



## Delray Beach Housing Authority

### REGULAR BOARD MEETING

JULY 14, 2011

### MINUTES

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

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

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

Joseph Hepp – Absent

Christel Silver – Present

Choli Aronson – Present

Sylvia Morris – Present

Shelly Petrolia – Present

Shelly Weil – Present

Guarn Sims - Absent

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

A motion to approve the Agenda was made by Commissioner Petrolia. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

#### **IV. APPROVAL OF THE MINUTES OF JUNE 16, 2011**

A motion to approve the minutes of June 16, 2011 was made by Commissioner Weil. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

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

- Michael Hartman – Roundstone Development

- Bob Colvaro – Roundstone Development

- Gregory Clay – Families First

- David London

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

None

#### **VII. CONSENT**

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

#### **VIII. CORRESPONDENCE**

- NAHRO Newsletter

- Journal of Housing & Community Development

- Notice of Conditional Use

#### **IX. OLD BUSINESS**

##### **a. Chief Operations Officer's Report**

#### Scheduled Move of the Office and Storage

The Board was reminded that the administrative office move had been scheduled for Friday, July 29, 2011. In regards to the Storage facility, the COO reported that she was able to negotiate an affordable rate of \$300.00 per month for a total of three storage rooms with the management of United Storage.

#### Transferring the Telecommunication Services

The Board was informed that AT&T was scheduled to install the new circuit-T1 at the new site on July 19, 2011.

#### Computer Hardware Wiring Equipment and Installation

The Chief Operations Officer reported that due to the overpriced bids received by Mr. Perkins (DBHA IT Personnel) she determined that three additional bids be acquired from the contractors list provided by Avaya. The COO reported that she was pleased with the responses received this time around and would be ready to make a recommendation to the CEO by the following week.

#### Donated Office Signage

The Chief Operations Officer reported that she met Mr. Mark Campbell/CEO of Electromedia, Inc. on July 6, 2011 to discuss quotes for the new office signage. The Board was informed that Mr. Campbell had graciously donated his service including the letters. His generosity would save the Authority an estimated total of \$2,249.00.

#### Section 8 SEMAP Certification

The Chief Operations Officer reported that on June 17, 2011 the DBHA received notice from HUD that the final SEMAP score for the Authority was 100%, a HIGH performance status for the year ending March 31, 2011 for the Section 8 Management Assessment Program. The Chief Operations Officer commended the Section 8 Staff for a job well done.

### **b. Development Officer's Report**

#### West Settlers Service Center

The Board was informed that the Amendment extended the deadline for the DBHA to obtain construction financing an additional year until February 9, 2012.

The CEO reported that she would be meeting with Jim Walker of the Florida Community Loan Fund (FCLF) who specializes in financing for non-profit entities. The CEO will inform the Board of the outcome at a later date.

#### 226 SW 12<sup>th</sup> Avenue Duplex

A detailed analysis of the bids will be discussed under New Business.

#### Replacement Housing Factor Funds

The Development Officer informed the Board that a work write-up had been performed on 133 SW 7<sup>th</sup> Avenue and 704 SW 9<sup>th</sup> Street as part of the building inspection and once bid documents are prepared, they will go out for an invitation to Bid for both properties concurrently. It was estimated that an invitation to bid will be issued by the end of the month.

#### 2011 Bank of America Grant

The Development Officer reminded the Board that the DHG had not been awarded this grant in 2010 however since the grant has become available again, the DHG submitted a new application for 2011 prior to the June 1, 2011 deadline.

#### Village Square Revitalization

The Development Officer noted that the DBHA's Board meeting for the month of July had been scheduled a week early to allow the DBHA's Board the opportunity to discuss the Police Department's concerns reflected in the CPTED report. The Agency has incorporated approximately 90% of the comments generated as a result of their report. The Police department failed once again to show up for discussions regarding the CPTED report with the DBHA's Board. One of the concerns that remained unsatisfied was the security gates at the entrance. After a very detailed discussion the Board agreed that to allow the project to keep moving, the DBHA would comply with this request if needed. The Authority will be meeting with P & Z on Monday July 18, 2011, the Board presence was requested.

#### **c. Roundstone Development -Update on Village Square**

Reported by: Michael Hartman

- Mr. Hartman reported that the Development Team met with the Executive Director of the CRA on June 15, 2011, and presented an updated request for a loan for Phase I of the development in the amount of \$2,700,000. The loan would have a 30 year term, payable out of cash flow, bear no interest for the first 10 years, and bear 1% interest after that until maturity. Mr. Hartman reported that a request was also made to the CRA Director that the grant of \$100,000 awarded to Phase II be extended until June 30, 2012. For now things are looking favorable for the DBHA.

#### **d. President/CEO's Report**

##### New Board Meeting Place

The CEO informed the Board that beginning August 18, 2011, the monthly Board meetings would be held at the City of Delray Beach Environmental Services Department Board Room located at 434 South Swinton Avenue.

#### **NEW BUSINESS**

##### **a. Resolution 2011-07 Award of Contract for 226 SW 12<sup>th</sup> Avenue**

The Development Officer reported that 7 sealed bids had been received. After careful review the most responsive responsible lowest bidder was Raymond Graeve & Sons Construction in the amount of \$92,410. Based upon price and responsiveness, the Development Officer recommended approval to award the contact to Raymond Graeve & Sons.

A motion to approve Resolution 2011-07 was made by Commissioner Morris. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

##### **b. Consideration of Developer proposal for changes the MDA**

Mr. Hartman reminded the Board that due to the rescheduling dictated by the requirements of the Palm Beach County Housing Finance Authority and the Florida Housing Finance Corporation they had to revise the projected timelines for commencement of construction on Phase I & II. Also, as discussed at the previous Board meeting the terms offered for investing in affordable housing through equity and debt had become more favorable. Therefore Mr. Hartman reported that they had updated their financials and asked that the Board to approve the MDA as follows.

(An Attachment was provided to the Board).

1. Amend the dates in Section 2.02.
2. Approve the revised Development Schedule for the elderly and family phases.
3. Approve the revised financial projections for the elderly & family phases.

The Board agreed that this item would be further discussed at the next Board meeting and may be approved through a Resolution under the consent agenda at the next Board meeting.

**X. COMMENTS**

**A. President/CEO**

**B. Attorney**

**C. Commissioners**

**XI. ADJOURNMENT**

Meeting Adjourned at 10:10 a.m.