

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

**Friday, October 14, 2016**

**1:00 PM**

1225 Barefoot Boulevard, Building D/E



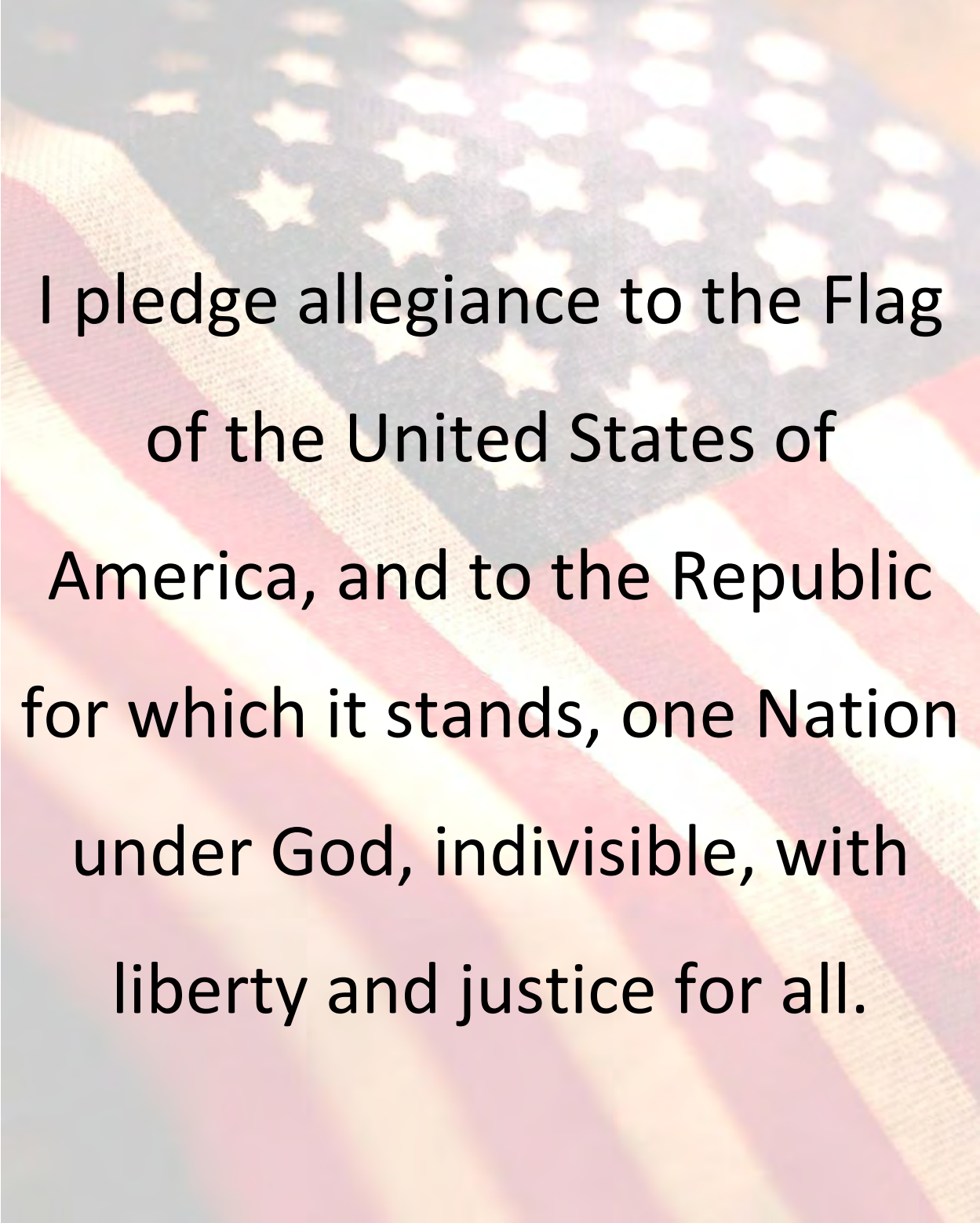
# BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting  
Friday, October 14, 2016 1 P.M.  
Building D&E

## AGENDA

Please turn off all cell phones

1. Thought for the Day
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentations and Proclamations
  - A. BBRD 2<sup>nd</sup> Year Best Golf Course Award
  - B. Employee Milestones
5. Approval of Minutes
6. Treasurer's Report
7. Audience comment on Agenda Items
8. Unfinished Business
  - A. Advisory Committees
9. New Business
  - A. Finance Advisory Committee Resignation
  - B. DOR and Charter Review Committee Resignation and Appointment
10. Manager's Report
11. Attorney's Report
12. Committee/Liaison Reports
13. Incidental Trustee Remarks
14. Audience Participation
15. Adjournment



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

# Roll Call

## **Trustees**

Chairman - Mr. Klosky

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

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

Secretary - Mr. Diana

Treasurer - Mr. Cavaliere

## **Also Present**

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers

# Approval of Minutes

# Treasurer's Report

# Barefoot Bay Recreation District

## Treasurer's Report

October 14, 2016

### Cash Balances in General Fund

as of 10/4/2016

#### *Bank of America:*

Operating Account	\$	1,085,489.24
Money Market Account	\$	105,610.70
<b>Total Cash Balances @BOA in General Fund:</b>	<b>\$</b>	<b>1,191,099.94</b>

#### *SBA:*

as of 10/4/2016

Capital Improvement Account	\$	128,925.89
Reserve Account	\$	551,211.50
<b>Total Cash Balances @SBA in General Fund:</b>	<b>\$</b>	<b>680,137.39</b>

**Total Cash Balances in General Fund: \$ 1,871,237.33**

### Cash Balance in Debt Fund

as of 10/4/2016

#### *SBA:*

Debt Account	\$	480,305.82
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**Total Cash Balance in Debt Fund: \$ 480,305.82**

\* Participant Return for SBA in September 2016 was 0.78%

**Total Cash Balances in All Funds: \$ 2,351,543.15**

### Total Cash receipts from September 19 to September 30, 2016:

Daily deposits:	\$	17,320.79
Assessments received:	\$	-
	<b>\$</b>	<b>17,320.79</b>

### Expenditures over \$5,000 from September 19 to September 30, 2016:

<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
Employees	Employees Salaries and Wages	\$ 62,990.73
Federal and State Payroll Taxes	Employer Tax Liabilities	\$ 5,011.40
Clark Equipment Co	Bobcat skid-steer loader	\$ 40,587.96
Gray Robinson	Legal Fees Aug 2016	\$ 8,574.22
ABM Landscape & Turf Services	Golf Co, Softball, Lawn Bowling Maint	\$ 37,556.75
Hoover Audio Bisual	Projector and screen install @ Bldg. D	\$ 5,968.00
Special District Services	Mgmt Fee Sept 2016	\$ 11,465.04
<b>Total of Expenditures over \$5,000</b>		<b>\$ 172,154.10</b>

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

	10/1/2015 - 10/31/2015	11/1/2015 - 11/30/2015	12/1/2015 - 12/31/2015	1/1/2016 - 1/31/2016	2/1/2016 - 2/29/2016	3/1/2016 - 3/31/2016	4/1/2016 - 4/30/2016	5/1/2016 - 5/31/2016	6/1/2016 - 6/30/2016	7/1/2016 - 7/31/2016	8/1/2016 - 8/31/2016	9/1/2016 - 9/30/2016	Total
<b>Revenues</b>													
Daily Revenue/Deposits	372,836.90	182,409.19	216,964.02	193,707.84	212,305.03	249,996.33	189,740.82	130,169.90	103,984.05	127,490.94	263,763.55	52,870.28	2,296,238.85
Assessments	2,103.42	659,485.24	1,764,997.23	213,883.50	165,565.31	163,242.94	280,535.13	76,888.09	179,552.98	4,931.86	0.00	280.00	3,511,465.70
<b>Total Revenues</b>	<b>374,940.32</b>	<b>841,894.43</b>	<b>1,981,961.25</b>	<b>407,591.34</b>	<b>377,870.34</b>	<b>413,239.27</b>	<b>470,275.95</b>	<b>207,057.99</b>	<b>283,537.03</b>	<b>132,422.80</b>	<b>263,763.55</b>	<b>53,150.28</b>	<b>5,807,704.55</b>
<b>General Fund Expenditures</b>													
<b>Payroll</b>													
Salaries & Wages	76,985.69	123,574.11	188,294.56	131,124.39	131,010.93	133,499.63	132,347.19	127,404.91	186,007.39	119,352.14	120,070.63	124,415.00	1,594,086.57
Other Pay & Benefit	1,340.27	1,561.52	2,104.43	1,617.52	2,633.40	3,670.30	2,247.77	2,400.57	2,685.57	1,841.62	1,698.52	1,635.73	25,437.22
Payroll Taxes	6,014.14	9,758.19	14,863.99	13,251.47	13,274.32	13,420.10	12,410.40	11,428.90	15,435.88	8,790.63	9,610.36	9,951.23	138,209.61
Payroll Fees	476.90	478.00	1,360.58	1,484.35	1,112.96	1,706.24	983.21	1,046.45	1,241.10	979.30	960.39	990.41	12,819.89
<b>Total Payroll</b>	<b>84,817.00</b>	<b>135,371.82</b>	<b>206,623.56</b>	<b>147,477.73</b>	<b>148,031.61</b>	<b>152,296.27</b>	<b>147,988.57</b>	<b>142,280.83</b>	<b>205,369.94</b>	<b>130,963.69</b>	<b>132,339.90</b>	<b>136,992.37</b>	<b>1,770,553.29</b>
<b>Professional Expenses</b>													
SDS	14,452.04	11,458.78	16,840.64	11,644.63	11,447.65	11,536.41	11,692.09	11,450.79	12,014.59	11,315.26	11,434.71	11,465.04	146,752.63
Gray Robinson	8,593.23	6,979.41	8,975.88	11,717.50	12,082.14	15,040.32	10,710.82	15,984.73	13,330.32	11,457.23	8,574.22	87.50	123,533.30
Other Prof. Fees	21,835.80	19,613.45	23,822.10	9,646.70	3,141.70	4,142.20	10,614.70	9,093.70	9,597.15	9,793.38	4,024.86	4,188.70	129,514.44
<b>Total Professional Expenses</b>	<b>44,881.07</b>	<b>38,051.64</b>	<b>49,638.62</b>	<b>33,008.83</b>	<b>26,671.49</b>	<b>30,718.93</b>	<b>33,017.61</b>	<b>36,529.22</b>	<b>34,942.06</b>	<b>32,565.87</b>	<b>24,033.79</b>	<b>15,741.24</b>	<b>399,800.37</b>
<b>Insurance</b>													
Employees Health, Dental & Life	12,892.00	12,859.80	10,709.68	16,640.63	13,278.69	13,497.73	14,225.56	12,876.42	9,838.63	12,056.64	12,844.58	12,901.03	154,621.39
Liabilities Ins.	17,854.87	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	142,296.00
Worker Comp. Ins.	16,216.25	5,338.75	5,338.75	5,338.75	9,634.75	5,338.75	5,338.75	5,338.75	5,338.75	5,338.77	0.00	0.00	68,561.02
<b>Total Insurance</b>	<b>46,963.12</b>	<b>29,511.38</b>	<b>27,361.26</b>	<b>33,292.21</b>	<b>34,226.27</b>	<b>30,149.31</b>	<b>30,877.14</b>	<b>29,528.00</b>	<b>26,490.21</b>	<b>28,708.24</b>	<b>24,157.41</b>	<b>24,213.86</b>	<b>365,478.41</b>
<b>Utilities</b>													
Telephone, Internet & Cable	5,357.57	3,535.49	3,459.87	2,293.60	2,511.20	2,275.19	2,277.90	2,478.35	1,900.03	3,098.07	3,755.23	2,357.27	35,299.77
Electricity - FPL	5,879.32	7,061.96	6,590.49	5,519.83	6,060.86	6,779.94	6,279.61	7,053.57	7,148.28	7,491.97	7,977.24	6,978.44	80,821.51
Propane	(1,544.39)	(1,425.95)	(1,795.46)	2,619.51	2,476.40	2,077.93	1,697.78	760.69	508.35	419.15	348.52	89.28	6,231.81
Water & Sewer	2,785.46	4,698.78	4,119.71	4,425.75	5,929.47	5,074.61	5,358.11	4,472.29	4,122.07	4,367.99	3,990.85	0.00	49,345.09
Garbage & Recycling	1,616.09	2,388.16	1,525.93	1,750.76	2,275.67	2,059.41	2,241.06	2,060.89	2,061.89	2,676.40	2,064.64	2,089.08	24,809.98
Portable Toilets	604.39	442.39	440.13	437.08	434.25	730.50	437.60	440.35	455.65	426.27	500.20	571.39	5,920.20
<b>Total Utilities</b>	<b>14,698.44</b>	<b>16,700.83</b>	<b>14,340.67</b>	<b>17,046.53</b>	<b>19,687.85</b>	<b>18,997.58</b>	<b>18,292.06</b>	<b>17,266.14</b>	<b>16,196.27</b>	<b>18,479.85</b>	<b>18,636.68</b>	<b>12,085.46</b>	<b>202,428.36</b>
<b>Operations</b>													
Music and Entertainment	5,675.00	5,630.00	7,230.00	7,245.00	6,860.00	8,035.00	7,135.00	4,600.00	4,580.00	6,130.00	5,000.00	6,280.00	74,400.00
Cost of Sales	31,798.25	33,007.16	45,722.51	45,332.04	43,502.66	63,162.90	43,126.98	42,354.86	18,480.75	28,843.02	27,461.32	2,015.08	424,807.53
<b>Total Operations</b>	<b>37,473.25</b>	<b>38,637.16</b>	<b>52,952.51</b>	<b>52,577.04</b>	<b>50,362.66</b>	<b>71,197.90</b>	<b>50,261.98</b>	<b>46,954.86</b>	<b>23,060.75</b>	<b>34,973.02</b>	<b>32,461.32</b>	<b>8,295.08</b>	<b>499,207.53</b>
<b>Repairs and Maintenance</b>													
Golf Course - ABM	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	430,462.68
Canal/Lake	4,237.50	1,962.50	2,550.00	0.00	0.00	0.00	0.00	0.00	0.00	26,490.00	40,534.96	0.00	75,774.96
Other R&Ms	38,515.33	42,317.50	23,228.48	17,981.05	21,431.71	16,327.24	12,761.03	16,913.03	21,766.10	26,859.58	25,916.63	19,446.87	283,464.55
<b>Total Repairs and Maintenance</b>	<b>78,624.72</b>	<b>80,151.89</b>	<b>61,650.37</b>	<b>53,852.94</b>	<b>57,303.60</b>	<b>52,199.13</b>	<b>48,632.92</b>	<b>52,784.92</b>	<b>57,637.99</b>	<b>89,221.47</b>	<b>102,323.48</b>	<b>55,318.76</b>	<b>789,702.19</b>
<b>Property Taxes</b>	<b>0.00</b>	<b>28,470.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,434.59</b>	<b>0.00</b>	<b>0.00</b>	<b>29,905.27</b>



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

Bank Fees	1,063.78	3,693.99	2,053.18	2,245.48	2,140.80	2,065.44	(22.09)	1,805.83	1,125.02	1,739.24	1,047.82	1,165.85	20,124.34
Capital Expenses	49,096.79	23,797.88	18,866.85	650.00	26,638.70	20,756.14	19,579.90	24,090.31	29,596.97	33,985.68	16,895.63	19,749.08	283,703.93
Other Misc. Expenditures	28,613.82	50,688.65	104,724.74	98,583.42	32,364.13	29,445.92	22,589.68	32,147.71	24,240.25	23,711.20	29,732.60	13,529.06	490,371.18
Transfer to Debt Service Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	570,000.00	0.00	0.00	0.00	0.00	570,000.00
Total General Fund Expenditures	<u>386,231.99</u>	<u>445,075.92</u>	<u>538,211.76</u>	<u>438,734.18</u>	<u>397,427.11</u>	<u>407,826.62</u>	<u>371,217.77</u>	<u>953,387.82</u>	<u>418,659.46</u>	<u>395,782.85</u>	<u>381,628.63</u>	<u>287,090.76</u>	<u>5,421,274.87</u>
Debt Service Fund Expenditures													
Debt Service Principal	0.00	0.00	42,487.90	655,574.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	698,061.90
Debt Service Interest	<u>0.00</u>	<u>0.00</u>	<u>2,073.27</u>	<u>83,958.30</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>86,031.57</u>
Total Debt Service Fund Expenditures	<u>0.00</u>	<u>0.00</u>	<u>44,561.17</u>	<u>739,532.30</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>784,093.47</u>

\*PLEASE NOTE THAT BBRD FINANCIAL STATEMENTS ARE REPORTED USING THE MODIFIED ACCRUAL BASIS OF ACCOUNTING.  
ALL REVENUES AND EXPENDITURES IN THIS REPORT REPRESENT ENTRIES RECORDED ON OR BEFORE 10/4/2016.

# Audience Participation Agenda items only

# Unfinished Business

<b>Meeting Date</b>
Oct. 14, 2016



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

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Coordination of Advisory Committees

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

<b>Requested Action:</b> Direction to Staff
<p><b>Summary Explanation and Background:</b></p> <p>On 27Sep16, Trustee Cavaliere made a motion that the BOT instruct the committee liaison about information needed from their committees and have the liaisons bring the recommendations back to the BOT. Second by Trustee Diana. The motion passed unanimously.</p> <p>Trustee Wright requested this item be placed back on the next agenda for “clarification, direction and implementation of decisions made at our September 27, 2016 Board Meeting.</p> <p>Staff requests direction from the BOT of how specifically the new process will work and how to memorialize the new process in the BOT Rules.</p>
<b>Exhibits Attached:</b> N/A
<b>Contact:</b> Dawn Myers, District Clerk or John W. Coffey, Community Manager
<b>Fiscal Impact:</b> N/A
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<p><b>Community Manager’s Approval:</b></p>          

# New Business

<b>Meeting Date</b>
October 14, 2016



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

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Resignation from Finance Advisory Committee

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

<b>Requested Action:</b> Acceptance of Resignation from the Finance Advisory Committee
<p><b>Summary Explanation and Background:</b></p> <p>On, September 8, 2016 Mr. William Sherwood submitted a resignation letter from his role as Chairman of the Finance Advisory Committee to the Finance Committee Liaison Frank Cavaliere.</p> <p>Staff recommends the Board accept Mr. Sherwood's resignation.</p>
<b>Exhibits Attached:</b> Mr. Sherwood's resignation letter
<b>Contact:</b> Dawn Myers, District Clerk and John W. Coffey, Community Manager
<b>Fiscal Impact:</b> N/A
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>

September 8, 2016

BBRD Board of Trustees

Please accept this letter as notice of my resignation from the BBRD Financial Committee.

I await your direction as to when to make this effective. My wife and I will be leaving The Bay around the week of October 10 and be relocating to NC at that time.

The past 6 plus years have been among the happiest in our entire marriage, everything about what we have experienced in The Bay over that time has been nothing but positive. We have loved every moment of it.

Sincerely,

A handwritten signature in black ink, appearing to read "William Sherwood". The signature is written in a cursive, flowing style.

William Sherwood

<b>Meeting Date</b>
October 14, 2016



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

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Resignation and Appointment to DOR and Charter Review Committee

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

<b>Requested Action:</b> Acceptance of Resignation and Appointment to the DOR and Charter Review Committee
<p><b>Summary Explanation and Background:</b></p> <p>On, September 21, 2016 Ms. Carole Kennedy submitted her resignation from her 2-year term on the DOR and Charter Review Committee to the District Clerk's office.</p> <p>Staff recommends the Board accept Ms. Kennedy's resignation and appoint a homeowner to the fill the remaining portion of her 2-year term.</p>
<b>Exhibits Attached:</b> Ms. Kennedy's resignation e-mail and two letters of interest
<b>Contact:</b> Dawn Myers, District Clerk; and John W. Coffey, Community Manager
<b>Fiscal Impact:</b> N/A
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>



## **Dawn Myers**

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**From:** Carole Kennedy  
**Sent:** Wednesday, September 21, 2016 11:30 AM  
**To:** dawnmyers@bbrd.org  
**Subject:** DOR Charter Review Committee

Dawn: Please accept this as my resignation from the above noted committee, effective immediately.

Thank you, for your attention to this matter.

Carole Kennedy  
331 Loquat Drive  
Barefoot Bay, FL  
401-464-2820

Please continue to send all agenda, minutes, etc to cak842@cox.net

Finance  
Card

**WILMA C. WEGLEIN, 1204 Chipewa Drive, Barefoot Bay, FL 32976**

**EDUCATION:**

High School: Bergenfield, NJ. Academic Diploma

Berkley Secretarial School, N.Y.C.

St. Petersburg Jr. College, St. Petersburg, FL Night Classes

**1957 – Daggett & Ramsdell, Inc. - Secretary to the Executive Vice President**

When the company was sold I was asked to go to the NYC office, which I did. Promoted to Office Manager and held that position until the company was sold in 1966.

**1966 – Motion Picture Association of America, Inc. – Secretary to Executive Vice President**

Worked for Mr. G. Griffith Johnson, a former Undersecretary of State under President John F. Kennedy. When Mr. Jack Valenti was hired as President, I assisted him whenever he was in our N.Y. office. Mr. Valenti prior to coming to our company was a Special Assistant to President Lyndon Johnson. I worked in various positions, including office manager, and ending up as an Assistant Vice President for the International Division. In this position I handled a \$200,000 line of credit for the member companies of the MPEAA, and handled the sending of films by letter of credit to Burma (Myanmar now).

When the company decided to move to California in 1994, my husband and I (having gone to California for meetings) decided not to move with the company.

Moved to Florida in 1994 from New Jersey to Cocoa Beach and then to Barefoot Bay in 1999. I worked in Cocoa Beach for an auto motive company in part time for a couple of years handling invoicing, monies received, payroll. Also worked for a short period for a realtor part time.

**2003 - 2004 - Barefoot Bay HOA – Director and President in 2004 (during the Hurricanes)**

**2004 – 2003 – Barefoot Bay Recreation District – Trustee (Served twice a Chairman)**

**Presently President of the BBHOA – completing a 3 year term this year.**

### Resume for DOR and Charter Review Committee

I would like to be considered for advisory position on the DOR and Charter Review Committee.

I believe that my previous experience on the DOR and Charter Review has prepared me for a position on this committee

- 8 years of experience with the Barefoot Bay Recreation District in preparing ballot questions for referendum through the DOR and Charter Review Committees and Board of Trustees.
- Worked closely with the DOR and Charter Review Committee and the District's Attorney to provide questions that were legally worded and appropriately presented for a ballot.
- Experience through the Recreation Committee and the DOR and Charter Review Committee in preparing questions that are complete and clearly understood by the residents and homeowners in Barefoot Bay and that reflect the concerns of the Recreation District and the Homeowners.
- Understand the suggestions as requested by the Board of Trustees to the committee for changes to the documents.
- Fully aware of and respect the Sunshine Laws as they define Advisory Committee responsibilities and requirements.
- Leadership roles in community activities and in District operations.
- Current working knowledge of the DOR and Charter as well as the Policy Manual and revisions.

I moved to Barefoot Bay in 2003 and I am a full time resident and homeowner.

Please consider my application for appointment to the DOR and Charter Review Committee.

Respectfully submitted:

Louise Crouse  
808 Sapodilla Drive  
Barefoot Bay FL 32976

# 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:** October 14, 2016

**Subject:** Manager's Report

1. **Hurricane Matthew Preparation** – Due to anticipated impact of the storm and immediate recovery efforts, the publication of this agenda was moved up two days thereby greatly reducing the number of items available for inclusion. Items not included in this agenda will be added to the 25Oct16 agenda.
2. **Shuffleboard Courts Project Update** – The vendor selected for the resurfacing project notified staff of their anticipated delay in commencing work till mid-November. Staff will install improved drainage once storm prep demobilization and/or recovery work is completed.

# Attorney's Report

# Trustees Liaison Reports

# Incidental Remarks from Trustees



# Audience Participation

# Adjournment