

**Pike County Housing Authority  
Board Meeting Minutes  
3/21/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, March 21<sup>st</sup>, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 3:06p.m., without any guests present.

**Members present:**

Vice-Chairman John Birch  
Commissioner Mark Pulliam  
Resident Commissioner Dianna Castleberry  
Executive Director Chris Bruns

**Members absent:**

Chairman Noelle Flesner  
Commissioner Don Peebles

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

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

At this time, Dianna C. motioned to accept the consent agenda of the February 2019 Regular Session Minutes, March 2019 Occupancy Reports, and February 2019 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye  
Mark P: Aye  
John B: Aye

## **Executive Director Report:**

### **Old Business:**

1. Op Sub 2019. HUD has published the revised schedule for the 2019 Operating Subsidy forms to be submitted, which are due by 4/9/19. Chris B. has been working on PCHA's submission and almost has it done. The submission will be in to HUD before the 4/9/19 deadline and will be ready for Board Review next month. Last year, Urlaub & Co did the submission at a cost of \$150.00, which PCHA will save on this year. As mentioned last month, PCHA is to receive \$48,407.00 in Operating Subsidy for March, April, and May 2019.
2. CFP 2017 & CFP 2018. There are several lien waivers that have come in from Gunterman's Construction, their suppliers, and sub-contractors. Damon Plumbing submitted payroll #2 and the worker's pay amounts were previously verified by Josh H. during wage interviews. It was brought to Chris B.'s attention by Johnson Controls that Empire Fence cut through some of the electrical service feeding site lights on Greene Street, while EF was doing work for the maintenance building addition. This was brought to Eggemeyer Associates John B.'s attention and it was agreed that EF or GC would be responsible for the repairs. EF has been working this week and it is looking like the project will wrap soon. PCHA will have more work in the CFP 2018 budget to complete and will be working with EA to kick off the outside work at Landess Terrace (fascia, soffits, tuck-pointing).
3. Johnson Controls. As mentioned above, Gunterman's Construction or their sub-contractor Empire Fence will be responsible for repairing the cut electrical wiring feeding site lights at Greene Street. Josh H. and Chris B. have spoken and Josh H. feels there are more site lights malfunctioning than what Marold Electric has indicated. Josh H. is compiling a list for PCHA's own records, which will be distributed to ME and Johnson Controls. Russ B. of JC inquired as to unpaid invoices and Chris B. reminded him PCHA could issue no further payments until the work has been completed. PCHA still has a final amount due, less credits, to settle up with JC, but until there are no remaining issues Chris B. does not intend to issue final payment.
4. Lead The Way Board Training – Asset Mgmt Fees. The HUD Lead The Way Board training on Asset Management Fees was reviewed at this juncture.

5. Office Vehicle Purchase. The new office vehicle has been delivered after a 3 plus month wait. Despite the delay, it is quite nice and the office is glad to finally have it. All paperwork and payment exchanging hands on the old office vehicle has now been completed between PCHA and Chris B.
6. Baylis Wastewater System. Chris B. reached out to Julie P. the Pike County Health Department Board Member that he had previously spoken with, regarding the Baylis Wastewater plant issue. Chris B. wanted Julie P. to be in the loop as far as PCHA's plans, as he was not sure Jane J. would give her an appropriate update. Eggemeyer Associates are still researching whether two systems will fit at the site, but in the meantime, wastewater contractor Kristy J. and Chris B. are working on the packet for the NPDES renewal. Chris B. has never seen a previous copy of the NPDES renewal and so he requested a copy from the State of Illinois to assist with completing the new form. Also, PCHA needs to put the testing service out for bids and Chris B. has that ad ready to go in the 3/20/19, 4/3/19, and 4/17/19 editions of The Paper.
7. IFB – Trash Service 4/1/19 – 3/31/22. PCHA held the bid opening for trash service removal on March 11<sup>th</sup>, 2019 and had two interested firms put in bids, Trash Queen (\$5,200.00 per month during the length of the contract) and Area Disposal (\$2,660.00 per month year 1 of the contract, \$2,739.80 per month year 2 of the contract, and \$2,821.99 per month year 3 of the contract). Further discussion ensued on the offer from AD. In the bid from AD, they also adhered to the other terms and conditions in the RFP for trash service removal, including unlimited trash totes, and unlimited dumps of the 25 yard roll off at the maintenance building.

At this time, Mark P. motioned to accept the 3 year trash service removal contract, from 4/1/19 – 3/31/22, with Area Disposal according to the terms and conditions of the RFP at the following pricing, \$2,660.00 per month year 1 of the contract, \$2,739.80 per month year 2 of the contract, and \$2,821.99 per month year 3 of the contract. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

John B: Aye

8. IFB – Pest Control 4/1/19 – 3/31/22. PCHA held the bid opening for pest control service on March 11<sup>th</sup>, 2019 and had only one company put in a bid. Big River Pest Control submitted two proposals, one for routine pest control (\$698.00 every 4 weeks), and the other for bed bug treatment, which requires some discussion. BRPC supplied two options for the way they propose to bill for bed bug treatments. One is per treatment

pricing, and the other an unlimited pricing option. In discussing the bids with BRPC after the bid opening, Chris B. discovered that BRPC has now proposed per treatment pricing, but not to exceed \$13,650.00 annually. Discussion was favorable around that proposal.

At this time, Dianna C. motioned to accept the 3 year pest control management contract, from 4/1/19 – 3/31/22, with Big River Pest Control according to the terms and conditions of the RFP at the following pricing, \$698.00 every 4 weeks for routine pest control management, and the billed per treatment for bed bug pest control management, not to exceed \$13,650.00 annually. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

John B: Aye

9. REAC Submission FYE 12/31/18. Last month, Chris B. was busy working with Peter W. of Urlaub & Co in getting the year end financials ready to be submitted to REAC, which was done prior to the 2/28/19 deadline. PCHA should approve as a Board some of the items that went into the year end financials and the FDS itself. Brief discussion ensued.

#### **Resolution 2019 – 9**

At this time, Dianna C. resolved to accept the FYE 12/31/18 Depreciation Schedule, FYE 12/31/18 Journal Entries, and the FYE 12/31/18 Financial Data Schedule as presented and submitted. Resolution seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

John B: Aye

10. Casscomm. PCHA finally received the proposal from Casscomm and Chris B. is a little disappointed from the original conversation with them. Originally, they pitched discounted service to PCHA clients, free service to PCHA community spaces, and their final proposal included none of that. Brief discussion ensued, and after deliberation it was agreed that PCHA is still receiving value from Casscomm in the form of free wiring installation for fiber internet services to the 98 apartments located in Pittsfield.

At this time, Dianna C. motioned to accept the Casscomm proposal to install fiber internet wiring to all 98 Pittsfield units, at no cost to PCHA. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

John B: Aye

### **New Business:**

1. HUD Section 3 Reporting FYE 12/31/18. At our January 2019 meeting, Chris B. indicated that the Section 3 reports were due for FYE 12/31/18. Chris B. had gone in to the Section 3 portal and saw that the site indicated PCHA did not have any reports due. Time has passed and so Chris B. went in again to check the status and it said the same thing. Rather than have HUD pop up out of nowhere saying the reports were due, Chris B. went in to the Section 3 portal, created the reports, and cleared the 2018 funds from the reporting.
2. IAHA MMC 2019. It's that time of year again. Annual training with the Illinois Association of Housing Authorities is in Springfield, IL, April 10<sup>th</sup> through April 12<sup>th</sup>, 2019. This is a great local training on a variety of subjects for all employees who work at PCHA, regardless of how long they've been employed. As a result, Chris B. plans on closing shop for the duration of the event. Of course, PCHA will have to keep someone ready to come back for emergency work orders and the like. The cost is expensive, but not as expensive as sending people to classes by themselves, which would not be this close.
3. WBBA Radio Advertising 2019. It's time for PCHA's WBBA agreement to be renewed. Chris B indicated he was undecided as to whether to continue this for this year or look at something else to mix up our advertising efforts. Discussion ensued and it was agreed to continue the advertising with WBBA again this year, but perhaps switch up the advertising to try and track its effectiveness.
4. AHRMA Work Comp Audit FYE 12/31/18. Each year AHRMA audits our salaries paid during the previous year to ensure work comp coverages were appropriate. Chris B. has completed the audit form and returned well ahead of AHRMA's deadline.

### **Handouts (If Any):**

### **Closed Session (If Necessary):**

At 4:00p.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 Dianna C.

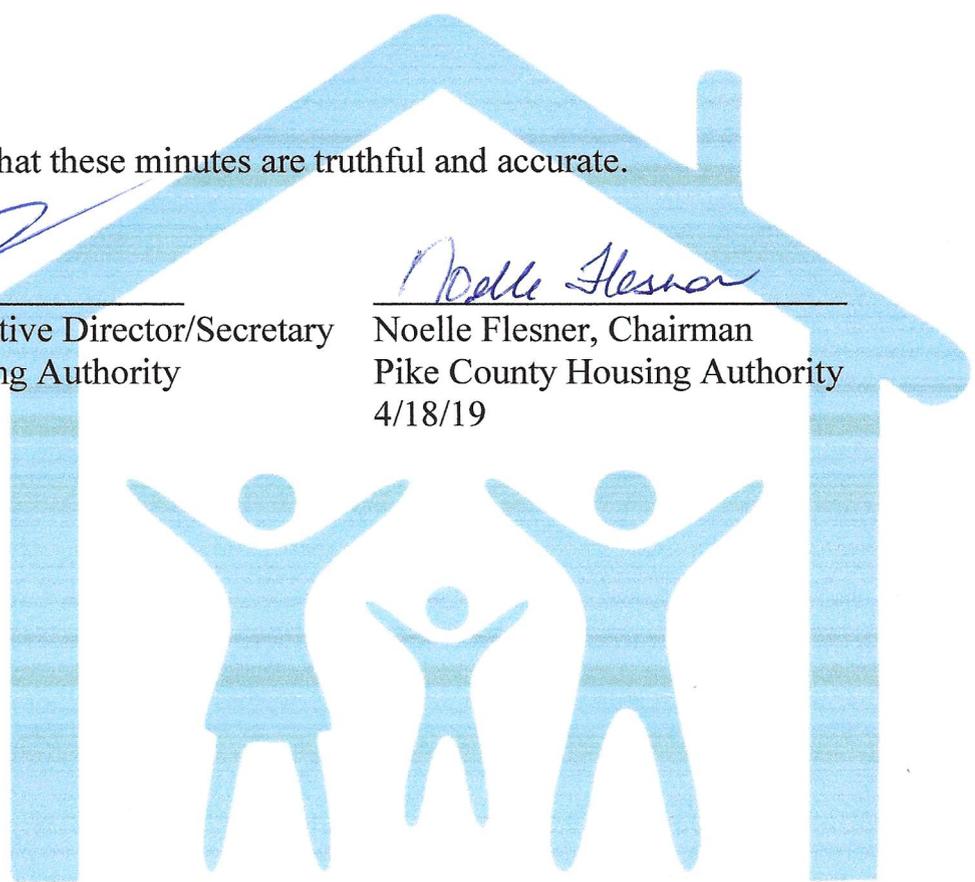
Voice vote was as follows:

Dianna C: Aye  
Mark P: Aye  
John B: 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



Pike County  
Housing Authority