

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

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held on **September 20, 2024**, at **9:00 am** at the Hampton Inn Downtown, 2151 Johnson Street, Fort Myers, Florida, 33901. Notice of this meeting was duly posted.

ATTENDANCE: Chairman Robert Norris
Vice Chairman Robert Ortiz
Commissioner Christine Sardina

ABSENT:

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the August 5, 2024, board meetings. 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. August 5, 2024, Vice-Chairman Ortiz made a motion to accept the minutes, seconded by Commissioner Sardina. The motion carries.

AGENDA ADJUSTMENTS

Marcus mentioned they would deviate slightly from the agenda to allow Matt Miller from National Development to present first since he needed to leave early.

Mr. Goodson introduced everyone who was working on the projects and allowed them to update the board on the projects.

- Update on Civitas of Cape Coral Project and Hermosa North Fort Myers phase I and II, Michael Allan- Revital Group
- St Peter Claver Phase I & 2 update- Rick Miller & Matt Miller- National Development of America
- Update on Rental Assistance Demonstration (RAD) Pine Echo I & II, & Barrett Park- Michael Henzy, Rick Crogan, Drew Krinsky (Smith & Henzy)
- Update on CDBG-DR Funds- Multi-Family Rehab- Affordable Housing Development
- TAG- Jane Dixon- Via Zoom

REPORT

Matt Miller from National Development reported on the St. Peter Claver project, noting that Phase 1, with 136 family units, was completed in April 2024 and fully leased by August 2024. He mentioned they are applying for funding for Phase 2 for 72 additional units.

Chairman Norris asked if the proposal that you're going for right now is still the same as phase two.

Mr. Miller responded, Phase two, yes, the final 72 units. We have three building pads that are sitting there with all roads, sewer, and water tied in. Everything is in place. We just need to go vertical. So, we are hoping to be successful. We all have a short construction schedule. All the site works are complete, and then we get 772 more units on the ground here in Fort Myers.

Chairman Norris asked when that will be completed?

Mr. Miller responded that if we were to be successful, we would probably have a six to nine-month closing timeline and then probably ten months of construction.

Chairman Norris asked if we don't get that funded, what happens?

Mr. Miller responded that we are going to continue to work on the second round of CDBG-DR funds through the second round in Lee County, and then we will submit to Florida Housing for 4% or 9% credits and sail funds.

Commissioner Sardina asked, do you already have applicants for that housing?

Mr. Miller responded we have about 1,300 people on the wait list. The lease-up really consisted of, you know, our NDC asset management income, qualifying everybody going through the paperwork. We had 2,000 people on the wait list in April or in March when we really started the lease-up process, and by the end of it, here in our last year, I think we had 1,200 left.

Commissioner Sardina asked is this family housing?

Mr. Miller responded yes, we have 136 units split between two and three bedrooms. So, it's all family, but the Diocese knows this is an elderly and family development. The Bishop's mission is for families. He wants the kids to grow up in housing family developments. He always wants to go the family housing route.

Chairman Norris asked is this considered workforce housing?

Mr. Miller responded no, this is affordable. This is 60% AMI rents, and then very low or extremely low at 33% AMI.

Vice-Chairman Ortiz asked where is it located?

Mr. Miller responded it is located on Michigan Avenue.

Vice-Chairman Ortiz asked if it is a phase one or two, and how many bedrooms?

Mr. Miller responded there are two and three-bedroom units. We have the same footprint as phase 1 buildings, and we are just going to build three more buildings. The stormwater ponds are in place, the lift station, all the roads, all the infrastructure, and that's what we are hoping that construction readiness will help us with for the Lee County NOFA award.

Steve Auger and Mike Allen from Birdsong/Revital, respectively, presented updates on the Civitas Place project in Cape Coral, which includes 96 affordable and workforce housing units nearing completion. They mentioned they experienced some theft during construction, but have implemented security measures.

Ms. Lydia asked what the application process was going to look like.

Steve responded Professional Management, Inc. (PMI) is the property manager, and they have a very large statewide portfolio. We work with them on several projects, and they do really good work. They are based out of Miami. The application requires all the income certification documents, but we will provide you with information on where to send people. As soon as we get our CO for the first building, we'll have PMI on-site taking applications. So, we don't have a place to direct them to, but right now, there is a website where we get you that information about where to send people.

Chairman Norris asked in terms of the building itself, being three stories, are they walk-up, or do you have an elevator in the building?

Mike responded to the three-story walk-up, no elevator.

Chairman Norris, as far as the clubhouse do you have any idea what percentage of the expenses would be allocated for maintaining the clubhouse?

Mike responded I can't recall, but we do have that in our operating expenses budget.

Mr. Goodson asked if there is a pool at the complex.

Mike mentioned yes, there is a pool that is not done yet, but when they are ready to bring the subcontractor in, we will hold our opening. So, we got a minor amendment to the site developer plans to basically call out the pool as future construction. So, now that we are closing out the site development permit, we can bring the pool in to construct at any point. We have the local permit for it, but they hold up on getting them started as a permit from DEP is needed.

Mike Allen also reported on the Hermosa 1 and 2 projects in North Fort Myers, with Phase 1 consisting of 72 senior units and Phase 2 with 88 senior units. He noted they received favorable tax credit pricing and are scheduled to close on financing in October.

Mike Henzy from Smith and Henzy provided an update on the RAD conversion for Pine Echo 1 and 2, reporting they received \$7 million in CDBG-DR funds, which will allow for a substantial rehabilitation without requiring permanent debt. He mentioned they are working through flood zone issues with the county and HUD and expect to close in the first quarter of 2025.

Vice-chairman Ortiz asked when the construction is going to start for Pine Echo I and II?

Mr. Goodson responded that we are still trying to figure out the tentative date because we are working with the county on the \$7 million, but because of the flood issue, the one and two recent

flood maps were drawn, and now we are located at a different flood zone level. So, we have to work through that. When CDBG funds review your application, and you are in a flood area, there are certain restrictions that apply.

Rick Grogan and Darren Smith from Smith and Henzy presented on the Barrett Park redevelopment project, which involves demolishing 50 existing units and building 96 family units and 102 senior units. He noted they applied for \$40 million in CDBG-DR funding but were not among the first projects selected.

Marcus explained the challenges with the CDBG-DR funding application for Barrett Park, noting that the project didn't qualify for certain scoring advantages like being in a Qualified Census Tract (QCT) or Difficult Development Area (DDA). He shared that they have engaged the Henderson Franklin law firm and former Mayor Henderson to help advocate for their funding request at the upcoming October 7th meeting.

ADJOURNMENT

The meeting was adjourned for a break at 10:33 a.m. with plans to continue with Vicki's financial report after the break at 11:00 a.m.

FINANCIAL REPORTS- Vicki Collins, CPA

Vicki presented the financial report for July 31, 2024, including budget-to-actual comparisons based on the revised budget approved the previous month.

Vicki reported that Public Housing had a projected loss of \$113,500 with an actual loss of \$108,962, resulting in a positive variance of \$4,538. Public Housing had operating cash of \$1,554,667 at the end of July.

Vicki indicated that the PHA score for financial assistance should earn all 25 of 25 possible points, with strong performance in current ratio (12:1), month's ending net asset ratio (15.1), and debt ratio (no debt).

Chairman Norris asked the MENAR, the 15.1 ratio indicating that if something was to go wrong in the authority, we could still ability to pay our current expenses on that?

Vicki responded, yes.

Vicki reported that the administrative portion of the program was performing better than projected, with debt income of \$120,592 versus the budgeted \$99,833, showing a positive variance of nearly \$21,000.

Vicki noted that the HCV (Housing Choice Voucher) program had a loss of \$208,083 compared to the projected loss of \$45,417, with a variance of \$162,666. This was primarily due to \$98,000 in HUD HAP Reserve funds that had not been received by July 31st but were received in August.

Vicki noted that as of July 31, the agency reported strong administrative fee revenue totaling \$529,095. However, Housing Assistance Payment (HAP) reserves remain negative at -\$151,357, due in part to prior-year accruals and additional funds requested. The agency holds nearly \$700,000 in total HAP held reserves.

Chairman Norris asked regarding the HAP variance of \$162,000, and now you take the \$90,000 that we are supposed to be getting, that would be about \$73,000?

Vicki responded Yes, take that \$90,000, and it should be down around \$64,000.

DEPARTMENT HEAD REPORTS- Diana Jones, PH/HCV Supervisor

Public Housing Reports:

Diana reported on Public Housing, noting that 12 vacant units were removed from PIC and put under modernization to prevent losing funding and to avoid a negative impact on their FASS score. She mentioned there were 18 total vacant units. The write-offs for Public Housing are cumulative and move out from month to month until write-offs are completed, which Deborah is working on. For Maintenance, we have no turnover for Pine Echo since we are not releasing those units.

Housing Choice Voucher Report (HCV):

Diana provided updates on HCV lease-ups, noting improvements in VASH program referrals from the VAMC, with expectations to be close to fully leased up for the first time in years. Diana also discussed challenges with the Mainstream program, where participants often struggle to maintain housing, but we are still receiving referrals from our partner agencies.

Diana mentioned that the SEMAP on-site review indicated they would maintain their high performer designation. For our upcoming SEMAP, our utilization rate for our vouchers is less than 98%, but our funding expenditures are more than 98%. The last thing on HCV is that our new utility allowances will go into effect January 1st, 2025, requiring board approval before year-end.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

Diana reported on FSS, the number of interest forms that we are getting on the HCV side. Unfortunately, applications are not getting submitted by the residents. The Public Housing side has increased its interest, and I have another one who turned in an application. I wanted to mention that we did have one on the HCV side that graduated and received her escrow payout.

RESIDENT SERVICES- Elizabeth Jackson, ROSS Service Coordinator

Ms. Jackson presented on the ROSS Program, reporting that she had served over 100 residents while directly engaging 50 participants. She listed numerous community partners, including Crosspoint, BJ's, Family Home Services, Hope Pace, and many others.

Ms. Jackson detailed various program activities, including health and wellness classes, GED program (with one graduate and three currently enrolled), ESOL program, tutoring services, and technology classes for seniors.

Ms. Jackson outlined future goals, including increasing educational support, enhancing health and wellness participation, broadening technology assets, and strengthening LIHEAP assistance. We have 35 residents, and we have 15 applications that are pending. For the future, I want to focus on expanding the fostering community partnerships, enhancing program evaluation, expanding outreach efforts, and launching financial literacy classes.

Chairman Norris asked what the age group of those who were involved in the GED program at Dunbar was.

Elizabeth responded, we had 50-year-old, a 19-year-old, a 25-year-old, and then the one who just finished is 32 years old.

Chairman Norris asked what the number of residents in both communities is, and what the percentage is in the age group?

Elizabeth responded that the majority will be Barrett Park, we have a lot of elderly residents in Pine Echo I and some in Pine Echo II. The percentage of residents working is 10%. My goal is to get younger people working and older residents, especially mothers to get them to become self-sufficient.

Executive Director Reports, Marcus D. Goodson

Mr. Goodson provided five items that require board action.

The first item needs board approval for the collection write-offs for the fourth quarter ending 9-30-2024 in the amount of \$14,209.34.

Chairman Norris entertained a motion to approve the collection write-offs for the fourth quarter ending 9-30-2024 in the amount of \$14,209.34. Vice-Chairman Ortiz made a motion to approve the collection write-offs for the fourth quarter ending 9-30-2024, seconded by Commissioner Sardina.

The next two items need board approval for Resolution 2024-9 regarding Public Housing Flat Rents, which will be set at 80% of HUD's published fair market rents effective January 1st, 2025.

Chairman Norris entertained a motion to approve Resolution 2024-9 Public Housing Flat Rents effective January 1st, 2025. Commissioner Sardina made a motion to approve Resolution 2024-9 Public Housing Flat Rents, seconded by Vice-Chairman Ortiz.

The other board approval for Resolution 2024-10 regarding payment standards, which will be set at 100% of the fair market rents, effective October 1st.

Chairman Norris entertained a motion to approve Resolution 2024-10 Payment Standard effective October 1st, 2024. Commissioner Sardina made a motion to approve Resolution 2024-10 Payment Standard, seconded by Vice-Chairman Ortiz.

The other board approval is the 7.9% increase in the medical plan renewal, with no changes to the dental plan or the \$1,500 HRA benefit.

Chairman Norris entertained a motion to approve the increase of 7.9% in the medical plan renewal. Commissioner Sardina made a motion to approve the increase of 7.9% in the medical plan renewal, seconded by Vice-Chairman Ortiz.

The final board approval is an 8.86% increase (\$24,082) addition to our plan in property and casualty insurance.

Chairman Norris entertained a motion to approve the increase of 8.86% (\$24,082) in property and casualty insurance. Vice-Chairman Ortiz made a motion to approve the increase of 8.86% (\$24,082) in property and casualty insurance, seconded by Commissioner Sardina.

Capital Improvements

There were no reports

Other Business/Board of Commissioners Comments

There were no reports

Attorney Report(s)

There were no reports

Public Input/Comments

There was no one to be heard.

Next meeting will be on October 7, 2024

ADJOURNMENT

Having no further business to discuss, Commissioner Ortiz made a motion to adjourn the meeting at 2:00 p.m., seconded by Commissioner Sardina. The motion carries.

ATTEST


Yaritza Damiani, Executive Assistant

9/18/25
Date

