# MINUTES OF MEETING
# BELLA COLLINA
# COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bella Collina Community Development District was held on Thursday, September 11, 2025, at 10:00 a.m. at the Siena at Bella Collina, 16300 County Road 455, Montverde, Florida.

Present and constituting a quorum were:

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| Randall Greene | Chairman |
| David Burman | Vice Chairman |
| Duane "Rocky" Owen | Assistant Secretary |
| Andy Gorrill | Assistant Secretary |
| Rick Scharich *by phone* | Assistant Secretary |

Also present were:

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| George Flint | District Manager |
| Jay Lazarovich | District Counsel |
| Steve Boyd | District Engineer |
| Robert Szozda | Field Manager |
| Tara Hollis | Willdan Financial |

**FIRST ORDER OF BUSINESS** **Roll Call**

Mr. Flint called the meeting to order. We have four Board members here and one on the phone, and we have a quorum.

**SECOND ORDER OF BUSINESS** **Public Comment Period**

Mr. Flint: There are no members of the public other than Board members and staff here.

**THIRD ORDER OF BUSINESS** **Approval of Minutes of the August 14, 2025 Meeting**

Mr. Flint: So we'll move on to approval of the minutes from August 14th. Did the Board have any comments, corrections, or changes to those minutes? If not we would ask for a motion to approve those.

> On MOTION by Mr. Burman, seconded by Mr. Greene, with all in favor, the Minutes of the August 14, 2025 Meeting were approved, as presented.

**FOURTH ORDER OF BUSINESS Public Hearing**

Mr. Flint: Next is the rule and rate hearing to consider adoption of the District's rates and approval and adoption of the policy manual. At the last meeting our rate consultant presented the draft rate study. You all authorized staff to advertise, and you set the rate hearing for today. We placed the two required notices in the newspaper 29 and 28 days in advance of today. Is there a motion to open the hearing?

> On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Public Hearing, was opened.

Mr. Flint: The public hearing is open. We do have our rate consultant here. Ms. Tara Hollis did make a presentation at the last meeting. There's only been some minor changes since that presentation was made. In light of the fact that there are no members of the public here, we could forego another presentation. But Ms. Hollis could just briefly describe what changes have been made since the last version you saw, Tara?

Ms. Hollis: Sure. Basically, the change that was made is we have block allowances on the new irrigation system. For the three-quarter-acre lot to the less than the acre lot, we increased that block allowance to 23,000 gallons. It was 22,000 gallons per month. That was based on a recommendation by Jim Boyd to your engineer and based on the allowances and the requests that he had included in the consumptive use permit. That's really the only adjustment that's been made is adding that additional thousand gallons in block two for those. That's going to be on the Pine Island side. They have the three different lot sizes that we look at, and we have allowances for the three different lot sizes. That again, is for the greater than three-quarter-acre, less than acre lot. And that's really the only adjustment that was made since we talked about it.

Mr. Flint: Yeah. Our recommendation would be to make the effective date of the new rates December 1st. So the first bill that would go out with the new rates would basically be in the beginning of January, which would be for the month of December. That would allow us time to do a town hall meeting. We're drafting some correspondence to the customers that are exceeding their usage, giving them a heads up. We want some time to do a little education before we implement the actual rates. I'm thinking that January 1st, December 1st for an effective date would be better at this point, considering the timing.

**A. Consideration of Resolution 2025-11 Adopting Rate Structure for Wholesale Water and Wastewater and Amending the Water and Wastewater Utilities Policy Manual**

Mr. Flint: The other issue is in our revisions to the policy manual. We had a provision in the policy manual that allowed the rates to be adjusted annually based on the Public Service Commission's index, basically for inflation. We want to make sure we have the ability going forward to do that automatic inflationary adjustment. We would ask when you approve the policy manual subject to incorporation of that language. Our rate study on the pro forma assumes a 3.5% increase, inflationary increase each month. We're not a private utility, but the Florida Public Service Commission regulates private water and sewer and they also regulate electric providers. They put out an index every year that represents the inflationary impacts on water and sewer. It's a little more exact than just using a CPI index. It was in your current rules. I think it may have gotten dropped off when we made the revisions and updated the rate schedule. I just want to make sure the Board's motion contemplates that remain in the policy manual. Tara included a 3.5% a year adjustment. The PSC index is probably slightly less than that it has been over the last few years, but it's between 3 and 3.5% a year, or 2025, it was 3.24 is what you ended up. That gives us the ability to automatically adjust without having to hold a rate hearing every year to do an inflation adjustment. The other thing that you recall is this rate study really has two pieces to it. One is adjusting based on the current provision of irrigation, basically using critical water. Then it assumes by next July that the surface water irrigation system will be operational. At that point, there will be another adjustment to the rate structure, taking into account the fact that we're at that point going to be using surface water in lieu of treated water. So, when you're approving this, you're approving two changes. One would be the change that would go into effect December 1st under the current arrangement. Then you're also approving the rate change that would go into effect next July 1st. We don't have any members of the public here to provide comments. So, the motion would be to approve Resolution 2025-11 with an effective date of December 1 for the rate changes and also keeping the PSC inflationary adjustment in the policy.

On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, Resolution 2025-11, Adopting Rate Structure for Wholesale Water and Wastewater and Amending the Water and Wastewater Utilities Policy Manual was approved.

Mr. Flint: Is there a motion to close the public hearing?

On MOTION by Mr. Greene, seconded by Mr. Owen with all in favor, the Public Hearing, was closed.

**FIFTH ORDER OF BUSINESS** **Consideration of Agreements for Utility Related Services**

**A. RCM Utilities, LLC**
**B. Utility Repair Experts**

Mr. Flint: Item five is consideration of agreements for utility related services. We have three primary vendors. One is General Utilities, which operates the plants, the two water plants and the wastewater plant. Our agreements go back, you know, many years. The General Utilities one is probably 20 years old. We want to go back and make sure we have a current agreement in place that has all the legal protections that we would normally have in a contract. So we'll be bringing the General Utilities back at a future meeting. The two you have in here, one is RCM Utilities and the other is Utility Repair Experts. These are the two companies that we use for the distribution and collection systems, the grinder stations, setting water meters, repairs to water and wastewater and irrigation lines, all the non-plant related activities. RCM has historically been the provider of all of those services. However, we've started using Utility Repair Experts a little bit, so we have some backup. We have another provider that keeps everybody honest and also gives us a little more capacity. Rob, do you want to just cover the general intent of those agreements?

Mr. Szozda: Yeah. Basically the agreement is for repetitive services and things that are under $5,000. We have to go through the big process and it makes the individuals provide us a unit rate. It also brings in the agreement and all the requirements of the agreement make sure they have the right insurances, workman's compensation, liability insurance, and things of that nature. I think that's the mainstay. But it hits all the repetitive, it mentions all the repetitive activities including responding to grinder alarms, PMS on grinder stations, fixing leaks, all those things like that. And then also gives us provision for me to basically acquire services for estimates below $5,000.

Mr. Lazarovich: This just kind of ties in all of our typical indemnification and insurance language. Each agreement is good for a year, so we just look for an extension each September for a new agreement.

Mr. Szozda: The other thing it does, it makes them provide their unit rate of labor for both regular time and overtime. That way, when they provide an invoice, we can keep them accountable for their activities.

> On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Agreements for Utility Related Services, were approved.

**SIXTH ORDER OF BUSINESS** **Consideration of Series 2024 Requisitions #41 – #43**

Mr. Flint: Item six is requisitions #41, #42 and #43. These were all signed. These are for the Series 2024 bonds which were issued to fund the construction of the surface water residential irrigation system. It looks like we have these for approval, not ratification. #41 is for Boyd Environmental Engineering. This is for engineering services related to the irrigation system. Jim Boyd is the primary design engineer managing that project. #42 is for Thompson Well and Pump for $ 59,327.50, per their contract. The next requisition #43 is for The Colinas Group. That's for $4,242. They're doing the well construction and testing oversight. We're going to need to bring back a change order for The Colinas Group because as you remember, the wells had to be dug deeper. There's been some additional services. The project has been extended, and so their cost is exceeding their original contract. Jim Boyd has reviewed this. He's approved it for payment. But we will need to bring back a change order to clean up the original grant. There is adequate funding in the contingency and in the budget for this, so we're not concerned about it impacting the financial viability of the project. Any questions on the three requisitions? Is there a motion to approve them?

> On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, Series 2024 Requisitions #41 - #43 were approved.

**SIXTH ORDER OF BUSINESS** **Staff Reports**

**A. Attorney**

Mr. Lazarovich: I don't have any updates on the Board this month unless you guys have any questions to me.

**B. Engineer**

Mr. Flint: Steve, do you have an update for the Board?

Mr. Boyd: Just to report that we're nearing completion of our review and analysis of the drainage situation. But I did want to come back out and look at the ground conditions in a few areas. We'll have a report, if not by the end of next week, something will be out the following week. There'll be a full report.

Mr. Flint: Okay. For the Board's benefit, was the storm like two weeks ago? We had a significant rain event and we need to look into. I don't know what the closest rain gauge is.

Mr. Boyd: There's one closer to the Town of Montverde, which I'm relying on right now.

Mr. Flint: Yeah, we need to determine what level of storm it was. But there's two areas that we had. One was on Volterra, which is at the bottom of a hill, and then the other was on Veda, which again is at the bottom of the hill, I believe. And in both of those areas, we had standing water. The system recovered within a period of time, but the amount of water that accumulated was significant. There's been an issue on Volterra in the past, and so Steve is looking at both of those areas. We did have a claim related to the vetted drive issue where the homeowner attempted to drive through the water with their BMW and the car stalled out, had to be towed to the dealer. We've referred that to the CDD's insurer because the CDD owns the stormwater system. It'll be up to the insurer and their claims adjuster how they're going to handle that. I don't know if the individual also reported it to their own insurance, but typically we turn that over to our insurer and they deal with it. We don't really have much involvement.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Flint: District Manager's Report. You have the check register for the general fund, water sewer, the water sewer reserve fund, and the Board compensation. Those are for the month of August. They total $126,218.33.

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

**ii. Balance Sheet and Income Statement**

Mr. Flint: And then you have the unaudited financials through the end of August. If the Board has any questions, we can discuss those. There's no action required.

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

Mr. Flint: For information purposes, we have the SBA monthly report. That's the investment pool that's operated by the Governor that the District invests its funds.

**D. Field Managers Report**

**i. Consideration of Air Relief Valve (ARV) Installation Proposals – ADDED**

**1. RCM Utilities**

**2. Utility Repair Experts**

Mr. Flint: Under Field Manager's Report. Rob, you have a report? Then we have some proposals that we added to the agenda that are on your iPad.

Mr. Szozda: We covered most of the big items that have happened over since the last meeting. I'm going to focus on the source system and the need to install additional ARBs. I think I may have even mentioned this last meeting. Jim Boyd's group did a pressure study of the entire loop around Pendio and Vetta drive to see where the system was basically heading. If you remember last year we did a bunch of flushing went and got all the ARBs on the current system. We had them, we did a maintenance and so they came through. Some were valved off, saw good progress and then we're seeing pressure steadily built back into the system. As a result of that pressure study Jim has recommended the addition of 17 more ARBs on the system. Last year we did all the flushing with Bolsena up to Pendio and then as it heads off to the sewer plant has been the mainstay of the issues for grinder alarms. Even last week we had two more stators burn up. Stators are generally a reflection of a pressure issue. If it's low pressure they'll work for a very long time. To get this going we did the main the ARBs that have been suggested along Bolsena and Pendio up to there's seven of them. And our process was we sent out the bid to two companies Utility Repair Experts and RCM got bids. They were very close. RCM being our main provider of 24-hour services they're a little bit more expensive just naturally they've got a large staff, they get benefits. So the decision was to basically break up to the take the bids for the seven take the lowest prices of the seven between the two and award net method. So four will be going to this one.

Mr. Flint: Was there a reason RCM got it?

Mr. Szozda: Because we didn't give all four. Yeah.

Mr. Flint: So, one of one of them RCM was higher than Utility Experts but we gave RCM 4 and then Utility Experts the rest.

Mr. Szozda: We're trying to bring up capabilities so that we can rely on if something were to happen RCM drop off the earth. We have somebody as a stopgap measure. So, the proposal is to take that's most cost effective between the two companies and that's what's proposed.

Mr. Flint: And this was budgeted in FY26 which starts on October 1. So if the Board approves it we would make these agreements effective October 1st. We'll do it after the start of the fiscal year. That'll go against the FY26 budget, where we do have that budgeted.

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| On MOTION by Mr. Greene, seconded by Mr. Burman, with all in favor, the Air Relief Valve (ARV) Installation Proposals were approved. |

**EIGHTH ORDER OF BUSINESS** **Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS** **Supervisor's Requests**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS** **Adjournment**

Mr. Flint: Is there a motion to adjourn the meeting?

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

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George Flint
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Secretary/Assistant Secretary

Signed by:
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Chairman/Vice Chairman