

# Notice of a Meeting of the Board of Directors of Bluewater Bay MSBU

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Please Take Notice that the Board of Directors of the Bluewater Bay MSBU will hold a telephonic board meeting on Tuesday, May 12, 2020 at 5:30 PM CST, via Zoom. ([www.zoom.us/join](http://www.zoom.us/join))

Due to the Governor's Emergency Powers Order concerning the COVID-19 situation: On April 1<sup>st</sup>, 2020, Florida Governor Ron DeSantis issued Executive Order 20-91-(Essential Services and Activities During COVID-19 Emergency) to take effect at 12:01 am, April 3<sup>rd</sup>, 2020. Executive Order 20-91 restricts certain movements and gatherings to mitigate further spreading of the highly contagious Coronavirus. For the public health and safety, and in compliance with this order the meeting will be held via Zoom.

**Notice:** All Public Comments for this meeting are to be submitted in writing via email to [dsimpson@pmainfo.com](mailto:dsimpson@pmainfo.com) no later than 9am CST Monday morning 5/11/20 to be included in the meeting. Please include 'MSBU Meeting Comments' in the subject line.

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Instructions for joining the meeting -  
Topic: MSBU Meeting  
Time: May 12, 2020 05:30 PM CST

Via Computer - [www.zoom.us/join](http://www.zoom.us/join)  
Via Phone - Dial: 312 626 6799  
Meeting ID: 968 4569 4529  
Password: 890164  
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## Meeting Agenda

- I. Establish Quorum
- II. Approval of Previous Meeting Minutes – April 14<sup>th</sup>, (*Vote Required*)
- III. Financial Report – Steve Boswell (*Vote Required*)
  - A. April Report
- IV. Landscape Report - Debbie Stretch
  - A. New Landscape Items
- V. Communications Report – Pam Ragnoli
- VI. Chairman & Board Member Comments
- VII. Unfinished Business
  - A. Hwy-20 Beautification Grant update (David Vardaman)
  - B. Woodlands Drive sidewalk update (David Vardaman)
  - C. Abram's Park Update (David Vardaman)
  - D. Woodlands Park shade installation update (Property Mgt team)
- VIII. New Business
  - A. Tax Rate Resolution
  - B. Tax Roll Certification Adoption
- IX. Public Comments
- X. Adjournment – Next scheduled meeting is June 9<sup>th</sup>, 2020

## 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 10<sup>th</sup>, 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.

**Bluewater Bay Municipal Services Benefit Unit  
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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 1<sup>st</sup>.
- 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 15<sup>th</sup>, 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 add 'Web Maintenance' line item of \$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.**

**Bluewater Bay Municipal Services Benefit Unit  
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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.**

Discussion that the Playground Enhancements line item was no longer needed once the Sunshade project is completed.

**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 12<sup>th</sup>, 2020**

Respectfully Submitted  
for the Board of Directors,

*Dan Simpson*

Dan Simpson, CAM

**Bluewater Bay MSBU  
FYE 2021  
APPROVED BUDGET**

ACCOUNT DESCRIPTION	BUDGET			NOTES
	2019-2020	2020-2021 (5% INCREASE)	VARIANCE	
<b>INCOME</b>				
325212 - BLUEWATER BAY ASSMTS	345,956.40	363,974.96	18,018.56	4,804.95 units @\$78.75/ units (FY 2019-20 - 4,804.95 @\$75/unit)
361101 - INTEREST	0.00	0.00	0.00	
366990 - OTHER MISC REVENUE	0.00	0.00	0.00	
389901 - BALANCE CASH CARRYOVER	0.00	0.00	0.00	
<b>TOTAL INCOME</b>	<b>345,956.40</b>	<b>363,974.96</b>	<b>-18,018.56</b>	
<b>EXPENSES</b>				
531100 - PS CONSULTANT				
ADMIN MANAGEMENT FEES	26,400.00	26,400.00	0.00	\$2,200/ Month
CONSULTANT OTHER ENGINEERING	0.00	0.00	0.00	
WEBSITE MAINTENANCE FEE	0.00	450.00	450.00	
<b>TOTAL 531100 - PS CONSULTANT</b>	<b>26,400.00</b>	<b>26,850.00</b>	<b>-450.00</b>	
534607 - CS LAWN SERVICE				
LANDSCAPE CONTRACT	187,496.88	187,496.88	0.00	\$15,624.74/ Month Per Contract
<b>TOTAL 534607 - CS LAWN SERVICE</b>	<b>187,496.88</b>	<b>187,496.88</b>	<b>0.00</b>	
534900 - CS OTHERS				
COMMON AREA ENHANCEMENTS	28,186.21	35,072.44	6,886.23	BUSHES, SOD REPLACEMENT & PRESSUREWASHING CONTRACT YR - 3 OF 3
CHRISTMAS TREE LIGHTS	3,800.00	3,800.00	0.00	
LANDSCAPE IRRIGATION/ PUMP REPAIR	15,000.00	15,000.00	0.00	
TREE MAINTENANCE & REMOVAL	10,000.00	16,886.22	6,886.22	
<b>TOTAL 534900 - CS OTHERS</b>	<b>56,986.21</b>	<b>70,758.66</b>	<b>-13,772.45</b>	
543003 - UTILITIES LIGHTING				
ELECTRICITY LIGHTS & PUMPS	18,300.00	18,300.00	0.00	\$1,525/ MONTH
<b>TOTAL 543003 - UTILITIES LIGHTING</b>	<b>18,300.00</b>	<b>18,300.00</b>	<b>0.00</b>	
543010 - WATER & SEWER				
WATER & SEWER	0.00	0.00	0.00	\$200/ MONTH
<b>TOTAL 543010 - WATER &amp; SEWER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
545010 - INSURANCE GENERAL LIAB				
DIRECTORS & OFFICERS LIABILITY	2,300.00	2,300.00	0.00	
GENERAL LIABILITY	1,400.00	1,400.00	0.00	
<b>TOTAL 545010 - INSURANCE GENERAL LIAB</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>0.00</b>	
545901 - COMMISSIONER BONDS				
SECURITY BONDS	100.00	100.00	0.00	1 BOARD MEMBER
<b>TOTAL 545901 - COMMISSIONER BONDS</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	
549004 - COMMISSION PROP APPR				
PROPERTY APPRAISER	5,258.54	5,532.42	273.88	1.52% OF ASSESSMENTS - COMMISSION FEE
<b>TOTAL 549004 - COMMISSION PROP APPR</b>	<b>5,258.54</b>	<b>5,532.42</b>	<b>273.88</b>	
549005 - COMMISSION TAX COLLEC				
TAX COLLECTOR COMMISSION	6,919.13	7,279.50	360.37	2.00% OF ASSESSMENTS - COMMISSION FEE
<b>TOTAL 549005 - COMMISSION TAX COLLEC</b>	<b>6,919.13</b>	<b>7,279.50</b>	<b>360.37</b>	
549901 - LEGAL ADVERTISING				
ADVERTISING	200.00	200.00	0.00	ELECTION LEGAL NOTICES
<b>TOTAL 549901 - LEGAL ADVERTISING</b>	<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	
551001 - OFFICE SUPPLIES				
OFFICE SUPPLIES	1,000.00	2,200.00	1,200.00	BOARD MTG PREPARATION; FLAG REPLACEMENT; MEETING VENUE
<b>TOTAL 551001 - OFFICE SUPPLIES</b>	<b>1,000.00</b>	<b>2,200.00</b>	<b>1,200.00</b>	
552013 - SIGN MATERIALS				
SIGN - STREET	0.00	1,950.00	1,950.00	
SIGN - R&M	4,840.00	3,050.00	-1,790.00	
<b>TOTAL 552013 - SIGN MATERIALS</b>	<b>4,840.00</b>	<b>5,000.00</b>	<b>160.00</b>	
552800 - COMPUTER SUPPLIES				
COMPUTER SUPPLIES	160.00	0.00	-160.00	
<b>TOTAL 552800 - COMPUTER SUPPLIES</b>	<b>160.00</b>	<b>160.00</b>	<b>0.00</b>	
59901 - RESERVES & SUPPLEMENTAL				
RESERVES ALLOCATIONS	34,595.64	36,397.50	1,801.86	
RESV ALLOCATION ADJMT	-15,407.33	-15,407.33	0.00	Amount Includes 1-Yr DEM Hazard Mitigation Grant
<b>TOTAL 59901 - RESERVES &amp; SUPPLEMENTAL</b>	<b>19,188.31</b>	<b>20,990.17</b>	<b>1,801.86</b>	
<b>TOTAL EXPENSES</b>	<b>330,549.07</b>	<b>348,567.62</b>	<b>-10,426.34</b>	
<b>NET INCOME BEFORE CAPITAL EXPENSE</b>	<b>15,407.33</b>	<b>15,407.34</b>	<b>0.00</b>	
563191 - CAPITAL EXPENSE				
PLAYGROUND ENHANCEMENT	0.00	0.00	0.00	
WOODLANDS SIDEWALK PROJECT	0.00	0.00	0.00	
DOT LANDSCAPE GRANT	0.00	0.00	0.00	
DEM HAZARD MITIGATION GRANT	15,407.33	15,407.33	0.00	25% Match= \$46,222 Payable Over 3 Yrs \$15,407.33/Yr; FYE '19-'21 -Yr 2 of 3
<b>TOTAL 563191 - CAPITAL EXPENSE</b>	<b>15,407.33</b>	<b>15,407.33</b>	<b>0.00</b>	
<b>TOTAL ADJ'D EXPENSES</b>	<b>345,956.40</b>	<b>363,974.96</b>	<b>18,018.56</b>	
<b>NET INCOME AFTER CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FYE 2019-2020 - RESERVE FUND PROJECT</b>				
<b>SIDEWALKS-WOODLAND TO WHITE POINT</b>		<b>\$ 31,288.20</b>		Woodlands Dr from Southwind Dr to White Point Rd
<b>DEM HAZARD MITIGATION GRANT</b>		<b>\$ 15,407.33</b>		25% Match = \$46,222 Payable Over 3 Yrs \$15,407.33/Yr; FYE '19-'21

Note:  
563790 Other Improvements line item to be added

NOTE: Final year-end reconciliation has not been provided by Okaloosa County. Once completed, 2019/2020 Financial Statements will be presented to the Board for final review & approval for any required transfers/ amendments to the budget.

## MSBU Calendar

5/8/20

<b><u>March 2020</u></b> FY21 Budget Workshop Contractor Evaluations	<b><u>April 2020</u></b> Vote, FY21 MSBU budget Vote, Tax Rate Increase Begin Tax Roll Update	<b><u>May 2020</u></b> FY21 budget due to County Tax Rate Resolution Due Certification of Tax Roll
<b><u>June 2020</u></b> Property Appraiser provides local gov with legal descriptions, names, addresses of property owners within MSBU boundary	<b><u>July 2020</u></b>	<b><u>August 2020</u></b> RFP prep for Contract Renewals
<b><u>September 2020</u></b>	<b><u>October 2020</u></b> RFPs Due for Contract Renewals	<b><u>November 2020</u></b>
<b><u>December 2020</u></b> Board position selections	<b><u>January 2021</u></b> <i>Potential volunteer event</i>	<b><u>February 2021</u></b> FY21 Budget Workshop #1
<b><u>March 2021</u></b> FY22 Budget Workshop #2	<b><u>April 2021</u></b> Vote, FY21 MSBU budget Vote, Tax Rate Increase Begin Tax Roll Update	<b><u>May 2021</u></b> FY22 budget due to County Tax Rate Resolution Due Certification of Tax Roll