

**MINUTES OF MEETING  
BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

The Boards of Supervisors of the Bayside Improvement Community Development District and Bay Creek Community Development District held a Joint Budget Workshop on July 24, 2020 at 9:00 a.m., in-person at the Pelican Landing Community Center, 24501 Walden Center Drive, Bonita Springs, Florida 34134, and remotely, via Zoom, at <https://us02web.zoom.us/j/89998411506>, Meeting ID 899 9841 1506, and 1-929-205-6099, Meeting ID 899 9841 1506.

**For Bayside Improvement CDD, present were:**

Walter McCarthy	Chair
Bernie Cramer	Vice Chair
Bill Nicholson	Assistant Secretary
James Nicholson	Assistant Secretary
Dr. Karen Montgomery	Assistant Secretary

**For Bay Creek CDD, present were:**

Mary McVay	Chair
Robert Travers	Vice Chair
Donald J. McBride	Assistant Secretary
James Janek	Assistant Secretary
R. Gary Durney	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Assistant District Manager
Tammie Smith	Operations Manager

**FIRST ORDER OF BUSINESS**

**Call to Order/Phone Silent Mode/Pledge of Allegiance**

Mr. McCarthy called the workshop to order at 9:00 a.m.

All present recited the Pledge of Allegiance.

In consideration of the COVID-19 pandemic, this workshop was being held in-person, as well as virtually and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held in-

person, virtually and telephonically and the meeting agenda was posted on the District's website.

**SECOND ORDER OF BUSINESS**

**Roll Call**

Mr. McCarthy asked the Supervisors to state their names. For Bay Creek CDD all Supervisors were present. For Bayside Improvement CDD, all Supervisors were present.

**THIRD ORDER OF BUSINESS**

**Public Comments: *Agenda Items***

There being no public comments, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Discussion: Fiscal Year 2020/2021  
Proposed Joint Budget**

Mr. Jim Nicholson expressed concern about an assessment increase. Several residents expressed to him that they did not want any CDD assessment increases, or increases from the PLCA, The Colony Foundation, etc., given the COVID-19 and current economic situation.

Mr. McCarthy referred to the Assessment Level Trends report, which indicated the average increase, over a 15-year period, was 1.45%. This proposed assessment increase was a response to the PLCA's request for the CDD to provide a higher level of service.

Ms. McVay stated she was not concerned about the minimal assessment increase, as the District needed to set aside funds to maintain improvements that the PLCA made to the community, especially when compared to other improvements, the PLCA Board planned, such as the gate house, which did not involve the CDD.

Mr. Travers stated he did not believe the PLCA would proceed with those improvements.

Mr. Jim Nicholson noted the Assessment Level Trends report shows The Colony's increase almost always doubles that of Phase 1. Several residents told him they "would not stand for an increase". He asked if funds could be reallocated, such as from the flower program, given the large budget. Mr. Adams stated CDD Staff was not involved in flower selection.

Mr. Cramer introduced Bayside's newest Board Member, Dr. Karen Montgomery.

Dr. Montgomery thanked everyone for the warm welcome and Staff for the well-prepared budget.

Mr. Adams reviewed the proposed Fiscal Year 2021 budget line items, percentages applicable for each District and displayed the worksheet listing the entire budget before it was divided proportionately. The following items were discussed:

- Engineering Services: Mr. Durney asked if this should be adjusted to include additional services for the CDDs to proceed with the transfer to reclaimed water. Mr. Adams stated that the District Engineer submitted the cost for additional sampling, which was approximately \$60,000, in addition to the current amount; it would be allocated to the “Water Management services-Other contractual services-lake health” line item, if the costs are approved.
- Legal: Mr. Adams stated that, although Mr. Cox would present a proposed fee increase at the next meeting, this figure would not change. He explained that engineering and legal professional services fees are based on a flat hourly rate and amount of services provided.
- For the thirteenth year, Management would not increase its fees.
- Water management services: Mr. Durney asked if some items could be performed in house, in an effort to reduce the budget. Mr. Adams stated the cost would be about the same to have the work performed in house. Originally, in-house staff performing these tasks but growth of the community made it more difficult to treat areas timely. Discussion ensued.
- Aquascaping: Mrs. Adams curtailed this year’s spending due to having to address several unforeseen water management expenses, ensuring they did not exceed budget.
- Capital outlay (Aerators): \$15,000 was budgeted. A proposal to purchase two additional aerators was pending.
- Street lighting: Funds would be reallocated from “Equipment” to “Contractual Services”. In-house staff would be scheduled to realign The Colony’s leaning light poles, in winter.
- Landscape services - Personnel services: Hiring of one additional staff member was on hold and reflected in the final figure.

Discussion ensued regarding payroll costs, service levels increasing, seasoned personnel, less attrition, effectiveness of the BOSS tracking system acquired to help determine whether labor costs warrant the needs of the community, completing work proactively instead of reactively, changing herbicides to allow a reduction in staff, etc. Mr. Adams discussed the information being populated in the software program, lost data, etc.

Mr. Adams was asked to focus on efficiencies of services/employees, over Fiscal Year 2021 and provide Mr. Durney with the Employee Payroll report. The following was reported:

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- Employee uniforms: Safety striping and CDD names was added to the uniforms.
- Flower program: Budget increased due to additional rotation and upgrade to premium materials, in response to the PLCA Board's request. Mr. Adams was asked to obtain confirmation from Mr. Backman to proceed. The Colony was not included in this figure.
- Parks & recreation - Operating supplies: Annual expense to mulch the playground. Mrs. Adams would review and have Accounting reallocate certain expenses to the correct line item.

Mr. Adams stated that, as proposed, the Fiscal Year 2021 assessments would increase slightly. The Fiscal Year 2021 budget would not start with a deficit, as in Fiscal Year 2020. He expected the Disaster Cleanup Agreement to be finalized soon and the Districts would not incur expenses related to clean-up following a hurricane, directly. Once the agreements between the entities are finalized, he would reallocate between the Districts the uninsured asset funds to the General fund balance, which would boost the depleted fund balance to a reasonable level.

Mr. Adams reviewed the General Fund 002 – The Colony proposed budget line items. The following items were discussed in detail:

- Landscape services-Personal services: The budget increased due to annual raises and the directive from the Landscape Committee to hire one additional staff member to maintain the main entrance of the gate house. Mr. Cramer suggested The Colony assign one of its Board Members as a point of contact.
- Insurance: Mr. Adams would review actual costs and reduce the figure accordingly.
- Minor operating equipment: Mr. Adams would have the current year's expenses reallocated to the correct line item.
- Flower program: Mrs. Adams would review the flower program and pot size of the poinsettias. The plan was to initiate an agreement similar to the PLCA's, in the future.
- Fountain services – Operating supplies: Mrs. Adams would provide a spreadsheet of the fountain pumps and motors depreciation data.

Overall, the Fiscal Year 2021 assessments would increase slightly.

Mr. McCarthy asked if tree trimming should be included in the budget. Mr. Adams stated fund balance would be used, as funds were already collected for two consecutive years.

Mr. Adams reviewed the Enterprise Fund 401/451 Combined proposed budget line items. The following items were discussed in detail:

- Irrigation services – Personnel: from "\$61,824" to \$71,500"

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- Insurance: The Fiscal Year 2020 expense would be reallocated to the correct line item.
- Depreciation: Amount would decrease from “\$100,102” to “\$25,000”

With the changes the proposed Fiscal Year 2021 Enterprise Fund assessments would be as follows:

- ✓ Bayside - 401 Proposed Enterprise Fund Assessments: \$74.29
- ✓ Bay Creek - 451 Proposed Enterprise Fund Assessments: \$96.57

Mr. Adams would have Allison review and consolidate units in the Assessable Unit Schedule Analysis report.

**FIFTH ORDER OF BUSINESS**

**NEXT MEETING DATE**

- **July 27, 2020 at 2:00 P.M.**
  - **QUORUM CHECK: *BAYSIDE IMPROVEMENT CDD***
  - **QUORUM CHECK: *BAY CREEK CDD***

**SIXTH ORDER OF BUSINESS**

**Supervisors’ Requests**

Mr. Travers asked if meetings would continue to be held via Zoom. Mrs. Adams replied affirmatively; she believed the Florida Governor’s Executive Orders would be extended.

**SEVENTH ORDER OF BUSINESS**

**Public Comments: *Non-Agenda Items***

There were no public comments.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the workshop adjourned.

**On MOTION for Bay Creek by Mr. Durney and seconded by Mr. Travers, with all in favor, the meeting adjourned at 12:15 p.m.**

**On MOTION for Bayside by Mr. Cramer and seconded by Mr. Mr. Jim Nicholson, with all in favor, the meeting adjourned at 12:15 p.m.**

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& BAY CREEK CDDS  
FOR BAY CREEK:

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Secretary/Assistant Secretary

  
Chair/Vice Chair

FOR BAYSIDE IMPROVEMENT:

  
Secretary/Assistant Secretary

  
Chair/Vice Chair