

Minutes  
LCEFA Meeting - Wednesday, February 20, 2019  
Capital City Bank 304 E. Tennessee St.

Members Present: Chairman Tom Proctor; Vice Chairman Ramsay Sims; Anthony Miller; Rick Givens; Dennis Bailey.

Also: Bob Kellam, Executive Director; Michael Kramer, Director; General Counsel Terry Madigan.

Guests: Ms. Lillian Spell, Leon County; Dan Lowell, new General Manager, Southgate; Ms. Christina Wilder, Assistant General Manager, Southgate.

- Meeting called to order at 11:40 am and Introductions were made.
- Approval of minutes of November 30, 2018 meeting – Motion by Dennis Bailey, seconded by Ramsay Sims. Passed unanimously.
- Ratification of Sodexo – Southgate agreement – Motion to ratify by Anthony Miller, seconded by Rick Givens. Passed unanimously.
- Southgate Update - new General Manager at SouthGate Campus Centre, Dan Nowell. Assistant G. M. Christina Wilder (Christina has been at SG for at least 3 years) Dan Nowell started as General Manager on February 18<sup>th</sup>. Dan and Christina briefly addressed what is happening at Southgate with both the leasing situation and the food service. They have been in contact with the FSU/TCC transition program and a positive relationship is continuing with FSU. Christina mentioned that the food issues had stabilized and that the property was ranked in the top 100 of student properties in the nation

Southgate Leasing Report		
Pre-lease vs. previous year		
2017	2018	2019
34.2%	53.59%	23.02%

Tom Mentioned a request from Department of Revenue about the leases and Bob Kellam commented that he was making sure it was resolved as some forms needed to be filed.

- Michael Kramer provided a summary of the remediation project taking place at Heritage Grove. He also shared the details of the MOU that was executed with ACA on January 8, 2019. The MOU allowed the Heritage Grove project to proceed efficiently while insuring that operating funds could be accessed for the property. It was noted that the agreement is only effective until March 31, 2019 at which point, better project costs are expected to be in hand.
- Ratification of January 8, 2019, M.O.U. with ACA re: Heritage Grove accounts payable and Remediation “Study Budget.” Motion to ratify by Dennis Bailey, seconded by Anthony Miller. Passed unanimously.

- Status of Audit – Our publish date goal is March 31, 2019 but that will depend heavily upon Southgate and Heritage Grove producing the documents needed to support the auditors. Our Accountant, Kaye Kendrick, has been working very closely with both properties. The auditors have suggested that a modest extension should be expected but are confident that the audit will be completed far earlier than the prior year’s audit.

Rick Givens volunteered to work on better establishing the role and structure of the EFA Audit Committee.

- Financial reports and budgets – LCEFA financial reports for December, 2018, and January, 2019, will be distributed to all members this week.
- Heritage Grove update – Leasing Report – First leasing report for HG will be out and sent to Authority members on February 25<sup>th</sup>. Building 3 has been taken offline, first, to be partially demolished and used for assessing the possibilities for remediation. Second, to establish an estimated budget to be used for the bidding process and, third, to be used as housing for students while their building is being renovated.
- Status of Heritage Grove Repair and Remediation Process. - In January, two contractors delivered preliminary budget estimates based on tearing down and completely rebuilding both the front and back “porches” of the eight apartment buildings. The estimates were higher than anticipated so another round of budget estimates was ordered from the same engineers and contractors.

The new round of estimates is being developed using a modified strategy calling for:

The second and third-floor slabs and the roof would be preserved. All walls including the wood structure and the brick veneer would be removed but additional shoring would be added since we are keeping the second and third-floor slabs and the roof. Walls would be constructed using eight-inch concrete blocks with brick veneer matching the current veneer with brick ties according to code. 56 helical piles are to be installed (28 front, 28 back) under the existing slab to account for the weight of the new structure. The stairs including treads and stringers shall be replaced but the existing guardrails and handrails shall be removed, repaired as needed, and re-installed. These elements, especially retaining the roof and second and third-floor slabs, should save considerable time and money. The new estimates are expected to be produced the first week of March.

Our construction expert, James Kaufman, has closely examined the plans and believes that this is not only a safe way to proceed but it is reasonable to expect both time and cost savings.

- There was a brief discussion of Legal Representation structure and how other organizations use General Counsel. The Board agreed that structure and expectations need to be clarified and transparent for LCEFA and Legal Service Providers. Anthony Miller agreed to collect a couple sample solicitations that had used elsewhere. The objective is to control costs and eliminate any surprises in regard to legal fees going forward. It was noted that the LCEFA used an RFP in the late 1990s.

There being no further business, the meeting was adjourned at 12:57 pm.