

**Pike County Housing Authority
Board Meeting Minutes
9/20/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday September 20th, 2018 at the PCHA Barry, IL office.

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

Members present:

Chairman Noelle Flesner
Vice Chairman John Birch
Commissioner Don Peebles
Executive Director Chris Bruns

Members absent:

Commissioner Mark Pulliam
Resident Commissioner Dianna Castleberry

Minutes:

A brief review of the August 2018 Regular Session Minutes occurred. There were no corrections or changes recommended for the minutes.

Occupancy:

A brief review of the September 2018 Occupancy Reports occurred next. There were no questions or concerns raised.

Financials:

A brief review of the August 2018 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Don P. motioned to accept the consent agenda of the August 2018 Regular Session Minutes, September 2018 Occupancy Reports, and August 2018 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

John B: Aye

Executive Director Report:

Old Business:

1. Op Sub 2018. For the month of September 2018, PCHA received \$51,514.50 in Operating Subsidy, which was prorated at a 93.39% clip. The same amount of subsidy should be received for October 2018.
2. CFP 2017. As was approved last month, Gunterman's Construction has been awarded the maintenance building addition contract and are working with Eggenmeyer Associates to get this project up and running. Gunterman's has supplied EA with material listings to review and approve. EA has alerted Gunterman's that some of the insurance information they supplied needs to be corrected. A bill was received from EA for continued work on the project in the amount of \$1,067.80 and after this invoice they will be due around \$8,500.00 on the remaining work. It is expected that there will be a pre-construction meeting soon.
3. Johnson Controls EPC. Work is ongoing with the utility switchover project. Ameren and Marold have been on the west side of Landess Terrace working and plan to start on the east side in October. This will be a more involved process than the west side because it not only affects our units but also the neighboring homes that are fed off the same poles that are to be replaced. Should this schedule hold up the project may be completed before year end. PCHA should soon be receiving updated Utility Allowance information from Johnson Controls which will be implemented beginning January 2019. PCHA received an updated insurance certificate for JC recently. As mentioned before, Josh H. and Sigmund S. will go around to every site and review to ensure that all work is completed satisfactorily prior to final payment being issued. That will be an undertaking in itself.
4. Baylis Wastewater System. As promised, Chris B. reached out to someone higher up at the Pike County Health Department to plead PCHA's case and hope for intervention into the other never ending construction saga we have, the Baylis Wastewater System upgrade. Ultimately, the only thing he accomplished was bringing it to higher ups attention with the result being

the same as before. The proposal for the site will go to the State of Illinois for review, instead of the local health department.

5. LTW Board Training – Ethics. The HUD Lead The Way training materials on Ethics were reviewed at this juncture.
6. PCHA Board Composition. All of our appointments are settled and Chris B. has gone in and updated the Commissioner List with all the corrected data. The copy in the board packet is redacted, but in the miscellaneous information folder is an un-redacted one with each members contact information.
7. HUD Litigation. As it stands with the 2012 Subsidy Offset, the federal government has made their last filing in connection with their previous motion to dismiss. Now it's up to the judge to issue ruling which could take anywhere from 2 to 6 months. Since it's the same judge as before an identical ruling is hoped for. If this litigation is successful PCHA would gain around \$380,000.00 in funds previously withheld unjustly.
8. Flat Rent Policy Revision 9/20/18. Last month Chris B. brought to the PCHA Board's attention the conflicting data from PIH Notice 2017-23. It has been confirmed that the first document had an error and it was the percentage of unadjusted rent. With the newly found information, Chris B. has applied the recently posted 2019 Fair Market Rents and 2019 Unadjusted Rents to an updated Flat Rent Policy. The way PCHA's Flat Rent Policy is written it indicates PCHA will use the lowest of the methods (FMR, SAFMR, or UR) for flat rents, which are the Unadjusted Rents. This will provide savings to flat renters of all bedroom sizes in the authority. More importantly it puts our flat rents at a lower level maximum that will allow us to compete with private market rentals better.

Resolution 2018 – 28

At this time, Don P. Resolved to accept the 2019 Fair Market & Unadjusted Rents for Pike County, Illinois and the updated PCHA Flat Rent Policy incorporating the 2019 HUD published figures. Resolution seconded by John B.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

John B: Aye

9. PILOT FYE 12/31/17. Urlaub & Company have applied the audit adjustments presented by Pam Simpson from her FYE 12/31/17 audit. These adjustments changed the PILOT calculation slightly and Urlaub has now gotten Chris B. the final figures. The PILOT was paid to the Pike County Treasurer on 8/30/18 in the amount of \$18,224.42 and was broken out by unit allocation to the different communities PCHA serves.
10. Sny Island Levee Drainage District. SILDD has formally sent out notice regarding their 16th additional assessment. PCHA's portion for the authority's units in Pleasant Hill comes out to be \$903.42. It is PCHA's option on how to pay the assessment, but it has been decided to pay it once and be done with it.

New Business:

1. IDOL Prevailing Wage Rate Update. On 8/15/18, new prevailing wage rates were posted for Pike County, Illinois by the Illinois Department of Labor and must be used in any work performed after that date. As a result of this posting a resolution should be passed accepting them for PCHA use.

Resolution 2018 – 29

At this time, John B. Resolved to accept the 8/15/18 Prevailing Wage Rates for Pike County, Illinois as published by the Illinois Department of Labor. Resolution seconded by Don P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

John B: Aye

2. PHA Executive Compensation. Each year PCHA must report on the highest paid official's wages at the authority. HUD wants data on the top management official, top financial official, and highest compensated person that is not the top management or financial official. Using Section 8 or 9 funds no person may be paid more than Level IV of the Executive Schedule, and for 2017 that number is \$161,900.00. This report was due by 11/9/18,

but Chris B. has already submitted it. Urlaub & Company offered their services in completing this at \$90.00, but it was handled in house.

3. Operating Budget FYE 12/31/19. Urlaub & Company have sent out the 2019 budget worksheets to be returned by 10/2/18. This service is free of charge with PCHA's accounting agreement and Urlaub will be allowed to take care of it. They will also perform any budget revision for 2018 as needed, also free of additional charge.
4. Approving Official Recertification. PCHA's Approving Official in ELOCCS has until 10/19/18 to recertify all users in the system otherwise they will be locked out. Due to the change in Chairman, Chris B. has been sending them information to move the Approving Official designation from Mark P. to Noelle F. Chris B. reports that this process has now been completed and all users are re-certified until March 2019.
5. Civil Rights Certification. As a Qualified PHA, PCHA does not have to submit an Annual Plan each year. PCHA only has to submit an Annual Plan every 5 years and next submission is due in 2020. In the meantime, PCHA does have to re-up its Civil Rights Certification annually. Chris B. asks for a resolution supporting the Civil Rights Certification for 2018.

Resolution 2018 – 30

At this time, John B. Resolved to accept the Civil Rights Certification for Qualified PHAs, HUD Form 50077-CR. Resolution seconded by Don P.

Voice vote was as follows:

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

6. AHRMA 2019 Insurance Renewal. Once again its time to start thinking 2019 and AHRMA has requested their usual information to develop PCHA's insurance rates for next year. This information was completed and returned to them 8/29/18, well ahead of their 9/5/18 deadline. As far any rate increase, Chris B. would expect something in the neighborhood of a \$2,000.00 increase. This has been a normal amount for the past couple of years.

7. AHRMA 2018 Dividend. A pleasant surprise! Two years ago PCHA received a little over \$10,000.00 from AHRMA for a dividend reimbursement. This year's dividend is double that. PCHA recently received a check from AHRMA in the amount of \$20,174.00, which has already been deposited. It appears this will be an every 2 year occurrence and Chris B. is very pleased with that.
8. WCMTD Letter of Support HWFPC. Recently, Chris B. was contacted by Jean J., Executive Director of West Central Mass Transit District. She inquired as to whether he could write a letter of support for their efforts to obtain a grant from the Health and Wellness Foundation of Pike County. Chris B. was glad to assist her with this and he's pleased to report that they did get the grant.

Handouts (Informational Purposes Only, Not Discussed):

1. Past Board Member Thank You.
2. September 2018 Newsletter.

Closed Session:

1. Land Appraisal & Personnel Discussion.

At 3:54p.m., John B. motioned to exit Regular Session and enter Closed Session for purpose of Land Appraisal & Personnel discussion. Motion seconded by Don P.

Voice vote was as follows:

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

At 4:27p.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. Don P. makes the initial motion to exit Closed Session and re-enter Regular Session. Motion seconded by John B.

Voice vote was as follows:

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

Resolution 2018 – 31

At this time, John B. Resolved to create an Assistant Director position within PCHA's roster of available job descriptions as discussed in the Closed Session. Resolution seconded by Don P.

Voice vote was as follows:

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

At this time, Don P. motioned to move Amber Schulz into the Assistant Director position from the Property Manager position, and be given a \$2.00 per hour increase, as discussed during the Closed Session. Motion seconded by John B.

Voice vote was as follows:

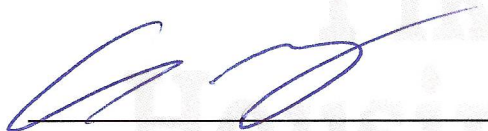
Noelle F: Aye Don P: Aye John B: Aye

At 4:28p.m., there were no further topics for discussion and so it was called for a motion to adjourn. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by John B.

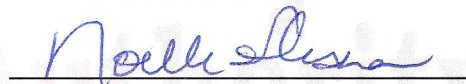
Voice vote was as follows:

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

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
10/18/18



Noelle Flesner, Chairman
Pike County Housing Authority
10/18/18