

**Pike County Housing Authority
Board Meeting Minutes
2/21/19**

The regularly scheduled monthly Board Meeting of the Pike County Housing Authority Board of Commissioners was held on Thursday, February 21st, 2019, at the Pike County Housing Authority Barry, IL office.

The meeting was called to order at 3:05p.m., without any guests present.

Members present:

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

Members absent:

Resident Commissioner Dianna Castleberry

Minutes Review:

A review of the January 2019 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the February 2019 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the January 2019 Financial Reports occurred next. There were no questions or concerns raised.

At this time, John B. motioned to accept the consent agenda of the January 2019 Regular & Closed Session Minutes, February 2019 Occupancy Reports, and January 2019 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. Op Sub 2019. HUD published the original schedule for the 2019 Operating Subsidy forms, but has not yet provided a schedule revision after the shutdown. For March, April, and May, PCHA is to be funded at an 88.7% level until calculation tools are submitted and approved, then the remainder of the year funding will be caught up. PCHA received \$49,601.50 for February 2019 and will receive \$48,407.00 for March, April, and May 2019.
2. CFP 2017. Paperwork has continued to be turned in from Gunterman General Contracting, their subcontractors, and Eggemeyer Associates. There are several important documents in the packet this time around. There are two bills from Eggemeyer Associates (\$2,000.00, \$2,800.00) that have been drawn and paid. On page 8 is discussion of a \$750.00 fee from Ameren for lowering the gas line at the maintenance building property. On page 6 is a not to exceed price of \$2,010.00 from the City of Barry for lowering the waterline at the same property. On page 37 is contract modification #3 in the amount of \$15,292.12 from GGC for dirt work and retaining wall building to reinforce the fencing at the same property. Per GGC and EA these 3 things must be done in order to straighten and reinforce the new fence. A Resolution accepting these 3 fees would be appreciated. On page 41 is pay request #3 from GGC in the amount of \$64,701.27. On page 40 is a draw from CFP 2017 in the amount of \$34,681.36, which pays part of that invoice. With the \$34,681.36 drawn from CFP 2017 there is now \$1,025.00 left in the grant, which will be used for EA's final invoice. As far as the work, the door, fence, and retaining wall are the remaining items.

Resolution 2019 – 5

At this time, John B. resolved to accept contract modification #3 from Gunterman General Contracting in the amount of \$15,292.12, the \$750.00 fee from Ameren, and the not to exceed \$2,010.00 fee from the City of Barry. Resolution seconded by Don P.

Voice vote was as follows:

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

3. CFP 2018. Back at the end of September 2018, Chris B. submitted our 5 Year Action Plan on the HUD EPIC system for approval. Chris B. had not heard anything regarding the submission until sending the Chicago Field Office a reminder this month. The CFO clearly missed the original email indicating its availability, but have now approved the submission. Since that approval occurred, Chris B. was able to input our CFP 2018 work items, which gives PCHA access to the CFP 2018 funds. As a result, on page 13 of the packet is the Operations draw for CFP 2018 in the amount of \$80,255.00. This deposit is not tied to any particular item other than just additional operating funds. On page 14 of the packet is a draw in the amount of \$30,019.91 from CFP 2018, which when added to the CFP 2017 draw of \$34,681.36 will cover GGC's pay request #3 in the amount of \$64,701.27. Back when the maintenance building work came in at more than planned, Chris B. added the overflow amount to CFP 2018 to supplement CFP 2017 in order to avoid drawing funds out of reserves. Be advised that the Ameren, City of Barry, and GGC contract mod #3 are not covered in the CFP 2018, so these items will still come out of reserves.

4. Johnson Controls EPC. At last month's meeting, a discussion ensued on the length of time it has taken for Johnson Controls to complete the work on the ECM's and additional lighting. Josh H. and Chris B. met with Sigmund S. and Bruce C. of JC after our last meeting, and in discussing with them, Sigmund S. clearly tried to put more of the blame on Ameren than their own sub Marold for the work delays. At this meeting, it was discussed regarding the various upgrades and lighting improvements and when they were to be completed. In that discussion, change order #3 was reviewed, which gave JC through April 30th, 2018 to complete the site lighting, but that deadline was also missed. Due to that being a binding document PCHA had previously agreed to, both parties agreed to start the penalty days from that point. The new penalty figure is \$24,500.00 and Chris B. still believes splitting this cost is fair to all parties. Therefore, PCHA should receive a reduction on the final bill of \$12,250.00 for time overage in addition to credit for outside lights, toilets, and Landess Terrace's community building. By Chris B.'s estimate credits should be around \$20,000.00 in total. Also, at the meeting Sigmund S. took the position that all work was complete and JC should be paid in full. Chris B. understands that there are outside lights that may not work and Sigmund S. implied that these were warranty items. Chris B. feels that if something never worked it's not under warranty, it's a punch list item, and should be corrected prior to final payment. After the meeting with Bruce C. And Sigmund S., Chris B. received an email from Sigmund S. replacement Russ B., indicating Marold was trying to charge JC an additional \$2,590.00 for trenching at Landess Terrace. Marold said PCHA agreed to the charge and PCHA didn't., thus, this charge is being denied. The outside lighting issue has now been brought to Russ B.'s attention as well. PCHA is still waiting for the final invoice from JC. A motion of support for the above credits sought would be appreciated.

At this time, Don P. motioned to accept the above mentioned credits for time overage, outside lights, toilet inventory, and work not done at the Landess Terrace Community Building. Motion seconded by John B.

Voice vote was as follows:

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

5. LTW Board Training – Development. The HUD Lead The Way Board training materials on Development were reviewed & discussed at this juncture.
6. Office Vehicle Purchase. Previously, Chris B. indicated the final cost of the 2019 Taurus was going to be \$21,665.00, because PCHA would keep the old plates and save on the fees. In speaking with Richie W. of Morrow Brothers, the \$175.00 fee applies regardless of whether you keep your old plates or get new ones. Therefore, Chris B. has adjusted the final bill to be \$21,840.00, which is still less than our max of \$23,000.00. The vehicle is expected to be delivered soon. A motion accepting the new total would be appreciated.

At this time, Don P. motioned to accept the revised total for the 2019 Ford Taurus in the amount of \$21,840.00. Motion seconded by John B.

Voice vote was as follows:

Don P: Aye

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

7. MWR Determination FYE 12/31/19. Last month we discussed this but did not vote on it. A resolution accepting the MWR's for 2019 would be appreciated.

Resolution 2019 – 6

At this time, John B. resolved to accept the Maintenance Wage Rate determination for 2019. Resolution seconded by Don P.

Voice vote was as follows:

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

8. IDOL Prevailing Wage Rates. IDOL has once again adjusted the prevailing wage rates for Pike County, Illinois. A resolution accepting the new published prevailing wage rates dated 2/8/19 would be appreciated.

Resolution 2019 – 7

At this time, Don P. resolved to accept the Illinois Department of Labor published prevailing wage rates dated 2/8/19. Resolution seconded by John B.

Voice vote was as follows:

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

9. HUD LBP CFP Grant. As promised, Chris B. has applied for a CFP Grant designed to assist in the removal of LBP from public housing properties. Chris B. has asked for \$1,000,000.00, but if successful, PCHA is unlikely to be approved for that much. Chris B. is estimating our score to be in the lower 60's, and a score of 60 must be met to qualify. It's a wait and see at this point, but this grant would be very helpful if obtained. Chris B. believes we could eliminate all LBP concerns in all pre-1978 PCHA properties with the assistance of this grant.

10. Quorum Census FYE 12/31/18. Quorum has provided PCHA their audit report of our retirement account for FYE 12/31/18. There is only 1 action item to complete, due to completing the contribution shortfalls prior to the audit reports generation. A resolution accepting the audit report data would be appreciated.

Resolution 2019 – 8

At this time, John B. resolved to accept the Quorum Census for FYE 12/31/18. Resolution seconded by Mark P.

Voice vote was as follows:

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

11. PCHA Staff Press Release. With the recent promotions made by PCHA, Chris B. issued a press release to all of the local media outlets in acknowledgement of these individuals. John L. and Chris C. were asked about their interest regarding having their picture taken and they declined. Amber H. and Tonya E. were pictured however.
12. Assured Insulation. Assured works through Ameren's energy efficiency program and comes around to provide weatherization to HA's that qualify throughout Illinois. PCHA does qualify and so Assured has come on site to do their initial inspection. PCHA has utility meter data to return, and then Assured will get it scheduled to come perform the work at no cost to the HA. Assured may encounter things that are chargeable, but that would be approved prior to any work. The Assured inspector indicated that Landess Terrace, E. Adams Long Building, and New Canton sites were in good condition.
13. Baylis Wastewater System. This week Chris B. received 3 packets in the mail for NPDES permitting renewals from the IEPA. Two were of a NPDES number Chris B. had never seen and the 3rd was PCHA's. Chris B. pressed IEPA and the other 2 packets were sent in error. Unfortunately, with the lack of change to the situation, Chris B. feels there is no choice but to re-submit for the NPDES. This packet is beyond anything Chris B. has ever seen and will try to seek assistance from either EA or Kristy J. to complete the packet and return to IEPA.

New Business:

1. Thomson, McNeely, Crews & Thielen. Chris B. received a phone call indicating that our counsel Mark T. left TMCT and would be replaced by a different partner. In speaking with the partner Rick C. he thought our fees were too low, but would honor the contract with PCHA. PCHA will be seeking proposals from legal firms later in the year.
2. Invitation For Bids – Trash Service. PCHA's trash removal contract is set to expire March 31st, 2019 with Area Disposal. Interested firms have until 2:00p.m. March 11th, 2019 to submit their proposals. This time, Chris B. is seeking the roll off at the maintenance building to be part of the fixed monthly cost. All other terms and conditions are unchanged.
3. Invitation For Bids – Pest Control. PCHA's pest control contract is set to expire March 31st, 2019 with Big River Pest Control. Interested firms have until 2:00p.m. March 11th, 2019 to submit their proposals. This time, Chris B. is seeking an all-inclusive option in addition to the regular treatment option. This will give PCHA a decision to make on which direction is most beneficial. All other terms and conditions are unchanged.
4. Fire Alarm Test 2019 – E. Adams. Getz performed the fire alarm testing at PCHA's E. Adams property without any issues.

5. System For Award Management 2019. Each year PCHA must renew its SAM account in order to receive any Federal monies through grants or to receive any grant opportunities. Chris B. has gone in and completed the update renewal and PCHA is now certified through 2/5/20.
6. LGHP Compliance Review. Recently, Chris B. received notice PCHA was under review by LGHP. This was a first for Chris B. in the entire history of working with LGHP. All data requested has been returned and Chris B. has not been alerted as to any issues. None are expected.
7. IDOL OSHA Reporting FYE 12/31/18. IDOL recently alerted Chris B. that our annual OSHA report was due by March 2nd, 2019. PCHA has not had any issues and Chris B. has completed the reporting as requested.
8. REAC Submission FYE 12/31/18. Recently, Peter W. of Urlaub & Company alerted Chris B. as to some needed information he was trying to collect for PCHA's year-end financial reports to REAC. Evidently, Peter W. had forgotten to send out these spreadsheets and now Peter W. and Chris B. are in overdrive to get all data submitted by 2/28/19. Chris B. has returned all of the requested sheets and has been answering questions as they arise. The submission will be sent in prior to the deadline.
9. Executive Assistant Discussion. Discussion ensued with the Board Members regarding their opinions on a wage increase for the Executive Assistant position, due to hiring an Administration Assistant at a higher wage rate than planned. All agreed that Tonya E. should be elevated further due to the hiring of the AA. The State of Illinois minimum wage increase was also discussed at this juncture. Chris B. put forth that he feels a raise to \$14.00/hr. is appropriate at this juncture, but also agreed with discussion that when the SOI minimum wage increase begins to phase in, that staff should be adjusted. Brief discussion on the \$14.00/hr. suggestion ensued.

At this time, Don P. motioned to accept the suggested increase on Tonya E.'s hourly rate to \$14.00/hr. Motion seconded by John B.

Voice vote was as follows:

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

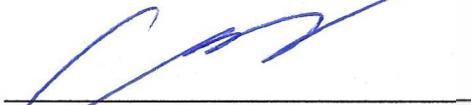
At this juncture, Noelle F. mentioned she would not be present for the March 2019 meeting. All remaining indicated no issues with attendance.

At 4:31p.m., there were no further topics for discussion and so it was called for a motion to adjourn. Mark P. motioned to adjourn the meeting at this juncture. Motion seconded by Don P.

Voice vote was as follows:

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

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
4/18/19


Noelle Flesner, Chairman
Pike County Housing Authority
4/18/19

