



## DELRAY BEACH HOUSING AUTHORITY

### **REGULAR BOARD MEETING** **NOVEMBER 20, 2008** **MINUTES**

#### **I. CALL TO ORDER**

Meeting called to order at 8:50 a.m.

#### **II. ROLL CALL**

Angela Randolph - Present  
Morris Weinman - Present  
Joseph Hepp - Present  
Sylvia Morris - Present  
Thuy Shutt - Present  
Christel Silver - Present  
Russell Yeager - Present

#### **III. APPROVAL OF AGENDA**

Motion to approve Agenda made by Vice-Chairman Weinman. Motion seconded by Commissioner Silver. All in favor. Motion passed.

#### **IV. APPROVAL OF MINUTES OF:**

- a. Special Board Meeting of October 2, 2008 – Motion to approve made by Vice-Chairman Weinman. Motion seconded by Commissioner Silver. All in favor. Motion passed.
- b. Annual Board Meeting of October 14, 2008 – Motion to approve made by Vice-Chairman Weinman. Motion seconded by Commissioner Silver. All in favor. Motion passed.

#### **V. RECOGNITION OF VISITORS**

Sandra Rocher – R2T, Inc.  
Sharon Taylor – Families First

#### **VI. PUBLIC COMMENTARY**

None

#### **VII. CONSENT**

- a. Section 8 Coordinator's Report – Bridgette Huff
- b. Chief Financial Officer's Report – Naomi Durham
- c. Administrative/Grant Report – Nina Levine
- d. Quality Control Report – Jakeleen Fernandez

Motion to approve Consent made by Vice-Chairman Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed.

**VIII. CORRESPONDENCE**

- a. Letter of Interest to City of Boynton Beach – Neighborhood Stabilization Program Funding Request
- b. Letter to the Honorable Alcee Hastings regarding passage of Economic Stimulus Legislation

**IX. OLD BUSINESS**

**a. Chief Operating Officer's Report –**

1. Note was made that the **5 Year and Annual Plan** for fiscal year 2009-2010 is being prepared. The Plan will include the Replacement Housing Plan and property management opportunities for the Delray Housing Group. It will place emphasis on the upcoming construction project for the new permanent administrative office of the Delray Beach Housing Authority. The Agency will stress the importance of exploring avenues of opportunities to generate additional funding, such as applying for additional Vouchers. These Vouchers would replace the Disaster Assistance Housing Program. HUD's required submission date for the Plan is January 15. A draft copy of the first reading will be made available today.
  
2. Work is being done on the **Operating Budget for fiscal year 2009-2010**. Attempts are being made to obtain Replacement Housing Funds for the demolished Public Housing units. Note was made that the projected amount to be received from HUD is approximately \$115,000. This amount is a drastic reduction from funds received in the past.
  
3. The existing contract with **ITC Deltacom** for telephone service has been renewed for another two (2) Years. This renewal is at a savings of approximately \$218 per month. The new contract will take effect December 1.
  
4. Submission of the **Section 8 Management Report** for the months of July through September was completed. Approval from HUD was received. The lease-up rate for the period ending September 30 was 1094 out of an allocated 1105. This represents a 99% utilization rate.
  
5. Note was made that through the **Neighborhood Stabilization Program** Florida had been allocated \$541 million. Palm Beach County had received \$27,700,340. These funds are a result of the Housing and Economic Recovery Act of 2008. With this ruling requiring that at least 25% of these funds be used for individuals and families with an income of less than 50% of the median, this proves to be advantageous to the DBHA due to the Agency servicing families at 50% or below the AMI. The Housing Authority and the Delray Housing Group will have the opportunity to apply for funds for Property management and unit restoration.
  
6. It was mentioned that the **Annual Holiday Luncheon** is being scheduled for Wednesday, December 24 at 12 noon. This year it will be held at Snappers, located at 398 North Congress Avenue in Boynton Beach. The Board was invited to attend.

**b. President/CEO's Report –**

1. **82 Northwest 5<sup>th</sup> Avenue – West Settler's Office Building Update** – It was noted that the Purchase Agreement had been approved by the CRA and will be effective once the escrow agent has signed the document. It has already been signed by the DBHA and the CRA. The Bid Bond submitted 2 years ago in response to the RFP for the property, in the amount of \$33,000 will be used as the escrow amount. These funds are in the CRA's Bank. A loan has been applied for with Legacy Bank. Once the Agreement has been signed by all parties, it will be delivered to Legacy Bank and the loan, for 50% of the acquisition cost, will be approved.
  
2. **LEED Certification** for 82 Northwest 5<sup>th</sup> Avenue – Noting that this certification is required for special financing and that the process is extremely expensive, Commissioner Shutt (who is an architect) noted that because the new building will be energy efficient, this certification is not necessary.

At this point in the meeting there was a discussion relating to the services performed by the Architect; Colome' and Associates. This is an Agenda item under item D of Old Business. The

design of the project will now include 2 2bedroom 2 bathroom units and 2 1bedroom 1 bathroom residential units. These will be located on the third floor. The second floor of the building will be solely dedicated to the Delray Beach Housing Authority's administrative office. The first floor will consist of 1,000 square feet of commercial rental space and an additional 1,000 square feet for the Delray Housing Group.

- c. **Auburn's Response to DBHA Default Notice** - At this time, a motion was made by Vice Chairman Weinman to table this item due to there being several new Board members who required briefing relating to the redevelopment project and also to give DBHA legal council the opportunity to review the response. Once Mr. Pastoriza has had the opportunity to review the response, it will be brought back to the Board at the next meeting. Motion seconded by Commissioner Silver. All in favor. Motion passed.
- c. **Approval of Additional Services Performed by the Architect for the 5<sup>th</sup> Avenue Property – \$9570** - Briefly discussed previously at today's meeting, this item also includes additional costs which relate to the third floor design and engineering. The total increase represents additional costs incurred by the architect in the amount of \$5250 and an additional cost of \$4320 for the engineering company. The original amount of the contract was \$174,000. With these additions the total amount of the agreement will be \$183,570. Approval was recommended. Motion to approve made by Vice Chairman Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed.

**X. NEW BUSINESS**

**RESOLUTION 2008-15 A Resolution of the Delray Beach Housing Authority Accepting the Donation of the Property Legally Described in Exhibit "A", Authorizing Staff and the Authority's Attorney to Prepare the Necessary Documentation and Conduct Inspections in Order to Effectuate the Transfer of the Property; Authorizing the CEO To Executive Documents on Behalf of the Authority and Provide For An Effective Date.** - Note was made that Commissioner Silver has been the listing agent for this property. Due to the state of the economy, the owner has agreed to donate the property to the Hosing Authority. Commissioner Silver excused herself from voting on this item. Subject to completion of the due diligence approval was recommended. Motion to approve Resolution 2008-15 was made by Vice Chairman Weinman. Motion seconded by Commissioner Hepp. All in favor. Motion passed. With a brief discussion on this item taking place, it was noted by Mr. Pastoriza that due to Commissioner Silver's position relating to this item, she could not participate in the discussion.

**XI. COMMENTS**

- a. President/CEO - The President/CEO reviewed the new planned computerized presentation for the monthly Board Meeting packets.
- b. Attorney – Mr. Pastoriza noted his desire to meet with each Board member individually to review policies and procedures. These meetings will be scheduled for Thursday, December 4.
- c. Commissioners – Commissioner Silver reviewed her attendance at the NAHRO Conference. She also noted how informative the Commissioner Fundamental seminar as well as other events was. She suggested that there be a manual for new Commissioners which would outline rules, regulations and procedures.

**XII. ADJOURNMENT**

Meeting adjourned at 10:20 a.m.