

**Pike County Housing Authority
Board Meeting Minutes
11/16/17**

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

The meeting was called to order at 3:00p.m. with no guests present.

Members present:

Chairman Mark Pulliam
Vice Chairman Noelle Flesner
Resident Commissioner Pat Patterson
Executive Director Chris Bruns

Members absent:

Commissioner John Birch
Commissioner Don Peebles

Minutes:

A brief review of the October 2017 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended for the minutes.

Occupancy:

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

Financials:

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

At this time, Noelle F. motioned to accept the consent agenda of the October 2017 Regular & Closed Session Minutes, November 2017 Occupancy Report, and October 2017 Financial Reports. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye Pat P: Aye

Executive Director Report:

Old Business:

1. Op Sub 2017. For November 2017 we received \$44,805.00 in operating subsidy, which is the same amount we'll receive in December. PIH has released the numbers and the final proration level is 93.10%. Next month Chris B. will have our final total of operating subsidy for the year.
2. CFP 2016. Not too much to discuss here currently. One day the contractor showed at the office and re-measured the windows for the security screens a 3rd time. Other than this we are still waiting on the window order to arrive. Per John B. from Eggemeyer Associates Architects they are scheduled to arrive in early December.
3. CFP 2017. We received a Chicago Field Office letter out of the blue regarding the Environmental Reviews for our Capital Fund Program. The CFO has done these ER's for us each year, since the local Pike County government always declines. Evidently, under the new direction in the CFO they want to push these tasks off on other entities for completion. These are not the only tasks they are trying to do this with either. As a result of receiving this letter Chris B. has resent the CFP 2017 Environmental Review choice form back to the Pike County government. This was sent also in July, but was not returned. Surprisingly enough, the local Pike County government has indicated that they would do the ER for us this time around, but would expect reimbursement for any costs. Chris B. doesn't like open ended arrangements like this with no idea as to the cost or expected cost. Therefore, he indicated that he was seeking out alternative measures to get the ER done and then it would just need approval signature from the Pike County government.
4. Johnson Controls EPC. Work is still ongoing with this project. Recently, after completing work in Perry, Ameren decided that instead of coming over to Greene St in Barry to complete the next site, they would go to Griggsville instead. According to their workers it was easier to complete the work in Griggsville than on Greene St. This works out better for us to turn Griggsville as there are more units than on Green St, which means we will be able to get the power turned over to more people. From our most recent meeting Ameren indicated that they thought they would get Griggsville, Greene St in Barry, and one side of Landess Terrace in Pittsfield done before the end of the year. If Marold is able to keep up then we would have one site remaining to turn.

Johnson Controls recently sent contract modification #3 for the additional outside lights and the switches over at E. Adams, which we would need to formally accept. We also received invoice #4 from JCI in the amount of \$156,853.00. We have \$76,918.71 left in our escrow account, which we will zero out. This will leave us owing \$79,934.29 on the invoice. For the remainder of the contract with JCI we will be spending out of pocket \$346,502.00. We did receive an email from Jeff S. of Springfield Analytical that the unit #3 tested fine for mold on re-test. The client had claimed the equipment caused mold in the unit, however, it has been determined to have been caused by his own personal effects.

At this time, Noelle F. motioned to accept contract modification #3 in the amount of \$169,859.00 from Johnson Controls. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye Pat P: Aye

5. Waters Concrete Work – Barry Maint. Bldg. AHRMA has received payment from Pekin Insurance on the trailers and vehicle, thus they have released our deductibles they had withheld. No other news on this yet, as EAA is still working on preparing a quote for cleanup and the addition.
6. Health Insurance Quotes. Chris B. has finally gotten the information back from all vendors for the health insurance. All options are an increase over what we are paying now. In discussing the coverages it was thought that the Local Government Health Plan (Local Care Health Plan) was the best coverage shown. It was noted that most employees were not happy with the current policy through Blue Cross Blue Shield. The CBIZ proposal looked interesting but since the coverage is new and not much known about it, made it less desirable. After discussion it was agreed regarding the acceptance of the LGHP (LCHP).

Resolution 2017 – 19

At this time, Noelle F. Resolved to accept the LGHP (LCHP) coverage to begin 12/1/17. Resolution seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye Pat P: Aye

Also, it was discussed terminating the deductible reimbursement that had been offered. Due to the acceptance of the new coverage with a much lower deductible it was agreed that this was no longer necessary.

Resolution 2017 – 20

At this time, Noelle F. Resolved to accept the cancellation of the employee health insurance deductible reimbursement through Benefit Planning Consultants with the completion of the Blue Cross Blue Shield coverage 11/30/17. Resolution seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye Pat P: Aye

7. Audit Bids FYE 12/31/17 – 12/31/19. All audit bids were due in by 11/3/17 at noon. In all we received 6 proposals, which Chris B. has scored as follows;

Pam Simpson, CPA – 93
Henderson & DeJohn, LLC. – 92
Benton CPA, P.C. – 90
Aprio (Yeager & Boyd) – 90
Hawkins Ash, CPAs – 90
Rector Lofton Reeder, P.C. – 88

After discussion of score calculation and the factors contributing to each, Noelle F. motioned to accept the proposal from Pam Simpson, CPA. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye Pat P: Aye

8. Affordable Housing Development. Chris B. held a conference call with some of the partners in the development team and we are trying to get a submission ready to go to IHDA by 1/2/18. Chris B. expects the issuance of a task order to Menard County for them to price out their fee for their services. We have the unrestricted funds to use for this endeavor, but if we decide the fee is an obstacle, we can always decline it. Also, it was published in the Pike Press regarding the Barry mayor talking with a developer to build affordable housing in Barry. Barry's market was saturated per the market study we had done through Verigreen and was not appealing for purposes of LIHTC development. Barry would also need to create a Not-For-Profit entity, not another HA as the article states. If they were to do this, Chris B. believes the units would be hard to rent, and it is highly doubtful they'll have city workers preparing leasing paperwork, performing apartment turns, etc.
9. Baylis Wastewater Facility. As this saga has gone on, it's become increasingly frustrating that nothing is getting done. Chris B. feels as though the Pike County Health Department has something to do with this and he intends to find a company to design a plan, which we'll get approved through PCHD, and then will be able to give those plans out to prospective bidders. He would like to resolve this in the Spring of 2018.

New Business:

1. Op Sub 2018. HUD has published a schedule for the 2018 operating subsidy submission. We have sent all the authorizations to JCI for them to get us the utility numbers and Urlaub will prepare the forms from there at no additional cost.
2. Trailer Quotes. The 2 box trailers and 1 flatbed trailer were damaged by the wall and totaled by insurance. Since that happened we have been reimbursed by insurance and sold off the damaged ones to get these out of inventory. We also took bids on an old flatbed one that was needing some repairs and got rid of it also. As a result, we went out for new bids to replace these 4 old trailers with 3 new trailers. We received two quotes, one from Cross County Trailer (\$12,010.00) and the other from B&B Livestock (\$11,215.00). Since B&B is cheaper it is asked for a motion to approve their quote. These trailers are not in stock and will need to be ordered. Chris B. is leaning towards black trailers with white lettering this time around. Color does not change the price of the quotes.

At this time, Noelle F. motioned to accept the quote from B&B Livestock in the amount of \$11,215.00. Motion seconded by Pat P.

3. Mid-America Billboard Contracts. It's been a year already since we took out the contracts for the two billboards we advertise on in Pittsfield. Cost went up slightly this year. Last year it was \$225.00 per month, this year it is \$231.75 per month. Also, Chris B. wants to rotate the employees around on the billboards. This year will be Josh H. and Michelle L. on the billboards. There is a \$400.00 cost for re-production of the signage with the new people. Total cost for each is \$3,181.00, which gives a total of \$6,362.00. This is slightly above Chris B.'s purchasing threshold, and a motion of approval would be appreciated.

After brief discussion, Noelle F. motioned to accept the billboard advertising as recommended at a cost of \$6,362.00. Pat P. indicated that she was not in favor of the expense and was voting no. Mark P. was called upon to break the tie and seconded the motion in favor.

Voice vote was as follows:

Noelle F: Aye Pat P: Nay Mark P: Aye


4. Sny Island. The Sny is seeking to raise another additional assessment. We received public notice of the petition for additional assessment on 10/16/17 and they've had a court date on it, with 30 or so attendees. Since this is an additional assessment, we would be obligated to the ruling. More on this as it develops.
5. Thank You. On Halloween, staff went over and handed out candy for the elementary students in Barry. This was appreciated and a thank you was received from Western administration.

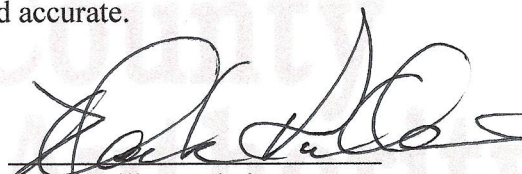
At 4:44p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Noelle F. motioned to adjourn the meeting at this juncture. Motion seconded by Pat P.

Voice vote was as follows:

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
12/21/17


Mark Pulliam, Chairman
Pike County Housing Authority
12/21/17