

**MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY
OF THE CITY OF DECATUR, ILLINOIS**

Regular Meeting

The Board of Commissioners of Decatur Housing Authority met in regular session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, April 9, 2015.

Chairperson Campbell-Hein called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Lisa Campbell-Hein, Chairperson
Shad Etchason, Vice Chairman
Jenny Sykes, Commissioner
William Gosch, Commissioner
James E. Alpi, Secretary-Treasurer
James A. Jankowicz, Legal Counsel

Absent: Shelith Hansbro, Commissioner

There being a quorum present and the meeting duly convened, opening ceremonies were conducted with the reciting of the pledge of allegiance and business was transacted as follows:

Chairperson Campbell-Hein presented the Open Time of the agenda.

Hearing no comments, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of March 12, 2015. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye" except Commissioner Sykes and Vice chairman Etchason who abstained. The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of March 2015. Vice Chairman Etchason moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that Brenda is making gains in the public housing. We are concentrating on getting ready for the HUD REAC inspection so we have had to pull staff from renovation. Occupancy is holding steady.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Housing Choice Voucher Program Occupancy report for the month of March 2015. Vice Chairman Etchason moved to receive and file the report. Commissioner Sykes seconded the motion.

Mr. Alpi stated that Brenda is making higher gains in the HVC program. The gains will be reflected more clearly on the next report. Mr. Alpi further stated that he is extremely proud of staff for getting the Carriage House units online.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Wabash Crossing Occupancy Report for the

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month of March 2015. Vice Chairman Etchason moved to receive and file the report. Commissioner Sykes seconded the motion.

Tina Rice, Manager of Wabash Crossing, gave a brief overview of her occupancy report. She further stated that it remains a struggle to maintain occupancy and they continue to work diligently. There are 585 people on the waiting list and they are in the process of purging the list.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the General Fund Check Register Report for the month of March 2015. Vice Chairman Etchason moved to receive and file the report and Commissioner Gosch seconded the motion.

Hearing no comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the Financial Reports for the period through the end of February. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi discussed the reports and stated the COCC has had a net gain which is good as these funds are de-federalized. Staff will be realigning the AMPS for the end of year report.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 15-11

**AUTHORIZING AND APPROVING A COLLECTION LOSS
WRITE-OFF FOR CONVENTIONAL PUBLIC HOUSING AS
OF MARCH 31, 2015**

WHEREAS, the Authority provides for a write-off of uncollectible tenant accounts in each annual operating budget, and the consideration of this write-off is brought before the Board of Commissioners at least one time a year, and

WHEREAS, these residents have vacated DHA units and been reported to Midwest Credit and Collection and CCB Credit Service for collection of past due accounts, and neither the Authority, Midwest Credit and Collection or the CCB Credit Service has been able to collect these amounts due, and

WHEREAS, there has been no payment on these accounts for a period of six months or longer, and

WHEREAS, previously the Authority's Board of Commissioners took write-off action for uncollectible accounts through September 30, 2014, and

WHEREAS, the attached listing of accounts reflect write-off action for the period of April 1,

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2014 through March 31, 2015; now, therefore,

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That the attached collection loss write-off will have zero net budget amount.
- Section 2. That the attached write-off reflects an aggregate total for the period ending March 31, 2015 of Forty-Four Thousand, Two Hundred Sixty-Eight and 80/100 Dollars (\$44,268.80) less Two Thousand, Five Hundred Thirty-One and 81/100 Dollars (\$2,531.81) of payments or a net write off of Forty One Thousand, Seven Hundred Thirty-Six and 99/100 Dollars (\$41,736.99).
- Section 3. That the Executive Director or his designee is authorized and instructed to incorporate this fiscal information into the Authority's Books of Account for the period ending March 31, 2015.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated twice a year we write-off bad debts. Overall there were \$44,000 and we recovered some so the net was \$41,736.99. Commissioner asked if this affects the credit scores of the tenants that leave owing money. Mr. Alpi stated yes and this prevents them from participating in subsidized housing program.

Hearing no further comment Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION 15-12

AUTHORIZING AND APPROVING A REVISION OF THE PHA PLAN, THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN AND PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) OF THE DECATUR HOUSING AUTHORITY

WHEREAS, Decatur Housing Authority supports the State of Illinois' efforts in complying with Title II of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Supreme Court's decision in *Olmstead v. L.C.*, 527 U.S. 581 (1999), and

WHEREAS, the Authority has agreed to provide match for the Section 811 funding of 15 Public Housing units and 15 Housing Choice Vouchers to qualified adults referred by the Statewide Housing Coordinator for Long Term Care Reform, and

WHEREAS, the Authority is required to revise its PHA Plan to reflect the change in preferences, and

WHEREAS, the Authority is required to create admissions preferences for Class Members of the consent decree in *Williams v Quinn*, and *Ligas v Hamos*, and residents currently residing at one of the four State Operated Developmental Centers, and

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WHEREAS, the Authority will submit to HUD a request for a waiver of 24 CFR 960.206(b)(3) (Public Housing) and 24 CFT 982.207(b)(3), and

WHEREAS, the Authority seeks to further revise the Admissions and Continued Occupancy Plan (ACOP) Chapter 8, Transfer Policy, A. General Statement to remove the transfer provision allowing transfer from zero bedroom units after six months of occupancy, and

WHEREAS, Decatur Housing Authority will seek HUD's approval to establish the preferences now, therefore;

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the PHA Plan, Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy (ACOP) be hereby revised as shown in the attachments.

Section 2. That the staff of Decatur Housing Authority is authorized to implement these changes upon receipt of HUD approval.

Vice Chairman Etchason moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that there have been a couple lawsuits that involve disabled citizens. This resolution authorizes the DHA to give preference to this population to help them get housing. Fifteen Public Housing applicants and 15 voucher applicants will be given preference for this program. We will maintain a separate waiting list for this program. This change constitutes a significant amendment to the PHA Plan; therefore, requiring the PHA Plan to be amended. Chairperson Campbell-Hein asked where we would house these individuals. Mr. Alpi stated that they will mostly be single individuals and will be housed at the Highrises and Macon Street. They will have a preference whether they choose public housing or HCV. Vice Chairman Etchason remembered doing something similar in the past. Mr. Alpi said yes, Macon Street Apartments are used for disabled households.

Hearing no further comment, Chairperson Campbell-Hein called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 15-13

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL FUND PROGRAM GRANT IL06-P012-50112

WHEREAS, all contract work in connection with Capital Fund Program IL06-P012-50112 was completed as of December 3, 2014, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the PHA Plan, and

WHEREAS, there are no undischarged mechanics, laborers', contractors', or material-mens' liens against such modernization work on file in any public office and the time in which such liens could be filed has expired; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That all work included in Capital Fund Program Grant IL06-P012-50112 in the amount of \$831,730.00 has been completed.
- Section 2. That the books of account be adjusted to fully reflect the completion of this grant activity and that this work should be audited as part of the IPA Audit for the fiscal year ending 3/31/2016.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-P012-50112, in the amount of \$831,730.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

Vice Chairman Etchason moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that this document is simply a housekeeping issue to inform HUD that we are ready to include this program in our next audit to be closed out.

Hearing no further comment, Chairperson Campbell-Hein called a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 15-14

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
KING LAR ROOFING, INC. FOR ROOF REPLACEMENT AT SCATTERED
SITES- 2015, AMP ILL 12-22, 12-23, 12-24 & 12-28, PROJECT CFP IL06-
P012-50113/50114

WHEREAS, the Authority did solicit and receive bids for Roof Replacement at Scattered Sites - 2015 , ILL 12-22, ILL 12-23, ILL 12-24, and ILL 12-28, and

WHEREAS, the low bid was submitted by L & B Contractors LLC, and

WHEREAS, the bid of L & B Contractors LLC was incomplete, and

WHEREAS, the bid of L & B Contractors LLC shall be rejected and deemed non-conforming,
and

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WHEREAS, the next lowest bid was submitted by King Lar Roofing, Inc., and
WHEREAS, staff has completed a cost analysis of the bid, and
WHEREAS, the bid of King Lar Co. is reasonable, and
WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50113
and 50114; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR
HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That the bid of L & B Contractors LLC be rejected.
- Section 2. That award of contract to King Lar Co., Inc. for Roof Replacement at Scattered Sites - 2015, ILL 12-22, ILL 12-23, IL 12-24, and ILL 12-28, Project CFP IL06-P012-50113/50114 is authorized and approved.
- Section 3. That the contract amount is THREE HUNDRED SEVENTEEN THOUSAND, EIGHT HUNDRED FORTY-ONE AND NO/100 DOLLARS (\$317,841.00), and the time for completion is 180 days from issuance of the Notice to Proceed.
- Section 4. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Commissioner Sykes moved to accept the resolution as presented. Vice Chairman Etchason seconded the motion.

Mr. Alpi explained the low bid was non-conforming bid and therefore, created the need to go to the second lowest bid. It came to our attention that the lowest bidder did not include the unit costs on the Form of Bid. This constitutes a nonconformity in the bidding and allows the Housing Authority staff to reject the bid. The next lowest bid was submitted by King Lar Roofing, Inc. Staff recommends approval to King Lar Roofing Inc.

Hearing no further comment, Chairperson Campbell-Hein called a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 15-15

RESCINDING RESOLUTION 15-10 AND AUTHORIZING AND
APPROVING AN ENERGY SERVICES AGREEMENT WITH AMERESCO,
INC.

WHEREAS, the Authority received proposals from energy service companies in June 2011 to develop an Energy Performance Contract, and

WHEREAS, Ameresco, Inc. was selected in December 2011 to provide energy services to the Authority, and

WHEREAS, Ameresco, Inc. has performed an investment grade energy audit and identified numerous energy conservation measures (ECMs), and

WHEREAS, Ameresco Inc. and the Authority have identified approximately \$1,100,000 - \$1,250,000 of ECMs which can be implemented using Energy Performance Contracting, and

WHEREAS, Ameresco has developed an Energy Performance Contract specifying improvements to be made, costs savings, and expenses to install and monitor energy savings improvements, and

WHEREAS, the program shall be funded with borrowed funds to be repaid with funds not expended for saved utility costs, and

WHEREAS, previously approved Resolution No. 15-10 will be superseded by this action, and

WHEREAS, HUD approval of the Energy Agreement is required prior to execution; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That an Energy Services Agreement with Ameresco, Inc. for implementation of an Energy Performance Contract be authorized and approved.

Section 2. That the value of the contract will be between \$1,100,000 and \$1,250,000 and the term of the loans be not more than 15 years.

Section 3. That Resolution No. 15-10 is hereby rescinded, and supplanted by this resolution.

Section 4. That the Executive Director or designee is authorized to execute all necessary documents contingent upon HUD approval.

Vice Chairman Etchason moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi apologized to the board for bringing this resolution to them again. Staff thought this was finalized until the engineer discovered the DCEO funding may not be available. This changes the financing. We will present the final document prior to submission to HUD at a future meeting.

Old and New Business

Mr. Alpi reported that there has been a problem with receipt of year 8 of our second increment of Tier 2 RHF funding. We did not receive an ACC amendment for this funding in the amount of approximately \$240,000. We are having discussions with HUD headquarters to figure out how to get the funding. The lack of this funding could jeopardize the City House project. We may need to bring in some legal help to resolve this issue.

Mr. Alpi further stated that we continue to bargain with the Teamsters to develop a new contract. We will keep the board informed during the negotiations. Chairperson Campbell-Hein

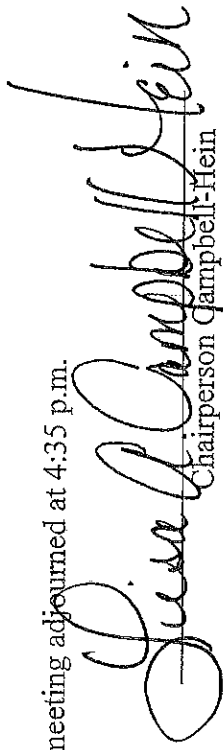
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would like a brief summary of the bargaining after each session. Mr. Alpi stated he would be happy to do that.

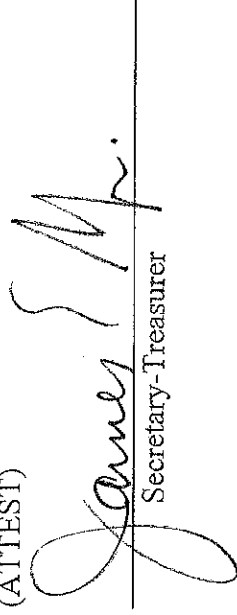
Hearing no comment, Chairperson Campbell-Hein stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Vice Chairman Etchason, "Aye",
Commissioner Sykes, "Aye",
Commissioner Gosch - "Aye", and
Chairperson Campbell-Hein - "Aye".

The motion carried unanimously. The meeting adjourned at 4:35 p.m.


Chairperson Campbell-Hein

(ATTEST)


Secretary-Treasurer