

Bluewater Bay Municipal Services Benefit Unit Board of Directors Meeting | August 13, 2019

Attendees: The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public meeting at Crosspoint Church, located at 4400 Hwy 20, Ste 600, on Tuesday, August 13, 2019 at 5:30 pm. Board Members present were, Steve Boswell, Debbie Stretch, Pam Ragnoli, and David Vardaman. Mike Kent and Dan Simpson from Progressive Management of America. Also attending the meeting were, Rich Johnson, Curtis Olsan, Dick Smith, Anna Gayhart, Marcus Garcia, Thomas Dwyer, Lynne Whitemere, and James Johnson.

Call to Order

The meeting was called to order at 5:33 pm; a quorum was established with four members present.

Approval of prior meeting minutes

Due to a clerical error, the minutes from July 9th 2019 will be reviewed for approval at the next meeting once corrections are made.

Financial Report

Steve Boswell reported on financial status as of July 2019. Expenses incurred for the Month were \$25,263.37. In the General fund there is \$7,897.74 and in the reserve fund there is currently \$1,527.80.

Steve Boswell moved to approve the financial report to date; Debbie Stretch seconded. Motion Approved Unanimously.

Landscape Report

Mike Kent discussed the invoice from Barry's Well Drilling Inc. that is exempt from the Okaloosa County Competitive Bidding Process for invoices in excess of \$3000. Pump repairs and replacement are included in the irrigation element of the Brightview Landscape contract, and Berry's is their vendor. Brightview, as a courtesy to the Bluewater Bay MSBU, allows the MSBU to pay Berry's directly to save the markup price which Brightview would add to the cost of the project. Mr. Kent explained that a copy of the minutes showing Board approval of the expense is needed for the invoice to be paid.

Debbie Stretch moved to approve the Barry's Well Drilling Invoice of \$4500 for two well pumps and control box replacement; Steve Boswell seconded. Motion Approved Unanimously.

David Vardaman moved to cancel the \$2400 Accounts Payable to Chelco tree service for forecasted tree work. Steve Boswell seconded the motion. Motion Approved Unanimously.

Debbie Stretch reported on the Month of July routine maintenance of mowing, edging, blowing, debris removal and weed spraying through the property.

During the Month, on a rotation basis, the following was performed: plant material detailed Highway 20 and Bay Drive, Southwind traffic circle pruned, raised planters were detailed on Bay Drive and at Oakmont, pruned both sides of the main entrance and cleaned out the native area in the center of both entrances.

In August; detailed raised planter beds at Southwind Drive and Woodlands and cut back native areas along Bay Drive. An irrigation audit was also performed. Next week, detail beds North of Highway 20 all the way to Range Road and along the highway 20 median.

Areas of needed attention discussed, noting that they are not in any order of priority; block wall in the median between CVS store and Pizza/Eglin area, knockout roses, drift roses and missing bushes at the roundabout, street signs, sprinkler issues and an exposed water line on Bay Drive.

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Discussion on need for a landscaping workshop.

Steve Boswell moved to approve the landscape report. Debbie Stretch seconded the motion. Motion Approved Unanimously.

David Vardaman moved to schedule a landscape workshop to take place at 5:00pm September 10, 2019, prior to the next scheduled meeting. Pam Ragnoli seconded the motion. Motion Approved Unanimously

Chairman's Comments

Mr. Vardaman addressed Commissioner Kelly Windes on July 25, 2019 regarding Florida Club of Bluewater Bay's request to be removed from the MSBU. We sent the Commissioner the same 2-page memo (see attached) provided to County Attorney, Greg Stewart, as part of the in-person meeting on June 18, 2019. No further information is required at this time.

Unfinished Business

Board Vacancy Appointment

Discussion on the two candidates, Patricia Fralix and Rich Johnson that have submitted applications for the open Board position.

David Vardaman moved to appoint Rich Johnson to the board to fill the remaining term of Judy Griffin. Debbie Stretch seconded. Motion Approved Unanimously.

Highway 20 Beautification Grant update

Mike Kent discussed that the updated plans have been sent to Scott Bitterman and it has been confirmed that he has submitted the plans to the State. Now awaiting a response from the State.

Woodlands Park Update

David Vardaman discussed the following items related to the Woodlands Park:

- Crepe Myrtle shade trees (4) installed around existing swing-set on July 23rd.
- 3-way stop sign installed at adjacent intersection.
- Playground equipment installation ongoing or complete.
- Ribbon cutting ceremony with Commissioner Windes on Sat, Aug 17th at 8:45 a.m.
This event is dependent upon playground completion
- Friends of Bluewater Bay will receive \$8,000 contribution from Bluewater Resort to match MSBU's \$8,000 allocation for the park to finish projects previously outlined for the park, but were not covered by the County's efforts (shade trees, benches, fitness station).

New Business

Discussion on traffic safety issues at Bay Drive and Bluewater Elementary and ideas for improving safety, keeping in mind that any actions may fall under County purview.

David Vardaman discussed the creation of a twelve Month MSBU outlook chart. Debbie Stretch requested management provide a calendar with contract service schedule.

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Management Contract Addendum

Mike Kent discussed that due to the need of having an active contract in order to have the ability to pay bills, management has submitted a one year contract extension addendum with no changes in contract terms, extending the contract through September 30, 2020.

Steve Boswell moved to accept the extended contract addendum. Debbie Stretch seconded. Motion Approved Unanimously.

Public comments

Discussion on issues including a sinkhole by a sidewalk, acquiring additional beetles to address invasive vine problems in 2020, tree branches by the gas station, vines in front of speed limit signs, and the County using State prisoners for work in the area and the need for better identification of these workers. Discussion of need for better public relations work for MSBU. Debbie Stretch discussed starting an MSBU Facebook page.

Adjournment

Debbie Stretch moved to adjourn meeting. Steve Boswell seconded the motion. Meeting was adjourned at 6:48pm.

Respectfully Submitted
for the Board of Directors,

Dan Simpson

Dan Simpson, CAM