



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

May 12, 2022

1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on May 12, 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. Amoss.

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, Charles Henley, Finance Manager, Kathy Mendes, Food & Beverage Manager, Ernie Cruz, Golf Operations Manager and Mackenzie Leiva, Management Analyst.

Additions or Deletions to the Agenda

None.

Approval of the Agenda

Mr. Nugent made a motion to approve the agenda as is. Second by Mr. Morrissey. Motion passed unanimously.

Presentations and Proclamations

None.

Approval of Minutes

Mr. Morrissey made a motion to approve BOT Townhall and Regular Meeting minutes dated April 26, 2022. Second by Mr. Brinker. Motion passed 4-1. Mr. Maino abstained.

Treasurer's Report

Mr. Nugent made a motion to approve the Treasurer's Report for May 12, 2022, as read. Second by Mr. Brinker. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Audience Participation

Jeanne Osborne-100 Cherokee Court--expressed her gratitude to Mr. Coffey for his service and to SDS Management company for bringing on Mr. Coffey.

Karen Accomando -836 Hyacinth Circle-asked the BOT to define the HOA and CVO.

Nancy Eisele-944 Barefoot Blvd-expressed her gratitude to Mr. Coffey for his service and staying for more than three-year timeframe. She also expressed her gratitude to SDS and the BOT.

Louise Crouse-808 Sapodilla Drive-expressed her gratitude to Mr. Coffey and SDS.

Unfinished Business

None

New Business

FY23 Working Draft Proposed Budget Review

Staff recommends the BOT tentatively finalize the FY23 Proposed Budget so the next agenda item (authorization of the FY23 Proposed Budget mailout to homeowners can be considered.

Mr. Amoss made a motion to finalize the FY23 Proposed Budget so the next agenda item (authorization of the FY23 Proposed Budget mailout to homeowners can be considered. Second by Mr. Nugent. Motion passed unanimously.

FY23 Proposed Budget Mailout

Staff recommends the BOT approve the Proposed Budget Mailout as attached (or modify as needed and then approve it) and announce 1pm in Building D/E on June 28, 2022, as date and time of the public hearing for the adoption of the annual assessment in addition to the adoption of the FY23 Budget.

Mr. Brinker made a motion to approve the Proposed Budget Mailout as presented and announce 1pm in Building D/E on June 28, 2022, as date and time of the public hearing for the adoption of the annual assessment in addition to the adoption of the FY23 Budget. Second by Mr. Amoss. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

DOR Amendment Ballot Mailout Authorization

Resolution 2022-09 Read by Mr. Cary:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT APPROVING AMENDMENTS TO THE BAREFOOT BAY RECREATION DISTRICT DEED OF RESTRICTIONS; AUTHORIZING STAFF TO CREATE A DISTRIBUTION LIST, MAIL THE BALLOTS, AND COUNT THE VOTES; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mr. Brinker made a motion to approve resolution 2022-09 as read and authorize staff to commence with the DOR mailout referendum on June 8, 2022, ballots to be received no later than August 8, 2022 (60 days) without returned envelope paid postage. Second by Mr. Nugent. Motion passed unanimously.

Authorization for Charter Amendment Referendum: Increase the Limit on New Acquisitions from \$25,000 to \$50,000

Resolution 2022-10 Ready by Mr. Cary:

A RESOLUTION OF BAREFOOT BAY RECREATION DISTRICT, FLORIDA CALLING A REFERENDUM ELECTION ON NOVEMBER 8, 2022 ON THE QUESTION OF WHETHER THE CHARTER OF THE BAREFOOT BAY RECREATION DISTRICT SHOULD BE AMENDED TO AUTHORIZE THE BAREFOOT BAY RECREATION DISTRICT BOARD OF TRUSTEES TO ENTER INTO CONTRACTS INVOLVING THE PURCHASE, LEASE, CONVEYANCE OR OTHER MANNER OF ACQUISITION OF COMMON REAL OR TANGIBLE PERSONAL PROPERTY WHERE THE COST, PRICE, OR CONSIDERATION FOR SUCH ACQUISITION DOES NOT EXCEED \$50,000 WITHOUT A TWO-THIRDS VOTE OF THE BOARD OF TRUSTEES AND REFERENDUM APPROVED BY THE ELECTORS OF THE DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Morrissey made a motion to approve Resolution 2022-10 as read and authorize staff to begin the work to place the charter amendment referendum increasing the Charter limitation on new acquisitions from \$25,000 to \$50,000 on the November 8, 2022, ballot. Second by Mr. Brinker. Motion passed unanimously.

Mr. Coffey suggested General Counsel Cary and a representative from the BOT schedule a meeting with Commissioner Tobia to discuss the charter amendment referendum. Mr. Amoss agreed with Mr. Coffey. Mr. Brinker volunteered to be the liaison for the meeting with Commissioner Tobia and General Counsel Cary.

BOT consensus for Mr. Brinker to be the BOT liaison and accompany General Counsel Cary for the meeting with Commissioner Tobia regarding the desired charter amendment referendum.



BAREFOOT BAY RECREATION DISTRICT

Authorization for Charter Amendment Referendum: Increase the Length of Trustee's Term from Two-Years to Three-Years

Resolution 2022-11 Read by Mr. Cary:

A RESOLUTION OF BAREFOOT BAY RECREATION DISTRICT, FLORIDA CALLING A REFERENDUM ELECTION ON NOVEMBER 8, 2022 ON THE QUESTION OF WHETHER THE CHARTER OF THE BAREFOOT BAY RECREATION DISTRICT SHOULD BE AMENDED TO LIMIT THE NUMBER OF TERMS OF MEMBERS OF THE BOARD OF TRUSTEES OF THE DISTRICT TO NO MORE THAN TWO (2) CONSECUTIVE THREE (3) YEAR TERMS; PROVIDING STANDARDS FOR STAGGERING THE ELECTION CYCLE FOR THE TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Amoss made a motion to approve resolution 2022-11 as read and authorize staff to begin the work on placing the charter amendment referendum increasing the length of the trustee's term from two years to three years on the November 8, 2022, ballot. Second by Mr. Nugent. Motion passed unanimously.

Pool #1 Pit and Heater Relocation and Replacement Project

Staff recommends the BOT not award contract to Family Pools, Inc. in the amount of \$267,049.12 plus permitting, and instruct staff to obtain an updated proposal in early FY23 and place the proposal on an agenda for approval with a planned May 2023 start date.

Mr. Amoss spoke in favor of staff's recommendation. Mr. Maino stated that Pool #1 cannot be shut down for an extensive period and spoke in favor of the recommendation. Mr. Brinker agreed with Mr. Amoss and Mr. Maino.

Mr. Morrissey made a motion to not award contract to Family Pools, Inc. in the amount of \$267,049.12 plus permitting, and instructed staff to obtain an updated proposal in early FY23 and place the proposal on an agenda for approval with a planned May 2023 start date. Second by Mr. Brinker. Motion passed unanimously.

Building A Retaining Wall Repairs Project: Change Order #3

Staff recommends the BOT confirm the Community Manager's approval of change order #3 in the amount of \$32,134.50 for the Building A retaining wall repairs project and instruct staff to prepare a budget amendment for a future meeting agenda.

Mr. Nugent. made a motion to confirm the Community Manager's approval of change order #3 in the amount of \$32,134.50 for the Building A retaining wall repairs project and instruct staff to prepare a budget amendment for a future meeting agenda. Second by Mr. Brinker. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Building A Renovations Project: Final Change Order

Staff recommends the BOT confirm the Community Manager's approval of Change Orders #15A, #15B, and #15C in the amount of \$5,250.21 for minor alterations and instruct staff to prepare the necessary budget amendment to fund the cost.

Mr. Amoss made a motion to confirm the Community Manager's approval of Change Orders #15A, #15B, and #15C in the amount of \$5,250.21 for minor alterations and instruct staff to prepare the necessary budget amendment to fund the cost. Second by Mr. Brinker. Motion passed unanimously.

Discussion of Recruitment Process for New Community Manager

Mr. Maino gave an overview the role of the BOT and SDS Management. He stated that Mr. Pierman will be the Acting Community Manager and Stephanie Brown, District Clerk, will be the point of contact for residents and staff, as well as between SDS and BBRD while recruiting a new Community Manager. He also stated that BBRD has a very competent management team that will keep BBRD running during the recruitment process.

Mr. Pierman (SDS) expressed his gratitude to Mr. Coffey for his service. He explained while recruiting a new Community Manager SDS will try to be on-site (Jason Pierman or Todd Frank) at BBRD at least 3 days a week and the District Clerk will act as a point of contact for all other days or times when SDS is unable to be present. He also stated that BOT liaison will be a part of the final selection of candidates. He gave an overview of the two-step recruiting process with SDS to receive resumes and pick the top 3 candidates; and in the 2nd part of the process allowing a liaison from the BOT to assist in vetting those top candidates.

Mr. Brinker and Mr. Nugent spoke in favor of Mr. Maino being the BOT liaison. Mr. Amoss had questions about the liaison responsibilities. Mr. Maino responded that the BOT Member will be a part of the 2nd phase of vetting. Mr. Pierman reiterated that the BOT Liaison and SDS will make the decision on the final candidate. Mr. Morrissey volunteered to be the BOT Liaison.

Mr. Nugent made a motion to appoint Chairman Maino as the BOT liaison during the Community Manager recruitment process. Second by Mr. Brinker. Motion passed unanimously.

Designation of Acting Community Manager

Resolution 2022-12 Read by Mr. Cary:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT APPOINTING AN ACTING COMMUNITY MANAGER UNTIL A PERMANENT MANAGER CAN BE APPOINTED; PROVIDING AN EFFECTIVE DATE.

Mr. Amoss made a motion to approve resolution 2022-12 as read. Second by Mr. Nugent. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Attorney's Report

Mr. Cary gave an update on the violation #18-001022 803 Beach Court. He stated that the defendant asked for another 100-day extension. Mr. Maino spoke in favor of opposing the extension. Mr. Amoss abstained.

BOT consensus 4-1 to oppose the extension.

Manager's Report

Finance

- **FY22 Assessment Update** – As of May 10th, BBRD has received \$3,867,271.62 or 96.1% of gross receipts. Please see attached for details.

Resident Relations

ARCC Meeting 5/10/2022

- 15 Consent Items: 14 approved and 1 denied approved
- 09 Other Item: 8 approved and 1 denied

Next ARCC Meeting is May 24th at 9am in the Administration Building Conference Room.

VC Meeting 5/13/22

- 15 cases to be presented

Next VC Meeting is scheduled for May 27th at 10am in the Administration Building Conference Room.

April's Interesting Facts

- 53 home sales
- 37 orientations presented
- 60 residents in attendance

Food & Beverage

- There will be a **street dance on Memorial Day**, Monday, May 25th from 2-6pm Lakeside of the Lounge with food and music by Johnny and The Blaze.
- Save the date and get your golf carts ready for the **annual Independence Weekend celebration** on Sunday, July 3rd. The day kicks off with a patriotic golf cart parade starting behind the shopping plaza, music, and food lakeside of the Lounge and fireworks at 9pm.

Flyers with all the details are posted.



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Property Services

- Repaired the heater at pool #2
- Primed/sealed the tower on the lounge preparing for paint this summer
- Addressed AC issue in the DOR vehicle
- Addressed AC issue in Holy Cannoli
- Filled in various potholes around BBRD parking lots
- Assembled new benches for the golf course
- Ordered replacement lights for the Tennis/Pickleball courts

Golf-Pro Shop

- **Picnic Area Scoreboard project update:** completed, installation of picnic tables (tables are assembled) and concrete pads to follow. Picnic tables have arrived, and concrete is scheduled to be poured on May 10th.
- **Lake Bank Project update** – completed the week of May 2nd.
- **Greens Replacement/Repair Projects update:**
 - No. 10 green is in progress. There is a temporary green at the end of the 10th fairway. Please do not walk into the construction zone and adhere to all posted warning signs.
 - Putting green is in progress. Please remain away from construction zone until it is re-opened.
- **May 16th & 17th Course Aerification**
 - Monday, May 16th: Back Nine Closed
 - Tuesday, May 17th: Front Nine and Driving Range Closed

General Information

- **Kitchen Trailer update** – The trailer is completed. Once staff conducts an on-site inspection on Monday, delivery will be scheduled. Staff will install the trailer at Pool #1 shortly thereafter in accordance with previously detailed plans.
- **19th Hole Kitchen Renovations Project update** – The vendor has ordered the major equipment and the project is currently in the design phase. Staff is coordinating with the new local propane company (Como) to convert the piped/metered gas line into a tank system.
- **Pools Propane Conversion** – At the request of the new owner of the local propane company, staff will be coordinating the installation of propane tanks in the next few months at no cost to BBRD.
- **Lounge Outside Bar RFP Evaluation Committee Meeting Reminders** – The committee is scheduled to meet on:
 - Thursday, May 19th at 2pm in the Administration Building Conference Room
 - Thursday, May 26th at 1pm if the Administration Building Conference Room is neededThe meetings are open to the public.
- **Building A Retaining Wall Project Update** – The project is 99.40% completed. The vendor is waiting on drainage grates to arrive and once they are installed the project will be completed.
- Mr. Coffey thanked the staff for their service and stated that BBRD will be in good hands with departmental management and staff

Presentations were given to Mr. Coffey from staff, residents, and trustees to honor his last day at BBRD and the work he has done, and relationships fostered while managing the district.



BAREFOOT BAY RECREATION DISTRICT

Incidental Trustee Remarks

Mr. Nugent thanked Mr. Coffey for his service.

Mr. Brinker wished Mr. Coffey luck in his new endeavor.

Mr. Morrissey thanked Mr. Coffey for his service.



Mr. Amoss stated that CVO will hold a meeting with Brevard County Animal on May 26, 2022, if any residents would like to attend. He also thanked Mr. Coffey for his service and stated that he learned a lot from him during his time as Community Manager.

Adjournment

The next regular meeting will be on June 9, 2022, at 1pm in Building D/E.

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

Meeting adjourned at pm 2:32pm


Hurrol Brinker, Secretary
Stephanie Brown, District Clerk