



Delray Beach Housing Authority

SEPTEMBER 19, 2013 BOARD MEETING 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
Guarn Sims – Present
Marcia Beam – Present
Gaston Joseph - Present

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF JULY 18, 2013

A motion to approve the minutes of July 18, 2013 was made by Commissioner Sims. Motion seconded by Commissioner Morris. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Mike Carter, CliftonLarsonAllen
- Lance Schmidt, CliftonLarsonAllen
- Clifton Phillips, Roundstone Development
- Barry Krinsky, Citibank
- Darren Smith, Citibank
- Larry Zabik, Zabik & Associates

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 Redevelopment

IX. OLD BUSINESS

A. CliftonLarsonAllen- Audit Presentation for FY Ending March 31, 2013

Mr. Carter presented the results of the Annual Audit for Fiscal year ending March 31, 2013 along with Mr. Schmidt. They reported that it was their Unqualified Opinion (in good order) that the Financial Statements were presented as required by the Generally Accepted Accounting Principles. Mr. Carter reported that both compliance and internal controls were in conformity with Government Auditing Standards.

Staff was commended both from the Auditors and the CEO for their hard efforts.

B. Chief Operations Officer's Report

Reporting Section 8 (VMS) Voucher Management System

The Chief Operations Officer reported that an estimated report for the month of May was submitted and approved by the Financial Management Center on August 20, 2013. Once the financial reports for the month of June and July are reconciled, revisions will be made to VMS to update the financial modules as required by HUD.

PIH Information Center (PIC) Reporting rate requirement

The COO reported that the PIC reporting rate for the month of August 2013 was 100%..

Tenant Based Rental Assistance Program (TBRA)

The Chief Operations Officer reminded the Board that the DBHA executed a Grant Agreement with Florida Housing Finance Corporation to administer the TBRA program obligating \$500,000 for the period of 24 month effective July 30, 2013 and ending July 30, 2015. Families from the Section 8 waiting list were being notified and scheduled to meet with staff to begin the process of eligibility. The COO noted that the DBHA will be able to assist 27 families under this program.

C. Roundstone Development Udate

- Construction Financing/Other Issues

Mr. Phillips reported that on September 18, 2013 he, Dorothy and Jackie (DBHA staff) met with Diane Colonna, Executive Director for the Community Redevelopment Center (CRA) to discuss amending the \$2 million loan agreement between the DBHA and the CRA. Mr. Phillips reported that the meeting went very well and informed that board that Ms. Colonna did not foresee any issues Amending the 4th agreement by pushing back the date to February 2014.

D. Zabik's Update

Mr. Zabik reported that the City issued a Stop Work Order on Wednesday, August 7th because there was a question regarding the recorded Plat. Mr. Zabik noted that he and the CEO worked together to get the Order lifted. Klewin is currently 21 days behind schedule not counting additional rain days.

President/CEO's Report

1. Staff Reorganization

The CEO reported that they continue to look at the efficiency of the Agency's operations. So far, they continue to meet the day to day obligations with current staff. It is anticipated that the DBHA will need to enhance capacity once they begin the construction of the West Settler's Building.

2. Village Square Construction Update

The CEO reminded the Board that the City issued a Stop Work Order on Wednesday August 7 because there was a question regarding the recorded Plat. The Order lifted once they learned that FPL had only recently completed installation of conduits within the easement. The City policy requires this step to occur before it will sign off on the Plat for recording. The CEO noted that they remain unsure as to why there was no follow-up from their team regarding this issue and why the Surveyor had not provided a status update. The CEO reminded the Board that Recording of the Plat was a condition of construction finance closing and the last report they received was in February from Steve Kaplan who stated the Surveyor would need to get the various signatures on the Mylar once FPL completed its work; at that point the Plat could be recorded. No further report had been provided since that time.

The CEO noted that a decision was made to hire another surveyor to get this process moving.

X. NEW BUSINESS

Resolution 2013-13 Approval of the Budget for Fiscal Year Ending March 31, 2014

The CFO reminded the Board that they had prepared a budget prior to the beginning of the fiscal year and it included the use of the funds received from the sale of the development rights for the building of the Delray Village Square project. However, it became apparent that HUD's approval for the use of funds was going to be delayed and therefore staff decided to postpone presenting the budget to the board. The CEO noted that although, HUD approval had not been received there had been a recent response from HUD indicating that approval for at least some of the funds would be received.

The CFO noted that approval of the Budget for Fiscal Year Ending March 31, 2014 was recommended.

A motion to approve resolution 2013-13 was made by Commissioner Sims. Motion seconded by Commissioner Aronson. All in favor, Motion passed.

XI. COMMENTS

The CEO informed the Board that Commissioner Choli Aronson would be providing her services as architect to design a single family house to replace the house located at 518 SW 9th Court that was destroyed due to a fire back in March of 2013. Ms. Aronson will be doing the work Pro-Bono. The CEO commended Commissioner Aronson for her dedication and services.

XII. ADJOURNMENT

Meeting Adjourned at 9:30 a.m.