



**BAREFOOT BAY
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting
April 27, 2021 at 7:00 PM
Building D&E

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Presentations and Proclamations**
- 5. Approval of Minutes**
 - A. Minutes dated April 9, 2021
- 6. Treasurer's Report**
 - A. Treasurer's Report
- 7. Audience Participation**
- 8. Unfinished Business**
 - A. Remote Control Boats Proposed Usage and Limitations
 - B. Continuation of FY22 Proposed Budget Discussions
 - i. Overview
 - ii. Lounge/Lakeside Projects Revisited
 - C. Phased Re-Opening Discussion
- 9. New Business**
 - A. Trimming of Palm Trees on the Golf Course
 - B. Request to Increase Monthly Payment for Services Provided by the Over 60 Softball Association (O60SA)
 - C. Building A Renovations Change Order
- 10. Manager's Report**
 - A. Manager's Report
- 11. Attorney's Report**
- 12. Incidental Trustee Remarks**

13. Adjournment

If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

Barefoot Bay Recreation District Regular Meeting



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

April 9, 2021

1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on April 9, 2021 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Maino called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Maino.

Roll Call

Present: Mr. Maino, Mr. Grunow, Mr. Nugent, Mr. Loveland, Mr. Morrissey. Also present, John W. Coffey, ICMA-CM, Community Manager, Krista Runte, Deputy General Counsel, Cynthia Mihalick, Assistant to the District Clerk, Richard Armington, Resident Relations Manager, and Kathy Mendes, Food & Beverage Manager.

Mr. Maino made a motion to amend the agenda to discuss legal counsel as Item 9H. Second by Mr. Morrissey. Motion passed unanimously.

Presentations and Proclamations

None.

Approval of Minutes

Mr. Nugent made a motion to approve the BOT Regular Meeting minutes dated March 23, 2021, BOT Budget Workshop minutes dated March 16, 2021, and March 25, 2021. Second by Mr. Morrissey. Motion passed unanimously.

Treasurer's Report

Mr. Grunow made a motion to approve the Treasurer's Report for April 9, 2021 as read. Second by Mr. Nugent. Motion passed unanimously.

Audience Participation

Jeffrey Viera-809 Lychee-spoke about the complaint made about running his RC boat and the possible trespassing.

James Sukiennik-1103 Oriole Circle-questions the intent of the DOR rules and spoke in support of use of common areas by the residents.

Jerry Simon-918 Sequoia-expressed concern that repairs are being deferred and delays with projects, including the pools and the restrooms at the beach.

Carmalyn Janssen-513 Citron-spoke in support of allowing use of RC boats.



BAREFOOT BAY RECREATION DISTRICT

Laurie Limacher-804 Lychee-spoke in favor of allowing use of RC boats.

Shirley Barrett-918 Dogwood Drive- expressed concern about the delays for repairs, including the pools and the kitchen project.

Jeanne Osborne-100 Cherokee Ct – spoke in favor of allowing use of RC boats.

Beverly Gelinas-702 Silverthorn Ct – spoke in favor of allowing use of the RC boats. She also expressed concern about the length of time Pool #2 has been closed.

Mr. Maino read a note that was submitted with signatures from eight homeowners on Pompano and Manatee Courts in support of allowing use of the RC boats.

Mr. Loveland made a motion to add RC boats to the agenda as item 9I. Second by Mr. Morrissey. Motion passed unanimously.

Unfinished Business

No Parking on Common Areas Update

Staff recommends the BOT authorize staff to pursue option #4 at the corner of Midway and Hawthorne as a pilot program.

Mr. Loveland asked about putting up signs that had been ordered. Mr. Coffey responded that the signs would come from towing company, they have not been purchased yet, as the towing contract has not been signed. Mr. Grunow suggested gravel be placed where unauthorized parking is taking place and charge in a similar manner to the RV parking. Mr. Morrissey suggested about putting notices on the vehicles.

Motion by Mr. Grunow to install bollards and rope fencing along the curbing and hope Brevard County does not make BBRD remove them. Second by Mr. Loveland. Motion passed unanimously.

Phased Re-Opening Discussion

Staff recommends the two following steps in the continued phased re-opening:

Food & Beverage

- Resume weeknight entertainment Lakeside of the Lounge effective April 22, 2021
- Outside only
- Will initially only consist of karaoke on Thursday nights but may be gradually expanded based on demand and nightly receipts

- Bar service only

Building Usage

- Expand building capacities to approximately 75% effective May 1, 2021, which will reopen the card room for use.



BAREFOOT BAY RECREATION DISTRICT

Motion by Mr. Grunow to resume weeknight entertainment Lakeside of the Lounge effective April 22, 2021 and expand building capacities to approximately 75% effective May 1, 2021. Second by Mr. Morrissey. Motion passed unanimously.

New Business

Request for Forgiveness of Debt and Release of Liens: 908 Cashew Circle

Staff recommends the BOT waive \$4,768.32 in liens for lot mows and administrative costs.

Mr. Nugent made a motion to waive \$4,768.32 in liens for lot mows and administrative costs. Second by Mr. Maino. Motion defeated 3-2. Mr. Nugent and Mr. Maino were in favor.

Expansion of Micco RV Storage Lot Update

Staff made multiple attempts to contact property owner for possible RV lot expansion without success.

Consensus of the BOT to place this project on hold.

Discussion of FDOT SR5 (US 1) Improvements Project

BOT discussed the aspects of this project. The improvements impacting Barefoot Bay will be enhancements to signalization at Micco Road and Barefoot Boulevard, temporary closure of the pier for work and elimination of the southbound lane turning into Barefoot Boulevard.

Amended FY21 Employee Pay and Classification Plan

Resolution 2021-04 as read by Ms. Runte:

RESOLUTION 2021-04 A RESOLUTION OF THE BAREFOOT BAY RECREATION DISTRICT SUPERSEDING AND REPLACING RESOLUTION 2020-15 AND ADOPTING AN AMENDED EMPLOYEE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2020-2021; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT WITH OTHER PROVISIONS; AND, PROVIDING FOR AN EFFECTIVE DATE.

Mr. Loveland made a motion to accept Resolution 2021-04 as read. Second by Mr. Grunow. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Adoption of Amended Policy Manual Revising the Investment Procedures and Building A Kitchen Usage Fees

Resolution 2021-05 as read by Ms. Runte:

RESOLUTION 2021-05 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF A REVISION TO THE POLICY MANUAL ADOPTED MAY 8, 2009, AS SUBSEQUENTLY AMENDED THROUGH NOVEMBER 13, 2020; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

Mr. Nugent made a motion to accept Resolution 2021-05 as read. Second by Mr. Morrissey. Motion passed unanimously.

FDEP Permitting Service for Beach Restroom Project

Staff recommends the BOT approve the proposal from TLC for FDEP permitting services in the amount of \$9,750.00.

Mr. Coffey provided an update on Beach Restroom project. During site plan development process, it was learned that 2018 coastal construction line moved and construction elements that suggest 40-foot pilings may be needed to be put in the ground. Attorney Repperger and Mr. Coffey should have resolution on how to proceed next week.

Mr. Morrissey made a motion to approve the proposal from TLC for FDEP permitting services in the amount of \$9,750.00. Second by Mr. Grunow. Motion passed unanimously.

Dates for BOT Townhall Meetings

Staff recommends the BOT select one date for each month for townhall meetings.

Consensus of the board was to hold townhall meetings on the following dates and times:

- Thursday, April 29th from 1-3pm
- Thursday, July 29th from 7-9pm
- Thursday, October 28th from 9-11am

Legal Counsel

Mr. Maino expressed concern about the difference of opinion for legal representation present at this meeting. A consensus had been previously reached by the trustees that there were no agenda items requiring legal opinion. However, one trustee spoke to Mr. Repperger independently and a representative from the legal firm was provided for this meeting. Mr. Grunow suggested that the way legal services are utilized by the Board of Trustees should be reviewed.

Consensus of the BOT to place review of legal services as an agenda item for a future BOT meeting.



BAREFOOT BAY RECREATION DISTRICT

RC Boats

Mr. Loveland recommended that the main lakes surrounding the recreation complex be used for RC boats and stated that there is nothing listed in the DOR about this particular activity. Mr. Grunow agreed with Mr. Loveland's suggestion, but that there should be some limitations put in place. Mr. Coffey played a video of the RC boats for the trustees.

Mr. Grunow made a motion directing staff to research and devise a plan for usage of radio-controlled boats on the waterways. Second by Mr. Morrissey. Motion passed unanimously.

Manager's Report

Resident Relations

ARCC Meeting 03/30/2021

- 27 Consent Items approved
- 10 Other Items approved

Next ARCC Meeting (04/13/2021)

- Will be held in Bldg. D/E at 9am.

VC Meeting 03/26/2021

- 12 cases were on the agenda
- 6 were found in violation
- 3 came into compliance prior to the meeting
- 3 were tabled as the homeowners are working with DOR staff

VC Meeting 4/09/21 (Bldg. D/E at 10am)

- 13 cases to be presented
- Meeting canceled as the majority of cases came into compliance prior to the meeting

Next Violations Committee Meeting

- Scheduled for April 23rd in Bldg. D/E at 10am

Food & Beverage

- **Barefoot Bay's 50th Anniversary Celebration update** – The planning group is meeting regularly. We have received interest from many clubs, and if you haven't already, outdoor activity clubs (such as Tennis, Pickle Ball, Bocci) who would like to participate should contact Dianne Carey at dianecareystevens@gmail.com, and the ethnic/regional clubs may contact Tom O'Donnell at odie390@gmail.com. Start thinking about getting your golf carts and bicycles decorated for the Patriotic golf cart and bicycle parade which will kick off our July 3rd celebration at 11am. Flyers with all the details will be posted next week.
- The **19th Hole** has a weekday **boxed lunch special** going on now through September. Each day a \$5 boxed lunch special (½ sandwich, chips, and a cookie) will be available from 11am-1pm. with the purchase of a drink. Except Wednesdays.... Wednesdays are **\$2 dog days**.



BAREFOOT BAY RECREATION DISTRICT

- Great afternoon music continues this weekend on the Lakeside stage with TC & SASS on Saturday (10th). Joe Reid & Heartland on Sunday (11th) is canceled due to illness and weather.
- Solicited quotes for the FY21 Budgeted project "Building A Awning (30' x 13') over Terrace Opposite Lounge," selected most responsible cost-effective vendor, and processed deposit payment.

Property Services

- Began soliciting quotes/bids for remainder of FY21 planned minor projects
- Repaired softball scoreboard
- Installed handrail in front of Building D/E
- Replaced stands and broken umbrellas at the pools
- Secured the softball field with chains and locks to discourage vandalism.... field is still open to residents to play softball
- Straightened up signs on BBRD property
- Pulled benches near basketball to fix due to vandalism
- Facilitated repairs to 19th hole A/C
- Prepped all A/C units for the summer
- Rebuilt vandalized picnic table
- Replaced picnic table at Pool #2
- Painted the hallway door in the 19th Hole
- Trimmed trees and picked up debris at the beach
- Began in-house drainage project west side of the Lounge
- Power washed bridge by the playground and painted damaged areas
- Removed unauthorized buoys from East Lake
- Repaired camera mounts at Micco RV Storage Lot
- Continued storm water maintenance on Marlin Circle
- Repaired skirting on sheds at the Softball Field
- Ordered additional "Beware of Alligators" for East Lake per the request of an adjacent homeowner
- Addressed all current DOR violations

Golf-Pro Shop

- Water Coolers and Ice Chest update:
 - Coolers placed on course on April 5th (Use at your own risk)
 - Ice chest placed by green #9 on April 5th (Use at your own risk)
- FRDAP Grant Program (100% reimbursable) update:
 - Notice of commencement approval from FDEP was received on March 25, 2021
 - Picnic Area Renovation (\$13K) and Landscaping (\$5K)
 - Will begin seeking quotes mid-April
 - Reconstruction of Practice Greens will occur in FY22 (\$32K)
 - See page FY22 Working Draft Proposed Budget page D-38 for details
- Jr. Golf "COVID-19 safe" Camp coming in June...details TBD
- Staff is working with General Counsel Repperger in reviewing the current "Chits" program



BAREFOOT BAY RECREATION DISTRICT

General Information

Pool #1 Heater update – Replacement part on order and will be installed by vendor when received.

Pool #2 Pit Replacement Project update – The pool will re-open once the vendor addresses the 6 items identified by the Health Department Inspector. No follow-up inspection is required.

Building A Renovations Project update – Since the last BOT meeting, the following tasks have been accomplished:

- Delivery of additional kitchen equipment
- Concrete flooring (pad for walk in cooler and plumbing and electrical cuts) poured
- Assembly entrance walls erected (see picture to the right)
- Assembly area entrance doors ordered
- Old HVAC access doorway on east tower stucco applied (see picture)

Scheduled for next week is the following:

- Interior wall (i.e., drywall) installation/repair
- Final duct work
- Installation of drop ceiling
- Beginning of hood installation (pending permit approval)



BAREFOOT BAY RECREATION DISTRICT

Attorney's Report

Ms. Runte had no items to report, but did advise that Mr. Repperger will provide status updates on judgment hearings for some DOR case at the next BOT meeting.

Incidental Trustee Remarks

Mr. Grunow requested a future agenda item should be to request the county to do a safety study of Micco Road by the golf cart crossings, as there has been an increase in traffic in these locations. He also wished to inform residents that the American Legion Auxiliary will have an ice cream giveaway at the Veterans Gathering Center for children 1-3 pm on Saturday April 10, 2021.

Mr. Morrissey mentioned that he has received many complaints from residents about speeding from Midway to Micco and Barefoot Bay Boulevard. He reminded residents that the speed limit is 25 MPH.

Mr. Maino addressed the concern brought up in public audience about the trespassing charge and wanted residents to know that it is a mechanism you use to stop something.

Adjournment

The next meeting will be on April 27, 2021 at 7pm in Building D/E

Mr. Nugent made a motion to adjourn. Mr. Maino adjourned.

Meeting adjourned at 2:36pm

Jeff Grunow, Secretary

Barefoot Bay Recreation District

Treasurer's Report

April 27, 2021

Cash Balances in General Fund as of 4/19/21

Petty Cash Total Petty Cash: \$ 2,500.00

Operating Cash in Banks

MB&T Operating Account 3,273,154.89
Total Operating Accounts: 3,273,154.89

Interest Bearing Accounts

SBA Reserve Account 699,443.27
Total Interest Bearing Accounts: 699,443.27

Total Cash Balances in General Fund: \$ 3,975,098.16

Total Daily Deposits and Assessments Received for 4/1/21 - 4/19/21

Daily deposits: \$ 113,372.47
Assessments received: 323,422.88
Total Deposits Received: \$ 436,795.35

Expenditures for 4/1/21 - 4/19/21

Check Number	Vendor	Description	Check Amount
56830	ABM Landscape & Turf Services	Golf Course & Ball Field Maint. - 4/21	38,955.02
56863	Advanced Kiosks	50 % Deposit for Bldg A Veteran's Electronic Display System	7,435.00
56867	Card Service Center	FASD Conference, F&B License Renewals, Scoreboard Repairs	6,296.19
56873	Duvall Ford	Replacement P.S. Truck - Ford F150	22,921.00
56941	White Bird Law	Legal Fees: 3/21	14,909.22
	United States Treasury	Payroll Taxes - PPE 3/28/21	18,206.40
	Paychex	Net Payroll - PPE 4/11/21	59,922.90
	United States Treasury	Payroll Taxes - PPE 4/11/21	17,841.23
	Florida Department of Revenue	Sales Tax: 3/21	13,674.35

Total Expenditures \$5,000 and above: \$ 200,161.31

Expenditures under \$5,000: \$ 85,560.41

Total Expenditures: \$ 285,721.72

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, April 27, 2021

Title: **Remote Control Boats Proposed Usage and Limitations**

Section & Item: 8.A

Department: Administration, District Clerk

Fiscal Impact: TBD

Contact: John W. Coffey ICMA-CM, Community Manager

Attachments: Resident Comments, Proposed Remote Control Boat Usage and Limitations 27Apr21, Bldg A Lake map

Reviewed by

General Counsel: N/A

Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review proposed remote control boat rules, possible modification, and authorization to proceed with *Policy Manual* amendment at the May 14, 2021 BOT Meeting.

Background and Summary Information

In response to conflicts between homeowners along East Lake and remote control (RC) boat enthusiasts, multiple residents addressed the BOT at the April 9, 2021 Regular BOT Meeting. The BOT added an agenda item to the meeting to discuss the issue and a motion was made and approved for staff to bring back proposed language enabling RC boat usage. Subsequently, staff solicited public comments via the April 12, 2021 *Peek at the Week* and the seven comments received are attached. Additionally, staff researched other public sector agencies who permit RC Boat usage on government waterways. The attached proposed rules are a combination of public comments at the April 09, 2021 BOT Meeting, input received from residents and aforementioned research. Given staff's inability to enforce behavioral rules on common areas where residents do not have to display their badges/guest passes (with the exception of trespassing individuals), staff believes the least regulations possible is the best course of action.

Staff requests the BOT provide feedback regarding the proposed rules and if a consensus exists to proceed, staff will add the language to the Policy Manual and place the amendment of the Policy Manual on the May 14th BOT Meeting agenda for consideration.

Resident Comments about Remote Control Boats

Responses are listed in order received

Jim Allison

The only thing I know about RC boats is that I like to watch them. It would seem to me that as there is no swimming allowed in these lakes that the only requirements against them should be to maybe limit them in size and also that the boats must be owned and operated by residents of the Bay.

John Landenberger

I would vote no. We have seen one scaring the birds deliberately on East Lake.

Leah Tanger

I would like to see the boats on the lake but I don't live on the lakes so maybe the noise could be limited to either hours of the day or days of the week....And while I know living on the water or golf course is lovely there are certain drawbacks. I.e. they do not own the lake views or golf course it's part of the community.

Diane Carey

I am in favor of electric boats only. Please no gas boats due to noise. I live on lake and would love to see electric boats for recreation on the lake.

Joseph Modjeska

Please add my name to the list of people IN FAVOR OF allowing RC boats to be operated on the waterways of Barefoot Bay during reasonable hours as with other permitted activities.

Maryalice Burtnett

I am in favor of allowing RC Boats to use the lake for their (and my watching enjoyment). I hope you can make this happen.

Jack Reddy

Sue and Jack Reddy believe that the Building A Lake area should be considered for remote control boat folks.

Janie Ellison

While I think the use of RC boats on our ponds should be allowed for anyone at any time, I would think a compromise of using the western part of the pond near building A could work. I for one think it would be a fun thing to watch and am saddened that some people complained.

Stacy Grove

I am in favor of people having fun which includes RC boats. I believe the pond by building A is a great spot for this. There is ample parking for BB residents to park and take their RC boats to the pond. This is the "recreational" part of BB so residents who live in this area do so knowing that there is noise involved in that area. People who choose to live East of Micco do so knowing it isn't as convenient for the festivities of BB, but choose to live there for the more quiet area, including East pond. There is no where for BB residents to park to take the RC boats in this area. No matter what, not everyone will be happy.

Resident Comments about Remote Control Boats

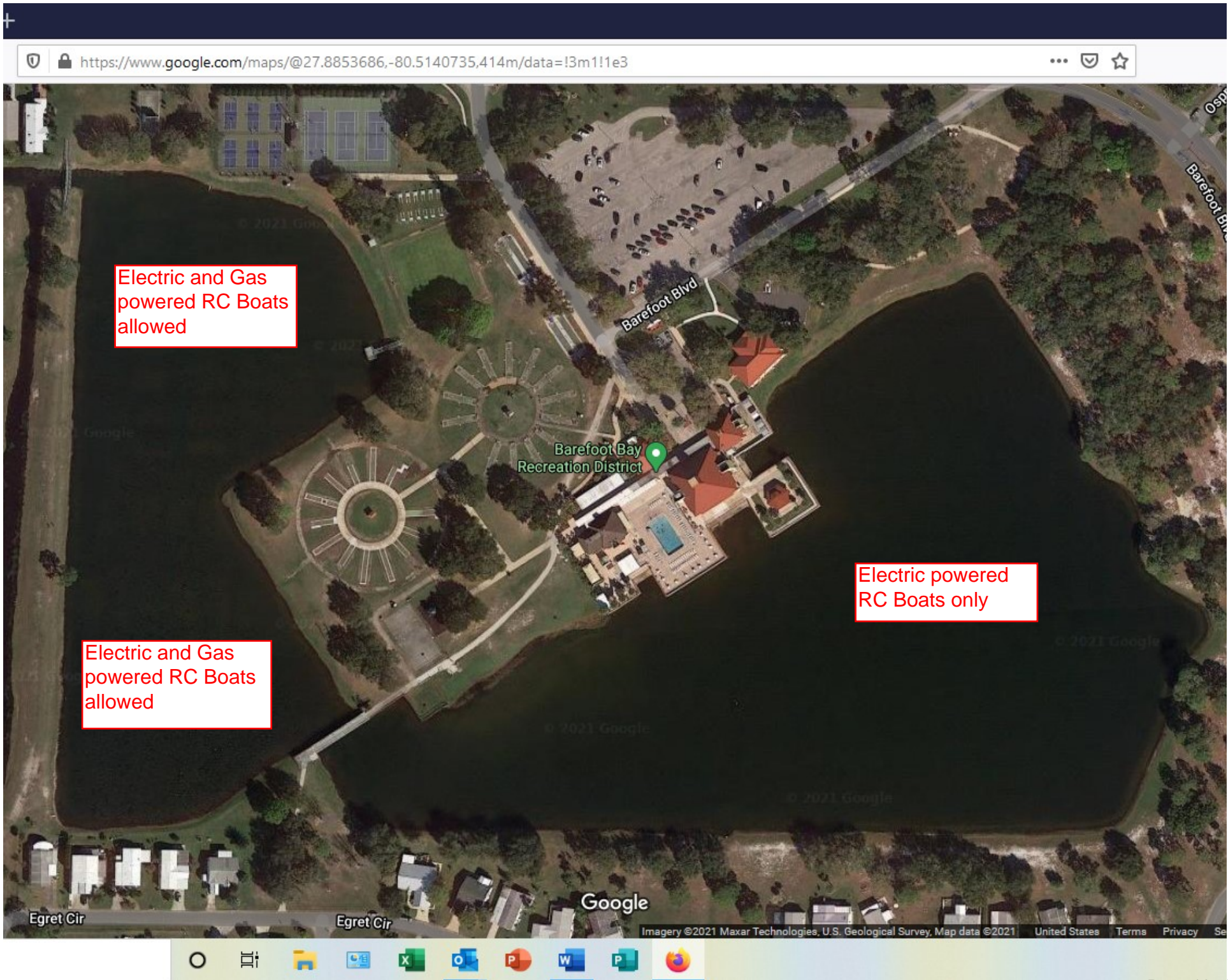
Carroll Wagner

I speak as a person who does not live anywhere near the lake, so you could take this with a grain of salt, but I believe that any recreational choices that can be accommodated without cost to the district should be seriously considered. So I am in favor of allowing the RC boats. You can certainly set hours of use and even restrict it to portions of the lake, but please don't make so many restrictions it effectively negates their use.

Proposed Draft Remote Control Boat Usage and Limitations

The following model boat regulations provided to enable residents use of BBRD common areas while minimizing negative impacts upon adjacent property owners:

1. Remote control (RC) boats are prohibited in BBRD waterways unless designated for specific use
2. Hours of use will be posted at designated areas
3. Building A Lake is the only designated waterway for RC boat usage
 - a. RC Boats longer than 7 feet are prohibited
 - b. Nitro powered RC Boats are prohibited
 - c. Harassment of wildlife is prohibited
 - d. Parking of motorized vehicles (i.e. road worthy vehicle that requires a tag [AKA license plate]) on common area turf is prohibited
 - e. Parking of golf carts is permitted on common areas
 - f. RC sail and/or electric battery boats are permitted in the entire lake
 - i. Ingress and egress of boats shall be prohibited within 100 feet of Buildings (as measured from the shoreline nearest the Administration Building, Building A, and Lounge complex)
 - ii. Use is prohibited from dusk to 9am
 - g. Gas powered RC boats
 - i. Use limited to western part of Lake (west of miniature golf course, lawn bowling, Veterans' Way and North of Egret Circle Bridge)
 - ii. Ingress and egress of boats shall be prohibited from Barefoot Blvd.
 - iii. Use is prohibited from 4pm to 10am daily
 - h. Brevard County noise ordinance regulations apply
 - i. Wading or swimming is prohibited to retrieve a model boat. A separate non-motorized safety launch or retrieval craft (i.e. kayak, dingy, etc.) may be used. Owner is responsible for retrieval of their RC boat
 - j. Model (remote control) boat owners are responsible for their personal safety, damages to their boat and damages done to other boats, people, or property
 - k. Buoys may be placed in the lake but must be removed each day



Electric and Gas
powered RC Boats
allowed

Electric and Gas
powered RC Boats
allowed

Electric powered
RC Boats only

Board of Trustees

Date:

Title:

Section & Item:

Department:

Fiscal Impact:

Contact:

Attachments:

Reviewed by

General Counsel:

Approved by:

Meeting Agenda Memo

Tuesday, April 27, 2021

Continuation of FY22 Proposed Budget Discussions

8.B

Administration, District Clerk

John W. Coffey, ICMA-CM, Community Manager

Requested Action by BOT

Background and Summary Information



Board of Trustees

Date: Tuesday, April 27, 2021
Title: **Overview**
Section & Item: 8.B.i
Department: Administration, District Clerk
Fiscal Impact: N/A
Contact: John W. Coffey ICMA-CM, Community Manager
Attachments:
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review prior to next three agenda items

Background and Summary Information

Changes from the FY22-26 5yrFM&CIP (as submitted to the BOT on March 3, 2021 include the following with the 5-year change in parentheses):

Revenues/Sources

- Increase in FYs22-24 Vehicle Storage Fees (increase of \$188,237)
- Deletion of FY22 Bank Loan (decrease of \$1,000,000)

Expenditures/Uses

- Conversion of Management Analyst position from a part of the SDS contract to a BBRD employee in FYs22-26: (increase of \$19,011)
- Deletion of Bank Loan validation costs in FY21 (decrease of \$25,000)
- Deletion of Bank Loan debt service costs in FYs22-26 (decrease of \$848,035)
- Defunded Lounge/Lakeside Projects, Phases I & II in FYs21-22 (decrease of \$1,000,000)
- Defunded Beach Projects, Phase 4 (Pavilion) in FY22 (decrease of \$56,500)

Additionally, in early April 2021, staff was informed BBRD's current employee health insurance provided (Health First) will be exiting the small group health insurance market in 2022 and that BBRD should anticipate a 15-20% renewal increase in premiums due to Health First's historically low rates as compared to other providers. The impact upon the budget is listed below (assuming a 17.50% increase versus the FY22 Budgeted increase of 7.50% and continuation of current employee premium percentages and 7.50% increases in the out years):

FY22 increase of \$29,000
FYs22-26 increase of \$168,443

Hence, current projected surplus given the current list of funded projects

\$334,868 FY22 Budget
\$0 FY22 Estimated Year-end
\$306,448 FY23 Projected Budget
\$281,576 FY24 Projected Budget
\$198,890 FY25 Projected Budget
\$116,559 FY26 Projected Budget

Board of Trustees Meeting Agenda Memo

Date: Tuesday, April 27, 2021

Title: Lounge/Lakeside Projects Revisited

Section & Item: 8.B.ii

Department: Administration, District Clerk

Fiscal Impact: Dependent upon which element(s) the BOT desires to pursue.

Contact: Matt Goetz, Property Services Manager, Kathy Mendes, Food & Beverage Manager, John W. Coffey ICMA-CM, Community Manager

Attachments: Exhibit 13Mar20 BOT Meeting agenda memo Lounge-Lakeside expansion design proposal, excerpt from Lounge-Lakeside expansion design, Exhibit Canopy RoM, excerpt from Lounge-Lakeside expansion outside bar design, Exhibit Bar RoM

Reviewed by

General

Counsel: N/A

Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review new information concerning cost of specific stand-alone elements of the project and direction to staff.

Background and Summary Information

On March 13, 2021, the BOT approved a proposal for the design of the projects (Phase I and Phase II). On March 16, 2021, at the first FY22 Budget workshop, the BOT reached a consensus to “defund” the projects. At the March 25, 2021 FY22 Budget workshop, the BOT reached a consensus to seek rough order of magnitude cost estimates for specific elements of the completed design and instructed staff to place them on a future BOT meeting for review.

To facilitate BOT discussion staff solicited the following stand-alone options (rough order of magnitude cost estimates are provided in parentheses while more detailed information is attached as appendices).

- Wrap around metal canopy (as originally designed in the overall project) (\$407,234.39)
- Outside bar (as originally designed in the overall project) (\$108,085.15)
- Metal shade structure from south side of Lounge (assumes removal of heater building) (RoM TBD)

Staff requests direction regarding this matter.

Board of Trustees Meeting Agenda Memo

Date: March 13, 2020
Title: Lounge/Lakeside Expansion Design Proposal
Section & Item:
Department: R&M/Capital
Fiscal Impact: \$95,905
Contact: John W. Coffey, ICMA-CM, Community Manager
Attachments: TLC design proposal
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager

Requested Action by BOT

Approval of design proposal.

Background and Summary Information

The BOT held a workshop on January 14th to gain public input regarding possible expansion of the Lakeside area of the Lounge. At the January 28th BOT meeting, a resident presented conceptual design proposal he and other residents developed. The Bot instructed staff to seek a design proposal for the project from BBRD's engineer of record.

On February 11th, staff walked the area with the design team (structural engineer, civil engineer and architect) and reviewed elements of the resident developed conceptual plan and agreed to the following general design parameters:

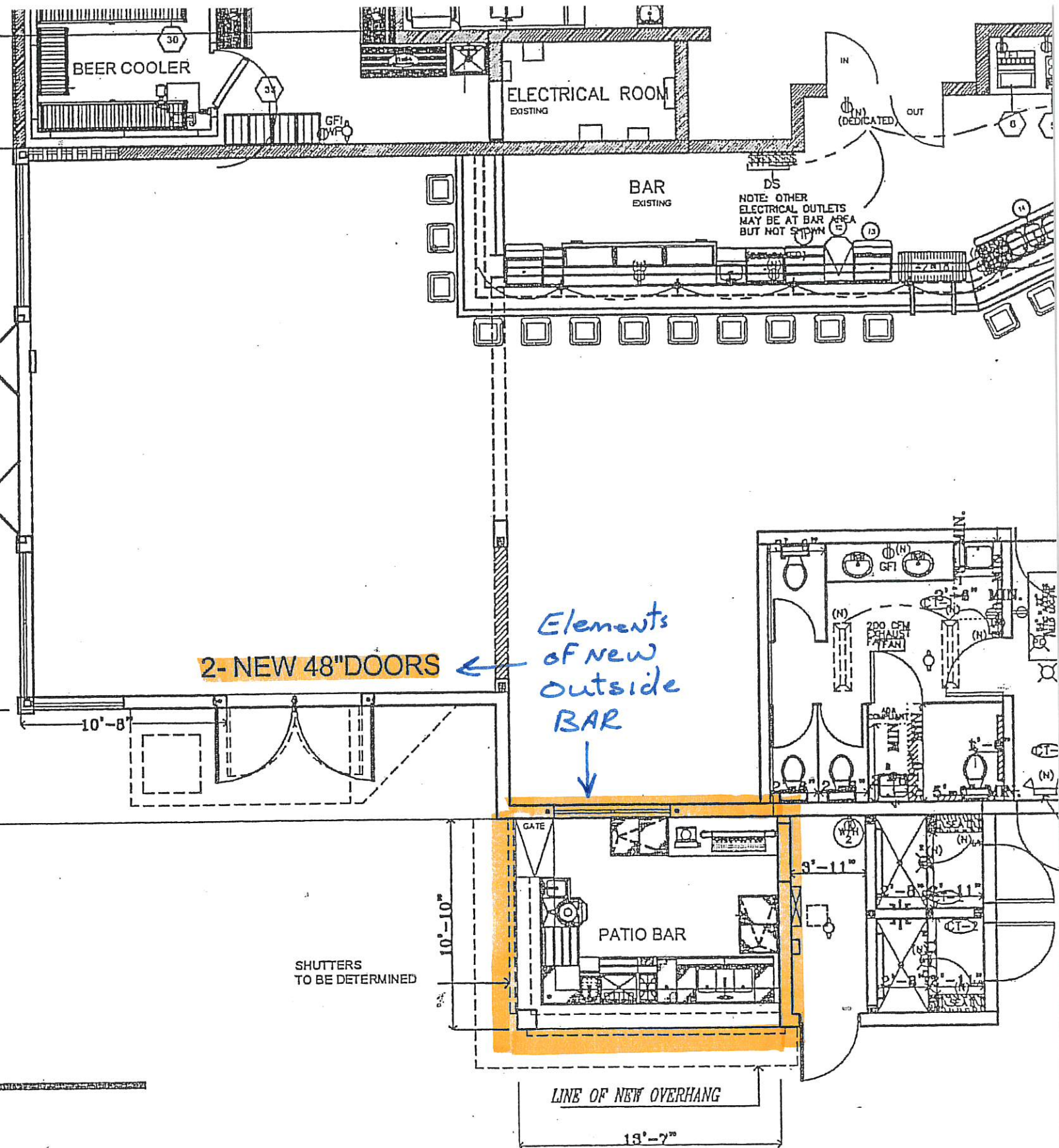
- Abandon westward expansion due to high costs
- Fill in steps area immediately south of the current "smoking pit" (more cost effective means of gaining additional square footage)
- Relocate pool heater to grassy area west of Lounge and conversion of heater to "outdoor heater" (cost effective means of removing current structure without creating another visual obstruction elsewhere in the area)
- Removal of all existing concrete (West and South of the Lounge), filling in smoking pit area, installation of sloped drainage and topping new concrete surface with a cool deck treatment versus reinstalling pavers
- Retaining the current stage location
- Construction of a pre-engineered aluminum canopy on the west and south sides of the Lounge
- Construction of an outside lockable bar on the south side of the Lounge
- Construction of a food prep and storage area on the northside of the Lounge

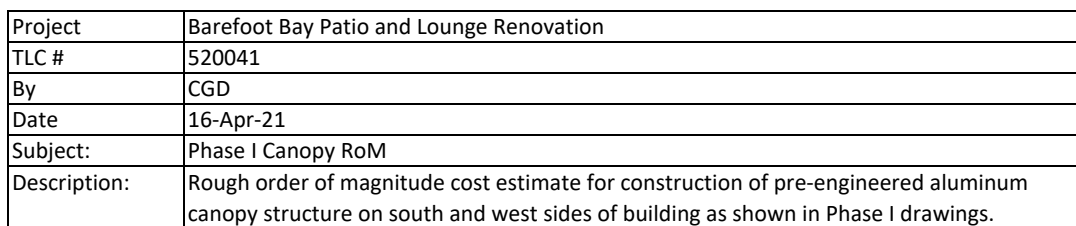
The FY20 Approved Budget contains \$145,000 in the R&M/Capital Department for the design (however only \$97,000 was forecasted for the design as the FY20 year-end expenditure with the balance being used by other projects). The Proposed FY21-25 5yrFM&CIP recommends another \$1,000,000 for the construction phases of the project to be split between FY21 (\$750,000) and FY22 (\$250,000). Additionally, \$45,800 is planned for FY21 to fund the relocation of the pool heater building.

The cost of the proposal includes:

- Phase 1: \$51,180.00 (all site work and canopy)
- Phase 2: \$44,725.00 (construction of outside bar and northside expansion of Lounge)

Staff recommends the BOT approve the TLC design proposal for the Lounge/Lakeside Expansion Project in the amount of \$95,905.





Construction: Commercial

Notes	
1	Ditt-Deck Extruded Aluminum Covered Walkway system includes mobilization, fabrication, procurement, engineering, and installation cost associated with construction of Ditt-Deck walkway per quotation provided.
2	Electrical fixture costs based on fixtures specified on drawings and base unit cost. Concrete unit cost/cubic yard per average recent project data in Central Florida adjusted for Melbourne County factors per RSMeans



PROPOSAL

To: Colin Doyle
TLC Engineering Solutions

BUDGET

Proposal No.: 2104-17
April 15, 2021
Page 1 of 4

Project: Barefoot Bay Recreation District Patio Renovation
Barefoot Bay, FL

We propose to furnish the following materials and/or services for:
TWO HUNDRED SEVENTY FIVE THOUSAND AND NO/100 DOLLARS
****\$275,000.00** BUDGET**

This proposal includes:

All material & labor to furnish & install a Ditt-Deck Extruded Aluminum Walkway Cover System – approximately 5,121 square feet using Sturdy 65 deck, 6"x12" beams, 6"x10" columns & F-6 fascia with an A-31 clear anodized finish on all aluminum components.

Specifications were NOT provided, reviewed or acknowledged.

The contractor is to provide adequate structural support at all attachment locations.

The column footing construction is by others and the columns are to be embedded into grout pockets within the footings.

This proposal is based on our Dittmer Architectural Aluminum Walkway Cover System design.

Addenda, Clarifications or RFIs were NOT provided or acknowledged.

- Complete Installation Included
- One (1) Mobilization
- One (1) Year Standard Manufacturers' Warranty
(Any & All Warranties Commence on the Date of Substantial Completion)
- Florida Use Tax (in lieu of Sales Tax as directed by the Florida Department of Revenue)
- Signed and Sealed Calculations by Dittmer's Professional Engineer

Our product is a site-specific, custom designed structure, not subject to Florida or Miami-Dade County manufactured product control approval. Local Product Approval & Missile Impact Resistance are not available or included. Miami-Dade NOA is not available or included. Our Florida Licensed Professional Engineer will provide signed and sealed calculations verifying the structural compliance with the Florida Building Code.

Although Walt Dittmer & Sons, Inc. is submitting this proposal/bid form, we reserve the right to fully review and annotate, if necessary, the complete contractual requirements provided at the issuance of a Purchase Order or Subcontract.

Walt Dittmer & Sons, Inc., reserves the right to adjust our price due to the ramifications of the Presidential Proclamation on Adjusting Imports of Aluminum into the United States that was executed on March 8, 2018 and modified to include exempt countries on May 31, 2018.

Our product is considered a "manufactured good" with respect to BUY AMERICAN. The aluminum metal is not produced in America; however, "significant transformation" occurs not only at the extruder, which is located in the United States, but also at our facility, which then takes the raw extruded material & through fabrication, welding & production transform the extrusions into our product.

1006 SHEPARD ROAD
WINTER SPRINGS, FLORIDA 32708-2018
PHONE 407.699.1755 • FAX 407.695.4430

www.dittdeck.com
TOLL FREE 800.822.1755



PROPOSAL

BUDGET

To: Colin Doyle
TLC Engineering Solutions

Proposal No.: 2104-17
April 15, 2021
Page 2 of 4

Our proposal is subject to the attached Clarifications & Notes.

If Site Prep is required by Dittmer Architectural Aluminum in order to obtain field confirmed dimensions a Change Order Request will be submitted via a T&M ticket.

We are classified as a dual operator, as a manufacturer we pay Use Tax on the fabricated cost of our materials. As our contracts include our product and installation, we are also considered a real property contractor and tax exemption certificates do not apply.

We reserve the right to minimize mobilizations on any project that may require multiple mobilizations.

This proposal excludes software platform participation including Bid Submission, Submittals, Change Order Requests & staff contact.

Our Professional Liability Insurance limit is \$1,000,000.00, if required and is a "claims made" policy. Pollution Insurance, Mold Insurance & Riggers Insurance coverage are not required for our scope & not provided or included in our proposal.

Insurance ISO Forms CG2010 & 2037 (04-13) or CGL084 (10/13) will be provided in the noted current ISO version as issued by our Insurance Company.

Our Surety is excluded from participation in any warranty, including finish, exceeding One (1) Year.

This proposal DOES NOT include:

Performance & Payment Bonds	Concrete & Electrical Work	Any & All Steel
Permits	Conduit & Conduit Covers	Lights & Light Fixtures
Lightning Protection & Related Fixtures	Fire Suppression & Related Fixtures	Any & All Demolition

TLC Engineering Solutions

Walt Dittmer & Sons, Inc. dba
Dittmer Architectural Aluminum

Accepted by & Date


David K. Ouellette, Estimator

This proposal is good for thirty days from date of issue.

Subject to attached Terms and Conditions.

Florida Specialty Structure Contractors License #SCC056716

dc

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Barefoot Bay Recreation District Patio Renovation
Proposal Clarifications and Notes
Proposal #2104-17

Page 3 of 4

1. Although Walt Dittmer & Sons, Inc. is submitting this proposal/bid form, we reserve the right to fully review and annotate, if necessary, the complete contractual requirements provided at the issuance of the subcontract.
2. Walt Dittmer & Sons, Inc., reserves the right to adjust our price due to the ramifications of the Presidential Proclamation on Adjusting Imports of Aluminum into the United States that was executed on March 8, 2018 and modified to include exempt countries on May 31, 2018.
3. A Personal Guarantee is NOT provided.
4. Our product is a site-specific, custom designed structure, not subject to Florida or Miami-Dade County manufactured product control approval. Local Product Approval & Missile Impact Resistance are not available or included. Miami-Dade NOA is not available or included. Our Florida Licensed Professional Engineer will provide signed and sealed calculations verifying the structural compliance with the Florida Building Code
5. We are classified as a dual operator, as a manufacturer we pay Use Tax on the fabricated cost of our materials. As our contracts include our product and installation, we are also considered a real property contractor and tax exemption certificates do not apply.
6. No Change Order work will be fully completed until an Executed Change Order is received by this subcontractor.
7. Permits (including Trade Permits), Testing & Inspections are not provided or included in our proposal.
8. Shop Drawings & Calculations will be prepared and sealed by our Professional Engineer, a Structural Engineer is not utilized.
9. Specifications were NOT provided, reviewed or acknowledged.
10. A Project Schedule was NOT provided, reviewed or acknowledged.
11. We reserve the right to minimize mobilizations on any project that may require multiple mobilizations.
12. If Site Prep is required by Dittmer Architectural Aluminum in order to obtain field confirmed dimensions a Change Order Request will be submitted via a T&M ticket.
13. This proposal excludes software platform participation including Bid Submission, Submittals, Change Order Requests & staff contact.
14. This proposal is based on our normal Forty (40) hour work week (daylight hours only) with daily hours of 7:00 a.m. to 5:30 p.m. Monday through Thursday. After hours work and overtime is not expected or included in our proposal.

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Barefoot Bay Recreation District Patio Renovation
Proposal Clarifications and Notes
Proposal #2104-17

Page 4 of 4

15. Block outs will be provided in a rectangular shape only and the layout for those block outs is included in our shop drawings. Supervision or installation of the block outs is NOT provided or included in our proposal price.
16. Snorkels & connection detail are provided for column connection to underground drainage, no physical attachment to underground drainage is provided by this Subcontractor.
17. Truck access & laydown area adjacent to the installation site are required to complete our scope of work
18. The following are specifically EXCLUDED & are not included in our proposal: BIM/REVIT, any/all demolition, cutting, patching, core drilling & sleeves, field welding, reglets, reglet flashing, tamper proof fasteners fire suppression & related fixtures, leaf screens, beehive strainers, anchor bolt templates, samples (except for finish matching provided in a 3"x5" format), mock-ups, access panels, doors or covers; attic stock.
19. This subcontractor is responsible for the waterproofing of the openings shown on our approved shop drawings only.
20. Any/All corrective action required, due to others' actions, is not the responsibility of this Subcontractor.
21. This Subcontractor will be available for coordination with other trades only when onsite for installation of our scope of work.
22. This Subcontractor will be available for onsite meetings only when onsite for installation of our scope of work.
23. Our Professional Liability Insurance limit is \$1,000,000.00 (if required) & is a "claims made" policy.
24. Pollution Liability Insurance, Mold Insurance & Riggers Insurance coverage are not applicable to our scope and not included in our proposal.
25. Insurance ISO Forms CG2010 & 2037 (04-13) or CGL084 (10/13) will be provided in the noted current ISO version as issued by our Insurance Company.
26. Any/All Warranties Commence on the Date of Substantial Completion.
27. Our Surety is excluded from participation in any warranty, including finish, exceeding One (1) Year.
28. Payment is required and expected based on our outline of SOV shown below, per industry standard.

Structural Calculations
Shop Drawings
Stored Material
Block Outs
Field Measuring
Fabricated Understructure
Fabricated Decking
Delivery
Installation
Finishing

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TERMS AND CONDITIONS

Addendum to Terms and Conditions Furnish Only Sales

All sales as a supplier or furnish only projects are required to pay 25% of project proposal amount as a project deposit. Deposit is nonrefundable. Progress payments will be invoiced based upon each project's Schedule of Values as determined by WDS, Inc. All outstanding invoices must be paid prior to project shipping unless other arrangements have been made. No retainage shall be held on furnish only invoices.

General Terms and Conditions for Furnish and Install Projects

ACCEPTANCE: This proposal will cancel and supersede all previous verbal or written proposals. It is rendered for prompt acceptance and is subject to change without notice. Should other purchase order or contract forms be used, this proposal is to be referred to and made an integral part thereof.

TERMS: Materials-net 30 from date of shipment. Installation payments to be made by the 10th of each month covering 90% of that portion of the work performed during the previous month with final payment to be made within 30 days after completion of the work covered by this contract.

CREDIT: This proposal is made subject to satisfactory credit standing. Reasonable doubt of the buyer's financial responsibility during the course of the contract shall entitle us to stop operations, decline shipment or stop any materials in transit, without liability, until the buyer shall have paid for the materials or have satisfied us of his financial responsibility.

PAYMENT: Payment is to be made to DITTMER ARCHITECTURAL ALUMINUM in Winter Springs, FL. Should council be called to collect, buyer shall pay reasonable legal fees and costs, same litigation to take place in the state of Florida under Florida law; and buyer shall pay interest on the unpaid balance, accumulating at the "going rate" or a minimum of 6% per annum, or a fraction thereof.

DELIVERY: We reserve the right to ship all materials as and when fabricated. Free storage space to be provided by purchaser at the jobsite.

PERFORMANCE: We do not accept responsibility for delayed shipments and deliveries occasioned by strikes, fires, accidents, delays of common carriers or other causes beyond our control, including delays in receiving materials or parts obtained from other sources.

FIELD WORK: On contracts requiring field work, our proposal is based upon continuous performance, unless otherwise noted on reverse side. We are to be given written notice from customer two weeks in advance of date work is to begin. If the condition of the premises delays us in starting or completing our work when our men are sent in pursuance of your notification, you agree to reimburse us for the loss of their time, board, traveling expenses and any other expense which may be caused by such a delay, and you again are to send us notice as above. When installation forms no part of our contract, attendance at the site by our workmen for adjustment or correction of installation either during or after installation by others, is not included in this proposal and if requested by the purchaser, it will be considered by us as an extra order, and charged for in the amount of our disbursements for wages and expenses incurred.

PROTECTION OF WORK: We shall not be responsible for damages to our work resulting from carelessness or mistreatment on the part of anyone not in our employ. When our work is turned over to you as "finished" you shall thereafter assume the duty of protecting and caring for same, and any protection required for our work after it is finished by us shall be provided by you.

WORKING HOURS: All work done under this contract is to be done during regular working hours unless otherwise provided herein.

BACKCHARGES: Any charges against us for labor or materials supplied by you will not be paid by us unless same have been ordered in writing by ourselves and the amount of charges for same approved by our foreman on the job at the time such materials, services or labor were supplied.

BOND: If a surety bond is required in connection with this contract, the amount of premium must be added to the contract price.

GUARANTEE: Defective materials covered by our guarantee shall be repaired or replaced, but this guarantee shall not form the subject of a claim for labor or other expenditures incurred by the purchaser or any other party in consequence of such defect. A standard one (1) year guarantee is included.

NORTH ELEVATION

Proposed
BAR
Front
View

Double Doors
to replace current
single door

T.O. EXISTG TIE BEAM

EXISTING FF ELEVATION 0'-0"

EXTEND NEW SIDED ROOF OVER OUTDOOR BAR

T.O.M. EL. 10'-8"

NEW 2'-48" DOORS
ADDY EXISTING OPEN FOR
ENLARGED DOORS SEE
STRUCTURAL DRS FOR DETAILS

REMOVE EXISTING WINDOW
CLOSE LOWER PORTION - SEE
NEW IMPACT RATED WINDOW SEE
WINDOW SCHEDULES FOR SIZE

NEW 2'-48" ALUM
CUT AND PATCH, REPAIR, EUL. SEE
STRUCTURAL DRS FOR DETAILS

NEW OUTSIDE BAR
1/4" CEMENT FIN TO MATCH EXISTING EDGE

PATCH ALL WORK OUTSIDE AND
RESURFACE TO DOOR ENLARGEMENT
AND PAINT INTERIOR S. WALL AFFECTED
BY NEW DOOR INSTALLATION
EXISTING SLOPED PAVEMENT TO BE REMOVED AND
MODIFIED FOR NEW DOOR WIDTH, MAX SLOPE 1/12

SOUTH ELEVATION

312 SOUTH HAYS
MEMPHIS
PHONE: (901) 7
CERTIFICATE OF
BUSINESS
CERTIFICATE
BUSINESS AL



TOTAL POOL
KIDIAN
51

No.	Date
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Project	Barefoot Bay Patio and Lounge Renovation
TLC #	520041
By	CGD
Date	16-Apr-21
Subject:	Phase II Outdoor Bar
Description:	Rough order of magnitude cost estimate for construction of exterior bar as shown on Phase II bid documents.

Location: Barefoot Bay, Florida

Location Factor: 90% {Melbourne, FL}

Construction: Commercial

Rough Order Magnitude Cost						
Code	Description	Unit Cost	Adj. Unit	Unit	Qty	Total
-	Building Structure	\$ 80,000.00	\$ 72,000.00	LS	1	\$ 72,000.00
-	Bar Equipment					
-	Mobile Ice Bin	\$ 700.00	\$ 700.00	EA	2	\$ 1,400.00
-	POS Terminal	\$ 660.00	\$ 660.00	EA	1	\$ 660.00
-	Underbar Handsink	\$ 260.00	\$ 260.00	EA	1	\$ 260.00
-	Underbar Fillers and Drainboards	\$ 689.00	\$ 689.00	EA	1	\$ 689.00
-	Island Oasis Blender	\$ 1,400.00	\$ 1,400.00	EA	1	\$ 1,400.00
-	Underbar Liquor Display	\$ 460.00	\$ 460.00	EA	1	\$ 460.00
-	Underbar Ice Chest	\$ 360.00	\$ 360.00	EA	2	\$ 720.00
-	Underbar Blender Station	\$ 400.00	\$ 400.00	EA	1	\$ 400.00
-	Dispensing Head Draft Beer	\$ 2,800.00	\$ 2,800.00	EA	1	\$ 2,800.00
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
					Subtotal	\$ 80,789.00
GC Contractor Fees (General Requirements: 10%; Overhead 5%; Profit: 10%) <i>per RSMeans</i>					25%	\$ 19,217.25
Contingency					10%	\$ 8,078.90
					Total	\$ 108,085.15

Notes	
1	Building cost/square foot includes base shell of structure, slab on grade, foundations, and pre-engineered roof trusses, selective demolition, and E/P systems. RSMeans Unit cost/square foot not appropriate for small space.
2	RoM cost assumes new grease trap replacement not required for exterior bar renovation.

Board of Trustees

Date: Tuesday, April 27, 2021
Title: **Phased Re-Opening Discussion**
Section & Item: 8.C
Department: Administration, District Clerk
Fiscal Impact: TBD
Contact: John W. Coffey ICMA-CM, Community Manager
Attachments: Re-opening history, BBRD reopening timeline
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Assessment of current conditions and consideration of further re-openings based on the conditions-based re-opening timeline.

Background and Summary Information

(Actions taken by the BOT and staff from Friday, May 8, 2020 through Tuesday, January 26, 2021 are listed as an attachment to this agenda memo.)

February 12, 2021 (meeting was canceled)

February 23, 2021:

Pools

- The BOT confirmed staff's recommendation to implement Phase 4 (full capacity) at Pools 1 & 3 effective Wednesday, February 24, 2021 and at Pool #2 as soon as the pit replacement and resurfacing work are completed and Brevard County Health Department inspector authorizes resumption of use.

March 12, 2021

Food & Beverage

- The BOT confirmed staff's recommendation to shift Saturday street dances from afternoon to evening (6-10pm) effective May 1st.

March 23, 2021

No action was taken

April 9, 2021

The BOT confirmed staff's recommends as follows:

Food & Beverage

- Resume weeknight entertainment Lakeside of the Lounge effective April 22, 2021

- Outside only

- Will initially only consist of karaoke on Thursday nights but may be gradually expanded based on demand and nightly receipts

- Bar service only

Building Usage

- Expand building capacities to approximately 75% effective May 1, 2021. Specifically, the chart below illustrates current, proposal, and full capacities:

Building	Capacity		
	Current	Proposed (75% of full capacity)	Full
A (tables/chairs)	75	150	200
A (chairs only)	75	225	300
D/E	50	102	136
Lounge	60	89	119
19th Hole	51	76	102
Pro Shop	10	19	25
Billiards Room	4	9	12
Card Room	0	30	40
Admin. Conf. Room	10	16	21
* Assumes all Admin. Bldg. staff are at their work areas (total building capacity is 35 persons).			

For consideration by the BOT at the April 27, 2021 meeting:

At of the date of the publication of this agenda, staff did not have any additional re-opening recommendations.

Underlying the choices is probability that the more open BBRD buildings and amenities become the more likely future COVID-19 exposures will occur requiring temporary closures. The reader should note that under current BBRD Employee COVID-19 policies, all employees who are sent home for work related testing and/or who miss work for work related COVID-19 illnesses will be paid their scheduled hours. Therefore, the more COVID-19 exposures that occur, there will be a corresponding higher personnel cost to BBRD.

The following information (in italic) was contained within the May 8, 2020 agenda memo.

Due to the impact of the Coronavirus pandemic, Chairman Klosky and staff incrementally closed amenities and buildings starting on March 16th in accordance with state and federal guidelines and executive orders. Staff developed the attached conditions-based re-opening timeline that is based on the 3-phase re-opening guidance from the White House last month and being followed loosely by Governor DeSantis. Readers should infer any specific dates and should understand the proposed timeline is not meant to be rigidly implemented but was developed to provide a transparent means of the multi-steps staff will take in re-opening specific amenities and buildings.

The likelihood of subsequent spikes in infections in Florida and/or Brevard County may necessitate the temporary reversal of openings (i.e. restricting or closing specific amenities/buildings that were in one of the early phases of re-opening. Additionally, the public should not confuse BBRD phases with elements of phases identified by national, state or local leaders. While the four-phase proposal for BBRD is built upon the White House's three-phase proposal, the overwhelming number of residents who fall within the "vulnerable population" category requires a more cautious and graduated approach in re-opening to ensure maximum personal protection from the spread of the virus to staff and the public. Hence, staff developed the attached conditions-based timeline for re-openings in an attempt to provide maximum use of facilities while following guidelines to ensure the safety of residents, guests and staff.

Lastly, the reader should clearly understand that staff will not under any circumstances make the decision to re-open specific amenities/buildings without direct BOT approval in a public meeting. Most people understand the diverse range of opinions in BBRD regarding closures and re-opening and it is simply poor public policy for staff to make a decision (which will be poorly received by one side or the other in this issue) and then flood the individual Trustees with complaints and attend the next scheduled BOT meeting to seek a reversal of staff's actions. The BOT by pre-approving

all re-openings will allow the public to participate in the initial decision-making process rather than seek to the BOT to later reverse a decision by staff.

Board of Trustees Meeting Agenda Memo Attachment

Date: March 31, 2021
Title: **Phased Re-Opening Discussion – Pre-February 23, 2021 Actions**

Friday, May 8, 2020

The BOT reviewed the proposed conditions-based re-opening timeline and reached a consensus to re-open the beach, keep the pools closed, and revisit this issue at each meeting going forward.

Tuesday, May 26, 2020

The BOT approved the remainder of Phase 1 re-opening effective June 8, 2020.

Friday, June 12, 2020

The BOT voted to move into Phase 2 with the following specific re-opening dates and conditions:

Monday, June 15th

- Pool #1 capacity will increase to 54 including staff
- Pool #3 capacity will increase to 27 people including staff

Wednesday, June 17th

- Group exercise programs will re-start at Pool #3
 - Lap swimmers 9-10am
 - Hydrotherapy 10:15-11:15am
 - Aquatic Exercise 11:30am-12:30pm

Friday, June 19th

- The Lounge will re-open with a capacity of 40 people including staff (hours of operations to be determined). Music, live entertainment, and street dances are still prohibited. Only prepackaged snack food will be available.

Monday, June 22nd

- Pool #1 Pavilion (capacity of 18) and Picnic areas (capacity of 29) will be open to use by reservation with the Calendar Coordinator
- The Administration Building will re-open to the public Monday through Thursday with an hour closure each day (Noon to 1pm) to clean and sanitize common areas
- Building D/E will re-open for residents' use (by reservations only) with a capacity of 35 people, including staff

Friday, June 26th

- The 19th Hole will re-open with a capacity of 34 people including staff. The kitchen will remain closed, however, a daily snack special and grab and go items will be available (hours of operations to be determined). Pasta Night continues to be suspended.

On Friday, June 26th the state suspended the operations of bars and night clubs, thereby closing BBRD's Lounge and 19th Hole indefinitely.

Friday, August 14th

- Consensus of the BOT to add Aqua Zumba exercise classes to Pool #3 starting on September 1, 2020.
- Trustee Henderson questioned if the Golf Course could go back to 8-minute tee times (from the current Phase 2 16-minute tee times). Staff will provide the BOT with a memo from Golf Operations Manager Cruz prior to the August 25th meeting summarizing the issues so the Trustees can consider how to proceed.

Tuesday, August 25th

The BOT discussed moving tee times from 16 minutes intervals to 12 minute intervals. Ultimately, no changes were made to the current modified Phase 2 re-opening practices.

On Thursday, September 10, 2020, the Florida Department of Business and Professional Regulation rescinded their closure of bars effective Monday, September 14, 2020 with a re-opening capacity of 50%.

On Friday, September 25, 2020, Governor DeSantis issued an executive order lifting all previous BBRD applicable COVID-19 related restrictions (excluding ability to have closed BOT meetings).

Tuesday, September 22nd

The BOT voted to move tee times from 16 minutes intervals to 12-minute intervals and move at least one group exercise class to Pool #1. Additionally, the BOT reached a consensus to adopt the Food & Beverage Department recommendation to re-open the Lounge with takeout window service.

Friday, October 9th

The BOT voted to accept staff's recommendation to transition to BBRD Phase 3 re-opening. A summary of the changes is provided below:

- Pools
 - Pool 1 hours of operation are 9am-9pm Monday-Sunday.
 - Pool 3 hours of operation are 9am-6pm Monday-Sunday.
 - The pools will be disinfected throughout the day, however, there will be no pool closures for disinfecting during normal hours of operation.
- Golf-Pro Shop
 - Resume two-players per golf cart, with option to ride alone if sufficient carts are available
 - Expansion of group sizes and resumption of previously suspended groups
 - Picnic tables replaced outside of the 19th Hole
- Food and Beverage
 - Lounge
 - Hours of operation 2-9pm
 - Capacity inside-60 (including staff)
 - Picnic area-59 (including staff)
 - 19th Hole
 - Hours of operation 9am-7pm (changed to 11am-8pm [Mon.-Sat.] and 8am-8pm on Sundays effective November 4th)
 - Capacity-51 (including staff)
 - No seating on the porch

Tuesday, October 27, 2020

The BOT decided by consensus to not make any changes to the re-opening status, as recommended by staff, and will re-examine the situation at the next BOT meeting.

Friday, November 13, 2020

The BOT voted to put tables and chairs back on the 19th Hole porch and by consensus to keep the Billiards room closed. Staff stated their intent to provide at the December 4th BOT meeting a proposal to start limited lunch service at the 19th Hole and outdoor limited capacity weekend entertainment Lakeside starting in January 2021.

Friday, December 4, 2020

The BOT, by a 3-2 vote, accepted the following recommendation of staff to commence the first week of January 2021.

19th Hole

- Lunch service 11am-3pm Monday – Saturday
- Hot dogs only on Sundays
- Prepared bar snacks 3-7pm

Lounge

- Hot dogs, snacks, and and/or pre-packaged food 2-9pm

Lakeside

- Entertainment alternate Saturdays and Sundays from 2-6pm (1 per weekend) with limited capacity (approximately 250 to start)

Catering

- Small event (clubs/organizations) catering at Building D/E through the 19th Hole
- Catering out of Building A to start in late March 2021 (after completion of the Building A Renovations project)

Friday, January 08, 2021

The BOT confirmed staff's recommendation to return the Administration Building to normal days of operations (has been closed on Fridays since early days of pandemic to reduce hourly employee costs) on Monday, January 11, 2020. Additionally, the BOT requested staff to develop a re-opening plan for the Billiard's Room and the Card Room in Building C (and to present it at the next regular meeting).

January 26, 2021

The following Building C re-opening was provided in response to direction of the BOT at the January 8, 2021 Meeting.

Building C re-opening plan

- All residents/guests must see pool host for temperature check before entry to Building C.
- The door facing building A will be posted as EXIT ONLY

Billiards Room Specific Rules

- Will be open for normal hours of operation 9am-9pm with a maximum capacity of 4 persons
- Will be sanitized between users and closed for 15 minutes post fogging before reentry
- Cues sanitized by the pool host, Cues will be stored in the pool host equipment shed and issued upon request
- The center billiards table will be wrapped, caution taped and out of service until phase 4
- CDC social distancing guidelines will be encouraged to be followed

Card Room Specific Rules

- Will be open for normal hours of operation 9am-9pm
- Will be sanitized between set-ups and usage and closed for 15 minutes post fogging before reentry
- Groups will be asked to temporarily modify setups to coincide with CDC guidelines
- CDC social distancing guidelines will be encouraged to be followed

The BOT adopted the following recommendations from staff:

Billiard's Room

- Re-open effective Tuesday, February 2, 2021, keeping the Card Room closed

Golf-Pro Shop

1. Start 8-minute tee times on February 1st
 - A. Allows staff time to receive ordered dividers for our fleet
 - B. Install dividers on fleet carts
 - C. Prepare staff functions for increased traffic
2. Adjust group sizes back to the pre-pandemic levels
3. Return to a soft two riders per cart rule
 - A. Carts shall have two riders except for instances when all players in a foursome have their own cart. The Golf-Pro Shop Department is still trying to be as safe as possible so if a private cart owner wants to use his/her own cart without a rider it will be allowed until all remaining COVID-19 restrictions are lifted.
 - B. Group leaders have been asked to schedule their players in a manner that lessens the need for private cart owners to ride doubled up if they are concerned about COVID-19.

Food & Beverage

- Expand the number of Lakeside entertainment events from once a weekend to twice a weekend (i.e. Saturday and Sunday) beginning February 13, 2021.
- Limited capacity would remain at approximately 250 people. Food & Beverage has hosted multiple outdoor entertainment weekend events so far this month without any incidents or reports of COVID-19 outbreaks coming from the events.

February 12, 2021 BOT Meeting was canceled

A Conditions Based “Reopening BBRD” Timeline

The following BBRD re-opening timeline is conditions based. No specific dates are included or inferred. BBRD phases shall not occur before the corresponding State of Florida phase and may begin well after the similarly number State phase due to the demographical nature of BBRD residents. The following is meant to communicate the planned re-opening of BBRD facilities to the public. In the case of resurgence of coronavirus infections in Brevard County, closures and/or limitations of services/amenities will be in reverse order. Implementation of specific elements may be staggered depending upon conditions and staff. The Community Manager will not implement any of the phased openings without explicit BOT consent at a public meeting.

Phase 1

- Assumes continuation of 6 feet social distancing in groups of 10 or more
- The public will be given 3-7 days’ notice of re-opening which shall only occur on a Monday, Tuesday, Wednesday or Thursday.
- All employees will be provided personal protective equipment and hand sanitizers. Their use is optional and not mandatory. Those requesting additional personal measures will be accommodated when feasible.
- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- 2 pools can re-open with reduced capacity and additional pool hosts
 - Pools #1 and #2 have work to be performed this summer. Each pool will be closed for the duration of the work while the other one will be open.
 - Residents/guests will have their temperatures taken prior to entrance into the pools. Entrance will be denied for those above the acceptable number
 - Capacity at pools will be the following:
 - #1: 27 people including staff
 - Pavilion, Picnic area, and Lakeside/behind the Lounge areas will remain closed
 - #2: 17 people including staff
 - #3: 17 people including staff
 - Residents/guests will be limited to 90 minutes at the pools ~~if there is a waiting line~~
 - Group activities are prohibited
 - Furniture will be spaced according to social distancing guidelines
- Beach parking will re-open
- Golf Course will remain on reduced tee times and one person per cart rule (two members of the same household may ride in the same cart)
- Pro Shop will continue to operate in a limited capacity basis
 - Members will continue to check in with Player Assistant
 - Entry will be limited to official business only
 - A maximum of 10 occupants and practiced social distance
 - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
- Administration Building remain closed to the public
- Lounge and 19th Hole remain closed
- Meeting rooms remain closed

Phase 2

- Assumes continuation of social distancing and an increase in the number of people in groups exempt from guideline
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday.
- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- A maximum of two pools will be open
 - Restrictions on capacity will be relaxed to "moderate" but not eliminated
 - Capacity at pools will be the following:
 - #1: 54 people including staff (excluding other areas listed below)
 - Pavilion: 18 people (reservations only)
 - Picnic area: 29 people (reservations only)
 - Lakeside/behind the Lounge areas will be open but will not have its own capacity (i.e. folks from the pool and Lounge can go there but there will be limited furniture set out)
 - #2: 27 people including staff
 - #3: 27 people including staff
 - Residents/guests will be limited to 90 minutes ~~at the pools if there is a waiting line~~
 - Group activities are prohibited
 - Furniture will be spaced according to social distancing guidelines
- Golf Course will remain on reduced tee times and one person per cart rule (two members of the same household may ride in the same cart)
- Pro Shop will continue to operate in a limited capacity basis
 - Members will continue to check in with Player Assistant
 - Entry will be limited to official business only
 - A maximum of 10 occupants and practiced social distance
 - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
- Administration Building re-open Monday through Thursday with a one-hour closure mid-day for sanitizing public areas
- Lounge and 19th Hole will open under the following conditions
 - Reduced capacity and limited hours of operations
 - Lounge: (30% capacity or 40 people including staff)
 - 19th Hole (30% capacity or 34 people including staff) (Chairs will not be available on the porch)
 - Staff at each site to ensure proper social distancing and that capacity is not exceeded
 - No live music or entertainment
 - Lounge will only serve beverages and pre-packaged snacks
 - 19th Hole will not have kitchen service. Very basic food items will be available on a limited basis (items that do not require a cook in the kitchen during service).
 - No Street Dances, Pasta Night or catering
- Meeting rooms remain closed with exception of Building A
 - Use of Building A will be limited to 50 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded

Phase 3

- Assumes continuation of social distancing and further increase in the number of people in groups exempt from guideline
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday.

- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- A maximum of two pools will be open
 - Restrictions on capacity will be relaxed to “light” but not eliminated
 - Capacity at pools will be the following:
 - #1: 108 people including staff (excluding other areas listed below)
 - Pavilion: 37 people (reservations only)
 - Picnic area: 59 people (reservations only)
 - Lakeside/behind the Lounge areas will be open but will not have its own capacity (i.e. folks from the pool and Lounge can go there but there will be limited furniture set out)
 - #2: 37 people including staff
 - #3: 37 people including staff
 - Residents/guests will be limited to 90 minutes ~~at the pools if there is a waiting line~~
 - Group activities are allowed if proper social distancing is followed. Staff shall have discretion to halt specific group activities if proper social distancing is not followed.
 - Furniture will be spaced according to social distancing guidelines
- Golf Course will remain on reduced tee times and one person per cart rule will be relaxed (two people can ride in a single cart but golfers will have the option of riding separately if they elect)
- Pro Shop will continue to operate in a limited capacity basis
 - Members will continue to check in with Player Assistant
 - Entry will be limited to official business only
 - A maximum of 10 occupants and practiced social distance
 - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
 - All picnic tables outside of the 19th Hole will be reinstalled and available for use with a maximum of 24 individuals allowed seated
- Administration Building remains open Monday through Thursday with a one-hour closure mid-day for sanitizing public areas
- Lounge and 19th Hole remain open under the following conditions
 - Relaxed reduced capacity and limited hours of operations
 - Lounge: (50% capacity or 60 people including staff)
 - 19th Hole (50% capacity or 51 people including staff) (Chairs will not be available on the porch)
 - No live music or entertainment
 - Lounge will only serve beverages and pre-packaged snacks
 - 19th Hole will not have kitchen service. Very basic food items will be available on a limited basis.
 - No Street Dances, Pasta Night or catering
- Meeting rooms usage
 - Use of Building A will be limited to 75 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded.
 - Use of Building D/E will be limited to 50 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded.
 - Building C, Pool Room and Administration Conference Room will remain closed.

Phase 4

- Assumes an end to social distancing
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday. Implementation of specific elements may be staggered depending upon conditions and staff.
- All pools will be open
 - Capacity at pools will be the following:
 - #1: 509 including staff in all areas within metal fencing excluding the inside of buildings
 - #2: 54 people including staff
 - #3: 54 people including staff
- Golf Course will go back to standard tee times and two-person per cart rule
 - Picnic tables will resume full capacity
- Pro Shop will resume normal operating procedures
- Administration Building resumes normal hours of operations
- Lounge and 19th Hole resumes full indoor capacity, regular hours of operations and live music and entertainment
 - Lounge:
 - 119 capacity including staff
 - Lounge will only serve beverages and pre-packaged snacks (lunch permanently discontinued)
 - 19th Hole
 - 102 capacity including staff
 - 19th Hole will resume kitchen service
 - Seating will be available on the porch
 - Street Dances, Pasta Night and Catering will resume when demand is present and events are profitable
- Meeting rooms usage
 - All rooms are open
 - Staff for crowd monitoring will be limited to Music Bingo and other events as needed.

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, April 27, 2021
Title: **Trimming of Palm Trees on the Golf Course**
Section & Item: 9.A
Department: Golf
Fiscal Impact: \$15,000.00 (use of Fund Balance)
Contact: Ernie Cruz, Golf Manager, John W. Coffey ICMA-CM, Community Manager
Attachments: Jimmys tree service additional information regarding quote, Seman's Tree Service estimate invoice Barefoot Bay Golf Course Feb 2021



Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager

Requested Action by BOT

Review Trustee Nugent's request and direction to staff.

Background and Summary Information

Historically, the trimming of palm trees on the Golf Course are limited to trees of a specific height and the maintenance vendor (currently ABM) is responsible for picking up the dead fronds and seed pods as they fall to the ground. Trustee Nugent requested semi-annual trimming of the palm trees be added to the FY22 Working Draft Proposed Budget earlier in the year. Said request was honored but the decision point was listed as "unfunded."

Trustee Nugent requested the one-time trimming of palm trees this fiscal year be added to this agenda.

As part of the FY22 budget preparation process (at the request of Trustee Nugent), staff solicited estimates for the semi-annual work. Recently, staff confirmed each vendor is willing to honor his estimated prices as a quote regarding Trustee Nugent's request:

\$11,805.00 Jimmy's Tree Service (includes hauling and landfill fees, per visit)
\$15,000.00 Seman's Tree Service (includes hauling and landfill fees, per visit, plus crown clean and raise oak trees including live oaks, scrub oaks and laurel oaks. Removing dead wood and mistletoe, raising low limbs maintaining room for golf carts and tractors. Remove two dead/dying palms from ponds. remove pepper trees, scheffleras and carrotwoods.)

Jimmy's Tree Service has worked in BBRD previously for homeowners with a good reputation within the community. Seman's Tree Service has worked for BBRD and has an exceptional history of leaving sites cleaner than they found them.

Staff requests direction on this matter.

John Coffey

From: Ernie Cruz <ecruz@bbrd.org> on behalf of Ernie Cruz
Sent: Tuesday, February 09, 2021 12:20 PM
To: John Coffey
Subject: FW: Estimate 10955 from JIMMY'S TREE SERVICE

FYA

From: Jimmy's Tree Service <jimmystreesvc@aol.com>
Sent: Tuesday, February 2, 2021 10:53 AM
To: ecruz@bbrd.org
Subject: Re: Estimate 10955 from JIMMY'S TREE SERVICE

Ernie:

The price is \$35.00 per tree for a total of \$11,805.00 including hauling and landfill fees, per visit. Scheduling trimming and booting twice a year keeps the palms under control so the cost does not increase.

Cyndy

Jimmy's Tree Service
772-231-6591

-----Original Message-----

From: Ernie Cruz <ecruz@bbrd.org>
To: Jimmy's Tree Service <jimmystreesvc@aol.com>
Sent: Tue, Feb 2, 2021 10:35 am
Subject: RE: Estimate 10955 from JIMMY'S TREE SERVICE

Hi Larry,

The note implies \$5,902.50 per trimming session. Or is it \$11,805 per session? Just want to be sure.

Ernie J. Cruz, PGA Certified Professional
Golf Operations Manager
Barefoot Bay Recreation District
1225 Barefoot Blvd, Barefoot Bay, FL 32976
Office (772) 663-0631
Fax (772) 663-0318

PUBLIC RECORDS NOTICE: Barefoot Bay Recreation District (BBRD) is governed by the State of Florida public records law. This means that the information BBRD receives online including your e-mail address might be disclosed to any person making a public records request. If you have any question about the Florida public records law refer to Chapter 119 Florida Statutes. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

-----Original Message-----

From: Jimmy's Tree Service <jimmystreesvc@aol.com>
Sent: Tuesday, February 2, 2021 9:28 AM
To: ecruz@bbrd.org
Subject: Estimate 10955 from JIMMY'S TREE SERVICE

Mr. Cruz,

Please review the attached estimate. Feel free to contact us if you have any questions.

We look forward to working with you.

Larry Vickers

JIMMY'S TREE SERVICE
P.O. BOX 6582
VERO BEACH, FL 32961
772-231-6591 phone
772-564-0075 fax



Seman's Tree Service

(321) 507-5298

Dylan@Semanstrees.com

102 E. New Haven Ave. #160

Melbourne, FL 32901

02/07/2021

Barefoot Bay Recreation District

1225 Barefoot Blvd Barefoot Bay, FL 32976

Estimate ☒ Invoice ☐

Trim Palm trees (~300) including sabal palms, queen palms, Washingtonia palms, date palms, foxtails and triangle palms. Removing loose boots, dead and low fronds, seedpods, strangler figs, arboricolas, pepper trees, scheffleras and carrotwoods.

Crown clean and raise oak trees (~15) including live oaks, scrub oaks and laurel oaks. Removing dead wood and mistletoe, raising low limbs maintaining room for golf carts and tractors.

Remove two dead/ dying palms from ponds. remove pepper trees, scheffleras and carrotwoods.

Clean up and haul away debris.

Total: \$15,000.00

Estimates valid for 30 days

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, April 27, 2021

Title: **Request to Increase Monthly Payment for Services Provided by the Over 60 Softball Association (O60SA)**

Section & Item: 9.B

Department: Property Services, Recreation

Fiscal Impact: \$864 annually

Contact: Matt Goetz, Property Services Manager, John W. Coffey ICMA-CM, Community Manager

Attachments: Request from O60SA President, 2021 Proposed Amendment to Over 60 Softball Agreement_

Reviewed by

General Counsel: Yes

Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review O60SA request to increase their monthly fee for service from \$728 to \$800 and authorize Chairman Maino to sign amended agreement.

Background and Summary Information

Historically, the O60SA has by agreement with BBRD provided daily grounds and facilities maintenance to the softball field in addition to turf management by ABM. Over time specifics have evolved to the present agreement of segregation of duties by the O60SA, ABM and BBRD. Staff is very pleased with the quality of work performed by the O60SA and believes it is done in a cost-effective manner that benefits the residents. On July 8, 2016, the BOT amended the agreement with the O60SA to increase the monthly fee from \$688 to \$728.

On April 14, 2021, O60SA President Banta submitted a request to increase the monthly fee by \$72 a month.

Attached is an amended agreement between BBRD and the O60SA reflecting the proposed fee increase.

Staff recommends the BOT approve the amended agreement with the O60SA and authorize Chairman Maino to sign the agreement.

-

John Coffey

From: Forrest Banta <forrestbanta@gmail.com>
Sent: Wednesday, April 14, 2021 8:52 AM
To: John Coffey
Cc: Tony Biondolillo; barefootbaybitty96@gmail.com
Subject: Request for salary increase

John The Senior Softball League are requesting a small increase in salary for our two park attendants. Presently we are receiving \$728.00 per month for the both of them which equates to \$364.00 each. We respectfully request an increase of \$78.00 so they both will receive \$400.00 a month. If you need any more in formation relative to this request please feel free to contact me.

Thank You!
Forrest Banta, President
Barefoot Bay Senior Softball League

Sent from [Mail](#) for Windows 10

**AMENDED AGREEMENT FOR MAINTENANCE OF
SOFTBALL FIELD RECREATION FACILITIES**

This Agreement, made and entered into on this _____ day of _____, 20~~21~~¹⁹, by and between the BAREFOOT BAY RECREATION DISTRICT, a mobile home park recreation district organized under the laws of the State of Florida (herein called "BBRD") and the OVER SIXTY SOFTBALL LEAGUE (hereinafter called the "LEAGUE"):

WHEREAS, BBRD owns a certain park parcel, located in the Barefoot Bay Recreation District of Brevard County, Florida, described as:

Area designated "Park" in Barefoot Bay Mobile Home Subdivision, Unit 2, Part 10, according to the plat thereof, as recorded in Plat Book 22, Page 111, Public Records of Brevard County, Florida. This parcel is also described as: Park, "Tract EE" as described in Replat of Park Areas in Barefoot Bay Mobile Home Subdivision, Unit Two, Part Ten, according to the plat hereof as recorded in Plat Book 26, Page 5, of the Public Records of Brevard County, Florida; and,

WHEREAS, BBRD owns a certain parcel adjacent to the above described property located in the Barefoot Bay Recreation District of Brevard County, Florida, described as:

Lot 64, Block 137, Barefoot Bay, Unit Two, Part Ten, according to the plat thereof, as recorded in Plat Book 22, Page 105, of the Public Records of Brevard County, Florida; and,

WHEREAS, both of the above described parcels shall be collectively referred to as the "park parcel;" and,

WHEREAS, the said park parcel has been improved by the construction and installation of a recreational softball field and restroom facilities which require continuing maintenance; and,

WHEREAS, the LEAGUE utilizes the said facilities on a regular basis for its activities; and,

WHEREAS, the LEAGUE is willing to provide for maintenance of the improvements on the above-described parcel in order to facilitate and promote the activities of the League; and,

WHEREAS, BBRD and the LEAGUE have previously entered into a written agreement regarding the LEAGUE's maintenance of the park parcel and facilities which was most-recently approved as amended by the Board of Trustees on February 26, 2019-August 12, 2016; and,

WHEREAS, BBRD and the LEAGUE wish to further amend the written agreement pursuant to which the LEAGUE provides maintenance services; and,

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed as follows:

1. The LEAGUE shall provide maintenance of the grounds comprising the Softball Field, restrooms, storage areas, bleachers and parking on the above-described park parcel. Such maintenance shall include, but are not limited to, grounds preparation (with materials such as clay and sand), labor and services (such as nail dragging, mowing, edging, tree trimming, removal of debris, weed control, and painting needs) to have a safe and playable surface. All areas of the park parcel from the playing field (starting at the playing field fence line) south to the Wren Circle right-of-way shall be maintained by the LEAGUE with a push mower. The LEAGUE shall be solely responsible to provide the push mower used for all areas required to be maintained with a push mower, and BBRD shall have no obligation to provide any push mower equipment.

Maintenance (via weed wacker) shall be provided by the LEAGUE to all areas of the park parcel that cannot be maintained by BBRD's landscape contractor.

The LEAGUE shall annually provide a list of specific scope of services being performed on the park parcel to the Community Manager for review and approval. To the extent that any dispute should arise between the League and the Community Manager as to the scope of services provided by the LEAGUE on the park parcel, said dispute shall be brought to the BBRD Board of Trustees to clarify the specific scope of services that shall be provided under this Agreement.

2. The LEAGUE shall annually provide BBRD documentation of liability insurance which shall be of an amount and scope that is acceptable to BBRD. BBRD shall be listed as a certificate holder on the policy.

3. Any claim arising out of the maintenance or condition of the fields shall be the sole responsibility of the LEAGUE. The LEAGUE shall indemnify and hold harmless BBRD and its officers, agents, and employees from and against all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from any actions or omissions taken under this Agreement, where such claim, damage, loss, or expense is caused, in whole or in part, by the act or omission of the LEAGUE, or anyone directly or indirectly employed by the LEAGUE, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by or in part by a party indemnified thereunder. As part of this indemnification, the LEAGUE agrees to pay, on behalf of the BBRD, the cost of BBRD's legal defense as may be selected by BBRD for all claims described in this paragraph. Such payment on behalf of BBRD shall be in addition to any and all legal remedies available to BBRD and shall not be considered to be BBRD's exclusive remedy. In agreeing to this provision, BBRD does not intend to waive any defense or limit of sovereign immunity to which it may be entitled under Section 768.28, Florida Statutes or otherwise provided. The parties acknowledge that specific consideration has been exchanged for this provision

4. All material and supplies needed shall be ordered by the LEAGUE through BBRD Purchasing.

5. The services and materials to be furnished by the LEAGUE in accordance with this agreement shall expressly exclude repairs to the restroom facilities, as well as fertilizer and weed control. These items shall be and remain the responsibility of BBRD.

6. In consideration for the services set for the in paragraph 1 of this Agreement, BBRD shall monthly pay to the LEAGUE or the LEAGUE's designee a sum not to exceed ~~\$728.00~~\$800.00 for

services performed beginning July 1, 2016 (nunc pro tunc) on the effective date of the Amendment and upon the submittal of an invoice to the Finance Office of the BBRD.

~~7. The BBRD and the LEAGUE mutually agree that given the amended scope of services described in Paragraph 1 herein and the amended monthly pay amount provided in Paragraph 6 herein, the Agreement for Kubota Engine Repair Repayment Schedule is hereby deemed terminated effective July 1, 2016 (nunc pro tunc) and the neither party shall have any obligations or responsibilities pursuant to said agreement other than those had by the parties during the effective dates of the agreement.~~

7. The Agreement shall be effective as of the later date of the signing of both parties to this Agreement and shall continue until further amended or terminated by either party. Either BBRD or the LEAGUE may terminate this Agreement for any reason upon thirty (30) days written notice to the designee of the other party.

8. This Agreement sets forth the entire agreement between the parties hereto, and fully supersedes and replaces any and all prior agreements or undertakings between the parties pertaining to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below.

Michael Maino,
Chairman,
BBRD Board of Trustees

Date: _____

Print Name: _____
President, Over Sixty Softball
League

Date: _____

Board of Trustees Meeting Agenda Memo

Date: Tuesday, April 27, 2021
Title: **Building A Renovations Change Order**
Section & Item: 9.C
Department: R&M/Capital Projects
Fiscal Impact: TBD
Contact: John W. Coffey ICMA-CM, Community Manager
Attachments: appendix memo Bldg A renovations CO 9 and 10 from March 23, 2021

Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review and approve any required change orders to be provided to the BOT prior to the meeting.

Background and Summary Information

On March 23, 2021, the BOT approved change orders #9, #10, and #10A. The following excerpt (in italic) from that agenda memo indicated possible additional change orders to complete the project.

The reader should note, as requested by staff, the vendor provided a list of 6 additional areas of concern that may generate additional change orders:

- 1. Working platform may be required on the existing Mansard roof for 2 new exhaust fans (deemed not required by the engineering team on March 15, 2021)*
- 2. Modifications to entry walls and doorway system*
- 3. Some of the kitchen equipment items may need to be scaled down slightly to facilitate clear walkway aisles*
- 4. Fire alarm system additions or modifications to accommodate new kitchen configuration*
- 5. New insulation to be provided above the ceiling in the kitchen and men's room area*
- 6. New walk-in cooler / freezer modifications for concrete slab footprint (The concrete slab-on-grade that needs to be built in order to accommodate the new walk-in unit is approximately 33.6 SF larger than the slab detailed on the structural bid set of the plans. Specifically, the permitted bid set of structural plans show the dimensions for the slab to be 16'-0" X 9'-8" or 154.72 SF with a note to coordinate the length and width dimension with the equipment manufacturer. The actual unit supplied will require a slab footprint of 16'-10 & 3/4" x 11'-1 & 3/4" or 188.32 SF.)*

As part of the daily project management, the Community Manager spoke with the owner of the company the week of April 12th and asked about the status of the remaining possible change orders. Mr. Park stated he would provide BBRD an email by close of business April 20th with any requests. Said email was received, but was overly vague. Community Manager Coffey informed Mr. Park that the BOT would need specifics regarding any final change orders before they would consider approving additional time on the contract (substantial completion is currently May, 4, 2021). Mr. Park stated he would provide the requested information by the end of the week of April 19, 2021. Staff will revise this agenda memo once said information is received and provide it to the BOT and place it on www.bbrd.org for public viewing.

Overall, the work is progressing and staff anticipates the BOT and residents will be happy with the project once it is completed.

Board of Trustees Meeting Agenda Memo

Date: March 23, 2021

Title: **Building A Renovations Project: Change Orders #9, #10, and #10A**

Section & Item:

Department: R&M/Capital

Fiscal Impact: \$5,943.85

Contact: Matt Goetz, Property Services Manager; John W. Coffey, ICMA-CM, Community Manager

Attachments: Requests from vendor, summary of project expenditures

Reviewed by General Counsel: N/A

Approved by: John W. Coffey, ICMA-CM, Community Manager

Requested Action by BOT

Review and approval of change orders #9, #10, and #10A to the Building A Renovations Project.

Background and Summary Information

On February 16, 2020, the BOT authorized Chairman Klosky to sign the contract with Parkit Construction in the amount of \$564,435.00 for the Building A Renovations project. Work commenced on August 4, 2020 (after a lengthy COVID-19 complicated building permit review and issuance process). As authorized by the BBRD Policy Manual, change orders in excess of 10% of the contract price (convention is to view this limit as cumulative when multiple change orders are involved) must be pre-approved by the BOT unless it would substantively delay the project.

- Change order #9 addresses unforeseen work needed to accommodate the new hood system at a cost of \$1,897.50 (work is completed).
- Change order #10 addresses the Department of Business and Professional Regulations requirement for a third hand sink in the food assembly/expeditor area of the kitchen at a cost of \$4,046.85).
- Change Order 10A (number added by staff for historical clarity) requests 45 additional days to the contract for the following reasons:
 - Additional hand sink and resulting overhead and underground utility work
 - Procurement of equipment by BBRD direct purchases to avoid sales tax payments
 - Delays in obtaining alternate flooring quote as requested by BBRD staff (election of alternate flooring was not made due to substantially higher cost)
 - Modification to entrance (from assembly area) doors and wall
 - Delays due to BBRD and other vendors in re-routing adjacent CCTV system lines and equipment

The revised total contract with Parkit is now estimated at \$440,979.29 (exact amount is in flux due to the on-going BBRD direct purchase of equipment and the subsequent deductions of said cost and avoided sales tax from the contract). Additionally, the revised contractual date of substantial completion changes to May 4, 2021 with this change order.

Sufficient funds are available in the R&M/Capital Contingency account to cover the costs.

Staff recommends the BOT approve change orders #9, #10, and #10A at a cost of \$5,943.85 and an additional 45 days added to the contract.

The reader should note, as requested by staff, the vendor provided a list of 6 additional areas of concern that may generate additional change orders:

1. Working platform may be required on the existing Mansard roof for 2 new exhaust fans (deemed not required by the engineering team on March 15, 2021)
2. Modifications to entry walls and doorway system
3. Some of the kitchen equipment items may need to be scaled down slightly to facilitate clear walkway aisles
4. Fire alarm system additions or modifications to accommodate new kitchen configuration
5. New insulation to be provided above the ceiling in the kitchen and men's room area
6. New walk-in cooler / freezer modifications for concrete slab footprint (The concrete slab-on-grade that needs to be built in order to accommodate the new walk-in unit is approximately 33.6 SF larger than the slab detailed on the structural bid set of the plans. Specifically, the permitted bid set of structural plans show the dimensions for the slab to be 16'-0" X 9'-8" or 154.72 SF with a note to coordinate the length and width dimension with the equipment manufacturer. The actual unit supplied will require a slab footprint of 16'-10 & $\frac{3}{4}$ " x 11'-1 & $\frac{3}{4}$ " or 188.32 SF.)

Appendix



Barefoot Bay Recreation District

625 Barefoot Boulevard, Administration Building
Barefoot Bay, FL 32976-9233

Phone 772-664-3141
Fax 772-664-1928

Memo To: Board of Trustees

From: John W. Coffey, Community Manager, ICMA-CM

Date: April 27, 2021

Subject: Manager's Report

Resident Relations

ARCC Meeting 04/13/2021

- 10 Consent Items approved
- 9 Other Items: 6 approved, 2 approved with stipulations, and 1 denied

ARCC Meeting Agenda 04/27/2021

- Will be held in Administration Building Conference Room at 9am.
- Agenda consists of 30 items (14 consent, 11 other, and 5 old)

Next ARCC Meeting 05/11/2021

- Will be held in Administration Building Conference Room at 9am.

VC Meeting 04/23/2021

- Meeting canceled as the majority of cases came into compliance prior to sending out the agenda

Next Violations Committee Meeting

- Scheduled for May 14th in Bldg. D/E at 10am

Food & Beverage

- **Cinco de Mayo** is Wednesday, May 5, but we will celebrate on Thursday, May 6th on Karaoke night, Lakeside of the Lounge. (You know we never do anything on time here!) We'll have a taco bar lake side and tequila and corona specials at the bar! Karaoke is 6-9pm. This is all weather permitting. Flyers with the details are posted.
- Starting Saturday, May 1 the music time will change to 6-10pm with the Jack's Band. Street dance will return to the summer schedule of two times per month. Mother's Day is Sunday, May 9 with Soul Time on the Lakeside Stage from 2-6pm.

Property Services

- Replaced all the plumbing fixtures in the softball field restrooms and added a fresh coat of paint and new trim (FY21 R&M/Capital project)

- Opened Pool 2
- Met with Brevard County Health Officials to inspect all three pools
- Made repairs to equipment followed by general maintenance
- Attempted to repair burned out lights in Building A parking lot only to find more issues (parts on order)
- Completed additional drainage behind the Lounge to reduce standing water (recent rains attest to success of the project)
- Repaired and repainted vandalized benches near the playground
- Began repainting and refreshing the Custodian room in Building A
- Continued to solicit quotes/bids for R&M/Capital projects
- Addressed all current DOR violations

Golf-Pro Shop

- Irrigation Intake Dredging quote signed on April 5, 2021
 - Reduces silt and shells that clog sprinkler heads
 - Reduces need to individually remove heads to clean clogging
 - Allows more water to reach the turf (especially during the typically dry hot month of May)
- FRDAP Grant Program (100% reimbursable) update:
 - Notice of commencement approval from FDEP was received on March 25, 2021
 - Picnic Area Renovation (\$13K) and Landscaping (\$5K)
 - Seeking quotes
 - Reconstruction of Practice Greens will occur in FY22 (\$32K)
 - See page FY22 Working Draft Proposed Budget page D-38 for details
- Jr. Golf “COVID-19 safe” Camp details
 - Two Sessions
 - Sign up begins May 1st
 - Pick up Application at Golf Course Pro Shop or Administration Building
 - June 15 – July 1
 - July 6 – July 22
 - Jr. Golf Tournament on Saturday July 17th
 - Award Banquet July 22 @ 4pm
- Golf Course Summer Rates coming soon (Effective May 1 – Sept 30)

2021 Off Season Rates
May 1st through September 30th

GREEN FEES

18 Holes	FEE	TAX	TOTAL	BFB Residents
7a.m.-11a.m.	14.00 +	0.98 =	14.98	Play 10 Rounds/Get 11th Round Free
11a.m.-4p.m.	12.00 +	0.84 =	12.84	
4p.m.-Close	10.00 +	0.70 =	10.70	
9 Holes				BFB Residents
7a.m.-11a.m.	10.00 +	0.70 =	10.70	Play 10 Rounds/Get 11th Round Free
11a.m.-4p.m.	9.00 +	0.63 =	9.63	
4p.m.-Close	8.00	0.56	8.56	

JUNIOR GOLFERS: Play Free when accompanied by a Paying Adult

CART FEES

18 Holes	FEE	TAX	TOTAL	Pull Carts	3.74 + 0.26 = 4.00
18 Holes	12.00 +	0.84 =	12.84	Handicap Fees	20.00
9 Holes	7.00 +	0.49 =	7.49		

Annual Golf Membership Fees

Inquire in Pro Shop

Annual Trail Fees

Inquire In Pro Shop

Rates subject to change



2021 SUMMER GOLF CAMP At BAREFOOT BAY GOLF COURSE

Learn to play golf and have fun!

Summer Golf Camp - Two Sessions

With Ernie Cruz, Certified PGA Professional

Bill Balash, PGA Professional

Session 1 Tuesday & Thursday June 15, 17, 22, 24, 29, July 1

Session 2 Tuesday & Thursday July 6, 8, 13, 15, 20, 22

Child may attend both sessions if desired.

Time: All sessions begin at 1 pm & end at 3 pm: 12 hours total of instruction

Ages: 6-17 (Children ages 6-7 must always have parent present)

Cost: FREE

Save the Date: July 17th at 8:30 am Jr. Golf Tournament

July 22th at 4:00 pm Award Ceremony

Juniors will work on developing skills with the full swing, pitching, chipping, and putting strokes. Each week, the campers will go on the course to play and to work on applying their skills and knowledge of rules and etiquette.

Students do not need to have their own clubs or golf shoes.

Appropriate attire (shorts, shirt, hat & tennis shoes) is required. Do not forget sunscreen and water bottle.

For more information, call 772-664-3174

Barefoot Bay Golf Course, 1225 Barefoot Blvd, Barefoot Bay, FL 32976

Session 1 (June 15 – July 1)

Session 2 (July 6 – July 22)

Child's Name _____ **Parent's Name** _____

Child's Age _____ **Child's Shirt Size** _____

Need Golf Equipment? No Yes (L-Handed) (R-Handed) Height _____

Award Ceremony Attendance: Yes___ No___ Number of Immediate Family Guest(s) _____

Home Phone (_____) _____ Cell Phone (_____) _____

Email _____ Address _____ Zip _____

Medical or Dietary Needs Requires Parent Attendance at All Times: _____

Parent or Legal Guardian Signature: _____