

**Pike County Housing Authority
Board Meeting Minutes
5/17/18**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, May 17th, 2018 at the PCHA Barry, IL office.

The meeting was called to order at 3:01p.m. with no guests present.

Members present:

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

Members absent:

None

Minutes:

A brief review of the April 2018 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended for the minutes.

Occupancy:

A brief review of the May 2018 Occupancy Report occurred next. There were no questions or concerns raised.

Financials:

A brief review of the April 2018 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Noelle F. motioned to accept the consent agenda of the April 2018 Regular & Closed Session Minutes, May 2018 Occupancy Report, and April 2018 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

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

Executive Director Report:

Old Business:

1. Op Sub 2018. When Chris B. recently met with the reps from Johnson Controls they urged him to obtain a copy of our HUD authorized 52723 from the Chicago Field Office so that we may determine any deductions that HUD has made to our subsidy calculation. He did so, and at this juncture there were none, however this was not a final version of the form. Chris B. will keep tabs on this and get a final version when it's available. In the meantime, we received \$58,856.00 in subsidy for May 2018, which was prorated at a 93.28% clip.
2. CFP 2016. Still finishing up the final details on the window replacement project. Payroll 6 was received from Eggemeyer Associates for Trotter General Contracting. We also received an invoice in the amount of \$2,350.00 from EA, which has been drawn and paid. TGC is working with EA on getting all of the final closeout paperwork done. Once the final paperwork is completed and the completion review passes, we will be able to issue final payments to both EA and TGC and close out CFP 2016.
3. CFP 2017. The project of expanding the maintenance facility is gearing up. EA has been working on plans for the new addition. As a result, we've received an invoice from EA in the amount of \$7,350.00, which has been drawn and paid. Also, we received the signed off Environmental Review from Pike County Chairman Andy Borrowman, which was in turn forwarded to the CFO for their records.
4. Johnson Controls EPC. Chris B. held a status meeting on 4/3/18 for the energy efficiency project, and found that Griggsville was ready to go live with the switchover to Ameren, which has now been completed. Another meeting was held on 4/19/18, but nothing significant has transpired since the previous meeting. Ameren and Marold have been working on one side of Landess Terrace, but it is far from being ready to go live. Marold has also been working on the new site lighting, but that is not ready to go live either. Overall, this project is moving slowly and Chris B. is certain the June completion date we discussed earlier in the year will not be happening. Marold seems to be the basis for much of the delay. By the time of our meeting we may have another progress meeting, so Chris B. may have more information. Chris B. mentioned the meeting with the reps from JCI before, at that meeting they brought the Measurement & Verification report for Year 1, which we should formally accept. This document has been sent to the CFO for their records. In speaking with JCI, it has been indicated that an invoice in the amount of \$115,000.00 would be forthcoming, but it has not been received. Chris B. has transferred the funds from the energy grant account to support payment of this billing on arrival.

At this time, John B. motioned to accept the Measurement & Verification report for Year 1 as prepared by Johnson Controls. Motion seconded by Noelle F.

Voice vote was as follows:

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

5. Staff Training. As it was discussed earlier in the year/late last year, Sexual Harassment Training would be forthcoming. The Illinois Department of Human Rights has partnered with the Illinois Association of Housing Authorities to provide free training on the matter. There are two courses, one 5/9/18 and the other 5/24/18, and all employees are required to attend one or the other.
6. Baylis Wastewater System. It's been decided to tackle replacing the wastewater system by going a different route. Since we could only get the bid from Bobby Armistead approved by Jane Johnson of the Pike County Health Department we elected to get EA involved to develop a plan that we could get approved and then put that plan out for bid. However, John B. of EA is having a hard time getting any response from Jane J. regarding the matter. Benton & Associates declined the project referring EA to Jane J. of the PCHD. Any design would need PCHD approval to move forward.
7. IDHS IES System Access. We are still awaiting access to the IDHS IES System. We received a completed Data Sharing Agreement from IDHS on 5/2/18 and access to the system should be granted soon. As discussed, we will use this system to assist with client/applicant screening.
8. Accident 3/2/18. Josh H.'s work vehicle was struck while unattended. Ultimately, the claim was turned in to the at faults insurance, State Farm. SF has authorized payment for the repair estimate, which has been received. As a result, the vehicle has gone in for repairs, which were completed satisfactorily, and payment has been issued to the body shop.
9. HUD Litigation. The case is ongoing against the Federal Government for the withheld 2012 Operating Subsidy. The FG has been allowed two continuances and now the FG has filed a motion to dismiss. The basis for this is that the FG claims the court system does not have the authority to rule on a matter such as this. The FG claims that these are program funds subject to the limitation of available funds and the court system cannot create additional funds. Coan & Lyons disagrees with this assessment as does Chris B. The funds were withheld because the FG claimed HA's had too much in reserves, not

because the funds were not there. This looks as though it will run through July and beyond at this juncture.

10. Waters Concrete Wall Collapse. Chris B. reports that we've been seeking remediation from Waters Concrete for the faulty retaining wall they constructed. In conversation with their counsel Edward Tucker our attorney Mark Thielen has received a settlement offer of \$9,713.83 to release the obligation. We've counter-offered an even \$10,000.00 and a prohibition on bidding for a period of 10 years on all PCHA projects. Ed T. didn't object to the \$10,000.00, but did to the prohibition. Mark T. feels as though we have grounds for rejecting any future bidding from Waters and agrees with taking the money to resolve this dispute. Chris B. asks for a motion to accept the settlement offer.

At this time, Pat P. motioned to accept the \$10,000.00 settlement offer from Waters Concrete for the faulty retaining wall they constructed, and release them from any further obligation towards it, once payment is received. Motion seconded by John B.

Voice vote was as follows:

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

11. HUD Financial Appeal 4/16/18. At MMC 2018, Chris B. discovered we could appeal the Debt Service Coverage Ratio points being taken from our PHAS score because of our Energy Performance Contract (EPC). We are entitled to these points, but because they do not change our designation, HUD does not have to make the adjustment. It was requested of Chris B. by HUD Washington to withdraw the appeal, otherwise it would go through a longer process and still be rejected. As a result, Chris B. has written the email withdrawing our request. However, if something were to happen that would change our designation later we could still go in and re-file this appeal.
12. Trespass Policy Revision 4/19/18. Last month, we approved the Trespass Policy Revision draft. It has been available for review for 30 days and a public meeting was held on the topic 5/14/18 to take in comments from residents or the general public. No comments were received at the 5/14/18 public meeting. Chris B. asks for a Resolution to accept the changed policy.

Resolution 2018 – 15

At this time, Noelle F. Resolved to accept the Trespass Policy Revision draft as presented and approved previously as final. Resolution seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye

John B: Aye

Pat P: Aye

Don P: Aye

13. HUD 2018 Secure System Briefing. In April, Chris B. and Michelle L. attended a phone briefing with the CFO regarding Secure Systems, EIC, and PIC. There was a deadline to have EIV users certified by the end of the month. This goal was met well in advance on 4/6/18.
14. City of Pittsfield Sewer Upgrade. Brenda Middendorf of the Pike County Economic Development Corporation reached out to Chris B. for help with completing the grant application for the City of Pittsfield to the Illinois Department of Commerce and Economic Opportunity. For Pittsfield to qualify for the sewer upgrade grant no less than 51% of the households in the immediate area must be of low to moderate income. We cannot give our clients information due to privacy constraints, however a letter from Chris B. stating the site was low to moderate income, # of units at the site, # of occupied units, etc. would work. As a result, Chris B. has penned this letter and returned it to Brenda M. for use in obtaining the grant.
15. HUD Lead Safe Housing Rule. Lead Safe Housing is a hot topic due to various issues at different communities around the nation. HUD has eliminated the annual reporting form in favor of a new process once an EBLL is discovered, which we've discussed. We have not had any issues as we've addressed all exposed lead surfaces by encapsulating them. The City of Barry recently tested our office and a couple of our unit's tap water, which went well. None of the sites had any lead detected. We will continue to save these reports as they become available. Water testing is not required on a full scale at this point, however it would not be a surprise for it to be required in the future.
16. Trailer Purchase. Back in November 2017, we approved the purchase of two Haulmark enclosed trailers from B&B Livestock. These had been on backorder and we were finally alerted that they were available for pick up this month. They've been picked up, added to our insurance, and also been logoed. They are black with white lettering and turned out quite well. FYI, there is no additional cost to our insurance for trailer coverage.
17. LTW Board Training – Public Housing Basics. At this time, Chris B. went through a packet of Lead The Way materials on Public Housing Basics for the Board.
18. HUD Communication & Site Visit. No recent communication from the CFO, but the office has been gathering materials for their upcoming visit. We will have everything ready prior to their arrival.

New Business:

1. Health Insurance Renewal 7/1/18 – 6/30/20. Local Government Health Plan has notified us our health insurance is up for renewal. We've been quoted a little over a 5% increase, which ends up being roughly \$7,132.80 per year at the level of staff we've been at, with the coverages they've elected. We are still rated at an AAA rate tier, which is the best possible. Chris B. has been receiving information from other companies, but at this juncture does not see anything to consider changing at that we should accept the renewal.

At this time, John B. motioned to accept the renewal with the Local Government Health Plan for Health/Dental/Vision coverage. Motion seconded by Noelle F.

Voice vote was as follows:

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

2. Assured Energy Upgrades. Assured Insulation of Decatur has a contract with Ameren Illinois to do free assessments for attic insulation and air sealing. Chris B. has contacted them and had them add us to their contact list when funds are available.
3. Pam Simpson FYE 12/31/17 Audit Letter. Pam Simpson has alerted us that she has set the date of 6/4/18 for our FYE 12/31/17 Audit. We have a litany of items to provide her prior to her arrival. Chris B. had the MD&A ready for Board review and approval, but this was missed being approved. We will need to review and approve it in the June 2018 Board Meeting.

Handouts (Not discussed, for information purposes only):

1. May 2018 Newsletter.
2. Nan McKay PIH Alert April 2018.
3. NAHRO Monitor 4/30/18.
4. PHADA Advocate 4/18/18.
5. PHADA Advocate 5/2/18.
6. Miscellaneous Handouts.

At 4:25p.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 at this juncture. Motion seconded by Don P.

Voice vote was as follows:

John B: Aye

Pat P: Aye

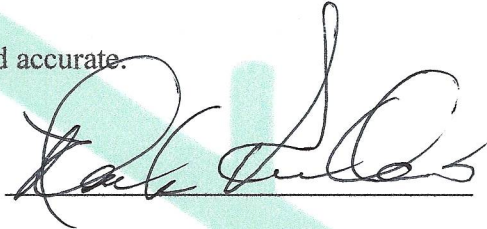
Noelle F: Aye

Don P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
6/21/18



Mark Pulliam, Chairman
Pike County Housing Authority
6/21/18



Pike County
Housing Authority