

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
of the
HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE
5:00 PM Thursday, February 9, 2006
437 SW 4 Avenue • Fort Lauderdale, Florida • 33315 • (954) 525-6444

Item 1. ROLL CALL

Upon roll call the following answered present: Reesa Watson, Chair; Quinn Fazio Goodchild, Vice Chair; Robert Kelley; Frank Orlando arrived at 5:20 PM (after item1). Also attending were staff members Andrea Walen; Jack Jones and Gloria Lowe. Attorney Richard Dewitt and Attorney Frank Henry; Leo Solomon, Project Manager of Saltz Michelson Architect; Attorney Michael Symes of Cohen Grigsby; Kristen Packard, Packard Consulting; Lloyd Boggio, CEO and Ken Naylor of Carlisle Development Group also attended. John Cockerille, General Contractor, Tresselar Young & John Taylor, Builder/Contractor for the Stranahan Site and Marcenia Wood, URC President were also in attendance.

Absent: none

Item 2. REVIEW AND APPROVAL OF THE FEBRUARY 9, 2006 AGENDA

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

Item 3. REVIEW AND APPROVAL OF THE JANUARY 12, 2006 REGULAR MINUTES

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

Item 4. SECRETARY'S REPORT

Note: Pursuant to a recent request from Commissioner Kelley, starting with the February board meeting, minutes will be sent to the Commissioners (via email) within 10 days of each board meeting.

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

This item was discussed in previous Board meetings. A copy of the revised master development agreement between the Housing Authority and the Carlisle Development Group was sent to the Commissioners for review prior to the Board meeting. Attorney Michael Symes, Financial Analyst Kristen Packard and Carlisle Development representatives Lloyd Boggio and Ken Naylor, were in attendance to facilitate the discussion on this item.

Changes discussed:

- Financial closing – by the end of 2006
- Once budget is agreed on there will be no changes without Board approval
- Management of project upon completion – Management Agent

After discussion the Executive Director recommended that the Board approve the MDA for the Dixie Court project by adopting **Resolution 1120**. Commissioner Kelley stated that he was very satisfied with the work that Kristen Packard, Packard Consulting and Cohen Grigsby, and that he felt comfortable with the Carlisle Group. Commissioner Kelley moved Resolution 1120 approving the final draft of the MDA for the Dixie Court Project. Commissioner Goodchild seconded. All voted in the affirmative.

2. Maintenance/Step-Up Warehouse (500 W. Sunrise Blvd.) Remote Parking Facility

At the January 12, 2006 Board meeting, the Executive Director presented this contract for the remote parking facility at the warehouse to the Board for review and approval. This item was deferred to the February Board meeting.

Included in the agenda packet, as **Attachment 1**, was the copy of a memo from Attorney Tolces stating that their office reviewed the Agreement and approved the Agreement as to legal sufficiency and form, also copies of related change orders for the parking facility. Leo Solomon, Project Manager, and John Cockerille, General Contractor, were present and participated in the discussion along with the Executive Director.

There were several questions raised by the Board regarding this item one was why there were two separate contracts, why weren't they combined in the full package. The following explanation was offered:

- The original bid from Fonticiella Construction was higher
- The Authority was going to do site work
- Development Group was the lowest bid
- There were issues with the acreage/permitting
- To avoid time consuming review process

Commissioner Goodchild also questioned why this was not brought to the Board and wanted Leo Solomon to be aware that the Board was very upset that this was not brought to their attention.

The Original contract for the remote parking was awarded to the Development Commercial Group of Florida, Inc. in the amount of \$296, 565. There were nine (9) change orders to date totaling \$29, 000. Reasons for the change orders ranged from hurricane damage repairs, demolition work, Bell South and an easement that they were not aware of.

The Executive Director requested Board approval of the contract and related change orders. Commissioner Orlando moved the motion to approve the contract and change orders for the warehouse remote parking facility; Commissioner Kelley seconded. All voted in the affirmative.

3. Public Housing Assessment System (PHAS) For FYE 12/31/2005

Attachment 2 was a copy of the PHAS report for FYE December 31, 2005. The Housing Authority is required to submit the PHAS Certification annually to USHUD and a Board resolution is also required.

The Executive Director and Andrea Walen reviewed the contents of the report with the Board. The Executive Director commented on the fact that all the management components were at the highest score despite the fact that USHUD under-funding the Agency by over \$120,000 last year. He also asked to setup a workshop for the Commissioners at the March Board meeting to discuss issues pertaining to public housing operation, specifically, HUD's new Asset Management changes, as well as the Step-Up Apprenticeship Program. The Chair asked that the March, 9, 2006 board meeting be rescheduled a week later as two of the Commissioners would be unavailable for the March 9th Board meeting. March 14, 2006 was suggested, to be confirmed at a later date.

The Executive Director requested that the Board adopt **Resolution 1121**.approving the 2005 PHAS Certification for submission to HUD. Commissioner Kelley moved approval; Commissioner Goodchild seconded. All voted in the affirmative.

4. Write-off of Collection Losses & Equipment for F/Y 2005

Included in the agenda was **Attachment 3**, a summary of the write-off of collection losses and equipment for FYE December 2005. HUD requires that the Board approve annually, by resolution, the write-off of junked and obsolete equipment and of collection losses for Tenant Accounts Receivable (TAR)

The Executive Director reviewed this item with the Board, responded to questions and recommended that the Board adopt **Resolution 1122** approving the write-off of collection losses and equipment for FYE December 31, 2005. Commissioner Kelley moved approval; Commissioner Goodchild seconded. All voted in the affirmative.

5. Financial Reports FYE 12/31/2005

Included in the agenda as **Attachment 4** were the financial reports for FYE 12/31/2005 for the following programs:

- Public Housing
- Section 8 Housing Assistance Program
- Affordable Housing

The Executive Director reviewed the highlights of each program with the Board.

6. Urban League of Broward County Partnership Agreement

Attachment 5 was a copy of the partnership agreement between the Urban League of Broward County and the Housing Authority.

The Urban League of Broward County, Inc., approached the Housing Authority (H/A) to run an after school program on two H/A sites we have been negotiating the sites and the partnership agreement was reviewed by Attorney David Tolces.

The Executive Director and Andrea Walen reviewed this item with the Board and requested that the Board approve the partnership agreement between Urban League of Broward County, Inc. and the Housing Authority by adopting **Resolution 1123**. Commissioner Kelley moved approval; Commissioner Goodchild seconded. All voted in the affirmative.

7. Homeownership Lottery

Based on the new homeownership policy/procedure for selecting eligible clients for the homeownership program, the Commissioners are requested to select names from a lottery drawing for available properties.

The Housing Authority currently has seven (7) single family homes under construction for sale (Stranahan Site) under the Homeownership Program and one participant failed to qualify. Ana Hernandez, Homeownership Director, was present at the board meeting with the names of five (5) pre-qualified prospective homebuyers for the new construction home at the Stranahan Site. The Commissioners were requested to select the names from a random drawing for the available property. The names were selected in the following order:

1. Alberto & Maria Dezagarra
2. Sixto Tineo
3. Julia Mowatt
4. Raven Bryant
5. Lourdes Martellus

The Chair will be asked to sign the list of names as selected and the prospective clients will be contacted in that order.

8. Approval of Invoices Over \$25, 000

The Executive Director presented the following invoices for payment over \$25,000 to the Board for approval.

- Fonticiella Construction Corp.
Invoice in the amount of \$99,000, admin building/warehouse draw towards completion of that project. Leo Solomon, Project Manager, does the on site review of this project and certified that the work was satisfactorily completed.
- Demolition Masters
Invoice in the amount of \$70,000, Dixie Court Demolition.
- Stranahan Site
Invoice in the amount of \$116,800, Stranahan homes, John Cockerille, General Contractor, reviews work on the Stranahan Site, a narrative and pictures were also presented to update the Board on the Stranahan homes.

Commissioner Kelley move the motion to approve the invoices presented; Commissioner Goodchild seconded. All voted in the affirmative.

The Executive Director also informed the Board of two minor change orders from Fonticiella Construction Corp. for the warehouse. Leo Solomon discussed the two change orders with the Board.

- Change order #18 was for \$2,445. 00 – addition device for fire alarm program, fire inspection
- Change order #19 was for \$645.00 - Hardware fire door.

This was for the Board's information and did not need Board approval.

The Executive Director requested that the Board waive the thirty (30) day payment term to vendors with invoices over \$25,000 for Tresselar Young and John Taylor, Builder and Contractor for the Stranahan Homes. The Executive Director explained to the Board that the Stranahan homes were on a tight schedule and the company was small and needed to pay subcontractors and that he would like to facilitate the continued construction of the Stranahan homes by being able to pay the invoices over \$25,000, on demand, as soon as bills were submitted instead of waiting thirty (30) days. This request would be for the Stranahan homes only.

Commissioner Goodchild responded that she would be in favor if it did not include change orders and that Mr. Cockerille would review the status of the work. Commissioner Kelley moved the motion to approve payments over \$25,000 to contractors for the Stranahan homes only; Commissioner Goodchild seconded. All voted in the affirmative.

The Chair also requested that the Board receive an email confirmation on the amounts of these payments.

9. Vacation and Sick Time Accrual

This issue was raised at the January 12, 2006 Board meeting. Attorney Frank Henry was asked to give an opinion and handouts of other governmental agencies' sick and vacation plan was given to the Commissioners for further review.

The Chair opened this item up for discussion, the Chair was of the opinion that the accrual of sick and vacation time really exceeded what it should be for a good operation. The Executive Director explained that the disability policy for employees kicked in after 90 days and the employee policy allowed employees to accumulate their sick time up to ninety (90) days so there would be no gap in earnings should the employee become disabled and had to go on disability.

The Executive Director and Attorney Frank Henry explained the current policy for accruing sick and vacation time.

10. Update on B. P Product Contract to purchase Land

This issue was raised at the January 12, 2006 Board meeting. Included in the agenda packet as **Attachment 6**, was the copy of a memo from Attorney David Tolces on the status of this item. There was no update on this item as the memo indicated, BP had not submitted a site plan and once the site plan was submitted the Board would be informed.

11. Old Business

At the January 12, 2006 Board meeting Commissioner Kelley requested that a tracking system be set up to follow-up on pending board items. Listed below are the items (and status) from the previous board meetings:

- **Redefine Policies and Procedures for the Board**

- **See attachment 7**

- The Board will review the proposed policy and discuss at the March Board meeting.

- **Affordable Housing Reporting System on Property Tax**

- The Homeownership Director, Ana Hernandez, has been working with the property appraiser's office researching each property. A report will be presented to the Board upon completion.

- **Dixie Court Paving Contract**

- This contract is basically complete with minor items to be addressed. Don Arpin, Engineer, will issue his final report on this contract as soon as open items are completed. The Board will be updated when final report is issued.

- **Housing Enterprises, Amendment to Bylaws & Separate Account**

- a. A resolution was passed approving the amendment to the Bylaws (**see attachment 8**) at a special board meeting held on February 1, 2006.

- b. We have discussed setting up a separate account with the Independent Public Accountants and the software providers. The Chief Financial Officer's position will be filled shortly and this assignment will be a "high priority."

- A separate account was set up and the Agency is looking at software to run any payments for Housing Enterprises.

- **Ranger Contract Conflict**

- The RFP for emergency plumbing and electrical services is being established and will be advertised during February. A more complete report will be presented at the March meeting.

A copy of the proposed advertisement and the RFP for electrical and plumbing services was forwarded to Attorney David Tolces and Attorney Richard Dewitt, this will be advertised this weekend. The responses should be in by the end of the month and the Board will receive a full report at the next Board meeting.

- **Response From HUD Re ACA Issue**

- A copy of all correspondence between the housing authority and Ms. Alvera Crittendon (HUD Atlanta) on this matter was presented to the Board. No final resolution to date, however, ongoing discussions will bring this matter to the Board as soon as possible.

- The Agency is currently working on a marketing plan and this will also be presented to the Board at the next Board meeting.

Item Five: New Business

1. Section 8 & Step Up Lease Termination

The Leases on both the Step-Up and the Section 8 Offices was terminated effective March 31, 2006. The Contractor is estimated to be out of the warehouse early March, However, the pending certificate of occupancy may not be issued to allow enough time to move in furniture and equipment.

The Executive Director discussed this item with the Board and requested that the Board approve the Housing Authority rescinding the termination of lease and issue a new notice of termination of lease for an extra ninety (90) days.

Commissioner Goodchild moved the motion to authorize the Housing Authority to rescind the termination of lease letter and issue a new one for ninety (90) days. Commissioner Kelley seconded. All voted in the affirmative.

2. Commissioner Watson, Chair, raised the following issues:

• **Step Apprenticeship Program Requirements**

The Executive Director explained that the requirement for the Step-Up Apprenticeship Program was a minimum of twelve (12) and that Housing Authority has kept more than the minimum in the past. The Apprenticeship program is operated by CDBG funding and no other program funds can be used. The Program showed a loss in 2005. The Executive Director assured the Board that the Agency was not in violation if they maintained twelve (12) or more. This item will also be discussed at the workshop next month.

• **Phone System Cost**

The Executive Director explained that in order to keep the phone system uniformed some of the equipment was upgraded. The Agency also agreed to a lease with the phone company for \$1,000 per month, \$12, 000 per year and the Agency will own after 5 years.

Commissioner Goodchild distributed applications to be passed out to residents interested in applying for the Resident Commissioner position that became vacant when Ms. Ruby Slaton resigned. These applications should be filled out and submitted to the Mayors office.

Commissioner Kelley recently requested that the minutes be sent to the Commissioners (via email) within 10 days of each board meeting. He wanted to make sure that the other commissioners were in agreement with this request.

There being no further discussion, Commissioner Kelley moved to adjourn; Commissioner Goodchild seconded. All voted in the affirmative. The meeting was adjourned at 6:30 PM.

Commissioner

ATTEST:

Secretary