

**Pike County Housing Authority
Board Meeting Minutes
1/17/19**

The regularly scheduled monthly Board Meeting of the Pike County Housing Authority Board of Commissioners was held on Thursday, January 17th, 2019, at the Pike County Housing Authority Barry, IL office.

The meeting was called to order at 3:05p.m., without any guests present.

Members present:

Commissioner Mark Pulliam
Vice Chairman John Birch
Resident Commissioner Dianna Castleberry
Executive Director Chris Bruns

Members absent:

Chairman Noelle Flesner
Commissioner Don Peebles

Minutes Review:

A review of the December 2018 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the January 2019 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

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

At this time, Mark P. motioned to accept the consent agenda of the December 2018 Regular Session Minutes, January 2019 Occupancy Reports, and December 2018 Financial Reports. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

Executive Director Report:

Old Business:

1. Op Sub 2019. HUD has published the submission schedule for the 2019 Operating Subsidy forms. At this point, it is unknown as to how the shutdown will affect this process. Funding was received for January and February 2019, at a 90% proration, totaling \$49,601.50 for each month. If the government shutdown lasts longer than February, then the HA would be relying on tenant collections and bank reserves.
2. CFP 2017. Paperwork has continued to roll in from Gunterman General Contracting, their subcontractors, and Eggemeyer Associates. Of the documents in the packet the most important is Contract Mod #2. Contract Mod #2 is a time extension only, due to inclement weather encountered and delays in receiving materials, which needs to formally be accepted. There is minimal work from GGC to be completed, most of the remaining work is the garage door (Overhead Door) for the expansion and fencing (Empire Fence) around the site.

Resolution 2019 – 1

At this time, Mark P. Resolves to accept Contract Modification #2, a time extension through 1/25/19, with Gunterman General Contracting for the 2017 Capital Fund Program. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

3. Johnson Controls EPC. Work is finished with the project. Josh H. and Sigmund S. have gone around to various sites to ensure all measures have been completed. In reviewing the contract with Johnson Controls, the energy conservation measures were to be completed by 3/20/17. A contract modification adding site lighting was made, which increased the time to complete the work, and Ameren caused some delays, but by and large most of the holdup was from Marold Electric, Johnson Controls sub-contractor. In reviewing the contract with Johnson Controls, Johnson Controls is now 663 days past the original time of completion, which is grossly incompetent. HA staff have been happy with the ECM measures, site lighting, switchover to tenant paid electric, and turning over the infrastructure responsibility to Ameren, but there should be a penalty for this outlandish overrun. In calculating the \$100.00 per day penalty according to the terms of the contract, Johnson Controls should owe the HA a reduction in the amount of \$66,300.00 off the final billing, but Chris B. has given them the opportunity to split it down the middle. Chris B.'s reasoning is that the HA did add the outside lights and Ameren did cause holdups of their own as well, so to be fair to all parties, an equal split should be satisfactory. Therefore, Chris B. is seeking a reduction from our final bill in

the amount of \$33,150.00. This reduction would be in addition to credits the HA is due for toilet inventory, site lights, and the Landess Terraces community building that did not need to be re-wired. All told, this could shave nearly \$50,000.00 off our final bill, should Johnson Controls be agreeable, but upon initial response that is unlikely.

At this time, Dianna C. Motioned in support of seeking the outlined credits above from Johnson Controls on the final billing to the HA. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

John B: Aye

4. LTW Board Training – Risk Management. At this time the HUD Lead the Way Board Training material on Risk Management was thoroughly reviewed.
5. C.D. Purchase. Last month, a purchase authorization of 2 C.D.s from CSB, a 12 month and 30 month step, in the amount of \$100,000.00 each, was approved. Chris B. has gone and completed the purchase and was able to get CSB to increase the 12 month C.D. to a 2.40% rate instead of 2.25%., no change on the other C.D. CSB will need to get all of the HA's authorized signer signatures and CSB indicated the desire to come by prior to a Board Meeting to witness them. Noelle F., Chris B., and CSB will also need to sign the depository agreements in front of a notary public in the near future. These two deposits, coupled with the HA's existing accounts, will put the HA's deposits over the FDIC insurance limit. CSB is aware they will have to pledge securities to cover the additional amount over \$250,000.00.
6. Office Vehicle Purchase. Chris B. published the ad for the sale of the 2007 Chevrolet Equinox in the paper for 3 weeks beginning 12/12/18 and ending 12/28/18 at 2:00p.m. Ultimately, we had 3 people put in bids and the top bid was \$4,067.00 made by Chris B. The Board should formally accept this bid offer and disposal of the vehicle from HA inventory. The HA's new vehicle hasn't been delivered yet, and so Chris B. is leaving the Equinox here for the time being to be continue being used as the office vehicle. It is expected that the Taurus should be delivered within the next 4 weeks according to Morrow Brothers.

Resolution 2019 – 2

At this time, Mark P. Resolved to accept the bid made by Chris Bruns in the amount of \$4,067.00 and the disposal of the 2007 Chevrolet Equinox from HA inventory.

Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye
John B: Aye

7. Mid-America Billboards. All billboards have renewed and Chris B. had the artwork changed from staff pictures to promotional messaging this time around. Both billboards were done shortly after the beginning of the year, which worked out well since Michelle L. left. The new artwork may save the HA in reproduction costs should the design be carried forward.
8. HUD Litigation. This is still progressing. The court threw out the Federal Government's motion to dismiss and the judge has requested that the FG now respond to the class action group's attorney's request for summary judgment. Of course, the Department of Justice is one of the agencies affected by the government shutdown. The FG has asked for a time extension, which was granted, but it wasn't as much time as the FG wanted. The FG now has 30 days from the end of the shutdown to file a response. If the judge deems it deficient the class action group very well may be awarded judgment at that juncture.
9. Baylis Wastewater System. The HA hasn't had much action on this topic and Chris B. has been pushing our architect for some sort of resolution. Eggemeyer Associates has had a difficult time in getting anyone to even tackle the project. Prairie Engineers reviewed the matter and feel as though a single system would not pass through the Illinois Department of Public Health approval process. However, PE did think two separate systems would. My question to that is whether we have enough space to create two separate systems. I have spoken with someone affiliated with the Village of Baylis and the Village of Baylis may grant us an easement, should it be requested, which might give the HA enough space to complete this. If the HA cannot propose to IDPH for two systems, then ultimately the HA does not have a reason to change anything. Instead, Chris B. will push one of our maintenance to go get certified to do this testing.

New Business:

1. Travel Policy Revision 1/17/19. The Board discussed changes to our policies last month to eliminate grey areas regarding fines, tickets, etc. incurred by employees traveling on housing authority business. The first policy to be revised is the Travel Policy. This will need to be accepted via Resolution.

Resolution 2019 – 3

At this time, Dianna C. Resolved to accept the revised Travel Policy as presented.
Resolution seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

2. Vehicle Operation Policy Revision 1/17/19. Same as with above, this revised Vehicle Operation Policy eliminates any grey areas regarding fines, tickets, etc. incurred by employees traveling on housing authority business. This will also need to be accepted via Resolution.

Resolution 2019 – 4

At this time, Dianna C. Resolved to accept the revised Vehicle Operation Policy as presented. Resolution seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

3. MWR Determination FYE 12/31/19. Each year the HA must send to HUD our minimum wage and fringe benefit hourly wage rates for maintenance employees. The wages contained in this are the same as last year, but the fringe benefits are updated to reflect current insurance/benefit costs.
4. PCHA Exempt Property 2019. Each year the HA must send to Pike County a listing of exempt property, not subject to property tax. Of course, the HA pays a PILOT to Pike County, based on our gross adjusted rents. This has now been done for 2019 for all PCHA properties.
5. Quorum FYE 12/31/18 Audit. At the end of each calendar year Quorum reviews the HA's retirement account contributions to ensure all eligible employees have received their appropriate contribution amounts. Quorum alerted Chris B. to the availability of the online census data collection portal and Chris B. has completed and returned the HA's financial data. Chris B. did instruct Quorum to complete the 1099-R's for the HA due to some previous employees moving funds and defaulting on retirement loans to ensure the forms correctness.
6. Dearborn National Renewal 3/1/19. In March 2019, the HA's Dearborn National life insurance and short term disability coverage will renew. There is no change in rates with the renewal. A motion accepting the renewal would be appreciated.

At this time, Mark P. Motioned to accept Dearborn National's March 2019 renewal of the HA's life insurance and short term disability coverage. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

7. Facebook Issue. Dianna C. brought this to Chris B.'s attention around Christmas. Brief discussion ensued regarding the suspicious FB page. It appears it was not a valid page, but something that is created when people check in at certain locations. Chris B. was able to get Facebook to remove the offending page.
8. HUD LBP CFP Grant. HUD has published a notice of availability for additional Capital Fund Grant monies to be used for the removal of LBP within housing authorities. Quincy Housing Authority received one of these grants and Chris B. intends on applying for one PCHA as well.

Handouts (If Any):

Closed Session:

1. Employee Quarterly Performance Appraisals (4th Quarter 2018).
2. Employee Bi-Ennial Raise Discussion.

At 3:57p.m. Dianna C. Motioned to exit Regular Session and enter Closed Session for purpose of Employee Quarterly Performance Appraisals (4th Quarter 2018) and Employee Bi-Ennial Raise Discussion. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

At 4:14p.m. It was decided to re-enter Regular Session to approve the items as discussed during Closed Session. No votes were made during the Closed Session portion of the meeting. Mark P. Motioned to exit Closed Session and re-enter Regular Session. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

At this time, Mark P. Motioned to accept the Employee Quarterly Performance Appraisals (4th Quarter 2018) and Employee Bi-Ennial Raises as discussed during the Closed Session portion of the meeting. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Mark P: Aye

John B: Aye

At this time, Dianna C. Motioned to accept the Executive Director's Quarterly Performance Appraisal (4th Quarter 2018) and Executive Director's Bi-Ennial Raise as discussed during the Closed Session portion of the meeting. Motion seconded by Mark P.

Voice vote was as follows:

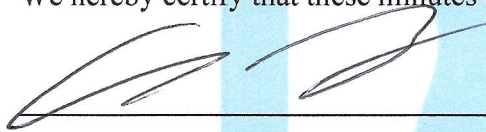
Dianna C: Aye
Mark P: Aye
John B: Aye

At 4:16p.m., there were no further topics for discussion and so it was called for a motion to adjourn. Dianna C. Motioned to adjourn the meeting at this juncture. Motion seconded by Mark P.

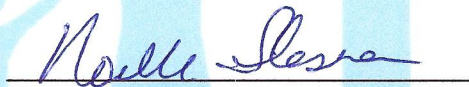
Voice vote was as follows:

Dianna C: Aye
Mark P: Aye
John B: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
2/21/19



Noelle Flesner, Chairman
Pike County Housing Authority
2/21/19



Pike County
Housing Authority