

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Harbor Bay Community Development District was held on **Thursday, March 2, 2017 at 6:00 p.m.** at the MiraBay Clubhouse, located at 107 Manns Harbor Drive, Apollo Beach, Florida 33752.

Present and constituting a quorum were:

Paul Curley	Board Supervisor, Chairman
Joe McNeil	Board Supervisor, Vice Chairman
Ned Carr	Board Supervisor, Assistant Secretary
Steve Lockom	Board Supervisor, Assistant Secretary
Tim Nargi	Board Supervisor, Assistant Secretary

Also present were:

Joseph Roethke	District Manager, Rizzetta & Co.
Michael Eckert	District Counsel, Hopping Green & Sams P.A.
Greg Pierson	District Counsel, Hopping Green & Sams P.A.
Greg Woodcock	Interim District Engineer, Cardno
Raul Anaya	Club Director
Mindy Anderson	Club Manager
John Magnavita	Langan Engineering
Roger Archabal	Langan Engineering
George Tibedo	Buchart Horn (<i>via phone</i>)
Scott Smith	Business Development Manager, Rizzetta & Co.
Greg Gruhl	Amenities Manager, Rizzetta & Co.
Audience	

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

The meeting was called to order and roll call performed confirming that a quorum was present. The Pledge of Allegiance was conducted.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Curley reminded all those in attendance of District procedures in terms of audience comments, reminding everyone that this section is for comments on agenda items and unrelated items can be brought up at the end of the meeting. He explained that the Board probably will not respond to comments at this time and comments are limited to three minutes.

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A resident asked about seawall RFP and new wall versus riprap options.

A resident asked about batting cage.

A resident commented on micro-management of staff and vendors and discussed seawall issues.

(Mr. Tibedo arrived via phone while the meeting was in progress at 6:08 p.m.)

THIRD ORDER OF BUSINESS

Chairman’s Perspective on Agenda Items

There is no discussion for this item.

FOURTH ORDER OF BUSINESS

Discussion of Seawall Project

- i. RFP Documents**
- ii. RFP Documents from Langan**
- iii. Supervisor Comments on RFP Documents**
- iv. Seawall Cost Discussion**
- v. Seawall Mailing Survey Responses**

Mr. Roethke reviewed the results of the seawall survey with the Board.

Mr. Pierson reviewed the forms of the RFP documents with the Board and discussed questions from several of the Board Supervisors. These questions included phasing options, clarification of the scope, bonding options, proposal guarantees, and timeframes for on-site contractor visits, and pre-bid meetings. The Board made several clarifications: remove sub-phasing language; change the proposal guarantee from 90 days to 60 days; make the pre-bid meeting mandatory, with the option for the contractor to tour again at their discretion; and address the full extent of the riprap reconstruction

The Board discussed comments from each Supervisor regarding lot-by-lot comments on Langan’s suggested and recommended repairs. With changes to one lot, 5720 Sea Turtle, the Board directed Staff to follow the “Recommended” and “Suggested” lot-by-lot repair solutions proposed by Langan on their 2/0 map within the RFP document.

Mr. Archabal suggested doing a test of new riprap to current sections near mangroves. The Board directed Staff to incorporate this test into the RFP.

Mr. Eckert will work on a contribution agreement that can be used for any resident that would like to pay for additional costs to upgrade the Seawall on their specific lot. District Management will work with any survey respondents that were undecided on this item.

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92 **Discussion**

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94 Mr. Tibedo discussed warning signage throughout the canal with the Board. District
95 Counsel will research whether or not the canal is a State Inland Waterway. Upon confirmation, the
96 canal would be exempt from the statutory requirements to install previously discussed telephone
97 pole signage. However, there are subjective decisions to be made regarding the spacing of the
98 signage, if it is needed at all. These decisions will be up to the Board. The Board would like
99 minimum signage at this time, including entrances and "check boarding" areas.

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On a Motion by Mr. McNeil, seconded by Mr. Curley, with four in favor and Mr. Nargi opposed, the Board of Supervisors approved the RFP for 23 lots as amended based on comments made during the meeting, including addition of riprap test area near Mangroves and minimum signage for Harbor Bay Community Development District.

(Mr. Tibedo left while the meeting was in progress at 7:59 pm)

Mr. Lockom addressed issues with inaccurate information being posted on social media, specific to engineering issues related to the Seawall, such as soil piping. Mr. Archabal discussed the issue and mentioned that Langan evaluated this in detail and they did not see any soil piping with relation to the Seawall.

(Both Mr. Archabal and Mr. Magnavita left while the meeting was in progress at 8:14 pm)

FIFTH ORDER OF BUSINESS

Clubhouse Update

Mr. Carr presented a scope of work and some previous estimates for the clubhouse restoration project and reviewed the details of these documents with the rest of the Board. The Board discussed phasing options of the project.

Mr. Carr also produced an alternative scope of work which will mark some items as a priority. The Board directed staff to research permitting issues for the Dockers expansion, including costs associated with parking. The Board will provide comments to the District Manager which will be presented at a future meeting. The Board will continue to refine the scope and then will solicit proposals from bidders. Finally, the Board discussed converting the Outfitters to a Tiki Bar and utilizing the Sales Center as a more formal area for adults only. The Board directed staff to move forward with the expansion of Dockers and the clubhouse project within the scope of the two proposed budgets (\$150,000 and \$200,000), refurbishing of Outfitters, and to research the viability of these. District Counsel will check on the status of alcohol license application for Outfitters. The Board also instructed District Counsel to review the District's agreement with Kay Green.

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SIXTH ORDER OF BUSINESS

Rizzetta Update
1. Proposal for Field Services

Mr. Roethke presented a proposal for Professional Field Services to the Board. Mr. Smith reviewed the details of this proposal with the Board. Mr. McNeil added comments regarding the scope of services within this proposal. Mr. Curley also presented questions regarding the scope.

On a Motion by Mr. Curley, seconded by Mr. McNeil, with four in favor and Mr. Carr opposed, the Board of Supervisors approved the proposal from Rizzetta for Professional Field Services at a cost of (\$1,000 per month) to be revisited after a period of 3 months for Harbor Bay Community Development District.

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SEVENTH ORDER OF BUSINESS

Proposal for RASI

Mr. Roethke presented an updated proposal from Rizzetta Amenity Services for clubhouse staffing. Mr. Smith reviewed the details of this updated proposal with the Board. A discussion ensued and Mr. Smith entertained various questions from the Board.

On a Motion by Mr. McNeil, seconded by Mr. Nargi, with all in favor, the Board of Supervisors approved the proposal from Rizzetta Amenity Services for Amenity Staffing in substantial form, pending changes to the scope, with final signoff by Board Chair for Harbor Bay Community Development District.

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EIGHTH ORDER OF BUSINESS

Conveyances

Mr. McNeil reviewed a draft of Conveyance Acceptance Standards with the Board. A discussion ensued and several updates were made. The Board would like to see a property 90% "built out" before accepting the conveyance. Other changes were discussed regarding engineer selection, landscaping concerns, and special requirements for water conveyances.

(Both Mr. Smith and Mr. Gruhl left while the meeting was in progress at 9:53 pm)

(A brief recess was taken at 9:53 p.m. and the meeting reconvened at 10:02 p.m. with all Supervisors and Staff in attendance at the onset of the meeting still in attendance.)

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NINTH ORDER OF BUSINESS

Street Signs and Crosswalk

This item has been tabled.

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TENTH ORDER OF BUSINESS

Resident Communication

Mr. Curley reviewed suggestions for consistent resident communication with the Board, including Q & A for the website, template for responses to residents, and potential actions to be

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170 inserted into these responses. Mr. McNeil presented a draft of a letter that could be sent to residents
171 regarding Seawall updates. Mr. Roethke will distribute this to the Board for comments. District
172 Staff will work on a plan for updating Q&A items to the website.

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174 **ELEVENTH ORDER OF BUSINESS** **Batting Cage**

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176 Mr. Nargi reviewed batting cage costs with the Board and discussed suggestions for
177 installation locations.

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On a Motion by Mr. Nargi, seconded by Mr. McNeil, with four in favor and Mr. Curley opposed, the Board of Supervisors approved batting cage purchase for a not-to-exceed amount of (\$3,500) with placement at an open area next to the swing sets at Landings Park, pending review of the area by District Engineer for Harbor Bay Community Development District.

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180 **TWELFTH ORDER OF BUSINESS** **Boating Issues**

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182 Mr. Roethke presented several new vessel registrations and one vessel renewal to the Board.
183 The Board directed staff to ensure staff is trained on ECC/EAC duties. The Board then directed
184 staff to work with Newland and the HOA to inquire if they would be willing to take back
185 responsibility of these duties.

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187 **THIRTEENTH ORDER OF BUSINESS** **Long-Range Architectural and Capital**
188 **Plan**

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190 Mr. Curley reviewed a draft of the Long-Range Architectural and Capital Plan with the
191 Board. Included in this item is the definition of the team involved as well as deliverables in phases.
192 A discussion ensued regarding several of the long-range items on the list.

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194 **FOURTEENTH ORDER OF BUSINESS** **Administrative Issues**

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196 Mr. Curley discussed several items, including audience comments. The Board would like to
197 allow comments on agenda and non-agenda items at the beginning of the meeting.

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199 Mr. Curley and the Board would like staff to look into adding a hot tub in conjunction with
200 the rest of the pool repairs.

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202 **FIFTEENTH ORDER OF BUSINESS** **Review of Tentative Agenda for March 16,**
203 **2017**

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205 The Board discussed adding additional meetings per month going forward, starting in April.

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On a Motion by Mr. Curley, seconded by Mr. Lockom, with all in favor, the Board of Supervisors set special meetings on April 6, 2017 and May 4, 2017, with a 3-hour time limit for future meetings for Harbor Bay Community Development District.

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SIXTEENTH ORDER OF BUSINESS

Consent Agenda Items

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A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting Held on February 2, 2017

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B. Consideration of Master Project Requisitions (if any)

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C. Consideration of Supplemental Project Requisitions (if any)

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E. Consideration of RFQ for Engineering Services

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On a Motion by Mr. McNeil, seconded by Mr. Carr, with all in favor, the Board of Supervisors approved consent items A-C, E and removed Indemnity Agreement from consent agenda for Harbor Bay Community Development District.

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SEVENTEENTH ORDER OF BUSINESS

Staff Reports

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A. District Counsel

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Mr. Eckert informed the Board that they are working on the street signage items.

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B. District Engineer

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Mr. Woodcock discussed updates on construction requisitions and the plan for pool repairs.

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Mr. Woodcock also recommended that the District close the slide until structural integrity issues have been addressed satisfactorily.

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C. District Manager

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Mr. Roethke reminded the Board that the next meeting will be held on March 16, 2017 at 6:00 p.m. at the MiraBay Clubhouse.

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EIGHTEENTH ORDER OF BUSINESS

Supervisor Requests

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Mr. McNeil discussed fence extension at Sea Crest.

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On a Motion by Mr. McNeil, seconded by Mr. Nargi, with all in favor, the Board of Supervisors approved the proposal for (\$950) for fence extension for Harbor Bay Community Development District.

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Mr. McNeil would like to work with District Engineer and Langan to discuss dock extensions.

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Mr. Nargi would like to discuss soccer goals on the next agenda.

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NINETEENTH ORDER OF BUSINESS

Audience Comments

A resident discussed neighborhood watch issues, including notifying homeowners of issues along canals.

A resident asked Mr. McNeil for a follow-up on Envera issues.

A resident discussed the Dockers expansion.

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TWENTIETH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Curley, seconded by Mr. Nargi, with all in favor, the Board adjourned the meeting at 11:14 p.m. for Harbor Bay Community Development District.

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Secretary/Assistant Secretary


Chairman/ Vice Chairman