

**HERONS GLEN RECREATION DISTRICT  
FINANCE ADVISORY COMMITTEE  
1:00 PM (Card Room C/Zoom Meeting)  
Monday, May 6, 2024 - Minutes**

	Present		Present
<b>Bob Barney, Alternate</b>	<b>X</b>	<b>Jayne Schwarz, Board Liaison &amp; Treasurer</b>	<b>X</b>
<b>David Brendsel</b>	<b>X</b>		
<b>Jeffrey Buxton</b>	<b>Zoom</b>	<b>Lynn Brew, Controller</b>	<b>X</b>
<b>Rita Lehman</b>	<b>X</b>	<b>J.B. Belknap, General Manager</b>	<b>X</b>
<b>Larry Pedersen, Vice Chair</b>	<b>Zoom</b>		
<b>Dennis Popp, Chair</b>	<b>X</b>	<b>Wendy Shea, Act. &amp; Ev.Coordin.</b>	<b>X</b>
<b>Terry Potts</b>	<b>X</b>		
<b>Carlton Smith</b>	<b>X</b>	<b>Residents:</b>	<b>0</b>
<b>Beth Tyndall, Alternate</b>	<b>-</b>		

Call to Order:

**I CALL TO ORDER**

Supervisor Schwarz called the meeting to order at 1:00 p.m.

**II WELCOME & INTRODUCTION OF 2024-2025 COMMITTEE MEMBERS**

Supervisor Schwarz welcomed all in attendance and on Zoom to the Organization meeting of the 2024-2025 Finance Advisory Committee. She welcomed the new Finance committee members: Bob Barney, Terry Potts, Carlton Smith, and Beth Tyndall and then asked the entire Finance Committee to do self-introductions.

**III CHARTER**

Supervisor Schwarz reviewed the General Policies concerning all Committees. (See attached) She pointed out that the Finance Committee serves only in an advisory capacity. Committees may recommend, but do not approve or take action pertaining to the District. All requests for staff to provide information must be requested through the General Manager.

Supervisor Schwarz briefed the Charter for the Finance Standing Committee. It was pointed out that the Finance Subcommittee on Bid Oversight responsibilities include reviewing proposed purchases for expenditures for Category 2 or higher as outlined in Section 287 of FL statutes. This means that, generally, purchases under \$35,000 or obtained through intergovernmental purchasing agreements do not need to be reviewed by the sub-committee.

**IV ELECTION OF CHAIR AND VICE-CHAIR**

Supervisor Schwarz opened nominations for the position of Chair of the Finance Advisory Committee. David Brendsel nominated Dennis Popp and Larry Pedersen seconded the nomination. The committee voted unanimously to elect Dennis Popp as chair of Finance Advisory for 2024-2025.

Chair Popp opened nominations for Vice-Chair of the Finance Advisory Committee. Rita Lehman nominated Larry Pedersen and David Brendsel seconded the nomination. The committee voted unanimously to elect Larry Pedersen as vice-chair of the Finance Advisory for 2024-2025.

#### V APPROVAL OF MINUTES - March 11, 2024

Chair Popp asked for approval of the March 11, 2024, Finance Advisory meeting minutes. David Brendsel made a motion to approve the March 11, 2024, minutes as written. Rita Lehman seconded the motion, and a vote was taken, and the motion was approved unanimously.

Chair Popp asked for approval of the April 25, 2024, Bid Oversight/Finance Meeting on the Facility Maintenance Office & Bathroom at the Driving Range. Larry Pedersen made a motion to approve the April 25, 2024, Bid Oversight/Finance minutes as written. Rita Lehman seconded the motion, and a vote was taken, and the motion was approved unanimously.

Chair Popp asked for approval of the April 29, 2024, Bid Oversight Committee meeting on replacement doors and windows at the clubhouse. Larry Pedersen made a motion to approve the April 29, 2024, Bid Oversight Committee minutes as written. Rita Lehman seconded the motion, and a vote was taken, and the motion was approved unanimously.

#### VI FINANCIAL INFORMATION

##### A. Bond Project Updates – GM Belknap presented to the committee an update on a few projects:

**Bocce** – MorSports will have a crew here on May 15<sup>th</sup> to begin the bocce court repairs. A meeting is scheduled on May 13<sup>th</sup> to discuss what the plan is related to court closures, timing specifics, etc. Those details will be communicated to the residents and the Bocce Association.

**Pickleball** – MorSports is scheduled to install the lights on the new pickleball on May 15<sup>th</sup>. MorSports will later paint the new courts and give the HGRD a quote for rehabbing the four existing courts. Stultz has the new shade structure foundation scheduled to begin on May 13<sup>th</sup>.

**Clubhouse Maintenance Office and Driving Range Restrooms-** The Board has approved the moving of the Clubhouse Maintenance office (adjacent to the Ballroom) to the storage building in the Golf Maintenance area. Construction in the storage building will include a Facilities Maintenance office breakroom. Rather than constructing a separate building for bathrooms at the Driving Range, we will be converting a portion of the existing Cart Barn at the driving range into two unisex bathrooms. Denmark Construction will be doing both the Facilities Maintenance construction and the Driving Range Restroom construction. The contract was signed and now Denmark Construction has begun the process of applying for permits. No work can begin on the restrooms at the Cart Barn until the revised LDO is approved.

**Storage Containers** – The original bond 5,000 sq. ft. Storage Building has been changed due to the cost of constructing the building. Management looked for other lower cost options and found the option of using shipping/storage containers that can be customized. The HGRD is in the process of purchasing 8 total containers of 320 sq. ft. each, which would be 2560 sq. ft. total for storage. The units would have doors, AC units, floors w/acrylic coating, insulation, and a 100-amp panel electrical system for each unit. The Board has approved the purchase of the 8 storage containers from Innovar Structures. Innovar Structures reviewed and signed the agreement stating that they would develop the structural/foundation design and detailing (Architectural, Structural, Electrical) plans as well as the Structural/Foundation Engineering with signed and sealed plans for permitting. Permitting can be initiated while the District waits for the LDO modification.

**Arbitrage Rebate and Yield Restrictions** – Supervisor Jayne Schwarz explained that the Bond Construction and Acquisition funds must be expended by May 1, 2025. Otherwise, those bond funds would not be available for the bond projects approved in the plan. Due to cost increases, labor, and supply chain issues, Covid shut down, and Hurricane Ian during the last 4 years some of the projects have not been completed, although there are bond funds available.

Currently, management and the Board are moving forward on projects to use the available Bond monies by the deadline. Supervisor Schwarz and GM Belknap briefly discussed arbitrage, to bring the new committee members up to date. They showed charts displayed at earlier committee meetings. They discussed arbitrage as well as yield restrictions (generally applies to Construction and Acquisition Funds.) The District previously had the Construction and Acquisition funds held by the US Bank Trustee in investments with a yield greater than 5%. As of May 2023, the investment yield was limited to the bond interest +1/8%, or approximately 2.4%. The HGRD has now moved monies to a lower yield investment.

Jeff Buxton asked if there is a Plan B if we are unable to spend all the bond monies before May 1, 2025, due to not receiving permits or LDO's, etc. GM Belknap and Supervisor Schwarz stated that the Board is aggressively working on Plan B.

**B. Aging Receivables Report – Liens & Delinquencies of Assessments and House Accounts-** Controller Brew stated that there were two (2) Liens as of the end of March but one has been paid in full. There are currently 3 Liens that are in process. Assessments that are 60+ days in arrears total \$5,028.31 and the House Accounts that are 60+ days in arrears total \$1,375.53.

VII REQUESTS – RECOMMENDATIONS – Chair Popp stated that Supervisor Mars is liaison and working with the Ballroom Renovation Committee. She requested that a member of the Finance Committee help them with the competitive bidding process. Rita Lehman will work with the Ballroom Renovation Committee.

VIII SCHEDULE OF THE BUDGET MEETINGS – (Finance Committee attendance invited)

Monday, June 10th –	9:30 AM - 3:30 PM – CR-C
Tuesday, June 11th –	9:30 AM - 3:30 PM – CR-C
Wednesday, June 12th–	9:30 AM - 3:30 PM – CR-C
Thursday, June 13th –	9:30 AM - 3:30 PM – CR-C
Friday, June 14th -	9:30 AM - 12:00 PM – CR-C (Board Meeting)

IX SCHEDULE OF FINANCE ADVISORY MEETINGS – Available on Zoom

Thursday, August 15, 2024 – 10:00 AM – CR-C

▪Discussion of employee health benefit offerings with Insurance Broker

Monday September 9, 2024 – 11:00 AM – CR-C

▪Discussion of property insurance and potential offerings with broker

Monday, October 14, 2024 – 9:00 AM – CR-C

Monday, January 27, 2025 – 9:00 AM – CR-C (First Hold) (Joint Meeting w/Board on Audit - Depends on status of Audit)

Monday, February 10, 2025 – 9:00 AM – CR-C (Joint Meeting w/Board on Audit) (Alt. Date for Audit)

Monday, March 10, 2025 – 9:00 AM – CR-C

Monday, April 14, 2025 – 9:00 AM – CR-C

Monday, April 28, 2024 – 9:00 AM – CR-C (Joint Meeting w/Board on Mid-Year Review)

X OTHER BUSINESS

A) FineMark Bank Visit – Discussion on CD's –

David Brendsel and Supervisor Schwarz met with Finemark Bank officers to see if there is a reason to move monies from CDAR'S better rates. Funds are currently held in local government investment pool emphasizing safety, liquidity, and yield at Florida Prime and FL Class. The current daily liquidity rate is over 5%, while CD rates through CDARs are under that. After discussion at the meeting, David Brendsel and Supervisor Schwarz think there is no reason to make any changes at this time.

XI NEXT MEETING – Thursday, August 15, 2024 - 10:00 AM – CR-C/Zoom

XII ADJOURNMENT- The meeting adjourned at 1:43 p.m.

Draft Approved:

Dennis Popp  
Chair, Finance Advisory Committee  
Date: May 10, 2024

DRAFT