



# BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

March 11, 2022

1PM –Building D&E

## Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on March 11, 2022, 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. Morrissey.

## Roll Call

Present: Mr. Nugent, Mr. Morrissey, Mr. Amoss, Mr. Maino, Mr. Brinker. Also, present, John W. Coffey, ICMA-CM, Community Manager, John Cary, General Counsel, Stephanie Brown, District Clerk, Matt Goetz, Property Services Manager, Kathy Mendes, Food & Beverage Manager, Charles Henley, Finance Manager, and Rich Armington, Resident Relations Manager.

## Additions or Deletions to the Agenda

*Mr. Amoss made a motion to delete agenda item 11B from the agenda. Second by Mr. Nugent. Motion passed unanimously.*

## Approval of the Agenda

*Mr. Amoss made a motion to approve the agenda as amended. Second by Mr. Morrissey. Motion passed unanimously.*

## Presentations and Proclamations

Chairman Maino presented the Barefoot by the Lake Volunteers Appreciation Proclamation to the assembled volunteers.

Chairman Maino presented Employee Milestone Awards to Sharon Petrillo for her 20 years of service and to Sheila Weiland for her 5 years of service.

## Approval of Minutes

*Mr. Morrissey made a motion to approve BOT Meeting minutes dated February 11, 2022. Second by Mr. Nugent. Motion passed unanimously.*



# BAREFOOT BAY RECREATION DISTRICT

## **Treasurer's Report**

*Mr. Amoss made a motion to approve the Treasurer's Report for March 11, 2022, as read. Second by Mr. Brinker. Motion passed unanimously.*

## **Audience Participation**

Loretta Santilli-1275 Waterway Dr-voiced her concern about the need for more electrical receptacles in the Building A Kitchen.

Elena Becher-1032 Thrush Circle-expressed her appreciation to all the volunteers for the Ethnic Festival. She also voiced her concern about the sidewalk repairs.

Mr. Coffey read a letter from Richard Schwatlow-636 Marlin Circle-who voiced his concern about the lack of participation from residents and DOR Ad Hoc Committee Members regarding DOR amendments.

## **Unfinished Business**

None

## **New Business**

## **FY21 Audit Presentation**

Staff recommends the BOT accept the presented FY21 Audit Report.

Alan Ricafort from MSL, P.A. presented the FY21 audit report with no findings.

*Mr. Nugent made a motion to accept the FY21 Audit Report from MSL, P.A. as presented. Second by Mr. Morrissey. Motion passed unanimously.*

## **Kitchen Trailer (at Pool #1)**

Staff recommends the BOT award contract to United Food Truck, Inc. for a kitchen trailer in the amount of \$69,839.19 and instruct staff to execute a budget transfer from contingency to cover the overage.

*Mr. Morrissey made a motion to award contract to United Food Truck, Inc. for a kitchen trailer in the amount of \$69,839.19 and instruct staff to execute a budget transfer from contingency to cover the overage. Second by Mr. Nugent. Motion passed unanimously.*



# BAREFOOT BAY RECREATION DISTRICT

## Mid-Size Truck Replacement

Staff recommends the BOT award contract to Garber Ford, Inc for a 2022 Ford Ranger truck in the amount of \$22,559.40.

Mr. Amoss asked if the lease term in the contract applied to the district. Mr. Coffey responded that the lease term does not apply to the district.

*Mr. Nugent made a motion to award contract to Garber Ford, Inc for a 2022 Ford Ranger truck in the amount of \$22,559.40. Second by Mr. Brinker. Motion passed unanimously.*

## BOT Meeting/Workshop Video/Livestream Equipment and Software

Staff recommends the BOT award contract to IM Solutions for implementation of video/livestreaming equipment and software for BOT meetings/workshops in the amount of \$23,680.84, waiving the second bid requirement, and instructing staff to prepare a future budget amendment to cover the overage.

*Mr. Amoss had a question regarding the pricing for the cameras. Ms. Brown responded that the cost was the total for all three cameras. Mr. Nugent stated that many residents have requested livestreaming to resume.*

*Mr. Nugent made a motion to award contract to IM Solutions for implementation of video/livestreaming equipment and software for BOT meetings/workshops in the amount of \$23,680.84 and waiving the second bid requirement and instructing staff to prepare a future budget amendment to cover the overage. Second by Mr. Amoss Motion passed unanimously.*

## Concrete Work Change Order #1

Staff recommends the BOT confirm the Community Manager's approval of change order #1 in the amount of \$7,475 to Slater Construction for concrete work.

*Mr. Amoss made a motion to confirm the Community Manager's approval of change order #1 in the amount of \$7,475 to Slater Construction for concrete work. Second by Mr. Morrissey. Motion passed unanimously.*

## Budget Amendment: Rebuilding #10 Green to USGA Standards

Resolution 2022-02 read by Mr. Cary:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2021-09; AMENDING THE BUDGET.

*Mr. Morrissey made a motion to approve Resolution 2022-02 as read. Second by Mr. Brinker. Motion passed unanimously.*





# BAREFOOT BAY RECREATION DISTRICT

## **Budget Amendment: Employee Classification Plan & Compensation Study**

Resolution 2022-03 read by Mr. Cary:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2021-09; AMENDING THE BUDGET.

*Mr. Amoss made a motion to approve Resolution 2022-03 as read. Second by Mr. Nugent. Motion passed unanimously.*

## **Employee Handbook Revision**

Staff recommends the BOT adopt the revised *Employee Handbook* as presented.

*Mr. Morrissey made a motion to adopt the revised Employee Handbook as presented. Second by Mr. Nugent. Motion passed unanimously.*

## **Confirmation of Donation Request Acceptance**

Staff recommends the BOT confirm staff's acceptance of Ms. Davis' donation request of \$217.05 to replace and update a slat on a previously donated bench.

*Mr. Brinker made a motion to confirm staff's acceptance of Ms. Davis' donation request of \$217.05 to replace and update a slat on a previously donated bench. Second by Mr. Amoss. Motion passed unanimously.*

## **Manager's Report**

### Finance

- **Revised FY22 Assessment Collection Update** – \$3,505,035.40 (gross) or 87.10% of the FY22 Budget has been received as of March 9th (see attached for details).
- **Shaw Medical and CVO Leases Update** – The leases are fully executed.

### Resident Relations

#### **ARCC Meeting 02/15/2022**

- 1 Old Business – approved
- 19 Consent Items – approved
- 12 Other Items – 1 approved w/stipulations, 1 denied, and 10 approved

#### **ARCC Meeting 3/1/2022**

- 1 Old Business – approved
- 18 Consent Items – approved
- 17 Other Items – 1 tabled, 1 denied, and 15 approved



# BAREFOOT BAY RECREATION DISTRICT

## Next ARCC Meeting

- Is scheduled for March 15<sup>th</sup> at 9am in the Administration Conference Room

## VC Meeting 2/11/2022

- 3 Cases – came into compliance prior to the meeting
- 3 Cases – found to be in violation

## VC Meeting 2/25/2022

- 1 Case – came into compliance prior to the meeting
- 1 Case – DOR is working with the homeowner
- 5 Cases – found to be in violation

## VC Meeting 3/11/2022

- 7 Cases to be presented

## Next VC Meeting

- Is scheduled for March 25<sup>th</sup> at 10am in Bldg. D/E

## February's Interesting Facts

- 29 Homes sold
- 28 New Homeowner orientations were given
- 46 Residents were in attendance

## Food & Beverage

- Our big **annual St. Patrick's Day celebration** will be held on March 17, 2022, starting with a parade at 10am down Veterans Way, a short ceremony, Blessing of the Bay, and the Brevard Police and Fire, Pipers and Drums show follows the parade. Live entertainment starts at 11am and lots of corned beef sandwiches will be served at noon. Tickets are on sale for corned beef sandwiches and dinners on Wednesday, February 16 at the Lounge, the 19th Hole and the Administration Building.
- The Sign Dance collective will perform a free 1-hour show on the Lounge Lakeside stage on March 18th at 3pm. The Sign Dance Collective is an International UK & European based dance theatre company. The show is a fusion of sign language theatre, dance, and live original music. The Company is led by a collective of deaf, disabled, and diverse artists/producers.
- Tickets are on sale now in the Administration Building (NAB) for **"Greggie and The Jets" an Elton John Tribute show** to be held on March 25, 2022. Tickets are \$25 with theater style seating.
- For all shows in the Winter Beats series, the doors, and bar open at 5pm and a food menu is available.
- Flyers with all the details are posted.



# BAREFOOT BAY RECREATION DISTRICT

## Property Services

- Replaced 2 hoses and hose holders at the Micco RV Storage lot
- Completed the restroom renovations project at Building D/E
- Replaced broken door at the Softball field
- Installed 7 flag poles around the Veterans center flagpole
- Removed large pepper tree along Waterway Dr. as part of stormwater maintenance
- Repaired loose boards on the walking bridge near the handball courts
- Replaced lights in the Pro Shop with LED fixtures (energy savings)
- Replaced blown engine in the Courtesy cart
- Replaced the pump on the fishing pier
- Replaced the water level float valve on the fountain at the Memorial gardens (in front of Bldg. A)
- Repaired all of the white road signs on Micco Rd.
- Repainted the Veterans Gather Center and Brevard County Utilities building
- Replaced Pool #1 main pump
- Repaired damaged blacktop in the Building A parking lot
- Received the Tennis Court Restroom trailer, coordinated the installation of the concrete pad and utilities in anticipation of the unit being placed and open for use next week.

## Golf-Pro Shop

- Cart Barn repairs are completed
- Picnic Area scoreboard: completion expected by mid-March, installation of picnic tables and concrete pads to follow
- March Golf Tournaments
  - CVO Benefit: March 12<sup>th</sup>
  - Ladies Spring Invitational: March 22<sup>nd</sup>
  - BBRD Club Championship: March 25<sup>th</sup> and 26<sup>th</sup>
  - Girls Gala: March 29<sup>th</sup>
- Lake bank restoration began Wednesday, January 19th (estimated completion date is April 15th weather permitting)
- Out of bounds markers replaced
- Memorial bench installed
- Putting Green Rehabilitation by ABM update - The putting green will close and work will begin on April 4<sup>th</sup>. Expected completion dates TBD once project commences.
- #10 Green reconstruction update – The green is scheduled to close and the subcontractor will begin work on April 4<sup>th</sup>. Expected completion dates TBD once project commences

## General Information

- **NRP Sales Update** – The auction for two surplus properties ended with the following sale amounts:
  - \$18,900.00 413 Plover Drive
  - \$24,200.00 416 Barefoot Blvd.





## BAREFOOT BAY RECREATION DISTRICT

Once the receipts are received a budget amendment to add this funding back into the NRP will be placed on a future BOT Meeting agenda for consideration.

- **Tennis Court Restroom Trailer Update** – After the unit is open for use (next week) the porta-potties and hand wash station will go away forever.
- **Beach Restroom Project Update** – The revision of the site plan is 75% completed. Afterwards permitting will commence and staff will begin soliciting bids for the installation of the septic tank, drain field, utility disconnects (from the old building), and building pad preparation.
- **Bldg. A Retaining Wall Repairs Project Update** – The commencement date is scheduled for March 21, 2022.
- **Sidewalk Replacement Projects Update** – All work is completed. The pads for the new picnic tables will be poured once the scoreboard is completed.
- **19<sup>th</sup> Hole Kitchen Renovations and (2) Walk in Coolers RFP Update** – The Evaluation committee met on March 8<sup>th</sup> and opened two proposals. A follow-up meeting is scheduled for March 18<sup>th</sup> starting at 1pm to interview the vendors.
- **Pool #3 Parking Lot Paving RFP Evaluation Committee Meeting Reminder** – The first meeting is scheduled for Tuesday, March 15<sup>th</sup> at 2pm in the Administration Building Conference Room.
- **Building A Renovations Project Grand Opening and Ribbon Cutting Ceremony Update** – The event was rescheduled to Monday, March 28<sup>th</sup> at 11am. After a short speech by Chairman Maino, the Trustees will cut a ribbon and staff will host a self-paced walking tour of the building with 5 must see stops (maps will be provided). If you have heard that this was just a kitchen project, please come out and see the rest of the story. After sufficient time for a tour, Chairman Maino (assisted by 1<sup>st</sup> Vice-Chair Amoss) will drop the first honorary basket of French fries. Free samples will be available approximately 5 minutes later inside the assembly area where complementary beverages will be available.
- **FY23 Working Draft Proposed Budget (WDPB) Workshop Reminder** – The Budget workshops will be in Building D/E and are scheduled for:
  - March 14th at 7pm
  - March 24th at 7pm
  - May 3rd at 10am
  - May 5th at 7pm

Mr. Coffey recommended the BOT schedule a Workshop to discuss DOR amendments.

*BOT consensus to hold a DOR Workshop scheduled for April 21, 2022, at 9am to discuss DOR amendments.*



# BAREFOOT BAY RECREATION DISTRICT

## Attorney's Report

Mr. Cary gave an update on the DOR amendment meeting and the progress of the ballot language.

## Incidental Trustee Remarks

Mr. Nugent spoke in favor of not reading the Treasurer's report moving forward at BOT Meetings. Mr. Maino suggested that totals be read and accepted instead of the entire report. Mr. Cary stated that there is no legal requirement to read the Treasurer's Report. Mr. Morrissey agreed with Mr. Maino that totals should be read. Mr. Brinker spoke in favor of not reading the Treasurer's Report. Mr. Nugent also spoke in favor of researching other banks that will provide better interest rates on BBRD money market accounts. Mr. Nugent spoke in favor of developing a joint emergency preparedness plan with Brevard County, BCSO, Brevard Fire and Rescue Department.

Mr. Morrissey asked for an update on the beach project. Mr. Coffey responded that the site plan is close to being complete.


## Adjournment

The next regular meeting will be on March 22, 2022, at 7pm in Building D/E.

Mr. Nugent made a motion to adjourn. Second by Mr. Morrissey. Mr. Maino adjourned.

Meeting adjourned at 2:13pm

  
Hurrol Brinker, Secretary

  
Stephanie Brown, District Clerk