

**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, December 10, 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  
Shelith Hansbro, Commissioner  
William Gosch, Commissioner  
Jenny Sykes, Commissioner  
James E. Alpi, Secretary-Treasurer  
James A. Jankowicz, Legal Counsel

Absent: None

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 November 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 to accept the minutes as presented. All voted "Aye" except Vice Chairman Etchason and Commissioner Hansbro who abstained. The motion carried.

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

Terri Goodman reported that there have been more move-ins than move-outs this month so staff is making headway. Mr. Alpi reported that occupancy is a 92 % overall in public housing and there is still the goal of reaching 97% by the end of December.

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 November 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported staff is making headway. The goal remains to have 1150 vouchers utilized by April 1<sup>st</sup>. Ms. Kraus further stated the new leasing employee for the HCV program is learning the job really quickly. Mr. Alpi reported there was a net gain of 15 vouchers utilized which is really good.

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

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November 2015. Vice Chairman Etchason moved to receive and file the report. Commissioner Hansbro seconded the motion.

Tina Rice, Manager at Wabash Crossing, reported the waiting list at Wabash Crossing is 453 and staff continues to push to increase occupancy. Mr. Alpi inquired if they have a full staff now. Ms. Rice stated no they are looking for a leasing clerk at this time.

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 November 2015. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Vice Chairman Etchason inquired about the expense to Walmart for fire safety training. Terri Goodman responded this is a training we offer at the highrises for our tenants, and expense was for snacks and training aides. Our insurance will reimburse these expenses for training.

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 Reports for the period through the end of October. Commissioner Sykes moved to receive and file the report. Vice Chairman Etchason seconded the motion.

Terri Goodman, Finance Director, reported the only AMP that showed a loss was AMP 22 in the amount of \$2,800. We currently have 7 months in reserves overall. The transfer of reserve funds authorized by the board at last month's meeting will not show up until the next report. Mr. Alpi reported the spending will increase as the new staff member costs are realized. We have been absorbing some costs with Capital Fund operating funds. THUD Legislation is being pushed through but we will not know the final version until it is approved. We should be about at the same level of funding as last year. It appears the Section 8 HAP will be at 81% and the Section 8 administrative fee will go from 75% to 80% so that is good news.

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. 15-44**

AUTHORIZING AND APPROVING A REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CAPITAL FUND PROGRAM IL06-P012-50114-50118

WHEREAS, the Decatur Housing Authority and its Resident Advisory Board have identified the need for architectural and engineering design services in support of planned improvements under the Capital Fund Program, and

WHEREAS, services can best be provided in a timely manner through the use of outside consultants, and

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WHEREAS, HUD regulations allow the use of open ended contracts for design professionals, and WHEREAS, this method of procurement provides maximum flexibility in the selection of one or more firms to provide services on an ongoing basis; 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 a Requests for Proposals for services required for architectural services pertaining to planning and design development to support the Capital Fund Program is authorized and approved.

Section 2: That the Executive Director or designee is directed to publish solicitations for proposals and execute all necessary documents.

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

Mr. Alpi stated this resolution is a house keeping item that authorizes staff to solicit and receive proposals from architects and engineers for services under the Capital Fund Program.

Hearing no further comments, 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. 15-45**

**AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO  
ADVANCED DISPOSAL FOR SOLID REFUSE REMOVAL AND RECYCLING  
SERVICES**

WHEREAS, the Authority is currently under contract with Advanced Disposal for garbage removal service at all DHA properties, and

WHEREAS, the bid documents for Solid Refuse Removal and Recycling Services included two days of service at the Hartford, and

WHEREAS, it has been determined that it is necessary to service this building three times a week,

WHEREAS, Advanced Disposal representatives have provided a proposal to do this work in the amount of \$120.00 per month, and

WHEREAS, this cost is comparable to the current charges included in the contract, and

WHEREAS, funds are available within the Authority's Operating budget; now, therefore

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

Section 1. That the contract with Advanced Disposal be increased to include an additional pick up at the Hartford highrise.

Section 2. That the contract amount be increased by \$2,520.00 (\$120.00 per month) and the term of the contract remain the same.

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

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

Mr. Alpi reported that we have a new garbage company. The bid documents for this contract included pick up at the Hartford two times per week. It has been determined the service needs to be increased to three pickups a week like the other highrises. This resolution authorizes an increase to the contract amount for the additional service.

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. 15-46**

AUTHORIZING AND APPROVING CONTRACT MODIFICATION NO. 1 TO KING LAR ROOFING, INC. FOR ROOF REPLACEMENT AT SCATTERED SITES -2015, CFP IL06-P012-50113/50114

WHEREAS, Roof Replacement at Scattered Site Houses, AMP ILL 12-22, 12-23, 12-24, and 12-28 is substantially complete, and

WHEREAS, the original contract amount contained an allowance to be used for unforeseen conditions, and

WHEREAS, all proceed orders for unforeseen conditions have been executed, and

WHEREAS, there is an unused amount of \$ 14,046.50, and

WHEREAS, the contract amount is to be decreased by said amount; 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 Contract Modification No. 1 to King Lar Roofing, Inc. for Roof Replacement at Scattered Site Houses, AMP ILL 12-22, 12-23, 12-24, and 12-28, Project CFP IL06P01250113/50114 is authorized and approved.

Section 2. That the contract amount is decreased by a \$14,046.50 and the time for completion is extended to December 15, 2015 to allow completion of added work.

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

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

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the motion.

Mr. Alpi reported that the roofing work at the scattered sites is now complete. There were left over funds that will be re-programmed for a future project.

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. 15-47**

**AUTHORIZING AND APPROVING THE BORROWING OF FUNDS TO FINANCE ENERGY SAVING IMPROVEMENTS TO PUBLIC HOUSING PROPERTIES BY AMERESCO UNDER AN ENERGY PERFORMANCE CONTRACT**

WHEREAS, the Decatur Housing Authority (DHA) has identified opportunities to reduce energy consumption and improve public housing properties, and

WHEREAS, the DHA plans to execute an Energy Performance Contract with Ameresco, Inc. upon receipt of approval of the United States Department of Housing and Urban Development (HUD) to make improvements to, and implement energy savings at, AMPS ILL 12-22, ILL 12-23, ILL 12-24, and ILL 12-28, and

WHEREAS, the Energy Performance contract will be financed by way of a lease purchase agreement with security interest in the associated equipment only in an amount not to exceed \$1,200,000, and

WHEREAS, funds borrowed by the Authority are guaranteed by Ameresco, Inc. to be re-paid by the guaranteed utility cost savings per the terms set forth in the Energy Performance Contract to be entered into between DHA and Ameresco, Inc., and

WHEREAS, proposals for financing were received on the Authority's behalf by Ameresco, Inc. and

WHEREAS, the most favorable rates and terms were proposed by PNC Equipment Finance, LLC; 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 a lease purchase agreement with PNC Equipment Finance, LLC to finance energy improvements under an Energy Performance Contract with Ameresco, Inc. is authorized and approved.
- Section 2: That the terms of the lease purchase agreement shall not exceed 15 years in length, 3.6% annual interest, or a \$1,200,000 loan amount.
- Section 3: That PNC Equipment Finance, LLC be allowed a security interest in the associated equipment for the term of the lease.
- Section 4. That the Executive Director be authorized to execute such agreements, contracts, Energy Performance Contracts and other required documents contingent upon HUD's approval of the Energy Performance Contract and related documents and provided the Executive Director is satisfied with the terms.

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

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the motion.

Mr. Alpi reported that hopefully we are getting close to getting the EPC approved. There has been a proposal submitted to Ameresco by PNC Equipment Finance that is the most favorable. We have written the resolution with not to exceed amounts to allow for fluctuation in the market.

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. 15-48**

AMENDING RESOLUTION NO. 15-43

WHEREAS, Resolution No. 15-43 authorized and approved a contract with Homeway Homes, Inc. for construction of eight zero energy homes, and

WHEREAS, Homeway Homes, Inc.'s construction branch, Schieler & Rassi Quality Builders, Inc. was also identified in the bid documents, and

WHEREAS, the owner, Brian Schieler, desires the contract be by and between the Decatur Housing Authority and Schieler & Rassi Quality Builders, Inc. for business and insurance purposes; 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 Resolution No. 15-43 is amended to change the name of the contract awardee from Homeway Homes, Inc. to Schieler & Rassi Quality Builders, Inc.

Section 2. That the Executive Director or designee is authorized to execute all necessary documents.

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

Mr. Alpi reported that this resolution amends the previous resolution authorizing the contract for the construction of the eight zero energy homes under the National Foreclosure Settlement Program. Homeway Homes and Schieler & Rassi Quality Builders, Inc. are owned by the same person. The owner prefers the contract to be under Schieler & Rassi Quality Builders, Inc. due to insurance and convenience in their business practices. Nothing changes other than the entity name.

Vice Chairman Etchason inquired about the process involved with the electrical portion of the work in the homes. Mr. Alpi stated most of the construction is completed in the factory including the electrical. He further stated that there will be site work necessary such as footings and foundations.

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and the modules will be delivered and finished on site. Vice Chairman Etchason inquired about the city inspections. Mr. Alpi stated that all the rough in inspections will have to be completed in the factory. The manufacturer has a method worked out and staff will be investigating to make sure all units comply with city code requirements.

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

#### Old and New Business

Mr. Alpi reported that there will be a Christmas luncheon held on December 23, 2015 at 11:30 here at the main office. This luncheon will be catered by Hickory River and service awards will be given to those for reaching milestones in terms of their years of service.

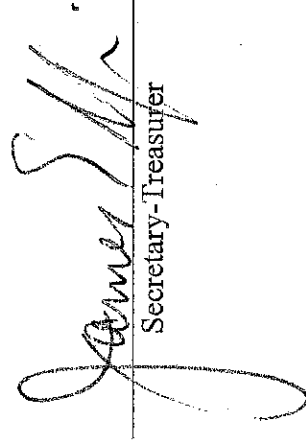
Mr. Alpi expressed his gratitude to Jim Jankowicz for all his hard work to help with the HUD review of the EPC. Included in this review is a review of the Decatur Housing Authority Declarations of Trust for all DHA owned properties. They will all be updated and be recorded with the Record of Deeds Office so they align with the loan agreement for the Energy Performance Contract.

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

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

The motion carried unanimously. The meeting adjourned at 4:11 p.m.

(ATTEST)

  
Secretary-Treasurer

  
Chairperson Campbell-Hein

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