



NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee
October 2, 2008

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **October 2, 2008**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chair Sgroi** called the meeting to order at 9:02 a.m. with the following members present representing a quorum:

Bob Sgroi	Hugh Fish
Larry Williams	Chereese Stewart
Chip Laibl	Harold Rutledge

Excused: Karen Stern

Staff: Brian Teeple, Mario Taylor, Donna Starling, and Joyce Rhodes

*Approval of Minutes

Mr. Fish moved approval of the minutes of the September 4, 2008 meeting; seconded by Mr. Williams; motion unanimously carried.

*August 2008 Financial Report

Ms. Starling reported that the Council posted a Net Income of \$10,153 for the month of August and a Year to Date Net Income of \$22,886. The Business Development Corporation (BDC) posted a Net Income of \$20,620 for the month of August and a Year to Date Net Income of \$119,079. The Agency-wide totals were a Net Income of \$30,773 for the month and a Net Income of \$141,965 (includes BDC Net Income) Year to Date. Effective October 1, 2008, BDC's income (loss) will no longer be reflected in the Council's Agency-wide totals. The Council's report will indicate only the revenues and expenses owed to the Council by the BDC incurred as part of the administrative agreement between the BDC and the Council. Ms. Starling advised that the Council will experience a loss of approximately \$7,500 due to the facility cancellation fee for the Regional Leadership Academy. Further adjustments may be shown in next month's report due to the end of fiscal year. **Mr. Williams moved approval of the August 2008 Financial Report; seconded by Mr. Fish; motion unanimously carried.**

Recommended Contract Award for NEFRC Roof Replacement

Mr. Brian Teeple reported that the Request for Proposal (RFP) was issued to fifteen (15) potential bidders on July 25, 2008. The mandatory site visit and pre-proposal was held on August 12, 2008 with eight (8) attendees. At the time set for RFP closing, only one offer was received; that being from Design-Build Solutions (DBS), Inc., a Subsidiary of The Garland Company. Contractor qualification as required by Florida Statute 287.055 was conducted and DBS was advanced as fully qualified. The technical evaluation and oral presentation further resulted in a technically acceptable offer. Negotiations were held with DBS on September 23, 2008. The Council's first option choice was the sloped gable. The DBS cost proposal for this type of roof was \$512,720. Negotiations resulted in a Best and Final Offer of either \$460,000 or \$465,000, depending on the drainage solution opted by the Council. Mr. Taylor indicated that current and future escalation of steel prices is in part responsible for the higher cost. However, DBS has included a 30 year warranty on

the roof to partially offset the increase. Mr. Fish questioned the ventilation system proposed. The system is believed to be a ridge cap but will be verified prior to award. **Mr. Fish moved approval to award the Roof Replacement Contract to Design-Build Solutions, Inc. in an amount not to exceed \$465,000; seconded by Mr. Williams; motion unanimously carried.**

Audit Schedule

Ms. Starling presented an audit schedule for the Fiscal Year 07/08 audit. The audit is expected to begin on October 28, 2008 with the auditors, Magers & Associates, LLC presenting their findings to the Board at the January 8, 2009 meeting.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, November 6, 2008**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216.**

Adjournment

There being no further business to discuss, **Mr. Williams moved to adjourn; seconded by Ms. Stewart; motion carried unanimously.** The meeting was adjourned at 9:35 a.m.