

**Pike County Housing Authority
Board Meeting Minutes
2/20/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 20th, 2020, at the PCHA Barry, IL office.

The meeting was called to order at 3:09p.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 January 2020 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the February 2020 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the January 2020 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Don P. motioned to accept the consent agenda of the January 2020 Regular & Closed Session Minutes, February 2020 Occupancy Reports, and January 2020 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2020. Operating Subsidy 2020 calculations are underway. Johnson Controls has supplied their supporting information for the 52722 & 52723 tools. The 52722 & 52723 tools were originally published by HUD but then retracted due to erroneous information contained within. The tools have been re-published and the new due date to the Chicago Field Office is 3/3/2020. For February 2020, PCHA received \$73,110.50 for the month, same as January 2020. March 2020 is unknown at this juncture.
2. CFP 2017. Previously, the CFP 2017 grant closeout documents were sent to the Chicago Field Office. The CFO has agreed with the documents provided and sent an approval letter for preliminary closeout of the grant. Upon PCHA's next fiscal audit, Pam Simpson will verify the amounts and the closeout will be complete.
3. CFP 2018 & CFP 2019. The invitation for bids for the CFP 2018 & CFP 2019 scope of work has been published in a paper of the local jurisdiction, on the Eggemeyer Associates website, and on the PCHA website. A pre-bid meeting was held on 2/4/2020, with good attendance. After the meeting, the contractors, EA, and Josh H. went to the various sites involved to review the work to be done at each site. The contractors were then able to review all information and had until 2/18/2020 at 2:00pm to submit a bid. No bids were received until about 12:30pm on 2/18/2020 and ultimately only one proposal ended up being received. Trotter General Contracting submitted a base bid for \$490,000.00 for the work at Landess Terrace and 71-1 Barry. Alternate 1 is \$53,000.00, Alternate 2 is \$143,000.00, Alternate 3 is \$79,000.00 and the costs for additional brickwork beyond base is \$36.00 per brick, and additional mortar work beyond base is \$17.00 per joint. Receiving only one bid presents a snag and HUD prefers two, especially on contracts awarded of this size. PCHA's Procurement Policy covers this scenario, and allows it, given that the proposal is reasonable. EA estimates the work at under \$495,000.00, which the bid is, therefore making it reasonable. EA had Chris B. reach out to the Chicago Field Office regarding the matter. HUD Engineer Erik

Sandstedt was on board with approving the TGC proposal, but didn't think he would have a letter to PCHA by the Board Meeting. Erik S. indicated that the PCHA Board could approve acceptance of the proposal contingent on HUD approval. EA also approves of the use of TGC, given PCHA receive HUD approval. It was mentioned that TGC did the window replacement work from a couple years ago and there were no real issues during that phase. A motion accepting TGC was requested.

At this time, Leslie H. motioned to accept the base bid as offered by Trotter General Contracting in the amount of \$490,000.00, contingent on receiving HUD approval of Trotter General Contracting. All Alternate bids were declined. Motion seconded by Don P.

Voice vote was as follows:

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

4. Baylis Wastewater System. Eggemeyer Associates has sent the A&E agreement for the Baylis Wastewater system work, which has been signed and returned. Now that the agreement is in place all sides will begin working on their respective parts. Chris B. alerted IEPA of the agreement, sent them a copy, and IEPA indicates that once PCHA has a timeline/action plan, IEPA will be able to approve the NPDES permit. Chris B. is working with EA and Four Points to get the timeline/action plan in place. A vote from the Board accepting the EA agreement was requested.

At this time, Mark P. motioned to accept the A&E Services contract with Eggemeyer Associates for the Baylis Wastewater System upgrades in the amount of \$10,600.00 with reimbursable costs of \$450.00. Motion seconded by Don P.

Voice vote was as follows:

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

5. Assured Insulation. Chris B. has been in contact with Assured Insulation and AI is ready to come out and look at PCHA units in Barry, Pleasant Hill, and Baylis to see if they require additional insulation. AI will be coming on site 2/26/2020 to

perform this review. As before, this review and installation is done at no cost to PCHA.

6. Repositioning Review. Bedrock Housing Consultants were on site 2/10/2020 to conduct an initial interview and also provide a list of documents needed to perform the repositioning review. Chris B. indicates he is still working on getting the materials over to them and should have this task complete within the next couple of days. BHC indicates a fast turnaround and should have something to PCHA by the March 2020 Board Meeting. HUD has been monitoring PCHA's vacancy rates and are interested in what the review comes back to say. Repositioning is something highly suggested nationally at this juncture, and moving away from the public housing platform may be integral in order to survive.
7. Personnel Policy Revision 1/23/2020. Last month, the PCHA Board approved to change the compensation and bonus structure from what had been in place. This new model ties bonuses directly to PCHA's PHAS score, which is exactly the results driven approach suggested by representatives of the Chicago Field Office when they were on site for the field review. As a result, Chris B. has updated the Personnel Policy accordingly and implemented the changes. A resolution accepting this policy revision was requested.

Resolution 2020 – 2

At this time, Don P. resolved to accept the changes to PCHA's Personnel Policy as revised by Chris B. Resolution seconded by Leslie H.

Voice vote was as follows:

Leslie H: Aye

Mark P: Aye

Don P: Aye

New Business

1. UPCS Pre-REAC Inspection. PCHA received report that its REAC inspection was coming, and vendors were soliciting PCHA for pre-inspection services. Quotes were received from Midwest Inspections (\$2,052.00) and USIG (\$2,398.00). With Midwest being the lesser quote, Chris B. accepted it and they were able to be on site the week of 2/10/2020. Midwest gave PCHA a thorough overview of violations and repair items prior to the REAC inspection this week.

2. REAC Inspection FY 2020. Mentioned above, PCHA received report that its REAC inspection was out for bid and would be happening soon. Previously, HUD gave PHA's 2-3 months to get ready for REAC inspections after announcing them, but protocols have changed. Now PHA's are given two weeks and if a PHA cannot meet that schedule they will be given an initial score of 0 pending a second inspection date in 7 days. If a PHA fails to meet that date, then a final score of 0 will apply. Chris B. notes that tenant caused issues can and will affect scoring on the review. Chris B. also indicated that it is very possible a HUD quality control inspector will follow the REAC inspector.
3. EPIC Reporting FY 2020. At the end of each year, PHA's are to go in and report to HUD on their energy improvement measures implemented during the course of the year. This submission is for each CFP grant active during the reporting period. As a result, Chris B. has gone in and completed this reporting for the year end for our CFP 2017, CFP 2018, and CFP 2019 grants.
4. Section 3 Reporting FY 2020. Each year, PHA's are to report to HUD on their Section 3 activities. Section 3 requires that opportunities be given to low income individuals and business in the area of the PHA's operation. Always this is explained to contractors during the bid process and their responsibility to hire any low income individual qualified to perform the work. Ultimately, the companies PCHA has done business with do not make any new hires, instead utilizing existing staff. As a result, Chris B. has gone in to the Section 3 reporting system to report on both the Operating Subsidy funds and CFP funds utilized during the year.
5. PCHA Exempt Property FY 2020. Each year, PCHA must send in to the Supervisor of Assessments indication that PCHA's property is exempt from any property tax assessments under Section 500, Chapter 120 of the 1969 Illinois revised statutes. Chris B. reports that this has now been done for all PCHA properties.
6. Auto Accident 1/23/2020. Rusty G. and Chris C. left the Atlas Café after lunch on 1/23/2020 and backed into another person's truck. Damage to PCHA's truck was minimal and the other driver's bumper likely needs replaced. This was turned in to AHRMA and PCHA will pay for the work to its truck out of pocket due to its low cost (\$773.60). AHRMA has been unsuccessful in reaching the driver who was backed in to. Deductible for the PCHA truck is \$250.00.
7. Knapheide Liftgate Replacement. Josh H. informed Chris B. that Ed N.'s truck liftgate was in bad repair. It has begun to rust through and become a hazard to use.

As a result, Josh H. obtained a quote from Knapheide for its replacement. Quote came in at \$3,611.00. Chris B. approved the quote and the work is scheduled for the week of 2/24/2020.

8. Lamar Billboard Advertising. PCHA's billboard advertising contracts are up at both locations in Pittsfield. As a result, Chris B. was approached to re-up one or both of these agreements. Chris B. decided to go down to 1 billboard and picked a location closer to the road and lower to the ground by Save-A-Lot in Pittsfield. Cost is \$255.00 per month for 13 months and panel will cost \$150.00. The panel this time is a flex panel, which will not last 52 weeks, but will last 12 weeks. This will give PCHA an opportunity to switch up messaging throughout the upcoming year. FYI, Lamar bought out Mid-America, which is who PCHA has done billboard advertising with previously.
9. HUD EPC Participant Survey. PCHA received notice from HUD of their intentions for PCHA to complete a research project regarding Energy Performance Contracts. This survey is designed to improve the EPC process and help to eliminate obstacles to participation in the program. Chris B. has completed the submission the week of 2/10/2020, response was requested by 2/21/2020.
10. IAHA MMC 2020. IAHA has the 2020 Maintenance Management Clinic set for 4/15/2020 – 4/17/2020. As with years past, Chris B. is sending everyone to the MMC for courses ranging on a variety of topics. This is the best, cheapest, closest training PCHA can send employees to. Chris B. has booked the rooms for everyone already, but has not completed the clinic registrations. Once the final courses are released, people will get signed up for their classes.

At 3:47p.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:

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
3/19/2020



Dianna Castleberry (Mar 21, 2020)

Dianna Castleberry
Resident Commissioner / Vice Chairman
Pike County Housing Authority
3/19/2020

