

Bluewater Bay Municipal Services Benefit Unit
Board of Directors Meeting | April 10, 2018

Attendees: The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public meeting at Bluewater Association Management's Conference Room, located at 4400 Hwy. 20, Ste. 311, on Tuesday, April 10, 2018 at 5:30 pm. Board Members present were Felix Beukenkamp, Judy Griffin, Steve Boswell, David Vardaman, and David Costa, Jr. Mike Kent and Jennifer Fillmore from Progressive Management of America.

Call to Order:

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

Chairman Report

Nothing to report

Approval of Prior Meeting Minutes

Judy Griffin motioned to approve minutes from March 13, 2018 as amended to place Glen Lake with Oakmont Circle in front of Chantilly Lake; seconded by Steve Boswell. Motion Approved Unanimously.

Financial Report

Steve Boswell reported on financial status as of March 2018. **Steve Boswell motioned to approve the report with the Sign expense description change from "cleaning" to "installation" and the Committed Expense Change from "Glen Lake" to "Oakmont Circle in front of Chantilly Lake"; Judy Griffin seconded. Motion Approved Unanimously.**

In addition, Progressive Management was directed to insert a column for "Committed Expenses" on the Statement of Revenue/ Expense Budget Performance Report.

Landscape Report

Judy Griffin reported that Brightview has completed the flagged irrigation repairs approved at the March meeting. Prestwick drive work has been completed.

Unfinished Business

The following proposals were presented for consideration:

W Capri Cove Mound – \$480.00 - Proposal includes machine work and labor to remove and spread the mound. Board stated that this was not a priority. A constituent communicated that the individual who put the mound of dirt there was going to take care of it. Proposal not approved.

Bluewater Bay Lake Frontage – \$594.75 - Proposal to purchase of plants, pinestraw and installation labor to enhance the view of the lake between Turnberry Place and Antiqua Way. Proposal was tabled for future consideration.

Bluewater Bay Wingfoot Entrance – \$719.48 - Proposal to install variegated flax in front of the existing azaleas at the two entrance beds. Proposal was tabled for future consideration.

Bluewater Bay MSBU Hwy 20 Monument Sign Grasses – \$670.88 - Proposal to install ornamental grasses on the sides of both Hwy 20 Monument signs. Proposal was tabled for future consideration.

Bluewater Bay MSBU Bluewater Blvd and Range Road Monument Sign – \$1,094.30 - Proposal to install dwarf Rudbeckia in front of both sides of sign. **Judy Griffin motioned to approve \$1,094.30 to install dwarf Rudbeckia in front of both signs. David Costa Seconded the motion. David Vardaman & Felix Beukenkamp opposed.**

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Bluewater Bay Southwinds Drive Native Area Dead Removal - \$5,400.00 – Proposal to cut and remove dead trees and plants from the native area along the west side of the north and Southwinds Drive. Steve Boswell is going to contact Chelco Services to ask if they would be willing to help with the project. Proposal was tabled for future discussions.

FEMA Flood Grant Update

Christy Jones, Grant Writer, with Okaloosa County, provided an update of the DEM Hazard Mitigation Grant Program. The total DEM Grant Amount is \$271,888 and will be funded as follows:

- 75% - DEM \$203,916
- 25% - Match \$67,972
 - 8% - County \$21,750
 - 17% - BWB MSBU \$46,222

In order to proceed with the grant Okaloosa County is requiring Bluewater Bay MSBU to define funding of \$46,222, have a decision to them by April 23rd, agreement between County and BWB MSBU to define duties and responsibilities and will need to obtain temporary construction easements (ownership). Any request for payment arrangements will have to be approved by the county commission.

Judy Griffin motioned to proceed with the DEM Hazard Mitigation Grant Program provided that the county allows a 3-year repayment period beginning FYE 2019. Steve Boswell seconded the motion. Motion Approved Unanimously.

Felix and PMA staff will schedule a meeting with Kelly Windes to request payment proposal. Motion by David Vardeman, second by David Costa to authorize Felix to act on behalf of the Board to request the three year repayment. Motion approved unanimously.

In addition, after the final reconciliation was completed for Phase I, Bluewater Bay MSBU has an outstanding balance of \$893.

Triumph Grant Proposal – Hwy 20 Island Improvement

Christy Jones communicated that the Bluewater Bay MSBU is not a good candidate for the Triumph Grant but did mention the Joint Participation Agreement (JPA) grant with a \$100,000 maximum grant request. Eligible costs include plants and installation, irrigation system and installation. Deadline is July 2018. Initial requirement is to submit a proposal narrative for consideration. Judy Griffin offered to draft/ submit the narrative. Board approved unanimously.

Median Brightview Project

Judy Griffin provided an update of the Brightview contribution Project and explained that the plants have been ordered and spring is planting season. **Judy Griffin motioned to proceed with the Brightview Median Project. Steve Boswell seconded the motion. Motion Approved Unanimously.**

Florida Club – Burg Law Firm Representative

Representative requested to be on the agenda next month for the Board to request that Okaloosa County allow them to be removed from the MSBU. Board agreed to include on May 8th, 2018 meeting agenda.

Bluewater Bay Monument Pump – Pump is no longer working. **Judy Griffin motioned to spend up to \$3,500 to redrill the well. Steve Boswell seconded the motion. Motion Approved Unanimously.**

Sidewalks in Bluewater Bay

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David Vardaman stated that he is communicating with Okaloosa County to determine the funds need for the Woodlands Sidewalk Project and will update as he gets more information.

David Vardaman expressed concerns of the delayed funding for the park bench project. Progressive Management stated that they will help facilitate timely payment for project.

Public Comments

Website concerns were brought to the Board. Felix explained that although we have been working with a Web Designer to improve navigation and compatibility with mobile devices, there doesn't seem to be strong support from the Board that this is a priority to replace the website.

Next public Board Meeting will be held May 8, 2018 at 5:30pm.

Adjournment

Judy Griffin motioned to adjourn the meeting; seconded by Steve Boswell. Meeting was adjourned at 7:30PM.

Respectfully Submitted
for the Board of Directors,

Jennifer Fillmore

Jennifer Fillmore, CAM