

**MINUTES OF MEETING
VISTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Vista Lakes Community Development District was held Thursday, August 9, 2018 at 10:00 a.m. at the Vista Lakes Clubhouse, located at 8841 Lee Vista Boulevard, Orlando, Florida.

Present and constituting a quorum were:

Frank Sebestyen	Chairman
William Pass	Vice Chairman
Paula Edwards	Assistant Secretary
Jeff Rooks	Assistant Secretary
Jason McCright	Assistant Secretary

Also present were:

Robert Koncar	District Manager, Inframark
Kristen Suit	District Manager, Inframark
Scott Clark	District Counsel
David Hamstra	District Engineer
Russell Simmons	Field Services Manager
Ariel Medina	Project Coordinator
Carla Daly	Amenities Committee
BrightView Landscape Services Representatives	
Millennium Grounds & Waters Representatives	
Yellowstone Landscape Representatives	
Servello & Son Inc. Representatives	
Performance Gate Systems Representative	
Access Control Technologies Representative	
Numerous Residents	

The following is a summary of the discussions and actions taken at the August 9, 2018 Vista Lakes Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Sebestyen commented all Supervisors were present and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

- Mr. Sebestyen presented a brief overview regarding the condition of the lakes.
 - There is a program for treating the Hydrilla.
 - The weather has been a contributing factor.
 - A proposal from Aquatic Systems will be presented later in the meeting.
 - Even though the City has dumped runoff into the lake, they would not become involved with assisting the CDD in paying for this, as it is a CDD lake.
- Residents commented or inquired on the following items related to the lakes:
 - The length of time it is taking to address the issue and the process.
 - Other factors involved with the poor condition of the lake.
 - Appointment of a committee member to oversee the lake.
 - Monitoring of fishing when there are carp in the lake.
 - Frequency of fertilization by the CDD in the area.
 - Lake Carlisle issues.
 - Lack of communication between the entities.
- A representative from Aquatic Systems briefly discussed their proposal and the process for alleviating this issue.
 - Improvements will be noticed in approximately one month.
 - The full effects of the herbicide are 16 to 20 weeks.
 - Full Hydrilla treatments may be added to the contract.
- Mr. Clark addressed the procedure for Board meetings to resident requesting monthly conference calls or other means of communication.

THIRD ORDER OF BUSINESS

Business Administration Items

D. Lake Treatment Proposals

- Mr. Koncar addressed the proposals to be presented later in the meeting for the aquatic issues.
 - Mr. Clark stressed the importance of having one contractor addressing this and other related issues.
 - Mr. Koncar and Ms. Suit discussed Inframark’s roll regarding this issue.
- Both Aquatic Systems and Sitex submitted quotes.

- An Aquatic Systems representative discussed their quote.
 - The price for carp is based on the size of the carp. They are sterile to prevent the lake from becoming inundated with them.
 - They want to apply consistent applications of herbicide. There are no environmental concerns with use of Fluridone.

There being no further discussion,

On MOTION by Mr. Rooks, seconded by Mr. Pass, with all in favor, the proposal from Aquatic Systems, Inc. in the amount of \$30,145 for the treatment of Lake #8, was approved as discussed.

SECOND ORDER OF BUSINESS

**Public Comment on Agenda Items
(Continued)**

- A resident addressed budgetary concerns regarding the Aquatic Systems contract.

THIRD ORDER OF BUSINESS

**Business Administration Items
(Continued)**

- E. Tom MacCubbin – Tour Summary and Suggestions**
 - Ms. Carla Daly and the rest of the Amenities Committee toured the entire CDD property. The Committee made their recommendations as outlined in the report, none of which have been implemented to date.
 - Many issues are related to trees and entrances.
 - Dead plants need to be removed.
 - A Servello representative discussed some recommendations.
 - Fountains also need attention.
 - Mr. Koncar would like to be made aware of any communication breakdowns between Inframark, the District and Servello.
 - Work cannot be done without Board approval.
 - Ms. Daly suggested Inframark participate in a quarterly walk-through. Mr. Koncar indicated Inframark would be amenable to this.
 - Inframark field staff will visit the community once per week and prepare a report.
 - Mr. Clark indicated the contractor’s scope of work should include replacements.
- F. Tom MacCubbin – HOA – Servello Proposals**
 - The arbor services proposal in the amount of \$2,500 is for hurricane damage.

- These proposals are not included in the maintenance agreement.

SEVENTH ORDER OF BUSINESS

Staff Reports

D. Field Operations

ii. RFP for Landscape Maintenance Services

- A summary of the quotes was provided in the agenda package.
- Two of the quotes are much higher than the other two, but each one needs to be treated the same to make a decision.
- Each proposer made a presentation.
 - BrightView Landscape Services representatives provide personalized services to different communities. This company previously serviced the community as ValleyCrest. Everything is done in-house. Their prices are guaranteed. Irrigation repairs may be included. Mulching is higher than the other contractors, but the District has a large area which needs to be mulched.
 - Millennium Grounds & Waters personnel communicate well and are proactive with anything out in the field. They have a pump station specialist on staff. They have an on-site supervisor. They reduce use of chemicals on the property. They are willing to provide the proposals discussed earlier as part of the contract. They will have the District make use of the Maxicom system. They will do an extensive evaluation before commencing work.
 - Yellowstone Landscape representatives commented they are one of the largest landscapers in the country. Some services will be subcontracted. They take photographs of different aspects of the property to determine what work needs to be done. They will provide a schedule of their work and where they will be throughout the property. Thinning of trees is a separate arborist cost. They do light tree trimming. They offer one-year warranties on all plant material. All employees are Maxicom-certified. Repairs are separately priced.
 - Servello & Son Inc. has been with the CDD for 10 years. Watering and hurricane clean-up was discussed. Irrigation maintenance includes a visual inspection, turning each zone on and off, and cleaning and adjusting of

nozzles and heads. Anything they break is repaired at their expense. Tree pruning was addressed.

- The Board discussed ranking of the four proposals.
 - Millennium focused more on irrigation.
 - Quality of work is important.
 - Six items for landscaping were budgeted at \$582,309.
 - BrightView changed their quote once they toured the property.
- The Board proceeded to rank the proposals based on the criteria.
- Mr. Koncar suggested continuing this meeting due to the amount of items to be addressed.
- Ranking continued.

Mr. Rooks MOVED to rank the landscaping firms in the following order: Servello as number one, BrightView as number two and Yellowstone as number three; and Mr. Pass seconded the motion.

- Ms. Edwards would like to rank BrightView as number one, Servello as number two and Yellowstone as number three.
- Mr. Pass commented both Servello and BrightView have a good outlook as to what the District requires.
- The contract will be for three years.
- Negotiation of the contract was addressed.
- It may be better to remain with the same contractor, but they have been with the District for a number of years and it may be time to move on.
- Mr. Koncar indicated staff will establish criteria based on their bid and contract, and will give them performance ratings on each item and bring it back to the Board at every meeting.

There being no further discussion,

On VOICE vote with Mr. Sebestyen, Mr. Rooks and Mr. McCright voting aye, and Mr. Pass and Ms. Edwards voting nay, the prior motion was approved.

- The rankings were shared with each landscape company.

Mr. McCright MOVED to authorize District Counsel to negotiate a contract with Servello & Son, Inc. for District landscape maintenance services which is to include an optional term for the \$40,000 watering item; and Mr. Sebestyen seconded the motion.

- Mr. Clark will negotiate the watering item for the District to pay for this as the expense is incurred.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

iii. Warwick Gate Proposals

- The gates are in disrepair and are flimsy. They are the oldest gates.
- Three proposals were received.
- This includes the sidewalk gates.
- A representative from Performance Gates spoke.
- The gates currently at Warwick were built by Access Control Technologies, and the gates at Waverly were built by Performance Gate Systems.
- The gates have to be painted periodically.
- The arms would be done separately at a cost of approximately \$4,000 to \$5,000 per side, as two arms are needed.
- Performance Gate Systems will weld the gate in. Their quote includes the driver and pedestrian gates as well as the posts.
- The design of the gate was discussed.

Mr. Sebestyen MOVED to accept the proposal from Performance Gate Systems in the amount of \$17,724 to install the Warwick Gates to include the one-inch installation; and Mr. Pass seconded the motion.

The record shall reflect Mr. McCright exited the meeting.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

The Board discussed continuation of this meeting.

On MOTION by Mr. Pass, seconded by Mr. Rooks, with all in favor, this meeting was continued to Monday, August 27, 2018 at 10:00 a.m. at the Vista Lakes Clubhouse, located at 8841 Lee Vista Boulevard; Orlando, Florida 32829.

THIRD ORDER OF BUSINESS

**Business Administration Items
(Continued)**

A. Consideration of the Minutes of the May 10, 2018 Board of Supervisors Meeting

Mr. Koncar stated each Board member received a copy of the Minutes of the May 10, 2018 Meeting and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Sebestyen, seconded by Mr. Rooks, with all in favor, the Minutes of the May 10, 2018 Meeting were approved.

B. Consideration of Check Register and Invoices

- The Board discussed the invoice for the copy machine contractor which included travel time, as discussed at a previous meeting. Mr. Koncar will investigate and discuss at the continued meeting.
- The District Engineer charges the District on a per item basis.

There being no further discussion,

On MOTION by Mr. Pass, seconded by Mr. Sebestyen, with all in favor, the check register and invoices were approved.

C. Consideration of June 2018 Financial Statements

- Legal and engineering services were discussed.
- The fund balance regarding bond payments was discussed.

There being no further discussion,

On MOTION by Mr. Pass, seconded by Mr. Sebestyen, with all in favor, the June 2018 Financial Statements were approved.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2019

A. Fiscal Year 2019 Budget Discussion

- There are no proposed assessment increases.
- Mr. Sebestyen discussed landscaping in association with the new contract.
- The Lake and Wetland item was discussed.

On MOTION by Mr. Pass, seconded by Mr. Sebestyen, with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2019 Budget was opened.

- There is a line item for holiday lighting and decorations. The CDD will have to authorize this to be done. A resident is asking for decorations at the entrances on the middle medians. The Amenities Committee will take the lead in this effort and present something at the next meeting. The Board may allocate funds for holiday decorations.

Hearing no further comments from the public,

On MOTION by Mr. Pass, seconded by Mr. Rooks, with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2019 Budget was closed.

B. Consideration of Resolution 2018-06, Adopting the Budget for Fiscal Year 2019

- The term, “Special Assessments” was briefly addressed.
- The Audit was briefly addressed.

There being no further discussion,

On MOTION by Mr. Sebestyen, seconded by Mr. Rooks, with all in favor, Resolution 2018-06, Relating to the Annual Appropriations of the District and Adopting the Budget for the Fiscal Year Beginning October 1, 2018 and Ending September 30, 2019, and Referencing the Maintenance and Benefit Special Assessments to be Levied by the District for Said Fiscal Year, was adopted.

C. Consideration of Resolution 2018-07, Levying Assessments for Fiscal Year 2019

- “Special and peculiar benefits” refers to the fact the benefits are attributable to the properties which are being assessed.
- Non-ad valorem assessments were briefly addressed.

There being no further discussion,

On MOTION by Mr. Rooks, seconded by Mr. Pass, with all in favor, Resolution 2018-07, Levying and Imposing a Non-Ad Valorem Maintenance Special Assessment for the District for Fiscal Year 2019, was adopted.

THIRD ORDER OF BUSINESS

**Business Administration Items
(Continued)**

F. Tom MacCubbin – HOA – Servello Proposals (Continued)

- Servello prefers to wait six weeks until hurricane season is over to perform these installations.
- Many trees are leaning.

On MOTION by Mr. Rooks, seconded by Mr. Sebestyen, with all in favor, the proposal from Servello & Son, Inc. in the amount of \$2,500, to remove leaning trees immediately, was approved.

- Mr. Rooks suggested getting more quotes from other contractors for the remaining work. Servello would not warranty the plants if another company does the work.

On MOTION by Mr. Rooks, seconded by Mr. Pass, with all in favor, Inframark staff was authorized to approach Servello & Son, Inc. to request they reduce the price on their additional work proposals.

FIFTH ORDER OF BUSINESS

Old Business

There being no old business, the next order of business followed.

SIXTH ORDER OF BUSINESS

Business Items

A. Acceptance of the Fiscal Year 2017 Audit

- The Audit is clean and meets all requirements.

On MOTION by Mr. Pass, seconded by Mr. Sebestyen, with all in favor, the Audit for the Fiscal Year ended September 30, 2017 was accepted.

SEVENTH ORDER OF BUSINESS

Staff Reports (Continued)

D. Field Operations (Continued)

- The quote to dredge the hill was discussed. The dirt coming from the storm drain is lifting up the dirt from the bottom of the pond. Draining of the pond was discussed. Quotes will be presented at the continued meeting.

SIXTH ORDER OF BUSINESS

Business Items (Continued)

B. Fiscal Year 2019 Meeting Schedule

C. ADA Website Compliance

D. Consideration of Resolution 2018-08 Approving Adoption and Execution of the Statewide Mutual Aid Agreement

SEVENTH ORDER OF BUSINESS

Staff Reports (Continued)

A. District Engineer

- i. Consideration of Agreement with Pegasus Engineering for District Engineering Services

B. District Counsel

C. District Manager

- i. Consideration of Resolution 2018-09 Authorizing Spending Privileges to the Chairman

D. Field Operations (Continued)

- i. Field Management Update

EIGHTH ORDER OF BUSINESS

Supervisor Requests

NINTH ORDER OF BUSINESS

Audience Comments

These items will be addressed at the continued meeting.

TENTH ORDER OF BUSINESS

Continuation

There being no further business, this meeting was continued to Monday, August 27, 2018 at 10:00 a.m., as stated in the earlier motion.



Secretary/Assistant Secretary



Chairman/Vice Chairman

