

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

The re-scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 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 4:06 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner
Commissioner: Mark Pulliam
Commissioner: Cindy Prentice
Vice Chair: Leslie Henry (Zoom)
Executive Director: Chis Bruns
Executive Assistant: Tonya Kirk

Members absent:

None

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

A review of the August 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 August 2023 Regular Session Minutes, September 2023 Occupancy Reports, and August 2023 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Mark P.: Aye

Cindy P.: Aye

Leslie H.: Aye

Noelle F.: Aye

Old Business

1. Operating Subsidy FY 2023. For September 2023, the PHA is scheduled to receive \$48,823.50 in Operating Subsidy, which was drawn on 9/1/2023. For October and November 2023, the PHA will receive \$47,563.50 per month, a 93.03% proration.
2. Capital Fund Program FY 2020. Pay request #4 was received from Trotter General Contracting in the amount of \$25,230.15, which has been paid from low rent funds. Previously, the need for stronger supports to anchor the new signs was discussed. Trotter indicated 4-6 weeks for the fabrication of the supports and work would not restart until those were ready. We are near the end of that schedule, and Trotter has not indicated that the supports are ready.
3. Capital Fund Program FY 2021 & 2022. HUD has increased the amount of both the CFP 2021 (+\$2,112.00) and CFP 2022 (+\$1,940.00) grants. Chris B. has completed the monthly CPRS reporting for the US Census for this project. Invoice# EAA2259-7 in the amount of \$1,000.00 has been received from Eggemeyer Associates and has been drawn and paid. A progress meeting was held with Rody Exteriors on 9/12/2023 and that meetings notes and construction observation report are included in the packets. Eggemeyer has supplied their estimation for contract modification

#1 with Roady and value the modification at \$15,330.83. As a result of that, contract modification #1 has been signed with Roady. This modification adds \$15,093.25 to the value of the agreement and moves the completion time to 10/16/2023.

Resolution 2023-34

At this time, Cindy P. resolved to accept Roady Contract Modification #1. Resolution was seconded by Leslie H.

Voice votes as follows:

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

Roady has submitted pay request #3 in the amount of \$214,723.80, which has been drawn but not yet paid. In order to draw the funds for this request, Chris B. had to go into EPIC and revise the CFP 2021 budget to include the above increase. As a result of this, CFP 2021 Annual Statement Budget revision #7 was created.

Resolution 2023-35

At this time, Leslie H. resolved to accept the CFP 2021 Annual Statement Budget Revision #7. Resolution was seconded by Cindy P.

Voice votes as follows:

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

The PHA has received several calls/emails from various parties complaining about trash blowing around the Pleasant Hill work site. These have all been voiced to Eggemeyer and Roady. In the packet are pictures of the Pleasant Hill site, which does not appear to be much of an issue.

4. Repositioning. The IGA has been ratified with Menard County Housing Authority and is included in the packet. Chris B. still has to complete the submission in PIC for the demolition/disposition of the Baylis, Perry, and Pittsfield units. Interesting to note, that this activity has been planned for a while, but recently was picked up by the local paper and TV station. On Chris B.'s monthly HUD call the Environmental Review needed was discussed and this may be something the PHA will need to have completed by an outside source. HUD Engineer Natik Patel did not seem to act as if the previous environmental review done for the CFP program would suffice. Chris B. is sending the current ER to HUD for their determination of that.
5. Pam Simpson PHA Audit FY 2022. Pam Simpson has previously been on site and identified no issues with the PHA's financial records. The audit submission is due to HUD no later than 9 months after the PHA's fiscal year end which leaves the PHA's submission due by 9/30/2023. If the submission is not received by the deadline, then HUD will assess a late presumptive failure score of 0 points. This isn't expected to happen. Action item for next month will be to Approve PHA FY 2022 Final Audit Draft.
6. PHA Wide Storm Damage 6/29/2023. Previously, the quote from Bowen Construction was approved by the PHA and its insurer AHRMA. As a result of that, Bowen has been making the repairs needed to the PHA's properties from the storm damage on 6/29/2023. The repairs have gone well and Josh H. has no complaints regarding the work done. Photos of the repairs are included in the packet for the Board's review.

7. Griggsville Property Damage. Last month, it was discussed that the City of Griggsville damaged one of the PHA's parking lots during the removal of a fire hydrant. Griggsville has been out and repaired the lot to its previous condition. Photo of the repair is included in the packet for the Board's review.

New Business

1. HUD Fair Market Rents & Flat Rent Policy Update 10/1/2023 – 9/30/2024. On 8/31/2023, HUD published the new fair market rents, small area fair market rents, and unadjusted rents for federal fiscal year 2024 for Pike County, IL. These rents are to be used in determination of the flat rents to be used in the PHA's program. As usual, there is a slight adjustment for this year from the last.

Resolution 2023-36

At this time, Cindy P. motioned to approve the HUD prepared FY 2024 FMR's for Pike County, IL. Resolution seconded by Leslie H.

Voice votes as follows:

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

HUD requires the PHA's flat rents to be set at no less than 80% of the published FMR, SAFMR, or Unadjusted figures. As a result of this, Chris B. has prepared a Flat Rent Policy Revision incorporating the new figures. The overall change is an increase of \$12.00 to \$44.00 across the various bedroom sizes per month. This change also only affects the higher earning PHA residents

paying flat rent. If chosen by these households, it has the same effect as a maximum rent or rent cap.

Resolution 2023-37

At this time, Cindy P. motioned to approve the Flat Rent Policy Revision 10/1/2023 – 9/30/2024 as a Draft. Resolution seconded by Mark P.

Voice votes as follows:

Mark P.: Aye

Noelle F.: Aye

Cindy P.: Aye

Leslie H.: Aye

2. AHRMA Pre-Renewal FY 2024. In preparation for determination of the PHA's FY 2024 insurance rates, AHRMA has sent out a packet requesting a variety of information. The information requested was returned to AHRMA on 9/21/2023. An increase is most certainly expected.
3. Johnson Controls EPC Year 7 Report & Utility Allowance. In preparation for preparing the PHA's EPC Year 7 Report & Utility Allowances, Johnson Controls has sent out utility releases so that they may obtain information on usage/cost for the PHA's water/sewer, gas, and electric. Once the allowances are determined, JCI will provide them so that the PHA may go through the implementation process. The EPC annual report is due to HUD no later than 5/1 of each year. The releases were returned to JCI on 9/11/2023.
4. Sny Island Levee Drainage District Assessment. On 9/6/2023, a notice was received from the Sny indicating the intention for a rate increase to its annual assessment. This affects the PHA's property

in Pleasant Hill. It is unknown as to the increase, but Chris B. has heard some landowners rates have nearly doubled.

5. HUD Civil Rights Certification FY 2024. Each year, the PHA must pass an annual HUD 50077CR Form certifying that the PHA will be compliant with all civil rights requirements. This PHA is a Qualified small PHA and is not required to submit an Annual Plan ever year, but is required to submit this attestation form in lieu of that.

Resolution 2023-38

At this time, Mark P. resolved to accept the HUD Civil Rights Certification for FY 2024. Resolution was seconded by Cindy P.

Voice votes as follows:

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

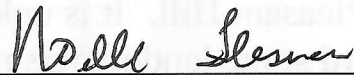
At 4:34 p.m. there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Cindy P. motioned to adjourn the meeting at this juncture. Motion seconded by Mark P.

Voice votes as follows:

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



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
10/19/2023



Noelle Flesner
Board Chair
Pike County Housing Authority
10/19/2023



**Pike County
Housing Authority**