



# BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Regular Meeting  
December 8, 2022  
1PM –Building D&E**

## **Meeting Called to Order**

The Barefoot Bay Recreation District Board of Trustees held a Meeting on December 8, 2022, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 1PM.

## **Pledge of Allegiance to the Flag**

Led by Mr. Cichon.

## **Roll Call**

Present: Mr. Grunow, Mr. Amoss, Mr. Loveland. Also, present, Kent Cichon, Community Manager, Stephanie Brown, District Clerk, Garrett Olsen, General Counsel, Richard Armington, Resident Relations Manager, Charles Henley, Finance Manager, Ernie Cruz, Golf Operations Manager, Matt Goetz, Property Services Manager and Kathy Mendes, Food and Beverage Manager. Mr. Morrissey and Mr. Brinker were excused.

## **Presentations and Proclamations**

Chairman Amoss presented employee milestones to Charles Henley (5 years), Bill Balash (5 years) and Deborah Mulhern (5 years).

## **Additions or Deletions to the Agenda**

*Mr. Loveland made a motion to add agenda item 11H, Valley National Bank to the agenda. Second by Mr. Grunow. Motion passed.*

## **Approval of Minutes**

BOT regular meeting and Golf Workshop minutes dated November 15, 2022, were approved.

## **Treasurer's Report**

Mr. Loveland read and submitted the Treasurer's Report for December 8, 2022.



# BAREFOOT BAY RECREATION DISTRICT

## **Audience Participation**

Jerry Armstrong-1052 Thrush Circle-voiced his concern about no longer being able provide maintenance services to the BBRD softball field.

Mr. Cichon read a letter from Thomas Nelson-1008 Waterway Drive-who voiced his concern regarding dog bite incidents as it relates to BBRD safety and general liability.

Brenda Duke-1204 Barefoot Circle-voiced her concern over golf course conditions, specifically within the last year. Ms. Duke also spoke in favor of a new vendor for BBRD golf maintenance.

Dave Conner-833 Hyacinth Circle-spoke in favor of awarding Brightview Golf Maintenance the BBRD Golf Course maintenance contract.

Debbie Oldakowski -1110 Navajo Drive-voiced her concerned with declining BBRD amenities deterring prospective buyers.

Don Oldakowski-1110 Navajo-spoke in favor of awarding Brightview Golf Maintenance the BBRD golf course.

Dave Wheaton-1477 Barefoot Circle-spoke in favor of awarding IGM the BBRD Golf Course maintenance contract due to their focus on the appropriate amount of golf course maintenance personnel.

## **Unfinished Business**

### **Pool #1 Pit and Heater Replacement and Relocation Project Contract**

Consider the Pool #1 Pit and Heater Replacement and Relocation project contract with Family Pools, Inc. in the amount of \$284,666 and authorize the BOT Chairman to sign.

Mr. Grunow spoke in favor of investing in the pool area and repairing it as soon as possible. Mr. Loveland spoke in favor of moving forward with Family Pools, Inc. Mr. Amoss voiced his concern about rising project costs and the safety of the Pool #1 pit area if the project is deferred any longer and spoke in favor of moving forward.

*Mr. Loveland made a motion to award the Pool #1 Pit and Heater Replacement and Relocation project contract to Family Pools, Inc. in the amount of \$284,666 and authorized the BOT Chairman to sign. Second by Mr. Grunow. Motion passed.*



# BAREFOOT BAY RECREATION DISTRICT

## **General Contracting Services for Beach Restroom Project**

Consider the five (5) bids received for the Beach Restroom project; waive the BBRD purchasing policies for purchases in the amount of \$75,000 or more; award a contract; and authorize the BOT Chairman to sign a contract negotiated by staff.

Mr. Amoss spoke in favor of awarding the contract to Big 5 General Construction. Mr. Loveland and Mr. Grunow agreed with Mr. Amoss.

*Mr. Loveland made a motion to award the General Contracting Services for Beach Restroom Project contract to Big 5 General Construction in the amount of \$91,537.00 to, Inc. Second by Mr. Grunow.*

Mr. Loveland amended his motion to include waiving the BBRD purchasing policy.

*Mr. Loveland made a motion to award the General Contracting Services for Beach Restroom Project contract to Big 5 General Construction, Inc. in the amount of \$91,537.00, waive the BBRD purchasing policy and gave authorization to the BOT Chairman to sign. Second by Mr. Grunow Motion passed.*

## **New Business**

### **Golf Maintenance Award of Contract**

Consider RFP Committee's recommendation, award RFP 2022-06 - Golf Course Maintenance Services, and authorize staff to negotiate a contract with the BOT-selected vendor.

Mr. Amoss explained the RFP process and gave an overview of the RFP Golf Course Maintenance meeting. He also agreed with the vendor rankings made by the committee. Mr. Loveland agreed with Mr. Amoss. Mr. Grunow spoke in favor of awarding the contract to Brightview as the RFP committee recommended.

*Mr. Loveland made a motion to award the RFP 2022-06 – Golf Course Maintenance contract to Brightview Golf Maintenance and authorized the Chair to sign. Second by Mr. Grunow.*

Mr. Loveland amend his motion, removing the authorization for the Chairman to sign.

*Mr. Loveland made a motion to award the RFP 2022-06 – Golf Course Maintenance contract to Brightview Golf Maintenance and authorized staff to negotiate a contract. Second by Mr. Grunow Motion passed.*



# BAREFOOT BAY RECREATION DISTRICT

## **Golf Course Pump House Foundation Erosion Repair – Award of Contract**

Consider the four (4) quotes received to repair and mitigate future erosion to the golf course pump house foundation; award a contract; and authorize the Community Manager to sign the contract.

Mr. Grunow spoke in favor of moving forward with the golf course pump house repair. Mr. Loveland asked how the maintenance review process would look moving forward. Mr. Goetz responded that there will be several checks done on the worksite area in the future. Mr. Cichon responded that periodic checks would be made for all BBRD facilities to address any issues before they can become severe.

*Mr. Loveland made a motion to award the contract for the BBRD Golf Course pump house foundation erosion repair to Foundation Professionals of Florida, Inc. in the amount of \$16,225.00 and authorized the Community Manager to sign the contract. Second by Mr. Grunow. Motion passed.*

## **ARCC Appointments**

Consideration of the re appointment of Ed Constantino and Paul Voit to the expired ARCC voting positions for a 3-year term.

Mr. Loveland spoke in favor of appointing Paul Voit and Tom O'Donnell (current alternate) to voting positions for 3-year terms. Mr. Grunow spoke in favor of alternate members being able to vote. He also agreed with Mr. Loveland's recommendation. Mr. Armington stated that Mr. O'Donnell has declined to be considered for the ARCC voting position. Mr. Loveland suggested re appointing Mr. Voit and seeking letters of interest for the second expired voting position.

*Mr. Loveland made a motion to re appoint Paul Voit to the expired ARCC voting position for a 3-year term and directed the District Clerk to seek letters/resumes of interest for the second ARCC expired voting position. Second by Mr. Grunow. Motion passed.*

## **Amending the Budget: FY23 COLA & Wage Compression Allocation**

Resolution 2022-25 read by Mr. Olsen:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2022-14; AMENDING THE BUDGET.

*Mr. Loveland made a motion to accept resolution 2022-25 as read. Second by Mr. Grunow. Motion passed.*



# BAREFOOT BAY RECREATION DISTRICT

## **Investment Policy**

BOT consideration and adoption of the BBRD Investment Policy.

*Mr. Loveland made a motion to adopt the BBRD Investment Policy as presented. Second by Mr. Grunow. Motion passed.*

## **Administrative Coordinator Job Description**

Approval of the Administrative Coordinator Job Description to reflect the position on the pay grade scale.

*Mr. Loveland made a motion to approve the Administrative Coordinator Job Description to reflect the position on the pay grade scale. Second by Mr. Grunow. Motion passed.*

## **DOR Violations**

### **DOR Violation 21-000613 909 HEMLOCK STREET**

*Mr. Loveland made a motion to refer case #21-000613 909 Hemlock Street to General Counsel Olsen 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. Grunow. Motion passed.*

### **DOR Violation 22-000298 615 MARLIN CIRCLE**

*Mr. Grunow made a motion to refer case #22-000298 615 Marlin Circle to General Counsel Olsen 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. Loveland. Motion passed.*

### **DOR Violation 22-000891 832 OLEANDER CIRCLE**

*Mr. Loveland made a motion to refer case #22-000891 832 Oleander Circle to General Counsel Olsen 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. Grunow. Motion passed.*



# BAREFOOT BAY RECREATION DISTRICT

## **DOR Violation 22-001132 832 OLEANDER CIRCLE**

*Mr. Loveland made a motion to refer case #22-001132 832 Oleander Circle to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-002227 832 OLEANDER CIRCLE**

*Mr. Loveland made a motion to refer case #22-002227 832 Oleander Circle to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-002735 832 OLEANDER CIRCLE**

*Mr. Loveland made a motion to refer case #22-002735 832 Oleander Circle to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-002877 832 OLEANDER CIRCLE**

*Mr. Loveland made a motion to refer case #22-002877 832 Oleander Circle to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-000252 553 MARLIN CIRCLE**

*Mr. Loveland made a motion to refer case #22-000252 553 Marlin Circle to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-002004 906 SPRUCE STREET**

*Mr. Loveland made a motion to refer case #22-002004 906 Spruce Street to General Counsel Olsen 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. Grunow. Motion passed.*



# BAREFOOT BAY RECREATION DISTRICT

## **DOR Violation 22-001725 906 SPRUCE STREET**

*Mr. Loveland made a motion to refer case #22-001725 906 Spruce Street to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-002111 621 WEDELIA DRIVE**

*Mr. Loveland made a motion to refer case #22-002111 621 Wedelia Drive to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-000890 621 WEDELIA DRIVE**

*Mr. Loveland made a motion to refer case #22-000890 621 Wedelia Drive to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-001016 912 PECAN CIRCLE**

*Mr. Loveland made a motion to refer case #22-001016 912 Pecan Circle to General Counsel Olsen 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. Grunow. Motion passed.*

## **DOR Violation 22-001773 809 LYCHEE DRIVE**

22-001773 809 Lychee Drive Came into compliance.

Jeffrey Vieira (homeowner) voiced his concern about not being able to park his recreational vehicle (jet ski) in his driveway and suggested an amendment to the DOR. He also asked the BOT if he was still suspended. Mr. Armington responded yes and that his suspension is six months.

## **Valley National Bank**

BOT consideration and approval of BBRD establishing a banking relationship with Valley National Bank by opening a no fee checking account.

*Mr. Loveland made a motion to approve the establishment of a checking account with Valley National Bank. Second by Mr. Grunow. Motion passed.*



# BAREFOOT BAY RECREATION DISTRICT

## Manager's Report

### Resident Relations

#### **ARCC 11/08/2022**

- 13 Consent Items – approved
- 18 Other Items – 18 approved

#### **ARCC 11/22/2022**

- 3 Old Business – extensions approved
- 8 Consent Items – approved
- 35 Other Items – approved

#### **VC Meeting 10/28/22**

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

#### **VC Meeting 11/18/22**

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

### Food & Beverage

- The Winter Beats schedule of events is out! The Winter Beats series is a number of tribute performances from the greatest entertainers of our time. Tickets are on sale now for the January 20<sup>th</sup> combo show of Cher, Huey Lewis, and Garth Brooks. Tickets go on sale for the February 24<sup>th</sup> show featuring the 70s/80s Greatest Divas of All Time on December 20<sup>th</sup> at 9:30am in Building A. The Winter Beats schedule and ticket sale dates are posted.
- The Annual Festive Sweater contest and Christmas party is December 17<sup>th</sup> with TC and Sass on the Lake stage from 6-10pm.

### Food & Beverage (continued)

- Ring in 2023 at the Lake Side of the Lounge on December 31<sup>st</sup> with DJ Terry from 8pm - 12:15am. There will be party favors and a champagne toast at midnight. A \$5 gate fee will be collected for this event.
- The Lounge and 19<sup>th</sup> Hole will close at 4pm on Friday, December 9<sup>th</sup>; 6pm on Christmas Eve; and all day on Christmas Day.



# BAREFOOT BAY RECREATION DISTRICT

## Property Services

- Hurricane Nicole
  - Secured and reopened BBRD
  - Assessed damages, including the fishing pier on US1
  - Cleaned up storm debris
  - Repaired beach walkover, fence behind the custodial office, light in the D&E Building parking lot, and tennis court light (removed another damaged light)
  - Addressed the damaged soffit on the 19<sup>th</sup> Hole and the siding issues on the Pro Shop
  - Put the RV lot fence back up and began soliciting bids for permanent repair
- Hung the aerial Christmas decorations
- Repaired the tree lights on US1
- Repaired the lights under the walkway at Pool #1
- Changed the windsocks at the tennis courts
- Changed the rope on the US1 flag poles
- Trimmed trees along Barefoot Blvd. utilizing the lift
- Made more frames for the F&B Department dinner events
- Set up and dismantled the Veterans Day event

## Golf-Pro Shop

- Repairs & Maintenance
  - Golf Course and Lawn Bowl overseeding completed
  - Softball Field renovation December 19<sup>th</sup> – 21<sup>st</sup>
  - Fence repair behind ABM worksite in progress (due to Hurricane Nicole)
- Golf Course Holiday Hours
  - December 9<sup>th</sup> - Closing at 4:30pm and carts in by 4pm
  - December 24<sup>th</sup> (Christmas Eve) - Closing at 2pm and last cart out at 10am
  - December 25<sup>th</sup> (Christmas Day) - Closed
  - December 31<sup>st</sup> (New Year's Eve) - Closing at 2pm and last cart out at 10am

Mr. Cichon thanked BBRD staff for their assistance on this agenda.



# BAREFOOT BAY RECREATION DISTRICT

## Attorney's Report

Mr. Olsen gave an update on the referendum and stated that the ordinances that will be implemented for the two charter amendments will be on the Brevard County Board of County Commissioners agenda for their December 20, 2022, meeting, and if passed, will be effective immediately. He also stated that he will have an update on DOR cases soon and reminded trustees of the ethics training being held on January 13, 2023, at 9AM in Building D/E. Mr. Olsen stated that the transition between him and John Cary is complete, and he is in the process of finding a judge for the BOT swearing in ceremony on January 12, 2023.

## Incidental Trustee Remarks

Mr. Loveland expressed his gratitude for being allowed to serve on the BOT. He also thanked staff and the BOT. Mr. Loveland encourage all trustees, management and committees attend the ethics training.

Mr. Grunow expressed his gratitude to Mr. Loveland for his service on the BOT. He also expressed his gratitude to Mr. Goetz for his response to Hurricane Nicole and to Mr. Cichon for the smooth transition to the Community Manager role. Mr. Grunow reminded residents of the Sandy Lobel Golf Tournament being held on Martin Luther King Day weekend. He thanked trustee-elect Klosky for the Christmas Parade and wished everyone a merry Christmas.

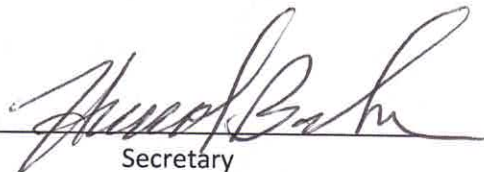
Mr. Amoss expressed his gratitude to Mr. Loveland for his service on the BOT. He also thanked BBRD staff.

## Adjournment

The next regular meeting will be on January 12, 2022, at 1pm in Building D/E.

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

Meeting adjourned at 3:25pm.

  
Secretary

  
Stephanie Brown, District Clerk