

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

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, March 28th, 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 3:13pm with no guests in attendance.

Members present:

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

Members absent:

None

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the February 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 February 2023 Regular Session Minutes, March 2023 Occupancy Reports, and February 2023 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

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

Executive Director Report:

Old Business

1. Operating Subsidy 2023. For the 2023 Operating Subsidy, the PHA is calculated to receive around \$611,642.00, subject to HUD and Federal adjustments. This calculation is about \$5,000.00 less than the original calculation from last year. Based off of this calculation, the months of March and April have an obligated amount of \$75,960.00 for the PHA to receive. Based off the eligibility of \$195,255.00 for the first 4 months of 2023, there is \$27,146.25 due to the PHA through March 2023. In April, the PHA will receive \$48,813.75. Initial proration level is set at 98.72%.

Resolution 2023 – 9

At this time, Cindy P. resolved to accept the 2023 Operating Subsidy calculation of \$611,642.00, subject to HUD and Federal adjustments. Resolution seconded by Leslie H.

Voice vote was as follows:

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

2. Capital Fund Program 2020. The Trotter General Contracting portion of this scope of work is ongoing. Damon's Plumbing portion of the work is complete and final payment in the amount of \$26,569.40 was paid from low rent funds.

Trotter has been waiting on the signage company to deliver the signs. As a result of that, a stop work letter was issued to Trotter on 2/8/2023 until the signs were delivered. Also, due to the future sale of the properties in Perry & Baylis the signs have been elected to not be installed at those properties. This action created contract modification #2 reducing the Trotter contract by \$1,800.00. Contract modification #2 with Trotter will need to be accepted via resolution. Invoice #12 has been received from Eggemeyer Associates in the amount of \$4,000.00 and has been paid from low rent funds. Chris B. has completed two separate US Census CPRS reporting surveys.

Resolution 2023 – 10

At this time, Cindy P. resolved to accept Contract Modification #2 with Trotter General Contracting. Resolution seconded by Leslie H.

Voice vote was as follows:

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

3. Capital Fund Program 2021 & 2022. Last month, the base bid presented by Roady Exteriors was accepted and the alternate bid was declined. Roady was informed of this selection, and the unsuccessful bids from Trotter General Contracting and Building Systems also received notification. The agreement with Roady has now been signed by all parties. Last month, it was mentioned that CFP 2022 Annual Statement Revision #3 would need to be accepted via resolution once HUD approved the CFP 2022 – 2026 5YAP Revision #4. This has been done. Invoice #3 has been received from Eggemeyer and paid from CFP 2021 funds. A preconstruction meeting was held with Roady on 3/27/2023.

Resolution 2023 – 11

At this time, Mark P. resolved to accept CFP 2022 Annual Statement Revision #3 as prepared by Chris B. Resolution seconded by Cindy P.

Voice vote was as follows:

Mark P.: Aye

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

4. Exempt Property Certification 2023. At the January 2023 Board meeting, it was reported by Chris B. that he had furnished the exempt property certification for 2023 to the Pike County Assessment office. Then on 2/14/2023, a letter was received from the Pike County Assessment office indicating the process for exempt property as well as a form to be completed with parcel numbers. Chris B. completed the forms and sent them in for all of the PHA's properties on 2/16/2023. This was something new as a letter along with addresses of the PHA's properties had previously been sufficient. Just a note on this, there is a piece behind the office and Landess Terrace that do not have any parcel information on file.
5. AHRMA Property Claim 12/28/2022. Four-M construction adjusted their bill down due to a miscalculation in the amount of drywall needed for the Casualty Loss at apartments 16 & 17 in Pleasant Hill. Materials have been ordered and work has begun. The units are approved to be offline through May 2023 and should be ready to rent well before that.
6. Mowing Services 4/1/2023 – 3/31/2026. Last month, Chris B. mentioned that it was desired to take the mowing services out for bid to allow maintenance staff to focus on unit turns. Also, in speaking with the PHA's field office representative Patrick Cano, he indicated that HUD favored that approach as well. Two bids were received for the services and were from JLKelley LLC (\$86,400.00) and Premier Pressure Washing & Lawn Care LLC (\$129,914.00). This quote from JLKelley LLC is the low bid proposal and is recommended. Due to the future sale of the Perry & Baylis properties, those were not included in the bid process and PHA staff will need to maintain them until the sale.

At this time, Cindy P. motioned to accept the proposal as submitted by JLKelley LLC for the mowing services from 4/1/2023 through 3/31/2026. Motion seconded by Leslie H.

Voice vote was as follows:

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

Noelle F.: Aye

7. Lincoln Financial Dental Vision Renewal 7/1/2023. Last month, the renewal with Lincoln Financial for the employees Dental & Vision coverage was accepted. Benefit sheets regarding the coverages were circulated with the packets.

New Business

1. REAC Submission FYE 2022. Hawkins Ash has been gathering information from the PHA for the unaudited REAC submission for FYE 2022. The submission was due to HUD by 2/28/2023, however there is a 15 day grace period prior to any points being deducted. Hawkins Ash had the submission in on 3/15/2023 just ahead of the deadline. In speaking with Hawkins, Angie Campbell indicated that they were doing that on nearly all of the submissions due to being short staffed. This reporting and timely financial submissions will continue to be monitored, as the fee accountant should not cause the PHA to have any points deducted.

Resolution 2023 – 12

At this time, Cindy P. resolved to accept the REAC submission for FYE 12/31/2022 as prepared by Hawkins Ash. Resolution seconded by Mark P.

Voice vote was as follows:

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

2. Capital Fund Program 2023. Recently, HUD published information regarding CFP 2023 processing. Chris B. is working on completing all of the documents for the submission by this meeting, however they may not be ready until the April 2023 meeting. One thing that is ready is the signed ACC documents for the CFP 2023 grant. The PHA is allotted \$586,768.00 in the CFP 2023 grant and the ACC should be accepted via resolution.

Resolution 2023 – 13

At this time, Mark P. resolved to accept the ACC amendments for the 2023 Capital Fund Program grant. Resolution seconded by Cindy P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

3. Quorum Census FYE 12/31/2022. Each year, Quorum Consulting conducts an annual audit of the PHA's retirement account activity. Quorum has completed this review and as was expected, there were no issues identified and the audit is clean. A resolution accepting the census report would be appreciated.

Resolution 2023 – 14

At this time, Cindy P. resolved to accept the Census Report of the PHA's retirement activity for FYE 12/31/2022 as prepared by Quorum Consulting. Resolution seconded by Leslie H.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

4. AHRMA Work Comp Audit FYE 2022. Each year, AHRMA conducts a payroll audit of the PHA's wages to determine if there are any adjustment to be made to the PHA's workers' comp billing. This review for 2022 has been completed by Chris B. and furnished to AHRMA. This time around, the estimated payroll was fairly close to the final amount, so there should not be much of an adjustment made.
5. WGEM Advertising 3/1/2023 – 2/28/2024. Recently, Chris B. met with Doreen James of WGEM to discuss the PHA's advertising package going forward. Last year, the PHA spent \$3,300.00 per month with WGEM and Chris B. went into this year looking to cut that out or down significantly due to budget/funding constraints. In reviewing the streaming statistics it was felt that these were

being seen the most versus other methods. From this Doreen J. proposed continuing the streaming campaign, adding Youtube into the mix. As part of this, the PHA would also receive banner ads on the WGEM owned website and apps. The cost is \$1,450.00 per month, which is a savings of \$1,850.00 per month, or \$22,200.00 annually. Chris B. felt the pricing was better and chose to move forward with the package instead of eliminating advertising altogether.

At 3:45pm, there were no further topics for discussion in regular session. However, per the agenda there is a need to enter closed session for discussion of Personnel and Property Sale. At this time, Cindy P. motioned to adjourn the regular meeting and enter closed session. Motion seconded by Leslie H.

Voice vote was as follows:

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

At 4:03pm, the meeting returned from closed session to regular session. No votes were taken during the closed session only discussion of Personnel and Property Sale.

At 4:04pm, 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
Noelle F.: Aye

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

Chris Bruns

Chris Bruns
Executive Director / Secretary

Noelle Flesner

Noelle Flesner (Apr 26, 2023 08:13 CDT)

Noelle Flesner
Board Chair

Pike County Housing Authority
4/27/2023

Pike County Housing Authority
4/27/2023



Pike County Housing Authority



Noelle Fanner
Board Chair



Chris Bruns
Executive Director / Secretary