

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

Friday, September 14, 2018

1:00 PM

1225 Barefoot Boulevard, Building D/E



BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
Friday, September 14, 2018 at 1 P.M.
Building D&E

AGENDA

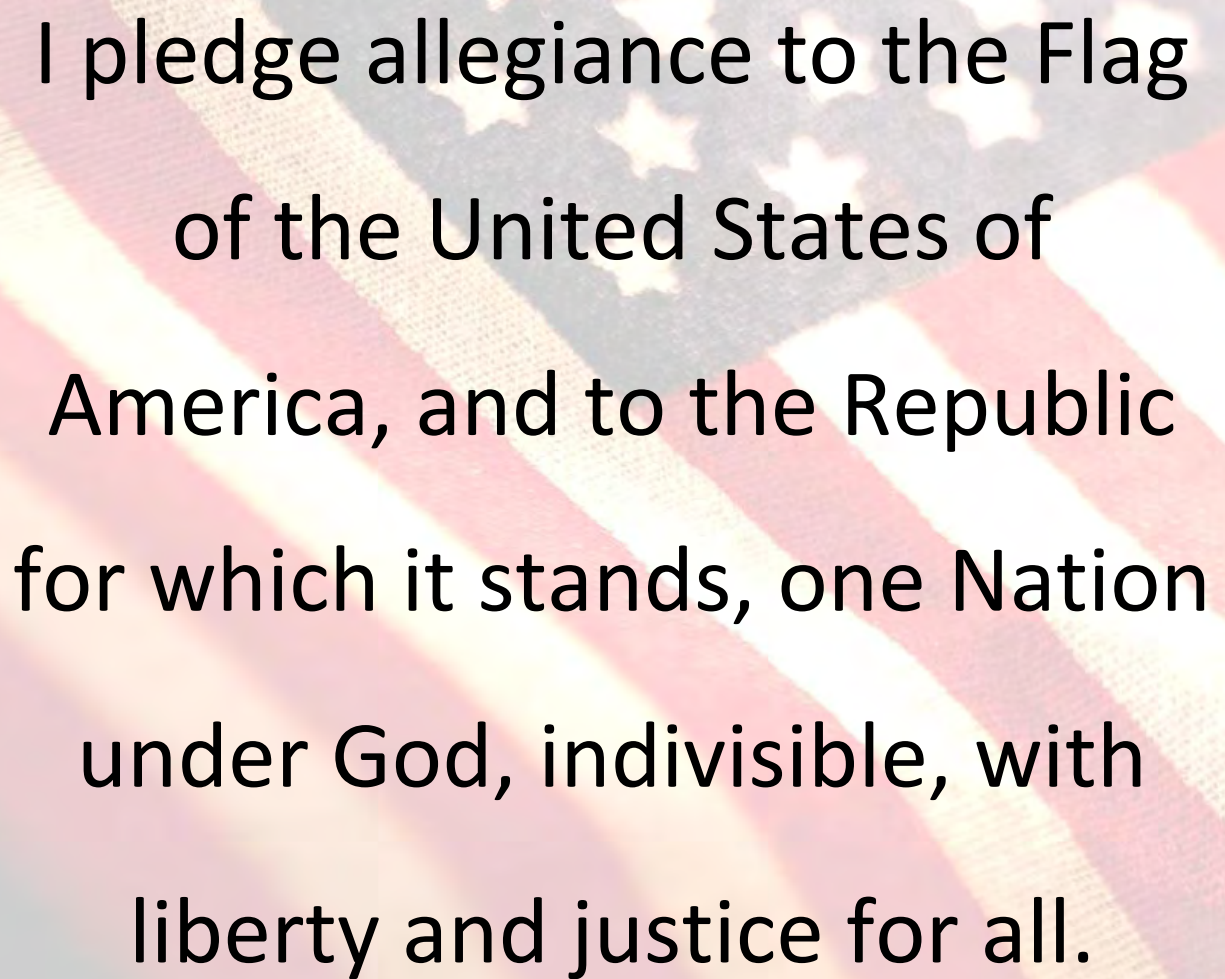
Please silence all electronic devices

1. Thought for the Day
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentations and Proclamations
5. Approval of Minutes
6. Treasurer's Report
7. Audience Participation
8. Unfinished Business
 - A. Financing of Projects: Discussion of Next Steps
 - B. Lifting of Moratorium on Formation of New Clubs/Organizations
9. New Business
 - A. Violations Committee Re-Appointment
 - B. Re-organization of Support Staff (budget, full-time status and benefits) from Golf-Pro Shop to Administration: District Clerk and Resident Relations: Customer Service
 - C. Golf Bunker Sod Installation
 - D. FY19 Liability and Workers Compensation Insurance Renewal
 - E. Web-based Agenda System (FY19)
 - F. New Administration Building: Telephone/Data Cabling
10. Manager's Report
11. Attorney's Report
12. Incidental Trustee Remarks
13. Adjournment

If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

Thought of the Day





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

Roll Call

Trustees

Chairman - Mr. Lavier

1st Vice Chair - Mr. Diana

2nd Vice Chair – Mr. Wheaton

Secretary - Mr. Klosky

Treasurer - Mr. Cavaliere

Also Present

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers

Presentations

Approval of Minutes



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting August 28, 2018 7 P.M. – Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on August 28, 2018 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Lavier called the meeting to order at 7:00 P.M.

Thought for the Day

Mr. Lavier asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Pledge of Allegiance to the Flag

Led by Mr. Wheaton.

Roll Call

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

Presentations

Minutes

Mr. Cavaliere made a motion to approve the Minutes for August 10, 2018 as written. Second by Mr. Wheaton carried unanimously.

Treasurer's Report

Mr. Cavaliere read the Treasurer's Report for August 28, 2018.

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

Audience comment On Agenda Items

Mr. Rich Schwatlow commented on the proposed financing amount of 8 million dollars discussed in a recent Peek at the Week article as misleading as a new Board can alter the amount. Additionally, he maintained that he believed most residents do not agree with either option on the proposed referendum question, stating that the lack of a third option on the ballot takes away the resident's choice. Mr. Schwatlow reiterated to the Board that he is firmly against borrowing money to fund the projects. Mr. Jeff Grunow commended the Board for agreeing to allow the District's engineering company to provide a proposal on the knockdown of the Lounge recommended by an articulate and informed resident. He suggested the Board think about 30-year financing for the new Lounge reconstruction explaining that the millennials will be moving in within 15 years and will pay for it as they are known to enjoy congregating in public spaces.



BAREFOOT BAY RECREATION DISTRICT

Ms. Jeanne Osborne reminded the Board about her disapproval of the lack of a third option that gives the choice not finance the projects at all. She asked the Board to acknowledge Viola Segel on her 100th birthday. Ms. Osborne stated Ms. Segel has resided in Barefoot Bay since 1977.

Ms. Angel Agel asked the Board to lift the moratorium on new clubs so she can submit a request to start a dog lovers club. Consensus by the Board to put an agenda item on the next meeting agenda to discuss lifting the moratorium.

Unfinished Business

Golf Membership Proposal by Trustee Wheaton

David Lane, the current Club Champion, cautioned the Board on adopting the proposed fee structure for the club membership. He stated that he has experience with a course he played in South Carolina that adjusted the membership fees to the detriment of the course as many people left the membership at the onset of the change.

Mr. Wheaton clarified that his proposal is simply another option and he will continue to be a member regardless of the outcome. He stated that he believes this may be a fairer option for the residents which is why he proposed it.

Mr. Ernie Cruz presented his response to Mr. Wheaton's proposal stating that his proposal would garner approximately \$68,000 however, we would lose money within the trail fees.

Mr. Cavaliere stated that the golf course is an amenity and adds value to the properties in Bay. He stated that he is not in favor of the proposal as he does not see a benefit to this proposal.

Mr. Diana recommended marketing to the new homeowners in order to generate revenue on the golf course.

Mr. Lavier stated that he is not in favor of changing anything as the golf membership fees have been raised twice in last couple of years.

Mr. Diana made a motion to leave the fee structure as is. Second by Mr. Cavaliere. Motion carried unanimously.

New Business

DOR Violations

DOR Violation 18-002299 858 Hawthorne Circle

Article II Section 2 ARCC NO Permit

DOR Violation 18-000548 858 Hawthorne Circle

Article III Section 3 ABCDE Vehicle Violations

Mr. Cavaliere made a motion by consent agenda to refer the violations to General Counsel Repperger for legal, equitable or other appropriate action with failure to comply. Second by Mr. Diana. Motion carried unanimously.

ARCC Guidelines

Mr. Rich Armington, Resident Relation manager stated that the ARCC met on July 24th to promulgate the ARCC Guidelines and presented the two areas of modification to the Board. All modifications are in place going forward.



BAREFOOT BAY RECREATION DISTRICT

All decks higher than 30" above grade must have a guardrail. The requirements for the guardrails is they need to be at least 36" in height measured from the deck surface to the top of the rail.

When submitting an ARCC permit after the work has begun, the property owner must personally appear at the next scheduled ARCC meeting to have their application reviewed by the Committee.

Building A Lounge/Wall Assessment

Based on Mr. Wheaton's concerns about the wall behind Building A, staff sought a proposal from Barefoot Bay Engineer Firm, TLC to investigate the integrity of the wall. Mr. Coffey submitted the TLC proposal for an assessment of the wall behind Building A and the Lounge in the amount of \$4,200.

Mr. Cavaliere made a motion to approve the proposal by TLC for an assessment on the Lounge and wall behind Building A. Second by Wheaton. Motion carried unanimously.

Copiers Lease Renewal

Staff reported that the copier contract with ABM in the Administrative offices is up for renewal in one year. Staff has not had any issues with the current copier vendor. The new lease will incur an annual savings of \$1500.

Mr. Diana made a motion to approve the 5-year contract with ABM for an estimated annual cost of \$9,665 plus overage charges. Second by Mr. Cavaliere. Motion carried unanimously.

Shopping Center Lease Proposal

Mr. Coffey informed the Board that a proposal from a realtor to lease the past medical offices space was received but staff made the decision not to bring the proposed lease to Board due to the non-compete policy at the shopping center. Last week Mr. Wheaton asked to place the topic on the agenda for discussion. Mr. Wheaton stated that if there is a written non-compete policy in Barefoot Bay that will be upheld. Mr. Coffey stated that there is not a written policy, however a verbal agreement from the Board stating there should not be vendor competition has been in place. Mr. Cavaliere commented that even now the two realtors are still competing based on the locations of their current offices. He recommended allowing the applicant to lease the space. Mr. Lavier agreed.

Mr. Cavaliere made a motion to approve the lease. Mr. Lavier passed the gavel to Mr. Diana. Second by Mr. Lavier. Mr. Diana opposed. Motion carried 3-1.

Resolution Revising Financing Option Referendum Question

Mr. Lavier stated that he was not in favor of the referendum question as it is written and is willing to look into incorporating a third option onto the referendum.

Mr. Cavaliere reminded the Board that we are out of time and we cannot put both questions on the referendum as a yes or no question as that eliminates any possibility of future boards having that option again.

Mr. Diana stated that the resolution is not necessary as we can finance the projects with the approximate \$700,000 we currently have set aside in the debt service fund. He stated we can move the projects forward but in a slower time frame and perhaps a lesser amount.

General Counsel Repperger explained why the question was worded as it was in order to satisfy the Supervisor of Elections requirements while keeping with the direction from the Board.

Mr. Schwatlow commented on his article regarding the bond he believes the referendum question is asking only whether we want a bond or a loan. He stated that the Board has researched this topic for quite some time and should be able to make sound decision.



BAREFOOT BAY RECREATION DISTRICT

Mr. Wheaton asked for clarification on whether the results are binding. General Counsel stated that it is not but a future Board seeking validation of a bond issuance or bank loan may have opposition from the residents if the specific referendum results were in opposition to the validation effort.

Mr. Jeff Grunow stated that the Board should scrap the referendum and go with a 30-year bond.

Mr. Cavaliere argued the benefits of a 30-year bond as it would not require raising the assessment as a 15-year loan would. He continued that the only third option that is viable is a special assessment which he would not support as there are many residents that cannot afford that.

Mr. Wheaton stated that the projects list is bloated in his opinion in terms of the maintenance building for the golf course. Discussion ensued.

Ms. Louise Crouse stated that the Board should prioritize which projects need attending to first and focus on only a few projects first. She maintained that while working on the prioritized projects discussion can be had about paying for the remaining projects.

Mr. Diana made a motion not to move forward with the resolution. Second by Mr. Wheaton. Mr. Cavaliere opposed. Motion passed 3-1.

Mr. Diana made a motion rescinding Resolution 2018-08. Second by Mr. Wheaton. Motion carried unanimously.

Manager's Report

Resident Relations

ARCC Updates

- Meeting on August 21st had 17 permits on the agenda: 8 consent (not changing the footprint of the home) approved and 8 non-consent (i.e. anything requiring a survey) approved and 1 old case was approved. The next meeting will be on September 4th at 9 am in the HOA office.

Violations Committee Updates

- Meeting on August 10th had 13 cases on the agenda with 5 coming into compliance prior to the meeting and 8 were found in violation.
- The next meeting will be on August 24th at 10 am at Bldg. D&E with 38 cases on the agenda.

Other Interesting Facts

- All BBRD employees will receive training on August 30th regarding sexual harassment prevention and diversity. Staff who are unable to attend the two group sessions will be provided the training at a later date.
- 42 new homeowners received badges in August
- 8 new employees were on-boarded
- 1003 Wren should be demolished by mid-October.

Food & Beverage

- The annual summer games (for all ages) and chili cook off will be held at Pool #1 on Sunday, September 16 from 2-6 p.m. Prizes for best chili and game winners. Flyers with the details will be posted.
- Replacement tables and chairs for Lakeside of the Lounge were received and placed into service. Additional tables and chairs will be ordered in October.



BAREFOOT BAY RECREATION DISTRICT

- The Architect and representative of TLC conducted site visits of the Lounge to start the conceptual design process following the workshop on August 23rd.

Golf-Pro Shop

- Projects
 - Major bunker restoration is completed. Sod to be laid around the bunkers in the future
 - Hole 16 Renovation continues (Ladies room first, then Men's restroom) (grant funded)
 - Hole 18 out of bounds netting repairs are completed
 - Scoreboard/Picnic Area: Obtained a quote from Barefoot Services and awaiting second quote from Alpha Construction for demolition of existing scoreboard and construction of a new one to maximize shaded picnic area (grant funded)
 - Cart path project is completed
 - New palm trees were installed on August 21st and 22nd (grant funded)

Property Services

- Continued installation of new bocce ball canopies
- Trimmed seed pods out of palms at the 19th hole, along BFB and in other common areas
- Trimmed low hanging oak tree limbs at the softball field
- Finished renovations to the showers at Pool #1
- Removed old fixtures paneling and tile from the 16th tee restroom and installed new drywall
- Posted signs of the new pool temps for the winter season
- Changed the hand pump at the pier
- Coordinated timing of tennis/pickle ball fence repairs and then pickle ball court construction

General Information

- Special BOT Meeting – The BOT will meet on Fri., September 7th in Building D at 9am to consider the adoption of the FY19 assessment roll. This will be the only agenda item on said meeting.
- R&M/Capital Projects Update – All one-time projects, not deferred due to the proposed Bond Fund, except for Pool #2 Pit Replacement (which we still cannot find a vendor for), are scheduled for completion by the end of FY18.

Attorney's Report

No Report

Incidental Trustee Remarks

Mr. Lavier reminded the residents about the limitations imposed on the trustees by the Florida Sunshine law which prohibits them from discussing the topics of upcoming agendas amongst themselves outside of a public venue. He asked that residents be patient with them as they work out issues at the meeting even if it means the meetings run a little longer. They are simply trying work out the best possible solutions for the Bay.



BAREFOOT BAY RECREATION DISTRICT

Mr. Diana reiterated that the trustees do have a plan to make the Bay better for the current and future residents if we are careful to make the right fiscal decisions concerning the projects. He is satisfied with the decision that was made today in stopping the resolution and is ready to move forward in a clear and logical manner.

Mr. Cavaliere had no remarks at this time.

Mr. Wheaton had no remarks at this time.

Adjournment

Mr. Cavaliere made a motion to adjourn.

The next meeting will be on Friday, September 14, 2018 at 1PM in Building D/E.

Meeting adjourned 8:48PM.

Joseph Klosky, Secretary

Dawn Myers, District Clerk

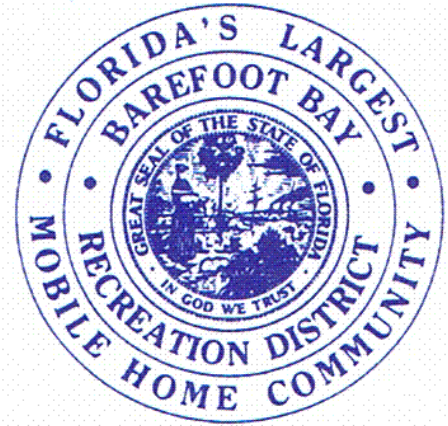
Treasurer's Report

Audience Participation

Unfinished Business

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018
Title: **Financing of Projects: Next Steps Discussion**
Section & Item: 8A
Department: R&M/Capital
Fiscal Impact: TBD
Contact: John W. Coffey, Community Manager
Attachments: List of projects
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Review tasks remaining to be accomplished and direction to staff.

Background and Summary Information

The BOT has discussed for the past year the issue of long-term financing for specific R&M/Capital projects. At the June 19th workshop, the BOT revised the attached list into two lists and revised the cost estimates of specific projects. Afterwards, Mr. Bennett (BBRD Financial Advisor) provided estimated annual debt service costs for a 15-year bank loan and 30-year bond.

At the August 28th meeting, the BOT decided not to place a referendum on the November ballot regarding which financing mechanism to use. After the meeting, Trustee Cavaliere asked that this item be placed on the next available agenda.

To proceed with the issuance of debt the following tasks are required:

1. Decision on scope of work for the Lounge expansion (expansion versus scrap and rebuild)
2. Acquisition of RoM cost estimate for Lounge expansion
3. Acquisition of RoM cost estimate for New Building behind the Shopping Center
4. Motion to adopt a list of projects and total costs (decision of whether "maintenance" projects to be included)
5. Authorization for TLC to revise the engineering report (currently completed for the 20 projects and \$9.1 Million in project costs, excluding cost of issuance) to modify list and cost of projects
6. Adoption of Master Indenture document (previously prepared for list of 20 projects and 30-year bond)
7. Adoption of Bond Resolution (previously prepared for list of 20 projects and 30-year bond)
8. Adoption of Validation documents (previously prepared for list of 20 projects and 30-year bond)
9. Issuance of RFP for Underwriters and selection (45-60 day process) (previously prepared for list of 20 projects and 30-year bond)

Staff requests direction from the BOT regarding this matter.

List of Projects being considered for Financing (subject the change by BOT)

		Original	Maint.	Long-term
1	Repave West RV lot	132,565	132,565	
2	Repave Micco RV lot	285,632	285,632	
3	Repave shopping center parking lot	168,431	168,431	
4	Replacement Admin. Bldg.	935,748		250,000
5	D-E/ 19th Hole/Pro Shop complex Project (SOW TBD)	4,998,644		350,000
6	Upgrade elect. infrastr. in Bldg. A	159,500	159,500	
7	Bldg. A HVAC Replace/Upgrade	110,000		110,000
8	Bldg. A kitchen expansion	206,323		206,323
9	Lounge Enlargement	350,000		1,500,000
10	Replace electrical infrastructure in Shopping Center	80,000	80,000	
11	Beach Projects, Ph. 3 (Restrooms)	93,870		93,870
12	Beach Projects, Ph. 4 (Pavilion)	53,270		53,270
13	Beach gate access card system	28,272		28,272
14	Lake bank restoration, Ph. 6 (left of 11 tee box, right of 16 green)	87,000	87,000	
15	Lake bank restoration, Ph. 7 (between holes 10 & 12)	87,000	87,000	
16	Lake bank restoration, Ph. 8 (right of 6, right of 2, right of 3 & behind 5)	87,000	87,000	
17	Lake bank restoration, Ph. 9 (right of 15, right of 14 & right of 14 green)	87,000	87,000	
18	Irrigation System Repairs	500,000		500,000
19	ABM Worksite upgrade Ph. 1 (canal fill)	265,267		265,267
20	ABM Worksite upgrade Ph. 2 (consolidated new building)	454,230		454,230
	Subtotal	9,169,751	1,174,128	3,811,232
21	Building behind the Shopping Center	2,131,672		2,500,000
	Total	11,301,423	1,174,128	6,311,232
Shaded numbers indicate budget based on a Trustee's estimate and not a RoM.				7,485,360

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018

Title: **Lifting of Moratorium on Formation of New Clubs/Organizations**

Section & Item: 8B

Department: Administration: District Clerk

Fiscal Impact: TBD

Contact: John W. Coffey, Community Manager

Attachments: BOT minutes from March 28, 2017 and December 8, 2017 plus club request forms received and not acted upon

Reviewed by
General Counsel: N/A

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Consideration of lifting moratorium currently in place on the formation of new clubs/organizations.

Background and Summary Information

Since February 13, 2015, BOT approval has been required on the formation of new clubs/organizations. Previously, the Community Manager approved the formations, but several new clubs became controversial and the BOT changed the Policy Manual via Resolution #2015-04 to add BOT approval as the final step in the formation process.

The BOT placed a moratorium on the formation of new clubs/organizations on March 28, 2017 and later on December 8, 2017.

The following requests were received after the first moratorium was enacted and are pending the lifting of the moratorium for BOT consideration:

- Truth Seekers
- Democratic Women's Club of Barefoot Bay of the Democratic Women's Club of Florida, Inc.
- Barefoot Travelers
- Barefoot Bay Dog Lovers Pack
- Barefoot Bay Sewing Circle
- Barefoot Bowlers

Staff recommends the BOT lift the moratorium and approve the attached applications for formation of new clubs/organizations.



BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Regular Meeting
March 28, 2017
7 P.M. –Building D&E**

Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on March 28, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 7:00 P.M.

Thought for the Day

Mr. Diana asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Mr. Cavaliere led the Pledge of Allegiance to the Flag.

Roll Call

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

Minutes

Mr. Cavaliere made a motion to approve the minutes dated February 28, 2017. Second by Mr. Geier. Motion carried unanimously.

Mr. Cavaliere made a motion to approve the minutes dated March 10, 2017. Second by Mr. Geier. Motion carried unanimously.

Mr. Diana asked for a motion to recess due to technical problems with the audio/visual recording equipment.

Mr. Lavier made a motion to recess the meeting at 7:07pm. Second by Mr. Cavaliere. Motion carried unanimously.

Mr. Diana called the meeting to order at 7:11pm.

Treasurer's Report

Mr. Geier presented the Treasurer's Report for March 28, 2017.

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

Audience comment on Agenda Items

None Brought Forward

Mr. Diana asked for a motion to move agenda item 9B Moratorium on Outside Vendors using Barefoot Bay Facilities up to the beginning of the agenda.



BAREFOOT BAY RECREATION DISTRICT

Mr. Klosky made a motion to move agenda item 9B Moratorium on Outside Vendors using Barefoot Bay Facilities to the beginning of the agenda. Second by Mr. Cavaliere. Motion carried unanimously.

Moratorium on Outside Vendors using Barefoot Bay Facilities

Mr. Cavaliere summarized the reason for this agenda item was due to the discussion at the last BOT Workshop on Policy. At the meeting, a recent incident was discussed where a vendor rented BBRD facilities with the sole intention of serving food to residents who purchased a ticket to the food event. The rental brought up questions of legality and food safety. Mr. Cavaliere proposed a temporary moratorium in effect against all commercial vendors serving food in BBRD facilities until we were able to discuss the subject further with General Counsel Repperger.

Mr. Cavaliere has since discussed the item in great detail with General Counsel in an effort to find a resolution. He clarified that at no time was his intent to prohibit outside catering in Barefoot Bay. He maintained that the residents can have whoever they want cater their events. The moratorium was aimed at outside commercial vendors renting District facilities until the Board had completed their review of the Policy language.

Mr. Cavaliere made a motion to impose a temporary moratorium on any non-resident commercial entity hosted for profit revenue based food service special event excluding outside commercial entity catering and or food delivery for resident or club hosted meetings or special events from being held on any District owned property. Second by Mr. Geier. Motion carried unanimously.

Stormwater Project on Tamarind & Cherokee Award of Contract

Mr. Coffey updated the Board on the status of the stormwater project. Since the originally selected vendor for the project opted out of the contract due to negotiation differences, Mr. Coffey instructed B.S.E., our engineering subcontractor to solicit new vendors per Board direction. They subsequently provided 5 new bids ranging from approximately \$175,000 to \$354,000. Mr. Coffey suggested the Board accept the competitive proposal from JoBear Construction at \$175,098. JoBear Construction comes highly recommended by B.S.E. who has worked on several projects with them over the past 20 years. He recommended using the money from the Finance Contingency and R&M Capital Contingency and a budget amendment at a future meeting to cover the \$45,000 shortfall for the new bid.

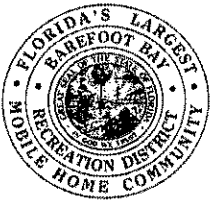
Mr. Klosky made a motion to approve the proposal from JoBear Construction for \$175,098 and the use of Finance Contingency and R&M Capital Contingency for the approximate \$45,000 shortfall. Second by Mr. Lavier. Motion carried unanimously.

*Mr. Klosky made a motion to address Agenda Item 9M 453 Egret Circle after the DOR Violations discussion. Second by Mr. Lavier. Motion carried unanimously.

DOR Violations

DOR Violation

526 PERSIMMON DRIVE 16-003693, 16-000254, 16-000355



BAREFOOT BAY RECREATION DISTRICT

Ms. Sue Cuddie presented the consistent violation to the Board and requested referring the item to the attorney's office

Mr. Cavaliere made a motion to send 526 Persimmon Cases 16-003693, 16-000254, 16-000355 to the attorney office for equal and equitable action. Second by Mr. Geier. Motion carried unanimously.

DOR Legal Fee Waiver Request 453 Egret Circle

The homeowner at 453 Egret Circle spoke on her own accord. She stated that the violations are now all in compliance.

Mr. Roger Compton spoke on the homeowner's behalf as the property has greatly improved and he stated that he can vouch for the improved condition of the house. Mr. Cavaliere voiced dissatisfaction with the length of time that passed between the notice of violation and the resolution. The homeowner stated she did not have the finances to fix all the violations at once.

Mr. Cavaliere recommended a penalty for drawn out violations instead of just waiving fees such as community service with the HOA.

Mr. Cavaliere made a motion to waive fee of \$2,602.50, charge the homeowner for the costs of \$496 and mandate 100 community service hours with the HOA. Second by Mr. Geier. General Counsel Repperger advised against applying a mandatory penalty but suggested offering community service as an option to the owner.

Mr. Randy Loveland, President of the HOA stated that he is very open to volunteers but was not in favor of the HOA being viewed as a restitution service.

Mr. Geier withdrew his second and motion died for lack of second.

Mr. Geier made a motion to waive the fee of \$2,602.50 and charge the homeowner for the costs of \$496 at a monthly rate. Second by Mr. Lavier. Motion carried unanimously.

Moratorium on Formation of New Clubs and Organizations

Mr. Diana recommended tabling this topic until the next BOT Policy Workshop.

Mr. Cavaliere suggested addressing this topic since there may be a chance we will run out of room to place the clubs if we continue to approve them.

Mr. Cavaliere made a motion to put the moratorium on new clubs and organizations in place until the topic can be discussed further at the next BOT Workshop. Second by Mr. Lavier. Mr. Geier and Mr. Diana opposed. Motion carried 3-2

Banking RFP award

On March 2, 2017, The Banking Services RFP Committee opened one sealed proposal from Marine Bank & Trust. The Committee consented to present the bid from Marine Bank & Trust to the Board. Bill Penney and Georgia Irish presented on behalf of Marine Bank & Trust. They stated that they are a local bank, easy to talk to with absolutely no 800 numbers. Ms. Irish, Account Manager, encouraged the residents to call her if anyone had any questions.

Mr. Geier made a motion to accept Marine Bank and Trust for the management of BBRD banking services. Second by Mr. Lavier. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Kitchen Design Award of Contract

Per Board direction, Mr. Coffey, staff and TLC toured Building A and the 19th Hole to discuss new designs for the kitchen expansion.

Mr. Cavaliere made a motion to accept staff recommendation and approve \$25,875 for the design of Building A kitchen expansion from TLC. Second by Mr. Geier. Motion carried unanimously.

Mr. Cavaliere made a motion to accept staff recommendation and approve \$20,010 for the design of the 19th Hole kitchen from TLC. Second by Mr. Klosky. Motion carried unanimously.

Mr. Klosky recommended soliciting a RFP and requested not doing these projects at the same time due to the interruption of entertainment and food service if both facilities are under construction at the same time. Mr. Geier was against the RFP as he believes it is not warranted at this time. Board discussed the pros and cons of soliciting RFP as opposed to seeking bids on our own.

Mr. Cavaliere made a motion for staff to draft an RFP. Second by Mr. Klosky. Mr. Geier and Mr. Lavier opposed. Motion carried 3-2

Mr. Cavaliere made a motion to have the projects done sequentially and have the Food and Beverage Manager choose which kitchen she would like to have done first and when. Second by Mr. Lavier. Motion carried unanimously.

Mr. Diana thanked Ms. Mendes and her staff for a great job on the golf championship and musical entertainment events this past weekend.

Beach Grant Project, Phase I Award of Contract

Staff recommended the BOT award contract of \$37,120 to Team Waterbury LLC for Beach Grant Project, Phase I for removal of exotics, privacy berm, landscaping and irrigation systems.

Mr. Klosky made a motion to approve \$37,120 to Team Waterbury LLC for work on the Beach Grant Project. Second by Mr. Lavier. Motion carried unanimously.

Pool #1 Walkway Roof Replacement Award of Contract

The Pool 1 covered walkway has begun to develop leaks that are beyond staff's ability to repair.

Staff recommended the BOT award the 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.

Mr. Geier made a motion to accept the contract for 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. Second by Mr. Lavier. Motion carried unanimously.

19th Hole A/C Replacement Award of Contract

As a result of a study of the consistent condensation problem off the AC at the 19th Hole, staff found that the AC needs to be replaced. Mr. Coffey presented two quotes, Florida Breeze for \$6,970 and Palm Bay Air & Heat, Inc. for \$6,095.00. Staff recommended awarding the contract to Florida Breeze.

Mr. Lavier made a motion to award contract for the 19th Hole A/C replacement to Florida Breeze for \$6,970. Second by Mr. Cavaliere. Motion carried unanimously.

Revised Rules for BOT

Staff recommended the BOT approve the a resolution adopting the revised Rules for the BOT.



BAREFOOT BAY RECREATION DISTRICT

General Counsel 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. Lavier made a motion to accept the BOT Rules amendments. Second by Mr. Geier. Motion carried unanimously.

Revised Policy Manual

Staff recommended the Board review the revised Policy Manual and adopt the resolution.

General Counsel 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, AS SUBSEQUENTLY AMENDED THROUGH SEPTEMBER 9, 2016; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

*Mr. Klosky made a motion to accept the Policy Manual amendments. Second by Mr. Geier. Mr. Diana opposed. Motion carried 4-1. *Mr. Diana opposed the added language to 3.0 General, Identification Badges and Dress (p. 3-6) to permit the use of images of resident badges on cell/mobile phones in lieu of showing the physical badge under certain circumstances (as requested by Property Services).*

Bldg. A Roof Replacement RFP Evaluation Committee Selection/Announcement

The Building A Roof Replacement RFP will be released Monday April 3rd. Mr. Coffey requested the formation of a committee to evaluate all bid submitted.

Mr. Cavaliere volunteered for the trustee position on the Building A Roof Replacement RFP committee. Mr. Coffey announced Mr. Matt Goetz, Property Services Manager will hold the voting staff position, Mr. Brian Belanger will hold the voting resident position and he will hold the non-voting position along with Mr. Diana.

SDS Contract Extension Discussion

General Counsel Repperger presented the figures from the proposed SDS contract renewal. He stated that they are proposing eliminating the table from the previous contract which breaks down all the SDS fees. They are requesting replacing the table for a flat fee (\$157,500) which is a modest 1.8% increase from the last fiscal year. SDS is proposing a 2.5% increase each year going forward.

Mr. Klosky made a motion to move forward with the contract without the table. Second by Mr. Cavaliere. Motion carried unanimously.

Mr. Cavaliere directed General Counsel to discuss a 5-year contract with SDS.

Manager's Report

District Clerk

- Upcoming BOT Workshops:
- BOT Workshop (Golf Rates and Tee Times Procedures) 30Mar17, Bldg. D/E at 2:30pm



BAREFOOT BAY RECREATION DISTRICT

- BOT Workshop (Oversight of Clubs/Organizations and commercial rental of facilities): Wed., 12Apr17, Bldg. D/E, 2:30pm
- BOT Workshop (FY18 WDPB Review): Mon., 17Apr17, Bldg. D/E, 7pm
- BOT Workshop (FY18 WDPB Review): Tues., 18Apr17, Bldg. D/E, 2pm

Resident Relations

- ARCC Update:
- 21Mar17 meeting – 27 permits were reviewed and approved. The committee also reviewed and promulgated rules to the ARCC Guidelines (See attached). These changes will be incorporated into the Guidelines and presented as a Revision to the guidelines at the 25Apr17 BOT meeting.
- The next ARCC Committee meeting is on 4Apr17 in the new BFBHOA office.
- Violations Committee Update:
- 24Mar17 – There are 10 properties on the agenda. As of 21Mar17 only six remain in violation.
- The next meeting is scheduled for Fri., 28Apr17 at 10am in D/E.
- Badge Renewal Update – Resident Relations staff are updating badges with a red 04/2018 Sticker for all residents who have paid their 2016 Brevard County taxes in full. Office hours are Monday thru Friday 8:30am to 4:30pm.

Food & Beverage

- Recap of St. Paddy's Day – Over 1,100 people came through the Pool #1 area for the pipers, music & food. Over 300 people were served corned beef, burgers and hotdogs.
- Mother's Day Brunch Update – Tickets for Mother's Day brunch on 14May17 at Pool #1 will go on sale Monday, 10Apr17 at the Lounge, the 19th Hole and Resident Relations.

Golf-Pro Shop

- Congratulations to the 2017 Club Champions: Emil Pizzullo & Judy Farrell.



- April Tournament Updates:
- Martini League 9 –hole: April 8th @ 1:00 pm Shotgun
- Ace Wright Ryder Cup Tournament: April 21 and 22nd
- Fundraiser Golf and merchandise for HOA: April 29 @ 8:30 am shotgun

Call or stop by the Pro Shop for more information about any of the tournaments.

Special Projects

- Obtaining quotes for golf course projects



BAREFOOT BAY RECREATION DISTRICT

- Prepared BOT Workshop presentation
- Training: Golf Operations Manager Cruz attended a training event conducted by the PGA HOPE ORLANDO. This training is to deal with Military Veterans Learning skills and approaches in coaching Veterans with disabilities
- April 18th: Attending GHIN training for recertification of our handicap software program
- Submitted Grant Request for Junior Golf Camp

Property Services

- Routine Work Update:
- Built and installed new sign at the softball field
- Installed new chair rail in Building C and repainted
- Continued stormwater maintenance work on the canals
- Rototilled the softball field
- Installed a larger diameter hose for watering the field
- Repaired the pitcher pump on the pier
- Edged Barefoot Blvd.
- Repaired broken shuffle board poles
- Repaired broken shuffle board scoreboards
- Painted no parking lane in front of putting green
- Replaced vacuum pump on pool 1
- Replaced the stolen lock on the pier
- Installed more lighting around the lounge
- Installed scoreboards for the golf tournament

Special Projects Update

- Continued to solicit bids for Pool#2 pit replacement
- Finalized Bldg. A Roof Replacement RFP

Attorneys Report

General Counsel Repperger updated the Board on the Guinther vs BBRD case. The case has been assigned a 3-week trial docket for June 12th but his office is working on getting it resolved before this date. No word from the Supervisor of Elections office yet regarding the insert. The ballot may go out in the 2nd week of April. The HB on term limits was last seen on the Government Accountability Committee on March 15th. This does not necessarily indicate a problem, General Counsel Repperger will keep the trustees updated as he receives new information.

Incidental Trustee Remarks

Mr. Geier requested staff send a certificate of appreciation to all past committee members. Consensus of the Board. He congratulated the City of Palm Bay for getting the resolution passed which mandates that all businesses entering a home must notify the homeowners if they employ a sexual offender. He



BAREFOOT BAY RECREATION DISTRICT

requested the Board consider placing a similar agenda item on a future agenda. Board consensus that the item should be place on an upcoming BOT agenda.

Mr. Lavier commended the Food and Beverage staff for the excellent service over the weekend with the golf championship and with the St. Patrick's Day celebration. He congratulated the two new Club Champions, Emil Pizzulo and Judy Farrell on their win.

Mr. Diana requested staff send two congratulatory letters to the new champions.

Audience Participation

Ms. Sue Reddy thanked the Board for voting against the moratorium on outside caterers coming into the community.

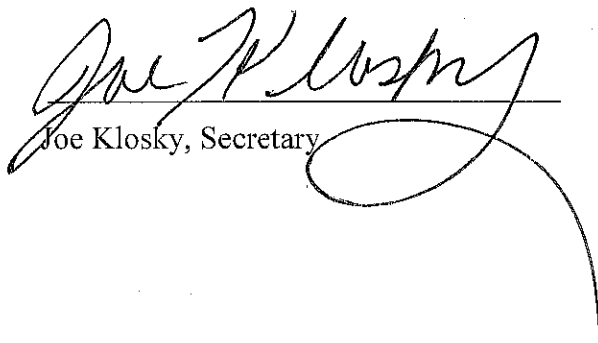
Mr. Richard Schwatlow requested residents call the BCSO to address any concerns about HOA members stating that C.O.P.S. officers are dishonest. Ms. Sue Reddy questioned what C.O.P.S officers are being accused as she had not heard of this before. Mr. Schwatlow stated it was he that was accused on a social media site. Mr. Cavaliere stated this is not a topic of business for a Board of Trustee meeting.

Adjournment

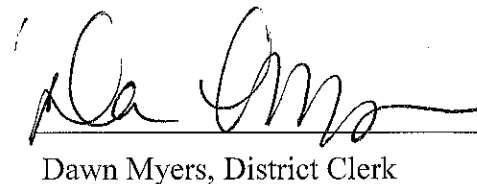
The next meeting will be on April 25, 2017 at 7PM in Building D/E.

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

Meeting adjourned 9:03 PM.



Joe Klosky, Secretary



Dawn Myers, District Clerk



BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Regular Meeting
December 8, 2017
1 P.M. –Building D&E**

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on December 8, 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: John W. Coffey, Community Manager, Cliff Repperger, General Counsel, and Dawn Myers, District Clerk.

Presentations

Representative Randy Fine Presentation

Chairman Diana introduced Representative Randy Fine and thanked him for his help in getting the term limits bill passed by the Florida Legislature. Mr. Diana noted that over 90% of Barefoot Bay residents voted yes to the Trustee term limits on the recent referendum.

Representative Fine addressed the residents of Barefoot Bay regarding two Bills he is currently supporting. He expounded on an issue brought about in the aftermath of Hurricane Irma. A reported excess of approximately 19 million gallons of raw sewage was released into the Indian Rive Lagoon by our local government. The sewage was released due to consistent problems with the local sewer disposal process as local government have not spent the money or claims not to have the money to keep our sewer systems maintained and up to date. Representative Fine subsequently developed HB585 to allow more flexibility for local government to spend the funds to maintain the sewer systems so this does not happen again. Another Bill currently in process and supported by Representative Fine also deals with the issue of Hurricane Irma aftermath. Representative Fine discussed the problem of the utilities departments such as the cable company and waste management services that continued to charge residents even while they had no service. He gave the example of FPL who does not get paid if the power is down and having had thousands of workers throughout the state, some brought in from other states to help get power back to the people as fast as possible. He explained that if the other utilities were not getting paid while service was down he is confident that they would have been working just as hard as FPL to get the services back on. This change in the law to allow residents to not have to pay for usage while their service is down is precisely what the Bill he is supporting would ratify.

Mr. Geier asked Representative Fine to please expound on the topic of Citizens Home Insurance that he discussed with Representative Fine at the last forum they both attended. Representative Fine informed the



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residents that since Citizens Insurance is a tax payer funded insurance and highly subsidized, it is actually much cheaper to offer on a risk adjusted basis. He advised the residents to consider their current insurance payment and the home's worth and divide the two amounts. If the percentage is accurate for a risk of destruction next year then it is probably an accurate amount. He informed the residents that the state is motivated to encourage individuals to acquire private insurance rather than subsidized, tax-payer funded insurance in an effort to decrease state costs. Representative Fine took questions from the audience.

Employee Milestones

Mr. Robert Shepard was re-presented with his employee service award due to a misspelling of his name on the original certificate presented at the November 9th meeting.

Minutes

Mr. Klosky made a motion to approve the minutes dated November 9, 2017. Second by Mr. Lavier. Motion carried unanimously.

Treasurer's Report

Mr. Geier read the Treasurer's Report for December 8, 2017.

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

Audience comment on Agenda Items

Mr. Jay Lanning, President of Senior Softball League, thanked the board for the replacement fence in the right field and for the netting on the fence. To the Board, Mr. Coffey and Mr. Matt Goetz thank you for your assistance and support throughout the years.

Mr. Jack Reddy issued a proclamation to Mr. Lavier stating that his badge is on him at all times now. He commented on the topic of lost revenue due to non-residents attending club functions which was discussed at the previous Board meeting. Mr. Reddy provided three Trustees with one dollar each as a symbolic gesture of good faith for the entry fee of a non-resident that will be attending the scheduled Irish Club event this month. (The donated fee was later deposited into the appropriate BBRD Account)

Ms. Jody Keller, President of the Expo Club stated her dissatisfaction with the controversial topic of clubs in recent weeks and slander of the Expo Club she started to raise money for charity. She stated that she is over the games regarding the clubs and will effectively terminate her club after her next event. Ms. Keller addressed Mr. Diana regarding a statement he made concerning her club raising money for profit to her employer in a public setting. She requested Mr. Diana not mention her name again as she is prepared to pursue litigation against him for slander.

Unfinished Business

Selection of Pickleball Courts Site

Mr. Coffey provided options for placement of the pickleball courts including where the current hand ball court is located and the areas on either side, as well as the basketball court and shuffleboard areas. Discussion ensued regarding the proposed locations.



BAREFOOT BAY RECREATION DISTRICT

Mr. Cavaliere made a motion to table the topic of pickleball locations until he receives additional information about the number of players in the Tennis Club and Pickleball Club and their respective needs with the caveat that pickleball will continue as usual. Second by Mr. Lavier. Motion carried unanimously.

Ms. Carol Joseph stated the Pickleball Club would be appreciative of just one tennis court as the Tennis Club does not use all 5 courts very often. She stated that four pickleball courts can be utilized off of one tennis court. Additionally, Ms. Joseph stated that the Pickleball Club is satisfied with using the court that did not get a special surface applied to it as requested by the Tennis Club.

Mr. Robin Nash agreed with Ms. Joseph. He requested the Board save the \$75,000 reserved for the new courts and restripe the current tennis courts to include the pickleball courts.

New Business

Moratorium on Establishment of New Clubs/Organizations

Mr. Coffey explained that at the November workshop the Board came to a consensus to place a moratorium on any new clubs forming in Barefoot Bay until the topic of clubs is concluded.

Mr. Lavier made a motion to place a moratorium on the approval of any new clubs in Barefoot Bay. Mr. Geier opposed. Second by Mr. Klosky. Motion passed 4-1

Replacement Building F Project Award of Contract

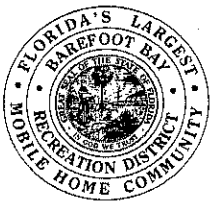
The Building F RFP Evaluation Committee met on November 30th and ranked four submittals in order of their qualifications. The committee recommended Reynolds Construction, Inc. out of Melbourne for \$ 936,365.00. Mr. Cavaliere offered that the selection of this contractor was arrived through a thorough and painstaking review of all the submittals, their experience and their reputation. This selection was not made on bidding price alone. Additionally, he stated that he researched a past client of Reynolds who stated that they had absolutely no issues with them pre, during and after construction. General Counsel Repperger will develop a contract as the next phase in the project.

Mr. Klosky made a motion to select Reynolds Construction for the Replacement Building F project for \$936,365.00. Second by Mr. Cavaliere. Motion carried unanimously.

ABM Contract Amendment

Mr. Coffey stated that the language in the ABM contract will be modified from the current language which states a specific number of employees. The new language will read: *ABM will provide the labor necessary to perform the Golf Maintenance Service Specifications throughout the year. This may vary depending on seasons and specification requirements.* Mr. Diana asked ABM Supervisor, Matt Hill, if any staff changes are ahead for ABM. Mr. Hill stated they had no plans to change the current number of staff as the typical assignments will be reduced during winter season due to the weather such as slower growing grass.

Mr. Geier made a motion to approve the amendment to the ABM contract. Second by Mr. Cavaliere. Motion carried unanimously.



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FY18 Pay Plan Adoption

Mr. Coffey presented the formal pay and classification plan for all BBRD employees which he based on a survey of comparative jobs. The pay plan is recommended to be updated for compliance with the 2018 Florida minimum wages of \$5.23 for tipped employees and \$8.25 for non-tipped employees.

General Counsel read the resolution:

A RESOLUTION OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2016-25 AND ADOPTING AN EMPLOYEE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2017-2018; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT WITH OTHER PROVISIONS; AND, PROVIDING FOR AN EFFECTIVE DATE.

Mr. Klosky made a motion to approve Resolution #2017-18 thereby adopting the FY18 Employee Pay and Classification Plan effective December 25, 2017. Second by Mr. Lavier. Motion carried unanimously.

Mid-sized Truck Replacement

Mr. Coffey reported that there is funding in the FY18 for a new truck for Property Services to replace the current pickup truck as it has expired its usefulness.

Mr. Klosky made a motion to award the contract to Alan Jay Nissan, Inc. in the amount of \$17,215.00 for procurement of a 2018 Nissan Frontier. Second by Mr. Cavaliere. Motion carried unanimously.

Policy Manual Revision

Mr. Coffey presented the changes made to the Policy Manual from the recent workshop to discuss Clubs.

1. Part Three: General Rules Applicable to District Facilities, 3.0 General, Definitions, #22 (page 18)
 - Reinstitution of guest fee requirement to all club/organizations' events
 - Establishment of a waiver process for clubs/organizations events
 - Exclusion of Food & Beverage events
 - Exclusion of clubs/organizations' vendors from the guest fee requirement
2. Part Three: General Rules Applicable to District Facilities, 3.4 Guidelines for Registering as a Club or Organization and Use of District Facilities (page 33)
 - Deletion of sentence exemption invitees of clubs/organizations from being applicable to the payment of guest fees.

General Counsel 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 POLICY MANUAL ADOPTED MAY 8, 2009, AS SUBSEQUENTLY AMENDED THROUGH OCTOBER 13, 2017; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Lavier made a motion to approve the changes to the Policy Manual. Second by Mr. Klosky. Motion carried unanimously.

Waivers for Guest Pass Requirements for Special Events

Due to the recent Policy Manual changes which requires nonresidents purchase guest passes in order to attend club events, Mr. Geier requested the Board officially waive the guest pass requirement for the following events:

- Ethnic Festival
- St. Patrick's Day
- Memorial Day Parade and Ceremony



BAREFOOT BAY RECREATION DISTRICT

- Veteran's Day Parade and Ceremony
- Christmas Parade, Christmas Tree Lighting and Entertainment

Mr. Klosky made a motion to approve the guest pass waiver for specific special events. Second by Mr. Lavier. Motion carried unanimously.

Building A Roof Replacement Change Order #2 Confirmation

Mr. Coffey reported that the Building A Roof vendor submitted change order #2 in the amount of \$3,905.00 due to excessive layers in the roof and increased labor and disposal costs. He stated that he approved the change order to avoid any delays in the project and is requesting a confirmation of his actions.

Mr. Lavier made a motion to approve Change Order #2 in the amount \$3,905.00 for increased labor and disposal cost associated with previously unknown excessive layers of roofing on the large sloped roof of Bldg. A. Second by Mr. Klosky. Motion carried unanimously.

Building A Roof Replacement Change Order #3 Confirmation

Mr. Coffey reported that the Building A Roof vendor showed staff existing problems with the flashing and flat roof and recommended removal of the flashing and replacement of the flat roof to maximize the water tightness of the new roof. The vendor submitted change order #3 in the amount of \$2,975.00 to remedy the problems. He stated that he approved the change order to avoid any delays in the project and is requesting a confirmation of his actions.

Mr. Klosky made a motion to confirm the approval of change order #3 in the amount \$2,975.00 for removal of the flashing and replacement of the flat roof atop the large sloped roof on Bldg. A. Second by Mr. Lavier. Motion carried unanimously

Building A Roof Replacement Change Order #4 Proposal

At a Special Board meeting in November 2018, the Board requested a proposal from the vendor to replace the smaller sloped roof on Building A. Staff received change order #4 in the amount of \$24,436.00.

Mr. Klosky made a motion to approve change order #4 in the amount \$24,436.00 for the replacement of the smaller sloped roof on Bldg. A with the same material being used on the larger sloped roof. Second by Mr. Lavier. Motion carried unanimously

Manager's Report

Office of the District Clerk

- Gifts and Memorials Program Update – Staff drafted an easy to read summary tri-fold brochure highlighting the rules and process of BBRD's donation program. Availability is anticipated later in December at all BBRD offices.

Finance

- FY18 Assessment Collection Update – \$1,076,522.62 (29.9% of budget) in gross assessments have been received as of 27Nov17.

Resident Relations

ARCC Updates:



BAREFOOT BAY RECREATION DISTRICT

- The meeting on 14 Nov 17 had 30 permits on the agenda and all were approved.
- The meeting on 28 Nov 17 had 38 permits on the agenda and 37 were approved with one being tabled.
- The meeting scheduled for 12 Dec 17 has 50 permits on the agenda and will be in the BFBHOA Office at 9am.
- The meeting originally scheduled for 26 Dec 17 is now scheduled for Friday 29 Dec 17, same ARCC time, same ARCC place.

Violations Committee Updates:

- The meeting scheduled for 08 Dec 17 had 29 cases on the agenda with 13 coming into compliance prior to the meeting.
- The next meeting is scheduled for 12 Jan 18 at 10am in Bldg. D/E.

Food and Beverage

- December Theme – Enjoy the “spirits” of the season in the Lounge and 19th Hole this season:
- Christmas Gift Idea – Gift cards make great gifts throughout the year, but especially for Christmas and may be used in the Lounge, the 19th Hole or any special event. You can purchase gift cards in the Lounge or the 19th Hole. Kathy says “stock up but do not tell Ernie you are giving festive Food & Beverage Christmas presents to your loved ones.”
- Christmas and New Year’s Eve Events
 - Motown Christmas night in the Lounge – Saturday, 23 Dec 17 from 6-10 pm. Music by Ladies of Soul. No tickets are needed.
 - Annual Lounge New Year’s Eve party – Tickets to reserve a seat are on sale in the Lounge and includes a champagne toast and noise makers.
 - 19th Hole New Year’s Eve dinner and party – Hurry in to purchase tickets for the New Year’s Eve dinner and party with Steve Cole at the 19th Hole because there are only a few left. Flyers with all the details are posted.

Golf-Pro Shop

Routine Work

- Tournaments (call Pro Shop for details 664.3174)
 - Saturday, 20 Jan 18: Annual Veteran’s Tournament (Sign up begins soon)

Special Projects

- Annual Over-seed of course update – Work was completed on 04 Dec 17 (back nine and practice green) and 05 Dec 17 (front nine and range tee): There will be approximately 7 – 10 days before the grass on course will be cut.
- Drainage project between 4th Green and 5th Tee – Staff completed the project quicker and with fewer complaints than anticipated.
- Fence Replacement at ABM Worksite – The remaining sections that were damaged by Irma were removed and staff is waiting for utility locates. Estimate completed is 15 Dec 17.



BAREFOOT BAY RECREATION DISTRICT

Miscellaneous

- Only 17 shopping days left before Christmas. Ernie says *"Get your Christmas shopping done at the Pro Shop."*
- Members' Only Christmas Sale at the Pro Shop on 19Dec17 from 5-7pm.

Golf Course Closures

- Christmas Eve: Open 6:30am to 2pm. Last Cart out at 10:00am
- Christmas Day: Closed all day (Merry Christmas!)
 - New Year's Eve: Open 6:30am to 2pm. Last Cart out at 10am
 - New Year's Day: Normal Hours

Property Services

Routine work

- Prepped Building A area for the Christmas parade and Christmas tree lighting ceremony.
- Sodded and replaced decorative rocks in front of the waterfall along US1
- Coordinated the overseeding of the lawn bowling court. Season started on 27Nov17 and players appear happy.
- Installed 1 new LED light at tennis courts
- Installed windscreens and new trash cans at the tennis courts
- Repaired broken bad screens in the grill area
- Trimmed the landscaping around pool 1
- Repaired leak at pool 3 another to follow
- Solicited quotes for concrete to stabilize sloped portion of Guinther By-Pass next to the Playground.

Special Projects

- Stormwater Update:
 - Secured services of a vendor to remove exotics along canal behind Barefoot Circle
 - Inspected a canal washout behind Marlin Circle
 - Inspected swale behind Tamarind Circle and scheduled for the swale to be cut with string trimmers down to grade so the civil engineer can inspect for compliance with construction plans.
- Building A Roof Replacement Update – Inspected flashing with vendor and worked with vendor to reduce the leaks until the metal panels arrive and are installed.
- Christmas Preparations Update – Worked with volunteers to install Christmas decorations along Barefoot Boulevard and at facilities.

General Information

Conceptual Design for new D/E/19th Hole/Pro Shop/Cart Barn Complex Update – Staff participated in a conference call with the design team regarding set back requirements, operational needs and other considerations the last week of November. The Design team anticipates completing their phase of the



BAREFOOT BAY RECREATION DISTRICT

project in mid to late December and the next workshop with the BOT to review a revised conceptual floorplan and site options is tentatively scheduled for Tues., 16Jan18, Bldg. D/E at 7pm. Consensus from the Board to hold the workshop at this date and time.

Workshop Date for SDS Presentation/Discussion Regarding Financing Options for Capital Projects Update – SDS and General Counsel Repperger are available for a workshop in Bldg. D/E on Monday 22Jan18 at 2:30pm. Consensus from the Board to hold the workshop at this date and time.

Developments at 637 Hyacinth – We have reports to our DOR staff that there are squatters at this location and the home is in extremely poor condition. Ms. Sue Cuddie explained that she has reached out to the homeowners with no response. Ms. Cuddie announced that they will move in a different direction however, by bringing the case to the Board at the next meeting for authorization to remove the home with guidance from General Counsel Repperger.

Important Message from the North Pole – Mr. Coffey provided an update on status of BBRD residents will be provided at the meeting – No coal deliveries! Everyone is on the good boy and girl list. Mr. Diana thanked Mr. Klosky for the superb job on the Christmas Parade this year and for all he does for the Bay.

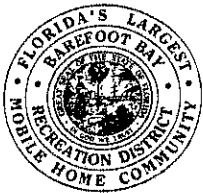
Attorney's Report

General Counsel Repperger reported on closures of three DOR Cases 836 Hawthorne - Parking on the Grass referred May 12, 2017; 581 Tarpon - Nuisance Tree referred October 13, 2017; and 932 Sequoia - Lamppost referred October 13, 2017 have all been closed in compliance. He asked for approval of voluntary dismissal for Case No. 895-08-08 611 Tarpon Drive- work without an ARCC permit referred in 2009. *Mr. Geier made a motion to approve. Second by Mr. Lavier. Motion carried unanimously.* He also asked for dismissal for two cases at 942 Jacaranda Drive – Parking and Utility Trailer referred in 2011. *Mr. Geier made a motion to approve. Second by Mr. Lavier. Motion carried unanimously.* General Counsel thanked Mr. Klosky for the invitation to the Christmas parade stating that it gets bigger and better every year. His daughter and her “reindeer” friend enjoyed it immensely. He wished the Board, staff and residents a Merry Christmas and Happy New Year.

Incidental Trustee Remarks

Mr. Cavaliere read an article from the Sound Off section in *The Tattler* effectively calling out the Trustees and the community manager regarding the payoff of the District mortgage. The article held the Trustees responsible for spending the “additional” \$850,000 on various projects and refusing to explain or be held accountable for this spending. Mr. Cavaliere suggested the gentleman who wrote the article meet with him for a public debate to discuss the items he laid out in his article.

Mr. Klosky thanked everyone who participated in the Christmas Parade stating it was a good time had by all.



BAREFOOT BAY RECREATION DISTRICT

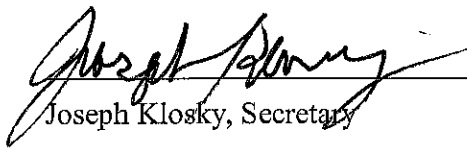
The Board wished everyone a Merry Christmas, Happy Hanukkah and Happy New Year. Mr. Geier presented staff and his fellow Board members with heartwarming gifts.

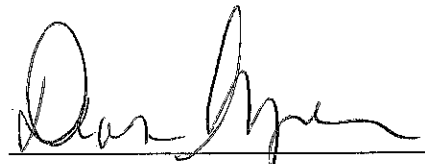
Adjournment

The next meeting will be on Friday, January 12, 2018 at 1PM in Building D/E.

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

Meeting adjourned 3:28 PM.



Joseph Klosky, Secretary

Dawn Myers, District Clerk



BAREFOOT BAY RECREATION DISTRICT

REQUEST TO ORGANIZE A CLUB

NAME OF CLUB:

Truth Seekers

PURPOSE/OBJECTIVE:

Bible Study Club

GUIDELINES

- Any Club, Organization or Resident Group that uses District facilities must be comprised of a majority of Barefoot Bay residents unless permitted by policies adopted by the Board of Trustees.
- Any request to form a registered Club, Organization or Resident Group that intends to use District facilities must be reviewed by the Community Manager and must contain names, addresses, and phone numbers of at least four responsible year round residents or elected officers or alternates.
- A Building Registration application form must be filed upon approval from the Community Manager.

Please refer to BBRD Policy Manual Section 3.4 - Guidelines for Registering as a Club, Organization or Resident Group and Use of District Facilities for further information.

REQUESTOR INFORMATION

NAME

Linda Audie

ADDRESS

1207 Arca De

PHONE #

207 740-7310

RESIDENT #1 INFORMATION

NAME

Ginny Toor

ADDRESS

Papaya Cir.

PHONE #

315 542-8383

RESIDENT #2 INFORMATION

NAME

Beeley Schick

ADDRESS

Periwinkle Cir.

PHONE #

772 594 9245



BAREFOOT BAY RECREATION DISTRICT

RESIDENT #3 INFORMATION

NAME

Louise Palazzola

ADDRESS

860 Laurel

PHONE #

978 375 8066

RESIDENT #4 INFORMATION

NAME

Donna Hurst

ADDRESS

Periwinkle

PHONE #

37 694-9523

REQUESTOR SIGNATURE

By Phone

DATE

9/7/18

COMMUNITY MANAGER APPROVAL

DATE



**BAREFOOT BAY
RECREATION DISTRICT**

REQUEST TO ORGANIZE A CLUB

NAME OF CLUB:

Democratic Women's Club of Barefoot Bay of the

PURPOSE/OBJECTIVE:

Democratic Women's Club of Florida, Inc.
To stimulate an active interest in governmental affairs ^{among} all Democrats
and to provide a forum for the discussion of public matters.

GUIDELINES

- Any Club, Organization or Resident Group that uses District facilities must be comprised of a majority of Barefoot Bay residents unless permitted by policies adopted by the Board of Trustees.
- Any request to form a registered Club, Organization or Resident Group that intends to use District facilities must be reviewed by the Community Manager and must contain names, addresses, and phone numbers of at least four responsible year round residents or elected officers or alternates.
- A Building Registration application form must be filed upon approval from the Community Manager.

Please refer to BBRD Policy Manual Section 3.4 - Guidelines for Registering as a Club, Organization or Resident Group and Use of District Facilities for further information.

REQUESTOR INFORMATION

NAME Mildred Lavaway

ADDRESS 572 Dolphin Circle, Barefoot Bay, FL 32976

PHONE # 434-446-6128

RESIDENT #1 INFORMATION

NAME Theresa Bishop

ADDRESS 618 Periwinkle Circle, Barefoot Bay, FL 32976

PHONE # 772-202-4448

RESIDENT #2 INFORMATION

NAME Nancy Norton

ADDRESS 625 Amber Jack Court, Barefoot Bay, FL 32976

PHONE # 574-234-3358

Mailing Address:
625 Barefoot Boulevard, Building "F"

(772) 664-3141
(772) 664-1928

Physical Address:
625 Barefoot Boulevard
Barefoot Bay, Florida 32976-7305



BAREFOOT BAY RECREATION DISTRICT

RESIDENT #3 INFORMATION

NAME Brenda Irish 32976
ADDRESS 901 FRANGIPANI DRIVE, Barefoot Bay, FL
PHONE # 734 - 395-5494

RESIDENT #4 INFORMATION

NAME DON Ratcliff
ADDRESS 572 Dolphin Circle, Barefoot Bay, FL 32976
PHONE # 434-446-6128

REQUESTOR SIGNATURE

Mildred L. Lowman

DATE

9/06/18

COMMUNITY MANAGER APPROVAL

DATE

September 6, 2018

Barefoot Bay Recreational District BOT

A group of us who live in Barefoot Bay have formed a chapter under the Democratic Women's Club of Florida, Inc. Our objective is to stimulate an active interest in governmental affairs among all Democrats and to provide a forum for the discussion of public matters.

Pro tem Officers (official elections 9/25/18):

President – Mildred L Lavaway

1st Vice President – Theresa Bishop

2nd Vice President – Brenda Irish

Recording Secretary – Curtis Irish

Treasurer – Sharon Pelfrey

Due to the fact our Treasurer resides in Micco, we request an exception to be included as a registered club in Barefoot Bay.

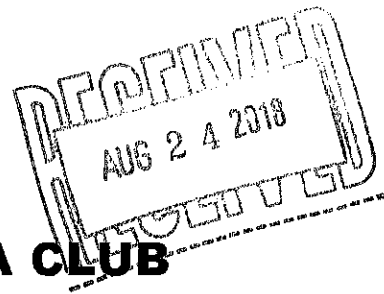
Respectfully,

A handwritten signature in black ink, appearing to read 'Mildred L. Lavaway', written in a cursive style.

Mildred L. Lavaway



**BAREFOOT BAY
RECREATION DISTRICT**



REQUEST TO ORGANIZE A CLUB

NAME OF CLUB:

Barefoot Travelers

PURPOSE/OBJECTIVE:

To have fun

GUIDELINES

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REQUESTOR INFORMATION

NAME JoAnne Powell

ADDRESS 495 Marlin Circle

PHONE # 978-888-3284

RESIDENT #1 INFORMATION

NAME Betty Murray

ADDRESS 334 Avocado Drive

PHONE # 617-840-3110

RESIDENT #2 INFORMATION

NAME Marna Ward

ADDRESS 1210 Iriquois Drive

PHONE # 772-532-7203

Mailing Address:
625 Barefoot Boulevard, Building "F"
P.O. Box 779-233

(772) 664-3141
(772) 664-1928

Physical Address:
625 Barefoot Boulevard
Barefoot Bay, Florida 32976-7305



BAREFOOT BAY RECREATION DISTRICT

RESIDENT #3 INFORMATION

NAME Connie McCarthy
ADDRESS 325 Kiwi Drive
PHONE # 772-664-5771

RESIDENT #4 INFORMATION

NAME Sandy Bent
ADDRESS 1206 Croton Drive
PHONE # 772-643-4642

REQUESTOR SIGNATURE

DATE

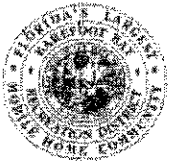
COMMUNITY MANAGER APPROVAL

DATE

Mailing Address:
625 Barefoot Boulevard, Building "F"
P.O. Box 779-233

(772) 664-3141
(772) 664-1928

Physical Address:
625 Barefoot Boulevard
Barefoot Bay, Florida 32976-7305



BAREFOOT BAY RECREATION DISTRICT

REQUEST TO ORGANIZE A CLUB

NAME OF CLUB:

Barefoot Bay Dog Lovers Pack

PURPOSE/OBJECTIVE:

To educate, meet and enjoy, in a safe atmosphere, the dogs + their owners of BFB.

GUIDELINES

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REQUESTOR INFORMATION

NAME

Angel Agel

ADDRESS

487 Papaya Cir

PHONE #

772-571-3873

RESIDENT #1 INFORMATION

NAME

ADDRESS

same

PHONE #

RESIDENT #2 INFORMATION

NAME

Debby Roca

ADDRESS

1003 Buttonwood St.

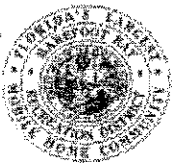
PHONE #

305-772-0249

Mailing Address:
625 Barefoot Boulevard, Building "F"
P.O. Box 779-233

(772) 664-3141
(772) 664-1928

Physical Address:
625 Barefoot Boulevard
Barefoot Bay, Florida 32976-7305



BAREFOOT BAY RECREATION DISTRICT

RESIDENT #3 INFORMATION

NAME

John Athhouse

ADDRESS

487 Papaya Cir

PHONE #

RESIDENT #4 INFORMATION

NAME

Linda Goldsmith

ADDRESS

803 Oleander Cir.

PHONE #

631-987-0032

REQUESTOR SIGNATURE

A. Cegel

DATE

7/29/18

COMMUNITY MANAGER APPROVAL

DATE

July 29, 2018

John Coffey

Community Manager

Barefoot Bay Rec. Dept.

I have sent out “ticklers” to see if there would be an interest in having a Barefoot Bay Dog Lovers Club and have been overwhelmed with the response.

We would meet on the third Saturday of the month, November – April. We are not in need of a room as all our meetings will be held outside with the dogs. Nor will we need food served or a bartender. I am hoping that we would be able to use the common area behind the shopping center.

The intentions of the club is to unite the dogs and their owners in friendly activities such as Pack Walks off the grounds, participation in the Christmas Golf Cart

Parade with our fur-babies dressed in their finest festive outfits, guest speakers such as trainers, vets, nutrition experts, etc. In February we would hold our “Walk for Rescues” with all proceeds going to H.A.L.O.

Prior to each event, all dogs will have to be registered providing up-to-date vaccine papers, no retractable leads and owners will have to carry “poop bags” at all times.

We have selected the following officers for the club:

President – Angel Agel

Vice President – Debby Roca

Secretary – Linda Goldsmith

Treasurer – John Althouse

This should turn out to be a fun social club for both people and dogs!

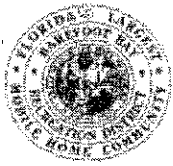
We request approval in order to be placed on the Calendar and to reserve the common area for our gatherings.

Thank you for considering us for a registered club.

Sincerely,

A handwritten signature in cursive script that reads "Angel Agel". The signature is fluid and elegant, with the first and last names clearly distinguishable.

Angel Agel



BAREFOOT BAY RECREATION DISTRICT

REQUEST TO ORGANIZE A CLUB

NAME OF CLUB:

Barefoot Bay Sewing Circle

PURPOSE/OBJECTIVE:

Sewing Lessons and Sewing Projects, Quilting

GUIDELINES

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REQUESTOR INFORMATION

NAME

Shawna Greene

ADDRESS

1223 Barefoot Cir BFB

PHONE #

772-233-7350

RESIDENT #1 INFORMATION

NAME

Susan Smith Loyacono

ADDRESS

1061 Sebastian Rd BFB

PHONE #

772-453-1529

RESIDENT #2 INFORMATION

NAME

Becky Culp

ADDRESS

808 Hyacinth Cir BFB

PHONE #

360-566-3427

Mailing Address:
625 Barefoot Boulevard, Building "F"
P.O. Box 779-233

(772) 664-3141
(772) 664-1928

Physical Address:
625 Barefoot Boulevard
Barefoot Bay, Florida 32976-7305



BAREFOOT BAY RECREATION DISTRICT

RESIDENT #3 INFORMATION

NAME

Karen Gallagher

ADDRESS

919 Wren Cir

BFB

PHONE #

772-664-0275

RESIDENT #4 INFORMATION

NAME

Mary Sherman

ADDRESS

470 Dolphin Cir

BFB

PHONE #

REQUESTOR SIGNATURE

Shirley Greene

DATE

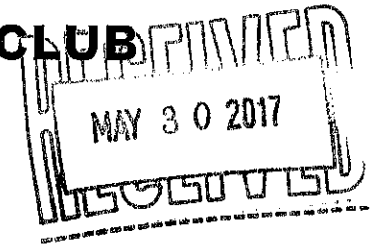
COMMUNITY MANAGER APPROVAL

DATE



BAREFOOT BAY RECREATION DISTRICT

REQUEST TO ORGANIZE A CLUB



NAME OF CLUB:

Barefoot Bowlers

PURPOSE/OBJECTIVE:

To provide a local fun bowling league.

GUIDELINES

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REQUESTOR INFORMATION

NAME

George Rosenberg

ADDRESS

1045 Barefoot Circle

PHONE #

772-664-3475

RESIDENT #1 INFORMATION

NAME

George Rosenberg - Pres.

ADDRESS

1045 Barefoot Circle

PHONE #

772-664-3475

RESIDENT #2 INFORMATION

NAME

Linda Rosenberg - Sec.

ADDRESS

1045 Barefoot Circle

PHONE #

772-664-3475

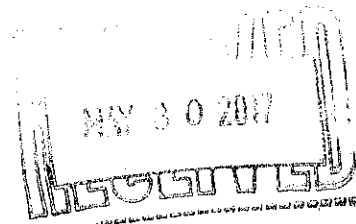
Mailing Address:
625 Barefoot Boulevard, Building "F"
P.O. Box 779-233

(772) 664-3141
(772) 664-1928

Physical Address:
625 Barefoot Boulevard
Barefoot Bay, Florida 32976-7305



BAREFOOT BAY RECREATION DISTRICT



RESIDENT #3 INFORMATION

NAME Rosanne Scully - Treas.
ADDRESS 932 Hyacinth Cir.
PHONE # 516-376-7145

RESIDENT #4 INFORMATION

NAME Tom Roughton - V.P.
ADDRESS 1186 Iriquois
PHONE # 607-564-9573

REQUESTOR SIGNATURE

DATE

George Dea

5/29/17

COMMUNITY MANAGER APPROVAL

DATE

We will not require Barefoot Bay meeting room facilities.

New Business

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018

Title: Violations Committee Re-Appointment: Arlene Maguire

Section & Item: 9A

Department: Resident Relations: DOR Enforcement

Fiscal Impact: N/A

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

Attachments: N/A

Reviewed by General Counsel: N/A

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Re-appoint Ms. Arlene Maguire to a 3-year term on the Violations Committee.

Background and Summary Information

Section #3 of Resolution 2008-1 states "The Board shall appoint the members of the Violations Committee and the appointment shall be made for a term of three years."

Ms. Maguire was appointed to the Violations Committee on October 11, 2015 and is willing to serve another term.

Staff recommends the BOT appoint Ms. Arlene Maguire to the Violations Committee for a term of 3-years.

...

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018

Title: **Re-organization of Support staff (budget, full-time status, and benefits) from Golf-Pro Shop to Administration: District Clerk and Resident Relations: Customer Service**

Section & Item: 9B

Department: Golf-Pro Shop; Administration: District Clerk; and Resident Relations: Customer Service

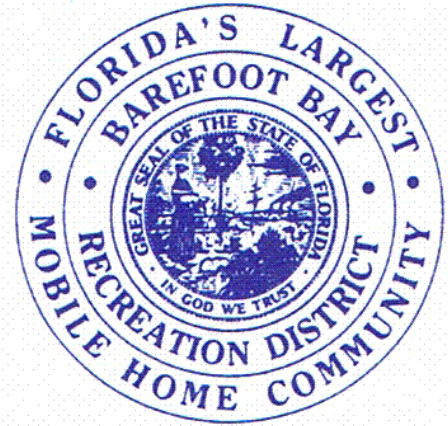
Fiscal Impact: \$0.00 in FY19

Contact: John W. Coffey, Community Manager

Attachments: N/A

Reviewed by General Counsel: N/A

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Review proposed re-organization and authorization to staff to proceed and bring back a budget amendment to transfer budgeted funds between departments.

Background and Summary Information

The FY19-23 5yrFM&CIP was built upon the assumption of Administration and Resident Relations staff moving into the New Administration Building on approximately April 1, 2019 due to the then unknown time frame for the construction of the new building. The building is scheduled for completion on September 30th with anywhere from a few weeks to a couple of months for installation of the balance of the infrastructure (i.e. telephone/data lines and system, installation of security system, acquisition and assembly of new furniture, move existing furniture into the new building and transfer other related content, etc.). Hence, changes to Administration: District Clerk staff was budgeted for 6 months of current staffing and 6 months of new building staffing. Additionally, a long-term employee in Golf-Pro Shop Department ended employment after the budget was developed. Said position is no longer needed, freeing up the benefits eligibility and partial salary/taxes budget. Finally, additionally, part-time hours for Customer Service Clerks is now anticipated to staff the front counter of the new building.

To provide the most efficient and effective services to BBRD residents and guests and add much needed dept to the Office of District Clerk, the Community Manager proposes the following adjustments to positions (FTEs are in parentheses) which would increase budgeted positions by 0.31 FTEs as listed on the next page (although FY20 would experience a decrease of 0.11 FTE in Administration: District Clerk due to the deletion of the non-recurring Receptionist/Clerk hours from FY19, thereby resulting in only an annual increase of 0.20 FTEs):

Although the number of positions would slightly increase, the actual cost to FY19 would be zero due to a one-time savings as the result of deferring the amendment of the SDS contract (to add the Management Analyst position originally approved by the BOT in FY17) from April 1st to July 1st. Specific positional costs and savings are detailed below:

	Positions	FY19 Budget	Recommended Adjustment	Recommended Total
District Clerk				
	Receptionist/Clerk (NE-10)	0.43	(0.32)	0.11
	Adim. Assistant (NE-20)	0.32	0.68	1.00
	Sub-total:	0.75	0.36	1.11
Golf-Pro Shop				
	Pro Shop Coordinator (NE-21)	1.00	(1.00)	-
	(Golf) Clerk (NE-10)	0.60	0.40	1.00
	Sub-total:	1.60	(0.60)	1.00
Resident Relations				
	Customer Service Clerk (NE-16)	1.25	0.55	1.80
	Sub-total:	1.25	0.55	1.80
	Total	3.60	0.31	3.91
(The reader should note, the above staffing numbers do not represent the entire staffing of said departments, but only affected positions.)				

	Positions	Line-item	FY19 Budget	Recommended Adjustment	Recommended Total
District Clerk					
	Receptionist/Clerk (NE-10)	Wages/taxes	10,155.53	(7,654.53)	2,501.00
	Adim. Assistant (NE-20)	Wages/taxes	9,522.24	20,812.90	30,335.14
		Med./Dental/Life Insurance*	-	8,905.83	8,905.83
	Management Fees (Mgmt Analyst addition**)		32,000.00	(13,111.37)	18,888.63
		Sub-total:	51,677.77	8,952.83	60,630.60
Golf-Pro Shop					
	Pro Shop Coordinator (NE-21)	Wages/taxes	33,497.88	(33,497.88)	-
		Med./Dental/Life Insurance	45.00	(45.00)	-
	(Golf) Clerk (NE-10)	Wages/taxes	14,697.56	9,476.90	24,174.46
		Sub-total:	48,240.44	(24,065.98)	24,174.46
Resident Relations					
	Customer Service Clerk (NE-16)	Wages/taxes	34,657.64	15,113.16	49,770.80
		Sub-total:	34,657.64	15,113.16	49,770.80
			134,575.85	0.00	134,575.85

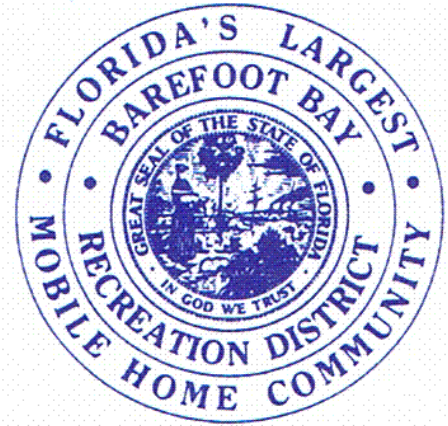
* indicates only 10 months cost

** Management Analyst position is approved in the FY19 Budget for the last 6 months of FY19 and a full-time contracted position via SDS thereafter. This re-organization would defer the addition of the position from April 2019 till July 2019.

Hence, staff recommends the BOT approve the proposed reorganization and instruct staff to place the required budget amendment on the next available agenda.

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018
Title: Golf Bunker Sod Installation
Section & Item: 9C
Department: Golf-Pro Shop
Fiscal Impact: \$28,800.00
(Available FY18 Budget of \$21,280.40)
Contact: Ernie Cruz, Golf Operations Manager,
Certified PGA;; John W. Coffey,
Community Manager
Attachments: Quote from ABM Industries
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Award of contract for golf bunker sod installation.

Background and Summary Information

The Approved FY18 Budget contains \$30,000 within the R&M/Capital Department for Restoration of Golf Bunkers, Phase 3, of which \$8,719.60 has been expended fiscal year-to-date. Due to Mr. Cruz doing the work himself (with ABM and day labor assistance) all major repairs to the bunkers (originally scheduled though FY21) are completed. Staff believes it is in the best interest of the course's playability and appearance to replace all bunker parameter sod. Per the BBRD Policy Manual's Exception to Competition #7 (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) (page 7), a second bid is not required.

Hence staff solicited the attached bid in the amount of \$28,800.00 from ABM for said work (which includes the removal and installation of 16,000 square feet of sod with final rolling and cleanup included). A transfer (\$7,519.60) from R&M/Capital Contingency is required to fund this expenditure.

Based on the quality work performed by ABM in the past, staff recommends the BOT awards contract for golf bunker sod installation in the amount of \$28,800.00 to ABM and authorize staff to execute the required budget transfer from contingency.



Date: 09/05/18 Job # 52360062
Cust # 6470114
Work Order # _____

Attn: Ernie Cruz
Job Location Golf Course Bunkers

Phone No. **(407) 321-5264** Cell / Fax No. **(407) 791-0469**

**

**

QUANTITY	ITEM DESCRIPTION	SIZE	UNIT PRICE		
16,000	Celebration Bermuda	sq ft	\$ 1.80	\$	28,800.00
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
			\$ -	\$	-
				TOTAL:	\$ 28,800.00

For Office Use Only:	Date work completed _____	Reviewed by _____	Yes _____
Branch Manager Approval _____			No _____
		Date Billed _____	

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018

Title: FY19 Liability and Workers Compensation Insurance Renewal

Section & Item: 9D

Department: Administration: District Clerk (Liability Ins.) and All Departmental with Staff (Workers Comp. Ins.)

Fiscal Impact: \$188,578.00 (FY19 Budget of \$169,907.00)

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

Attachments: Renewal Invoice

Reviewed by
General Counsel: N/A

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Award of contract for Liability and Workers Compensation Insurance for FY19.

Background and Summary Information

In FY18, BBRD changed liability and workers compensation insurance coverage from Public Risk Insurance Agency (PRIA) to Florida Municipal Insurance Trust (FMIT) due to increased coverage and lower premiums. Part of the FMIT proposal was a 2-year rate guarantee. As part of FMIT's new client process, a representative toured BBRD and assessed assets and conducted an evaluation. The result of said tour was identification of several assets PGIT did not have listed and an approximate 50% increase in the valuation of BBRD assets. Consequently, the FY19 renewal reflects the increased coverage due to accurate valuation of assets while being offset for staff's continued efforts to reduce workers compensation claims.

The table below illustrates the differences between the FY18 rates and the renewal rates.

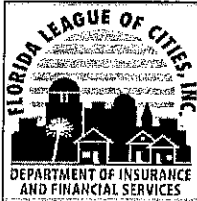
	Gen. Liability	Auto Liability	Auto Physical	Property	Liability Sub-Total	Workers Comp.	Total
FY18	55,152	2,170	807	64,688	122,817	45,220	168,037
FY19 Renewal	55,152	2,100	877	91,497	149,626	38,952	188,578
Difference	-	(70)	70	26,809	26,809	(6,268)	20,541
FY19 Budget					120,998	48,909	169,907
Difference from Budget					28,628	(9,957)	18,671

Specifically, Workers Compensation insurance premiums for FY19 is based on a 1.00 rating on BBRD's experience which is 0.24 less than the FY18 rating and 0.99 less than the FY15 rating (1.00 is the industry's standard for "average" experience).

Although staff, underbudgeted the liability insurance line-item for FY19 (due to not having received the new listing of valuations at the time of the budget preparations), due to the savings from the workers compensation premiums (as compared to the FY19 budget), staff believes the overage of \$18,671 can be absorbed within the

FY19 Budget for Administration (District Clerk and Finance) due to on-going efforts to reduce costs through BBRD's continuous improvement processes.

Hence, staff recommends the BOT awards contract for FY19 liability and workers compensation insurance to Florida Municipal Insurance Trust in the amount of \$188,587.00 and instruct staff to place a budget amendment to reallocate the surplus workers compensation budget from various departments into the Liability Insurance line-item within the Administration Department: District Clerk Sub-department line item at the next available BOT meeting.



Florida Municipal Insurance Trust (FMIT) First Installment Billing - 18/19 Fund Year

FMIT # 0028

Invoice Date: 8/15/2018

Due Date: 10/1/2018

ATTN: Dawn Myers

Barefoot Bay Recreation District

625 Barefoot Boulevard

Barefoot Bay, FL 32976

Please make check payable to:

Florida Municipal Insurance Trust

P.O. Box 1757

Tallahassee, FL 32302-1757

Policy Summary

	General Liability	Auto Liability	Auto Physical Damage	Property	Workers Compensation	Total
Gross Premium	\$97,611.00	\$2,100.00	\$877.00	\$91,497.00	\$48,690.00	\$240,775.00
Incentive Credit	(\$42,459.00)	\$0.00	\$0.00	\$0.00	(\$9,738.00)	(\$52,197.00)
Total Net Premium	\$55,152.00	\$2,100.00	\$877.00	\$91,497.00	\$38,952.00	\$188,578.00

Current Installment

Coverage	Premium	Incentive Credit	Total Net Premium
General Liability Coverage	\$24,402.75	(\$10,614.75)	\$13,788.00
Auto Liability Coverage	\$525.00	\$0.00	\$525.00
Auto Physical Damage Coverage	\$219.25	\$0.00	\$219.25
Property Coverage	\$22,874.25	\$0.00	\$22,874.25
Workers Compensation Coverage	\$12,172.50	(\$2,434.50)	\$9,738.00
Total Installment Amount			\$47,144.50

Total Due by 10/1/2018

\$47,144.50

NOTE: THIS RENEWAL IS BASED ON ALL COVERAGES. IF ANY OF THE LINES OF COVERAGE ARE NOT RENEWED, THE OTHER LINE PRICING WILL CHANGE OR COVERAGE OFFERINGS ON THE REMAINING LINES COULD BE WITHDRAWN ALTOGETHER.

POLICIES WILL BE MADE AVAILABLE AFTER OCTOBER 1, 2018 AND CAN BE VIEWED AND PRINTED ONLINE ONCE PAYMENT IS RECEIVED. ELECTRONIC POLICIES ARE ALSO AVAILABLE AFTER OCTOBER 1, 2018 UPON REQUEST. HARD COPY POLICIES CAN ALSO BE PROVIDED UPON REQUEST IN LATE OCTOBER 2018.

Please see reverse side for a copy of our Premium Installment Plan and Penalty Policy.

ENTERED



PINK COPY - Please return with your payment

WHITE COPY - For your records



FLORIDA MUNICIPAL INSURANCE TRUST

PREMIUM SUMMARY FOR 2018 - 2019

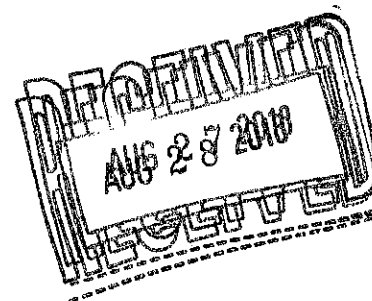
Barefoot Bay Recreation District

FMIT 0028

<u>Coverage</u>	<u>Deductible / SIR</u>	<u>Limit</u>	<u>Premium</u>
General/Professional Liability	\$0	\$5,000,000	\$55,152
Automobile Liability	\$0	\$1,000,000	\$2,100
Automobile Physical Damage	Per Schedule		\$877
Property	\$500	\$10,750,210	\$91,497
Workers' Compensation	\$0	Total Payroll	
Experience Modification	1.00 10/1/18	\$1,938,000	\$38,952
GRAND TOTAL PREMIUM			\$188,578

*Includes: Drug Free Credit: Yes
Safety Credit: Yes

ENTERED





Florida Municipal Insurance Trust (FMIT) Fourth Installment Billing - 17/18 Fund Year

FMIT # 0028

Invoice Date: 6/1/2018

Due Date: 7/1/2018

ATTN: Dawn Myers

Barefoot Bay Recreation District

625 Barefoot Boulevard

Barefoot Bay, FL 32976

Please make check payable to:

Florida Municipal Insurance Trust

P.O. Box 1757

Tallahassee, FL 32302-1757

Policy Summary

	General Liability	Auto Liability	Auto Physical Damage	Property	Workers Compensation	Total
Gross Premium	\$97,606.00	\$2,170.00	\$807.00	\$64,688.00	\$56,525.00	\$221,796.00
Incentive Credit	(\$42,454.00)	\$0.00	\$0.00	\$0.00	(\$11,305.00)	(\$53,759.00)
Total Net Premium	\$55,152.00	\$2,170.00	\$807.00	\$64,688.00	\$45,220.00	\$168,037.00

Previous Activity

Previous Invoices	\$123,586.84
Payment Received On 10/2/2017	(\$41,554.50)
Payment Received On 12/18/2017	(\$41,064.17)
Payment Received On 3/12/2018	(\$40,968.17)
Total Balance Forward	\$0.00

Current Installment

Coverage	Premium	Incentive Credit	Total Net Premium
General Liability Coverage	\$24,401.50	(\$10,613.50)	\$13,788.00
Auto Liability Coverage	\$542.50	\$0.00	\$542.50
Auto Physical Damage Coverage	\$201.75	\$0.00	\$201.75
Property Coverage	\$18,612.91	\$0.00	\$18,612.91
Workers Compensation Coverage	\$14,131.25	(\$2,826.25)	\$11,305.00
Total Installment Amount			\$44,450.16

Total Due by 7/1/2018

\$44,450.16

NOTE: Any change in premium from the previous installment is due to endorsement(s) to your policy. These endorsements are available to you on the FMIT website: <http://insurance.flcities.com>

Please see reverse side for a copy of our Premium Installment Plan and Penalty Policy.

7/1/18

ENTERED
6/5/18

RECEIVED
JUN 5 2018

1300 155001 9999

PINK COPY - Please return with your payment

WHITE COPY - For your records

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018

Title: **Web-based Agenda System (FY19)**

Section & Item: 9E

Department: Administration: District Clerk

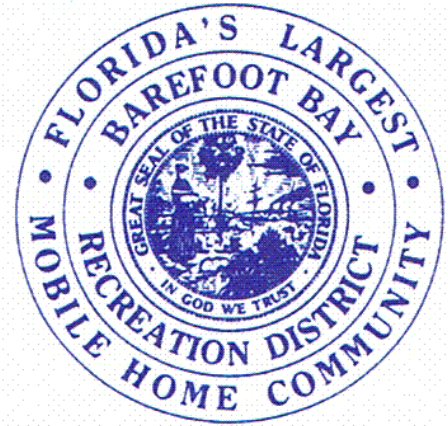
Fiscal Impact: \$13,990.00 in FY19 (Budget of \$17,055) and \$8,640 annually thereafter

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

Attachments: Proposals from BoardDocs and CivicPlus

Reviewed by
General Counsel: N/A

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Award of contract for a web-based agenda system to CivicPlus.

Background and Summary Information

Historically, BBRD staff has developed the BOT agenda packages using a combination of Microsoft software and then assembling them using Adobe Professional. Due to size of many attachments to agenda memos (i.e. supporting information), Adobe Professional crashes frequently and staff must start the time-consuming process over. Additionally, only two current employees have sufficient experience with Adobe Professional to assemble the often very large packages. Hence, staff solicited the following proposals:

	FY19 Cost	Subsequent annual cost
BoardDocs	14,000.00	14,000.00
CivicPlus	13,990.00	8,640.00

Based on thorough research, staff recommends acquiring the CivicPlus product due to the following reasons:

- Lower costs
- Better customer service experience during the research phase
- The ability to record the action details during BOT meetings.
- The system supports multiple motions per agenda item, multiple votes per item and also supports consent agenda items. Using the consent feature, the BOT can vote on several agenda items at once.
- Similar to the currently used *ClerkBase* (web-based meeting and agenda archival and key word search system), the recommended system will permit staff and residents to quickly access past agenda material via an -on-line search feature. Off-setting the cost of the new system is the elimination of the current annual cost of \$3,945 for the subscription to *ClerkBase*.

Hence, staff recommends the BOT awards contract for FY19 to CivicPlus for an annual subscription to a web-based agenda process and archival system.

Executive Overview

Introduction

BoardDocs® Pro is a state-of-the-art, cloud-based Board Management Service from Emerald Data Solutions™. Developed specifically for public governing bodies, BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the Internet. Staff Members can quickly and easily create, approve and track agenda items and other correspondence. BoardDocs services offer governing bodies a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable, legal repository for all documents.



BoardDocs improves governance by making documents readily available to governing bodies, designated staff and the public in a professional, easy-to-access format. Staff maintains total control over who sees what information - and when. Governance stakeholders have immediate and ubiquitous access to their data via most Internet-connected devices. No third-party apps are required because BoardDocs is platform-independent and looks, feels and functions the same across both mobile and stationary devices.

BoardDocs goes far beyond email, PDF quick-fixes and general-purpose cloud services like Google Drive. It is a turn-key, state-of-the-art solution that includes all supervision, labor, materials, hosting, hardware, licensing, training, technical support, upgrades and documentation necessary to implement and maintain an effective electronic board document management system. With BoardDocs, there's no need to incur the cost of purchasing and supporting a thick client infrastructure; the organization need only provide Internet-connected devices to access the service.

Benefits Summary

In addition to dramatic improvements in governance processes and board effectiveness, our subscribers consistently report substantial annual cost savings, time-of-staff savings of up to 75%, increased transparency with stakeholders and multiple environmental benefits.

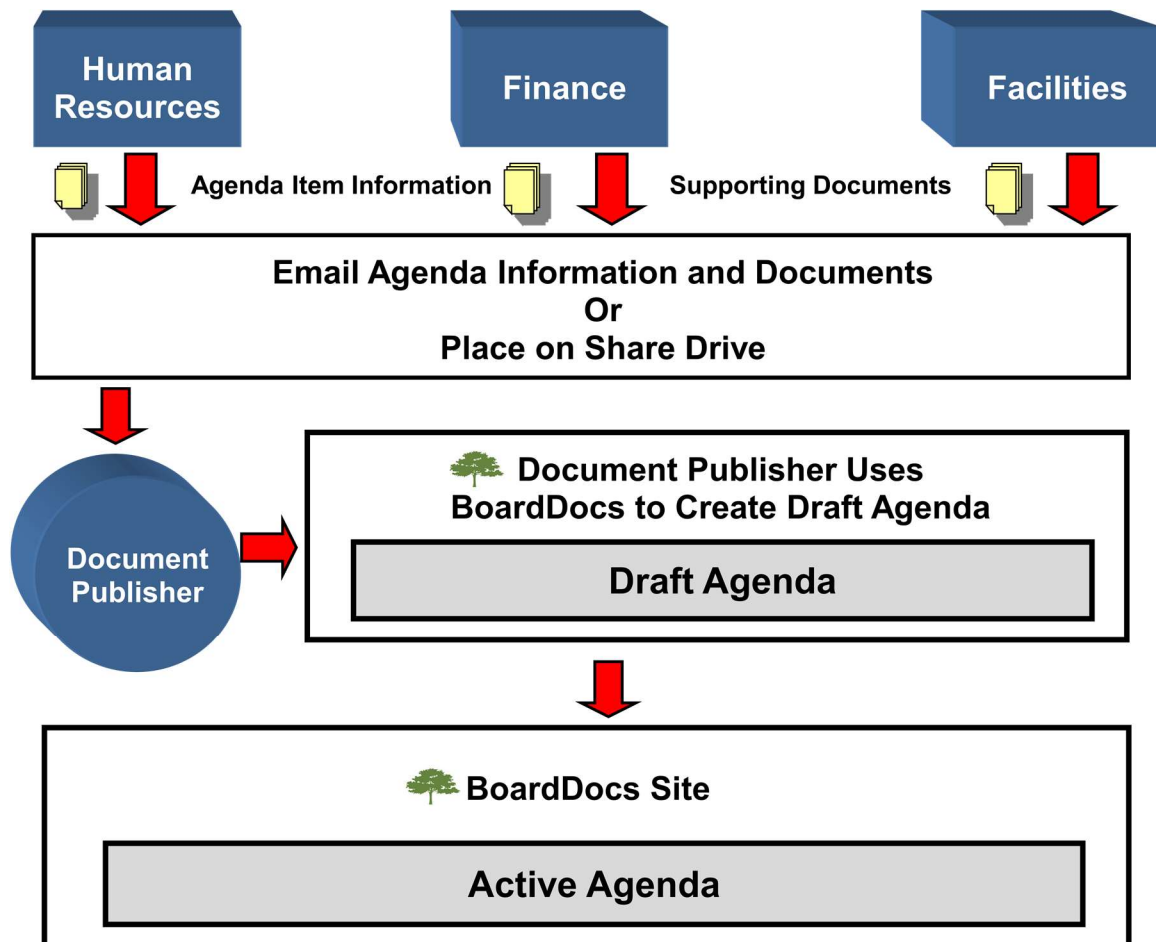
Document Submission, Creation and Publishing

With BoardDocs, the people that create the packet are the ones who manage it. And, since BoardDocs services provide centralized data storage, stakeholders can always be confident that there is only one valid copy of agenda information to be viewed or managed. There is no confusion regarding whether or not the information being viewed is current, because everyone is looking at the same documents.

Document Submission Options

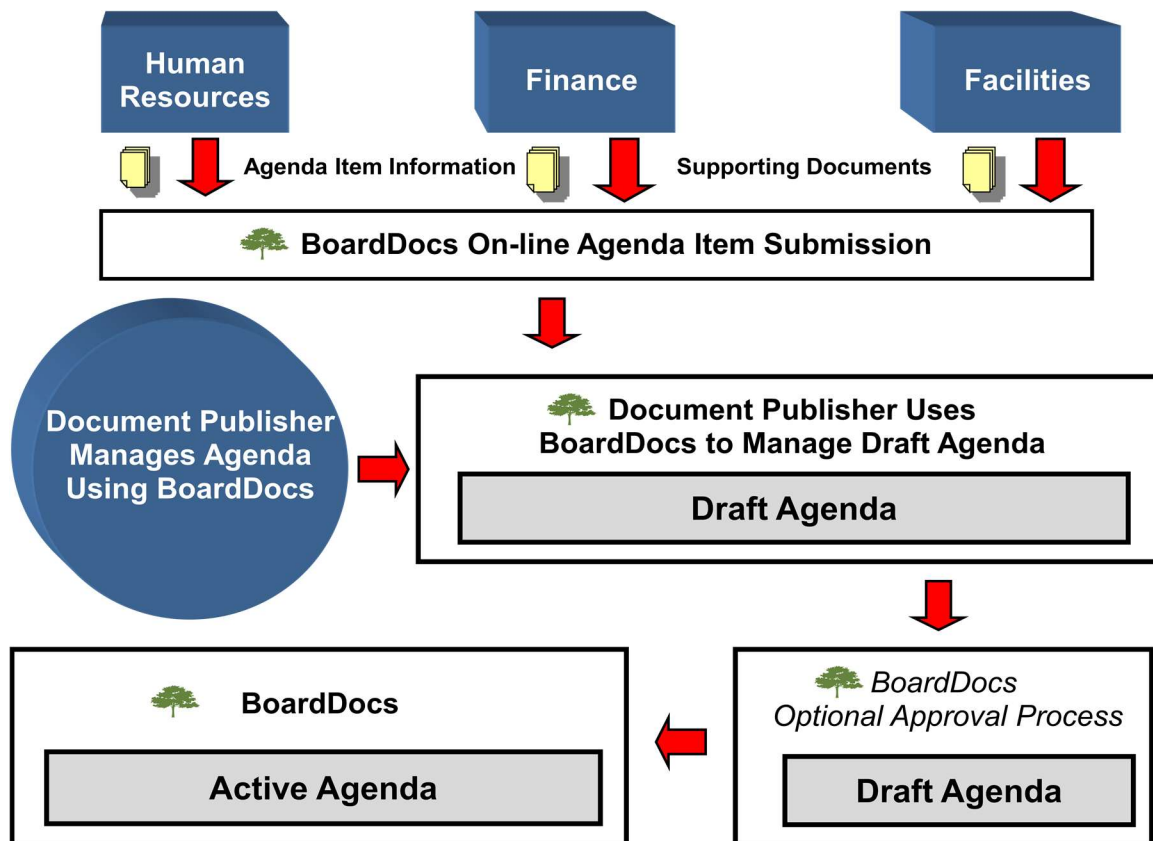
BoardDocs Pro is easily customized to meet your organization's document workflow requirements. Data can be collected and entered into the system in three ways:

Smaller organizations may prefer to designate a single person or a small group of people to gather electronic versions of their documents and enter them into the system. Using this simple method, these "document publishers" receive agenda item information and supporting documents via email or network share and create the agenda items using BoardDocs Pro document publisher software. This method often gives the document publisher(s) the ultimate control over all facets of the agenda item creation process.



BoardDocs Pro Plus Formal Proposal

The second option provides an easy way for designated staff members to create and submit their own agenda items using the BoardDocs Pro advanced user interface. As the items are submitted, the document publisher acts as the gatekeeper by ordering, checking and finalizing the agenda items.



Mid-sized and larger organizations will often choose to use online submission of agenda items due to a geographically dispersed staff or to accommodate the large volume of information that needs to be included in packets. This option also benefits submitters of regular or reoccurring reports as it provides a way for submitters to easily create, duplicate and manage their reports in a private work area.

BoardDocs Pro Plus Formal Proposal

The third option is similar to option two, but adds the ability for document submitters to select from one of several customizable approval trees that the item must proceed through prior to reaching the document publisher. Any number of approval trees can be set up where serial lists of approvers can be maintained. Once an agenda item is submitted and an approval tree is designated, an email message is sent to the first approver in the tree and the document publisher is notified. The approver then has several options:

- They can review the item and approve it
- They can edit the item and approve it with changes
- They can reject the item and send it to the original submitter
- They can send it back to any previous approver

Once approved, the correct staff member is notified via email and the item can no longer be edited by previous staff members. The next approver will have the same options and the agenda item will continue to move through the approval tree until everyone has approved the item. The document publisher can monitor this process and review the approval queue for each user. At any point, the document publisher can force approval of an item, as well as re-start the approval process.

Each document is securely stamped with the workflow history of the creator and each approver so that members of the governing body will know who signed off on each item prior to it being placed in the packet.

Final Publishing

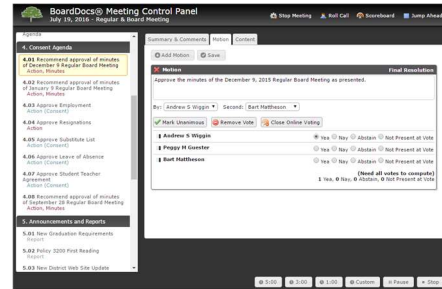
While any designated staff member can submit agenda items to draft meetings using a browser, only document publishers can activate meetings. Access is ultimately managed by the document publisher at the meeting, agenda item and sub-agenda item level. Additional workflow rules are used to release meeting information and documents based on role and by date.

The formatting of the submitted items is up to the submitter and the document publisher. Rich text formatting is available to all users, and when cutting and pasting from standard applications, formatting is preserved. By using attachments, any type of file format is supported to provide backup information. By allowing users to control the formatting and presentation of each agenda item, the organization can define exactly how the information will be presented to the board, staff and/or the public.

Meeting Management

Meeting Control Panel

BoardDocs Pro provides comprehensive tools for meeting management. The core of our meeting management is the Meeting Control Panel (MCP). The organization can designate any staff member or even a member of the governing body to be the meeting moderator. Because the MCP is a Web App, there is no software to install. Using the MCP, designated meeting moderators have the ability to move agenda items in and out of consent, re-order the agenda, record motions, record voting, enable online voting and take notes for inclusion in the minutes.



“Follow Me” Technology

With BoardDocs Pro “Follow Me” technology, it’s easy to be sure that everyone is on the same page. As the meeting moderator moves through the meeting, the governing body members can follow along. They simply click on the blinking agenda item at any time and are immediately taken to the current agenda item.

Voting

BoardDocs Pro is easily customizable and can collect actions in two ways. Organizations can designate a moderator to record the action details during or after the meeting, or the built-in online voting system can be used. Through the Meeting Control Panel, the action information and any additional notes are stored in each agenda item and made available to the public and authenticated users at the appropriate times.

BoardDocs Pro supports multiple motions per agenda item, multiple votes per item, real time modification of motions, automatic vote tally and provides the ability to override the results to meet virtually any voting scenario.

BoardDocs Pro also supports consent agenda items. Using the consent feature, the board can vote on several agenda items at once and BoardDocs Pro populates the resulting vote in each agenda item. Items can be removed from or added to the consent agenda in real time, during the meeting, with a simple click by the meeting moderator.

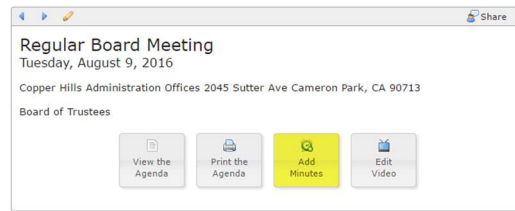
ScoreBoard

No matter how action information is recorded, BoardDocs Pro can share the results with the public in real time. ScoreBoard is an automated screen that follows the progress of the meeting and keeps the public up-to-date with the actions of the board. It is typically displayed on large screens in the board room during the meeting.

BoardDocs Pro Plus Formal Proposal

Minutes

BoardDocs Pro uses the action information stored in each agenda item to generate draft minutes of the meetings. Once the minutes are generated, the document publisher can format and edit using the BoardDocs Pro integrated editor. When complete, the minutes are placed in the system as an agenda item and attached to a future meeting. Once approved by the board, they are automatically released to the public and associated with the correct meeting.



BoardDocs Pro Features and Benefits

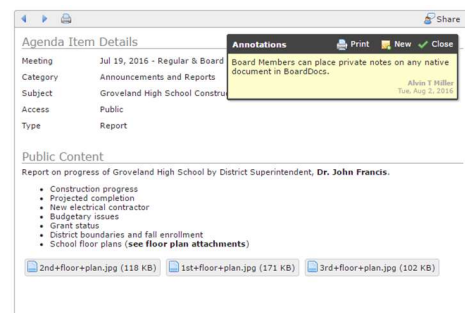
Ease of Use

BoardDocs Pro is currently being used by tens of thousands of users nationwide. This industry-standard solution provides an advanced user interface where stakeholders can access information in an intuitive manner. All information associated with agenda items, policies and library items can be consolidated in a customizable and easy-to-use electronic packet. Using the packet, designated stakeholders get an instant snapshot of all policies under consideration, current meetings, upcoming events, important documents and can even track progress of selected board goals.

Emerald Data Solutions has conducted a tremendous amount of research and taken recommendations from thousands of board members to assure that every governing body can easily navigate the service. We provide on-site training, user-friendly documentation, video tutorials, electronic manuals and online help. Plus, if any BoardDocs user ever needs additional assistance, Emerald Data Solutions provides 24-hour, live, toll-free technical support at no additional charge.

Annotations

BoardDocs Pro provides support for governing body members to enter private notes on any native BoardDocs Pro document. The notes are stored separately from the organization's data in a private notebook on BoardDocs' servers. While most solutions store annotations together with the organization's data, BoardDocs Pro's private annotation solution is unique. By maintaining the information in a separate database, the organization is not required to provide the annotations in response to a FOIA request.



Meeting Video

Meeting video allows stakeholders to go well beyond documents and actually view what happened during each agenda item in a meeting. This feature simplifies the task of associating and managing meeting video by providing easy-to-use tools that automate the process involved with delivering video over the Web. Users can easily associate their video with each meeting and tag individual agenda items to any part of the video, all while displaying them through the organization's existing BoardDocs interface.

Stakeholders can then use BoardDocs' powerful search tools to search for any agenda item within a meeting. Once the item is found, the stakeholder is presented with the highest fidelity experience of what actually happened during the meeting, including the agenda item, background information and video - all from one simple interface.

Advanced Web Application Technology

BoardDocs' advanced Web technology provides an extremely rich user experience by delivering custom interfaces across multiple platforms without the need to install custom software or special end-user configurations. Recognizing the power of the individual to design their own Web experience, BoardDocs technology moves document management away from the IT department and to the individuals that actually create and manage the packet.

In the end, this technology helps governing bodies operate more effectively by eliminating paper, replacing less advanced electronic solutions and streamlining board packet processes. Organizations save money, time and increase transparency for their stakeholders. With BoardDocs, organizations of all sizes can significantly improve the way they create and manage board packets, access information and conduct meetings.

Client Requirements

BoardDocs Pro readers and publishers can access the BoardDocs user interface via most contemporary Web browsers, from virtually anywhere, on just about any Internet-connected device. There are no thick client applications to install, update or maintain. The organization is only responsible for supplying any client hardware and network infrastructure necessary to connect to BoardDocs services via the Internet.

Dedicated Database

BoardDocs uses a dedicated database and code base for each client. By using separate databases, access control lists and code for each client, Emerald Data Solutions can assure that no other BoardDocs subscriber will have unauthorized access to any organization's private data. This also prevents data corruption from spreading throughout the system.

Integrated Solution

BoardDocs is the only solution to provide online meetings, library, goal tracking, events, video and policy solutions in one product. Other solutions require separate products for policies and agenda items. BoardDocs provides for all governance document needs in one simple system. This allows our clients to use one service for the features that boards need the most to support and streamline their governance activities.

Hosting and Technology Partners

Our hosting environment is supported by technology partners who are regarded as the best-in-class providers of their services. Application services are provided by clusters of Oracle/Sun servers, behind four F5 enterprise load-balancers that are connected to redundant, high-speed network connections. These clusters are hosted at three SSAE 16/SOC1 audited (formally SAS 70) dedicated hosting centers located in Denver, Co Sterling, VA and Toronto, Canada. All feature emergency backup environmental systems for continuous, 7 x 24 operation. At each site, data is kept on dual, fully-redundant fiber arrays with redundant connections to all servers and independent copies of the data are kept and stored on dual Raid 5+1 configured arrays at each site, so hardware failure is extremely unlikely. Additionally, each week night, between 11:30 PM and 3:00 AM, production data is copied to a NAS-attached array. This backup is kept for 1 week, except for Friday's backup, which is stored for 3 additional weeks.

Storage

BoardDocs provides document archives and instant access for at least 20 years of information. If, after 20 years the amount of information does not exceed 20 GB, additional data will be stored until the limit is reached. Data exceeding the 20-year limit will be archived on optical media and provided to the organization.

Customization

BoardDocs service includes customization at no additional charge. Through customization, BoardDocs is ideal for both large and small organizations. While each organization has different agenda, formatting and workflow needs, our customization functionality assures that your processes will not be driven by the software. Rather, our technology will work to support your existing meeting format, agenda and workflow.

Search and MetaSearch

BoardDocs provides the ability to perform searches against the full text of any document in the system – including attachments. The document publisher determines what documents or parts of documents users can access. Through MetaSearch, BoardDocs also provides the capability to perform searches of public agenda items and policies from similar organizations using BoardDocs services. By using this exclusive feature, staff and governing bodies can research policies and procurement on a national basis, incorporate findings into their own efforts, develop best practices, and ultimately save a great deal of time and money.

Custom Interface

BoardDocs supports the branding of public and private Web apps with the subscriber's information. Organizational logo support is provided for the apps and all printed documents. At any time, the subscriber can further modify the public and private Web sites with custom verbiage and designated documents. The public areas of BoardDocs are designed to integrate with the organization's Web site, and link back to it.

BoardDocs features several ways for subscribers to access data in the BoardDocs Pro database outside of our standard interface, including RSS and XML access to all public data. Using XML and RSS, dynamic information can be integrated into existing Web sites or custom queries can be made from most popular third-party reporting tools. Custom interfaces to the BoardDocs Pro data can also be created.

Ownership of Data, Backups, Object and Source Code

While BoardDocs maintains the data on behalf of each subscriber, we believe that the organization should have an up-to-date, local copy of all data. Our customers retain all ownership of content posted to their database and have exclusive control of who can access the data and when. Designated staff control access while the system and centralized storage ensure that there is only one valid and current copy of the information.

Technical Support

BoardDocs provides live, 7 x 24, US-based, no-charge technical support for all document publishers and authenticated users for the life of the agreement. The technical support is available via toll-free phone number with a guaranteed response time of two hours and a 24-hour resolution.

User Reports

BoardDocs is able to provide reporting on when users log in and access documents. If this information is provided to the organization, it will then be available to anyone via FOIA and Sunshine regulations. Most public governing bodies do not want this information collected or released to anyone.

User Accounts

Authenticated users will need an individual user ID and password. Initially, passwords and user names will only be shared with designated document publishers. After the implementation, changes to user names and passwords can be managed by designated staff using BoardDocs Manager.

Maintenance and Updates

Emerald Data Solutions provides ongoing maintenance, including minor fixes and updates to the software for the term of the agreement. Updates and fixes are automatically applied daily, as necessary, without user intervention. Emerald Data Solutions is continually responding to the needs of our subscribers and partners by improving our service and adding new features. This process is continuous and has taken BoardDocs from a simple paperless meeting solution to a comprehensive, sixth-generation board management solution.

Emerald Data Solutions will inform the customer and provide version upgrades as they become available at no additional charge. All version upgrades will be scheduled in advance and performed only after approval by the organization. Since BoardDocs is 100% Web based, there is no need to manage client software or install updates on workstations.

Training and Implementation

We have found that video or Web training is not sufficient to ensure complete success. As a result, every implementation of BoardDocs is performed on-site.

Emerald Data Solutions will assign a dedicated Implementation Specialist and Technical Analyst to assist in the implementation of the solution. The Implementation Specialist will conduct three on-site training sessions based on our proven curriculum. Each attendee will receive documentation, customized for the subject matter of their training session. Additionally, the organization's IT staff will receive a comprehensive IT Implementation Guide.

The training sessions will be scheduled on two consecutive days and will consist of the following:

Document Publishers – This session is to be attended by the designated document publisher(s). The instructor will lead a six- to eight-hour session where the attendee(s) will publish an entire meeting and learn how to load and manage the data and how the data is presented by BoardDocs Pro.

Senior Staff – This consultative session will explore the processes and workflow in preparing information to be managed using BoardDocs Pro. This two-hour session should be attended by the senior cabinet and their administrative assistants.

Governing Bodies – Each member will attend a one – two hour, instructor-led session where they will learn how to access the information from any Internet-enabled location and how to participate in a meeting using BoardDocs Pro.

BoardDocs Pro Plus Formal Proposal

Other than a \$1,000, one-time start-up fee to cover travel expenses, there is no charge for initial training and implementation. Emerald Data Solutions will provide subsequent visits for training, on-site support or attendance of meetings at the organization's request. For these visits, Emerald Data Solutions will only submit travel expenses, including airfare, ground transportation and hotel, for reimbursement. The BoardDocs Web site also features documentation and video tutorials if any user would like a quick refresher on how to use the system. Emerald Data Solutions maintains support and training staff throughout the country, so help is never far away.

Still Need "Some" Paper?

If some of your organization's stakeholders still want to use paper, BoardDocs Pro provides an easy way to print individual agenda items, a customized agenda or even the entire packet.

Organizations can easily customize any report by adding logos, headers, footers and formatted text to their printed documents.

BoardDocs Plus

Need a Solution for Multiple Governing Bodies?

BoardDocs Plus is a new service enhancement that enables organizations with multiple public governing bodies to provide a separate, distinct and comprehensive suite of BoardDocs services to each group via one subscription.

BoardDocs Pro can support unlimited types of meetings for different committees; however, by adding Plus, each governing body can have separate confidential meetings, separate document managers and separate administrative access. With BoardDocs Plus, BoardDocs services can provide agenda item-level security so only authenticated users in each group can access meetings, agenda items or even parts of an agenda item.

About Emerald Data Solutions

Emerald Data Solutions is employee-owned and has been providing technology solutions to public and private organizations since 1989. Emerald Data Solutions is exclusively dedicated to the development and delivery of BoardDocs board management services. BoardDocs was initially developed in 2000, and since the national introduction of BoardDocs Pro in 2002, over 2,000 organizations have chosen BoardDocs for board management services.

Features and Costs Summary (ISP/Hosted)

The BoardDocs Pro service includes the following features:

- BoardDocs Board Management Solution
- BoardDocs Policy Services Development and Publication Solution
- BoardDocs Library with Support for Events, News, Board Goals and Board Member Pages
- Integrated Board Goals Management and Tracking
- Development, Publication and Tracking of Strategic Plan
- Separate, Customizable Packets for the Board, Staff and Public
- Private Document Annotations for Governing Body Members
- "Follow Me" so Governing Body Members Will Never Get Lost
- Advanced Document Workflow with Support for Unlimited Number of Document Submitters
- Customizable Approval Trees and Collaborative Annotations
- On-line or Manual Voting with Support for Virtually Any Type of Vote
- Automated Minutes Generation and Release
- Access to BoardDocs MetaSearch for national procurement and more
- Search Functionality for Consolidated Searches on Any Content
- Automated Public ScoreBoard, with Voting Results and Speaker Timers
- Integrated Audio Player - Listen to Meetings Indexed by Agenda Item
- Meeting Video simplifies the task of managing and associating videos for private or public meetings
- User and Security Administration via BoardDocs Manager
- XML Capabilities to Dynamically Drive BoardDocs Data Into Your Organization's Web site
- Social Sharing via Twitter, Facebook and Email
- 7 x 24, Secure, Power-redundant Hosting with Daily Backups
- Up to 20 Years of History with DVD Archiving of Data beyond 20 Years
- 100% Web-based for access from Windows, Macintosh, Linux, iPad and other mobile devices
- No Extra Charge On-site Training
- 7 x 24, Toll-free, US-based End-user Technical Support
- No Extra Charge for Customization
- Access to All Software Enhancements, Including Version Updates and Fixes for the Term of the Agreement

BoardDocs Pro Plus Formal Proposal

COST SUMMARY	
BoardDocs Pro Document Management System – One-time start-up fee-- waived if signed by 9/15/18	\$1,000
BoardDocs Pro Plus Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, updates, upgrades, implementation and customization), provides separate confidential meetings, separate document managers and separate administrative access for unlimited meeting groups of the same organization.	\$14,000 per year if signed by 9/15/18 List: \$20,000 per year

In some states, BoardDocs Pro service fees are invoiced by a designated billing agent. Services are invoiced at the beginning of each annual term. The delivery of BoardDocs services is exclusively defined by the BoardDocs End User Agreement (EUA).

Company Contact Information

Corporate Office, Payments and Legal Notices:

Emerald Data Solutions, Inc.
519 Johnson Ferry Rd. NE
Suite A100
Marietta, GA 30068

Other Information:

Federal Tax ID: 80-0003127
DUNS: 131937562
(800) 407-0141 x 3514
email: boarddocs@boarddocs.com
<http://www.BoardDocs.com>



302 S. 4th Street, Suite 500
Manhattan, KS 66502
888-228-2233
www.civicplus.com

Barefoot Bay
Recreation District
Agenda Management System

CIVICCLERK[®]

Presented by | William Velasco, Sales Representative

August 28, 2018

302 South 4th Street, Suite 500
Manhattan, Kansas 66502
888-228-2233



Dawn Myers
District Clerk
Barefoot Bay Recreation District

RE: Agenda Management System

Dear Dawn:

Saving time, effort, and delivering access to important meetings is essential to run an efficient and transparent government office. In today's virtual world, making your government work better can be a challenge if you don't have the tools and resources to get the job done right. So how do you meet the ever-increasing expectations of your staff, government officials, and citizens with already-constrained resources? As your partner, that's where CivicPlus, Inc. ("CivicPlus") and our CivicClerk Agenda Management System (AMS) can help.

Our company is passionate about our mission to help make local government work better. We know we aren't just delivering a one and done software program. We are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Collaborating with you throughout the process ensures we deliver the right solution, that will be easy for your staff to maintain and your officials and citizens to access.

The CivicClerk AMS is a robust, flexible, and easy-to-use suite of cloud-based tools built specifically for local government that will help you evolve your agenda and meeting minutes to today's standards. You'll be able to inform and empower your citizens and staff in more efficient ways which makes it easier for you *and* easier for them.

A Barefoot Bay Recreation District (District) and CivicPlus partnership will save you time and money and will deliver your office an agenda and meeting system that will grow with you and where your staff, officials and citizens can find what they need, when they need it.

Sincerely,

A blue ink handwritten signature, likely of William Velasco, written in a cursive style.



William Velasco
Sales Representative
Velasco@CivicPlus.com
Direct Line 785-370-7761



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12	Features & Functionality
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25	Timeline & Scope of Work
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Introduction



Executive Summary

Your staff, officials, and citizens live in an instant access world, where a wealth of information and knowledge is expected to be available with a few clicks of a mouse. Isn't it time your agendas and minutes were available this easily? Simplify your agenda and minutes process, access information from any device and eliminate endless stacks of paper and time creating physical agenda packets. CivicClerk is ready to provide you with ease of use and robust flexibility when it comes to your agenda and minutes creation and storage. Staff and officials can access the system from any device with a standard browser including computers, tablets, and mobile phones.

Our responsive design allows users to view and create agendas, minutes, and packets from their desk, laptop, or even on the go with a tablet or smartphone. Intuitive navigation provides easy access to all of our features and functionality and even first time users can quickly get started. We will never archive or delete your information, keeping your information available and easy to find. Our CivicClerk AMS solution will provide the District with the following:

Agenda Management

- Simplify your entire process with user-friendly interface and agenda creation module
- Create consistent agenda formats
- Add agenda items with a specified deadline
- Eliminate time consuming tasks for staff members

Board Portal

- Access to view meeting content - past, current, and future information
- View comments and discussions from previous meetings
- Access from any device with standard browser, including computers, tablets, and mobile phones

Meeting Minutes

- Create meeting minutes with the built in solution
- View status updates of each item - see if minutes have been completed or are in progress
- Include and view comments, motions, and votes for individual items
- Take meeting attendance with the Roll Call feature

Public Engagement

- Provide transparency and open communication for your citizens
- Allow citizens to view and download agendas, minutes, and complete packets
- Search keywords and filter to quickly find information
- Ability to share documents or add them to their personal Favorites
- Receive notifications when an agenda or packet is posted

Why CivicClerk?

Streamlined and Intuitive

Traditional agenda management systems had (and in many cases still have) dated designs and interfaces making them confusing and clunky to manage. The intuitive and innovative CivicClerk User Interface built in to your CivicClerk AMS solution launched in 2014 and brought a whole new level of streamlined efficiency to the agenda management software industry. As our society and its leaders become more technology savvy, our easy-to-use interface meets their expectations while also catering to those with lesser technology skills.

When our customers move from their older systems, the number one reason for changing products is because staff perceived their old product was too complex and cumbersome to use. CivicClerk delivers a design that is intuitive and provides our clients the ability to get in, input or review the necessary information, and get out. The CivicClerk streamlined and intuitive design automates an existing process for our clients – it doesn't create a new one.

Continuous Improvement and Depth of Product

CivicClerk has spent the last three years building a scalable and flexible system to compete with the largest competitors in the industry. We never slow down researching development and improvements for our product. CivicClerk has developed a business model of continuous improvement to enhance client experience and meet ever evolving needs.

As one of the most robust systems in the industry, CivicClerk's meeting management system addresses nearly every aspect of the meeting process. We also understand that not every community has the need to utilize the entire system. That's why CivicClerk is designed with modules that can be easily turned on or off based on our clients' current priorities. Clients know that if their priorities change, additional services can be activated with a simple flip of a switch, and they are off and running.

Depth of product is about customization. CivicClerk offers more than 150 site settings that can be turned on or off for each implementation. For our clients, having the ability to turn off unused functions is nearly as important as being able to turn them on when needed. It simplifies the interface and validates that the system can be customized to their unique business processes and needs.

Pricing Value

CivicClerk serves municipalities from 5,000 in population to over 1,000,000, so we have developed a pricing model that is designed to serve any size community while respecting their available budgets. We offer a clear path for customers of all sizes to utilize for our product to meet their current needs, knowing they can easily expand their services as their needs grow and evolve. We work with our clients to assist them in developing the right initial functionality in a cost-effective manner. CivicClerk wants to be sure the system our clients purchase is the right fit for them today and will be the right fit for their community as it continues to grow.

CivicClerk Overview



CivicClerk Overview

Your officials need instant access to all meeting content so that they can engage in meaningful discussions and to make informed decisions. CivicClerk's software for meetings makes it easy to compile and access all of the necessary documents, data, and paperwork. Eliminate the time wasted searching for paper files, emails, postings, and various folders. With CivicClerk, your officials have all of their need-to-know information at their fingertips, so they can hit the ground running at every meeting.

Eliminate Menial Tasks. Get More Done.

We've been working with meeting preparers for years, so we know how much time it takes to manually create an agenda packet. CivicClerk's meeting software instantly eliminates those tedious manual tasks so you can focus on the important stuff. With our AMS, you can spend less time in front of copy machines and chasing down signatures, and more time serving citizens.

Empower Staff, Maintain Control

CivicClerk's agenda software focuses on ease-of-use. All processes are consistent, repeatable, and offer an intuitive way to submit items for approval and packet inclusion, all within administrator-set access limits. Deep user security provides each staffer with only the functions they need.

Deliver Packets to Any Device

Whether your officials prefer to use a desktop, laptop, tablet, Android or iOS phone, by using our meeting management software they will be able to easily access and manage meeting content. CivicClerk's mobile-optimized agenda management software, allows members to access, view, annotate, and comment on packets in the office, at home, or on the go. Have one or two officials that still require paper packets? Our meeting software makes it easy to print paper packets at any time.

Public Engagement with Meeting Data

CivicClerk supports open government. Our AMS makes transparency and disclosure requirements for meetings an effortless task. All public meeting content is instantly and automatically available once the agenda and packet is published, and email notices are automatically sent. Our powerful system makes it easy to understand key metrics by using our dashboards to track and analyze how the public is utilizing the system.



CivicClerk Case Study

Port Orange, Florida

Before CivicClerk

Robin Fenwick, City Clerk and her team would spend hours each week compiling the necessary packets, chasing down paperwork that needed to be signed, and handling other aspects of the agenda management process. Robin estimated that dealing with the meeting process required eight or more hours per week. Time that could have been better spent serving the public, not standing in front of the copy machine and working on other mundane tasks.

City Stats

- Contact: Robin Fenwick, City Clerk
- 57,000 population
- Four Clerk Department staff
- Four Council Members & Mayor
- 18 Boards and Committees
- Over 1000 meetings per year

Product Determination Factors: Technology Integration | Limited Budget | Staff Adoption

After CivicClerk

After reviewing various agenda management platforms on the market and weighing their pros and cons, Robin chose CivicClerk. She found the platform to be more affordable than the others, without suffering any compromises. In October 2014, Robin tested CivicClerk to manage the process for one meeting. Within three months, all of Port Orange's meetings were being managed through CivicClerk.

Robin was able to secure total City's staff buy-in quickly with the new platform. Why? Because the platform proved to be extremely easy to use and the benefits were immediate and obvious. Robin and her staff save over eight hours of labor per week, documents and forms are easily signed with remote access and their meeting agendas are completed in a more timely fashion. This allows the Clerk Department's staff to better serve their citizens and focus on important strategic initiatives.

Results

Agendas Posted: Six Hours Earlier | Time Saved Per Week: Eight Hours

CivicPlus Overview





CivicPlus Overview

Our Promise To You

We will deliver an agenda management system that meets your needs in usability, features, and functionality. The CivicClerk AMS solution is simple-to-use, yet flexible and powerful – with intuitive navigation for your citizens and an intuitive administration for your staff. Your system will be secure and continuously updated, as our experts develop further cutting-edge solutions designed specifically for local government.

20+

20+ years of experience with a focus to help local governments.

300+

300+ employees, many who have experience in local government organizations.

3,500+

More than 3,500 local government clients across Canada and the U.S.

60k+

Over 60,000 internal admin users

75M+

More than 75 million online visitors (and counting!)

CivicPlus

CivicPlus' team of over 300 professionals develop and deliver superior local government web technology, agenda/meeting management, human resources efficiency, parks & recreation management, and mass notification solutions for our clients.

CivicPlus is the integrated technology platform for local government, working with over 3,500 local governments including municipalities, counties, and municipal departments. CivicPlus' focus to help local governments work better and engage their citizens through their web environment began in 1994 in Manhattan, Kansas by the owner, Ward Morgan. CivicPlus became a Kansas Corporation in 1998 and is still headquartered in this vibrant university town.

Our commitment to deliver the right solutions in development and implementation, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology.

We believe in the goals our clients are seeking to achieve, and we work alongside them to do our part to help. That help means:

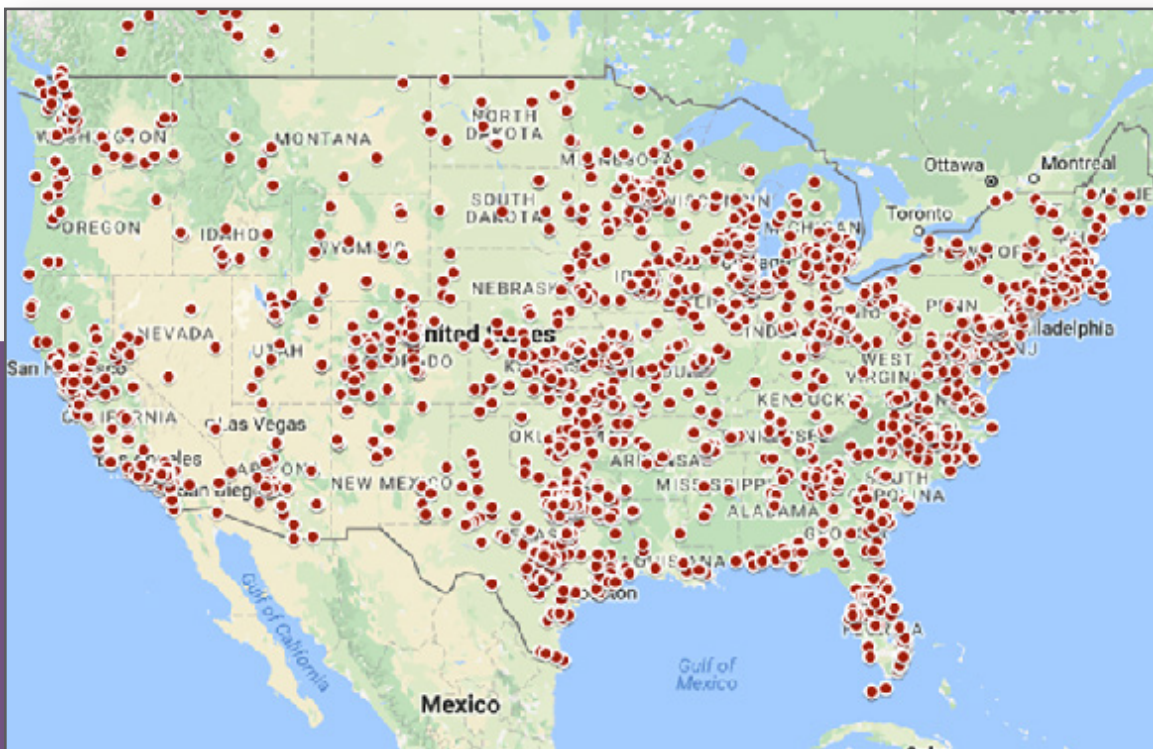
- Guiding – with unparalleled consulting and training and facilitating stakeholder buy-in
- Supporting – with exceptional client service before, during, and after launch
- Protecting – with industry-leading 24/7 security, support, and service
- Learning – with continual client contact to better ourselves and our products



Ultimately, CivicPlus is a company that's about amazing people doing amazing things. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, their 60,000+ internal users and the 75 million online visitors (and counting!).

CivicClerk, a CivicPlus company, delivers years of experience in agenda and meeting management software as a service technology that has been designed specifically to meet the needs of municipalities and their staff and officials. We consider it a privilege to partner with our clients and provide them with a solution that will serve their needs today and well into the future.

CivicPlus Communities / Recognition

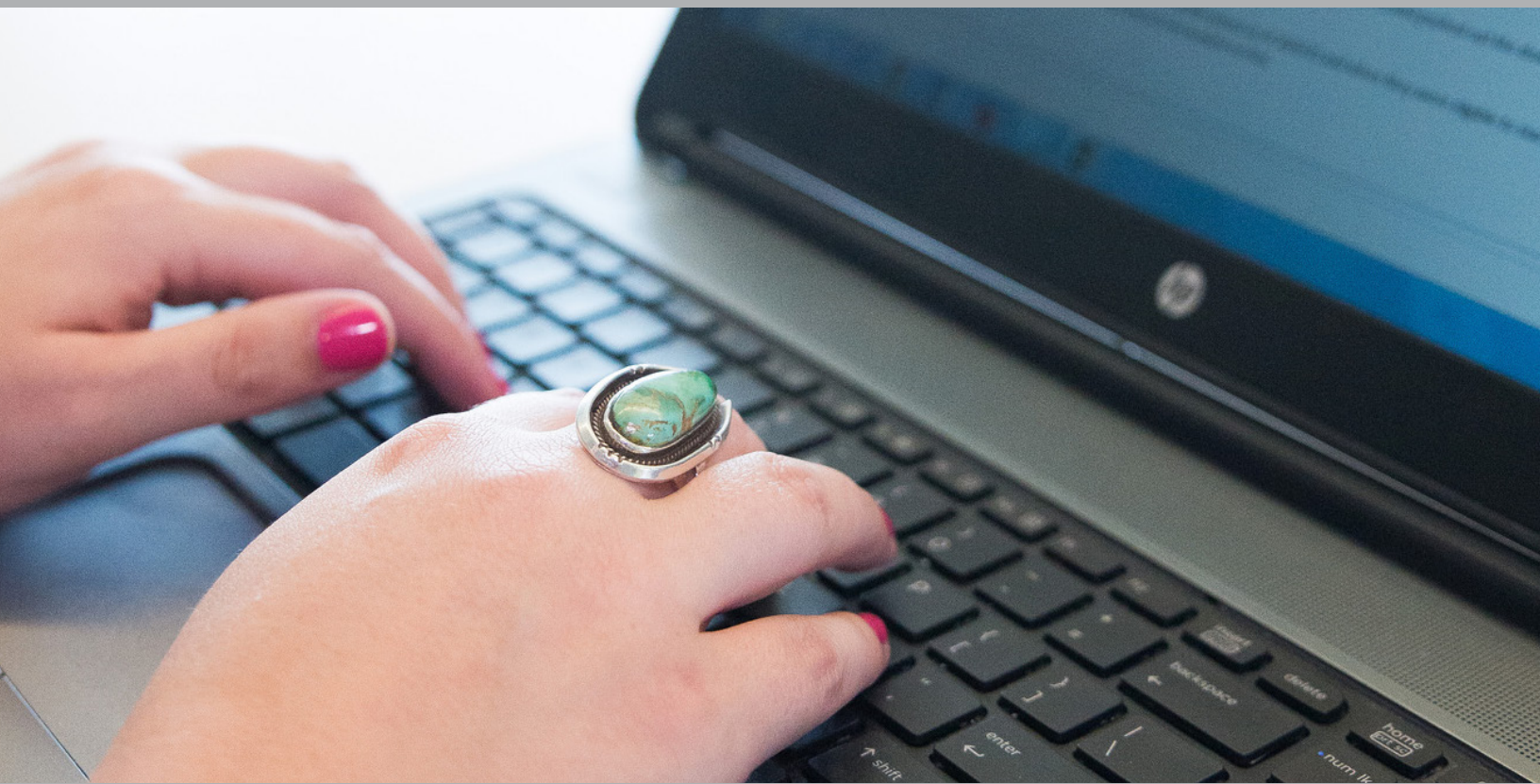


[7-time Inc. 5000 Honoree](#)



www.govtech.com/100

Features & Functionality



Features & Functionality

Agenda Management

Automate your meeting agendas and packets with a simple, consistent process. Eliminate time consuming manual tasks and focus on important issues instead. Let each board member manage content the way they want.

Features and Benefits

Countless hours are spent creating the agenda and packet for every council, board, and committee meeting. CivicClerk simplifies the entire meeting process from start to finish by providing staff a central location for all board and committee meetings with the same simple, consistent process. Customers choose CivicClerk for our features, ease of use, and modern design.

- » Unlimited Meetings
- » Unlimited Users
- » Unlimited Storage
- » Custom Agenda Design
- » Electronic Approvals Engine
- » Electronic File Management
- » Confidential Attachments
- » Roll Call, Motion, and Vote Tracking
- » Minutes Comments and Discussions
- » Speaker Management
- » Task Management Pre and Post Meeting
- » Comments Engine with Notifications
- » Drag and Drop Re-ordering
- » Approvals Progress Bars
- » Automated Track Changes

- » Standard Reporting
- » Dash Analytics
- » Pre-Defined Item Content
- » Automatic Default Items
- » Copy and Move Items
- » Intelligent Keyword Search and Filters
- » Custom Security Profiles
- » Automatic Email Notifications
- » Dropbox Integration for Delivery
- » Board Member Portal
- » Public Portal
- » Live Streaming and Video-On-Demand
- » Videos with Linked Agendas and Minutes
- » Tablets Supported

Designed Just for You

CivicClerk's agenda management software is customized to suit your individual design needs and unique approval processes. Create and manage content with custom design templates, wording, numbering, and ordering. You can also utilize a public portal that matches your website.

Complete Security/Access Oversight

Fine-tune your content's security for different staff members. CivicClerk's agenda management system allows for in-depth user security. Administrators can set access levels for individual users, allowing you to control who can access what. You can also easily identify attachments for limited access based on staff or security level.

Create Agenda Items in Seconds

Intuitive process is simple for your organization's entire staff. Save hours each week with CivicClerk AMS that can easily track all key item information, and create tasks and to-dos with reminders. CivicClerk supports PDF, Word, Excel, PowerPoint and image files, and utilizes a simple drag and drop ordering of all supporting documents.

Agenda Approvals Your Way

CivicClerk's flexible approvals engine adapts to your review process. No more chasing approvals, and playing phone or email tag. Our meeting management system's powerful approvals engine streamlines routing, email notifications, and manages backup approvers. Even last minute changes are a breeze.

Large Packets? No Problem

It only takes a couple of clicks to create a packet of any size. Create agendas and packets of any size in just seconds. Easily build different versions based on confidential materials inclusion. CivicClerk is an open government system that allows you to immediately publish on your organization's public portal, thus allowing for instant transparency.

Deliver Content to Any Device

Let board members choose how to get meeting content. Efficiently deliver packets of any size by paper, email, Dropbox, download, or board portal. CivicClerk is optimized for all devices including desktops, laptops, tablets, and mobile phones.

Find What You Need Fast

Save time with powerful keyword and filtered search engine. CivicClerk automatically organizes and stores all of your meeting content, so it's easy to quickly retrieve what you're looking for. Our search tool includes past items, attachments, minutes, and agendas by keyword, date range, and more.

Analytics to Improve Performance

Clear reporting provides insight on progress and goals. Dashboards and built-in reporting provide key metrics on the entire agenda and meeting minutes process.

Meeting Minutes

It's easy to create, manage and finalize your minutes before, during, and after the meeting. CivicClerk automatically generates PDF and Word documents so you can deliver them electronically, by board and public portal, and hard copy.

Live Meeting Manager

Run the entire meeting from one spot and simplify votes, manage speakers, and streamline transparency. Our Live Meeting Manager system lets your board members access meetings online and vote electronically from any device. The vote results are then displayed to the attending public.

Easily Record Roll Calls, Motions and Votes

Capture all meeting actions in just one step. Stop retyping repeated entries. Record meeting actions on your desktop, laptop or tablet, and easily copy similar motions and votes to other items. Publish to your public portal for easy access and transparency. We make open governance easy.

Electronic Voting

Build public trust by letting meeting attendees see your finalized vote results in real time. CivicClerk's agenda management software offers a powerful, fully-integrated electronic voting system. Conduct clerk-initiated electronic votes any time and tally board member votes from any device. Once voting is closed, results are displayed and automatically entered into the minutes module for utmost accuracy and transparency.

Customize It. Then Forget It.

No more typing and copying the same info over and over. Using our agenda software, you can set wording, formatting, and text snippets the way you want them - they'll pre-fill automatically, ending repeated entries. Motions, votes, and speaker info are all customizable, with full editing functions for comments and discussion notes.

Flexible Speaker Management

Organize speaker information for on-going and individual items. CivicClerk supports board members, staff and other public speakers, and offers integrated speaker and countdown timers. Last-minute speaker? No problem. CivicClerk lets you add new speakers before, during, and after the meeting.

Display Pages

These are dedicated web pages that are displayed on televisions or monitors in the meeting rooms or chambers. They follow along based on the actions of the Clerk that is running the meeting. They display the following information:

- Welcome Screen – pre-meeting
- Current item being discussed
- Current Speaker
- Speaker Timer (if one)
- Speaker List
- Vote Results once saved by the Clerk

Board Portal

Get meeting content and action data at your fingertips to make informed decisions. Create and access your own private notes. Get instantly notified when new content is made available, and review online or offline before, during, or after meetings.

Multiple Devices

Access meeting content from any location, anytime. Whether you're working from home, at the office or on the go, CivicClerk lets you access and manage all content with any standard internet browser on your desktop, laptop, tablet, or mobile phone.

Review/Comment/Discuss

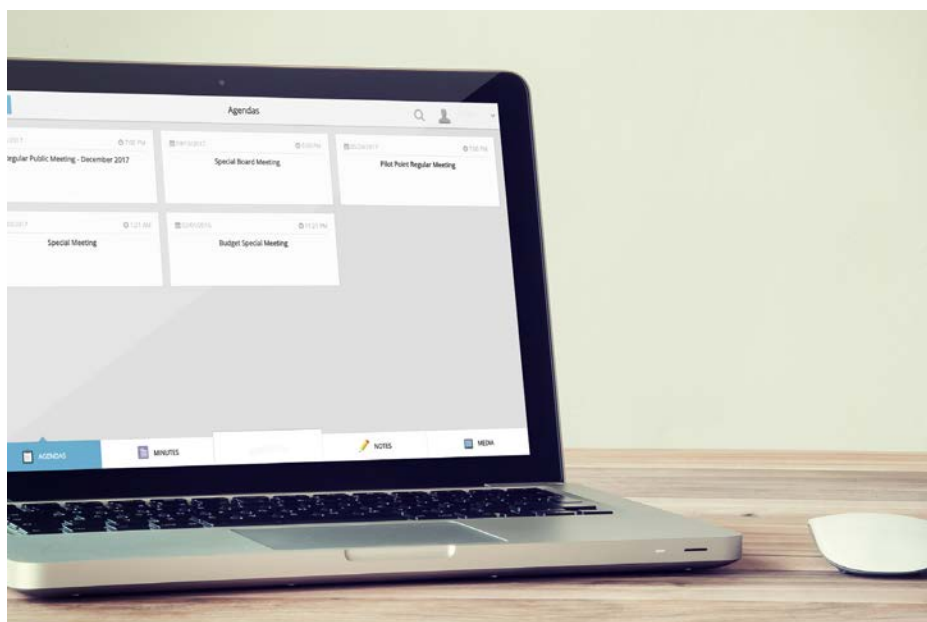
Making and reviewing comments just got a lot easier. Goodbye, fruitless searches for last month's comments. CivicClerk's powerful search and content filter lets you quickly access comments and discussion summaries from previous meetings at any time. Not only that, but you can easily provide your own feedback via email.

Research Past Meeting Content

Quick content retrieval means more productive meetings. Miss a meeting? Catch up when it's convenient for you. Our meeting management software allows complete access to your meeting video archive. All videos are fully integrated with each corresponding bookmarked meeting agenda. Additional fees apply for this feature.

Live Streaming and Recorded Video On Demand

Watch your meeting live or later. It's up to you. Miss a meeting? See it when it's convenient for you. Get complete access to your meeting video archive. All videos are fully integrated with each corresponding bookmarked meeting agenda. Additional fees apply for this feature.



Public Transparency

Accessible records and data helps increase your organization's productivity by encouraging public engagement and fostering a better informed, more involved community. CivicClerk's public portal also satisfies public disclosure and posting requirements, and reduces the number of public record requests.

Subscriptions and Social Sharing

Get the word out to your stakeholders. Instantly share meeting content via email, LinkedIn, Facebook, and Twitter. Subscriptions makes it easy to automatically notify the public whenever new meeting content is available.

Keyword Search and Content Filter

Find what you need when you need it. Rifling through reams of paper is a thing of the past with CivicClerk's advanced search functions. Simply search by keyword to find all relevant content from current and past meetings. You can also easily download agendas, packets, minutes, and supporting documents.

Access Content Anywhere, Anytime

Manage, edit, and comment on any mobile device. Whether you're at work, at home, or on the go, our meeting management system allows easy access to meeting content via your laptop, desktop, tablet, or smartphone. Delivering complete transparency and engagement with the public.

Public Portal Dashboard

Get to know your community better. CivicClerk's public portal helps you understand how the public is interacting with your meeting publications by providing keyword analysis and user-friendly usage metric analytics. This will allow you to conduct an in-depth analysis of citizen behavior and help you discover what issues the public finds most pressing.

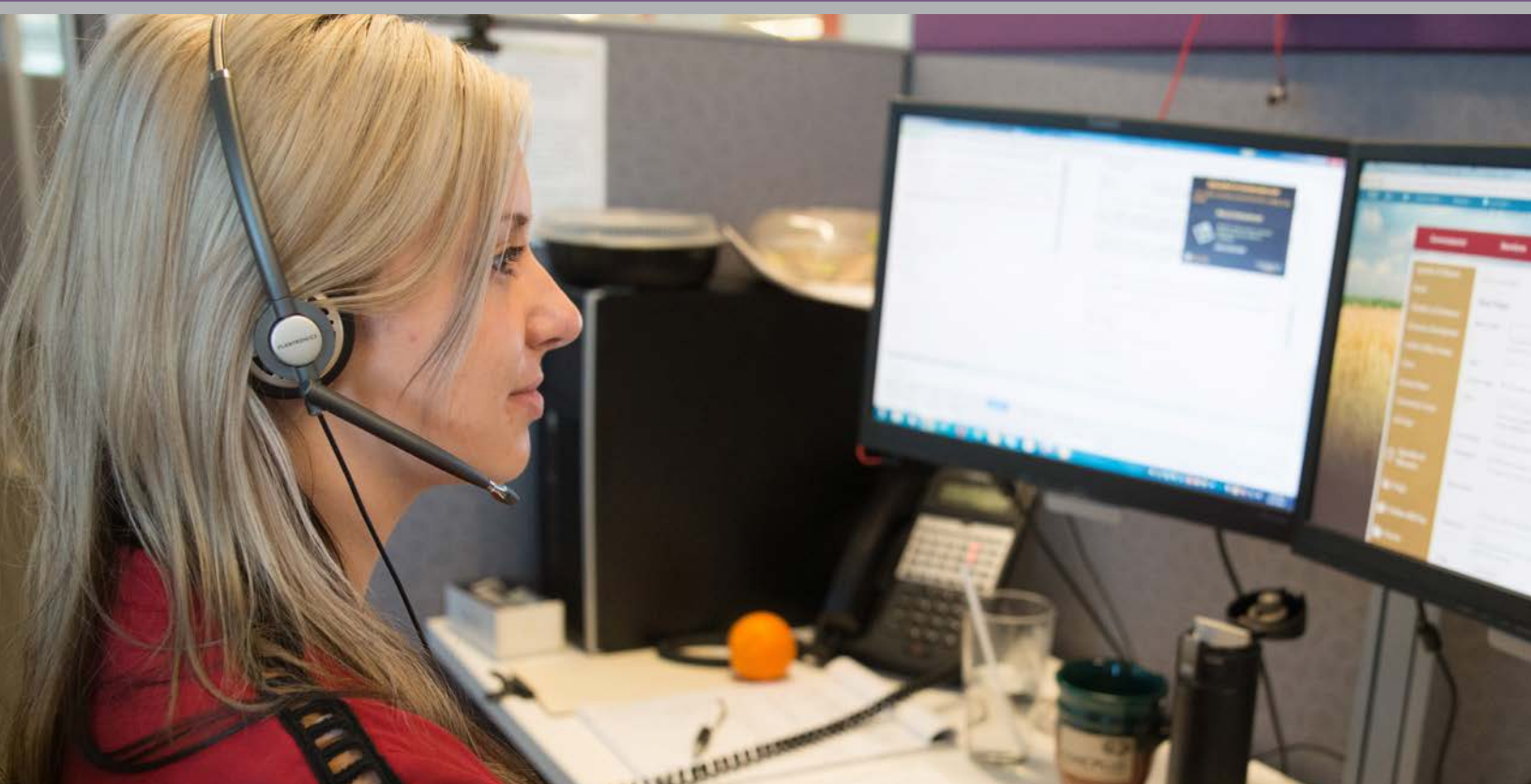
Live Streaming/On-Demand Video

Public engagement just got a lot easier. CivicClerk simplifies live streaming of your organization's meetings and seamlessly integrates all video content with the meeting agenda. On-demand meeting content videos feature clear bookmarking and navigation so viewers can quickly find their area of interest. Additional fees apply.

Automatic Upgrades

Customers automatically receive all future version upgrades of the system upon release. New features and functions are based on feedback and customers requests.

Support



Ongoing Support & Services

Account Management

CivicPlus has a team of dedicated account managers to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon launch of the AMS, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your system. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new system.

Support Services

With technology, unlimited support is crucial. Our live support personnel, based in the United States, are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites.

SUPPORT
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) / 24/7 Emergency Support
4-hour response during normal hours
Dedicated support personnel
Integration of system enhancements
Usability improvements
Online training manuals
Proactive support for updates & fixes
Monthly newsletters/Ongoing follow-up check-ins
CivicPlus Help Center Community Forum

Help Center - www.civicplus.help

CivicPlus clients and their visitors have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff and your users to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics among members - along with other functional and engaging features and capabilities.

Project Team





Project Team Leaders

From project management to development to training and support, a dedicated project team will assist you throughout the development process to ensure your project's success and your complete satisfaction.

Our expert project leaders will coordinate your needs with qualified specialists who will work directly with you throughout your project development and beyond.

COMPANY & CONTACT INFORMATION

Contact Information	William Velasco Sales Representative Velasco@CivicPlus.com 785-370-7761	Primary Office	302 S. 4th Street, Suite 500 Manhattan, KS 66502 Toll Free 888-228-2233 Fax 785-587-8951
Legal Name	CivicPlus, Inc.	Company Founder	Ward Morgan, Owner / Chairman of the Board
Incorporated In	State of Kansas	Date Incorporated	June 1998
Company Website	www.CivicPlus.com	Purchasing Vehicles	GSA Contract # GS-35F-0124U TIPS/TAPS Contract # 2092613 Interlocal Purchasing

Project Team



Doug Shumway – CivicClerk Product Director

Doug has over 15 years of local government software experience, including being the Co-Founder of BoardSync and SuiteOne Media, and the Founder of FOIA Systems. He manages CivicClerk product strategy and overall vision for CivicClerk and personally engages customers for continuous product enhancements.

Education
AS in Digital Media

Resume
General Manager
CEO
Sales Director

15+ Years of Experience
Business Leadership
Sales Leadership
Product Development



Cole Cheever – Vice President of Client Services

Cole leads our project management team. This team oversees inter-departmental and client interactions assuring that your project will be developed in a timely manner by professional experts.

Education
BS Business Administration

Resume
VP of Technology
Director of Production

5+ Years of Experience
Project Management
Process Improvement
Customer Service
Strategic Planning



Jim Flynn – Director of Information Security and Infrastructure

Jim is a passionate advocate for Information Security and performs a critical role in aligning CivicPlus Security Strategy with the needs of clients like you. He coordinates and manages our in-house experts on the technical aspects of your project. From data center operations to security and compliance, his team will ensure that your hosting and security needs are met.

Education
BA Computer Information
Systems

Resume
Chief Systems Architect
Information Technology Director
Software Engineer

18+ Years of Experience
Cyber Security
Network Infrastructure
System and Software Architecture



Katrina Lewison – Director of Training and Consulting

From consulting services to content development to technical specifications, our consulting and training department will assist you in developing the right message in the right way by the right team. She will coordinate her team of professionals to deliver the consulting and training services you need to achieve success. All Trainers and Consultants on Katrina's team have UI/UX certifications to ensure they deliver the best experience for your end users.

Education
MA Organization Psychology
and Leadership
Master of Public Policy
Administration
BS International Relations

Resume
Product Manager
Manager of Project
Administration
Executive Officer U.S. Army

12+ Years of Experience
Training, Consulting, and Leadership
Policy Implementation
Account and Project Management



Sumre Amerin – Manager of Account Management

Upon launch of your website to the public, Sumre will assign an account manager to your account. Your dedicated account manager is a specialized team member that will ensure you stay current on CivicPlus solutions. Your account manager will partner with you to create an ongoing strategy to better engage your citizens by utilizing the tools and products that CivicPlus has to offer.

Education

BS in Integrated Services

Resume

Performance Management
Consultant
Sales Manager

5+ Years of Experience

Leadership
Customer Service
Project Management
Process Improvement



Constance Huseth – Director of Technical Support

Constance Huseth oversees the technical support team for all CivicPlus products. Upon launch of your new CivicClerk AMS, any technical questions or issues you may encounter may be reported to your CivicPlus Technical Support Team. This specialized team operates on a three-tier, product-specific escalation process to report technical issues to the products development team and works hand-in-hand with our Help Center to continually improve online assistance content and best practices information.

Education

BA English, Communication

Resume

Technical Support Specialist
Documentation and
Communications Manager

5+ Years of Experience

Technical Support
Business Management
Team Building
Customer Service

Timeline & Scope of Work



Timeline & Scope of Work

A CivicClerk development plan typically expands a six (6) week timeframe. Exact development timelines can vary due to scope, client availability, milestones set, and other factors. We will work with you until your system is up and running and your staff has reached a level of comfort to confidently maintain your new system.

TYPICAL PROJECT TIMELINE: 6 WEEKS				
Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
~2 Weeks				
	~1 Week			
		~1 Week		
			~ 2 Weeks	
				As needed

Scope of Work

Phase 1- Weeks 1-2

Gather information regarding agendas and how current process functions.
This information will be used to initially configure the system.

CivicClerk Responsibility	Client Responsibility
<ul style="list-style-type: none">■ Create production site request■ Review the implementation plan■ Configure templates from Word versions of agendas and minutes■ Input questionnaire data	<ul style="list-style-type: none">■ Complete implementation questionnaire■ Provide Word versions of agendas and item reports

Phase 2 - Week 3

Once initial configuration is complete, gain feedback on final results.
Any necessary configuration changes will be identified for completion.

CivicClerk Responsibility	Client Responsibility
<ul style="list-style-type: none">■ Schedule and conduct a first look call■ Provide any template changes required	<ul style="list-style-type: none">■ Schedule a 30-45 minute call for system review■ Provide feedback on any needed changes

Phase 3 - Week 4

Any remaining changes will be made and the list of users will be added to the system.
All configurations will be finalized.

CivicClerk Responsibility	Client Responsibility
<ul style="list-style-type: none">■ Enter user list with appropriate security settings■ Make necessary changes to templates and configuration	<ul style="list-style-type: none">■ Provide a list of users■ Provide any additional feedback and changes

Phase 4 - Weeks 5 and 6

Everything is set and ready for training!

Begin in-depth training for administrators followed by a faster training for end users.

CivicClerk Responsibility	Client Responsibility
<ul style="list-style-type: none">■ Schedule and hold administrator and end user trainings	<ul style="list-style-type: none">■ Schedule administrator training■ Schedule end user training

Phase 5 - As Needed

Now that the main implementation is complete, and there is some data in the system, any additional service(s) contracted for can be configured.

CivicClerk Responsibility	Client Responsibility
<ul style="list-style-type: none">■ Configure the templates in the system■ Schedule and conduct minutes training	<ul style="list-style-type: none">■ Provide Word versions of your most recent minutes■ Provide a list of your Board/Council members■ Schedule a 30 minute call for minutes training

Pricing



Investment Proposal

All quotes are priced per project and presented in US dollars.
Pricing is valid for 60 days from August 28, 2018.

As detailed in the proposal, the District's project development includes:

✓ Implementation, Development & Deployment

■ CivicClerk Agenda Management System including:

- Upgrades, hosting, maintenance, and support
- Up to 15 boards
- Agenda management
- Meeting minutes
- Item reports
- Live meeting management
- Public portal
- Board portal
- Electronic voting
- Display pages

■ Included Hosting and Security

✓ Professional Services & Training

- Eight (8) Hours of Web-Based Implementation Training
- Eight (8) Hours of Consulting

Total Investment – Year 1 \$13,990
(includes development and 1st Year Annual Services Fees)

Annual Investment

Year 2 and Beyond

✓ Annual Hosting/Maintenance Service (Beginning Year 2)

Receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance and optimization, and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual services fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, and access to the CivicPlus community. Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond.

Annual Hosting & Maintenance (Beginning Year 2)

\$8,640

CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Total Investment - Year 1 expense of your project over the first three (3) years of your contract. Each payment also includes your Annual Hosting/Maintenance Services. Our CivicPlus Advantage payment plan lowers your initial "out of pocket" expenses.

1st Year CPA Payment	\$10,423	3rd Year CPA Payment.....	\$10,423
2nd Year CPA Payment.....	\$10,423	4th Year Annual.....	\$9,072
		(annual + 5% technology fee)	

Board of Trustees Meeting Agenda Memo

Date: September 14, 2018

Title: **New Administration Building
Cabling for Telephone/Data System**

Section & Item: 9F

Department: R&M/Capital

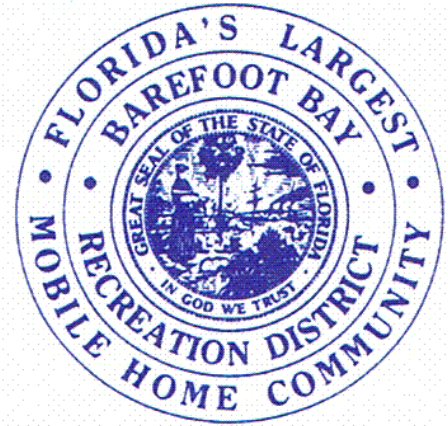
Fiscal Impact: \$18,350.00

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

Attachments: Quotes from vendors

Reviewed by
General Counsel: N/A

Approved by: John W. Coffey, Community Manager



Requested Action by BOT

Award of contract for telephone and cabling installation in the New Administration Building.

Background and Summary Information

The contract with Reynolds Construction for the site work and building does not include installation of the telephone/data cabling, telephone/data systems or security systems. This omission was purposeful to allow BBRD to select the vendor who would be responsible for any warranty and maintenance work. Staff solicited proposals from the following vendors

\$7,899.58	Hunter Communications (previous BBRD vendor)
\$18,350.00	NCS (previous BBRD vendor)
\$15,022.51	Omni Telecommunications
\$10,000.00	SCS

After a lengthy process, submittals from Hunter Communications and SCS remain incomplete. Omni Telecommunications' submit is complete but took many contacts by staff to secure the needed information. NCS provided a complete and timely submittal. Additionally, BBRD has used NCS on previous projects and each project was executed without problems and the vendor clearly and timely communicated their needs and work schedule to staff.

Although this portion of the project is not specifically budgeted in FY18, there is adequate fund balance within the General Fund for this project.

Based on the quality work performed by NCS in the past, staff recommends the BOT awards contract for telephone/data cabling installation in the New Administration Building to NCS in the amount of \$18,350.00 and instruct staff to place a budget amendment on the next available agenda to increase the project budget correspondingly with use of Fund Balance.



Uniform Quote Sheet

Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976
772.664.3141

New Administration Building: Structured Cabling

Hunter Communications

6 riser rated cable, 4 data drop, 2 post racks - \$ 7,899.58

Comments: Vendor worked with us before (submittal is incomplete)

NCS

6 riser rated cable, 4 data drop, 2 post racks - \$18,350.00

Comments: Vendor worked with us before

Omni Telecommunications

6 riser rated cable, 4 data drop, 2 post racks - \$ \$15,022.51

Comments: Vendor took 3 weeks to provide a complete submittal

SCS

6 riser rated cable, 4 data drop, 2 post racks - \$10,000

Comments: Submittal is incomplete



NETWORK CABLING SERVICES, INC.

710 Industry Road | Longwood, FL 32750

Phone: 407-331-3444 Fax: 407-331-0132

Email: skoller@ncscabling.com

**A STRUCTURED CABLING
SOLUTION
FOR
BAREFOOT BAY ADMINISTRATION
BUILDING “F”**

**Submitted To:
BAREFOOT BAY RECREATION DISTRICT**

**Attn:
DAWN MYERS**

July 27, 2018

SCOPE OF WORK:

I.T. ROOM 108:

Install one (1) floor mounted 19" rack with top plate, isolation pads, ladder rack, angle brackets, triangle brackets, power strip, rack mount busbar, three (3) horizontal wire managers, three (3) forty-eight port category 6 patch panels, one (1) twenty-four port voice patch panel, one (1) two-way coaxial cable splitter, one (1) CATV-145A coaxial lightning protector, and one (1) 6" vertical wire manager in the server room. Room location as indicated on print E.2.1 dated 09/05/17.

Provide and install one (1) twenty-five pair direct burial category III cable from Building "A" to Building "F". Install one (1) twenty-five pair building entrance protector in Building F with protection modules. Terminate twenty-five pair cable on a voice patch panel.

Reinstall (1) six (6) strand multimode indoor-outdoor fiber optic cable from building "A" to building "F" and terminate all six strands in a rack mounted fiber can in building "F".

VOICE / DATA PREWIRE:

Provide and install category 6 riser rated cable from the server room rack mounted patch panels to thirty-three (33) locations for a total of ninety-nine (99) drops. Cable installation will utilize J-hooks above the ceiling at 5' intervals as required per industry standard. Provide service loop above ceiling at each drop location. Locations will be as indicated on print E.2.1. Terminate each data cable in a category six jack insert (color TBD) and terminate each voice cable in a category six (color TBD) jack insert and place in a triplex faceplate. All cables will be "home run" from each jack in each outlet box to the server room. Test and label.

WIRELESS ACCESS POINT (WAP) PREWIRE:

Provide and install eight (8) category 6 riser rated cables from the server room rack mounted patch panel to four (4) Wireless Access Point (WAP) locations per print E.2.1. Cable installation will utilize J-hooks above the ceiling at 5' intervals as required per industry standard. Terminate cables in category six jack inserts (color TBD) and place in a duplex flush mount faceplate with a ten-foot (10') service loop coiled in the ceiling at each drop location. All cables will be "home run" from each wireless access point to the server room. Test and label.

CAMERA PREWIRE:

Provide and install category 6 riser rated cable from the server room rack mounted patch panels to three (3) locations for a total of three (3) drops. Cable installation will utilize J-hooks above the ceiling at 5' intervals as required per industry standard. Provide service loop above ceiling at each drop location. Final camera locations to be determined. Terminate each camera cable in a category six jack insert (color TBD) and place in a flush mount single port faceplate. All cables will be "home run" from each jack in each outlet box to the server room. Test and label.

CARD READER PREWIRE:

Provide and install 18/2 riser rated cable from the server room T.B.B. to three (3) door locations for a total of three (3) drops. Cable installation will utilize J-hooks above the ceiling at 5' intervals. Provide service loop above ceiling at each drop location. Final card access reader locations to be determined. All cables will be "home run" from each door location to the server room. Coil 20' of cable at each end for final installation by others.

TELEVISION PREWIRE:

Provide and install RG-6 riser rated quad shield cable from the server room to two (2) single port locations per print E.2.1. Cable installation will utilize J-hooks above the ceiling. Locations will be in the staff / meeting room #111 and the entry / waiting room #101. Coaxial cable will terminate in a CATV-145A lightning protector and wall mounted two-way splitter in the server room. Coaxial cable will be terminated in an F connector jack insert at the outlet and be placed in a single port faceplate. All cables will be "home run" from each jack in each outlet box to the server room. Test and label.

BUILDING "A":

Install one (1) twenty-five pair direct burial category III cable from Building "F" to Building A". Install one (1) twenty-five pair building entrance protector in Building A with protection modules for voice connectivity to building "F". Terminate twenty-five pair cable on building entrance protector.

Back pull one (1) six (6) strand multimode fiber optic cable from old building "F" to building "A" and coil in the ceiling for future use.

GENERAL SPECIFICATIONS:

- ❖ Category 6 cable to be supported above ceiling using J-Hooks every 5' attached to permanent building structure via appropriate hardware.
- ❖ Category 6 cable, RG-6 coaxial cable, and 18/2 cable to be riser rated.
- ❖ Category 6 cable sheath color to be specified by customer.
- ❖ Category 6 cables to be terminated at outlet on category 6 jacks.
- ❖ Jack colors TBD.
- ❖ All category 6 voice and data cable, RG-6 coaxial cable, and 18/2 cable will homerun from each location to the server room equipment rack and terminate as described in this proposal.
- ❖ Labeling
 - Category 6 cable to have wrap around labels at each termination point. Patch Panel to signify Patch Panel/ Port.
 - RG-6 coaxial cable to have wrap around labels at each termination point. Panel to signify Port.
 - 18/2 cable to have wrap around labels at each end.
- ❖ Testing
 - Copper to be tested and Certified.
 - Coax to be tested.
- ❖ Warranty
 - NCS will warranty all labor and materials for a period of 1 year from the date of acceptance of the system.
- ❖ Only the work identified in this proposal is included, any other work or changes can be addressed in a revised proposal when changes are received.
- ❖ Pricing is based upon adequate access to install J-hooks and cable prior to ceiling closure.
- ❖ All work to be performed during normal business hours.

EXEMPTIONS:

- ❖ All feeder cables to be provided by others.
- ❖ All wall / floor penetrations to be by others.
- ❖ All stub outs, conduits, and J-boxes provided by others.
- ❖ All floor and wall penetrations will be fire stopped by others.
- ❖ All network interface equipment including modems and routers to be provided by others.
- ❖ All waps and televisions to be provided and installed by others.
- ❖ TBB backboard provided by others.
- ❖ AC power to be provided by others.
- ❖ All ground bars and connections to be provided by others.

Total

\$18,350.00

**Should Network Cabling Services, Inc. be required to obtain the services of an attorney to collect any sums which may be due under this contract and which are not paid, the Network Cabling Services, Inc. shall be entitled to all reasonable attorney's fees on behalf of their counsel in bringing or enforcing any of their rights under this agreement, said fees to include Court costs and interest, and shall include cost and attorney's fees for appellate work.*

All pricing good for 30-day period, if change order is not accepted in writing within this period of time all wire, PVC products and all steel/metal products will have to be repriced at invoice plus mark-up for profit and overhead. This is a result of continuous rising cost of these materials. Due to the volatile market, in an effort to save all parties involved (Owner, General Contractor, Electrical Contractor and NCS/Network Cabling Services, Inc.) an added cost associated with the continuous rising cost of all copper wire, Network Cabling Services, Inc. reserves the right (if approved by Owner/General Contractor) to purchase the wire and store on site in a storage container provided by NCS. NCS would then ask to be paid with-in the first 30 days of contract for this wire purchase. If not accepted by (Owner/General Contractor) NCS would then have the right to reprice all wire at invoice cost plus mark up of profit and overhead at time of wire purchase.

We at NCS feel that this is the best solution for all parties involved (General Contractor, Electrical Contractor and NCS) including the Owner. Network Cabling Services, Inc. shall be entitled to a finance charge of 1 ½% per month on the unpaid balance of any amounts which are not paid within 30 days after the due date herein.

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 costs will be executed only upon written orders, and will become an extra charge over and above the estimate. No contingencies have been made for strikes, accidents or delays beyond our control. Owner is to carry fire, tornado, theft and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Printed Name

Authorized Signature

Date

***Note: This proposal may be withdrawn by us if not accepted in 30 days.**

Thank you for the opportunity,

Steve Koller

Steve Koller

Business Development Manager

Space Coast Region



OMNI TELECOMMUNICATIONS, INC.

3570 Consumer Street, Suite 7
West Palm Beach, FL 33404
(561) 296-9797 / (561) 296-5737 Fax
www.telomni.com

Proposal

Date	Estimate #
9/5/2018	11603

Billing Name/Address
Barefoot Bay Admin Building 625 Barefoot Bay Blvd Barefoot Bay, FL 32956

Service Address
Same

Reference		Terms	
Telecom		See Terms Below	
Description	Qty	Cost	Total
Service (Non Taxable) 1 Tech/ 1 Helper * Install 100 Cat6 cables throughout the office * (30) 1 Single phone and Dual data Locations - Plenum Rated * (4) Single locations for wireless access points - Plenum Rated * (2) Dual location for floorbox - I/O Rated cable * Install 1 I/O rated 6 strand fiber optic cable from the new building to the existing building data closet * All cables to homerun to MDF closet * Fiber optic cable to be ran through a GC provided conduit * Fiber optic cable to be terminated to SC connectors. A new fiber enclosure to be installed in the MDF. The existing fiber box in the maintenance building to be reused * Install 2" J-hooks to routes the cable to there locations above the ceiling * Terminate all cables to Cat6 jacks and to Cat6 patch panels * Voice and data cables to be terminated to their respective patch panels * Tone, test and label all new cables * 2 - 2post racks to be install in MDF with ladder tray * Racks to be grounded to a GC provided grounding bar * As-builts to be provide once project has been paid in full * GC is supply and install backer board and grounding bar in MDF * GC to supply and install all stub up's, and floor boxes for the LV locations * GC to provide any core drilling (if) needed * Omni to seal any penetrations made while routing the cables in place * Low Voltage permit and associated engineering is not included in this proposal. The actual cost of the low voltage permit will be added in on the final invoice *The above scope of work is proposed as being performed during normal	1	6,500.00	6,500.00
50% down, 25% at commencement of project, 25% at completion of project to include		Subtotal	
TERMS: Proposal is not valid until a signed copy and deposit are received at Omni Telecommunications, Inc. Pricing is valid for 30 days. Prices quoted on this proposal include a discount for cash, check or lease. Credit card purchases are subject to price revision.		Sales Tax (0.0%)	
Unless otherwise specified, services are payable in full upon completion of proposed work. A service charge of 1.5% per month will be assessed on any amount more than 30 days past due. All hardware as listed above remains the property of Omni Telecommunications, Inc., until paid in full.		Total	
Your signature acknowledges that you accept the services and materials as outlined above and understand that this estimate may not represent your final invoice. Labor and materials not included on this estimate shall be itemized separately on the attending technicians' work order, and subject to your authorization.			

Acceptance Signature

**OMNI TELECOMMUNICATIONS, INC.**

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Proposal

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9/5/2018	11603

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Barefoot Bay Admin Building 625 Barefoot Bay Blvd Barefoot Bay, FL 32956

Service Address
Same

Reference		Terms	
Telecom		See Terms Below	
Description	Qty	Cost	Total
business hours (Monday through Friday, 8:30am to 5:00pm).			
* Our payment terms are net 30 days with the following billing schedule:			
1. Deposit/Mobilization of 50% due upon acceptance of proposal.			
2. 25% due at commencement of project			
3. Final billing of remaining 25% plus any change orders upon completion.			
* Any additional work or changes must be approved in the form of a change order			
CAT6 - Plenum Data Cable - Stock Colors	14	299.99	4,199.86T
* 1000 feet			
CAT6 (Data) Cable - Indoor/Outdoor - Per Foot	500	0.75	375.00T
* Black PVC Jacket			
* Moisture Wick compound - Not Gel			
CAT6 Patch Panel - 48 Port	3	125.00	375.00T
* 2 RMU height, standard rack mount width			
Standard CAT6 RJ-45 Keystone Insert	100	5.20	520.00T
* Specify color			
Standard Wall Plate - 3 Port	30	1.25	37.50T
* Specify color			
Standard Wall Plate - 2 Port	1	1.25	1.25T
* Specify color			
Leviton Decora Quickport Wallplate Insert - Stock Colors	2	2.95	5.90T
* Use with Decora Wall Plate and Quickport Inserts			
Leviton 1 Port Biscuit - Stock Color	4	3.95	15.80T
Erico 2" J-Hook to Angle Bracket	80	6.80	544.00T
* Wide cable saddle			
* 1/4" Mounting hole			

50% down, 25% at commencement of project, 25% at completion of project to include

Subtotal**Sales Tax (0.0%)****Total**

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Service Address
Same

Reference		Terms	
Telecom		See Terms Below	
Description	Qty	Cost	Total
Custom Drop Ceiling Penetration - 2" * Includes; * 3' - 2" Galvanized EMT Pipe * (2) End cap Pipe Fittings * (2) 2" Saddle Clamps	3	24.50	73.50T
Custom Equipment Ground Kit * Includes; * < 100' #6 Ground Wire - Green * 8 Position Bus Bar * Standard pipe bonding clamp	1	69.75	69.75T
Chatsworth - 84" Standard 19" equipment rack - Black * Floor mount * 45 RMU capacity * 1,000 lb weight capacity * Aluminum * UL listed	2	199.00	398.00T
Chatsworth - 12" Ladder Rack, wall-mount kit - Black * Includes; * 5' - 12" Ladder Rack * Wall mount Bracket * Rack top bracket * (2) Ladder rack end caps	2	165.00	330.00T
Fiber Optic Cable, Indoor/Outdoor - Per Foot * 6 Strands, 62.5 um, Multi-mode OM1 * Black PVC jacket w/Dri-Bloc	300	1.01	303.00T
Leviton Vertical Cable Manager - 2 Side - 80" * Front & Back Cable Management * Includes hinged covers	3	225.00	675.00T

50% down, 25% at commencement of project, 25% at completion of project to include

Subtotal**Sales Tax (0.0%)****Total**

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Service Address
Same

Reference		Terms	
Telecom		See Terms Below	
Description	Qty	Cost	Total
AllenTel Wall Mount Fiberoptic Cabinet * Accepts (2) pre-loaded terminal panels * Includes; * Fiber management spool * Lock and Key * 18 gauge steel construction * Black	1	79.95	79.95T
Corning Unicam SC- MM Fiber Optic Connector	12	16.50	198.00T
AllenTel - Fiber Optic Panel Inserts - MM/ST * Snap-In pre-loaded panel * Includes (6) MM/ST Connectors * All terminals ship with dust covers	2	35.50	71.00T
Miscellaneous Installation Materials & Consumables * Zip ties, cable saddles, etc...	1	250.00	250.00T

50% down, 25% at commencement of project, 25% at completion of project to include

Subtotal	\$15,022.51
Sales Tax (0.0%)	\$0.00
Total	\$15,022.51

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Acceptance Signature



Proposal

Structured Cabling & Access Control

Contact

David Soper

321-750-3795

david@soperconsulting.com

Project

Barefoot Bay Admin Building

Scope of Work

Network Cabling

Installation of two Cat 6 riser cables at (32) data locations totaling (96) cables, and (4) single CAT 6 Wireless Access Point cables to locations as indicated on the E.2.1 sheet, Electrical Bid set plans dated 09/5/2017
All materials, labor, engineering and permits are included. All cable will be riser rated. Pricing includes two post rack installation in electrical room.

Fixed Price of: \$ 10,000

General Assumptions:

- Electrical Contractors:
 - The electrical contractor shall provide all conduit, raceways and boxes/fittings with pull string installed, power circuits, AC disconnect switches, fuses, and surge suppression cabinets for the fire alarm as shown on Advanced Integrations’ final design drawings.

Customer Acceptance

Authorized Representative			
<div></div>	<div></div>	<div></div>	<div></div>
Signature	Printed Name	Title	Date



709 Silver Palm Ave
Suite G
Melbourne, FL 32901
Voice 321.728.3720
Fax 321.728.3721

Equipment Proposal

Date: 2/2/2018
Company: Barefoot Bay Recreation District
Attention: Dawn Myers
Address: 625 Barefoot Blvd
Barefoot Bay, FL 32976
Phone: 772.664.7020
Fax: 772.664.8842
Email: dawnmyers@bbrd.org
Proposal: Structured Cabling New Building
Remarks:

Quantity	Item Description	Unit	Cost
31	Dual Cat5e Voice/Data Drops		
66	Cat5e Jacks		
31	Dual Faceplates		
4	Cat5e Wireless Access Point Data Drops		
2	48 Port Patch Pannel		
1	ICC 2 Post Rack		
3	2U Horizantel Wire Management		
2	Side Rack Mount Vertical Wire Management		
1	10' Ladder Rack		
1	Ladder Rack Mounting Hardware		
1	Misc. Hardware		
1	Terminate,Test and Label		

1/2 Down Due at Signing

Equipment: \$7,899.58
Tax:
Total: \$7,899.58

Hunter Communications, Inc

Customer Signature

Manager's Report



Barefoot Bay Recreation District

625 Barefoot Boulevard, Old Administration Building
Barefoot Bay, FL 32976-9233

Phone 772-664-3141

Fax 772-664-1928

Memo To: Board of Trustees

From: John W. Coffey, Community Manager

Date: September 14, 2018

Subject: Manager's Report

District Clerk

- **Copier Upgrades Update:** Staff is currently working with ABS to facilitate the swap out of equipment and eventual relocation of Administration and Resident Relations units to the New Administration Building.

Finance

- **Surplus Property Disposition Update** – Staff continues to thin the herd of surplus items. All items are and/or will be listed for sale at <https://www.govdeals.com>.

Resident Relations

ARCC Updates

- Meeting on September 4th had 26 permits on the agenda: 11 consent (not changing the footprint of the home) approved, 1 denied; 12 non-consent (i.e. anything requiring a survey) approved and 3 old cases was approved with 1 being denied.
- The next meeting will be on September 18th at 9 am in the HOA office.

Violations Committee Updates

- Meeting on September 14th has 22 cases on the agenda.
- The next meeting will be on September 28th at 10 am at Bldg. D&E with 38 cases on the agenda.

Food & Beverage

- The annual summer games (for all ages) and chili cook off will be held at Pool #1 on Sunday, September 16 from 2-6 p.m. Prizes for best chili and game winners. Dunk tank from 2-6 pm. Flyers with the details will be posted.
- Start planning your costume for this year's Halloween party on Saturday, October 27 from 7-10:30pm. in the Lounge. It's always a Spooktacular time with prizes for best costumes.

Golf-Pro Shop

- Projects
 - Major bunker restoration is completed. Sod to be laid around the bunkers in the future)
 - Hole 16 Renovation continues (a port-a-potty was obtained so work could be expedited by doing both sides simultaneously) (grant funded)
 - Picnic Area: After analyzing the cost of moving the scoreboard (all vendors contracted stated it could not be moved and would have to be demolished and rebuilt) and the cost of a covered patio (\$25-45K), staff has determined the costs exceed the parameters of the grant program. In place of the original plan, staff will level the current site (with crushed concrete) and procure picnic tables with umbrellas to serve an a "fair weather" picnic area. Staff will re-present the covered picnic area concept within the FY20-24 5yrFM&CIP for the BOT's consideration next year.
- Ernie wants to be the first to say "Happy FY 19!" (yes, he is a little bit early)

Staff will begin accepting membership payments on October 1st in the Pro Shop. To reduce costs, statements will not be mailed. Once again members will have 3 ways to pay:

- Entire amount
- 3 Payments (Oct 1st, Nov 1st and Dec 1st) (processing fees apply)
- 12 monthly payments (processing fees apply)



Property Services

- Installed drywall and new tile in the women's room for the 16th tee restrooms
- Began demolition of the men's room side of the 16th tee restrooms
- Pressure washed behind the lounge in preparation for painting
- Replaced rusty A/C vents in D&E

- Repaired broken wires on parking lot lights at building A
- Replaced lighting in the smoking section at pool 1
- Replaced pool deck lighting with LED fixtures
- Emptied, pressure washed and installed new pipes for the U.S.1 fountain
- Addressed all current DOR grass violations

General Information

- Special BOT Meeting – The BOT will meet on Thurs., September 20th in Building D at 9am to consider the adoption of the FY19 Employee insurance programs. This will be the only agenda item on said meeting.

Attorney's Report

Incidental Remarks from Trustees

Adjournment