

**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, August 11, 2016.

Vice Chairman Etchason called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

Present: Shad Etchason, Vice Chairman
 Shelith Hansbro, Commissioner
 Jenny Sykes, Commissioner
 William Gosch, Commissioner
 James E. Alpi, Secretary-Treasurer
 James A. Jankowicz, Legal Counsel

Absent: Lisa Campbell-Hein, Chairperson

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

Vice Chairman Etchason presented the open time of the meeting.

Hearing no comments, Vice Chairman Etchason presented the minutes of the Regular Meeting held July 14, 2016.

Commissioner Sykes moved to accept the minutes as presented. Commissioner Hansbro seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye" except Vice Chairman Etchason who abstained. The motion carried.

Vice Chairman Etchason presented the Rent Roll/L&O Summary Report for the month of July 2016. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported that we had no change this month. Occupancy remains at 96%.

Mr. Alpi stated staff is working really hard and we have engaged the services of Homework Hangout to help get units turned.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Housing Choice Voucher Program Occupancy report for the month of July 2016. Commissioner Sykes moved to receive and file the report. Commissioner Hansbro seconded the motion.

Brenda Kraus reported that HCV leasing is holding steady and we are at the spending August 11, 2016

level we need to be. We will be monitoring this closely so we can maintain it. We have been designated as a high performer by HUD for the HCV Program. Mr. Alpi commended staff for their hard work.

Hearing no further comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Wabash Crossing Report for the month of July 2016. Commissioner Sykes moved to receive and file the report. Commissioner Hansbro seconded the motion.

Tina Rice, Manager at Wabash Crossing, reported that there were several evictions for non-payment of rent and utilities. Staff is pushing to have units ready for new applicants. There has been some delay in receiving verifications from the State. Mr. Alpi stated the occupancy is down as you can see from the report. This is a major concern to HUD field office staff and headquarters. We are working towards a resolution and would like to schedule a meeting face to face with staff at East Lake.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the General Fund Check Register for the month of July 2016. Commissioner Hansbro moved to receive and file the report. Commissioner Gosch seconded the motion.

Hearing no comment, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the Financial Reports through the month of June 2016. Commissioner Sykes moved to receive and file the reports. Commissioner Gosch seconded the motion.

Terri Goodman stated we have completed the first quarter. We have transferred \$185,000 to Pilot. Commissioner Sykes stated the formula does not include the \$185,000. Ms. Goodman stated she will make the correction. Commissioner Sykes stated the HCV May Net Income should also be corrected which will also affect the YTD loss. Terri Goodman will provide the corrected reports.

Hearing no further comments, Vice Chairman Etchason called for a motion to approve the Financial Reports as corrected. Commissioner Sykes moved to receive and file the Financial Reports as corrected. Commissioner Gosch seconded the motion.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All

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voted "Aye". The motion carried.

Vice Chairman Etchason presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 16-34

**AUTHORIZING AND APPROVING AWARD OF CONTRACT TO
PALS ELECTRIC INC. FOR GENERATOR INSTALLATION AT THE DAVIS
CENTER, PROJECT CFP IL06-P012-50115**

WHEREAS, the Authority did solicit and receive bids for Generator Installation at the Davis Center, and

WHEREAS, the low bid was submitted by D & M Electrical, and

WHEREAS, the bid of D & M Electrical is rejected for not conforming to bid requirements, and

WHEREAS, the second lowest bid was the bid of Pals Electric, Inc., and

WHEREAS, the bid of Pals Electric, Inc. is below the pre-bid estimate prepared by Blank, Wesselink, Cook & Associates, Inc., and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50115; 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 award of contract to Pals Electric, Inc. for Generator Installation at the Davis Center, CFP IL06-P012-50115 is authorized and approved.

Section 2. That the contract amount is SIXTY-NINE THOUSAND, SIX HUNDRED NINETY-NINE DOLLARS (\$69,699.00), for the Base Bid, plus Alternate Bid #1 in the amount of FOURTEEN HUNDRED AND NO/100 DOLLARS (\$1,400.00) for a total contract amount of SEVENTY-ONE THOUSAND, NINETY-NINE AND NO/100 DOLLARS (\$71,099.00) and the time for completion is 120 days from issuance of the Notice to Proceed.

Section 3. That the Executive Director or Contracting Officer is authorized to execute all necessary documents.

Commissioner Sykes made a motion to accept the Resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated the scope of work includes installation of a generator to power the entire building. In the event of a power outage, operations can continue uninterrupted. Five bids were received with the apparent low bid being D & M Electrical from Neoga, IL. Their bid was missing several documents. The omissions could be considered waivable irregularities. They did not attend the pre-bid conference where we discussed the allowance funds they were to add into their bid for unforeseen condition. They did not include it in their bid. DHA staff gave

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them the option to withdraw their bid. The engineer on the project has had experience working with the second lowest bidder and they are good to work with. Staff recommends approval of the Base Bid plus the Alternate Bid #1. Alternate Bid #1 was for removal of the old hook ups to avoid confusion in the event of an emergency. Jim Jankowicz inquired about the storage for fuel. Mr. Alpi stated the design meets all EPA guidelines for above ground storage.

Hearing no comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

Vice Chairman Etchason presented the following resolution for Commissioners' consideration and approval:

RESOLUTION NO. 16-35

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR EXTERIOR WATERPROOFING AT 524-528 WEST MACON STREET, PROJECT CFP IL06-P012-50115

WHEREAS, the Authority and its Resident Advisory Board have identified the need for Exterior Waterproofing at 524-528 West Macon Street, AMP ILL 12-23, and

WHEREAS, Melotte, Morse, Leonatti, Parker, Inc. has prepared plans and specifications for this work, and

WHEREAS, the Authority will solicit bids by advertising in local newspapers and trade publications, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50115; 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 invitation of bids for Exterior Waterproofing at 524-528 West Macon Street, ILL 12-23, CFP IL06-P012-50115 is authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Hansbro made a motion to accept the Resolution as presented. Commissioner Sykes seconded the motion.

Mr. Alpi stated this resolution is simply notification that we are inviting bids for water proofing 524-528 West Macon Street apartments. This work is required to prevent moisture from penetrating the brick exterior and causing damage on the interior walls.

Hearing no further comments, Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

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Old and New Business

Commissioner Gosch would like to thank Jeff Smith for replacing his smoke detector. He also inquired about funds for security and a resident manager at the Lexington. There are too many problems at that property and it is causing several long time tenants to move out. Mr. Alpi stated we are investigating options and continue to evict the problem tenants. Commissioner Gosch inquired if we can do more stringent screening. Mr. Alpi reported that unfortunately, HUD has actually started relaxing the screening process and this will allow more and more problems. We are investigating how we can change the entry system to make the buildings more secure.

Mr. Alpi stated HUD has designated the HCV program as a high performer. He is very pleased with the staff. There were a few findings on the SEMAP reporting processes and these will be modified to correct the findings. Staff is doing a really good job.

Mr. Alpi reported on the progress of the new construction on West Macon Street. We will be working with the office of the State's Attorney General on the next steps regarding the sale of the homes. The Herald and Review will be doing an article in the next few days.

Mr. Alpi reminded the board about HUD's inquiry about the Lead Based Paint Testing Report that was missing for the Concord during the REAC inspection. We sought a proposal to do the testing and presented the resolution to the board which was tabled because we couldn't answer a question about the need to do this testing now. We were informed that HUD now requires Housing Authorities to designate housing that will be only for disabled or elderly. We are deciding which properties we should designate based on demographic information. We may want to seek designation for elderly only at one of the properties. HUD inquired earlier in the week to see where we are on this designation. We will most likely be coming back to the board next month to approve the proposal for the testing. Jim Jankowicz inquired why we don't designate one of the larger buildings as elderly only. Mr. Alpi responded by saying that the trend is that the elderly population is declining and it may be harder to keep one of the larger buildings full with just elderly only.

Mr. Alpi reported that staff is responding to HUD on the audit for the Continuum of Care Grant. There were six findings, a few which staff feel were not accurate, but we are responding to all findings.

Mr. Alpi reported that staff is continuing to work on the response to the Human Rights

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complaint and will keep the board informed on the progress. Jim Jankowicz expressed his willingness to have a discussion with the complainant.

At 4:33 Vice Chairman Etchason called for a motion to enter Closed Session to conduct the six month review of the Closed Session Minutes pursuant to 5 ILCS 120/2 (c) (21). Commissioner Hansbro moved to enter Closed Session. Commissioner Sykes seconded the motion.

Vice Chairman Etchason called for a roll call vote. All voted "Aye". The motion carried.

The board entered Closed Session at 4:33.

The board returned to open session at 4:39. Commissioner Hansbro moved and Commissioner Sykes seconded the motion to open the closed session minutes from September 10, 2015, April 14, 2016 at 4:45 and April 27, 2016, and to leave the remaining closed minutes closed as of this date. Upon a call of the roll, all voted "Aye". The motion carried.

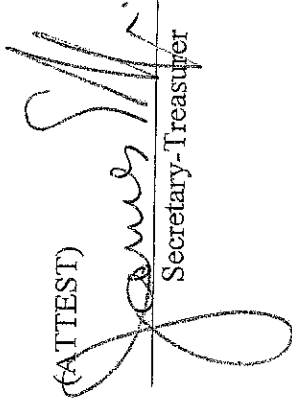
Hearing no comment, Vice Chairman Etchason stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion.

Upon a call of the roll, the Commissioners voted as follows:

Vice Chairman Etchason, "Aye",
Commissioner Sykes, "Aye",
Commissioner Gosch, "Aye" and
Commissioner Hansbro "Aye".

The motion carried unanimously. The meeting adjourned at 4:43 p.m.

(ATTEST)



Secretary-Treasurer

Vice Chairman Etchason

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