



# BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

September 10, 2021

1PM –Building D&E

## Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on September 10, 2021, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Maino called the meeting to order at 1PM.

## Pledge of Allegiance to the Flag

Led by Mr. Amoss.

## Roll Call

Present: Mr. Grunow, Mr. Nugent, Mr. Morrissey, Mr. Amoss, Mr. Maino. Also, present, John W. Coffey, ICMA-CM, Community Manager, Stephanie Brown, District Clerk, Charles Henley, Finance Manager, Rich Armington, Resident Relations Manager and Matt Goetz, Property Services Manager.

## Presentations and Proclamations

Chairman Maino presented the Patriots Day Proclamation and 5-year Service Award to Sally-Ann Biondolillo.

## Approval of Minutes

*Mr. Grunow made a motion to approve minutes dated August 24, 2021. Second by Mr. Nugent. Motion passed unanimously.*

## Treasurer's Report

*Mr. Grunow made a motion to approve the Treasurer's Report for September 10, 2021, as read. Second by Mr. Morrissey. Motion passed unanimously.*

## Audience Participation

Sue and Dennis Proper-749 Lark Drive-spoke in favor of expediting the violations against 750 Lark Drive.

James Filipi-748 Lark Drive-spoke in favor of expediting the violations against 750 Lark Drive.

Jeanne Osborne-100 Cherokee Court-congratulated the BOT and staff regarding the prosperous fiscal year and paid her respects to Jack Reddy.

Richard Schwatlow-636 Marlin Circle-voiced his concern regarding the purchase of the restroom trailer bypassing the spending cap process. Mr. Repperger clarified the spending cap process, criteria and that the current purchase is considered to be a replacement, not a new project.



# BAREFOOT BAY RECREATION DISTRICT

## **DOR Violation 21-001516 750 Lark Drive (Condition of Property (C) Unauthorized items)**

*Mr. Grunow made a motion to refer case #21-001516 750 Lark Drive to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Amoss. Motion passed unanimously.*

Mr. Maino spoke in favor of case #21-001516 going to the top of Mr. Repperger's list. Mr. Repperger stated that the BOT cannot address individual behavior or conflict between neighbors/homeowners.

*Mr. Nugent made a motion for Mr. Repperger to make violation 21-001516 his top priority. Second by Morrissey. Motion passed unanimously.*

## **"Color Our World Cancer Free" Request for Waiver of Guest Passes for Participants to Access Pavilion**

Staff recommends the BOT waive the guest pass requirement at Pool #1 area for Color Our World Cancer Free participants on October 16, 2021, from 8am to Noon so they can access the Pavilion area.

*Mr. Morrissey made a motion to waive the guest pass requirement at Pool #1 area for Color Our World Cancer Free participants on October 16, 2021, from 8am to Noon so they can access the Pavilion area. Second by Mr. Amoss. Motion passed unanimously.*

## **Restroom Trailer by Pickle Ball/Tennis Courts Award of Contract**

Staff recommends the BOT award contract to Portable Restroom Trailers LLC in the amount of \$57,970.00 plus delivery for a three station (one handicap and two regular) hydraulic drop restroom trailer.

Mr. Grunow and Mr. Maino spoke in favor of the restroom trailer. Mr. Morrissey asked about a less costly option for \$37,000. Mr. Coffey responded that the \$37,000 model only had 1 restroom. Mr. Amoss asked if the trailer could be moved for special events. Mr. Coffey responded that the restroom trailer could be moved short distances.

*Mr. Nugent made a motion to award contract to Portable Restroom Trailers LLC in the amount of \$57,970.00 plus delivery for a three station (one handicap and two regular) hydraulic drop restroom trailer. Second by Mr. Grunow. Motion passed unanimously.*

## **Community Center Electrical Repairs Confirmation**

Staff recommends the BOT confirm the Community Manager's approval of Complete Electric, Inc.'s bid in the amount of \$20,960.00 for electrical repairs at the Community Center, waiving the second bid requirement.

*Mr. Morrissey made a motion to confirm the Community Manager's approval of Complete Electric, Inc.'s bid in the amount of \$20,960.00 for electrical repairs at the Community Center, waiving the second bid requirement. Second by Mr. Nugent. Motion passed unanimously.*



# BAREFOOT BAY RECREATION DISTRICT

## **Building A Renovations Project: Change Order #13 Confirmation**

Staff recommends the BOT confirm the Community Manager's approval of Change Order #13 in the amount of \$34,292.13 for installation of a kitchen hood exhaust pipes platform to Parkit Construction, Inc.

*Mr. Amoss made a motion to confirm the Community Manager's approval of Change Order #13 in the amount of \$34,292.13 for installation of a kitchen hood exhaust pipes platform to Parkit Construction, Inc. Second by Mr. Grunow. Motion passed unanimously.*

## **FY22 Employee Pay and Classification Plan**

Resolution 2021-14 Read by Mr. Repperger:

A RESOLUTION OF THE BAREFOOT BAY RECREATION DISTRICT SUPERSEDING AND REPLACING RESOLUTION 2019-17 AND ADOPTING AN EMPLOYEE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2021-2022; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT WITH OTHER PROVISIONS; AND, PROVIDING FOR AN EFFECTIVE DATE.

Mr. Maino asked various questions regarding the classification plan. Mr. Coffey provided clarification on what grade, minimum, mid-range and maximum is and how it is determined.

*Mr. Nugent made a motion to approve Resolution 2021-14 as read. Second by Mr. Morrissey. Motion passed unanimously.*

## **FY23 Budget Preparation Calendar**

Staff requests the BOT pick from the many possible openings for the various workshops and then adopt the FY23 Budget Preparation Calendar.

*Mr. Nugent made a motion for the Townhall Meeting to be held on January 18, 2022, and FY23 Budget Workshops dates of Monday, March 14, 2022, at 7pm, Thursday, March 24, 2022, at 7pm, Tuesday May 3, 2022, at 10am, and Thursday, May 5, 2022, at 7pm. Second by Mr. Grunow. Motion passed unanimously.*

## **FY21 Audit Planning Communications Letter**

Staff recommends the BOT acknowledge receipt of the Audit Planning Communications.

*Mr. Amoss made a motion to acknowledge receipt of the Audit Planning Communications. Second by Mr. Morrissey. Motion passed unanimously.*



# BAREFOOT BAY RECREATION DISTRICT

## **Neighborhood Revitalization Program (NRP) Purchase Confirmation: 333 Papaya Circle**

Staff recommends the BOT confirms the purchase of 333 Papaya Circle via the Neighborhood Revitalization Program.

*Mr. Morrissey made a motion to confirm the purchase of 333 Papaya Circle via the Neighborhood Revitalization Program. Second by Mr. Nugent. Motion passed unanimously.*

## **Neighborhood Revitalization Program (NRP) Purchase Confirmation: 401 Raven Drive**

Staff recommends the BOT confirm the purchase of 401 Raven Drive via the Neighborhood Revitalization Program.

*Mr. Morrissey made a motion to confirm the purchase of 401 Raven Drive via the Neighborhood Revitalization Program. Second by Mr. Amoss. Motion passed unanimously.*

## **Manager's Report**

### Resident Relations

#### **ARCC Meeting 08/31/2021**

- 3 old business permits: 2 extensions approved and 1 tabled again (permit package is still incomplete)
- 8 consent permits: all approved
- 4 other permits: 3 approved and 1 denied

#### **Next ARCC Meeting 09/14/2021**

- Will be held in Building D/E at 9am

#### **Violations Committee Meeting 08/27/2021**

- 6 cases came into compliance prior to the meeting
- 5 cases presented and found in violation

#### **Next Violations Committee Meeting**

- Scheduled for September 10<sup>th</sup> in Bldg. D/E at 10am

## **August Interesting Facts**

- 27 home sales
- 20 orientations presented
- 32 residents in attendance



# BAREFOOT BAY RECREATION DISTRICT

## Food & Beverage

Great October events. Save the dates!

- Saturday October 2, 2021
  - The German Club and Paradise Planners are holding an **Oktoberfest** in the Pool #1 area starting at noon.
  - An International Polka Band will perform on the Lakeside Stage from 12:30-4:00pm.
  - Paradise Planners will transform the area into a fairy tale German village.
  - Kegs of Warsteiner beer, a favorite of our Barefoot Bay German Club residents, will be flowing as well as brats, German potato salad, hot dogs, big pretzels, and more.
  - Tickets nor badges are required for this event.
- October 16, 2021
  - This year's annual walk for cancer is themed "**Color My World Cancer Free**" and is a fundraiser for all cancers.
  - The walk will be held under the oaks by the New Administration Building at 9am. Sign up is going on now in the CVO office.
  - There will be music, a special drink menu, snacks, and activities in the Pavilion area after the walk. BBRD Departments have a friendly competition to see who can raise the most funds for the charity. While the District collectively raised over \$5,000 of the \$14,000 raised for the Sea of Pink cause in 2019, the Administration team beat out the other Departments by raising over \$4,000. We'll see which Department can raise the bar this year.

## Property Services

- Patched wash out area at the ABM worksite, larger more extensive repair coming soon
- Replaced 5 interior lights at the Shopping Center
- Replaced some damaged white bollards
- Re installed sound panels, cleaned the building, and buffed out the floors prior to re-opening of the assembly room
- Removed old office walls in the new CVO office
- Replaced the pitcher pump at the pier
- Replaced door closure assembly at the Pro Shop
- Cleaned out the gutters at the Pro Shop
- Re surfaced the Boccie ball courts in preparation of the upcoming winter season
- Installed new lights on the palms at US1
- Re-finished the flagpole at the Veteran's monument
- Ordered replacement ceiling fans for the Pro Shop men's room
- Rototilled the Softball infield
- Re-worked the TuTu walking trail and rolled it out
- Investigated issues with the AC at the Pro Shop
- Investigated and repaired leak in the men's room in Building D/E
- Began ordering materials for the refurbishment of Building D/E restrooms
- Continued to solicit bids for upcoming projects



# BAREFOOT BAY RECREATION DISTRICT

## Golf-Pro Shop

- End of Fiscal Year Inventory
  - Merchandise sales inside the Pro Shop will cease at 12pm on September 30<sup>th</sup> for annual BBRD inventory management

## General Information

- **COVID-19 Precautions Update** – Staff has resumed nightly disinfectant fogging of all assembly and Food & Beverage buildings. Residents are urged to follow their own precautions as dictated by their individual health and risk situations.
- **November 2021 Voting Location** – The Supervisor of Elections (SoE) has decided to keep the upcoming voting site for Precinct #304 at Building D/E. Hence, the “D” side of the building will be unavailable for club/residents’ use the week prior to the election to securely store SoE equipment.
  - The BOT regularly scheduled meeting for Tuesday, October 26<sup>th</sup> will be held in Building A at 7pm.
  - The BOT townhall meeting, originally scheduled for Thursday, October 28<sup>th</sup> at 9am, will now be held in in Building A on the same date starting at 7pm.
- **FY22 R&M/Capital Projects Scheduling** – Per staff’s custom, the new fiscal year’s projects were added to the September project tracker distributed to the Trustees before the start of the meeting. Due to the anticipated continued disruptions to supply chains (anticipated to continue until at least next summer) some projects have “TBD” for delivery and/or execution dates.
- **Pool ADA Lifts Update** - Staff is currently reviewing a proposal from BBRD’s Pools Services vendor for installation of new lifts (one at each pool) and (if the proposal is found to be adequate) will place the approximate \$42,000 proposal on the September 28, 2021, BOT meeting agenda for consideration. Additionally, the proposal will be forwarded to the Trustees early next week as a read ahead.



# BAREFOOT BAY RECREATION DISTRICT

## Attorney's Report

Mr. Repperger stated that he sent a memo to the BOT regarding the decision made on the initial restroom trailer project in 2015. He also stated that the proposed BOT term limits had been sent to bill drafting and is on the schedule for the September 29, 2021, delegation meeting. Mr. Repperger gave an update on the Blissful Things case, and stated that he will have an update on the beach restroom pilings on the September 28, 2021.

## Incidental Trustee Remarks

Mr. Grunow stated that it was good meeting and consider coming to the 9/11 memorial service.

Mr. Morrissey thanked staff for creating the speeding in Barefoot Bay list.

Mr. Amoss thank staff and cautioned residents to stop feeding the wild birds.

Mr. Maino reminded residents of the 9/11 Memorial Service.

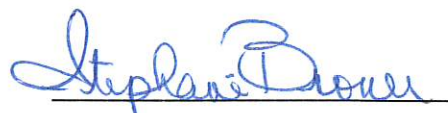
## Adjournment

The next meeting will be on September 28, 2021, at 7pm in Building D/E.

Mr. Amoss made a motion to adjourn. Mr. Maino adjourned.

Meeting adjourned at 2:35pm.

  
Jeff Grunow, Secretary

  
Stephanie Brown, District Clerk