

Pike County Housing Authority  
Board Meeting Minutes  
11/20/14

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, November 20<sup>th</sup>, 2014 at the PCHA Barry, IL office.

Those attending the meeting were Board Chairman Don Peebles, Commissioner Carole Bradshaw, Resident-Commissioner Pat Patterson, and Executive Director Chris Bruns.

The meeting was called to order at 3:10p.m. with no guests present.

**Minutes:**

After reviewing the October 2014 regular session minutes a motion was made by Carole B. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

**Occupancy:**

We have 16 vacancies this month and our waiting list has a total of 29 families in line to receive assistance. Pat P. motioned to accept the Occupancy Reports as presented. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

**Financials:**

In reviewing the check registers, Chris B. notes there were large checks written to Arends Awe for the new tractor and to CDS for the computer installation.

Looking at the financial statement for the month, Chris B. reports that we had a positive cash flow month, mainly due to the capital funds being drawn and deposited for the new stoves and refrigerators from GE. Carole B. motions to accept the financial reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Yes      Pat P: Aye

**Past Dues:**

In reviewing active delinquencies there were several evictions, move outs, and payment agreements for the month. Active delinquencies went up \$1,222.72 from the previous month, primarily due a few nonpaying renters, which were issued evictions. In reviewing inactive delinquencies there was an increase of \$1,097.58 from the previous month. This increase is attributed due to the evicted residents from last month moving over. At this time Carole B. motioned to accept the past due reports as presented. Pat P. seconds this vote.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

**Executive Director Report:**

**Old Business:**

1. Operating Subsidy 2014. Chris B. has drawn down the payment of \$32,441.67 for the month of November 2014. We should receive the same amount for the rest of the year.
2. CFP 2012. Chris B. has submitted the preliminary closeout paperwork for this grant to HUD. Once we receive our FYE 12/31/14 Audit it will be fully closed out.
3. Gunterman's. Chris B. has alerted Gary G. that their bid was accepted for the work in Griggsville. It was thought that the work would possibly begin soon. Chris B. and the architect John Beatty met and went over the site to look at specs. Some of the areas that were going to be turned into ramps will have to remain steps due to ADA, which could increase costs.
4. VICC. Chris B. notified them that they were unsuccessful in bidding for the Griggsville work that went to Gunterman's. They still have to come back and finish repairing a severely un-level parking spot they poured in Griggsville.
5. LIHTC RFQ's. Morrissey Construction was alerted of the acceptance of their proposal for trying to establish a LIHTC property. Capstone was alerted that they were not selected. It is thought that trying for the March funding would be best.
6. Baylis Wastewater Testing IFB. A signed contract was received back from Mark & Kristi J. for the wastewater testing in Baylis. Chris B. forwarded a copy to the IEPA for their records and endorsement.

7. Pike County Glass Quote. Their billing was correct after all for the bullet proof glass installation. We received a second bill, which added up to the previously bid amount.
8. Insurance Renewals. Local quotes were solicited for the health/life/dental/disability insurance. However, our pricing was impossible to beat. Since it was desired to have a local agent for service, it was suggested that we do an agent of record switch. After brief discussion, it was decided to go with Met Life, Danny Snodgrass for this coverage. All coverages/pricing will remain the same, but now we will have local service.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

9. ED Contract Renewal. A contract extension for Chris B. was approved last month through the end of 2017. This document is now signed by all parties.
10. Smoke Free Housing. It has been planned for months to go smoke free as of January 1<sup>st</sup>. Notices have been sent out and a public hearing held regarding this to get feedback from the residents for the switch. After brief discussion it was decided to implement the same policy from E. Adams that has been in place for some time on a broader scale.

**Resolution 2014-9**

At this time it was resolved by Pat P. to implement the smoke free housing policy across all PCHA properties, with no action being taken at this time on banning E-Cigarettes. Resolution seconded by Carole B.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

1. ELOCCS Approving Official Change. This has been switched over to Don P. for all future re-certifications of Chris B. in ELOCCS.
2. Sny Island Levee Drainage District. A past due notice was received from the Sny regarding their recent assessment. Once again they were notified that we are exempt and the burden of proof is on them to prove that we owe this assessment.
3. AHRMA 2015 Renewal. AHRMA Insurance for 2015 coverage will cost \$62,134.00. Motion to accept made by Carole B. Seconded by Pat P.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

4. Maintenance Trailer. The new trailer has been picked up and works well.
5. Tractor Quotes. As discussed in the financials, the new tractor has been picked up and works well also.
6. Landess Terrace LBP. Rob C. has been alerted that their quote was accepted. It was hoped to begin this work soon.

**New Business:**

1. Operating Subsidy 2015. Chris B. reports that the submission schedule is up for the 2015 calculation. Deadline for submission is currently 1/26/15.
2. CFP 2014 - A&E Contract. Eggemeyer Associates has presented their contract for the design and assistance in the kitchen remodel at Landess Terrace (\$22,775.00). At this juncture Pat P. motioned to accept their contract for this scope of work. Carole B. seconded.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

3. Lindsey Price Increase. Lindsey has notified us of an up to 3% increase of our software license and support fee.
4. C. Naber & Associates Price Increase. C. Naber & Associates has notified us of an increase of \$12.00 per month for accounting services beginning December 1<sup>st</sup>.
5. Maintenance Truck. Our bid of \$5,000.00 was accepted by the Warren County Housing Authority for their maintenance truck. We are pushing to get this vehicle from them as soon as possible.
6. C. Naber & Associates Depreciation Report FYE 12/31/14. C. Naber & Associates have sent their Depreciation Schedule for FYE 12/31/14 for us to review and approve. Chris B. has lined out the items needed to be removed.

**Resolution 2014-10**

At this time Carole B. resolves to remove these items from our Depreciation Report. Pat P. seconds this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

**Handouts:**

1. Thank you. Chris B. included a tenant thank you note regarding the new refrigerators being installed.
2. 2015 Annual Plan. It has been put out for public comment and review and needs to be accepted on our end and submitted. This didn't change much from last time, except for a few updated policies. Also, the Capital Fund submission has been decoupled from this submission by HUD.

**Resolution 2014-11**

At this time it was resolved by Carole B. to accept the 2015 Annual Plan and also to submit it to HUD. Pat P. seconded this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

3. John Grisham Pittsfield Letter. John G. has prepared a letter in which he is planning on meeting with the Pittsfield mayor regarding the LIHTC process. It was thought by all that the letter and its items were acceptable.
4. Repayment Agreement Policy. Chris B. has re-worked the Repayment Agreement Policy and has it ready for review.

**Resolution 2014-12**

At this time Carole B. resolves to accept the revised Repayment Agreement Policy as presented. Pat P. seconds this resolution.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

5. John Grisham Resignation. John G. has submitted a letter resigning from the Board due to the recent mileage issue that has come to light. He feels as though this is a matter of principle and is allowed by other business/government entities and should be no

different here. After brief discussion it was agreed by many that the circumstances are unfortunate, but are not changeable. All members of the Board were sad to see John G. go.

6. HUD Handouts. Chris B. has prepared a handout of the recent HUD slides from the April 2014 Maintenance & Management Clinic put on by the IAHA. In these documents it discusses the mileage issue that has been reviewed the previous few months. No further discussion was needed.


At 5:00p.m. there were no further topics for discussion and so it was called for a vote to adjourn. Carole B. makes the initial motion to adjourn, Pat P. seconds this motion.

Voice vote was as follows:

Carole B: Aye      Pat P: Aye

We hereby certify that these minutes are truthful and accurate.

  
Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
12/18/14

  
Don Peebles, Board Chairman  
Pike County Housing Authority  
12/18/14

