

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

Friday, June 09, 2017

1:00 PM

1225 Barefoot Boulevard, Building D/E



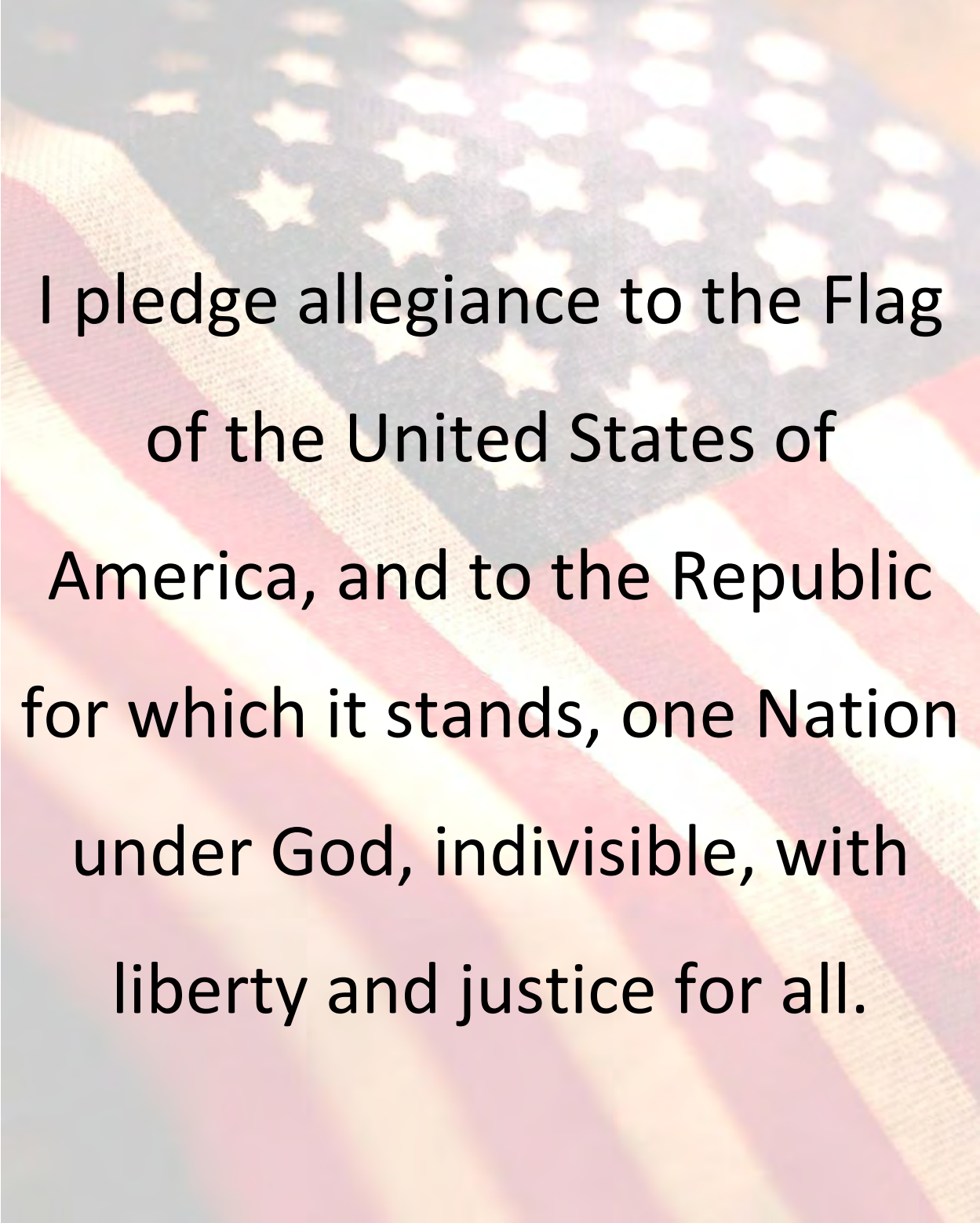
BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
Friday, June 09, 2017 at 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 Participation
8. Unfinished Business
9. New Business
 - A. Request to Relocate Veteran's Service Office
 - B. Authorization to use Employment Agency
 - C. Award of Contract for Rough Order Magnitude Cost Estimates for Projects to be Financed
 - D. Discussion of Beach Projects and Grant Program
10. Manager's Report
11. Attorney's Report
12. Incidental Trustee Remarks
13. 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. Diana

1st Vice Chair - Mr. Lavier

2nd Vice Chair – Mr. Cavaliere

Secretary - Mr. Klosky

Treasurer – Mr. Geier

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 May 23, 2017 7 P.M. –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on May 23, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 7:00 P.M.

Thought for the Day

Mr. Diana 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. Lavier.

Roll Call

Present: Mr. Diana, Mr. Lavier, Mr. Cavaliere, Mr. Geier and Mr. Klosky. Also present: John W. Coffey, Community Manager, Cliff Repperger, General Counsel, and Dawn Myers, District Clerk.

Presentations

Memorial Day Proclamation

On behalf of the Board of Trustees, Mr. Diana read a Memorial Day Proclamation and presented it to Mr. Ray Bourgault as representative of the veterans of Barefoot Bay.

Mr. Klosky made a motion to approve the proclamation. Second by Mr. Geier. Motion carried unanimously.

Minutes

Mr. Cavaliere made a motion to approve the minutes dated May 12, 2017 with one correction. Second by Mr. Lavier. Motion carried unanimously.

Correction: Mr. Cavaliere made a motion to approve the Cambridge definition "Something, such as a swimming pool or shopping center that is intended to make life more pleasant or comfortable for the people in a community, ~~golf course, hotel, or other place~~". Second by Mr. Geier. Mr. Klosky opposed. Motion carried 4-1.

Treasurer's Report

Mr. Geier presented the Treasurer's Report for May 23, 2017.

Mr. Cavaliere made a motion to accept the Treasurer's Report. Second by Mr. Lavier. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Audience comment on Agenda Items

None brought forward

Old Business

Mr. Cavaliere raised the topic of scheduling the 2nd monthly Trustee meeting as needed. He noted that this topic was not clearly defined at the last meeting as the Board voted not to take action. He inquired of General Counsel about his opinion on the issue of leaving the 2nd meeting of the month on an as needed basis or for workshops and asked if this is permissible. General Counsel stated that the year's meetings have already been advertised at the start of this year and can be maintained in any capacity deemed necessary by the Board.

New Business

FY18 Proposed Budget Mailout

Mr. Coffey discussed the FY18 Proposed Budget balanced at \$6,223,707 which was reviewed by the Board at the 5yFM&CIP Workshop in January, three separate Trustee Workshops and at a Board of Trustee Meeting. He announced that the resident budget mailout has been prepared and ready for printing and mailing. He recommended the Board approve the mailout and announce the Public Hearing to approve the FY18 Proposed Budget and set the Assessment Rate at the Board of Trustee meeting scheduled on June 27, 2017 at 7PM.

Mr. Klosky made a motion to approve the FY18 Budget Mailout and Public Hearing to adopt the FY18 Budget and set the Assessment Rate at the June 27, 2017 Board of Trustee meeting. Second by Mr. Lavier. Motion carried unanimously.

Census/Survey Findings

Mr. Roger Compton, HOA President presented the results from the community wide survey/census distributed to 30% of the residents. The survey was distributed this year during the badge renewal process at the Residents Relations office. The survey was also available for download on the Barefoot Bay website at www.bbrd.org and in the Administration office. Mr. Compton invited anyone interested in discussing the results to come to the HOA office to review further. Mr. Cavaliere and Mr. Diana thanked Mr. Compton, Mr. Randy Loveland and Ms. Mary Weller for their work on the census.

Mr. Klosky made a motion to approve the results from the HOA census/survey. Second by Mr. Cavaliere. Motion carried unanimously.

Revised Emergency Management Plan Adoption

Mr. Coffey presented updates to the Emergency Management Plan created three years prior and lessons learned from the most recent hurricane to affect the Barefoot Bay Community. Some updates that will be implemented are; greater use of mass emails, an informational phone line and closing of Barefoot Bay facilities and amenities one day earlier. Many Barefoot Bay staff that are also residents evacuated early during the last storm.



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Mr. Cavaliere made a motion to accept the Emergency Management Plan. Second by Mr. Cavaliere. Motion carried unanimously.

Discussion of Removing DOR Language About Combining Lots

Review of Drug Free Workplace Policy

Discussion of a BBRD Property Self-Insurance Program for Homeowners

Mr. Geier made a motion to table the Discussion of Removing DOR Language About Combining Lots, Review of Drug Free Workplace Policy and Discussion of a BBRD Property Self-Insurance Program for Homeowners until discussed at a workshop. Second by Mr. Klosky. Motion passed unanimously.

Manager's Report

Resident Relations

ARCC Update:

- 16May17 had 21 permits reviewed and approved.
- The next ARCC meeting is scheduled for 30May17.

Violations Committee Update:

The next meeting is scheduled for 26May17 with 19 cases on the agenda.

Food and Beverage

Father's Day Clam Bake Update – Tickets are now on sale. Flyers with all the details are posted in our facilities and tickets may be purchased at the Lounge, the 19th Hole and Resident Relations.

19th Hole Closure Update – The facilities will be closed for air conditioning repairs, ceiling tile and runner repairs and new carpet installation from Tues., 30May17 through Thurs., 15Jun17. Individual beer and other beverages will be available for purchase at the Pro Shop during the closure.

Golf-Pro Shop

Special Projects

- Removed 3 bottle brush trees in poor condition from #3 tee area.
- Grant Projects
- Retaining wall behind #8 green completed, awaiting sod delivery
- Range upgrade will begin this week (tee box and hitting cage)
- Junior Golf Camp begins 06Jun17 and ends 01Aug17 (details at the pro shop 664-3174)
- Jr. Grant awarded and first payment of \$1,712.50 received.
- Initial irrigation evaluation begins tomorrow.
- Installed eye wash station at ABM worksite for ABM staff, BBRD staff and golfers in case of emergencies.

Property Services

Routine Work Update:

- Installed new Croquet bulletin board at the lawn bowling/croquet field in anticipation of the start of croquet play on 01Jun17. Please check the bulletin board before playing as irrigation is scheduled to turn on automatically throughout the day
- Replaced burned underground wire for Building A parking lot lights



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- Repainted all the easels for the memorial wall
- Removed 3 sick bottle brush trees and 4 tree trunks left from hurricane Matthew on the golf course
- Inspected and began repairs to hurricane hardware at the shopping center and other BBRD buildings

Special Projects

- Prepared all materials for the 19th Hole renovations scheduled to start next week
- Stormwater Projects Update:
- Cherokee piping portion is completed.
- Cherokee and Tamarind grading work still to be accomplished
- Beach Project
- Removal of exotics continues
- Staff will install pervious parking and driving surfacing after vendor's work is completed
- Two concrete handicap parking spots will then be installed
- Beach will be re-opened
- CCTV system will then be installed
- Staff continues to solicit bids for Bldg. A roof replacement (three vendors have come out to inspect/measure the roof) and pool #2 pit replacement.

General

Staff requests the BOT hold a workshop to discuss options for dealing with:

- a) vacant property with large back taxes and fees (making them effectively unsellable)
- b) options for formalizing procedures of the "removal of undesirable homes" program (to move the program forward and lessen the appearance of bias in the selection of properties)

The following dates are available:

- a. Wed., 21June17, Bldg. D/E at 2:30pm
- b. Thurs., 29Jun17, Bldg. D/E at 2:30pm
- c. Thurs., 13Jul17, Bldg. D/E at 2:30pm

Mr. Cavaliere made a motion to select all dates presented for the tabled discussions today and the DOR topics presented by Mr. Coffey. Second by Mr. Klosky. Motion carried unanimously.

Attorney Report

General Counsel updated the Board on the Guinther vs. BBRD case. The hearing is set two weeks from today on June 6, 2017 at 1PM in front of Judge Rainwater at the Viera courthouse.

Incidental Trustee Remarks

On behalf of the Board, Mr. Geier thanked all past veterans for their service and encouraged all residents to acknowledge Remembrance Day, as it is because of them that we can be here today.

Mr. Lavier inquired whether we are planning to hire an Event Coordinator as a resident recently encountered someone in the 19th Hole who stated they were on property to measure tables and prepare for an event. Mr. Coffey stated that this may be something the HOA is involved with but he has no



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knowledge of plans to hire an Event Coordinator. Mr. Roger Compton, HOA President, confirmed that they did have someone helping them with an event but no plans to hire anyone.

Mr. Diana thanked veterans past and present for their sacrifice and also thanked the Police and Sheriff Department for their sacrifice to keeping the public safe. He reminded residents of the Memorial Day ceremony and parade planned for Memorial Day at the Community Complex. Complimentary lunch will be served directly after in Building A.

Audience Participation

None brought forward.

Adjournment

The next meeting will be on June 9, 2017 at 1PM in Building D/E.

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

Meeting adjourned 7:48 PM.

Joe Klosky, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District

Treasurer's Report

June 9, 2017

Cash Balances in General Fund

as of 6/1/2017

Bank of America:

Operating Account	\$	547,235.79
Money Market Account	\$	105,631.76
Total Cash Balances @BOA in General Fund:	\$	652,867.55

Marine Bank & Trust

Operating Account	\$	84,679.43
Total Cash Balances @Marine Bank & Trust in General Fund:	\$	84,679.43

SBA:

as of 6/1/2017

Capital Improvement Account	\$	679,306.24
Reserve Account	\$	554,808.34
Total Cash Balances @SBA in General Fund:	\$	1,234,114.58

Total Cash Balances in General Fund: \$ 1,971,661.56

Cash Balance in Debt Fund

as of 6/1/2017

SBA:

Debt Account	\$	915,015.34
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Total Cash Balance in Debt Fund: \$ 915,015.34

* Participant Return for SBA in May 2017 was 1.11%

Total Cash Balances in All Funds: \$ 2,886,676.90

Total Daily Deposits and Assessments Rec'd (from County Only) from May 15 to May 31, 2017:

Daily deposits:	\$	65,516.49
Assessments received (from County only):	\$	-
	\$	65,516.49

Expenditures over \$5,000 from May 15 to May 31, 2017:

<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
Employees	Employees Salaries and Wages 5/18/17	\$ 66,337.67
Federal and State Payroll Taxes	Employer Tax Liabilities 5/18/17	\$ 5,448.59
Special District Services	Management Fee May 2017	\$ 11,495.98
UnitedHealthcare Insurance Company	Medical, dental & vision insurance June	\$ 18,672.18
Jobear Contracting Inc	First draw for stormwater projects	\$ 72,087.66
<u>Total of Expenditures over \$5,000</u>		<u>\$ 174,042.08</u>

Audience Participation Agenda items only

Unfinished Business

New Business

Board of Trustees Meeting Agenda Memo

Date: June 09, 2017

Title: Request to Relocate the Veteran's Service Office

Section & Item: 9A

Department: Office of the District Clerk

Fiscal Impact: \$7,496 plus cost of utilities

Contact: John W. Coffey, Community Manager

Attachments: Letter from Sandy LoBello – Barefoot Bay Volunteer Veteran's Service Officer

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Consideration of request to use Shopping Center Building #1, Space #6 for the Veteran's Service Office.

Background and Summary Information

On 02Jun17, staff received a letter requesting the use of soon to be vacant C.O.P.S. office in the Shopping Center by the Veteran's Service Office (VSO) group. The VSO currently uses a small office in Building D/E with BBRD paying for the utilities. The VSO is requesting a similar arrangement with BBRD as the BFBHOA has for office space in the Shopping Center.

Given the recent BOT action granting an existing tenant exclusive salon/barber services in the Shopping Center, another existing tenant in the real estate business, and the small size of the unit in question, staff believes it is unlikely to be able to find a rent paying tenant for the space any time soon. The expected rent and CAM charges for the unit would be approximately \$7,496 per year.

Given the community's commitment to veterans and the unlikelihood of renting the space, staff recommends allowing the Veteran's Service Office to relocate from Building D/E to the Shopping Center Building #1, Space #6 with BBRD paying for the utilities.

Date: June 1, 2017

To: Barefoot Bay Board of Trustees
Community Manager – John Coffey

From: Sandy LoBello – Barefoot Bay Volunteer Veteran's Service Officer

Subject: Relocation of Veteran's Service Office

The Veteran's Service Office has been in it's present location (small area of Bldg. D & E) for many years. Prior to becoming a VSO, the VNA used this location. It is very small if any of you have had the opportunity to be in it. It is shared between the Disabled American Veteran's and the American Legion.

During the season, there are times a Veteran has stopped in seeking advise or needs assistance regarding documents received from the VA and may have to sit inside Bldg D & E or outside the Bldg. to wait on their turn to see a VSO, let alone the walk from the parking lot especially if the Veteran is handicapped, which brings me to the subject of this letter.

It is our understanding that the COPS Program has moved into a small office within the new HOA office in the shopping center.

The Veteran's request to relocate their current office in Bldg. D & E to the vacated area once used by the COPS program.. This location will be much more convenient for our Veteran's especially those physically handicapped getting from the parking area to this location.

Your consideration of this relocation will be more convenient and beneficial to all of our Veteran's.

Board of Trustees Meeting Agenda Memo

Date: June 9, 2017

Title: **Use of Temporary Employment Agency**

Section & Item: 9B

Department: Administration: Finance

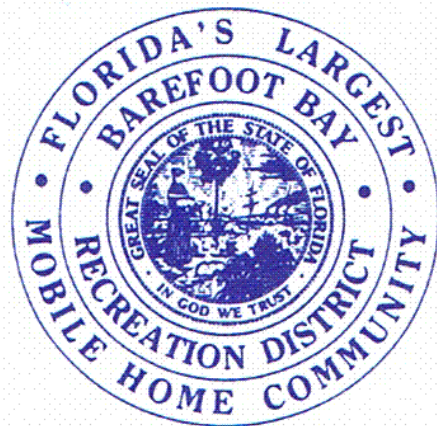
Fiscal Impact: Not to exceed \$13,000 (560 work hours) (budgeted in Finance sub-department)

Contact: Kimi Cheng, Finance Manager

Attachments: Client Services Agreement and Cost Analysis

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

BOT review and confirm the use of temporary employment agency for vacant position in Finance Department

Background and Summary Information

Per Policy Manual, "The contract for services of use of an Employment Agency for temporary employees shall have the approval of the Community Manager up to a \$7,500 (or existing budgetary restraints). Any contract greater than \$7,500 will be brought to the Board of Trustees for approval."

Staff did a cost analysis between hiring the vacant position by the District and utilizing employment agency to fill the vacant position. The difference between two approaches was approximately \$2,100 per 560 work hours. After 560 work hours, the District can offer to hire the temporary employee as permanent placement with no fee to the employment agency.

Since we have such a successful outcome from the Employment Agency (employee was recently converted to full-time BBBD employee), staff recommends the BOT approve the Client Services Agreement provided by Vaco Orlando and authorize Chairman to sign the agreement.

560 Hours
Accounting Associate I

	<u>Hourly</u>	<u>Hr/Wk</u>	<u>Weekly Pay</u>	<u>560 hours</u>	<u>Payroll Taxes</u>	<u>PTO</u>	<u>Health Ins</u>	<u>Work Comp.</u>	<u>Total</u>
<i>BBRD Employee</i>	\$ 15.07	35	\$ 527.45	\$ 8,439.20	\$ 759.53	\$397.85	\$ 995.34	\$ 30.38	\$ 10,622.30
<i>Vaco</i>	\$ 22.60	35	\$ 791.00	\$12,656.00	\$ -	\$ -	\$ -	\$ -	\$ 12,656.00
								<i>Difference:</i>	<u><u>\$ 2,033.70</u></u>



**ADDENDUM A TO CLIENT SERVICES AGREEMENT
WORK SCHEDULE**

Client: Barefoot Bay Recreation District

Client Location: 625 Barefoot Bay Blvd. Building F
Barefoot Bay, Florida 32976

Description of Work to be performed: Accounting Associate/ Billing / AR

Client Project Manager: Kimi Cheng
Client Contact Information: 772-664-3141
kimicheng@bbrd.org

Vaco Consultant Resources:

Consultant Name	Hourly Bill Rate	OT Bill Rate	Estimated Start Date	Estimated End Date
TBD	\$22.60 - \$25.60	TBD	06/12/2017	9/29/2017

Travel Arrangements & Other Expenses:
Conversion Fee:

The conversion fee for the consultants listed above, for this project, shall be as follows:

If Client, or any of its related companies (divisions, subsidiaries, parents, etc.) elects to hire or otherwise directly or indirectly use the services of, on a full-time, part-time or temporary basis, any person assigned by Vaco to perform services to Client pursuant to this agreement, Client agrees to pay Vaco a conversion fee of 20% of such person's annual compensation (salary plus any guarantee bonus). After 560 hours conversion rate would be zero. This fee is payable for any person who has performed work for Client through Vaco within one (1) year after the termination of the person's assignment. In the event that Client provides the services of, or introduces any Consultant to, any third party during the course of any assignment, Client shall obtain the agreement of such third party to the foregoing and shall be responsible to Vaco for any breach thereof.

This document is not intended to replace the Client Services Agreement between the parties. By signing this agreement, Client agrees to all Terms and Conditions set forth in the Client Services Agreement.

Barefoot Bay Recreation District

Vaco Orlando, LLC

Title: _____
Signature: _____
Printed Name: _____
Date: _____

Title: _____
Signature: _____
Printed Name: _____
Date: _____

Board of Trustees Meeting Agenda Memo

Date: June 09, 2017

Title: **Award of Contract for Rough Order Magnitude Cost Estimates for Projects to be Financed**

Section & Item: 9C

Department: R&M/Capital Projects

Fiscal Impact: \$12,600

Contact: John W. Coffey, Community Manager

Attachments: Proposal from TLC (engineer of record) and list of projects identified by BOT to be considered for financing

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Review and award contract for Rough Order Magnitude Cost Estimating Services to TLC Engineering.

Background and Summary Information

On 11May17, the BOT developed a list of 37 projects for consideration of financing. Staff began seeking refined cost estimates for complex or large projects. TLC (BBRD's engineering firm) was requested to develop a proposal to provide rough magnitude of cost estimates for 15 of the projects. Said proposal is attached at a cost of \$12,600. There is currently \$30,519 in available contingency FY17 budget within the R&M/Capital Department to fund this service.

Staff recommends the BOT award contract to TLC Engineering for Rough Order Magnitude Cost Estimating Services of \$12,600 and instruct staff to transfer said amount from Contingency to Professional Services in the R&M/Capital Department.



June 01, 2017

Mr. John W Coffey
Community Manager
Barefoot Bay Recreation District
625 Barefoot Blvd
Barefoot Bay, FL 32976
Delivered via email: jcoffey@bbrd.org

**Re: Barefoot Bay Recreation District
Rough Order Magnitude (RoM) Cost Estimating Services Proposal**

Dear Mr. Coffey:

TLC Engineering is pleased to submit the following proposal to provide rough order of magnitude (RoM) cost estimating services for the projects referenced below. We appreciate your consideration and look forward to working with you and your team on this project.

PROJECT SCOPE

We understand the project is to consist of providing RoM construction cost estimates for fifteen (15) different projects being considered by the Barefoot Bay Recreation District for FY18. The names and a brief description of each project is provided in Appendix A. Project description and scopes are based on e-mails and phone conversations between TLC and Barefoot Bay Recreation District representatives on May 26, 2017.

BASIC SCOPE OF SERVICES

TLC will develop RoM cost estimates for the outlined projects based on square foot cost values provided in RSMeans, and similar past project experience for representative project types. Schematic design and programming services to inform the estimate are excluded from the scope of services. RoM cost estimates are not intended to be detailed cost breakdowns of projects and do not include soft costs associated with design fees, permitting fees, or local environmental and site conditions that may affect overall costs.

Deliverables shall include a brief description of the proposed construction scope and a RoM cost estimate breakdown for each project listed in Appendix A. All submittals are anticipated to be electronic. Document reproduction to be performed by **Barefoot Bay Recreation District** or considered a reimbursable expense.

Two (2) site visits are included in TLC's proposed work scope. One meeting will be to review the lounge area, existing golf maintenance building and pro shop, existing golf course cart barn, and location of new proposed pool (Item #2, 3, 10, 11, and 14). The second site visit will be to perform a cursory review of the existing shopping center electrical infrastructure (Item #4). Site visits will not include the removal of any finishes or testing of existing equipment and/or systems. Site visits are limited to visual inspection of the existing facilities and equipment, and meeting with Barefoot Bay maintenance staff to discuss the current operating condition and any concerns related to the existing infrastructure.

INFORMATION TO BE FURNISHED TO TLC

Specific information and material that impacts the design shall be provided to TLC as shown in Attachment B.

ADDITIONAL SERVICES

Additional services, when requested in writing by **Barefoot Bay Recreation District**, shall be performed at TLC's standard hourly rates. Additional Services are as defined in AIA Document B101 – 2007 Edition – Abbreviated Standard Form of Agreement Between Owner and Architect, Article 3. Additional Services include those items shown in Attachment C. TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with any work.

FEE

We propose to provide the above-described basic scope of services for a fixed fee of **\$ 12,600.00**.

Reimbursable expenses will be assessed at 1.1 times direct cost. Reimbursable expenses include all out-of-county travel-related costs, (TLC's Cocoa office to be considered point-of-origin for all trips), airfare, mileage, meals, lodging, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail. Billing will be monthly, based upon percentage of services completed and reimbursable expenses. Payment is due within fifteen (15) days of receipt of payment from client.


If our proposal is acceptable, your signature below will confirm our authorization to proceed. Retain one copy and return one copy to TLC at the address on page 1 of this proposal. This authorization constitutes your commitment to pay the fee and reimbursable expenses in accordance with the terms our continuing service agreement, and represents that approval has been received by your firm from the client.

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

Sincerely,

TLC Engineering for Architecture


Colin G. Doyle, PE
Associate / Structural Project Engineer


Gary C. Krueger, PE, CM, LEED AP BD+C
Principal / Division Director

Barefoot Bay Recreation District

By: _____

Print Name and Title

Date

Attachments

- Attachment A: Description of Projects
- Attachment B: Information to be Furnished by the Owner
- Attachment C: Additional Services

ATTACHMENT A

DESCRIPTION OF PROJECTS

Rough Order of Magnitude Estimating Services Proposal

#	Project Name	Project Description
1	Building F Replacement	Update existing cost estimate for replacement of Building F with new structure with masonry walls and wood framed trusses. Assume construction to begin late 2018.
2	New Golf Maintenance Building	New 3,000 SF pre-engineered metal building to house maintenance equipment, vehicle lift, small maintenance office, break room, and restrooms.
3	Expansion of Existing Lounge	Increase floor space of existing lounge by 50%
4	Replacement/Upgrade of Shopping Center Electrical Infrastructure	Cost estimate for replacement of aged panels, transformers, wiring, etc.
5	Repaving Shopping Center Parking Lot	Resurface and restripe existing asphalt parking lot.
6	Repave 19 th Hole Parking Lot	Resurface and restripe existing asphalt parking lot.
7	Repave Micco RV Lot	Resurface and restripe existing asphalt parking lot.
8	Repave West RV Lot	Resurface and restripe existing asphalt parking lot.
9	19 th Hole and D/E 2 nd Story Addition	New 2 nd floor addition to existing Building D/E and 19 th Hole complete with elevator, exterior stairs, restrooms, and a 20' exterior deck. Layout of the second floor to mirror existing first floor layout.
10	Replacement of Existing Pro Shop	Replace existing pro shop with new modular building. Square footage of new modular building to be provided by owner.
11	Replacement of Golf Course Cart Barn	Replace existing open canopy structure with new pre-engineered metal building canopy to shelter golf carts. Square footage requirements of canopy to be provided by owner.
12	Common Ground Irrigation	Provide irrigation for median along Barefoot Blvd from US-1 to the golf course and in grass around Building A.
13	Additional Storage Building at Falcon Drive	New 1,800 SF pre-engineered metal storage building at Falcon Drive. Building should include a loft for long term storage.
14	44 th Pool South of Micco Rd	New in ground pool with concrete pool deck South of Micco Rd. Scope includes restroom facility and fence around pool. Estimate to include parking lot with asphalt millings and option for paved asphalt.
15	Expansion of Micco Rd RV Lot	Cost estimate to include paving, fencing, and drainage work based on development of 1.8 acre of currently undeveloped land. Linear footage of fencing and area of paved parking to be provided by owner.

ATTACHMENT B

INFORMATION TO BE FURNISHED BY THE OWNER Professional Engineering Services Proposal

1. Reliable existing construction design drawings for existing lounge (Item #3), Building D/E (Item #9), 19th Hole (Item #9), existing pro shop (Item #10), and existing shopping center (Item #4). Extensive field verification of existing systems is not anticipated or included in proposed work scope.
2. Square footage of new facilities (Item #10, and 11)
3. Size of new pool facility and estimated number of parking spots required (Item #14).
4. Size of Micco Road RV lot expansion. Requirements to utility hookups at RV spots. Number of spots to be accounted for in RoM cost estimate (Item #15).
5. Unique capabilities or requirements for all new facilities that may affect the construction estimate.

ATTACHMENT C

ADDITIONAL SERVICES

Professional Engineering Services Proposal

1. AIA Document B101-2007 Edition – Standard Form of Agreement Between Owner and Architect, Article 3.
2. Schematic design services for any of the projects referenced in the RoM Cost Estimating proposal.
3. Development of construction documents for any of the projects referenced in the RoM Cost Estimating proposal.
4. Significant revisions to the program or project scope as defined in the RoM Cost Estimating proposal and Appendix A.
5. Thorough field investigation of existing facilities is excluded from the proposal. RoM Cost Estimates are based on square footage costs provided by RS Means. Square footage of existing or new facilities is based on information provided by the owner. Square footage of parking lots is based off scaled Google Earth images.
6. Preparation of mechanical systems life cycle cost analysis.
7. Surveying of existing or proposed properties or parking lots.
8. Development of “as-built” or record drawings.
9. Detailed cost estimating services.
10. Front end specifications and bid administration services.
11. Architectural and Civil Engineering design/estimating services.

List of Projects Identified by BOT to be Considered for Financing

	Project	Current Budget	Current Fiscal Year	Funded in 5yrFM&CIP
1	Bldg. F Replacement	649,962	18&19	Yes
2	Golf irrigation system repairs	N/A	N/A	No
3	Golf Maintenance Bldgs.	400,000	21-22	No
4	Bldg. A Kitchen renovation and expansion	292,200	17	Yes
5	19th Hole Kitchen renovation and expansion	106,000	17	Yes
6	Lounge enlargement	N/A	N/A	No
7	Replacement Shopping Center Electrical infrastructure	65,000	19	Yes
8	Shopping center marque sign	10,000	18	Yes
9	Repaving Shop Ctr parking lot	163,000	20	Yes
10	Repave 19th Hole lot	100,000	21	Yes
11	Repave Micco RV lot	280,000	22	Yes
12	Repave West RV lot	145,000	20	No
13	Relocation of pool #1 heater	44,000	18	Yes
14	D/E sidewalk replacement	21,000	18	Yes
15	Replacement of mid size truck	17,000	18	Yes
16	Replacement of golf cart path, Ph. 3	20,000	18	Yes
17	Replace HD utility cart	15,000	18	Yes
18	Bunker repairs, Ph. 3	30,000	18	Yes
19	Expansion of pavers area west of lounge	31,000	18	Yes
	Replace concrete & pavers Lounge (west Side)	55,000	18	Yes
20	Replacement used back hoe	35,000	21	Yes
21	Christmas Decorations, Ph. 1	10,000	18	Yes
22	2nd story deck on 19th Hole and D/E with Elevator and restrooms upstairs	N/A	N/A	No
23	Replacement of pro shop	N/A	N/A	No
24	Replacement of Golf course cart barn	N/A	N/A	No
25	Removal of undesirable homes	213,200	16-22	Yes
26	Beach projects (restrooms, electronic assess gate & Pavilion)	125,000	18-19	Yes
27	Upgrade Bldg. A electrical infrastructure	170,000	16-18	Yes
28	Common ground irrigation	N/A	N/A	No
29	Additional storage at Falcon Drive	N/A	N/A	No
30	Bunker repairs, Ph. 4	30,000	19	Yes
31	Bunkers repairs, Ph. 5&6	60,000	20&21	No
32	Golf course lake bank restoration projects, Ph. 6,7&8	265,000	18,20&21	Yes
33	Golf course lake bank restoration projects, Ph. 9	89,000	22	No
34	4th pool south of Micco	500,000	20	No
35	Dog park	N/A	N/A	No
36	Purchase of vacant land south of Micco RV lot and expansion of RV lot	N/A	N/A	No
37	Purchase of vacant land north of P.S. compound off of Falcon	N/A	N/A	No

added to list
because part
of #19

3,941,362 plus 10 projects with unknown costs

Yellow highlight indicates current project budget is probably low

Blue indicates some of the project budget is already expensed

Board of Trustees Meeting Agenda Memo

Date: June 09, 2017

Title: Discussion of Beach Projects and Grant Program

Section & Item: 9D

Department: Office of District Clerk

Fiscal Impact: TBD

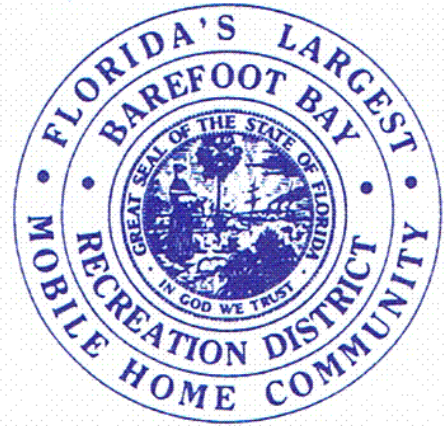
Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager

Attachments: 2016 Rough Magnitude of Costs Estimates from TLC

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Review planned beach improvement projects and determine if staff should continue with the LWCF 50% reimbursement grant program.

Background and Summary Information

On 08Feb16, BBRD executed a \$200,000, 50% reimbursement grant through Florida's Department of Environmental Protection's Land Water Conservation Fund (LWCF) grant program. BBRD has three years from execution of the agreement to complete the program in which 50% plus \$1 must be "active" recreation projects.

On 15Aug16, BBRD held a town-hall style meeting to gather ideas and community prioritization of potential projects at the beach as listed below.

<u>Active Recreation Projects</u>		<u>Support projects</u>	
Large Pavilion	27	Electronic access gate	42
Natural trail	23	Non-paved parking spots	41
educational signage	19	restrooms	38
Multiple pavilions	9	more natural look	37
exercise points	4	security/CCTV cameras	32
Pavilion with water and electricity	2	maintain tent camping use	24
volleyball courts	2	keep it simple	21
miniature golf	2	Eliminate RV/camping	10
basketball courts	1	designated RV hookup spots	3
		paved parking spots	0
		leave it alone	0

On 09Sep16, BBRD executed a \$60,000 50% reimbursable grant through Florida's Department of Environmental Protection's Coastal Partnership Initiative (CPI) grant program. Unfortunately last month BBRD received notice that the National Oceanic and Atmospheric Administration (original funding source for the grant program) had denied a request for modification to the CPI grant and therefore had terminated the agreement.

On 13Jan17, the BOT directed staff to proceed with specific support projects (removal of exotics, construction of a landscaped privacy berm along A1A, pervious parking spots and two handicap parking spots). Contracts for said projects were later made and construction is currently on-going.

FY18 contains an additional \$75,000 for continuation of improvements. Since the majority of residents' priorities include restrooms and electronic gate access (which are not classified as active recreation projects), the probability of maximizing the reimbursement under the LWCF program is very low. Procurement of a pavilion, educational signage and a walking trail are the only active recreation projects to garner significant support during the 2016 town hall meeting.

Staff seeks direction from the BOT if they want staff to continue to work within the framework of the LWCF program or terminate the agreement and fund future improvements with General Fund monies. Additionally, staff requests direction whether the BOT wishes staff to prepare a future agenda item to place a referendum on the November ballot authorizing procurement of a prefab concrete men's and women's restroom and septic system (2016 estimated cost of \$70,000).



COCOA DIVISION
874 Dixon Blvd
Cocoa FL 32922-5809
321-636-0274 • Fax 321-639-8986

MEMORANDUM

TO:	John Coffey Community Manager Barefoot Bay Recreation District 625 Barefoot Blvd Barefoot Bay, FL 32976	PROJECT:	Barefoot Bay Beachside Property Conceptual Site Plan
FROM:	Colin Doyle, PE	PROJECT #:	516124
RE:	Beachside Property Improvements	DATE:	September 13, 2016

Per your request, TLC and BSE have developed the attached rough order of magnitude cost estimate for the beachside property development project as defined on the conceptual site plan developed by BSE Consultants, Inc. The scope of work is based on the community input received at the August 16, 2016 planning meeting in Barefoot Bay. The rough order of magnitude cost estimate is based on a combination of current working estimates from vendors, historical data from similar projects, and our professional experience. Rough order of magnitude estimates do not include soft costs associated with permitting, design, restricted working hours, incidental site work, and other costs associated with site limitations.

The rough order magnitude cost is based on the following scope:

- Electrically monitored access gate
- Security cameras and monitoring for the site
- Parking
- Restroom facility
- Pavilion
- Walking trail
- Minimal landscaping as required for permitting
- Existing exotics removal as required for permitting
- Demo and removal of existing pump house building and access gate to accommodate new septic drain field and new access gate.

Unit costs for each item and total RoM cost are provided in the attached worksheet.

If you have any additional questions or concerns, please feel free to contact our office.

Regards,

Colin Doyle, PE
Associate / Project Engineer

cc: Scott M. Glaubitz, PE, PLS



Project	Barefoot Bay Beachside Property Development
TLC #	516124
By	CGD/SMG
Date	13-Sep-16
Subject:	Beachside Property Development RoM

Location: Barefoot Bay, Florida

Construction: Commercial

Access gate				
Description	Unit	Unit Cost	Qty	Total
12' Wide Aluminum Electric Operated Gate with Access Control	LS	\$ 4,500.00	1	\$ 4,500.00
20"x20" Gate Columns	EA	\$ 1,600.00	2	\$ 3,200.00
Electric Service to Gate	LS	\$ 4,500.00	1	\$ 4,500.00
Commerical Gate Operator	LS	\$ 7,000.00	1	\$ 7,000.00
Siren Operated Opener	LS	\$ 550.00	1	\$ 550.00
			Subtotal	\$ 19,750.00
Security Cameras				
Description	Unit	Unit Cost	Qty	Total
Two (2) Security Cameras Connected for Monitoring	LS	\$ 5,500.00	1	\$ 5,500.00
One (1) UPS	LS	\$ 18,000.00	1	\$ 18,000.00
One (1) Stainless Steel Conditioned NEMA Enclosure				
Server (Harddrive/Network)- Beachside				
Server - Monitoring Side				
Internet Connection/Circuiting				
			Subtotal	\$ 23,500.00
Other				
Description	Unit	Unit Cost	Qty	Total
Asphalt Millings 6" Thick	CY	\$ 60.00	20	\$ 1,200.00
Landscape Berm	CY	\$ 30.00	600	\$ 18,000.00
Landscape Berm Irrigation Pump, Drip Hose, and Conduit	LS	\$ 2,500.00	1	\$ 2,500.00
Landscape Plants (Sea Grapes)	LS	\$ 7,500.00	1	\$ 7,500.00
20'X40' Pavillion, Charcoal Grill, Benches/Tables	LS	\$ 32,000.00	1	\$ 32,000.00
2" Temporary Jumper	EA	\$ 2,000.00	1	\$ 2,000.00
Restrooms - Septic with Plumbing, Electrical	LS	\$ 70,000.00	1	\$ 70,000.00
Demo Existing Buildig and Gate	LS	\$ 7,500.00	1	\$ 7,500.00
Walking Trail	LS	\$ 3,600.00	1	\$ 3,600.00
Clearing and Disposal	AC	\$ 4,500.00	1	\$ 3,150.00
6" Coquina Stabilize Parking	SY	\$ 15.00	2,300	\$ 34,500.00
			Subtotal	\$ 181,950.00
Total				\$ 225,200.00
Contingency (20%)				\$ 45,040.00
Total (Including Contingency)				\$ 270,240.00

Note:

1	RoM cost associated with pavilion and restroom construction is based on historical information for a similar project at Grand Valkaria. Specific site conditions and limitations may affect actual cost of construction. Historical costs have not been adjusted for inflation or current market value of materials.
2	RoM cost estimate assumed existing metered power at site is sufficient for loads associated with restroom lighting, ventilation fans, access gate, and camera operations, and no additional power is required. Additional FPL hookup to site may have significant affect on construction cost.
3	RoM cost estimate does not include contractor overhead/profit, permitting fees, and design fee.



321-308-8008

2893 N Harbor City Blvd,

Quote BSCQ3881**Prepared For:**

BSE Consultants Inc
 Scott Glaubitz
 Phone: (321) 725-3674
 sglaubitz@bseconsult.com

Prepared By:

Brian Saunders
 President
 Phone: 321-308-8008
 Fax:
 Email: bsaunders@bscconsult.com

Below is the interactive version of the quote, you can choose options and see the quote totals.

Line Item Detail

QTY	Description	Picture	Ext Price
Barefoot Bay Beach Access Gate Provide turn key installation for electric operated gate with access control White aluminum 12' wide Swing Gate. Welded and Marine treated powdercoating. Optional 20X20 Concrete stucco columns (caps to be decided) Electric Commercial Operator with battery backup Gate entry keypad for access Vehicle sensing exit loop Swing gate shadow, reverse, and safety entrapment beam Siren Operated Opener for emergency vehicles access			
1	White Marine treated powdercoating and hardware 12" wide installed by American Fence		\$4,160.00
1	Optional 20"X20" concrete stucco finish columns installed by TRC Inc. 321-725-2721		\$2,860.00
1	ESTIMATED electrical to gate including trenching and conduit. 2 circuits (1 for gate system the other for lighting) Installed By Home run electric		\$3,900.00

Gate Operator and Vehicle Loops (Exit, Shadow, Interrupt)
Gate operator battery backup will off 100+ cycles
Auto Open on power or battery fail
Loops will be lay-in not saw cut.
Prepaver installed only

Commercial DC Swing Gate Operator with battery backup \$6,735.25

(Qty 1) - LiftMaster High-Cycle Commercial DC Swing Gate Operator



(Qty 3) - LiftMaster LOOPDETM Plug-In Loop Detector



(Qty 4) - 4x12 or 6x10 direct burial loop with 100' lead-in wire



(Qty 1) - Ground Rod, Copperbonded, Pointed, High Strength 1035 Cold Drawn Steel, Plating Thickness 10 mil, Diameter 1/2 in, Length

10 ft, Average Tensile Strength 80000 psi, Straightness
Tolerance .010 in/Linear ft, UL Listed



(Qty 1) - Power - Surge Arresters



(Qty 20) - Ground wire stranded 6 gauge per foot.



MISC Materials & Hardware included operator pad conduits ect.
Aluminum brackets to attach gate to arm
Gate 24"x24"X30 in operator concrete pad



Installation Labor



1

**Call Box for gate intercom and key code entry features.
Trench in 3/4 conduit from gate operator to pedestal
Install Pad and Pedestal
Ground pedestal to operator ground.
Program unit and train home owner**

\$2,833.20

(Qty 1) - Elite EL25 Residential and Commercial Telephone Entry
System with Expanded Capacity and Enhanced Versatility



(Qty 1) - Internet Gateway for Liftmaster MyQ 2.0 operators



(Qty 1) - Gooseneck Pedestal - In Ground - Modular Tube Design
This black powder coated aluminum pedestal



(Qty 100) - Direct burial cat5e cable 4 pair



(Qty 100) - Ground wire stranded 6 gauge per foot.



MISC Materials & Hardware included Conduit from gate operator to
goose neck pedestal



Installation Labor
Trench in 3/4 conduit from gate operator to pedestal
Run communication cable to house
Integrate with home phone for gate intercom and gate control
Install surge protector between call box and house
Ground pedestal to operator ground.
Program unit and train home owner



1

Siren-Operated sensor



\$453.70

Update

SubTotal: \$20,942.15
Shipping: \$0.00
Sales Tax: \$709.80
Total: \$21,651.95

Deposit Required: \$10,825.98

Ready to Accept?

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

☐ I agree to the terms and conditions of the above document with an electronic signature below.

IP Address 71.43.174.186

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email

Address

sglaubit@bseconsult.com

Printed Name

Signature

"signatures" could include: /john smith/; /js/; /js123/, etc

Click to Accept

(Note: After accepting you will have the opportunity to provide payment.)

Have Questions?

Not Ready To Accept? Have Questions?

Submit

(Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Eastern Daylight Time UTC-04:00

Scott Glaubitz

From: Rick Hood <townadmin@grantvalkaria.org>
Sent: Monday, September 05, 2016 10:03 AM
To: Scott Glaubitz
Subject: RE: Town Park Costs

FYI

From: Scott Glaubitz [mailto:SGlaubitz@bseconsult.com]
Sent: Friday, September 02, 2016 6:45 AM
To: Rick Hood (TownAdmin@grantvalkaria.org); rhood@cfl.rr.com
Cc: Julie Bernal; Brooke Higgins
Subject: Town Park Costs

Rick;

BSE is designing a beach access for Barefoot Bay. Off the top of your head or Monday (Tuesday) can you recall the costs for:

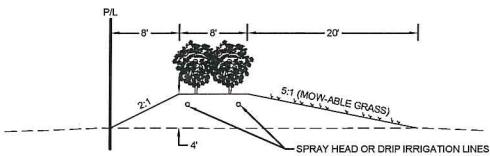
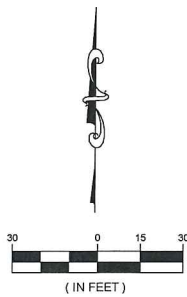
- 1) 20' x 40' Pavilions (purchase and install price) Purchase - \$18,360 (30 X 40), \$9,785 (20 X 28) , Install - \$ 23,350 (INCLUDED ALL CONCRETE AND BOTH PAVILLIONS, ALSO INCLUDED 2 10 X 10'S)
- 2) Cooking Grill - Purchase - \$250.00 , Installed by volunteers
- 3) Benches used inside of the Pavilion - Made by volunteers, material costs approximately \$100.00 each for tables, \$50.00 each for benches.
- 4) Restrooms and septic (I probably have those somewhere in our file) Restrooms - \$ 59,950 plus electric service(\$2,500) , Septic - \$ approx. \$4,600 (we bid both the restroom and the security trailer as one bid. Total was \$9,120.00)

Thanks.

Scott M. Glaubitz PE, PLS
BSE Consultants, Inc.
312 South Harbor City Blvd
Melbourne, Fl. 32901
321-725-3674 Office
321-403-1436 Cell
sglaubitz@bseconsult.com
Website; www.bseconsult.com



- GENERAL NOTES:
1. CLEAR EXOTICS FROM SITE.
 2. NON-PAVED PARKING AND DRIVE AREA, STABILIZED COQUINA OR EQUAL.
 3. PARKING SHOWN AS 12' WIDE x20' DEEP SPACES (MEETS JURIDICIONAL REQUIREMENT OF 9'x18').



PLANTED AND IRRIGATED BERM; PLANT TYPE(S) TO BE DETERMINED, SEA GRAPES SHOWN
LANDSCAPE BERM ADJACENT TO STATE ROAD A-1-A
N.T.S.



AERIAL PHOTO PROVIDED BY BREVARD COUNTY PROPERTY APPRAISER 2016
ELEVATIONS SHOWN REFERENCED TO NORTH AMERICAN VERTICAL DATUM 1988 (NAVD88)

N:\Projects\Barefoot\1131104\1131104_200_001.dwg, August 29, 2016 12:51:28 PM GBS

DESIGNED BY	SMG/DRB
CHECKED BY	
DATE	08/29/16

BAREFOOT BAY BEACH PARCEL



B.S.E. CONSULTANTS, INC.
CONSULTING - ENGINEERING - LAND SURVEYING
312 SOUTH HARBOR CITY BOULEVARD, SUITE 4
MELBOURNE, FLORIDA 32901 PHONE: (321) 725-3674 FAX: (321) 723-1159
CERTIFICATE OF PROFESSIONAL ENGINEERS BUSINESS AUTHORIZATION: 4805
CERTIFICATE OF LAND SURVEYING BUSINESS AUTHORIZATION: LB0004605



CONCEPT PLAN "A"

DRAWING NO.
1131104_200_001
SHEET
1 of 1
PROJECT NO.
11311.04

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: June 09, 2017

Subject: Manager's Report

Office of District Clerk

1. **FY18 Proposed Budget Mailout Update** – Document was finalized and printed and should be mailed out by 02Jun17.
2. **DOR Ballot Update** – The official parameters for the DOR Ballot was approved the week ending 02Jun17 as well as the final printing cost of \$3,859.23 and sent back to the SOE Office. The ballot is set to be mailed out by 15Jun17 with a return deadline of noon on 01Aug17.

Resident Relations

3. **ARCC Update:**
 - 30May17 had 16 permits reviewed and approved.
 - The next ARCC meeting is scheduled for 13Jun17.
4. **Violations Committee Update:**
 - 12May17 had 25 cases on the agenda and 8 came into compliance prior to the meeting
 - 26May17 had 19 cases on the agenda and 8 came into compliance prior to the meeting.
 - The next meeting is scheduled for 09Jun17 with 7 cases on the agenda.

Food and Beverage

5. **Father's Day Clam Bake Update** – Tickets are now on sale. Flyers with all the details are posted in our facilities and tickets may be purchased at the Lounge, the 19th Hole and Resident Relations.
6. **19th Hole Closure Update** – The facilities are closed for air conditioning repairs, ceiling tile and runner repairs and new carpet installation through Thurs., 15Jun17. Individual beer and other beverages will be available for purchase in D/E during the closure.

Golf-Pro Shop

7. Special Projects

- Range upgrade began (tee box and hitting cage). Staff expects completion of the project by 06Jun17.
- Junior Golf Camp begins 06Jun17 and end 01Aug17 (details at the Pro Shop 664-3174)
 - 06Jun17 12:30pm welcome to juniors luncheon
- Initial irrigation consultant has been on site. Awaiting design recommendation
- In-house bunker repair to begin 12Jun17
- Awaiting second bid for FY17 R&M drainage project
-

Property Services

8. Routine Work Update:

- Successful set up and tear down for Memorial Day parade and ceremony
- Assisted Golf Operations Manager in multiple minor projects
- Croquet field is now open. Pool #1 host has playing equipment and irrigation times are posted.

9. Special Projects

- Began renovations at the 19th Hole (Repair ceiling tile track, replace all ceiling tiles, replace all ceiling fans, upgrade lighting to LED and install new A/C for the building).
- Received Long-term Records Storage Facility and began assessing customization materials needed.
- Daily site inspections of the beach and stormwater drainage projects.
- Addressed minor restoration needs of homeowners along stormwater drainage project.
- Continue to seek bids for Building A roof Replacement and Pool #2 pit replacement projects.
- Shuffle Board Light Replacement poles are scheduled to be delivered the week of 5-9Jun17.

Pictures of the Beach as of 02Ju17



Attorney's Report

Incidental Remarks from Trustees

Adjournment