

**Pike County Housing Authority
Board Meeting Minutes
7/18/17**

The rescheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Tuesday, July 18th, 2017 at the PCHA Barry, IL office. The normal meeting time of Thursday, July 20th, 2017 had to be rescheduled due to lack of a quorum.

The meeting was called to order at 1:05p.m. with no guests present.

Members present:

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

Members absent:

Commissioner Don Peebles

Minutes:

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

Occupancy:

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

Financials:

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

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

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. Op Sub 2017. For the month of July 2017 we received \$42,387.00 in operating subsidy. This was about \$20,000.00 less than June 2017 despite a proration level of 92.40%, which was slightly under the 92.89% level last month. The lesser amount we received was due to PIH not receiving the full year appropriations yet. They had to reduce the amounts distributed in order to not exceed available funds.
2. CFP 2016. We received an invoice from Eggemeyer Associates in the amount of \$1,550.00, which has been drawn and paid from our CFP 2016 grant. We also received a contract modification from EAA for the additional fees due to the rejection and re-bid of the window replacement project. Their fees increased from \$23,000.00 to \$23,550.00. Last month we approved the apparent low bid from Trotter General Contracting for the CFP 2016 window project and held a pre-construction meeting with them on 7/6/17 to go over the initial paperwork and parameters of the project. At the pre-construction meeting we signed the contract with TGC and they supplied us with a payment and performance bond, their liability insurance information, and project directory of who will be working on the project.

At this time, Noelle F. motioned to accept the contract modification from EA in the amount of \$550.00, which raised the value of their contract to \$23,550.00. Motion seconded by John B.

Voice vote was as follows:

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

3. Johnson Controls EPC. All subs for Johnson Controls are still busy working to complete their portions of the project. Peter's has two units to complete, Marold has the same two and some others to address due to utility closet lighting and ceiling mounted porch lighting. Lately Marold has been focused on completion of the outside meter box switchover and connecting the service with Ameren. As a result of that focus, we have sent out notices to clients at 71-1, 71-10, 71-13, and 71-15 of the upcoming change in billing responsibility. Michelle L. has been getting us setup in the Ameren landlord direct system. Before, it was mentioned by Ameren to us that they would come on site to help people get signed up, but now it seems as though they are backing off that and want us to handle the responsibility. This could perhaps work out better as there is a utility payment responsibility lease addendum and also we will have to run new paperwork on all as the changeover occurs to get them charged the appropriate amount of rent. We are scheduling the changeover for late August. Previously, we sent in our final invoices for the energy grant and we have received payment on those to close out our grant with the DCEO and University of Illinois.
4. Waters Concrete Work – Barry Maint. Bldg. Last month we discussed the construction issue and wall collapse at our maintenance building site. We have filed all appropriate forms with AHRMA on our end and recently met with James Pyatt of Rimkus Consulting

Group, an engineering firm hired by Pekin Insurance, who represents Waters Concrete. James P. reviewed the site and also our files to compare construction of the new addition to the existing structure. Within minutes of reviewing the existing structure information he indicated that he had all he needed to see. In discussing with Josh H. and Chris B. he noted that the reinforcement, footing, rock backing, and water drainage were all subpar. John B. from EAA also reviewed the site as well and had similar concerns. While only the one wall fell it is strongly suspected that the standing wall has similar construction deficiencies and more than likely will also need to come down. AHRMA has hired a firm called Hagen Construction to come out and perform similar review of the site on 7/18/17 for their records. Chris B. notes that he believes the case will end up in court to be settled.

5. Gunterman's Concrete Work – Landess. John B. from EAA and Chris B. went around to Perry, E. Adams, and Landess Terrace to review the work done by Gunterman's thus far. Both were very pleased with the work and noted only minor items at Perry, the need for some handrails to be installed at E. Adams, and Landess Terrace having more correction items than the others due to the layout. In reviewing final paperwork both Perry and E. Adams have come in under the estimated cost amount for the work as calculated by John B. We have issued final payment for E. Adams and a partial payment for Landess Terrace. All future payments will be held until the site has been reviewed and the remainder of work completed.
6. Baylis Wastewater Facility. We reached out to Bobby Armistead and he is concerned that the amount of the project is going to be quite large and will need to go out for bid. He has an approved design, but cannot give us any information until we find out if others will be needed for bidding purposes.
7. Building #13 Floorjack Quotes. Last month we approved the quote from King at a cost of \$2,375.00 per day to fill in the area under the slab at Building #13 and get it back to the correct level. They have come and done the work and it was very satisfactory. The work did only require one day to complete and so our final cost was \$2,375.00.
8. Building #13 Concrete Quotes. Last month we approved the quote from Waters Concrete to rip out and address the poor outside concrete at Building #13. However, with the issue at the Maintenance Building, Chris B. believes we need to rescind that motion and go with the second place bidder. Reason for this is that Waters has shown to be an unresponsive vendor to this point regarding the way they stand behind their work. Gunterman's has given us a corrected quote with the right square footage (\$13,217.00) and it is about \$1,300.00 more than Water's quote.

At this time, Noelle F. motioned to rescind the previous vote from last month awarding the concrete work at Building# 13 to Waters Concrete, and select the second place bidder Gunterman's due to the unresponsiveness shown by Water's. Motion seconded by John B.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Noelle F: Aye

9. E. Adams & New Canton Brickwork Quotes. Last month we approved Gary Van Fleet to do the work of bricking in the areas that used to be needed for window A/C's. Our maintenance have been going into the units and addressing the wall from the interior. GVF is expected to begin his portion of the work soon.
10. Pam Simpson FYE 12/31/16. As mentioned last month Pam will be here 7/31/17 to perform the 12/31/16 Audit. She has been sent a bevy of materials already to this point and we will send her more prior to her arrival. One of the items, the Management Discussion & Analysis for FYE 12/31/16 is ready to review and approve.

After brief review, John B. motioned to accept the MD&A for FYE 12/31/16 as prepared by Chris B. Motion seconded by Noelle F.

Voice vote was as follows:

John B: Aye

Pat P: Aye

Noelle F: Aye

11. HUD Litigation. As mentioned earlier we received the final round of funding from our energy grant. These funds were deposited and are completely unrestricted. Our resolution and litigation required us to use unrestricted funds to enter the suit to recapture lost subsidy against HUD. As a result, Chris B. has withdrawn \$1,000.00 in unrestricted funds and deposited them into our general checking, allowing for payment to be issued to enter into this suit.
12. AHRMA Work Comp Audit FYE 12/31/16. Earlier in the year we supplied AHRMA final payroll numbers for our FYE 12/31/16. These were slightly higher than we estimated and so we have been billed for the difference towards our work comp insurance. This amounts to a bill in the amount of \$3,527.00, which has been paid.
13. PCHA Updated Application. Previously, Chris B. mentioned the Nelrod Company and course he took at the most recent MMC. Nelrod indicated they offered an application service to HA's and that the application was complete and contained all of the current compliance requirements. We ordered and finally received the final product and it is much more thorough than the old application we had been using. This new application went into use immediately. Initial feedback is that we all favor this one to the old.
14. Brent Wyatt Truck 4/26/17. Brent W. had a wild turkey attack his vehicle on 4/26/17. The damage was not thought to be significant and maintenance were slow in getting repair quotes. Included in the quotes was replacement of the step bars that just broke, which would not be covered by insurance. We received two quotes, one from Western Collision (\$1,016.42) and the other from Rennecker's Collision and Restoration (728.80). I have accepted the quote from Rennecker's Collision and this vehicle will go in on 7/24/17 for repair. Due to the recent spate of vehicle claims Chris B. notes that he did not turn this one in and we will just pay for it directly.

New Business:

1. Social Media Policy 7/18/17. Chris B. has prepared a new Social Media Policy for our use. Mark T. of Thomson, McNeely, Crews, & Thielen has reviewed the document and feels it to be on point. Chris B. and Mark T. had a discussion regarding spouses that post materials socially, but feel as though the reprimand would be against the employee for leaking information to the family member due to the confidentiality agreement all employees have signed.

Resolution 2017 – 9

At this time, Pat P. Resolved to accept the Social Media Policy as created and for its immediate implementation. Resolution seconded by Noelle F.

Voice vote was as follows:

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

2. Computer, Internet, & Email Usage Policy 7/18/17. As with the Social Media Policy our CIE Usage Policy was not up to par. Chris B. has written a new policy to much greater detail. Mark T. has also reviewed this update and feels it to be very good as well.

Resolution 2017 – 10

At this time, Noelle F. Resolved to accept the Computer, Internet, & Email Usage Policy as created and for its immediate implementation. Resolution seconded by Pat P.

Voice vote was as follows:

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

3. FNBB ACH Agreement 6/16/17. Due to the way we do our payroll First National Bank of Barry has asked that we complete an ACH Agreement for them to process our payroll files. From speaking with Noelle F. and Mark T. this appears to be a standard agreement in the banking world.

At this time, Noelle F. motioned at accept the ACH Agreement with FNBB. Motion seconded by Pat P.

Voice vote was as follows:

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

4. Don Peebles Board Re-Appointment 6/30/22. Last month was Don P.'s final month of his term as PCHA Board member. Chris B. has asked him to renew for another term and he has agreed. Notice of this was sent to the Pike County Board for re-appointment and

they included him on last meeting's agenda. He passed with no problem and his new term will go through 6/30/22.

At this time, Noelle F. motioned to accept Don P. for re-appointment to another 5 year term ending 6/30/22 on the PCHA Board. Motion seconded by Pat P.

Voice vote was as follows:

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

5. Dun & Bradstreet Update 6/22/17. Each year we must go in and renew our DUNS number with updated information. Having a current DUNS number is required on several HUD forms, mainly for subsidy and budgeting purposes. We are good until 6/22/18 with our information.
6. System For Award Management Update 6/22/17. As with the DUNS number we must also have a current SAM number in order to receive federal grants. Ours was set to expire later this year, but Chris B. updated our information on 6/22/17. We will be good through 6/22/18 on this as well.
7. Auto Claim 6/28/17. Ed N. was driving back to Barry from Pittsfield and his tire tread came off, which caused a bit of damage around the wheel well, step bar, and side mirror. We went out and got two quotes for this, one from Western Collision (\$3,008.90) and the other from Rennecker's Collision (\$1,829.95). This one was turned in to AHRMA and they have selected the quote from Rennecker's Collision. We have a \$100.00 deductible on this claim.
8. HUD Chicago 52676 Audit. Previously the 52676 Form authorizing EIV use was supposed to be stored both at the PHA and at the Chicago Field Office. A few years ago they went away from that and only required it to be on site at the PHA. Now they are going back to requiring the form to be on site at both places once again. We are required to have our forms mailed in to the CFO no later than 8/2/17 for this audit.
9. CFP 2017 Submission. Recently, we were notified by HUD of the availability of the CFP 2017 Submission. Our new fee accountant Urlaub has offered to complete the CFP 2017 document and also our rolling 5 Year Plan at a cost of \$90.00 per hour. We have been doing these in house and so the offer was declined. Chris B. has completed the amendments, HUD Form 50075.1 Annual Statement, HUD Form 50075.2 5 Year Action Plan, Statement of Significant Amendment, Lobbying Form SFLLL, Certification of Compliance with the Public Hearing, Certifying Statement of a Public Hearing, HUD Form 50071 Certification of Payment to Influence Federal Transactions, and Mark P. will sign off on the Civil Rights Certification.

Resolution 2017 – 11

At this time, Noelle F. Resolved to accept the ACC amendments, HUD Form 50075.1 Annual Statement, HUD Form 50075.2 5 Year Action Plan, Statement of Significant Amendment, Lobbying Form SFLLL, Certification of Compliance with the Public Hearing, Certifying Statement of a Public Hearing, HUD Form 50071 Certification of Payment to Influence Federal Transactions, and Civil Rights Certification, which comprises our CFP 2017 Submission. Resolution seconded by John B.

Voice vote was as follows:

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

10. IHPA Clearance Submission 6/27/17. Later in the year our clearance from the Illinois Historic Preservation Agency will expire. Chris B. has put together a new submission package regarding our properties and the work planned at this juncture. This was submitted prior to notification of the CFP 2017 Submission or it would have included the 2017 data in the submission also. None of the work planned by us has any impact on anything of historically significant value. We expect to receive notice soon of an accepted submission.

11. Dump Trailer Quotes. Due to the very high likeliness of both the flatbed truck and trailer being totaled we have decided to replace both of these items with one dump trailer. We've gone out and gotten quotes from B&B Livestock Supply and Trailer Sales (\$7,250.00) and Cross Country Trailer Center (\$6,545.00). B&B is \$705.00 higher but the trailer already features the mesh tarp that the CCTC trailer does not. Also, the B&B trailer has a capacity of about 1,200 lbs. more than the CCTC trailer. B&B has also included the spare tire and mount, which is a \$140.00 value. While not the low bid, the add-ons and extra weight capacity make the B&B trailer a better choice for us.

At this time, Noelle F. motioned to accept the B&B trailer quote of \$7,250.00 for the new dump trailer. Motion seconded by John B.

Voice vote was as follows:

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

12. Tree Removal Quotes. In order to make sure we are getting fair pricing we reviewed our tree removal services. We obtained two quotes, one from Turner Tree Service (\$2,800.00) and the other from Morath Tree Service (\$1,250.00). Both companies bid removal and cleanup of the exact same tree. No vote was needed on this as the quote was within Chris B.'s purchasing limit. Low bid of \$1,250.00 was accepted.

13. Tenant Thank You. Recently we received a note of appreciation for the new walks and steps at Landess Terrace. Notes of appreciation are always well received.

14. Colonial Life Information. Chris B. had an appointment with Matt Reynolds regarding insurance services. He states that he is not in favor of switching any of the packages we

currently have, but would like to add long term disability if able to. Matt R. was referred to our current broker Dan Snodgrass at Met Life to see if he these packages would be of any benefit.

15. WCMTD Board Consideration Letter 6/22/17. Recently Chris B. received a phone call from Jean Jumper of WCMTD in Jacksonville regarding being on the Board of Directors for that agency. Due to our involvement with them for the past few years he thought it would be great to be involved with them and the valuable services they provide. She asked that he pen a letter of consideration for theirs and the Pike County Board's review. This has been done and sent over.

Closed Session:

1. Employee Quarterly Bonus Evaluations.

At 2:13p.m. Pat P. motioned to exit regular session and enter closed session for purposes of employee performance evaluations and bonus discussion. Motion seconded by Noelle F.

Voice vote was as follows:

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

At 3:07p.m. It was decided to re-enter regular session to approve the items as discussed during closed session. No votes were made during the closed session portion of the meeting. John B. motioned to exit closed session and re-enter regular session. Motion seconded by Pat P.

Voice vote was as follows:

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

At this time, John B. motioned to accept the performance bonuses as discussed during the closed session for Chris B., Amber N., Tonya E., Michelle L., Josh H., George S., John L., Ed N., and Brent W. Motion seconded by Noelle F.

Voice vote was as follows:

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

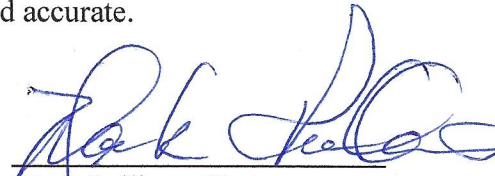
At 3:08p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by John B.

Voice vote was as follows:

John B: 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
8/17/17


Mark Pulliam, Chairman
Pike County Housing Authority
8/17/17

