



Delray Beach Housing Authority

REGULAR BOARD MEETING
MAY 20, 2010
MINUTES

I. CALL TO ORDER

Meeting called to order at 8:45 a.m.

II. ROLL CALL

Choli Aronson – Present
Joseph Hepp – Present
Sylvia Morris – Present
Shelly Petrolia– Present
Christel Silver – Present
Shelly Weil – Present
Sandra Owens – Present

III. APPROVAL OF THE AGENDA

With the request to amend the Agenda to move Old Business, Item B – Recommendation to Rescind Bid Award(BJ&K) West Settler’s Office Building to Old Business, Item D a motion to approve the Agenda was made by Commissioner Morris. Motion seconded Vice-Chairman Silver. All in favor. Motion passed.

IV. APPROVAL OF THE MINUTES OF APRIL 15, 2010

Motion to approve minutes of April 15, 2010 Board Meeting was made by Commissioner Petrolia. Motion seconded by Vice Chairman Silver. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

Gregory Clay – Families First
Eric Brooks – Brooks & Freund
Victor Kirson – Activist

VI. PUBLIC COMENTARY

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. Quality Control Report – Jakeleen Fernandez
- Motion to approve Consent Agenda made by Commissioner Morris. Motion seconded by Vice-Chairman Silver. All in favor. Motion passed.

VIII. CORRESPONDENCE

None

IX. OLD BUSINESS

A. Development Officer’s Report

1. Note was made that an RFP for a Developer/Development Partner had been issued on April 12, 2010. A pre-submission conference was held on April 22, 2010 and there were 26 people in attendance. Two (2) addendums have been issued thus far and a new timetable reflects the following:

Last Day of Questions:	May 20, 2010
Proposal Due Date:	May 27, 2010, 4:00 p.m. EST.
Review of Submission:	June 1 – June 10, 2010
Interviews:	June 14 – June 17, 2010
Selection:	June 17, 2010
Contract Negotiations:	June 17 – July 17, 2010 or additional time if necessary
Notice to Proceed:	Day after signing of contract

2. Response to CRA’s Proposal for the Disposition of 3 duplexes on S. W. 12th Avenue – Noted at the last meeting, an RFP was issued by the CRA for the disposition of 3 duplexes. The DBHA has responded to the RFP and is proposing to rehabilitate the units which are located at 212, 214 and 226 S.W. 12th Avenue. Funding for this project will come from the Replacement Housing Funding associated with the 200 public housing units removed from Carver Estates. The Housing Authority has committed to spending up to \$60,000 per unit to fix. The DBHA is requesting that the units be donated to the Housing Authority and then they will be rehabilitated. The proposal due date is May 31, 2010 before 2:00 p.m.
3. West Settler’s Office Building (82 N.W. 5th Avenue) Project Update – Instructions were given to CBO Financial, to hold all solicitation requests for the Finance Request Package relating to this project to any lending institutions pending notification by the Delray Beach Housing Authority. Staff has met with representatives of Northern Trust Bank regarding a construction loan for this plan. Northern Trust is currently in the due diligence phase.

B. President/CEO’s Report –

1. New Board Reporting Procedures. It was noted that the Agency has gone from paper-clipped reports for the Commissioners to laptop computers during the President/CEO's tenure. Management staff gives their reports on a monthly basis, rather than the President/CEO having to. With the addition of the Development Officer the structure of the Agency is complete. With each member of the Management Team responsible for their function at the Housing Authority. Future reports to be included in the monthly Board Packets will now be coming from the Management Staff.

With the addition of the Development Officer, the President/CEO is now able to focus on community/public relations, networking and fundraising to strengthen the Agency's position.

- C. Rescinding of Bid Award to BJ&K Construction for the West Settler's Office Building – Gilberto Pastoriza, DBHA legal counsel, noted that this was the first time that the Agency has ever been exposed to a Bid Protest. Mr. Pastoriza explained the process of hearing a Bid Protest, beginning with hearing from staff, then anyone in the audience could discuss the Protest and finally the Board would have the opportunity to ask questions and make a determination. At this time the Development Officer noted that at the April 15 Board Meeting, staff had recommended award of the contract to BJ&K Construction in the amount of \$2,070,000 as they were the lowest responsive bidder. On April 23 a letter was received from Brooks & Fruend and another letter was received on April 26 from Sisca Construction Service. Both letters were received within ten (10) calendar days of the award. At that time, all bids were reviewed again. It was mentioned that the major difference was the Section 3 Plan as well as what was included in the Agency's contracting plan. When reviewing both protestor's letter it was determined that a minor informality regarding one proposer's submittal of a "Construction Schedule" rather a "Contracting Schedule" should be waived and the contract awarded to this proposer based on the best interest of the Housing Authority.

X. NEW BUSINESS

Approval of Resolution 2010-03 approving the Section 8 Management Assessment program Certification (SEMAP)

The Chief Operations Officer reported that as required by HUD this assessment of the Sec 8 Program must be submitted annually. This year there is a due date of May 30th. It was noted that the DBHA was in compliance with all criteria's of the submission. A note was made that a review of the compliance standards was done and it determined that the DBHA will be designated a High Performer. Approval was recommended. A motion to approve Resolution 2010-03 was made by Commissioner Petrolia. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

XI. COMMENTS

A. President/CEO

The CEO noted she had spoken to EBJ (the landlord for the administrative office space) regarding obtaining an extra 90 days on the lease. The landlord replied that they only allow one year leases. Their conclusion was to give the DBHA an extra 30 days. Therefore if the landlord is notified 90 days before the DBHA moves, they will give the DBHA an extra 30 days.

B. Attorney

C. Commissioners

XII. ADJOURNMENT

Meeting adjourned at 10:00 a.m.