



BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Regular Meeting
October 13, 2017
1 P.M. –Building D&E**

Meeting Called to Order

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

Thought for the Day

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

Pledge of Allegiance to the Flag

Led by Mr. Geier.

Roll Call

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

Presentations

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

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

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

Minutes

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

Treasurer's Report

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

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



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Audience comment on Agenda Items

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

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

Unfinished Business

DOR Violation 17-001058 581 Tarpon Drive

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

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

New Business

DOR Violation 17-002427 932 Sequoia Street

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

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

DOR Violation 16-004577 903 Wren Circle

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

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

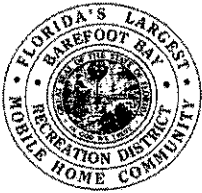
Approval of Replacement Building F Construction Plans

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

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

RFP Process for Replacement Building F Project

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



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

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

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

Replacement Building F RFP Committee

Mr. Coffey requested input from the Board regarding composition of an RFP Evaluation committee. He noted the requirements for the selection of RFP committee members per the Policy manual as follows:

Members of the Evaluation Committee shall consist of at least one (1) user department representative, one (1) Board member, and one (1) third-party non-employee resident chosen at the discretion of the Community Manager. The Community Manager and Board Chairman shall serve on the committee as non-voting members (Policy Manual, page 12).

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

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

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

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

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

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

ARCC Appointment

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

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



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

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

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

Utility and Golf Cart Replacements

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

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

D/E Video System Upgrade and Replacement

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

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

Winter Overseeding Award of Contract

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

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

Policy Manual Revision

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

1. Neighborhood Revitalization Program language (page 11)



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

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

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

3. Definition of an amenity (page 16)

On 23May17, the BOT approved the definition of "Amenity" as "something, such as a swimming pool or shopping center that is intended to make life more pleasant or comfortable for the people in a community."

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

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

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

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

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

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

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

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

8. Addition to exception to competition (page 8)

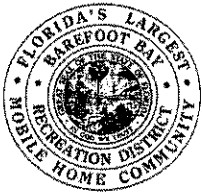
Addition of language "*Capital or R&M projects proposed by a vendor responsible for long-term maintenance when recommended by responsible department manager and approved by the Community Manager.*"

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

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

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

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



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

Department Managers may be authorized by the Community Manager to use pre-paid credit card with a maximum limit of \$1,000.00 for minor purchases where credit accounts or payment by check is not acceptable or efficient. The Finance Manager or designee shall monitor the usage of departmental pre-paid credit card. Departments shall be limited to one-prepaid credit card. Said cards shall be secured stored by the Department Managers when not in use.

General Counsel Repperger read the resolution:

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

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

Rules of the BOT Revision

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

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

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

General Counsel Repperger read the resolution:

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

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

FY17 Audit Planning Communications Letter

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

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



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Employee Incentives Discussion

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

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

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

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

Award of Bid of Cart Barn Roof Repair

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

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

Softball Field Fence Replacement

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

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

Manager's Report

Office of the District Clerk

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

Food and Beverage

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

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

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

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

Resident Relations

ARCC Updates:

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



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

Violations Committee Updates:

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

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

Golf-Pro Shop

Routine Work

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

Tournaments (call Pro Shop for details 664.3174)

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

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

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

Special Projects

ABM awarded drainage work update – Project is complete.

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

Pump house: Work started this week.

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

Cart Barn roof repair awaiting award of contract.

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

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

Miscellaneous

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

Property Services

Routine work

Repaired fence behind Tamarind Circle

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

Replaced broken basketball hoop

Addressed all DOR violations



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Special Projects

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

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

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

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

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

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

General

Impact of recent storm at the Beach.

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

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

Attorney's Report

General Counsel had no report.

Incidental Trustee Remarks

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

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

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

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

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



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

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

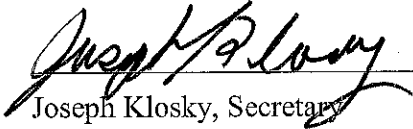
Mr. Diana reminded the audience that October is Breast Cancer Awareness Month and encouraged everyone to wear pink in honor of this very important issue.

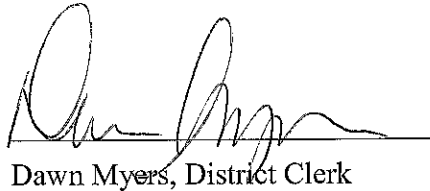
Adjournment

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

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

Meeting adjourned 8:25 PM.



Joseph Klosky, Secretary

Dawn Myers, District Clerk