

Bluewater Bay Municipal Services Benefit Unit Board of Directors Meeting | April 14, 2020

Attendees: The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public meeting telephonically via Zoom, on Tuesday, April 14, 2020 at 5:30 pm. Board Members present were; David Vardaman, Steve Boswell, Debbie Stretch, Pam Ragnoli and Rich Johnson. Also attending the meeting were; Lynn Whittemore and Mike Griffith. Also present were; Mike Kent & Dan Simpson from Progressive Management of America.

Call to Order:

The meeting was called to order at 5:30 pm; a quorum was established with five of five members present.

Approval of prior meeting minutes

Debbie Stretch moved to approve minutes from March 10th, 2020; seconded by Rich Johnson.
Motion Approved Unanimously.

Financial Report

Steve Boswell reported on the March financial report showing collections of \$2,842.28 in March (\$305,917.12 total) and expenses of \$21,069.50. General Fund balance of \$182,140.41 and Reserve Fund balance of \$2,027.80.

Rich Johnson moved to approve the March financial report; Debbie Stretch seconded the motion.
Motion Approved Unanimously.

Landscape Report

During the month of March Brightview performed routine spring maintenance; mowing, edging, blowing, debris removal and weed spraying throughout the property. They started and completed the hard cutback on the long hedge in front of Miller's Run to the height specified by the Miller's Run HOA. The crew also detailed raised entry planters throughout the property on Southwinds, Oakmont, Bluewater Blvd and Bay Drive. They also detailed the center medians on Hwy 20 along with the main entrance beds on Hwy 20 and Range Road. Today the crew cutback the native area along Bay Drive along the lake leading up to Lakeside Village. In the coming weeks the crew will be pruning and detailing the main entrance to Bay Drive, the Garden Oak Way entry median and Redtips at the end of Bay Drive. At the beginning of May, the entrances to the Woodlands along with the median beds throughout the Woodlands will be pruned and detailed. Debbie Stretch presented the Quality Site Assessment provided by Brightview showing pictures and details of work.

Debbie Stretch moved to approve the Landscape report and Quality Site Assessment. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

New Landscape Items – Debbie Stretch discussed that plantings at the circle should have been complete however they have run into a sprinkler problem. There are 4 zones stuck open on that system which Marcus has been locating and troubleshooting. Marcus managed to locate 3 of the four valves and two of them will need to be replaced, a 1 inch and 1½ inch valve. The other stuck open valve has been more of a problem to locate. Marcus located 3 out of the 4 valves on the system looking. We are at a point where Marcus needs have to get some additional help. Marcus was hoping to be able to resolve these issues himself to save the MSBU money. Both the proposals have been sent to Board members.

Debbie Stretch moved to replace the 1½" valve and the 1" valve, labor and parts for the amount of \$514.00. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

Debbie Stretch moved to locate and troubleshoot the open fourth valve for the amount of Not to Exceed \$500.00. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

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Debbie Stretch discussed a message from a resident that lives in the Woodlands on Home Run Court. The house was the first built on this street in 2011. They have no street sign and have never had one. Discussion that the approximate cost would be \$100. Management will order and have the sign installed. Discussion on verification that the sign information is accurate.

Communications Report

Pam Ragnoli discussed the proposal for website redesign and that it was scheduled to be ready for launch in July, the first-year hosting and maintenance would be at no cost and that subsequent cost would be \$450 per year. Pam Ragnoli discussed recent flag removals due to inclement weather and that she will continue to post on the next-door site when this is being done.

Chairman & Board Member Comments

No additional comments.

Unfinished Business

Abram's Park update:

- Conducted telecon between Craig Coffee and Jason Autrey (County), Chris Olson (Friends of BWB—FoBB), Jerry Zivan (developer), and David Vardaman (MSBU) on April 1st.
- Even with the COVID-19 issue all parties are still projecting for the original FY21 timeline for park construction and completion.
- Finalized the GoFundMe amount to the County to be \$25,000. Remaining and future donations will be set aside for park signage and sustainment.
- Golf Course and County will begin documentation for land transfer, probably this summer.
- An MSBU budgetary line item for Abram's Park, even a small amount, will help justify the County Public Works Department's advocacy for funds within the County's overall budget for 2021.

Highway 20 Beautification:

- Received an update from County engineer Roy Petrey on April 8, 2020. The request for bids should be advertised the week of April 15th, which is about two months later than originally anticipated. This 2-month delay will have a similar effect on the timeline of follow-on items listed in the February 2020 MSBU minutes.

Woodlands Drive sidewalk update: Status of project is ongoing pending COVID-19 situation.

Woodlands Park Shade installation update – County has confirmed needed funding transfers are in place and that the request for bids will proceed pending COVID-19 situation.

New Business

FY2021 Budget Discussion – Discussion on the draft budget provided by management for review and that it contains the allowed 5% increase based upon specific increases in operating expenses.

Pam Ragnoli moved to fund 'Web Maintenance' line item \$450.00. Debbie Stretch seconded the motion. Motion Approved Unanimously.

Discussion on cost of Monthly meeting room and possibility of finding a free venue to hold future meetings.

Steve Boswell moved to increase the 'Office Expense' line item to \$2200.00. Debbie Stretch seconded the motion. Motion Approved Unanimously.

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David Vardaman discussed possibility adding a 'Abrams Park' line item to the budget. Discussion on keeping such items in a more general titled fund.

Debbie Stretch moved to create new line item (563790) 'Other Improvements' to the budget. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

Debbie Stretch moved to delete the 'Playground Enhancements' line item. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

Debbie Stretch moved to add \$6,886.00 to the 'Common Area Enhancements' and \$6,886.00 to the 'Tree Maintenance & Removal' line items. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

Debbie Stretch moved to increase the assessment by the allowed 5%. Rich Johnson seconded the motion. Motion Approved Unanimously.

Mike Kent discussed the MSBU Tax Roll was currently being updated and that vote will be needed at the May meeting to adopt the certification.

Discussion on need to Carry Forward the money for the Sunshade Project if project not able to be completed by end of fiscal year.

Debbie Stretch requested adding 'RFP for Management' item to next meeting agenda under Unfinished Business.

Public comments

No comments submitted or voiced.

Adjournment

Debbie Stretch moved to adjourn meeting. Rich Johnson seconded the motion. Meeting was adjourned at 6:23pm. The next meeting is scheduled to be held on May 12th, 2020

Respectfully Submitted
for the Board of Directors,

Dan Simpson

Dan Simpson, CAM