



Delray Beach Housing Authority

REGULAR BOARD MEETING

SEPTEMBER 16, 2010

MINUTES

I. CALL TO ORDER

Meeting called to order at 8:55 a.m.

II. ROLL CALL

Joseph Hepp – Present

Christel Silver – Absent

Choli Aronson – Present

Sylvia Morris – Present

Shelly Petrolia – Present

Shelly Weil – Present

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF August 19, 2010

A motion to approve the minutes of August 19, 2010 was made by Commissioner Petrolia. Motion seconded by Commissioner Weil. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

Jon Levinson – Roundstone Development

David London

Gregory Clay – Families First

VI. PUBLIC COMMENTARY

David London- Mr. London encouraged the Housing Authority to consider moving toward a smoke free environment for the new development.

Jon Levinson – Mr. Levinson noted that Michael Hartman was in Tallahassee with FHFC working diligently on behalf of the DBHA's project.

VII. CONSENT

The CEO noted that item B (Chief Operations Officer's Report) of the Agenda was moved to Old Business A.

A motion to approve consent agenda moving the Chief Operations Officer's Report to Old Business was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

VIII. CORRESPONDENCE

NAHRO Newsletter

IX. OLD BUSINESS

A. Chief Operations Officer's Report

The Chief Operations Officer informed the Board that as previously mentioned at the last Board Meeting the DBHA will open up the Sec 8 Waiting List. Currently the DBHA has less than 100 applicants on that specific list. The Chief Operations Officer stated that the DBHA will also open up the Project Based Waiting List on Monday. The DBHA will keep that waiting list open for the Elderly. Currently there are approximately 300 applicants on the Project Based Waiting List. The Chief Operations Officer stated that the Authority was also planning to open the Sec 8 Waiting List by October 15, 2010. The Chief Operations Officer stated that there were some concerns due to the demand and with the experience that Boca Housing Authority and other agencies have experienced, the DBHA was being extremely cautious in the planning phase to ensure that all areas have been visited and taken into consideration to minimize or eliminate any possible issues that may be encountered.

The CEO noted that in previous years the DBHA felt that they would only have 200 families on the waiting list because it takes approximately four years to move 200 families into housing. The CEO explained that any more time families tend to lose hope. The CEO stated that the DBHA is currently in a situation where it is trying to develop the property and many of the applications that the Agency will be applying for will be asking "Do you need more affordable housing." The way for the DBHA to demonstrate need, is through its waiting list. The CEO advised the Chief Operations Officer to push the date up and open the Sec 8 Waiting List ASAP. The CEO stated that the reason the DBHA had not opened the Sec 8 Waiting list sooner was because it was in the planning stages with the telephone system. The DBHA staff will come in on a non working day (Friday or Saturday) and answers the phones. The CEO noted that the DBHA had learned through Michael Hartman-Chairman of Brevard County Housing Authority (Roundstone Development) that the phone process shut their phone system. The DBHA has contacted their provider and was informed that adding temp lines would be extremely costly. The CEO stated that the DBHA may be forced to conduct the phone process with its six lines and directed the Chief Operations Officer to open up the Section 8 waiting list before October 15, 2010. The DBHA will advertize in the Palm Beach Post and on its website. The CEO stated that she will be communicating with the police department to see if there is any assistance that they may be able to provide. The Attorney recommended that the DBHA should not have a cut-off to receive applications because through the application process the DBHA will demonstrate the demand for affordable housing. The Attorney suggested that when posting the AD to accept applications, the DBHA should say that "The DBHA will be accepting phone calls for a period of eight hours."

After a very lengthy discussion regarding the best way to handle the opening of the waiting list, the Board of Commissioners recommended that staff look into the lottery system because in this case, it may be the best way to handle the waiting list. The Board asked staff to inform them as to how the DBHA will proceed.

B. President/CEO's Report

The CEO informed the Board that currently the DBHA is working on background checks for the principles of Roundstone Development. So far the feedback has been very positive. The CEO noted that HUD had questioned if Roundstone had enough tax credit experience to qualify to do tax credit applications. The CEO informed the Board that Michael Hartman has stated that Roundstone has the experience needed and that it is not an issue. The CEO has not independently confirmed that statement, but the DBHA is working on it. The CEO informed the Board that the DBHA has been meeting with various sources to determine if the DBHA has the ability to secure sufficient dollars that were identified in the Developers initial Pro-forma.

The CEO noted that the DBHA met with Palm Beach County's Commissioner Priscilla Taylor and Assistant County Administrator Shannon La Rocque-Baas. The CEO reminded the Board that the county had given the DBHA 2 million dollars to do the exterior roads that were part of the old partnership and is currently in the planning stages with the City. It was also noted that the money used to demolish Carver Estates also came through the county. The County also gave approximately \$850,000.00 to Auburn, and felt that they had given Delray a large amount of money.

The CEO reported meeting with the CRA and felt confident with local contributions for this project. The CEO noted that the DBHA has a meeting scheduled for Monday September 20, 2010 with Palm Beach County Housing Finance Authority to discuss Bond Financing and four percent tax credits. The Developer feels that this is the best way to finance Phase I (elderly).

The CEO reported that staff met with HUD and felt it was a productive meeting.

The CEO informed the Board that the DBHA will be applying for Hope VI. This grant will be completed In-house because the DBHA is unable to hire a consultant to prepare it. The CEO is gathering people from the community who are good grant writers/partners. The Project Based Section 8 Program is a powerful financing tool for this project. The DBHA may take up to 227 of it's existing vouchers and subsidize the project as opposed to the tenant.

C. Development Officer's Report

1. West Settlers Office Building Project update

The Development Officer reminded the Board that the DBHA was still under the extension granted by the CRA Board to obtain construction financing by February 9, 2011. The Development Officer reminded the Board that due to the efforts in securing financing the DBHA hired Star Group realty for listing services (procure leases, commitment letters). A third meeting was held with Ms. Tammy Anderson and Elizabeth Colome, Architect to discuss project details and marketing efforts. Colored renderings of the interior lobby area, conference room and building exterior were produced and will be used in the creation of marketing materials.

2. 226 SW 12th Avenue Duplex

The Purchase and Sales Agreement was executed and property closing was scheduled for August 2, 2010, however a title search discovered that there was unsatisfied mortgage encumbering the property. As of September 15, 2010 that was resolved and therefore there was a partial release of the lean. The CEO commended the DBHA's Attorney and the entire firm for their attention to detail.

3. Carver Estates Revitalization

The Development Officer noted that on August 19, 2010 the DBHA awarded the Carver Estates Revitalization Project to Roundstone Development. At that meeting the Board directed staff and legal council to proceed with contract negotiations. The Board also recommended that an outside consultant be hired to perform basic financial feasibility review of Roundstone's proposal. Three consulting firms were contacted (AECOM, HDR, Inc, and PMG Associates, Inc) and the scope of services was sent to all three. The price proposal received from AECOM (formally ERA) to perform the work was estimated to be \$20,170.00. The second highest was received from HDR, Inc at \$4,000.00, and the lowest estimate received was from PMG Associates, Inc at \$2400.00. The DBHA signed a contract allowing PMG to perform the work.

A motion to ratify the decision to hire PMG Associates to do the study for the Redevelopment Project was made Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

X. NEW BUSINESS

Resolution 2010-07 Approving the Office Manager/Compliance Officer Job Description

The CEO noted that this item relates to the position vacated by Nina Levine in particular and the need to save on expenses in general. The CEO evaluated the Administrative Assistant's position and determined that the position was not a full

time position. The CEO noted that she does not need a secretary, but that she does need an Assistant to perform certain duties. The CEO noted that she did not want to give up the Quality Control position due to the importance of compliance, staying on top of files, ensuring that what the Agency does as it relates to HUD is totally compliant in accordance to program regulations. The CEO informed the Board that the positions have been combined into one. By combining the two positions the Authority will save at least \$38,000.00. The CEO noted that a salary range was established at \$35,000.00 to \$54,000.00. The CEO recommended approval of Resolution 2010-07.

A motion to approve Resolution 2010-07 approving the Office Manger/Compliance Officer job description was made by Commissioner Petrolia. Motion seconded by Commissioner Weil. All in favor. Motion passed.

XI. COMMENTS

a. President/CEO

The CEO noted that after attending the Community Home Owners Association Meeting, Roundstone Development included, there was a concern that a large number of people in the community are still under the impression that the DBHA still has a relationship with Auburn. The people did not know the difference. The CEO stated that one of the questions asked by the community was “who do they hold responsible” if the project goes wrong again. The CEO informed them that they could hold her responsible. The CEO also noted that she will guide this project to the best of her abilities. The CEO noted that several Commissioners attended this meeting. It was noted that the meeting will serve as the first Hope VI meeting.

b. Attorney

c. Commissioners

Chairman Hepp

Chairman Hepp recommended that once the DBHA has a signed contract with Roundstone Development, the DBHA should host a public meeting clarifying any misperception the community may still have regarding the DBHA’s involvement with Auburn Developer for this project.

Commissioner Aronson

Commissioner Aronson recommended that once the DBHA has a contract to post a sign on the website (future site of DBHA and Roundstone Development) and remove anything related to Auburn.

XII. ADJOURNMENT

Meeting adjourned at 9:45 a.m..

