



DELRAY BEACH HOUSING AUTHORITY

REGULAR BOARD MEETING DECEMBER 14, 2007 MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

Joseph Bernadel - Present
Angela Randolph - Present
Alfred Etienne - Absent
Sylvia Morris - Absent
Thuy Shutt - Present
Christel Silver - Present
Morris Weinman - Present

III. APPROVAL OF AGENDA

With the addition of Resolution 2007-26 – National City – Certified Treasury Management under New Business, Item d a motion to approve the Agenda was made by Commissioner Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed.

IV. APPROVAL OF MINUTES

A motion to approve the minutes of the November 9, 2007 was made by Commissioner Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

Matt Montgomery – Archstone Construction
Don Rocano – R2T
Chad Lopez – R2T
Kim Ajy – R2T
Kathy Rainey – Families First
Connie Lennox – Auburn Development
Mike Evans – Evans Air
Cito Beguiristian – Auburn Development
Joey Beguiristian – Auburn Development

VI. PUBLIC COMMENTARY

Kim Ajy of R2T, a civil engineering firm, noted that after being contacted by the Delray Beach Housing Authority's Development Officer, all pertinent information had been submitted by her firm relating to the redevelopment project. She inquired what her firm could expect from Auburn Development and the DBHA in terms of moving forward with the project. Connie Lennox, of Auburn Development noted R2T's services would be used for the project and she would confer with Cito Beguiristian and get back to her by the following week, with details. Gilberto Pastoriza, legal counsel for the DBHA, reiterated that it was the responsibility of Auburn to handle the hiring

of women owned minority contractors. The DBHA's responsibility is to administer and oversee the contracts with Auburn, to ensure that Auburn fulfills contract requirements. Commissioner Shutt noted that with respect to her request for copies of the site plan being made available to the Board, this had not been done as yet.

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. Development Officer's Report – Kelvin Crockett

seconded by
Motion to approve Consent Agenda made by Commissioner Weinman. Motion
Commissioner Silver. All in favor. Motion passed.

VIII. CORRESPONDENCE

IX. OLD BUSINESS

- a. Annual Evaluation of President/CEO – A meeting of the evaluation committee, consisting of Commissioners Etienne, Shutt and Weinman was held on November 28. A recommendation was included in the Board packets. A review of the previous year's accomplishments and the goals for the coming year were discussed at the evaluation meeting. It was agreed that Ms. Ellington has continued to do an excellent job and a 5% increase was recommended. Motion to approve the 5% increase was made by Commissioner Weinman. Motion seconded by Vice-Chairman Randolph. All in favor. Motion passed. At this time, it was recommended that the annual evaluation of the President/CEO take place in April, to coincide with her anniversary date. An evaluating committee will be appointed in March.
- b. Chief Operating Officer's Report –
 1. Request For Approval of Resolution 2007-24 – Travel Policy – This item will be discussed under New Business, Item a.
 2. Approval of Employee Request to Redeem One Week of Vacation Time- This item will be discussed under New Business, Item c.

The Chief Operation Officer noted that previously discussed updates/revisions to the Administrative Plan and Personnel Policy would be postponed until the February Board Meeting.

- c. President/CEO's Report –
 1. Demolition Update – A contract was approved at the December 13, 2007 City Commission meeting between the City of Delray Beach and the BG Group in the amount of \$801,436 for the demolition of Carver Estates. Preliminary work has begun and it is estimated that the actual demolition will begin the middle or end of January, 2008.
 2. Update on N.W. 5th Avenue Property – Included in the Development Officer's Report was a letter written by Diane Colonna, of the CRA, to the Mt. Olive Baptist Church regarding the use of Church property for parking. As of this date no response has as yet been received. Access

through the alley will still be necessary for on-site parking. It is staff's recommendation that the DBHA participate in the purchase of this parcel. The total purchase price would be \$85,000 with the DBHA contributing \$25,000 and the remainder being paid by the CRA. Motion to approve made by Commissioner Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed. Negotiations with the Architect that did the original planning for the site are proceeding.

3. Market Study Update - Economic Research Associates (ERA), a sub-contractor of Smart, Inc., has submitted the first phase of the Market Study. This document was included in the HOPE VI application disc (furnished to the Board at the beginning of today's meeting). Knox LaSister, of Smart, Inc. noted that representatives of ERA have requested to be in attendance at the January Board Meeting to present to the Board updated findings. It is expected that, at that time, they will discuss their position regarding the development of the market analysis and what the timetable will be. It is intended to further discussions with the President/CEO and Auburn Development to review components of Auburn's strategy relating to questions that have come up since their preliminary report.
 4. HOPE VI Update – It was noted that the President/CEO had had dinner with Orlando Cabrera, Assistant Secretary for Public & Indian Housing on November 28 along with 20 other housing and financing people from Palm Beach County. The DBHA was the only Housing Authority represented there.
- d. Report from Smart, Inc. - Mr. LaSister noted that a CD version of the HOPE VI application had been furnished to the Board. Also, the DBHA's website now included the animation provided by the developer. In addition, the website capacity had been expanded to respond to staff requirements in terms of adding the availability of Board Meetings, Minutes, etc.

An analysis of the Delray Beach housing market (availability of property, vacant land) is being developed as it relates to the replacement housing plan. The CEO, Development Officer and Mr. LaSister have met with the owner of substantial units at the Delray Estates condominium. Documents and financial statements have been given to the President/CEO and DBHA legal counsel so that an analysis of the viability of acquiring a number of units there can be done. There are approximately 160 units available. The DBHA's target is to acquire 100 units. A preliminary replacement housing analysis is expected to be presented to the Board at the January Board Meeting.

With respect to the 5th Avenue property, Mr. LaSister and the Development Officer are collaborating on structuring a financial plan for the acquisition of this property.

At this time, the Development Officer noted that a meeting was held with Auburn Development and more than 30 contractors on December 6, at the DBHA's office. A presentation was made to all in attendance relating to the redevelopment project. A questionnaire was given to Mr. Matt

Montgomery, of Archstone Construction. Archstone is the firm of choice by Auburn for the General Contractor's position. After the response was received, some concerns were noted. It was anticipated that all concerns were to be addressed at today's Board Meeting.

Vice-Chairman Randolph noted that at last month's meeting, it had been requested by Mr. Pastoriza that a contract for the General Contractor's position be prepared for his review. This document was to include the minority portion and how it needed to be structured and worded. Mr. Pastoriza had just received this document prior to the beginning of today's meeting and would review it and report back to the Board. Ms. Randolph also inquired as to the recommendations made by Commissioner Shutt relating to qualifications and a "Short List" of (including the % of minority) firms under consideration by Auburn. Also, the status of the common list to be furnished to candidates. Mr. Beguiristian noted that this was currently being prepared. Mr. Pastoriza suggested that Mr. Beguiristian include a description of the procedure for hiring the Contractor. He also noted that this was the Contractor's responsibility for hiring of the sub-contractors. Mr. Beguiristian said that this information would be furnished at the January Board Meeting.

- e. Report From Developer – An updated and revised Auburn report was distributed to the Board. It was noted that the format of this report (to be a monthly item) had been recommended by the DBHA's legal counsel. Mr. Beguiristian proceeded by giving updates and progress details and noted that construction was anticipated to begin in October, 2008. He also noted that Orian Bank had provided an updated letter of interest relating to the funding of the project. Marketing outreach has begun with major employers, school districts, former residents, the police and sheriffs departments, hospitals and other major employers. The School Board staff has agreed to present to their Board on January 9, 2008 a partnership agreement to assist employees and potential employees with down payment assistance. The Sheriffs Department has also expressed a desire to partner. After further discussion it was noted that pre-construction documents should be ready in February, 2008. Site Plan approval is expected to be issued also in February.

Mr. Beguiristian noted that the CWHIP application is being compiled, with a submission due date of January 31, 2008. These funds, if received, would be applied to offset shortfalls above and beyond developer fees.

Mr. Pastoriza reminded that the mixed use component is a critical issue and that when the RFP had been issued, there was a mixed use component that was part of the 18 acres of the redevelopment site. The site plan, approved by the City of Delray Beach, did not include the mixed use component. He noted options available:

1. Does the Board still want the mixed use component on the 18 acres?,
2. Should the mixed use component be transferred to the parcel across the street to the King Marble parcel,? Or
3. Eliminate the mixed use component completely.

A decision on this topic will be made once the report from ERA is received. Mr. Pastoriza cautioned that a decision on having a mixed use component, as noted in the Master Development Agreement would have to be made and all concerns should be clarified once the report from ERA is

received.

Mr. Pastoriza also noted that, as requested by the Vice-Chairman, Mr. Beguiristian should include in his reports what contracts have been let out, whom with, and what is the minority participation under those contracts. By so doing, the Board will be kept up to date on progress being made.

Mr. LaSister stated that with respect to the Architect, and all other sub-contracts from the development team, there should be "Flow Down" provisions in the architectural agreement with respect to women and minority contracting. There is no such document at this time. A report such as this would ensure that provisions of "Flow Down" are being complied with the Master Development Agreement.

With respect to contractor agreements, Mr. Pastoriza reiterated that all contracts are the decision of Auburn Development, and that all contracts require the Delray Beach Housing Authority's approval.

Vice-Chairman Randolph requested that a presentation be made by Matthew Montgomery, of Archstone Construction at the January Board Meeting. Commissioner Shutt noted that when the contractor is brought forth, all previously requested information should be made available.

- f. Resolution 2007-23 Authorizing Participation in a Disaster Housing Assistance Program – This program was initiated by HUD and FEMA. Approval will ratify the DBHA's participation. Reported last month, all paperwork had been completed. Eligible tenants are identified by FEMA and HUD will then notify the DBHA, who in turn contacts the tenant. Most families are displaced by Hurricane Wilma. Approval is recommended. Motion to approve made by Commissioner Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed.

X. NEW BUSINESS

- a. Resolution 2007-24 Approving Changes to the Delray Beach Housing Authority's Travel Policy, Under Section 900 – (1) This policy will be changed to reflect consideration of the location and time of travel as outlined in the General Services Administration of the United States of America, (2) A revision to the policy regarding use of Personal Vehicles to reflect an allowance from \$0.30 per mile to \$0.485 per mile, (3) Reporting and submission timelines for travel expenses to be filed within 30 days of trip. Approval is recommended. Motion to approve made by Commissioner Weinman. Motion seconded by Vice-Chairman Randolph. All in favor. Motion passed.
- b. Resolution 2007-25 – Approving the Housing Assistance Program of Last Resort – A draft of the program description was furnished to the Board in the packets. This is a newly created housing assistance program. It is being recommended due to the many families who cannot rent units due to high security deposits or cannot close on a home because of insurance, closing costs or other fees. The program has limited funding, in the amount of \$15,000 and is available on a first come, first served basis. Approval is recommended. Motion to approve made by Commissioner Weinman. Motion seconded by Vice-Chairman Randolph. All in favor. Motion passed.
- c. Request by DBHA Staff to Redeem Vacation Time – As permitted by the DBHA's personnel policy under Section 311, item C, employees who have in excess of 20 days of vacation time as a result of service in

exceeding 15 years may redeem one week of eligible time. Jurrell Hollis, having 22 years service and 5 weeks vacation time, Rose Clay having 19 years service and more than 5 weeks vacation time and Bridgette Huff having 18 years of service and more than 5 weeks of vacation time, each wish to redeem one week of vacation time. Approval is recommended. Motion to approve made by Commissioner Weinman. Motion seconded by Commissioner Silver. All in favor. Motion passed.

- d. Resolution 2007-26 National City – Certified Treasury Management – This Resolution clarifies signers, who are approved to sign checks, etc. on behalf of the DBHA. Approval is recommended. Motion to approve made by Commissioner Weinman. Motion seconded by Vice-Chairman Randolph. All in favor. Motion passed.

At this point in the meeting it was suggested by the Chairman that a special meeting be held for the purpose of redevelopment. It was suggested by the President/CEO that there be a Regular Board Meeting at its' regularly scheduled time (second Friday of the month at 8:45 a.m.) and a second meeting held approximately one week later. This second meeting would be devoted solely to the redevelopment of Carver Estates. During the month of January, the Regular Board Meeting would be held on Friday, January 11, 2008 at 8:45 a.m. There will be a Special Board Meeting on Friday, January 18, 2008 at 9:00 a.m. with a single Agenda item of the Redevelopment project. It was requested that Auburn Development have Mr. Matt Montgomery of Archestone Construction attend this meeting.

XI. COMMISSIONER COMMENTS

None

XII. ADJOURNMENT

None