

**Barefoot Bay Recreation District  
Regular Meeting of the Board of Trustees**

**Friday, April 08, 2016**

**1:00 PM**

**1225 BAREFOOT BOULEVARD, BUILDING D/E**



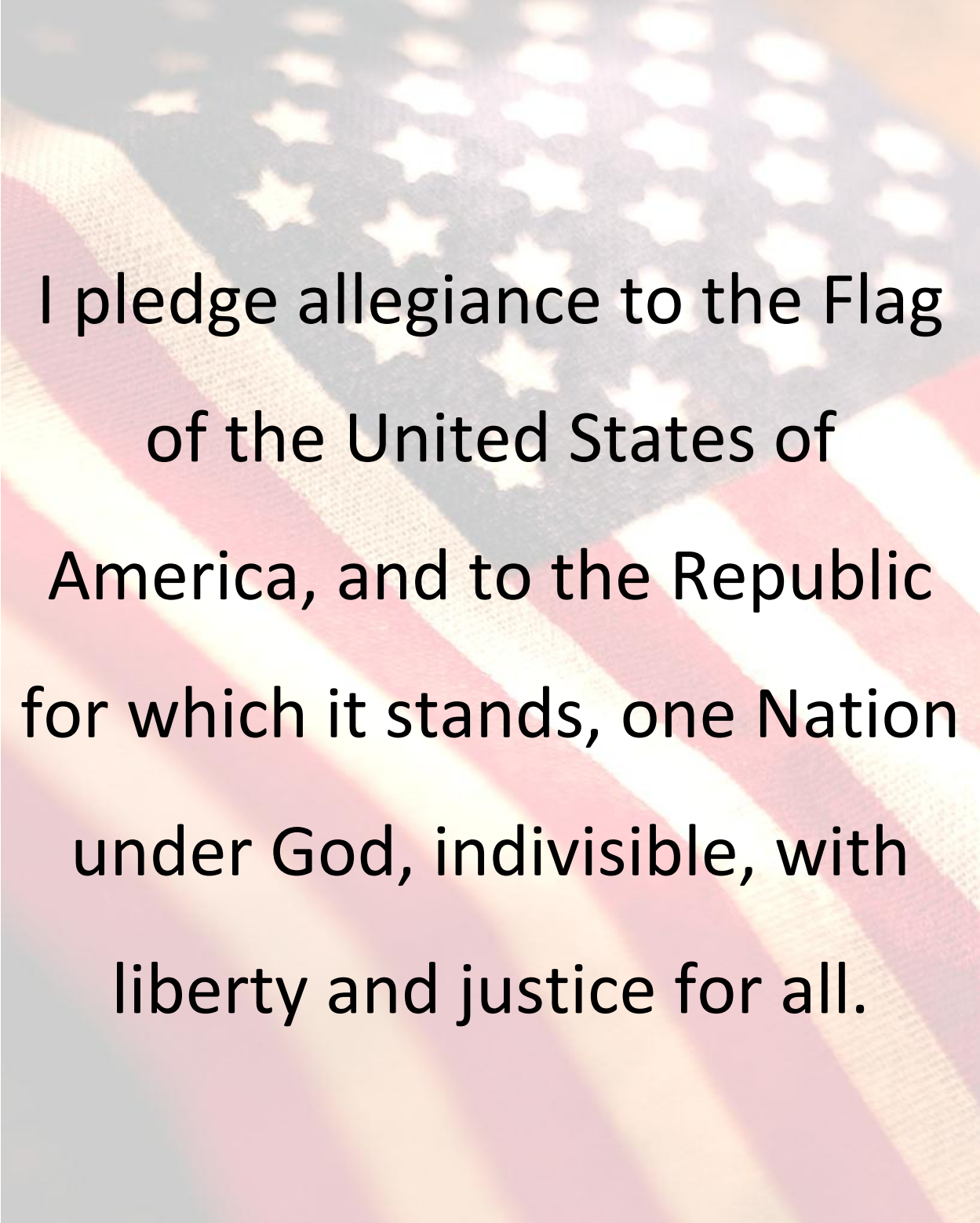
# BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting  
Tuesday, April 08, 2016 1 P.M.  
Building D&E

## AGENDA

Please turn off all cell phones

1. Thought for the Day
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentations and Proclamations
5. Approval of Minutes
6. Treasurer's Report
7. Audience comment on Agenda Items
8. Unfinished Business
  - A. Appointment to Security Committee
  - B. Appointment to Facilities Planning Committee
  - C. Bulletin Board Limitations
9. New Business
  - A. SDS & Community Manager Evaluations
  - B. Capital Department Project for Reshaping #12 Tee Box
  - C. Facilities Planning Committee Recommendations
  - D. Recreation Committee Recommendations
10. Manager's Report
11. Attorney's Report
12. Committee/Liaison Reports
13. Incidental Trustee Remarks
14. Audience Participation
15. Adjournment



I pledge allegiance to the Flag  
of the United States of  
America, and to the Republic  
for which it stands, one Nation  
under God, indivisible, with  
liberty and justice for all.

# Roll Call

## **Trustees**

Chairman - Mr. Klosky

1<sup>st</sup> Vice Chair - Ms. Wright

2<sup>nd</sup> Vice Chair - Mr. Lavier

Secretary - Mr. Diana

Treasurer - Mr. Cavaliere

## **Also Present**

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers

# Approval of Minutes



# BAREFOOT BAY RECREATION DISTRICT

## Board of Trustees Regular Meeting Tuesday, March 22, 2016 7 P.M. –Building D&E

The Barefoot Bay Recreation District held a Regular Meeting on March 22, 2016 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 7:00 P.M.

### **Thought for the Day**

Mr. Klosky asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Ms. Wright led the Pledge of Allegiance to the Flag.

### **Roll Call**

Present: Mr. Klosky, Ms. Wright, Mr. Lavier, Mr. Diana and Mr. Cavaliere. Also present: John W. Coffey, Community Manager, Amanda Smith, Acting General Counsel and Dawn Myers, District Clerk.

### **Minutes**

*Mr. Cavaliere made a motion to approve the minutes from March 11, 2016. Second by Mr. Diana. Motion carried unanimously.*

### **Treasurer's Report**

Mr. Cavaliere presented the Treasurer's Report for March 22, 2016.

*Mr. Diana made a motion to accept the Treasurer's Report with corrections. Second by Mr. Lavier. Motion carried unanimously.*

### **Audience Participation** (Agenda items only)

None brought forward

### **Old Business**

#### **Appointment to Finance Committee**

Mr. Cavaliere made a motion to appoint Mr. John Nyhan and Mr. Geier to the alternate seats on the Finance committee. Second by Mr. Diana for discussion. Mr. Diana withdrew his second.

*Mr. Diana made a motion to appoint Wilma Weglein and Ed Geier to the alternate seats on the Finance committee. Second by Ms. Wright. Mr. Cavaliere and Mr. Klosky opposed. Motion carried 3-2.*

#### **Certificate of Deposit Investment Plan Update**

On January 8, 2016 the Board of Trustees adopted the Finance Committee's recommendation to invest 25% of the reserve account in a privately managed CD plan with Edward Jones. Subsequently, due to General Counsel Repperger's research, he determined that Edward Jones is not a designated qualified public depository by the Chief Financial Officer of the state and, therefore, the managed CD plan recommended by the Finance Committee is non-compliant with Sec. 218.415 (16) (c) and (17) (c), F.S. Louise Crouse thanked General Counsel for his attention to detail. She recommended the Board choose Florida Community Bank with offices in Merritt Island as they are fully covered by FDIC insured. They currently offer a liquid money market at 1.03% for a 6-month term which then reverts back to 6% and a 10-month CD at 1.06% while a 13-month CD is 1.8%. She suggested the Board insert the language



# BAREFOOT BAY RECREATION DISTRICT

“Active Qualified Public Depository” in the Investment section of the BBRD Policy where it currently reads SBA for future clarification.

Mr. Diana suggested putting this out to RFP, however, Mr. Coffey clarified that this option was initially chosen based on interviews with various firms and was not sent out as a RFP. He stated that Ms. Crouse’s recommendation will not work for us due to a conflict with getting the deposits delivered. FCB offered to pick up the deposit only once a week. Mr. Coffey recommended the trustees send this topic back to the Finance Committee for re-evaluation.

*Mr. Cavaliere made a motion to refer back to the Finance Committee. Second by Mr. Diana. Motion carried unanimously.*

## **New Business**

### **Electronic Devices**

Ms. Wright suggested use of electronic devices to allow committee members access to the meetings if they are unable to attend. This practice is in keeping with the County public meetings as confirmed by Commissioner Trudie Infantini on her last visit to Barefoot Bay and by SDS District Manager, Jason Pierman.

Ms. Wright made a motion that advisory members may use electronic devices when a quorum is present to attend meetings if physically unable to join. Second by Mr. Lavier for discussion.

Acting General Counsel, Amanda Smith conveyed General Counsel Repperger’s opine concerning the requirement in the F.S. stating that beyond having a quorum, there must be exigent circumstances.

Mr. Lavier requested clarification that the electronic devices would be used for advisory committees only and not permissible for Board of Trustees meetings. Ms. Wright was in agreement that they would not be applicable to the District meetings. Mr. Lavier withdrew his second. Motion died for lack of second.

### **Discussion of BBRD Bulletin Board Limitations**

Recent resident concerns about “room for rent” notices being placed on the Administrative bulletin boards are violating the terms of the Deed of Restrictions that allows only “...single-family homes” in Barefoot Bay. Mr. Diana made a motion to remove the room for rent submissions to the bulletin board and only allow “Homes for Rent:” submissions. Second by Ms. Wright. Acting Counsel Smith stated that General Counsel Repperger addressed this topic by stating that the inclusion of rentals in the DOR would have to be amended and First Amendment rights as related to the proposed restriction will have to be considered. General Counsel Repperger did not have all the information to make a firm decision however, he would discuss at the next meeting if it is the Board’s desire to do so.

*Mr. Diana made a motion to table the topic until the next meeting. Second by Mr. Lavier. Motion carried unanimously.*

### **Procurement of Stormwater Maintenance Equipment**

Staff recommends procurement of a used skid steer and a boom mower designed to attach to skid steer. Additionally, a supplementary use of this equipment would be to mow the lake banks where the turf meets the water. Due to the cost of the equipment (used skid steer \$55,000-\$60,000 and new boom arm approximately \$28,000) the Board will need to address whether the purchases meets the requirement of the referendum clause in the Charter. General Counsel Repperger has opined that the procurement of this equipment is for maintenance purposes and therefore does not require a referendum Mr. Coffey gave some options for the Board regarding the purchase of the equipment.



# BAREFOOT BAY RECREATION DISTRICT

1. Instruct staff to proceed with applying for financing of the equipment and bring the award of contracts for purchase and approval of financing back to the next applicable Board meeting.
2. Instruct General Counsel Repperger to work with staff to develop a referendum question for the November 2016 ballot.
3. Instruct staff to continue current practice of not maintaining canal banks until nuisance vegetation needs to be cut down.

Louise Crouse requested staff provide costs for the County to maintain the canal as was the practice in past years.

*Mr. Diana made a motion to table this item. Second by Mr. Cavaliere. Motion carried unanimously.*

## **Resignation and Appointment to Recreation Committee**

*Ms. Wright made a motion to appoint Kathryn Lesh to the alternate seat on the Recreation Committee. Second by Mr. Diana. Motion carried unanimously.*

## **Resignation and Appointment to Facilities Planning Committee**

*Mr. Diana made a motion to accept the resignation from Bob Kahl from the Facilities Planning Committee. Second by Mr. Lavier. Motion carried unanimously.*

*Mr. Diana made a motion to table the item until he can get feedback from the Facilities Planning Committee and bring back to the Board. Mr. Cavaliere opposed. Second by Mr. Lavier. Motion carried 4-1.*

John Nyhan recommended starting a 10 year planning committee. He volunteered his experience to the Board in establishing the committee.

## **Discussion Regarding Waiving Visitor/Guest Passes & Badges for the Ethnic Festival at Pool #1**

Recently a resident questioned the long time tradition of waiving the requirement for badges and visitor/guest passes at Pool #1 for the Ethnic Festival. The Board discussed waiving the passes not just for the Ethnic Festival but for other annual events as well such as on St. Patrick's Day. Ms. Wright recommended not waiving the passes for the Ethnic Festival or any of the events at Pool 1.

Ms. Carol Joseph recommended that we waive the pass to enter the pool but designate the area behind Building A for use by the visitors.

Mr. Schwatlow voiced his support of waiving the fee once a year at the Ethnic festival.

Ms. Crouse stated her opinion about the loss of funds for the District if the Board waives the fees during heavy visitor presence.

Mr. Greg Deslandes suggested lowering the fee for this day alone to \$3 as well as creating a system which would determine the residents from the guests.

*Mr. Cavaliere made a motion to forward the item to the Facilities Planning committee for consideration. Second by Mr. Lavier. Mr. Klosky opposed. Motion carried 4-1.*

## **Manager's report**

District Clerk communicated with the County Mosquito Control Program and spoke with the inspector for this area. He stated that he is in our area almost daily and plans to drop of literature which is available at Building F illustrating ways to reduce mosquito breeding. Please contact the County Program at 321.952.4523 for more information. Mr. Coffey thanked Food and Beverage, Golf and Property Services Department for working together this past weekend to make the Club Championship the best championship that Barefoot Bay has ever held.

## **Attorney's Report**

General Counsel will have a report upon his return at the next District meeting. Mr. Klosky inquired about the status on the Entrance Wall. Acting Counsel Smith stated that General Counsel Repperger did





# BAREFOOT BAY RECREATION DISTRICT

mention that the Insurance adjuster had recently contacted him to ask for a formal write up on the incident which he is currently working on.

## **Trustee Liaison Report**

The ARCC Committee meeting held this morning at 9 AM in the lounge had 24 permits presented to the Committee. All permits were approved. The Violation Committee meeting scheduled to be held this Friday, March 25, 2016 has been cancelled. There are currently no cases to be presented. The majority of cases have voluntarily complied. The owners of all other cases originally scheduled for the meeting have reported their intentions to comply within the next two weeks. Those cases will be inspected for compliance after the two week period for further action.

Ms. Wright thanked Ms. Mendes for an excellent St. Patrick's Day celebration. She announced the Easter hours in the Lounge until 3pm and until 11am in the 19<sup>th</sup> Hole. Saturday, Dreamer will perform in Building A rather than the Lounge. Last Chance BBQ tickets are on sale and the Last Chance band will be performing at the Barbeque.

Mr. Cavaliere stated that the Finance Committee will meet on Thursday, March 24, 2016 at 2:30PM in Building E.

Mr. Lavier reported 96 people at the Club Championship dinner last Sunday. Doug McGrath was the repeat Men's champion and Pat Lefebvre the new women's champion. Congratulations to both. He reported on the spring cleaning at the BBRD beach. New sod and rocks were laid down to prevent parking on the grass. A new fire alarm installed in Building D/E. The lock on the pier has been replaced due to repeated vandalism. He thanked Matt Goetz for his work at the beach.

## **Trustee's Incident Remarks**

Mr. Klosky requested Mr. Diana compile an evaluation for General Counsel Repperger by April 5<sup>th</sup> with a due date of April 30<sup>th</sup>.

Ms. Wright commented on the success of the recent neighborhood watch groups and thanked Donna Bond for a great job with them. The Fish and Fruit section are setting up a new group and the Egret and Pine section have one already established. She encouraged all residents to attend.

## **Audience Participation**

Mr. Harold Wortman thanked everyone for coming out to the Ladies Style Show. He reported on the HOA Executive Meeting on the 1st Tuesday of the month in Building D/E and the HOA General meeting on the 2nd Tuesday of the month in Building A.

Mr. Jack Reddy inquired about the reasoning behind a referendum for the Stormwater maintenance equipment but not Building F.

Mr. Richard Schwatlow discussed lighting in the Bay as there are many areas where the lighting is insufficient.

Mr. Gary Johnson commented on not being allowed to use the pool while wearing a colored t-shirt. He stated the rule about colors running in the water is obsolete as t-shirts are now made with anti-stain dyes. He asked for the Board to amend this rule for individuals like him that are sun sensitive.

Mr. Harold Wortman stated that the Board is sending the wrong message when voting down the electronic device use at advisory meetings. He urged the Board to reconsider.

Ms. Carol Joseph asked that the Board reconsider using the electronic device at advisory meetings item as well. She reiterated that many other public agencies use this format such as SDS and Brevard County.



# BAREFOOT BAY RECREATION DISTRICT

Mr. Bill Sherwood recommended sending the item to the individual committees for consideration.

## **Adjournment**

The next meeting is scheduled for Friday, April 8, 2016 in Building D/E at 1PM.

*Mr. Diana made a motion to adjourn. Second by Mr., Lavier. Meeting adjourned 9:16 p.m.*

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Steve Diana, Secretary

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Dawn Myers, District Clerk

# Treasurer's Report

**Barefoot Bay Recreation District**  
**Treasurer's Report**  
**April 8, 2016**

**Cash Balances in General Fund**

as of 3/31/2016

*Bank of America:*

Operating Account	\$	1,711,440.59
Money Market Account	\$	105,594.86
<b>Total Cash Balances @BOA in General Fund:</b>	<b>\$</b>	<b>1,817,035.45</b>

*SBA:*

as of 3/31/2016

Capital Improvement Account	\$	83,174.55
Reserve Account	\$	449,452.42
<b>Total Cash Balances @SBA in General Fund:</b>	<b>\$</b>	<b>532,626.97</b>

**Total Cash Balances in General Fund: \$ 2,349,662.42**

**Cash Balance in Debt Fund**

as of 3/31/2016

*SBA:*

Debt Account	\$	692,507.95
<b>Total Cash Balance in Debt Fund:</b>	<b>\$</b>	<b>692,507.95</b>

\* Participant Return for SBA in March 2016 was 0.56%

**Total Cash Balances in All Funds: \$ 3,042,170.37**

**Total Cash receipts from March 15 - March 31, 2016:**

Daily deposits:	\$	159,414.35
Assessments received:	\$	-
	<b>\$</b>	<b>159,414.35</b>

Employees	Employees Salaries and Wages	\$	68,083.85
Federal and State Payroll Taxes	Employer Tax Liabilities	\$	6,649.46
ABM Landscaping & Turf Services	Golf, Lawn bowling, Softball maint.	\$	37,556.75
Preferred Gov't Ins. Trust	Workman's Comp Insurance	\$	5,338.75
Gray Robinson	Feb. 2016 legal fees	\$	12,082.14
United Health Insurance Co.	Employee Med,dental & vision Ins	\$	17,860.49
ADS Security	Fire alarm system @ Bldg D&E	\$	10,951.14

**Total of Expenditures over \$5,000 \$ 158,522.58**

Barefoot Bay Recreation District  
Monthly Summary - BOT Monthly Summary Treasurer Report  
From 10/1/2015 Through 9/30/2016

	10/1/2015 - 10/31/2015	11/1/2015 - 11/30/2015	12/1/2015 - 12/31/2015	1/1/2016 - 1/31/2016	2/1/2016 - 2/29/2016	3/1/2016 - 3/31/2016	Total
Revenues							
Daily Revenue/Deposits	372,836.90	182,409.16	216,964.02	193,862.03	212,303.79	249,942.82	1,428,318.72
Assessments	<u>2,103.42</u>	<u>659,485.24</u>	<u>1,764,997.23</u>	<u>213,883.50</u>	<u>165,565.31</u>	<u>161,862.62</u>	<u>2,967,897.32</u>
Total Revenues	<u>374,940.32</u>	<u>841,894.40</u>	<u>1,981,961.25</u>	<u>407,745.53</u>	<u>377,869.10</u>	<u>411,805.44</u>	<u>4,396,216.04</u>
Expenditures							
Payroll							
Salaries & Wages	76,985.69	123,574.11	188,294.56	131,124.39	131,010.93	133,499.63	784,489.31
Other Pay & Benefit	1,340.27	1,561.52	2,104.43	1,617.52	2,633.40	3,670.30	12,927.44
Payroll Taxes	6,014.14	9,758.19	14,863.99	13,251.47	13,274.32	13,420.11	70,582.22
Payroll Fees	<u>476.90</u>	<u>478.00</u>	<u>1,360.58</u>	<u>1,484.35</u>	<u>1,112.96</u>	<u>471.24</u>	<u>5,384.03</u>
Total Payroll	84,817.00	135,371.82	206,623.56	147,477.73	148,031.61	151,061.28	873,383.00
Professional Expenses							
SDS	14,452.04	11,458.78	16,840.64	11,644.63	0.00	0.00	54,396.09
Gray Robinson	8,593.23	6,979.41	8,975.88	11,717.50	12,082.14	0.00	48,348.16
Other Prof. Fees	<u>21,835.80</u>	<u>19,613.45</u>	<u>23,822.10</u>	<u>9,646.70</u>	<u>3,141.70</u>	<u>1,307.20</u>	<u>79,366.95</u>
Total Professional Expenses	44,881.07	38,051.64	49,638.62	33,008.83	15,223.84	1,307.20	182,111.20
Insurance							
Employees Health, Dental & Life	12,892.00	12,859.80	10,709.68	16,640.63	13,278.69	13,497.73	79,878.53
Liabilities Ins.	17,854.87	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	74,419.02
Worker Comp. Ins.	<u>16,216.25</u>	<u>5,338.75</u>	<u>5,338.75</u>	<u>5,338.75</u>	<u>9,634.75</u>	<u>5,338.75</u>	<u>47,206.00</u>
Total Insurance	46,963.12	29,511.38	27,361.26	33,292.21	34,226.27	30,149.31	201,503.55
Utilities							
Telephone, Internet & Cable	5,553.27	3,535.49	3,458.55	2,489.30	2,510.93	513.29	18,060.83
Electricity - FPL	5,879.32	7,061.96	6,590.49	5,519.83	6,060.86	531.62	31,644.08
Propane	199.70	119.82	199.70	373.93	151.46	159.76	1,204.37
Water & Sewer	2,785.46	4,698.78	4,119.71	4,425.75	5,929.47	0.00	21,959.17
Garbage & Recycling	1,616.09	2,388.16	1,525.93	1,750.76	2,275.67	2,059.41	11,616.02
Portable Toilets	<u>604.39</u>	<u>442.39</u>	<u>440.13</u>	<u>437.08</u>	<u>434.25</u>	<u>294.55</u>	<u>2,652.79</u>
Total Utilities	16,638.23	18,246.60	16,334.51	14,996.65	17,362.64	3,558.63	87,137.26
Operations							
Music and Entertainment	5,675.00	5,630.00	7,230.00	7,245.00	6,860.00	8,035.00	40,675.00
Cost of Sales	<u>31,798.25</u>	<u>33,007.16</u>	<u>45,722.51</u>	<u>45,332.04</u>	<u>43,502.66</u>	<u>63,123.15</u>	<u>262,485.77</u>
Total Operations	37,473.25	38,637.16	52,952.51	52,577.04	50,362.66	71,158.15	303,160.77
Repairs and Maintenance							
Golf Course - ABM	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	215,231.34

Barefoot Bay Recreation District  
Monthly Summary - BOT Monthly Summary Treasurer Report  
From 10/1/2015 Through 9/30/2016

Canal/Lake	4,237.50	1,962.50	2,550.00	0.00	0.00	0.00	8,750.00
Other R&Ms	<u>38,515.33</u>	<u>42,317.50</u>	<u>23,133.48</u>	<u>18,016.61</u>	<u>18,317.75</u>	<u>21,745.52</u>	<u>162,046.19</u>
Total Repairs and Maintenance	78,624.72	80,151.89	61,555.37	53,888.50	54,189.64	57,617.41	<u>386,027.53</u>
Property Taxes	0.00	28,470.68	0.00	0.00	0.00	0.00	28,470.68
Bank Fees	1,063.78	3,693.99	2,053.18	2,245.48	2,140.80	0.00	11,197.23
Capital Expenses	49,096.79	23,797.88	18,866.85	650.00	11,385.00	0.00	103,796.52
Other Misc. Expenditures	<u>28,382.65</u>	<u>50,688.65</u>	<u>149,622.78</u>	<u>839,468.96</u>	<u>31,877.95</u>	<u>22,695.34</u>	<u>1,122,736.33</u>
Total Expenditures	<u>387,940.61</u>	<u>446,621.69</u>	<u>585,008.64</u>	<u>1,177,605.40</u>	<u>364,800.41</u>	<u>337,547.32</u>	<u>3,299,524.07</u>

# Audience Participation Agenda items only

# Unfinished Business



<b>Meeting Date</b>
Apr. 08, 2016



<b>Agenda</b>	
<b>Section</b>	<b>8</b>
<b>Item No</b>	<b>A</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Appointment to Security Committee

**Dept/Office:** Administration: District Clerk's Office

<b>Requested Action:</b> Appointment to Security Committee
<p><b>Summary Explanation and Background:</b></p> <p>On 23Feb16, the BOT adopted the Facilities Planning Committee Rules and appointed members of said committee. On 01Mar16, Mr. Richard Keller (appointed as an Alternate) submitted a resignation letter to the BOT.</p> <p>On 22Mar16, the BOT moved Greg Deslandes to a one year term on the Security Committee from the alternate position. Subsequently, the BOT tabled the appointment to alternate seat on the Security committee until this meeting to give time to receive additional resumes.</p> <p>Staff recommends the BOT <u>appoint a homeowner to the Security Committee as an Alternate for a 3-year term.</u></p> <p>Copies of resumes received as of 01Apr16 will be provided separately to the BOT. Copies of additional resumes received, after 01Apr16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p>
<b>Exhibits Attached:</b> Excerpt from 11Mar16 BOT Meeting Minutes
<b>Contact:</b> Dawn Myers, District Clerk and John W. Coffey, Community Manager
<b>Fiscal Impact:</b> N/A
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>



# BAREFOOT BAY RECREATION DISTRICT

## **Resignations and Appointments to Facilities Planning Committee**

Richard Keller submitted a letter of resignation from his appointed seat on the Facilities Planning Committee.

*Mr. Diana made a motion to accept Richard Keller's resignation from the Facilities Planning Committee. Second by Mr. Lavier. Motion carried unanimously.*

*Ms. Wright made a motion to appoint Bob Kahl as alternate for a term of three years to the Facilities Planning Committee. Second by Mr. Cavaliere. Motion carried unanimously.*

## **Resignations and Appointments to the Security Committee**

Richard Keller submitted a letter of resignation from his appointed seat on the Security Committee.

*Mr. Lavier made a motion to accept Richard Keller's resignation from the Security Committee. Second by Mr. Diana. Motion carried unanimously.*

*Ms. Wright made a motion to move Greg Deslandes to a one year term on the Security Committee from the alternate position. Second by Mr. Cavaliere. Motion carried unanimously.*

Mr. Klosky asked for a nomination for the remaining open alternate seat on the Security Committee.

*Ms. Wright made a motion to table the appointment to alternate seat on the Security committee until the subsequent District meeting on April 8, 2016 to give time to receive additional resumes. Second by Mr. Lavier. Motion carried unanimously.*

Mr. Klosky asked for a motion to accept the resignation from Forrest Banta on the Recreation Committee. Mr. Diana suggested this item be brought back to the next meeting since it was not on the agenda provided to the Board.

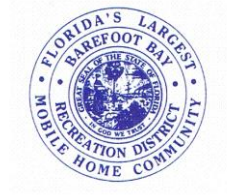
*Ms. Wright made a motion to add this item to the next agenda for consideration. Second by Mr. Diana. Motion carried unanimously.*

## **Authorization to hire 1.25 FTE Paid Courtesy Golf Cart Drivers**

Mr. Coffey explained that the Board of Trustees approved the procurement of a six-seat courtesy golf cart and directed staff to recruit volunteers for a Courtesy Shuttle Service to and from Building A and the parking lot. BBRD has advertised the volunteer position to include discounted meals at the 19th Hole with lackluster results. Two out of six volunteer applicants have successfully completed the pre-screening process. The service will require additional staff drivers in order to maintain the level of use at peak times. Staff recommends authorization to hire 1.25 FTE (2 part-time) paid Courtesy Golf Cart Drivers with the use of fund balance. Ms. Wright inquired about where and how long the volunteer position has been advertised. Perhaps it can be advertised in the Tattler for a wider audience. Mr. Diana commented on possibly offering more incentive to the volunteers. Mr. Lavier stated that the courtesy rides are necessary and is in agreement that Mr. Coffey should hire part-time drivers.

Mr. Diana made a motion to advertise the job for courtesy golf cart driver as a permanent position to include the current volunteers. Second by Mr. Lavier. Motion withdrawn. Mr. Diana clarified that current volunteers should be offered the paid position.

<b>Meeting Date</b>
Apr.08, 2016



<b>Agenda</b>	
<b>Section</b>	<b>8</b>
<b>Item No</b>	<b>B</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Appointment to Facilities Planning Committee

**Dept/Office:** Administration: District Clerk's Office

<b>Requested Action:</b> Appointment to the Position of Alternate on the Facilities Planning Committee
<p><b>Summary Explanation and Background:</b></p> <p>On 11Mar16, the BOT appointed Mr. Bob Kahl to the Facilities Planning Committee as an Alternate for a 3-year term.</p> <p>On 14Mar16, Mr. Kahl submitted his resignation from the Facilities Planning Committee to the BOT.</p> <p>On 22Mar16, the BOT accepted Mr. Kahl's resignation and tabled the item until this meeting.</p> <p>Staff recommends the BOT <u>appoint a homeowner to the Facilities Planning Committee as an Alternate for a 3-year term.</u></p> <p>Copies of resumes received as of 01Apr16 will be provided separately to the BOT. Copies of additional resumes received, after 01Apr16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p>
<b>Exhibits Attached:</b> N/A
<b>Contact:</b> Dawn Myers, District Clerk; and John W. Coffey, Community Manager
<b>Fiscal Impact:</b> N/A
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>

<b>Meeting Date</b>
Apr. 08, 2016



<b>Agenda</b>	
<b>Section</b>	<b>8</b>
<b>Item No</b>	<b>C</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Discussion of BBRD Bulletin Board Limitations

**Dept/Office:** Administration: District Clerk's Office

<b>Requested Action:</b> Review of Procedures and Direction from BOT
<p><b>Summary Explanation and Background:</b></p> <p>At the 11Mar16 BOT meeting, a discussion arose about the current practice of staff allowing homeowners to place "room for rent" advertisements on the BBRD bulletin board located on the outside of Building C.</p> <p>Specifically a question was posed regarding why such advertisements were allowed when the DOR states (on p. 8 under Article III, Restrictions on use of lots, Section 1. Resident Use) "No structure other than a single story, <u>single-family</u> (emphasis added) residential dwelling shall be erected, altered, placed or permitted to remain on any lot." Staff replied that the term "single-family" is a zoning term and does not automatically refer to the occupants of a structure. Discussion pursued and the BOT eventually requested this issue be placed on the next agenda.</p> <p>On 22Mar16, the BOT entertained a motion and a second to prohibit "rooms for rent" signs from being placed on the BBRD bulletin boards. Based on legal advice, the BOT tabled the topic until this meeting so General Counsel Repperger could further explore commercial First Amendment rights as related to the proposed restriction.</p> <p>Staff request direction from the BOT regarding this issue.</p>
<b>Exhibits Attached:</b> N/A
<b>Contact:</b> Dawn Myers, District Clerk; John W. Coffey, Community Manager; and Cliff Repperger, General Counsel
<b>Fiscal Impact:</b> N/A
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>

# New Business

<b>Meeting Date</b>
<b>April 08, 2016</b>



<b>Agenda</b>
<b>Section 9</b>
<b>Item No A</b>

## Agenda Report

### *Barefoot Bay Recreation District Board of Trustees*

<b>Subject: Community Manager and Special District Services Evaluation</b>
<b>Dept/Office: Administration - District Clerk's Office, Board of Trustees</b>

<b>Requested Action: Discussion - SDS and Community Manager Evaluation</b>
<b>Summary Explanation and Background:</b> Review of the annual Board of Trustees evaluation of the Community Manager and the Management Company, Special District Services.

<b>Exhibits Attached: N/A</b>
<b>Contact: Steve Diana, Board of Trustees</b>
<b>Fiscal Impact: N/A</b>
<b>Contract/Agreement Reviewed by Attorney: N/A</b>
<b>Community Manager's Approval: N/A</b>

<b>Meeting Date</b>
Apr. 8, 2016



<b>Agenda</b>
<b>Section</b> 9
<b>Item No</b> B

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Capital Department Project for Reshaping #12 Tee Box on Golf Course

**Dept/Office:** Golf-Pro Shop

**Requested Action:** Review and Award of Contract for #12 Tee Box Project

**Summary Explanation and Background:**

Due to golfers' complaints about the historically poor conditions of #11 tee box in previous winter seasons, then Interim Golf Manager Coffey submitted a Capital Department project request for the FY16 Budget to expand the #11 tee box (which was included in the FY16 Budget adopted by the BOT last year). Due to Golf Operations Manager Cruz's knowledge of golf operational best practices, the condition of #11 tee box never deteriorated this winter as in previous seasons therefore, eliminating the need for this project.

To address the needs of golf members who have difficulty clearing the lake at #12 (due to a myriad of factors: skill level, injuries, age, etc.) staff seeks to increase the surface tee area for golfers who use the white tees while maintaining the integrity of the hole for players who seek a challenge and/or who play from the blue tee markers. The redesign will decrease the distance the golfer will have to hit his ball in the air by 50% thus allowing the hole to be played as originally intended and designed by the architect.

The rework will be done by lowering the existing tee and expanding the surface forward and to the right. This tee will then be properly graded to create surface drainage and sprigged with certified Bermuda grass. The grow-in will take approximately 12 weeks post sprigging.

Two quotes were received:

\$8,769 ABM

\$8,700 Clark3 Construction Group

(\$8,800 is currently budgeted for #11 Tee Box Expansion in the Capital Department)

Due to the quotes being less than 0.8% different in price and BBRD's history of problems when one vendor does a project than another vendor is responsible for maintaining said item(s) afterwards, staff recommends the BOT award of contract for \$8,769 to ABM for Reshaping #12 Tee Box on Golf Course.

**Exhibits Attached:** Quotes from ABM & Clarke Construction Group, Inc. and drawing of proposed expansion of #12 tee box

**Contact:** Ernie Cruz, Golf Operations Manager

**Fiscal Impact:** \$8,769 (FY16 Capital Department Budget of \$8,800)

**Contract/Agreement Reviewed by Attorney:** N/A

**Community Manager's Approval:**



For Office Use Only:	Date work completed _____	Reviewed by _____	Yes _____
Branch Manager Approval _____	_____	Date Billed _____	No _____



11660 Metro Parkway  
Fort Myers, FL 33966

Date	Bid
3/31/2016	1363

Name / Address
Barefoot Bay Golf Club

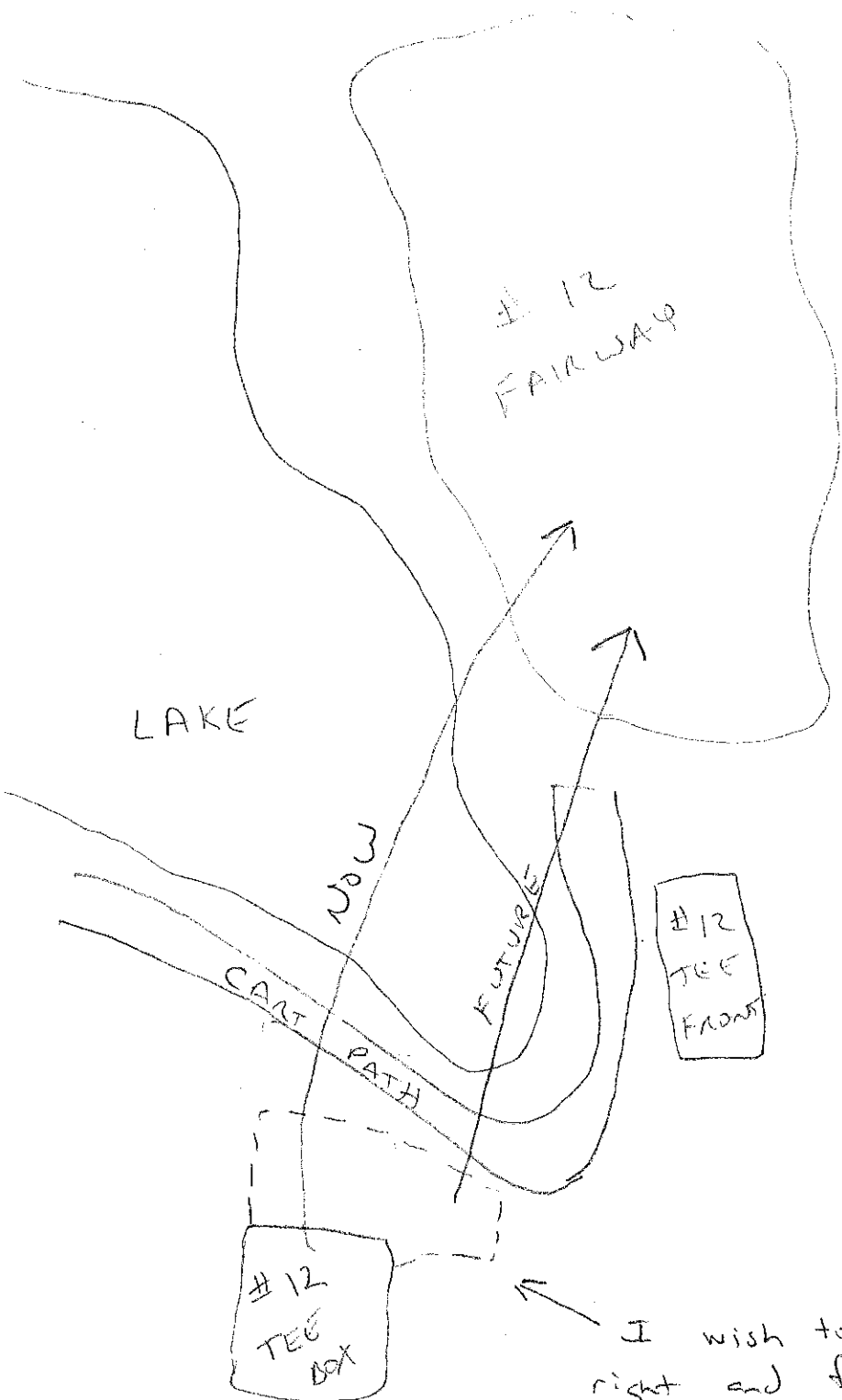
P.O. No.	Terms	Rep	Project

#12 Tee Renovation						
Mobilization	LS	1		2,200.00		2,200.00
Strip existing tee and dispose onsite	SF	6,000		0.40		2,400.00
Reshape and lower Tee	SF	6,000		0.30		1,800.00
Sod Tee surrounds	SF	3,000		0.52		1,560.00
Sprig Tee Top	SF	3,700		0.20		740.00

We look forward to working with you.

<b>Subtotal</b>	\$8,700.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$8,700.00

Prices Valid for 30 days



I wish to move tee box to the right and forward. This will reduce the golfer's carry distance over the water by 50%.

<b>Meeting Date</b>
Apr. 08, 2016



<b>Agenda</b>	
<b>Section</b>	<b>9</b>
<b>Item No</b>	<b>C</b>

Agenda Report  
***Barefoot Bay Recreation District Board of Trustees***

**Subject:** Facilities Planning Committee Recommendations

**Dept/Office:** Administration: District Clerk's Office

<b>Requested Action:</b> Review and Accept/Decline Recommendations
<p><b>Summary Explanation and Background:</b>  At the 24Mar16 Facilities Planning Committee (FPC) meeting, the following recommendations were approved and forwarded to the BOT for consideration</p> <ul style="list-style-type: none"> <li>FPC to investigate implementation of a Capital Improvement Program (not including Replacement Building F)  <i>(may require amendment of the BOT adopted Rules of the FPC)</i></li> <li>FPC Vice-Chairman Pellegrino to customize the attached capital improvement documentation to Barefoot Bay standards for submission to the Board</li> <li>Appointment of Dawn Myers, E.J. Wright, Tom Nelson &amp; Harold Wortman to a sub-committee to review CCTV video when needed and to report findings to Community Manager.  <i>(will require purchase of an additional laptop computer)</i></li> <li>Recommendation to use electronic devices in future FPC meetings (motion approved 6-0 (Osborne abstained))</li> </ul> <p>Staff requests direction from the BOT regarding these recommendations.</p>
<b>Exhibits Attached:</b> Facilities Planning Motion Tracker, Sample CIP documents, Explanation of CIP Documents, FPC Rules
<b>Contact:</b> Steve Diana, Trustee and FPC liaison; and John W. Coffey, Community Manager
<b>Fiscal Impact:</b> \$400-600 for laptop
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>

## FPC Motion Tracker

Item #	Date	Motion	BOT Recommendation, Staff Suggestion or FPC Member	Status	Final Decision
1	10-Mar-16	Change Bldgs A, Lounge & C to metal roofs in FY17 Budget and FY17-21SyrFM&CIP	BOT	included in agenda packet for 04Apr16 BOT Budget Wksp	
2	10-Mar-16	Refer Full-time Deputy Decision Point in FY17 WDPB to Security Committee	BOT	included in agenda packet for 04Apr16 BOT Budget Wksp	
3	10-Mar-16	Approve all Decision Points	BOT	included in agenda packet for 04Apr16 BOT Budget Wksp	
4	10-Mar-16	Accept Property Services FY17 WDPB as presented	BOT	included in agenda packet for 04Apr16 BOT Budget Wksp	
	10-Mar-16	Pasta Night should only accept reservations for seating D/E	Staff	Referred to Kathy Mendes to discuss with F&B Liaison	
	10-Mar-16	Additional lighting in front of Bldg A	Staff	Referred to Matt Goetz, two bollards installed as a test.	
5	24-Mar-16	Add \$50,000 Golf Granted funded projects to FY17 WDPB	BOT	included in agenda packet for 04Apr16 BOT Budget Wksp	
6	24-Mar-16	Investigate Capital Improvement Program (not including Replacement Building F)	BOT	To be part of FPC recommendations agenda item for 08Apr16 BOT meeting	
	24-Mar-16	Approve customization of the provided capital improvement documentation to Barefoot Bay standards for submission to the Board	Lenny	To be part of FPC recommendations agenda item for 08Apr16 BOT meeting	
7	24-Mar-16	Dawn Myers, E.J. Wright, Tom Nelson & Harold Wortman to be appointed a sub- committee to review CCTV video when needed and report findings to Comm. Mgr.	BOT	To be part of FPC recommendations agenda item for 08Apr16 BOT meeting	
8	24-Mar-16	Staff to develop a motion tracker and staff to populate after each meeting	Staff	Comm. Mgr. drafted said tracker for FPC Chairman review on 28Mar16	
9	24-Mar-16	Staff to include motion tracker in future agendas for FPC review	Staff	Comm. Mgr. drafted said tracker for FPC Chairman review on 28Mar16 and will be included in future agendas	
10	24-Mar-16	Poll of FPC members approved 6-0 (Osborne abstained) to recommend use of electronic devices in future FPC meetings	BOT	To be part of FPC recommendations agenda item for 08Apr16 BOT meeting	

## **Proposed Capital Improvement Plan**

**The purpose of the CIP is to compliment the 5-year budgeting effort already implemented by the BBRD Community Manager John Coffey.**

**A CIP will be the process that will document each project from its introduction through its construction.**

**By design the CIP process will determine all facets of each project, determine all the possible costs, determine any alternatives and their costs,**

**The process includes:**

- **Brief Description of the project**
  - **Report if this project is part of a larger project**
- **Estimated Costs including**
  - **Reasonable unit costs**
  - **Contractor estimated costs**
  - **Vendor quotes**
  - **Engineers and Architects estimate of project costs**
  - **Costs of additional BBRD employees**
  - **Any other quotes that can be determined by the committee**
- **Operational costs including**
  - **Annual maintenance costs**
  - **Insurance costs**
- **Alternatives**

**The handout includes CIP Process Description and Scoping forms used by the small municipal city of Gustavus, Alaska. BBRD would need to create our own, similar forms, to suit our needs.**

**The “Scoping Form” would follow the project from its Introduction all the way to the completion of Construction or Purchase. It would be saved, updated, along with meeting minutes, as documentation of the entire process.**

**My thoughts are that the Facilities Planning Committee would assist individuals or groups from BBRD to complete as much of part 1 of the scoping document as possible. Part 2 could be updated by the BBRD Clerk or a member of the FPC. Part 3 (financial & economic worksheet) would be completed by a new Sub-committee to be made up of retired contractors, engineers, or architects working as an independent group to gather the project costs for use in the budgeting process. Once part 3 is completed the FPC would discuss the merits of the project, its costs, etc. in an open forum, and then make a recommendation, up or down, to send the project to the BOT.**

**Leonard Pellegrino**

**Vice Chair FPC**

**March 10, 2016**

## CITY OF GUSTAVUS PROJECT SCOPING FORM

**This form is to be used for project planning and execution as well as for keeping record of public process. The form will be submitted to the city council for approval at various times during project progress.**

Answer the questions that pertain to your proposed project or program. Attach additional pages if necessary. This information will help you manage your project from beginning to end. It should also supply much of the information you will need to apply for grants.

Community: Gustavus, Alaska Contact: (Mayor or City Clerk) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **PART I: INITIAL PLANNING PHASE:**

#### **Description:**

1. What is the project? Briefly describe it.
  
2. Why is this project needed? Identify the problem/need/strategy that the project addresses.
  - What health and safety problems will this project address?
  - What state and/or federal compliance requirements will this project satisfy or correct?
  - How will this project improve or effect the environment?
  - How will this project affect the economy of Gustavus?
  - What type of needed infrastructure does this project provide?
  
3. Is this project part of a plan? (i.e. The Gustavus Community Strategic Plan or Committee Work Plan) How does it fit in the plan? (what priority is it?)
  
4. List any potential issues or effects using the socio-environment-effects checklist below.  
(this is meant to be an easy checklist for the committee to run through and think about possible effects. You should not need to have professional assistance to fill this out)

Will this project :	No	Yes (+ or - effect?)	Maybe
• Affect Streams, beaches			
• Affect Water table			
• Affect Air quality			
• Affect Water quality			
• Affect Fish habitat, populations, or distribution			

• Affect Wildlife habitat, populations, distribution			
• Affect Plant resources (berries, timber, firewood, etc)			
• Contribute to Spread of pest species			
• Create physical hazards for residents & visitors			
• Involve hazardous substances			
• Affect Community Peace & Quiet			
• Cause Public Access issues			
• Affect Natural Beauty			
• Impact City Facilities including disposal of waste materials, damaging roads, etc.			
• Cause cumulative effects or changes to the community			
• Other			

5. Is a project manager or grant administrator needed for the project?
6. List any permits or plans that are needed (feasibility, marketing, engineering, design or other technical studies). Identify whether they have been started or the stage the plan is currently in.

**Costs:**

7. What is the estimated cost of the project?
8. How will the project be funded? What funds have been secured?
9. What is the annual cost and long-term cost for <sup>OTM Cost</sup> operation and maintenance of this project?  
How will the City meet these costs? What other local resources are available for operation and maintenance? *BEIRD labor, Consultant labor, insurance, parts & supplies.*
10. What is the estimated # of volunteer hours needed for this project (ie: applying for grant, filing a state permit, completing city proposal, implementing of project, managing the contract)? *Writing to spec, eval quotes,*

**PART II: RECORD KEEPING:**

11. Document the public process followed as the project progresses:

EVENT Committee meeting, city council report, etc.	DATE	AGENDA POSTED? (y/n, date)	MINUTES OR RECORD ATTACHED (y/n)	OUTCOME (recommendation to City Council, requested action from City Council, etc.)	# of People in Attendance




### PART III: FINANCIAL AND ECONOMIC WORKSHEET:

(Use this form as you do more advanced project planning or when the information is available)

#### Proposed Budget Line Items

Construction Project Budget Estimate		Non-Construction Project Budget Estimate	
Administrative costs	\$	Personnel	\$
Land, structures, ROW, Easements	\$	Fringe Benefits	\$
Relocation & Incidental Costs to Acquisition	\$	Travel	\$
Design, permitting, inspection	\$	Equipment	\$
Site Work	\$	Contractual	\$
Construction and Demolition	\$	Supplies	\$
Equipment	\$	Other	\$
Contingencies	\$	Total Direct Charges	\$
	\$	Indirect Charges	\$
<b>Total Project Cost</b>	<b>\$</b>	<b>Total Project Cost</b>	<b>\$</b>

#### Jobs & training:

12. What service jobs will be needed in order to operate and maintain this project?

13. How many full-time, permanent jobs will this project create and/or retain?  
 \_\_\_\_\_ create in 1-3 years \_\_\_\_\_ create in 3-5 years \_\_\_\_\_ retain/save

14. What training is necessary in order to prepare local residents for jobs on this project?

15. What construction jobs will be necessary to complete this project?

Job Type	Number of jobs	Wage-rate

16. Are other projects related to or dependent on this project \_\_\_\_\_yes \_\_\_\_\_no

Is this project dependent on other activities or actions? \_\_\_\_\_yes \_\_\_\_\_no

If yes, describe projects, action or activities specifying phases where appropriate.

17. Does this project fit into a regional strategy? \_\_\_\_\_yes \_\_\_\_\_no

Does it meet the needs of other communities as well as your own? \_\_\_\_\_yes \_\_\_\_\_no

18. How many businesses will be affected by this project and how?

# Capital Request

How to request funding for a one-time project or purchase

## What is a capital request?

For city of Gustavus budgeting purposes it is

any *one-time* request for funding...

...whether it is a simple single-item purchase or a major multi-year project involving multiple purchases and contracts for construction or services. Note this definition is broader than the one used for the state's capital improvement project (CIP) program; that's so the same process can be used for all funding sources. Examples: A piece of machinery, a contract for a service, or any construction or renovation. A capital request may be used to solicit funding from the state's CIP program, the City of Gustavus Endowment Fund Grant Program, City of Gustavus reserves, or other funding sources.

What is *not* a capital improvement project? Any recurring expenditure is an operational expense, not a capital expenditure. Examples: a new permanent employee, in increase in the annual budget for supplies.

## How and when do I submit a capital request?

Capital requests are part of the annual planning procedure; see Getting Started and the Annual Planning Policy and Procedure

1. Submit capital requests for the coming fiscal year to the city clerk by November 30 each year together with your annual work plan.
2. Submit additional requests and revised work plans at other times as needed.
3. Complex projects require additional planning; see the project scoping form.

## What is in a capital request and how does it look?

Your capital request must be *no more than two pages long*






and contain the following elements:

Element	Explanation	Example
Title		Communications Tower
Contact(s)	Name, phone number, and e-mail address of the person(s) who can answer questions about the request and who will be responsible for the purchase or project if approved.	Nathan Borson, 907-697-2313, nate@borson.net
Description	A <i>very brief</i> (one sentence or less) description of what is being requested. Include the location if applicable.	40' communications tower located in the Falls Creek Hydro project area will provide community-wide wireless broadband Internet access, improved emergency communications, and other communication services.
Purpose and Need	Justify the request by explaining why it is needed and how it will benefit the community. Include a reference to the Strategic Plan if applicable.	This project would make possible broadband Internet access well known to stimulate economic development and was therefore identified as a high-priority project in the 2005 Gustavus Strategic Plan. The Gustavus Volunteer Fire Department has expressed strong interest in using the tower site for its repeater to improve the range and reliability of its radio network. The facility could also greatly improve cell phone coverage and would be made available for other communication needs.
Business Plan	<p>Explain how the purchase or project will be supported. Be sure to include</p> <ul style="list-style-type: none"> <li>What will be the ongoing cost resulting from approval of this request and who will pay for it? Include any ongoing support the state legislature or City of Gustavus will be asked to provide.</li> <li>Who will own, maintain, and manage any property (equipment or facility) purchased under this request</li> <li>Timeline for the purchase or project</li> </ul>	<p>The facility would be owned by the City of Gustavus and managed by its Gustavus Community Network committee and administrator (GCN). Operational and maintenance costs estimated at \$500/year would be paid for by GCN from subscriber fees and by any other users of the facility. There would be no need or request for ongoing taxpayer support from the city or state.</p> <p>Permitting would be completed by 1/1/09. Bidding and contracting would be complete by 3/1/09. Construction would be completed by 5/1/09.</p>
Budget	How much is being requested? Identify funding sources and status	

	including local sources, matching funds, and in-kind donations.	Construction Project Budget Estimate		Non-Construction Project Budget Estimate	
		Administrative costs	\$500	Personnel	\$
		Land, structures, ROW, Easements	\$	Fringe Benefits	\$
		Relocation & Incidental Costs to Acquisition	\$	Travel	\$
		Design, permitting, inspection	\$1,000	Equipment	\$
		Site Work	\$	Contractual	\$
		Construction and Demolition	\$7,000	Supplies	\$
		Equipment	\$	Insurance	\$
		Contingencies	\$1,500	Other	\$
			\$	Total Direct Charges	\$
				Indirect Charges	\$
		<b>Total Project Cost</b>	<b>\$10,000</b>	<b>Total Project Cost</b>	<b>\$</b>
History	This is the first funding request for this project.				

List any similar prior requests.  
Include any relevant resolutions of  
support from the City of Gustavus.

#### Related content

-  Capital Requests
-  Annual Work Plan
-  Project Scoping Form
-  Getting Started
-  4.04.040D Annual Planning Policy

[Log in to add comments](#)

# Rules of the Facility Planning Committee

## Purpose

The Facilities Planning Committee reviews and provides recommendations to the BOT regarding the future needs of BBRD facilities, including but not limited to

- annual 5-year Financial Model and Capital Improvement Plan (5yrFM&CIP)
- building rehabilitation/repair/replacement
- siting of new or replacement structures
- cost effectiveness of componential elements of current, replacement or new facilities

## Duties/Responsibilities

- Re-organize the Committee each January by electing a Chair and Vice-Chair.
- Be Knowledgeable in one or more the fields of construction, facilities management, project management, etc.
- Ability to comprehend complex projects and timelines
- Review annual 5yrFM&CIP and proffer recommendations to the BOT

## Number of Members

Seven regular voting members

Two alternate members who can vote in meetings where a regular member is not in attendance

## Quorum and Conduct of Meetings

1. Four members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the BOT and/or the majority of the committee.
3. Abide by Florida Sunshine and Public Records Laws.

## Terms of Appointment

1. After the adoption of the revised BOT Rules on 12Feb16, as soon as possible, the BOT shall appoint the following members:
  - 3 members for 3 year terms
  - 2 members for 2 year terms
  - 2 members for 1 year term
  - 2 alternate members for 3 year terms
2. Upon the expiration of the initial term, the BOT shall make all subsequent appointments for a term of 3 years.
3. If a member resigns before the expiration of his/her term, the BOT shall appoint a resident to serve the balance of the unexpired term.

## Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings and shall work with the Chair and support staff to publish an agenda 7 days prior to each meeting.

<b>Meeting Date</b>
Apr. 08, 2016



<b>Agenda</b>	
<b>Section</b>	<b>9</b>
<b>Item No</b>	<b>D</b>

Agenda Report  
***Barefoot Bay Recreation District Board of Trustees***

**Subject:** Recreation Committee Recommendations

**Dept/Office:** Administration: District Clerk's Office

<b>Requested Action:</b> Review and Accept/Decline Recommendations
<p><b>Summary Explanation and Background:</b>  At the 24Mar16 Recreation Committee meeting, the following recommendations were approved and forwarded to the BOT for consideration</p> <ul style="list-style-type: none"> <li>• Change Community Center amenities hours of activities to 7am-10pm  <i>(See attached for current sign that says 9am-10pm)</i></li> <li>• Resurface 4 shuffleboard courts now in lieu of waiting for FY17 Budget  <i>(Estimated cost is \$800. FY17 WDPB contains \$13,000 to resurface courts and curbing replacement)</i></li> <li>• BBRD to host a children's swim event at Pool#2  <i>(If the children are not accompanied by their parents and/or legal guardians volunteers would need a BBRD background check costing approximately \$80 per person)</i></li> </ul> <p>Staff requests direction from the BOT regarding these recommendations.</p>
<b>Exhibits Attached:</b> Picture of current sign stating hours of operations
<b>Contact:</b> Donna Bond, Recreation Committee Chair; Lee Wright, Trustee and Recreation Committee liaison; Matt Goetz, Acting Property Services Manager; and John W. Coffey, Community Manager
<b>Fiscal Impact:</b> TBD based upon recommendations approved by BOT.
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>



# Barefoot Bay Recreation District

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## Community Center Recreational Activities

Hours of Operation  
9:00am-10:00pm



# Manager's Report



## Barefoot Bay Recreation District

625 Barefoot Boulevard, Building "F"  
Barefoot Bay, FL 32976-9233

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

**Memo To:** Board of Trustees

**From:** John W. Coffey, Community Manager

**Date:** April 08, 2016

**Subject:** Manager's Report

1. **635 Hyacinth Structure Removal Update** – Per the below pictures, the structure BBRD acquired is scheduled for demolition and removal on or about 06Apr16. Adjacent property owners have been notified via mail and the property posted.



2. **Badge Renewal Concurrent Updating of BBRD Homeowner Address Database and Optional E-mail Notification System Enrollment** – To reduce the number of "returned undeliverable" items when the proposed budget and DOR ballots are mailed to homeowners, Resident Relations staff will be using the attached form to update our database and to increase the accuracy of homeowner information. Additionally, homeowners and residents will have the opportunity to add their e-mail addresses to specific distribution lists to receive blind-copy notices related to their topics selected. Copies of the blank forms can be picked up at the pools, Bldg. F and/or Resident Relations. Homeowners and residents are encouraged to complete the form prior to visiting the Resident Relations Office to decrease wait times when renewing badges.



Bring this **completed** form to Resident Relations, 931 Barefoot Blvd to update badge

Date: \_\_\_\_\_

Account # \_\_\_\_\_

## Barefoot Bay Recreation District

### Sign Up for Email Updates of BBRD District info *and* 2016 Badge Renewal

In an effort to update our records and improve communications between BBRD staff and property owners, you can voluntarily choose to provide your mailing address, email address and telephone number along with selecting the type of information you are interested in receiving.

Property Owners Name(s):	
Barefoot Bay Address:	
Telephone Number:	
E-mail address:	
Mailing address: <i>if</i> different from BB Address	

Information about below topics will be e-mailed only to those who check the boxes to the left of desired topics      ✓ **Check as many as you wish.**

<input type="checkbox"/>	Activity Calendar
<input type="checkbox"/>	ARCC Meetings
<input type="checkbox"/>	Beach
<input type="checkbox"/>	Board of Trustees Agendas
<input type="checkbox"/>	DOR & Charter Review Advisory Committee Agendas
<input type="checkbox"/>	Facilities Planning Advisory Committee Agendas
<input type="checkbox"/>	Finance Advisory Committee Agendas
<input type="checkbox"/>	Fishing Pier
<input type="checkbox"/>	Food & Beverage
<input type="checkbox"/>	General information (i.e. notice of County hurricane preparation meetings, boil water notices, amenity closures, etc.)
<input type="checkbox"/>	Golf
<input type="checkbox"/>	Job announcements
<input type="checkbox"/>	Peek at the Week (e-mailed to you the first of each business week)
<input type="checkbox"/>	Pools (changes in hours or operations, special events, closures, etc.)
<input type="checkbox"/>	Pro Shop (i.e. notification of new BFB logoed items, special sales, etc.)
<input type="checkbox"/>	Recreation Advisory Committee Agendas
<input type="checkbox"/>	RV storage
<input type="checkbox"/>	Security Advisory Committee Agendas
<input type="checkbox"/>	Violations Committee Agendas

Entered in RR \_\_\_\_\_

Entered for e-mail list \_\_\_\_\_

# Attorney's Report

# Trustees Liaison Reports

# Incidental Remarks from Trustees

# Audience Participation

# Adjournment