

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stoneybrook Community Development District held a Regular Meeting on July 23, 2024 at 9:00 a.m., at the Stoneybrook Community Center, 11800 Stoneybrook Golf Boulevard, Estero, Florida 33928.

Present were:

Eileen Huff	Chair
Chris Brady	Vice Chair
Philip Simonsen	Assistant Secretary
Adam Dalton (via telephone)	Assistant Secretary

Also present:

Chuck Adams	District Manager
Tony Pires	District Counsel
Mark Zordan	District Engineer
John Vuknic	Golf Superintendent
Kyle Schulte	Golf Pro
Lisa Paul	Property Manager
Dan Thompson	Thompson Risk (TR)
Jesse Millhouse	Area Consultant - TR
Angie Hernani	Bi-lingual Account Manager – TR
Ben Cruise	Foreup Golf
Tom Syroczyński	Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:01 a.m. Supervisors Huff, Simonsen and Brady were present. Supervisor Dalton attended via telephone. Supervisor Olive was absent.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, authorizing Mr. Dalton’s attendance and full participation, via telephone, due to exceptional circumstances, was approved.

SECOND ORDER OF BUSINESS

Public Comments (5 Minutes)

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Phil Olive
[Seat 3]; Term Expires November 2024**

Ms. Huff presented Mr. Phil Olive's resignation letter.

On MOTION by Ms. Huff and seconded by Mr. Brady, with Ms. Huff, Mr. Brady, and Mr. Dalton in favor, and Mr. Simonsen dissenting, the resignation of Phil Olive from Seat 3, was accepted. (Motion passed 3-1)

Mr. Brady stated, for transparency purposes, he thinks it is important to explain what led to Mr. Olive's resignation and stated that Mr. Olive was not forced to resign. Mr. Brady referenced Provision 2 of the Ethics Code, which states that an individual cannot have a business, conduct business with the CDD, and sit on the CDD Board, and another provision that states an individual cannot be an employee of the CDD and sit on the Board. He voiced his belief that both scenarios occurred in the past. Mr. Pires stated the statutory issues with regard to doing business with one's agency, conflicting employment and contractual relationships have been in Chapter 112, Florida Statutes for a number of years. Ms. Huff explained that the matter came to light when she requested an updated list of vendors and representatives from Tyler Leon and Kyle Schulte, when they were doing the inventory. She asked Mr. Pires to advise on what needs to be done. Mr. Pires conferred with Mr. Olive, who later tendered his resignation. She stated the matter is settled and there is no need for further explanation.

Mr. Pires temporarily exited the meeting.

▪ **Golf Course Staff Reports - Golf Superintendent**

This item, previously Item 6A, was presented out of order.

Mr. Vuknic reported the following:

- Staffing: There are no issues; everything is running smoothly due to teamwork. He is very pleased with his team.

Mr. Pires returned to the meeting.

➤ Staff replaced the dry erase board with a new maintenance platform to assign tasks and monitor progress. The platform tracks job task hours, project history and accommodates changes via email and cell phone access. The cost is \$75 per month.

➤ Mr. Vuknic presented an \$8,600 Dorman & Morse Landscape estimate to remove existing plants and install clusia along the Stoneybrook security gate entrance. The District Engineer will inspect and approve the project, which is expected to be completed at the end of next week.

Mr. Dalton stated the rationale behind asking Mr. Vuknic to have clusia planted along the security gate is to preserve and protect the deteriorating wrought iron fence.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, Dorman & Morse Landscape LLC Estimate #178, in the amount of \$8,600, was approved.

➤ A voicemail was recently received from the HOA asking the CDD to install basketball hoops, for which they will reimburse the CDD.

Ms. Huff stated Staff can obtain pricing for installation of basketball hoops and present it at the next meeting; however, CDD projects need to be completed first.

➤ Bridge: Most of the bridges are completed, to an extent; in many instances, concrete still needs to be poured and sod must be installed. Bridge #9 is incomplete and is in progress. The bridge construction area is a dirty and untidy so payments will be withheld until the Board is completely satisfied.

Mr. Pires suggested that Mr. Vuknic draft and send a letter to the vendor identifying all the items that need to be addressed. Ms. Huff suggested emailing the letter to Mr. Adams for dissemination to the Board.

Discussion ensued regarding when an employee who is out on worker's compensation will return, if the position must be kept open for the employee, if a sub-contractor can be engaged in the interim and the insurance carrier.

FOURTH ORDER OF BUSINESS

Consideration of Appointment of Qualified Elector to Fill Unexpired Term of Seat 3

Mr. Pires discussed the process and options for filling the term of Seat 3.

Ms. Huff nominated Mr. Tom Syroczyński to fill Seat 3.

Discussion ensued regarding Mr. Syroczyński being a qualified candidate for a Board seat in the November 2024 General Election, Mr. Olive still possibly appearing on the ballot, when the elected Board Members would officially fill their seats following the General Election and appointing someone to fill the unexpired term of Seat 3 until the General Election.

Mr. Brady thinks it makes sense to fill the seat now rather than waiting until after the November 2024 General Election.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, the appointment of Mr. Tom Syroczyński to fill Seat 3, was approved.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Syroczyński. He provided and briefly described the following items:

- A. **Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. **Membership, Obligation and Responsibilities**
- C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

Mr. Pires elaborated on the public records law, the Sunshine Law and potential Sunshine Law violations. He urged Mr. Syroczyński to contact him with any concerns or questions.

- **Presentation/Consideration: Consolidated Health Benefits Proposal (Don Thompson)**
This item, previously the Eighth Order of Business, was presented out of order.

Ms. Huff stated this relates to changing the benefits for maintenance and Pro Shop employees.

Mr. Dan Thompson, CEO of Thompson Risk, distributed health insurance information. He introduced himself and his team.

Mr. Thompson stated, under the Affordable Care Act (ACA), employees are required to maintain a certain affordability percentage for health insurance coverage based on ACA requirements. Currently, only nine of 20 employees participate in the insurance program and the main issue is affordability; the existing insurance plan is overpriced and is not meeting employee needs. Mr. Thompson discussed inflation, the gross cost of medical insurance, reduced premiums associated with switching from Florida Blue to Cigna, net employer contribution, income level of Stoneybrook employees and net savings from accessing care from local CVS medi-clinics and urgent care providers instead of major medical centers.

Referencing the handouts, Mr. Thompson reviewed the Hooray Health Direct Care plan; the existing Florida Blue plan; the Cigna plan; ancillary coverage including dental vision, life insurance; and an estimated net per paycheck cost per employee spreadsheet. He stated that Staff made sure there is adequate replacement for deductibles, co-pays and out-of-pocket maximums so that the costs are reasonable.

Mr. Dalton stated the Board previously agreed to subsidize \$32.50 of the \$64.93 monthly premium for the Hooray Health plan towards the employee contribution, which gives access to urgent care facilities up to three times per year, per person in a family, and access to tele-medicine. He stated the proposed Cigna model would cost the CDD \$12,060 per month, instead of the current \$17,954 per month that Florida Blue charges; which is a savings of 33%. He thinks the new plan is a win for the CDD and its employees. Ms. Huff stated she is amenable to Thompson Risk working with the employees; she would like the new health plan to be effective October 1, 2024 to coincide with the commencement of the Fiscal Year 2025 budget.

Discussion ensued regarding the Hooray Health plan, the buy-out plan, the urgent care direct care service, CVS walk-in clinics, the low employee contribution amount and how the new plan mitigates risk for potential workers compensation cases.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, engaging Thompson Risk to provide and manage employee insurance coverage, was approved.

Mr. Thompson will obtain confirmation on the contribution amount, have the exhibits printed in Spanish, follow up with Mr. Dalton and report to the Board in two months.

Mr. Vuknic asked if the 80% employer contribution can be approved today, given that the Board will not meet again until the end of August.

Discussion ensued regarding the transition from Florida Blue to Cigna; what the employer contribution should be for primary care for Directors, namely, the Golf Pro and Golf Superintendent; adhering to ACA provisions; crediting deductibles and out-of-pocket maximums and adjusting the Directors' compensation.

Ms. Huff motioned that the CDD will pay 80% of the benefits and adjust the Golf Pro and Golf Superintendent's pay accordingly.

On MOTION by Ms. Huff and seconded by Mr. Simonsen, with all in favor, authorizing the CDD to pay an 80% employer contribution for employee health coverage and adjusting the Golf Pro and Golf Superintendent salaries for a net zero impact to their salaries, was approved.

Mr. Thompson and his team left the meeting.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Adams presented Resolution 2024-06. Ms. Huff nominated the following slate:

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| Eileen Huff | Chair |
| Chris Brady | Vice Chair |
| Adam Dalton | Assistant Secretary |
| Philip Simonsen | Assistant Secretary |
| Thomas E. Syroczyński | Assistant Secretary |

The Resolution removes the following from the Board:

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| Phil Olive | Assistant Secretary |
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The following prior appointments by the Board remain unaffected by this Resolution:

Chuck Adams	Secretary
Craig Wrathell	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Ms. Huff and seconded by Mr. Dalton, with all in favor, the Resolution 2024-06, Electing, as nominated, and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

This item was presented following the Third Order of Business.

B. Golf Pro

Mr. Schulte reported the following:

- Staffing: Tyler Leon and one part-time employee are currently on vacation. Tyler Leon recently inquired about working remotely.
- Staff is working on cost-saving measures, such as canceling the storage unit and several subscriptions. Thus far, the savings add up to \$1,000 per month.
- Referencing a handout, Mr. Schulte reviewed a Resident Rate Discount Application.
Ms. Huff stated this application was created because the HOA attorney advised against giving the CDD a list of resident names and addresses because the CDD is considered a third-party and should not have access to that information.
- The application will have to be filled out annually to keep the resident information current and up-to-date; this is part of an overall system overhaul project.

Discussion ensued regarding the current proofs of residency required on the application form, the HOA being agreeable to community center staff verifying/processing the completed applications and including a disclaimer with regard to public records on the application form.

Mr. Pires stated an updated application form includes the disclaimer and an updated public records exemption template for individuals who would like their contact information

exempted. He will forward a June 24, 2024 email from Mr. Dalton with the Disclaimer to Mr. Schulte.

Referencing a price sheet, Mr. Schulte discussed a finalized pricing structure for 2025, noting that the public rates will be changed to a dynamic model; golf course employees will work with the booking engine to maintain the pricing structure and keep a fixed rate for leagues, residents and events. This will be reflected in the budget.

Mr. Schulte stated the PGMA and FGCU consented to an increase from \$15,400 to \$20,000 in their current yearly rate for access to the driving range and golf course and to impose stricter policies and procedures around it, such as reducing the play times. Mr. Schulte clarified that the twilight rate is play-as-you-can from 3:00 p.m. to 7:30 p.m.

Discussion ensued regarding the in-season price to play 9 holes, the in-season rates for events, the rate for the Chicago group, establishing standard group rates, building a strong events program, instituting contracts and creating tournament packages.

Mr. Dalton stated he will pull recent pricing data from Golf Now and forward it to Mr. Schulte to help in the creation and production of the tournament packages.

Mr. Schulte reported that the inventory is ongoing, the golf course employees are preparing for the next season; there were 1,300 unsold gloves and the vendor agreed to issue a credit for the sizes that do not sell and an account was opened with Nike to potentially sell Nike products in the Pro Shop.

Mr. Schulte stated it is important to recognize that Stoneybrook is a public golf course and independent contractors bring value to public golf courses. He contacted Mr. Pires and the District Management about putting proper contracts and systems in place to track the usage of golf balls, golf lessons, set insurance standards, facility use, etc. This will increase the CDD's reputation, bring more customers to Stoneybrook Golf and increase revenue.

Mr. Schulte asked the Board to approve the purchase of new range equipment and noted the current point-of-sale system is inadequate and the range machine is breaking down. He presented quotes for a new range machine and a new, modernized point-of-sale system that will enable the tracking of independent contractor usage of golf balls.

Mr. Schulte responded to questions regarding the price of a new ball machine, how golfers would pay for balls, if credit cards can be tapped, if the current ball machine could be sold, if the new machine will be hard-wired and if it integrates with the different point-of-sale systems that are being considered.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, allotting a not-to-exceed amount of \$16,000, for a new driving range ball dispenser and a point-of-sale system, was approved.

Mr. Schulte stated he has a vision for the driving range and will present a business plan at the next meeting.

Mr. Schulte stated there is much work to be done in the Pro Shop; overhauling the system is a massive project that will take months to complete. He asked to be hired as the Golf Pro and voiced his opinion that he has demonstrated his capabilities since he assumed the position.

Discussion ensued regarding whether to hire Mr. Schulte or interview other candidates, the interview process and Mr. Schulte’s strong work ethic.

Ms. Huff motioned to hire Mr. Schulte. Mr. Brady seconded.

Mr. Dalton voiced his opinion that the Board would be doing a disservice if it did not conduct an expedited interview process, identify a few candidates and allow Mr. Schulte to go through the interview process.

The consensus was to schedule a meeting on August 6, 2024 at 9:00 a.m., to interview candidates for the Golf Pro position.

The motion was withdrawn.

Discussion ensued regarding whether to allow Tyler Leon, the Merchandiser, to work remotely.

SEVENTH ORDER OF BUSINESS

Presentation: Foreup Golf (Ed Baker & Ben Cruise)

Mr. Ben Cruise introduced himself and stated his colleague, who established contact with Mr. Olive, is not present. He discussed the differences between his company's golf software product and Golf Now's product. He stated Foreup Golf has modern technology that features an annual flat cash model and offers task-tracker, access to maintenance and pro shop records, resident booking technology and golf ball tracking. He responded to questions regarding data transfer from Golf Now to Foreup Golf and transition/onboarding.

Ms. Huff asked Mr. Cruise to forward a proposal to Mr. Adams, for discussion at the next meeting.

▪ **Staff Reports - District Engineer: Johnson Engineering, Inc.**

This item, previously Item 16B, was presented out of order.

Mr. Zordan reported the following:

- At the last meeting, there were discussions about making changes to the intersection coming out of the Duffy's driveway. The Board directed him to research having two lanes constructed to exit; one straight through the CVS with a left turn into the CDD and a right turn lane to exit.
- He conferred with the Transportation Engineer, who pulled up a concept drawing of a three-lane exit onto Corkscrew that he has been discussing with the Village of Estero.

Mr. Brady stated the Board looked into this years ago and was told that constructing a three-lane exit was not possible, based on the area.

- Mr. Zordan stated the Village wants to proceed with constructing a three-lane exit onto Corkscrew and they will likely pay for the project. He will submit the email from the Village for the CDD's files.

Discussion ensued regarding the Corkscrew construction project, meandering sidewalks, if the road will be restriped, the drainage inlet, turn lanes and valley gutters. Mr. Pires suggested the Village prepare an agreement stipulating that it will design, plan, construct, permit and fund the three-lane exit onto Corkscrew, subject to the CDD's approval. Ms. Huff stressed that the Village must pay for all costs incurred.

EIGHTH ORDER OF BUSINESS

Presentation/Consideration: Consolidated Health Benefits Proposal (Don Thompson)

This item was presented following the Fourth Order of Business.

NINTH ORDER OF BUSINESS

Continued Discussion: Golf Now Program

Mr. Schulte reported the following:

- He recently attended a Golf Now training session and learned about all the system’s capabilities. Stoneybrook is currently under utilizing the system.
- The Golf Now Program is offering an off-season trade time and a spotlight advertising program, which he thinks is advantageous.
- Mr. Schulte has researched products from Lightspeed Golf, Foreup Golf, Golf Now and prefers the Golf Now program and employees are accustomed to the system. If the Board wishes to make a transition, it should do so now.

Discussion ensued regarding the current system, trade terms, crossover, if tee times can be booked 30 days in advance and whether to renew the Golf Now contract.

TENTH ORDER OF BUSINESS

Consideration of Amended and Restated CDD Systems and Facilities Operation and Maintenance Agreement with HOA

A Board Member suggested asking the HOA to contribute reserve funds towards the maintenance items that the CDD will be taking on. Ms. Huff will confer with Dennis from the HOA about securing funds for maintenance items.

This item was deferred to the August meeting.

ELEVENTH ORDER OF BUSINESS

Discussion/Consideration: Public Pedestrian Pathway Easement Agreement

Ms. Huff presented the Public Pedestrian Pathway Easement between the CDD and the Village of Estero. Mr. Pires stated he reviewed the Agreement and noted two minor changes he made in Paragraphs 5 and 6. He recommended approval of the Agreement, as amended.

On MOTION by Ms. Huff and seconded by Mr. Simonsen, with all in favor, the Public Pedestrian Pathway Easement between the CDD and the Village of Estero, as amended, granting of the easement, and authorizing the Board Chair to execute, were approved.

TWELFTH ORDER OF BUSINESS

**Review/Discussion/Consideration:
Response Letter, Proposal from Master Association Regarding Request to Accept Conveyance of Street/Roadway Known as Lancaster Run and Surrounding Area**

Discussion ensued regarding the Request to Accept Conveyance of Street/Roadway Known as Lancaster Run and Surrounding Area, the parking spaces, the car ports, the paved travel ways and obtaining a survey.

This item was deferred to the August meeting.

Mr. Brady left the meeting.

THIRTEENTH ORDER OF BUSINESS

Continued Discussion: Fiscal Year 2024/2025 Budget

Mr. Adams reviewed the recent adjustments to the proposed Fiscal Year 2025 budget.

Discussion ensued regarding the amount the CDD has in reserves, the \$300,000 for catastrophic relief, transferring funds from the Special Revenue Fund to the Debt Service Fund, the golf course budget, changing the golf course closing time to 8:00 p.m., the air conditioning in the Pro Shop and instituting the use of biodegradable Styrofoam cups.

Ms. Huff urged Mr. Vuknic and Mr. Schulte to promptly forward salary increases and budget changes to Management for incorporation into the budget.

FOURTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2024

This item was deferred to the next meeting.

FIFTEENTH ORDER OF BUSINESS

Approval of June 25, 2024 Regular Meeting Minutes

The following changes were made:

Line 55: Change “Frank” to “Franco”

Line 81: Change “to tidy the main road and conceal the utility boxes” to “give estimates on the landscaping to the main road”

Line 93: Change “Mr. Sulte” to “Mr. Schulte”

On MOTION by Ms. Huff and seconded by Mr. Simonsen, with all in favor, the June 25, 2024 Regular Meeting Minutes, as amended, were approved.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Tony Pires, Esquire

There was no report

B. District Engineer: Johnson Engineering, Inc.

This item was presented following the Seventh Order of Business.

C. District Manager: Wrathell, Hunt and Associates, LLC

I. Irrigation Reports

a. High Irrigation Users

b. Irrigation Disconnect

These items were included for informational purposes.

II. NEXT MEETING DATE: August 27, 2024 at 6:00 PM [Adoption of FY2025 Budget]

- **QUORUM CHECK**

SEVENTEENTH ORDER OF BUSINESS

Supervisors’ Requests

There were no Supervisor’s requests.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Simonsen and seconded by Ms. Huff, with all in favor, the meeting adjourned at 12:30 p.m.

Cop S. A. i.
Secretary/Assistant Secretary

E. L. Huff
Chair/Vice Chair