

**Pike County Housing Authority
Board Meeting Minutes
6/15/17**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, June 15th, 2017 at the PCHA Barry, IL office.

The meeting was called to order at 3:05p.m. with no guests present.

Members present:

Chairman Mark Pulliam
Vice Chairman Noelle Flesner
Resident Commissioner Pat Patterson
Commissioner Don Peebles
Commissioner John Birch
Executive Director Chris Bruns

Members absent:

None

Minutes:

A brief review of the May 2017 Regular Session Minutes occurred. There were no corrections or changes recommended for the minutes.

Occupancy:

A brief review of the June 2017 Occupancy Reports occurred next. There were no questions or concerns raised.

Financials:

A brief review of the May 2017 Financial Reports occurred next. There were no questions or concerns raised.

At this time, John B. motioned to accept the consent agenda of the May 2017 Regular Session Minutes, June 2017 Occupancy Reports, and May 2017 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

Executive Director Report:

Old Business:

1. Op Sub 2017. For the month of June 2017 we received \$62,731.00 in operating subsidy. This was about \$22,000.00 more than May 2017 and prorated at a 92.89% level.
2. CFP 2016. The window project was out for re-bid by all interested parties. On June 8th, 2017 a bid opening was held for this scope of work. Apparent low bid is Trotter General Contracting with a base bid of \$184,586.00 and an alternate bid of \$16,688.00, totaling \$201,274.00. This is \$50,495.50 less than the estimated amount figured by EAA for this work. Other bids received were from Schemel – Tarrillion (\$197,970.00 Base & \$14,760.00 Alt), Petty Construction (\$239,270.00 Base & \$13,456.00 Alt), and Morrissey Construction (\$257,000.00 Base & \$21,000.00 Alt). EAA has notified us of their recommendation to accept the bid from Trotter General Contracting.

At this time Noelle F. motioned to accept the base and alternate bid from Trotter General Contracting totaling \$201,274.00. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

3. Johnson Controls EPC. Peter's is all but done with the HVAC and Marold is overloaded trying to keep up with them, installing their own electrical equipment, and upgrading the equipment for Ameren. Payment request #3 in the amount of \$205,000.00 was received, and has been requisitioned from escrow and paid. Another invoice #3 was received, but the dates involved on the invoice are different. This second invoice was for the University of Illinois to go with our final grant payment request. Josh H. and Chris B. went out one night to survey the outside lighting scene and have come up with a starting place for JCI to begin their quote. There have been 34 areas marked for new lights, which may seem like a lot, but there are quite a few areas where the lighting at night is poor. It is hoped that we can get some good pricing on the new outdoor fixtures and retrofit of the existing lighting. If not, we made have to cut back on the size and scope of this project.
4. Waters Concrete Work – Barry Maint. Bldg. Waters completed their work at the Barry Maintenance Building, but the work has not been up to par. During a recent downpour the newly constructed wall collapsed. When it fell it struck our flatbed truck, flatbed trailer, and both box trailers. Initial assessment is that the wall did not have enough reinforcement, proper drainage, etc. This has been reported to Waters Concrete and their insurance Pekin, and also our own insurance AHRMA. Pekin has scheduled for an engineer to come out and review the work. AHRMA has indicated that they would issue a denial as they are not responsible for work done by an outside vendor. However, they did indicate they would cover the vehicles. More as this develops.
5. Gunterman's Concrete Work – Landess. Gunterman's has completely finished E. Adams and are now over at Landess Terrace ripping out old walks and steps. They had to go

back to E. Adams and make some repairs for things they damaged. The electrical was cut to one of our security lights and also they dinged some gutters pouring the new entryways. They also had to go back to Perry and replace a broken section of sidewalk that we recently discovered. The first invoice was received for the Landess portion in the amount of \$36,978.75. When John B. comes up to begin some of the work for the window project we will review both the Water's/Gunterman's work with him.

6. CICH0 Grant. Last month it was reported that we had a student from Western that lives in our Barry site that was successful in obtaining a scholarship through the Central Illinois Council of Housing Officials (CICH0). Sierra Schafer and Chris B. will appear in the various publications this week in recognition of her award with a photo and press release.
7. Baylis Wastewater Facility. We are still in a holding pattern on this. We reached out to Bobby Armistead and he said he had approval from Jane Johnson at the health department, and was to be getting us a bid for review, but had nothing to share yet. To date we have never gotten a response from the State of Illinois.
8. REAC Inspection 3/14/17 & Appeal. It was felt that we had items on our inspection that were appealable, but these were appealed and denied. After this happened we reached out to the Chicago Field Office and received nothing in response, which led for Chris B. to contact the REAC office in Washington and department heads DJ Lavoy and Delton Nichols. Delton N. indicated he would have the matter re-reviewed. Nothing was heard back and so Chris B. reached out once again to discuss. Delton N. indicated that only items in progress would count as appealable and he went on to say that none of our work was in progress. He was corrected regarding this as the concrete work was definitely in progress. Notification was recently received that they have granted the appeal on that concrete work, which was the root of the trip hazards we had been written up for. Therefore our physical score was adjusted from a 31 to a 34. This improvement was enough to make us once again HIGH PERFORMER with a score of 90!
9. AHRMA Claim 4/25/17. Last month we discussed the claims filed with our carrier AHRMA. The one from 4/19/17 involving the mowers was denied and rejected. The one from 4/25/17 involving Chris B.'s accident in the company vehicle was approved. The work was done repairing the vehicle and the car is like new. Final tally of the claim was \$2,730.61, of which we were responsible for \$250.00.
10. Stovetop Fire Suppressors. Last month we discussed the purchase of the stovetop fire suppressors and the benefits they provide. We've been going through old files and folders purging documents that are no longer required to be kept. In one of those folders we found pictures from #18 in Pleasant Hill, which had a fire in 1992. This damage would have been prevented if these fire suppressors were in place. We have received the order placed and will begin putting these in the units immediately.

New Business:

1. PCHA By-Laws Review. Semi-annually, we are required to review our By-Laws for any suggested changes to be made. Also, it should be decided at this time whether to allow for our closed session minutes to be made open or closed to the public.

Brief discussion ensued and it was decided that there were no changes to be made to the PCHA By-Laws and that the Closed Session Minutes should remain closed.

Resolution 2017 – 6

At this time, Don P. Resolved to leave the PCHA By-Laws intact with no changes and also to keep the Closed Session Minutes closed to the public. Resolution seconded by Noelle F.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

2. Illinois Prevailing Wage Rates. On June 5th, 2017 the Illinois Department of Labor updated their Prevailing Wage Rates for use in Pike County. When these are updated by the State it is appropriate to accept them for our use via Resolution.

Resolution 2017 – 7

At this time, Noelle F. Resolved to accept the June 5th, 2017 Prevailing Wage Rate update for Pike County by the Illinois Department of Labor. Resolution seconded by Don P.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

3. Building#13 Floorjack Quotes. It was determined that it was a couple of leaking collapsed pipes entering the building that has caused the shifting of the slab. This issue has been fixed by our maintenance and now we need to realign the slab where it should be. We have received quotes from King Waterproofing & Foundation Solutions (\$2,375.00 per day) and Bix Basement Systems (\$9,109.10 total). They use different methods to do the same job and in speaking/clarifying with John B. from EAA he suggested to accept the quote from King.

At this time, Noelle F. motioned to accept the quote of \$2,375.00 per day from King Waterproofing & Foundation Solutions. Motion seconded by Pat P.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

4. Building# 13 Concrete Quotes. The concrete around this building is in poor condition. Some of this is due to the pipe issue also we believe. Therefore, we have asked for quotes to redo the concrete around the building and also remove the broken clothesline area. In looking at the quotes from Gunterman's (\$10,393.25) and Water's (\$11,919.00) the square footage is different on the bids. We have went out and measured and our number is closer to the one presented by Water's. With the correct number of square footage on the Gunterman's quote it would be higher than Waters.

At this time, John B. motioned to accept the quote from Water's Concrete in the amount of \$11,919.00. Motion seconded by Noelle F.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

5. E. Adams & New Canton Brickwork Quotes. Since we have added the heating and air conditioning units at E. Adams & New Canton we no longer need the sleeves that would accommodate the window units used by the clients in the past. Quotes were solicited from Gary Van Fleet (\$7,119.00) and St. Anthony's Masonry (\$9,730.00) to brick these areas in. Van Fleet was the individual that did the brick work at the building in New Canton struck by the vehicle.

At this time, Noelle F. motioned to accept the quote in the amount of \$7,119.00 from Gary Van Fleet. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

6. Employee Courses & Certificates. In doing the quarterly reviews with the employees this last time, there were several who noted that they would like to go seek training opportunities. Amber S. has completed the Certified Occupancy Specialist course, all maintenance have completed their asbestos certifications, Tonya E. has been to classes in Quincy for Administrative Assistant, and Michelle L. is going to Bloomington for Accounting. Fair Housing training would also be good for all to attend at some point.
7. Mailbox Installation. In New Canton, Griggsville, and E. Adams we have been working with the post offices and putting up mailboxes at the units. E. Adams had some outside boxes, but they were quite old and keys for some had long disappeared. By going with these new ones there will be no keys to lose, we will be able to send these clients mail directly to their units, and they will no longer have to pay for a PO Box.
8. Pam Simpson FYE 12/31/16 Audit. Pam has notified us that she will be on site 7/31/17 to conduct our FYE 12/31/16 Audit. As usual she has requested several items prior to her arrival and she will have these well in advance.

9. 2015 Annual Plan IHDA Submission. Last week Chris B. was contacted by Judith Hartfield about the 2015 Annual Plan. She indicated that the Chicago Field Office was finally getting around to reviewing these and that our copy was hard to read as she had been sent it from someone else at the CFO. This was strange as we had been contacted nearly 2 years ago regarding the plan and had heard nothing further. At that time, we had been contacted regarding the required statement on our VAWA policy. Judith H. requested a more legible copy and also the IHDA certification of consistency. In reviewing our file, IHDA did not return the certification document, and so we resent the entire plan back to them for their approval, which has been granted. The IHDA certification of consistency has been relayed to HUD.
10. HUD Litigation. Back in 2012, HUD withheld all of our subsidy for that year due to us having too many funds available according to their determination. There was nothing we could do at the time about the matter. Since this has happened to us and many other PHA's across the nation, PHADA & NAHRO have taken the legal fight against HUD on behalf of 309 HA's and won a judgment in court totaling \$135 million. Regardless of the determination of excess funds, PHA's and HUD enter into a contract called the ACC (Annual Contributions Contract), which requires these payments to be made to HA's for complying with HUD regulations. These first 309 HA's were part of the original litigation and since they have won, they are now opening it up to anyone else who wants to be involved. Our amount we could receive is estimated to be \$378,302.00. There is one catch, we must use unrestricted funds in order to enter the suit and our cost would be \$1,000.00. Previously, we did not have these monies available, but now we do. It is my recommendation that we enter the class action suit against HUD for the withholding of our 2012 Operating Subsidy.

Resolution 2017 – 8

At this time, Don P. Resolved to enter into the Operating Reserves Litigation regarding the 2012 operating subsidies. As part of this Resolution, \$1,000.00 from our unrestricted grant funds will be used to finance the endeavor. Resolution seconded by John B.

Voice vote was as follows:

John B: Aye Don P: Aye Pat P: Aye Noelle F: Aye

11. Illinois Legislation. Illinois has a couple of things in the works that we must monitor. First thing is Senate Bill 1722 which removes the enhanced penalties for drug activities in public housing authority facilities or grounds. Secondly, the Illinois House has passed an increase to a \$15.00 minimum wage over a period of 5 years.

At this juncture a brief discussion ensued on the recent Facebook activity and Chris B. indicated that he would have a revised Computer, Internet, & Email Usage Policy and revised Social Media Policy ready for next month's meeting.

At 4:26p.m. There were no further topics for discussion and so it was called for a motion to adjourn. John B. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.

Voice vote was as follows:

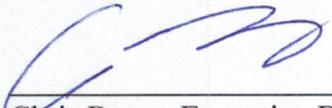
John B: Aye

Don P: Aye

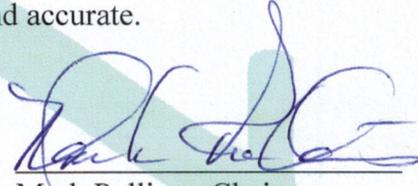
Pat P: Aye

Noelle F: Aye

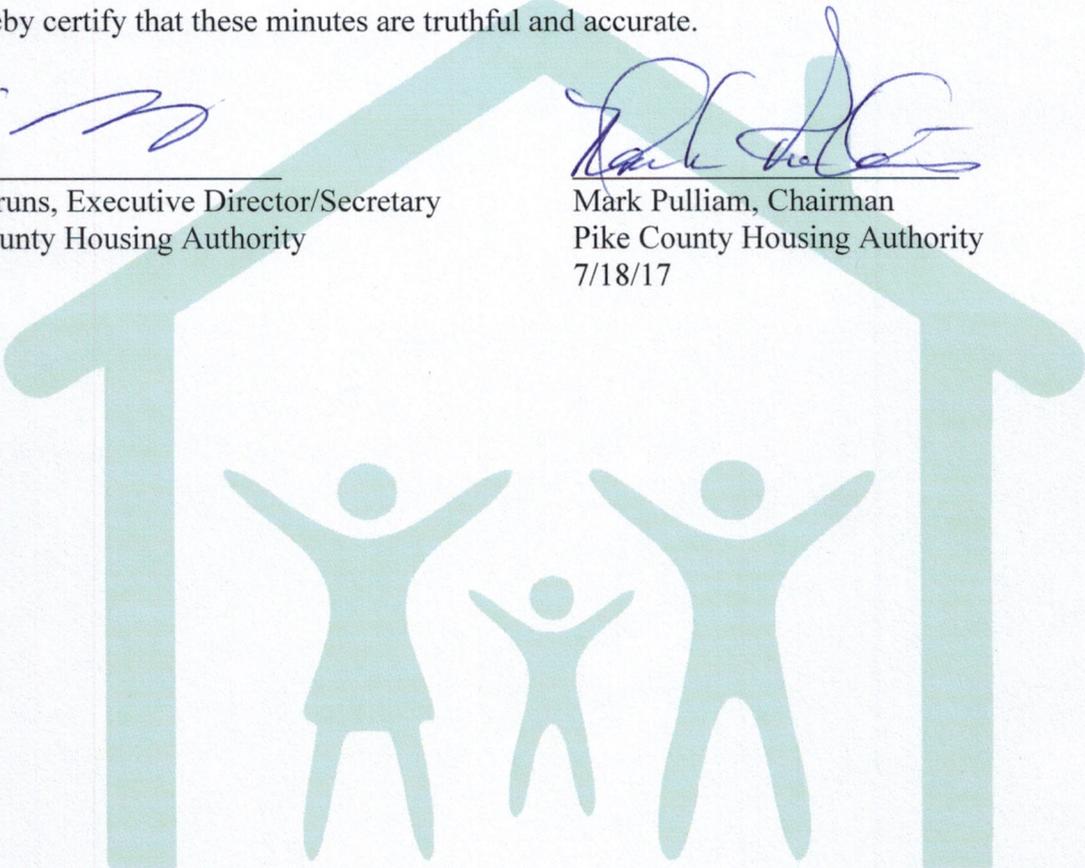
We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
7/18/17



Mark Pulliam, Chairman
Pike County Housing Authority
7/18/17



**Pike County
Housing Authority**