

**Pike County Housing Authority
Board Meeting Minutes
12/20/18**

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

The meeting was called to order at 3:08p.m. with no guests present.

Members present:

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

Members absent:

Resident Commissioner Dianna Castleberry

Minutes:

A review of the November 2018 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy:

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

Financials:

A review of the November 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 November 2018 Regular Session Minutes, December 2018 Occupancy Reports, and November 2018 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. Op Sub 2018. HUD has now funded the housing authority through December 2018. For December 2018, it received \$58,806.00 in Operating Subsidy. For 2018, it received a total of \$628,872.00.
2. CFP 2017. Paperwork has continued to roll in from Gunterman General Contracting, their subcontractors, and Eggemeyer Associates. Chris B. notes the most important documents received recently are Contract Mod #1 and Pay Request #2. Contract Mod #1 is a time extension only, due to inclement weather encountered during the 75 days for completion GGC was allotted. Contract Mod #1 must be formally accepted via Resolution. Pay Request #2 was received in the amount of \$71,734.38 and has been drawn and paid. There is minimal work from GGC to be completed, most of the remaining work is the garage door for the expansion and fencing around the site. Providing the subs get all their paperwork updated, this project could potentially be completed in early January 2019.

Resolution 2018 – 37

At this time, Don P. Resolves to accept Contract Modification #1 with GGC, giving GGC a time extension through January 11th, 2019. Resolution seconded by John B.

Voice vote was as follows:

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

3. CFP 2018. Previously, we accepted the 2018 Capital Fund Program Grant documents as drafts, pending the comment period and public hearing. We have gone through the comment period and had no feedback regarding the work items. We also held a public hearing on the matter 12/3/18 and had no attendance at that meeting. Therefore, the CFP 2018 Grant documents are ready to accept as final. Chris B. notes that he only included the CFP 2018 Budget in the packet, but this acceptance also encompasses the 5 Year Plan, Written Statement of Significant Amendment, Public Hearing Requirement, Civil Rights Certification, Lobbying Certification, and Environmental Review that we also approved with the CFP 2018 Budget draft. A resolution accepting this is requested.

Resolution 2018 – 38

At this time, John B. Resolves to accept the 2018 Capital Fund Program grant documents detailed above as final. Resolution seconded by Don P.

Voice vote was as follows:

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

4. Johnson Controls EPC. Work is ongoing with the project. Ameren and Marold have been working on the east side of Landess Terrace and if timing holds true they will be finished by 12/18/18. Ameren has to return to the site to install poles to bring up extremely low hanging power wires. One was so low Chris B. could stand on the ground and grab it. Needless to say this is very dangerous. Josh H. went around after dark and reviewed site lighting that had been installed in the last phase of our contract with JC. Barry and New Canton were all lit up, but some of the other sites had issues with lights being out. This will be corrected prior to any final payment being issued. Chris B. had an interesting chat with Jim W. of JC and relayed to him that no walk through had occurred yet. Jim W. was surprised at this and had thought Sigmund S. had said it had been done. This worked out well because Jim W. wants to be included in the final walk through. That will probably happen without Sigmund S. who is retiring within the next 30 days. Previously, we accepted the 2019 Utility Allowances as a draft, pending the comment period and public hearing. We had no comments made to us

during the comment period and had no attendance at the public hearing on 12/3/18. Therefore the 2019 Utility Allowances are ready to accept as final. A resolution in favor of this is requested.

Resolution 2018 – 39

At this time, John B. Resolves to accept the 2019 Utility Allowances as final and their implementation immediately. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

John B: Aye

5. LTW Board Training – Procurement. The HUD Lead The Way training regarding Procurement was reviewed at this juncture.
6. C.D. Purchase. Last month we approved scrapping the purchase of 2 C.D.s from CNB Bank & Trust (rates were for private individuals, not businesses) and revised the motion to make the purchase through Edward Jones. However, when Chris B. went to make the purchase he was informed that Edward Jones would not sign the HUD Depository agreement. Back and forth ensued and Edward Jones indicated that they may sign the agreement, if we were able to get an opinion letter from our attorney of the reason for needing them to sign the agreement. Attorney opinion or not, that is a HUD required document that has no negotiation on whether it is signed. Therefore, Chris B. informed Edward Jones we were going to re-review the matter, as incurring attorney fees just to buy a C.D. doesn't seem necessary. Chris B. researched the online CD options and those also struck out, as they are for private individuals only. Chris B. states he now proposes rescinding the motion from last month accepting Edward Jones and is asking for a motion to accept the rates from Central State Bank for their 12 month and 30 month step C.D. Discussion ensued.

At this time, Don P. motioned to rescind the motion from last month accepting Edward Jones and instead accept Central State Bank for the purchase of two \$100,000.00 C.D.'s, one being 12 month and the other a 30 month step. Motion seconded by John B.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

John B: Aye

7. HUD EIV Income Validation Tool. We discussed the IVT last month about the poor quality of training. Chris B. has gone in and reviewed it, worked in the module, and found it to be pretty helpful. Chris B. has found income discrepancies on a dozen people thus far, with about half of those previously reporting no income. By being able to put income on their accounts, most of which should have been reported previously, has led to back charges on rents that were missed. We've reviewed it as a staff and all seem comfortable with how IVT works.
8. Internet Providers. Last month Chris B. had this section only for Casscom, but has expanded the title as Adams Fiber has been brought into the mix. Chris B. met with Casscom's installation team and came back very impressed as to how the pre-wiring would be done for E. Adams and Landess Terrace. There is still some paperwork to get back and forth, but this is all but a done deal. Adams Fiber was a different story. Chris B. met with them, thought we had a plan to remove aerial cable and get the fiber buried to the units in Barry and Perry. Then one day we took a call from a new client that had indicated Adams would not come install service at his location. Chris B. got feedback from Adams that it was too expensive to bury all the cabling and that if they were going to have to do it that way, then they would pass on the customers. Chris B. is not one to let things drop, so he pressed them further on the issue. As a result of that the Chief Operating Officer has gotten involved and now we are working to get Barry and Perry pre-wired just like Pittsfield. In addition to Adams incurring the install and pre-wire costs they have indicated that we may even get special pricing for housing authority clients. Of our 228 units, we will soon have 164 of them pre-wired for fiber service at no cost to the housing authority.
9. Flat Rent Policy Revision 9/20/18. We approved this as a draft previously. It too has gone through the comment and public hearing requirement. We received no comments on the matter and had no attendance at our public hearing on 11/5/18. A Resolution making this policy revision final would be appreciated. This will reduce our flat rents for all bedroom sizes in the

authority by using the unadjusted rents for our area instead of the fair market rents.

Resolution 2018 – 40

At this time, Don P. Resolves to accept the Flat Rent Policy as final and its immediate implementation. Resolution seconded by Mark P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Mark P: Aye

John B: Aye

10. Office Vehicle Purchase. Last month we approved the purchase of a 2019 Ford Taurus from Morrow Brothers Ford, not to exceed \$23,000.00, through the State of Illinois Joint Purchasing Agreement. As built, our vehicle will be priced at \$21,665.00. In speaking with them they indicated it should be ready by the end of December 2018 and so Chris B. has published the advertisement for our old vehicle, the 2007 Chevrolet Equinox, in both the Pike Press and The Paper. Bids will be accepted through 12/28/18 at 2:00p.m. Chris B. states that since he plans on bidding, he will not be receiving nor opening the bids to provide greater transparency. These tasks will be handled by Michelle L.
11. Mid-America Billboard #5316 – 2/21/19 – 2/20/20. Last month Chris B. reported our first billboard was coming up for renewal. Now it is time for the second one as well. Pricing increased \$7 per month, same as with the other. Chris B. states that he has signed the agreement to renew this second billboard, but will ask them to speed up the change on the artwork, since this is the one with Michelle L. pictured. Since she is leaving the authority, we shouldn't continue to use her picture in our advertising.
12. AHRMA 2019. We discussed our AHRMA 2019 information request awhile back and they have now calculated our premium for 2019 from that information. 2018's premium over 4 installments totaled \$65,280.00. 2019's premium over 4 installment totals \$67,016.00, a \$1,736.00 increase, which is about what Chris B. expected. A motion accepting the new rate for 2019 would be appreciated.

At this time, John B. motioned to accept the 2019 pricing from AHRMA for the housing authority's insurance coverages. Motion seconded by Don P.

Voice vote was as follows:

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

13. Tool Boxes. Our S10 work truck had been totaled in an accident. We kept the tool boxes with the thought they would be sold separately. Chris B. advertised in The Paper for these and they have gone unbid on. One of the maintenance men (Chris C.) expressed interest in them and I offered them to him for \$1.00 so there could be some sort of transaction, he gave \$5.00. A motion accepting the offer would be appreciated.

At this time, Don P. motioned to dispose of the tool boxes and to accept the \$5.00 offer for them as made by Chris C. Motion seconded by John B.

Voice vote was as follows:

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

14. IDOL Prevailing Wage Update 11/16/18. IDOL updated one of the prevailing wage rates for Pike County on 11/16/18, which should be accepted via Resolution for our use. IDOL is updating again on 12/21/18 and made another change, which should also be included in the Resolution.

Resolution 2018 – 41

At this time, Don P. Resolves to accept the IDOL Prevailing Wage rates as published on 11/16/18 and 12/21/18, and their immediate implementation. Resolution seconded by John B.

Voice vote was as follows:

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

New Business:

1. December 2018 By-Laws Review. Each June and December, we must review our By-Laws for any changes and also to decide whether to keep closed session minutes closed or open them to the public. Chris B. made one change in the By-Laws, adding the consent agenda formally to the By-Laws. Discussion ensued.

Resolution 2018 – 42

At this time, John B. Resolves to accept the By-Laws as updated and also to continue to keep the closed session minutes closed to the public. Resolution seconded by Mark P.

Voice vote was as follows:

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

2. FYE 12/31/18 Inventory. Previously, we established an average inventory figure for office and maintenance to be used at the end of year meetings. Urlaub & Co has recommended taking a new count at the end of this year, but only for maintenance materials to be used in the apartments. Josh H. has this information ready for our review. We must pass this via Resolution.

Resolution 2018 – 43

At this time, Mark P. Resolves to accept the FYE 12/31/18 Inventory of maintenance materials totaling \$38,255.76. Resolution seconded by Don P.

Voice vote was as follows:

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

3. FYE 12/31/18 TAR Write Offs. Another end of year item. Last year we wrote off \$53,048.64 in tenant balances. This year the figure is \$38,338.61, a \$14,710.03 reduction. These tenants have moved out and are long gone, but we are still trying to collect on them though the IDROP site. Not only are we still pursuing them, but these balances will prevent them from entering other public housing in the country. We must pass this via Resolution.

Resolution 2018 – 44

At this time, John B. Resolves to accept the FYE 12/31/18 Tenant Accounts Receivable Write Offs in the amount of \$38,338.61. Resolution seconded by Don P.

Voice vote was as follows:

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

4. FYE 12/31/18 Budget Revision #1. Another end of year item. At the end of each year we must pass a revised budget more closely matching our financial picture at year end. Our total income on our original budget was \$1,335,571.00 and on the revision was \$1,266,986.00. Our total expense on our original budget was \$1,306,630.00 and on the revision was \$1,214,450.00. Cash Flow on the original was \$28,941.00 and \$52,536.00 on the revision. We must pass this via Resolution.

Resolution 2018 – 45

At this time, John B. Resolves to accept FYE 12/31/18 Budget Revision #1 as prepared by Urlaub & Co. Resolution seconded by Mark P.

Voice vote was as follows:

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

5. FYE 12/31/19 Budget. Another end of year item. Urlaub & Co has prepared our budget for 2019 using data Chris B. supplied. We must pass this via Resolution.

Resolution 2018 – 46

At this time, Don P. Resolves to accept the FYE 12/31/19 Budget as prepared by Urlaub & Co. Resolution seconded by John B.

Voice vote was as follows:

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

6. HUD Section 3 Reporting 11/20/18. In November, Chris B. received a notice that HUD was expecting Section 3 reports for our 2017 Operating Subsidy and Capital Fund. These were cleared out earlier in the year, so this was a bit of a surprise. Regardless, Chris B. went in and completed the reporting on both of these items to clear them out. This will be done again next month for 2018's numbers.
7. AHRMA Winter Safety Tips. AHRMA sent out tips and tricks for dealing with snow removal activities. Concerned about staff safety, Chris B. passed these along to staff for their review.
8. PCEDC Safe Routes To Parks Grant. Recently, Chris B. was asked for a letter of support for PCEDC's efforts to obtain a grant to improve access to and within City of Pittsfield parks. These are a benefit to not only PCHA residents, but also the entire community, and Chris B. was glad to assist.

9. Staff Annual Performance Bonus. Last year PCHA doled out \$250.00 per person as an annual performance bonus. Discussion ensued for this year.

At this time, John B. motions to issue a \$250.00 annual performance bonus to all PCHA staff. Motion seconded by Don P.

Voice vote was as follows:

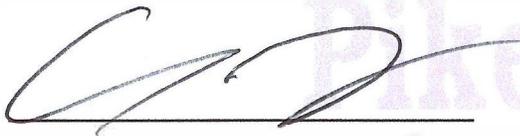
Noelle F: Aye
Don P: Aye
Mark P: Aye
John B: Aye

At 4:40p.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.

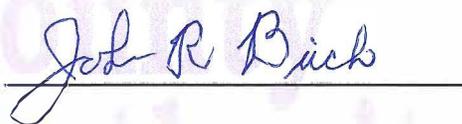
Voice vote was as follows:

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

These minutes are certified to be truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
1/17/19



John Birch, Vice Chairman
Pike County Housing Authority
1/17/19