

Budget and Finance Committee Meeting Minutes  
April 10, 2019

Please note that the **Policy and Procedure Committee** discussions are at the end of this meeting.

The Committee Meeting was called to order at 7:00 PM by Terry Zimmerly, Chairman. Those Trustees in attendance were Terry Zimmerly, Sharon Denson, Barbara Susdorf and Dan Rawlinson. Others in attendance were Gwen Norris, Allan Riga and Barbara Greenberg.

5100 Wages. Terry said when she was working on the Budget three important things came to her that were big questions. She felt one was the lifeguards. She said Jodie is reading the Pool Policy wrong and had a lifeguard here all week. There was discussions. Sharon said that there was confusion in the office and it will not happen next week. Terry said the lifeguard needs are from 4:00 to 6:00 PM right now. Gwen questioned if the lifeguards would show up for such a short shift. Terry said the Policy says 4:00 to 6:00 PM. Sharon said it is important to get the pool open. She said we need a lifeguard on duty and the second person can be another lifeguard or pool attendant. She said the lifeguards need a break every hour (work 45 minutes in an hour) and a second person is needed to work. She wants to get the pool open to the public. Terry said 'open to the public' should read 'open to the residents'. Sharon said 'resident' and 'public' are the same. The lap and exercise time in the morning is not considered 'open to the public' or an 'open pool'. Sharon said the attorney's opinion states that this is allowed - identify a group of people to use the pool for a specific period of time, but cannot identify age groups. She said the lap swimmer can go to Jodie and ask to swim laps and she will activate their fob. She said we should have supervision then, but until we get enough people (pool attendants) we can't. Sharon said she will put the instructions in writing for Jodie. Barbara Susdorf restated that we have to have a lifeguard and another person (may be a lifeguard or pool attendant) when the pool is open. Terry said she increased the Wages (budget) due to all of the pay scale increases so next year's budget will be much higher than last year's (\$243,275). She suggests a Budget of **\$275,000** for 5100 Wages category.

Lifeguard Training proposal. Sharon said that she will bring to the BOT Meeting a proposal to pay \$180/each for lifeguard training (Lifeguard Cert, CPR and First Aid) at GT Bray for ten people that are Pool Attendant employees (\$1,800 max). She said that this will give Jodie some latitude and incentive for prospective employees. There will be no contract with the pool attendants and we hope they stay employed. She said if we had a contract we would not be able to enforce it. Allan Riga suggested a promise of reimbursement after of the year. Terry said this had been discussed before. Sharon said we need to get them hired (and that would not help as an incentive). Dan said that, if this does not do it, we can go to something else as we need the pool open and need help to fund it. He said years ago we used to prorate the cost on an hourly basis (give one or one and a half hours of total pay toward a portion of the training fees over time). Sharon said the kids don't have to work anymore, mom and dad give them everything they need, which is a disincentive to work, so we are not getting the young people involved that normally are where the pool help is from. Terry agreed. Sharon said her goal is to get the pool open as many hours as possible. The Pool Policy says the latest time to open is May 1<sup>st</sup>. Sharon said we can open any time after the water is 70 degrees and we have the lifeguards. She said the 70 degree rule is apparently our insurance company's restriction because anyone with a health concern may have a physical problem under 70 degrees.

Gwen said that the (full time) staff got a dollar/hour increase this year, also. Sharon said eliminating the \$9,000 concession stand employee will offset that. Terry said the (5100 Wages) Budget is still higher because we will use a lot more lifeguards (hours).

4006 Commissions. Terry said it is lower than last year because we collected a lot less money out of the taxes than normal and she reduced it to (\$14,000). Sharon said we have to go with the 3% which is the (\$17,000).

4111 Screeed Room. Terry suggested a Budget of **\$1,000** income because we may not be able to rent it if it is not fixed, or is torn down.

4120 Hall. Terry said she left at about the same, **\$20,000**, (last year was \$20,478.93). Sharon said that is reasonable.

4150 Marina. Terry said we have to discuss if we would charge slip rent when there are no slips for a month or so. Sharon said Robert said there are not that many boats that are displaced but as soon as we get to that point she will approach Trailer Estates because they moved their boats here when they had their marina worked on. She said we should still charge for the slips whether here or at Trailer Estates. Terry said some are moving to a canal behind a house. Dan said that for our low charge (rate) with the three months of marina work there is nine months to enjoy it and they still can't get a better rate for the whole year. Terry suggested the 4150 Marina income be shown at **\$140,000**. Sharon said it is good and if we take in more, good.

4157 Fob. Terry said that there are 210 fobs out, and at \$40/each, that comes to \$8,400. She said no 'pool fobs' are in the count. Sharon said we have a lot of ramp users and suggested reducing it from \$8,000 as it double the old budget (\$5,000) and unrealistic. Terry suggested **\$6,000** since we had over \$5,000 last year. Sharon said she would be more comfortable at that figure.

4500 Banner. Terry asked when the 'annual ads' are paid since we show only \$775 income for the last six months. Gwen said that the election was last year which was considerable income. After discussion we agreed on **\$5,000** income. **There are questions for Steve on the 'annual ad' payment schedules.**

4600 Interest. Terry said this is calculated different than it was in the past years. Sharon said as we do the projects and the money comes out, we will lose that interest. Terry said we will reduce it from last year. Sharon said we moved to 5/3 Bank and invested differently. There was discussion on why the interest income is up this year. We agreed on **\$5,000** anticipated income. Sharon said it was okay and we may not move all of the (invested) money before the end of fiscal anyway.

4800 Misc. We found that last year it included Office services, Late fees, Vending Machine (Processing fee on wages), Insurance Refunds, Over/Short, and Miscellaneous income-Other. Sharon said a lot of those items have been moved to another place so it will not be \$4,000 next year. It was agreed to a budget at **\$1,000** income.

5100 Wages. Terry restated (from above) \$275,000.

5200 Marina Expense. Terry said the expenses for the Marina will be kept at \$10,000 in case we get the marina work done. Sharon said we should not have to use the item since we are spending \$1M to \$1.3M on the marina work. Gwen said Jim Frost said the wiring is not include in the marina construction



proposal. Sharon said wiring work needs to come from 'repairs' or should come from Capital Outlay and not 5200 Marina Expense. Gwen suggested the category is kept even if it is \$0. Sharon suggested \$2-\$3,000. Terry agreed and changed it to **\$2,000**.

5300 Security. Terry said this would be used to replace/fix cameras if needed, or a gate (to the beach/park). She said she checked and we don't need to buy any fobs next year. Sharon said last year's expenses included buying the security system which we don't need to buy again. Sharon suggested \$2,000 for the budget. The proposed beach gate (with wiring, etc. is est. \$11,000) would be from Capital Outlay. Sharon said basically the expense would be the 'gate closing', the 'fobs' and 'repairing cameras'. All agreed on **\$2,000** for the budget.

5400 Utilities. Terry said that so far this year it (\$16,667.19 for first half of this year) is much higher than last year (\$36,091.17, actual). Last year was budgeted at \$40,000. Sharon said that it could still be \$40,000 and may depend on the heat (A/C) and water usage. We agreed on **\$40,000** again.

5500 Maintenance/Repair. Sharon said it included a lot of things and Terry's suggested \$59,000 was okay. It was budgeted at \$56,500 last year, and we have used \$16,667.19 first half of this year. Terry noted that the building tie down is in the item. Terry asked if the new signs are coming from Capital Outlay – yes. Sharon read that the item includes Maintenance repair, Contract services, Janitor supplies, Gasoline, Maintenance equipment, Pest control, Landscape, Pool maintenance, Pool repair, Pool chemicals, Pool attendant certifications, Playground maintenance. Terry said tree trimming, (5560 Landscaping), should be increased since we are adding one more tree trimming contract. Gwen asked if the mangrove trimming contract was called for service, yet. Barbara noted that each trimming contract is separate. Sharon said we are spending a lot more on maintenance because everything is falling apart. Sharon said the new contract for Pest control is paid. Gwen said it is not shown on the summary as paid. Sharon said the annual contract won't be that much. Terry suggested **\$59,000** for the budget, all agreed... then it was raised to **\$64,000** later after discussions of invasive species removals.

5600 Other Administration. Terry said she raised this to **\$25,000** for the budget (18/19 was budgeted at \$23,901.56 and we used \$11,950.78 to date). Terry read the item includes Seminar training, Postage, Legal fees, Bank Fees, etc. Terry noted the bank fees were \$9,999. Sharon said there were some late fees that she thought they were reversed. Gwen said we purchased the credit card set up also.

5630 Insurance. The 18/19 budget was \$48,500 and we used \$24,114.36 of the budget in the first half of the year. She suggested **\$56,000** because of the increases in coverage we are seeking. Terry read the item includes Liability, Workers comp., Auto liability, Property, Flood, etc. Sharon suggested **\$52,000** for the budget.

5700 Banner. Terry suggested **\$20,000** because we are not paying as much commission since we are not selling as many ads and the actual was \$18,441 last year. Sharon agreed. Gwen said we are getting rid of color print expenses on most pages to save money.

5800 Recreation. Sharon said she will ask Natalie to move this item to a separate category as it is a separate expense. She suggested budgeting higher than \$3,000 since it is a Parks and Recreation District. Terry suggested **\$10,000**. All agreed. Sharon noted we have the swim team, pickle ball (building a court would not come from this category), etc.

The resident Surveys are coming in now.

Signs. Sharon asked what the estimated sign costs were. Barbara said the damaged sign is removed and may not need replaced. Terry estimates that all matching signs would be about \$10,000 in Capital Outlay funds. Barbara Susdorf said that Jim said that if a sign is rejected by others for color we could get a 'deal' on the sign.

Website. Gwen asked where the annual fee is shown. It was noted that there is a category of 5686 Website and 5430 Tel/Pager/Web (under 5400 Utilities). Sharon said it should be under 5300 Other Administration. Sharon said the fee is about \$100/month.

5900 Capital Outlay projects and timing. Sharon said that what we allocated this year but not done will go into Reserves. Terry looked at the 2018/2019 Reserve Account (\$1,661,054) and asked what we will not extend. Sharon said the roof money will not be used this year. Terry asked if we should add some every year. Sharon said whatever we have left over in Capital Outlay will move into the Reserve fund automatically, and the Reserve funds not spent will remain in Reserves. Terry questioned the ADA Furniture fund that was going to be switched. Sharon said that Natalie is getting to it as well as other changes. Terry asked if we will detail what the money in Reserve will be used for. **Sharon said at the BOT Meeting we will find out what projects will be done this year and what will be brought forward for next year from Jim.** She said we can bring more forward but shouldn't bring less. She said it is not Operating money. She said what we are going to ask the people (to vote on), is Operating plus Capital Outlay. She said we don't have any Reserve funds right now, we are building them. She said once we get the marina work done we have to start back on that again. She said we want to know what the people want to see us 'doing' (Capital Outlay).

Sharon said Don Baith said the wiring needs attention under the Hall. Gwen suggested that all the things (under the Hall) need to be just as we want it before we spray foam insulation. Sharon said they would not foam-in the wiring. Terry asked about the Parking lot money that needs moved and do we need to address the sewer line under it.

Discussion on 2-19-19 BOT Meeting funds in Resolution 2019-01 (\$177,482) moved to 5900 Capital Outlay:

\$ 9,000 ADA Lift for pool  
\$ 5,000 ADA compliant ramp for Recreation Center  
\$ 8,000 Purchase sheds to replace porta potty  
\$10,000 Resurface breezeway  
\$21,000 Fishing pier repair  
\$ 700 Temporary pickle ball court in basketball court  
\$10,000 Add hear to air conditioners  
\$30,000 Screen room repair  
\$73,782 Recreation hall repairs  
And \$10,000 moved to 5800 District sponsored events

5500 Maintenance and Repair (con't). Terry asked about the landscape work: removing invasive species that will continue. Sharon said that that money will not go into Reserves and Landscaping is not in Capital Outlay, it is included in the \$59,000 in 5500 Maintenance and Repair. Terry suggested that we raise the 5560 Landscaping \$5,000 higher to include more species removal, raising the 5500 Maintenance and Repair to **\$64,000** from \$59,000. Sharon said that this (5560 Landscaping to \$9,484) is more than double of last year (\$4,484 last year and projected to go \$3,489 this year). There was



discussion on all of the added landscape contracts. Terry said we have not done any invasive species removal this year. Sharon agreed **\$64,000** would be good as with this set-up if the Landscape money runs low, all we have to do is vote to move money under the 5500 Maintenance and Repair category and no Resolution will be needed.

5800 Recreation. Sharon said we will allocate the 5800 Recreation money. She said Belle will ask the Board for project approval and the money will come out of that account. If we need to add money to 5800 Recreation, a Resolution will need to be approved because it is a separate category. The 5800 Recreation with **\$10,000** will be listed above the 5900 Capital Outlay line.

Posting Budget Sharon said that only the Budget's summary needs to be posted in the newspaper and there will be one total for Reserves. She said that this will need to be worked out at the Board Meeting (April 16) because Terry has set the public Budget Meeting for April 3<sup>rd</sup>.

5900 Capital Outlay projects (continued). A recap of the projects listed in Resolution 2019-01: Sharon said the pool ADA lift will be complete this year; the ramp work will be done; She said the Purchase Sheds to replace porta potty will not happen this fiscal and probably be moved to Reserves because we don't know what our income/expenses will be with the other higher priority projects done first. Terry confirmed the Shed money will go to Reserves and not in our Capital Outlay for next year. Sharon continued that adding heat to the air conditioners may or may not happen depending on what we do with the Hall. She said we shouldn't jump into that until we know what the marina construction will cost. She said the Screen room repair money may not happen. She said the Fishing pier fund will be used with the marina work and we won't know if it will happen (this year). **She said we will have to go through the list with Jim Frost to get his best guess.** The Fishing pier is listed separate in the Capital Outlay for 18/19 Budget year and if not 'done' it will move into the Reserve account.

Sharon said what we are going to do now is our Operating Expense and our Projects (Capital Outlay). She said we need to be as accurate as possible. Sharon said the Board approves the Capital Outlay projects and the people approve the Budget. Sharon does not want to move \$1.6M into Reserves when we probably have far less than that and **Jim is the one that can tell us (what projects/\$/when).**

Terry said we have paid the engineer for the Marina (plans), but not the Hall. Sharon said the engineering for the marina was \$7,500 which includes everything we need, drawings, RFP and Specifications.

Sharon said the Operating costs are ready, thanks to Terry. Gwen said that we really need to know the total cost for the Marina work to budget it over 20 years for the next time. It was agreed that the boat ramp will not need redone for the rest of our lives.

Sharon said we have a lot of things we need to do (Capital Outlay). Sharon said the sewer across (under) the parking lot is okay. She said the sewer flapper was removed to accommodate for the low flow toilets. She said we may change them out for power flush toilets. Sharon said there is a valve to turn off the backflow from the lift station (when it happens).

We discussed some other 19/20 Capital Outlay projects that may happen Electric gate for the beach road; Signs; and Breezeway fence replacements. Gwen said she wishes we could find mid-century style

signs. Barbara said we will have to vote on the sign style. Dan said when we get the place all fixed up people will want to rent the place.

Sharon said that there is an interest in a Trustee seat that will be on the Agenda for the Board Meeting.

Barbara said she has heard a lot of interest in Pickle ball. She said it is popular now and there are tournaments. Sharon said a Pickle ball court may be built in the 'small boat storage area' after October 1st. Dan said all of the materials, including fifteen balls, were \$75. Terry said Jodie said that the small boat area users have been all figured out and some people are upset we are losing it. Sharon said that they can store them on-site on the racks (locked). Sharon has asked Robert to find a good place for the racks around the marina. Barbara said we are promoting pickle ball when it is getting into the hot part of the year.

Sharon said we will have to start building a Reserve account for a Splash pad, not Capital Outlay

We discussed a Dog park. Dan said that the ones interested don't speak up at the meetings. Barbara said her first concern would be the liability issue. Sharon said it is same liability as when the dogs are running out here. Barbara said we need to know that we are doing what everyone wants and not jeopardizing ourselves. Sharon said she has caught people from Trailer Estates bringing their dogs over here to run.

Terry said another thing for Capital Outlay is the Hall renovation expenses for next year if we don't have enough now. Sharon said we have \$73,000 in this year's Capital Outlay plus \$180,000 in Reserves, so we should have enough to cover it. She said if we don't use the capital Outlay money this year it will go over for next year into Reserves for the Hall.

Gwen asked about a Slide for the pool which was mentioned on Nextdoor. Terry said we need to cover the pool with enough lifeguards first before we have to hire extra persons to watch a slide.

Sharon said the Capital Outlay projects will be discussed at the BOT Meeting next week.

Sharon noted the Sheds show up in Capital Outlay in this year's budget.

Barbara said she would like to discuss the Dog Park's liability with the insurance rep. Sharon said she suggested that we have a workshop, after the budget is done, inviting **Andy (Andrew Hanson)** to discuss the liability insurance and increases we need.

Sharon said the Capital Outlay projects are listed on Resolution 2019-01 (\$177,482). She said that some of the money will be spent this year. She said some of the projects may be short on money but we won't do them this year anyway. The items were gone over again.

ADA Ramp work. There was discussion on the railing for the ramp. It is a custom job with a two inch 'bumper' at the bottom. Gwen questioned why that couldn't be flexible and mounted to the ramp instead of fabricated of metal. Sharon said the other things (Sheds, Fishing pier, Pickle ball court, Screen room and Recreation hall repairs) on the list probably won't get done this year unless we get portions of the Hall work started, like adding heat to air changed over. Terry said we don't want to do the Screen room until the Hall is done. Barbara asked if painting the picnic pavilions would be under 5500 Maintenance and Repair – yes it could be. Terry said the current colors are mid-century modern colors. Barbara said they were thinking going 'coastal'. Gwen said we could buy new grills.



Sharon said we can put the Pickle ball court in the 19/20 Capital Outlay list in the Budget.

**Policy and Procedure Committee issues:**

Marina Vessel Slip Contract 1005C. Sharon said she wants to bring to everyone's attention a proposed change to the boat slip contract. She said that Jodie has asked for the references to the trailers be removed, keeping the trailers separate. Sharon said that this will be brought before the Board next week. Later Sharon said that she does not think that we need to vote on the proposed Policy 1005C changes at the Board Meeting as we should devote our time to the Budget. She said she would bring a copy of the proposed Policy changes to the office tomorrow to distribute.

Boat Slip refund policy. Sharon said that Natalie suggested that we stop refunding unused months to 'outside' renters when 'outside' people pay for the year but don't use the whole year. She said Natalie finds this it is highly irregular to allow this.

Notary fees. Terry asked about charging for copies and notary and said it would be a nice service to the residents for a couple of free copies. Sharon said we can make a policy to give two free copies then start charging for copies. Sharon said we pay for Jodie's notary/license. Gwen confirmed that Jodie charges for notary. Sharon will check where (what category) the money is going.

Terry said the donation (\$50.00) shown on last year's budget (4400 Donations) was from one Club. Sharon said she hates to see the Clubs donate to the district. She continued - the District should run the business and the Clubs should raise their money for themselves.

Barbara reported that Randy is doing good and visited the rec center already.

With no more to discuss, we adjourned at 8:32 PM.

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