

1 **Bluewater Bay Municipal Services Benefit Unit**  
2 **Board of Directors Meeting August 10, 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 August 10, 2021. Board Members present were  
6 Pam Ragnoli, Debbie Stretch and Joe Moran; Tony Burris, Hunter Morrison, Jan Reams,  
7 Gordon and Maria Pebbles, Chris Oljon, Krista Clapp, Michelle Lally, Matt Hegg, James  
8 Johnson and Rick Andujar. Representing Management Laura Landsberger and Kathy  
9 Friesen.

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11 **Call to Order:** The meeting was called to order at 5:30 a quorum was established with 3  
12 Board Members present.

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14 **Approval of Prior Meeting Minutes:**

15 Mr. Moran motioned to Approve the July 13, 2021 minutes; seconded by Ms. Stretch;  
16 Discussion, Ms. Stretch requested a couple of changes. Mr. Moran motioned to approve  
17 the minutes as written with Ms. Stretch's changes; seconded by Ms. Stretch; No further  
18 discussion; All in Favor; Motion Carries Unanimously.

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20 **Chairman Report:**

21 Ms. Ragnoli reported that David Vardaman resigned as the Finance Chair. Also, that  
22 Diane Minks resigned as the Communications Chair. The vacancies will be advertised  
23 by the County in the near future.

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25 **Financial Report/Management Report:**

26 Ms. Landsberger stated that she spoke in length with the County in regards to the MSBU  
27 financials. She presented the Expenditure Status Report that was provided by the  
28 County. The Winged Foot sidewalk project is still listed on the financials even though it's  
29 a completed project. The funds listed in this line item are actually for hazard mitigation.  
30 The County will change the name of this line item to hazard mitigation. The County will  
31 also remove the line item for the Woodlands Park ply structure since this is a completed  
32 project and there are no funds listed under this line item.

33 Ms. Landsberger also stated that there are some negative balances under the available  
34 balance column. This was a result of some invoices being coded to the wrong line item.  
35 Primarily the Brightview non contracted invoices were being coded to the RM Other line  
36 item instead of the CS Other line item. The available balance column will be in order  
37 after the County presents to the County Commissioner's Board \$13,873.69 in Brightview  
38 invoices for approval. These invoices need approval since they were over \$3,500 for  
39 non-contracted work.

40 Ms. Landsberger stated that the long term reserve cash carry forward line item is much  
41 larger than previously reported. Current balance is \$203,463.00. Ms. Ragnoli reported  
42 that this includes funds for Phase 1, Phase 2, Woodlands Sidewalk and Hazard  
43 Mitigation. Ms. Ragnoli suggested moving money out of this line item to expense items  
44 already approved. This way the financials will show that the amount of funds allocated  
45 for expenses instead of sitting in long term reserves.

46 Ms. Stretch motioned to transfer \$47,115.00 from long term reserve cash carry forward  
47 to expenses for Hazard Mitigation; Mr. Moran seconded the motion. No discussion; All in  
48 Favor; Motion Carries Unanimously.

49 Ms. Landsberger provided an update on the Woodlands sidewalk repair project. She  
50 received an email from the County stating that they cannot start the project due to a lack  
51 of inmate work availability. Ms. Landsberger will provide updates from the County at  
52 each MSBU meeting.

53 Mr. Moran motioned for Ms. Landsberger to obtain bids for the Woodlands sidewalk  
54 project and to make this project a priority; Ms. Stretch seconded the motion; No  
55 discussion; All in Favor; the Motion Carries Unanimously.

56 Mr. Moran motioned to transfer \$31,288.00 from long term reserves cash carry forward  
57 to the Woodlands sidewalk project; Ms. Stretch seconded; All in Favor; the Motion  
58 Carries Unanimously.

59 Ms. Stretch motioned to transfer \$80,000.00 from long term reserves cash carry forward  
60 to common enhancements; Mr. Moran seconded; All in Favor; the Motion Carries  
61 Unanimously.

62  
63 Ms. Stretch motioned to approve the financials as presented; Mr. Moran seconded; No  
64 discussion; All in Favor; the Motion Carries Unanimously.

65

66 **Landscape Report:**

67 Ms. Stretch stated that during the month of July BrightView preformed the routine  
68 maintenance including: Mowing, blowing, removal of leaf debris and removal of dead  
69 branches.

70 The following tasks were also completed in the month of July:

- 71 • Color bed services, including replacing the dead and dying flowers in the
- 72 back of the beds, weeding, fertilizing, & bed maintenance.
- 73 • Pruning of the Red Tip and Viburnum Hedge at the end of Bay Drive
- 74 • Hwy 20 medians were weeded and sprayed to control weed growth
- 75 • Sidewalks past the Rec Center were pruned, sprayed and edged
- 76 • We are continuing to service all Bay Drive raised planters.
- 77 • Bluewater Bay Blvd medians were edged to stop and control grass
- 78 encroachment.
- 79 • Vines cut back off of sidewalks, with special attention to Bay Drive, to
- 80 control the vine encroachment.
- 81 • Miller's Run Fence hedge was pruned
- 82 • Bluewater Bay Blvd medians were sprayed and weeded.

83 The following tasks are scheduled to be performed in the month of August:

- 84 • All areas will continue to be sprayed for weeds.
- 85 • Continue to Service planters on Bay Drive.
- 86 • Cut back of vine growth at the ingress of the South Bluewater Bay Blvd
- 87 Entrance.
- 88 • Heavy cutbacks around the North Woodland Sign.

89                   • Woodlands drive South West and South East beds will be serviced.

90

91                   The current status of the Hwy 20 median project:

- 92                   • On 8/5/2021 BrightView managers met with the county representatives to  
93                   advance the project approvals.
- 94                   • We have requested and are waiting on 911 address to be assigned, so that  
95                   we can have the power turned on.
- 96                   • During the next two weeks BrightView will be spraying and mowing the  
97                   medians so that the wells can be drilled.
- 98                   • Pending the successful well install, the underground boring will take  
99                   place.
- 100                  • Once these tasks are completed BrightView will install the irrigation pipe,  
101                  heads, trees, and straw.

102

103 Ms. Stretch motioned to accept landscape report as written; Seconded by Mr. Moran; No  
104 Discussion; All in Favor; Motion Carries Unanimously.

105 Ms. Stretch motioned to approve the Brightview hurricane storm cleanup program and  
106 allocate up to \$11,000.00 if needed; No second; Motion Falls. Ms. Ragnoli tabled the  
107 discussion until the next meeting.

108

109 **New Landscape Items:**

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111 Ms. Stretch stated that the landscaping RFPs went out. The last day for questions was  
112 on August 9<sup>th</sup> and the cut off for new bids is August 24<sup>th</sup>.

113 Ms. Stretch reported that the posts were taken down again on Bay Drive. Cars continue  
114 to ruin them so they will not be replaced at this time.

115 The landscaping workshop is scheduled for October 12<sup>th</sup> at 4:30pm.

116

117 Gordon and Maria Pebbles and Krista Clapp requested the MSBU provide sod around  
118 the entrance sign of Wingfoot. The owners are currently maintaining the grass and  
119 hedges and are not sure if the responsibility bears on them or the MSBU. Ms. Stretch  
120 tabled the discussion until the landscape workshop.

121

122 **Communications Report: None**

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124 **Unfinished Business:**

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126 Mr. Moran asked if the reserve funds are in an interest bearing account. Ms.  
127 Landsberger will follow up with the County.

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129 **New Business: None**

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131 **Public comments:**

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133 An owner expressed her concern on the safety issues on the Woodlands sidewalk, the  
134 traffic circle on Bluewater Blvd and other areas. Line of sight is a major issue and asked  
135 what it would take to lower the bushes. Also, stated that some of these areas were  
136 approved previously by the MSBU but funds were lacking. She asked since the reserve  
137 budget is larger than what was thought, can't the MSBU move forward and complete  
138 previous approved projects? Ms. Ragnoli stated she would get estimates on speed  
139 humps. Another owner mentioned that speeding on Bay Drive is an issue and would like  
140 to see speed humps.

141

142 **Adjournment:** Ms. Stretch motioned to adjourn at 6:56; Mr. Moran seconded; No  
143 Discussion; All in Favor; Motion Carries Unanimously. Next Scheduled meeting is  
144 September 14, 2021 at 5:30PM at the Crosspoint Church in Bluewater Bay.

APPROVED