

Pike County Housing Authority
Board Meeting Minutes
2/20/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday February 20th, 2014 at the Landess Terrace Community Building in Pittsfield, IL.

Those attending the meeting were Board Chairman Carole Bradshaw, Commissioner Don Peebles, Commissioner John Grisham, Resident-Commissioner Pat Patterson, Minutes Recorder Amber Nelson and Executive Director Chris Bruns.

The meeting was called to order at 3:00p.m. with no guests present.

Minutes:

After reviewing the January 2014 minutes a motion was made by John G. to accept the minutes as presented. Motion seconded by Pat P.

Don P: Aye Pat P: Aye John G: Aye

Occupancy:

Our occupancy numbers still look good. We have 4 vacancies this month as opposed to 2 last month and our waiting list is still strong with a total of 97 families in line to receive assistance. After this discussion, Don P motioned to accept the Occupancy Report as presented. Motion seconded by John G.

Don P: Aye Pat P: Aye John G: Aye

Financial/Past Dues:

After reviewing the financial reports there was nothing of significance to be noted. At this time John G. motions to accept the financials reports as presented. Don P. seconded the motion.

Don P: Aye Pat P: Aye John G: Aye

In reviewing active delinquencies there were not as many evictions issued once again. Active delinquencies went up \$2,043.92 from the previous month. Chris B. indicates that he would be more aggressive next month on delinquencies. In reviewing inactive delinquencies there was a drop of \$156.87 in balance due from the last month. After this discussion, Don P. motioned to accept the past due reports as presented. John G. seconded this motion.

Don P: Aye Pat P: Aye John G: Aye

Executive Director Report:

Old Business.

1. CFP 2013. Confusion at the field office has been cleared up. The two different departments responsible for overseeing our Capital Fund had miscommunicated about the completed paperwork received. Chris B. worked with Mike Siry and Donica Davis to resolve the problem and get the funds released for our use.
2. LDRP – IDROP. As of 2/18/14 we have collected about \$1,800.00 from peoples tax returns on delinquent bills they left.
3. Cox Home Improvement. Rob Cox has been to Landess Terrace to repair another apartment with severely cracking ceilings and walls. This unit was worse than the one he had previously repaired, final cost \$1,660.00.

A HUD letter was received stating that all firms that remove LBP be certified and follow specific work practices to prevent lead contamination. There are booklets to be handed out to residents 60 days prior to start of work and documents demonstrating compliance to the rule should be given to residents 30 days after completion. Since we are encapsulating this LBP at Landess Terrace, Chris B. states that he's not sure where this fits in for us, but would imagine that we are still required to hire an EPA RRP firm. If this is correct Rob Cox may not be able to do this work for us. Chris B. will gather more information and report further on this matter.

4. Direct Deposit. All payroll checks are now being directly deposited into employee bank accounts.
5. Firearms & Weapons Policy. After reading through conceal carry legislation Chris B. has altered the original F & W Policy previously discussed. This new proposed model is much less invasive than the previous version, but still gets to the matter of recognizing resident and PHA rights. This has been sent to the attorney for further review. Upon clearance from him we will be able to approve the revised policy.
6. Ameren Illinois – 102 E. North St, Perry. We've been having issues on and off at this site for some time. Ameren has decided that they should take this site back ASAP. Costs from Ameren so far are in the \$1,700.00 - \$1,800.00 range. We will also need to get an outside contractor to complete the transition to Ameren. We have solicited several quotes, but have not gotten anything returned yet.
7. HUD FMR 2014. We discussed the FMR's recently, but now HUD and the Federal Government are requiring them to be used in calculating our flat rents. Effective no later than 6/1/14 all PHA's are going to set their flat rents at 80% of the FMR for their area. In our case 1BR - \$429.60, 2BR - \$509.60, 3BR - \$668.00, and 4BR - \$891.20, where they are currently 1BR - \$241.00, 2BR - \$298.00, 3BR - \$404.00, and 4BR - \$484.00. It is expected that many will switch over to income based rent calculations as a result of this. This will create more revenue from our program and make us less dependent on federal dollars.
8. Request for Proposal Pest Control 4/1/14 – 3/31/16. Bids were opened on 2/17/14 at 2pm for pest control with only one vendor, Big River Pest Control submitting a bid. They have offered to complete our pest control services at the cost of \$698.00 per month for the next two years. At this time Don P. motioned to accept the proposal from Big River Pest Control. Pat P. seconds the motion.

Don P: Aye Pat P: Aye John G: Aye Carole B: Aye

9. Invitation for Bids Mowing Services 4/1/14 – 3/31/16. Bids were opened on 2/17/14 at 2pm for mowing services with two vendors submitting bids. Our current provider Rich Dunker submitted a bid in the amount of \$53,900.00 for the next two years, while Nathan Schultz submitted a bid in the amount of \$44,000.00 for the next two years. After brief discussion it was motioned by John G. to accept the bid from Schultz's Lawn Care. Don P. seconded the motion.

Don P: Aye Pat P: Aye John G: Aye Carole B: Aye

Mark P. enters the meeting at 3:57p.m.

10. Invitation for Bids Trash Removal 4/1/14 – 3/31/16. Bids were opened on 2/17/14 at 2pm for trash removal services with two vendors submitting bids. Our current provider Allied Waste submitted a bid in the amount of \$2,374.43 per month for year one and \$2,518.51 per month for year two. Area Disposal submitted a bid in the amount of \$2,000.00 per month for year one and year two. All vendors are to provide garbage receptacles. After brief discussion it was motioned by Don P. to accept the bid from Area Disposal. John G. seconded the motion.

Don P: Aye Pat P: Aye John G: Aye Carole B: Aye Mark P: Aye

11. Operating Subsidy 2014. This month we drew down \$29,509.50 in operating subsidy, same as last month. No word yet on what to expect for next month.
12. Visitor Last Month. Last month we had a resident complain that they never received a deposit back 8 years ago. After discussion it was decided that they did receive their deposit and were due nothing further. Evidently, this resident doesn't agree with that and elected to be colorful with their remittance for their rent this time around.

New Business.

1. HUD 52725 Executive Compensation. This report was due to HUD by 2/28/14, but Chris B. sent ours in last month. There were a few changes from this year to last. HUD wants to know the wages for key positions instead of the top 3 earners, and it reflects cash compensation instead of factoring in benefits such as insurance and retirement contributions. The cap on executive salary remains at \$155,000.00 per year.
2. System for Awards Management Annual Update. To receive federal funds we must update our registration in SAM annually. Chris B. has already completed this. Our registration was set to expire 3/26/14.
3. Tenant PI Credit Report Price Increase. We recently received notice from Tenant PI that they are slightly raising the price of the credit reports from Transunion. This is \$.10 per report we generate.
4. SHARP Legislation Support Letter. Continually they are looking at small housing authorities such as ours and the level of bureaucracy we must undertake in our day to day business. We are under the

same stringent requirements as much larger authorities with more significant funding levels. As a result Chris B. has signed on to the efforts to get our legislators involved in trying to make a change in this process.

5. Bedbugs. We had our first confirmed case at Landess Terrace, due to residents bringing in an infested couch given to them by a relative. As a result we published a significant amount of information regarding this in our most recent newsletter. We may not charge the resident to alleviate this problem, which is very costly (\$750.00). If this occurs again we must treat it no differently than treating for any other pest, and if this is due to negligence by the resident it can result in eviction.
6. Dearborn National Life Insurance Renewal. We recently received our renewal from Dearborn for life insurance and they have indicated no change for this year.

Handouts.

1. LBP Disclosure. HUD recently sent us a letter reminding us that we must disclose to applicants and residents regarding the presence of LBP in affected units built prior to 1978.
2. Reporting Rate. Becky Rennecker has once again kept her reporting rate at 99.55%.

At 4:30p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Don P. makes the initial motion to adjourn. Pat P. seconded this motion.

Don P: Aye Pat P: Aye John G: Aye Carole B: Aye Mark P: Aye

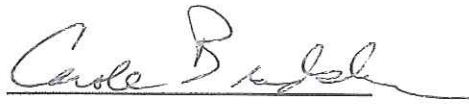
We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary

Pike County Housing Authority

3/20/14



Carole Bradshaw, Board Chairman

Pike County Housing Authority

3/20/14