

# **MINUTES OF MEETING**

## **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**

A special meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Tuesday September 22, 2020 at 6:00 p.m. via ZOOM pursuant to Executive Order 20-69 and Section 120.54(5)(b)2, Florida Statutes.

Present and constituting a quorum were:

Marcial Rodriguez, Jr  
Brenda Jennings  
Michelle Incandela  
John Crary  
Mark Peters

Chairman  
Vice-Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Kristen Suit  
Tucker Mackie  
Emma Gregory  
Ariel Medina  
Dennis Hisler  
Lumuel Rivera

District Manager  
District Attorney  
District Attorney  
Field Supervisor, Inframark  
Landscape & Maintenance CDD Liaison  
Magnosec

*The following is a summary of the minutes and actions taken at the September 22, 2020 meeting of the Brighton Lakes CDD.*

### **FIRST ORDER OF BUSINESS**

#### **Call to Order/Roll Call**

- Ms. Suit called the meeting to order and called the roll. A quorum was established.

### **SECOND ORDER OF BUSINESS**

#### **Public Comments**

- Mr. Crary wanted to thank Gerry Frawley, Denny Hisler, Joe Closco, Ariel Medina and Lumuel Rivera for time they spent putting this plan together. Ms. Suit was helpful and did an excellent job as she put things in there which were needed. Ms. Gregory edited the large portion of the documents.
- No public comments were received.

### **THIRD ORDER OF BUSINESS**

#### **Pool Reopening Plan**

- Ms. Suit indicated the Board received the package prepared by Ms. Gregory for the pool reopening plan.

**A. Pool Reopening Recommendation Guidelines**

- Mr. Crary stated the most important decision the Board has to make is whether they are going to open five days or seven days as this drives a lot of questions about cost.
- Mr. Rodriguez, Jr. would like to go into this gradually with a five-day approach versus jumping wide in with a seven day to see what kind of response they get from the residents. Five days will cost them a little less at this time, and they could always open it up further days down the line.
- Ms. Incandela asked if they were going to do it for example three days, say Friday, Saturday and Sunday for a month just to get things in place or for even two weeks to start off to make sure the procedures and policies are easy to implement then go to a five day week. She asked if this would be an option.
- Mr. Rodriguez, Jr said he would like that to see what kind of response we get as they do get a lot of people on the social media wanting the pool open but it is not a big outpour. He is okay with three to five days.
- Ms. Jennings would go along with this plan as well and thinks they need to start it slow.
- Ms. Incandela felt they have done a fantastic job putting the proposal together. She felt the proposal was thorough and the procedure very clear. It seems to be manageable but just in terms of before committing to that long period of consecutive dates to see where they are at how easy it is to actually implement it. Ms. Jennings agrees with Ms. Incandela with starting it slow and see how it goes making sure everything is in place. She thinks the recommendations and guidelines are thorough.
- Mr. Crary stated he has no issue with opening it up three days but his question is should they want to move it to five days, how would they make this decision as they do not have another meeting until November. Mr. Rodriguez, Jr stated he will make the decision if necessary if it is brought to their attention. If management is able to handle it and have the manpower, it is a matter to wait until the following week if that is okay. Mr. Crary stated as Mr. Rodriguez, Jr is the Chair of the Board and it sounds like an excellent idea. The only thing he

would say is he needs to make this decision a week or two ahead of time to make sure Magnosec is set.

- Ms. Suit stated it has been determined the pool will open three days a week at least at the beginning for several weeks and then allowing the Chairman to determine if they are going to extend the days to five days. Ms. Suit asked about the hours, discussion ensued on the hours.
- Mr. Peters asked if they could address the opening date. He indicated they had September 28<sup>th</sup> if they are going to do weekends only, they can back it up to September 25<sup>th</sup> or move it to October.
- Mr. Medina stated in their case, it would depend on what the Board approves today in terms of purchasing what is needed but does not know if there would be enough time to do that. Further discussion ensued on this matter.
- Ms. Suit asked what the hours are. Mr. Crary felt they should leave the hours alone since they are going to compress it into three days. He would like to see if people will come that early in the morning if they don't, then the time can be adjusted.

On MOTION by Ms. Incandela seconded by Ms. Jennings with all in favor to reopen the pool on October 2, 2020, three days a week Friday, Saturday and Sunday from 10:00 a.m. to 6:00 pm, authorizing the Chairman to decide whether to expand the opening to five days per week based on an evaluation of the public health and safety conditions was approved. 5-0

#### **B. Pool Cleaning Procedure**

- Mr. Medina asked if they wanted him to go over the products and the item which needs to be purchased. Ms. Suit wanted to know how they wanted to go over the approval process. She wanted to know if the Board wants a not to exceed amount; they are individual products and she does not know how many are needed.
- Mr. Medina stated when it comes to the sanitizing equipment products they will have to be purchased. He thinks they have enough to cover two months depending on how many people.

- Ms. Suit stated the information is on page 15 of the proposals. Mr. Crary asked if this is including moving the expenditures for the table and chairs as well. Ms. Suit indicated this is not included in this amount, but they will get to that as there are additional umbrellas and tables, but Mr. Medina will determine whether the stands were needed. Mr. Medina stated they have two stands they just need to buy three more for the umbrella.
- Ms. Suit stated they are looking at an estimate of \$1,505 for the cleaning supplies and questioned Mr. Medina on how long this purchase would last. He indicated it would depend on the number of individuals using the pool, but believes it is enough for one month possibly two.
- Mr. Peter's asked if masks are being provided to the individuals who show up. Mr. Medina indicated masks will be on hand should individuals show up without one and Magnosec will have a thermometer available.
- Ms. Suit stated with the items on there the cleaning supplies as well as the three umbrella bases if everyone was comfortable, and the total amount is \$1505. Ms. Suit asked Mr. Medina whether this included the signs, he stated the signs are not included and provided an individual price with signs. He said they could make signs themselves and laminate them but those would deteriorate. However, if they would like a vinyl sign, it can be provided from Fast Signs at a cost of \$24 each.
- The total cost for the cleaning supplies and purchasing the signs is \$1,769 from that point they would not be buying additional signs or umbrellas and this would be a not to exceed amount to purchase these items plus the cleaning supplies for the first month.

On MOTION by Mr. Crary seconded by Ms. Jennings with all in favor for the initial cleaning supplies, signage, umbrellas, tables, and umbrella bases in the amount of not to exceed \$2,000 was approved.

**C. Cost Estimate for District Reopening Plan**

- Ms. Suit stated the Magnosec contract amount provided to the Board today went from \$16.00 an hour to \$16.50 an hour. She said the Board would have to approve

the contract increase per hour and Mr. Medina will notify them of the number of hours.

- Mr. Rodriguez, Jr. questioned why did the dollar amount change. Mr. Rivera of Magnosec stated since Covid the quality of the officers has been harder to find and that is why he is paying the officers more. He has been looking for bilingual officers for the District. Everything else remains the same just the cost of the officers per hour have increased.
- Ms. Suit stated for the foreseeable future it will be three days and if the Chairman determined it is necessary or authorizes, they move to five days a week then they would increase the amount.
- Ms. Mackie stated she wanted to flag for the Board the cost of two officers for five days a week and this was when they were utilizing the \$16.00 an hour. Now that it is \$16.50 just if they are talking about a full budget year, they are exceeding the amount they budgeted for security service for the year. Once they move to five days a week they will be into the budget year and a portion of that will only be three days a week she is certain there will be some savings there but there may be a possibility that they go over budget on that item.
- Ms. Incandela stated to Mr. Rodriguez, Jr when he is assessing the opening it would also be a good idea to asses if they need the two officers after two weeks of being open and seeing how everything plays out over those couple of weekends she thinks they would have a feel of whether it is necessary to have two officers or maybe if they scale back on the number of officers, they will have to take it as it goes. The other option is if they don't feel they can reduce the number of officers is to keep the number of days down in order to be able to satisfy both.
- Mr. Rivera stated with his other clients they only have one officer in the hotels and communities. He said they can start with two, but he is confident that one of his officers can do the job of two.
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- Ms. Incandela stated they go ahead with the two-officer schedule for the first two weekends because if there is going to be any sort of issues with implementation, they will know about it right away.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr with all in favor Magnosec increased the hourly rate for two officers to \$16.50 an hour for 8 hours a day, three days a week (Friday, Saturday and Sunday from 10:00 am to 6:00 pm) for the first two weeks and authorizing the Chairman to decide whether to change the staffing level for security services based on an evaluation of the public health and safety conditions was approved. 5-0

- Mr. Crary asked if Mr. Rodriguez, Jr decides to increase the days from three days to five days, if Ms. Suit could send the Board a memo indicating this change.

On MOTION by Mr. Crary seconded by Ms. Jennings with all in favor the reopening guidelines as presented were approved. 5-0

- Ms. Suit indicated they will discuss the Inframark attendant. She will have Mr. Medina discuss this.
- Mr. Medina indicated they will be having an attendant everyday but now it is three days and they only need one attendant. They will have the individual there and make up the difference by working in the field.
- Ms. Suit asked the Board if they need more than one attendant on Board consensus, they decided one attendant is necessary at this time and if there is a need to change, they will make the adjustment.
- Discussion ensued regarding the Inframark attendant's schedule and the hours.



On MOTION by Mr. Peters seconded by Mr. Crary with all in favor the Inframark recreation center attendant for three days a week (Friday, Saturday and Sunday from 10:00 am to 6:00) and onsite in field for 32 hours with a total of 56 hours a week with the monthly contract amount of \$5,165.20 and authorizing the Chairman to extend the recreation center attendant to five days reducing additional onsite field staff to 16 hours a week after two weeks of opening was approved. 5-0

**D. Pool Reopening Log**

- The pool log will be maintained by Magnosec.

**E. Pool Use Waiver**

- Magnosec will be maintaining the waiver liability and the whole harmless agreement. Magnosec will have the resident register, sign the log and the waiver. Mr. Rodriguez stated they need to ensure they live in the community by producing a valid ID.
- Ms. Incandela asked in terms of the ID whatever their normal screening procedure is for allowing guests into the clubhouse she thinks they should follow the same procedure.
- Further discussion ensued regarding the residents ID, verification, as well as the waiver agreement.
- The Board provided wording of notice to be sent out regarding the opening of the pool. "Pool Opening with Covid Restrictions on October 2, 2020, 3 days Friday, Saturday and Sunday for Residents only and masks will be required. Ms. Mackie indicated it should be noted there is a two-hour limit based on the demand.
- The waiver will be updated by Ms. Mackie and the log will be revised by Mr. Crary once these are updated, the documents will be sent to Ms. Suit so she can ensure it is provided to Magnosec

**FOURTH ORDER OF BUSINESS**

**Discussion and Consideration of  
Augmentation of the Pool Area Tables**

- Item discussed.

**FIFTH ORDER OF BUSINESS**

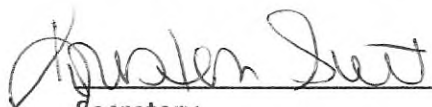
**Supervisor Requests**

- None.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Rodriguez, Jr seconded by Ms. Jennings  
with all in favor the meeting adjourned. 5-0

  
Secretary

  
Chairman/Vice-Chair