

MINUTES OF MEETING
BELLA COLLINA
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Bella Collina Community Development District was held Thursday, October 14, 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
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.

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 July 8, 2021 Meeting

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

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Minutes of the July 8, 2021 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Landscape Maintenance Agreement with the Club at Bella Collina

Mr. Flint: This is for mowing the stormwater ponds and both water and wastewater plants. We previously were using the club; they did ask for an increase in their fee due to increased costs that they are incurring. The maps and the scope are attached.

Mr. Scheerer: Mike is back, he is doing a really good job by the way. The ponds look really good.

Mr. Flint: Basically, this agreement is retroactive back to October 1st of Fiscal Year 2021 and it goes through September 30th of next year. For Fiscal Year 2021 it is \$33,600 a year and it increases to \$43,200 a year for Fiscal Year 2022 which started on October 1st. We went back and looked at what we were paying other contractors prior to using the club and also the job the club was doing and we felt like the requested increase was warranted. We are asking the Board to ratify this agreement.

On MOTION by Mr. Burman, seconded by Mr. Gorrill, with Mr. Owen in favor and Mr. Greene abstaining, the Landscape Maintenance Agreement with the Club at Bella Collina, was ratified 3-0.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for the Fiscal Year 2021

Mr. Flint: Fiscal Year 2021 just ended on September 30th and the CDD as a government entity is required to have an annual independent audit. You had picked Berger Toombs as your independent auditor and you entered into annual engagement agreements with them to perform the services. We are asking the Board to approve this agreement that is for \$3,925.

Mr. Greene: Aren't these the guys we use a lot? They are one of the most prolific in the state, right?

Mr. Flint: Grau does the most, Berger struggled a little this last year. We are reluctant to recommend changing because we don't think the other alternatives are going to be better at this point. The industry has to catch up with the number of CDDs that are out there. All of them are struggling, Berger I think more than the others. We think we are better off staying with them. Any questions on the 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 2021, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Aquatic Plant Management Agreement with Applied Aquatic Management

Mr. Scheerer: This is a continuation of the agreement that begins on October 1st of this year. It expires September 30th of next year. It is the single pond at the waste water treatment plant and the pond next to the playground. There is no increase in the fee.

Mr. Greene: Alan, quick question. How often do they go there and what exactly do they do?

Mr. Scheerer: You get all kinds of invasive grasses like torpedo and cat tails, more so in the pond by the playground. What they do is they spray that and usually have a 14-day retreat requirement if it becomes a problem and they have to come back and retreat. They usually have to wait two weeks to do that. We don't get billed for any of the extra services.

Mr. Greene: Is that a going out pond? A stormwater?

Mr. Scheerer: Yes.

Mr. Flint: They are here a minimum of one time a month. If there is an issue they will come back as many times as they need to. They don't charge for the extra trips. Some of the other companies will charge if they have to come more than once a month.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Aquatic Plant Management Agreement with Applied Aquatic Management, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Annual Stormwater Inspection Report

Mr. Flint: Each year the District Engineer does an annual inspection of the stormwater management system and Jeff Einhouse performed that with his report dated July 2021.

Mr. Einhouse: Yes, this year we inspected the west side of the project. The CDD was permitted with two permits. The east side was permitted first, and west after that. The east side is required to be inspected every two years and the golf course side is every year. This was the year we did west side only. Overall, the golf course looks great. The ponds are in great shape. There

were a few minor maintenance issues with a couple of the structures and some additional maintenance on them but nothing that would cause disruption. I will get with Jerry's group on that.

Mr. Greene: What were the maintenance issues? Were they not detailing?

Mr. Einhouse: Around the structures, they need to cut under the baffle. Other than that everything looked great.

Mr. Scheerer: Yes, they are creating space underneath the baffles that will allow the water to come up. There was some vegetation that grew up on the inside of the baffle and we will get it all cleaned up. It is minor.

Mr. Einhouse: One of the structures on Pond 23 had a broken bracket.

Mr. Scheerer: Yes, we will have to get that fixed. It is all minor. It looks great. There were only around five items identified in the report.

On MOTION by Mr. Burman, seconded by Mr. Green, with all in favor, the Annual Stormwater Inspection Report, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Presentation of New Statutory Requirement – Added

Mr. Flint: We added an item and Kristen has provided you with a memo.

Ms. Trucco: Yes, I handed out a few pages at the beginning of the meeting. Basically, as of July 1st of this year, the Florida legislature enacted a new law that requires all cities, counties, and special Districts, which would include the CDD to prepare a needs analysis projection for the next 20 years regarding its stormwater and wastewater systems. We have spoken to a couple of the District Engineers and they have said they have some of this information readily available and believe they can come up with a report to address all of the details that need to be included. We have included on the memo on the second page that it is breaking down the stormwater system report and also for the wastewater report. Our recommendation would be for the Board to direct Mr. Einhouse and his team to compile a proposal that would detail the cost of preparing this type of report and bring it back to the Board before January 1. It needs to be submitted to the county by June 30 of 2022. We are not up against a deadline, but it is probably in our best interest to get Jeff and his team working on it to determine if they need any outside vendors and then bring a proposal back to the Board for formal approval. GMS may also incur some additional costs. If GMS has a chance to look at the memo and they determine that they can assist Jeff and his team to bring back

a proposal as well to the Board detailing these costs. It needs to be updated every five years and the deadline to submit the first one is June 30, 2022.

Mr. Flint: There is no magic to the January 1 date, if we don't have a meeting in November or December, I think at the January meeting would be adequate. It is going to be a little more complicated for Bella Collina because you own a wastewater system while most CDDs don't and only have to deal with the stormwater aspects. Jeff and Steve can take on that piece of it or we have to engage our friend Jim Boyd on that side.

Ms. Trucco: That is all I have to report. If the Board wants to direct Jeff and GMS to work in conjunction to come up with a proposal for the Board detailing additional cause that would be our recommendation at this time.

Mr. Flint: I don't think a motion is necessary but we will bring back a proposal from Boyd Civil and possibly Boyd Environmental. Thanks Kristen.

B. Engineer

i. Consideration of Rate Increase

Mr. Flint: Jeff, I know you have a letter in here for a proposed increase in hourly rates.

Mr. Einhouse: The hourly rates we have been working under have been in effect since 2012.

Mr. Flint: As Jeff indicated, I don't recall these rates changing, 2012 would have been the last time. The hourly rates are very competitive to other engineering firms that we are familiar with. Are there any questions on the proposed rate increase? Hearing none, is there a motion to approve?

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, the Engineer's Rate Increase, was approved.

C. District Manager's Report

i. Approval of the Check Register

Mr. Flint: This is for the month of September. The total is \$251,808.65. The detail is behind the summary. One of those expenses is a transfer to the District's Reserve account for \$31,000. We have the general liability insurance for Fiscal Year 2022 which is \$8,334. That comprises the majority of those costs. Any questions on the check register? Hearing none,

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

Mr. Flint: We also have July through August as well. This totals \$278,060.47. The detail is behind that. Are there any questions on that check register? Hearing none,

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the July through August Check Register, was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: Next is the unaudited financials through August 31st. There is no action required. Does the Board have any questions on the financials? Hearing none,

iii. SBA Florida PRIME Monthly Summary Report

Mr. Flint: We have provided you the monthly report for the State Board of Administration for information that the District has their investment funds in. There is no action required on that.

NINTH ORDER OF BUSINESS

Other Business

Mr. Flint: Any other business the Board or staff would like to discuss that was not on the agenda? Hearing none,

TENTH ORDER OF BUSINESS

Supervisor's Request

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

RANDALL F. GREENE