

**BLUEWATER BAY MSBU**  
**BOARD of DIRECTORS**  
**Public Meeting**  
**June 9, 2015**

**I. Call to Order**

Chairman Debbie Stretch called the meeting to order at 6:00 p.m. Present were Directors Judy Griffin, Jonathan Tallman and Steve Boswell. Felix Beukenkamp was absent. The presence of a quorum was confirmed. Also attending were Mike Griffith with the Bay Beacon, Danny Wilcox with Valleycrest Landscaping, John Sadeski, Lynne Whittemore and Jane Olson. Representing Bluewater Management Services were Darlane Landsberger, Meredith Collins and Laura Cohen.

**II. Announcements**

**A. Next Public Board Meeting**

The next Public Board Meeting will be held on July 14, 2015, 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. Approval of Minutes**

The May 12, 2015 Board of Directors Meeting minutes were approved with a motion from Ms. Griffin and a second from Mr. Tallman, none opposed.

**III. Committee Reports**

**A. Finance – Felix Beukenkamp**

Ms. Landsberger gave the following reports on behalf of Felix Beukenkamp, Finance Chairman:

**May 31, 2015 Financials:**

We collected \$1,430.10 in tax revenue in May for a total of \$256,377.93 year to date. There is a balance of \$23,337.07 due from taxpayers. Our expenses for May totaled \$20,563.18. Expenses for October thru May total \$199,267.06 which includes the \$14,720.13 for the 2014 Southwind Drive sidewalk project. The balance remaining on the sidewalk project is \$14,720.10.

- The \$3,693.00 Annual General Liability Renewal was paid
- The \$58.00 annual MSBU Post Office rental box renewal was paid

For more detailed information, see the monthly check disbursement report by vendor detail.

Finance Chair Felix Beukenkamp reviewed the reports, Chairperson Debbie Stretch reviewed and signed the May disbursement requests. Ms. Landsberger reviewed and verified the revenue and disbursements submitted by the County.

The financials have been placed on the website for public review.

The May 31, 2015 financials were approved with a motion from Ms. Griffin and seconded by Mr. Boswell, none opposed.

**Tax Roll Certification:**

Mr. Beukenkamp inspected the County tax rolls and made a few modifications which resulted in the following numbers:

Residential	3,637.00
Commercial	753.58
Acreage	388.50
Total Units	4,779.08

To the best of his knowledge, the numbers are accurate. The worksheets are provided for detail. It is understood that minor changes may be necessary after additional review.

Mr. Boswell made a motion to approve and have Mr. Beukenkamp review and sign the documents no later than Friday, June 12, 2015 to meet the county deadline, this was seconded by Ms. Griffin, none opposed.

**2016 Budget Approval:**

The proposed 2016 Fiscal Year Budget was created by the Board through a workshop process and careful consideration.

Expenses for 2016 have been reduced to the bare minimum. The result creates a challenge for Budget "A" which uses a taxing unit of \$63.00. This would create a deficient of **\$-5,287** after using **ALL** of the 2016 reserve allocations.

Budget "B" reflects a taxing unit of \$66.00, which is an increase of \$3.00. Using **\$15,608** of the **\$29,964** 2016 Reserve Allocation will balance the budget. This will provide revenue to fund the expenses. Therefore, Budget "B" seems to be the proper budget choice. No carry over has been calculated and it is unknown if there will be any funds available after paying the final installment of \$14,720.10 on the Southwind Drive sidewalk project.

Mr. Beukenkamp has reviewed and revised the proposed budget which is presented for approval.

The County must have the approved budget no later than Friday, June 12, 2015 to meet the budget deadline of June 15, 2015.

Ms. Griffin made a motion to approve the increase in the tax of \$3.00 annually, this was seconded by Mr. Boswell, Mr. Tallman opposed, motion passes.

Mr. Tallman made a motion to approve Budget "B" for the 2016 Budget as presented, this was seconded by Ms. Griffin, none opposed.

Ms. Griffin made a motion to give authorization to Mr. Felix Beukenkamp to sign a letter to the Okaloosa Board of County Commissioners approving the tax roll, tax increase and FY 2015-2016 Budget, this was seconded by Mr. Boswell, none opposed.

## **B. Landscape – Judy Griffin**

Ms. Griffin reported the following:

- It has been a slow landscape month
- Performed a drive through last Thursday with Management and Valleycrest
- Plants were moved at the Marina, looks great
- The stack wall blocks have shifted and we are trying to come up with a plan and will move some of the blocks from the top columns
- Landscaping within Bluewater Bay looks great

## **C. Communication – Steve Boswell**

### **Parks and Recreation** - No Report

**Community Events** – Ms. Stretch reported that the first meeting to discuss community events was held at Keller Williams on June 1, 2015 and only one other person attended. We hope to schedule a movie night, I am awaiting to hear about borrowing the equipment. Ms. Landsberger reported that she will sponsor the movie night at Merchant's Walk and will rent a popcorn machine. We will put all of our chairs outside, it should be a lot of fun. Mr. Boswell asked if there are any potential sponsors, Ms. Stretch reported no, however, would love some volunteers to help. Mr. Wilcox from Valleycrest reported that they will sponsor the popcorn machine rental.

Mr. Boswell reported that this is his second meeting as the Communication Chair and he just received today an email from Mr. Beukenkamp and had some questions on the Sunshine Laws. Ms. Griffin reported that no Board members should have discussions via email or otherwise unless it's at a properly noticed meeting. Mr. Tallman reported that all Board members must be very careful when sending emails and should never "reply to all". The Public must be informed and Management should receive all emails and then forward to the Board members. Mr. Tallman reported that he received the email today for discussion on the drainage, however, did not respond to the email and it should not be discussed this evening as it's not on the agenda.

## **IV. Unfinished Business**

### **Management Review – Debbie Stretch**

Ms. Stretch asked all Board member in attendance if they received Mr. Beukenkamp's email ref: the Management Company. Ms. Stretch recommends renewing the contract with Bluewater Management Services through September 2016. Ms. Griffin made a motion to renew Bluewater Management Services contract through September 2016, this was seconded by Mr. Boswell.

### **Discussion:**

Mr. Boswell asked when the contract expires, Ms. Griffin reported that it expires in September 2015. Ms. Griffin then asked if the Board wished to go into an Executive Session and have Management step out, all agreed. Management was excused at 6:27 p.m.

Management was invited back into the meeting at 6:42 p.m. The Board unanimously approved the renewal of Bluewater Management Services Contract through 2016, having quarterly evaluations and review the scope of work, none opposed.

## Unfinished Business:

Mr. Tallman read the following email received this morning into the record from Mr. Beukenkamp:

*Subject: Lake Flood Grant Request for County BCC Cash Contribution*

*I received a call from Kelly Windes, District 5 County Commissioner yesterday. He asked if our Committee has raised the entire \$50,000 cash we needed to achieve the potentially entire \$400,000 amount of grant. I told him I was certain that it would be helpful to have an additional source of cash funding available in the event our neighborhood fundraising efforts fall short of the maximum \$50,000 amount needed.*

*Mr. Kelly has indicated that the County Administrator has identified a source of funding within the Board of County Commission (BCC) that can be used as the BWB MSBU cash contribution for the FL Emergency Management Grant. I understand from phone conversations with Mr. Kelly, that the BCC cash contribution would be considered a transfer from the BCC to the MSBU that would need to be paid back to the County by the MSBU, or neighborhood fund raising efforts, in some future time period. Mr. Windes feels that BCC can provide a contribution of up to \$20,000 to be used as part of the cash contribution for the Grant. He has asked that the MSBU send the County Administrator a letter requesting this funding; the letter will need to be received in time for this request to be placed on next week's BCC agenda (deadline for agenda is Wednesday, June 10). I am willing to write this letter requesting funding, but will need the MSBU Board to approve this action at today's regularly scheduled meeting.*

*To summarize the financial structure of the Grant, should the MSBU receive the entire \$400,000 funding request from the FL Dept of Emergency Management, the grant award will require a "local contribution" (which means the MSBU) of 25%, or \$100,000 of the \$400,000 amount. 12.5%, or up to \$50,000 of the 25% MSBU contribution may be in the form of "in kind" services, which the County Public Works Department has already agreed to provide. The balance of the 25% local contribution, also up to \$50,000 will need to be in the form of cash. As you know up to today, the Lake Committee has received \$15,000 in pledges (the Lake Owners around the Aruba/Dominica/Curacao/Woodlands lake have pledged \$5,000, the Bluewater Bay Resort has pledged \$5,000 and the MSBU Board has voted to pledge up to \$5,000) that can be applied to the maximum required \$50,000 cash contribution needed to fund the work of the Grant.*

*With the BCC transfer, the MSBU will have \$35,000 (\$15,000 + \$20,000) of the potentially \$50,000 needed to enjoy the benefits of a fully funded Grant. Mr. Windes has asked that I send the County Administrator, John Hofstad, a letter from the MSBU requesting the BCC transfer.*

*Since I am out of town, and will not be able to attend tonight's regularly scheduled MSBU meeting, someone needs to present the BCC offer to assist to the MSBU for their review, consideration, and approval. Because we don't have all the details of this offer available to use at this time (if the grant award is less than \$400,000 requested, the total amount of the transfer needed may be less than the maximum \$20,000 offered), the payment schedule from the MSBU to the BCC of this transfer (1 yr., 2 yrs., etc.), and we are being asked to act quickly, I suggest the MSBU board approve a request for funding the \$20,000 transfer subject to:*

- 1. The MSBU board review the required cash contribution required based on the actual amount of the Grant award from the State of Florida*
- 2. The MSBU board review of the total cash pledge contributions from all sources received at the time of the award date from the State of Florida*
- 3. Verification from the BCC of the transfer terms of re-payment, and if the repayment terms are consistent with our FY 2016 (and beyond) budget plan*
- 4. A review of the amount of pledges made by the neighborhoods affected by the flooding*

*Chris Olson is out of town today, so I'm hoping that you will be able to present this information at today's board meeting Jonathan. Chris is going to ask his wife Jane to standby if you cannot help.*

*Sincerely Yours,*

*Felix A. Beukenkamp*

Mr. Boswell reported that this is a loan of \$20,000 that the MSBU will need to pay back. Ms. Griffin reported yes, however, what are the terms of repayment. Ms. Stretch read an indebtedness clause from the County Ordinance and reported that the current budget will not be able to fund the repayment. Ms. Landsberger reported that the Board can accept the offer, however, do not have to use the funds immediately. Mr. Tallman also recommended that it wouldn't hurt to ask for some monetary appropriations for the sidewalk project as well. Mr. Boswell asked if the \$20,000 would need to be used specifically for the drainage project. Yes, the money would be used specifically for that purpose.

Mr. Boswell made a motion to allow Mr. Beukenkamp to make the request via letter to the BCC, this was seconded by Ms. Griffin, none opposed.

### **New Business:**

#### **Establish July 14, 2015 MSBU Board Meeting Agenda:**

Mr. Tallman reported on the recent Restore Act meeting and that the MSBU's submission did not get accepted. All submissions were rank in order of the projects submitted and the first batch of money awarded represents three (3) percent of all money to be paid out in awards. The next batch of submissions will not take place until BP settles their court case. Mr. Tallman also reported that much more projects were submitted than anticipated and the school district presented multiple grant submissions.

### **Public Comments**

Ms. Stretch reported on an email received from a homeowner at 1135 Muirfield Way who wants his fence fixed and tree removed by the MSBU. Ms. Stretch reported that she has a copy of his survey and the fence is on the property line. The location of the tree is on the walking path that goes between Muirfield and Southwind. The homeowner removed landscape and noticed the problem. Ms. Stretch reported to the homeowner that this is a county responsibility and asked for the Board's input. Ms. Griffin does not agree to spend the money to remove the tree and made a motion to forward the email and photo to the Public Works Department as well as the County Attorney, all agreed. Ms. Stretch will notify the homeowner of the Board's decision.

A homeowner in attendance reported that the bike paths within Bluewater are in horrible shape, there are vines hanging down and debris everywhere. Ms. Griffin reported that she will walk the paths with Valleycrest and Management this week. Ms. Griffin also recommends organizing a clean-up of the paths and getting owners involved to volunteer their time. All agreed to have the neighborhood clean-up on Saturday, June 27, 2015 beginning at 8:00 a.m. Recommend everyone meet at the path and the county and Waste Management will be contacted to donate bags for the clean-up.

### **V. Adjournment**

The meeting was adjourned at 7:15 p.m. with a motion from Ms. Stretch.

---

Submitted by: Meredith Collins

---

Approved by: Debbie Stretch