

MINUTES OF MEETING
BELLA COLLINA
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Bella Collina Community Development District was held Thursday, March 12, 2020 at 9:30 a.m. at the Bella Collina Clubhouse, 16350 Vetta Drive, Montverde, Florida.

Present and constituting a quorum were:

Randall Greene	Chairman
David Burman	Vice Chairman
Duane Owen	Assistant Secretary
Dutch Holt	Assistant Secretary by phone
Andrew Gorrill	Assistant Secretary

Also present were:

George Flint	District Manager
Andrew d'Adesky	District Counsel
Jeff Einhouse	District Engineer by phone
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order, four members of the Board were present and one member attending via phone, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: There are no members of the public here.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the November 14,
2019 Meeting**

Mr. Flint: We have approval of the minutes from November 14, 2020. Did the Board have any comments, or corrections to those?

Mr. Greene: I didn't have any.

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, the Minutes of the November 14, 2019 Meeting were approved.

FOURTH ORDER OF BUSINESS

Financial Matters

A. Consideration of Amended Final Special Assessment Methodology Report

Mr. Flint: We had started the Assessment process once dealing with the District expanding the boundaries to include the lodge within the boundaries. Then we subsequently set a public hearing dealing with assessments on the area that previously was not within the boundaries. We set the hearing but never held the hearing, and what we are doing now is re-starting that hearing process. Today you are considering two resolutions. The first one would declare your intent to impose assessments, the second one would set the public hearing. The methodology that's in your book actually treats the lodge as .75 ERUs and we actually have revised it to .5. Unfortunately, the wrong version made it in your package, but we would ask that you adopt it contingent upon replacing it with the correct version of it. That's what will be distributed for the mailed notice. The intent is if the Board holds a public hearing that you impose the assessments then there would be a Supplemental Assessment Methodology prepared that would recognize a developer contribution that would basically offset the debt on those units. We've got to impose it, and then the Board has to adopt a Supplemental recognizing a developer contribution to offset that debt.

Mr. d'Adesky: That's part of the statutory process. It's technically what's called equalization. Essentially, at the hearing you set it, you declare it, you say here's the ERUs, and then the Board is the equalization Board so at that meeting you recognizing that discount. So, you are saying okay they have contributed this, therefore, we are discounting it that amount of the contribution.

Mr. Flint: Right, and the Developer and Engineer have provided us with proposed infrastructure that would be contributed to offset that and we've reviewed those. We need to make some adjustments to it, but we should be prepared at the public hearing to deal with that.

B. Consideration of Resolution 2020-03 Declaring Special Assessments

Mr. d'Adesky: The first Resolution is the Declaration Resolution which essentially declares assessments in the amounts stipulated in the methodology. It provides for setting a public hearing through a separate motion and separate resolution which will pass subsequent of this, at a

given date and time. It also approves the methodology, and the Board will be approving it in its revised form with the .5 ERUs. Are there any questions?

Mr. Flint: Are there any questions on this resolution? And again it would the exhibit attached to it would be the revised methodology that is described.

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, Resolution 2020-03 Declaring Special Assessments, was approved.

C. Consideration of Resolution 2020-04 Setting a Public Hearing for Special Assessments

Mr. Flint: The next resolution sets the Public Hearing. There's a 30 day notice required so we would not suggest your April meeting, but the May 14th meeting.

Mr. d'Adesky: The 30 day notice is going to be to landowners upon which the assessments would be imposed, which at this point is DCS. Not every resident is going to get one of those.

Mr. Flint: Is there a motion to approve Resolution 2020-04 Designating a Public Hearing for May 14^h at 9:30 a.m. at this location?

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, Resolution 2020-04 Setting a Public Hearing for Special Assessments for May 14, 2020 at 9:30 a.m. at the Bella Collina Clubhouse, was approved.

FIFTH ORDER OF BUSINESS

Termination of Meter Reading and Billing Services from Agreement with Utility Technicians, Inc.

Mr. Flint: Since the District starting operating the utility, Utility Technicians, Inc. has been doing the meter reading and the billing. They did it for five or six communities and they've decided to get out of that business. They sent us a letter in February with their intent to terminate their agreement. I talked with the Chair, and we've gone out and are in the process of acquiring the software, and the wand that they used to read the meters. They were using a backup that they had, they never notified us that the wand was broken. We are getting a new wand and we are going out with them at the end of this month on their route for the meter reading.

SIXTH ORDER OF BUSINESS

Consideration of Proposal from GMS-CF, LLC to Provide Utility Billing Services

Mr. Flint: We have a proposal in here that GMS would provide the utility meter reading and utility billing services. I think it is going to be an improvement because one of the things you want to do when you're doing the billing and meter reading every month is looking at the highs, lows, low reads, no reads, flagging meters that may be inoperable, flagging houses that might have a leak, notifying them, etc. So, we will be closer to that process and we can set that up monthly so we're on top of things. If a meter is reading zero we are going to be able to react to it. If it's a high read we can notify them, they may need to check because they may have an irrigation or controller issue. I think it's going to be an improvement. The current contract is based on the number of bills generated, it's based on the number of collection letters generated, so it varies depending on what their activity is from month to month, it probably averages between \$1,100 and \$1,200 a month. We are recommending a flat fee structure at least initially at \$1,250 a month, plus a one-time conversion fee of \$5,000. It's a little bit higher than what we are paying right now, but it's a flat fee. Once the additional accounts come on in the future we can look at adjusting this. Are there any questions on that?

Mr. Holt: One quick question. Are we required to send it out for bid, or not?

Mr. Flint: No, not based on the dollar. There's not a lot of options out there anyway. I think there's some synergies with us doing it, and I think what we are charging is fairly close to what we are currently paying. There is no bid requirement on this dollar amount or for this type of service.

Mr. Holt: Okay, no problem. I was just asking.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Proposal from GMS-CF, LLC to Provide Utility Billing Services, was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Installation of Inter Connect Meter Between Hillcrest and Pine Island

Mr. Scheerer: As you know, Jim Boyd has been doing an evaluation of the water loss and usage here on both Hillcrest and Bella Collina. We have an Inter Connect between Pine Island and the Hillcrest side in the event one plant goes down, we can continue to supply a water to either side. However, there's actually no meters to track the amount of water that has left the Hillcrest

Plant to Bella or Bella to Hillcrest. At the recommendation of Jim Boyd, we added \$58,000 to the capital budget for this year in order to put in these meters and wet tap and it's going to be basically about 20 yards right across from the tennis courts over here as you are coming up the hill. Utility Tech has supplied us with a proposal for \$55,285 to go ahead and do the work. We are running the meter specifications by Jim just to make sure that we are using the meters that he wants. Again, this is a project that was recommended, and the dollar amounts are funded in the amount of \$58,000 and we would seek approval from the Board to get this project moving.

Mr. Greene: My question is where is the money coming from? Is it coming out of reserves?

Mr. Flint: Yes, we have money set aside in the budget for capital.

Mr. Scheerer: Correct.

Mr. Flint: It's already budgeted

Mr. Sheerer: Yes, it has already been budgeted.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Installation of Inter Connect Meter Between Hillcrest and Pine Island, was approved.

Mr. Flint: I have one other proposal for the Board related to meters as well. It didn't make it on the agenda. Jim Boyd has reviewed all the meters, their age, and their historical flow. Meters not only have an age from a mechanical perspective, but they also have an age from the amount of flow that goes through them. So, you not only have to look at the install date but you have to look at how much water has flowed through the meter. He went through and looked at all the meters, he's recommending replacement of thirteen ¾" meters, six 1" meters, and one and 1½" meter. He's proposing to replace those with what's called a mock ten meter. Which is the latest technology with meters that doesn't actually have any mechanical, it's like a mag meter. It measures the flow electronically so it's more accurate. For the 1½" and 2" meter, he asked to get two options. One replacing it with a mock ten meter, and one replacing it with the traditional turbine meter. I would ask that you approve the higher amount in the event we replace those with the mock ten meters. If we end up doing it with the turbine meter, at least we have the dollar amount approved.

Mr. d'Adesky: That's not that big of savings.

Mr. Flint: It's only a few hundred dollars, it's \$350 difference.

Mr. Greene: Is it coming from the same location?

Mr. Flint: Yes, we have money in the utility fund for rebuilding the wells and we have a lot of savings there that we can use because we are not spending that entire amount. This is something we need. We need to get on a meter replacement schedule. We are going to set up a schedule and monitor the ages and flow through use so that we are on a regular schedule of meter replacement so we know when they should be. We are kind of playing catch up here on this.

Mr. d'Adesky: So, you are asking the Board to approve the \$13,000 even though the last \$2,000 would drop off if we went with the mock ten meter?

Mr. Flint: I'd say not exceed \$12,000 because the \$13,000 includes both meters. Any questions on the proposal?

Mr. Gorrill: These meters were installed in 06? Probably?

Mr. Flint: Some of them have been replaced since then and are being replaced again. Meters usually last maybe 10 years, you get out of a turbine meter. I don't know that all of these are original, some of them on the schedule the Utility Tech provided us didn't have an install date, so we don't know exactly how old they are. We know how much water is flowing through them so we are recommending replacement on those. If there's no other questions, is there a motion to approve a not to exceed a \$12,000 for meter replacement?

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, A Not to Exceed Amount of \$12,000 for Meter Replacements, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. d'Adesky: For all of our Districts we update you whenever there is a statutory update. There was an update related to auditing requirements. GMS is doing 99.9% of it already. It's very minor changes from our standpoint. They already keep your audit on the website for two years, that's now a requirement. Whenever we appoint an Auditing Board, we already appoint the Board as the Auditing Board, that's a requirement now that you appoint a Board member, or at least one, as the Auditing Committee. They are already tracking any fraud or waste that might come up. The one thing I wanted to mention to the Board is, if you are ever ask a question by the auditor, just go ahead and answer it. If you have a question about it ask George. Typically, it's do you know of

any undisclosed claims against the District or something like that. They did add criminal and civil penalties for impeding an audit. That’s not going to happen a lot, but I just wanted to make you guys aware of that.

Mr. Flint: I’ve never had that situation. Whether it’s stated in there or not, that’s the problem. That’s just an update on that.

Mr. d’Adesky: I have nothing else beside that for the Board except that we’ve been actively helping with this methodology and getting the equalization rights and when we come to a public hearing, we will have the numbers and can explain some of the background on what’s being given, and what the offset is against those ERUs.

B. Engineer

Mr. Flint: Jeff, do you have anything for the Board?

Mr. Einhouse: I don’t have anything this morning.

C. District Manager’s Report

i. Approval of the Check Registers

Mr. Flint: You have check register, this is for November 1st through February 29th for the General Fund, Enterprise Fund, Enterprise Capital Reserves, and Board pay. It totals \$1,482,535. Any questions on that? A lot of that is going to be Debt Service assessment revenue.

On MOTION by Mr. Burman, seconded by Mr. Gorrill, with all in favor, the Check Register totaling \$1,482,535., was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: Next is the balance sheet and income statement through January 31st. If there’s any questions, we can discuss those.

iii. SBA Florida PRIME Monthly Summary Report

Mr. Flint: You have the monthly summary report from the State Board of Administration Investment Account through January, just for information.

ELEVENTH ORDER OF BUSINESS

Other Business

Mr. Flint: Any other items that were not on the agenda? Hearing none,

TWELVETH ORDER OF BUSINESS

Supervisor's Request

Mr. Flint: Are there any Supervisor's request? Hearing none,

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Flint: If there's nothing else, is there a motion to adjourn?

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman
RANDALL E. GREENE