



Delray Beach Housing Authority

NOVEMBER 21, 2013 BOARD MEETING MINUTES

I. CALL TO ORDER

Meeting called to order at 8:52 a.m.

II. ROLL CALL

Joseph Hepp – Absent

Christel Silver – Present

Choli Aronson – Absent

Sylvia Morris – Present

Guarn Sims – Present

Marcia Beam – Present

Gaston Joseph - Present

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF SEPTEMBER 19, 2013

A motion to approve the minutes of September 19, 2013 was made by Commissioner Joseph. Motion seconded by Commissioner Silver. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Clifton Phillips, Roundstone Development

- Larry Zabik, Zabik & Associates

VI. PUBLIC COMMENTARY

None

VII. CONSENT

A motion to approve Consent Agenda was made by Commissioner Silver. Motion seconded by Commissioner Beam. All in favor. Motion passed.

VIII. CORRESPONDENCE

None

IX. OLD BUSINESS

A. Chief Financial Officer's Report

State of Florida Annual Financial Report

The CFO reminded the Board that last month it was noted that the state was not ready to accept 2013 Annual Financial Reports due to changes being made in the reporting requirements. The same remained for this month. The report will be submitted once the state was ready.

Proceeds from Sale of Development Rights-Delray Village Square

The CFO reported that as a condition of the approved funds HUD was requiring that the Authority track the use of the \$2,176,000 received. The CFO plans on tracking the draw and disbursements in the same way that Accounting Department tracks grant disbursements.

B. Chief Operations Officer's Report

Subsidy Layering Review for Village Square Elderly

The Chief Operations Officer reported that the Subsidy Layering Review was intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the Project Base Voucher Program with other governmental housing assistance, from federal, state, or local agencies including tax credits. The COO noted that the Authority could not enter into an Assisted Housing Assistance Payment Contract with Roundstone Development until HUD had approved the subsidy layering and determines that the Project Based Voucher Assistance is in accordance with HUD requirements.

The COO reported that the Subsidy Layering was sent to the Miami HUD Office on November 7, 2013. Juan Miranda, Housing Specialist confirmed receipt of the proposed plan and estimated that it would take approximately 45 days for approval,

Delray Beach Housing Authority-DBHA's Five Year/Annual Plan

The COO reported that the DBHA's Five Year/Annual Plan was due to HUD on January 17, 2014. The COO noted that they were soliciting public comments through January 16, 2014. Resolution of the Plan will be presented for Board approval at the January 2014 meeting.

Installation of the New Computers

The COO informed the Board that the new computers had arrived and staff was preparing to migrate from the old and into the new operating system. The software vendor (SAC's) was scheduled to install the new equipment the weekend of November 22nd through November 24th. The COO anticipated being fully operational on Monday, November 25, 2013 with no interruptions.

C. Roundstone Development Update

Construction Financing/Other Issues

Mr. Phillips informed the Board that as part of the Layering Review, HUD was requiring an appraisal and as a result Citi Bank would be conducting the appraisal within the next couple of weeks. Mr. Phillips reported that they were currently

working on the due diligence which is a very detailed and time consuming process but felt that they were in good shape thanks to staff.

D. Zabik's Update

Mr. Zabik reported Klewin replaced the fire sprinkler sub-contractor, Sprinklermatic with Frances Engineering due to nonperformance. Mr. Zabik noted that a notice of non-payment had been received from the terminated fire sprinkle sub-contractor. Mr. Zabik informed the board that the sub-contractor may try to put a lien on the property but would not be successful in keeping the lien active. Currently Klewin is approximately three months behind original schedule. Mr. Zabik expects that Klewin will be submitting for rain delay days in addition to the 21-days they have requested for permitting delays.

E. President/CEO's Report

- Neighborhood Stabilization Program RFP

The CEO reported that the City of Delray Beach issued a Request for Proposals from nonprofits interested in participating in this federally funded affordable housing program. The RFP requested proposals from those interested in rental property management as well as entities interested in providing homeownership opportunities. The Agreement provided that the Agency will purchase units from the City at a cost of \$10 per unit. Since 2010 the Authority has purchased 5 single family units and currently rents them to families at or below 50% of the Area Median Income. The CEO informed the Board that this RFP was due on November 19, 2013 and was happy to report that even though short notice was received the agency was able to submit their proposal on time. At this time the CEO commended Jakeleen Fernandez for a job well done in getting the proposal out on time.

- West Settler's Office Building

The CEO reported that as part of her evaluation process, some Commissioners discussed with her the future of this building. It was suggested by one Commissioner that staff should re-think building this project and look to purchase an existing building. The CEO researched the feasibility of this suggested approach considering the funding availability. As it stands, the funding available for this project is federal Public Housing dollars which narrows the opportunity to pursue anything other than Public Housing related activities. The CEO reported that she spoke with the Architect about eliminating the first floor commercial office space as a way to cut construction costs. Considering the large amount of vacant office space in the area it may be to the Authority's advantage to eliminate this space.

After a brief Discussion the following was noted

- Commissioner Sims noted that he would like the Board to stay committed to finding a real home, the proposed location is very good for the families that the Authority assists. Commissioner Sims requested that the history of the purchase of the land

along with any other related expenses regarding this project be presented to the board.

- Commissioner Silver requested that Feasibility Schedule and Market Study be conducted to assist in the Board's determination.
- Proposed Housing Authority Merger Legislation Update
The CEO reported that on November 4th, she attended a FAHRO conference in Orlando that discussed the drafted revision to Chapter 421, Florida Statutes created by this group. The proposed legislation would allow the voluntary merger of Florida Housing Authorities. The CEO will keep the Board updated as new developments unfold.
- President/CEO Evaluation
The CEO reported that One-on-One meetings were held with each Commissioner during the week of November 4, 2013. The CEO noted that the Board believed the agency was moving in the right direction and that progress was being made. The CEO Thanked the Board for their positive and very essential feedback.

The following were Comments and Goals established by some of the Board members:

1. Focus on "For Profit Activities"
2. Seek private funding for the Family Self Sufficiency Program.
3. Develop a Business Plan
4. Schedule a meeting with former Carver Estates residents to inform them of the status regarding Village Square.
5. Create a Rent-to-Own Program for Phase III

At this time Commission Silver commended the CEO for a job well done and recommended a 5 percent increase for the CEO.

A motion to approve a 5 percent increase for the CEO was made by Commissioner Silver. Motion seconded by Commissioner Sims. All in favor. Motion passed.

The CEO thanked the Board and reminded the Board that staff had not received a raise in five years and felt that they too should receive a 5 percent raise. The CEO commended her management team and all employees for a job well done.

A motion to approve a 5 percent increase for all DBHA employees was made by Commissioner Sims. Motion seconded by Commissioner Beam. All in favor. Motion passed,

F. NEW BUSINESS

A. Resolution 2013-16 Approving Amendment 3 of the Elderly Ground Lease Extending the Date to February 28, 2014.

Tabled

B. Resolution 2013-17 Authorizing the President/CEO to Execute All Documents Required for the Financing of the Delray Village Square (Elderly).

The Attorney informed the Board that this resolution was needed to allow the CEO to execute all documents required for the closing of Delray Village Square. Approval was recommended.

A motion to approve Resolution 2013-17 was made by Commissioner Sims. Motion seconded by Commissioner Beam. All in favor. Motion passed.

X. COMMENTS

None

XI. ADJOURNMENT

Meeting Adjourned at 9:47 a.m.