



## Delray Beach Housing Authority

### REGULAR BOARD MEETING

AUGUST 19, 2010

### MINUTES

**I. CALL TO ORDER**

Meeting called to order at 8:47 a.m.

**II. ROLL CALL**

Joseph Hepp – Present

Christel Silver – Present

Choli Aronson – Absent

Sylvia Morris – Absent

Shelly Petrolia – Present

Shelly Weil – Present

Sandra Owens – Absent

**III. APPROVAL OF AGENDA**

The CEO noted for the record that there was correspondence. A motion to approve the agenda was made by Vice Chairman Silver. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

**IV. APPROVAL OF THE MINUTES OF JULY 15, 2010**

A motion to approve the minutes of July 15, 2010 was made by Commissioner Petrolia. Motion seconded by Vice Chairman Silver. All in favor. Motion passed.

**V. RECOGNITION OF VISITORS**

David London - Resident

Michael Hartman - Roundstone Development

Tylar Klewin - Klewin Construction

Steve Myott - JMWA Architects

Rodolfo Alevedo – JMWA Architects

Gregory Clay – Families First

Morris Weinman - DBCLT

**VI. PUBLIC COMMENTARY**

David London – Mr. London asked the Board to consider Pervious Pavement for the parking lot piece of the Redevelopment Project.

**VII. Consent**

A motion to approve consent agenda was made by Vice Chairman Silver. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

**VIII. CORRESPONDENCE**

Letter to Auburn dated 8/5/10.

**IX. NEW BUSINESS**

A. Approval to waive the 5-day limitation on the amount of leave time employees may donate.

The CEO informed the Board that Nina Levine – Administrative Assistant is not doing well and will not be able to return to work. Therefore within the last six months the DBHA has given her more leave then the policy allowed. The CEO noted that she had donated two weeks and the policy allows for one week. The CEO recommended that the Board wave the provision to allow the DBHA to be in compliance with the policy.

A motion to waive the 5-day limitation on the amount of leave time employees may donate was made by Commissioner Weil. Motion seconded by Vice Chairman Silver. All in favor. Motion passed.

B. RESOLUTION 2010-06 APPROVING AN AMENDMENT TO THE DONATION OF LEAVE POLICY

The CEO noted that the DBHA adopted the City's policy. The City's policy works because they are a much larger organization and therefore have more people to draw from if needed. In the case of the DBHA there are only 14 employees, the maximum amount that a person can receive is 60 days. Nina Levine did not receive 60 days but the DBHA violated policy because there are not enough employees to donate. There are only a few employees who could afford to donate even up to a week. Another concern with the current policy is that it only allows one day increments. Some employees wanted to donate a couple of hours and would have been beneficial to Nina, but were not allowed because the policy didn't allow it. If approved this Resolution would allow the DB to accomplish two things.

- 1- The limitation of employees to donations of full days would be amended to allow employees to donate incremental hours and,
- 2- The limitation of employees to donations of a maximum 5 days per year is would be amended to allow for donations in hourly increments up to an amount that the donating employee's remaining balance is at least 76 hours (two weeks).

The CEO recommended approval of the amendment to the Donation of Leave Policy as indicated in Resolution 2010-06.

A motion to approve the amendment to the Donation of Leave Policy was made by Commissioner Petrolia. Motion seconded by Vice Chairman Silver. All in favor. Motion passed.

The CEO informed the Board that the DBHA has arranged for Nina to retire. Nina will be drawing from her pension and will receive her S/S benefits.

**X. OLD BUSINESS**

**Selection of the Developer for the Redevelopment of Carver Estates**

The CEO noted that at the last Board Meeting the Board appointed a Committee that consisted of Chairman Hepp, The Development Officer, The Attorney, and The CEO to meet with the top two developers (Developers Interview). The Committee met and followed through addressing questions that the Board had previously submitted. The Development Officer noted that a summary was provided and included the three major factors that lead to the Committee's recommendation. These factors were:

- The Structure of the Deal
- The Conceptual Plan
- Development Team's organizational structure & cohesiveness of the team as a whole.

The Development Officer noted the importance of the Deal that is, what will the DBHA get out of the Deal. Through the Developers Interview, the Presentations, and the Proposal process, The Committee was able to identify and make a recommendation of who they felt would be the best candidate for this project. The Committee recommended Roundstone Development. The CEO noted that this recommendation is consistent with the Boards initial voting. Once the interviews were completed Roundstone floated to the top of the list again. In speaking of the Proposals, Roundstone's Proposal was a stronger proposal for the DBHA. The DBHA felt comfortable with this team in terms of the DBHA's goals for the Redevelopment of this site. The Attorney noted that the award to a respondent does not constitute a contract. The DBHA will need to discuss with the selected developer and work on an agreement. In the event the DBHA is not able to come to an agreement with the Selected Developer within a period of 90 days, the DBHA will proceed with the second developer in line (Delray Developer).

The Development Officer noted that the Committee is not only making a recommendation to select Roundstone but also is also recommending that the DBHA should procure a financial consulting firm to review the numbers again.

- 1- A motion to appoint staff to secure a consultant to review the proposal for its feasibility from an economic stand point within 90 days was made by Vice

Chairman Silver. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

- 2- A motion was made by Vice Chairman Silver to approve the Recommendation of the Committee to award the contract to Roundstone Development with the limitation that if a contract cannot be executed within 90 days and if the numbers are not feasible then DBHA will go to the second in line (Delray Developer). Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

## **XI. COMMENTS**

### **A. President/CEO**

The CEO stated that Nina Levine worked for the DBHA for more than 14 years and the DBHA is very saddened by the fact that she has had to leave this way. The CEO noted that for the moment there is very little communication with her because she is healing, this is a difficult time for all of the DBHA.

The CEO encouraged the Developer to be mindful of the DBHA's desire to work with local contractors and that there are a couple of non-profits that have expressed interest in working for this project. The CEO pointed out that the GC for the deal is also a local contractor.

### **B. Attorney**

The Attorney congratulated the Board on their efforts and hopes to have a contract soon, one that addresses all of the DBHA's concerns. The Attorney asked Roundstone to provide the following.

**1- The Lease for the land between HA & the LTD**

**2- The formation documents of the LTD**

**3- The Agreement between general partners**

### **C. Commissioners**

#### **Vice Chairman Silver**

Vice Chairman Silver reminded Roundstone Development that the DBHA has been through rough times and looks forward to a very positive outcome.

#### **Chairman Hepp**

Chairman Hepp congratulated Roundstone Developer and stated that the DBHA is looking forward to working closely with them.

## **XII. ADJOURNMENT**

Meeting adjourned at 10:00 a.m..

