

1 **Bluewater Bay Municipal Services Benefit Unit**  
2 **Board of Directors Meeting March 9, 2021**  
3

4 **Attendees:** The Board of Directors for the Bluewater Bay Municipal Services held their  
5 scheduled public meeting on Tuesday March 9, 2021. Board Members present were Pam  
6 Ragnoli, Joe Moran, David Vardaman, Diane Minks and Debbie Stretch; Marcus Garcia, Matt  
7 Higginbotham, Katelin Hammond, Tom Dwyer, Chris Olson, Mr. and Ms. Sitcer, and Jan Reams  
8

9 **Call to Order:** The meeting was called to order at 5:32 PM a quorum was established with 5 of  
10 5 by Ms. Ragnoli  
11

12 **Approval of Prior Meeting Minutes-**

13 Ms. Stretch motions to Approve the February 9, 2021 minutes as written, seconded by Mr.  
14 Vardaman; Discussion Mr. Vardaman asked that the inflation chart into the minutes. Ms.  
15 Ragnoli called for a vote to approve the minutes as written with the addition of the inflation chart,  
16 No further discussion; All in Favor Motion Carries Unanimously.  
17

18 **Financial Report –**

19 Mr. Vardaman- stated that February had no unknown expenses they were either fixed expenses  
20 or previously approved expenses. Mr. Vardaman asked Ms. Landsberger about the report  
21 previously provided to the Financial chair and would like those reports. Ms. Landsberger stated  
22 that the she thought Mr. Vardaman was writing his own Financial Statement. Mr. Vardaman  
23 asked that a financial statement be written. Mr. Vardaman- stated that we need to capture the  
24 future costs more accurately.  
25

26 Mr. Vardaman motioned to approve the February 2021 Financials, Ms. Stretch seconded; No  
27 Discussion; All in Favor Motion Carries Unanimously.  
28

29 **Landscape Report:**

30 Ms. Stretch stated that  
31 during the month of February BrightView performed their routine Spring maintenance; Spot  
32 mowing, blowing, heavy leaf and debris removal and treating weeds throughout the property.  
33 BrightView cutback all of the ferns surrounding the monument signs both north and south of  
34 Hwy 20 on Bluewater Blvd as well as pruned the palmettos in the medians south of Hwy 20 on  
35 Bluewater Blvd completing the winter cutbacks. BrightView also pruned the hedge across from  
36 Miller's Run and detailed the Hwy 20 medians.  
37

38 BrightView will continue spot mowing throughout the month of March and once the grass fully  
39 comes out of dormancy will move to full weekly mowing. The full spring pine straw application  
40 will be completed early April followed by the seasonal color change out.  
41

42 All irrigation repairs that were signed off on during the last meeting have been completed.  
43

44 The perennial plant material is starting to become available from BrightView's suppliers. Once  
45 they are all spotted and looking good the enhancements will be completed. Late March early  
46 April is the projected time frame.

47 Ms. Stretch motioned for approval seconded by Mr. Vardaman; No Discussion; All in Favor  
48 Motion Carries Unanimously.

49

50 Ms. Stretch stated that she had an owner in the Woodlands area contact her about an island in  
51 the Woodlands. Ms. Stretch stated she advised the owner they could have a clean-up day with  
52 owners the islands are not maintained by MSBU, those islands are owned by the county. The  
53 owner stated they would schedule that.

54

#### 55 **Communications Report:**

56

57 **Bluewater Bay on Google Maps:** The file uploads to Google to have BWB boundaries added  
58 to Google Maps was completed on 19 Jan 2021. Requested Mike Ruzowski at the Okaloosa  
59 County GIS office to see if there was any way to get status on progress on 8 March.

60

61 **New Website Content:** I'd like to propose that we add the MSBU assessment history graph  
62 and MSBU budget breakout pie chart that David Vardaman presented last month to the board to  
63 the website. Perhaps update the spent/allocated amounts for Variable parts of the budget.

64

65 **Project Updates:** I went back through to the October minutes and added updates to projects  
66 based on approvals for this FY plus verified info with the Feb 2021 minutes. It would be so nice  
67 to get the minutes a bit earlier in the month both to have a better memory of what took place at  
68 the previous meeting and to also be able to make these updates as quickly as possible. Is it  
69 possible to receive the minutes from a meeting within two weeks of the meeting?

70

71 **New Project Category** – There are projects completed by residents that are very valuable. For  
72 example, Dave Vardaman passed along that the brick around the raised bed across from the  
73 tennis center was hit by a vehicle. The damage was pretty severe. Steve Schroer was  
74 awesome and was able to fix the damage for no cost. First, it would be really great to be able to  
75 say thanks to those who give their time and expertise. Second, it's just great to see what's  
76 being done. I wanted to call the page 'Bluewater Bay Super Heros' but David was more level-  
77 headed and proposed we call the page "Neighbors Taking Care of the Neighborhood."

78



85

86 Ms. Minks motioned that we add a new page to the website called “Neighbors Taking Care of  
87 the Neighborhood” to highlight volunteer work done by BWB residents to general areas.  
88 Seconded by Ms. Stretch; No Discussion; All in Favor Motion Carries Unanimously.  
89

90 **Chairman and Board Member Comments:**

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92 Ms. Ragnoli- None  
93 Mr. Moran- None  
94 Ms. Minks- None  
95 Mr. Vardaman- None  
96 Ms. Stretch- None  
97

98 **Unfinished Business:** None  
99

100 **New Business:**

101 Mr. Vardaman has had owners contact him about traffic and the logistics of park traffic in  
102 Bluewater. Mr. Vardaman Motions to invite Mr. Bitterman to the next meeting on the agenda  
103 after the establishment of a quorum. Ms. Minks seconded. Discussion; Mr. Moran asked if the  
104 park was going to be prior to the meeting, Mr. Vardaman said it will be later in April. Ms. Ragnoli  
105 called for a vote; All in Favor Motion Carries Unanimously.  
106

107 Mr. Vardaman- stated that the 2020-21 open seat cost was \$1600.00 for the legal advertising in  
108 May of 2020 and that the budgets in the future will need to reflect the advertising of open seats  
109 for the MSBU Budgets every other year.  
110

111 Mr. Vardaman said that the budget is based on Parcels x assessments the budget for 2021-22  
112 is based on 3905 parcels to be able to build the budget for next year. The parcels did not  
113 decrease. Fates landing is on the County Tax Roll.  
114

115 Mr. Vardaman motions to approve the non-ad valorem tax roll certification from the Okaloosa  
116 County Appraiser 3,905 parcels [Assessment units will be reevaluated at the April 2021 MSBU  
117 meeting]. Ms. Landsberger stated that you are looking to confirm no decrease and has  
118 increased accordingly. Mr. Moran would like a copy emailed to him Ms. Minks seconded. No  
119 further discussion all in favor none opposed. Motion passes unanimously with the amount of  
120 3,905 parcels [Assessment units will be reevaluated at the April 2021 MSBU meeting]  
121

122 Mr. Vardaman addressed the board. How do we want to bring the budget forward? Ms. Stretch  
123 stated we want to do it in April. Mr. Vardaman no increase, 2% increase and a 5% increase. Ms.  
124 Ragnoli have we caught up with the rate of inflation yet? Mr. Vardaman said no. Ms. Ragnoli  
125 said we should not do a no increase budget, Mr. Vardaman said if the county does not approve  
126 the budget increase then we would have to redo. Some of our long term items are coming off  
127 the Balance Sheet. MSBU is making strides on the landscape. Ms. Stretch asked if we need to  
128 have a budget workshop Mr. Vardaman said yes. Ms. Stretch motioned to have a Budget

129 workshop at 5:00 PM. Mr. Vardaman seconded; No Discussion; All in Favor Motion Carries  
130 Unanimously.

131  
132 Ms. Stretch stated that Mr. Stewart reached out to Ms. Landsberger about a meeting for the way  
133 the elections were handled, the meeting happened on Monday March 8<sup>th</sup>. Mr. Stewart advised  
134 that a procedure manual be made for the MSBU. Some of those things should include Email  
135 procedures and other general procedures and should mimic the MSBU Ordinance, the should  
136 include how long someone can speak and how the board members should present agenda  
137 items. Ms. Landsberger stated that she was going to obtain a copy of procedures from the  
138 county. Ms. Stretch stated that everything used to run through management and that it should  
139 be done that way. Ms. Landsberger stated that all MSBU Board related emails should go to  
140 [manager@bam.gccoxmail.com](mailto:manager@bam.gccoxmail.com). Ms. Stretch makes a motion to add an agenda item to present a  
141 standard operating procedures under unfinished business; Ms. Minks seconded; No Discussion;  
142 All in Favor Motion Carries Unanimously.

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144 **Public comments:** Tom Dwyer from Fairway Lakes stated that the Woodlands Sidewalk is  
145 essential for safety. Ms. Ragnoli stated that the MSBU has been after the county to install the  
146 sidewalk. Mr. Dwyer asked about utilizing a private company for the sidewalks. Ms. Landsberger  
147 stated that the cost is about 4 times the amount. Getting work done right now is difficult to  
148 contract. Mr. Dwyer asked is there a way to communicate to the parcel owners to contact the  
149 county commissioners. Mr. Moran has been speaking with the county. Ms. Landsberger has  
150 been communicating with Mr. Matthews. Ms. Landsberger stated Bluewater Association  
151 Management cannot fix a pothole without a permit. Mr. Moran asked why we need a permit. If  
152 owners want to email the county commissioners, they are encouraged to reach out and ask for  
153 a priority.

154  
155 Mr. Vardaman asked about asphalt cost for a possible sidewalk. Ms. Landsberger stated that it  
156 is difficult at this time the same contractors who do asphalt also do the concrete. Ms. Sitcter has  
157 addressed the speed on Southwind and Bluewater Blvd, she gave a synopsis of her  
158 conversations with the county.

159  
160 **Adjournment-** Ms. Stretch motions to adjourn at 6:47 Mr. Vardaman seconded No Discussion;  
161 All in Favor Motion Carries Unanimously. Next Scheduled meeting is April 13, 2021 at 5:30 with  
162 a Budget workshop prior to at 5:00.

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164 **Upcoming Events**

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  - March/April- Installation of Spring Pine Straw
  - Highway 20 tips
  - Oakmont Drive Median
  - Remove Vines
  - April- Prepare next year's budget
  - April- Ribbon Cutting Ceremony for Abram's Park
  - April-Approve Fiscal year 2022 budget and submit to the County

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