

**BLUEWATER BAY MSBU
BOARD of DIRECTORS
Public Meeting
October 21, 2014**

I. Call to Order

Vice Chairman Felix Beukenkamp called the meeting to order at 6:01 p.m. Present were Directors, Jonathan Tallman, Judy Griffin, Debbie Stretch and Felix Beukenkamp. Steve Hall was absent. The presence of a quorum was confirmed. Also attending were Mike Griffith with the Bay Beacon, Jason Connor and Danny Wilcox with Valleycrest Landscaping, Kathy Dillon, Hal Tiahrt, Frank Botti, Bill Grant, Chris Olsen and Lee Lewis with AVCON, Inc. Representing Bluewater Management Services were Darlane Landsberger and Meredith Collins.

II. Announcements

A. Next Public Board Meeting

The next Public Board Meeting will be held on November 18, 2014 at 6:00 p.m. in the Conference Room of Bluewater Management Services, located at 4400 Hwy 20, East, Suite 311 (Directly Behind the Bluewater Post Office), Niceville, Florida.

B. Public Comments

Ms. Kathy Dillon asked if the flowers in the white planters in non-associated areas were going to be addressed. Ms. Griffin reported that they are trying to come up with a different plan for those areas. We currently have an RFP out for a landscape design plan.

C. Approval of Minutes

The August 19, 2014 Board of Directors Meeting minutes were approved with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed.

The September 16, 2014 Board of Directors Meeting minutes were approved as amended with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed.

III. Committee Reports

A. Landscape – Judy Griffin

Ms. Griffin reported the following:

- The seasonal plantings were installed in the last few days, very nice improvement
- We have received no additional proposals for the Landscape RFP.

Mr. Hank Bruns introduced himself and reported that he has a history with the MSBU and was a landscape architect ten (10) years ago in Bluewater Bay and has been a landscape architect for thirty (30) years. Mr. Bruns reported that Mr. Beukenkamp contacted him to comment on the RFP that is currently placed on the website. The current RFP gives the MSBU a long range vehicle to address all areas within Bluewater Bay to create more functional areas such as lighting, benches, signage, etc. Mr. Bruns agreed that a digital concept is needed and it should be placed on the website for

community members who do not attend the meetings. The current RFP listed is a very comprehensive RFP and it would take a very large firm to assemble all of the elements. Local companies in our area do not have the manpower **to** assemble all of the elements. The Board may want to shift this RFP to a larger city to take this on such as Orlando, Atlanta, etc. Mr. Bruns reported that he would volunteer to be a liaison with a larger company as he knows the history of Bluewater Bay. Ms. Griffin asked Mr. Bruns if the RFP should be scaled back as we have other projects such as the sidewalk to get completed and we do not have the funds in the budget to have a large company facilitate the project. Mr. Bruns agreed to have the Board look at all areas and Ms. Griffin volunteered to sit on an Ad Hoc Committee and asked if Mr. Bruns with his knowledge would participate as well. Mr. Bruns agreed.

Mr. Beukenkamp reported that what he has read from Mr. Bruns' overview is that the MSBU should start small with the sidewalk and also look at fee structures, an example of the RFQ for the City of Laurel Hill was provided to get a concept.

Ms. Griffin reported that she will work on coming up with new qualifications for the Landscape RFP and asked the Board if she can rewrite and forward to Ms. Landsberger for placement on the website without waiting for the next Board meeting for the approval, the Board agreed. Ms. Griffin reported that she will work on the changes and ask for a November deadline.

Mr. Tallman asked the Board if there is a time line for the Winged Foot sidewalk, he has had a few neighbors ask him the question. Mr. Beukenkamp reported that a design is needed and he will contact the county to see if he can get a time line. Mr. Beukenkamp reported that it must be a five (5) foot sidewalk.

Ms. Griffin reported that a lot of nozzles were broken during the SR 20 construction and they need to be repaired to ensure that the applied rye grass does not die. Valleycrest submitted a proposal in the amount of \$1,741.00, this was approved with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed. Mr. Tallman reported that if the county damaged the irrigation during construction, can we recoup the money for the repairs. Ms. Landsberger reported that an invoice would need to be submitted, all agreed.

Ms. Griffin reported that Valleycrest installed some plantings in the center of the islands, not on the side and she would like something added to the sides, perhaps some blue lariape and adusio grass in the front of Bay Drive and the Tennis Center. Valleycrest submitted a proposal in the amount of \$1,975.45 to do both areas as well as the middle. This was approved using Common Area Enhancement funds, with a motion from Ms. Griffin and seconded by Mr. Tallman, none opposed.

Christmas Lighting:

Ms. Landsberger reported that last year the company that decorated changed \$4,036.00, however, we can solicit for additional proposals if the Board wishes. Ms. Stretch reported that she would like to see more lights around the circle this year. Ms. Landsberger reported that all decorations can be done prior to Thanksgiving and then lit up the day after. The Board approved the same company as last year to do the Christmas decorations and lighting using Common Area Enhancement funds, with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed.

B. September 2014 Financials – Jonathan Tallman

Mr. Tallman reported that we collected no tax revenue in September. The year to date total remains at \$270,349.54. There is a positive balance of \$4,009.54 over budgeted revenue collected from tax payers. Our expenses for September totaled \$22,600.41. Expenses for October through September total \$326,415.41 which includes the allocation for 2014 reserves but not the supplemental contingency. The county has not charged out the Southwind Drive sidewalk construction. Also, they have not closed the year-end and may have a few more adjustments. The final landscape invoice has not been processed.

Review the September "Expense by Vendor Report" for detailed information on disbursements. Bluewater residents may request additional financial information from the staff at any time.

I have met with staff and reviewed the financials, invoices, and check requests for disbursements. Everything is in order. Mr. Tallman made a motion to approve the September financials, this was seconded by Ms. Griffin, none opposed.

C. Communication – Debbie Stretch

Community Events

No events are planned at this time

Parks & Recreation

Ms. Stretch reported that the request for the park equipment is still sitting in the County Commissioner's office and encouraged all residents to write letters to try to speed up the process.

Ms. Stretch reported about all of the temporary signs posted within Bluewater Bay and asked what the Board wished to do. Ms. Griffin reported that we should also not post our meeting signs in the center gardens at the entrance to Bluewater Bay. Putting them on either side of the Boulevard the grass would be preferred. Ms. Landsberger reported that the only signs allowed are Open House signs and they must be removed immediately after the open house. Mike Griffith will put an article in the Beacon ref: the sign policy. Ms. Stretch asked if he could also put something in the paper on the Woodlands Park.

IV. Management Report – Ms. Landsberger:

Ms. Landsberger asked if any of the committee members have something for the meeting, please ensure to forward to Meredith to be included.

Mr. Beukenkamp reported that he would like to see the minutes provided to the Board earlier as well as all of the minutes and financials posted in a timely fashion on the website.

V. Unfinished Business

Flooding / Drainage within Bluewater Bay Report – Mr. Beukenkamp:

Mr. Beukenkamp reported that the Flooding/Drainage Ad Hoc Committee has met three (3) times thus far. At the first meeting, Mr. Clay Simmons with the County attended and reported on how to go about on contacting engineering firms. The second meeting we invited several engineering companies to attend and we were very impressed with the presentations that each engineering firm gave and received some ideas on moving forward. Mr. Beukenkamp reported that he and Mr. & Mrs.

Tiahr met with County Commissioner Kelly Windes and presented the petition that was signed by the homeowners impacted by the flooding. Mr. Beukenkamp also reported that he has been in contact with Mr. Tom Hanks of the Bluewater Bay Resort, however, Mr. Hanks has not attended any of the meetings. The Resort has done some work at the Aruba dam recently, having Roto-Rooter clean out the drains. We hope that the Resort will help contribute to the cost of remediating the flooding and drainage issues, since the MSBU does not have line item in the 2015 budget for this type of work. Mr. Beukenkamp reported that it's a Board decision on whether or not the MSBU spends any money on the drainage.

Mr. Beukenkamp reported that Lee Lewis, a professional engineer and principal with AVCON, INC. of Niceville, was asked to provide a summary of the approach proposed for the Flooding situation within the MSBU.

Mr. Lewis explained AVCON is currently contracted with Okaloosa County Public Works among other local agencies and was recently contracted by the County to perform a similar—but larger—analysis for the flooding issues with the Lake Lorraine Estates drainage system that crosses Shalimar Pointe Golf Course. He stated that Tonia Nation, P.E. was the lead on that 100-acre project and will be the lead engineer for AVCON on this assignment. Tonia is one of the leading stormwater system experts in the local area.

Mr. Lewis noted that the project will likely involve two major parts: (1) Inventory, and (2) Hydraulic Assessment. The inventory will include identification of issues and collection of data. AVCON has contacted Gustin Cothorn Tucker (GCT) for existing survey data necessary to identify the areas contributing to the stormwater system. Allen Tucker of GCT has offered to make available the information they have on record at no cost. This should result in significant cost savings for the project.

The Hydraulic Assessment effort will include identification of the drainage basins and runoff characteristics based on a variety of storm intensity assumptions, including a storm event representative of those on April 30 of this year. The model will be created using a commonly accepted software called AdICPR. The model will allow the identification of the system deficiencies based on the various storm event assumptions. The identification of the system deficiencies will allow for identification of recommended improvements to minimize or eliminate flooding issues in the neighborhood.

Mr. Lewis noted the model can help better consider various solutions. For instance, the Lake Lorraine project indicated pipe sizes were inadequately sized and were responsible for upstream flooding. In lieu of replacing pipes, a potential cost-effective solution being considered by the County includes the concept of constructing a new pond on the golf course to attenuate(i.e. slow down) the stormwater through the system such that the existing downstream pipes are then capable of handling the reduced flows.

The project is expected to be a slightly iterative process where AVCON can present preliminary findings and receive questions from the committee that can then be addressed in the final report. Depending on available budget, the scope may or may not include certain optional tasks such the development of a detailed improvement plan, estimated budgets, and proposed phasing. Mr. Lewis suggested that a representative of the MSBU be designated to work through the details and desired final deliverables in the scope such that a proposed scope and fee can be presented at the next MSBU meeting. Mr. Lewis stated AVCON's fees for services will be solely dependent on the scope of services requested as the fees are derived based on a detailed line-item estimate of the time required

to perform each requested task. Therefore, it is important for both parties to coordinate a clear understanding of what is requested and expected in the project.

A probable budget for this project is likely to be in \$20,000 to \$35,000 range subject to the negotiated scope and availability of survey data. However, AVCON will work closely with the committee representative to minimize fees to the extent possible while ensuring the committee receives the information it needs to move forward. The schedule is projected to take about 2-3 months. Mr. Lewis thanked the Committee for selecting AVCON for this assignment and confirmed attendance at the upcoming Ad Hoc Committee workshop.

Mr. Tiahrt reported that there may be some BP money available to help fund this project as well. Mr. Beukenkamp reported that there is no way that the MSBU will be able to pay \$40,000.00. Mr. Tallman reported that he would like to see some of the money come from the Resort.

New Business:

1. Tree Policy – Judy Griffin

Ms. Griffin reported that there are a lot of dead trees on Bluewater Boulevard that have been tagged for a while as well some trees that need to be removed in the cul-de-sac at the Woodlands as well. We sent a contractor to evaluate and it will be \$800.00 for the trees at the cul-de-sac and possibly the same amount for the trees on Bluewater Boulevard. Ms. Griffin reported that the County will only remove the trees if they have fallen down, not dead trees. A homeowner in attendance asked if a homeowner sent a letter along with a photo of the tree, will the county possibly have them removed. Ms. Griffin reported that the County has been called several times and they will NOT remove them unless they fall. Ms. Griffin recommends having a company come out and pay them to do a daily rate as we have done before for \$1,650.00 per day, Downey Trees did it the last time. We can also solicit proposals from Bayou Tree and Backridge Tree. Ms. Griffin made a motion to have a daily rate in the amount of \$1,650.00, this was seconded by Ms. Stretch, none opposed.

Mr. Beukenkamp reported that the area between Coastal Bank and the Dry Cleaners on Hwy 20 is very overgrown and it needs to be addressed. Mr. Beukenkamp contacted Growth Management and they spoke with Clay Simmons of the County and were told it's the DOT's responsibility. Mr. Beukenkamp asked the Board if Okaloosa Water & Sewer can be formally notified to have the area cleaned up and he volunteered to write the letter. This was approved with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed.

VI. Adjournment

The meeting was adjourned at 7:25 p.m. with a motion from Mr. Beukenkamp.

Submitted by: Meredith Collins

Approved by: Steve Hall