

Minutes of the April 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), Barbara Appel (Treasurer), Penny Phillips (Secretary), Anne Blevins (Trustee), Allen McCrorey (Trustee)
Trustees Absent: Shirley Williams (Vice President), Angela Lucero (Trustee)

The meeting was called to order by Wendy at 7:03 p.m.

Secretary's Report – The minutes of the March 2018 meeting were read by Trustees in advance. Anne made a motion, seconded by Wendy, that the minutes be approved. The motion was approved by a vote of 5-0.

Treasurer's Report (March 2018)

Revenues: \$485

Expenditures:

Landscape maintenance - \$775

Utilities - \$131

<u>Water</u>	<u>February</u>	<u>March</u>
Casey Rd.	\$59.61	\$32.76
Gunn Hwy.	\$26.09	\$45.94

Domain renewal for website - \$12

Cash in bank: \$19,500

Available to spend: \$10,036

Actual available to spend: \$189

Barbara explained that, due to constraints in the Repair and Maintenance budget category, the actual available to spend before the end of the fiscal year is \$189. In order to spend the additional funds, a separate advertised meeting (not a monthly Board meeting) would need to be conducted to readopt the budget. This would result in the cost of an additional advertisement in the Tampa Times (approximately \$100). Trustees agreed that this would not be a good use of money, as long as there are no unanticipated expenditures requiring use of the additional funds.

Old Business

Major Repairs to Gunn Hwy. Wall – Barbara reported that she had been provided photographs and drawings of the wall project from T-3 Construction. Since T-3 Construction's key employees are approaching retirement age, documentation of the project is essential. Penny agreed to retain the electronic copy and Anne agreed to retain the hard copy.

Referendum to Increase District Assessment – Penny reported that there was nothing new to add on this topic, but it will remain on the agenda until the referendum is voted on in August 2018. Barbara asked Penny if she had sent her the advertisement language for the notice of referendum and also asked for clarification of where and when the advertisement must be placed. Penny responded that she would need to draft the language for Barbara, based on an advertisement used by the Pine Hollow Special District. She also responded that, as reported in the March Board meeting, Mary Helen Farris, General Counsel, in the County Attorney's Office stated in an e-mail, "Although I cannot provide you legal advice, the wording of Section 100.342, Florida Statutes, does not require an affidavit." Therefore, Penny documented in an e-mail to Ms. Farris and the Supervisor of Elections Office, "Since an affidavit is not required, we will advertise the referendum in the Tampa Times Bulletin Board and will

make sure we have a copy of the newspaper issue in which the advertisement is published, as we do with other official announcements.” Penny reiterated that the notice of referendum is to be advertised in the Tampa Times once in the fifth week and once in the third week prior to the week in which the referendum is to be held (August 28).

List of Periodic Responsibilities of Board – Penny reported that after she had distributed copies of the “final” list to Trustees at the March Board meeting, she had made some revisions. Barbara included the revised list on the Beacon Meadows website, so Penny asked Trustees to discard the paper copy and refer to the website version of the list.

Irrigation Systems and Lights at Entrances

Irrigation Systems - Allen reported that the drip system at the Casey Rd. entrance has problems and is spraying. There is also a faulty sprinkler head on the north side of that entrance. He turned off the system, but then added five minutes to keep it from drying out. Barbara recommended reducing the time to two minutes. Allen added that the cost of material to fix the problem is \$40.00 for 100 feet. Furthermore, Allen reported that the drip system on the east side of the Gunn Hwy. entrance is working but is partially buried. Also, a sprinkler head is spraying onto the road, so Allen turned the system off, but he will turn it back on for 2 minutes to keep it from drying out.

Lights - Allen reported that the lights are staying on all day at the Gunn Hwy. entrance. He checked into the cost of a new photo cell (\$12.97 plus tax). Barbara responded that she thought Carol Coon had purchased a new photo cell to resolve the problem, but it may never have been installed, so she agreed to ask Carol about this. Allen also reported that the GFCI at the Casey Rd. entrance was loose, so he spread the prongs on the plug and the light is now working.

Dead Plants at Entrances – Allen reported that he had met with Jay Kafcas from Jay’s Property Maintenance to look at the dead plants. Mr. Kafcas pointed out which plants had been damaged by frost and which had died for other reasons. He recommended that the flax lilies be separated and replanted. However, the charge would be \$200 to replant. Allen advised him that the Board needed to vote to approve this expenditure. As pointed out by Barbara, there is not enough money in the actual available to spend in the budget for this expenditure before the end of the fiscal year.

Increase in Cost of Landscape Maintenance – Mr. Kafcas was not present at the meeting. Therefore, the topic was tabled until the May Board meeting. Since actual available to spend in the budget may not support the increase in landscape maintenance costs proposed by Mr. Kafcas (\$25 per month), Penny asked if the additional amount could be paid in a lump sum after the beginning of the new fiscal year (e.g., \$25 x 4 months = \$100). Barbara responded that this was feasible, as long as the District continued to be invoiced \$775 per month and then invoiced for the lump sum amount in October 2018.

Generic E-mail Addresses for New Trustees – Barbara reported that Angela had not yet responded to the request to activate her generic e-mail address. However, Barbara was not sure she had Angela’s correct cell phone number so she could text her when the request was resent. Barbara agreed to resend the request to Angela, followed by a text to notify Angela that the request had been resent.

Records Management Compliance – Penny provided to Trustees a copy of an e-mail from Tim Few from the Records Management Training Section, Florida Division of Library and Information Services, with information regarding electronic communications as public records, which was the concern reported in the Records Management Compliance Statement signed by Wendy in December 2017. Penny reviewed Mr. Few’s e-mail with Trustees and responded to questions. Penny stated that she was concerned about how District-related e-mails were being retained on Trustees’ personal e-mail

accounts. In particular, as Secretary and Custodian of Public Records for the District, she currently has over 40 e-mail folders on her personal computer without a retention schedule for such e-mails. She also has many other electronic records (e.g., Word, PDF), most of which she also has in hard-copy format. She added that, in June 2016, the Board approved a seven-year retention period for meeting minutes and financial records and an indefinite period for some other records (“records pertaining to construction of the Gunn Hwy. wall and all topics associated with that construction [e.g., referendum, easements] be retained indefinitely, as well as records pertaining to purchase of the new entrance signs and other records that may still be useful to the Board and Tax District.”) Discussion ensued regarding what constitutes “transitory messages” versus messages that must be retained as public records. (“‘Transitory’ refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it.”) Penny provided the example of texts and e-mails that remind Trustees of Board meetings as transitory messages. However, e-mails that document communications with T-3 Construction regarding decisions about the wall project or with the County regarding the upcoming referendum are public records that need to be retained. Upon a question from Wendy about public records requests, Penny explained that Chapter 119 of the Florida Statutes permits anyone to request public records from public agencies (e.g., the District), if properly requested in writing. A request was received a few years ago, which Penny needed to respond to. Since Wendy wanted to take time to read through Mr. Few’s e-mail, Penny suggested that the topic be tabled until the May Board meeting. However, in order to have a policy in place for the District to be in compliance, Barbara made a motion, seconded by Anne, that a seven-year retention period be established for e-mail communications that are not transitory messages, pending future review and consideration. The motion was approved by a vote of 5-0. Penny stated that she did not believe it was necessary for her to attend one of the records management seminars scheduled for later in the year. Trustees agreed.

New Business

Planning for New Fiscal Year Budget Preparation – An e-mail from Mary Mahoney in the County Management and Budget Department was received on April 11 with the “FY 19 Budget Preparation Guide” and associated documents required for the budget process. Since Wendy is new as President, Penny suggested that a budget preparation session be held at the May Board meeting. However, Wendy responded that, after she reviews the guide and other documents, she will be comfortable working independently on the budget, with input from Barbara.

There being no further business, Barbara made a motion, seconded by Anne, that the meeting be adjourned, which was approved by a vote of 5-0. Wendy adjourned the meeting at 8:27 p.m.

Penny Phillips, Secretary _____

Wendy McCrorey, President _____