

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, July 21, 2021 at 9:30 a.m. at the Starlite Ballroom, 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Roy LaRue	Vice Chairman
Mayra Skeete	Assistant Secretary
Maneck Master	Assistant Secretary
Joe Clark	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Scott Clark <i>via Zoom</i>	District Counsel
Kathy Leo	District Engineer
Clayton Smith	Field Manager

The following is a summary of the discussions and actions taken at the July 21, 2021 Poinciana West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Public Comment Period on Agenda Items

Ms. Adams gave the public an opportunity to comment on items that were presented on the agenda and asked for the public to keep their comments to three minutes. There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 19, 2021 Meeting

Ms. Adams presented the Board with the minutes from the May 19, 2021 meeting and asked for any comments or corrections. A correction to the spelling of a resident's name was made and Mr. LaRue had a word changed concerning the tunnels from "will" to "may". There being no other corrections, Ms. Adams asked for a motion of approval.

On MOTION by Mr. Clark, seconded by Mr. LaRue, with all in favor, the Minutes from the May 19, 2021 Meeting, were approved as amended.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Consideration of Resolution 2021-03 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations

Vice Chairman LaRue declared the public hearing open. Ms. Adams walked the Board members through changes that were made to the budget since the last time it was reviewed. During the May Board of Supervisors meeting, they went through the budget line by line and made some adjustments based on board member input. The first adjustment can be found on page one where board members requested to see actual financials for a 12-month period for a non-COVID year and a column was added for comparison's sake. There was a question about an increase in administrative fees, and Ms. Adams confirmed that SunTrust bank, now known as Truist, added a fraud control service called positive pay and the fees that are imposed for those services are what contributed to the increase in administrative fees. A comment regarding the aquatic midge management; the overall proposed amount was not changed but, in the narrative, there is a slight change and a small increase in the proposed contract amount along with a decrease in the contingency amount. There was a question if the Board should be conservative or more aggressive with the line item for legal counsel. Mr. LaRue suggested that they take the allotted budget down from \$30,000 to \$15,000. Ultimately, the Board designated \$20,000 for legal fees and increased the amount for Contingency by \$10,000.

On MOTION by Mr. LaRue, seconded by Dr. Master, with all in favor, Resolution 2021-03 Adopting the Fiscal Year 2022 and Relating to the Annual Appropriations, was approved.

B. Consideration of Resolution 2021-04 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams noted that this resolution allows for the imposition of the operations and maintenance fees, and it allows for the utilization of the tax collector as the collection method for CDD fees.

On MOTION by Dr. Master, seconded by Mr. Clark, with all in favor, Resolution 2021-04 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SIXTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2020 Audit Report

Ms. Adams stated the steps that led up to the 2020 audit report and reminded the Board that the annual audit is a statutory requirement. A copy of the audit was included with the provided agenda packet. The executive summary showed that it was classified as a “clean audit.” There were no findings or deficiencies found. Mr. Clark also looked over the audit and agreed with its findings. Mr. LaRue had a question about capital and land improvements and Ms. Adams offered to set up a call with the accountant for Poinciana West because they will be in the best position to describe the depreciating assets and better answer Mr. LaRue’s question.

On MOTION by Mr. LaRue, seconded by Ms. Skeete, with all in favor, Resolution 2021-02 Approving the Proposed Fiscal Year 2022 and setting a Public Hearing for July 21, 2021, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Clark stated that he had nothing further for the Board to report and offered to answer any questions. There being none, the next item followed.

B. Engineer

Ms. Leo, District Engineer, gave a report to the Board and shared some of the communication they have been getting from the county. For example, the CDD was noticed of work that was going on on the other side of Cypress and because Poinciana West is within ‘X’ number of feet of public notice, the county must notify the CDD. She is keeping an eye on the happenings to make sure nothing will impact the District. There being no questions, the next item followed.

C. District Manager

Ms. Adams had some follow-up items for the Board from past meetings. The Board members have requested to receive electronic payment for meeting attendance rather than a check. Progress is not happening as quickly as everyone would like but the IT service is engaged in communication with the bank's IT. The District accounting software was not compatible with processing that kind of electronic payment. They are hoping to have more progress with the hold-up soon. Another item was the discussion regarding the insurance premium for the upcoming fiscal year. Staff prepared a request for proposal that was sent out to two firms, and she is anticipating that those proposals will be back in advance of their fiscal year so that the Board can review those. Another item she wanted to bring the Boards attention is that District management staff has been contacted by the neighborhood's captain program that represents Poinciana West and they discussed adding the captain program email address to District announcements so that when Board members receive the agenda packet it also is distributed to the captain program, so they are aware of meetings and have opportunity to review the agendas and attend the public meetings.

i. Approval of Check Register

Ms. Adams presented the check register to the Board totaling \$27,386.19. The detail for the check run summary can be found in the agenda packet.

On MOTION by Dr. Master, seconded by Mr. Clark, with all in favor, the Check Register totaling \$27,386.19, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams reported the financial statement through the end of May. It shows the balance sheet as well as the debt service fund. It also shows how spending is related to the adopted budget and stated that the District is in excellent shape.

On MOTION by Mr. LaRue, seconded by Ms. Skeete, with all in favor, the Balance Sheet and Income Statement, was accepted.

iii. Approval of the Fiscal Year 2022 Meeting Schedule

Ms. Adams noted that the current fiscal year does not end until September, but she presented the proposed schedule for the next fiscal year. The meetings will be scheduled for the months of November, January, March, May, July, and September using the same time and location that the Board is accustomed to.

On MOTION by Ms. Skeete, seconded by Mr. Clark, with all in favor, Approval of the Fiscal Year 2022 Meeting Schedule, was accepted.

D. Field Manager

i. Field Manager's Report

Mr. Smith presented the Field Manager's report which was provided under separate cover.

In progress items include:

- Hydrilla treatment continues

Mr. Smith went over some issues that he has found at some of the ponds, none of them are required to be fixed now, but he wanted to go ahead and report them for Board discussion and decision. Pond #7 has a corner of the pond that has eroded away. The repair for that would be to repair the washout and add an underdrain. Dr. Master asked if we were inspecting ponds before we take ownership of them, and Mr. Smith assured him that was standard practice and that the District has not taken over any ponds since he has been the field manager since 2018. Pond #3 has a narrow area where a mower has a hard time getting through and squashes the pond bank because it's the only way to get there. To fix it he would shore up the bank, grade it out, and add sod. Pond #12 has an underdrain that a resident installed in their yard right to the edge of CDD property. As that drains, it causes the pond bank to erode, so they would need to extend the drain into the pond properly and repair some washout damage. The total proposed amount is \$2,225 for all three pond repairs. Because this item was not on the agenda, Ms. Adams opened the floor up to public comment. Mr. Darby (address inaudible) is concerned about backhoes taking things from some areas from pond banks but not putting anything back. Mr. Smith explained the process of why that is happening but the area that he is talking about is on the Poinciana side and not the Poinciana West CDD. Mr. LaRue does think the Board should move forward with this item and the rest of the Board seemed to be in agreement. Ms. Skeete does agree with the rest of the Board but would like to make the motion subject to final review by District engineer.

On MOTION by Mr. Clark, seconded by Ms. Skeete, with all in favor, GMS Proposal #77 Subject to District Engineer Verification of Work, was approved.

ii. Customer Complaint Log

Mr. Smith presented the customer complaint log. There were complaints during the dry period about ponds being too low or overgrowth. Since then, there have not been many complaints. The midge system seems to be working. Mr. LaRue commented that there have been a lot of resident complaints from pond # 6 and he would like for management to keep after that one specifically.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Mr. LaRue asked for management to number the pages of the agenda packet. Ms. Adams said that she will remove the tabs and move to page numbers. There being no other supervisor's request they moved to the next item.

NINTH ORDER OF BUSINESS

General Audience Comments

- Ms. Susan Gobuski (658 Ervine Ranch Road): she is a homeowner whose home has a midge problem. Having someone come and treat the one house does not help the bigger problem. By adding all the ponds to the treatment plan, it will address the real problem because it will improve the quality of her home.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

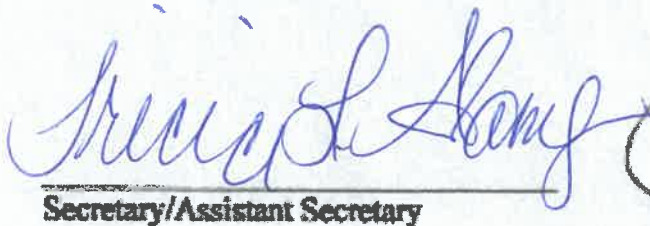
Next Meeting Date – September 15, 2021

The next meeting date is scheduled for September 15, 2021.

TWELTH ORDER OF BUSINESS

Adjournment

On MOTION by Dr. Master, seconded by Mr. Clark, with all in favor, the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman