

TERRA BELLA COMMUNITY DEVELOPMENT DISTRICT

August 7, 2018 Minutes of the Public Hearing, Regular Meeting & Audit Committee Meeting

Minutes of the Board of Supervisors Meeting

The Public Hearing, Regular Meeting, and Audit Committee Meeting of the Board of Supervisors for Terra Bella Community Development District was held on **Tuesday, August 7, 2018 at 6:30 p.m.** located at the Terra Bella Area Pool located at 2266 Via Bella Blvd. Land O' Lakes, FL 34639.

1. CALL TO ORDER

Nicole Hicks called the Public Hearing, Regular Meeting, and Audit Committee Meeting of the Board of Supervisors of the Terra Bella Community Development District to order on **Tuesday, August 7, 2018 at 6:30 p.m.**

Board Members Present:

Mark Hardee	Chairman
Frank Tiberio	Vice Chairman
Kevin Riggs	Supervisor
Devanie Collazo	Supervisor

Staff Members Present:

Nicole Hicks	Meritus
Robbie Cox	MBS Bonds

There were eight residents in attendance.

2. AUDIENCE QUESTION AND COMMENT ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

3. VENDOR REPORTS

A. Discussion with MBS Bonds

Mr. Cox with MBS Bonds discussed the engagement letter and why it is necessary. He said he cannot give any specific information without the engagement letter because it could appear as though he was offering financial advice. Mr. Cox said the general timeline for refinancing is three months, plus or minus. Supervisor Riggs asked if MBS has done refinancing with Districts relative to Terra Bella's size and what the rates are that they are seeing. Mr. Cox said yes, they have done refinancing with Districts similar in size, and the rates are in the 4% range. Supervisor

46 Hardee asked if they expect a community this size to receive an investment grade rating. Mr.
47 Cox said yes.

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50 **4. RECESS TO AUDIT COMMITTEE MEETING**

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52 Ms. Hicks directed the Board to recess to the Audit Committee meeting.

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55 **AUDIT COMMITTEE MEETING**

56 **1. CALL TO ORDER/ROLL CALL**

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58 Nicole Hicks called the Audit Committee Meeting of the Terra Bella Community Development
59 District to order on **Tuesday, August 7, 2018 at 6:30 p.m.**

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61 Ms. Hicks stated that they did not have a quorum and asked if any audience members would be
62 willing to serve on the committee. Two residents volunteered.

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64 Audit Committee Members Present:

65 Kevin Riggs

66 Larry Stecklow

67 Erin Pike

68 Rebecca Yuengling

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70 Staff Members Present:

71 Nicole Hicks Meritus

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73 **2. APPOINT CHAIRMAN**

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75 The Committee discussed who they would like to appoint as Chairman.

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MOTION TO:	Appoint Mr. Stecklow as Chairman.
MADE BY:	Ms. Yuengling
SECONDED BY:	Supervisor Riggs
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

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84 **3. SELECTION OF CRITERIA FOR EVALUATION OF PROPOSALS**

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86 Supervisor Riggs explained the Audit. The Committee discussed and said they would only like a
87 two year contract. They requested that Meritus provide the auditor with the required information
88 by October 31, 2018 and for the Audit to be completed by January 31, 2019. They would like

89 references and a primary auditor. The Committee decided that the criteria will be weighted as
90 follows: price 10, ability of personnel 20, experience 25, timeline 20, and ability to furnish 25.
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92 **4. DETERMINE DATE, TIME AND LOCATION RFP REQUIRED**

93 **a. Consider Notice of Request for Proposals for Audit Service**
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MOTION TO:	Consider notice of request for audit services.
MADE BY:	Supervisor Riggs
SECONDED BY:	Mr. Stecklow
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

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102 **5. CONSIDER SENDING RFP TO INTERESTED FIRMS**

103 **6. DETERMINE DATE OF NEXT COMMITTEE MEETING**
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106 **5. RETURN AND PROCEED TO PUBLIC HEARING AND REGULAR MEETING**
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108 Ms. Hicks directed the Board to return and proceed to the Public Hearing and Regular Meeting.
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111 **6. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2019 BUDGET**

112 **A. Open Public Hearing on Adopting Fiscal Year 2019 Budget**
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MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Tiberio
SECONDED BY:	Supervisor Hardee
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

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121 **B. Staff Presentations**
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123 Ms. Hicks went over the budget with the Board. She stated that the budget did not change and is
124 the same as presented in May.
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126 **C. Public Comments**
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128 There were no public comments.
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D. Close Public Hearing on Adopting Fiscal Year 2019 Budget

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Collazo
SECONDED BY:	Supervisor Hardee
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

E. Consideration of Resolution 2018-04; Adopting Fiscal Year 2019 Budget

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2018-04.
MADE BY:	Supervisor Hardee
SECONDED BY:	Supervisor Collazo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

7. BUSINESS ITEMS

A. Discussion on Audit Committee Recommendations and Evaluations

The Board discussed the Committee's recommendations.

MOTION TO:	Accept the Audit Committee recommendations.
MADE BY:	Supervisor Collazo
SECONDED BY:	Supervisor Tiberio
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

B. Consideration of Resolution 2018-05; Assessment Resolution

Ms. Hicks went over the resolution with the Board.

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MOTION TO:	Approve Resolution 2018-05.
MADE BY:	Supervisor Hardee
SECONDED BY:	Supervisor Collazo
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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C. Consideration of Resolution 2018-06; Setting Fiscal Year 2019 Meeting Schedule

The Board reviewed the resolution and meeting schedule. They decided to add a June meeting on June 4, 2018.

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MOTION TO:	Approve Resolution 2018-06 with the additional meeting as discussed.
MADE BY:	Supervisor Tiberio
SECONDED BY:	Supervisor Hardee
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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D. Discussion on Asphalt Repair Proposal

The Board agreed they would like to move forward with the Driveway Maintenance repair proposal. They would like the work completed by September 30, 2018. Management will coordinate with Larry Stecklow.

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MOTION TO:	Approve the Driveway Maintenance repair proposal.
MADE BY:	Supervisor Riggs
SECONDED BY:	Supervisor Tiberio
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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E. Discussion on Aeration Proposal

The Board discussed the proposal. They wanted to know if there would be a one year warranty. The Board decided they would like to hold off on the aeration proposal but wanted to move forward with the electrical work.

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MOTION TO:	Approve the electric proposal.
MADE BY:	Supervisor Tiberio
SECONDED BY:	Supervisor Collazo
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

F. Discussion on Vendor Selection Process

Supervisor Hardee discussed having a resolution to adopt Chapter 112. Ms. Hicks said she talked to the attorney, and the CDD is already mandated by Chapter 112. Supervisor Riggs agreed and said that as public officials, they are required to follow Chapter 112. Supervisor Hardee discussed conflict of interest and wanted to make sure the CDD was following the correct processes.

G. Discussion on Vacant Supervisor Seats in November

Ms. Hicks said that no one ran for the two vacant seats. The Board discussed how they would like to proceed. They decided that management should send a mailed notice soliciting residents and asking for resumes. Supervisor Hardee requested to include that the official meeting notice requirements are a newspaper advertisement and a post on the website.

H. General Matters of the District

8. STAFF REPORTS

- A. District Counsel**
- B. District Engineer**
- C. District Manager**
 - 1. Staff Action Item List**
 - 2. Aquatics Service Reports**

Ms. Hicks went over her report. The Board discussed the need for pressure washing. Supervisor Hardee said he would provide a map marked with areas that need pressure washing.

9. CONSENT AGENDA

- A. Consideration of the Board of Supervisors Meeting Minutes May 1, 2018**

The Board reviewed the minutes.

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MOTION TO:	Approve the May 1, 2018 minutes.
MADE BY:	Supervisor Collazo
SECONDED BY:	Supervisor Hardee
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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B. Consideration of Operations and Maintenance Expenditures April 2018

259 The Board went over the April O&Ms. Supervisor Hardee said he asked Ms. Hicks to mark the
260 invoices with how they have been approved (contract or management).
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MOTION TO:	Approve the April 2018 O&Ms.
MADE BY:	Supervisor Collazo
SECONDED BY:	Supervisor Tiberio
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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C. Consideration of Operations and Maintenance Expenditures May 2018

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MOTION TO:	Approve the May 2018 O&Ms.
MADE BY:	Supervisor Collazo
SECONDED BY:	Supervisor Tiberio
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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D. Consideration of Operations and Maintenance Expenditures June 2018

282 The Board went over the June O&Ms.
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MOTION TO:	Approve the June 2018 O&Ms.
MADE BY:	Supervisor Collazo
SECONDED BY:	Supervisor Tiberio
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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E. Review of Financial Statements Month Ending June 30, 2018

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F. Review of District Trust Accounts

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The Board reviewed and accepted the financials.

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10. SUPERVISOR REQUESTS

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There were no supervisor requests at this time.

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11. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

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A resident said that LMP is not mowing by her home. Ms. Hicks will let the landscaper know.

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12. ADJOURNMENT

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Collazo
SECONDED BY:	Supervisor Tiberio
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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318 *These minutes were done in summary format.

319 *Each person who decides to appeal any decision made by the Board with respect to any matter
320 considered at the meeting is advised that person may need to ensure that a verbatim record of the
321 proceedings is made, including the testimony and evidence upon which such appeal is to be based.

322 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
323 meeting held on 10-2-18.

324 [Signature]
325
326
327 Signature

328 MARK HARDEE
329
330 Printed Name

331 Title:
332 Chairman
333 Vice Chairman

[Signature]
Signature

Don Harley
Printed Name

Title:
 Secretary
 Assistant Secretary

Recorded by Records Administrator
[Signature]
Signature

10-8-18
Date

