

MINUTES OF MEETING
PINE ISLAND
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Pine Island Community Development District was held Thursday, March 9, 2017 at 10:00 a.m. at the Bella Collina Clubhouse, 16350 Vetta Drive, Montverde, Florida.

Present and constituting a quorum were:

Randall Greene	Chairman
Duane Owen	Assistant Secretary
Andrew Gorrill	Assistant Secretary
DeWitt Holt III	Assistant Secretary

Also present were:

George Flint	District Manager
Andrew d'Adesky	District Counsel
Jeff Einhouse	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Keith Clarke and Appointment of Individual to Fulfill the Board Vacancy

Mr. Flint: We received a resignation from Mr. Clarke. That is seat #4 with a term expiring in November 2018.

On MOTION by Mr. Owen, seconded by Mr. Greene, with all in favor, the resignation of Keith Clarke was accepted.

Mr. Flint: Anytime there is a vacancy on the Board during the term of the seat, the remaining Board members would appoint a replacement. Are there any nominations to fill Mr. Clarke's vacated seat?

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Mr. DeWitt Holt III was appointed to fulfill the Board vacancy.

B. Administration of Oath of Office to Newly Appointed Supervisor

Mr. Flint being a Notary Public of the State of Florida administered the Oath of Office to Mr. Holt.

Mr. Flint: If you could print your name at the top and sign where it says Board Supervisor. I can notarize that for you. On the first page there is just an information page with your contact information. I will give you my card and you will need to email it to me. The form behind that is called the Form 1: Disclosure of Financial Interest. That is a form that the State of Florida requires of all public officials to be filed annually. That needs to be filed within 30 days of today with the Supervisor of Elections in the County where your primary residence is. If this is your primary residence then it would be Lake County. It is important to file it within 30 days because they do track that. When you leave the Board, there is a Form 1F. We have included a copy of it, but we will mail it to you as well. That needs to be filed within 60 days of leaving the Board. Annually, the Supervisor of Elections will mail you an updated Form 1 so it gets filed every year. They mail it out early June and it is due July 1st. They do give you a grace period but we typically track that and try to remind people if they haven't filed. As Andrew indicated, as a member of the CDD Board of Supervisors, you are a public official so you are subject to the Sunshine Law and Public Records Laws. We need to be careful not to inadvertently communicate on CDD matters with the other Board members outside of meetings. Any records you have that are CDD records are considered public records and could be subject to a records request. If you choose to keep the records, we recommend you keep it separate from your personal records.

C. Consideration of Resolution 2017-04 Electing Assistant Secretary

Mr. Flint: If the Board wants to keep the remaining officers the same, Mr. Clarke was designated as an Assistant Secretary. There is a resolution in your agenda designating Mr. Holt as an Assistant Secretary if you wanted to do that.

On MOTION by Mr. Greene, seconded by Mr. Owen, Resolution 2017-04 was approved.

FOURTH ORDER OF BUSINESS

Approval of February 9, 2017 Board of Supervisor’s Meeting

Mr. Flint: I have an extra copy for you to look at Mr. Holt. Any additions, deletions, or corrections to the minutes?

On MOTION by Mr. Owen, seconded by Mr. Gorrill, with all in favor, the minutes of the February 9, 2017 Board of Supervisors Meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Service Agreement with Waste Management of Florida, Inc.

Mr. Flint: This is an agreement with Waste Management for two dumpsters that are associated with the District’s water and waste water operations. To make sure there was no gap in service, I went ahead and executed this. This is the current provider for the dumpsters so I’m asking the Board to ratify my action in executing this agreement.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the Service Agreement with Waste Management of Florida, Inc. was ratified.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. d’Adesky: We don’t have too much. The one thing I want to report is we did submit a petition to have the name of the District changed from Pine Island to Bella Collina. It is a novel process. Name changes are done very frequently at the county level, but since it is a state process

they pass it around and it goes a little slower than we anticipated. Hopefully that will be reviewed and they will set a hearing date. We are keeping in contact to get status updates on that. That's all we have to report.

B. Engineer

Mr. Einhouse: I just want to mention that we are planning to do the Stormwater System Inspections earlier this year. We have done those in the past and in the month of June it gets pretty hot. We would like to move the field work up to May. We will still be able to produce the Engineer's Report for the Special Assessment Office by July 1st.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint: The check register for the General Fund, Enterprise Fund, Enterprise Reserves and Payroll totals \$60,547.59. Mr. Holt, these are all the checks that the District processes. This is for the period of February 1st through February 28th. Any questions on the check register?

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor the Check Register was approved.

ii. Balance Sheet and Income Statement

Mr. Flint: There is no action required by the Board, if you have any questions we can discuss those. You can see in the General Fund we have collected \$164,000 or the \$183,000 for the O&M Special Assessment that is collected on the tax roll. We have always collected 100%, so over the next couple months we should see that number come up to 100%.

iii. SBA Florida PRIME Monthly Summary Report

Mr. Flint: Based on Mr. Owen's request, we have the summary report for Florida PRIME. That is just for informational purposes. Any questions on that information?

SEVENTH ORDER OF BUSINESS

Other Business

Mr. Greene: When the new Mayor came in he shelved the Water Sewer Agreement. Apparently, it is now back on. We should have a further update by the next CDD meeting on where they stand.

Mr. Flint: If you want me to attend the meeting I could do that.

Mr. Green: I would appreciate that. Apparently, all they are talking about doing right now is tying in a property called the Roper Property that is on the North side, it is about 150 acres on the North side of downtown. They would tie it down to Montverde Academy, then Montverde Academy would run their lines to our site called Montverde Estates. That is the proposal.

Mr. Flint: We would have to talk about what would need to be done internally. It is mostly waste water, it is not really a water agreement.

Mr. Scheerer: Is adding that additional parcel going to change the capacity they would need?

Mr. Green: No.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, the meeting adjourned at 10:16 a.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman