



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Workshop
Thursday April 20, 2023, 9AM
Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on April 20, 2023, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 9AM.

Pledge of Allegiance to the Flag

Led by Mr. Brinker.

Thought for the Day

We cannot become what we need to be by remaining what we are. -Max DePree.

Roll Call

Present: Mr. Amoss, Mr. Brinker, Mr. Grunow, Mr. Klosky, and Ms. Tummolo. Also, present, Kent Cichon, Community Manager, Richard Armington, Resident Relations Manager, Charles Henley, Finance Manager, Kathy Mendes, Food and Beverage Manager, and Cindy Mihalick, Administrative Assistant to the District Clerk.

Audience Participation

None

Review of Proposed FY24-28 Budget

Mr. Cichon read Mr. Brinker's statement:

The Catering Coordinator will work in special events. Special events in FY23 showed a \$60,366 profit, but adding a full-time employee position, it drops to a \$(22,095) loss. We cannot make this position full time. Music and Entertainment: In the Property Services' budget in FY22 budget was at \$108,192. Actual use was \$115,961, about \$8,000 under budget. FY23 budget \$112,992. Year to date 70 percent of that budget has been spent with 6 months left. For FY2024 we cannot allow this line item to be more than \$100,000. All of this information is from the FY23 approved budget, and also monthly statements of revenues and expenditures and FY24 proposed budget.

Mr. Klosky agreed with Mr. Brinker's statement. The BOT discussed the budget items mentioned in Mr. Brinker's statement.



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Mr. Klosky asked about the overage in overtime for Food & Beverage. Kathy Mendes advised that the department has been operating without a catering coordinator. The existing staff is needed to fill in for staff shortages. Mr. Klosky also inquired about why music is listed in both Food & Beverage and Property Services. Kathy Mendes explained that music lakeside is listed in the budget for Property Services and in the FY23 music in Food & Beverage is budgeted exclusively for ticketed events. It is very popular and drives sales revenue. Mr. Cichon advised that it was a previous board decision to move lakeside music to the Property Services Department budget.

Mr. Klosky spoke in favor of eliminating the Management Analyst position. Mr. Cichon explained the functions of the position would be used for social media, the Peek at the Week, filling in for staff shortages at the customer service desk and the Golf Pro Shop. The position will also complete analysis to determine if funds are being used appropriately, efficiently, and effectively, marketing, and assistance with the budget and writing grants.

BOT consensus that the position should remain in the budget. Mr. Klosky and Mr. Brinker dissented.

Mr. Brinker spoke in favor of reducing the music budget to a total of \$100,000. Kathy Mendes advised that a reduction in music expenditure would result in a reduction in revenue. The entertainment has successful turnouts and band fees are covered by revenue received during the event. Mr. Amoss suggested implementing an increase in the cost of beverages while the band is playing. Kathy Mendes agreed that an increase could be explored along with the possibility of a gate fee when higher cost bands are playing, but the BOT agreed that it would be difficult to determine which residents would be present for the music or use of Pool #1.

Mr. Klosky asked why the Street Dance takes place every Sunday. Kathy Mendes explained that the Street Dance is every week May-December and is held twice monthly off-season and low-cost bands are hired in the summer. Concerns were expressed about music on Thursdays and Saturdays at the 19th Hole and whether it is appropriate to have entertainment in two or three locations on the same night. Kathy Mendes stated that the 19th Hole Saturday entertainment shut down in March and Thursday music is 4:30-7:30pm and both events are highly successful. On the night where the three events took place there was an additional ticketed event in Building A and all expenses were covered.

Mr. Brinker spoke in favor of moving the music category from Property Services back to Food & Beverage. Mr. Amoss suggested postponing the action until the FY25 budget and addressing it at a future BOT meeting.



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Mr. Cichon advised the BOT that the FY24 Proposed Budget includes \$150,000 for a FRDAP Grant, which can be used to improve conditions on the two greens #13 and #7 or reconstruct the tee boxes or picnic area. Staff received a document from Brightview about bringing the greens back to proper playing condition. Feedback received is that they will be able to improve conditions of the greens, but recommendation is to provide capital investment utilizing the grant. Core samples will be done by Brightview at BBRD's cost. Option one is to remove the top level of soil about six inches and resodding it. Option two is reconstructing green and creating a system that meets USGA standards, which will take longer and cost more money than option one.

Consensus of the BOT to leave the FRDAP Grant in the FY24 Budget.

Softball Field

There is also a FRDAP grant of \$50,000 for the softball field. The grant will be used for the tall fencing in the outfield and construct canopy over the bleachers, and possibly some type of irrigation for the infield.

Mr. Cichon reminded the BOT that it was decided at a previous meeting that lawn bowling will be seeded as usual.

The BOT reviewed the spreadsheet for the projects kept on the list for consideration by consensus at the prior budget workshops which totals \$263,930.

Golf Course Pond Fountains

Staff researched the cost, and it would be approximately \$9,000 to have a fountain purchased and installed, depending on features. Mr. Cichon suggested budgeting an amount in the FY24 budget and having the topic placed on the agenda for a BOT meeting to consider options and actual cost in the future.

Mr. Brinker informed the BOT that he would like the \$37,000 line item for lightning detection system, and line items for basketball court and pond fountain deferred from the budget to save \$146,000.

Part Time Monitor for Pool Area

The monitor would be located primarily at Pool #1 during entertainment looking for alcohol brought in from outside the district, which is not allowed. The pool hosts currently monitor as people come through the gates.

Reconstruction of Basketball Court

Property Services researched a more accurate cost and determined the range would be \$70,000-100,000 needed to redo the BBRD basketball amenity.



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Replacement Canopies

The replacement canopies for FY24 will cost \$11,130, which includes two on the west side of the lounge. Property Services will be doing some patchwork in the meantime. Staff will also obtain quotes next week to replace the 19th Hole canopy. The cost is expected to be under \$5,000.

19th Hole Wrapping

A \$3,300 estimate is based on the outside cooler installed for the kitchen at the 19th Hole. This would alleviate putting up a fence or tall landscaping.

The BOT discussed the projects for elimination from the \$180,000 budget.

Mr. Amoss spoke in favor of the 19th Hole wrapping should remaining in the budget.

Mr. Amoss suggested that the basketball court be deferred to next year and staff investigate the possibility of obtaining a grant.

Mr. Amoss spoke in favor of the golf fountains being included, as Brightview has recommended aerating the ponds will help maintain the integrity of the course. He spoke in favor of the lightning detecting warning system should remaining in the FY24 budget.

Mr. Klosky spoke in favor of the basketball court and golf course pond fountains being deferred.

Ms. Tummolo spoke in favor the basketball amenity being placed on the deferred list and staff research any possible grants to complete the project.

Mr. Grunow spoke in favor of keeping the lightning detection and deferring the basketball court to search for grant.

Mr. Brinker spoke in favor of deferring the basketball court as well as the golf course fountains.

Consensus of the BOT for the golf course pond fountains to remain in the budget at the amount of \$9,000 and to defer the basketball court project.

Catering Coordinator

Mr. Grunow and Mr. Amoss voted to leave the Catering Coordinator as a full-time position as stated in the FY24 budget. Mr. Brinker and Mr. Klosky agreed that the position should remain part-time. Position to remain full-time.



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Fees and Charges for Resident Relations

Staff proposed revisions to fees in the 3/21/23 budget workshop and the spreadsheet was revised with changes requested by the BOT.

Consensus of the BOT to increase Resident Relations fees effective October 1, 2023, as shown on column F on the spreadsheet.

The non-resident pass has been removed and is under review by legal counsel regarding language in the FRDAP grants allowing the public to use facilities. The BOT may need to reconsider the non-resident pass fee once legal opinion has been rendered.

Golf Pro Shop Fees

Staff proposed revisions to fees in the 3/21/23 budget workshop and the spreadsheet was revised with changes requested by the BOT.

Consensus of the BOT to increase fees to Golf and Pro Shop with the change on rows 12-15 on the spreadsheet to read Resident/Long Term Renter. A long-term renter may renew 12 months after the initial membership.

Mr. Cichon advised the BOT that there have been some recent unexpected expenditures. The increased cost for Civic Services for FY24 is \$940. There are issues with the phone system and staff are researching making possible changes which include new hardware and providers. The cost on the high side is \$6,000 along with an increase of \$1,200 for service annually for FY25. The amount between Golf and Resident Relations spreadsheets is approximately \$4,000. Mr. Cichon would like to use the \$4,000 toward the \$8,400 in unexpected expenditures, and then utilize some of the balance of \$16,070 from the BOT priority projects to cover the rest. Another option would be to utilize the \$100,000 in capital reserves to cover the phone system costs.

Consensus of the BOT to use the adjustments as proposed on the spreadsheets to cover additional expenditures and not use capital reserves.

Mr. Cichon updated the BOT on additional recent expenditures. Family Pools will begin working on Pool #2 repairs during the week of April 24th. The proposed cost is \$9,800. This item was placed on the agenda as confirmation of the use of the purchasing policy being utilized to ensure that the BOT is informed and can give redirection if needed.

The drainage line from Building A is damaged, which is impacting the kitchen and bathrooms. Because the pipe material is terra cotta, the best option is to abandon the line and replace it at a cost of \$7,000.



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The BOT will authorize the proposed budget mailout at the May 23, 2023, regularly scheduled BOT meeting and the June 6, 2023, the proposed budget will be mailed to residents on June 6, 2023. The public hearing date is June 27, 2023, along with budget adoption.

The BOT discussed updating the Policy Manual outline on which fees would be implemented July 1 and October 1 each year. Resident Relation fees to be updated effective July 1. DOR fees are updated by resolution at a regularly scheduled BOT meeting. Mr. Amoss suggested golf fees stay at renewal at fiscal year. The effective date for updating fees does not impact assessment fees.

The BOT considered whether sales tax should be considered with each transaction. Currently, some of the fees have sales tax built-in and other fees require additional sales tax collection.

Consensus of the BOT to leave the collection of sales taxes for fees as is.

Consensus of the BOT to approve the FY24 budget.

Additional Comments

None

Adjournment

Mr. Amoss adjourned.

Meeting adjourned 11:30 am.


Jeff Grunow, Secretary


Stephanie Brown, District Clerk