

MINUTES OF MEETING
REMINGTON
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Remington Community Development District was held on Tuesday, April 28, 2020 at 6:00 p.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69 and 20-91 (as extended by Executive Order 20-112) issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 1, 2020, and April 29, 2020 respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Brian (Ken) Brown	Chairman
Kenneth Soukup	Vice Chairman
Carl Thilburg	Assistant Secretary
Tim Mehrlich	Assistant Secretary

Also present were:

Jason Showe	District Manager
Scott Clark	District Counsel
Pete Glasscock	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Brown called the meeting to order at 6:00 p.m. and Mr. Showe called the roll. All Supervisors were present with the exception of Ms. Kirk.

SECOND ORDER OF BUSINESS

Modifications to Agenda

Mr. Brown: Do you care if when we vote, we do it normally or do you want me to take a roll call vote?

Mr. Showe: Any preference Counsel?

Mr. Clark: It tends to work better with a roll call vote so you can keep a good record.

Mr. Brown: Okay.

Mr. Showe: Obviously, this meeting is being conducted pursuant to the Executive Orders #2052 and #2069, whereby the District may conduct its Board meetings without having a quorum

of its Board Members present, physically or at any specific public location and through utilization of communication such as telephone and video media technology. Today's meeting is being conducted remotely via Zoom, which allows for participants to attend by video or telephone. Access for today's meeting was provided in the meeting notice on the District's website and by contacting the District Manager's office. Obviously, as with any new technology, we are learning how to use this together, so we ask for your patience if we have any technical difficulties. If any audience member wants to address the Board, please state your name and address. Comments will be kept to three minutes. Also, no person other than the Board and staff will be permitted to enter into a discussion while an individual speaker has the floor. Finally, if you have any devices that might make noise, we ask that you put those on mute. With that, we will proceed to our meeting.

Mr. Brown: Did you have any modifications to the agenda?

Mr. Showe: I do not.

THIRD ORDER OF BUSINESS

Security Report from Universal Protection Service

Mr. Showe: They are not in attendance, but they provided us with a report. In March, the E. Lakeshore Boulevard gate had 1,029 visitors and 4,729 residents, for a total of 5,758. The Partin Settlement Road gate had 1,729 visitors and 4,281 residents, for a total of 6,010. In March, they tagged 147 vehicles, had 2 tows and 3 attempted tows. In April, the E. Lakeshore Boulevard gate had 973 visitors and 2,334 residents, for a total of 3,307. The Partin Settlement Road gate had 1,139 visitors and 2,623 residents, for a total of 3,762. There were 110 tags, 0 tows and 2 attempted tows. If any Board Members have any comments on security, we can pass those along.

Mr. Brown: Does anyone have any comments?

Mr. Soukup: No comments.

Mr. Brown: Jason, how is security doing during all of this? Have they had any issues?

Mr. Showe: Not that I'm aware of. I know that once Osceola County issued their order to wear masks, we contacted them to make sure they were compliant. We will ask Alan if he had any specific issues with security.

Mr. Scheerer: No. They seemed to be very active in notifying Jason directly with respect to the questions about the Governor's Orders and the new COVID-19 protocols.

Mr. Brown: Okay.

FOURTH ORDER OF BUSINESS

Public Comment Period

Mr. Showe: Some folks from the roadway project are present. If they have any comments, this would be the time for them to address them. Hearing none,

FIFTH ORDER OF BUSINESS

Approval of Minutes of the February 25, 2020 Meeting

Mr. Brown: Does anyone have any changes, additions or deletions? Hearing none,

On MOTION by Mr. Thilburg seconded by Mr. Soukup, with all in favor, the minutes of the February 25, 2020 meeting, were approved as presented.
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SIXTH ORDER OF BUSINESS

Consideration of 2020-01 Approving the Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing

Mr. Showe: The resolution you were presented tonight does three things. First, it approves the proposed budget, which is attached as Exhibit A. Second, it sets a public hearing for August 25, 2020 at 6:00 p.m., which is your normal August meeting. Finally, it directs us to transmit it to Osceola County in accordance with Florida Statutes. I will highlight a couple of items in the budget. A lot of expenses you will see in the General Fund are standard, but I want to point out that we kept assessments level. Because of some of the other increases we have seen in sidewalk repairs and increase in contracts over the years, we reduced the amount of transfers out to both the Pavement Management and Capital Projects Funds. However, the Board will probably have to consider in future years, the possibility of an assessment increase to help stabilize reserves, but we don't think its necessary now. We just wanted to give you a heads up that we will be looking at that in the future. The General Fund will have similar expenses to what we currently have. When you go to the following page, which is the Pavement Management Fund, we included some of the projects we anticipate the Board discussing later today, as well as the Capital Projects Budget for 2021. Again, we budgeted our typical projects for 2021. Is there anything that you want to highlight, Alan?

Mr. Scheerer: No. I think everything is spelled out, especially in the narrative later on in the budget itself. We are going to do what we can to try not to impact assessments for 2021, but

like Jason says, there may need to be some changes in 2022. I would be happy to answer any questions on the Capital Projects Budget if anyone has any questions.

Mr. Showe: It's also important for the Board to know that you are not finalizing the budget tonight. The process for tonight is to discuss the assessment levels. Again, we budgeted your current assessment levels. We thought that was the appropriate thing to do for this year, but we can certainly discuss which direction the Board would like to go in. You are just setting the ceiling on those assessments for tonight and as we go through the process, between now and the final budget in August, we will make some adjustments in those account lines to reflect accurate expenses. With that, we can open it up for any questions or comments from the Board.

Mr. Brown: Does anyone have any comments or questions?

Mr. Mehrlich: Its self-explanatory.

Mr. Soukup: It's pretty much what we are looking at.

Mr. Brown: If we are going to look next year at a potential increase, which I hate to do because I think we said that we were going to try and not to do it for 20 years after we did the last one; however, sometimes items have to be repaired. I've been asked again what our feeling would be about taking over all of the streetlights again and getting rid of the taxing District we are in. So, if you wouldn't mind putting something together, Jason, I can get with the people at OMB that came to me about this. We talked about it a few years ago and there wasn't a desire to do it, but if we are looking at the budget again, then we might want to think about it again. I think, mechanically, we must look at 2022 because of deadlines and timelines, but we can certainly start preparing if that's the Board's wish. The residents are going to pay for it one way or another. So, if we can provide them some efficiencies in coordinating it through the CDD, we do that for a lot of our Districts. Right now, we pay for part of the streetlights and then the MSTU pays for the other part of them. So, all we would really be doing is dissolving the MSTU and doing it ourselves.

Mr. Showe: Correct.

Mr. Mehrlich: What is an MSTU?

Mr. Brown: Municipal Service Taxing Unit. That is what the county puts on our tax bill to pay for the streetlights, but the ones around the Rec Center that we put in ourselves, we pay for. What they asked is if we would again consider, dissolving the MSTV and the CDD taking all of streetlights and including them into our budget. Then the county wouldn't have to tax us for it.

Mr. Mehrlich: So, it's a wash unless something catastrophic happens where we would have a giant expense on streetlights.

Mr. Brown: We would just pay a lease. I guess the biggest thing is to make sure we aren't paying more for the lease than the county is paying for.

Mr. Soukup: Right.

Mr. Brown: Because then it would go up. As long as we are paying the same or less, then it would be a benefit.

Mr. Mehrlich: There are two, right Ken, OUC and KUA?

Mr. Brown: There is one taxing unit, but two utilities.

Mr. Scheerer: Right. So, we would have to get a Lease Agreement with both utility companies. Correct?

Mr. Thilburg: Yes.

Mr. Brown: Yes, they lease the streetlights from KUA and OUC.

Mr. Thilburg: I think a good idea is to look into that now.

Mr. Showe: Yes, we can certainly prepare for that as we begin to start following the following year budget. Because we are a CDD, we would have to do a mailed notice if we were to assume those costs anyway, due to the increase. So, if are looking at one for the following year's budget, that would be the time to try to roll that in.

Mr. Thilburg: Yes, I agree.

Mr. Showe: I will coordinate with Ken and get some information and we will start those discussions.

Mr. Brown: Does anyone else have any comments on that?

Mr. Soukup: No.

Mr. Brown: Do you need a motion to set the date for the public hearing?

Mr. Showe: We would need a motion to adopt Resolution 2020-01 as presented.

<p>On MOTION by Mr. Mehrlich, seconded by Mr. Soukup, with all in favor, Resolution 2020-01 Approving the Proposed Budget for Fiscal Year 2020 and Setting a Public Hearing for August 25, 2020 at 6:00 p.m., was approved.</p>

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Clark: Just briefly, I provided a memo to the Board and hopefully you had a chance to read it so you would understand the legal and technological issues about why we can meet like we are. I think there's a good likelihood that we will be back to in-person meetings by your next meeting. It's expected that the governor will relax some of the stay at home orders, but the quorum issue is tied to the Emergency Order, which currently expires on May 8th. It's not clear whether he will extend that order to allow meetings to be conducted like this for whatever time the extension is. Some Boards have said, "We need to have an in-person meetings as soon as we are physically able to". Others have said, "No we would like to stay out of a crowded room, as long as we can." So, I will provide updates. I think we will know a lot in the week to ten days that are ahead of us. We will update you to make sure that you know what is going on. That's all I have.

Mr. Brown: Thank you. Does anyone have any questions?

Mr. Soukup: We could spread the chairs out more for set up and limit the number of people in the room.

Mr. Clark: Yes.

B. Engineer

1. Review of Proposals and Selection of Firm to Provide Roadway Improvements Phases 1 & 2

Mr. Glasscock: We provided bid proposals to the Board for the improvements for the next section of roadways. If you have any questions, I will be happy to answer everything I can.

Mr. Brown: Does anyone have any questions for Pete?

Mr. Showe: For the Board's information, we included in your revised agenda, starting on Pages 34 and 35, their summary and the proposed ranking of those bids. With that, we will open it up for Board comments.

Mr. Thilburg: A couple of months ago, we talked about some developments that had curbing that impeded the flow of water to the drains. Has this been looked at before we do the paving?

Mr. Glasscock: Yes. It was included with the bid proposals. There was an alternate to include additional curb replacement. We just put it in there, to let you know, there are some other

items that could be repaired. I don't know how your budget looks, but it could be repaired, as the well is in the same area.

Mr. Thilburg: Okay, thank you.

Mr. Clark: Pete, you noted in your summary that a couple of contractors had some irregularities in the calculation of prices. So, I wanted to ask you if in your opinion, whether those irregularities are minor or inconsequential.

Mr. Glasscock: I would be happy to provide a synopsis. There were simple arithmetic mistakes, but nothing omitted or forgotten. They just made some math mistakes or multiplied by the wrong number. I think it only made about a \$500 difference in their prices. They weren't big issues, but I just wanted to be thorough.

Mr. Clark: Before the Board acts to award the contract, I would ask the Board to make a finding that the irregularities were minor and inconsequential.

Mr. Moore: The only thing that I would say is one bidder did not submit the total amount of bids. So, the Board must also approve the acceptance of that bid too, along with the ranking for All Terrain Services.

Mr. Brown: So, they didn't give you the right number of copies.

Mr. Glasscock: Correct.

Mr. Clark: Okay

Mr. Glasscock. Also, I believe that Jason provided everyone with the bid ranking sheet. Those are the totals I noticed the irregularities, but the actual contract amounts are on the summary sheet.

Mr. Clark: Jason for the record, these bids were publicly open at the time and date specified.

Mr. Showe: That is correct, at our office.

Mr. Clark: Okay.

Mr. Showe: Pete, is it your recommendation that the Board approve as the number one ranked firm AAA Top Quality, with the alternative price.

Mr. Glasscock: Yes

Mr. Fox: If you can squeeze that into your budget, I would recommend it. Yes.

Mr. Showe: I think we built that into your budget. Along with the Board's information, we also noticed the trees as part of that expense in the Road Capital Projects Fund for this year, to coincide with that project. Are there any questions from the Board?

Mr. Mehrlich: You just answered my question.

Mr. Brown: If there are no questions or comments, does anyone have a preference in the form of a motion?

Mr. Showe: I think we might want to have Scott craft that motion, so it includes the exception or the finding.

Mr. Clark: So, the motion would be to make a finding that all bids were acceptable, waive any minor irregularities, award the contract to AA Top Quality Asphalt, LLC. and authorize staff and District Counsel to prepare a draft and enter into a contract with them and have the Chair sign it.

On MOTION by Mr. Brown seconded by Mr. Soukup, with all in favor, Making a Finding that all Bids were Acceptable, Waiving any Minor Irregularities, Awarding the Contract to AA Top Quality Asphalt, LLC, and Authorization for Staff and District Counsel to Prepare a Draft and Enter into a Contract and Authorization of the Chair sign it, was approved.

Mr. Clark: We have a form of contract that we used with the prior phases of the road work so we will use the same one and send it right out.

Mr. Mehrlich: Who makes sure that this work is done the way it's supposed to be done because there is a \$200,000 difference between the top and bottom bids. Who makes sure that it is done right?

Mr. Glasscock: We will be monitoring to make sure it's done right?

Mr. Scheerer: I'll be watching Pete.

Mr. Brown: I know I asked this before, Jason, but do we get a bond from them that lasts for a year?

Mr. Showe: I think that's included as part the contract. Pete is shaking his head yes.

Mr. Glasscock: It is a one-year warranty that they have to give with contracts.

Mr. Brown: Okay, before we take final acceptance of the work.

Mr. Showe: Before we take final acceptance of the work.

Mr. Glasscock: We will give final acceptance, but they are under warranty for a year. So, we will make another inspection of the improvements prior to that year being up to make sure there are no deficiencies that need to be repaired.

Mr. Brown: Did you have anything else, Pete?

Mr. Glasscock: No.

Mr. Glasscock left the meeting.

C. District Manager's Report

1. Approval of Check Register

Mr. Showe: In the General Fund, we have Checks 6131 through 6165 in the amount of \$144,638.12. In your Capital Projects Fund, we have Check 75 for \$20,450, for a total of \$165,088.12. Alan and I can answer any questions the Board might have on those invoices.

Mr. Brown: Does anyone have any questions? If not, we need a motion to approve the check register.

On MOTION by Mr. Thilburg, seconded by Mr. Mehrlich, with all in favor, the Check Register for February 11, 2020 to March 30, 2020 in the amount of \$15,793.65, was approved.

2. Balance Sheet and Income Statement

Mr. Showe: No action is required by the Board. All account lines are falling in line better than what we expect. We are also 95% collected on our assessments so we are in great shape.

3. Presentation of OCSO Reports

These reports were provided to the Board.

4. Field Manager's Report

Mr. Scheerer: In anticipation of the meeting last month, we replaced the carpet in the Rec Center, which nobody has seen yet because it has been closed. We are planning to paint the exterior and do some landscaping under the capital projects that we have lined. The cameras in the Rec Center are working. The fitness equipment is in good shape. I know janitorial is still coming daily as well as the pool contractor. The camera system at the gates are working well. The lakes, except for the one on Par 3 according to Mr. Mehrlich, are in good shape. REW has some work coming up. New annuals are going in. We are getting our next pine straw application shortly. I was told that it would arrive this week, but it will probably be next week. What the Board may not be aware

of is when COVID-19 hit, we had a lockdown of all facilities. One of the areas that wasn't locked down immediately was the basketball court, so we removed all of the rims. Shortly after that, someone decided they wanted to spray paint the front of the building and the guard's car. We installed some exterior cameras on the front of the building to capture the front door and both sides by the playground out front. We will also have cameras by the air conditioning units and where the guards are currently parking their cars. We are getting ready to re-strap all of the pool furniture. We met with two court resurfacing companies. I sent Jason the quotes on that and we are probably going to go with Varsity Courts to redo the courts. The only issue with them is that they are about three to four months out to do that work. I know that we would like to get that done sooner, but that is something that's in our capital budget for this year, so we are going to try to get that done as quickly as possible. I received a call from Mr. Brown. A UPS truck hit our exit gate at Partin Settlement. We will get that fixed as quickly as ACT can get out there. That's all I have unless you have any questions.

Mr. Brown: I think it might have fixed already, Alan.

Mr. Scheerer: Good. I wasn't there today.

Mr. Brown: I had to run an errand earlier and I think it was already back on.

Mr. Thilburg: Alan, the UPS drivers drive too fast in Remington. In Club Villas, we yell at them all the time. The other question I have is were the cameras able to assist the Sheriffs on the stolen vehicle in Club Villas?

Mr. Scheerer: No. As far as I know, the Sheriff's Office didn't get any information off of the cameras. All of the cameras are working. I now have all three locations digitally on my phone, which is an upgrade. The cameras didn't assist with any of the graffiti. We didn't have any cameras out front to capture that. We could only try to use the back pool camera, which didn't provide any information in the interior camera that faces the door, but to my knowledge the Sheriff's Department didn't get any information off of the car that was stolen from Club Villas.

Mr. Thilburg: Okay. Thank you.

Mr. Scheerer: I met with them a couple of times and talked with them on the phone. That was it. I haven't heard back from them.

Mr. Thilburg: Thank you.

Mr. Scheerer: You're welcome, sir.

Mr. Brown: Are there any other questions for Alan?

Mr. Scheerer: I forgot, Ken pointed out a truncated dome, brick paver dome in Hawk's Nest that was elevated in a couple of spots. That was taken care of on Monday morning. Sorry Ken, I forgot to bring that up.

Mr. Soukup: No problem.

Mr. Brown: We skipped over the Sheriff's Office Reports, but they are in the agenda package. You can read those.

Mr. Showe: They are in the agenda package. I will also let the Board know that since schools are no longer operating, I'm not authorizing any further school patrols for now, but we are continuing with the regular Sheriff patrols for speeding enforcement and other items.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Brown: Mr. Mehrlich?

Mr. Mehrlich: I'm good.

Mr. Brown: Mr. Soukup?

Mr. Soukup: I am possibly looking at doing a re-seal on stripes on the parking lot at the Clubhouse and over by the basketball courts. I'm getting pricing for that. Since its not being used right now, it would be a great time to get it done.

Mr. Scheerer: Maybe we can ask Pete to talk to the contractors doing the work.

Mr. Soukup: Exactly.

Mr. Glasscock: I would be glad to do that.

Mr. Scheerer: Thank you, Pete.

Mr. Soukup: That's all I have.

Mr. Brown: Mr. Thilburg?

Mr. Thilburg: I just want to say that REW is doing an outstanding job as always.

Mr. Scheerer: Thank you. I will make sure to pass that on. They haven't let up one bit during this entire process.

Mr. Thilburg: That's true. That's all I have.

Mr. Brown: Okay. I would like to thank staff for setting everything up and keeping us going because this is a strange time. Be sure to relay our thanks to security and the people that are working during this pandemic. Some people have a lot of anxiety over it, so we appreciate it. I would like to thank REW and everybody else. Other than that, I hope everybody stays safe.

NINTH ORDER OF BUSINESS

Next Meeting Date – May 19, 2020

Mr. Brown: The next meeting is on May 19, 2020. Stay tuned on where and how it is going to be. As I say that, if the emergency ends on May 8th, at what point do we have to have that meeting advertised that it's going to be in person or telephonically?

Mr. Clark: If it's in person, there is a standing advertisement that would control that, but if its telephonically, then Jason probably needs lead time.

Mr. Showe: Typically, 10 days before the meeting.

Mr. Soukup: Do we have a call on May 19th?


Mr. Showe: We may. We've also been using a form a notice that includes both options. We are just going to have to play it by ear for a little bit.

Mr. Brown: Okay. So, we will see.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business, Mr. Brown adjourned the meeting.



Secretary/Assistant Secretary



Chairman/Vice Chairman