

**Lee County Housing Authority (LCHA)  
Board of Commissioners Meeting**

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held **February 16, 2023 at 1:30 PM** at the Community Center, located at 14073 Whitebirch Way, North Fort Myers, Florida, 33901. Notice of this meeting was duly posted.

**ATTENDANCE:** Chairman Robert Norris  
Vice Chairman Robert Ortiz  
Commissioner Christine Sardina  
Attorney Kent Thompson

**ABSENT:**

**APPROVAL OF MINUTES:** Chairman Norris brought before the board the minutes from the September 15, 2022 board meeting. Having reviewed the minutes, Chairman Norris inquired if there were any corrections, additions or deletions required. Chairman Norris entertained a motion to accept the minutes. Commissioner Sardina made a motion to accept the minutes, seconded by Vice-Chairman Ortiz. The motion carries.

**Financial Reports – Vicki Collins, CPA**

Enclosed for your review are the financials, i.e., Balance Sheet, Income Statements, as well as summary reports, for the fiscal year September 30,2022 and the new fiscal year, October 2022. All of these reports were outlined in the Board packet.

**Fiscal Year 9-30-22**

**PUBLIC HOUSING PROGRAM**

The budget to actual report for the Public Housing Program for the fiscal year ended September 30, 2022:

	Budget	Actual	Variance
Pine Echo	(3,000)	(70,424)	(67,424)
Barrett Park	3,700	11,369	7,669
Total PHA	700	(59,055)	(59,755)

The Unaudited FASS score is predicted to be a 24, down one point from the maximum of 25 points we have received the last several years. Due to maintenance costs being higher for the fiscal year.

Ms. Collins also stated that the agency is still a High performer with a score of 24.

Mr. Norris asked why the maintenance cost is so much higher. Ms. Collins responded due to HVC, bathroom repairs, roof repairs and the dump truck.

As of September 30, 2022, Public Housing had operating cash of \$544,482.

## **SECTION 8 PROGRAM**

The budget to actual report for the Section 8 Program for the fiscal year ended September 30, 2022:

	Budget	Actual	Variance
Administration	88,400	112,333	23,933
HAP	(106,100)	(89,726)	16,374
Total Section 8	(17,700)	22,607	40,307

As of September 30, 2022 Admin Fee Reserves were \$304,498

HAP (Housing Assistance Payments) Reserves at September 30,2022 were \$34,504.

### **October 2022 (First Month of new fiscal year)**

## **PUBLIC HOUSING PROGRAM**

The budget to actual report for the Public Housing Program for the fiscal year ended October 31,2022:

	Budget	Actual	Variance
Pine Echo	0	39,194	39,194
Barrett Park	0	7,594	7,594
Total PHA	0	46,788	46,788

During October, CFP21 operations funds in the amount of \$60,000 were drawn. The budget only includes a pro-rata amount, or just one month for October 2022. This is why there is a large positive variance.

At October 31, 2022 the Public Housing program had operating cash of \$432,661.

## **SECTION 8 PROGRAM**

The budget to actual numbers for the Section 8 program for the fiscal year ended October 31, 2022:

	Budget	Actual	Variance
Administration	7,054	16,814	9,760
HAP	0	(22,236)	(22,236)
Total Section 8	7,054	( 5,422)	(12,476)

As of October 31,2022, Admin Fee Reserves were \$321,311.

HAP (Housing Assistance Payments) Reserves at October 31, 2022 were \$12,268.

Mr. Norris asked why the HAP was higher and Ms. Jones stated that because of the high rents that the landlords are asking for their units we are paying higher HAP payments.

## **Department Head Reports-Diana Jones, PH/HCV Supervisor**

- **Housing and Maintenance Reports**
- **Section 8 Reports**
- **Family Self-Sufficiency Program (FSS)**
- **Housing Choice Voucher Program (HCV) (FSS)**
- **Resident Services-Elizabeth Jackson, ROSS Service Coordinator**

### **Housing Reports - Diana Jones**

Diana Jones, HCV/FSS Specialist reviewed the reports above as outlined in the board books. Ms. Jones stated the average rent at Pine Echo I & II for September \$262.18, October \$255.91, November \$267.09 and December \$267.09 and Barrett Park for September \$334.44, October \$348.58, November \$363.78 and December \$363.78. The occupancy rate for Pine Echo I & II for September is 100%, October 97.83%, November and December is 100%. and Barrett Park for September thru December is 100%. The write off total for Pine Echo I & II for September \$2,260, October \$2,049, November \$2,309 and December \$16,334 and \$0 for Barrett Park in September \$0.00, October \$0.00, November \$748.00 and December \$748.00. There is 1,493 September, 1,491 October and 1,488 for November and December for the number of people on the wait list.

### **Maintenance Reports – Diana Jones**

Ms. Jones stated there were work orders for September 104, October 98, November 62 and December 41 for Pine Echo I & II. Barrett Park work orders for September 60, October 44, November 45 and December 38. The amount charged to the tenant(s) for Pine Echo I & II for September is \$50.00, October \$101.00, November \$110.00 and December \$100.00. Barrett Park for September \$0.00, October \$70.00, November \$153.00 and December \$10.00. These charges were for, copies of keys, light for a kitchen, and plumbing. The turnaround time for Pine Echo I & II for September is 6 days, October 2 days, November 9.5 days and December 9.5 days. The turnaround time for Barrett Park for September thru December is 5 days.

### **Section 8 Reports**

Ms. Jones stated we ended up with 376 units leased, out of this there were 40 port in vouchers and 81 mainstream vouchers for October. We had 364 units leased, out of this there were 35 port in vouchers and 83 mainstream vouchers for November. We had 342 units leased, out of this there were 35 port in vouchers and 76 mainstream vouchers for December. Our total reported to the Voucher Management System (VMS) for October 255, for November 246 and December 231. We are not allowed to include the port-in vouchers and mainstream vouchers in our VMS total.

Mr. Norris asked why the HAP was higher and Ms. Jones stated that the high rents that the landlords are asking for their units.

### **Public Housing Family Self-Sufficiency Program (FSS)**

Ms. Jones stated we have for October 23 people enrolled in the PH/FSS with 25 slots. There are 18 people with escrow balances. The escrow balance for October is \$103,471.96. For November 22 people enrolled with 25 slots and escrow balance is \$105,675.56 with 18 people

with escrow balances. For December 22 enrolled with 25 slots and escrow balance for December is \$111,748.56 with 18 people with escrow balances. Enclosed in each board book is the career development, needs and services reports. Ms. Jones stated she has not yet met with her clients in person due to COVID-19 but has spoken with them on the phone and email.

### **Housing Choice Voucher Program (HCV) FSS Program**

Ms. Jones stated we have for October 35 people enrolled in the HCV/FSS with 47 slots. There are 27 people with escrow balances. The escrow balance for October is \$164,026.56. For November 35 people enrolled with 47 slots and escrow balance is \$162,753.37 with 27 people with escrow balances. For December 33 enrolled with 47 slots and escrow balance for December is \$158,319.96 with 24 people with escrow balances. Enclosed in each board book is the career development, needs and services reports. Ms. Jones stated she has not yet met with her clients in person due to COVID-19 but has spoken with them on the phone and email.

Mr. Norris asked if any additional benefits as a fee for overseeing the escrow accounts. Ms. Jones stated that it is part of the requirements.

Mr. Ortiz asked where the escrow funds go if the client does not fulfill their enrollment. Ms. Jones stated that it goes into a separate account and can be used for other FSS participants.

Ms. Jones introduced our newest employee Domingo Andujar which took Joanne Mason's position as she retired from LCHA.

### **Resident Services-Elizabeth Jackson, ROSS Coordinator**

Ms. Jackson stated that after hurricane that she had a lot of support from the community, she had household items, water, mattresses and many other essential items to help the families. During the holidays Cornerstone Ministries gave 50 vouchers for Thanksgiving which Elizabeth and her family delivered & Christmas they must pick up their meals and must have their children with them to receive a gift. Lamb of God Church donated 63 prepacked box meals. The Salvation Army supplied 91 Cheer Basket meals. Bread of Life donates fresh fruit and vegetables. BJ's of Cape Coral donates bread and pastries. Cross Point Church in October placed candy bags on the resident's doors and in December they decorated each development and had game day for the youths and include pictures with Santa and candy bags. North Ft Myers Civic Association held its annual Angel Tree and 68 elderly residents received a Christmas gift. North Ft Myers Santa rode his sleigh through Barrett Park and Pine Echo 1 to deliver gifts to the children.

### **Executive Director Reports, Marcus D. Goodson**

#### **A. Resolution (2023-1) To approve documents for Civitas**

Resolved that the actions of LCHA in forming and serving as the sole member of LCHA Pine Island, LLC which is a co-developing member of Pine Island Cape, LLC a Florida limited liability company (the "Company") which will be the owner of Civitas of Cape Coral (the "Development"), and entering into the Operating Agreement of LCHA Pine Island, LLC and the LCHA Development Member entering into the second Amended and Restated Operating Agreement of Pine Island Cape, LLC, are hereby in each and every respect authorized, approved, ratified, and confirmed.

**NOW THEREFORE BE IT RESOLVED**, Chairman Norris declared said motion carried and said Resolution was adopted during the Regular Session Meeting for

Lee County Housing Authority (LCHA) on February 16, 2023. Commissioner Sardina made a motion to approve Resolution (2023-1) Documents for Civitas, seconded by Commissioner Ortiz. The motion carries.

Mr. Goodson also, said that the Civitas project closed on January 26, 2023. They would be having a ground breaking in the near future.

**B. Lee County Housing Authority Development Term Sheet**

This is stating that the Lee County Housing Authority and SHAG Development, LLC, hereby agree to the following terms stated in the agenda packet on February 16, 2023. **NOW THEREFORE BE IT RESOLVED**, Chairman Norris declared said motion carried and said LCHA Development Term Sheet was adopted during the Regular Session Meeting for Lee County Housing Authority (LCHA) on February 16, 2023. Commissioner Ortiz made a motion to approve LCHA Term Sheet, seconded by Commissioner Sardina. The motion carries.

Mr. Norris asked about the tenants since the units at Barrett Park would be demolished. Ms. Jones stated that they would receive Tenant Protection Voucher's they can use the voucher to move someplace else or they could return upon their choosing to Barrett Park.

**C. Option to enter into a ground lease agreement (Pine Echo Apartments)**

The ground lease agreement is made and entered into as of February 16, 2023, by and between Lee County Housing Authority, a public body corporate and politic established pursuant to Chapter 421 of the Florida Statutes ("Owner"), and Pine Echo Apartments, LLC, a Florida limited liability company ("Optionee"). **NOW THEREFORE BE IT RESOLVED**, Chairman Norris declared said motion carried and said Option to enter into a ground lease agreement was adopted during the Regular Session Meeting for Lee County Housing Authority (LCHA) on February 16, 2023. Commissioner Sardina made a motion to approve Ground Lease Agreement, seconded by Commissioner Ortiz. The motion carries.

**D. Re-roofing Pine Echo I & Pine Echo II Nastar**

Mr. Goodson added this to the agenda for Board Approval. The invitation for roofing bids were due back into the office by 4:00 PM on February 8, 2023. After reviewing and discussion the conclusion that Nastar is the lowest and responsible bid. Mr. David S. Moore stated in his review of the bid proposal to please contact him with any further questions.

Ms. Sardina asked if the company was local. Deborah Johnson stated that the company was local. Ms. Sardina also asked about the Davis Bacon wages and, in the report, they stated that they knew that specific paperwork was required with each payment application. Also, stated that their roofers received hourly wages in excess of the required minimums in wage determination. **NOW THEREFORE BE IT RESOLVED**, Chairman Norris declared said motion of Re-roofing Pine Echo I & Pine Echo II was adopted during the Regular Session Meeting for Lee County Housing Authority (LCHA) on February 16, 2023. Commissioner Sardina made a motion to approve Re-roofing Pine Echo I & Pine Echo II, seconded by Commissioner Ortiz. The motion carries.

## Capital Improvements

### Other Business/Board of Commissioners Comments

Mr. Goodson said that we have number 3 in the lottery for a 72-unit senior development to be built on the property Homassee on 41 in North Ft Myers. Also, another project possibly at 4941 Bayshore another 72-unit senior development.

Ms. Sardina brought up housing for work force families with the high rent in the area and that there are 950 open teaching spots for teachers in the Lee County.

Mr. Norris brought up the lack of board members that it is very hard to have meetings and to vote with only 3 board members instead of 5. Wants to know if the governor knows that this is a problem. Mr. Goodson said that a lot of housing authorities are having the same problem.

### Attorney Report(s)

### Public Input/Comments

There was no one to be heard.

Next meeting will be May 4, 2023

**ADJOURNMENT:** Having no further business to discuss, Commissioner Ortiz made a motion to adjourn the meeting at 3:15 p.m., seconded by Commissioner Sardina. The motion carries.

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**ATTEST**      Kim Hagan, Executive Assistant      Date