

Minutes of the July 12, 2018 Meeting
Board of Trustees of the Beacon Meadows Special Dependent District

Carrollwood Cultural Center, 4537 Lowell Rd., Tampa, Florida

Trustees Present: Wendy McCrorey (President), Shirley Williams (Vice President), Barbara Appel (Treasurer), Penny Phillips (Secretary), Allen McCrorey (Trustee), Angela Lucero (Trustee)
Trustees Absent: Anne Blevins (Trustee)

The meeting was called to order by Wendy at 7:05 p.m.

Secretary's Report – The minutes of the June 2018 meeting were read by Trustees in advance. Barbara made a motion, seconded by Shirley, that the minutes be approved. The motion was approved by a vote of 6-0.

Treasurer's Report (June 2018)

Revenues: \$101

Expenditures:

Landscape maintenance - \$775

Utilities - \$111

Casey Rd. electric - \$25

Casey Rd. water - \$19

Gunn Hwy. electric - \$24

Gunn Hwy. water - \$42 (up from \$34 the previous month)

Electrical parts - \$60

Cash in bank: \$17,770

Available to spend: \$11,291

Actual available to spend from budget: \$233

Old Business

Referendum to Increase District Assessment – Barbara reported that the cost of mailing postcards to District residents to announce the referendum would be in excess of actual money available to spend in the budget. Penny drafted text for a flyer using Barbara's recommended points and e-mailed the draft to all Trustees in advance of the meeting. Trustees provided feedback and final wording was agreed upon at the meeting. Full-page flyers will be printed on pale yellow letter-size paper and distributed door-to-door by Trustees. After discussion of a delivery date, it was agreed that flyers should be delivered on July 28 starting at 8:00 a.m. Trustees will meet at Wendy and Allen's house, and Wendy will have a map prepared specifying distribution assignments. Penny will e-mail a reminder to Trustees prior to July 28.

Records Management Compliance – Penny reported that she read the on-line State of Florida manual "The Basics of Records Management." She summarized the responsibilities of the District, which included establishing a records management policy; inventorying District records (both paper and electronic); identifying applicable general retention schedules from the GS1-SL (General Records Schedule for State and Local Government Agencies); requesting establishment of individual retention schedules, if needed; and internally documenting records disposed of based on retention schedules. She will complete her review of the GS1-SL by the August Board meeting to identify general retention schedules that may be used by the District. She recommended that the next step be inventorying records.

Irrigation Systems and Dead Plants at Entrances – There was nothing new to report. Therefore, the topic was tabled until the August Board meeting.

Lights at Entrances – Barbara reported that she installed new rope lights on the sign on the south side of the Casey Rd. entrance.

Increase in Cost of Landscape Maintenance – Jay Kafcas of Jay’s Property Maintenance was not present at the meeting. Therefore, the topic was tabled until the August Board meeting.

New Business

Annual Backflow Prevention Device Inspection - Reminders from the County were mailed to the District about the July 28 deadline for device inspection. Penny contacted Maurici Plumbing and was informed that the cost of inspection went up from \$75 to \$100 per device. Therefore, Penny reviewed the County’s list of certified inspectors and contacted Just Testing; cost of inspection is \$50 per device. Barbara gave Penny approval to schedule the inspections, which are projected to be completed by July 13. Barbara should receive the bill and Penny should receive the reports by e-mail. If they are not submitted to the County by Just Testing, Penny will submit them to the County.

Note: Bill Pippins of Just Testing also specializes in irrigation system installation and repair, so the Board may be interested in requesting an estimate from him for future projects.

Meeting Minutes – Penny recommended that the meeting minutes be condensed in the future, so less time will be needed for drafting them by her and reading them by Trustees. The County’s guidelines for minutes specify that they can be as long or as short as the Board wants them to be, as long as they meet minimum requirements, which Penny will continue to ensure. In particular, she recommended that, in addition to required motions and votes, they include agreed upon decisions and actions of the Board and others and what Trustees volunteer/agree to do. However, Penny will include less detail and focus on summarizing discussions and information shared during meetings.

Penny pointed out that Wendy will need to sign all past minutes during her presidency, so Wendy agreed to do so in the near future. Furthermore, Penny referred to the County’s guidelines which state that each Board should adopt a written policy about when it takes public comment and how much comment will be included in the minutes. After discussion, Barbara made the following motion: *The public in attendance will be permitted to make comment at the conclusion of an applicable agenda item. Comment will be for up to three minutes per person after stating name and address. If the public requests to make comment on an item not on the agenda, comment may be made before adjournment of the meeting. All public comment will be briefly summarized in the minutes.* Shirley seconded this motion. The motion was approved by a vote of 6-0. It was agreed that the Board President will be responsible for advising the public in attendance of the policy and for enforcing it during the meeting.

There being no further business, Barbara made a motion, seconded by Shirley, that the meeting be adjourned, which was approved by a vote of 6-0. Wendy adjourned the meeting at 8:15 p.m.

Penny Phillips, Secretary _____

Wendy McCrorey, President _____