

Pike County Housing Authority
Board Meeting Minutes
2/16/17

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, February 16th, 2017, at the PCHA Barry, IL office.

The meeting was called to order at 3:05p.m. with no guests present.

Members present:

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

Members absent:

None

Minutes:

A brief review of the January 2017 Regular and Closed Session Minutes occurred. There were no corrections recommended for the minutes.

Occupancy:

A brief review of the February 2017 Occupancy Reports occurred next. There were no questions or concerns raised.

Financials:

A brief review of the January 2017 Financial Reports occurred next. It was noted that some of the client names on the past due reports were missed for redaction. Chris B. stated that he would get the names redacted from the report. This was the only concern raised.

With this correction, Noelle F. motioned to accept the consent agenda of the January 2017 Regular and Closed Session Minutes, February 2017 Occupancy Reports, and January 2017 Financial Reports. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Noelle F: Aye Don P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2017. For February 2017 we received \$36,396.00 in operating subsidy. We had to supply our subsidy calculation tools to the field office no later than 2/7/16 and ours were in well over a week in advance. Brief review of the calculation occurred at this juncture. By the calculation we should receive \$576,504.00, which is \$62,682.00 more than our calculation amount from last year. This was buoyed due to the freeze of the baseline in our utility calculation. By Chris B.'s notes this amount should continue to rise the next few years until we no longer receive any tenant reimbursements toward utility costs.

At this time Don P. motioned to accept the 2017 Operating Subsidy calculation as prepared. Motion seconded by Noelle F.

Voice vote was as follows:

John B: Aye Pat P: Aye Noelle F: Aye Don P: Aye

2. CFP 2016. Chris B. reports that he has spoken with John Beatty of Eggemeyer Associates and he is done with his portion of the window replacement scope of work and was going to send it over to Mark Dillon for his final review. Once this is done we will be ready to let the project out for bid. We are replacing windows at sites 71-10, 13, 14, and 15. We recently received the 3rd invoice from EA for their work in the amount of \$2,575.00. There should be more to discuss on this project next month.
3. Johnson Controls EPC. We have received our first bill from Johnson Controls for the EPC in the amount of \$935,763.00. This has been requested from our escrow account at US Bank and paid to JCI. The showerhead issue was reviewed with both JCI and their sub-contractor RTS and we have come up with a satisfactory resolution. This will require additional equipment and time to correct and they have prepared a contract modification of up to \$20,612.00. Chris B. indicates that the amount for this work should not approach the amount of the modification, as they have over-budgeted for the number of units to be modified.

At this time Don P. motioned to accept the contract modification of up to \$20,612.00 for the showerhead modification. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Noelle F: Aye Don P: Aye

Chris B. goes on to say that we utilized our partnership with Mahoney, Silverman, & Cross, LLC as special counsel to complete the tax opinions needed for the financing portion of the EPC. This was done at a cost of \$3,368.75, which was substantially less than what other HA's had paid for the same scope of work. Ameren has sent us a request for another easement for the site in Barry and we have in turn forwarded it on to HUD once again. If we do not hear of any objections we will sign and return the easement to Ameren for their records.

4. Baylis Wastewater Facility. We have reached out to the contractor Bobby Armistead once again for the project at our site in Baylis. Previously we reached out to the State of Illinois for an extension of the permit for our site, but did not receive word that it was granted. As we have discussed before, this site is only required to obtain the NPDES permit due to the above ground discharge. The usage from the site is well below the 1,500 gallons per day that is the other portion of the requirement. We are working to resolve this as quickly as possible, but the contractor has been holding us up. Once he has a proposal he must send it over to the Pike County Health Department and after they've approved it he can then share it with us. We hope to have more for next month on this scope of work.
5. Gunterman's Custom Edging Work. Gunterman's has been back to the site in Perry to finish up the scope of work for the site. Their paperwork has been insufficient and we have held them up from further work so that they may be able to complete it properly. Our architect EA is coming up this week to review the work done thus far and coach the contractor with the use of the required forms that need to be completed. Gunterman's did submit another contract modification in the amount of \$12,117.70 for the work at the site. The original quote for the site was \$26,175.00 and was followed by contract modification #1 in the amount of \$20,075.00. With the 2nd modification it will bring the final value of work at the site to \$58,367.70.

At this time Don P. motioned to accept the contract modification #2 from Gunterman's in the amount of \$12,117.70. Motion seconded by John B.

Voice vote was as follows:

John B: Aye Pat P: Aye Noelle F: Aye Don P: Aye

6. CDS Wiring Quote. Last month we discussed the wiring situation in the office and our plan to have it addressed. The contractor through CDS showed up and only planned to run new lines to each of the various rooms, instead of repairing the lines that were already present. We had them leave so that we could clarify the situation further with CDS and we seem to have it ironed out. The new quote for the work is about \$300.00 more than before, but will allow us to get all of the issues taken care of. In doing our own testing we have determined that all phone jacks and network jacks not currently in use are inoperable.
7. Mid-America Advertising. The second billboard from Mid-America should be up by the time of our meeting. We will continue to look at other billboards and other advertising sources to expand our influence in the surrounding areas.
8. Getz Fire Test E. Adams. Last year we approved the alignment of all of our testing service under Getz Fire. The test for the E. Adams site was completed without issue recently.

New Business:

1. Quorum Census FYE 12/31/16. Each year Quorum reviews our contributions, loan payments, etc. for our retirement plan to ensure that all retirement accounts were funded properly. They have received all information required to conduct this testing and are working on their audit. We did alert them as to the change in trustee, removing Don P. and adding Noelle F. More on this next month after the report is completed.
2. Regulation Freeze. On 1/20/17 the White House issued a regulation freeze for all Executive Departments and Agencies until at a time the new administration has had an opportunity to review any new or pending regulation. This is ongoing.
3. Regulation Reduction. On 2/2/17 the White House issued an Executive Order requiring all new regulations be met with two regulations being reduced of similar cost. This is also ongoing.
4. Safety & Security Grant FY 2017. The S&S Grant is once again available for FY 2017. Chris B. reports that he will review our situation and see if we could possibly attain this grant or if we would fall short like last year. Security related needs he would like to address include security fencing around the maintenance building, cameras being installed at our sites, and card access systems for the units.

Handouts:

1. EPIC - 5 Year Plans. HUD is gearing their EPIC website to allow for the submission of 5 Year Plans and also Capital Fund Program budgets. This is in effort to streamline the

processes and hopefully cut down on review time for the field offices. They are phasing in the due dates and ours will be required later in the year.


2. Copier Maintenance Agreement. Our annual service agreement on the big multifunction machine is coming up for renewal. Chris B. has weighed the cost option and has decided that we should let the agreement go and just pay for any repairs as needed, toner, etc. We also should use the funds we would spend on the agreement and look to replace the desktop copy machines with color multifunction ones, which would curb the amount of use the big machine gets.
3. Personnel Policy Discussion. Last month we discussed the change from an annual performance and compensation system to a quarterly one to tie in with the quarterly reviews that are being done. This would allow us to use the performance determinations to reward or penalize those employees who are performing well or poorly. After discussion it was decided that this method was indeed favorable and Chris B. would work up a revised Personnel Policy to incorporate this change and have it ready for review at our next meeting.


At 4:29p.m. There were no further topics for discussion and so it was called for a motion to adjourn. John B. motioned to adjourn the meeting. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye Pat P: Aye Noelle F: Aye Don P: Aye

We hereby certify that these minutes are truthful and accurate.


Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
3/16/17


Mark Pulliam, Chairman
Pike County Housing Authority
3/16/17