

MINUTES OF WORKSHOP

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

A workshop of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday, January 9, 2014, at 5:30 p.m. at the Brighton Lakes Recreation Center, 4250 Brighton Lakes Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Michelle Incandela	Chairman
John Mastromarino	Assistant Secretary
John McGrath	Assistant Secretary
Dolores Pieters	Assistant Secretary

Also present were:

Gary L. Moyer	District Manager
Tucker Mackie	District Counsel
Brian Smith	Field Manager
Residents and members of the public	

This represents the context and summary of the workshop.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Moyer called the workshop to order at 5:30 p.m.

Mr. Moyer called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Discussion Item – Capital Improvement Plan

Mr. Smith stated I worked on this matter until this morning with Mr. Moyer to determine where we had funds available. This matter culminates from our discussion over six months regarding prices for these capital projects and the needs for this year. The first item listed is the Recreation Center and the associated items, such as the playground equipment for each tot lot. We used a budgeted number to get the most for our money. Up to this point, I did not want to look into prices. We budgeted \$20,000 for each piece of equipment, but for \$60,000, we can bring in a company to set up a program and perhaps take advantage of discounts for a good final product. For the additional parking, I obtained a price of \$9,800 for the striping if we do on-street parking. However, I budgeted a few extra hundred dollars for the signage, so we may go over \$10,000. The grass parking lot will end up costing \$6,000. The second driveway will cost \$4,000 plus any wood needed to contain the area as well as signage. I am looking at costs for mulching the area to keep it from turning into mud. I put these prices together with

budget numbers, once we make a decision on which way we want to go. Then you have miscellaneous improvements such as drainage. On temporary labor, I would like to bring someone in to pressure wash the curbs, paint the fire hydrants and regulatory signage, and straighten the signs along Brighton Lakes Boulevard and then into the community. We can enter into a beautification program from the front to all the way back of the project.

Mr. McGrath asked which signs are these?

Mr. Smith stated all of the regulatory signs such as the stop signs.

Mr. McGrath asked are we going to repaint them?

Mr. Smith stated yes.

Mr. Mastromarino asked would they be painted florescent or in reflective paint?

Mr. Smith stated we would only be painting the posts and frames. Of course we would also be painting the bridge, as well as the railings and light fixtures. In order to do this work, they would have to be pressure washed. I also added funds for a golf cart and a shed. We have Mr. Geinor Real coming at 8:00 a.m., and I would like to utilize him out in the community more. For example, our landscape contract includes picking up trash once a week. We can have him make a trash run, clean and monitor the doggie pots and drive through the tot lots. My staff is here once a month for a tot lot review, but they are not here to do any cleanup. They are just doing safety reviews. As far as our Capital Reserve Budget, we have a reserve for landscaping, for the recreation facility and for signage. Once we go through and finalize our Capital Improvement Plan, we still have an additional \$25,000 that we can use or save.

Mr. McGrath asked in terms of the golf cart, what type of situation do we get into if someone is using an unlicensed motorized vehicle on sidewalks and roads? I do not know if we can even license that vehicle.

Mr. Smith stated someone can use a utility vehicle as long as it has an orange sign on the back. For example, you may see a lawn mower going down the road. This is considered a utility vehicle used for maintenance purposes.

Mr. McGrath asked where would you put the shed?

Mr. Smith stated I am trying to find somewhere around here to put the shed, and it would match the building. I will screen it with landscaping.

Mr. McGrath asked is this a build-it-yourself type of building from Home Depot?

Mr. Smith stated it would be a building that matches the architectural structure of this building to make it look like it is supposed to be here, and I will landscape around it.

Mr. Mastromarino stated in regard to the golf cart, I prefer a battery-operated one.

Mr. Smith stated we will see what we have available to us. We can either get a gas-powered or battery-powered one.

Mr. Mastromarino stated if we get a battery-powered one, then we need to have an electrician wire a charging station.

Mr. Smith stated I am looking into gas-powered ones. We bought a used gas-powered golf cart six to seven years ago, and our staff knows how to repair it. They can keep them running forever. I only paid \$1,500 for it.

Mr. Mastromarino stated that is a good idea.

Ms. Pieters asked how long would it take him to go around the entire community?

Mr. Smith stated it would not take him more than half of a day.

Ms. Pieters asked what is going to happen to the community center if he is not there?

Mr. Smith stated he will not be doing it every day. If he is already driving in and sees trash, then he can make a quick trash run. He is already doing that on a regular basis. For example, our landscape contractor comes in once a week. Three days after he picks up trash, it is time to do it again. He is doing it for an hour every day.

Mr. McGrath stated I wish I had more time than right now to review these dollars.

Mr. Smith stated keep in mind, we have been talking about this for months.

Mr. McGrath stated if we get a shed, I would rather have a bigger one than a smaller one because somehow there will always be something else to store. I think this is a good idea. The only reason I was concerned about the golf cart is regarding the legality to have one on public streets. But as long as it is legal, I am all for it.

Mr. Smith stated most of the time he is going to be on the cart path, to get him back into the neighborhoods.

Mr. Mastromarino stated as I look at this and the financials for the month, I noticed we were in violation on a few items. One of them was regarding the pool resurfacing.

Mr. Smith stated they told us the pool had to be resurfaced.

Mr. Mastromarino stated that is the number-one priority.

Mr. McGrath stated no argument. The only comment I have is whether we can negotiate with whomever does the resurfacing regarding the time best for them since that might reduce the cost. But if we are in situation where we just have to do it before summer, we should just get it done.

Mr. Smith stated for example, I budgeted numbers for these line items versus me going out and obtaining bids from three companies, which would take a great deal of time. I understand what these are basically going to cost. For the pool resurfacing, I would have to meet with three contractors to see what it is going to take. We are going to use fire hydrants to refill it so I will go to the County and to Toho Water Authority to make sure they are okay with me emptying the pool and refilling it from the fire hydrants.

Mr. McGrath stated I am sure the pool resurfacers can walk you through this.

Mr. Smith stated yes, and I have done this before.

Mr. Mastromarino asked should we go over all of these items from the top and prioritize them?

Mr. McGrath stated I believe there are a couple of items we can live without, in my opinion. I think we can do without the playground equipment on Chapala. The other three items we should do. We talked about maybe not doing much on Chapala.

Ms. Incandela asked how many playgrounds did we remove equipment from?

Mr. Smith stated we have six playgrounds. We are going to lose the ones on Biel and Maracaibo. I left the other four because geographically, people can get to them. A lot of people live on Chapala and use this playground. The Volta playground is used a lot.

Ms. Incandela stated previously we were looking into other options, such as large cast iron swing sets, which were a lot less expensive than the full playground equipment so there would at least still be something there.

Mr. Smith stated we are budgeting for four parks. They may suggest that one be a toddler park, one be for seniors, and one be an exercise park. We can have different types of parks and use our budgeted number for each one and make a nice program for our parks.

Ms. Incandela stated I recall us talking about making one a soccer park. If we do something like this, there is not a lot of equipment to maintain other than the goals, which are not expensive. We are mowing the grass anyway. I love the swing sets because they are strong and durable even for adults to use. That can save us a lot of money and still be providing activities.

Mr. McGrath asked are you saying all four playgrounds areas we agree we will spend \$60,000?

Ms. Incandela stated no. We are going to leave the \$60,000 in the budget for now.

Mr. McGrath stated but our intent is to go ahead with it.

Mr. Smith stated anything you do not want on the list, we will remove. At the end of this workshop, we will have the Board approve this Capital Improvement Budget. As I go to each item, I will bring proposals back to the Board. For example, if we spend \$5,500 on the fitness equipment rather than \$7,000, we will show what we have leftover. Once you authorize the work, I will proceed.

Mr. McGrath stated I do not believe we have to spend \$10,000 for the overflow parking lot. I think we have an improvement over what we had before. All we have to do is remove the cones and signage, and install a “No Overnight Parking” sign.

Ms. Incandela stated but the parking issue has been existent for a long time. I started thinking after the last meeting about the street parking, and I starting to take more notice of communities that have it because until you start looking for it, you do not realize how common it is. I think this is something we should look into. We may still be able to utilize it without doing much to it for the school buses since it is not necessarily overflow parking. We can do something minimal instead of needing to pave it or paint lines. I think we should take another look at street parking because it is space we are not utilizing. If it is legal for us to do this, it is already there and does not interfere with anyone’s property.

Mr. McGrath asked did the engineer recommend this?

Mr. Smith stated yes. The engineer highly recommended on-street parking as there was plenty of room, it is typical, and it would slow down traffic. Right now, you have a raceway. On-street parking slows down traffic tremendously

Mr. McGrath stated I am all for that. Unless there is other conversation, are we going to proceed with on-street parking and it will be a similar expenditure?

Ms. Incandela stated this is not something that would be done immediately. The thing we have to give Mr. Smith permission to do right away is the pool resurfacing.

Mr. Smith stated at the end of the day, we should remove items we do not want to do this year and approve the items you want to do as part of the Capital Improvement Plan. It does not mean we have to do those items. It just designates the funds for the item.

Mr. Mastromarino stated let us start at the first item, which is the fitness equipment. I thought all of the equipment was in good working order.

Mr. Smith stated it is, but there are a couple of items needing to be replaced. This anticipates replacing two pieces of equipment.

Ms. Incandela stated you always want to budget for fitness equipment because it wears down so often.

Mr. Mastromarino stated I understand, but in terms of using the dollars to replace it now, I wonder if we replace it or not.

Ms. Incandela stated we are not doing any of this now. What we are doing is basically saying what we are going to have to do this year or would like to do this year, and we want to make sure the monies are available for it. When we approve this plan, we are not doing any of these items immediately. What we are saying is when we do this, we have the funds for it. Fitness equipment is always something we want to include because it does break down and we do not want to be caught short because we did not plan ahead.

Mr. Mastromarino asked so your recommendation is to leave fitness equipment in the Capital Improvement Plan?

Ms. Incandela stated yes.

Mr. Moyer stated I would expect the first set of proposals Mr. Smith will bring back will be at the March meeting and he will probably bring back more at the May meeting.

Mr. Smith stated that is correct. I will choose four priorities and bring back proposals for those items. In the meantime, I will get proposals for the playground equipment for the March meeting, as it is a priority, as well as proposals for the pool resurfacing. Those are the two priority items we have to complete. Once those are completed, we will move on to the next two priority items.

Ms. Incandela asked can you wait until March to do the pool? Is that waiting too long?

Mr. Smith stated March would be okay because you will not use the pool until May. I will have proposals for the March meeting. I will also get with the County and inform them I have contractors and proposals and we are just waiting for CDD approval.

Mr. McGrath stated I did not see anyone in the pool tonight so it is not a problem.

Mr. Smith stated the other item out there is the handball court. Many people are pushing for this.

Mr. McGrath stated I like it because we are doing something new and different and we will get multiple uses out of it.

Ms. Incandela stated I see the handball court as equipment.

Mr. McGrath stated this is a one-time expenditure and the maintenance would be minimal.

Ms. Incandela stated I do not see anything else that I would say is out of the question. I think we can leave everything in this plan. Does Mr. Moyer have any concerns in terms of the amounts and going over budget?

Mr. Moyer stated I do not have any concerns. I was conservative when I gave Mr. Smith these numbers. It shows \$65,000 under unassigned, and we already used \$30,000 to cover the operating expenses of the District thus far. Now we are going to start getting substantial money from the non-ad valorem assessments, which means this number is actually \$95,000. I feel good about it. I like the idea of having the \$25,000 left. While we have something called Reserve for Recreation Facilities, and there is nothing wrong with what the Board is doing, I do think we should put some money away for roof replacement. We can pay for painting out of the operating budget. I recommend we put \$25,000 back into the Reserve for Recreation Facility Fund.

Mr. McGrath asked will we get 20 years out of our roof?

Mr. Smith stated the engineer believes we will. It is always nice to have a reserve in case of a hurricane.

Ms. Incandela asked what is a rough estimate for the cost of a new roof?

Mr. Smith stated probably \$100,000 for clay tile.

Ms. Incandela stated we would not necessarily have to go with a clay tile roof, unless there was a reason for it.

Mr. Smith stated I do not see why not you cannot go with structural shingles.

Mr. Mastromarino asked in regard to the bus stop, what was the \$8,000 for?

Mr. Smith stated \$8,000 was for the school bus stop itself.

Mr. McGrath stated I am not sure we should get involved in a bus stop or any covered rest area. The same goes for the speed hump. While it is certainly a good attempt to slow people down, I do not know where it ends. If I recall, the bus stop we looked at was for four to six people possibly. It is the wrong type of structure if the objective to shelter 20 kids when it is raining but the rest of the time it sits. I am not sure this is the best use of our money.

Mr. Smith stated I looked at the cost of a 10-foot by 10-foot shade structure with a wooden canopy or shingled roof. It would just be something they can stand under with a couple back-to-back benches.

Mr. McGrath stated it would not be as nice looking and would have to be maintained.

Mr. Smith stated it would look fine.

Ms. Pieters stated I do not like the idea of the bus stop or the cost of \$8,000. What do we need it for?

Mr. McGrath stated we thought it was a good idea with the parking lot across the street to have a covered area in case of inclement weather. However, many parents can have their children sit in their car until the bus arrives. My vote for a bus stop would be not to consider doing something like this.

Ms. Pieters stated I agree.

Ms. Incandela stated it is not a priority for me either, but we can still leave it in the Capital Improvement Plan.

Mr. Smith stated it will not be high on our priority list. We can consider it after the school year next year.

Mr. Mastromarino stated the other item I had a question on was plant replacement. Are we talking about replacing specific plantings or adding to what we currently have?

Mr. Smith stated it would be similar to what we have in front of the project, which are putting flax lilies throughout the project and removing the hollies because they all have witches broom. We also wanted to do some sodding in the tree rings and add some palm trees to enhance the community.

Mr. Mastromarino stated there are a couple of trees by the guard shack, which should be removed. Are they included?

Mr. Smith stated yes.

Mr. McGrath stated I think we should approve the Capital Improvement Plan as written on the basis we do not need to spend the money today.

On MOTION by Mr. McGrath, seconded by Mr. Mastromarino, with all in favor, unanimous approval was given to the Capital Improvement Plan, as presented.
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Mr. Moyer stated this is really more of an indication to Mr. Smith on what he needs to do so he is not wasting his time obtaining proposals for you. If you do not want to do anything once you receive the proposals, you just do not do it.

Ms. Incandela stated we should have another meeting before you spend the time to obtain bus stop proposals, for example, because the majority of the Board is not in favor at this point. So there is no point wasting time getting those.

Mr. Smith stated for the next meeting, I will bring proposals for the pool resurfacing, the handball wall, the golf cart and shed. For the playground equipment, I will also bring proposals. Do you want me to obtain proposals for the striping for the parking area?

Mr. McGrath stated we are just talking about adding line parking along the road.

Mr. Smith stated you can have striping on the road with two traffic lanes on the other side and one parking lane. There will basically just be a line all the way down designating the parking area.

Mr. McGrath stated this will be parallel parking.

Mr. Smith stated there will be parallel parking to the curb. Opposite the recreation center, we will have a striped area for bus parking only. At some point, if Lynx decides to come in here, they can use this area as a covered bus stop. Then you will have the hash marks, which will bring the cars into the center lane at Sevan Way.

Mr. Mastromarino stated so all of the striped lines will change somewhat.

Mr. Smith stated that is correct.

Mr. McGrath stated I am not sure if we build it, they will come. But that is where the bus is coming now and where many of the people park their cars, which prevents the bus from getting in.

Mr. Smith stated there will be "No Parking" signs and a designated area for the bus to pull in.

Mr. McGrath stated this will help solve the overflow parking for the basketball courts and the school bus stop. I do not see any reason we should not go ahead with it.

Ms. Pieters stated maybe they can put some cones so people do not pull into the bus area.

Mr. Smith stated I call the sheriff when I see people parking there so he can issue them a \$150 ticket.

Mr. McGrath asked in regard to the golf cart, is Mr. Real aware this is something we are interested in and is this something he is willing and able to do?

Mr. Smith stated I spoke to him about using him more, and he is aware of it. He uses his truck to pick up trash and haul it in the back of his truck. He will not have a problem with it.

Mr. McGrath asked what about miscellaneous improvements?

Mr. Smith stated I am already using temporary labor. Outside of the bus stop issue, the rest of the items are ones we are currently doing. I will point this out to you on the spreadsheet and deduct what I have already done.

FOURTH ORDER OF BUSINESS

Other Business

There being none, the next order of business followed.

FIFTH ORDER OF BUSINESS

Supervisor Requests and Comments

There being none, the next order of business followed.

SIXTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Incandela, seconded by Mr. McGrath, with all in favor, the workshop adjourned at 6:00 p.m.
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Gary L. Moyer, Secretary

Michelle Incandela, Chairman