



BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular
Meeting November 15, 2022 at 5:00 PM

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Additions or Deletions to the Agenda**
- 5. Approval of the Agenda**
- 6. Presentations and Proclamations**
 - A. Veterans Day Proclamation
- 7. Approval of Minutes**
 - A. Regular BOT minutes dated October 25, 2022.
- 8. Treasurer's Report**
 - A. Treasurer's Report
- 9. Audience Participation**
- 10. Unfinished Business**
- 11. New Business**
 - A. Social Media Guidelines
 - B. FY 2022 Year End Budget Amendment and Resolution
 - C. Christmas Parade and Light Up the Bay Support
- 12. Manager's Report**
 - A. November 15, 2022 Manager's Report
- 13. Attorney's Report**
- 14. Incidental Trustee Remarks**
- 15. 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

PROCLAMATION

WHEREAS, the World War I armistice was signed on the 11th hour of the 11th day of the 11th month in 1918; and

WHEREAS, in 1938 Congress passed a bill that each November 11th shall be “a day dedicated to the cause of world peace and hereafter celebrated and known as “Armistice Day”; and

WHEREAS, in 1954 Congress changed the name to Veterans Day, in order to honor all American Veterans of all wars; and

WHEREAS, our country’s veterans continue to serve their country and the cause of freedom by exemplifying the patriotism and love of country that has become the core fabric of our society; and

WHEREAS, our veterans in Barefoot Bay, who have served our country in times of peace and war, many of whom served on various battlefields, in harm’s way to fight for our way of life, often in the face of adversity; and

WHEREAS, with respect for and in recognition of the contributions our service men and women have made to the cause of peace and freedom around the world;

NOW, BE IT RESOLVED, by the Board of Trustees of Barefoot Bay Recreation District that Friday, November 11, 2022, is proclaimed:

VETERANS DAY

and the Board of Trustees encourages all residents to pause to reflect on the sacrifices of all veterans who have put on the uniform to serve in the United States military and celebrate their achievements and extraordinary contributions to our country by participating in ceremonies planned within Barefoot Bay honoring our Veterans.

PASSED AND ADOPTED by the Board of Trustees of Barefoot Bay Recreation District this 15th of November 2022.

**BOARD OF TRUSTEES
BAREFOOT BAY RECREATION DISTRICT
BAREFOOT BAY, FLORIDA**

BY: _____

Bruce Amoss, Chairman



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting
October 25, 2022
1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on October 25, 2022, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Loveland.

Roll Call

Present: Mr. Brinker, Mr. Grunow, Mr. Amoss, Mr. Loveland. Also, present, Kent Cichon, Community Manager, John Cary, General Counsel, Stephanie Brown, District Clerk, Matt Goetz, Property Services Manager, Rich Armington, HR/Resident Relations Manager and Kathy Mendes, Food & Beverage Manager. Mr. Morrissey was excused.

Presentations and Proclamations

Kiss Cancer Goodbye (annual cancer drive) presentation was given by CVO President, Elaine Van Berschot. Ms. Van Berschot expressed her gratitude to Barefoot Bay for the donation in the amount of \$10,835.

Additions or Deletions to the Agenda

None.

Approval of the Agenda

Mr. Grunow made a motion to approve the agenda as is. Second by Mr. Loveland. Motion passed.

Approval of Minutes

Mr. Brinker made a motion to approve Townhall minutes dated October 4, 2022, and BOT regular meeting minutes dated October 13, 2022. Second by Mr. Grunow. Motion passed.

Treasurer's Report

Mr. Loveland read and submitted the Treasurer's Report for October 25, 2022.

Audience Participation

Richard Lepage-1037 Royal Palm Drive-voiced his concern about setting the proper pool temperature for the new pool heater that will be installed in Pool #1. He suggested that the temperature be set between 84-86 degrees.



BAREFOOT BAY RECREATION DISTRICT

Rich Schwatlow-636 Marlin Circle-voiced his concern about the condition of the BBRD golf course.

Tom Nelson-1008 Waterway Drive-requested that the BOT add a review of the BBRD Charter as an agenda item for a future BOT Meeting.

Unfinished Business

Certification of the Amended and Restated DOR

Staff requests Certification Approval of the Amended and Restated Deed of Restrictions.

Mr. Loveland made a motion to approve the Amended and Restated Deed of Restrictions as presented. Second by Mr. Grunow. Motion passed.

Pool #1 Pit and Heater Replacement and Relocation Project Award of Contract

Consider RFP Committee's recommendation, award RFP 2022-05 – Pool Pit & Heater Replacement and Relocation and authorize staff to negotiate a contract with the BOT-selected firm.

Mr. Brinker suggested adding additional verbiage to the pool pit and heater contract addressing liquidated damages. Mr. Loveland stated that Family Pools, Inc. was the only contractor who bid that is a specialist in the field and spoke in favor of awarding them the contract. Mr. Grunow and Mr. Amoss agreed with Mr. Loveland. Mr. Amoss stated that the pool will have to be resurfaced within the next year and spoke in favor of the work being completed while the pool is down.

Mr. Loveland made a motion to award the contract to Family Pools, Inc. for the Pool #1 pit and heater replacement and relocation in the amount of \$301,766 and authorize staff to negotiate a contract. Second by Mr. Brinker. Motion passed.

New Business

None.

Manager's Report

Resident Relations

ARCC 10/11/2022

- 9 Consent Items – approved
- 19 LP Tank Permits – approved
- 6 Other Items - approved

VC Meeting 10/14/22

- 12 Cases to be presented



BAREFOOT BAY RECREATION DISTRICT

September Home Sales

- 26 home sales
- 14 orientations
- 35 residents in attendance

Food & Beverage

- This Saturday night is the spookiest party of the year from 7-11pm. Our annual Halloween party has music by TC and Sass, prizes for best costumes, and a festive atmosphere all night long.
- Don't miss the Fall Festival at the 19th Hole on Saturday, November 19th. Performances by Simply Sarah from 3-6pm and Double Standard from 6-9pm in the band shell. Over 15 vendors, pies, and snacks will be available for sale.

Flyers with all the details are posted.

Property Services

- Completed debris clean-up from Hurricane Ian
- Met with vendors at the BBRD Beach for the restroom project
- Removed unauthorized Kayaks from the pier on US1
- Removed another Dying Oak near the lake at building A
- Removed remaining storm shutters
- Repaired shuffleboard courts' lighting
- Made repairs to the mini golf course
- Began to solicit bids for FY23 capital purchases
- Began installation of the building A replacement interior doors
- Assisted with the reconstruction of the fence at the ABM worksite
- Solicited bids to repair the golf course pump house foundation
- Constructed items for food and beverage dinners

Golf-Pro Shop

- Repairs & Maintenance
 - Lawn Bowl will be overseeded November 21st
 - Softball Field renovation to be completed in October
 - Golf Course
 - Back Nine and Putting Green closed for overseeding November 21st
 - Front Nine and Range closed for overseeding November 22nd
 - Fence repair in progress behind ABM worksite
- Tournaments
 - Member/Member on November 12th at 8:30am (Shotgun)
 - Turkey Trot on November 19th at 1pm (Shotgun)

Visit or Call Pro Shop for more information (772) 664-3174



BAREFOOT BAY RECREATION DISTRICT

- Thanksgiving Day, November 24th Golf Course Hours
 - Closing at 2pm
 - Last cart out will be 10am

Attorney's Report

Mr. Cary stated that he received a memo from the Department of Justice regarding a contractor BBRD has used previously that are currently in Federal litigation for fraud. He will be evaluating if BBRD has been the subject of fraud by the contractor.

Incidental Trustee Remarks

Mr. Loveland spoke in favor of BOT researching BBRD fees, with a focus on monthly and weekly guest passes for the purpose of generating more revenue. Mr. Loveland is in favor of charter review and explained only electors can approve changes to the charter, not the homeowners. He also requested for staff to research the definition of family as listed in the BBRD Policy Manual.

Mr. Brinker responded to Mr. Loveland regarding researching fees and stated that it was in progress.

Mr. Grunow reminded residents to vote on the referendums and the Veterans Day golf cart decorations with prizes on Friday, November 11, 2022.

Mr. Amoss agreed with Mr. Loveland about updating the policy manual.

Adjournment

The next regular meeting will be on November 10, 2022, at 1pm in Building D/E.

Mr. Grunow made a motion to adjourn. Second by Mr. Loveland. Mr. Amoss adjourned.

Meeting adjourned at 1:38pm.

Hurrol Brinker, Secretary

Stephanie Brown, District Clerk

Barefoot Bay Recreation District

Treasurer's Report

November 15, 2022

Cash Balances in General Fund as of 10/31/22

Petty Cash

Total Petty Cash: \$ 2,500.00

Operating Cash in Banks

MB&T Operating Account

610,515.11

Total Operating Accounts:

610,515.11

Interest Bearing Accounts

MB&T Money Market Account

253,039.13

SBA Reserve Account

705,819.92

Total Interest Bearing Accounts:

958,859.05

Total Cash Balances in General Fund:

\$ 1,571,874.16

Total Daily Deposits and Assessments Received for 10/18/22 - 10/31/22

Daily Deposits:

\$ 118,857.35

Assessments Received:

-

Total Deposits Received:

\$ 118,857.35

Expenditures for 10/18/22 - 10/31/22

Check Number	Vendor	Description	Check Amount
60199	EGIS Insurance Advisors, LLC	FY 23 Annual Liability Insurances	153,281.50
60201	Florida Blue	Employee Health Insurance: 11/22	32,786.64
60210	Home Depot Credit Services	Building and Grounds Supplies	5,561.80
60244	Florida Power & Light Co	Electricity: 9/22	10,532.68
60259	Special District Services, Inc	Management Fees: 10/22	14,448.58
60272	Current Electrical Solutions Inc	Shopping Center Electrical Upgrades	7,015.58
	Paychex	Net Payroll - PPE 10/23/22	78,077.19
	United States Treasury	Payroll Taxes - PPE 10/23/22	23,545.16

Total Expenditures \$5,000 and above:

325,249.13

Expenditures under \$5,000:

81,614.21

Total Expenditures:

\$ 406,863.34

Board of Trustees

Date: Tuesday, November 15, 2022
Title: **Social Media Guidelines**
Section & Item: 11.A
Department: Administration
Fiscal Impact: TBD
Contact: Kent Cichon, Community Manager
Attachments: BBRD Social Media Guidelines
Reviewed by General Counsel: Yes
Approved by: Kent Cichon, Community Manager



Requested Action by BOT

Consideration and approval of the *Social Media Guidelines*.

Background and Summary Information

The Barefoot Bay Recreation District's main website is currently the organization's primary internet presence. BBRD recognizes the needs and value of social media as an immediate accessible form of communication to reach a broad audience, share information, and engage with members of the public.

The BBRD social media tools will fall generally into three categories:

- Platforms for disseminating time-sensitive information
- Platforms that increase the BBRD's ability to market/promote information to the largest possible audience
- A platform for BBRD to provide transparent communication to the press and general public

Social media sites are to primarily be used by Barefoot Bay Recreation District departments as a means of conveying information to the public and providing the best service possible. The purpose of these sites will be to better serve the residents of Barefoot Bay by using a variety of social media platforms to provide residents with information in more places and in more ways than were traditionally available. Typical uses for social media will include promoting events or programs, issuing public notices, and alerting the public to closures.

Staff recommends the BOT approve the *Social Media Guidelines* as attached.



BAREFOOT BAY RECREATION DISTRICT SOCIAL MEDIA USE GUIDELINES

Barefoot Bay Recreation District recognizes the needs and value of social media as an immediate accessible form of communication to reach a broad audience, share information, and engage with members of the public. The following guidelines refer to official social media pages of the Barefoot Bay Recreation District.

The Barefoot Bay Recreation District's main website is the organization's primary internet presence. The BBRD social media tools fall generally into three categories:

- Platforms for disseminating time-sensitive information
- Platforms that increase the BBRD's ability to market/promote information to the largest possible audience
- A platform for BBRD to provide transparent communication to the press and general public

The Barefoot Bay Recreation District (BBRD) social media account is intended to be an instrument in which the District of Barefoot Bay may communicate with members of the public about specific topics. Any content posted may be subject to public disclosure upon request. Activity on this account is subject to all applicable federal, state, and local laws regulations and policies.

The purpose of this site is to better serve the residents of Barefoot Bay by using a variety of social media platforms to provide residents with information in more places and in more ways, than were traditionally available and to encourage engagement between Barefoot Bay Recreation District and the public that is appropriate for all users on the posted topics. All posts and content on these sites are subject to the State of Florida Public Records law.

Members of the media are asked to send questions to the Management Analyst or designee through their normal channels.

Posting and Updating

Social media sites are primarily used by Barefoot Bay Recreation District departments as a means of conveying information to the public and providing the best service possible. Typical uses for social media include promoting events or programs, issuing public notices, and alerting the public to closures.

- As assigned by the Community Manager, the Management Analyst or designee must approve any social media site used for BBRD business.

- Department managers will collectively designate one or more social media administrators to help maintain departmental pages.
- Once approved by the Community Manager, social media administrators will have an access email address and password assigned by the District Clerk specifically for social media. Social media administrators will have the authority to update, post pre-approved information.
- The social media administrators will check facts, cite sources, acknowledge, and correct errors before publishing any posts.
- The social media administrators will check the assigned email, monitor, post to social media pages, and not post anything that violates BBRD Use Guidelines during normal business hours.
- The department managers must approve, prior to posting, any content that has not been previously posted on BBRD website or other social media platforms. The approval may be verbal, if necessary, as a timeline of responses is important. But to be followed up with confirmation in writing.
- No BBRD employee personal e-mail address or phone number should be posted on these sites.
- Post time-sensitive information, such as amenity closures or emergency information, as soon as possible.

Posting Images

Social media administrators should be careful not to infringe on copyrights when posting images, including photographs and clip arts. In some cases, you may be required to obtain permission from and/or credit the photographer or artist prior to posting such material.

Site Content

District social media sites shall display, or provide a link to, the District's social media disclaimer and any applicable District policies.

Departments are responsible for establishing and maintaining content posted to their social media sites and shall have measures in effect to prevent inappropriate or technically harmful information and links.

Sharing or posting content owned by others shall be performed in accordance with copyright, fair use laws. This includes, but is not limited to, quotes, images, documents, links, etc.

Electronic information posted to a social media site by the District, may be considered a public record subject to Florida's Sunshine Laws.

Social media sites are not to be used to report criminal activities or emergencies. If you have information for law enforcement, please contact Brevard County Sheriff Office. Additionally, BBRD social media sites will not constitute an official form of communication for legal notice, specific requests for service, public records requests registering a complaint or filing a claim.

Records Management

District/Department use of social media shall be documented and maintained in an easily accessible format that tracks account information and preserves items that may be considered a record subject to

disclosure under the Florida Sunshine Law. Florida's public records law extends to websites, blogs, and social media platforms, including personal messaging and comments.

Departments are responsible for the creation, administration, and deactivation of social media accounts.

Account password information shall only be shared with authorized staff that has been designated by the Department Head, or her/his designee, to fulfill the role of site account administrator.

Account passwords shall promptly be reset when an employee is removed as an account administrator. Departments shall maintain a record of social media sites created for District use, including, but may not be limited to: A log file containing the name of the social media network, account id (usernames), password, registered email address, date established and the authorizing employees.

A record of the site's usage agreement at the time the site was created and any updated versions.

A list of authorized site content administrators.

Post and comments have a retention period of ninety (90) days. After that time frame records may not be available. [Name of company holds records of any post].

Disclaimers

Barefoot Bay Recreation District does not guarantee that the social media sites will be uninterrupted, permanent, or error-free.

Board of Trustees**Meeting Agenda Memo**

Date: Tuesday, November 15, 2022
Title: **FY 2022 Year End Budget Amendment and Resolution**
Section & Item: 11.B
Department: Administration, Finance
Fiscal Impact: \$0
Contact: Charles Henley, Finance Manager
Attachments: 221110 Resolution 2022-24 FY22 Year End Budget Amendment

Reviewed by General Counsel:
Approved by: Kent Cichon, Community Manager

**Requested Action by BOT**

Review and Approve Budget Amendment 2022-24 and Resolution

Background and Summary Information

At the end of each fiscal year, staff requests the Board to reallocate budgeted expenditures between departments as well as increases and decreases in R&M/Capital Projects Department line-item budgets necessary to close project budgets and transfer the budgets to contingency in preparation for FY 2023 budgeting.

The following illustrated tables represent the Budget Amendments to FY 2021/22 Adopted Budget that are required to be approved.

The first illustrated table depicts the expenditure budget transfer to the Administration, Property Services, RV Storage and Shopping Center Departments from the Food and Beverage Department:

	Increase	Decrease
Administration Department	5,600	
Property Services Department	30,000	
RV Storage Department	15,100	
Shopping Center Department	16,600	
Food and Beverage Department		67,300

The second illustrated table depicts the non-use of Fund Balance by the R&M/Capital Projects Department:

	Increase	Decrease
R&M / Capital Projects Department FY22 Budget		744,900
Fund Balance	744,900	

Staff recommends the BOT approve Resolution 2022-24 for the FY22 Year-End Budget Amendment.

RESOLUTION 2022-24

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BAREFOOT BAY RECREATION DISTRICT AMENDING
RESOLUTION 2021-09; AMENDING THE BUDGET.**

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2021-09, an operating Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022; and

WHEREAS, the Board of Trustees is desirous of amending the previously adopted Budget; and

WHEREAS, the Board of Trustees has ascertained that the following amendments are necessary to provide for the operation of the District for the Fiscal Year 2021/22:

An Amendment to transfer \$5,600 of the Food & Beverage Department's FY22 Budget to the Administration Department's FY22 Expenditure Budget.

An Amendment to transfer \$30,000 of the Food & Beverage Department's FY22 Budget to the Property Services Department's FY22 Expenditure Budget.

An Amendment to transfer \$15,100 of the Food & Beverage Department's FY22 Budget to the RV Storage Department's FY22 Expenditure Budget.

An Amendment to transfer \$16,600 of the Food & Beverage Department's FY22 Budget to the Shopping Center Department's FY22 Expenditure Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BAREFOOT BAY
RECREATION DISTRICT, BREVARD COUNTY FLORIDA:**

Section 1. The amendment shall be made to the operating Budget for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022.

Section 2. The Community Manager and the Finance Manager are directed to adjust FY 2021/22 Adopted Budget.

Section 3. This resolution shall become effective immediately upon adoption.

The foregoing Resolution was moved for adoption by Trustee _____. The motion was seconded by Trustee _____ and, upon being put to a vote, that vote was as follows:

Chairman, Bruce Amoss
Trustee, Jeff Grunow
Trustee, Hurrol Brinker
Trustee, Randy Loveland
Trustee, Michael Morrissey

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 15th day of November, 2022.

BAREFOOT BAY RECREATION DISTRICT

By: _____
Bruce Amoss,
CHAIRMAN

Hurrol Brinker,
SECRETARY

Board of Trustees

Date:

Title:

Section & Item:

Department:

Fiscal Impact:

Contact:

Attachments:

Reviewed by General Counsel: N/A

Approved by:

Meeting Agenda Memo

Tuesday, November 15, 2022

Christmas Parade and Light Up the Bay Support

11.C

Property Services, Recreation

Not to exceed \$1,200

Kent Cichon, Community Manager



Requested Action by BOT

Consideration of Chairman Emeritus Klosky, CDO's request for support of his annual BBRD Christmas Parade and Light Up the Bay contest.

Background and Summary Information

Chairman Emeritus Klosky, CDO requests the BOT consider spending up to \$1,200 for the cost of his annual BBRD Christmas parade, festivities, and Light Up the Bay contest.

Chairman Emeritus Klosky, CDO believes, as in years past, he will be able to stay under budget and not expend all the funds. Sufficient budget exists in the Property Services Department: Recreation Sub-department to fund this request.

Staff recommends the BOT authorize BBRD to expend up to \$1,200 on the Christmas parade, festivities, and Light Up the Bay contest as requested by Chairman Emeritus Klosky, CDO.



Barefoot Bay Recreation District

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

Phone 772-664-3141
www.bbrd.org

Memo To: Board of Trustees

From: Kent A. Cichon, Community

Date: Manager November 15, 2022

Subject: Manager's Report

Resident Relations

ARCC 10/25/2022

- 1 Old Business – extension approved
- 17 Consent Items – approved
- 11 Other Items – 10 approved, 1 tabled for additional information

VC Meeting 10/14/22

- 7 Cases – came into compliance prior to the meeting
- 6 Cases – found to be in violation

VC Meeting 10/28/22

- 25 Cases – to be presented

Food & Beverage

- Don't miss the Fall Festival at the 19th Hole on Saturday, November 19th. The 19th Hole outdoor seating area will be transformed into an autumn street fair with performances by Simply Sarah from 3-6pm and Double Standard from 6-9pm in the band shell. Over 15 vendors; pies, hot dogs, and snacks will be available for sale.
- The Winter Beats schedule of events is out! The Winter Beats series is a number of tribute performances from the greatest entertainers of our time. January 20th kicks off the series with a combo show of Cher, Huey Lewis, and Garth Brooks. On February 24th the 70s/80s Greatest Divas of All Time take the stage, and on March 19th hailing from New Jersey, the "Lights Out" show brings us Franki Valli and The Four Seasons. The "Bella Donna Project" on Friday March 24th is a tribute to the legendary Stevie Nicks and Fleetwood Mac. Finally, you all remember dancing all night long at last year's Doo Wop, and this year will be just as much fun on Friday, April 14th.

Food & Beverage (continued)

The Winter Beats schedule and ticket sale dates are posted.

The Lounge and the 19th Hole are closed on Thanksgiving Day.

Property Services

- Received new portable audio system
- Continued installation of the replacement interior doors in building A
- Erected temporary fence on egret circle and prepared lumber for permanent barrier
- Addressed irrigation issues at the lawn bowling field
- Addressed water pressure issue at the softball field
- Began to address issues with the golf course storage barn
- Repaired another broken ladder at Pool #1
- Assembled and placed new donation bench near the lake
- Addressed some shrubbery issues at the handball courts

Golf-Pro Shop

- Repairs & Maintenance
 - Lawn Bowl will be overseeded November 21st
 - Softball Field renovation December 19th – 21st
 - Golf Course
 - Back Nine and Putting Green closed for overseeding November 21st
 - Front Nine and Range closed for overseeding November 22nd
 - Fence repair behind ABM worksite is complete
- Tournaments
 - Member/Member on November 12th at 8:30am (Shotgun)
 - Turkey Trot on November 19th at 1pm (Shotgun)

Visit or Call Pro Shop for more information (772) 664-3174

- Thanksgiving Day, November 24th Golf Course Hours
 - Closing at 2pm
 - Last cart out will be 10am