

1 **Bluewater Bay Municipal Services Benefit Unit**
2 **Board of Directors Meeting February 9, 2021**
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4 **Attendees:** The Board of Directors for the Bluewater Bay Municipal Services held their
5 scheduled public meeting on Tuesday February 9, 2021. Board Members present were Joe
6 Moran, David Vardaman, and Diane Minks, Hunter Morrison (Bay Beacon), Chris Olson, Marcus
7 Garcia (BrightView), Kara Willis, Matthew Higginbotham, Amanda Sitcer

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9 Present Via Zoom, Pam Ragnoli, Debbie Stretch
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13 Representing Management were Laura Landsberger, Toni High and Denise Fuller
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16 **Call to Order:** The meeting was called to order at 5:30PM a quorum was established with 5 of 5
17 members present both in person and via zoom by Pam Ragnoli
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19 **Approval of Prior Meeting Minutes**
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21 Ms. Stretch motions to Approve the January 12, 2021 Minutes Mr. Moran seconded No
22 Discussion; All in Favor; Motion Carries Unanimously.
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24 **Financial Report –**
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26 Mr. Vardaman-

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28 January no unknown expenses. All expenses were either fixed expenses or previously
29 approved expenses.
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31 Mr. Moran motioned for approval of Financials Ms. Minks Seconded; No Discussion All in Favor;
32 Motion Carries Unanimously
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34 Mr. Vardaman then explained that the graphics he sent to management to send out were to
35 inform budget for discussion. Graph of MSBU assessments would have looked like if a slight
36 increase had been assessed each year. In the years when an increase was not assessed.
37 MSBU has not increased with inflation and Cost of Goods. Ms. Ragnoli asked if it should be on
38 the website? Mr. Vardaman stated this would be board decision for the website, but should be
39 included in the minutes given that it was a topic of discussion.
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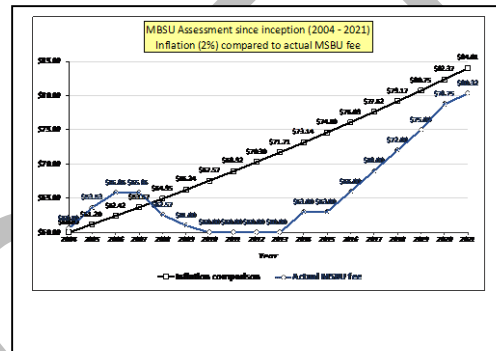
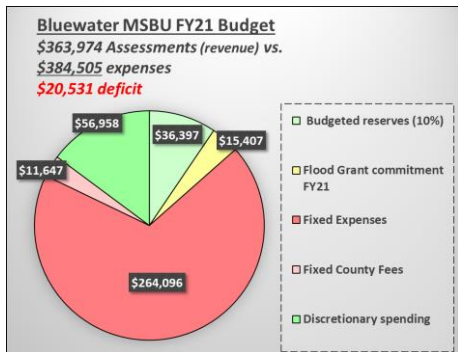
41 Mr. Higginbotham stated that he would personally like to see an increase. Speaking from a fixed
42 income point of view. Can we get a better view of the increase instead of a generic
43 interpretation of Service providers have increased?
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45 Ms. Ragnoli asked for those on fixed incomes get a cost of living increase? Mr. Vardaman
46 stated that he would like to keep focused on the things that MSBU can control. He used the
47 example of what I could buy for \$60.00 in 1985 is not what you can buy today. Mr. Vardaman
48 stated that if you do not increase you step back in services. Ms. Stretch who has served on the
49 board stated that we are trying to catch up the funds with inflation.

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51 Mr. Vardaman- The red in the pie chart are committed bills. The yellow is the amount that can
52 be used in future budgets. The Green section mostly common area expenses, repair and
53 maintenance. The lighter green is the allocation for 10% into reserves. The key thing to take
54 away from this graph is that the MSBU does not have a huge amount of discretionary funds for
55 control.

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59 Ms. Ragnoli thinks that the graphics are good. Mr. Vardaman stated that numbers need to be
60 double checked.

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62 Accounts Payable- to know a bill is coming. Landscape for pine straw is around \$11,000.
63 Common Area Enhancements. Bills that are available.

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65 Ms. Minks and Mr. Vardaman stated that they would like to see the expense accrued.

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67 Mr. Vardaman stated according to our charter we have to allocate 10% to reserves, which could
68 be interpreted in two ways, should the 10% be from overall expenses or should it be 10% of
69 discretionary expenses (i.e. items that the MSBU can readily control should the 10% be from
70 overall or should it be of the items that can be controlled)? Ms. Ragnoli said she thinks that it is
71 10% of the overall. Ms. Minks asked is it our goal to maintain or to build upon reserves? Ms.
72 Landsberger stated that reserves can be used for overage expenses.

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74 Ms. Stretch stated that the money rolls over to the following year and in the past there have
75 been a lot of monies sitting in Reserves. Ms. Landsberger stated that you match your budget to
76 match income. Mr. Vardaman stated that he has not seen the extra reserves in his terms.

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Landscape Report:

Ms. Stretch-

- During the month of January BrightView performed their routine Winter maintenance; Blowing, leaf and debris removal along with treating winter weeds throughout the property. BrightView completed their winter cutbacks of perennial plant material and hard cutback of the Southwinds traffic circle. BrightView also pruned and detailed the Miller's Run hedge and Red Tip Hedge at the end of Bay Dr. The medians on Bluewater Blvd north of Hwy 20 were detailed and palmettos were hard cutback for increased visibility.
- BrightView will continue with winter pruning cutting back all of the ferns surrounding the monument signs both north and south of Hwy 20 on Bluewater Blvd as well as pruning the palmettos in the medians south of Hwy 20 on Bluewater Blvd.
- The Hwy 20 Beautification contract was signed Feb. 2nd by the county and they are supposed to reach out to BrightView shortly with a date for a pre-construction meeting. The project has a projected start time of late February/early March.

Ms. Stretch motioned for approval of the Landscape report as submitted Ms. Minks Seconded; Discussion - Ms. Minks asked about documentation of worked preformed. Ms. Landsberger stated that it is in the following months report that it has been done. All in Favor; Motion Carries Unanimously

Ms. Stretch Motions to approve the repairs for irrigation report for \$2,606.75 Mr. Moran seconded. Discussion Ms. Minks asked where the money is coming from? Mr. Vardaman answered irrigation line. All in Favor; Motion Carries Unanimously

Ms. Stretch stated an email was received from Charlie Moore about the Vines on Woodlands Drive, the cost is \$1800.00 per day for 3 workers and 4 days will be able to cover a lot of the area this includes heavy equipment. Ms. Minks asked about priorities for removing the vines, Mr. Garcia (from BrightView) stated that they have created a priority list already.

Ms. Stretch motioned for approval of \$7,200.00 to come from the Tree line item Ms. Minks seconds. Discussion none. All in Favor; Motion Carries Unanimously.

Ms. Stretch enhancement list- Pear trees on Bluewater Blvd were not within the funds available, pricing out all other projects come to \$16,369.28, it would be good to go ahead and get the enhancements done. Discussion of the price and projects. Mr. Moran asked about time frame. Mr. Garcia stated that the perennials would be installed late March and early April. Mr. Moran asked about irrigation. Mr. Garcia stated that the irrigation projects are only about a week out and will be done before month end.

125 Ms. Stretch motioned to approve the common area enhancement items 2-6 for a cost of
126 \$16,369.28, Mr. Moran Seconded. Discussion. Mr. Vardaman asked about the exact cost of
127 each item. Ms. Stretch reviewed all the numbers

- 128 • Hwy-20 Island north of the Kangaroo Gas Station for \$893.62
- 129 • Plants for four Hwy-20 median tips for \$4,421.34
- 130 • Oakmont Dr. entry remove existing Azaleas and make replacements for \$2,517.84
- 131 • Winged Foot Drive entry install plantings for \$2,884.13
- 132 • Chantilly northern entrance install plant material for \$5,652.

133 All in Favor; Motion Carries Unanimously and applied to Common Area Enhancements.
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135 Ms. Stretch stated that the Southwind Drive area do we need to put posts on the grassy areas
136 people are parking waiting for their kids to get off the bus instead of picking them up at home.
137 Do we need to install posts for that area? Ms. Ragnoli asked about signs. The kids are getting
138 off at St. Andrews instead of waiting for the bus and not picking up directly from the school. Ms.
139 Landsberger likes the white post with blue reflectors. Discussion ensued about the legality of
140 what bus children could ride. Mr. Olson stated that you could contact the county about adding a
141 bus stop in next year's schedule.
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143 Ms. Minks has a general landscape question, she asked about the pine straw, in the contract,
144 using all the bales in the contract are used. The pine straw application and the extra cost. Mr.
145 Garcia stated that the cost per bale is \$6.50, the spring application is not in the contract.

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148 **Communications Report:**

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150 Ms. Minks gave the following report.

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152 • **Website domain name registration:** The MSBU's domain name registration was
153 transferred into an MSBU controlled account at <https://www.networksolutions.com>. With
154 the transfer fee (covered by our hosting and maintenance company) also resulted in an
155 extra year of domain registration. The current domain is registered until 15 Aug 2022.

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157 • **Bluewater Bay MSBU Google Business page:** There were several Google Business
158 pages on the internet for MSBU. Only the correct page now remains and the Google
159 Business information comes up much more prominently now that there is only one page.

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161 • **MSBU Facebook page:** Awaiting information from Ms. Stretch to take down the page.
162 Ms. Stretch has gotten rid of it.

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- **Bluewater Bay / Logo Copyright:** The Trademark Electronic Search System (TESS) database shows a LIVE Standard Character Mark (SERVICE MARK) for the phrase 'Bluewater Bay' that's been filed by Bluewater Bay Resort, LLC. A word mark protects the phrase regardless of the format used to display the words. So if we do want to eventually change the font to script on signage, it appears that we should be able to. Other guidelines: The terms Bluewater Bay can be used in a tagline (Best Business in Bluewater Bay would be okay). The word Bluewater can be used in a business name – just not the phrase Bluewater Bay. Caveat: Ms. Minks is not an attorney – this is just her research and her conclusions.
 - **Bluewater Bay on Google Maps:** Ms. Minks worked with Eddie Quinlan and Mike Ruzowski at the Okaloosa County GIS office to get the Bluewater Bay boundary information uploaded to Google Maps. They performed the upload to Google for us on 19 Jan 2021. Now we just wait for Google to take action. Overall, they were extremely helpful and responsive.
 - **Organization of Meeting Minutes and Financials:** At the request of Mr. Vardaman last month, the meeting minutes and financials will now be reported together on the Monthly Reports page. The transition of past months will be completed before next month.
 - **'Anyone Want to Wash Signs?'** banner suggested at last November's meeting. I've got a pop-up banner coming up on the website from the home page only. There's a link to a page that has a list of streets with clean signs and the folks who were kind enough to clean their signs. I've also added a link so folks can let us know if they've cleaned their street sign so we can add them to the page.
 - **Project Tracking via the MSBU Website:** Projects will now be tracked on the website so the Bluewater Bay community can see status. The project information is added to the site and then can be shown in various 'views' or formats. This effort isn't complete but we've got a decent start for active and recently proposed /completed projects. For completed projects there is detailed data. Please advise Ms. Minks of any changes.

201 **Chairman and Board Member Comments:**

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203 Ms. Ragnoli- None

204 Mr. Moran- asked is there a way to get the information to the Bay Beacon for publication regarding all the information available on the website. Ms. Minks stated she would do that.

205 Ms. Minks- Stated that she would like the projects list updates. Mr. Moran said he has contacted the prison about the sidewalks. Due to Covid, there are none available. Mr. Moran asked about the concrete sidewalk. Ms. Landsberger stated she has reached out to 3 companies. Ms.

206 Stretch stated that they have tried to get a sidewalk estimate from private companies in the past and when we got the bids, the bids were astronomical. Mr. Moran would like for estimates to be gotten. Ms. Landsberger stated that the county had replaced the signs in the circle area.

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212 Mr. Moran asked that a projects list be added to the minutes.

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214 **Unfinished Business:**

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216 Ms. Stretch asked about an update on the Flood water grant. Mr. Moran stated that the county
217 has sent it out to bid. Ms. Minks asked about recouping the interest. Ms. Landsberger asked the
218 county as a citizen about the grant. There has not been anything started. Mr. Olson stated he
219 wasn't sure that the FEMA money was still available and the beavers are continuously causing
220 damage. Ms. Ragnoli said to table further discussion until the next meeting. Ms. Ragnoli asked
221 Ms. Landsberger if she wanted to touch base with the County? Ms. Landsberger said that we
222 should hold off until we get an answer as to what the county is going to do. Mr. Vardaman's
223 knowledge is limited to the cost. Mr. Olson said from the Friends of Bluewater that without the
224 funding from the grant, the cost is out of reach. Mr. Moran said they got bids back in 2016. The
225 cost of the project came back at 2.5 times the budgeted amount. It is currently out for bid at this
226 time. It is currently moving forward to a scaled back solution. Mr. Higginbotham is concerned
227 with cost reductions that you will end up with another blown out culvert.

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229 **New Business: None**

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231 **Public Comments-**

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233 Mr. Olson thinks that financials on the website would give transparency and give the public an overall
234 view of how money is spent by the MSBU.

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236 Mr. Higginbotham stated that Mr. Vardaman is doing a good job with the graphs and thinks they would
237 be great for public view.

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239 **Adjournment-** Mr. Moran motions to adjourn at 7:00PM seconded by Ms. Minks.

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241 Next Scheduled meeting is March 9, 2021 at 5:30PM

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243 Respectfully Submitted by Toni High

244 For the Board of Directors

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256 **Upcoming Events/Projects**

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258 ○ March- Validation of Tax roll for the County

259 ○ March- Prepare next year's budget

260 ○ March/April- Installation of Spring Pine Straw

261 ○ March/April- Highway 20 tips Landscaping

262 ○ March/April- Oakmont Drive Median Landscaping

263 ○ March/April- Winged Foot Entrance Landscaping

264 ○ March/April- Chantilly Entrance Landscaping

265 ○ March/April- Highway 20 Median Landscaping

266 ○ April- Ribbon Cutting Ceremony for Abram's Park

267 ○ April-Approve Fiscal year 2022 budget and submit to the County

APPROVED