



CRA Board Meeting Minutes  
Tuesday, October 1, 2019 – 1:30 p.m.  
City Commission Chambers – 100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444

**STAFF PRESENT:**

Renee Jadusingh      Danielle Arfin      Tara Toto      Lori Hayward

**OTHERS PRESENT:**

Ingrid Lee      Marjorie Waldo      Tyler Knight      James Quillen  
Evelyn Dobson      John Holder      David Tolces

**1. Call to Order**

Chair Petrolia called the meeting to order at 1:30 p.m.

**2. Roll Call**

**Present:** Chair Shelly Petrolia, Vice Chair Shirley Johnson, Deputy Vice Chair Angie Gray, Treasurer Bill Bathurst, and Commissioner Adam Frankel.

**Absent:** Commissioner Pamela Brinson and Commissioner Ryan Boylston.

**3. Approval of Agenda**

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Frankel, to approve the agenda as printed. In a roll call vote, the **motion** passed unanimously (5-0).

**4. Approval of Minutes**

**a. Minutes of August 13, 2019 Workshop Meeting**

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Frankel, to approve the minutes of the August 13, 2019 Workshop Meeting. In a roll call vote, the **motion** passed unanimously (5-0).

#### **b. Minutes of August 13, 2019 Regular Meeting**

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Frankel, to approve the minutes of the August 13, 2019 Regular Meeting. In a roll call vote, the **motion** passed unanimously (5-0).

#### **c. Minutes of September 10, 2019 Regular Meeting**

**Motion** by Commissioner Frankel, seconded by Vice Chair Johnson, to approve the minutes of the September 10, 2019 Regular Meeting. In a roll call vote, the **motion** passed unanimously (5-0).

### **5. Public Comments on Agenda and Non-Agenda Items**

**Ingrid Lee**, read an excerpt from a book encouraging people to get involved in their communities. She said she came to speak because 1:30 p.m. on a Tuesday is not a reasonable time for citizens to get involved and do their civic duty. Continuing, Ms. Lee thanked Vice Chair Johnson for her prior comments regarding Board member behavior.

**Marjorie Waldo**, stated the School Board recognized the Arts Garage for its work with students, and shared regarding an upcoming musical theater piece for Black History Month. She circulated packets to the Board members with an update on the Arts Garage.

**Tyler Knight**, noted improvements at 3<sup>rd</sup> Street and Artist Alley were addressed at a recent budget hearing. He shared photos of the alley, which was flooded with recent rain, and asked that the CRA look at drainage while doing upcoming work in the area.

**James Quillen**, said people often feel fed-up with the government because they think they know the plot, but he wanted to commend the positive things happening since the Commission took over the CRA Board. He noted he is concerned now that Osceola Park is getting close to being improved, that there will be issues, but is trying to stay positive.

Chair Petrolia shared with Mr. Quillen that \$6.7 million was scheduled for improvements in his neighborhood in the 2019/20 fiscal year.

**Evelyn Dobson**, provided an update on the Community Land Trust (CLT). She stated development of the 25<sup>th</sup> home on the SW 14<sup>th</sup> Avenue project has been completed, and an additional two (2) homes are being constructed in that neighborhood. Continuing, Ms. Dobson shared additional projects in the community.

Vice Chair Johnson asked if it was possible to put up signs identifying CLT projects.

**John Holder**, spoke regarding a restaurant he is getting ready to open on 400 W. Atlantic Ave., in the CRA area. He said his daughter Portia would be the manager and chef, and the restaurant would be service Southern cuisine.

## **6. Consent Agenda**

### **a. CRA Monthly Financial Report – August 2019**

### **b. CRA Monthly Progress Report – September 2019**

### **c. Update on Development and Disposition of CRA-Owned Properties in the SW Neighborhood for Workforce Housing – Corey Isle**

### **d. Interlocal Agreement Between the City and CRA for Tennis Tournament Sponsorship**

### **e. Interlocal Agreement Between the City and CRA for Funding Construction/ Professional Services – FY2019/20**

#### **1. ILA for General Capital Improvement Projects**

#### **2. ILA for NE 3rd Avenue/Street Project**

### **f. Interlocal Agreement Between the City and CRA for IT Services**

### **g. Memorandum of Understanding – Palm Beach County Commission on Ethics**

Deputy Vice Chair Gray asked that Item 6C be pulled from the Consent Agenda for discussion. Item 6C was moved to Old Business as item 7AA.

**Motion** by Deputy Vice Chair Gray, seconded by Vice Chair Johnson, to approve the Consent Agenda as amended. In a roll call vote, the **motion** passed unanimously (5-0).

## **7. Old Business**

### **aa. Update on Development and Disposition of CRA-Owned Properties in the SW Neighborhood for Workforce Housing – Corey Isle**

Deputy Vice Chair Gray asked that staff go over the timeline of the Corey Isle project.

Renee Jadusingh, CRA Executive Director, explained that since the Corey Isle project was approved a few months ago, staff has been working diligently with the CLT and their attorneys to negotiate four (4) agreements for the project. She noted work to prepare the site, which is the responsibility of the CRA, will begin place soon.

Continuing, Ms. Jadusingh stated staff is looking to bring the agreements before the Board for approval in November. She said the plan is to do site work, permits, and approvals for

technical compliance between October and December, with a projected construction start date of January 2020. There are three (3) signs on the site, including signage showing models of the six (6) homes, CRA contact information, and CLT contact information.

Deputy Vice Chair Gray asked if staffing at the City was causing problems with the permitting process moving forward. She stated the project was approved in June, and she thought the site would have been cleared by now.

Ms. Jadusingh stated there had not been any issues with the City, and the process has been going smoothly. She said work continues with the architect to finalize plans, and she doesn't see any holdup, as the project is moving forward.

Deputy Vice Chair Gray asked Ms. Dobson to give her perspective on the process.

Ms. Dobson stated there had been very positive working meetings with the CRA staff, CRA attorney, and CLT attorney to refine documents. She said they had originally thought they would be ready to start by December, but other things came up, such as a need for replatting and work stemming from the engineering report.

Continuing, Ms. Dobson explained the ways she had been informing the public the project was coming. She said the issue is now that there are many people applying for 10 homes. She stated the applications would be first come, first qualified.

Vice Chair Johnson asked for clarification regarding concerns with the soil and the dump.

Ms. Dobson stated there is no way to know how far the problems with the dump go, but her concern is that Nutting Engineers sent a letter to the City recommending the CRA not build two (2) story units on the site.

Vice Chair Johnson asked if the CRA or City had started to do work to find out how much of the area was impacted by the former dump.

Ms. Jadusingh explained Nutting Engineers had revised their report to say two (2) story homes are acceptable on the site and stated the CRA would be retesting the soil to be sure it is correct before turning it over to the CLT.

Board Attorney David Tolces stated based upon the reports in place now, there are no concerns with building two (2) story homes, and the CRA is doing everything in its power to provide the assurances to the CLT and future owners that there will be no issues.

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Bathurst, to approve the budget as presented. In a roll call vote, the **motion** passed unanimously (5-0).

#### **a. Rejection of Bid for 2019-08 – Construct New Foundation at 20 N. Swinton Ave.**

Tara Toto, CRA Project Manager, stated staff recommendation is to reject the bid submitted by Marvi Builders, LLC in the amount of \$210,465.78 to construct a new foundation and associated required site work at 20 North Swinton Avenue and reissue

the bid in order to obtain multiple, fair and reasonable bid submittals based on the costs associated with the proposed scope of work.

Ms. Toto stated staff received one (1) bid and would like to reissue the RFP with adjustments to seek a more appropriate cost estimate for the project

Chair Petrolia asked why only one (1) bid was received and asked if rejecting the bid was going to be a problem due to the home waiting to be moved.

Ms. Jadusingh explained there were multiple questions received, but the contractors at the pre-bid meeting did not submit. She stated revised drawings were received after the bid close, and hopefully will help possible bidders. She said additional solicitation of bidders is necessary for this type of project.

Chair Petrolia asked that research on the type of companies that due this type of project be done prior to going into another cone of silence to alert them the RFP was coming.

Commission Boylston stated he may be able to help with that research. He said it is very difficult than building a typical foundation and may be more expensive.

Ms. Jadusingh explained the plumbing and electrical portion of the project will be pulled out and bid separately, and they still plan to move the house by October 15.

**Motion** by Vice Chair Johnson, seconded by Commissioner Frankel, to reject the bid and go out for a new bid. In a roll call vote, the **motion** passed unanimously (5-0).

**b. A-Guide Funding Agreement FY2019/20 – Delray Beach Community Land Trust, Inc.**

Deputy Vice Chair Gray stated the A-Guides had all been workshopped before the Board and asked if the A-Guide Agreements could be approved rather than having additional presentations.

Mr. Tolces noted this was acceptable as long as each item was introduced individually and approved separately.

**Motion** by Commissioner Frankel, seconded by Vice Chair Johnson, to approve the A-Guide Funding Agreement for the Delray Beach Community Land Trust, Inc. In a roll call vote, the **motion** passed unanimously (5-0).

**c. A-Guide Funding Agreement FY2019/20 – Delray Beach Historical Society, Inc.**

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Bathurst, to approve the A-Guide Funding Agreement for the Delray Beach Historical Society, Inc. In a roll call vote, the **motion** passed unanimously (5-0).

**d. A-Guide Funding Agreement FY2019/20 – Expanding and Preserving Our Cultural Heritage, Inc.**

**Motion** by Vice Chair Johnson, seconded by Deputy Vice Chair Gray, to approve the A-Guide Funding Agreement for Expanding and Preserving Our Cultural Heritage, Inc. In a roll call vote, the **motion** passed unanimously (5-0).

**e. A-Guide Funding Agreement FY2019/20 – Delray Beach Creative City Collaborative**

**Motion** by Commissioner Bathurst, seconded by Commissioner Frankel, to approve the A-Guide Funding Agreement for Delray Beach Creative City Collaborative. In a roll call vote, the **motion** passed unanimously (5-0).

**f. A-Guide Funding Agreement FY2019/20 – Delray Beach Library Association, Inc.**

**Motion** by Commissioner Bathurst, seconded by Vice Chair Johnson, to approve the A-Guide Funding Agreement for Delray Beach Library Association, Inc. In a roll call vote, the **motion** passed unanimously (5-0).

**g. A-Guide Funding Agreement FY2019/20 – Delray Beach Library Association, Inc. – Matching Grant**

Lori Hayward, CRA Finance Director, explained the technology, training, and innovation program being developed by the library. She noted the CRA Board agreed to pay \$50,000 toward the program once matching funds are in place.

**Motion** by Commissioner Frankel, seconded by Deputy Vice Chair Gray, to approve the A-Guide Funding Agreement for Delray Beach Library Association, Inc. – Matching Grant. In a roll call vote, the **motion** passed unanimously (5-0).

**h. A-Guide Funding Agreement FY2019/20 – Old School Square Center for the Arts, Inc.**

**Motion** by Commissioner Frankel, seconded by Commissioner Bathurst, to approve the A-Guide Funding Agreement for Old School Square Center for the Arts, Inc. In a roll call vote, the **motion** passed unanimously (5-0).

**i. A-Guide Funding Agreement FY2019/20 – Greater Delray Beach Chamber of Commerce, Inc.**

Ms. Hayward noted the Small Business Development Center program has typically been housed at the Library, and that program will now partner with the Chamber.

Chair Petrolia clarified that the funding would be moving with the partnership from the A-Guide Agreement with the Library to that of the Chamber.

**Motion** by Commissioner Bathurst, seconded by Commissioner Frankel, to approve the A-Guide Funding Agreement for the Greater Delray Beach Chamber of Commerce, Inc. In a roll call vote, the **motion** passed unanimously (5-0).

## **9. New Business**

None.

## **10. Other Business**

### **a. Comments by Commissioners**

Commissioner Frankel thanked Ms. Jadusingh and her staff for their help in accommodating the Rosh Hoshana gathering at the Arts Warehouse. He said the organizers were complimentary.

Chair Petrolia mentioned the public comment on drainage by the Arts Warehouse, and said she knew it was not in the budget but would like to determine what it would take to add to the project.

Ms. Jadusingh stated engineering documents are being completed, and the engineers have been asked to explore that scope.

Deputy Vice Chair Gray asked Ms. Jadusingh to have staff research Accessory Dwelling Units (ADU) as an option for affordable housing.

### **b. Comments by Board Attorney**

Mr. Tolces announced he and Ms. Jadusingh would be on a panel together at the FRA Conference on October 18 at 8 a.m. in Tampa.

### **c. Comments by Executive Director**

Ms. Jadusingh stated she would also be speaking in the Diversity session at the conference.

Continuing, she asked that the Board consider a change to the November Board Meeting schedule due to City budget availability. She proposed a Housing Partners Workshop be held on November 12 and a Regular Meeting be held on November 19, both at 1:30 p.m.

Ms. Jadusingh shared a save the date announcement for the Delray Greenmarket, which will kick off its 24<sup>th</sup> season on October 26.

## **10. Adjournment**

There being no further discussion, the meeting was adjourned at 2:12 p.m.

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Renee Jadusingh, Executive Director

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Shelly Petrolia, Board Chair