

**SUN'N LAKE OF SEBRING IMPROVEMENT DISTRICT  
REGULAR MEETING**

A meeting of the Board of Supervisors of the Sun 'n Lake of Sebring Improvement District was held on Friday June 3, 2022 at 9:01 a.m. at the Community Center, 3500 Edgewater Drive, Sebring, FL 33872.

Present and constituting a quorum were:

- |                  |                |
|------------------|----------------|
| Ray Brooks       | President      |
| Craig Herrick    | Vice President |
| Beverly Phillips | Supervisor     |
| Michael Gilpin   | Supervisor     |

Also present were:

- |                  |  |
|------------------|--|
| Chris Shoemaker  | General Manager                                |
| David Schumacher | District Attorney                              |
| Ariel Fells      | Director, Community Services & Human Resources |
| Deb Border       | General Office Clerk                           |
| Bob Brumfield    | Roads & Drainage Supervisor                    |
| Jimmy Murphy     | Directory of Agronomy                          |
| Mike LaMere      | Golf Club Manager                              |
| Jeff Cathey      | Agronomist, Indigo Golf Partners               |
| Bob Hilts        | Code Enforcement Officer                       |
| Brian Rhoads     | Agronomy                                       |
| Joey Sliva       | Supervisor of Utilities and Operations         |
| Drew Jones       | District Engineer                              |

*The following is a summary of the discussions and actions taken during the June 3, 2022 Sun 'n Lake of Sebring Improvement District Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS** **Call to Order (ats:00:01)**

- Mr. Brooks called the meeting to order. A quorum was established.

**SECOND ORDER OF BUSINESS** **Pledge of Allegiance (ats:00:03)**

- The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS** **Announcements (ats: 00:24)**

- The next regular meeting of the Board of Supervisors will take place on Friday June 17, 2022 at 9:00 a.m. at the Community Center, 3500 Edgewater Drive, Sebring, FL 33872.
- Please silence or turn off your cell phones.

41 **FOURTH ORDER OF BUSINESS**

**Consent Agenda (ats:00:45)**

42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73

**A. Minutes of the Board of Supervisors Regular Meeting held May 20, 2022**

Mr. Gilpin MOVED to approve the Minutes of the May 20, 2022 meeting and Mr. Herrick seconded the motion.

- Mr. Brooks asked if there were any Board comments on the minutes. Comments were received and corrections will be made and be part of the final record.
- Mr. Gilpin felt the changes should have been made prior to the meeting to reduce the time spent reviewing it during the meeting.

On VOICE vote with Mrs. Phillips, Mr. Herrick, Mr. Gilpin, and Mr. Brooks all voting AYE the minutes of the May 20, 2022 meeting were approved as amended. 4-0

**FIFTH ORDER OF BUSINESS**

**Public Comment (ats:0:04:46)**

- Mr. Brooks asked if there were any public comments not related to what will be discussed at today's meeting.
- Pat Holmes, wanted to thank Mr. Schumacher, the Board and anyone else who was involved resolving the issues they had related to the drainage problem at the Palace.
- The second thing, while walking over on Granada he noticed a white truck parked on the North side which has been parked there for over a week. As well, he noticed a car parked in the middle of the sidewalk which is a violation of Sun 'n Lake and should be looked at.
- Mr. Brooks thanked him for his positive comments and informed him they will check out the car after the meeting.

**SIXTH ORDER OF BUSINESS**

**Message from Commissioner Scott Kirouac (ats: 0:06:40)**

- Commissioner Kirouac was not present at today's meeting.

**SEVENTH ORDER OF BUSINESS**

**Action Agenda (ats:0:06:42)**

**A. Wastewater and Stormwater Facilities Plans**

- 74 • Mr. Shoemaker presented a report on the wastewater and stormwater facilities plan  
75 along with Mr. Jones. The draft plan has since been revised and is included in the agenda  
76 package. Mr. Shoemaker is getting ready to finalize this plan and will bring it to the Board  
77 for consideration at the next meeting, at which time a public hearing ad will be placed to  
78 receive public comments on the document at which time any final adjustments will be  
79 made and sent off to the DEP. The DEP will review and place it in the queue for funding  
80 in August for consideration.
- 81 • Mr. Brooks stated there were several proposals from Mr. Jones related to the stormwater  
82 and culverts which they should hear and make a recommendation on one.
- 83 • Mr. Jones from Polston Engineering presented an overview of the work to be done on the  
84 stormwater and culverts. The highlighted documents are the options they decided to do,  
85 but asked if the Board wishes to review it briefly and then decide.
- 86 • Mr. Jones reviewed each option and discussion ensued with the Board on each of the  
87 options. The Board is currently looking at options 2, 2, and maybe 3. A summary overview  
88 of cost was discussed.
- 89 • Mr. Brooks asked if there were any additional comments from the Board or any public  
90 comments. There being none, the next item followed.
- 91 **B. Golf Turf Update by Jeff Cathey, Agronomist, Indigo Golf Partners**
- 92 • Mr. Brooks introduced Jeff Cathey an agronomist for True Golf. Mr. Cathey stated the  
93 change in turf conditions has been immense in the past few weeks, but they are making  
94 great progress and Mr. Murphy is doing a fantastic job with his team.
- 95 • On to the cultural practices that he is doing, he knows it can seem extensive especially if  
96 you are not used to seeing it but through this process, they were able to do a lot of testing,  
97 evaluations and looking internally how they can improve and make sure this does not  
98 happen again. Part of those cultural practices is instrumental in improving health on the  
99 greens.
- 100 • The edifications and getting the sand channels, allowing the water and air oxygen to get  
101 into those profiles has been incredible. The root structure on the turf has improved  
102 dramatically and you have a much healthier plant. Looking forward into the 2022-2023  
103 budget, one area they have looked at is making sure from a fungicide standpoint that they

104 have a good program. Mr. Murphy has laid out a great program with more consistent  
 105 coverage throughout the next year to ensure they are on top of it. Further discussion  
 106 ensued regarding the turf and Mr. Cathey asked the Board if they had any questions. Mr.  
 107 Herrick questioned at one time they talked about cutting down the collars and asked if  
 108 this was still needed or is the aerification taking care of it. Further discussion ensued on  
 109 this matter.

110 • Mr. Brooks questioned Mr. Cathey whether he had seen the report which was sent out  
 111 by Mr. Murphy for his plans for dealing with the golf course over the next 9 to 10 months.  
 112 Mr. Brooks stated he would like Mr. Cathey to reaffirm to them that he is okay with this  
 113 and if he thinks this is the right plan. Mr. Cathey agreed it was a great plan and it is an  
 114 appropriate action to take especially what occurred this winter. Therefore, he is in full  
 115 agreement with the plan Mr. Murphy has laid out.

116 • Mr. Brooks asked if there are any other questions or public questions.

117 • A resident had a question on money and possible shortages of fertilizer because of  
 118 inflation. He asked where they stood as far as getting the necessary fertilizer and what  
 119 does he see as a problem and hopes he can do the best he can.

120 • Mr. Cathey stated every industry is feeling this pinch and everyone is feeling the same  
 121 thing. Mr. Murphy is excellent at taking the resources he has and finding a way to work  
 122 within those resources. Would it be good to have more money? A higher budget?  
 123 Absolutely, he can go to the best property they have with a budget three or four times  
 124 they are spending here and still come back and say they need more money.

125 • Further discussion ensued on this matter.

126

127 **EIGHTH ORDER OF BUSINESS**

**Add-on Items**

128 • There being no add-on items the next agenda item followed.

129

130 **NINTH ORDER OF BUSINESS**

**Petitions and Communications**

131 • There being no petitions and communications the next agenda item followed.

132

133

134 **TENTH ORDER OF BUSINESS**

**Staff Reports (ats:41:43)**

135 **A. General Counsel**

- 136 • Mr. Schumacher stated he did not have much to report. The Avanti hearing, they  
137 discussed at the last Board meeting has been scheduled for June 21<sup>st</sup>. However, the next  
138 Board meeting is June 17<sup>th</sup> so there will not be an update available until the next Board  
139 meeting.
- 140 • He received some communication from Mr. Hornick's attorney about unit 12. It is not a  
141 big deal but there are some potential title issues which they recognized from way back.  
142 There was a company after the District was created called the GH Crawford Financial  
143 Services. GH Crawford Financial Services still has some title issues and unfortunately  
144 there is only one remaining person who can execute any documents on behalf of this  
145 entity. This gentleman is elderly, so they have requested Mr. Schumacher to send him a  
146 letter asking for a blanket release for the entirety of unit 12.
- 147 • He is informing the Board to ensure there is no issue with him reaching out to get this  
148 resolved for Mr. Hornick.

149 **B. General Manager**

- 150 • Mr. Shoemaker discussed:
- 151 ○ Hailstorm damage claim
  - 152 ○ Work done with the adjuster
  - 153 ○ Resolution of claims submitted.
  - 154 ○ Projected payout for each of the damaged items.
  - 155 ○ Consideration of going out to bid or hiring contractors based on the  
156 amount the insurance will pay the District to repair the items.
- 157 • Further discussion ensued regarding this matter.
- 158 • Mr. Shoemaker discussed:
- 159 ○ The facility plan.
  - 160 ○ Waiting on the wastewater plan from Florida Rural Water Association.
  - 161 ○ The AC unit for the kitchen.
- 162 • Mr. Brooks asked if there were any questions. However, he did inquire about an update  
163 on the Florida Avenue main break.

- 164 • Mr. Shoemaker provided an update on the main break and stated they are looking at  
165 plans for a total replacement which could be up to \$120,000 but this is not in the budget.  
166 Further discussion was had on this matter.
- 167 • Mr. Brooks inquired about the recycling bins and asked about the status of this item as  
168 Mr. Kirouac brought it up at the last meeting. Mr. Brooks stated Mr. Kirouac needs to get  
169 back to them on this as he would like to have this completed by the end of June if possible.  
170

**ELEVENTH ORDER OF BUSINESS**

**Follow-up Items (ats: 0:52:14)**

**A. Deer Run Irrigation Construction Schedule**

- 173 • Mr. Brooks stated Mr. Murphy sent out a revised schedule to the Board and questioned  
174 if everyone was okay with this schedule. The only thing Mr. Brooks would say to Mr.  
175 Murphy and Mr. LaMere is the last line of the document states it is subject to change and  
176 he hopes if there are changes, they will notify everyone in advance of these changes.
- 177 • Mr. Herrick had one question and stated when they talked, they were told nine holes  
178 would remain open during the project but now it states it is going to be closed for the  
179 most part. Mr. Murphy states he does not have a problem doing it but just the set up and  
180 everything for the nine holes he thinks at 150 rounds a day he does not know whether it  
181 is worth doing.
- 182 • He thinks for the first few weeks to let's get GT irrigation on the property and do all the  
183 mapping. He has no issue with it either way but just know it is just a matter of getting  
184 them over if somebody wants to play nine holes on it. Further discussion ensued  
185 regarding this matter.
- 186 • Once the schedule route is approved by the Board it will be published and provided to  
187 golf membership.

**B. Proposed FY22-FY23 Organizational Chart**

- 189 • Mr. Brooks requested going over the organization chart one more time since they really  
190 did not get an opportunity to spend any time on this at the last meeting. He went over  
191 the Indigo organization chart and questioned if anyone had a problem with these charts.

- 192 • Mr. LaMere reviewed the Indigo organizational chart with the Board and further
- 193 discussion was had regarding this item.

194

195 **TWELFTH ORDER OF BUSINESS** **New Business**

- 196 • There being none, the next agenda item followed.

197

198 **THIRTEENTH ORDER OF BUSINESS** **Discussion to/from Board (ats: 1:00:54)**

- 199 • Mrs. Phillips had a few questions from the last meeting. She inquired about the dog park
- 200 benches update. Ms. Fells stated Kelly met with Mr. Gilpin last week and they discussed
- 201 some locations they felt would be good for some of those particular benches. Kelly has
- 202 put together a diagram. Mr. Gilpin stated he asked Bob to attend the next meeting and
- 203 Mr. Brooks shared he has written down there will be a dog park update at the June 17,
- 204 2022 meeting.

- 205 • Mr. Schumacher stated he is in the process of drafting the proposed changes to the five
- 206 popular seats. He wanted to reconfirm the plan that on the years when there is a
- 207 presidential election three board members will be elected and on the off years it will be
- 208 two. This update will be presented at the next meeting.

- 209 • Mr. Brooks met with Ariel, Kelly and two gentlemen from the pickleball group the other
- 210 day and they provided a list of improvements they would like to see on the pickleball
- 211 courts. He stated they are looking for:

- 212 ○ Better shading
- 213 ○ Seeding
- 214 ○ Additional gate
- 215 ○ Timer to the lights

- 216 • Mr. Brooks stated they will look into all these things and have another meeting with them
- 217 and invite Mr. Jones to go out to the facility and see what they can do but this is not
- 218 something that will be addressed this year. Further discussion ensued on this matter.

219

220 **FOURTEENTH ORDER OF BUSINESS** **Budget Workshop (ats:01:05:25)**

221 **A. Second Workshop – 5 Year Capital Plan**

- 222 • Mr. Murphy stated based on what was discussed at the last time, this is what was  
223 requested:
- 224 ○ Kitchen equipment got moved to operating
  - 225 ○ All items discussed are included
- 226 • Mr. Herrick, it is his understanding they were going to look at the possibility of doing the  
227 green loop in-house and therefore reduce the \$550,000 but he has not heard what the  
228 new number may be.
- 229 • Mr. Murphy and Andrew Johnson are trying to go off the Deer Run loop and they are  
230 trying to get an actual measurement on the loops and how far they have to measure from  
231 the satellites for the wire measurements. They are working on it. Mr. Brooks stated he  
232 would not do the greens for a couple of years. Further discussion was had on this matter.
- 233 • Mr. Gilpin stated next year he will be voting against any capital spending on the golf  
234 course.
- 235 • Discussion was had on:
- 236 ○ Taking out the pro-shop remodel for \$15,000
  - 237 ○ Move the green loops to 2023/2024
  - 238 ○ Take the equipment replacement to \$205
- 239 • Mr. Murphy indicated to get everyone up to speed on what he has been working on with  
240 Mr. Hurley, he will bring a couple options on this. If he brings the \$17,000 down, they still  
241 will have the equipment they currently have that they need to purchase as he cannot  
242 eliminate equipment. He will provide a few different options and they will discuss this at  
243 the next meeting. Further discussion ensued on this matter.
- 244 • Mr. Shoemaker stated the big item is they have network project to link up the  
245 maintenance building, water plant, recreation, the office redoing the entire internet  
246 system.
- 247 • The second big item is the security camera and as mentioned before at least 60 of the  
248 cameras on site do not work. He indicated they are expensive to put in and expensive to  
249 maintain. They are looking from a utility perspective having those cameras at the water  
250 and wastewater plants as it is mandatory with the regulatory agencies as part of



251 Homeland Security operations. On the utility side they can take care of and on the general  
252 fund side, you have the cameras here and, in this building, the community center over at  
253 the golf course. Further discussion ensued on this matter.

254 ● The question was asked where all the data from the cameras are stored. Ms. Fells stated is it  
255 a software program which is downloaded to their desktops. They would open it up and it  
256 will provide views to all the cameras and when it works you could go back and see previous  
257 footage.

258 ● One of the items they were discussing is Advent has asked them on several occasions if  
259 they wanted to contribute to their fitness center. Further discussion ensued on this.

260 ● The question on the table today is whether they want to close the fitness room and if so  
261 when, and how much do they want to give the hospital.

262 ● Mr. Brooks asked if they could check with the hospital and see what \$50,000 a year would get  
263 them and then it can be discussed once a response has been provided. Further  
264 discussion ensued on this matter.

265 ● Further discussion was had on several items related to the general fund.

266 ● Discussion was had regarding the security truck. Contact was made with the Ford dealer and  
267 the current price of the truck is \$34,667 but there is a about a \$5,200 incentive they get by  
268 piggybacking the government price and further discussion ensued.

269 ● Mr. Brumfield presented his budget report for his department to the Board.

270 ● Mr. Shoemaker and Mr. Sliva provided an update on the utility part of the budget to the  
271 Board.

#### 272 **B. Total Golf and Restaurant Budget #1**

273 ● Mr. LaMere was tasked with the goal of an overall golf fund with a net income loss of  
274 +\$250,00 with golf being \$480,000 and FMB being -\$230,000 and a proposed budget, he  
275 has golf at \$443,000 and the restaurant at -\$256,000.

276 ● He reviewed some of the line items and showed where the variance is. He discussed:

277 ○ Fertilizer and the costs

278 ○ Mowing extra areas on the outside of the golf course

279 ○ An extra assessment for everyone who has a golf course slot

280 ○ Revenue

- 281                   ○ IBA line
- 282                   ○ Positive net income
- 283                   ○ Membership revenue
- 284                   ○ Dues
- 285                   ○ Cart fees
- 286                   ○ 5% increase across the board and membership rates
- 287           ● Discussion continued regarding green fees and cart fees and further discussion was had
- 288           regarding the number of rounds and the proposed number of rounds for next year is
- 289           87,000 which is not a big increase, but the boom from Covid it is projected to level off.
- 290           ● It was indicated approximately 55% of their rounds are member rounds and 45% is public
- 291           rounds.
- 292           ● Further discussion ensued regarding the driving range and the driving range income. Mr.
- 293           LaMere will come back to the Board with a recommendation.
- 294           ● Food and beverage sales there is an 8% increase. Everything is costing more so they must
- 295           adjust their prices to maintain the cost of goods sold.
- 296           i.   **Golf Financial and Definition of "APR"**
- 297           ● Mr. Brooks presented the updated budget planning process sheet which shows where
- 298           they are at this point. The document was reviewed, and further discussion ensued on:
- 299                   ○ The assessment on the general fund
- 300                   ○ Expenses and revenue
- 301                   ○ Capital recap page
- 302                   ○ Reserve money
- 303           ● Mr. Gilpin provided his input in this discussion. Further discussion ensued regarding the
- 304           monies needed to pay off the loan based on the loans being \$1 million dollars a year.
- 305           ● Mr. Shoemaker stated Mr. Brooks is looking at two separate things but the general fund
- 306           is where the stormwater loan will hit and what the Board is mostly concerned with, he is
- 307           working with the course rate consultant and will have a draft product to present before
- 308           the Board at the next meeting with the principal and interest for any loan.

- 309       • Mr. Shoemaker stated if they take SRF loan it will be wrapped in the utility rate and there  
310           will not be any impact to the general fund, and they are looking at increasing the utility  
311           rates to cover this.
- 312       • Further discussion ensued regarding the utility rate.
- 313       • Mr. LaMere indicated there was a question about the APRs on the financials but there are  
314           three different APRs listed on that page which Mr. LaMere explained.
- 315       • Discussion ensued regarding:
  - 316           ○ Average rate and non-member rate
  - 317           ○ Regular APR
  - 318           ○ Tracking the APR
  - 319           ○ Identifying what their average is
  - 320           ○ Cost per route
- 321       • Mr. Rhoades' will send over all the KPI information to the key performance index that are  
322           indicators that they need.
- 323       • They are set up as a public golf course and they are semi-private as Mr. LaMere stated it  
324           is the cart fees which are throwing things off and inflating some of the round numbers,  
325           but they will calculate every month and send it to the Board. Further discussion ensued  
326           on this matter.
- 327       • Discussion was had about eliminating the cart going around on Deer Run but they should  
328           decide what they are going to do but wait until Mr. Hurley is in attendance to have this  
329           discussion.
- 330       • They can compare their revenues with the snack shack being open without a beverage  
331           cart to how they operate now with a beverage cart, and they can determine what they  
332           want to do after this.
- 333       • Mr. Brooks requested if they could have conversation when all five board members are  
334           there, further discussion ensued regarding this.
- 335       • The snack shack has not been opened in a while so it has to be food handling safe so when  
336           the health inspector comes, they pass the inspections and so they have to go through all

337 that and evaluate, which they will do. So, he would aim for October 1<sup>st</sup>, but it was  
338 suggested to go for November 1<sup>st</sup>.

339 • Discussion was had regarding the restaurant food sales and the increases on several items  
340 such as food, alcohol and beer in the restaurant. Mr. Brooks inquired if they changed the  
341 menu this year. Mr. LaMere stated they made a few adjustments along the way but did  
342 not make a giant wholesale change.

343 • Minimum wage is increasing, and it will continue to increase until it reaches \$15. Not  
344 everyone is a minimum wage employee, they will be providing merit increase which will  
345 be in the two to three percent range after they do evaluations, but they do not have a  
346 choice when it comes to minimum wage. Overall, they are anticipating a five percent  
347 increase in labor across the board in all categories.

- 348 • Mr. LaMere reviewed:
  - 349 ○ Payroll
  - 350 ○ Operating expenses
  - 351 ○ GNA Expenses
  - 352 ○ Golf Maintenance expense
  - 353 ○ Food Beverage expense
  - 354 ○ Sales and Marketing
- 355 • They will re-evaluate the key items indicated by the Board and bring it back at the June  
356 17, 2022 meeting. Board discussion was had regarding the profits made and Mr. Murphy  
357 indicated once everything is settled, he will provide a month-to-month breakdown.
- 358 • Further discussion ensued regarding the budget.

359

360 **FIFTEENTH ORDER OF BUSINESS**

**Future Meetings**

361 **June 17, 2022**

- 362 **A. Update for Community Newsletter**
- 363 **B. Pickleball Meeting Recap**
- 364 **C. Code Enforcement and Security Update on Reorganization**
- 365 **D. Second Budget Workshop, ALL Funds**

366

367

368

369 **SIXTEENTH ORDER OF BUSINESS**

**Adjournment (ats: 3:29:03)**

- 370 • There being no additional business to be brought before the Board, the meeting  
371 adjourned at 12:29 P.M.

372

373

374

375

376



Ray Brooks, President

