

MINUTES OF MEETING

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

**MONTECITO
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Montecito Community Development District was held on **Monday, July 25, 2016** beginning at **10:30 a.m.** at the Montecito Beach Club, located at 208 Montecito Drive, Satellite Beach, Florida 32937.

Present and constituting a quorum:

Richard Wellman	Board Supervisor, Chairman
Ed Henson	Board Supervisor, Vice Chairman
John Heilner	Board Supervisor, Assistant Secretary
Luis Ramirez	Board Supervisor, Assistant Secretary
James Bourdeau	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Grant Phillips	District Manager, Rizzetta & Company, Inc.
Ginger Wald	District Counsel, Billing Cochran Lyles et. al
Vivian Carvalho	Leland Management (HOA)
Rey Malave	District Engineer, Dewberry
Chip Jones	Representative, Lerner Real Estate Advisors
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wellman called the meeting to order and Mr. Jeancola read the roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments on the Agenda

There were no audience comments put forward at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board of
Supervisors Regular Meeting held on May
23, 2016**

On Motion by Mr. Bourdeau, seconded by Mr. Heilner, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors Regular Meeting held on May 23, 2016, as amended for Montecito Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures for May**

On Motion by Mr. Heilner, seconded by Mr. Ramirez, with all in favor, the Board of Supervisors ratified the operations and maintenance expenditures for May 2016 in the amount of \$29,728.43 for Montecito Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Construction Requisition
#821-824**

Mr. Jeancola reviewed the requisitions paid and explained that funding comes from the construction bond proceeds.

On Motion by Mr. Heilner, seconded by Mr. Ramirez, with all in favor, the Board of Supervisors ratified the series 2006 construction requisition #821-#824 for Montecito Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No report.

B. District Engineer
Mr. Malave discussed the status of the striping project, noting the necessary steps for it to be approved before work can begin. He anticipates that the striping corrections would be completed by the end of next week. General discussion ensued regarding the need for vendors to contact on-site staff to coordinate works and ensure services are performed correctly. The possibility of creating a checklist to assist with this process was put forward.

C. District Manager
Mr. Jeancola informed the Board of the most recent audit findings, noting that the District is in good standing. He also informed the Board that the June financial statements are being prepared and should be available later this week.

Mr. Jeancola reviewed what adding a full-time clubhouse attendant entails in terms of having to provide them with healthcare/insurance coverage, etc. The Board inquired about the possibility of entering into a "Temporary Full Time Employment Agreement" and what they would be required to offer this employee and a brief discussion ensued. Mr. Jeancola stated that he and the Chairman are actively searching for a qualified candidate and he would be willing to illicit assistance from Mr. Smith with Rizzetta Amenity Services if necessary.

Mr. Ramirez led discussion regarding the Air Conditioning at the Clubhouse and the inability of Board Supervisors to inform residents about other Board Supervisors areas of knowledge in relation to the District. He suggested that should Mr. Jeancola be made aware of any issues or proposals obtained so that he can distribute the information to the Board, so as not to violate Sunshine Law.

SEVENTH ORDER OF BUSINESS**Evaluation and Consideration of Bids
from RFP for Construction Services**

Mr. Jones reviewed the bid process for construction services for Phase 2C, explaining that it was a public bid and seven firms attended the pre-bid meeting, but only three firms submitted proposals (Gunnstruction, JR Davis, and JoBear). He reviewed the scope of service provided to each of the bidders and the projects costs they submitted. Mr. Malave spoke regarding the evaluation criteria and provided the Board with points he awarded each firm based on the criteria. He awarded Gunnstruction 97 points, JR Davis 93 points, and JoBear 89 points. Ms. Wald explained to the Board that they have the option to either accept the points awarded by the District Engineer or evaluate them independently in order to establish the highest ranked bidder.

Mr. Jones and Mr. Malave responded to Board questions regarding the proposals. A motion was made to rank Gunnstruction as the highest ranked firm, JoBear as the second highest, and JR Davis third. Following further discussion, the motion was withdrawn.

On Motion by Mr. Ramirez, seconded by Mr. Wellman, with all in favor, the Board of Supervisors ranked Gunnstruction as the highest ranked firm, JR Davis as the second highest, and JoBear as the third for Montecito Community Development District.

Mr. Jones state that they are looking for a September 15th start date with a 160 day construction period. Mr. Malave will be reviewing the progress and ensuring the accurate completion of various infrastructure.

Discussion was held regarding the establishment of a construction entrance and the possibility of the District maintaining around it. Mr. Jones indicated that there is a draft agreement permitting a temporary construction entrance along Shearwater in the works. Both he and Mr. Malave reviewed explained the issues that would make establishing it as a permanent entrance very difficult. The Board decided to table the matter to a later date.

(Mr. Jones and Mr. Malave left the meeting.)

EIGHTH ORDER OF BUSINESS**Consideration or Landscape/Irrigation
Proposals**

Mr. Henson introduced Jason, the Production Control Manager for Brightview, to speak to the Board regarding the District maintaining a secondary set of disc filter pump rings as they are not readily available locally. He went over general irrigation zones, noting which ones were having issues and when they would be fixed

On Motion by Mr. Ramirez, seconded by Mr. Bourdeau, with all in favor, the Board of Supervisors approved the proposal to purchase the filter pump rings for Montecito Community Development District.

Discussion was held regarding adding an irrigation preventive maintenance service to the Brightview contract. The Board tabled this matter until the August meeting and directed Mr. Jeancola to research funding options to include sharing the cost with the Master HOA.

The Board was provided with a spreadsheet outlining all of the proposals included in the agenda and their costs for the front entry landscape enhancements. Mr. Henson provided an additional proposal in the amount of \$4,198.00 to replace the sod along the beach area on the pond directly behind the clubhouse.

Ms. Wald recommended that the proposals be tabled to allow District Engineer time to conduct an on-site inspection to ensure that the area meets slope requirements.

NINTH ORDER OF BUSINESS

Consideration of American Ecosystem Proposals

Mr. Bourdeau reviewed the location of the front entry fountains and a brief discussion ensued regarding the additional service cost to have a vendor clean and maintain them. It was decided to hold off on this item until the next meeting.

Mr. Bourdeau reviewed the issues with the fountain that is not working properly in ponds five and six and presented a proposal in the amount of \$7,450 for the repairs. He opined that it is unfair to the residents living on those ponds not to have the fountain working properly. Discussion was held regarding whether there were sufficient funds in the budget to cover the expense and whether this could become an ongoing expense. Staff confirmed that there are funds available for the project.

On Motion by Mr. Bourdeau, seconded by Mr. Heilner, with all in favor, the Board of Supervisors approved the proposal from American Ecosystems in the amount of \$7,450 to replace the fountain motor on ponds 5 and 6 for Montecito Community Development District.

TENTH ORDER OF BUSINESS

Discussion on Draft Policy Changes

Mr. Ramirez went over the policy changes that he is recommending and a brief discussion ensued. The Board asked that the draft revised policy be forwarded to District Counsel for review to ensure that the verbiage reflects the authority of the Board to act upon any violations. They also directed Staff to contact the HOA regarding the possibility of entering into an agreement with the District relative to parking issues and trash being placed on District property.

The Board was reminded that any feedback on violations should be directed to Mr. Jeancola as District manager.

ELEVENTH ORDER OF BUSINESS

Further Discussion Regarding Powder Coating Four Trash Receptacles for Use as Doggie Waste Stations

This item was tabled.

TWELFTH ORDER OF BUSINESS

Discussion Regarding Pond Signage

This item was tabled.

THIRTEENTH ORDER OF BUSINESS

Review of June Aquatics Report

A brief discussion was held regarding the aquatic's report. No Board action was required.

FOURTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Additional discussion was held regarding the landscape enhancements. Mr. Henson made a motion to move forward with the enhancements, but it died for lack of a second.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On Motion by Mr. Heilner, seconded by Mr. Bourdeau, with all in favor, the Board adjourned the meeting at 1:35 p.m. for Montecito Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman