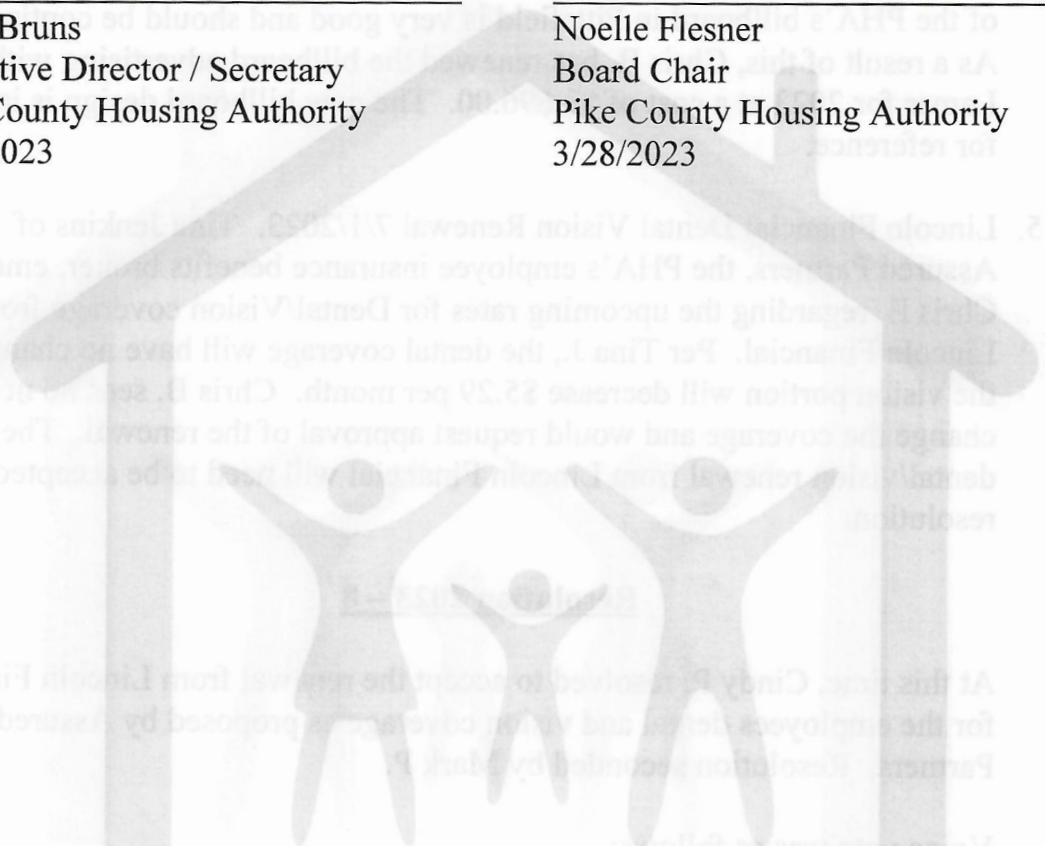
Chris Bruns

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
3/28/2023

Noelle Flesner

Noelle Flesner (Mar 29, 2023 08:13 CDT)

Noelle Flesner
Board Chair
Pike County Housing Authority
3/28/2023



**Pike County
Housing Authority**