

GREATER BOCA RATON BEACH & PARK DISTRICT
MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS
SUGAR SAND PARK - 300 SOUTH MILITARY TRAIL, BOCA RATON
January 22, 2019

The MEETING was called to order by CHAIRMAN Susan Vogelgesang at 5:15 p.m.

COMMISSIONERS PRESENT: Craig F. Ehrnst
Steven M. Engel
Robert K. Rollins, Jr.
Susan Vogelgesang
Erin A. Wright

CHANGES TO AGENDA: Item No. 3 under New Business: Approval of Accrued Annual & Sick Leave Benefits for Madlane Bentivegna was deferred until February 12, 2019.

PUBLIC REQUESTS:

Robert DuKate suggested that it may be more cost effective to negotiate a price for the purchase of the dwelling at the corner of Jeffrey Street and NW 2nd Avenue as opposed to the cost of renting construction trailers. He referenced Option #1 and described various layouts envisioned. He looks forward to further discussion on pedestrian issues.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS:

MOTION was made by Commissioner Engel and seconded by Commissioner Rollins to approve the minutes of the regular meeting held on January 7, 2019.

MOTION UNANIMOUSLY APPROVED

REGULAR BUSINESS:

1. Friends of Gumbo Limbo Presentation

Ms. Michele Peel, President of the Friends of Gumbo Limbo gave a presentation on the role the "Friends" plays in providing enhancements to the center. She provided informational material illustrating how the Friends funds operating expenses and capital projects. She asked the Board to continue to support the development of the master plan.

2. Budget Revisions Update

Mr. Merv Timberlake, District Financial Advisor, presented a revised 2018/2019 budget. He stated that District Reserves increased by \$4,000,000 due to the incompleteness of several capital projects. Revised budget items include: Swim & Racquet Center Construction \$2,160,000; Golf course demolition of buildings \$735,000; and Golf Course Design \$1,000,000. The revised 2019 budget leaves an available balance of approximately \$1.7 million.

Commissioner Ehrnst observed that the District has deviated from the budget on several capital projects. He expressed concern about all of the budget adjustments that have transpired on District projects. His expectation is a level of accountability and information that could be utilized on other projects to avoid cost overruns. Revenue assumptions for the golf course and the District's

capitalization capabilities will require greater scrutiny. He anticipates working with Mr. Timberlake to manage the budget.

3. Approval of Accrued Annual & Sick Leave Benefits for Madlane Bentivegna

This item was deferred; it will be placed on the February 12th agenda.

4. Interim Executive Director Contract

Mr. Sam Goren, District Legal Counsel provided the Employment Agreement between the District and Briann Harms for the position of Interim Executive Director. He reviewed the terms of the contract and the services to be performed.

MOTION was made by Commissioner Engel and seconded by Commissioner Rollins to amend the contract under Article 3.0; Paragraph 3.2 to pay the Interim Executive Director one week of severance per year of service; up to 20 weeks. Going forward, Ms. Harms will be given credit for her previous five-years of service.

MOTION UNANIMOUSLY APPROVED

MOTION was made by Commissioner Rollins and seconded by Commissioner Engel to amend the contract under Article 5.0; Paragraph 5.1 to adjust the Interim Executive Director's annual base salary of \$93,852 to \$105,000.

MOTION UNANIMOUSLY APPROVED

MOTION was made by Commissioner Ehrnst and seconded by Commissioner Rollins to transition the language, minus the last sentence, in Mr. Koski's Employment Agreement under Article 9.0 [Ethics and Conflicts of Interest] into the provisions of the Interim Executive Director's contract.

MOTION UNANIMOUSLY APPROVED

The Board established January 1, 2019 as the effective date of Ms. Harms' position as Interim Executive Director.

Commissioner Rollins suggested an annual Performance Evaluation be included in the District's Employee Manual.

Mr. Goren will amend the Interim Executive Director contract inserting verbiage under Article 810, Paragraph 8.2 to ensure that the existing benefits accrued by Ms. Harms are included in the contract.

MOTION was made by Commissioner Rollins and seconded by Commissioner Ehrnst to approve the Interim Executive Director Contract as amended subject to final presentation on February 12, 2019.

MOTION UNANIMOUSLY APPROVED

5. Arthur C. Koski Contract

Mr. Sam Goren, District Legal Counsel provided the Employment Agreement which transitions Mr. Koski from the position of District Executive Director to the position of Construction/Project Manager for Boca Raton National Golf Club. He reviewed the terms of the contract and the services to be performed.

At the request of Mr. Koski, Article 3.0, Paragraph 3.2 will be deleted from the contract. The framework of the contract will be changed to reflect an independent contractor relationship.

MOTION was made by Commissioner Ehrnst and seconded by Commissioner Engel to direct Mr. Goren to investigate a compensation range for the position of Construction/Project Manager specifically related to golf design on both a full time and part time basis.

MOTION UNANIMOUSLY APPROVED

6. Change Order Gumbo Limbo Boardwalk

Ms. Melissa Dawson, District Facilities Manager, furnished a copy of a Change Order in the amount of \$8,400 for the removal and replacement of rotted wood on the boardwalk and the installation of mounting straps.

MOTION was made by Commissioner Wright and seconded by Commissioner Rollins to approve the Gumbo Limbo Boardwalk Change Order in the amount of **\$8,400**.

MOTION UNANIMOUSLY APPROVED

APPROVAL OF PAYROLL AND INVOICES:

MOTION was made by Commissioner Ehrnst and seconded by Commissioner Engel to approve payroll and invoices as presented totaling **\$454,108.22**.

MOTION UNANIMOUSLY APPROVED

REPORTS AND DISCUSSION ITEMS:

Executive Director -

Ms. Briann Harms, Interim Executive Director sought approval for moving \$399,000 from City Capital Reserves to fund the City's purchase of vehicles and equipment.

MOTION was made by Commissioner Engel and seconded by Commissioner Rollins to approve moving \$399,000 from City Capital Reserves in the 2018/2019 Budget for the purchase of vehicles and equipment.

MOTION UNANIMOUSLY APPROVED

Other items addressed by Ms. Harms included: placement and discussion of the District Employee Manual on a future agenda; the solicitation of additional information pertaining to

pension/retirement plans; and District Counsel reviewing the Master Interlocal Agreement for compliance with the District's Enabling Legislation.

Golf Course Update -

Mr. Koski stated that the City is going to request a one-year extension on the agreement for the sale of the Municipal Golf Course. At the request of Mr. George Brown, Deputy City Manager, he is preparing a project timetable/projected expenses and determining whether the District will ask the City to participate in the financing of the construction.

Highlights:

The golf course design is 70% to 80% complete. Continue on-going efforts to reduce construction costs. Procure the project through a pre-qualification process. Information for all prospective bidders available sometime in March; award bid sometime in April; commence construction latter part of April/early May. Examining lighting for the driving range and the short course (cradle). Looking closely to make sure the maintenance facility is economical and functional; same with placement of restrooms and food bar. Golf carts will be stored beneath the clubhouse for transport via tunnel.

Commissioner Wright expressed concern that no project figures are available yet to discuss with the City at a joint meeting. She stressed the importance of the need to engage a Superintendent or Golf Course Manager to work with the architect. Mr. Koski responded that within the next two weeks estimated costs for the project will be presented to the City. He has spoken with various individuals regarding the engagement of a Superintendent or Golf Course Manager.

Facilities Manager -

Ms. Dawson gave an update on the following projects:

Gumbo Limbo: 3 ft. concrete base for the tower being installed; frames are in place for the sixth tower pilings 52 ft. high. Substantial Completion date is June 2nd, 2019. Gumbo Limbo Pumps – waiting on permitting. **Central Restrooms:** demolition has commenced. **Patch Reef Park** - pre-Construction meeting held for Artificial Turf fields. **Patch Reef Tennis Courts:** four samples taken– asphalt weakening –evaluating if able to do a full fiberglass coat. **Sugar Sand Park:** Science Playground – warranty repair work completed; considering high density inserts for installation in other areas. **Swim & Racquet Center:** signage package being installed; push button activation - Jan. 25; window & blinds - Feb. 14. Final quote for floor issue solution being reviewed by Ms. Harms.

District Counsel -

Mr. Goren advised that the Petrykowski lawsuit is being discussed with the City Attorney.

Commissioners -

Commissioner Ehrnst thanked former Commissioner Gordon J. Gilbert and Mr. Koski for their vision and leadership.

Commissioner Vogelgesang thanked Ms. Madlane Bentivegna for her 32 years of service. She acknowledged that JoAnn Miller is not only a replacement but is an asset to the Board and the District.

Commissioners may submit a list of their priorities for future discussion.

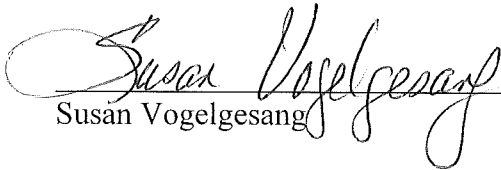
FUTURE AGENDA ITEM -

- February 12 - Approval of Accrued Annual & Sick Leave Benefits for Madlane Bentivegna
- Approval of Amended Contract for Interim Executive Director
- Arthur C. Koski Contract
- Employee Manual Discussion
- Master Interlocal Agreement Discussion

ADJOURNMENT:

MOTION was made by Commissioner Engel and seconded by Commissioner Rollins to adjourn the meeting at approximately 7:30 p.m.

MOTION UNANIMOUSLY APPROVED



Susan Vogelgesang Chairman



Craig F. Ehrnst Secretary-Treasurer