

Holiday Park Park and Recreation District
Board of Trustees Workshop Meeting

December 29, 2022

- I. **Call To Order** by Chairperson John Rabideau at 10:30 a.m.
- II. **Invocation and Pledge of Allegiance** led by Sharon O'Reilly, Secretary.
- III. **Roll Call**

Chairperson	John Rabideau	Present
1 st Vice Chair	Ken Judd	Present
2 nd Vice Chair	Bob Bachman	Absent
Treasurer	Don LaMaster	Present
Secretary	Sharon O'Reilly	Present
Asst. Secretary	Deborah Perla	Present
Trustee	Jim Oliver	Present
Trustee	Karin Anderson	Present
Sergeant at Arms	Robert Burleigh	Present

Deborah Perla resigned as Trustee, stating that she did not feel valued or respected by this Board of Trustees.

IV. **Resident Comments**

-Lois Langtry stated that Deborah Perla's resignation was an indication that the Board of Trustees was not working well together. She felt that Karin Anderson micromanaged Brett Burmann. She stated that Jim Oliver and Karin Anderson chastised Brett Burmann at the last meeting and that that contributed to Brett Burmann's resignation. She felt Jim Oliver was helpful to individual residents, but needed to work on anger management. She stated that residents were equally to blame for Brett Burmann's resignation, including Cheryl Morris' Facebook post and Bob Moore's contacting Brett Burmann's wife. She feels that our park is developing a reputation that it can't keep a District Manager and was unhappy that other Board of Trustee members did not speak up at the last meeting in support of Brett Burmann.

-Bill Mitchell stated he was a former Trustee and that residents and the District Manager need to understand that the Board of Trustees run this park. He stated that Brett Burmann never understood or operated under the procedures outlined in House Bill 1855. He was concerned that Brett Burmann did not respond to Karin Anderson's request for Federal Emergency Management Agency (FEMA) updates. Bill Mitchell also stated he made multiple inquiries to Brett Burmann and did not get a response. He feels the Board of Trustees needs to pull together.

-George Clinch was sad to see Deborah Perla leave. He was concerned that many people at the meeting were not wearing name badges and stated, "we are being watched."

-Jim Oliver clarified the date of the meeting to which Lois Langtry was referring (not the last meeting, but the 12/8/2022 meeting). He felt Brett Burmann did a lot to help residents and was good at public relations, but did not do his job as an office manager.

-Karin Anderson said she appreciates resident comments. She stated FEMA is a mess, which she will address later in the meeting. She stated that all communication with the FEMA attorney went through Brett Burmann, and he did not provide this information to her. She stated Brett Burmann did not like or do administrative work.

-Sharon O'Reilly stated that Brett Burmann did not consistently respond to her emails, and John Rabideau stated he had the same issue with Brett Burmann. Sharon O'Reilly asked residents to please contact the Trustees directly with questions and/or concerns, rather than post comments on Facebook. Residents are welcome to contact her at any time.

-Ken Judd participated in Brett Burmann's exit interview and stated, "Brett gave it all he had."

V. New Business

A. Holiday Park Lawncare Done In-House

Item tabled.

-Don LaMaster and Jim Oliver stated that we need to get a solicitation out for lawn care bids in January 2023.

-Don LaMaster stated we have no money to purchase lawn equipment.

B. Repair of Pickleball and Tennis Courts and Pool Fencing

-Don LaMaster stated we don't have any money for fence repairs until we get payments from insurance and FEMA.

-Ken Judd and Lois Langtry offered to lend the park \$60,000 at no interest for fence repairs.

-Jim Oliver thanked Ken Judd and Lois Langtry for their offer. He was concerned that we still need debris removal from common areas. He was sorry that his offer to take back the Architectural Control Committee (ACC) contributed to the resignation of Deborah Perla and would be glad to do lawn instead.

-Item will be moved to regular meeting.

C. Rewrite of "Trustee over Personnel" Job Description

Item tabled.

D. Workplace Policies (a.k.a. Conditions of Employment)

Item will be moved to next workshop.

E. By-Laws Update

There will be a public meeting on 1/12/2023, from 9:00 - 9:15 a.m. for residents to vote on the proposed by-law revisions.

F. Sunshine Law Training Scheduled for Friday, January 13, 2023, 10:00 – 11:00 a.m.

-Trustees are required to attend this meeting. Residents are encouraged to attend and can sign up at the office.

-Karin Anderson suggested that we discuss with the attorney the ongoing process of getting residents who have abandoned their properties to do cleanup and/or demolition, and have consequently not responded or complied with letters that have been sent out to them.

VI. Old Business

None

VII. Supplementals

A. Gulf Coast State College Mobile Home Tie Down Program

-John Rabideau has applied to this program. Karin Anderson stated we have been turned down by this program in the past.

B. FEMA Update

-Karin Anderson gave a detailed update, including lawyer comments and recommendations. See attached, "Below is the latest FEMA information, 12/27/2022," pages 1 and 2, as presented by Karin Anderson. A copy of this

document in its entirety is available for review at the office. Based on the FEMA attorney information, Karin Anderson suggested that we set up three committees as follows:

- Committee #1 to handle bids under \$35,000.
- Committee #2 to handle bids over \$35,000, which must be sealed bids.
- Committee #3 to handle insurance claims.

-Karin Anderson explained that, per the FEMA attorney, insurance claims must be submitted at the same time as FEMA claims – **not after** FEMA, as had been previously stated by Brett Burmann.

-Bill Mitchell stated that FEMA will **not** pay for anything that insurance covers, but will pay after insurance claims have been settled.

-Jim Oliver asked for volunteers for these committees. He wants to avoid a special assessment.

-John Rabideau asked Cheryl Morris to head Committee #3, insurance claims. She said she would volunteer for this committee, but will ask Gary Chapman to act as its chairperson. John Rabideau asked Bill Mitchell to lead Committee #2 for sealed bids, and he accepted. John Rabideau asked Karin Anderson to post the need for volunteers on Facebook and asked residents to sign up for these committees at the office.

-Karin Anderson presented a list of damages compiled to date and asked residents and Trustees to review and add any additional damages to the list.

C. Debris Removal and Demolition

-John Rabideau discussed the ongoing removal of debris from common areas, which is needed in order to facilitate the demolition of some homes. He spoke to someone at Graeber Excavating, who stated that, while they have stacked debris, they will charge \$1500 for six days to remove the debris, totaling \$9,000. Another option is to wait for the City of North Port for final pickup.

-Cheryl Morris suggested a review of the contract with Graeber Excavating, which should include debris removal.

-Per John Rabideau, Don LaMaster, and Karin Anderson, Wessel Construction and its subcontractor, JPS, have set up a staging area for demolition materials, and that their contract requires both demolition and removal.

-Don LaMaster reminded residents that we have collected money and placed it in a special account for residents who have contracted with Wessel Construction for demolition. He also stated that Wessel Construction will not be paid until the job is done to the satisfaction of the Trustees. Further, no money from this account has been paid to Wessel Construction to date.

-John Sermercheim was concerned that common area debris has been piled in neighbors' yards, which may impact access to their homes and cause a rat problem. He wants someone to contact the City of North Port to find out the final debris collection date.

-John Rabideau responded that he will contact the City of North Port.

-Jackie Mitchell stated that the contractor, not just the City of North Port, should be responsible for these debris piles.

D. Phase 2 Pool Heater Pump

-Don LaMaster stated he just found out this morning that the pool heater pump must be replaced at a cost of \$15,000.

-Jim Oliver asked if money from the Men's Club and/or ARC donations could be used.

-Bob Moore responded that the Men's Club's \$20,000 donation could go toward the pool fund.

-It was agreed that there would be a brief emergency meeting immediately following this meeting to vote on this issue.

-John Rabideau called for a break in the meeting from 11:49 a.m. – 12:05 p.m.

VIII. Resident Comments

-Cheryl Morris asked about the two part-time workers hired by Brett Burmann.

-Don LaMaster responded that we are keeping the two new part-time workers, but letting James Gafford, a full-time worker go.

-Bill Mitchell asked for volunteers for Committee #2, sealed bids, and Karin Anderson stated she would give Bill Mitchell a copy of the Florida guidelines for sealed bids. Bill Mitchell also suggested we get a survey of debris needing removal and debris placement.

-John Rabideau stated that he and Brett Burmann have asked Graeber Excavating to stop putting debris on Hikina Drive.

-Bill Mitchell stated that he and Jackie Mitchell have been doing surveys of damages and will continue to help with this effort.

-Crystal Hooper asked why there was going to be a cement deck extension in Phase 2 pool. Roy Auger explained that this was discussed at a previous meeting. John Rabideau indicated this had already been approved.

-Bruce Corey stated he could not hear well at the meeting today. He asked about the procedure for hiring a new district manager.

-John Rabideau stated the Board of Trustees would begin this process soon.

-Lori Crosby noted that the Board of Trustees had not accepted Brett Burmann's resignation.

-John Rabideau responded that we will vote on this at the next regular meeting.

-Karin Anderson stated that John Rabideau asked Brett Burmann to give him an updated list of what has been done, as well as what needs to be done, but John Rabideau did not get a response. He was told by Brett Burmann that everything was on his computer.

-Karin Anderson asked for a volunteer to help retrieve information from Brett Burmann's computer, and Cheryl Morris volunteered to do this.

-John Rabideau stated he has Brett Burmann's passwords.

IX. Trustee Comments

-Ken Judd – none

-Sharon O'Reilly clarified the process of taking and posting minutes. She stated that she generally has given the minutes to the office staff for typing and posting within 24 hours of each meeting, but the staff has been overwhelmed, and Brett Burmann did not always have the staff prioritize posting meeting minutes. She stated that the rumor that all Trustees must review the minutes prior to posting was false. She is working hard to get the minutes posted in a timely manner.

-Jim Oliver – none

-Don LaMaster reminded residents that Trustee seats 2, 4, 6, and 8 are up for reelection, and the qualifying deadline is 1/6/2023.

-Karin Anderson contacted Kate Geist who resigned as Administrative Assistant, and Kate Geist agreed to return to work on 1/3/2023. Karin further announced that she will resign effective the end of the next regular meeting, but will continue to assist the park.

John Rabideau thanked Karin Anderson for her service and said he was sorry to see her go.

X. Adjournment

Motion to adjourn the meeting by Jim Oliver, Second by Don LaMaster.
Motion carried.

MEETING WAS ADJOURNED AT 12:20 P.M.

Emergency Meeting convened at 12:20 p.m.

A motion to approve replacement of Phase 2 pool heater pump at a cost of \$15,000 by Karin Anderson. Second by Jim Oliver.
-Motion carried.

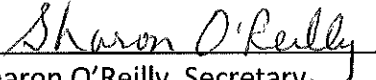
Motion to adjourn meeting by Don LaMaster. Second by Jim Oliver.
-Motion carried
Time: 12:21 p.m.

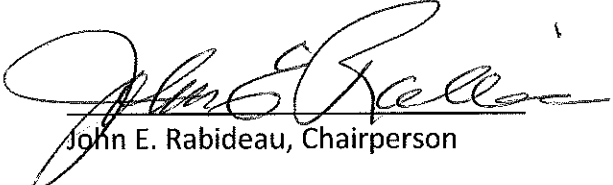
Attachment:

2-page Document: "Below is the latest FEMA information, 12/27/2022"

Respectfully submitted,

Attested to,


Sharon O'Reilly, Secretary


John E. Rabideau, Chairperson

Below is the latest FEMA information, 12/27/2022 for 12/29/2022 meeting

The lawyer's comments are attached. There is a # reflected in the commentary back to a # in the lawyer's comments. This is to assist the trustees to verify the lawyer's comments that support the commentary.

1. Lawyer's comments #3 Dec 21st

Now for the good news.

The deadline to complete Emergency Work, which is category A and B (Debris and Emergency Protective Measures, respectively) is 180 days from the start of the incident period, which was September 23rd so that would make it around March 20, 2023. The deadline to complete Permanent Work, which is everything else, is 18 months from the start of the incident period, which would put it around March 20, 2024. So, we have time to get the work done.

Just remember, the later we submit, the longer we don't have the funds to do the work.

We have already lost 12½ % on all future claims.

2. Lawyer comments #4.

I have sent probably 20 e-mails to Brett trying to get the information I needed. Brett was the attorney contact and the FEMA contact and controlled the information.

Now for the bad news. When I read the lawyers answer, I cried. The thought that I could not get the information earlier, and the fact it put the park behind on the documentation required to get paid because I could not get the information earlier, was not acceptable. I was not the attorney contact and not the FEMA contact and could not get the information I needed from Brett.

So finally, on December 18th after Brett resigned, I went directly to the attorney and I asked if after December 7th bids are no longer emergency bids (one bid vs three), do they require us to follow our procurement policy for FEMA payment? His statement in summary is that we must follow our procurement policy and not use the emergency process, or we won't be paid. Can't use one bid only. We also must include in the contract the special FEMA language he attached.

12/29/2022

P2

We have not done that. I did not print it since I did not want to kill another tree. So, we may have one bid on some items under \$35,000 but FEMA requires we request 3 bids. So, we need to address this issue to be paid from FEMA. Must include the FEMA wording.

Now for the worst part. Per state law all bids over \$35,000 requires us to use a sealed bid process. Our procurement policy states a possible sealed bid required over \$40,000. We must update that policy. The main issue is we have not yet received any bids over \$35,000 as sealed bids. So, we must address this ASAP as well.

3. Based on this information and the need for clear bid requests, and where our bidding is right now, I am requesting John to please set up a FEMA Committee.

I also recommend that the committee be broken up into two groups to focus on the process. All bids would require the FEMA wording.

I suggest one group to focus on Bids under \$35,000. Setting up individual files for each damaged item which would include photos, bid request and the bids. Determining if we already have any bids and request up to 3 bids. The bid we have must include FEMA wording.

One group to focus on sealed bids over \$35,000. Again, setting up individual files for each damaged item which would include photos, bid request, etc. Dates to open sealed bids in a public trustee meeting.

4. Attached is the list of questions I gave to John to coordinate gathering information from Brett. This information is based on using the FEMA cost sheet Brett has sent to Trustees to gather data for bids, etc.
5. The FEMA cost sheet is attached. I am asking each Trustee to please look at this and provide the missing information you can identify, so all damage is identified for bids, etc. We show 30 items presently requiring bids. I know there are more.
6. Last but not least, I have asked the attorney some additional questions for our knowledge and consistency. I have also sent him the comments Brett sent to each of us to verify the attorney has all he needs based on this information. I have not heard back yet.