

**Pike County Housing Authority
Board Meeting Minutes
8/15/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, August 15th, 2019 at the PCHA Barry, IL office.

The meeting was called to order at 3:12p.m., without any guests present.

Members present:

Chairman Noelle Flesner
Commissioner Don Peebles
Commissioner Leslie Henry
Executive Director Chris Bruns

Members absent:

Vice Chairman / Resident Commissioner Dianna Castleberry
Commissioner Mark Pulliam

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

At this time, Don P. motioned to accept the consent agenda of the July 2019 Regular & Closed Session Minutes, August 2019 Occupancy Reports, and July 2019 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Noelle F: Aye
Don P: Aye
Leslie H: Aye

Executive Director Report:

A. Old Business

1. Op Sub 2019. HUD previously posted the operating subsidy numbers for August 2019. PCHA received \$55,347.67 for the month, which is at a 97.18% funding level. PCHA will received the same amount in September 2019.
2. CFP 2017 & CFP 2018. Gunterman's has had washout issues with the replanted yard at the maintenance building expansion site. They've continued to address the matter and recently placed a yard barrier over the top to keep it from washing away so badly prior to the grass seed taking. Also, in the corner of the building expansion is seepage, which must also be addressed. Lastly, the final contract completion date has been set at 7/18/19, which places Gunterman's in the \$100.00 per day penalty for a total of 35 days or \$3,500.00. This penalty is not due to the yard area issues, but it is directly related to untimeliness in finishing the overall project.
3. CFP 2018 & CFP 2019. Last month the Board approved the CFP 2019 A&E fee as proposed by Eggemeyer Associates in the amount of \$18,325.00. This contract has now been signed by all parties. The draft versions of HUD Form 50075.1 for 2019, HUD Form 50075.2 for years 2019 – 2023, HUD Form 50071, HUD Form 50077-CR, Lobbying Form SFLLL, written statement defining significant amendment, and certification of compliance with a public hearing are still available for public review. These documents have been available for public review and comment for no less than 45 days and a public hearing will be held on 9/9/19, after which the Board can formally approve the documents as final at our September 2019 Board meeting.
4. Johnson Controls. Previously, there's been an issue with New Canton regarding the amount of gallons they have billed for water/sewer each month. Pre energy upgrades and post energy upgrades have been the same usage, which is not possible. In attending a town Board meeting and discussing the situation with village leaders, it was agreed that they would bill the usage off the existing meters at the dwelling units and that each unit would be billed separately, which would likely be the minimum amounts for water & sewer. Besides the usage issue, in comparing the billing rates using the supplied town ordinances, Chris B. could not get the amounts billed to compute, and it appears we have been overcharged roughly \$1,200.00. New Canton has corrected the billing issue and prefers to issue a check for the overcharge pending town Board approval. Also, Johnson Controls subcontractor Marold Electric has been back and fixed the 3 lights remaining on

the final punch list. Now that this work is done we have a project closeout meeting with Johnson Controls on 8/14/19 and will owe Johnson Controls 3 invoices totaling roughly \$107,000.00.

5. HUD LTW Board Training – HCV Program. The HUD furnished Lead The Way Board training materials on the HCV program was reviewed at this juncture.
6. Baylis Wastewater System. On 8/7/19, the public notice for the draft Baylis NPDES permit was received from Illinois EPA. Once this has gone through the 30 day review and comment period, pending those results, the NPDES permit renewal will be final and approved.
7. Cass Cable TV, Inc. Previously, the easement information was sent to Cass Cable TV, Inc. for their review and for their attorney's to gather the plat information. Cass returned the documents, but the easement plat was lacking from what Counsel Eric Hansen wanted to see. It has now been requested for Cass to supply a more thorough easement plat.
8. Eggemeyer Associates 504 Survey. All parties have now signed the agreement for the 504 accessibility review to be performed by Eggemeyer Associates. This review will give PCHA a better idea of where it stands with accessibility features in the units previously deemed either handicapped or sight/hearing impaired. This survey should be scheduled soon.
9. Pleasant Hill Fire. Thus far, two quotes have been received for the fire damage at Pleasant Hill. One quote is from J. Edgar, Inc. that totals \$19,757.40 and the other quote is from Serv Pro that totals \$30,539.26. The fire loss has been reported to AHRMA and will carry with it a \$1,000.00 deductible. No word from AHRMA on how they want to proceed with the quotes, but lowest price is expected. Chris B. has spoken with counsel Rick Crews and he indicated that we can only bill the client for the deductible to be paid for the damage repair. The billing has been issued to the client and they have 30 days to pay the invoice.
10. ACOP & Pet Policy Revision June 2019. Back at the June 2019 Board meeting, it was approved to accept revised draft versions of our ACOP & Pet Policy. Most of the ACOP changes were pretty minor, just updating notice numbers and wording tweaks. As a result of some of the ACOP changes, it affected the Pet Policy, which has also had the changes incorporated into it. These documents have been out for public review since 6/19/19 and a public hearing was held on 7/29/19 to collect any comments or concerns. There was no attendance at the meeting and no comments have been voiced regarding the document changes. It is suggested that we accept the ACOP & Pet Policy Revisions as final drafts.

At this time, Leslie H. resolved to accept the ACOP & Pet Policy revisions as presented as final. Resolution seconded by Don P.

Voice vote was as follows:

Noelle F: Aye

Don P: Aye

Leslie H: Aye

B. New Business

1. CFP 2020. The process for the 2020 Capital Fund Program is underway. First step is to go in and certify there are no changes to PCHA's units in PIC, either in their use or number of units' altogether. Chris B. has done this and our certification was complete 7/24/19.
2. Lindsey Software Upgrades. Lindsey Software is rolling out some new products, which are very helpful going forward. The modules are eTenant files, Document Management for A/P, and Inventory. Chris B. reports that he tries to keep as many things in the cloud as possible and both eTenant files and Document management will allow for that in tenant processing and account payable respectively. Inventory tracking was a desire by the HUD reps when they were here and the module will allow for tracking materials better at our maintenance facility. Originally Lindsey quoted a price of \$1,850.00 for just eTenant files and Document management. Upon learning of the Inventory module, Chris B. reached out and was able to add that module for an additional \$1,000.00. Each year these modules carry a renewal fee total of \$1,850.00. Staff training is scheduled on the new modules 8/16/19.
3. CDS Network Firewall. CDS Office reached out and alerted Chris B. to the fact that the firewall certificate was set to expire. This guards our network against any network level outside intrusions. Originally, the renewal was quoted for \$1,907.88, but when Erika Prindle of CDS ran the order it was the wrong part number. She verified the correct number and the price is actually \$2,150.00. This is a must have and so Chris B. placed the order at the new price. In addition to this protection, workstation level protection is in place as well. Overall, it is thought to be that our system is very secure.
4. Executive Compensation Reporting CY 2018. Each year the Federal Government requires salary data reporting on the top management official, top financial/accounting official, and all individuals paid above level IV of the Executive Schedule, which is \$166,500.00. This information is derived from previous years W-2 form and no one at this agency is making close to this amount. This submission was completed 8/5/19 by Chris B.

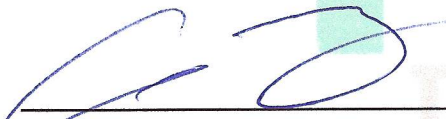
5. RFP Legal Services 10/20/19 – 9/30/22. As discussed before, it is time to solicit new legal representation for the Authority as the previous contract is set to expire. The RFP for Legal Services has been published in the Pike Press and will run multiple times in the next few weeks. RFP's are due back no later than 10/7/19 at 1:00p.m. Proposals will then be evaluated and a selection will be made at the 10/17/19 Board meeting. Whether it continues with the two-pronged setup of a Special and Regular Counsel remains to be seen.
6. RFP Fee Accounting Services 1/1/20 – 12/31/22. Fee accounting services are also due for solicitation as well. The RFP for Fee Accounting Services has been published in the Pike Press and will run multiple times in the next few weeks. RFP's are due back in no later than 10/7/19 at 2:00p.m. Proposals will then be evaluated and a selection will be made at the 10/17/19 Board meeting. A new proposal has already been received from a new bidder that did not bid last time, Lindsey Software.

At 4:34p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.


Voice vote was as follows:

Noelle F: Aye
Don P: Aye
Leslie H: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
9/19/19



Noelle Flesner
Chairman
Pike County Housing Authority
9/19/19