

**Pike County Housing Authority
Board Meeting Minutes
9/17/2020**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, September 17th, 2020, at the PCHA community building located at 842 Mason Street, Barry, IL.

The meeting was called to order at 3:04p.m. with no guests in attendance.

Members present:

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

Members absent:

None

Minutes Review:

A review of the August 2020 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the September 2020 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the August 2020 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Don P. motioned to accept the consent agenda of the August 2020 Regular Session Minutes, September 2020 Occupancy Reports, and August 2020 Financial Reports. Motion seconded by Noelle F.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Don P: Aye

Noelle F: Aye

Executive Director Report:

Old Business

1. Op Sub 2019. Each year, HUD has funds de-obligated, recaptured, or corrected from the public housing operating fund. For 2019, HUD had a total of \$4,148,565.00 that met these conditions. As a result, HUD has made these funds available to PHA's based upon their final eligibility of 97.86%. PCHA's portion of these funds is \$589.00, which has been drawn. This closes out the Op Sub 2019 in full.
2. Op Sub 2020. For September 2020, PCHA was allotted \$49,376.66 in Operating Subsidy. This amount has been drawn. It is unknown as to the funding level for the remainder of the year, but similar numbers are anticipated.
3. CARES Act Op Sub 2020. On 8/27/2020, CDS was onsite to deliver and install office laptops, office printers, maintenance building internet firewall, Microsoft Office for Josh H.'s computer, and telephone headset for LeeAnn L. Lindsey Software worked simultaneously migrating the public housing software to the cloud server. All went very well, but there was a hitch. The big copier used for larger printings is outdated and incompatible with the new laptops. It can be used for copying and printing some things, but cannot scan to the laptops. This machine has also had a couple of breakdowns lately and currently has a broken piece inside that is taped up so the machine can be used. Due to the problems, Chris B. asked CDS to supply a lease quote for a new machine. CDS came back with a lease quote for 36 months, which features all service and toner, just like the smaller leased printers, at a price of \$280.50 per month. Originally, CDS quoted a 60 month agreement and Chris B. had to have them revise it, as HUD only permits 3 year contracts. Unfortunately, this raised the price \$60.00 per month. Chris B.

accepted the 36 month lease quote and the new large copier should be installed soon. CDS has billed out all of the installed items mentioned above, which have been drawn and paid from the CARES Act Op Sub 2020. There is \$3,931.50 remaining in the grant and once the Lindsey Software bills for the \$1,610.00 implementation and \$4,250.00 annual fee are received, remaining CARES Act Op Sub 2020 funds will be used, which will close out the grant in full.

4. CFP 2018 & CFP 2019. A start work letter was issued by the PHA to Trotter General Contracting on 8/26/2020, which starts the 90 day window for project completion. Trotter began working at Landess Terrace and Chris B. indicates the site looks much better with the new siding/soffit/fascia. An invoice in the amount of \$3,375.00 was received from Eggemeyer Associates, which was drawn and paid from CFP 2018 & CFP 2019. All remaining A&E fees will be paid exclusively from the CFP 2019 grant. All remaining CFP 2018 monies will be exclusively for TGC. TGC has yet to provide a price for the proposed office remodel scope of work.
5. Baylis Wastewater System. Four Points Engineering and Chris B. worked together to complete the Construction Permit Application for the Baylis Wastewater System. Once this is approved by IEPA, the Baylis wastewater project can be bid out using designs developed by Eggemeyer Associates and FPE.
6. Eviction Moratorium. There are 2 different eviction moratorium orders in place currently. The State of Illinois has one in place through 9/19/2020 on all residential evictions, with the only exceptions being health and safety, direct threats, or building code/health ordinance violations. The CDC has issued one through the end of the year, which only pertains to certain criteria, such as a person using their best efforts to obtain government assistance for rent or housing, income criteria, a person being unable to pay full rent or housing payment due to cut in hours, lay-off, or out of pocket medical expense, a person making their best efforts to make timely partial payment, and a person's homelessness potential. For these criteria there is a self-certification statement, which under penalty of perjury a person must state all of the above are true. It is unknown as to how this is going to play out, but PHA's have been instructed to abide by the more stringent moratorium, which is Illinois. PCHA has several people who are not paying the PHA for their rent/fees and also are not paying Ameren for their electric bills. Ameren does not appear to be under any moratorium and have indicated that the power to these units will be shut off for non-payment. Per PHA attorney Eric H., PCHA is under no obligation to turn the power on in the PHA's name, which may

provide an opportunity to terminate these non-paying individuals, in accordance with the terms of the Illinois moratorium.

7. Pam Simpson FYE 12/31/19 Audit. On 9/1/2020 – 9/3/2020, Pam S. was onsite to perform her annual audit for the PHA. The audit went well, with no findings being issued. If it were not for the pandemic, the PHA may have had one on its annual tenant re-certifications. Pam S. felt that with the pandemic it would be hard to collect tenant materials, and if tenants were non-compliant, the PHA would have no ability to evict for non-compliance. Chris B. also made Pam S. aware that the PHA had accepted the waiver on annual tenant re-certifications, which gives the PHA until 12/31/2020 to complete all annual tenant re-certifications due during the 2020 calendar year. Pam S. did not have any issues with the financial records of the PHA. This audit concluded Pam Simpson's contract with the PHA and this service will be out for bid once again next year.
8. FY 2021 Flat Rent & Utility Allowances. These items are still in the public comment and hearing phase. Chris B. prepared a sheet for staff use, which was shared with the Board. These numbers represent PCHA max rents for each property and bedroom size.
9. VICC Asphalt Services. VICC has completed the asphalt service work at E. Adams, Pittsfield, and Greene Street, Barry with no issues. Now that this is complete, VICC has billed the PHA for the work and payment will be issued prior to month end.
10. Utility Trailer Purchase. B&B Livestock notified the PHA that the utility trailer ordered back in June 2020 was now in stock. As mentioned before, once the new trailer had arrived, the PHA's oldest utility trailer would be made available to the public via sealed bid. The old trailer has been advertised and is now available for bid until 9/30/2020 at 2:00p.m. B&B's invoice on the new utility trailer will be paid prior to month end.

B. New Business

1. WCMTD Contract 7/1/2020 – 6/30/2021. In PCHA's 5-Year PHA plan that is out for public comment and hearing, it was noted that the PHA would seek to renew its contract with WCMTD to provide transportation opportunities for PHA clients. Chris B. reached out to WCMTD and they were glad to renew the agreement with no price adjustment. Since this is a contract, Chris B. would usually approve it, but since it is part of the 5-Year PHA Plan, Chris B. calls for a vote on the matter.

At this time, Leslie H. motioned to accept the renewed agreement with WCMTD for the time period of 7/1/2020 -6/30/2021. Motion seconded by Dianna C.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Don P: Aye

Noelle F: Aye

2. AHRMA 2021 Pre Renewal. AHRMA sent the PHA its annual packet of documents in order to collect data for calculating the PHA's 2021 insurance rates. This information packet was due back to AHRMA no later than 8/25/2020, and was returned on 8/20/2020. A slight increase is expected from last years' rate of \$68,541.00.
3. Getz Fire Testing 2020. Getz was on site 8/26/2020 to do fire testing at all PCHA common areas. This does not include the 1-12 E. Adams, Pittsfield hardwired smoke detection system, but does include everything else in that building. Nothing out of the usual was noted during the course of the testing. Getz's invoice for the service will be paid prior to month end.
4. PCHA Website Refresh. This was un-scheduled, but in updating information on the PHA website one day, Chris B. noted several security updates to be installed. However, upon trying to install them, errors were encountered. Chris B. was able to update the website to a different theme that was more secure. As a result, the entire website got a color pattern and style change. PCHA's website address is www.pikehousing.com.

At 3:40p.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 Leslie H.

Voice vote was as follows:

Dianna C: Aye

Leslie H: Aye

Don P: Aye

Noelle F: Aye

It is certified by the below signatures that these minutes are truthful and accurate.

Chris Bruns

Chris Bruns
Executive Director / Secretary
Pike County Housing Authority
10/15/2020

Mark Pulliam

Mark Pulliam (Oct 17, 2020 17:42 CDT)

Mark Pulliam
Chairman
Pike County Housing Authority
10/15/2020

