

**Pike County Housing Authority  
Board Meeting Minutes  
7/18/19**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, July 18<sup>th</sup>, 2019, at the PCHA Barry, IL office.

The meeting was called to order at 3:24p.m., without any guests present.

**Members present:**

Commissioner Mark Pulliam  
Resident Commissioner / Vice Chairman Dianna Castleberry  
Executive Director Chris Bruns  
Commissioner Leslie Henry

**Members absent:**

Chairman Noelle Flesner  
Commissioner Don Peebles

**Minutes Review:**

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

**Occupancy Reports:**

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

**Financial Reports:**

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

At this time, Leslie H. motioned to accept the consent agenda of the June 2019 Regular Session Minutes, July 2019 Occupancy Reports, and June 2019 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye  
Mark P: Aye  
Leslie H: Aye

## **Executive Director Report:**

### **Old Business:**

1. Op Sub 2019. HUD has posted information on the next three months of operating subsidy to be received. For July, August, and September 2019, PCHA will receive a total of \$166,043.00 or \$55,347.67 per month, which is funding at a 97.18% level.
2. CFP 2017 & CFP 2018. Last month the Board approved contract modification #5 with Gunterman's Construction which gave Gunterman's until 6/13/19 to finish the work items at the maintenance building expansion site. The contract modification was issued for the days in which inclement weather prohibited any work from being done. Gunterman's have now completed most of those items, but as of 7/9/19 when John B. of Eggemeyer Associates was on site, Gunterman's did not have the yard situation squared away. Gunterman's was back to the site on 7/11/19 after John B.'s visit, and appear to now have the yard situation addressed. Josh H. snapped pictures for John B.'s review. Once Gunterman's have submitted their closeout paperwork, there will be a final payment due to them of \$45,314.40, which will be offset by about 30 days of penalty at \$100.00 per day. PCHA will owe a little over \$42,000.00, of which about \$24,000.00 will come out of reserves.
3. CFP 2018 & CFP 2019. Last month the Board approved the CFP 2019 draft versions of HUD Form 50075.1 for 2019, HUD Form 50075.2 for years 2019 – 2023, HUD Form 50071, HUD Form 50077-CR, Lobbying Form SFLLL, written statement defining significant amendment, and certification of compliance with a public hearing, which kicked off the documents availability for public review. In reviewing these materials at the last Board meeting, Chris B. noted that the work at Landess Terrace for fascia/soffits/siding/tuck pointing was to be finished in year 2020, but began in year 2018. Realistically, it's better to move the LT work from 2020 to 2019, so that there will be no delay in funding for the rehab construction. Chris B. has changed the draft forms of HUD Form 50075.1 and 50075.2 reflecting this change.

### **Resolution 2019 – 22**

At this time, it was called for a Resolution to accept the revised HUD Form 50075.1 & 50075.2. Leslie H. makes the initial Resolution accepting the revised documents. Resolution seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Leslie H: Aye

As mentioned last month, the CFP 2019 documents will be available for public review and comment for no less than 45 days and a public hearing will be held on 9/9/19, after which the Board can formally approve the documents as final at the September Board meeting. Eggemeyer Associates has proposed a fee of \$18,325.00 for their services for this scope of work, which should also be accepted.

At this time, Mark P. motioned to accept the \$18,325.00 fee proposed by Eggemeyer Associates for the CFP 2019 scope of work. Motion seconded by Leslie H.

Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Leslie H: Aye

4. Johnson Controls. There are 3 lights remaining on the final punch list to be fixed for the outside lighting additions scope of work. Once these are addressed, PCHA will have a final payment to Johnson Controls in the amount of roughly \$107,000.00.

Additionally, it might be possible to double up on funding for the water heater replacement in year 2020 of the CFP. PCHA may be eligible for energy grant incentives to go along with the CFP grant, which would reduce overall cost. Once the lighting addition project is finally completed, it will be discussed with Johnson Controls about potential grants for water heater replacement.

5. HUD Lead The Way Board Training – Asset Management. The HUD Lead The Way Board Training materials on Asset Management were discussed at this juncture.
6. Baylis Wastewater System. Chris B. was contacted by the Illinois EPA on 6/27/19 regarding the Baylis site. The IEPA wanted to know whether it was federally owned and also wanted proof of that status. Evidently, the permit process is different, depending on local level versus federal level. Chris B. supplied IEPA with the Declaration of Trust document on the property, which met their satisfaction. This permit is now in the public notice and comment period, which will end towards the end of July 2019. After this review period, PCHA's permit will be ratified as final.

7. HUD Litigation. As mentioned last month, PCHA's attorney Coan & Lyons filed for summary judgment on the case against the Federal Government for the lost Operating Subsidy from 2012. On 6/24/19 the judge issued a judgment in favor of the plaintiffs in the amount of \$132,656,951.00. While this is a victory it does not come without caution. It is still felt as though the FG may appeal the case to a different court in order to get the case heard by a different judge. However, with all the cases the FG has on its plate right now they may elect to waive the right to do so. The deadline to file an appeal is 8/26/19.
8. Insurance Changeover. Last month the Board elected to switch carriers for health, dental, vision, life, S/T disability, and L/T disability insurance coverages. As soon as the broker Esser Hayes sent Chris B. the setup paperwork, Chris B. returned it same day. The staff have now received their insurance cards and feedback so far is positive. As mentioned last month, this changeover is estimated to save around \$40,000.00 this year alone.
9. Cass Cable TV, Inc. Chris B. and Attorney Eric Hanson sent the easement document to Cass Cable TV, Inc. for their review and for their attorney's to gather the plat information. Cass has now returned the agreement and once Eric H. agrees that the document is complete, PCHA will be able to ratify the pre-wiring installation agreement as final. Cass also has service in Griggsville, and they will be asked to consider the same pre-wiring to PCHA sites there. At a minimum, they'll still need to use the same manner of installation of their services to their customers.

#### **New Business:**

1. Eggemeyer Associates 504 Survey. Eggemeyer Associates have provided their quote for conducting the accessibility review of PCHA units deemed handicap accessible or hearing/sight accessible. This quote is \$6,785.00 and will come directly out of reserves. Pending the outcome, the Board will have some decisions to make going forward. In the 5 year plan reviewed earlier for the 2019 CFP, Chris B. set aside \$200,000.00 for accessibility improvements in 2023. If the 504 review comes back poorly, then PCHA may need more money from the 2024 year to balance out the needed accessibility improvements.
2. Pleasant Hill Fire. Last month when Chris B. was discussing inspection outcomes it was mentioned that the Pleasant Hill site inspections went poorly. Very poor housekeeping at nearly half the units at the site. One client had been in their unit for 2 weeks, but it looked like they'd been there a few years. Now client has had a fire, which has caused considerable damage. Supposedly, client had a grease fire, then threw salt on it, which caused it to explode. This person didn't call PCHA's emergency line, nor did they even call the Pleasant Hill Fire Department, which makes the circumstances seem very questionable. The claim was reported to AHRMA on 6/25/19 and Josh H. met with

contractors on 7/15/19 to get quotes for the damage repair. In the meantime, client was relocated to a different unit, which has been reported to look rough.

**Closed Session:**

1. Employee Quarterly Performance Evaluations 2<sup>nd</sup> Quarter 2019.

At 4:36p.m. Mark P. motioned to exit Regular Session and enter Closed Session for discussion of Employee Quarterly Performance Evaluations (2<sup>nd</sup> Quarter 2019). Motion seconded by Leslie H.

Voice vote was as follows:

Dianna C: Aye  
Mark P: Aye  
Leslie H: Aye

At 5:03p.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 Leslie H.

Voice vote was as follows:

Dianna C: Aye  
Mark P: Aye  
Leslie H: Aye

At this time, Leslie H. motioned to accept the scored Employee Quarterly Performance Evaluations (2<sup>nd</sup> Quarter 2019) for all employees and the Bonuses tied to those evaluations. Motion seconded by Mark P.

Voice vote was as follows:

Dianna C: Aye  
Mark P: Aye  
Leslie H: Aye

At 5:04p.m., there were no further topics for discussion and so it was called for a motion to adjourn the Board meeting. Mark P. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

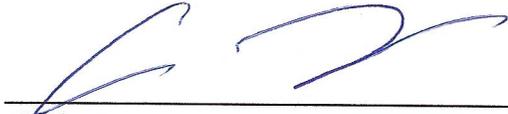
Voice vote was as follows:

Dianna C: Aye

Mark P: Aye

Leslie H: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
8/15/19



Noelle Flesner  
Chairman  
Pike County Housing Authority  
8/15/19

