

**Pike County Housing Authority
Board Meeting Minutes
5/16/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, May 16th, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 3:04p.m., without any guests present.

Members present:

Chairman Noelle Flesner
Vice Chairman Elect / Resident Commissioner Dianna Castleberry
Commissioner Don Peebles
Commissioner Elect Leslie Henry
Executive Director Chris Bruns

Members absent:

Commissioner Mark Pulliam

Minutes Review:

A review of the April 2019 Regular & Closed Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

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

Financial Reports:

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

At this time, Dianna C. motioned to accept the consent agenda of the April 2019 Regular & Closed Session Minutes, May 2019 Occupancy Reports, and April 2019 Financial Reports. Motion seconded by Don P.

Voice vote was as follows:

Dianna C: Aye
Don P: Aye
Noelle F: Aye

Executive Director Report:

Old Business:

1. Op Sub 2019. Last month, the Board discussed and approved the 2019 Operating Subsidy tool and forms. Originally, the 2019 calculation came out to \$684,955.00, which was \$21,168.00 more than the 2018 calculation of \$663,787.00. Once HUD received the submission they reviewed the calculation and noted one thing. Evidently, in the EPC there is a reduction for gas savings that was not being reflected. No PCHA clients pay for gas, so they do not receive any sort of reduction. However, PCHA still utilized some slight savings that must be reflected. As a result, the CFO reduced the RPU amount to (\$31.46) from (\$31.60). This reduced the Operating Subsidy calculation to \$684,574.00 (down \$381.00 from the original calculation), which is still \$20,787.00 more than the 2018 calculation. For May 2019, PCHA received \$48,407.00 in subsidy, same as last month.

Chris B. suggested to formally accept the 2019 Operating Subsidy calculation revision. At this time, Dianna C. motioned to accept the HUD revised 2019 Operating Subsidy calculation. Motion seconded by Don P.

Voice vote was as follows:

Dianna C: Aye
Don P: Aye
Noelle F: Aye

2. CFP 2017 & CFP 2018. There are documents still arriving, but the CFP project is nearly finished. In paperwork received, there was a wage interview Josh H. did with workers from Empire Fence, which was incorrect. The workers didn't identify the correct wages, and so John B. from Eggemeyer Associates was alerted. That caused for several payrolls, Labor Agreement, and worker affidavits to be done. This issue has now been resolved. Pay request #4 was received from Gunterman Construction in the amount of \$50,242.50, which has been drawn and paid. As Chris B. mentioned last month, he is interested in expanding the concrete on the east side of the lot to go just past the fence, which will make for easier mowing and create more parking. The work is estimated to value \$19,405.20 from Eggemeyer Associates, but Gunterman Construction has quoted \$16,188.89, a \$3,216.31 difference.

Chris B. suggests formally accepting contract modification #4 with Gunterman Construction, adding the additional work and more completion time to May 26th, 2019.

At this time, Don P. motioned to accept the contract modification #4 with Gunterman Construction, which adds \$16,188.89 to the value of the contract along with a revised completion date of 5/26/19. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Don P: Aye

Noelle F: Aye

3. CFP 2019. More information regarding CFP 2019 has started to come out. Next month Chris B. indicates he'll have the required certifications ready and also will have gotten the CFP 2019 package published for public review and comment. In July, the Board will be able to formally accept the CFP 2019 grant. Chris B. finds it interesting that PCHA still receives high performer bonus funding (\$19,741.20) even though it has been a two years since receiving that designation. Chris B. is all but certain this will be the final year for this.
4. Johnson Controls. A notice was received from Johnson Controls that PCHA is in default of its obligations for two separate invoices, totaling \$82,000.00. Chris B. immediately brought this to Bruce C.'s attention and he has taken care of it. Chris B. indicates that we have not even received these invoices from Johnson Controls that are claimed to be past due. Chris B. had previously told Sigmund S., Russ B., and Bruce C., PCHA would be unable to make any further payments due to exceeding our required retainage amount.

The outside lights are still a problem. Marold Electric came back and went around, but there are still lights that are not functioning properly. Josh H. is getting a new count ready for Bruce C. of Johnson Controls to see where this matter stands.

In the meantime, the EPC Year 2 report was received from Jim W. of Johnson Controls and submitted to HUD prior to the 4/30/19 deadline, which Chris B. indicates the Board should formally accept. Chris B. states that New Canton and Griggsville are causing problems with their water/sewer billings. Griggsville in that there was a broken meter, which resulted in wild usage numbers that were reflected on the bills to PCHA, but not on the reports to Johnson Controls, and New Canton in that there is a broken meter, which causes them to bill PCHA for the same number of gallons each month. Obviously an energy conservation project should result in a reduction, which is not being shown. Chris B. states that he is attending the New Canton village board meeting on 5/14/19 to see what sort of resolution can be obtained. Also, from the ordinance Chris B. received it

also appears as though New Canton is billing PCHA incorrectly and wants to gather more information.

Resolution 2019 – 12

At this time, Don P. resolved to accept the Year 2 EPC Report as furnished by Johnson Controls. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Don P: Aye

Noelle F: Aye

5. HUD Lead The Way Board Training – Understanding PHAS. The Board reviewed the HUD Lead The Way training materials on Understanding PHAS at this juncture.
6. Baylis Wastewater System. It had been advertised PCHA was accepting bids to test the Baylis wastewater facility, with all interested parties bids due in no later than 5/6/19. PCHA received two bids, one from William Bainter in the amount of \$250.00 per month for testing, reporting, and routine maintenance, and the other from Hannibal Board of Public Works for testing and reporting only in the amount of \$146.00 per month. This would leave routine maintenance, sample collection, and delivery of samples to be done by PHA staff. After brief discussion, it was thought that the service provided by Bainter was more thorough and complete. The contract term is slated for 6/1/19 through 5/31/22. Chris B. also has a phone conference scheduled with Four Points Engineering to discuss the Baylis facility on 5/15/19.

At this time, Dianna C. motioned to accept the terms and conditions of the bid presented by William Bainter for the Baylis wastewater facility. Motion seconded by Don P.

Voice vote was as follows:

Dianna C: Aye

Don P: Aye

Noelle F: Aye

7. Maintenance Truck Accident 4/26/19. Josh H. recently hit his 2nd deer in a month. This damage was a little more substantial than the last, with the estimate coming in at \$1,300.00 for the repair. As with the last accident, since this is a small amount Chris B. elected for PCHA to pay it out of pocket instead of finishing the claim. Josh H. obtained a second quote for the repair and it was \$2,645.24, a \$1,345.24 difference.

8. Pamela Simpson Audit FYE 12/31/18. Pamela S. will be in the office on 5/20/19 to begin the FYE 12/31/18 Audit. Chris B. has supplied her many of the documents she needs early so that she could get a head start on the process. Chris B. has prepared the MD&A for FYE 12/31/18 and sent it to Pamela S., however it needs to be formally accepted.

Resolution 2019 – 13

At this time, Don P. resolved to accept the MD&A for FYE 12/31/18 as prepared by Chris B. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Don P: Aye
Noelle F: Aye

9. IDOL Prevailing Wage Update. Once again the Illinois Department of Labor has updated the prevailing wage rates for Pike County, Illinois on 4/19/19, which should formally be accepted.

Resolution 2019 – 14

At this time, Don P. resolved to accept the revised prevailing wage rates for Pike County, Illinois as published on 4/19/19 by the Illinois Department of Labor. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Don P: Aye
Noelle F: Aye

New Business:

1. HUD FY 2019 Income Limits. Recently, HUD published the FY 2019 income limits for Pike County, Illinois. PCHA will use these for the coming year to determine income eligibility for the PHA program. Chris B. indicates these should formally be accepted

Resolution 2019 – 15

At this time, Don P. resolves to accept the HUD published FY 2019 income limits to be used by PCHA in determining income eligibility. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Don P: Aye

Noelle F: Aye

2. HUD CFO Spring Audit 2019. Chris B. supplied the Chicago Field Office a survey on the PHA and its readiness in the WASS, PIC, and EIV systems. This is part of the nationwide re-certification process in the spring and fall of each year.
3. HUD Semi-Annual Labor Reporting 3/31/19. Chris B. supplied the Chicago Field Office PCHA's semi-annual labor reporting form for the period ending 3/31/19. PCHA had no awarding activity during the time frame, therefore nothing to report on that end, with no violations to report on the other end.
4. Illinois Comptroller Filing FYE 12/31/18. Within 6 months after the end of PCHA's fiscal year, it is required to report to the Illinois Comptroller's Office. This reporting consists of PCHA's contact information, appropriations, jurisdiction, etc. Chris B. has completed this reporting for FYE 12/31/18 well ahead of the 6 month deadline.
5. Personnel Policy Revision 5/16/19. Recently, Chris B. reviewed PCHA's Personnel Policy and noted some changes he would like to make. The Property Manager position was still listed, even though the position was changed to Assistant Director. Also, Chris B. felt a signature page would be worthwhile so that it may be documented that the policy has been received and read by each employee. Lastly, Chris B. added Good Friday in as a holiday. Chris B. states that he didn't mind working the day and probably will continue to do so, however, it was hard to conduct business, with banks, Ameren Electric, and other government offices closed.

Resolution 2019 – 16

At this time, Dianna C. resolved to accept the Personnel Policy changes as written by Chris B. Resolution seconded by Don P.

Voice vote was as follows:

Dianna C: Aye

Don P: Aye

Noelle F: Aye

6. Language Line. Chris B learned about this company at the Maintenance Management Clinic Fair Housing course that Amber H. & he took. This company provides spoken language and American Sign Language interpreting on a per use basis. Language Line is an Omnia Partner (formerly US Communities), which means procurement is already addressed. Chris B. intends to get PCHA set up with this company as their services could be valuable from time to time. Pricing varies depending on service, but roughly it's \$1.00 per minute. No charge unless the service is used.
7. LGHP Health Insurance Renewal. PCHA received the health insurance renewal information for 7/1/19 – 6/30/20 from Illinois Department of Central Management Services and it doesn't look good. CMS has sent out the new rates and PCHA is looking at an increase of a little more than \$21,000.00 per year. Chris B. finds that unacceptable and will be looking for health/dental/vision alternatives for the Board to consider at next month's meeting.
8. Reverse Tiller Quotes. Maintenance have been suggesting to Chris B. that PCHA needs equipment to address ruts in the yard areas. In researching with Josh H., Chris B. came up with the idea of a reverse tiller. This should dig in just enough and when combined with the box, should leave a smooth surface. Josh H. obtained 3 quotes for the piece of equipment from Beard (\$2,065.00), Selby (\$2,200.00), and Martin Sullivan (\$2,000.00). However, the Martin Sullivan quote is not apples to apples. It is a regular tiller, not a reverse one. Due to the information at hand, it is felt the reverse tiller was better for yard purposes. Therefore, Chris B. has instructed Josh H. to go with the low price from Beard.
9. Greener Tree Care Quote. Josh H. informed Chris B. of the need to remove 4 trees at various sites. The quote for removal of these 4 was \$4,000.00 from Greener Tree Care. Greener was significantly cheaper than the other bid from Morath the last time PCHA went out for bids, and so Chris B. instructed Josh H. to use them once again.
10. PHA Repositioning Information. This is a big topic currently and Chris B. thought he would pass along the materials from an online training he recently attended. Chris B. suggests that a combination of RAD with demo-disposition of units in undesirable locations may be the way to go for the future of PCHA.
11. Notary Public Information. PCHA added a 2nd Notary Public to the office, which will give greater flexibility going forward. LeeAnn L. and Tonya E. are now both certified.
12. Great Rivers Bank – Restrictive Legends. This was a new one to Chris B. A few years ago, PCHA was instructed to include the "Void after 90 days" language on checks, in order to get them purged from the system in a timely manner and also keep people from hanging on to checks and not cashing them. Recently, Baylis deposited a check that was 5 months past issue date. Chris B. called the bank, complaining that it shouldn't have

been redeemed, and GRB relayed the information regarding their policies. Since PCHA does not have an agreement with GRB on this specifically, GRB does not have to honor these stipulations. Ultimately and overall, Chris B. is not very impressed with GRB. At some point PCHA should seek proposals for banking services.

13.PCHA ACOP. This is an item not on the original agenda. Recently, contact was made with the Chicago Field Office regarding a tenant complaint that the office would not recalculate her rent. Chris B. explained the policy put in place last year, where an interim would not be ran, unless the client's income would be changed by more than 5% up or down. Ultimately, the CFO liked the increasing portion, but not the decreasing portion. CFO indicated that if the client's rent is to decrease by even \$1.00 the transaction must be ran. Chris B. asks the Board for a resolution ceasing the 5% stipulation until a proper ACOP revision can be generated.

Resolution 2019 – 17

At this time, Don P. resolved to suspend the 5% mandate on conducting interim re-exams as currently in PCHA's ACOP document. Resolution seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Don P: Aye
Noelle F: Aye

At 4:53p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Don P. motioned to adjourn the meeting at this juncture. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye
Don P: Aye
Noelle F: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary
Pike County Housing Authority
6/20/19



Noelle Flesner, Chairman
Pike County Housing Authority
6/20/19