

**Pike County Housing Authority  
Board Meeting Minutes  
February 2024**

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 15, 2024. 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](http://www.pikehousing.com).

The meeting was called to order at 4:04 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner  
Commissioner: Mark Pulliam  
Commissioner: Cindy Prentice  
Vice Chair: Leslie Henry  
Executive Director: Chis Bruns

Members absent:

Executive Assistant: Tonya Kirk

**Minutes Review:**

A review of the January 2024 Regular Session Minutes occurred. There were no corrections or changes recommended.

**Occupancy Reports:**

A review of the February 2024 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

A review of the January 2024 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 2024 Regular Session Minutes, February 2024 Occupancy Reports, and January 2024 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

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

**Old Business:**

1. Operating Subsidy FY 2024. HUD updated the overall amount that the PHA is to receive through 3 weeks of April 2024. As a result of that, the PHA was able to draw down \$76,796.25 for the month of February 2024. The amount for March 2024 will be less, and will depend on whether the last week of April's funding has been released and amount of that funding. Overall, HUD is indicating prorated eligibility of 87.44%, which is based on the lowest of the bodies of Congress Budget proposals.

2. Capital Fund Program FY 2020. Chris B. completed the CPRS survey with the US Census on 2/13/2024. John B. of Eggemeyer indicates he is waiting on record and shop drawings from Trotter General Contracting for the final closeout.

3. Capital Fund Program FY 2021 & 2022. For this scope of work, there is not much to add from the last meeting. Roady is working on completing the project in the liquidated damages period. They have indicated two weeks to finish from last week.

4. AHRMA Auto & Property Claim 10/3/2023. A proposal for the repair of the fence at the maintenance building was received. Quincy Fence proposed a price of \$4,315.94 for the repair of the fence from the accident on 10/3/2023. AHRMA did not object to this quote and it has been accepted. Quincy Fence required ½ payment up front to begin the work, which has been made by the PHA. AHRMA has reimbursed the PHA for the down payment.

5. REAC Submission FYE 2023. Last month, it was discussed that Hawkins Ash was preparing the PHA's FYE 2023 REAC Submission. Chris B. and Tonya K. have sent them all of the information requested at this point. Part of this submission was the Depreciation Schedule and Leased Inventory. Those documents were accepted formally via resolution and the other items involved were discussed at the meeting.



### Resolution 2024-3

At this time, Leslie H. resolved to approve Depreciation Schedule & Leased Inventory for FYE 2023. Motion seconded by Cindy P.

Voice vote was as follows:

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

6. AHRMA Property Claim 12/24/2022. This claim was from the water pipes that burst at units 16 & 17 in Pleasant Hill. Evidently there was a miscommunication with this repair. In April 2023, more pipes were discovered that had been split. Two Rivers Plumbing supplied a quote, which was shared with AHRMA. AHRMA apparently thought this was part of the original quote from Four M Construction. AHRMA processed the proof of loss and this quote and payment were not processed. The PHA began receiving bills for the work and it was thought that Four M did not pay their subcontractor and so payment was still not made. The PHA followed up with AHRMA and discovered that the quote from Two Rivers had never been included. As a result of this, AHRMA has issued payment to the PHA for the \$1,500.00 Two Rivers invoice and updated the POL. Payment has been issued to Two Rivers from the PHA closing out the claim for all parties.

7. Casscomm Property Damage 11/22/2023. On 11/22/2023, it was discovered that there was a sewer pipe collapse at the PHA's E. Adams complex. Shortly thereafter, it was discovered by the contractor that the issue was caused by Casscomm workers digging and damaging the pipes. Casscomm turned in the claim to their insurance for the damage. The reimbursement payment has been received from Tristar Risk Management and the PHA has paid Twaddle Plumbing closing out the claim for all parties.

8. HUD PHAS Score Report FYE 12/31/2022. This re-issuance of the score was discussed briefly. In FYE 2022, the PHA was assessed a Substandard Management designation and overall 75 score mainly due to vacancies. This has been addressed previously, with the PHA working with HUD to get units into HUD approved status and through the PHA's long term plans to remove units from inventory. As a result of that, HUD issued a Take No Action Letter for the PHAS FYE 2022 score report. In speaking with HUD, there would be some follow up with the PHA on this score. To note, the PHAS Score Report for FYE 12/31/2023 should be issued soon.



9. HUD Maintenance Wage Rate FY 2024. Prior to the start of 2024, the PHA established its Maintenance Wage Rate Recommendation for the upcoming year, which was furnished to HUD on 1/12/2024. On 2/8/2024, Chris B. received an email from HUD indicating that the PHA's Maintenance Wage Decision was expired as of 12/31/2023. In that email, HUD requested the PHA's Maintenance Wage Rate Recommendation 4750 Form for FY 2024, copy of the PHA's Personnel Policy, and copy of the PHA's maintenance job descriptions covering the workers listed on the MWR Recommendation. These documents were to be sent to HUD no later than 2/15/2024. Chris B. sent the requested documents to HUD on 2/8/2024 and HUD has now issued an approval letter and MWR Determination. This MWR Determination is good for 2 years due to HUD policy updates.

10. RFP Audit Services FYE 12/31/2023 – 12/31/2025. On 11/29/2023, the PHA began advertising for Audit Services proposals. These services would cover FYE 2023 – 2025. All proposals were to be in to the PHA no later than 1/29/2024 at 10:00am. In the end, three proposals were received from Rector Lofton & Reeder PC, Barrale Renshaw CPAs & Advisors, and Pam Simpson CPA. All firms' proposals were very good, with the most significant difference coming down to pricing. Chris B. has prepared a scoring sheet for the proposals received, which was discussed at the meeting.

At this time, Cindy P. motioned to approve the proposal by Pam Simpson CPA for Audit Services FYE 12/31/2023 – 12/31/2025. Motion seconded by Leslie H.

Voice vote was as follows:

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

**New Business:**

1. Johnson Controls EPC Reporting FY 2024. Johnson Controls has begun working on gathering information for their FY 2024 reporting on the CY 2023 performance of the PHA's Energy Performance Contract. Chris B. has supplied Johnson Controls with information regarding the PHA's CFP work during the CY for the report.

At 4:25 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 Leslie H.

Voice votes as follows:

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

*Chris Bruns*

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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
3/14/2024

*Noelle Flesner*

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Noelle Flesner  
Board Chair  
Pike County Housing Authority  
3/14/2024

