

**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, November 9, 2017.

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
 Jenny Sykes, Commissioner
 William Gosch, Commissioner
 James A. Jankowicz, Legal Counsel
 James E. Alpi, Secretary-Treasurer

Absent: Lisa Campbell-Hein, Chairperson
 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:

Vice Chairman Etchason presented the Open Time of the agenda.

Hearing no comment, Vice Chairman Etchason presented the Minutes from the Regular Meeting of October 12, 2017. Commissioner Sykes moved to table the Minutes of the Regular Meeting of October 12, 2017. 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 Rent Roll/L&O Summary Report for the month of October 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported there are only 2 vacant units. Occupancy remains at 99%.

Hearing no further comment, 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 October 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Brenda Kraus reported they have had 21 people leave the program last month. That makes it difficult to gain any as you have to have 21 new leases to break even. The waiting list was opened and they have a new pool of 200 applicants.

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 Occupancy Report for the month of October 2017. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Jim Alpi reported Phase II and III are at 80-82% and Phase I continues to fall and is at November 9, 2017

60% occupancy.

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

Vice Chairman Etchason presented the General Fund Check Register Report for the month of October 2017. Commissioner Sykes moved to receive and file the report and 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 for the period through the end of September. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported a loss as the quarterly insurance was due. There are 5 months in reserves and we are staying within budget.

Hearing no further comment, 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. 17-37

AUTHORIZING AND APPROVING AWARD OF CONTRACT
TO OTIS ELEVATOR COMPANY FOR HYDRAULIC ELEVATOR
MAINTENANCE SERVICE AT ILL 12-22, 12-23, AND 12-28

WHEREAS, the Authority did publicly solicit and receive competitive sealed bids for Hydraulic Elevator Maintenance Service at ILL 12-22, 12-23, and 12-28, and

WHEREAS, two bids were received for this work, and

WHEREAS, the low responsive bid was submitted by Otis Elevator Company, and

WHEREAS, funds are available within the Authority's Operating Budget; 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 Otis Elevator Company is authorized and approved.
- Section 2. That the contract amount is THIRTY THOUSAND, TWO HUNDRED FORTY AND NO/100 DOLLARS (\$30,240.00) and the term of the contract is 24 months.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

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

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seconded the motion.

Mr. Alpi stated we received 2 bids and Otis was the low bidder. This is a 2 year contract.

Hearing no further comment, 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. 17-38

AUTHORIZING AND APPROVING THE SUBMISSION OF THE ACTUAL MODERNIZATION COST CERTIFICATE FORM HUD-53001 FOR CAPITAL FUND PROGRAM IL06-P012-50114

WHEREAS, all contract work in connection with Capital Fund Program IL06-P012-50114 was completed as of June 9, 2017, 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 IL06-P012-50114 in the amount of \$831,594.00 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 3/31/2018.

Section 3. That the Executive Director or his designee be authorized to submit the Actual Modernization Cost Certificate Form HUD-53001, for IL06-P012-50114, in the amount of \$831,594.00 as required and in accordance with the Department of Housing & Urban Development Regulations.

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

Mr. Alpi stated this is a form we submit when all funds are obligated and expended for a specific grant. CFP IL06-P012-50114 is now ready for close out.

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

Old and New Business

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Mr. Alpi stated the annual audit will be added to the agenda at the December meeting to formally receive and file.

Mr. Alpi also stated we are still awaiting the award letter from Ameren for the rebates for the boiler replacement. If we receive it we may ask to have a special meeting to approve the contract.

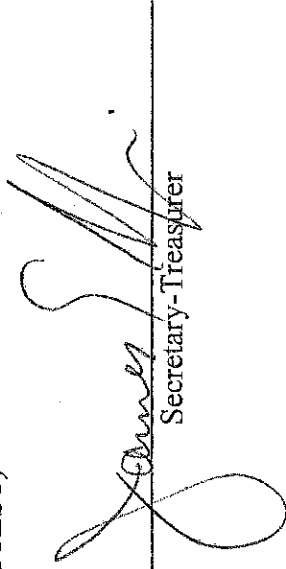
The company that applied for the LIHTC last year is doing another application so we may have another RFP for Developers who want to use Project Based Vouchers.

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:

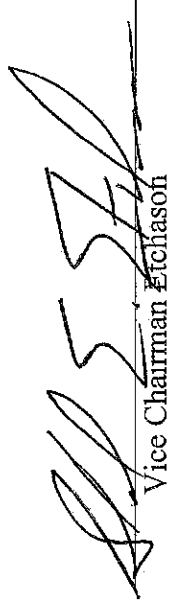
Vice Chairman Etchason, "Aye",
Commissioner Sykes, "Aye", and
Commissioner Gosch, "Aye".

The motion carried unanimously. The meeting adjourned at 3:49 p.m.

(ATTEST)



Secretary-Treasurer



Vice Chairman Etchason