

**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, June 13, 2013.

Chairperson Campbell-Hein called the meeting to order and at this time opening ceremonies were conducted by citing the Pledge of Allegiance. Upon a call of the roll, those present and absent were as follows:

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

Absent: Shelith Hansbro, Commissioner

There being a quorum present and the meeting duly convened, business was transacted as follows:

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

Hearing no comment, Chairperson Campbell-Hein presented the Minutes from the Regular Meeting of May 9, 2013. Commissioner Etchason made a motion 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". The motion carried.

Chairperson Campbell-Hein presented the Rent Roll/L&O Summary Report for the month of May 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Etchason seconded the motion.

Terri Goodman stated that the occupancy rate is back up to 96%. We have had a few move out and a couple more deaths. Mr. Alpi stated that one of the deaths was a long time tenant at the Lexington, Mr. Maldaner. He was our spokesperson for the Mound Road project and was active in the RAB for many years. He will be missed by all who knew him.

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 May 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi stated the current number of vouchers is 998. This number is coming in line with the funding. We continue to monitor this and hope to be slowing the descent. Vice Chairman Yuhas stated this is 28 less. Mr. Alpi stated we will be serving 80-90 less to be in line with the funding levels projected. We are only terminating those who violate the rules of their lease.

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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 month of May 2013. Vice Chairman Yuhas moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi stated that Ms. Rice, from East Lake Management, is at training so she will not be here today. Mr. Alpi further stated that East Lake has been able to access their reserves to cover costs of unit make ready to allow increased occupancy. This has resulted in them having 12 units that are in the leasing process.

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 May 2013. Commissioner Etchason moved to receive and file the report and Commissioner Gosch seconded the motion.

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

Chairperson Campbell-Hein presented the Financial Report for the period ending 3/31/14. Commissioner Etchason made a motion to receive and file the report with explanation. Vice Chairman Yuhas seconded the motion.

Mr. Alpi stated that this is a new report that staff will be providing monthly. Staff is fine tuning the format and is open to suggestions from the board as to how the Board would like to receive the report. Chairperson Campbell-Hein stated that it would help her understand if we identified which properties are in which AMP. Mr. Alpi stated staff will provide that information. Mr. Alpi reported that this is for the Public Housing Program. Staff will be working on a similar report for the voucher program. Commissioner Etchason asked if they could receive a summary page with all AMPS on one page. All board members concurred. Staff will provide this summary starting with the next meeting.

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 the commissioners’ consideration and approval:

RESOLUTION NO. 13-20

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

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WHEREAS, Ameresco Inc. and the Authority have identified approximately \$1,000,000 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, 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 \$950,000 and \$1,050,000 and the term of the loans be not more than 12 years.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents contingent upon HUD approval.

Mr. Jankowicz, DHA attorney, stated that this resolution was tabled at the last meeting until this meeting so we are simply resuming discussion of the Energy Services Agreement. Commissioner Etchason asked to be refreshed on the process for this agreement. Mr. Alpi gave a quick summary of the process. Mr. Alpi stated that Ameresco guarantees the savings they are proposing. This is simply a financing tool to make improvements to our properties that we were going to be doing in future years with the Capital Fund program. This will free up capital funds for other improvements.

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 resolutions for the commissioners' consideration and approval:

RESOLUTION NO. 13-21

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL
MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR
REPLACEMENT HOUSING FACTOR GRANT IL06-R012-50109

WHEREAS, all funds in connection with Replacement Housing Factor Grant Program IL06-R012-50109 have been expended, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the Replacement Housing Factor 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

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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 Replacement Housing Factor Grant IL06-R012-50109 in the amount of \$81,300.00 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 3/31/2014.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-R012-50109, in the amount of \$81,300.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

RESOLUTION NO. 13-22

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERIZATION COST CERTIFICATE FORM HUD-53001 FOR REPLACEMENT HOUSING FACTOR GRANT IL06-R012-50110

WHEREAS, all funds in connection with Replacement Housing Factor Grant Program IL06-R012-50110 have been expended, and

WHEREAS all modernization costs and liabilities incurred by the Decatur Housing Authority have been fully paid in accordance with the Replacement Housing Factor 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 Replacement Housing Factor Grant IL06-R012-50110 in the amount of \$81,331.00 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 3/31/2014.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-R012-50110, in the amount of \$81,331.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

RESOLUTION NO. 13-23

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERIZATION COST CERTIFICATE FORM HUD-53001 FOR REPLACEMENT HOUSING FACTOR GRANT IL06-R012-50210

WHEREAS, all funds in connection with Replacement Housing Factor Grant Program IL06-R012-50210 have been expended, and

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

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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 Replacement Housing Factor Grant IL06-R012-50210 in the amount of \$11,221.00 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 3/31/2014.
- Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-R012-50210, in the amount of \$11,221.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

Commissioner Etchason moved to accept the resolutions as presented. Vice Chairman Yuhas seconded the motion.

Mr. Alpi stated these reports are required by HUD to begin the close out process for grants that have been fully expended.

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 the commissioners' consideration and approval:

RESOLUTION NO. 13-24

AUTHORIZING AND APPROVING INVITATION OF BIDS FOR ROOF REPLACEMENT AT SCATTERED SITES, AMP ILL 12-24, PROJECT CFP IL06-P012-50113

WHEREAS, the Authority and its Resident Advisory Board have identified the need to replace the roofs at various scattered sites, and

WHEREAS, DHA staff has prepared plans and specifications for roof replacement at the 12-4 and 12-5 slab units, 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-P012-50113; 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 Roof Replacement at Scattered Sites, AMP ILL 12-24, CFP IL06-P012-50113 is authorized and approved.
- Section 2. That advertisements be placed in local newspapers and trade publications.

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

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

Mr. Jankowicz, DHA attorney, stated that we wanted the record to show that Commissioner Gosch was concerned that voting on this resolution would create a conflict because his house is one of the houses getting the roof replaced. Due to the fact that his house is only one of 56 homes getting new roofing, there is not a conflict.

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

Chairperson Campbell-Hein stated that there was no further business to come before the board. Vice Chairman Yuhas moved to adjourn. Commissioner Gosch seconded the motion.

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

Vice Chairman Yuhas – "Aye"
Commissioner Gosch, -"Aye"
Commissioner Etchason, - "Aye" and
Chairperson Campbell-Hein, - "Aye"

The Board adjourned at 4:46 p.m.

Chairperson Campbell-Hein

(ATTEST)

Secretary-Treasurer

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