

MINUTES OF MEETING  
BELLA COLLINA  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Bella Collina Community Development District was held Thursday, February 11, 2021 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
Andrew Gorrill	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Jeff Einhouse	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order. All members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: This would be an opportunity to provide comment on anything on the agenda or not on the agenda that you would like to bring to the Board's attention. We do have a member of the public here, and if you wouldn't mind stating your address and trying to limit your comments to 3 minutes.

Ms. Danielle Gavagni: I live at 16834 Artimino Loop. I wanted to come and listen a little bit after I heard about the meeting. I figured it would be something that would be good to hear as a member of the community. My concerns would be more operational than anything else.

Mr. Flint: We did speak before the meeting and you did relay some concerns you had about sediment in your water lines, so we will follow up on that. Alan has your information, and we will definitely follow up with that and do the best that we can to address it.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oath of Office to Newly Elected Supervisors**

Mr. Flint: We will do the oath verbally and then I will get the forms signed after the meeting. Mr. Burman, Mr. Owen, and Mr. Holt were all reelected on November 12<sup>th</sup>, 2020 and Mr. Burman and Mr. Owen are serving four year terms and Mr. Holt is serving a two year term. I will administer the oath: As citizens of the State of Florida and of the United States of America, and as officers of the Bella Collina Community Development District, and a recipient of public funds as such officer, do you hereby solemnly swear or affirm that you will support the constitution of the United States and of the State of Florida?

Mr. Holt: I do.

Mr. Burman: I do.

Mr. Owen: I do.

Mr. Flint: Okay, and we will get a couple extra copies of the oath form for you all.

**B. Consideration of Resolution 2021-01 Canvassing and Certifying the Results of the Landowner’s Election**

Mr. Flint: The Board sits as the canvassing board for purposes of certifying the landowner election results. As you can see in your agenda and as I indicated, Mr. Burman, Mr. Owen, and Mr. Holt were all elected. Are there any questions on the resolution? Hearing none,

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Resolution 2021-01 Canvassing and Certifying the Results of the Landowner’s Election, was approved.

**C. Electing Officers**

Mr. Flint: Each time there is an election, Chapter 190 requires that the Board consider election of officers. We have included Resolution 2021-02 in your agenda package electing a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretaries. Currently, Mr. Greene is Chairman, Mr. Burman is Vice Chairman, the other three Board members are Assistant Secretaries, the District Accountant Ariel Lovera is Treasurer and I am the Secretary.

**D. Consideration of Resolution 2021-02 Electing Officers**

Mr. Flint: We could take each seat individually if you'd like, or if a Board member wants to make a motion to elect a slate of officers we could handle it in one motion.

Mr. Greene: I'd like to make a motion to keep everything the same.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Resolution 2021-02 Electing Officers and keeping the slate the same, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the September 10, 2020 Meeting and Acceptance of Minutes of the November**

Mr. Flint: Were there any comments or corrections to either set of minutes? If not is there a motion to approve the Board minutes and accept the Landowner minutes? Hearing no changes,

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Approving the Minutes of the September 10, 2020 Meeting and Accepting of Minutes of the November Landowner Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for the Fiscal Year 2020**

Mr. Flint: The CDD is required as a government entity to have an annual independent audit preformed. You went through a selection process prescribed by statutes and selected Berger Toombs to provide those services. I executed the agreement in your agenda on behalf of the District because of the time frames between meetings with COVID. The fees that are in this proposal are consistent with their bid. They have commenced work at this point so I am asking the Board to ratify my action in executing this agreement.

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, the Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for the Fiscal Year 2020, was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Agreement with RCM Utilities Regarding WWTF Effluent Meter Replacement**

Mr. Flint: This is in your agenda and was prepared and reviewed by counsel. The scope and contract were prepared by Jim Boyd, the District’s Environmental Engineer. You can see that he has signed and stamped the technical specifications. The proposal is attached in the amount of \$15,031.22. Any questions on the agreement? Hearing no questions, is there a motion to ratify?

On MOTION by Mr. Holt, seconded by Mr. Greene, with all in favor, the Agreement with RCM Utilities Regarding WWTF Effluent Meter Replacement, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Proposal from A.W.K. Industries, Inc. for Installation of Replacement Mag Meter**

Mr. Flint: Related to Item 6 is a proposal from A.W.K. Industries for installation of the mag meter. RCM is doing all of the piping and setting it up, and then A.W.K is providing the actual meter and then installing the meter, as well as certifying the accuracy of the meter. Again, because of the timing of the meetings I executed this. It’s for \$4,052.60. Is there a motion to ratify the proposal?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Proposal from A.W.K. Industries, Inc. for Installation of Replacement Mag Meter, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03 Ratifying Enrollment in the E-Verify and Execution of Memorandum of Understanding**

Ms. Trucco: The Florida Legislature recently passed a new law that requires all public employers to verify the work authorization of any new employees. Under this new law the District qualifies as a public employer, so we are required to comply and it is a largely administrative issue that GMS and George is taking care of for the District. What this means moving forward is that we are required to enroll in this new E-Verify System, and in order to do that we have to execute a Memorandum of Understanding. Then moving forward any agreement that we enter into with a contractor requires that we confirm that they have also enrolled in the E-Verify System. We have added compliance language to all of our agreements dated after January 1<sup>st</sup>. This is not a retroactive statute. What we have is a resolution approving and ratifying the actions of the District to comply with this new law to date, and also delegating authority to the Chair, Vice Chair, and District staff

to take any actions necessary to ensure compliance in the future. If you have any questions I'd be happy to try and answer them now, otherwise I just need a motion to approve.

Mr. Burman: What are we supposed to be in compliance with?

Ms. Trucco: It would be with the immigration status of the employees that are hired. It was already a federal law so a lot of contractors already have it.

Mr. Flint: The Florida Governor in the legislature passed a law making it apply to the state of Florida now.

Ms. Trucco: Right now the District doesn't have any employees either, we just enter into agreements with contractors. All we have to do is enroll in the system.

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, Resolution 2021-03 Ratifying Enrollment in the E-Verify and Execution of Memorandum of Understanding, was approved.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Proposal from RCM Utilities for Sewer Flush Port Movement – Added**

Mr. Flint: This is a time and materials proposal, although we asked them to provide an estimate. This is not a fixed cost and we will make that clear on what we actually propose. There are 12 sewer main flush points located in the middle of sidewalks throughout Bella Collina, so this proposal has them bring those flush points down and put them in a valve box with a flush valve integrated into the pipe so that it's flush with the surface of the pavers. This price does not include the reinstallation of the pavers, so we would have to engage another contractor to do that work. Again this is an estimate, and I was hoping it would be lower.

Ms. Trucco: If the Board does approve this proposal we will need an agreement with that E-Verify language.

Mr. Flint: Any questions on the proposals?

Mr. Greene: How many are they replacing, twelve?

Mr. Flint: Yes, and this was requested by Andy, but this is something that needs to be done.

On MOTION by Mr. Holt, seconded by Mr. Greene, with all in favor, the Proposal from RCM Utilities for Sewer Flush Port Movement, subject to Counsel preparing an agreement, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco: We have nothing new to report to the board today.

**B. Engineer**

Mr. Flint: Jeff, do you have anything?

Mr. Einhouse: I do not have anything to report this morning.

**C. District Manager’s Report**

**i. Approval of the Check Register**

Mr. Flint: You have the check register from November 1<sup>st</sup> through January 31<sup>st</sup> totaling \$1,531,798.94. The vast majority of this is the Debt Service assessment revenue being transferred to the Trustee. You can see there’s one check for \$1.2 million and another for \$30,000 Did the Board have any questions on the Check Register? Hearing none, is there a motion to approve it?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Check Register totaling \$1,531,798.94, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: You also have the unaudited financial reports through December 31<sup>st</sup> which includes the combined balance sheet, statement of revenue and expenditures for the general fund, and your debt service and water and sewer fund. There are no actions from the Board. If there are any questions, we can discuss those.

**iii. SBA Florida PRIME Monthly Summary Report**

Mr. Flint: You have the State Board of Administration Summary Report through the month of December. This is the fund the District invests its surplus funds in run by the state. There is no action by the Board needed.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Flint: Any other business or Supervisor’s Request? Hearing none,

**TWELTH ORDER OF BUSINESS**

**Supervisor’s Request**

There being none, the next item followed.

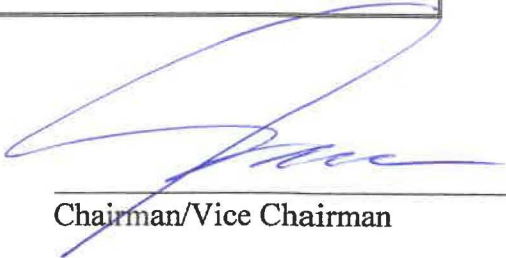
**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

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

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman