Marion Oaks General Services MSTU  
Advisory Board Meeting  
Marion Oaks Community Center Annex  
October 9, 2018 10:30 AM

Members Present
Henry Munoz, Chairperson - Present  
Marvin Dooley, Vice Chairperson - Present  
Frank Brandao - Present  
John Myers - Present  
Lisa Ying - Present

Others Present
MSTU Dept. Director: Shawn A. Hubbuck  
M.O. General Services Manager: Sherry Sloan  
MSTU Dept.: Debra Moscato  
Chief Asst. County Attorney: Dana Olesky

Chairperson, Henry Munoz called the meeting to order at 10:30 A.M.

Chairperson, Henry Munoz requested everyone to rise for the Pledge of Allegiance.

Henry Munoz welcomed Lisa Ying to The Advisory Board to fill the vacant position.

John Myers: Motioned to approve the minutes from September 11, 2018 meeting, 
Frank Brandao seconded all in favor aye.

Shawn Hubbuck introduced Dana Olesky from the County Attorney’s office to discuss some of the most recent Advisory changes.

**Dana Olesky:** Introduced herself as the Chief Assistant County Attorney for the Marion County BOCC, 
she stated she wanted to discuss 2 items about the Advisory Board. Recently the BOCC updated their 
Advisory Board Commission Policy. There were not very many changes that affected this particular 
board. However, there were some changes that were done to the training that each and every one of 
the board members have to undergo. Within six months of your appointment on the board which I 
understand we have a new member; you’re required to attend either an online training or an in person 
training. In previous times we only had the in person training that has been held at Green Clover Hall or 
over in Growth Management that’s put on by an individual from the University of Central Florida. That 
option still remains to you as a new board member or any of the current board members. There is also 
an online option that you can now participate taking Sunshine Law and public records. You have to 
assert that you’ve watched the videos and then I’m here as a little refresher to go over the Sunshine Law
rules and procedures and if any time the board feels you need some direction the county attorney’s office is available to come in and speak with you. As a new board member our office is also available if you want to have a one on one to talk about some basics, you can talk to Shawn and he can give you my information. There weren’t very many changes and you’re encouraged if you want to do the online and go to the in person you can do that. There isn’t anything telling me you can only take one. Those were the only real changes that would affect this board. Secondly, I just want to as a reminder about any communications between the board members whether it be in person or via email; Board members cannot have conversations or discussions amongst each other. They cannot send emails that say these items are going to be on the agenda and have any type of discussion via email. If you receive that email as a board member that’s not necessarily a bad thing on your end but you cannot respond to it. If it’s something you would like placed on the agenda or if you want the rest of the board members to have then you can talk with whoever, I’m not what your process is with this particular board but you can send a general - this item is coming up, attached is the exhibit but you can’t say what your position is on it or ask for any feedback. If you ever have a concern about that you can always call me, my direct extension is 438-2332. If you should ever have any questions about what your requirements are on the board. Any questions?

(Marvin Dooley: Number 1, you said that there weren’t any changes for MSTU boards?)

Dana Olesky: The only question is about term limits. MSTU Boards are specifically exempt from any type of term limit. Once you’re appointed to the board and if your term comes up you can keep getting reappointed as the County Commission or however you’re selected is determined. There were one or two boards that there was a change made as to whether or not they were going to be terminated and then there was some training issues. The county had four or five different policies and we kind of just combined them all into one and made sure. There was nothing else that charged anything to do with this particular board.

(Marvin Dooley: In reference to change, the Sunshine Law and as you just pointed out we’re not supposed to communicate and I thought that was basically items that were on the agenda. It sounds like period).

Dana Olesky: It’s any item that is on the agenda or that you were potentially going to discuss as making a recommendation or taking a vote on. So for instance, I don’t know what your procedures are but if somebody said hey we don’t know if we are going to have a quorum for a meeting, we need you to respond back on whether or not you’re going to be at a meeting. That’s an okay communication and if you accidentally hit reply all that I’m going to be at the meeting no harm to fowl but if you said I’m not going to be at the meeting because I’m attending a wedding but there is an item and I feel this way about the item, that has crossed the line and you are now having dialogue with board members outside of the Sunshine.

(Marvin Dooley: Thank you so much for that explanation. Going further on that same item, in as much as we do not have, to my recollection, final approval of anything. In the Sunshine Law, I’m thinking that’s what it’s referring to. If you don’t have final say so on something what possible difference does it make)?

Dana Olesky: As an advisory board, Sunshine Law still applies to you. (Marvin Dooley: Why? I guess that’s where I’m trying to go). Dana Olesky: Because you do have recommendations that you’re making. You’re looking at different things. And the idea is supposed to be that any of those decisions made as a group are to occur in the Sunshine Law. If it applies to you even on the blue ribbon task force, if the BOCC creates just a group that’s going to talk about recommendations regarding an animal issue. If those meetings is a public board and whether or not those recommendations are going to be
binding or not, those members are still bound by the Sunshine Law. (Marvin Dooley: We can make recommendations and that’s it)? Dana Olesky: You can look at it this way, so that the citizens that you’re representing being on this board know that the recommendations you are making have been discussed openly and why you’re making this recommendations because they have the right to know that and hear it discussed in the open meeting. It’s more to protect that who you’re representing more so than anything else, even though your recommendations are final. (Marvin Dooley: For example, if I was to recommend to Shawn, I need job descriptions for the top people in your office. Sherry, what’s your job title)? (Sherry Sloan: Maintenance Manager) (Marvin Dooley: I guess somehow or another this board is supposed to make recommendations on Sherry’s responsibilities or her performance. When is it that we’ll legitimize to a certain extent as to having some type of authority? Maybe that’s even a better question, what authority do we actually have)? Dana Olesky: I’m not prepared to answer that question.

Shawn Hubbuck: The policy that she presented to the BOCC, there was some discussions and there was some revision that she had to make changes and it has gone to administration, so at the next board meeting that I attend I will bring it to you all and present it. We actually have a whole page in the back and it talks about personnel, it talks about budget and it helps define your responsibilities.

John Myers: Can I follow up on one question on that? It pertains to the waterfall and to the pump failing. I was a machine repairman for 25 years and we would always check the alignment for the electric motor and pump. I was going to ask Sherry about that but I thought I would be interfering with her job or at least my input was not needed because it was under warranty. But still there is stuff the people on this board might be able to help Sherry or Dave’s group or whatever. Is that something we can do if we have an opinion or a question or a comment? Can we ask Sherry or present something to Sherry or Dave?

Shawn Hubbuck: If it’s talking about questions about General Services, sure. But if you want to ask questions about personnel, no. If it’s related to the budget and what’s covered under the budget, sure that’s discussions because we work together. I work with all of you during the preparation of the budget and you’re part of that process of the recommendations. Obviously, ultimately I sit down with the County Administrator and go over the budget and what we prepare to present to the BOCC. Not to be more than a general answer, sure there are certain things that you can definitely be asking. I would help probably clarify that there is something that may not be appropriate but generally if it relates to the budget and what happens around here shoot away as it relates to General Services. We shouldn’t be discussing recreation stuff, we shouldn’t be discussing global Marion Oaks things if it’s not related to General Services it’s not appropriate, it’s not needed it’s not part of the responsibilities.

John Myers: So, I’m not stepping out of my lines even for Dave. If I went walking around the area and I see something that looks bad or looks dangerous, I feel that I should be able to come to Dave and say I’ve seen this and the same with Sherry. If there is something, a lid being off, the lid that covers the drain hole.

Marvin Dooley: Any questions directed to Dana Olesky?

Lisa Ying: I would like to get a brief synopsis of what you’re talking about today in terms of your topic.
I would like something in writing, bullet point or topic to say you came here to talk about 1, 2, 3 and just a little summary so that we have something to go with for the next meeting, should something come up. Dana came here and she said this and this. I could follow-up as well. I am new to this board but I’m not new to Marion Oaks and I’ve served as well.

Dana Olesky will provide something in writing to the Advisory Board summarizing the topic.

Lisa Ying: Mr. Marvin brought up something very important as well in terms of responsibility and who wears what detail that will also be helpful. I would like to have something so that I can place the name with the responsibility, something to guide me on what I’m hearing. I overstep, I don’t want to overstep. If we have a clear guideline on what we need to do in terms of rules and responsibility and where we need to go, I think that will help in writing as opposed to saying it out because by the time we get out there you and I have a different opinion on what you think and what I think at the end of the day. So black and white, I’m a black and white person. If we have that we can eliminate a lot.

Shawn Hubbuck: Well, obviously the policy is going is going to help spell that out and obviously attending the class is going to give you a huge knowledge because it all gets discussed. It’s a four hour class. Now unfortunately, we’re holding it one time a year, so maybe going the online class as soon as you can would be beneficial. I think you’re going to have a lot of your questions that you’re having right now is available through that process and I think we have it in the policy that each term you have to go renew through the process.

Dana Olesky: Within six months of being appointed and if you do it within the next six months for your term you accomplish it, you get elected to a second term you’ll have to attend the training again in case there has been any updates to it because of the laws, I highly encourage you to do the online right now for Sunshine and public records and then in March when we do the in person, go to that one. It is very beneficial, if Michael Tomich comes. We have a lot more than the just the Sunshine Law and Public Records. I’d encourage you to do that one but I can provide you with an update on the talking points today that I presented. Shawn will make sure you get a copy of the policies and procedures as to what the requirements and responsibilities for this board.

Sherry Sloan: We’re out mowing, we’re coming through our final mow of the season. We are now in section 8 and 9. We are in (Mr. Dooley’s area) we are on schedule. This Thursday I have interviews for an open position that we had and I will be hiring another employee and then we will have a full crew. And after we get through with all the units, we’ll be going around cleaning up all these catch basins, these stop signs, everything that is in our mowing path, any trees that’s in our mowing path we’ll get that cleaned up. We have the chipper truck right now being inspected and getting ready so we can go out and trim the trees our chipper is getting maintained so it’s not breaking down. I’m getting that altogether and hopefully we will get a cold spell long enough to let us get some other work done besides having to cut grass. We’ll still probably touching up areas. Amos is running my crew, I’m working on training him. I’ve been doing more of the office and overseeing him. We’re getting him the feel of the crew because he is my maintenance crew supervisor. He is doing really well going out and working with the crew. You want to be a group, you want to be a team. It’s nice to feel comfortable when you go on vacation and know you have somebody that can run it for you.
Shawn Hubbuck: I just want to expand a little bit about a question that came up about the tree stumps. The tree stumps has been done by OCE in the past but there has been a time where we have contracted out so I want to reach out to OCE about the tree stumps first and see how responsive they are before we move forward potentially getting the stumps done under contract.

(John Myers: This was my question, I didn’t know if I was suppose raise a question like that to Sherry or had to go through you or raise it to the meeting here. There’s things as I am driving around the community that I see. I feel like I should let Sherry know about it in case she doesn’t know about it. Is that okay? I’m not telling her what to do). Shawn Hubbuck: You’re a citizen just like everyone else is a citizen, so as a citizen if you notice something, obviously we get our best feedback from the citizens in my view. As a citizen, and you notice something it’s either reported to Sherry if not we can help direct you if it needs to be reported to OCE instead. It depends on what the specific situation is.

(John Myers: Just to update you, The big truck that was parked on the manor down from the Presbyterian Church that has the wheels on the bicycle lane all the time, the big white truck, it has messed up the sod, I think he has moved). (Sherry Sloan: They normally come in after hours, on the weekends when we’re not working if I see them during work hours). (John Myers: For the record, the crew you have now is out there, they’re doing a job, their doing it safely and their doing a heck of a good job).

Shawn Hubbuck: What I’m going to hand out, the budget was approved, and this is our final budget. I have a copy for everybody. I was just presenting the budget to you all since it was printed and approved. I don’t really have any other items. (Henry Munoz: What I really need to know is what’s happened with the waterfall steel pipes)? Shawn Hubbuck: That’s going to be opened on Thursday at 3:00 p.m. So we’ll see what responses we get and what the prices is.

To answer John’s questions, yes those pumps are all laser aligned. (John Myers: That was my concern when the brand new one blew up and the one we replaced blew up, that should have never exploded like that by the way. Did you get the same company to put the same pump back in). (Sherry Sloan: Yes, one motor just didn’t even work and it was brand new. We’ve swapped that out with one that we had). (John Myers: One other question, Shawn, the thing that is going on this next week, that’s for that leak through that concrete wall)? Shawn Hubbuck: The bid for this Thursday, it’s for the piping with inside and it’s the leak that covers everything? (John Myers: They’re definitely going to have to replace the wall, they’re going to have to put something through and use what is there if it’s not busted. It may not be a lot of money). Shawn Hubbuck: I think we have budgeted $60,000 which we think is a higher number. (Henry Munoz: By next meeting in November we’ll have a good idea what it’s going to cost).

(Marvin Dooley: As I was saying earlier, I would appreciate it if you could provide at least me, I’m not sure about the rest of the board with a total job description and overview of General Services’ responsibilities and her people and most of all general services. I hear Sherry doing what I consider a lot of outside things, outside her responsibilities). Shawn Hubbuck: Basically, we have four job descriptions, we have Sherry’s job description, and we have the rest of the crew falls under one job description with two differences, you can be a one or a two. The two is obviously more experienced, more certifications, so the existing crew, she has a mixture right now of crews 1’s and 2’s and the 1’s can become 2’s if they choose to work on getting all the certifications and then we have Amos’s job description that I can tell you is being re-written. But I’m happy to provide what we currently have as public information.

(Marvin Dooley: But you will make note of the fact that this is being changed as to when it might affect)? I’ll bring hard copies at the next meeting. (Henry Munoz: Sherry’s job is description is being upgraded)? Shawn Hubbuck: We had a title change from supervisor to a manager. (Lisa Ying: Given
that I’m not familiar with the whole setting up, Mr. Marvin here mentioned the description, I would highly recommend to get something to us immediately so that by the next meeting, if I have questions or concerns I would like to address it then. So if we can get an e-mail copy prior to, whatever you have right now, I’m sure you do have something exists for these parties. I would like a copy so when you come back next month I have questions for you or get things prepared so that the board can, I’m not sure, just help me out). **Shawn Hubbuck:** I’m happy to supply them to you but I want to caution you that it’s a personnel issue job descriptions are a county function not an Advisory Board function. **(Lisa Ying:** So how are we supposed to, I’m looking for a level of understanding in order for me to serve the public and get a proper understanding of what we are doing or at least me. At this point in time, because I’m coming in and I’m not sure, living here and being on the board is another and being able to speak for the public is another factor. In order for me to make that educated decision or at least advise or recommend whatever it is my role is, at least I need facts to back it up. Anything that you have to kind of help me understand it better, even though we have the online classes, but the role is very important because I like to ask questions and I’m looking for answers, a solution or some type of remedy. What I’m hearing is overstepping and if we don’t have a guideline, how are we going to speak for the public if we do not have some type of guidance. Now, I don’t know what you had before but I’ve been around this committee and all the other committees. It’s different when you’re on the board, when you are speaking for the public and it is for the public’s best interest is what we’re looking for. That’s what I’m asking for, just a little bit of guidance). **Shawn Hubbuck:** I’m happy to give you all the job descriptions but reviewing the job descriptions, the tasks and the all the employees, all is a Marion County function, you all do not direct staff at all, that is clear in the policy that you’ll get as well. As long they get the other final version of it I can send the policy as well as the job descriptions in one email. **(Lisa Ying:** You said county, is that a public thing as well? As a citizen can I go out to the other side and look at their job description on the public side) **Shawn Hubbuck:** Absolutely, you can contact our HR department and request to look at it. **(Lisa Ying:** As a resident I would like to know what is going on even if you can’t cross over. I just want to clarify that). **Shawn Hubbuck:** Her discussions earlier, I can see why there is some hesitations now. Her discussion was mainly about the communication you could potentially vote on. You all wouldn’t vote on anything that would relate to a job description. So I’m just using this as an example but if we’re talking about the water pipe bid and let’s say the bid comes in at $80,000 which is $60,000 over our proposed budget. I’m going to be coming back here and say okay here is the expenditures what’s your thoughts? Because that is related to the budget. Once again, once you receive the policies that’s going to help give you some clarifications of it. What I’m going to send to you is the policy manual that we have for Marion Oaks General Services. We have policy manuals for Marion Oaks Recreation, police manuals for Silver Springs Shores Recreation. We have a lot of policy manuals, fortunately it’s not real thick. What’s going to be most recent in there is our Street Lighting Policy that was approved earlier in the year. **(Lisa Ying:** Lastly, the budget, was this presented to the Board)? **(John Myers:** Yes) **(Lisa Ying:** Did we put together something, give it to you and you guys make your final decision and then brought it over or do we have a say in it)? **Shawn Hubbuck:** We, the five of you and me will sit down when it gets to be budget time again and we’ll look at the budgets, we’ll look at if there is any capital projects which generally there hasn’t. The waterfall came was something that came up as an unknown, but we’ll go over the budget, what was budgeted, what was expended, is there any potential capital projects. We prepare the budget together and then I kind of take the ball generally from there. **(Lisa Ying:** When you say take the ball, do you go back to the county and report it)? **Shawn Hubbuck:** I sit down with the County Administrator and the Assistant County Administrator and we talk about, I have 48 budgets, we generally talk about the big ones, the bigger ones where I have
staff generally speaking. So yes, we talk about the budgets, so far in the last couple of years what we presented have been accepted. Ultimately through a process, we report it to the BOCC and we actually start budgets in January. Our fiscal year started 10/1/18. **(Henry Munoz:** In July, the Director or the Chair or anybody else who wants to go - goes down to the County Budget Hearing and we get asked questions concerning it). **Shawn Hubbuck:** Sometimes they ask questions and sometimes they don’t. It’s usually the Chairman and if she wants to add a designee but you all can come and watch as the audience but it will be the Chairman and I. We’ll sit down and we just do a brief presentation generally in the last couple of years since I’ve been involved with MSTU, usually through the budgeting process as a county sometimes there is something that comes up like a higher priority that could impact all the employees or something like that. So those things will get discussed and usually those answers, there is always meetings with The Administrator but because of Sunshine. I can go one on one but you all could if you wanted to, if you had something you could go and meet with the Commissioners to express your thoughts on something if need be. Henry does it, I know. We’ve had those discussions and he’s very active. I think he comes to just about every board meeting. Generally, first and third Tuesday of every month is the BOCC Board Meeting, it starts at 9:00 a.m., because of the holidays sometimes they might skip. **(Henry Munoz: They might change it to another date but usually if it falls in the beginning of the month they just cancel it and go to the third). Shawn Hubbuck:** By the way, I haven’t officially did it but thank you for signing up for The Advisory Board. It’s always exciting when we can have a full team. Thank you for all the questions you are going to be asking. **(Lisa Ying:** And a lot more coming). **Shawn Hubbuck:** I’m sure there are and I’ll try and do my best to help provide what is needed and help answer the questions and guide you if I’m not able to. **(Henry Munoz: Any more questions)? (Marvin Dooley:** Just a quick one for Shawn, approximately, how many DRA’S are there in Marion Oaks). **Shawn Hubbuck:** I will have to look that up, I don’t have a clue. I know how many miles of roads, but the DRA’S, we used to say under transportation about 100 mile of roads you have a retention area but that’s not necessarily in communities and subdivisions. **(Marvin Dooley:** I would like a copy of that and along with that could you throw in that number, the reason I’m asking because I thought they gave me an astronomical figure on the number of DRA’S). **Shawn Hubbuck:** They are the keepers, so that is who I would reach out to. 

**Henry Munoz:** Do we have anything on roads? Nothing new? **Shawn Hubbuck:** The only thing I have to report is our 12 mile of roads are over to Procurement now and will be out to bid. 

**Henry Munoz:** Which 12? Do you know what units? **Shawn Hubbuck:** I know we have some in unit 5, I know we have some in unit 10 and I believe there might be a road or two in unit 6. 

**(John Myers:** One quick question, on 49th and 28th Street is blocked off with a bunch of do not enter signs. How is that done? How is 128th Street closed)? **Shawn Hubbuck:** Where is that located Sherry? 

**(Sherry Sloan:** When you go on the other side of 484 like you’re going to 49th when you first turn on 49th that one street they blocked off because the cars were turning, the line gets so backed up. Some of them are using that road. 

**Shawn Hubbuck:** The County Engineer would have made a decision, the County Engineer has the authority to what you would call a temporary road closure and that’s what that is. I know exactly what you are talking about because I was out there counting street lights a week ago. Sherry was correct, I did attend a meeting a year and a half ago but because of the traffic backing up coming from the north, people take that side street that goes down and I’m assuming it continues to head west maybe they go back east. **(Henry Munoz:** That goes west and then they probably go south.) **(John Myers:** The problem is that if anything big goes back there it’s not going to have room to turn around unless it’s just temporary.
Shawn Hubbuck: Well John, I would recommend you contact the Office of the County Engineer if you have comments. (John Myers: If people live on another street somewhere and have an issue like that they can get the street closed).

Shawn Hubbuck: That is done by the County Engineer’s office, in the future when that gets four laned most likely that’s going to be a cul-de-sac. It may not be because you’re going to have a median but that’s all based on traffic studies and of evaluations of the engineers who has designed the project.

Henry Munoz:
Old business - The waterfall we’ll know by next month, the street lighting the same thing.

New business: The 10/19/18 bootastic, do we want to do something for that? Do we want to be involved in it in anyway giving out candy?
(Sherry Sloan: I will be out there, I buy candy and give candy out to the kids).

Henry Munoz: It’s us as a committee, do we become part of it, set up a table.

Shawn Hubbuck: In our previous meeting, Kari was describing the event and they are asking for volunteers to sit at a table to help distribute the candy. It is my understanding from the pictures I have seen it’s a large event and there is a lot of people who attend that and I’ve heard it’s been very successful.

Henry Munoz: Do we as the Marion Oaks Advisory Board, do we want to be there handing out candy?

Give Kari $30.00 and she will set you up with a table with your name on it. A collection was taken.
Henry Munoz and Lisa Ying will man the booth.

Helen Dueño: I would like to thank Lisa for coming on board here. Something that concerns me is that most of the information that you are asking if you can have the MSTU is restricting you or the county is restricting you from having and all this information is public information. I would like to know why you guys can’t communicate amongst each other because you are the board whether it is the phone or email and stuff like that when in fact. Me, as a resident of Marion Oaks I can go online and find out Sherry’s title, how much she makes, this is all public information. I just want to know why you guys are being restricted.

Henry Munoz: It’s the Sunshine Law, it falls on us too.

Shawn Hubbuck: There has been no restrictions, they asked and I helped provide the information. There’s not been any restrictions as it related to the documents they asked. I’m not certain when you’re saying being restricted is what you really mean.

Helen Dueño: Today’s technology is very difficult for people to meet so they usually use email or skype or whatever type of information and I understand the Sunshine State that it could affect people that have a voice or put it this way a vote. These people are here to represent us, they’re there to represent the community they can’t vote, they’re just here to represent the again, the comment and make suggestions or concerns of the community. Yet, they are being restricted, maybe I’m using the wrong
word but to me I find that they are being restricted. Usually they are going to talk today again? With technology, you could use your phone, email and whatnot.

**Shawn Hubbuck:** It’s all spelled out in the Florida Statutes. We’d be happy to take your comments but that’s not decisions we make. There is Florida Statutes that guide us one the Sunshine Law.

**Henry Munoz:** Possibly the only way we do anything is put up a board that everybody can get into and look at as we talk. Then that would be open but I would have to talk with legal to see if that is a possibility.

**John Myers:** Just for instance, I’m not going to be here for the next meeting and we’re going to be talking about street lights and I would email the Chairman and say I’m against doing anymore street lights. That’s wrong. Correct?

**Shawn Hubbuck:** Right, In a meeting, I’m happy to bring that up but it’s not supposed to be discussed on something that you can be voting on outside of this realm. And generally that is the Sunshine Law.

**Marvin Dooley:** And I think that is what you’re picking up on is the fact that Henry or John and I, we can’t talk together about anything that’s related to this board and voted on. That’s where the restriction comes in and that’s where I’ve had problems since day one because we don’t have the final say so. So, what does it matter? If we could more efficiently talk to each other, on the phones, through email and say okay I understand your point. We can’t do that according to Sunshine Law which it says in the Sunshine Law – approval – we don’t have approval, all we have is recommendations of considerations. Why are we restricted to that, but the reasons that we did was because Florida was convoluted without lack of a better word, crooks.

**Mr. Whipple:** The commercial - if the little girl asks the mom – mom washes the dishes before she put it in the dishwasher, so what does the dishwasher do?

**Henry Munoz:** The next board meeting will be on Tuesday, November 13, 20:18 at 10:30 a.m. Is that okay with you guys? All - approved.

Motion to adjourn.

Sincerely,

Debra Moscato,

Henry Munoz Chairperson