

1 **MINUTES OF MEETING**
2 **PALM BAY**
3 **COMMUNITY DEVELOPMENT DISTRICT**
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5 A Regular Meeting of the Palm Bay Community Development District’s Board of
6 Supervisors was held on Thursday, October 12, 2017 at 9:00 a.m., at the Courtyard by Marriott
7 Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.
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9 **Present and constituting a quorum were:**

10 Rob Bergman (<i>via telephone</i>)	Chair
11 Joe Aschenbrenner	Vice Chair
12 Stacy Turner	Assistant Secretary
13 Gary Miller	Assistant Secretary
14 Win Williamson	Assistant Secretary

15 **Also present:**

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19 Chuck Adams	District Manager
20 (<i>via telephone and in person</i>)	

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23 **FIRST ORDER OF BUSINESS**

24 **Call to Order/Roll Call**

25 Mr. Adams called the meeting to order at 9:00 a.m. Supervisors, Aschenbrenner, Miller
26 Turner and Williamson were present, in person. Supervisor Bergman was attending via
27 telephone. District Manager Adams, began the meeting via telephone, on his way to the
28 meeting.

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30 **SECOND ORDER OF BUSINESS**

Public Comments

31 There being no public comments, the next item followed.
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34 **THIRD ORDER OF BUSINESS**

**Update: Virtual Guard Entry System
Installation**

35 Mr. Aschenbrenner stated that the virtual guard entry system installation was underway
36 and making a tremendous amount of progress. Before the system “goes live”, there would be a
37 “soft launch” and a “hard launch”. The equipment installation was nearly completed and
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40 between today and tomorrow, the RFID was being tested with the SunPass technology, in lieu of
41 gate clickers, with home or vehicle identification so that the gate would recognize the resident,
42 and open as the resident drives up. It was upgraded technology with high definition cameras in
43 the front, back and 180 degrees all around. On October 24 and 25, homeowners would receive a
44 letter about this new technology. The orientation date and a notice about the technology would
45 be put on the website. Due to the potential number of attendees at the orientation, a large
46 ballroom at this hotel was reserved. The orientation on October 24 and 25 would start at 6:00
47 p.m., and go until 8:00 p.m. Residents will be required to present a form of identification and
48 proof of their residence by bringing their utility bill, or other. Residents will then receive their
49 decal and go through the orientation. He and Mr. Adams discussed and decided that every home
50 would receive two RFID decals, as part of the upgrade. Additional decals would be available for
51 purchase for approximately \$25, per decal. Additionally, an upgrade to the front personal kiosk
52 occurred, which will be used for utility workers, lawn workers and deliveries; they must put in
53 their driver's license prior to the gate opening. This may cause issues that the CDD probably
54 never experienced, such as long lines at the gate, but protocols were now in place. "Genie" or
55 remote users would be identified by the gate, as well. During the "soft launch", the gate will
56 remain open to let people in; however, the gate will eventually be closed and the CDD will go
57 live. The "soft launch" would probably last about two weeks and then the "hard launch" would
58 occur. At that time, the gate will let people in; however, residents will be told that they must
59 contact Mr. Aschenbrenner or the HOA to obtain their decals, etc.

60 Discussion ensued regarding the letters, who would receive the letters, tenants, charging
61 tenants \$25 for decal, if the owner did not provide one, traffic backups at the gate, night vision
62 on the cameras, guards sending footage of license plates and pedestrian gates with gate codes and
63 high definition cameras, exit buttons and the use of key fobs.

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65 FOURTH ORDER OF BUSINESS

Update: New Dock Project

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67 Mr. Turner stated that the Engineer was trying to obtain approval and made an informal
68 request to the County. The County subsequently formatted with the Florida Department of
69 Environmental Protection (FDEP) and the Army Corps of Engineers (COE). The project
70 appeared to be on track and the engineer would proceed with the full designs to be submitted for
71 permitting. The only comment received was that the dock, going out, must be 4' wide, instead of

72 the original 6’ wide. It could be 6’ wide, past the “L”. The full design should be completed by
 73 within the next two weeks and then a formal permit request would be submitted. That permit
 74 request could take six to eight weeks to be approved but the Engineer thought it would be less.
 75 A person at the County spoke with the Engineer and communicated that she has delegated
 76 authority, from the COE and FDEP, to grant approvals. Hopefully, this project could be
 77 advertised by the end of December, or earlier. The Engineer is Mr. Joe Foster.

78 Discussion ensued regarding the cost to build the dock, the \$70,000 budgeted and
 79 obtaining bids within budget.

80 Mr. Turner stated that several homeowners, along Heather’s Palm Way that have the
 81 conservation lots, inquired about the possibility of building a seawall and docks, along the beach
 82 area, and the CDD possibly selling those docks for boat slips. The seawall to the channel could
 83 be reinforced and boat slips could be installed or the land could be sold. He told the residents
 84 that he would discuss this possibility with the Board. He was unsure if permitting for that type
 85 of project was possible but perhaps 3’ or 4’ of the easement, by the channel, could be sold.

86 *****Mr. Adams arrived at the meeting at approximately 9:30 a.m.*****

87 Discussion ensued regarding potential boat slips, navigation, space issues, channels, CDD
 88 owned property, homes adjacent to the water, the conservation area, potential income from sale
 89 of land, seawall improvements, permitting, lease values and long locked-in and recorded.

91 **FIFTH ORDER OF BUSINESS**

**Consideration of Rescheduling April 12,
 2018 Meeting Date**

- 94 **A. April 5, 2018 at 9:00 A.M.**
- 95 **B. April 26, 2018 at 9:00 A.M.**

96 Mr. Adams stated that the April 12, 2108 meeting would be rescheduled to one of the
 97 above dates. The audit and draft Fiscal Year 2019 budget would be presented at the April 2018
 98 meeting.

100 **On MOTION by Mr. Aschenbrenner and seconded by Mr.**
 101 **Turner, with all in favor, rescheduling April 12, 2018 meeting**
 102 **to April 26, 2018 at 9:00 a.m., at this location, was approved.**

105 **SIXTH ORDER OF BUSINESS**

Consideration of Resolution 2018-01, Amending the General Fund Portion of the Budget for Fiscal Year 2017; and Providing for an Effective Date

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110 Mr. Adams presented Resolution 2018-01. This Resolution would amend the “General
111 Fund” portion of the Fiscal Year 2017 budget. Capital Improvement Projects in Fiscal Year
112 2016 were budgeted but projects were not actually implemented until Fiscal Year 2017. The
113 funds appropriated and collected in Fiscal Year 2016 went unspent and were applied to the
114 “Surplus fund balance”. Funds from the “Surplus fund balance” would be rolled up into the
115 capital outlay item and also provide an additional \$18,000, as a buffer, to ensure the District did
116 not exceed appropriations. The amendment was necessary to avoid a finding in the audit. The
117 overall budget amendment was slightly under \$60,000.

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On MOTION by Mr. Aschenbrenner and seconded by Mr. Miller, with all in favor, Resolution 2018-01, Amending the General Fund Portion of the Budget for Fiscal Year 2017; and Providing for an Effective Date, was adopted.

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125 **SEVENTH ORDER OF BUSINESS**

Approval of Unaudited Financial Statements as of August 31, 2017

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128 Mr. Adams presented the Unaudited Financial Statements as of August 31, 2017.
129 Assessment revenue collections were at 101%. The slight overage was because not everybody
130 takes advantage of the 4% early pay discount. Cumulatively, expenditures were at 122%. Since
131 August is the District’s proration year, the straight forward proration is 92%.

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133 **EIGHTH ORDER OF BUSINESS**

Approval of July 13, 2017 Public Hearings and Regular Meeting Minutes

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136 Mr. Adams presented the July, 2017 Public Hearings and Regular Meeting Minutes and
137 asked for any deletions, additions or corrections.

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On MOTION by Mr. Williamson and seconded by Mr. Turner, with all in favor, the April 13, 2017 Public Hearings and Regular Meeting Minutes, as presented, were approved.

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142 **NINTH ORDER OF BUSINESS**

Staff Reports

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144 **A. District Counsel**

145 There being no report, the next item followed.

146 **B. District Engineer**

147 There being no report, the next item followed.

148 **C. District Manager**

149 Mr. Adams stated that he was finishing setting up the ACH program for the water and
150 sewer billing. It was being streamlined to make it more user-friendly. This process typically
151 takes about eight weeks, due to the coordination with the bank, etc. The target for customers was
152 early November, for the November billing. The new process would be more convenient for all.

153 **i. NEXT MEETING DATE: January 11, 2018 at 9:00 A.M.**

154 The next meeting will be on January 11, 2017 at 9:00 a.m., at this location.

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156 **TENTH ORDER OF BUSINESS**

Supervisors' Requests

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158 Mr. Williamson stated that he was having some difficulties with the contractors,
159 regarding the streets. The original contract for the paving was with Exterior Concepts (EC). He
160 had been dealing with the subcontractors and Marcello, most notably, the paver; therefore, he
161 had never contacted EC for the final walk through. Marcello was the point man coordinated the
162 repair, etc. Collectively, there are at least 20 cracked pavers in Mr. Williamson's intersection but
163 they will not repair them. He was repeatedly told that they would come "next week" but they
164 never did. Finally, they told him he had to call EC, which he did and left messages for both the
165 scheduler and the owner, who have not returned his phone calls. Marcello and Mr. Shaun
166 Simms, who is now the one the District has the contract with for the washings, said that EC owes
167 both of them money. Marcello said he was trying to work with EC to get paid.

168 In response to Mr. Williamson's inquiry, Mr. Adams replied that the warranty for the
169 pavers was through EC. Mr. Bergman stated that there is a warranty on the pavers from the
170 manufacturer and then the District had added on a one-year warranty with EC for any service
171 issues and that EC would handle that.

172 Discussion ensued regarding payment of the full contract, the warranty, delaying the
173 washing until after replacement of the broken, 50% payment to Mr. Simms for the washing,

174 repairs under contract, sealing the broken pavers, the potential legal fees to pursue EC and
175 obtaining another paving company to repair the broken pavers.

176 Mr. Williamson would ask Mr. Simms if he could repair, inexpensively, so the pressure
177 washing could commence.

178 Mr. Bergman would check the breaker box on the door at the Marina, to determine if it
179 was broken.

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181 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

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183 There being no further business to discuss, the meeting adjourned.

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On MOTION by Mr. Aschenbrenner and seconded by Mr. Williamson, with all in favor, the meeting adjourned at 9:52 a.m.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

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