

**MINUTES OF MEETING
PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Parklands West Community Development District held a Public Hearing and Regular Meeting on September 12, 2024 at 1:00 p.m., at the Renaissance Center, 28191 Matteotti View, Bonita Springs, Florida 34135.

Present were:

Frank Percuoco
Robert Wyant
James Lukas
David Levin
William Dardy

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Chuck Adams
Shane Willis
Greg Urbancic (via telephone)
Mark Zordan (via telephone)
Andy Nott
Ben Steets (via telephone)
Elliott Erickson
Roy Parchment
Other Residents

District Manager
Operations Manager
District Counsel
District Engineer
Superior Waterways
Grau & Associates
Parklands Lee CDD Board Member
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Percuoco called the meeting to order at 1:00 p.m.
All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal Year Ended September 30, 2023, Prepared by Grau & Associates

Mr. Steets presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

A Board Member questioned the one-year lag for approval. Mr. Willis stated the audit is typically not presented so late in the season and explained that the audit always covers the previous budget year. Mr. Adams stated that the Board is statutorily required to accept and submit the audit by June 30th of the year following the end of the fiscal year. In this instance, the books closed on September 30, 2023 and the audit was required to be completed and submitted by June 30, 2024. The audit is dated June 20, 2024; the further lag is because the last time the Board met was in May 2024. The audit was transmitted prior to June 30, 2024; any material changes can be made by submitting a revised version of the Audited Financial Report.

A. Consideration of Resolution 2024-05, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023

On MOTION by Mr. Wyant and seconded by Mr. Lukas, with all in favor, Resolution 2024-05, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2024/2025 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Willis presented Resolution 2024-06 and read the title.

Mr. Adams presented the proposed Fiscal Year 2025 budget, which is unchanged since it was last presented. Overall, expenditures decreased slightly compared to Fiscal Year 2024. The increase to build fund balance is slightly higher than Fiscal Year 2024, resulting in a slightly higher assessment that is still well below the amount previously noticed and well within the constraints to levy the assessments in order to fund the budget. The Debt Service Fund Budget reflects the note with Wells Fargo, related to the refinanced Series 2022 bonds, refinanced from 2012. The Amortization Schedule shows a maturity date of 2032 and a coupon rate of 4.13%; the rate will not change going forward, as only the principal and interest will change.

Regarding fluctuation of the amount budgeted for “Engineering”, Mr. Adams discussed amounts budgeted for pipe inspections and pipe cleanings that will be performed by MRI in Fiscal Year 2025. Funds not spent in Fiscal Year 2025 will roll into the next year’s fund balance.

Mr. Wyant asked where the drainage system cleaning is reflected.

Discussion ensued regarding various Engineering expenditures and the prioritization of pipe inspections or pipe cleanings.

Mr. Adams stated the Definitions for the “Engineering” line item will be updated to add inspection of the system for structural defects and the cleaning.

Use of fund balance and a potential future budget amendment were discussed.

The Public Hearing was opened.

Resident Roy Parchment discussed pond bank mowing and asked if the \$46,428 “Water Management Contractual services” line item can be increased.

Discussion ensued regarding the Superior Waterways (Superior) contract for lake system maintenance related to stormwater management, treatment of algae and removal of invasives, which does not include aesthetics. The Superior contract follows the waterline; the golf course normally mows or weed eats above the waterline as it rises and falls.

Fluctuation of the waterline, planting of littorals, aesthetic features and previous lake bank maintenance efforts were discussed.

It was noted that \$136,000 was spent and 182,000 plants were installed over the last 13 years, many of which have not thrived.

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Willis presented Resolution 2024-07 and read the title.

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2024-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of M.R.I. Inspection LLC Proposal/Estimate

Mr. Willis presented the following:

- A. #4898 [Cleaning – 40% and up \$34,800]**
- B. #4898 [Cleaning – 50% and up \$25,800]**

Discussion ensued regarding the proposals and the scopes of work.

It was noted that the greater number of pipes meeting the criteria of 40% blockage accounts for the much higher cost.

The Board and Staff discussed issues with MRI’s work in the Parklands Lee CDD related to a miscommunication and lack of GIS maps prior to work being completed.

Mr. Willis introduced Mr. Mark Zordan, the new Johnson Engineering, Inc. representative.

Mr. Zordan stated that he has not reviewed the MRI documentation but he will review it upon receipt, if requested by the Board to do so.

Mr. Adams stated that most of the pipe blockage will settle at curb inlets and pipe ends; very seldom would a 40% blockage be through the length of the entire pipe. The Board would not be asked to certify the cleaning of the pipes. Drone inspection that films the interior of the structure and identifies structural cracks and defects can cause the cost of the inspection to increase tenfold. He noted that such an inspection at another CDD took three to four months and found no damage.

It was noted that collapses occurred at the Golf Course.

Mr. Adams stated that ponding in the road can be expected occasionally but if it persists for days, it can indicate an issue. The stormwater systems are designed for a 25-year storm and the roads are designed for a 10-year storm.

Stormwater runoff over grates and the need to clean the grates was discussed.

On MOTION by Mr. Wyant and seconded by Mr. Lukas, with all in favor, M.R.I. Inspection LLC Proposal/Estimate 4898 for cleaning pipes with 40% or more blockage, in the amount of \$34,800, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]

Mr. Willis and Mr. Adams presented the Memorandum explaining the new requirement for special districts to develop goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial

Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. The Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals, was presented.

On MOTION by Mr. Lukas and seconded by Mr. Dardy, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2024

Mr. Willis presented the Unaudited Financial Statements as of July 31, 2024.

It was noted that assessments levied are 101% collected and the total revenues are 105% of budget. Mr. Percuoco suggested focusing more on expenses, moving forward.

The financials were accepted.

NINTH ORDER OF BUSINESS

Approval of May 9, 2024 Regular Meeting Minutes

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the May 9, 2024 Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Other Business

Mr. Percuoco stated that he completed the four-hour ethics training requirement.

Mr. Adams stated that, while free courses are available, Supervisors will be reimbursed if they pay to take the courses. Completion of the requirement will be reported when filing Form 1 in 2025.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Coleman, Yovanovich & Koester, P.A.

Mr. Urbancic discussed a new law that requires the vendor for any contract the CDD enters into or extends to provide an affidavit stating that they do not engage in human trafficking.

B. District Engineer: Johnson Engineering, Inc.

Mr. Zordan introduced himself.

C. District Manager: Wrathell, Hunt & Associates, LLC

- **NEXT MEETING DATE: January 9, 2025 at 1:00 P.M.**
 - **QUORUM CHECK**

All Supervisors confirmed their attendance at the January 9, 2025 meeting.

TWELFTH ORDER OF BUSINESS

**Audience
Requests**

Comments/Supervisors'

There were no audience comments or Supervisors' requests.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the meeting adjourned at 1:52 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair