WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY
1280 N. CONGRESS AVE., STE. 215, WEST PALM BEACH, FL. 33409
MINUTES OF THE ANNUAL MEETING
August 11, 2014

I. CALL TO ORDER

Chair Daniels called the meeting to order at 5:03 p.m. The roll was called by Ms. Julius- Quitos.

Present:	Ron Daniels	Chris Fleming
	Cecilia St. Hilaire (arrived 5:06)	Joe Kirby
	Ruth Haggerty	Joanne Rufty
	Brian Sattar	

Staff Present: Thomas J. Baird, Esq., General Counsel
Elizee Michel, Executive Director
Thuy Shutt, Assistant Director
Sharon Sheppard, Redevelopment Specialist
Lupe Julius-Quitos, Secretary

II. AGENDA APPROVAL

1. **Additions, Deletions or Substitutions to Agenda**

   No additions, deletions or substitutions to Agenda.

2. **Adoption of Agenda**

   It was moved by Ms. Rufty and seconded by Mr. Kirby to adopt the Agenda. Motion carried 6-0.

III. ADOPTION OF W/BH CRA MINUTES

It was moved by Ms. Rufty and seconded by Mr. Kirby to adopt the minutes of the July 14, 2014 meeting. Motion carried 6-0.

IV. PUBLIC COMMENT

V. DISCLOSURES – None reported by Board Members.

VI. CONSENT AGENDA

VII. REGULAR AGENDA

1. Adoption of FY 2014-2015 CRA Budget

The first reading of the budget took place at the July CRA Board meeting. Staff is submitting the budget for adoption. Once adopted by the Board, the budget will be forwarded to the Board of County Commissioners for approval.

It was moved by Ms. Haggerty and seconded by Mr. Fleming to adopt the FY 2014-2015 CRA Budget. Motion carried 7-0.

2. Adoption of Rental Property Policy

This item was table from last month to give the Board Attorney enough time to review. Board had many questions that needed clarification. Further discussion took place and it was agreed that the Board Attorney needed to review the application and leases and provide more details of the CRA's responsibilities.

It was moved by Ms. Rufty and seconded by Ms. St. Hilaire to postpone action on the item until the September 8, 2014 CRA meeting. Motion carried 7-0.

3. Consideration of By-law Amendment for Consistency with the Ordinance with Respect to A Person Eligibility to Serve on the CRA Board

The CRA By-laws is slightly more restrictive than Ordinance 89-6 and its amendment 91-50 that created the CRA as they relate to a person's eligibility to serve on the CRA Board. By-laws state that to serve on the Board, the person must own a business or own property and/or be a resident. The Ordinance that created the CRA seems to have more latitude. According to the Ordinance, someone who is engaged in a business entity within the area of operation of the agency would be eligible. Staff discussed the issue with the Board Attorney and he suggested that the By-laws be amended for consistency with the Ordinance. Staff is seeking permission to draft an amendment to the By-law to make it consistent with the Ordinance that created the CRA with respect to the eligibility of a CRA board member. Board requested Mr. Baird to look at the Ordinance and check with the County for consistency. The amended By-laws will be brought back in final form at the September CRA Board meeting.

4. **Adoption of Credit Card Policy**

Wells Fargo has changed its commercial account policy and has stopped issuing new debit cards. The CRA needs a card to pay for certain services and goods. There is an existing debit card policy and the only change to the current policy is the substitution of "debit card" references with "credit card." This was a recommendation of the auditor since we no longer have a CRA debit card. The Board discussed a credit card purchase limit below the bank's maximum credit card limit of $25,000.00. The Board agreed that a $10,000 limit is appropriate and the policy will be brought back for approval subject to Board Attorney review.

It was moved by Mr. Fleming and seconded by Mr. Kirby to postpone action on the item until the September 8, 2014 CRA meeting. Motion carried 7-0.

5. **Selection Committee's Recommendation for RFQs for Engineering, Surveying and Planning Continuing Services**

On June 1, 2014, the WCRA issued RFQs for professional engineering, surveying and planning continuing services. Fifteen proposals were received (4 engineering, 5 surveying, and 6 planning). The Selection Committees convened on Wednesday, July 23, 2014 and Friday, July 25, 2014 to review, score, and rank the proposals. Ms. Shutt thanked Mr. Daniels and Ms. Haggerty for their participation in the Selection Committees. All Board members have the Selection Committees' summaries and results, as well as, the respondents' submittal packages for all of the RFQs. The proposals were high quality submissions and the selection was very competitive with only small differences in points among the respondents.

The CRA Board needs to make the following decisions: 1) Final number of respondents to invite back for presentations/interview (by accepting in whole or in part the Selection Committee's recommendations; 2) Meeting dates and times for the presentations/interviews; and, 3) Format and time allocation for the presentations/interviews. Ms. Shutt explained that the Board has approximately one month to review the submittal packages and Selection Committees' meeting summaries. She also indicated that all the teams have different approaches to meet the RFQ review criteria. Some were able to provide all necessary expertise in-house with only a few additional services performed by subconsultants while some respondents chooses to use subconsultants' experience combined with their own body of works to meet the RFQ requirements. In this case, the team must be able to demonstrate a track record of working together on similar projects. All teams/firms are qualified to the items in the identified scope of work. However, staff advised that since the CRA will only be contracting with the Prime firm, the CRA cannot enforce the third party agreements between the Prime and its subconsultants. There is a

chance that the same subconsultants who have contributed significantly to the team's combined project experience may not be involved throughout the term of the contract.

Even though only two contracts will be awarded in the Planning category, the scores were so close that it resulted in a tie between two firms/teams for the second ranking. The Planning RFQ Selection Committee therefore recommended that the top five respondents be invited back for a presentation/interview with the CRA Board. Staff is recommending that the CRA Board holds the presentation/interviews for the planning firms/teams first since their services will be needed to allow adequate time for the teams to prepare the needed supportive documents for the County's 2015 ULDC and Comprehensive Plan Amendment processes. The first round of Comprehensive Plan Amendments starts in the Fall of 2014 whereas the ULDC Amendments starts in early 2015 for the ULDC amendments. The second ULDC Amendment round takes place before the summer of 2015. Staff is recommending that the Planning presentations takes place after the CRA's regular September 8, 2014 agenda items.

Ms. Shutt explained the results of the Selections Committee meetings for the engineering and surveying professionals. The RFQ refers to the PBC Engineering Department's accounting for each firm's volume of work on a project basis not on a task by task basis. Three firms applied for both engineering and surveying professional services. Two of the firms did not separate their engineering from their surveying volume of work total which would penalize the firms in the survey category if only a small portion of the total volume of work was attributed to survey work. When the firms clarified their numbers, the last ranked team, Wantman Group, Inc. was able to get more points which moved him up in ranking to first place. Due to the quality of the submissions, the point spread between the last two ranked teams was very close (2 points). The CRA Board supported the Selection Committees' recommendation to invite all five surveying respondents and all four engineering respondents back for the presentation/interviews after the regular Board agenda items on October 6, 2014.

The CRA Board agreed to give each group 20 minutes for their presentation. Ten minutes will be given for each presentation and up to ten minutes will be given for the question and answer portion. If the firms/teams submitted for both engineering and surveying services and choose to combine their presentations, they will be allowed 20 minutes for their presentations

It was moved by Ms. Rufty and seconded by Mr. Fleming to have the five Planning firms/teams do a ten minute presentation to the Board at the

September 8, 2014 Board Meeting, after the September regular agenda items . Motion carried 7-0.

It was moved by Mr. Kirby and seconded by Mr. Fleming to have all four Engineering firms give a ten minute presentation to the Board at the October 6, 2014 Board Meeting, after the October regular agenda items. Motion carried 7-0.

It was moved by Ms. St.Hilaire and seconded by Mr. Kirby to have all five Surveying firms give a ten minute presentation to the Board at the October 6, 2014 Board Meeting, after the October regular agenda items. Motion carried 7-0.

VIII. STAFF REPORTS

Mr. Michel reported on the Phase 2 Belvedere Homes Sanitary Sewer and Infrastructure Project, the Contractor is having problems completing the project. County is looking at the possibility of firing Ric-Man. Main issue they did not do the required compaction test that was necessary before proceeding with the paving work. Ric-Man is disputing Keshavarz's, the project engineer's, findings as to the number and location and the results of the tests. The problem for the CRA is that even though Ric-man is contracted by the County, the permit is under the CRA's name and we are liable for maintenance until the project is finaled. Construction Administration was done by Keshavarz and Associates. The Board indicated that there is no action needed since Ric-Man is contracted with the County, the dispute will be resolved by the County.

Mr. Michel informed the Board that an application is being reviewed for Home funds. CRA Looking to submit application for funds from the Department of Economic Sustainability.

Ms. Shutt informed the Board that an RFQ for Architect will be needed in the near future. The current contract has expired.

Chair Daniels welcomed the newest Board Member Mr. Brian Sattar.

IX. AJOURNMENT

It was moved by Ms. Rufty and seconded Mr. Fleming by to adjourn the meeting. The meeting adjourned at 6:30 p.m.

Secretary, WCRA
Lupe Julius- Quitos