

MINUTES OF CONTINUED MEETING VIERA STEWARDSHIP DISTRICT

The regular meeting of the Board of Supervisors of the Viera Stewardship District held Wednesday, June 17, 2015, was continued to Wednesday, July 1, 2015, at 9:00 a.m. at the Viera Discovery Center, 7350 Shoppes Drive, Suite 102, Viera, Florida 32940.

Present and constituting a quorum were:

Jay A. Decator, III	Chairman
Ann M. Gainey (<i>by phone</i>)	Vice Chairman and Secretary
Tiffani Bissett	Supervisor
Todd J. Pokrywa	Supervisor

Also present were:

Gary L. Moyer	Manager: Moyer Management Group
Jennifer Kilinski (<i>by phone</i>)	Attorney: Hopping, Green & Sams
Clay Archey	Community Manager
Paul Martell	Treasurer

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Decator called the continued meeting to order at 9:05 a.m.

Mr. Decator called the roll and stated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS

Presentation of the Fiscal Year 2016 Budget

A. Fiscal Year 2016 Budget

Mr. Moyer stated the primary purpose of this continued meeting is to continue our discussion on the proposed budget for fiscal year 2016. At our previous meeting, certain additional work was brought to the Board's attention that needed to be factored into the budget. Since that meeting, the Treasurer has done a lot of work in terms of forecasting what will happen within the District over the next five years, which is a great document for the Board to have to at least gauge where we are going in the future. I will ask Mr. Martell to review with the Board the changes that he made based upon the projections that he developed for the five-year forecast.

Mr. Martell stated I provided a copy of the budget to the Board members here, and we are emailing it to Ms. Gainey and Ms. Kilinski. The first column has the description of what the entries are, the second column is the budget figure you saw at the June meeting, and the third column is the revised budget numbers. We have an increase of platted lots to 416, and the previous budget you saw had 271. This is an increase of 145 lots. It is looking at platted lots that we anticipate as of September 30, 2015. Strom Park has 343, Reeling Park has 24, and Seville has 49. With those being platted, fewer acres will be

undeveloped. The impact on revenues is the direct billing will decrease about \$1,412, special assessments collected by the tax collector will increase by \$19,633, the 4% discount will decrease by about \$785, and other financing sources will increase about \$43,591 instead of \$36,339 as previously presented. The administrative expenses will increase by \$1,200 for the environmental professional in accordance with the proposed fee schedule of \$9,200 for fiscal year 2016 for Zev Cohen. The tax collector's fees will increase by about \$392 for the additional assessments collected. For Strom Park, there are a number of changes we had. We increased the aquatic weed control for the stormwater drainage system by about \$8,300. The preferred cover-type area maintenance went from \$6,800 to \$31,748, but Mr. Decator's emailed memo indicates that his preference is for that number to be \$24,000. I plugged that number in the spreadsheet instead of \$31,748.

Mr. Decator stated I feel good about that number, based on our historical costs.

Mr. Martell stated for street lighting, the fact that we have more areas in Strom Park and other neighborhoods, we increased that to \$16,000 from \$8,040, for an increase of \$7,960. Since we have more certainty of these items, we reduced the contingency to \$3,037. This is the largest area of modifications, which is a net increase of \$24,418. We have new development areas in Seville and Reeling Park, but nothing significant. Mr. Decator's memo indicates that maybe we will not have all this maintenance, but I have not modified it.

Mr. Decator stated if the District's engineer says there is preferred cover-type in Seville, then I will defer to him. For aquatic weed control of the drainage system, those lakes will not be complete until the middle of the fiscal year. The developer will turn those over when the entire neighborhood is completed, which means we may not have any of these in the next fiscal year, but I think it is good policy to leave it in.

Mr. Martell stated yes, we will leave those numbers. Those adjustments will stay at this point unless the Board makes changes. We see very minimal or no maintenance in Trasona or Adelaide, so we did not identify anything for those neighborhoods. For District-wide expenses, there is a \$1,000 increase in aquatic weed control, a \$500 increase in inspections, a \$2,000 reduction in compliance reporting because that is a bi-annual report, and a \$2,000 increase in wetland habitat maintenance for the Viera Wilderness Park. The two significant items to note are \$15,000 for the relocation of the burrowing owl preserve and \$15,000 that we can expect for fencing in the conservation

area. The net increase in District-wide expenses is now about \$32,056. Overall, the total expenses, if the Board agrees with those changes, total \$267,287 instead of \$206,259. The total revenues will equal the expenditures.

B. Consideration of Resolution 2015-03, Approving the Budget and Setting the Public Hearing Thereon

Mr. Moyer read Resolution 2015-03 into the record by title.

Mr. Moyer stated we need to give the County 60 days to review our budget. They do not have the right to approve it, but they can review and comment on it. Because of that 60-day requirement, that puts us at Monday, August 31, 2015, which is my recommendation for the public hearing.

Mr. Martell stated the format of the budget that I distributed has details by neighborhood. I do not really think that the final budget needs to have that detail. I anticipate that the final form of the budget will have the maintenance by neighborhood rolled up into aggregate numbers. I anticipate using the same format that we currently have for our budgets.

Mr. Moyer stated that is correct.

On MOTION by Mr. Pokrywa, seconded by Ms. Bissett, with all in favor, unanimous approval was given to Resolution 2015-03 approving the budget for fiscal year 2016 and setting the public hearing for August 31, 2015, at 9:00 a.m. at the Viera Discovery Center.
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Mr. Decator stated I anticipate that in advance of the public hearing, staff will be working on the details of the assessments.

Mr. Moyer stated yes, and we will have the engineer opine on the assessments, which we are required to do. At the August 31 meeting, we will have a package of all this information and ask the Board to adopt it after the public hearing.

THIRD ORDER OF BUSINESS

Consideration of Agreement with Zev Cohen & Associates for Environmental Professional Services

Mr. Decator stated in March 2015, I signed a temporary letter agreement with Zev Cohen & Associates retaining Mr. Bill Lites as the environmental professional since he left the firm of AECOM. He offered to continue his services through fiscal year 2015 under the same terms and conditions that were in place with AECOM. Since the agreement with AECOM was never renewed for fiscal year 2015, there was no need to

terminate any existing agreement. We simply had to implement a new agreement with Mr. Lites for Zev Cohen & Associates. I provided a copy of the agreement to the Board. It has the same terms and essentially, Mr. Lites was providing environmental services to the District with the same scope of services that have been in place since he was initially hired. His rate was \$9,000 plus \$200 in direct expenses, which is an estimated amount based upon what he believed the services to be rendered during this fiscal year. Since that was not on a contract form prepared by District counsel, Ms. Kilinski subsequently prepared a formal agreement, which would be an agreement for continuing professional services. There would simply be work authorizations issued under that agreement. The confusion I am having is, initially I was going to ask the Board to ratify my prior signature on the letter agreement. In the interim, Ms. Kilinski prepared an agreement between the District and Zev Cohen & Associates for continuing professional environmental services. The first work authorization is also being provided. I understand that the previous letter agreement will be attached as exhibit A to work authorization #1.

Ms. Kilinski stated that is correct. I would like to have a master agreement in place, which is the one before you for continuing professional environmental services. This will serve as the master agreement between the District and Zev Cohen. Each work authorization or proposal we receive for continuing professional environmental services will be a one-page work authorization for those services. Work authorization #1 will be as Mr. Decator described for services that were provided for fiscal year 2015.

Mr. Decator asked exhibit A will be the March 9, 2015, letter agreement with Zev Cohen?

Ms. Kilinski stated that is correct. I spoke with Mr. Lites this morning as to what we anticipate for work authorization #2, which will be a fixed fee that has to do with 10 staff days of spot spraying of herbicides for cogongrass and other exotic species needed in the Conservation District in the amount of \$12,000. Work authorization #3 is for fiscal year 2016 services.

Mr. Decator stated for the Board's information, this was already budgeted in last year's budget for District-wide environmental services. This was supposed to be performed by the ranch. They ran into a series of rainy weeks where this application could not be made. What the ranch has done is, using heavy equipment and spraying from a tractor, they have tried to get as much as they could as fast as they could to get

caught up on the eradication schedule. They do not have the personnel or the time to complete the work that is supposed to be completed this fiscal year. The ranch has recommended that we hire an outside contractor to perform this eradication from August through the balance of the fiscal year. This is an application that will be done by two people on foot or on an ATV that will seek out and destroy the cogongrass. It is very labor intensive. It is 10 staff days, but there will be two people working, so they will be there a week. The cost is \$12,000 plus \$2,000 in direct expenses, which has to do with using a GPS unit and an ATV as described in the proposal. I reviewed this with Mr. Pete Coultas with A. Duda & Sons. He has confirmed that the type of work, the system, and the herbicide that is going to be used is all good practice. He rated the fee as reasonable under the circumstances. I recommend that the Board approve this. Since this expenditure is already budgeted in this year's budget, do we need a motion to specifically approve work authorization #2?

Ms. Kilinski stated yes, I would like a motion to ratify the master services agreement and approval of work authorizations #1 and #2. If you are comfortable approving work authorization #3, which includes the services that are contemplated by Zev Cohen for fiscal year 2016 in an amount not to exceed \$9,200, you can make that motion, as well.

On MOTION by Ms. Bissett, seconded by Mr. Pokrywa, with all in favor, unanimous approval was given to (1) ratify the letter agreement for provision of environmental services for fiscal year 2015 in an amount not to exceed \$9,000 plus \$200 in direct expenses, (2) approve the master agreement between the District and Zev Cohen & Associates for continuing professional environmental services, (3) approve work authorization #1 for the balance of work under the Zev Cohen letter agreement for fiscal year 2015, (4) approve work authorization #2 for spot spraying exotic species as part of the fiscal year 2015 work program in an amount not to exceed \$12,000 plus \$2,000 in direct expenses, and (5) approve work authorization #3 to provide environmental services for fiscal year 2016 in an amount not to exceed \$9,000 plus \$200 in direct expenses.

FOURTH ORDER OF BUSINESS

Other Business

Mr. Decator stated there might be some modifications to the AUP that the Board approved, as we work out the budget for fiscal year 2016. The Board discussed the

fencing and the burrowing owl work. I did not go back to the AUP to see if they need to be adjusted. If they do, is that something we can cover at the budget hearing?

Mr. Moyer stated that is correct.

FIFTH ORDER OF BUSINESS

Supervisor Requests and Comments

There being none, the next order of business followed.

SIXTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Pokrywa, seconded by Ms. Bissett, with all in favor, the meeting was adjourned at 9:35 a.m.

Ann M. Gainey, Secretary

Jay A. Decator, III, Chairman