



Delray Beach Housing Authority

REGULAR BOARD MEETING

JUNE 16, 2011

MINUTES

I. CALL TO ORDER

Meeting called to order at 9:09 a.m..

II. ROLL CALL

Joseph Hepp – Absent

Christel Silver – Present

Choli Aronson – Absent

Sylvia Morris – Present

Shelly Petrolia – Absent

Shelly Weil – Present

Guarn Sims - Present

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF MAY 19, 2011

A motion to approve the minutes of May 19, 2011 was made by Commissioner Morris. Motion seconded by Commissioner Sims. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Michael Hartman – Roundstone Development

- Gregory Clay – Families First

- Tyler Klewin – Klewin Construction

VI. PUBLIC COMMENTARY

None

VII. CONSENT

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

VIII. CORRESPONDENCE

NAHRO Newsletter

Journal of Housing & Community Development

IX. OLD BUSINESS

a. Chief Operations Officer's Report

- Selection of the Moving Company

The Chief Operations Officer (COO) informed the Board that Bids were acquired from (4) local moving companies to relocate the office and move furniture that will not be used along with storage boxes and other items to a storage facility. The Bids came in as follows:

1. Father & Son Moving Services	\$4,875.00
2. College Hunks & Hauling Junk	\$3,240.00
3. Neighborhood Movers	\$2,835.00
4. Cousins –USA	\$2,799.00

Staff selected Cousins–USA the lowest bidder of \$2,799.00 and the CEO officially contracted with Cousins-USA on behalf of the Housing Authority, to move the office on Friday July 29, 2011.

A storage facility has been identified at a rate of \$100.00 per storage unit. The Authority will be renting a total of 3 units for a total of \$300.00 per month. Currently the Agency is paying \$283.00 for one unit and without Air Conditioning.

- Transferring the Telecommunications Services

The transfer of the Telecommunications Services, EarthLink formally known as Deltacom is scheduled for July 29, 2011. The Transfer fee of \$1,000.00 will be waived as the Authority agreed to amend the contract for an additional 3 years. AT&T is also scheduled to install the new circuit on July 19, 2011.

- Administrative Office Move Budget

The estimated expense for the move is \$9,200.00. This expense of \$9,200.00 is being charged to the office rental expense line item within the current budgeted amount of \$105,263.00. The COO reported that by the end of fiscal year 3/31/12 the Authority would have spent a total of \$71,081.00 in rental expenses, a savings of \$33,982.00. Approval was recommended

A motion to approve the Administrative Office Move Budget was made by Commissioner Sims. Motion seconded by Commissioner Weil. All in favor. Motion passed.

- Section 8 SEMAP Certification

The annual SEMAP Certification approved by the Board as Resolution 2011-06 was submitted to HUD on May 26, 2011.

- NOFA for Section 8 Housing Choice Voucher (HCV) Family Self Sufficiency Coordinator (NOFA-FSS)

On June 2, 2011 staff submitted an application in response to the Notice of Funding Availability (NOFA) for the FSS Coordinator position. The funding request was for

\$51,426.00 the same amount as \$2010. This funding supports the administrative salary for the HCV Family Self-Sufficiency Coordinator position.

- Termination of Agreement with Families First (FSS):

The Chief Operations Officer informed the Board that as another effort to cut expenses, the Authority had decided to terminate the relationship with Families First who is currently providing Case Management for the FSS Program. The CEO reported that the Agency had been informed that effective September 30, 2011 the Authority would be terminating their services and bring the responsibility in-house to be performed by the Section 8 Coordinator. The CEO thanked Bridgette Huff, who made this recommendation, volunteering to perform these additional duties

b. Development Officer's Report

226 SW 12th Avenue Duplex

On June 2, 2011 this project was advertised for Bids. Sealed Bids are due Tuesday July 5, 2011 at 2:00 p.m. and will be publicly opened.

Replacement Housing Factor Funds

The Development Officer reported that the Authority had closed on two properties on May 25, 2011, 704 SW 9th Street and 133 SW 7th Avenue.

Redevelopment Update

The Development Officer informed the Board that on June 9, 2011 Staff met with Officer Wesner regarding the Crime Prevention Through Environmental Design (CPTED) review. Although the Development Team accepted at least 90% of the recommendations suggested in this review, the Police Department is still insisting that the Authority should fence the new property. The Development Officer informed the Board that Mr. Hartman of Roundstone would be presenting all the details for this piece.

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.

c. Roundstone Development -Update on Village Square

Reported by: Michael Hartman

- Meeting with City Departments

Mr. Hartman informed the Board that as mentioned by the Development Officer, staff met with City Departments on June 9, 2011 and based upon comments there was a positive response to the revised overall site plan. The Development Team proposed a security plan for the development in response to the CPTED review. However, Officer Wesner desires to make his case to the DBHA Board for gating Phase II. Officer Wesner was scheduled to appear at this meeting, but was unable to attend because he was ill. The DBHA is scheduled to go before the CRA on July, 14, 2011 and before the P&Z Board on July 18, 2011.

The Board agreed that due to the level of importance of these meetings, the Authority will hold the July Board meeting on July 14, 2011 to allow the Board the opportunity of meeting with the appropriate parties prior to meeting with the Department of P & Z scheduled for July 18, 2011. All Commissioners present confirmed their availability to be present at the July 14, 2011 Board Meeting.

A motion to change the date of the July board meeting from July 21, 2011 to July 14, 2011 was made by Commissioner Morris. Motion seconded by Commissioner Sims. All in favor. Motion passed.

Commissioner Sims asked staff to provide “talking points” to ensure that all Board members have the same understanding and stay on point for this meeting.

Commissioner Weil recommended that if any DBHA Commissioners were available, to attend the Police Advisory Meeting scheduled for this month. Commissioner Weil will get back to the CEO regarding the date in which this meeting will be held.

The Attorney recommended that staff create a memo reflecting what the CPTED report was asking for, and what the DBHA had changed to comply with these requests to date.

- 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.
- **Design Points Discussion (alternative plan for Phase II)**
Mr. Hartman noted that as reported previously, Planning & Zoning (P & Z) provided an alternative plan for Phase II. This plan resembled the former Carver Estates. Mr. Hartman presented the new plan that reflected the changes made due to last month’s Board meeting. The Board noted that this new plan appeared much better. Retention areas were moved. Play areas were changed, parking was also moved, and buildings were moved giving the overall plan a more open feeling. Mr. Hartman reported that the new plans were submitted to P&Z department on June 15, 2011.

d. President/CEO’s Report

The CEO informed the Board that she had been invited by the Palm Beach County Housing Authority Board to participate in the short-listing of applicants for the vacated

Executive Director Position. The Committee will meet in the DBHA's conference room on June 22, 2011 to review applications.

e. Approval of Temporary Use Agreement (Daughter of Zion)

The CEO reminded the Board that on January 27, 2011, the Board approved a Temporary Use Agreement between the DBHA and Daughter of Zion, allowing the church to use the 3-acre lot for the purpose of providing community services for a period of six weeks.

The City of Delray Beach denied the Tent Permit for the six week period because of the possible negative impact on the community due to traffic and noise. The noise factor stems from the fact that the church planned to have nightly religious services, which was not part of the original Agreement approved by the DBHA Board.

The CEO informed the Board that the item before the Board is the new Agreement, compliant with the City of Delray Beach approved permit. It allows the use of the property for one week. Approval was recommended.

A motion to approve the Temporary Use Agreement between the DBHA and the Daughter of Zion was made by Commissioner Morris. Motion seconded by Commissioner Sims. All in favor. Motion passed.

NEW BUSINESS

None

X. COMMENTS

A. President/CEO

B. Attorney

C. Commissioners

XI. ADJOURNMENT

Meeting Adjourned at 10:00 a.m.