

Pike County Housing Authority
Board Meeting Minutes
12/17/15

The regular monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, December 17th, 2015 at the PCHA Barry, IL office.

Members in attendance:

Chairman Don Peebles
Vice Chairman Mark Pulliam
Resident Commissioner Pat Patterson
Commissioner Noelle Flesner
Commissioner Carole Bradshaw
Executive Director Chris Bruns

Members not in attendance:

N/A

The meeting was called to order at 3:04p.m. with no guests present.

Minutes:

After reviewing the minutes of the November 2015 meeting a motion was made by Carole B. to accept the minutes as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Occupancy:

Chris B. reports that we have 11 vacancies on the November 2015 Occupancy Report, which is the same as last month. Our waiting list currently has a total of 84 families in line to receive assistance. It was noted that we had rented almost everything available and that we were trying to fill everything as quickly as could be.

Re-certifications for the year have been completed. Chris B. and Amber N. went through the remainder of Landess Terrace and all of E. Adams earlier in the month. Next step is to run all of the re-certs for calculating tenant rents. This was going to be tackled ASAP.

After this discussion, Noelle F. motioned to accept the occupancy reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Financials:

In reviewing the November 2015 A/P check registers, Chris B. notes that there were extraordinary checks written to John Flach Builders (\$16,417.80) for the Landess Terrace kitchen remodel, Ingram Electric (\$1,802.91) for the security lighting repair at Landess Terrace, and Dennis Morath (\$14,525.00) for tree trimming and removal. The remaining items were for normal day to day expenses.

Looking at the November 2015 P/R check registers, Chris B. reports that we had 2 payroll runs for the month, with nothing out of the ordinary.

Looking at the financial statement for the month, Chris B. reports that we had a negative month by \$2,227.97. Still yet another month where we almost were even. Despite the negative we still expect to break even at fiscal year-end.

In looking at the credit card bill, Chris B. reports that the charges are all for normal day to day items with the exception being a purchase of the tank less water heater bought from Liberty Wholesale (\$1,269.00). This was bought at a \$600.00 savings over what we had been quoted locally.

Active past dues climbed \$2,665.70 from October 2015. We had 4 move outs, 6 evictions (3 forcible) and entered in to 6 repayment agreements. Inactive past dues rose \$460.40 from October 2015. This is due to people moving and leaving a balance.

Also reviewed was the current bank account information on where our deposits are being held. We have completed the redemption or closure of all small accounts being held at various institutions.

At this time Mark P. motioned to accept the financial reports as presented. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. Operating Subsidy 2015. For December 2015 we received \$48,409.00 in Operating Subsidy. This closes out the 2015 grant. We had not gotten any word on the expected amount for the beginning of 2016, until recently. We are going to receive roughly \$37,000.00 to begin the year each month until our subsidy calculation is due to be sent in. Later on in the year, we would be reimbursed if we were shorted or have our amount reduced if given too much.
2. CFP 2014. JFB met with the architect EAA on 11/24/15 to review the completed work, but there are still items to address. They are coming back 12/17/15 to conduct further

repairs, so another visit from EAA will be in store. JFB does not have any interest in completing the work at the Landess Terrace Community building (was not in original contract) and so a quote has been solicited from Cox Home Improvement to do this work. The work involves reducing an entry way door as well as securing the load bearing pole. Cox Home Improvement has bid \$3,960.00 to do this job.

At this time a motion was made by Noelle F. to accept the bid from Cox Home Improvement. Motion seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

3. Johnson Controls. Chris B. met with JCI to discuss the next step in the project, which involves reaching out to the lending community. Discussion then ensued as to the RFP for lenders and some of the other documents to go along in support of the RFP. Any questions for the RFP will be due no later than 12/16/15 and all proposals will be due in by 12/22/15. The RFP has been posted in the Pike Press as well as on the NAHRO and PHADA web sites. Also discussed was the need for a Resolution to select JCI as our partner to enter the Energy Performance Contracting Program.

Resolution 2015-24

After brief discussion a Resolution was made by Mark P. to select JCI as our partner to enter the Energy Performance Contracting Program. Resolution seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

4. LIHTC. Verigreen has submitted the LIHTC package to IHDA and we are expecting a positive response. Chris B. has been instructed to reach out to property owners to being to secure purchase agreements for the lots included in the proposal.
5. Landess Terrace Comm. Bldg. Water Heater Quote. We have been discussing quotes and options to upgrade the water heater at the LT Comm. Bldg. to a tank less style. In meeting with staff, Chris B. has discovered that one of the new hires has familiarity with this type of system. In fact, John Lister even suggested that this could installed by ourselves. As a result of that conversation Chris B. has purchased a tank less water heater from Liberty Wholesale (\$1,269.00). Savings from doing work ourselves will be roughly \$4,800.00.
6. Sny Island Levee Drainage District. The Sny was discussed again. Previously they had sent us a notice, to which we always replied about our exemption. This time we did not make the exemption claim (since it had been done for several years now) and they tried to sell our lots for the tax amount. Our attorney suggested contacting the Pike County Treasurer to try and seek some resolution, which did not have any effect. As a result our attorney also suggested filing property tax exemptions with the Treasurer's office on

all owned HA property for years 2006 – 2015. We have done this and the attorney has sent letters to the Pike County Treasurer and Supervisor of Assessments Cindy Shaw regarding this matter. The intended sale has also been ceased. We should know more in the near future on this issue.

7. HUD 2016 FMR Final. Previously 2016 Fair Market Rents were discussed, but were only proposed. HUD has finalized these and they are to be implemented within 90 days. As a result, our flat rents are going to be 1BR - \$379.00, 2BR - \$508.00, 3BR - \$696.00, 4BR - \$794.00. Our flat rent policy automatically adjusts to be 80% of the posted final FMR for the year.
8. AHRMA 2016 Renewal. We received our bill for 2016 from AHRMA, which totals \$61,805.00. This represents an increase of \$329.00 from last year. In completing the paperwork for AHRMA, Chris B. identified and made a couple of corrections (property address, drivers).

New Business:

1. HUD Section 3 Reporting. Annually, we are required to report to HUD the use of low income persons who have worked for the HA. This reporting process has been shut down for a couple years and they finally have it back up and running. Chris B. has filed the reports for 2013 and 2014. We did not have any individuals to report.
2. FYE 12/31/15 Operating Budget Revision #1. Chris B. has prepared a budget revision for FYE 12/31/15. Brief discussion ensued about the changes made to the original FYE 12/31/15 budget.

Resolution 2015-25

After brief discussion and review of the revised figures for the Operating Budget Revision #1 for FYE 12/31/15 it was Resolved by Carole B. to adopt the revised budget. Resolution seconded by Mark P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

3. FYE 12/31/16 Operating Budget. Chris B. has prepared a budget for FYE 12/31/16. Brief discussion ensued about the numbers used for the new years' budget.

Resolution 2015-26

After brief discussion and review of the figures for the Operating Budget for FYE 12/31/16 it was Resolved by Noelle F. to accept the prepared budget. Resolution seconded by Pat P.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

4. FYE 12/31/15 Depreciation Schedule. Our fee accountant has sent us a listing of items on our depreciation schedule for us to review. Items that are no longer possessed by the HA or have went under the threshold (\$500.00) are stricken out in red to be removed from the schedule.

Resolution 2015-27

After brief discussion and review Carole B. Resolves to accept the prepared Depreciation Schedule for FYE 12/31/15. Resolution seconded by Noelle F.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

5. FYE 12/31/15 Inventory. Previously we had set materials on hand at value levels of \$2,870.60 for the office and \$8,723.81 for maintenance. A resolution accepting these figures once again was called for.

Resolution 2015-28

At this time Mark P. Resolves to accept the inventory value figures of \$2,870.60 for office and \$8,723.81 for maintenance. Noelle F. seconds this Resolution.

Voice vote was as follows:

Carole B: Aye Mark P: Aye Noelle F: Aye Pat P: Aye

Chairman Don P. exits the meeting at 5:13p.m.

6. By-Law Review. Since it is our December meeting it is time to review the By-Laws once again. We previously reviewed the By-Laws a couple of months ago when we added the option to attend our meetings electronically. After brief discussion no changes were due at this time.

Resolution 2015-29

Carole B. Resolved to accept the By-Laws as presented with no changes being made at this time. Noelle F. seconded this Resolution.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

7. SAM Registration Renewal. Each year we must renew our registration with the System for Awards Management in order to receive federal grants. Chris B. has completed our renewal, despite battling technical issues in the process.

8. Stove Quote. It was discussed the need to obtain a few stoves that we were short on replacing. Chris B. has gotten quotes and General Electric is still the cheapest for us. GE's price per unit for the model RA820DDWW is \$385.00, compared to the next closest at \$495.00 from Appliances Connection. GE's price for model JB250DFWW is \$351.00, compared to next closest \$454.77 from PC Richard & Son. A motion accepting the GE quote of \$8,416.00 was called for.

At this time Pat P. motions to accept the quote prepared by GE in the amount of \$8,416.00. Motion seconded by Carole B.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

9. Landess Terrace Drainage Quote. At the bottom of the hill at the Landess Terrace site there are issues with water retainage, which creates a hazard for people in the winter when it freezes. The rest of the time water just sits in the area. We obtained quotes from Waters Concrete (\$11,165.00) and Gunterman's Custom Edging (\$17,472.00) to install drains to alleviate the problem. A motion accepting the quote from Waters Concrete was called for.

At this time Noelle F. motions to accept the quote from Waters Concrete in the amount of \$11,165.00. Pat P. seconds this motion.

Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

10. Tenant PI Account Change. It looking at our Tenant PI account we have discovered that there are additional reports that we could access that we are not taking advantage of. We have added Federal Criminal Reporting, Evictions, and The Work Number. These are all pay per use reports, no per month fee. In using The Work Number reporting we have discovered a resident un-reporting income already. We will bill that client \$1,504.00 in rent that should have been charged.
11. Tenant Letter. We received a letter from a client indicating that they felt they had a peeping tom looking in their windows. They had contacted the Pittsfield police department, but were requesting additional security lighting to be installed behind their apartment. In discussing this issue it was felt as though the Pittsfield police department was best to handle the issue. Chris B. mentioned that he wants to apply for the next round of Safety and Security grants in the upcoming year.

Handouts:

1. 12/31/15 TAR Write-offs. Nothing on this topic for now. We had technical difficulties in the office, which prevented us from generating the report. We would discuss before the end of the month in a special meeting.

2. Mower Quotes. Mower Quotes were discussed as well. We need more information on the differences between some of the types of mowers proposed. It was decided that we only wanted bids from the local John Deere dealers. This would also be discussed alter via a special meeting.
3. FYE 12/31/14 Audit. Chris B. reports that he has went online and completed the reporting requirement for our FYE 12/31/14 Audit. The HA is required by law to have a single audit of their fiscal years on the books. This is reported to the Federal Audit Clearinghouse annually to document that this has transpired.

At 5:53p.m. There were no further topics for discussion and so it was called for a vote to adjourn. Carole B. motions to adjourn. Motion seconded by Pat P.

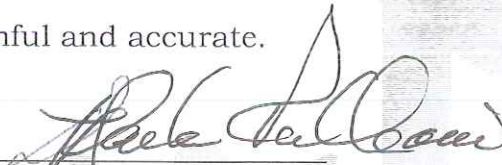
Voice vote was as follows:

Carole B: Aye Noelle F: Aye Pat P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
1/21/16



Mark Pulliam, Vice Chairman
Pike County Housing Authority
1/21/16

Pike County
Housing Authority