

**Pike County Housing Authority
Board Meeting Minutes
12/19/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 19th, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 3:04p.m. No guests were in attendance.

Members present:

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

Members absent:

Resident Commissioner / Vice Chairman Dianna Castleberry

Minutes Review:

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

Occupancy Reports:

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

Financial Reports:

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

At this time, Mark P. motioned to accept the consent agenda of the November 2019 Regular Session Minutes, December 2019 Occupancy Reports, and November 2019 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

Executive Director Report:

Old Business

1. Op Sub 2019. Prior to December 2019, PCHA was notified of a funding change in the December funding availability. HUD added \$9,858.00 to the month, which gave a revised amount of \$63,357.33 in funding. When this was done it caused many PHA's to go into HUD review for the December 2019 payments, which was a formality. For 2019, PCHA received a total of \$669,308.00 in Operating Subsidy for the year, which was prorated at 97.77% of eligibility.
2. CFP 2017. Last month, Chris B. reported that the CFP 2017 grant was fully closed out. As a result, Chris B. has completed all of the necessary closeout paperwork, which has been sent in to HUD for their review and approval. Since this was closed out prior to the end of the fiscal year, Pam Simpson will be able to confirm the fund expenditure when she is onsite for the next audit. After this confirmation the CFP 2017 grant will be completely closed out.
3. CFP 2018 & CFP 2019. Invoice #3 was received from Eggemeyer Associates in the amount of \$7,050.00, which has been drawn, but not yet paid. PCHA recently received the cost estimate for the upcoming project from Eggemeyer Associates. In that scope of work, exterior upgrades are planned for Landess Terrance and kitchen renovations are planned for various sites. In total, EA forecasts the upcoming work to cost in the neighborhood of \$660,667.74. PCHA has \$197,651.00 remaining in CFP 2018 and \$360,547.00 remaining in CFP 2019, which will leave us short of the EA estimated total by around \$102,469.74. Pending the outcome of our repositioning review, Pleasant Hill and Perry may be the sites to be cut out, which would bring us under budget.
4. Op Sub 2020. PCHA has been notified of the operating subsidy funding to be received for January 2020. HUD has indicated that \$89,955.00 will be allocated to PCHA for the month of January. According to the notice from the Financial Management Division this funding may be for the month of January and two weeks of February. This funding is at a proration level of 96.46%.

5. Eggemeyer Associates 504 Survey. EA has been onsite with Josh H. and reviewed PCHA's current roster of accessible and sight and hearing units. From that visit EA completed their Accessibility Review & Assessment. Chris B. was shocked at the low price of \$149,980.00 for the costs to correct the deficiencies noted. However, EA notes that the assessment did not review sight and hearing units, but according to Josh H. they did go look at these while out in the field. Because of this notation it is clear the report does not contain the dollar figures to correct any problems at the 2 sight and hearing units. Also clear is that the report does not contain the figures to add 1 additional accessible unit or 3 additional sight and hearing units, which would allow PCHA to meet the 5% & 2% requirements. Finally, this report has the work calculated at residential rates, without public bidding or A/E fees factored in. In the budget for the CFP 2023 grant there is \$200,000.00 in funding budgeted to correct accessibility deficiencies. Chris B. advised that the Board should not be surprised if the final total comes in the \$200,000.00 to \$250,000.00 range. Invoice #2 was received from EA for this project in the amount of \$3,285.00, which completes the total of \$6,785.00.
6. Baylis Wastewater System. Eggemeyer Associates has been successful in getting Four Points Engineering to work as a sub-contractor at the Baylis site. Therefore, Chris B. is going to have EA/Four Points give PCHA a price estimate to correct the effluent violations at the Baylis site. Chris B. mentions that he would like to remedy this problem as cheaply as possible. On 12/13/19, Chris B. had a phone conference with IEPA to go over what was discovered and the next steps we are taking. Once we have a plan in place we will establish a timeline to be compliant and IEPA should have no problem issuing PCHA's NPDES conditionally on meeting the dates in the compliance schedule.
7. Public Housing Repositioning. Last month, the Board discussed and approved the use of a 3rd party to review PCHA's portfolio and give a 2nd opinion on steps to make going forward towards repositioning. Chris B. reviewed the terms of PCHA's Procurement Policy and under the micro purchase section it indicates we only need to obtain one quote if we have one that we feel is reasonable. The fee from Bedrock Housing Consultants is \$2,800.00, which is well below the \$10,000.00 micro purchase threshold. With the amount it would take to advertise and solicit for this service it seems that the fee from Bedrock does appear reasonable. Therefore, Chris B. took the next step and accepted the quote from Bedrock and also scheduled their appearance to review PCHA's data. Bedrock will be here on 2/10/19 and they forecast 35 hours to complete the assessment. If the review runs past 35 hours, PCHA will not be charged additionally.

8. Utility Allowance FYE 12/31/20. At our October 2019 meeting, the PCHA Board approved the draft utility allowances as prepared by Johnson Controls for 2020. The utility allowance draft availability notice has been published in The Paper and PCHA’s website for public notice and all comments were collected through 12/19/19 when a public meeting was held. No comments were collected on the proposed utility allowances.

Resolution 2019 - 31

At this time, Don P. resolved to accept the 2020 Utility Allowances as prepared by Johnson Controls. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye
Mark P: Aye
Don P: Aye

9. Annual Performance Bonus 2019. Each year PCHA has given an annual performance bonus to all employees. Last year the amount was \$250.00 per person and the same is recommended for this year.

At this time, Don P. motioned to provide a \$250.00 annual performance bonus to all employees. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye
Mark P: Aye
Don P: Aye

New Business

1. By-Laws Review December 2019. Semi-annually, PCHA is to review its By-Laws for any changes necessary. In reviewing the By-Laws, Chris B. did not note anything to be changed. Pending the rest of the Board’s opinion, we should either accept these once again as is, or with changes via resolution.

Upon Board review, no action was needed as no changes were recommended.

2. Inventory FYE 12/31/19. Each year, prior to the end of the year, PCHA must review its maintenance inventory and record it for bookkeeping purposes. Josh H. compiled this year's inventory at a value of \$26,644.30, with last year's at a value of \$38,255.76, which was a decrease of \$11,611.46. A resolution accepting this inventory figure is appreciated.

Resolution 2019 – 32

At this time, Leslie H. resolved to accept the FYE 12/31/19 Inventory in the amount of \$26,644.30 as compiled by Josh H. Resolution seconded by Don P.

Voice vote was as follows:

Leslie H: Aye
Mark P: Aye
Don P: Aye

Also, at year end, PCHA must note items removed from inventory and remove them via resolution. The only items disposed of were 4 old iPad minis that had previously been in use by maintenance. These iPad minis were obsolete and unable to upgrade to current software requirements.

Resolution 2019 – 33

At this time, Leslie H. resolved to approve the disposition of 4 iPad minis from inventory. Resolution seconded by Don P.

Voice vote was as follows:

Leslie H: Aye
Mark P: Aye
Don P: Aye

3. Tenant Accounts Receivable Write-Offs FYE 12/31/19. Another end of year item for bookkeeping purposes. Each year PCHA must write off the balances of former tenants that are not believed to be collected. PCHA will still try to collect them, but the dead dollars need removed off the books. This year's TAR amount to be

removed is \$40,579.53, which is an increase of \$2,240.92 from last year's TAR number of \$38,338.61. A resolution removing the TAR Write-Offs is appreciated.

Resolution 2019 – 34

At this time, Mark P. resolved to accept FYE 12/31/19 TAR Write-Offs in the amount of \$40,579.53. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye
Mark P: Aye
Don P: Aye

4. Board Meeting Schedule FY 2020. Another end of year item. Each year PCHA must pass the dates of the next FY's upcoming board meetings. These are once again scheduled for the 3rd Thursday of each month at 3:00p.m. A resolution accepting the PCHA Board Meeting schedule for FY 2020 would be appreciated.

Resolution 2019 – 35

At this time, Don P. resolved to accept the PCHA Board meeting dates for FY 2020. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye
Mark P: Aye
Don P: Aye

At 3:35p.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 Mark P.

Voice vote was as follows:

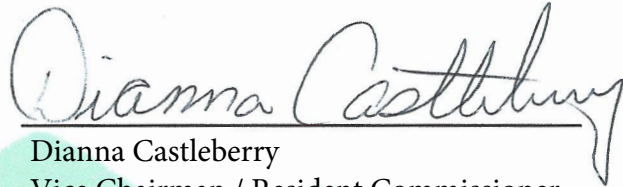
Leslie H: Aye
Mark P: Aye

Don P: Aye

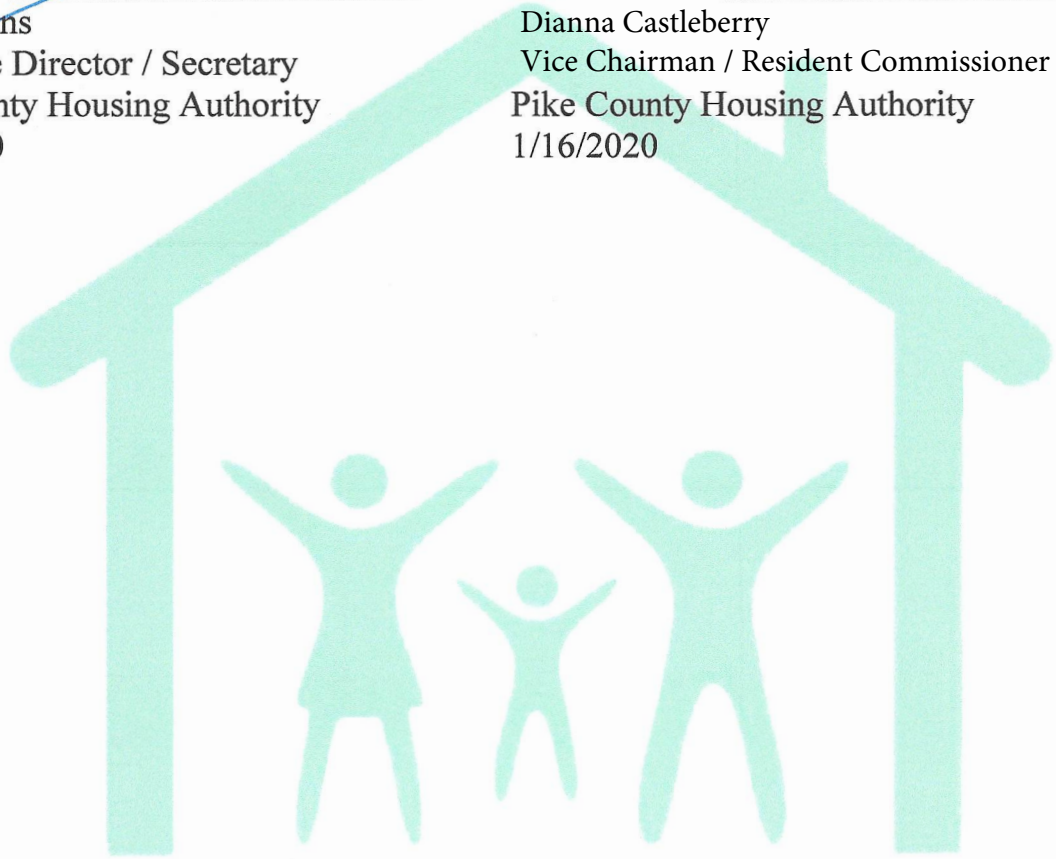
We hereby certify that these minutes are truthful and accurate.



Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
1/16/2020



Dianna Castleberry
Vice Chairman / Resident Commissioner
Pike County Housing Authority
1/16/2020



Pike County
Housing Authority