

Barefoot Bay Recreation District  
Regular Meeting of the Board of Trustees

Tuesday, July 24, 2018

7:00 PM

1225 Barefoot Boulevard, Building D/E





# BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting  
Tuesday, July 24, 2018  
7 P.M. Building D&E

## AGENDA

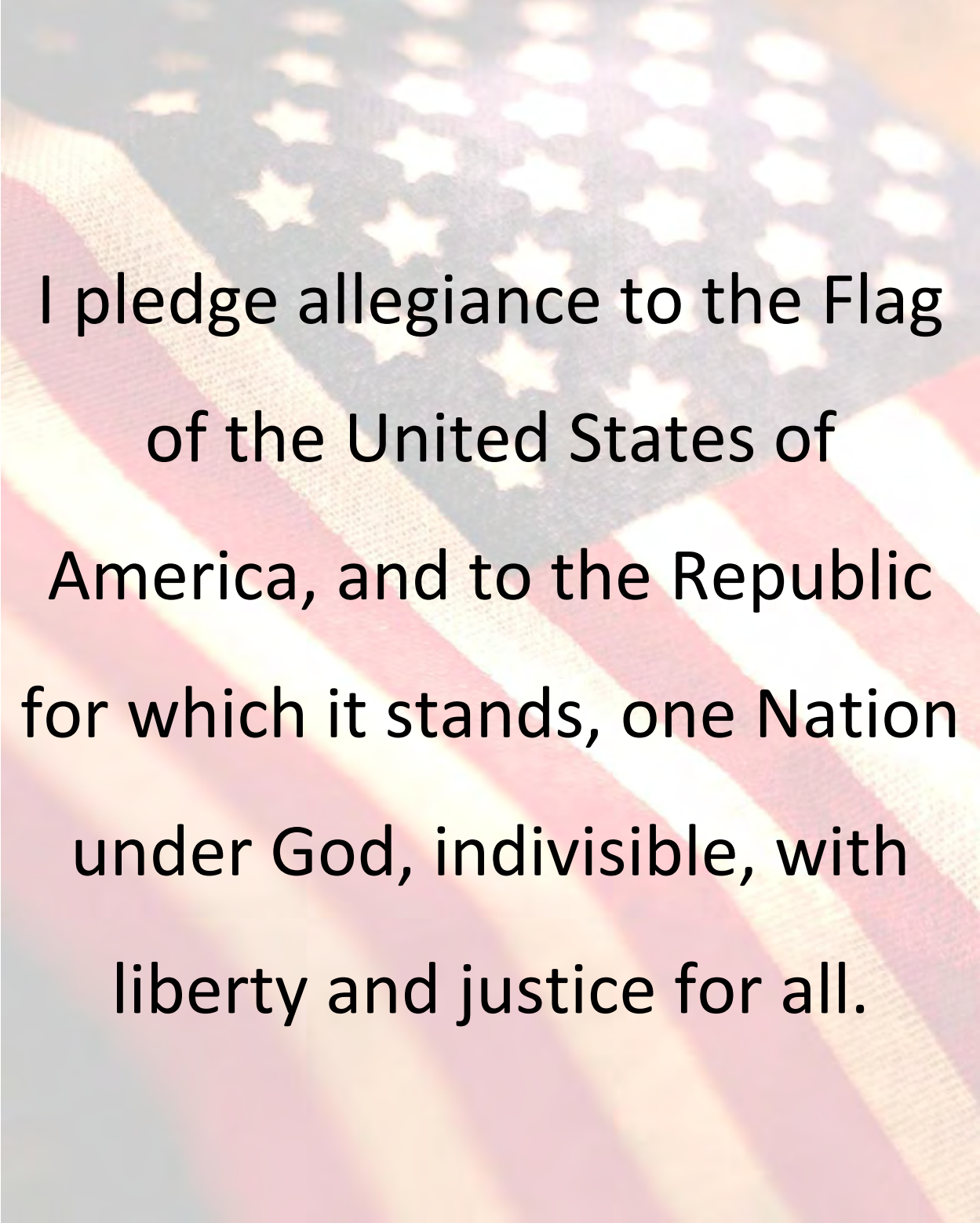
Please silence all electronic devices

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. Draft Resolution Calling for Referendum RE: Financing Public Maintenance/Improvement Projects
  - B. Discussion of Fireworks
9. New Business
  - A. Micco RV Lot CCTV Upgrade Change Order #1
  - B. Resolution to Move Bank of America Money Market Account to the SBA Reserve Account
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

# Treasurer's Report



# Barefoot Bay Recreation District

## Treasurer's Report

July 24, 2018

### Cash Balances in General Fund as of 7/17/18

Petty Cash

**Total Petty Cash:** \$ 2,000.00

### Operating Cash in Banks

MB&T Operating Account

2,417,489.66

**Total Operating Accounts:** 2,417,489.66

### Interest Bearing Accounts

BOA Money Market Account

105,666.04

SBA Reserve Account

564,383.88

**Total Interest Bearing Accounts** 670,049.92

**Total Cash Balances in General Fund:**

**\$ 3,089,539.58**

### Total Daily Deposits and Assessments Rec'd for 7/6 - 7/17/2018:

Daily deposits: \$ 93,556.65

Assessments received (from County only): 738.00

**Total Deposits Received** **\$ 94,294.65**

### Expenditures over \$5,000 for 7/6 - 7/17/2018:

Check Number	Vendor	Description	Check Amount
50771	Rossway Swan Tierney Barry Lacey & Oliver P.L.	Legal - June 2018	8,517.76
50769	KirbyBuilt Quality Products	Water Coolers and Dispensers for Golf Course	5,741.45
50731	Reynolds General Contractors, Inc.	New Admin Build - June 2018 Progress Payment	72,941.40
	Paychex	Payroll	54,538.60
	Florida Dept. of Revenue	Sales Tax - June 2018	9,194.66
	US Treasury	Payroll Tax - 7/12/18	15,637.70

**Total Expenditures over \$5,000 for 7/6 - 7/17/2018:** **\$ 166,571.57**

# Audience Participation

# Unfinished Business

## Board of Trustees Meeting Agenda Memo

Date: July 24, 2018

**Title: Draft Resolution Calling for Referendum RE: Financing Public Maintenance/Improvement Projects**

Section & Item: 8A

Department: BBRD General Counsel/Administration

Fiscal Impact: Costs Associated with Referendum Election/Undetermined

Contact: General Counsel Cliff Repperger  
(321) 984-2700

Attachments: Draft Resolution

Reviewed by  
General Counsel: Yes

Approved by: John W. Coffey, Community Manager



### Requested Action by BOT

Consideration of Draft Resolution calling for Referendum Election.

### Background and Summary Information

On April 30, 2018, the Board of Trustees of Barefoot Bay Recreation District considered and approved a list of twenty (20) public maintenance/improvement projects to be completed in accordance with the District's five (5) year Financial Model and Capital Improvement Plan. On April 30, 2018, the Board of Trustees also approved the financing of the approved list of twenty (20) public maintenance/improvement projects through the issuance of thirty (30) year tax exempt bonds. Since April 30, 2018, Board of Trustees has considered adding an additional project and altering the scope of the initial public maintenance/improvement project list to reduce the amount of required financing and has evaluated alternate financing options.

On June 8, 2018, the Board of Trustees authorized Attorney Repperger to draft a Resolution calling for a Referendum Election so that the registered electors of the District could indicate their desired method of financing.

**RESOLUTION 2018-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF BAREFOOT BAY RECREATION DISTRICT CALLING A REFERENDUM ELECTION ON NOVEMBER 6, 2018 ON THE QUESTION OF WHICH TYPE OF FINANCING OF THE COSTS VARIOUS PUBLIC MAINTENANCE/IMPROVEMENT PROJECTS IS PREFERRED BY THE REGISTERED ELECTORS OF THE DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BAREFOOT BAY RECREATION DISTRICT:**

**SECTION 1. AUTHORITY FOR RESOLUTION.** This resolution is adopted pursuant to the authority of the Board of Trustees to provide for the method of financing of the improvement of real or person property of the District pursuant to Section 418.306, Florida Statutes and the authority to call a referendum pursuant to Section 100.211, Florida Statutes.

**SECTION 2. FINDINGS.** It is hereby found and determined as follows:

A. On April 30, 2018, the Board of Trustees of Barefoot Bay Recreation District considered and approved a list of twenty (20) public maintenance/improvement projects to be completed in accordance with the District's five (5) year Financial Model and Capital Improvement Plan;" and,

B. On April 30, 2018, the Board of Trustees also approved the financing of the approved list of twenty (20) public maintenance/improvement projects through the issuance of thirty (30) year tax exempt bonds; and,

C. Since April 30, 2018, Board of Trustees has considered adding an additional project and altering the scope of the initial public maintenance/improvement project list to reduce the amount of required financing and has evaluated alternate financing options; and,

D. At the time of the adoption of this Resolution, the total amount of financed funds necessary to complete the planned public maintenance/improvement projects is estimated to be \$\_\_\_\_\_; and,

E. The Board of Trustees desires to have input from the registered electors of Barefoot Bay Recreation District as to the preferred method of financing the costs of the public maintenance/improvement projects; and,

F. The Board of Trustees hereby expresses its intent to follow the will of the registered electors of the Barefoot Bay in choosing a financing option for the financing of the costs of the public maintenance/improvement projects; and,

G. The general election to be held on November 6, 2018, is an appropriate and desirable date for the conduct of a concurrent referendum election; and,

H. All things required to be done prior to the calling of a referendum election have been done and it is now desirable to call the referendum election.

**SECTION 3. REFERENDUM ELECTION.** A referendum election is hereby called and ordered to be held concurrently with the general election to be held on November 6, 2018, to determine the method of financing of the costs of public maintenance/improvement projects preferred by the registered electors of Barefoot Bay Recreation District.

**SECTION 4. NOTICE OF REFERENDUM ELECTION.** This resolution shall be published twice in full as part of the Notice of Referendum Election, together with a notice in substantially the form attached hereto as Exhibit "A," in *Florida Today*, a newspaper of general circulation in the Barefoot Bay Recreation District. The publication shall be made by the Clerk to the Barefoot Bay Recreation District Board of Trustees at least thirty (30) days prior to the election; once in the fifth week and once in the third week prior to the week in which the election is to be held.

**SECTION 5. PLACES OF VOTING, INSPECTORS, CLERKS.** The polls will be open at the voting places on the date of such referendum election during the hours prescribed by law. All qualified electors shall be entitled and permitted to vote at such referendum election on the proposition provided below. The places of voting and the inspectors and clerk for the referendum election shall be those designated by the Supervisor of Elections of Brevard County, Florida.

**SECTION 6. OFFICIAL BALLOT.** The ballots to be used in the referendum election shall contain one question and shall be in substantially the following form:

**BALLOT**  
**Barefoot Bay Recreation District, Brevard County, Florida**

**REFERENDUM QUESTION NO. 1**

**Method of Financing Costs of Public Maintenance/Improvement Projects**

Which of the following financing options do you prefer to finance the costs of public maintenance/improvement projects approved by the Board of Trustees in accordance with the District's five (5) year Financial Model and Capital Improvement Plan?

\_\_\_\_\_ Fifteen (15) year Tax Exempt Loan

\_\_\_\_\_ Thirty (30) year Tax Exempt Bonds

**SECTION 7. PAYMENT OF REFERENDUM ELECTION EXPENSES.** The Barefoot Bay Recreation District shall pay all lawful expenses associated with conducting the referendum election.

**SECTION 8. VOTER REGISTRATION BOOKS.** The Supervisor of Elections for Brevard County is hereby authorized and requested to furnish to the inspectors and clerks at each place where the votes are to be cast in such referendum election, applicable portions of the registration books or certified copies thereof showing the names of the qualified electors.

**SECTION 9. ELECTION ADMINISTRATION.** The referendum election shall be held and conducted in the manner prescribed by law and shall be as soon as practicable, be returned and canvassed in the manner prescribed by law. The result shall show the number of qualified electors who voted at such referendum election and the number of votes cast respectively for and against the question.

**SECTION 10. ELECTION RESULTS.** The financing option receiving the majority of the votes cast at the referendum election shall be deemed to be the method of financing the costs of public maintenance/improvement projects preferred by the registered electors of the Barefoot Bay Recreation District.

**SECTION 11. SEVERABILITY.** In the event that any work, phrase, clause, sentence or paragraph hereof shall be held invalid by any court or competent jurisdiction, such holding shall not affect any other word, clause, sentence or paragraph hereof.

**SECTION 12. REPEALING CLAUSE.** All resolutions or other actions of Barefoot Bay Recreation District which are in conflict herewith are hereby repealed to the extent of such conflict or inconsistency.

**SECTION 13. EFFECTIVE DATE.** This resolution shall take effect immediately upon adoption.

The foregoing Resolution was moved by 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, Frank Cavaliere  
Trustee, Steven Diana  
Trustee, Joseph Klosky  
Trustee, David Wheaton

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted this 13<sup>th</sup> day of July 2018.

Barefoot Bay Recreation District

By: \_\_\_\_\_  
Brian Lavier, Chairman

By: \_\_\_\_\_  
Joseph Klosky, Secretary



**EXHIBIT “A”**

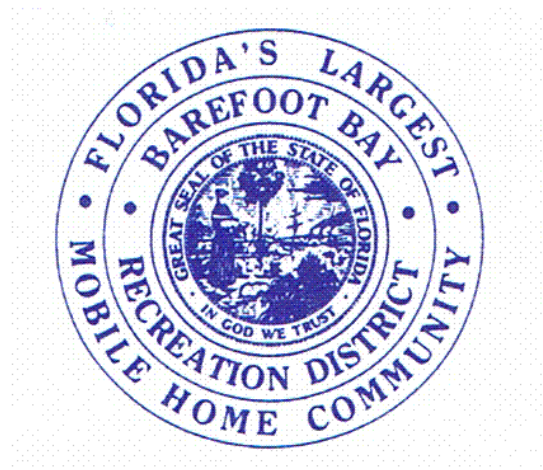
**NOTICE OF REFERENDUM ELECTION  
BAREFOOT BAY RECREATION DISTRICT**

Notice is hereby given that a referendum election shall be held on November 6, 2018, at which the question described in the following resolution number 2018-\_\_\_\_\_ adopted by the Board of Trustees of Barefoot Bay Recreation District, on the 13th day of July shall be submitted to the registered electors of the District:

[RECITE RESOLUTION]

## Board of Trustees Meeting Agenda Memo

Date: July 24, 2018  
**Title: Discussion of Fireworks**  
Section & Item: 8B  
Department: Property Services: Recreation  
Fiscal Impact: \$5,310.32 net cost  
Contact: Steve Diana, Trustee  
  
Attachments: N/A  
Reviewed by  
General Counsel: N/A  
Approved by: John W. Coffey, Community Manager



### Requested Action by BOT

Discussion and direction to staff.

### Background and Summary Information

Trustee Diana requested this item be placed on the agenda.

On July 1, 2018, BBRD hosted a fireworks display. The following table summarizes the costs and off-setting revenues for said event.

3,619.92	Fundraisers	
100.00	Shamrock Home Inspection LLC	
1,500.00	HOA	
5,219.92	Total Revenues	
10,000.00	Fireworks vendor	
530.24	Safety zone labor cost	
10,530.24	Total Expenditures	
5,310.32	Total Cost to BBRD	

Staff requests direction regarding this issue.

# New Business

## Board of Trustees Meeting Agenda Memo

Date: July 24, 2018

**Title: Micco RV Storage CCTV Repair/Replacement Change Order #1**

Section & Item: 9A

Department: RV Storage

Fiscal Impact: \$1,976.00

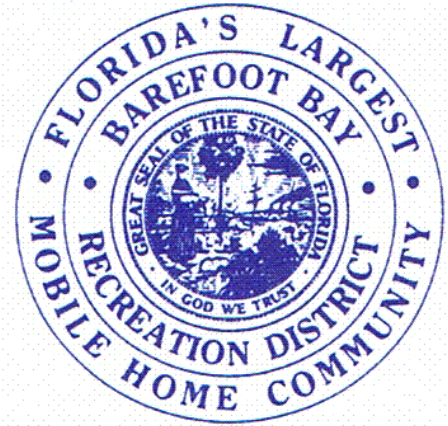
Contact: Rich Armington, Resident Relations Manager/H.R. Coordinator; or John W Coffey, Community Manager

Attachments: Change Order #1 from ADS

Reviewed by

General Counsel: N/A

Approved by: John W. Coffey, Community Manager



### Requested Action by BOT

Review and approval of Change Order #1.

### Background and Summary Information

At the May 11, 2018 BOT meeting the following motions were made and approved by the BOT.

1. Mr. Cavaliere made a motion to not approve the CCTV system upgrade in the Micco RV Lot. Second by Mr. Wheaton. Motion carried unanimously.
2. Mr. Cavaliere made a motion to remove funding from the budget to upgrade the cameras at the West RV lot and discontinue the cameras. Second by Mr. Klosky. Motion carried unanimously.

Staff has notified all leaseholders of the planned discontinuation of the RV lot CCTV systems which will go into effect on Monday July 2, 2018 unless otherwise instructed by the BOT.

On June 26, 2018, the BOT reconsidered its decision from the month prior and voted to award contract to ADS for CCTV replacement in the amount of \$13,269.00 (using R&M/Capital Contingency budgeted funds) and instructed staff to seek a change order for the installation of a vehicular tag reader camera.

Said change order in the amount of \$1,976.00 is attached. If approved, the FY18 R&M/Capital Contingency line-item budget would contain an available balance of \$33,330.00 as illustrated below:

50,000.00	FY18 R&M/Capital Contignency		
(1,425.00)	Lounge Sail Shade		
(13,269.00)	Micco RV CCTV Upgrade		
(1,976.00)	Micco RV CCTV Upgrade C.O. #1		
33,330.00	Balance		

Staff recommends the BOT approve the Micco RV CCTV Upgrade Change Order #1 from ADS and instruct staff to execute a budget transfer from R&M/Capital Contingency line-item budget to cover the expense.



# ADS Security

4356 Fortune Place  
Suite A  
West Melbourne, FL 32904  
EF20000960

## QUOTATION

Barefoot Bay-Micco RV Lot

04/05/18

NAME

625 Barefoot Blvd Bldg A

ADDRESS

Barefoot Bay Florida 32976

CITY STATE ZIP TELEPHONE FAX E-Mail Address

SYSTEM TYPE: X Commercial Grade CCTV System upgrade change order #1

### LPR-License Plate Camera connected to NVR

LPR License Plate Camera (1)

Long Range POE Injector (1)

4 x4 4ft post (1)

Network Switch (1)

Weather Resistant Box (1)

**\$1976.00**

### LPR-License Plate Camera Stand Alone

LPR License Plate Camera (1)

4 x4 4ft post (1)

Network Switch (1)

Weather Resistant Box (1)

Customer to provide electrician to provide outlet

**\$1399.0**

**Adam Gaffney – VPGM -Phone#: 321-537-5485**

**Quotations valid for thirty (30) days from date above.**

## Board of Trustees Meeting Agenda Memo

Date: July 24, 2018

**Title: Resolution to transfer all funds from Bank of America Money Market Account to the SBA Reserve Account and to Close the BOA Money Market Account.**

Section & Item: 9B

Department: Administration - Finance

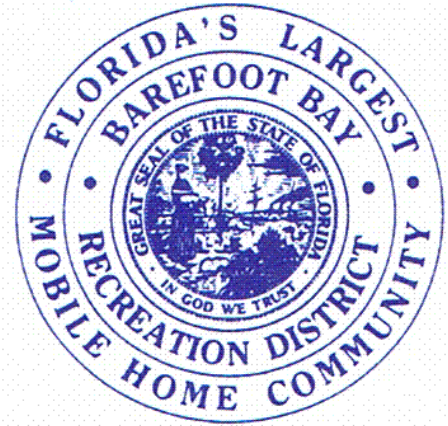
Fiscal Impact: N/A

Contact: Charles Henley, Finance Manager

Attachments: Resolution

Reviewed by  
General Counsel: N/A

Approved by: John W. Coffey, Community Manager



### Requested Action by BOT

Review and Approve Resolution

### Background and Summary Information:

The BOT passed a motion at the 7/13/18 regular meeting for staff to work up a resolution to transfer all BBRD funds held in the Bank of America Money Market Account to the SBA Reserve account.

Staff recommends the BOT approve the accompanying resolution for the transfer of all funds from the BOA Money Market to the SBA Reserve Account and to close the BOA Money Market Account.

**RESOLUTION 2018-**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE BAREFOOT BAY RECREATION  
DISTRICT AUTHORIZING THE TRANSFER OF  
ALL FUNDS FROM THE BANK OF AMERICA  
MONEY MARKET ACCOUNT TO THE SBA  
RESERVE ACCOUNT.**

**WHEREAS**, The Barefoot Bay Recreation District Board of Trustees has recognized that the District maintains a Money Market account at the Bank of America; and

**WHEREAS**, The Barefoot Bay Recreation District Board of Trustees has desired to close the Bank of America Money Market Account; and

**WHEREAS**, on July 13, 2018 the Board of Trustees considered to transfer all remaining balance from BOA Money Market Account to SBA Reserve Account and directed that such transfer be approved by Resolution.

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

**Section 1.** A transfer of all remaining balance from the BOA Money Market Account to the District's SBA Reserve Account will be facilitated.

**Section 2.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

**Section 3.** This Resolution shall become effective immediately upon its 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 24<sup>th</sup> day of July 2018.

**BAREFOOT BAY RECREATION DISTRICT**

By: \_\_\_\_\_  
Brian Lavier,  
CHAIRMAN

\_\_\_\_\_  
Joseph Klosky,  
SECRETARY

# 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:** Dawn Myers, Acting Community Manager

**Date:** July 24, 2018

**Subject:** Manager's Report

Due to the less than two business day turnaround from the July 13, 2018 BOT meeting to the agenda distribution date for this meeting, all items normally provided under this section will be provided at the meeting.

# Attorney's Report

# Incidental Remarks from Trustees

# Adjournment