

MINUTES OF MEETING  
STONEBROOK SOUTH  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Stoneybrook South Community Development District was held Monday, June 3, 2019 at 10:00 a.m. at the Oasis Club, 1520 Oasis Club Blvd., Championsgate, Florida 33896.

Present and constituting a quorum were:

Basan Nembirkow	Chairman
Robert DiCocco	Vice Chairman
Patricia Newberry	Assistant Secretary
Mike Wilson	Assistant Secretary
Chris Manjourides	Assistant Secretary

Also present were:

George Flint	District Manager
Tracy Robin	District Counsel
David Reid	District Engineer
Alan Scheerer	Field Manager
Michelle Barr	Lennar Homes

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: There are no members of the public present, so we will move on to the next item.

**THIRD ORDER OF BUSINESS**

**Business Administration**

**A. Approval of Minutes of the April 1, 2019 Meeting**

Mr. Flint: Are there any additions, corrections or deletions?

On MOTION by Mr. Wilson seconded by Ms. Newberry with all in favor the minutes of the April 1, 2019 meeting were approved.
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**B. Consideration of Check Register**

Mr. Flint: Included in your agenda package is a copy of the check register for March 25, 2019 through May 27, 2019 in the amount of \$149,750.91.

On MOTION by Ms. Newberry seconded by Mr. Wilson with all in favor the Check Register was approved.

**C. Balance Sheet and Income Statement**

Mr. Flint: A copy of the balance sheet and income statement are included for your review.

**FOURTH ORDER OF BUSINESS**

**Business Items**

**A. Consideration of Proposals for Entrance Wall Repairs**

Mr. Scheerer: At the last meeting I received some photos of some damage that was created at the Bella Citta Entrance. As it was stated at the time, it was due to kids and the bus stop being there. I contacted three different companies. One company didn't bid. Another company backed out due to some personal family issues. Included in your agenda package today for your consideration is a proposal from Aaron's Service Solutions. They will fix all of the holes and cracks and make all of the repairs to the mortar and stucco to match the current texture for \$1,145 and then paint the entire entrance for \$6,598.54. I think the concept was if we make all of these repairs and patch everything then it wouldn't match anything that is currently there.

Mr. Manjourides: The areas on the bottom that were damaged was actually not stucco. It is foam stuff. If they just put it back, then someone is going to kick it again. I think we should get a proposal for putting cement there.

Mr. Scheerer: I will come back to the next meeting with some kind of reinforcement mechanism.

Mr. Manjourides: Maybe the construction company can come up with something for it.

Mr. Scheerer: Yes. I am sure they will be able to come up with something.

Mr. Flint: We will get an alternative proposal.

**B. Ratification of Interim Engineering Agreement with Hamilton Engineering, Inc.**

Mr. Flint: At the last meeting you had made a decision to terminate the prior Engineer and engage Hamilton Engineering, Inc. as the Interim Engineer. This agreement just follows that action. The copy in your agenda package hasn't been signed yet but it is in effect.

On MOTION by Ms. Newberry seconded by Mr. Manjourides with all in favor the Interim Engineering Agreement with Hamilton Engineering, Inc. was ratified.

### **C. Review of Proposals and Selection of a District Engineer**

Mr. Flint: You directed staff to advertise a Request for Qualifications for Engineering Services. In Florida, there is a Consultant's Competitive Negotiation Act and anything over \$30,000 on an annual basis is required to be bid through an RFQ process. We don't know if it is going to be over \$30,000 but you typically select your District Engineer through that process. We advertised in the Orlando Sentinel for the services and as a result, we received two responses; one is from Hamilton Engineering, Inc. and one from Johnson, Mirmiran & Thompson. You have the ranking criteria that is part of the RFQ process. The ranking criteria includes the ability and adequacy of personnel, the consultants past performance, their geographic location, willingness to meet time and budget requirements, certified minority business enterprise, recent and current projected workload and volume of work previously awarded. The criteria add up to 100 points. We will want the Board to develop a consensus ranking. Neither company is a minority business enterprise, so you can check that off the list. In regard to the volume of work previously awarded, I don't believe that JMT has done previous work for the District, so I think you would award them zero on that. The principal with Hamilton is Dave Reid and he is here. He has been the District Engineer with another firm for many years. I think there is a difference there in ranking too. JMT is located in Tampa and Hamilton is in Orlando. I think Hamilton is closer from a geographic standpoint, so there would be a differential there. The ranking sheet is under the first tab. Hamilton is also your current Interim Engineer.

Mr. Nembirkow: For ability and adequacy of personnel I would give Hamilton a 25.

Ms. Newberry: I would give JMT a 25 too because it is a huge organization.

Mr. Nembirkow: But we don't know their ability because we have never used them before.

Mr. Flint: You can only base it on what they are providing you. What about consultants past performance?

Ms. Newberry: The problem with past performance is not having past testimonies from previous clients. They can list a lot of projects, but you don't know how well they have performed on it.

Mr. Flint: You could consider it a wash and score everyone equally on that, as well. So, do you just want to score each one 25?

Ms. Newberry: I have no problem with that.

Mr. Flint: Then for geographic location, you have Tampa versus Orlando.

Ms. Newberry: 20 for Hamilton and 10 for JMT.

Mr. Flint: Next is willingness to meet time and budget requirements. Again, I think that is probably one where you give both the same.

Ms. Newberry: Yes, so both of them get 15.

Mr. Flint: They both get zero for minority business. The next criteria are recent/current and projected workload.

Mr. Nembirkow: Based on the information we have they should both have 5s.

Mr. Flint: Then you have volume of work previously awarded.

Ms. Newberry: Five for Hamilton and zero for JMT.

Mr. Flint: So, 95 points go to Hamilton and 80 points go to JMT.

On MOTION by Mr. DiCocco seconded by Ms. Newberry with all in favor to Rank Hamilton as the #1 Ranked Firm and JMT as the #2 Ranked Firm and Authorize Staff to Negotiate an Agreement, was approved.

**D. Consideration of Agreement with Lake Doctors, Inc. to Provide Aquatic Management Services**

Mr. Flint: This is an agreement with Lake Doctors, Inc. to provide aquatic management services. You have two agreements in your aquatic management line. One is actually maintenance of wetland areas and the other is for the pond. The pond work has historically been done by Lake Doctors, Inc. You have a proposal for \$163 a month. It is budgeted for.

Mr. Scheerer: It is for the two ponds over here off of Westside Boulevard. I think the increase in the contract was \$3.

On MOTION by Mr. Nembirkow seconded by Mr. DiCocco with all in favor the Agreement with Lake Doctors, Inc. to Provide Aquatic Management Services was approved.

**E. Consideration of Resolution 2019-02 Approving the Proposed Fiscal Year 2020 Budget and Setting a Public Hearing**

Mr. Flint: Each year the Board is required to approve a proposed budget and set the date, place and time for the public hearing. The proposed budget must be approved by June 15<sup>th</sup> of each year. The public hearing has to be at least 60 days from the day you approve the proposed budget. We are suggesting August 5, 2019 at 10:00 a.m. at this location for the public hearing. The proposed budget is exhibit A to the resolution. The proposed budget is not binding. If you choose to make any changes you can do that now or even at the public hearing. The only issue would be if you wanted to increase the per unit assessment then that would require additional noticing, which would have to be determined earlier. The recommended budget does not contemplate any increases in the O&M assessments. It is increasing slightly. Most of those increases are mainly due to the age of some of the infrastructure in the community. You will notice the entry wall maintenance is increasing slightly. Pressure washing and sidewalk repair and maintenance are increasing. We are using \$68,730 of your fund balance to balance the budget. We used \$23,000 coming into this year. You have significant reserves, so I would not suggest that you increase your assessments to balance that budget. I would recommend that you just use your fund balance because you have \$1.9M in your operating account right now.

Mr. Manjourides: What is information technology?

Mr. Flint: That is your website.

Mr. Manjourides: Why did that increase so much?

Mr. Flint: We have a proposal in your agenda package, and we will get to that discussion. It deals with ADA requirements for websites. There have been a number of lawsuits in the last year dealing with ADA compliance of websites. It is not just government entities. Some private entities have been sued, as well. It really wasn't on anyone's radar and as a result of that, the insurer that we use, which also insures 300+ other Districts, was defending 18 CDDs that were sued as part of one action. The whole CDD industry has really been entrenched in this issue. Most of the other Districts that we manage have already done this within the last few months.

Mr. Manjourides: Is this cost going to stay every year?

Mr. Flint: Next year it is back down to \$1,250. It may end up being higher because they are suggesting that we have ongoing audits done at least quarterly and there is going to be a cost of doing that. You have \$10,000 in contingency. We will come back to the Board once we decide the best course of action and we may need to amend that line item.

Mr. Manjourides: Why did the mulch go up to \$20,000?

Mr. Scheerer: It is going to be \$15,000. In speaking with the accounting department, it was just mislabeled. The \$5,000 should have went to Stoneybrook South at ChampionsGate. Down to Earth submitted it all on one invoice and we spoke to them and explained they are two different Districts, so we got that taken care of.

Mr. Flint: So, these actuals will need to be adjusted.

On MOTION by Mr. Wilson seconded by Ms. Newberry with all in favor Resolution 2019-02 Approving the Proposed Fiscal Year 2020 Budget and Setting a Public Hearing for August 5, 2019 at 10:00 a.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, FL 33896, was approved.

**F. Presentation of Number of Registered Voters – 789**

Mr. Flint: Each year, we are required to announce the number of registered voters within in the District as of April 15<sup>th</sup> and you can see there are 789.

**G. Consideration of Proposal from VGlobalTech to Provide Website Compliance Services – Added**

Mr. Flint: We have added this item. This is a proposal from VGlobalTech to take the Districts website and recreate it in a format that is ADA compliant. We are just asking you to approve the \$2,775 one time fee. We met with four different companies that provide this type of service. We were able to negotiate a better pricing arrangement with VGlobalTech. We are using them on all of our other Districts, as well.

On MOTION by Mr. Nembirkow seconded by Ms. Newberry with all in favor the Proposal from VGlobalTech to Provide Website Compliance Services was approved.

**H. Discussion of Bidding Landscape Maintenance Services – Added**

Mr. Flint: Currently, we have an agreement with Down to Earth to provide landscape maintenance services. The HOA uses Down to Earth. Stoneybrook South at ChampionsGate uses Down to Earth. Lennar has come forward and recommended that we all bid out landscaping. Lennar has gone out and hired a landscape consultant, Mark Yahn, to prepare the scope of work, the cost sheets and the maps that would be used. It is probably not so much a service issue but making sure everyone is being honest with their pricing. The only way to really know about pricing is to have the market check it. We would like the Board to authorize us to work with the HOA and the other CDD, prepare an RFP and solicit proposals to be brought back to you at a future meeting. If there are any savings, then you would be able to reflect that in your budget.

On MOTION by Mr. DiCocco seconded by Ms. Newberry with all in favor to Authorize Staff to Work with the HOA & Stoneybrook South at ChampionsGate CDD to Prepare an RFP for Landscape Services & Solicit Proposals was approved.

#### **I. Appointment of Audit Committee and Chairman**

Mr. Flint: The District is required to have an annual independent audit as a governmental entity. You typically bid out for audit services every three years. Historically, the Board has served as the Audit Committee. We do have an Audit Committee meeting advertised for immediately after this meeting.

On MOTION by Ms. Newberry seconded by Mr. Wilson with all in favor the Entire Board to Serve as the Audit Committee & Ms. Newberry to Serve as the Chair of the Audit Committee was approved.

#### **J. Selection of District Records Office within Osceola County**

Mr. Flint: Previously, we had the District records at the Engineer's office, so because you terminated your prior Engineer, we need to adjust the local District records office to name this location.

On MOTION by Mr. Nembirkow seconded by Ms. Newberry with all in favor the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, FL as the District Records Office, was approved.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Mr. Robin: I would like to provide the Board with a formal update with the legislative session that did conclude. We provided you guys with a few bills that we were monitoring previously. Only a few bills have passed that really impact CDDs. Unfortunately, the one we were really following that would save us money on legal advertising only passed in the House but not the Senate. We are hoping the bill will show up again. Obviously, the newspaper lobby is pretty strong, and it would take a lot of their business away. The one that really impacts residential Board Members is with respect to the Form 1 filing. Normally, you have to file the form every year with the Supervisor of Elections. What they passed this year is you can file your Form 1 documents online. This will take effect in 2022.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

There being none, the next item followed.

**D. Field Manager**

Mr. Scheerer: A Field Manager's report was included in your agenda package. The fountain is working. The lights are working. It is extremely hot right now. We are battling some irrigation problems and some hotspots around the community. At the last meeting, the Board went ahead and approved the removal and reduction of the annuals, which has been completed. The Board also approved the repairs to the fountain on 27, which has been completed. The light inside the Nickelson Column was replaced with an LED light. We replaced the photocell, as well. The electrical wire was repaired in advance because it was a safety issue. We will bring back revised quotes with some reinforcement of that cap as opposed to using foam.

Mr. Manjourides: We had spoke at the last meeting about the easement on hole 18 and concreting it so the golfers could get down to the cart path. At the end of Dove Valley there is an easement there that everyone uses and it kills the grass.



Mr. Scheerer: I did not do that. I will take a look and get a bid on it. I will have all of the monument lights checked and we will repair any of them that are out.

Mr. Manjourides: The lights are out at the arch at Westside Boulevard.

Mr. Scheerer: We will take a look at it.

Mr. Manjourides: Even the shrub lights are out, so it must be a breaker. Do we own the shrubs that go along Westside Boulevard? There is a lot of trash and pipes.

Mr. Scheerer: Yes. I know Down to Earth was asked to go out there last week and take a look at that large retention pond that is back there. They are supposed to be doing a whole detail of the boulevard, so I'll get with Andrew after this.

Mr. Manjourides: Down at the end there is a house and they put some kind of patio back there and they threw four big trees there. Maybe we should talk to the homeowner about that. When the wall was cleaned part of the part came off of it. You can see the cement underneath. It is right where you tee off on the 13<sup>th</sup> hole.

Mr. Scheerer: I will check it out.

#### **SIXTH ORDER OF BUSINESS**

#### **Supervisor's Requests and Audience Comments**


There being none, the next item followed.

#### **SEVENTH ORDER OF BUSINESS**

#### **Adjournment**

On MOTION by Ms. Newberry seconded by Mr. Nembirkow with all in favor the meeting was adjourned at 10:59 a.m.
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman