



DELRAY BEACH HOUSING AUTHORITY
REGULAR BOARD MEETING
FEBRUARY 15, 2008
MINUTES

CALL TO ORDER

Meeting called to order at 9:05 a.m.

ROLL CALL

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

A. January 11, 2008 – Motion to approve minutes made by Commissioner Weinman. Motion seconded by Commissioner Silver. All in favor. Motion passed.
January 18, 2008 – Motion to approve minutes made by Commissioner Weinman. Motion seconded by Commissioner Morris. All in favor. Motion passed.

RECOGNITION OF VISITORS

None

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. Development Officer's Report – Kelvin Crockett

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

VIII. CORRESPONDENCE

IX. OLD BUSINESS

At this time, it was noted that the President/CEO was participating in the meeting via telephone, due to being ill.

- A. Chief Operating Officer's Report
 1. Disaster Housing Assistance Program – There are four (4) families presently leased. They were referred by HUD. The families are required to be provided with case

management and the program is expected to end in March, 2009.

2. Final stage of subsidy for the Tenant Based Rental Assistance (TBRA) Program – With the Program entering its' final stages, reaching the 24 month time limit, it was noted that 15 families have completed the allocated time. 71 families remain on the program.
- B. President/CEO's Report
1. Demolition Update – The units at Carver Estates have been cleared of all furniture and what was left by tenants when the site was vacated. The Development Officer is photographing daily progress.
 2. Update on NW 5th Avenue – The Development Officer updated the Board on progress, noting that a representative from National City Bank had requested a meeting, to assist with a construction loan. A meeting was held on February 4th, with Colome´ & Associates. The AIA contract was received and the design of the new permanent office space for the Delray Beach Housing Authority was discussed. At this point the President/CEO noted that City of Delray Beach Commissioner Brenda Montague had been successful in negotiating a reduction in the price of the alleyway to the property from \$85,000 to \$60,000. The DBHA requested that its' participation be reduced from \$25,000 to \$10,000. The CRA agreed to this request.
 3. DBE/WMBE Contractor's Meeting – On January 17, the Housing Authority, Smart, Inc. and the Auburn Group met with Minority Contractors. Some items covered at the meeting included the Bid Process, Sub-Guard Bonding Insurance and Government Contract Requirements. Cito Beguiristian, of the Auburn Group noted that he would like to begin individual meetings with the Contractors and the General Contractor to start the agreement process.

It was noted that the Master Development Agreement has committed Auburn Development to using minority firms for the construction portions of the Clubhouse, commercial buildings and perhaps the rental units.

3. HOPE VI Update – The application was short listed. As yet the award dates have not been posted, but information will be furnished to the Board as it is received.
4. Replacement Housing Plan – Knox LaSister, of Smart, Inc. noted that there have been several conversations with HUD Field Office representatives with respect to the replacement housing plan. Requirements of this plan are that the DBHA prepare and submit a proposal to HUD, indicating what is planned to replace housing units that are being demolished at Carver Estates. It is a requirement that the Plan be for a ten (10) year period. As funds become available to the Housing Authority they are intended to provide the Agency with financial assistance that can be reutilized for the development of replacement housing. The DBHA's Plan will be ready for submission to HUD by the end of February. Once the Plan is received by HUD the process of arranging for the HA to receive replacement housing funds begins. Also, this begins the process of HUD's review of the actual Replacement Housing Plan and Development Plan. The Development Plan is an appenditure to the Replacement Housing Plan and describes how it is intended to replace the housing.
5. Developer Related Issues – Vice-Chairman Randolph, noted that she had posed several questions to the Developer at previous meetings and had received no responses yet. An update, through February 5th was discussed.. The Developer was not present at this meeting, but had advised that updates on the items, such as financials, a General Contractor update, and the MDA/Operating Agreement would be furnished as they become available. The President/CEO related that she had been informed that with regard to unanswered questions posed to the Developer, answers would be furnished next week.

Gilberto Pastoriza, legal counsel for the DBHA, had furnished the Board with draft copies of the Operating Agreement for Village Square, letters from Mr. Pastoriza, and a one (1) page e-mail from Tom Hinnars of Auburn Development. For the benefit of the new Commissioners, Mr. Pastoriza related some history relating to the redevelopment of Carver

Estates. He also described portions of the MDA and noted that at this meeting, portions of the MDA's for sale portion would be discussed. Mr. Pastoriza addressed comments from Mr. Hinnners. For the sake of time, acceptance by Auburn to Mr. Pastoriza's comments relating to the Master Development Agreement and the Operating Agreement would not be discussed.

A brief recess was noted, with the meeting resuming with items that were objected to by Auburn Development. The DBHA's attorney gave his recommendations and suggested that he, Knox LaSister, of Smart, Inc and the President/CEO meet with the Developer and put forth the Delray Beach Housing Authority's position and concerns.

One particular item discussed was related to Business Expenses having a reasonable cap. This was concerning the threshold required for the Business Expenses which require Board approval. A limit of \$10,000 was recommended. A motion to approve this \$10,000 limit was made by Commissioner Weinman. Motion seconded by Commissioner Morris. All in favor. Motion passed.

Mr. Pastoriza noted the importance of the DBHA obtaining an itemized budget from Auburn Development and having an individual who is knowledgeable, not only with the financial portion, but also the construction, engineering and architectural review this information to determine if figures presented are reasonable and realistic. The President/CEO noted that the Operating Agreement will be sent to Kevin Kenny, of the NCT Group (the Housing Authority's auditor) to determine if any part of the Agreement violates any accounting principles or regulations of HUD.

6. CWHIP Update – The application has been submitted in a timely manner. Cito Beguiristian, of Auburn Development noted that, in a conversation with the President/CEO, that it was a very good application. It was also noted that the City of Delray Beach had agreed to forgive \$1 million of the \$4 million (Auburn had requested forgiveness in the amount of \$1.5 million) loaned to Auburn to assist with the construction of Auburn Trace. The balance of \$3 million is to be repaid by December, 2010.

X. NEW BUSINESS

- a. Resolution 2007-29 Approving New Utility Allowances –Housing Authorities are required to annually conduct studies of utility consumptions for units according to bedroom size, unit type and location. SEMAP requires certified compliance. This requirement has been completed. Also, an independent study was conducted for the Exceptional Geographical Fair Market Rent areas outside of concentrated low-income areas where 339 units are subsidized by the Delray Beach Housing Authority. Approval is recommended. Motion to approve Resolution 2007-29 was made by Commissioner Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed.
- b. Resolution 2007-30 Amending the Budget for Fiscal Year Ending March 31, 2009 – This amendment allows for the purchase of 10 electronic devices to be used for, among other things, Board Meetings, one new accounting position, and an increase to the Outside Management line item to accommodate the approved contract for the architectural firm of Colome´ & Associates for the design of the new permanent office space for the Delray Beach Housing Authority. Revenues will be increased from \$1,845,368 to \$2,065,690 by utilizing asset reserves from the Tenant Based Rental Assistance Program and the Public Housing Program. Approval is recommended. Motion to approve made by Commissioner Weinman. Motion seconded by Commissioner Shutt. All in favor. Motion passed.

XI. COMMISSIONER COMMENTS

None

XI. ADJOURNMENT

Meeting adjourned at 11:10 a.m.