

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

Thursday, November 9, 2017

1:00 PM

1225 Barefoot Boulevard, Building D/E



BAREFOOT BAY RECREATION DISTRICT

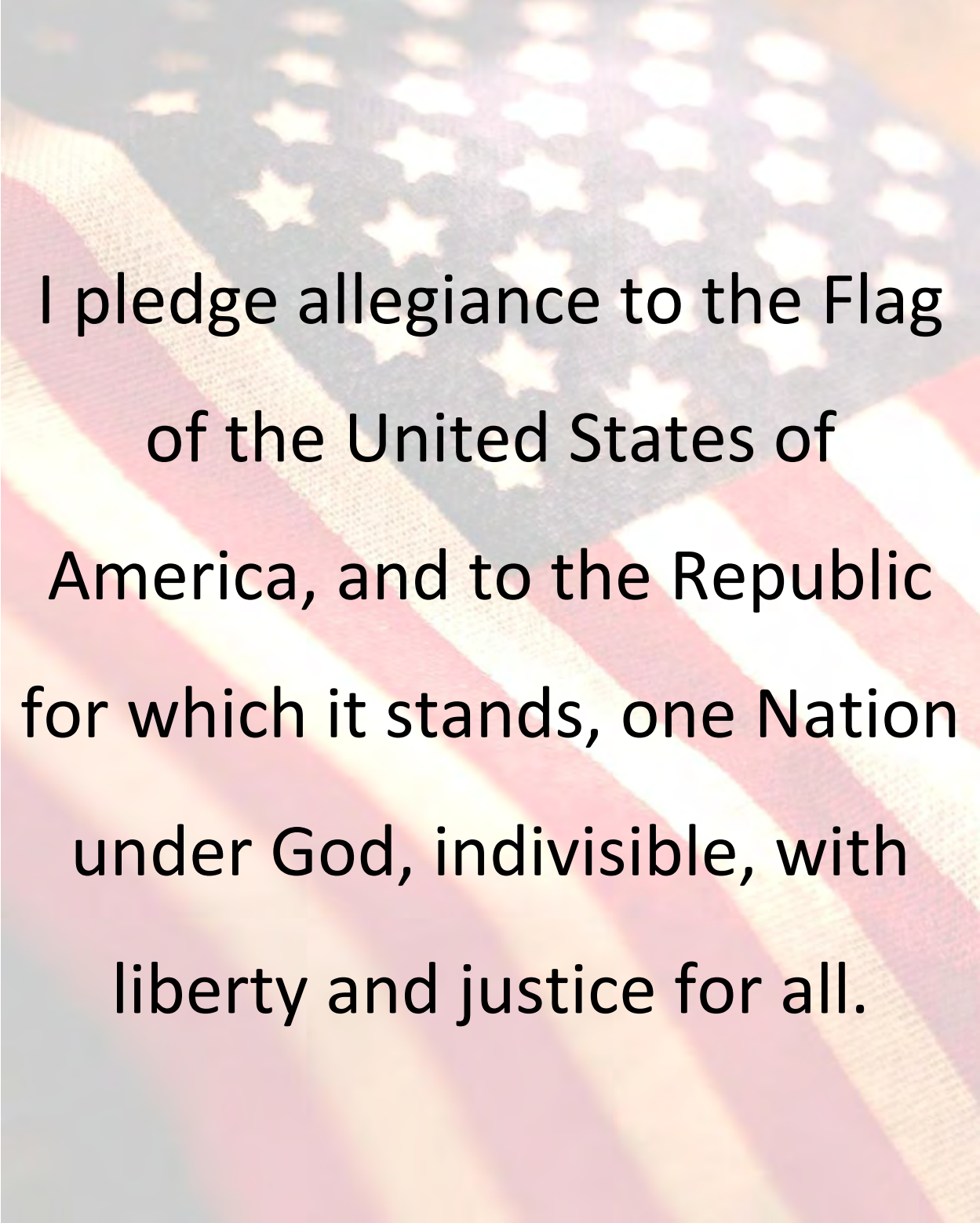
Barefoot Bay Recreation District Regular Meeting
Thursday, November 9, 2017 at 1 P.M.
Building D&E

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
 - A. Veterans Day Proclamation
 - B. Employee Milestones Award
5. Approval of Minutes
6. Treasurer's Report
7. Audience Participation
8. Unfinished Business
 - A. Pool#1 Walkway Roof Award of Contract
9. New Business
 - A. Christmas Parade Support Request
 - B. Selection of Pickle Ball Courts Site
 - C. D/E Complex Conceptual Design Proposal
 - D. Building A Fire Alarm System Replacement and Upgrade
 - E. FY17 Year-End Budget Amendment
 - F. FY18 Carry Over Budget Amendment
 - G. Joint BFBHOA and Food & Beverage Special Event Proposal
 - H. Discount for Shopping Center Tenants
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.



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 October 13, 2017 1 P.M. –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on October 13, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 1:00 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. Geier.

Roll Call

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

Presentations

Mr. Diana asked for a motion to approve the Columbus Day proclamation which was presented to the Italian American Club this past Columbus Day, Monday, October 9, 2017.

Mr. Lavier made a motion to approve the Columbus Day Proclamation. Second by Mr. Geier. Motion carried unanimously

Mr. Joe Ogle introduced himself as the new manager of the Joe's Club Adult Day Care located on 7951 Ron Beatty Blvd next to the South Mainland Library. He invited the Board and residents to consider his club for senior activities and events noting that he staffs registered nurses, social workers, activity directors, and certified nursing assistants for the benefit and service to his clients. Mr. Ogle reinforced their specialized service in Alzheimer's and Dementia care.

Minutes

Mr. Klosky made a motion to approve the minutes dated September 15, 2017. Second by Mr. Lavier. Motion carried unanimously.

Treasurer's Report

Mr. Geier read the Treasurer's Report for October 13, 2017. He asked for a motion to transfer the remaining balance of \$390,516.90 from BOA to the current District account at MB&T and to void the final check for \$3.00.

Mr. Klosky made a motion to move the remaining balance from Bank of America to Marine Bank & Trust. Second by Mr. Lavier. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Audience comment on Agenda Items

Mr. Richard and Judy Valvana asked the Board to please consider providing bi-monthly movies in Building A for the enjoyment of the residents. She noted the prior outdoor movies were difficult for her to attend due to biting insects during the summer.

Ms. Valvana stated she would also like to suggest the District install a secured exercise room as a courtesy to the residents. The Valvana's offered to maintain the room if necessary.

Unfinished Business

DOR Violation 17-001058 581 Tarpon Drive

The Violations Committee met on 05/12/2017 and found 581 TARPON DRIVE in violation of ARTICLE III, SECT. 5 Nuisance.

Mr. Lavier made a motion to forward Violation 17-001058 581 Tarpon Drive to the attorney's office for legal and equitable action and bill the homeowner for fees. Second by Mr. Geier. Motion carried unanimously.

New Business

DOR Violation 17-002427 932 Sequoia Street

The Violations Committee met on 07/28/2017 and found 932 SEQUOIA STREET in violation of ARTICLE II, SECT. 3 (A)(15) ADIR (Lamp Post)

Mr. Geier made a motion to forward Violation 17-002427 932 Sequoia Street to the attorney's office for legal and equitable action and bill the homeowner for fees. Second by Mr. Klosky. Motion carried unanimously.

DOR Violation 16-004577 903 Wren Circle

The Violations Committee met on 8/28/2017/2017 and found 903 Wren Circle in violation of ARTICLE III, SECT. 3 (A) (B) (C) (D) (E), Vehicle Violations (Boats/Trailer/RV/Comm. Vehicles, Etc.), boat in driveway behind lattice.

Mr. Klosky made a motion to forward Violation 16-004577 903 Wren Circle to the attorney's office for legal and equitable action and bill the homeowner for fees. Second by Mr. Geier. Motion carried unanimously.

Approval of Replacement Building F Construction Plans

Staff received the draft plans in August of 2017 and completed plans were received in mid-September. The plans have been available for review by Trustees since September 21, 2017. Staff recommends the BOT approve the Replacement Building F design plans.

Mr. Klosky made a motion to approve the Replacement Building F design plans. Second by Mr. Lavier. Motion carried unanimously.

RFP Process for Replacement Building F Project

Mr. Coffey presented an RFP process for review and approval of Mr. Dave Nagrodsky, D.N.A., BBRD architect of record, to conduct the RFP process for the Replacement Building F project.



BAREFOOT BAY RECREATION DISTRICT

By allowing Mr. Nagrodsky to run the RFP process he requested the waiver of some elements of the traditional RFP process as outlined in the Policy Manual. Mr. Coffey requested the following:

1. Use of traditional RFP document in lieu of a simplified notice letter
2. Simplified Criteria from page 11 of the Policy Manual
3. Removal of oral interviews by the RFP committee

Mr. Klosky made a motion to approve the Modified RFP Process for Building F Project. Second by Mr. Geier. Motion carried unanimously.

Replacement Building F RFP Committee

Mr. Coffey requested input from the Board regarding composition of an RFP Evaluation committee. He noted the requirements for the selection of RFP committee members per the Policy manual as follows: *Members of the Evaluation Committee shall consist of at least one (1) user department representative, one (1) Board member, and one (1) third-party non-employee resident chosen at the discretion of the Community Manager. The Community Manager and Board Chairman shall serve on the committee as non-voting members* (Policy Manual, page 12).

Mr. Klosky nominated himself for the required Trustee representative. Mr. Cavaliere also nominated himself for a position on the committee.

Mr. Lavier made a motion to nominate Mr. Cavaliere to the RFP Committee. Second by Mr. Geier. Motion carried unanimously.

Mr. Coffey announced the RFP Committee will officially consist of voting members, Mr. Cavaliere, Matt Goetz, Property Services Manager and former Trustee, Mr. Robert Peet as the 3rd voting member. Mr. Coffey and Mr. Diana will be non-voting members. The RFP will officially be released tomorrow October 14, 2017 and will be in place until closing on November 14, 2017 at 4:30PM.

Certification of DOR Amendment Ballot Results and Certification and Approval of Amended and Restated Deed of Restrictions.

On August 1, 2017, the Supervisor of Elections conducted the tabulation of the Mail Ballot Election for the proposed Amendments to the Amended and Restated Deed of Restrictions for Barefoot Bay. All 17 proposed initiatives received a majority vote in favor of approval. Article V, Section 4, the Board of Trustees must accept the election results, approve of the amendments (reflected on the attached draft), and approve of the execution of the draft Certificate of Approval. A clean copy of the Amended and Restated Deed of Restrictions for Barefoot Bay will be recorded in the Public Records of Brevard County, Florida. In addition to the amendments voted on, General Counsel Repperger requested approval of the change in the social membership fee amount found in Section III Article IV from \$495 plus tax to \$750 plus tax.

Mr. Lavier made a motion to approve the Amended and Restated Deed of Restrictions for Barefoot Bay. Second by Mr. Klosky. Motion carried unanimously.

ARCC Appointment

Staff received three letters of interest for the open seats on the ARCC committee. Mr. Geier offered to represent the Board as Liaison to the committee.

Mr. Lavier made a motion to select Trustee Geier as liaison to the ARC Committee. Second by Mr. Cavaliere. Motion carried unanimously.



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Mr. Klosky made a motion to select Hurrol Brinker for the 2-year term. Second by Mr. Geier. Motion carried unanimously.

Mr. Klosky made a motion to select Melba Lochmandy for the 3-year term. Second by Mr. Lavier. Motion carried unanimously.

Mr. Klosky made a motion to select Al Grunow as Alternate for the 3-year term. Second by Mr. Lavier. Motion carried unanimously.

Utility and Golf Cart Replacements

Mr. Coffey explained that the FY18 R&M/Capital Budget contains \$42,600 for the replacement of one heavy duty utility cart and three golf carts used by Property Service Department personnel. He recommended purchases from WestcoTurf and Deere and Company with a saving of \$5000 to the budget. *Mr. Lavier made a motion to award contract for two Toro Workman GTX (heavy duty utility) carts from WescoTurf via state contracting in the amount \$19,027.84. Second by Mr. Cavaliere. Motion carried unanimously.*

Mr. Lavier made a motion to approve award contract for two John Deere TX model golf carts from Deere & Company (Everglades Equipment Group) via state contracting in the amount of \$17,970.62. Second by Mr. Geier. Motion carried unanimously.

D/E Video System Upgrade and Replacement

The recording and presentation of the District meetings have suffered in the past few years with intermittent issues due to the age of the recording equipment in Building D/E. Mr. Coffey stated that there is \$50,000 available in the R&M Contingency account that can be used for the upgrade of the antiquated AV equipment. He recommended the Board approve the quote to Encore Broadcasting Solutions and waive the second quote for exception to competition per the Policy Manual.

Mr. Klosky made a motion to waive the second quote requirement, award contract for upgrade and replacement of D/E video recording system to Encore Broadcasting Solutions in the amount of \$17,115.00 and instruct staff to transfer the monies from the FY18 R&M/Capital Contingency line-item to a new project line-item in the department. Second by Mr. Geier. Motion carried unanimously.

Winter Overseeding Award of Contract

Staff is prepared to begin the process of over seeding of the golf course fairways and lawn bowling field. Golf course maintenance vendor ABM, has submitted a proposal for the additional service for \$11,064.30. Sufficient budget exists in R&M Grounds line items in Golf-Pro Shop and Property Services: Recreation Departments for this expense. (In the next agenda item staff recommends adding a 9th exception to the Policy Manual which would apply in instances such as this where an existing vendor is requested to submit a proposal affecting long-term maintenance.)

Mr. Lavier made a motion to waive the second quote requirement and award contract for winter over seeding of golf course fairways and lawn bowling field to ABM in the amount of \$11,064.30. Second by Mr. Geier. Motion carried unanimously.

Policy Manual Revision

Mr. Coffey briefly went over the Policy manual changes the Board has had an interest in amending.

1. Neighborhood Revitalization Program language (page 11)



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Beginning in FY16, the BOT has budgeted annually monies for the acquisition of distressed properties, the removal of the homes and the sale of the property in an effort to stabilize and revitalize neighborhoods in decline. On 25Jul17, the Neighborhood Revitalization Program BOT Sub-Committee was established by the BOT. On 05Sep17, NRP met and recommended to the BOT that the following language be added to the Policy Manual. Purchase or Sale of Properties by BBRD Using Neighborhood Revitalization Program (NRP) Funding The Chairman of the NRP BOT Sub-Committee shall be authorized to approve (as recommended by the Community Manager or designee) the expenditures of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub- Committee in accordance with NRP rules as established by the BOT. The purchase of the property shall be ratified by the Board of Trustees at the next scheduled regular meeting of the Board of Trustees. The Chairman of the NRP BOT Sub-Committee shall be authorized to sign any proposed contracts for sale of BBRD owned properties acquired through the NRP (as recommended by the Community Manager or designee). Once a property is under contract for sale, the transaction shall be placed on the next regularly scheduled BOT meeting agenda for confirmation. Any proceeds from sale of properties acquired through the NRP shall be added back into the NRP expenditure account via a budget amendment at the next available meeting after receipt of proceeds for said sale.

2. Use of Employment Agencies and/or Temporary Employees (page 11)

Previously, the BOT voiced a desire to amend the Policy Manual language by eliminating the BOT approval of use of said employment agencies or temporary employees unless a budget amendment is required. Currently, use of an employment agency resulting in expenditures greater than \$7,500.00 requires BOT pre approval.

3. Definition of an amenity (page 16)

On 23May17, the BOT approved the definition of “Amenity” as “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.”

4. Removal of 6 month golf membership and cleanup of associate language (pages 23-24)

Per BOT action to eliminate semi-annual memberships and expanded methods for payment of golf memberships, language in this section is deleted and revised to reference rules promulgated by staff.

5. Increase in one-time social membership fee (page 30)

Per BOT action within the FY18 Approved Budget, the one-time social membership fee is raised to \$750.00 plus tax.

6. Increase in seasonal social membership fee (page 31)

Per BOT action within the FY18 Approved Budget, the seasonal social membership fee is raised to \$25.00 plus tax.

7. Increase in annual adult renter’s social membership renewal (page 31)

Per BOT action within the FY18 Approved Budget, the annual adult renter’s social membership renewal fee is raised to \$50.00 plus tax.

8. Addition to exception to competition (page 8)

Addition of language “*Capital or R&M projects proposed by a vendor responsible for long-term maintenance when recommended by responsible department manager and approved by the Community Manager.*”

The addition of this 9th exception to competition would codify the current practice of not requiring a second quote or bid for work on the golf course when the first quote or bid is from ABM. In the past, staff has tried to obtain second or third quotes only to be typically told by other vendors that they were not interested due to the competitive disadvantage they had compared to the on-site maintenance company. On rare occasions second quotes were received they rarely were competitive.

9. Deletion of redundant language under Section 2.6 “Inventories” (page 2)

The deletion of the following sentence will eliminate confusion regarding similar language under the Section 2.7 “Fixed Assets”: *A listing of all equipment for each department, with a purchase price greater than \$1,000 shall be maintained. Each item received is tagged with an all-weather tag.*

10. The addition of a sub-section entitled “Use of Pre-paid credit card” under Section 2.13 Procurement Policy, immediately following the “Blanket Purchase Orders.”



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Said proposed language as follows will decrease staff time involved in one-time purchases from vendors who we do not have credit accounts with and will decrease the use of petty cash.

Department Managers may be authorized by the Community Manager to use pre-paid credit card with a maximum limit of \$1,000.00 for minor purchases where credit accounts or payment by check is not acceptable or efficient.

The Finance Manager or designee shall monitor the usage of departmental pre-paid credit card. Departments shall be limited to one-prepaid credit card. Said cards shall be secured stored by the Department Managers when not in use.

General Counsel Repperger read the resolution:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF VARIOUS COMPREHENSIVE REVISIONS TO THE POLICY MANUAL ADOPTED MAY 8, 2009, ASSUBSEQUENTLY AMENDED THROUGH APRIL 25, 2017; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Klosky made a motion to approve the Policy Manual Amendments as written. Second by Mr. Geier. Motion carried unanimously.

Rules of the BOT Revision

Mr. Coffey recommended adding a line to the Rules of Trustees effectively explaining the addition of the NRP committee language which allows for trustees to sit on a sub-committee of the Board.

Duties and Responsibilities of the Chairperson of the Neighborhood Revitalization Program BOT Subcommittee (page 7-8)

Under Article VI (Duties and Responsibilities of Officers and Trustees, a new Section 5 is proposed which reads: The Trustee who is elected Chairperson of the Neighborhood Revitalization (NRP) Program BOT Subcommittee shall be authorized to approve (as recommended by the Community Manager or designee) the expenditures of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub-Committee in accordance with NRP rules as established by the BOT. The purchase of the property shall be ratified by the Board of Trustees at the next scheduled regular meeting of the Board of Trustees. The Chairman of the NRP BOT Sub-Committee shall be authorized to sign any proposed contracts for sale of BBRD owned properties acquired through the NRP (as recommended by the Community Manager or designee). Once a property is under contract for sale, the transaction shall be placed on the next regularly scheduled BOT meeting agenda for confirmation.

General Counsel Repperger read the resolution:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF VARIOUS REVISIONS TO THE RULES OF THE BOARD OF TRUSTEES; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Geier made a motion to accept the additional language to the Rules of Trustees as written. Second by Mr. Klosky. Motion carried unanimously.

FY17 Audit Planning Communications Letter

Mr. Coffey informed the Board of the receipt of the annual Audit Planning Communications which states the intention of BBRD independent auditor, Moore Stephens Lovelace, P.A. to commence their fieldwork in December. He stated that the final Audit presentation to the Board will likely take place in February of 2018.

Mr. Klosky made a motion to accept the annual Audit Planning Communications Letter. Second by Mr. Geier. Motion carried unanimously.



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Employee Incentives Discussion

Mr. Cavaliere stated that this topic was brought to his attention in support of the employees that went over and beyond before, during and after the hurricane. He is asking for authorization for Mr. Coffey to implement a bonus program for employees that exceed their normal scope of duties.

General Counsel added some direction for the implementation of the bonus program. He maintained that due to Section 215.45 of the Florida Statutes, a policy has to be established to include specific mandates for a bonus program in order to establish the bonus program as requested.

Mr. Geier made a motion to authorize the Community Manager to reward employees that go above and beyond their normal scope of duties with a monetary bonus. Second by Mr. Klosky. Motion carried unanimously.

Mr. Geier made a motion to have staff develop a policy identifying an employee incentive bonus program for presentation to the Board at a future meeting. Second by Mr. Cavaliere. Motion carried unanimously.

Award of Bid of Cart Barn Roof Repair

Staff recommended award of contract for the golf cart barn repairs due to hurricane damages to Barefoot Services, Inc. in the amount of \$11,440.00.

Mr. Lavier made a motion to award the contract for the golf cart barn repairs to Barefoot Services, Inc. in the amount of \$11,440.00. Second by Mr. Cavaliere. Motion carried unanimously.

Softball Field Fence Replacement

The softball field outfield fence was damaged during Hurricane Irma. The only vendor to submit a bid out of several vendor searches was AAA Quality Fence, LLC. Staff recommended waiving the second quote requirement and awarding the contract to AAA Quality Fence, LLC.

Mr. Klosky made a motion to waive the second quote requirement and award the contract to AAA Quality Fence, LLC for \$14,250.00. Second by Mr. Geier. Motion carried unanimously.

Manager's Report

Office of the District Clerk

Safety Program Reimbursement – Staff received a check in the amount of \$1,620.89 from Preferred Governmental Insurance Trust for 50% reimbursement of eligible safety related expenditures.

Food and Beverage

Summer games party canceled – Originally planned for 17Sep17, the event was cancelled due to Hurricane Irma. A winter games party will be planned later in FY18.

NFL Ticket at the 19th Hole – The 19th Hole has the NFL ticket and the games are on every Sunday with happy hour pitcher prices and a special bar menu all day.

Annual Halloween party in the Lounge – Dress up for spooky fun on Friday, 27Oct17 from 7-10:30pm.

Music is by Ladies of Soul. There is a costume contest with prizes for top three best costumes and a raffle of a skull bottle full of Crystal Head Vodka.

Resident Relations

ARCC Updates:

03Oct17 had 22 permits reviewed and 21 were approved. One was denied.



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The next ARCC meeting will be 17Oct17 at 9am in the BFBHOA Office. 29 permit applications are on the agenda.

Violations Committee Updates:

22Sep17 had 12 cases, 4 came into compliance and 8 were found in violation.

The next meeting is scheduled for 13Oct17 at 10am in Bldg. D/E. 45 cases are on the agenda with 27 having come into compliance before the meeting.

Golf-Pro Shop

Routine Work

Associate Professional recruitment update – Mr. Bill Balash will start 6Nov17.

Tournaments (call Pro Shop for details 664.3174)

Tuesday 7Nov17 @ 8:30 shotgun start: Ladies 9 & 18 Holes League Invitational (must be a member of the 9 or 18 hole league)

Saturday, 18Nov17 @ 8:30 shotgun start: Member/Member Only Tournament (Sign up begins 01Nov17)

Friday, 01Dec17 @ 5:00pm Shotgun start: Night Golf Tournament (Sign up begins 01Nov17)

Special Projects

ABM awarded drainage work update – Project is complete.

Drainage work on holes 11, 12 & 16 update – Project is complete.

Pump house: Work started this week.

Bunker restoration: Targeted seven bunkers completed. Two more planned this season weather permitting.

Cart Barn roof repair awaiting award of contract.

ABM worksite privacy fence repairs – Temporary repairs of the fence is underway. Permanent repairs/replace will be conducted as time permits later in the year.

Annual Over-seed of course update – Due to forecasted above average temperatures, overseeding of the course will be delayed until early December to ensure proper germination. New schedule is 04Dec17 (back nine and practice green) and 05Dec17 (front nine and range tee).

Miscellaneous

Only 73 shopping days left before Christmas. Ernie says “Get your early Christmas shopping done at the Pro Shop.”

Property Services

Routine work

Repaired fence behind Tamarind Circle

Fixed large washout at “Guinther Bypass” (crushed concrete pathway between Egret Bridge and the Lounge)

Replaced broken basketball hoop

Addressed all DOR violations



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Special Projects

New Veterans' Service Office Update – Installed carpet in the new veterans' office and continued office construction.

Irma Debris – Clean up storm damage from common areas is completed.

A/C Replacement – Installed new A/C unit in the salon/barber shop.

Building A Roof Replacement Update – The vendor has secured all permits and plans to meet with staff prior to commencement to discuss locations of dumpster, staging of equipment and access control into the Building during the project.

Pool#1 Walkway Roof Replacement Project Update – The vendor (Hough Roofing) is unresponsive to staff's efforts to determine a start date (contract signed in May). Staff will be placing cancellation of the contract and award of contract to another vendor on the 24Oct17 BOT agenda. Discussion ensued regarding the ramifications for the contracted roofing vendor essentially breaking the contract for the Pool 1 walkway roof replacement project.

Mr. Klosky made a motion to have staff send a letter officially nullifying the contract between Hough Roofing and the BBRD. Second by Mr. Lavier. Motion carried unanimously.

General

Impact of recent storm at the Beach.

To paraphrase an old idiom, "if you do not like the beach, just wait a few weeks." What Irma took away, the recent tropic wave returned mostly plus a lot of seaweed. Fortunately, the seaweed is a natural part of the beach ecosystem in Florida and once it dries out and decays, nutrients are returned to the soil enhancing the vegetation on the dunes.

Of note, the sand dumped back on the beach did tilt the end of the walkover slightly to the west, but no structural damage was detected.

Attorney's Report

General Counsel had no report.

Incidental Trustee Remarks

Mr. Cavaliere voiced concern on the abundance of paper ads accumulating in the storm drains due to newspaper vendors throwing them in the resident yards. He asked General Counsel what our options would be to stop this practice as our storm drains are being inundated with trash.

Mr. Rich Schwatlow stated that Hometown news is a requested weekly newspaper and not dropped off arbitrarily at resident's homes.

Mr. Cavaliere discussed the projects financing workshop which will be discussed next Tuesday evening at 7PM. He asked that the residents think carefully about what it is they want specifically for the future of Building D/E complex.

Mr. Geier thanked the HOA for holding the Candidate Forum next Thursday in Building A. He voiced disappointment that it would not be televised.

Mr. Geier also encouraged the residents to think about how we will finance the projects that we will discuss at the next workshop. He maintained that identifying the amount of money we will need to finance



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the projects is key. Discussion ensued regarding Mr. Coffey's absence on the second meeting in October due to his annual FASD conference.

Mr. Geier made a motion to cancel the 2nd meeting in October 2017. Second by Mr. Cavaliere. Motion carried unanimously.

Mr. Diana reminded the audience that October is Breast Cancer Awareness Month and encouraged everyone to wear pink in honor of this very important issue.

Adjournment

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

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

Meeting adjourned 8:25 PM.

Joseph Klosky, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District

Treasurer's Report

November 9, 2017

Cash Balances in General Fund as of 11/2/17

Petty Cash

Total Petty Cash: \$ 1,200.00

Operating Cash in Banks

MB&T Operating Account

1,183,032.72

Total Operating Accounts: 1,183,032.72

Interest Bearing Accounts

BOA Money Market Account

105,645.03

SBA Reserve Account*

557,841.03

Total Interest Bearing Accounts 663,486.06

Total Cash Balances in General Fund:

\$ 1,847,718.78

Total Daily Deposits and Assessments Rec'd (from County Only) for October 2017:

Daily deposits: \$ 352,574.54

Assessments received (from County only): -

Total Deposits Received \$ 352,574.54

Expenditures over \$5,000 for October 2017

Check Number	Vendor	Description	Check Amount
	Employees	Employee Salaries & Wages: 10/05/17	48,476.58
	Employees	Employee Salaries & Wages: 10/19/17	52,565.91
	Federal & State Payroll Taxes	Employer Tax Liabilities: 10/5/17	14,821.29
	Federal & State Payroll Taxes	Employer Tax Liabilities: 10/19/17	16,009.43
48486	Deck The Halls Of Barefoot Bay Inc	Christmas decorations (CAPITAL)	7,000.00
48604	ABM Landscape & Turf Services	Installed drainage @ golf course (CAPITAL)	15,996.00
48606	ABM Landscape & Turf Services	Golf course, softball field & lawn bowling service Oct 2017	38,691.16
48610	Barefoot Services, Inc	50% Deposit for pump house project (CAPITAL)	9,370.00
48641	AAA Quality Fence LLC	Deposit for softball fence repair (CAPITAL)	7,125.00
48662	Health First Health Plans	Group #115297 adjustment for October 2017	6,160.94
48662	Health First Health Plans	Group #115297 November 2017	16,432.85
48683	Duvall Ford	Ford dump truck (CAPITAL)	67,452.00
48684	Special District Services, Inc	Management fee October 2017	12,625.00

Total Expenditures over \$5,000 for October 2017 \$ **312,726.16**

* Participant Return for SBA in September 2017 was 1.36%

Audience Participation Agenda items only

Unfinished Business

Board of Trustees Meeting Agenda Memo

Date: November 09, 2017

Title: **Award of Contract for Pool #1 Walkway Roof Replacement**

Section & Item: 8A

Department: R&M/Capital

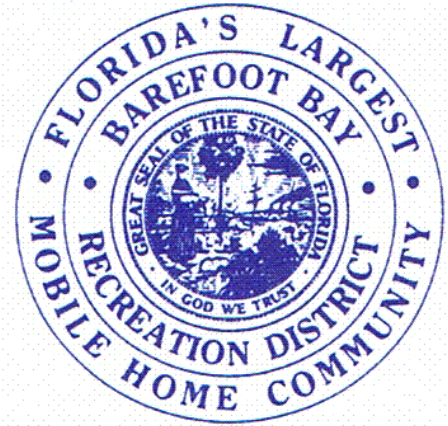
Fiscal Impact: \$12,426 plus additional cost depending upon condition of sub-surface

Contact: Matt Goetz, Property Services Manager or John W. Coffey, Community Manager

Attachments: Quotes from Leeward Roofing & Atlantic Roofing II and an email from Mr. Goetz

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Award of Contract and Authorization for Use of R&M/Capital Contingency

Background and Summary Information

On 28Mar17, the BOT reviewed the following quotes to replace the Pool #1 walkway roof

\$10,395 Hough Roofing & Screens Rooms, Inc.
\$12,426 Leeward Roofing

Subsequently, the BOT awarded a contract for roof replacement of the Pool#1 walkway to Hough Roofing & Screens Rooms, Inc. for \$10,395 and authorize staff to transfer the same amount from the contingency line-item to fund the project. Staff developed a short form contract and after the vendor reviewed it, said contract was executed by both parties on 16May17. Property Services staff made numerous contacts with the vendor to establish a start date in vain. By mid-summer the vendor stopped answering the phone and would not respond to e-mails. On 13Oct17, the BOT instructed staff to send a notice of cancellation of contract to the vendor and to seek additional quotes.

Staff obtained a quote from Atlantic Roofing II (vendor replacing Building A roof) and verified that Leeward Roofing would honor its original 10Mar17 quote.

\$53,577.00 Atlantic Roofing II
\$12,426.00 Leeward Roofing

In analyzing the two quotes, it appears the quote from Atlantic Roofing II is based on complete replacement of the subsurface while Leeward Roofing assumes a best-case scenario that the subsurface is salvageable. Staff believes it is more fiscally prudent to go with the low bid and hope not all the sub-surface needs to be replaced. Following this course of action may lead to a final cost equivalent to the high bid, but it may also end up with a cost lower than the high bid.

Staff recommends the BOT award contract for roof replacement of the Pool#1 walkway to Leeward Roofing for \$12,426 and authorize staff to transfer the same amount from the contingency line-item to fund the project.

ATLANTIC ROOFING II

OF VERO BEACH, INC.
Lic. # CCC1326188

4020 43rd Ave
Vero Beach, FL 32960

Ph: 772-492-8493 Fax: 772-257-5740 E-Mail: jmalivuk@aol.com

Date: 10/19/17

To: Matt Goetz
mattgoetz@bbrd.org
(772) 664-3141

RE: Reroof Walkway
Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay, FL 32976

We propose the following furnished and installed;

- ** Remove existing roof down to wood deck.
- ** Re fasten plywood deck to meet current building code requirements.
- ** Install perimeter nailers to height of new installation.
- ** Install 1/4" per foot tapered roof insulation sloped to roof edges.
- ** Install 1/2" gypsum cover board.
- ** Install a mechanically attached 045 TPO roof system.
- ** Install fully adhered TPO wall flashings terminated with aluminum termination bar.
- ** Install TPO penetration flashings.
- ** Install pre finished edge metal and strip in per manufacturers specifications.
- ** Furnish manufacturers 15 year NDL warranty
- ** Furnish 2 year workmanship warranty.

TOTAL LABOR AND MATERIAL \$53,577.00

Note: Any solar panels and/or satellite dishes will have to be removed by owner prior to work starting.

Payment terms: **30% DOWN 35% UPON COMPLETION OF ROOF REMOVAL 35% UPON COMPLETION **All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

With the consent of the Buyer, any rotten lumber or unsuitable substrate materials, which are disclosed as the work progresses and which are not specifically mentioned in this proposal and agreement will be replaced or made suitable and any additional costs will be added to the contract. Plywood replacement will be an additional \$2.85 per square foot with a 32 square foot minimum.

OFFER VALID 15 DAYS FROM ISSUANCE

Authorized Signature: Jerry Malivuk

Date: 10/19/17

ACCEPTANCE of PROPOSAL

The above specifications, prices and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

Accepted by: _____ Date of Acceptance: _____

Leeward Roofing

Quotation

9577 Gator Drive, Unit #4
Sebastian, Florida 32958
Phone 772- 589-2400
CCC#1326409

DATE March 10, 2017
Quotation # 13028
Customer ID
Customer Name Barefoot Bay Rec

Quotation valid until: May 30, 2017
Prepared by: Robert Diedrich

Work to be performed at:

Barefoot Bay Walkway Canopy
625 Barefoot Blvd
Barefoot Bay, FL

Barefoot Bay Rec
C/O Matt Goetz
mattgoetz@bbrd.org

We will perform the labor necessary for the completion of the following:

Description
Reroof of Walkway Canopy: Approximately 100 ft - westward of the expansion joint
1. Tear off existing roofing to deck. Fasten Decking to current building code
2. Install Taper Insulation for drainage
3. Install 50 Mil Duro-Last PVC Membrane to manufacturer specs
4. Install new drip edge and termination
5. Dispose of all waste
 * Includes permitting
 Up to 4 sheets of plywood decking replacement included in quote: \$2.75/sq ft above 4 sheets

All material is guaranteed to be as specified, and the above work to be performed in accordance and completed in a substantial workmanlike manner for the sum of

Twelve thousand four hundred twenty six **Dollars \$12,426.00**

With payments to be made as follows:

\$	6,213.00	50% Deposit to order custom sized Duro-Last membrane
\$	6,213.00	50% Due Upon Completion
\$	12,426.00	Total

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate. All agreements contingent upon weather, accidents or delays beyond our control.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Work is authorized to be completed as specified in agreement with the payment schedule above.

Signature _____ Date _____

John Coffey

From: Matt Goetz
Sent: Thursday, November 02, 2017 3:12 PM
To: John Coffey
Subject: Re: Building A walkway roof

John

I have confirmation from leeward the price is still good

On Thu, Nov 2, 2017 at 9:59 AM, John Coffey <jcoffey@bbrd.org> wrote:

You need to make sure Leeward will honor their quote...\$55K for Atlantic is not gonna fly.....

From: Matt Goetz [mailto:mattgoetz@bbrd.org]
Sent: Thursday, November 02, 2017 7:49 AM
To: John Coffey <jcoffey@bbrd.org>
Subject: Building A walkway roof

John,

Please find attached roof quotes. I have spoken with each contractor and Leeward is still the low bid. Atlantic feels that this is the best they can do with the extent of work that must be done. Please let me know if there are any further questions

Thanks

--

Matthew J. Goetz

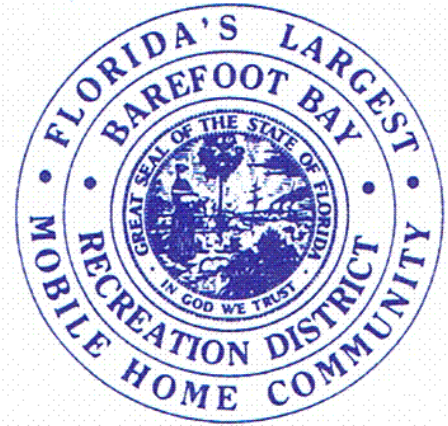
Barefoot Bay Recreation District

Property Service Manager

New Business

Board of Trustees AYYhjb['Agenda Memo

Date: November 09, 2017
Title: Christmas Parade Support
Section & Item: 9A
Department: Property Services: Recreation
Fiscal Impact: \$500
Contact: Dawn Myers, District Clerk or John W. Coffey, Community Manager
Attachments: N/A
Reviewed by
General Counsel: N/A
Approved by:



Requested Action by BOT

Consideration of Trustee Klosky's Request for support of the annual BBRD Christmas parade

Background and Summary Information

Trustee Klosky requested this agenda item for the BOT to consider spending up to \$500 for the cost of the annual BBRD Christmas parade and festivities.

As in prior years, Mr. Klosky is requesting the same amount of support from BBRD and the BFBHOA. Mr. Klosky believes, as in years past, he will be able to stay under his budget and not expend all the funds contributed by both organizations. Sufficient budget exists in the Property Services: Recreation department to fund this request.

Staff recommends the BOT authorize BBRD to expend up to \$500 on Christmas parade and festivities as directed by Mr. Klosky.

Board of Trustees AYYhjb['Agenda Memo

Date: November 09, 2017

Title: New Pickle Ball Court Location

Section & Item: 9B

Department: R&M/Capital

Fiscal Impact: N/A

Contact: Matt Goetz, Property Services Manager
or John W. Coffey, Community Manager

Attachments: Map of vicinity of existing and proposed
pickleball courts

Reviewed by

General Counsel: N/A

Approved by:



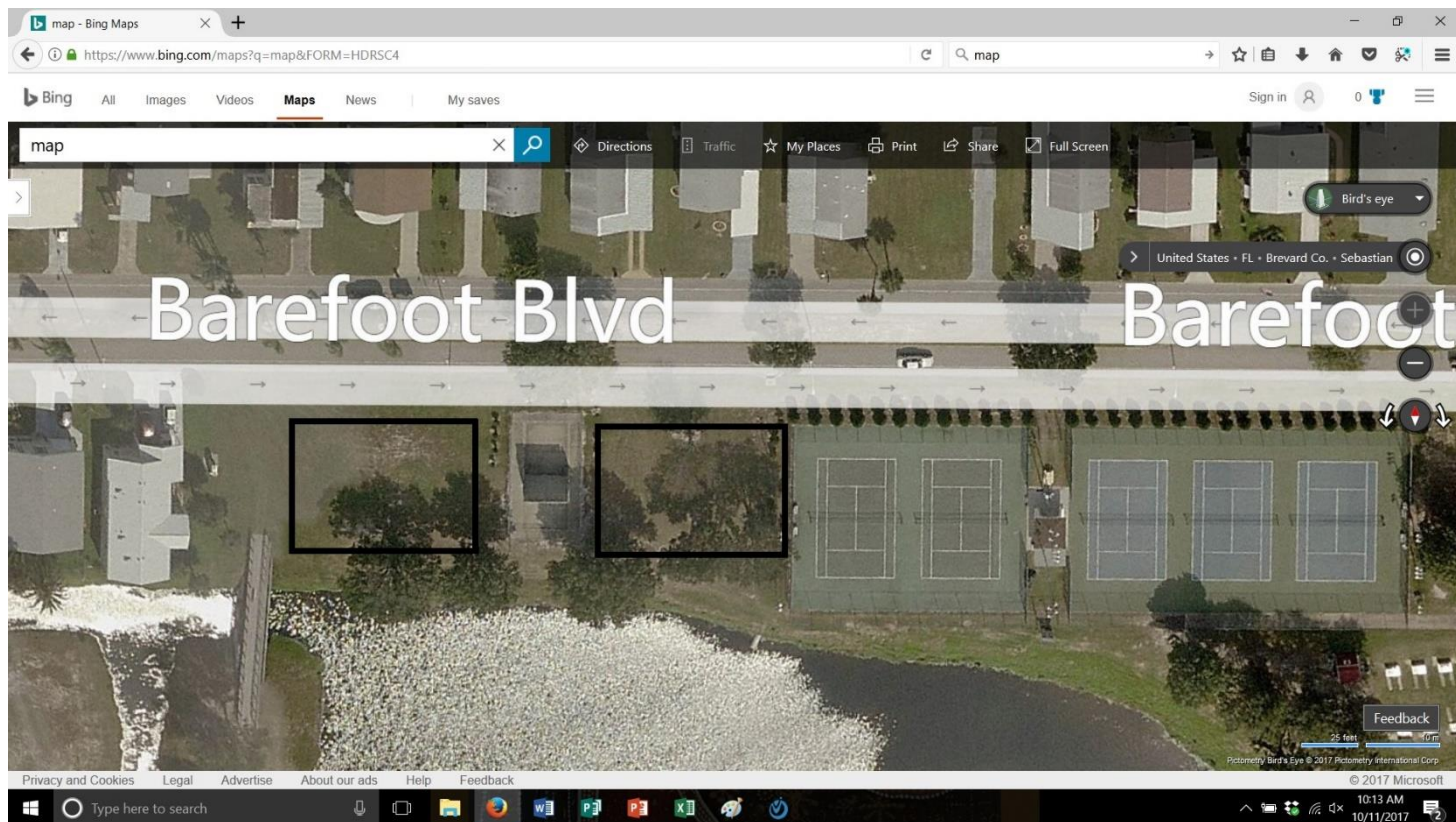
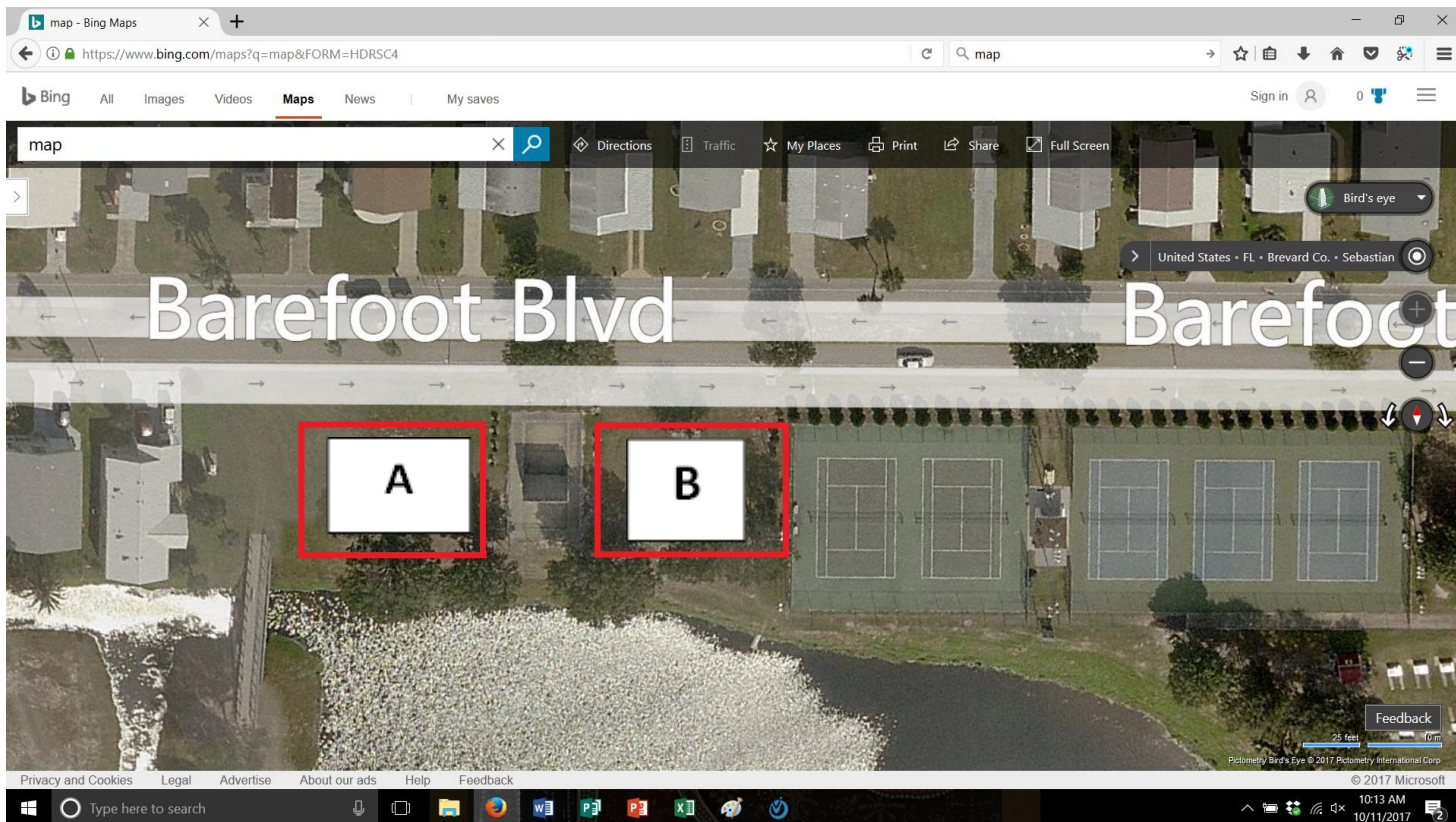
Requested Action by BOT

Selection of location for new pickleball courts.

Background and Summary Information

Funding for the construction of two new pickle ball courts (size of one standard tennis court) is in the FY18 R&M/Capital Budget. Currently, pickle ball is played on two of the five existing tennis courts (the two most westward courts). Staff has identified two possible locations west of the tennis courts, both of which will require removal of mature oak trees.

Staff requests the BOT select option A, B or identify an alternate location. Once a location has been selected staff will begin the development of a RFP for construction of the courts and engage Brevard County about mitigation requirements regarding the removal of the trees.



Board of Trustees AYYhjb[Agenda Memo

Date: November 09, 2017

Title: **D/E Complex Conceptual Design**

Section & Item: 9C

Department: R&M/Capital

Fiscal Impact: \$16,100.00

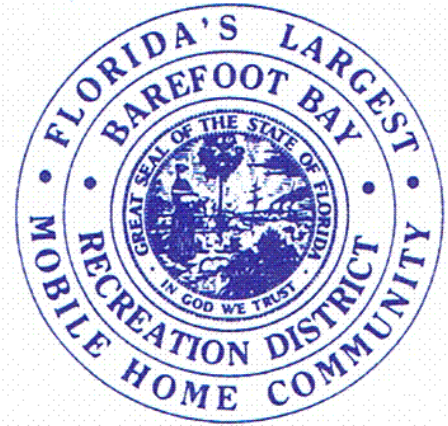
Contact: Matt Goetz, Property Services Manager
or John W. Coffey, Community Manager

Attachments: Proposal from TLC

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Review and approval of proposal or other direction to staff.

Background and Summary Information

On 11Sep15, the BOT approved a proposal from TLC to develop conceptual floorplans for an expanded and/or replacement D/E complex. On 03Dec15, the former Facilities Planning Committee reviewed the four conceptual floorplans and renders. No recommendation to proceed with any of the schemes was made.

On 17Oct17, the BOT added a replacement D/E complex into the list of projects being considered for financing and instructed staff to seek a proposal from TLC for the architect to come to a future workshop to obtain input from the BOT and staff about how to combine schemes #3 & #4. Staff also requested a revised rendering and conceptual site plan be added to the proposal.

The attached proposal will accomplish the following tasks to provide the community a better understanding of the proposed project and to develop further information needed for financing of the project.

1. Initial Design Charrette (1st Meeting on 15Nov17)
No deliverables are expected for 1st Meeting
2. Conceptual Design Review Meeting (2nd Meeting)
Preliminary conceptual architectural floor plan
Preliminary conceptual architectural rendering
Preliminary conceptual civil site plan
Rough Order of Magnitude (RoM) cost estimate
3. Final Conceptual Design (No meeting)
Final conceptual architectural floor plan incorporating BBRD comments
Final conceptual civil site plan incorporating BBRD comments

Of note, due to the estimated cost of the project (over \$2,000,000) the ultimate design and architectural work will be required to be competitively sourced via a RFQ and the work contained within this proposal could be covered under the design and architectural work. Staff recommends approving the proposal (cost of \$16,100.00) to provide the community greater clarity of the project rather than allow the rumor mill to exaggerate the cost and scope of the proposed project.

Staff recommends the BOT approve the D/E Conceptual Design proposal from TLC of \$16,100.00 and direct staff to execute a budget transfer from R&M Contingency at a later date.



November 2, 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 Building D/E Conceptual Design
Professional Architectural/Engineering Services Proposal**

Dear Mr. Coffey:

TLC Engineering is pleased to submit the following proposal to provide design services for the project referenced above. 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 developing conceptual architectural floor plan and civil site plan for a new 12,000 to 14,000 square foot clubhouse to replace the existing Building D/E complex in Barefoot Bay. The scope of work shall include an initial design charrette, to be attended by the architect and civil engineer, to gather community input and recommendations based on two previously provided floor plans. A preliminary conceptual floor plans will be generated as a result of the design charrette and be presented at a follow-up review meeting along with civil conceptual plans, an architectural rendering, and a rough order of magnitude (RoM) cost estimate. Community input and comments to the preliminary conceptual design plans will be consolidated into a final concept design architectural floor plan and civil site plan. No renderings or updates to the preliminary RoM cost estimate are included with the final deliverable.

TLC's proposal is based on information provided in the October 30, 2017 meeting with Dave Nagrodsky of Dave Nagrodsky Architects, LLC; Ana Saunders of BSE; and John Coffey of Barefoot Bay.

BASIC SCOPE OF SERVICES

TLC shall provide professional engineering and design services for:

- a. Architectural (sub-contracted to **Dave Nagrodsky Architects**)
- b. Civil (sub-contracted to **BSE Consultants, Inc**)

TLC anticipates the following deliverables at each stage of the project:

- Initial Design Charrette (1st Meeting)
 - No deliverables are expected for 1st Meeting
- Conceptual Design Review Meeting (2nd Meeting)
 - Preliminary conceptual architectural floor plan
 - Preliminary conceptual architectural rendering
 - Preliminary conceptual civil site plan
 - Rough Order of Magnitude (RoM) cost estimate
- Final Conceptual Design (No meeting)
 - Final conceptual architectural floor plan incorporating BBRD comments
 - Final conceptual civil site plan incorporating BBRD comments

All submittals are anticipated to be electronic. Document reproduction to be performed by **Barefoot Bay Recreation District** or considered a reimbursable expense.

Two design review meetings are included in TLC's proposed work scope:

- Initial Design Charrette
- Conceptual Design Review Meeting

ADDITIONAL SERVICES

Additional services, when requested in writing by **Barefoot Bay Recreation District**, shall be performed at TLC's standard hourly rates. Additional Services include those items shown in Attachment B. TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

FEE

We propose to provide the above-described basic scope of services based for a lump sum fixed fee, exclusive of standard reimbursable expenses, of **\$16,100.00**.

Reimbursable expenses will be assessed at 1.1 times direct cost. Reimbursable expenses include all 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, 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 – Additional Services

ATTACHMENT A

ADDITIONAL SERVICES

Professional Engineering Services Proposal

1. Value Engineering meetings and subsequent engineering or design revisions to incorporate extensive additional review comments, including changes to system design, after final concept documents have been completed.
2. Structural, electrical, mechanical, plumbing, energy modeling, life cycle cost analysis, and fire protection design services.
3. Surveying, landscape design, and irrigation design services.
4. Document reproduction beyond those required for in-house coordination and submittals as outlined above.
5. Detailed cost estimating services.
6. Front end specifications and design bid/RFQ administration services.
7. Modification of the existing master stormwater system.
8. Additional Architectural Renderings (\$1,000.00 per rendering)

Board of Trustees AYYhjb[Agenda Memo

Date: November 09, 2017

Title: **Building A Fire Alarm System Replacement and Upgrade**

Section & Item: 9D

Department: R&M/Capital

Fiscal Impact: N/A

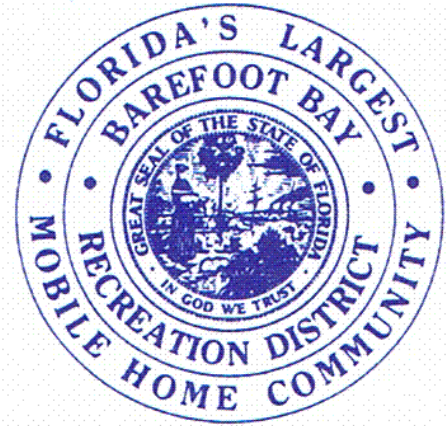
Contact: Dawn Myers, District Clerk or John W. Coffey, Community Manager

Attachments: Quote from ADS

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Confirmation of award of contract for Building A Fire Alarm Repair and Upgrade

Background and Summary Information

ADS, BBRD's fire alarm maintenance company, notified staff that the Building A fire panel is need of repair due to frequent faulty alarm notifications to their operations center. The result of a thorough check of the fire panel identified the need to replace specific parts that are obsolete. ADS recommended replacing the entire panel with a "Silent Knight" fire panel which uses updated technology and nonproprietary hardware (i.e. less expensive and easier to replace down the road).

ADS also recommended updating the fire detectors in Building A. Currently, a fire would gain significant strength before the smoke could reach the rafters where the current detectors are located. ADS recommended the Silent Knight Smoke Beam smoke detectors, which are designed for assembly buildings. Unlike the current detectors that sense the smoke only after it has wafted up to the rafters, these detectors work with beams and reflectors. When smoke reaches a predetermined threshold (i.e. is between the beam and the reflectors) the alarm is activated.

The cost of the replacement panel and detectors is over the \$7,500.00 threshold which the Community Manager can normally administratively approve. However, the Policy Manual (Exception to Competition, Emergency Purchases) permits the Community Manager to waive normal procurement procedures under specific circumstances:

"In the event of the need to repair existing infrastructure that impacts the health welfare and safety of residents, the Community Manager may waive normal purchasing procedures. The Community Manager shall place the contract for repairs on the next regularly scheduled BOT meeting agenda for confirmation."

Additionally, the BBRD Policy Manual allows a second quote to be waived under specific circumstances. Exception to Competition #7 states:

"Capital or R&M projects proposed by a vendor responsible for long-term maintenance when recommended by the responsible department manager and approved by the Community Manager"

Hence, the Community Manager approved the quote from ADS in the amount of \$18,590.73 on 31Oct17 per the Policy Manual and notified the BOT of said action. Since this is not a budgeted item, a future budget transfer from R&M Contingency will be required.

Staff recommends the BOT confirm the Community Manager's award of contract to ADS in the amount of \$18,590.73 for the replacement of the Building A Fire Alarm panel and upgrades to the detection system and authorize staff to execute a budget transfer from R&M Contingency to a new line item for this project.



4356 Fortune Place Suite A, Melbourne, FL 32904
Phone 321-254-8877 Fax 321-253-2265

BR# _____
CS# _____

Installation Agreement

FL LIC:EF20000960

Installation Agreement submitted to:
Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay, FL 32976
772-664-3141

Site Address:
Barefoot Bay Building A
625 Barefoot Boulevard
Barefoot Bay, FL 32976

We hereby submit a Fire Alarm Installation Agreement as follows:

ITEM	GENERAL MATERIAL	QUANTITY
1	Silent Knight Addressable Fire Alarm Panel	1
2	Remote Annunciator	1
3	Addressable Pull Stations	12
4	Addressable Smoke Detectors	20
5	Addressable Heat Sensors	5
6	Addressable Smoke Beams with Remote Test Stations	3
7	Addressable Duct Smoke Detectors with Remote Test Stations	4
8	Document Box	1
9	Battery Backups	2
10	Surge Protectors	1

Customer is advised that all Fire Protection included herein is subject to submittal and approval of the Fire/Building Department. ADS Security has made every effort to conform to all applicable codes. However, any changes, modifications, or additions required by Local Authority Having Jurisdiction are at the customer's expense.

We, hereinafter referred to as "ADS" or "Company", hereby propose to furnish material and labor, in accordance with the above specifications for the sum of: **Eighteen Thousand Five Hundred Ninety Dollars & 73 Cents...\$18,590.73**

Acceptance of Installation Agreement – The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. All material and labor are warranted for one year unless otherwise specified. All work is to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. The timely completion of work is contingent upon strikes, accidents or delays beyond the control of ADS. ADS workers are fully covered by workman's compensation insurance. Customer shall pay any and all invoices within thirty (30) days of presentment. An additional charge of the greater of one and one and one-half percent per month or the highest amount allowed under the law shall be imposed on any overdue amounts. If Customer defaults in the payment of invoices, Customer is liable for any attorney's or collection agency's fees and expenses. This Installation Agreement may be withdrawn by ADS if not accepted within 30 days.

This Installation Agreement is not binding unless approved in writing by an authorized representative of ADS.

ADS SECURITY L. P.

By _____

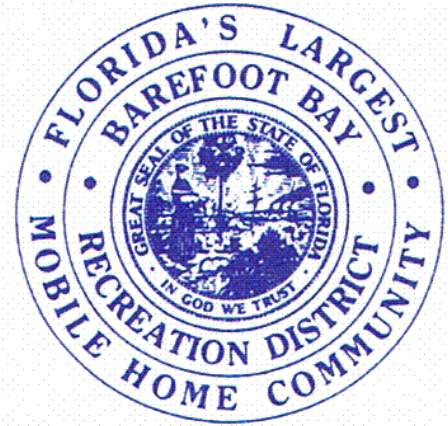
Print name and title of Authorized Representative of ADS

John W. Coffey BBRD Comm. Mgr
CUSTOMER NAME (Please Print)

C. J. H.

Board of Trustees Meeting Agenda Memo

Date: Nov. 9, 2017
Title: **FY 2017 Year End Budget Amendment and Resolution**
Section & Item: 9E
Department: Administration: Finance
Fiscal Impact: N/A
Contact: Charles Henley, Finance Manager
Attachments: Resolution #2017-16
Reviewed by
General Counsel: N/A
Approved by:



Requested Action by BOT

Review Budget Amendment and approve Resolution # 2017-16.

Background and Summary Information

At the end of each fiscal year, staff requests the Board to reallocate budgeted expenditures between departments. The following illustrated tables represent the Budget Amendments to FY 2016/17 Adopted Budget that are required to be approved.

1. The first illustrated table is for Administration and Food & Beverage Departments:

	Department	Increase	Decrease
P/T Wages	Food and Beverage	24,000	
Workers Compensation Insurance	Food and Beverage	3,000	
Music and Entertainment	Food and Beverage	23,000	
Beverage Cost of Sales	Food and Beverage	22,000	
Soft Drink & CO2	Food and Beverage	5,000	
F/T Salaries	Administration		28,000
Employee Incentive	Administration		13,000
Legal Fees	Administration		16,000
Management Fees	Administration		20,000
		77,000	77,000

2. The second illustrated table is for Administration and Resident Relations Departments:

	Department	Increase	Decrease
Legal Fees	Resident Relations	3,000	
Utilities/Water	Resident Relations	1,000	
Management Fees	Administration		4,000
		4,000	4,000

3. The third illustrated table is for Administration and Storm Water Departments:

	Department	Increase	Decrease
Canal/Lake Restoration	Storm Water	2,000	
Debt Service Interest	Storm Water	1,000	
R & M Equipment	Administration		3,000
		3,000	3,000

Staff recommends the BOT approve Resolution #2017-16 for the FY17 Year-End Budget Amendments.

RESOLUTION 2017-16

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BAREFOOT BAY RECREATION
DISTRICT AMENDING RESOLUTION 2016-10;
AMENDING THE BUDGET; PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2016-10, an operating Budget for the Fiscal Year beginning October 1, 2016 and ending September 30, 2017; and

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

WHEREAS, the Board of Trustees has ascertained that the following amendments are necessary to provide for the operation of the District for the Fiscal Year 2016-17:

An Amendment to reallocate \$77,000 of budgeted expenditures amount from the Administration Department to the Food and Beverage Department.

An Amendment to reallocate \$4,000 of budgeted expenditures amount from the Administration Department to the Resident Relations Department.

An Amendment to reallocate \$3,000 of budgeted expenditures amount from the Administration Department to the Storm Water Department, and

WHEREAS, the Board of Trustees has considered these amendments 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, 2016 and ending September 30, 2017.

THAT the Community Manager and the Finance Manager are directed to adjust FY 2016/17 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, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere
Trustee, Joseph Klosky
Trustee, Ed Geier

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 9th day of November, 2017.

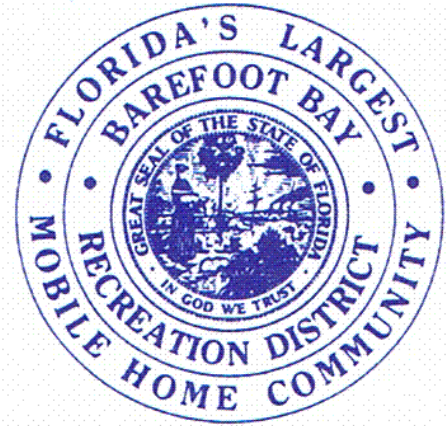
BAREFOOT BAY RECREATION DISTRICT

By: _____
Steve Diana,
CHAIRMAN

Joseph Klosky,
SECRETARY

Board of Trustees Meeting Agenda Memo

Date: Nov. 9, 2017
Title: **FY 2018 Carry Over Budget Amendment and Resolution**
Section & Item: 9F
Department: Administration: Finance Manager
Fiscal Impact: \$323,722.60
Contact: Charles Henley, Finance Manager
Attachments: Resolution 2017-17
Reviewed by
General Counsel: N/A
Approved by:



Requested Action by BOT

Review Budget Amendment and Approve Resolution #2017-17.

Background and Summary Information

Staff has prepared a list of unfinished projects from FY17 to carryover to FY18 Adopted Budget:

1. The first illustrated table is for R&M/Capital Projects:

R&M/Capital Projects	Current Year Actual	TTL Budget Revised	Balance Remaining	Carry Over
Neighborhood Revitalization Program	0.00	10,668.68	10,668.68	10,668.68
Replace Damaged Concrete	0.00	41,715.00	41,715.00	41,715.00
Shuffleboard/Bocce Benches & Covers	0.00	20,500.00	20,500.00	20,500.00
Comm. Ctr. Projs: Replace 4 Bocce Ball Courts (Grant)	3,073.88	7,500.00	4,426.12	4,426.12
Upgrade Elec. Infrast. in Bldg. A FY17	0.00	76,474.05	76,474.05	76,474.05
Replace Pit at Pool 2	0.00	40,000.00	40,000.00	40,000.00
Replace Roof on Bldg. A	12,703.75	60,000.00	47,296.25	47,296.25
Restoration of Golf Course Bunkers Ph. 2	6,102.37	30,000.00	23,897.63	10,000.00
Upgrade Golf Cart Parking Area (Lounge) to Crushed Concrete	0.00	11,000.00	11,000.00	11,000.00
Long-term Records Storage Unit	2,257.50	5,500.00	3,242.50	3,242.50
Golf Course Pump House	0.00	26,016.00	26,016.00	20,000.00
	24,137.50	329,373.73	305,236.23	285,322.60

2. The second illustrated table is for Golf/Pro Shop Projects:

Golf/Pro Shop	Current Year Actual	TTL Budget Revised	Balance Remaining	Carry Over
R & M Buildings	5,858.89	24,985.00	19,126.11	10,000.00
R & M Grounds	36,856.18	64,605.00	27,748.82	16,400.00
R & M Equipment	2,186.79	19,910.00	17,723.21	7,000.00
	44,901.86	109,500.00	64,598.14	33,400.00

3. The third illustrated table is for Property Services Projects:

Property Services	Current Year Actual	TTL Budget Revised	Balance Remaining	Carry Over
Repairs and Maintenance - Table/Chair Replacement Program	0.00	5,000.00	5,000.00	5,000.00
	0.00	5,000.00	5,000.00	5,000.00

The total of all carryover projects from FY17 to FY18 is \$323,722.60.

Staff recommends the BOT to approve Resolution 2017-17 for carryover FY17 Unfinished Projects to the FY18 Adopted Budget.

RESOLUTION 2017-17

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2017-10; AMENDING THE BUDGET; PROVIDING FOR AN EFFECTIVE DATE.

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 has ascertained that the following amendments are necessary to carry over a total amount of **Three Hundred Twenty Three Thousand Seven Hundred Twenty Two Dollars and Sixty Cents**, (\$323,722.60) of unfinished projects from Fiscal Year 2016/17 Adopted Budget to Fiscal Year 2017/18 Adopted Budget:

An Amendment in the amount of \$10,668.68 to be added to Removal of Undesirable Homes line item in Capital Department Budget

An Amendment in the amount of \$41,715 to be added to Replace Damaged Concrete line item in Capital Department Budget

An Amendment in the amount of \$20,500 to be added to Shuffleboard/Bocce Benches & Covers line item in Capital Department Budget

An Amendment in the amount of \$4,426.12 to be added to Replace 4 Bocce Ball Courts (Grant) line item in Capital Department Budget

An Amendment in the amount of \$76,474.05 to be added to Upgrade Electrical Infrastructure in Bldg. A line item in Capital Department Budget

An Amendment in the amount of \$40,000 to be added to Replace Pit at Pool 2 line item in Capital Department Budget

An Amendment in the amount of \$47,296.25 to be added to Replace Roof on Bldg. A line item in Capital Department Budget

An Amendment in the amount of \$10,000 to be added to Restoration of Golf Course Bunkers Ph. 2 line item in Capital Department Budget

An Amendment in the amount of \$11,000 to be added to Upgrade Golf Cart Parking Area (Lounge) to Crushed Concrete line item in Capital Department Budget

An Amendment in the amount of \$3,242.50 to be added to Long-term Records Storage Unit line item in Capital Department Budget

An Amendment in the amount of \$20,000 to be added to Golf Course Pump House line item in Capital Department Budget

An Amendment in the amount of \$10,000 to be added to R & M Building's line item in Golf/Pro Shop Department Budget

An Amendment in the amount of \$16,400 to be added to R & M Ground's line item in Golf/Pro Shop Department Budget

An Amendment in the amount of \$7,000 to be added to R & M Equipment line item in Golf/Pro Shop Department Budget

An Amendment in the amount of \$5,000 to be added to R & M - Table/Chair Replacement Program line item in Property Services Department Budget, and

WHEREAS, the Board of Trustees has considered this 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 amendment 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 the line items listed in 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, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere
Trustee, Joseph Klosky
Trustee, Ed Geier

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 9th day of November, 2017.

BAREFOOT BAY RECREATION DISTRICT

By: _____
Steve Diana,
CHAIRMAN

Joseph Klosky,
SECRETARY

Board of Trustees' Agenda Memo

Date: November 09, 2017

Title: Joint BFBHOA and F&B Special Event Proposal

Section & Item: 9G

Department: Food & Beverage: Special Events and
Property Services: Recreation

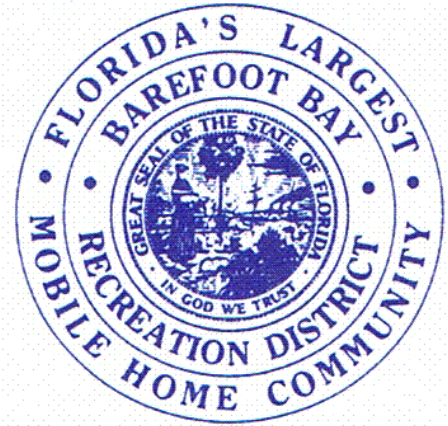
Fiscal Impact: \$4,000.00

Contact: Kathy Mendes, Food & Beverage
Manager; or John W. Coffey,
Community Manager

Attachments: N/A

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Review proposal and provide direction to staff.

Background and Summary Information

The BFBHOA and Food & Beverage Department proposes to hold an annual Music, Art and Food Festival each winter (this year on Sunday, 18Feb18). This will be a large community event to promote a variety of musical genres, local food and art. It is a great opportunity to collaborate on a project where the entire community can come out to enjoy a day in the Bay by the lake. Hence, the name of the festival is "Barefoot by the Lake."

Proposed is a 20 x 24 stage with lights and professional audio to be in the field to the west of the Lounge with 3 bands playing throughout the day. Vendors selling artisan wares will be lined up along the pathways between the lounge and basketball court. Attendees will be able to sit in chairs and blankets in the field as well as in our outside seating around the Lounge. Licensed food vendors will have an area to sell products in addition to the Food & Beverage Department. A bounce house for the kids will also be offered in the playground area.

Food & Beverage Responsibilities

- Stage
- Audio
- Two bands
- Picnic tables
- Lighting
- One-day liquor liability insurance policy for areas outside of BBRD's established liquor license

HOA Responsibilities

- Contracting with artists and food vendors
- Bounce House Rental
- Selling banner advertisements
- One Band
- First Aid Booth

- Parking
- Security

Staff anticipates a subsidy of \$4,000.00* would be required for next year's event due to the late start in seeking vendors and advertising the event. Funding for said subsidy is available from Property Services: Recreation. Staff requests direction from the BOT regarding this proposal.

Staff seeks direction from the BOT regarding this proposal.

*Do not anticipate subsidy required in subsequent years due to advanced planning

Board of Trustees Meeting Agenda Memo

Date: November 9, 2017

Title: Discount Shopping Center rent for Hurricane Irma impact

Section & Item: 9H

Department: Resident Relations: DOR Enforcement

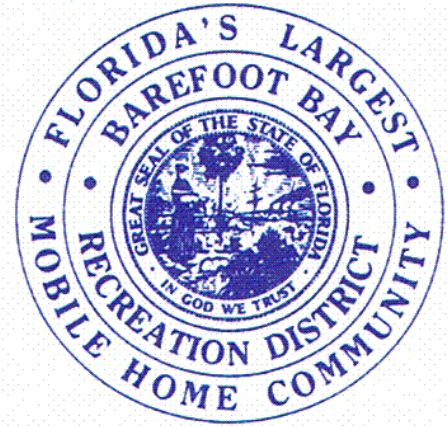
Fiscal Impact: \$695.74

Contact: Susan Cuddie, Resident Relations Manager

Attachments: N/A

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Two tenants in the Shopping Center sustained increased damage from the storm due to issues with roof leaks. While Barefoot Bay has been mitigating damage to the roof, two businesses sustained water infiltration which impacted their business. This caused these tenants increased inconvenience immediately following the storm. One is a long term tenant, and the other was just starting their business.

As a good will gesture, staff asks for consideration of a 25% discount in rent only for these two tenants for the month of December.

Tenant	Total Payment	20% discount for one month	25% discount for one month
Barefoot Bay Food Store	\$1,612.95	\$322.59	\$403.24
Blissful Things	\$1,170.00	\$234.00	\$292.50
	<u>\$2,782.95</u>	<u>\$556.59</u>	<u>\$695.74</u>

Background and Summary Information

The fiscal impact is \$695.74.

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: November 09, 2017

Subject: Manager's Report

Office of the District Clerk

- **Liability Insurance Update** – Staff facilitated FMIT's assessment of our facilities (related to BBRD being a new client).

Resident Relations

- **ARCC Updates:**
 - 17Oct17 had 29 permits reviewed and all were approved.
 - 31Oct17 meeting: Because of the recording of the new DOR, the reorganized ARCC met for the first time. The seven members of the committee are:
 - From the BOT: Hurrol Brinker (2yrs), Melba Lochmandy (3yrs) and alternate Al Grunow.
 - From the HOA: Ken Reed (1yr), Paul Voit (2yrs), Tom Nelson (3yrs) and alternate Gary Gresko.The newly elected Chairman is Ken Reed, and Vice Chairman is Tom Nelson. 26 permits were on the agenda and 25 were approved at that meeting. 1 permit was denied.
 - The next ARCC meeting will be 14Nov17 at 9am in the BFBHOA Office.
- **Violations Committee Updates:**
 - 27Oct17 had 13 cases, 4 came into compliance and 9 were found in violation.
 - The next meeting is scheduled for 09Nov17 at 10am in Bldg. D/E. 18 cases are on the agenda.

Food and Beverage

- **New Saturday Night 19th Hole Event** – Starting 11Nov17, Southern Sisters Karaoke and D.J. party is a new event at the 19th Hole every Saturday night from 5:30-9:30pm. The kitchen will be open until 7:30pm.

- **Christmas and New Year's Eve Events:**

1. Saturday, 13Dec17 – Motown Christmas night in the Lounge from 6-10 pm. Music by Ladies of Soul. No tickets are needed.
2. Annual Lounge New Year's party – Tickets to reserve a seat will go on sale 10am Saturday, 25Nov17 in the Lounge.
3. 19th Hole New Year's Eve dinner and party – Tickets go on sale at 11:30am on Saturday, 25Nov17 at the 19th Hole.

Flyers with all the details will be posted.

Golf-Pro Shop

- **Routine Work**

- Tournaments (call Pro Shop for details 664.3174)
 - Saturday, 18Nov17 @ 8:00 shotgun start: Member/Member Only Tournament (Sign up begins 01Nov17)
 - Friday, 01Dec17 @ 5:00pm Shotgun start: Night Golf Tournament (Sign up begins 13Nov17)

- **Special Projects**

- Pump house: Work is anticipated to be completed by 9Nov17.
- Bunker restoration: Eight bunkers completed. One more planned this season weather permitting.
- Cart Barn roof repair update: Survey completed and given to Barefoot Services (awaiting permit).
- Annual Over-seed of course update: Work is scheduled for 04Dec17 (back nine and practice green) and 05Dec17 (front nine and range tee).



- **Miscellaneous**

- Only 46 shopping days left before Christmas. Ernie says *"Get your early Christmas shopping done at the Pro Shop."*

- **Golf Course Closures**

- Thanksgiving Day: Open 6:30am to 2:00pm. Last Cart out at 10:00am
- Christmas Eve: Open 6:30am to 2:00pm. Last Cart out at 10:00am
- Christmas Day: Closed all day (Merry Christmas!)

Property Services

- **Routine work**

- Repaired Aluminum Roof and broken door for tenant at the Shopping Center

- Trimmed palm trees down the boulevard.

- **Special Projects**

- New Veterans' Service Office Update – renovations completed.

- Long-term Records

Storage Unit Update – The unit was moved to its final location between the West RV lots and electric run completed. Sable palms were removed and stone will be placed to prevent RV tenants from getting stuck if they drive through the area. Staff is currently painting the exterior as scheduling permits.



Records from the Micco

Road storage unit will be transferred when scheduling permits.

- Building A Roof Replacement Update – Project scheduled to start the week of 06Nov17. Vendor and staff walked the area to identify staging areas and dumpster locations. Work areas will be clearly marked to keep residents from harm's way.
- Irma Cleanup Update – Finished cleaning up storm debris at the field by the 19th hole

General

- **BOT Townhall Meeting for Resident Input Regarding the Development of the next Five Year Financial Model and Capital Improvement Plan (FY19-23 5yrFM&CIP)** – On Thursday, 30Nov17, Bldg. D/E at 7pm the Board of Trustees will host a townhall style meeting to solicit ideas and level of support for specific projects for the next five years from the public. Historically there has been little public input regarding ideas for new projects when informally solicited during the months of November and December. The purpose of this townhall meeting is to encourage residents and property owners input earlier in the annual budget process, rather than hearing from residents mainly at the public hearing for adoption of the budget in the month of June (after 8 months of work by staff and 4-6 public workshops by the BOT).

Attorney's Report

Incidental Remarks from Trustees

Adjournment