

MINUTES OF MEETING
POINCIANA WEST
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Poinciana West Community Development District was held on Wednesday, January 17, 2018 at 12:45 p.m. in the Starlite Ballroom, 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Charles W. Case	Chairman
Leonard Vento	Vice Chairman
Bill Brown	Assistant Secretary
Sidney Rosenberg	Assistant Secretary
Shirley Bzdewka	Assistant Secretary

Also present were:

George Flint	District Manager
Michael Eckert	District Counsel
Michael Dell'Isola	District Engineer
Brian Smith	Field Manager
Russ Simmons	Inframark

The following is a summary of the discussions and actions taken at the January 17, 2018 Poinciana West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

On MOTION by Mr. Brown, seconded by Mr. Vento, with all in favor, the regular meeting was opened.

Board Members introduced themselves and a quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited at the Audit Committee Meeting.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of December 13, 2017 Meeting Minutes

Mr. Case presented the minutes of the December 13, 2017 meeting. There were no corrections.

On MOTION by Mr. Vento, seconded by Mr. Brown, with all in favor, the Minutes of the December 13, 2017 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Engineering RFQ Submissions

Mr. Flint recalled that previously, the Board authorized staff to issue a request for qualifications for District Engineering services, under the Consultant’s Competitive Negotiations Act (CCNA). The selection of services must be based on qualifications, not price. An advertisement was placed, and as a result, GAI Consultants, Inc. and Hanson, Walter & Associates submitted proposals. The selection criteria that the Board approved were included in the agenda package, along with the engineering proposals. The Poinciana CDD deferred action to next month to review the submittals.

Mr. Vento preferred GAI, due to the representation and experience of Ms. Leo. GAI received a score of 100 points Hanson received 95 points; however, due to neither firm being a Certified Minority Business, the totals were adjusted to GAI receiving 95 votes and Hanson 90 votes. The Board agreed.

On MOTION by Mr. Brown, seconded by Ms. Bzdewka, with all in favor, the ranking of the District Engineering Services contract to was approved, and staff authorized to negotiate an agreement with GAI Consultants, Inc.

SIXTH ORDER OF BUSINESS

Consideration of Audit Committee Recommendation

Mr. Eckert requested that the Board direct staff to negotiate a contract with the number one ranked firm, or the second ranked firm, if negotiations with the number one ranked firm failed.

On MOTION by Mr. Vento, seconded by Mr. Rosenberg, with all in favor, the Audit Committee ranking was approved and staff was authorized to negotiate an agreement with Berger, Toombs, Elam, Gaines & Frank to provide auditing services for the Fiscal Year 2017.

SEVENTH ORDER OF BUSINESS

Consideration of Addendum to GMS-CF, LLC District Management Agreement for Website Management and Dissemination Agent Services

Mr. Eckert stated that, at the last meeting, the Board approved an addendum for Dissemination Agent and website services, which were not yet authorized in the Management Contract. Dissemination Agent services is \$5,000 and \$1,500 for website services, annually. A District website was required by the State.

On MOTION by Mr. Brown, seconded by Mr. Rosenberg, with all in favor, the Addendum to the GMS-CF, LLC District Management Agreement for Website Management and Dissemination Agent Services, was approved.

EIGHTH ORDER OF BUSINESS

District Manager's Report

A. Presentation of Financial Statements

Mr. Flint presented the financial statements prepared by Inframark through December 31, 2017.

Mr. Vento asked why there was a net and gross amount for non-ad Valorem special assessments. Mr. Flint explained that the net amount was what was received from the County. To get the gross amount, collection costs were added. To date, 91% was collected. Mr. Case noted many expenditures over 25% of budget.

Mr. Vento recalled that the budget was adjusted for legal advertising, due to the number of additional meetings. Mr. Flint agreed that \$2,000 was not sufficient and would provide a Variance Report. Mr. Eckert noted that the District was not planning to meet in February and suggested that the Board may not have all scheduled meetings this year.

Ms. Bzdewka recalled a resident asking if Floralawn or the CDD were paying for the replacement of broker sprinkler heads. Mr. Simmons confirmed that Floralawn did not charge the District for replacement heads.

On MOTION by Ms. Bzdewka, seconded by Mr. Vento, with all in favor, the December 31, 2017 Financial Statements, were approved.

Mr. Case asked about the transition. Mr. Flint and Mr. Eckert communicated with Mr. Koncar several times, via phone and emails. Mr. Eckert prepared a transition list and remaining items included the quarterly Disclosure Report tax filings and proration of the final bills. According to Inframark, the records will be available on January 25, the last day of their contract. Mr. Case recalled that Mr. Koncar promised a smooth transition, and understood that Inframark was not providing requested items by GMS in a timely fashion. Mr. Flint acknowledged that he planned to complete the transition sooner, but Inframark was holding up the process.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Litigation Update

Mr. Eckert reported that the Supreme Court appeal was scheduled for oral arguments on April 4th; therefore, the earliest time to issue bonds would be in the fall.

B. Engineer

Mr. Dell'Isola reported that the annual pond inspections were ongoing and the final report would be completed in two weeks. A resident approached him regarding a pond on 848 Pacific Ridge Road that was supposed to be a dry pond, but was not draining. It would be included as part of the inspection.

Mr. Case asked about the aerator. Mr. Dell'Isola stated that the electrical cost to bring electric to the air compressor was three times the amount of the expectation, with the exception of ponds that abut roadways. Mr. Case asked about the timing. Mr. Case stated that the timing was yet to be determined, as the Poinciana CDD budget must be increased by \$6,000 or \$7,000. Mr. Flint would place this item on the next agenda.

Mr. Vento suggested that the Board discuss pond turnover and ask Avatar to have power to the pond before turning it over. Mr. Dell'Isola anticipated challenges, because there was no technical code requirement for the ponds to have midge controls. Mr. Brown suggested setting a condition of accepting the ponds, unless they were at a level of satisfaction. Mr. Eckert advised that this must be negotiated, even though there was a current agreement to accept the ponds when they function for their intended purpose. Mr. Eckert would meet with the developer and District Engineer to discuss.

C. Field Manager

There being nothing further, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor's Request

Mr. Case recalled an amended agreement with Floralawn about mowing the canal banks with a mulching mower to keep cuttings away from the pond. He received pictures from a resident of grass cuttings in their lanai and plant beds after Floralawn mowed the lake bank. Mr. Dell'Isola would review the scope and ask Mr. Smith and Mr. Simmons to talk to Floralawn.

Mr. Case received an email from Mr. Donovan Brown, a resident, about a dry pond, which he forwarded to Mr. Koncar on December 12th. Mr. Dell'Isola indicated that it was a 95% dry pond that went 60 feet into another structure. During the rainy season, it would not be completely dry. Mr. Case voiced concern about the pond becoming a breeding ground for mosquitos.

Mr. Case indicated that Mr. Gene Birch, Vice President of the Fishing Club, reminded the Board about the mitered end sections. Mr. Dell'Isola stated that, according to the Fishing Group, a specific mitered end section was flagged four years ago, but they could not be addressed because of the approaching wet season. All ponds would be re-inspected and the mitered end sections would be addressed. Mr. Dell'Isola provided a picture showing erosion behind the mitered end sections, due to raising and lowering of the pond. Broken mitered end sections from last year were not replaced, due to a request for additional information. The new annual inspection would address all of these issues.

Ms. Bzdewka asked if there was a scheduled time for mosquito spraying. Mr. Dell'Isola indicated that general mosquito spraying was performed by the County.

Mr. Case asked if the engineering firm followed up on recommendations from the last annual inspection. Mr. Dell'Isola stated that the report was provided to the District Manager, but there was no follow up inspection by the Engineer. Mr. Flint noted that bids would be obtained for any repairs identified in the report and the District Engineer would inspect the repairs after they were completed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

There being nothing further, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Brown, seconded by Ms. Bzdewka, with all in favor, the meeting was adjourned at 1:20 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman