



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting
March 26, 2019
7PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Meeting on March 26, 2019 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 7PM.

Pledge of Allegiance to the Flag

Led by District Clerk Myers.

Roll Call

Present: Mr. Klosky, Mr. Wheaton Ms. Henderson, Mr. Diana, and Mr. Loveland. Also, present: John W. Coffey, ICMA-CM, Cliff Repperger, General Counsel and Dawn Myers, District Clerk.

Minutes

Mr. Wheaton made a motion to approve the minutes for February 26, 2019 and March 8, 2019. Second by Ms. Henderson. Motion carried unanimously.

Treasurer's Report

Mr. Diana made a motion to approve the Treasure's Report for March 26, 2019 as read. Second by Ms. Henderson. Motion passed unanimously.

Audience Participation

Mr. Schwatlow suggested we will need at least 200 more parking spaces if the Board moves forward with one of the plans presented. He acknowledged the Board will need to spend money for the Building A project but this is in keeping with the District agreement to maintain the buildings. Mr. Schwatlow thanked Ms. Henderson for holding the meeting earlier today to discuss the golf course stating that it was very informative.

Ms. Sue Reddy shared her approval regarding the District removal of the dilapidated home on Tamarind Circle. She thanked the Trustees, Mr. Coffey, General Counsel Repperger and everyone in connection with the removal of the home. She also thanked the Board and Mr. Coffey for seeing the New Administration building to completion. She commented on the beauty of the building stating it was worth the money to build.

New Business

Mr. Joel Knopp, Partner at Moore, Stephens Lovelace, P.A. (MSL), introduced the final Audit report for FY18. He stated that this was a clean audit with some minor direction to staff on the management of accruals and the need for stronger control regarding bank reconciliation. He stated that he is confident



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that management has improved procedures. Mr. Knopp thanked the staff for their assistance and cooperation in helping prepare the report. Mr. Alan Ricafort C.P.A. at MSL, presented the financial statement, independent auditor's report and management letter. He thanked staff for helping the auditors go through this process with ease. The Board thanked the Auditors and staff for the good work with this year's audit.

Mr. Diana made a motion to accept the FY19 Auditor's Report. Second by Mr. Loveland. Motion passed unanimously.

Building C Exterior Renovations RFP Committee Recommendation

The RFP Committee for the Building C Exterior Renovations met to open and evaluate the bid offered by Parkit Construction for the Building C renovations at a quote of \$117,225. The RFP committee voted 2-1 to move forward with the roof replacement only and hold off on the doors, stucco and windows at this time. Board discussed the pros and cons of moving forward with only one part of the project compared to completion of the entire job. Due to rising construction prices in the future and potential complication for future repairs if multiple vendors are used, Board consensus arrived at moving forward with the entire project now.

Mr. Wheaton made a motion to accept the Community Manager's recommendation to award contract to Parkit Construction, Inc. in the amount of \$117,22.00 for Building C Exterior Renovations with \$35,225.00 in Fund Balance being used for the project. Second by Mr. Diana. Motion passed unanimously.

Project Manager/Consultant

Ms. Henderson informed the Board that she held a meeting of a group of Barefoot Bay resident tradesman held on March 15th where the discussion focused on the prospects of hiring a Project Manager for the future projects in Barefoot Bay. Ms. Henderson acknowledged that Mr. Coffey has previously been in the role of overseeing the projects but suggested an individual who's specific job is ensuring the projects are running smoothly may be better suited to this role. She presented a suggestion that came out of the meeting, regarding hiring a student project manager from a local university as an option for the Board rather than hiring an established Project Manager as their salaries can be quite high. She stated that this student's work would be overseen by their established professor for any inconsistencies.

Mr. Loveland stated that he is confident Mr. Coffey is doing a fine job overseeing the projects and will continue to do so. Mr. Klosky and Mr. Diana agreed that Mr. Coffey is doing a great job and as a small community we do not have enough work to keep a Project Manager busy. Mr. Loveland cautioned Ms. Henderson about holding advisory committees that bring recommendations to the Board as this can be seen as a violation of the Sunshine Law since the other Board Members cannot be in attendance without proper advanced notice. General Counsel Repperger stated that if the individual Board members want to continue to have advisory committees on their own, they may want to make some changes to the Rules for Trustees.

Mr. Diana made a motion not to proceed with a Project Manager. Second by Mr. Loveland. Ms. Henderson opposed. Motion carried 4-1.



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Budget Amendment: Neighborhood Revitalization Program (NRP) Sales Proceeds

The Board of Trustees authorized staff to auction off four (4) acquired properties scheduled to occur between February 25 to March 3, 2019. The results are listed below. Staff is requesting the BOT authorize the resolution to increase the Proceeds Sales of Fixed Assets revenue line-item to \$40,115.

Description	Buyer Name	High Bid	GovDeals Fee	Net Pay	Paid
1003 Wren Circle, Barefoot Bay, FL 32976	Joanie Rhudy	\$ 10,051.00	\$ -	\$10,051.00	3/6/2019
635 Hyacinth Circle, Barefoot Bay, FL 32976	brian campbell	\$ 10,051.00	\$ -	\$10,051.00	3/7/2019
637 Hyacinth Circle, Barefoot Bay, FL 32976	Jennifer Andrews	\$ 10,012.00	\$ -	\$10,012.00	3/7/2019
831 Thrush Circle, Barefoot Bay, FL 32976	james egan	\$ 10,001.00	\$ -	\$10,001.00	3/8/2019
		\$40,115.00		\$40,115.00	

General Counsel read the resolution:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2018-06; AMENDING THE BUDGET.

Mr. Diana made a motion to approve Resolution 2019-03, increase the R&M/Capital revenue and expenditure budgets by \$40,115 as a result of sales of properties purchased by the NRP program. Second by Ms. Henderson. Motion passed unanimously.

Employee Handbook Revision

On October 12, 2018, the BOT adopted a revised Employee Handbook which made some minor changes and clarified certain sections. During formatting changes in the employee vacation accrual section, the term "work at least 20 hours per week" pertaining to part-time employees' eligibility requirement, was inadvertently omitted. Since the omission 78 employees have been eligible for vacation accruals totaling \$6,778.44. Staff requested the Board reinstate the omitted phrase and decide if the inadvertently accrued vacation should be credited to the remaining employees' accounts. Ms. Henderson requested that staff credit the accrued vacation to the eligible employee's accounts.

Mr. Diana made a motion to adopt the draft revised Employee Handbook and credit the inadvertently accrued vacation to the remaining employees' accounts. Second by Ms. Henderson. Motion carried unanimously.

Kids Swim Program

Mr. Rich Moran proposed approval of a youth swim party this summer this June 5th and August 7th and the weekly swim beginning on June 12th – July 31st from 5:30-7:30. He also requested that the Board add the event as a yearly swim on the calendar from May - August. Ms. Ann Manzo added that the CVO will place the swim even along with other children's summer program on their schedule.

Mr. Diana made a motion to approve this year's swim events and placing the event on the calendar annually. Second by Ms. Henderson. Motion carried unanimously.



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Manager's Report

Finance

- **FY19 Assessment Collection Update** – \$3,134,103.50 (gross) or 84.5% of the FY19 Budget has been received as of March 11th (see attached for details).

Resident Relations

- **ARCC Update**
 - March 19th meeting: 3 old business approved, 16 consent approved and 15 non-consent (12 approved & 2 denied).
 - April 2nd is the next meeting (New Administration Conference Room at 9am)
- **Violations Committee Update**
 - March 22nd meeting had 14 cases on the agenda (5 came into compliance prior to the meeting, one was deferred as the homeowner is working with staff to obtain voluntary performance and 8 were found in violation).
 - April 12th is the next meeting 20 cases on the agenda (6 consent and 14 non-consent)

Food & Beverage

- **Ring of Fire Show** – Show on April 13 in Building A is sold out.
- **Easter Buffet Brunch** is planned at the 19th Hole on Sunday, April 21 from 8-11am. Tickets are not required.
- **Mother's Day Brunch** tickets will go on sale for a Mother's Day brunch on Monday, April 22 at the Lounge, the 19th Hole and the Administration Building. The brunch will be Lakeside of the Lounge from 9 until noon.

Flyers with all the details are posted.

Golf-Pro Shop

- **Projects Update** – Staff two quotes on the Lake Bank Restoration Project, Phase 6 and one alternate wall option. Staff will continue to seek a second alternate quote and will place the quotes on the April 12th agenda for consideration of award of contract.
- **Tournaments (Please call Pro Shop 772.664.3174 for details)**
 - Martini League Hoedown:
 - March 30th: 8:30am Shotgun
 - \$36.00 per player
 - CVO: April 6th 8:30am Shotgun
 - Member w/Trail: \$28.00 per person
 - Member W/O Trail: \$33.00 per person
 - Non-member: \$38.00 per person



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Property Services

- Staff assisted in the consolidation of administrative personnel from various offices into the New Administration Building.
- Assembled new shelving in the NAB
- Removed old file storage shed from the A building parking lot
- Continues to solicit quote for projects
- Replaced broken sign at the beach
- Organized old furniture to be sold at auction
- Began renovations to new Veterans' Space (old Resident Relations Office)
- Extended the roof on the pool 3 heater area
- Hung plaques, set up and tore down New Administration Building Ribbon Cutting Ceremony
- Refreshed empty unit at Shopping Center to help lease unit sooner

General Information

- The much sought-after Old Administration Building shutters will be sold via on-line auction starting tomorrow on www.govdeals.com
- FY20 Working Draft Budget (WDPB):
 - The Trustees will receive their copy between March 29th and 31st (Policy Manual deadline is April 1st)
 - FY20 WDPB Resident's Budgets (condensed version containing the transmittal letter and line-item budgets) will be available free to residents starting Tues., April 2nd at the New Administration Building.
 - Electronic copies of the FY20 WDPB and FY20 WDPB Resident's Budget will be available on www.bbrd.org starting Wed., April 3rd.
 - The first BOT Budget Workshop is Tues., April 16th in Building D/E at 7pm

Attorney Report

General Counsel Repperger advised the Board of an agenda item on the County Commissioner's meeting agenda this morning pertaining to the District's authority to place the assessment on the tax roll. He believes the item will not move forward and will update the Board when he has further information.

Mr. Diana requested information on the District's request to place flashing lights on Micco Road. Mr. Coffey explained that last year the lights' software was deemed proprietary by the federal government. General Counsel stated that he would follow up and let the Board know about the status on that.

Trustee Incidental Remarks

Mr. Loveland congratulated Mr. Klosky on a great job at the ribbon cutting celebration for the new Administration building.



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Mr. Diana voiced his satisfaction about the new building and stated that he cannot wait for the old building to be removed.

Ms. Henderson stated that the new building is beautiful and congratulated staff on a job well done.

Mr. Wheaton commended Mr. Coffey on the great job with the new Administration building.

Mr. Klosky thanked Mr. Coffey for his help in getting the new Administration building completed. He thanked Mr. Brian Lavier and Mr. Frank Cavaliere for their help at the ribbon cutting.

Adjournment

Next meeting will be on April 12, 2019 at 1pm in Building D/E.

Mr. Wheaton made a motion to adjourn. Second by Ms. Henderson.

Meeting adjourned at 8:15pm.

Steve Diana, Secretary

Dawn Myers, District Clerk