

MINUTES OF MEETING  
BELLA COLLINA  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Bella Collina Community Development District was held Thursday, July 8, 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 by phone
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. Four members of the Board were present constituting a quorum, Mr. Holt participated by phone.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: We don't have any members of the public here.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 8, 2021 Meeting**

Mr. Flint: Did the board have any comments or corrections to the minutes? Hearing none,

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, the Minutes of the April 8, 2021 Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Ratification of Proposal from RCM Utilities for 8” Check Valve Replacement**

*\*Mr. Holt joined the meeting at this time.*

Mr. Flint: This was an item that Jim Boyd identified as failed, so we authorized RCM to go ahead and replace the check valve and I am asking the board to ratify that.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Proposal from RCM Utilities for 8” Check Valve Replacement, was ratified.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement and CO #1 and with RCM Utilities for WWTF RTP #1 Motor and Check Valve Replacement**

Mr. Scheerer: I believe the original proposal was just to replace the check valve and then they ended up having to replace the motor, there were only two RTP motors and they were on that particular station. One of them had failed.

Mr. Burman: Where was the station?

Mr. Scheerer: The waste water treatment facility here on the Pine Island side. It is on the chlorination side and there are only two pumps there, and one of the pumps had failed. Jim had contacted the District Manager and myself about replacing that at that time. Both of the check valves were replaced, and then they came at a later date and replaced that motor as well.

Mr. Burman: Was it just age?

Mr. Scheerer: Yes, they had a couple things go wrong. They had some leaks, some failure, so it was at the recommendation of Jim Boyd that those things go ahead and get replaced and that was authorized by the District Manager. Everything is in and up and running.

Mr. Flint: Are there any other questions? Is there a motion to approve the agreement?

On MOTION by Mr. Greene, seconded by Mr. Owen with all in favor, the Agreement and CO #1 with RCM Utilities Regarding WWTF RTP #1 Motor and Check Valve Replacement, was ratified.

**SIXTH ORDER OF BUSINESS**

**Public Hearing**

**A. Consideration of Resolution 2021-06 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations**

Mr. Flint: The Board previously approved a proposed budget and set the hearing for today for its final consideration. We will go ahead and open the public hearing. We will note there are no members of the public here to provide comment. Attached to the resolution as exhibit 'A' is the proposed budget. It is substantially the same as the prior version, we have just updated the actuals through the end of May and projected the last four months. Any questions on the proposed budget? One thing on the water and sewer budget, our engineering fees are projected to be significantly over our budget. That is primarily due to Jim Boyd's work. We need to probably get with him and figure out how we can get those more under control.

Mr. Greene: Has he just been a billing machine?

Mr. Flint: There have been issues with the facilities as they are aging. But he is also spending a lot of time associated with the consumptive use permit and the irrigation usage and tracking water loss activity and that sort of thing. I don't know if we can negotiate a retainer or some sort of fixed contract with him.

Mr. Burman: I believe he has been billing the POA for a lot of that consumptive use. Has he been billing the CDD? That should not be an expense.

Mr. Flint: Every month he updates his tracking sheets on the usage. That is part of it. There are valid engineering issues that he has been involved in. We probably need to look at that because our reserves and our water and sewer fund are getting depleted.

Mr. Greene: How much have his bills been?

Mr. Flint: We are projecting through the end of the fiscal year \$97,000.

Mr. Greene: We need to get him to roll that back.

Mr. Flint: We had a budget of \$60,000 for the current year, and we are budgeting \$100,000 next year basically.

Mr. Greene: I think we need to get him to dial that one back. We know where we are, I don't think we need him every month.

Mr. Gorrill: Maybe that could go to quarterly, reduce the frequency of that report that's for sure.

Mr. Greene: He's been doing this on a monthly basis? I mean every quarter or every 6 months maybe.

Mr. Flint: We will talk to him and see what we can do to dial that down better.

Mr. Greene: We know the consumptive usage out of here is an issue, but we've already rolled over. We are on the telemetry system. We don't need him doing this every month.

Mr. Flint: I will talk to him and see if he has recommendations on how he may be able to scale his work effort back a little bit and still meet his responsibilities. I just want to bring that up because if you look at the financials and the budgets then you see that is one issue that is exceeding the budget.

Mr. Owen: Question, should some of that cost be shared by the HOA?

Mr. Greene: It has been.

Mr. Owen: Perhaps we are not seeing this total cost that he is billing then. Is that what we are hearing?

Mr. Burman: I just asked for a report so we can find out exactly what the HOA is paying.

Mr. Flint: There are some other activities he is probably billing the HOA for related to the irrigation pump station.

Mr. Einhouse: Yeah, he has helped me out at the pump station a few times.

Mr. Gorrill: I have seen the bills come through. It is always directed to Dave's office.

Mr. Flint: His work is good and valuable but the question is do we need the level he is providing right now.

Mr. Greene: Now that we've substantially moved to the telemetry system, we really only have at the end of the day maybe 60 homes that are not on it. We are coming up with some sort of plan for them to get on the telemetry system. We don't need him doing all of this stuff.

Mr. Flint: There are some valid things like the check valves and the motors and things. We still need his involvement in some of that. Any other questions or comments on either the general fund or the water and sewer fund? The assessment levels are proposed to remain the same.

Mr. Greene: I do have one question about one of the line items. It says we offer a 4% discount.

Mr. Flint: We have to gross up our assessments, it is called a discount because when you pay your taxes in November you get 4%, December you get 3%. For us to collect 100 dollars, we have to assess 104 dollars assuming everyone is going to pay in November. So that is what the discount is. We gross up by 6%, 2% for fees the county charges to use the tax bill, and then 4% for early payment.

Mr. Flint: If there is nothing else, is there a motion to approve Resolution 2021-06?

On MOTION by Mr. Greene seconded by Mr. Gorrill, with all in favor, Resolution 2021-06 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations, was approved.

**B. Consideration of Resolution 2021-07 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Flint: You've got Resolution 2021-07, exhibit 'A' is the budget and exhibit 'B' is the assessment roll. We are just taking the budget you approved and the list of properties within Bella Collina and attaching that as exhibit 'B.'

On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, Resolution 2021-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco: I have nothing today. No news is good news. Nothing to bring to the Board's attention.

**B. Engineer**

Mr. Flint: Jeff, I know you did your inspection, do you have a report?

Mr. Einhouse: Yes, just a report that we completed the inspections for St. John's ERP on the west side of the property. It is the one we do every year. Everything looked great, we found a few minor maintenance items that I will get with Jerry Thompson's group on, but overall everything looked good and we will get that report out in the next couple of weeks.

Mr. Flint: Did you have a chance to look at that one issue where we might have had a blockage?

Mr. Einhouse: I was here the day before you told me about that, has anything been happening?

Mr. Scheerer: No, I think we are good. When we get a lot of rain really quickly it just all puddles up but it was going down slowly, very slowly, but it went down. There is a sea tight box drain that is in that pond over there. It is the only one that takes about 10 storm drain inlets all the way from Sienna Tower by the back gate all the way up to the front of that pond. All those drains drain into this box. Andy has had his guys out there, thank God prior to this storm we got with American Pipe and Tank and set up a meeting onsite with the HOA President. We looked at

everything, popped some man holes, they agreed to go ahead and vacuum those out and inject the line into the box drain. He sent me some videos; it is flowing but it flows very slowly when they get a lot of rain. There is no water on the road. It is a dry pond. The rest of them all have the concrete pipe inlets that come in off the side of the road. They have reinforced concrete pipe inlets that come in and they don't seem to have a problem with it. That is downhill, and we are coming here and that is where the water is holding. It was flowing freely though.

Mr. Flint: So, it has been cleaned? And jetted?

Mr. Scheerer: Yes, and the HOA President approved the work.

Mr. Flint: Anything else Jeff?

Mr. Einhouse: That is all I had.

**C. District Manager's Report**

**i. Approval of the Check Register**

Mr. Flint: This is from April 1<sup>st</sup> through June 30<sup>th</sup> for the general fund, water and sewer fund, water and sewer reserve, and payroll in the amount of \$253,724.65. Any questions on the check register?

On MOTION by Mr. Burman, seconded by Mr. Gorrill, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: Next is the unaudited financials through May 31<sup>st</sup>. There is no action required. Does the board have any questions on the financials? You will see on page 6 where I was talking about the engineering fees. The grinder pump line item has an offsetting revenue line item, so the fact that it is over is not an issue because there are fees paid to offset those expenses and the same thing applies to the meters.

**iii. Approval of Fiscal Year 2022 Meeting Schedule**

Mr. Flint: Each year at the budget meeting you typically approve an annual meeting schedule. We have prepared one assuming you will continue to meet on the second Thursday of the month at 9:30 a.m. at this location, unless there is a desire to change the time or date of the month. We can always cancel it if there is no business. Is there a motion to approve the annual meeting schedule?

On MOTION by Mr. Greene, seconded by Mr. Holt, with all in favor, the Fiscal Year 2022 Meeting Schedule, was approved.

**iv. Presentation of Number of Registered Voters – 178**

Mr. Flint: We have 178 registered voters in the District as of April 15<sup>th</sup>. Once that hits 250 it will trigger a transition of two seats on this board, a general election, and then in two years two more seats. Then two years the last seat will transition. We will probably hit 250 in 2022. We would have had to hit 250 this year for November of 2022 transition. It has to happen on an even number, but because April 15, 2022 is too late for the seats to change. It has to hit 250 the prior year for 2022. So, we are in 2024 before those first two seats roll out.

Mr. Holt: George is that based on percentage or is that just actual hard numbers?

Mr. Flint: It is statutory, it is based on the number of registered voters within the District. So, it is 250 regardless of how many houses are in the CDD. It is a fixed number. A District has to be in existence at least six years and have 250 registered voters. We have met the six years obviously. The Supervisor of Elections provides us this letter every year, and by statute we have to announce the number in a meeting every year. There is no action other than announcing it.

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

Mr. Flint: We have provided you the monthly report for the State Board of Administration for information.

**EIGHTH ORDER OF BUSINESS                      Other Business**

Mr. Flint: Any other business the Board or staff would like to discuss that was not on the agenda?

Mr. Holt: George, how are we doing on loss? We were at a high percentage; do we know where we are at now?

Mr. Flint: I don't have that report with me, but I think we were down below 10%. We have gotten below 10% on both the Hill Crest and Pine Island side. That is under control. It is a combination of a bunch of different things. Jim Boyd was very helpful in that whole process. There is a shut off valve between the Pine Island and Hill Crest side that was not fully sealing and the water loss was kind of strange because if you added them together and looked at it overall it was

good, but some months it was higher on one side than the other. Then we found that the valve was not sealing all the way.

Mr. Greene: Was it really a loss?

Mr. Flint: Not when you add them together but because there is two separate consumptive use permits but he is taking that into account.

**NINTH ORDER OF BUSINESS**

**Supervisor's Request**

There being none, the next item followed.


**TENTH 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. Owen, with all in favor, the meeting was adjourned.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman