

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, May 16, 2018 at 12:30 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
Shirley Bzdewka	Assistant Secretary
Joe Gecewicz	Assistant Secretary

Also present were:

George Flint	District Manager
Michael Eckert	District Counsel
Kathy Leo	District Engineer
Brian Smith	Field Manager
Pete Deglomine	Clarke
Residents	

The following is a summary of the discussions and actions taken at the May 16, 2018 Poinciana West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Case called the meeting to order and all Board Members introduced themselves. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 21, 2018 and April 18, 2018 Meetings

Mr. Case presented the minutes of the March 21, 2018 meeting. Mr. Brown stated that, on Page 7, he stated that Dick Rogers complained about people accessing his property, not Mr. Case. Mr. Case asked if “*Quit Claim Deed*” was correct. Mr. Eckert confirmed that it was.

On MOTION by Mr. Vento, seconded by Mr. Brown, with all in favor, the Minutes of the March 21, 2018 Meeting were approved, as amended.

Mr. Case presented the minutes of the April 18, 2018 meeting. Mr. Vento stated that on Page 7, he provided the articles.

On MOTION by Mr. Brown, seconded by Ms. Vento, with all in favor, the Minutes of the April 18, 2018 Meeting were approved, as amended.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2018-08 Approving the Proposed Fiscal Year 2019 Budget and Setting a Public Hearing

Mr. Flint presented Resolution 2018-08, approving the Proposed Budget and setting the date, place and time of the public hearing for final consideration. The Proposed Budget started the budget process and was attached to the resolution as Exhibit A. The District was required by June 15th of each year to approve the Proposed Budget, but could make changes between now and the final adoption, which was recommended for August 15, 2018, at 12:30 p.m., in this location.

Mr. Flint provided the following recommendations:

- For the District Engineer to provide additional information on the ponds, regarding the timing, acreage and prices from contractors
- Increase *Operations and Maintenance (O&M) Expenses* to add \$10,000 to *Aquatic Midge Management*, to consider additional ponds that may need to be treated and include \$20,000 in *Capital Outlay* for an aeration system

- Increase *Administrative Expenses*, due to the inclusion of *Assessment Administration* and *Trustee Fees* and an increase in *Supervisor Fees*
 - If the Board met quarterly, *Supervisor Fees* would decrease

Mr. Brown asked if \$6,198 for *Property Appraiser* on Page 2 was the same as *Property Appraiser* on Page 6, which was \$22,355. Mr. Eckert explained that there were two separate budgets, a General Fund Budget and Debt Service Fund Budget. The fee was \$22,355 for the Property Appraiser to collect the Debt Service assessments. Mr. Flint noted that the \$22,355 was based on an agreement with the Property Appraiser and set by Statute.

Ms. Bzdewka stated that on Page 4, *Landscape Maintenance* was \$4,691 monthly, which multiplied by 12, was \$56,292, as opposed to \$56,294 as stated in the budget, and that *Aquatic Maintenance and Aquatic Midge Control* were miscalculated on Pages 4 and 5. Mr. Flint believed that there was a rounding error and would have these adjusted.

Mr. Vento recommended ensuring that there was a quorum for the August meeting, as he would not be attending. Mr. Brown, Mr. Case and Mr. Gecewicz would be attending and Ms. Bzdewka must confirm.

Mr. Flint acknowledged that the budget was tight and was presented on the per unit amount staying the same, projecting that the District would end the year with \$501,000 in *Fund Balance*; however, there was \$86,000 in *First Quarter Operating Reserve* and \$51,000 was used to balance the budget, leaving excess revenue of \$385,000, which he recommended moving into a *Capital Reserve Fund*, to track capital projects, such as the aeration system and stormwater repairs.

Mr. Vento asked if the annual increase would be projected, as he developer sold lots. Mr. Flint stated that all of the land was being assessed, whether or not a home was built on it. Mr. Eckert noted that in Poinciana West, every developable lot was being assessed and had been assessed since the bonds were issued. There were no unplatted lots, because the District was completely platted.

Mr. Gecewicz asked, on Page 6, why there was *Carry Forward Surplus* in the Debt Service Fund. Mr. Flint stated that this year's tax bill was collecting for the May 1st interest payment and the November 1st principal and interest payment.

On MOTION by Mr. Brown, seconded by Mr. Vento, with all in favor, Resolution 2018-10 Approving the Proposed Budget for Fiscal Year 2019 and Setting the Public Hearing for August 15, 2018 at 11:00 a.m., at this location, was adopted.

SIXTH ORDER OF BUSINESS

Ratification of Amended Fiscal Year 2018 Meeting Schedule

Mr. Flint stated that both Chairmen agreed, to avoid confusion with residents, to not alternate from month to month. The plan going forward was for the Poinciana CDD to meet at 11:00 a.m. and for Poinciana West to meet at 12:30 p.m. The Poinciana CDD canceled the September 19th meeting, because it conflicted with a Jewish Holiday. There was discussion about next fiscal year, having a quarterly meeting schedule, which would save money on professional fees, but a joint meeting could be called. Mr. Case proposed discussing the September meeting at the June meeting.

On MOTION by Mr. Vento, seconded by Mr. Brown, with all in favor, ratification of Fiscal Year 2018 meeting schedule, as amended, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Proposed New Website Design

Mr. Flint presented the new website design. It was developed in-house and was a work in progress. Changes could be made as needed. The website would have the following:

- Home and News Button
- Special Items for Residents
- Board Member information with pictures of each Board Member and a District directory with contact information
- Meeting schedule
- CDD information
- County and State requirements
- Documents: Agendas, budgets, audits and minutes for this fiscal year
- Information on the amenity acquisition process
- *Contact Us* tab for residents to submit questions by phone, fax or email

The Board liked the picture on the website. Mr. Flint asked the Board Members to remain after the meeting to take pictures for the website. He would include the article for the *Reflections* Newsletter. The Board agreed that the website was user friendly. Mr. Brown wanted to see the amenity acquisition documents and updates on the website.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Litigation Update

Mr. Eckert noted a Show Cause Hearing for the second Bond Validation is scheduled for June 8th, for the judge to decide who would participate in the trial, set the trial date and deal with legal procedural issues. Board Members were not required to attend. If the Board members attended, they must adhere to the Sunshine Law.

B. Engineer

Ms. Leo noted that two ponds, Pond 19-A and 19-B were included in the Operations Budget.

C. District Manager

i. Action Items List

Mr. Flint presented the Action Items List. The only item were the storm system repairs, which would be discussed under the Field Manager’s Report.

Mr. Flint provided proposed language for the Boating Policy, which were reviewed by District Counsel. If there were no questions, Mr. Flint would include in the next edition of the *Reflections* Newsletter and under “News” on the website.

ii. Approval of Check Register

Mr. Flint presented the Check Register from April 1st through April 30, 2018 in the amount of \$44,126. It included Check #1424 through Check #1437 for the General Fund, in the amount of \$43,117.80, and payroll in the amount of \$1,008.20. The detail was behind the Check Register. \$18,000 of the \$43,117.80 was the debt service assessment revenue being moved from the General Fund to the Trustee.

On MOTION by Mr. Brown, seconded by Ms. Bzdewka, with all in favor, the Check Register for April 1, 2018 through April 30, 2018, was approved.

iii. Balance Sheet and Income Statement

Mr. Flint presented the Unaudited Financial Statements through April 30, 2018, the combined Balance Sheet with the General and Debt Service Funds and Statement of Revenue and Expenditures. In the General Fund, assessments were 100% collected; however, \$1,500 remained, which would be collected through tax certificate sales in June. Expenses were on target on pro-rated expenses, versus actual expenses through April 30th.

Mr. Case asked if \$580 for Information Technologies, was for the website re-design. Mr. Flint would verify.

On MOTION by Mr. Brown, seconded by Mr. Vento, with all in favor, the April Financial Statements were approved.

iv. Consideration of Funding Request #1

Mr. Flint presented Funding Request #1, in the amount of \$5,721.31, for Hopping, Greens & Sams, for costs associated with the AV Homes Completion Agreement, related to project construction.

On MOTION by Mr. Brown, seconded by Mr. Gecewicz, with all in favor, Funding Request #1, in the amount of \$5,721.31, was approved.

v. Presentation of Number of Registered Voters – 2,178

Mr. Flint reported that the District was required each year to publicly announce the number of registered voters as of April 15th. According to the Supervisor of Elections, there were 2,178 registered voters. No action was required by the Board.

D. Field Manager

i. Field Manager's Report

Mr. Smith presented the Field Manager's Report. All aerator systems were installed and were operating seven hours per day. Battery packs and fish stocking were being considered. Storm drain repairs commenced and would be completed according to a Priority List. Most items were pending; however, P3, P4, P5 and P6 were completed. Mr. Case requested a

projected timeframe. Mr. Smith anticipated that the majority of the repairs would be completed by July or August. The underwater problems were being completed first.

Mr. Smith provided a report from American Ecosystems. All ponds were treated on April 19th. If any ponds must be re-treated, they would return.

Mr. Brown noted that mulch tree rings were created on all Poinciana West CDD ponds and asked if this was the first time this was completed. Mr. Smith stated that many trees on pond bank slopes in CDD common areas, were not mulched in the past. They would be mulched and the contractor would maintain them. The cost was minimal. The mulching would start in Poinciana and continue through Poinciana West.

Mr. Vento asked on the Ecosystems Report, if “*treatment for*” meant that there was one treatment for that month and if they came back, it would show as a re-treatment. Mr. Smith confirmed that the report identified when the pond was first treated and re-treated. Ponds that were re-treated, would be identified.

Mr. Case felt that the report was helpful and provided a good understanding. Mr. Brown asked when some conclusions could be drawn from the trial of the aeration system. Mr. Smith anticipated at least three months. When the aerators were first installed and turned on, there was an immediate smell of the pond from the bad water at the bottom. The pond looked better and would continue to improve. He could see the pond changing in three months.

Mr. Brown suggested uploading photos to the website, so residents could see what was completed. Mr. Flint would add the Field Manager Reports under the document section.

ii. Consideration of Proposal for Stocking Fish in Ponds for Midge Control

Mr. Smith presented a proposal from Clarke, to stock Blue Gill, Large Mouth Bass and Channel Catfish in the ponds for midge control. Mr. Vento recommended starting with Pond 8, which had the worst problem. Discussion ensued. Ms. Bzdewka suggested reducing the number of fish.

Mr. Deglomine, of Clarke, concurred with stocking the pond with Blue Gill, Large Mouth Bass and Channel Catfish, but not Gambusia. Mr. Smith noted that the total amount was \$235 per acre, or \$3,055 for a 13-acre pond. Mr. Deglomine noted that the price was an estimate and would shop around for better prices.

Mr. Gecewicz felt that it was extremely important to work on the midge problem because it was a nuisance, and asked if spraying and fish could be used concurrently. Mr. Smith stated

that the aeration, fish stocking and chemicals were positive for the pond; however, allowing the beneficial plant material grow around the end of the pond, did not enhance the quality. Mr. Deglomine indicated that Clarke takes an integrative approach by using all methods to attack the problem. Mr. Brown asked if the plants would support fish growth. Mr. Deglomine stated that certain types of fish would. Mr. Brown preferred plants. Mr. Flint suggested upland buffers, because that some ponds may not have a shallow littoral shelf along the edge, depending on how the ponds were constructed.

On MOTION by Mr. Vento, seconded by Mr. Gecewicz, with all in favor, the Proposal from Clarke for stocking Blue Gill, Large Mouth Bass and Channel Catfish in Pond 8 for midge control, in a not-to-exceed amount of \$3,055, was approved.

iii. Customer Complaint Log

Mr. Smith presented the Customer Complaint Log.

NINTH ORDER OF BUSINESS

Supervisor’s Request

Mr. Gecewicz asked why the community had dry ponds. Ms. Leo explained that dry ponds were a function of the original design when the community was created. Design parameters must be met for treatment and to ensure that water quality was provided for. The water would either percolate into the ground or through a conservation area. Mr. Case asked if the dry ponds became a nuisance and were expensive to maintain, whether they could be eliminated. Ms. Leo converted a dry pond to a wet pond in the past; however, the permitting process must start over, which was hard to do in an area where there were structures.

TENTH ORDER OF BUSINESS

Audience Comments

Ms. Susan Godlewski, a resident, of 658 Irvine Ranch Road, suggested aquatic plants on the long ponds on San Clemente that did not have houses for midge control.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

**Next Meeting Date – June 20, 2018 @
12:30 P.M.**

Mr. Case announced that the next meeting was on June 20, 2018 at 12:30 p.m.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Brown, seconded by Ms. Bzdewka, with all in favor, the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman