

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**of the**  
**HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE**  
**5:00 PM Thursday, January 12, 2006**  
**437 SW 4 Avenue • Fort Lauderdale, Florida • 33315 • (954) 525-6444**

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**Item 1. ROLL CALL**

The meeting was called to order and the following answered present: Reesa Watson, Chair; Quinn Fazio Goodchild, Vice Chair; Ruby Slaton; Robert Kelley; Frank Orlando (new Commissioner) Also attending were staff members Andrea Walen, Jack Jones and Heather Bodden. Attorney David Tolces and Attorney Frank Henry; Leo Solomon of Saltz Michelson Architects, also attended

Absent: none

**Item 2. REVIEW AND APPROVAL OF THE JANUARY 12, 2006 AGENDA**

The Agenda was reviewed and no corrections or changes noted. Commissioner Kelley moved approval; Commissioner Slaton seconded. All voted in the affirmative.

**Item 3. REVIEW AND APPROVAL OF THE DECEMBER 8, 2005 REGULAR MINUTES**

The Minutes were reviewed and no corrections or changes noted. Commissioner Slaton moved approval; Commissioner Kelley seconded. All voted in the affirmative.

**Item 4. SECRETARY'S REPORT**

**1. Introduction of New Board Member**

Mayor Naugle has appointed retired Judge, Frank Orlando, to the Housing Authority Board of Commissioners. Frank Orlando replaced Tam English who resigned from the Board in December 2005. The Executive Director and the Commissioners welcomed the new board member.

**2. Maintenance/Step-Up Warehouse Renovation Contract & Change Orders**

This is an ongoing item with the Board. At the December 8, 2005 board meeting the Board requested that the Executive Director present the change order overruns' with detailed explanation at the next board meeting. Also detailed explanation of any further expenditure required prior to occupying the building. Included in the agenda packet as **Attachment 1**, was a copy of the change orders in question. A summary listing a total of seventeen (17) change orders was also presented to the board. The Executive Director reviewed this item with the Board and requested approval for the contract and change orders presented.

Leo Solomon, Project Manager, was also present to give detailed explanation for the change orders. The following points were noted:

- First bid was for 1.24 million
- Re-bid was 939,569
- Total taken out of initial bid was 303,253 (was considering Step-Up and outside Contractors)
- To date, there were 17 change orders totaling 601,040 of which 281,349 was for items removed from initial bid and re-bid - awarded to contractor and 274,986 for new items
- 4.1% of total change orders represented unforeseen costs overruns which is well within the industry average of 10%.

After extensive discussion, the chair expressed concerns regarding this matter, the main concern was the fact that the change orders were not presented to the Board for approval. The chair asked that the board consider a motion to approve the change orders. Commissioner Goodchild move the motion to approve the one through seventeen (1-17)-change orders for Fonticiella Construction Corp., for the Administrative Building at 500 W. Sunrise Blvd. for the total amount of \$601,040.04. Commissioner Slaton second the motion. All voted in the affirmative.

**3. Dixie Court Parking & Paving Contract and Change Orders**

Included in the agenda packet as **Attachment 2**, was the Dixie Court paving and parking contract for existing units.

This contract was awarded to Florida Black Top in January 2005, and there were two (2) change orders in the amount of \$42, 000 and \$16,000 each. The Executive Director gave an update on the progress and projected completion of work and requested that the Board approve, by motion, the contract and change orders for Dixie Court. Commissioner Kelley moved the motion to approve; Commissioner Goodchild seconded. All voted in the affirmative.

**4. Contract For Mandy Dawson**

Included in the agenda packet as **Attachment 3**, was a copy of Mandy Dawson's contract for services with the housing authority. At the December 8, 2005 board meeting, the Executive Director discussed terminating this contract, the Board offered their support and requested that a copy be presented for review at the next board meeting.

The Board reviewed the contract for Mandy Dawson and recommended that the contract be terminated. Commissioner Goodchild moved the motion to cancel the contract for services with Mandy Dawson, effective March 1, 2006, allowing the housing authority time to issue a thirty-day notice; Commissioner Slaton seconded. All voted in the affirmative.

**5. Purchase Order Approval Limits**

The Executive Director presented this item to the Board for discussion. The Board decided that the purchase order approval limit would not be changed. The Executive Director asked that a process be setup to advise the board of pending invoices over \$25, 000. Attorney Tolces pointed out that if an invoice needed board approval it must be approved in a meeting. The Board requested that the housing authority inform the vendors that the payment term for invoices over \$25, 000 was thirty (30) days this would allow time for board approval each month.

**Item 5. New Business**

**1. Stranahan Site Update**

The Stranahan Site consists of seven (7) single family homes under construction. The Executive Director gave the board a brief overview on the progress of this item and assured the Board that there were no cost overruns on this project. He also informed the Board that John Cockerille, General Contractor, who is a paid consultant, has been signing off on completed work. The Board requested that Mr. Cockerille prepare a narrative on the completed work, also that the housing authority present a report each month on any project under construction.

**2. Dixie Court Demolition Project**

The Executive Director presented this item to the Board. The Dixie Court Demolition project was near completion and the Executive Director was working with Attorney David Tolces to review correspondence sent to Demolition Masters regarding liquidated damages, this will be enforced effective January 3, 2006 until completion of contract.

**3. Maintenance/Step-Up Warehouse (Kelley Building) Remote Parking Facility**

The Executive Director presented the contract for the remote parking facility at the Kelley Building to the Board. This contract was awarded in February 2005, to Development Commercial Group of Florida for \$296,565 and was not part of the construction contract for the building renovation awarded to Fonticiella Construction. The Board will review the contract and continue discussion at the February Board meeting.

**4. Invoice for Liability Insurance Renewal**

The Executive Director presented an invoice for insurance renewal to the Board for approval. The Board requested that all insurance policy renewals be presented to the Board prior to the expiration date. Commissioner Goodchild moved the motion to approve the invoice in the amount of \$57, 000 for liability insurance with FHRMI; Commissioner Kelley seconded. All voted in the affirmative.

**5. Master Development (MDA) Agreement for the Dixie Court Project**

Commissioner Kelley had questions on the MDA agreement for the Dixie Court Project. The Executive Director informed the board that a second draft of the MDA agreement would be sent to the Commissioners in the next week and that this item would be revisited at the next Board meeting.

**6. Vacation and Sick Time Accrual**

The Chair raised the issue of vacation and sick time accrual. Attorney Frank Henry was asked to give his opinion on the issue. A handout of other governmental agencies' sick and vacation plan was submitted to the board for further review. This item will be continued at the next board meeting.

**7. Invoice Issue**

Commissioner Goodchild suggested that the Executive Director meet with senior staff to discuss the issue of invoice approval and that any future invoices or anything approved over \$25, 000 that the board finds out about would result in serious problems.

**8. Lease Transfer- Vacant Land @ Broward Boulevard & 9<sup>th</sup> Avenue**

Attorney Tolces asked that the Executive Director share correspondence with the Board on the transfer of lease from Ric-Man International to Danella Companies, Inc. The City recently changed contractor necessitating this change.

**9. B. P Product Contract to purchase Land**

The Chair raised the issue regarding the contact between BP and the Housing Authority. A contract was entered into (October 2001) between the Housing Authority and BP. However, the deal was never consummated and BP is still looking to acquire the property. Attorney Tolces also informed the Board that he had a recent conversation with Attorney Rod Feiner, who represents BP Products, concerning the acquisition of the property at Sunnyreach Acres and they are currently working on a site plan and will be asking the Housing Authority Board to review and issue a statement of none objection.

**Item 6. Old Business**

Commissioner Kelley expressed concerns re tracking the status of pending items (old items) and suggested that a tracking system be implemented. The Board recommended that "old business" be added as an item on the agenda each month to assure nothing falls through the cracks.

Below is a list and status of the old items from the previous board meetings:

- **Affordable Housing Reporting System and Property Tax Issue**

The accounting department is currently reviewing this item. However, it will be presented to the board once completed.

- **Redefine Policies & Procedures for Board**

The Executive Director is currently working with Attorney Tolces to resolve this issue, they will meet on January 19, 2006 to review.

- **Housing Enterprises (H/E) Accounting System & Bonuses**

Commissioner Kelley moved a motion to amend the December 8, 2005 minutes to include the fact that the Board voted on amending the H/E bylaws, stating that no housing authority employee will be paid any bonuses from the H/E funds. Commissioner Slaton seconded the motion. However, no action was taken by the Housing Authority Board to amend the Housing Enterprises' Bylaws. The motion was for the housing authority to communicate to the Housing Enterprises Board the need to set up their own bank account as reflected in the December 8, 2005 minutes (page 4, item 3 of new business).

- a. The accounting department is currently working to set up a separate accounting system for the Housing Enterprises.
- b. The Executive Director is currently working with Attorney Tolces to add an amendment to the H/E bylaws stating that no housing authority employee will be paid any bonuses from the H/E funds.

- **Plumbing Contract for Ranger**

Based on a suggestion from Attorney Tolces, the Housing Authority staff is currently drafting the outline of a RFP for emergency plumbing and electrical services to be advertised locally.

- **HUD Atlanta ACA Issue - Sale of Home to Employee**

HUD Atlanta was contacted re this matter and the verbal response stated that this would be an "audit finding" for the Housing Authority. The Board recommended that the Executive Director request clarification from HUD and report to the board.

There being no further discussion, Commissioner Kelley moved to adjourn; Commissioner Goodchild seconded. All voted in the affirmative. The meeting was adjourned at 6:45 PM.

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Commissioner

ATTEST:

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Secretary