

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

Tuesday, February 27, 2018

7:00 PM

1225 Barefoot Boulevard, Building D/E



BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
Tuesday, February 27, 2018 at 7 P.M.
Building D&E

AGENDA

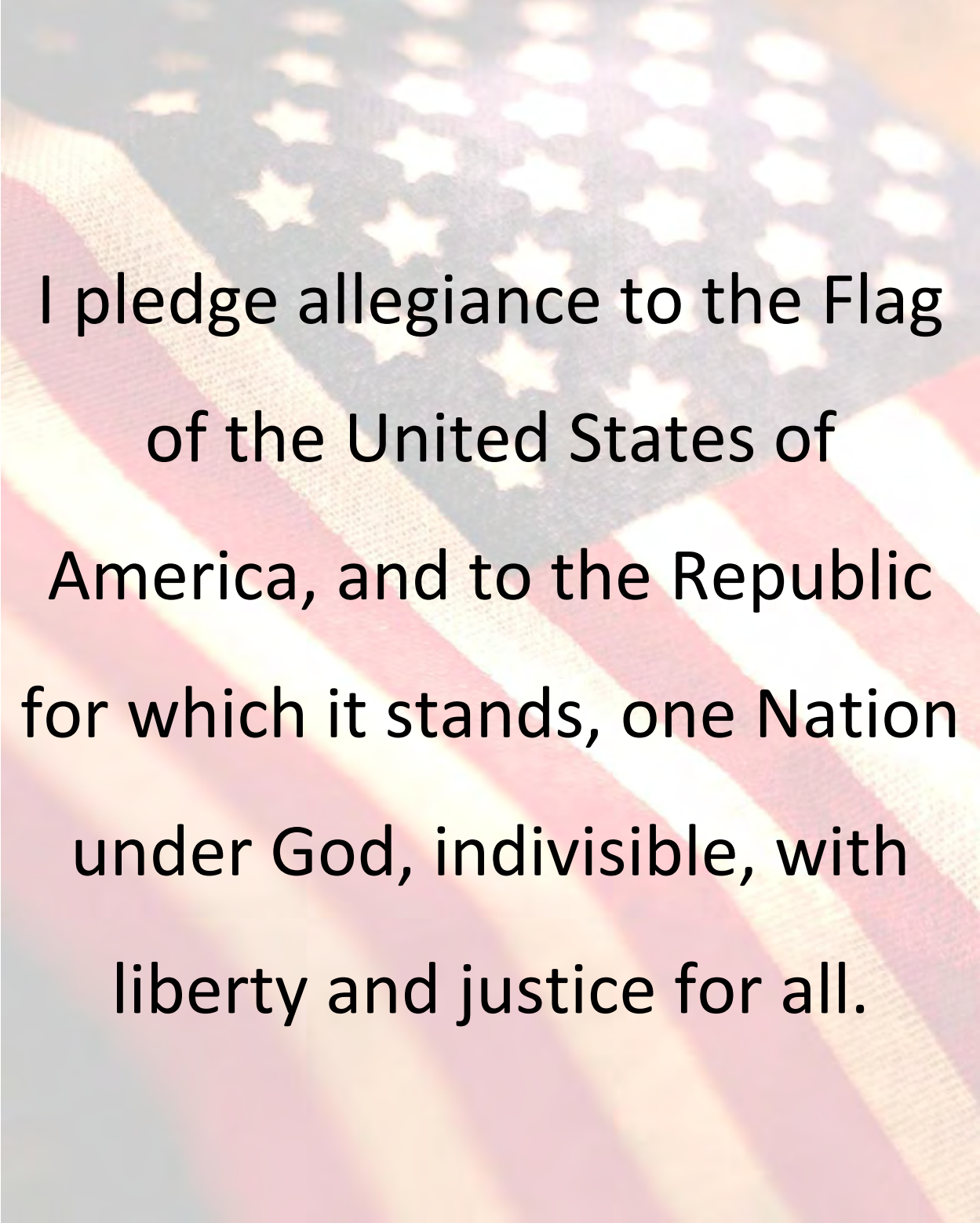
Please silence all electronic devices

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 Participation
8. Unfinished Business
 - A. Veteran's Building
 - B. Authorization For Chairman To Sign Administration Building Project Contract
9. New Business
 - A. FY17 Audit Presentation
 - B. Budget Amendment: Replacement Administration Building Project
 - C. Financial Advisor Contract
 - D. Bond Program Reimbursement Resolution
10. 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.

Thought of the Day





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. Lavier

1st Vice Chair - Mr. Diana

2nd Vice Chair – Mr. Wheaton

Secretary - Mr. Klosky

Treasurer - Mr. Cavaliere

Also Present

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers

Presentations

Approval of Minutes



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting February 9, 2018 1 P.M. –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on February 9, 2018 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Lavier called the meeting to order at 1:00 P.M.

Thought for the Day

Mr. Lavier 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.

Pledge of Allegiance to the Flag

Led by Mr. Cavaliere.

Roll Call

Present: Mr. Lavier, Mr. Diana, Mr. Wheaton, Mr. Klosky, and Mr. Cavaliere. Also present: Todd Woodraska, SDS President, Jason Pierman, SDS District Manager, Clark Bennett, Financial Advisor, John W. Coffey, Community Manager, Cliff Repperger, General Counsel, and Dawn Myers, District Clerk.

Presentations

None brought forward.

Minutes

Mr. Klosky made a motion to approve the minutes dated January 12, 2018 and January 23, 2018. Second by Mr. Diana. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere read the Treasurer's Report for February 9, 2018.

Mr. Klosky made a motion to approve the Treasurer's report as written. Second by Mr. Diana. Motion carried unanimously.

Mr. Lavier thanked Mr. Todd Woodraska, Mr. Jason Pierman and Mr. Clark Bennett for attending the BOT Workshop prior to the meeting and for their input with the topic of financial options for Barefoot Bay. Mr. Woodraska, Mr. Pierman and Mr. Bennett exited the meeting.

Audience comment on Agenda Items

Ms. Susie White, member of the tennis club for 25 years commented on usage of the tennis club. Though the players are not on the court at all time they do use them consistently. There are 132 members currently and 60 are active. Tomorrow there will be 10 teams participating in a tournament. On behalf of the members, she stated that they are happy to share the courts until the pickle ball courts are built. But



BAREFOOT BAY RECREATION DISTRICT

they do use all their courts, so she asked that the Board to please not penalize the Tennis club to make another club happy.

Ms. Carol Joseph spoke on behalf of the Pickleball club stating they are happy to use one tennis court converted into 4 Pickleball courts temporarily.

Ms. Grace Garfow commented on the budgeted \$75,000 for pickleball courts requesting they would like to take 2 tennis ball courts this season for conversion into 6 pickleball courts as the more fiscally responsible option.

Ms. Mary Smythe thanked the Tennis club for graciousness. Pickleball is growing rapidly she is instructing people consistently. The heat limits members to play in the morning and evening would love to have the 6 courts so all can play without being left out.

Mr. Robin Nash commented on not seeing the tennis courts played to capacity by either Tennis or Pickleball clubs. He disagrees that the need is so great that more pickleball courts are needed to be constructed.

Mr. Larry Castle spoke on the benefits of pickleball and its rapid growth everywhere not just here in Barefoot Bay. He urged the board to think about approving the pickleball courts currently budgeted in FY18.

Ms. Shawna Green is requesting the start of a sewing club. She requested the Board lift the moratorium on new clubs as all residents should not be penalized for the actions of a few who abused the rules and regulations.

Mr. Joe Modjeska spoke on behalf of pickleball stating that he appreciated the efforts to help the pickleball club and invited the trustees to come out sometime to watch the pickleball players.

Mr. Nick Scarfo active daily pickleball player believes it is fiscally irresponsible to build new courts as we can utilize the existing tennis courts. He requested 2 tennis ball courts to create 6 pickleball courts. He stated that he is aware of potential buyers in Barefoot Bay from Long Island that are interested in the pickleball courts first and foremost.

Unfinished Business

New Pickleball Court Locations

Funding for newly constructed Pickleball Courts are currently in the budget for FY18. Staff provided several options for new pickleball courts or options to repaint two tennis courts to incorporate multiple pickleball courts within the existing tennis courts. Discussion ensued regarding the options presented. Several pickleball members commented on their thoughts regarding the courts.

Mr. Cavaliere made a motion to convert the two far left tennis courts into 6 pickleball courts. Second by Mr. Wheaton. Motion carried unanimously.

Memorial Donation Request

Ms. Debra Dalton and Ms. Sandy Bent have requested donation of a memorial bench for placement between the #12 Green and the #13 Tee Box in memoriam of Mr. Wally Bent. Per BBRD Policy, the Board must approve all donation requests prior to staff ordering the item once the donor has paid the appropriate costs.

Mr. Cavaliere made a motion to accept the memorial donation. Second by Mr. Diana. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

ARCC Committee Liaison Appointment

Per Article II Architectural Review and Control Committee, Section 1 Architectural Review and Control Committee, Subsection A, the BOT shall appoint a member of the BOT to serve as Liaison to the ARCC. Trustee Ed Geier was the last Liaison to the ARCC in 2017.

Mr. Diana made a motion to make Mr. Klosky liaison to the ARCC committee. Second by Mr. Cavaliere. Motion carried unanimously.

Building D/E Chair Replacement Award of Contract

Beginning in the FY17 Budget, the Property Services Department, Buildings Sub-Department Repair and Maintenance Equipment line-item contains \$5,000 dedicated to the phased replacement of all chairs and tables in BBRD assembly buildings. The FY18 Revised Budget contains \$10,000 for the replacement chairs. Staff received two quotes. Mity-Lite, Inc. for \$8,926.00 and E-furnituremax for \$10,998. Staff recommends the BOT award contract for procurement of replacement chairs for Building D/E to Mity-Lite, Inc. in the amount of \$8,926.

Mr. Diana made a motion to approve the contract to Mity-Lite, Inc. in the amount of \$8,926. Second by Mr. Cavaliere. Motion carried unanimously.

Mini Golf

Originally a grant funded project, due to the impacts of Hurricanes Matthew and Irma, staff will not be able to complete the Miniature Golf Course project by the deadline of April 30, 2018. Staff recommended deferring to FY19. Staff requests direction regarding whether the BOT desires to move forward with the project.

Mr. Diana made a motion to proceed with the unused shuffleboard courts to install a mini golf course in FY19. Second by Mr. Cavaliere. Motion carried unanimously.

Mr. Schwatlow asked what the hindrance was on finishing the mini golf course, Mr. Coffey stated this has always been an in house project. Property Services lost a total of approximately 5 months due to other repairs from the hurricane damage. The last update he gave was before he received the news that he could not get an extension on the project. Mr. Schwatlow requested placing the mini golf area behind Building A where the old shuffleboard courses are due to the existing concrete surface and monitored area.

**Note: Mr. Klosky abstained from discussing on this topic then later retracted his abstinence as he misjudged the placement of the subsequent agenda item, Alternate D/E Complex. He thought he was abstaining from the topic, Alternate D/E Complex. Abstinence retracted.*

Alternate D/E Complex Project

Instead of a 14,000 square foot replacement Building D/E/Pro Shop/19th Hole facility, Mr. Wheaton submitted an alternate proposal for the building by relocating the 19th Hole dining room only in the area by the 18th fairway. The other buildings would be left intact with the Proshop moving to the current 19th Hole location. Discussion ensued.

Mr. Roger Compton stated that the design and plans have already been discussed for the original replacement facility. He is not in favor of changing plans when there is already an established proposal in place.

Mr. Schwatlow stated that new plans should always be entertained if it could be improved upon.

Ms. Jeanne Osborne stated that she was in favor of hearing more about the alternate proposal by Mr. Wheaton.



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Mr. Wheaton made a motion to have TLC provide costs for the feasibility of a 6000 sq. ft. dining facility to serve as the 19th Hole in the specified location. Second by Mr. Cavaliere. Mr. Diana opposed and Mr. Klosky abstained. Motion carried 3-1.

FASD

FASD membership, for districts which assess non-ad valorem assessments, is based on the size the annual operating budget and discounts for new members and the first year's renewal. Cost to BBRD would be as follows: FY18 \$2,000.00, FY19 \$3,000.00, FY20 and beyond \$4,000.00.

Sufficient funding is available in Administration Department roll-up budget to cover the FY18 membership costs.

Mr. Klosky made a motion to authorize submittal of the application for membership for FY18. Second by Mr. Cavaliere. Motion carried unanimously.

Mr. Cavaliere made a motion to appoint a member of the community to represent BBRD at the FASD forums. Second by Mr. Diana. Mr. Wheaton opposed. Motion carried 4-1

Mr. Cavaliere made a motion to reimburse the selected individual. Second by Mr. Diana. Motion carried unanimously.

Manager's Report

Resident Relations

ARCC Updates:

- The meeting on 23Jan18 had 29 permits on the agenda 24 were approved with 4 being tabled while the committee is awaiting clarification for one permit prior to approval.
- The next meeting is scheduled on 06Feb18 in the BFBHOA Office at 9am. There are 55 permits to be reviewed. The committee will then continue their review of the ARCC guidelines.

Violations Committee Updates:

- The meeting on 26Jan18 had 9 cases on the agenda, 8 were found in violation and one was rescheduled to a future meeting.
- The next meeting is scheduled for 09Feb18 at 10am in Bldg. D/E. There are 25 cases on the agenda.

Food & Beverage

- Final preparations are under way for the inaugural (first annual) Barefoot by the Lake Music, Art and Food Festival on 18Feb18 from noon-8pm.
- St. Paddy's Day tickets will go on sale Monday, 19Feb18 at the 19th Hole and the Lounge. Flyers with all the details will be posted.
- Fat Tuesday is the last night of feasting before the austerity of Lent. So, feast at the Lounge on Tuesday 13Feb18 with Fat Tacos for \$3. Of course, the regular \$1.25 tacos may also be ordered.
- Valentine's Day is Wednesday, 14Feb18. You can make reservations for Pasta Night in D/E only. The 19th Hole is first come first served. Flyers with the details will be posted.

Golf-Pro Shop

- Restroom on Hole # 6 sewer line repairs are completed
- Cart Barn roof repair: Inspection is completed. Awaiting lighting and cover plate.
- Tournaments in February: Sign up at Pro Shop began on 01Feb18 (call 664.3174 for details)



BAREFOOT BAY RECREATION DISTRICT

- 10Feb18: Golf Gala Tournament 8:30am Shotgun, 5pm Dinner with music and entertainment - Cancelled
- 13Feb18: 9 Hole Ladies Charity Tournament 8:00am Shotgun
- 24Feb18: Sadie Hawkins Tournament 8:30am Shotgun

- 27Feb18: Upstate New York 9 Hole Tournament 1:00pm Shotgun

Property Services

- Two of the bocce ball courts have been removed and are nearing completion. Once they are completed staff will commence with the removal and rebuild of the other two
- Changed all the lights in the property service building to LED
- Changed flood style lights in Building A to LED
- Assisted in the replacement of the collapsed sewer line for the 6th Tee restrooms
- Repaired the LED sign at the front of Veteran's Way (some of the required parts were not received in the original shipment and staff had to wait for a second shipment)
- Repaired the heater on Pool 1
- Repaired vandalized handle on the pier

Training Note: Matt Goetz and Danny Gilbert attended a seminar on irrigation, field and turf maintenance

Attorney's Report

General Counsel sent out the letter to the County, Sheriff Ivey and State Attorney and County Assistant Attorney regarding the nuisance house on Wren Circle. He has not heard back from any one yet but hopes to have information at the next meeting to present. He is also working on getting the contract for the new Administration Building back to the Board at the next meeting.

Incidental Trustee Remarks

Mr. Lavier asked Mr. Compton if he was in need of any help from the trustees with the upcoming Barefoot by the Lake Festival coming up. Please submit your name to Ann Manzo if interested in helping. He asked for the Board's opinion on enacting a Barefoot Bay trustee shirt with a logo for the trustees on the Board. The Board was not in favor.

Mr. Klosky wished all the ladies a Happy Valentine's Day.

Mr. Cavaliere stated that he has been asked if he will run for trustee in the upcoming election. His response is he will gladly not run if the candidates running are of a similar progressive thinking and fiscally responsible mindset as the current Board.

Adjournment

The next meeting will be on Tuesday, February 27, 2018 at 7PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Mr. Lavier. Motion carried unanimously.

Meeting adjourned 2:57PM

Joseph Klosky, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District

Treasurer's Report

February 27, 2018

Cash Balances in General Fund as of 2/19/18

Petty Cash

Total Petty Cash: \$ 1,100.00

Operating Cash in Banks

MB&T Operating Account

3,197,373.81

Total Operating Accounts: 3,197,373.81

Interest Bearing Accounts

BOA Money Market Account

105,653.01

SBA Reserve Account

559,906.82

Total Interest Bearing Accounts 665,559.83

Total Cash Balances in General Fund:

\$ 3,864,033.64

Total Daily Deposits and Assessments Rec'd (from County Only) for 2/03 - 2/19/2018:

Daily deposits: \$ 103,460.49

Assessments received (from County only): 172,188.26

Total Deposits Received **\$ 275,648.75**

Expenditures over \$5,000 for 2/03 - 2/19/2018:

Check Number	Vendor	Description	Check Amount
	Employees	Employee Salaries & Wages: 2/7/18	60,264.42
	Federal & State Payroll Taxes	Employer Tax Liabilities: 2/8/18	17,026.24
49571	ABM Landscape & Turf Services	Golf course, softball field & lawn bowling service Feb 2018	38,691.16
49642	Barefoot Services, Inc	Final Payment, cart barn roof replacement (Capital)	5,905.00
49680	Sysco Southeast Florida, LLC	Dairy, produce, stock	5,079.04
49682	TLC Engineering for Architecture Inc	Barefoot Bay Bldg D&E Replacement, 02/16/18 (Capital)	5,727.74
49685	US FoodService, Inc.	Food, beverage, water	6,092.09

Total Expenditures over \$5,000 for 2/03 - 2/19/2018: **\$ 138,785.69**

Audience Participation

Unfinished Business

Board of Trustees Meeting Agenda Memo

Date: February 27, 2018
Title: Veterans Building
Section & Item: 8A
Department: R&M/Capital
Fiscal Impact: TBD
Contact: Dawn Myers, District Clerk or John W. Coffey, Community Manager
Attachments: N/A
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Provide direction to staff.

Background and Summary Information

In late December a proposal was submitted by Veterans Council Interim Chairman, Ray Bourgault and American Legion Commander, James Willie. Said proposal assumes BBRD will procure a temporary D/E building for use during the construction of a new D&E/19th Hole/Pro Shop and Cart Barn complex. Very rough cost estimate for the procurement of a 3,500 sq. ft. building, water/sewer hook ups, parking and water retention is approximately \$800,000.00 to \$1,200,000.00 depending upon type of building construction.

The BOT previously discussed this issue at a BOT meeting on 12Jan18 and at a workshop on 06Feb18.

Staff requests direction regarding this matter.

Board of Trustees Meeting Agenda Memo

Date: February 27, 2018

Title: Authorization Administration Building Project Contract

Section & Item: 8B

Department: Administration/Legal

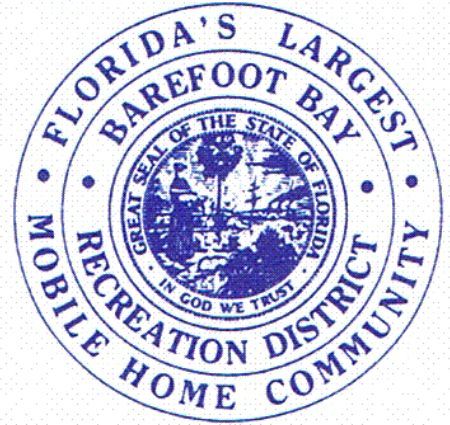
Fiscal Impact: Revised Estimated Project Costs
\$925,756.00

Contact: Cliff Repperger, General Counsel or John
W. Coffey, Community Manager

Attachments: Construction Agreement to be provided
in advance of meeting.

Reviewed by
General Counsel: Yes

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Provide direction to staff.

Background and Summary Information

At the 08Dec18 BOT meeting, the Board awarded the Administration Building project to Reynolds General Contractors, Inc. Attorney Repperger and Contractor are in the process of drafting/reviewing contract documents.

Draft Agreement will be provided separately in advance of the meeting.

New Business

Board of Trustees Meeting Agenda Memo

Date: Feb. 27, 2018
Title: FY17 Audit Presentation
Section & Item: 9A
Department: Administration: Finance
Fiscal Impact: N/A
Contact: Charles Henley, Finance Manager
Attachments: FY17 Annual Financial Report Binder to be provided by M.S.L.
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Review and approval

Background and Summary Information

The annual audit report was prepared by Barefoot Bay Recreation District's independent auditors, Moore Stephens Lovelace, P.A. A copy of the report will be provided to the BOT as soon as it is received by staff.

The report is required to be submitted to the State of Florida by June 30, 2018.

Staff recommends the BOT approve the presented FY17 Audit Report.

Board of Trustees Meeting Agenda Memo

Date: February 27, 2018

Title: **FY18 Budget Amendment:
Replacement Administration
Building**

Section & Item: 9B

Department: R&M/Capital

Fiscal Impact: \$806,246.00

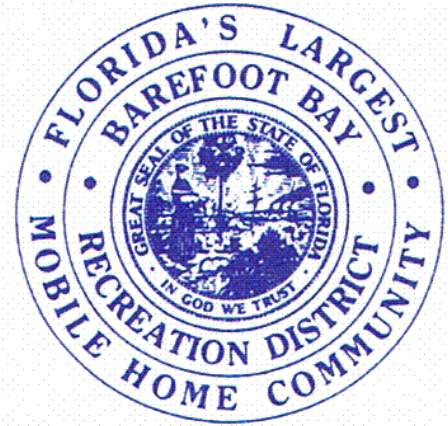
Contact: Charles Henley, Finance Manager or
John W. Coffey, Community Manager

Attachments: Resolution, Original Cost Proposal, and
Revised Cost Proposal

Reviewed by

General Counsel: N/A

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Adoption of accompanying Resolution #2018-02.

Background and Summary Information

On 08Dec18, the BOT awarded a contract for construction services to Reynolds General Contractors, Inc. in the amount of \$936,365.00. After a pre-construction meeting last month, the vendor submitted a revised cost proposal (which will be the basis of the actual contract) for \$925,756, a reduction of \$10,609 (deletion of cost to remove the existing building, shed and walkway plus a minor modification to the Finance suite of office space).

Per the Proposed FY19-23 Five-Year Financial Model and Capital Improvement Plan, sufficient fund balance is available for this project.

Already paid	5,090
Construction inspections services	25,400
Building construction	925,756
Total FY18 anticipated costs	956,246
Current FY18 Budget	150,000
Budget needed	956,246
Budget amendment required	806,246

RESOLUTION 2018-02

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BAREFOOT BAY RECREATION
DISTRICT AMENDING RESOLUTION 2017-10;
AMENDING THE BUDGET; RECOGNIZING FUND
BALANCE FOR FY18 REPLACEMENT BUILDING
FUND PROJECT.**

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2017-10, an operating Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018; 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 amendment is necessary to provide for the operation of the District for the Fiscal Year 2017-18:

An amendment recognizing \$806,246 of Fund Balance to establish the FY18 portion of the Replacement Building Fund Project Budget in the R&M/Capital Department.

WHEREAS, the Board of Trustees has considered the amendment in a public meeting.

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

THAT the amendments shall be made to the operating Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018.

THAT the Community Manager and the Finance Manager are directed to adjust FY 2017/18 Adopted Budget.

THAT 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, Brian Lavier
Trustee, Steve Diana
Trustee, David Wheaton
Trustee, Joseph Klosky
Trustee, Frank Cavaliere

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 27th day of February, 2018.

BAREFOOT BAY RECREATION DISTRICT

Return to: Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay FL 32976-7305

By: _____
Brian Lavier,
CHAIRMAN

Joseph Klosky,
SECRETARY

Original
BAREFOOT BAY ADMINISTRATION BLDG. ESTIMATE

REYNOLDS GENERAL CONTRACTORS					
Acct#	Barefoot Bay Admin	Subcontractors	Bids	Best Bid	Total
1000	General Conditions				\$ 61,453.00
1010	Permits & Fees Allowance			\$ 6,656.00	
1011	Impact Fees			By owners	
1030	General Liability Insurance			\$ 8,442.00	
1040	Builders Risk Insurance			\$ 2,785.00	
1050	Arch. & Engineering			By owners	
	Bonding			\$ 14,070.00	
1190	Plans & Photos			\$ 150.00	
1300	Temporary Facilities			\$ 350.00	
1310	Surveying			\$ 10,650.00	
1320	Testing			\$ 4,750.00	
1340	Temporary Utilities			\$ 350.00	
1400	Clean-up Rough			\$ 250.00	
1410	Clean-up Final			\$ 750.00	
1420	Dumpster & Dump Fees			\$ 2,250.00	
1520	Project Management & Supervision			\$ 8,500.00	
	Landscape Bonds			By owners	
	Temporary Fencing / Safety			\$ 1,500.00	
2000	Sitework				\$ 239,654.00
2010	Sitework			\$ 221,654.00	
	Site Demolition - stairs, shed		\$ 221,654.00	\$ 1,500.00	
	Demolition - Building			\$ 8,500.00	
	Well Pointing			\$ 1,500.00	
2250	Soil Poisoning			w/concrete	
2870	Landscaping & Irrigation Allowance	no plans		\$ 6,500.00	
3000	Concrete				\$ 113,698.00
3010	Building Slab			\$ 46,951.00	
	Schopke	\$	48,840.00		
	Anson	\$	46,951.00		
3020	Site Concrete - added concrete and bollards			\$ 13,950.00	
	Schopke	\$	14,050.00		
	Anson	\$	13,950.00		
	Masonry - Labor & Material			\$ 37,199.00	
	Schopke	\$	43,765.00		
	Cornerstone	\$	37,199.00		
	Precast Columns			\$ 3,000.00	
	Extreme	\$	3,000.00		
	Brick Sidewalk Border			\$ 1,750.00	
	Stone Veneer & Cap Sills - Alt. Stone			\$ 10,848.00	
	Extreme	\$	16,055.00		
	Glass Block	\$	10,848.00		
6000	Carpentry				\$ 66,728.00

BAREFOOT BAY ADMINISTRATION BLDG. ESTIMATE

6160 Materials			\$	10,929.00
	EC Lumber	\$	10,929.00	
Trusses			\$	13,724.00
	JF Truss	\$	13,724.00	
Rough Carpentry			\$	29,850.00
	Bluewater	\$	29,850.00	
6200 Finish Carpentry			\$	5,250.00
	Complete	\$	5,250.00	
Cabinets / Counter tops			\$	6,975.00
	American	\$	6,975.00	
7000 Moisture Protection			\$	54,530.00
Roofing			\$	49,500.00
	G&C	\$	49,500.00	
Kor-Fil Insulation				w/ insulation
Insulation			\$	4,280.00
	Leeds	\$	4,280.00	
	Gale	\$	7,230.00	
Waterproofing - Behind Stone			\$	750.00
8000 Doors/Windows/Glass			\$	63,900.00
8200 Doors & Hardware			\$	21,400.00
	Door Gallery	\$	21,400.00	
Low Voltage Card Reader			\$	2,000.00
8520 Storefront Windows/Doors			\$	40,500.00
	Atlantic	\$	40,500.00	
Automatic Door				w/storefront
9000 Finishes			\$	108,322.00
9170 Stucco - Foam Brackets			\$	16,500.00
	Al Burrows	\$	16,500.00	
	Extreme	\$	21,970.00	
9250 Drywall & Framing Interior			\$	35,924.00
	Gulick	\$	35,924.00	
9640 Floorcovering			\$	25,973.00
	Village	\$	25,973.00	
9900 Painting - Int./Ext.			\$	22,975.00
	Bosland	\$	22,975.00	
Acoustical Ceiling			\$	6,950.00
	Seitner	\$	6,950.00	
	Gulick	\$	7,418.00	
10000 Specialties			\$	6,750.00
10250 Firefighting Devices & Sealants			\$	350.00
10800 Toilet & Bath Accessories & Partitions			\$	4,000.00
Signage			\$	250.00
Pull Down Access Ladder			\$	250.00
Pineapple Grove Medallions			\$	250.00
Decorative Shutters - Vinyl			\$	1,650.00
15000 Mechanical			\$	75,440.00
15010 Plumbing			\$	26,000.00
	Sun	\$	26,000.00	
15700 HVAC			\$	49,440.00

BAREFOOT BAY ADMINISTRATION BLDG. ESTIMATE

	D&H	\$	49,440.00	
16000	Electrical			\$ 71,494.00
16010	Electrical			\$ 69,994.00
	Advanced	\$	69,994.00	
	All Brevard	\$	102,663.00	
	Light Pole Removal			\$ 1,500.00
16510	Telephone & Network Systems			By Owner
16560	Intrusion Detection Equipment			By Owner
	Phone/Data Service Conduits All	\$7/ft		To be determined
	Electrical Service Conduits Allow	\$60/ft		To be determined
	Total Direct Costs			\$ 861,969.00
	OH & Profit			\$ 74,387.00
	Total Project Costs			\$ 936,356.00

BAREFOOT BAY ADMINISTRATION BLDG. revised ESTIMATE

	REYNOLDS GENERAL CONTRACTORS				
Acct#	Barefoot Bay Admin	Subcontractors	Bids	Best Bid	Total
1000	General Conditions				\$ 61,453.00
1010	Permits & Fees Allowance			\$ 6,656.00	
1011	Impact Fees			By owners	
1030	General Liability Insurance			\$ 8,442.00	
1040	Builders Risk Insurance			\$ 2,785.00	
1050	Arch. & Engineering			By owners	
	Bonding			\$ 14,070.00	
1190	Plans & Photos			\$ 150.00	
1300	Temporary Facilities			\$ 350.00	
1310	Surveying			\$ 10,650.00	
1320	Testing			\$ 4,750.00	
1340	Temporary Utilities			\$ 350.00	
1400	Clean-up Rough			\$ 250.00	
1410	Clean-up Final			\$ 750.00	
1420	Dumpster & Dump Fees			\$ 2,250.00	
1520	Project Management & Supervision			\$ 8,500.00	
	Landscape Bonds			By owners	
	Temporary Fencing / Safety			\$ 1,500.00	
2000	Sitework				\$ 229,654.00
2010	Sitework			\$ 221,654.00	
		Laser	\$ 221,654.00		
	Site Demolition - stairs, shed			By owners	
	Demolition - Building			By owners	
	Well Pointing			\$ 1,500.00	
2250	Soil Poisoning			w/concrete	
2870	Landscaping & Irrigation Allowance - no plans			\$ 6,500.00	
3000	Concrete				\$ 113,698.00
3010	Building Slab			\$ 46,951.00	
		Schopke	\$ 48,840.00		
		Anson	\$ 46,951.00		
3020	Site Concrete - added concrete and bollards			\$ 13,950.00	
		Schopke	\$ 14,050.00		
		Anson	\$ 13,950.00		
	Masonry - Labor & Material			\$ 37,199.00	
		Schopke	\$ 43,765.00		
		Cornerstone	\$ 37,199.00		
	Precast Columns			\$ 3,000.00	
		Extreme	\$ 3,000.00		
	Brick Sidewalk Border			\$ 1,750.00	
	Stone Veneer & Cap Sills - Alt. Stone			\$ 10,848.00	
		Extreme	\$ 16,055.00		
		Glass Block	\$ 10,848.00		
6000	Carpentry				\$ 66,728.00

BAREFOOT BAY ADMINISTRATION BLDG. revised ESTIMATE

6160	Materials			\$	10,929.00	
		EC Lumber	\$	10,929.00		
	Trusses			\$	13,724.00	
		CF Truss	\$	13,724.00		
	Rough Carpentry			\$	29,850.00	
		Bluewater	\$	29,850.00		
6200	Finish Carpentry			\$	5,250.00	
		Complete	\$	5,250.00		
	Cabinets / Counter tops			\$	6,975.00	
		American	\$	6,975.00		
7000	Moisture Protection				\$	54,530.00
	Roofing			\$	49,500.00	
		G&G	\$	49,500.00		
	Kor-Fil Insulation				w/ insulation	
	Insulation			\$	4,280.00	
		Leeds	\$	4,280.00		
		Gale	\$	7,230.00		
	Waterproofing - Behind Stone			\$	750.00	
8000	Doors/Windows/Glass				\$	63,500.00
8200	Doors & Hardware			\$	21,000.00	deleted 1 door
		Door Gallery	\$	21,400.00		
	Low Voltage Card Reader			\$	2,000.00	
8520	Storefront Windows/Doors			\$	40,500.00	
		Atlantic	\$	40,500.00		
	Automatic Door				w/storefront	
9000	Finishes				\$	108,122.00
9170	Stucco - Foam Brackets			\$	16,500.00	
		Al Burrows	\$	16,500.00		
		Extreme	\$	21,970.00		
9250	Drywall & Framing Interior			\$	35,724.00	deleted wall
		Gulick	\$	35,924.00		
9640	Floorcovering			\$	25,973.00	
		Village	\$	25,973.00		
9900	Painting - Int./Ext.			\$	22,975.00	
		Bosland	\$	22,975.00		
	Acoustical Ceiling			\$	6,950.00	
		Seitner	\$	6,950.00		
		Gulick	\$	7,418.00		
10000	Specialties				\$	6,750.00
10250	Firefighting Devices & Sealants			\$	350.00	
10800	Toilet & Bath Accessories & Partitions			\$	4,000.00	
	Signage			\$	250.00	
	Pull Down Access Ladder			\$	250.00	
	Pineapple Grove Medallions			\$	250.00	
	Decorative Shutters - Vinyl			\$	1,650.00	
15000	Mechanical				\$	75,440.00
15010	Plumbing			\$	26,000.00	
		Sun	\$	26,000.00		
15700	HVAC			\$	49,440.00	

BAREFOOT BAY ADMINISTRATION BLDG. revised ESTIMATE

		D&H	\$ 49,440.00		
16000	Electrical				\$ 71,494.00
16010	Electrical			\$ 69,994.00	
		Advanced	\$ 69,994.00		
		All Brevard	\$ 102,663.00		
	Light Pole Removal			\$ 1,500.00	
16510	Telephone & Network Systems			By Owner	
16560	Intrusion Detection Equipment			By Owner	
	Phone/Data Service Conduits Allow	\$7/l.f.		To be determined	
	Electrical Service Conduits Allow	\$60/l.f.		To be determined	
	Total Direct Costs				\$ 851,369.00
	OH & Profit				\$ 74,387.00
	Total Project Costs				\$ 925,756.00

Of note, the following tasks will be accomplished after the construction of the new building is completed (estimated in early FY19):

	Budget
Design and Permitting*	88,970
New Building	925,756
Construction inspections services	24,200
Allowance for change orders (3%)	27,800
Access road and short-term parking	105,800
Telephone/data system	36,100
Internal security system	17,000
Furniture (not all existing being replaced)	24,900
Old building removal	4,000
Site restoration and landscaping	1,800
Emergency backup generator	75,000
Total	1,331,326
* Indicates only \$1,200 remaining to be paid.	

Staff recommends the BOT adopt Resolution #2018-02 recognizing \$806,246 of Fund Balance to establish the FY18 portion of the Replacement Building Fund Project Budget in the R&M/Capital Department.

Board of Trustees Meeting Agenda Memo

Date: February 27, 2018

Title: Financial Advisor Contract

Section & Item: 9C

Department: R&M/Capital

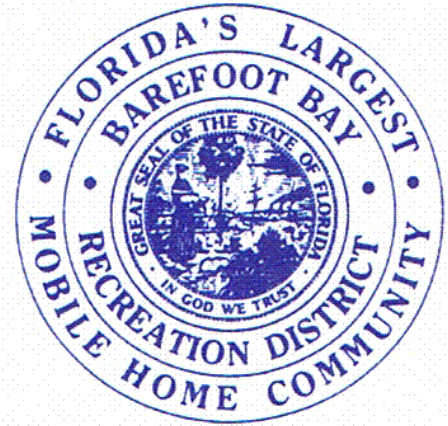
Fiscal Impact: \$8,540.75 plus eligible expenses

Contact: Charles Henley, Finance Manager or
John W. Coffey, Community Manager

Attachments: Proposed contract from Mr. Clark
Bennett of Spectrum Municipal Services,
Inc.

Reviewed by
General Counsel: Yes

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Award of contract for Financial Advisor to Mr. Clark Bennett of Spectrum Municipal Services, Inc.

Background and Summary Information

On 09Feb18, the BOT held a workshop with personnel from Special District Services, Inc. (BBRD's management company) and Mr. Clark Bennett of Spectrum Municipal Services, Inc. Although no financial advice was given to the BOT, a general discussion of how financing of capital projects works occurred. At the end of the workshop, the BOT (by consensus) requested Mr. Bennett provide BBRD with a proposal for financial advisory services.

As attached, the proposed contract is based on the value of the financing. Assuming the \$9,721,000, as listed in the Proposed FY19-23 Five-Year Financial Model and Capital Improvement Program, BBRD can expect to pay (netted out of the loan proceeds) \$8,540.75 plus eligible expenses as shown below.

Loan amount	Fee	Cost
5,000,000	0.00100	5,000.00
4,721,000	0.00075	3,540.75
9,721,000		8,540.75

After the contract is executed, Mr. Bennett can then start to provide the BOT with financial advice regarding the financing of capital projects.

Staff recommends the BOT approve the proposed contract from Mr. Bennett of Spectrum Municipal Services, Inc. for financial advisory services.

AGREEMENT FOR MUNICIPAL ADVISORY SERVICES

THIS AGREEMENT made and entered into this _____, 2018, by Barefoot Bay Recreation District, Sebastian, Florida (the “Issuer”) and Spectrum Municipal Services, Inc., Palm Beach, Gardens, Florida, (the “Municipal Advisor”);

WITNESSTH:

That in consideration of the mutual promises and agreements herein contained, the Issuer does hereby contract for the following services to be performed by the Municipal Advisor:

1. The Municipal Advisor will be available upon reasonable request, to meet with the Issuer, its staff and other consultants in order to carry out the purposes and intent of this Agreement.
2. At such times as the Issuer has determined that it will be necessary to issue bonds or to obtain some other external source of funding in order to finance a capital project, the Municipal Advisor will prepare a detailed financing plan that will include: (a) the amount of the financing required to be undertaken; (b) the security and sources of repayment for such financing; (c) the principal terms and covenants required as a part of such financing; (d) estimated annual debt service requirements; (e) the estimated taxes or assessments required to be levied to meet such debt service requirements; and (f) any foreseeable risks to Issuer that would result from undertaking such financing.
3. The Municipal Advisor will assist Bond Counsel and the Issuer’s Counsel in the preparation of the financing documents.
4. The Municipal Advisor will be available to testify as an expert witness at bond validations and other legal proceedings.
5. The Municipal Advisor will assist in the preparation of an Official Statement containing detailed information and complete disclosure with regards to the terms and conditions and the security for such financing. The Municipal Advisor will also arrange for the widest possible distribution of the Official Statement to bond underwriters and investors if the bonds are sold competitively.
6. The Municipal Advisor will advise the Issuer as to the possibility of obtaining a bond rating, bond insurance or any other form of credit enhancement, and if advisable, shall undertake whatever efforts are necessary to obtain such rating, insurance or credit enhancement.
7. The Municipal Advisor will advise the Issuer as to whether the financing would be most effectively consummated by means of a negotiated or a competitive sale.
8. In the event the financing is to be accomplished by means of a competitive sale, the Municipal Advisor will make the arrangements required to conduct a public sale and will be present to assist the Issuer in awarding the bonds to the winning bidder.
9. In the event the financing is to be accomplished by means of a negotiated sale, the Municipal Advisor will perform the services outlined in paragraphs (2) two through (8) eight above and will additionally assist the Issuer in negotiating all of the terms and conditions of such negotiated sale.

10. The Municipal Advisor will assist the Issuer in making all of the arrangements required to close the financing.
11. For services rendered as outlined above, the Municipal Advisor shall be compensated as follows:
 - (a) For any single issue of bonds, notes or bank loans, the fee shall be an amount equal to \$1.00 per \$1,000 of principal amount of issuance up and including the first \$5,000,000 issued; \$.75 per \$1,000 of principal amount of issuance on the next \$5,000,000 issued, and \$.50 per \$1,000 principal amount of issuance in excess of \$5,000,000. In no event shall the fee for a single transaction be less than \$10,000.00.
 - (b) For interim financing, lines of credit or bond anticipation notes, the fee per transaction shall be \$5,000.
 - (c) For any services requested to be performed by the Municipal Advisor that are not directly related to the financing of any capital project, the Municipal Advisor shall be compensated for such services pursuant to a separate agreement to be entered into at such times as separate services are required.
 - (d) In addition to the fees described in subparagraphs (a) and (b) above, the Municipal Advisor shall be reimbursed for all out of pocket expenses incurred with any financing, provided however, that such out of pocket expenses shall also include any cost of travel between the offices of the Municipal Advisor and the office of the Issuer. All expense reimbursement in accordance State guidelines. It is, however, expressly understood that should the District, for any reason, decide to abandon the proposed financing and the Municipal Advisor shall have presented the District with a requested work product, the fee for such services shall be \$1,000 inclusive of expenses.
12. It is expressly understood and agreed by and between the parties hereto that the Municipal Advisor is acting in the capacity of an independent contractor and is in no way to be considered an employee of the Issuer and shall not be eligible for any benefits provided for the employees of the Issuer.
13. It is expressly understood that this Agreement is nonexclusive and, if the Issuer determines in its sole discretion, that some other firm can provide greater expertise on any financing, or for any other reason, the Issuer may select another firm to provide the services that the Municipal Advisor would otherwise provide under the terms of this Agreement.
14. The Agreement shall remain in effect until terminated and may be terminated by either party at any time upon delivery of (60) sixty days advance notice.

Attest

Witness as to Issuer:

BAREFOOT BAY RECREATION DISTRICT

By: _____

By: _____

Witness as to Consultant:

Spectrum Municipal Services, Inc.

By: _____

By: _____

Board of Trustees Meeting Agenda Memo

Date: February 27, 2018

**Title: Bond Program
Reimbursement Resolution**

Section & Item: 9D

Department: Administration/Legal

Fiscal Impact: N/A

Contact: Cliff Repperger, General Counsel or John
W. Coffey, Community Manager

Attachments: Resolution to be provided in advance of
meeting

Reviewed by
General Counsel: Yes

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Authorize/Adoption of Reimbursement Resolution for Administration Building Project.

Background and Summary Information

At the 09Feb18 BOT workshop, the Board directed by consensus the consideration of a reimbursement resolution for the Administration Building Project.

Draft reimbursement resolution to be provided separately in advance of the meeting.

Manager's Report



Barefoot Bay Recreation District

625 Barefoot Boulevard, Old 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

Date: February 27, 2018

Subject: Manager's Report

Office of the District Clerk

- **Ground Breaking Ceremony** – On Tues., 20Mar18 at 3pm in back of the old Administration Building located at 625 Barefoot Blvd the Board of Trustees will officially commence construction of the New BBRD Administration Building with a ceremonious dig marking the beginning of the project. Chairman Lavier will be the master of ceremony and deliver a brief address to those assembled. Light refreshments will be served. Everyone is welcome to attend.

Finance

- **FY18 Assessment Collection Update** – \$2,933,564.37 (gross) or 81.5% of the FY18 Budget has been received as of 02Feb18. Please see attached for details.

Resident Relations

- **ARCC Updates:**
 - Update will be provided at the meeting.
- **Violations Committee Updates:**
 - Update will be provided at the meeting.

Food & Beverage

- St. Paddy's Day tickets are on sale at the 19th Hole and the Lounge. Flyers with all the details are posted.
- Additional tables and chairs have been purchased for Lounge to replace broken/worn out furniture.



Golf-Pro Shop

- Cart Barn roof repair: Complete 2/12/2018
- New Pro Shop Hours 7am to 6pm (Last Cart in at 6:30 pm)
- Srixon/Cleveland Short Game Demo Day (7Mar18)
 - 10am – 2pm
 - Space is limited...Sign up at the pro shop with Ernie or Bill
- 31Mar18: Pro Shop will close at 3pm for inventory
- Tournaments in February: Sign up at Pro Shop (call 664.3174 for details)
 - 03Mar18: BFBHOA Tournament 8:30am Shotgun
 - 10Mar18: Canada Club Tournament 8:30am Shotgun
 - 13Mar18: Ladies 18 Hole Spring Invitational 8am Shotgun
 - BBRD Club Championship
 - 22Mar18 Pairings Dinner at 6pm in Bldg. A
 - 23&24Mar18 Tee Times begin 7:15am
 - Martini League End of Season Tournament 31Mar18 8:30am Shotgun

Property Services

- Set up and tear down for Barefoot Bay by the Lake
- Continued work on the bocce ball courts (opening soon). Once they are completed staff will commence with the removal and rebuild of the other two
- Installed new shed for Christmas decoration storage
- Moved shed at Falcon Drive and repaired large washout behind it
- Moved shed behind Old Administration Building to make room for the New Administration Building construction
- Installed new security lighting at the Garden Club area (not completed as of 20Feb18 but scheduled for completion prior to BOT meeting)
- Replaced main pump at pool #1 (not to be confused with heater repair that occurred in January)
- Replaced 2 rotten 4x4 timbers at the tennis courts

Training Note: 2 more employees attended the Certified Pool Operator (CPO) class held in Orlando. We now have 5 CPO's.

Attorney's Report

Incidental Remarks from Trustees

Adjournment