

MINUTES OF MEETING  
CHAMPIONSGATE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the ChampionsGate Community Development District was held Monday, May 9, 2022 at 2:00 p.m. at the offices of RIDA Development, 8390 ChampionsGate Boulevard, Suite 104, ChampionsGate, Florida.

Present and constituting a quorum were:

Lee Dawson	Chairman
Darin Tennyson	Vice Chairman (by phone)
Elizabeth Allen	Assistant Secretary
Wesley Holland	Assistant Secretary

Also present were:

George Flint	District Manager
Scott Clark	District Counsel
Pete Glasscock	District Engineer
Yvonne Shouey	RIDA Associates
Marc Reicher	RIDA Associates
Evan Fracaso	RIDA Associates

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the April 11, 2022 Meeting**

On MOTION by Mr. Dawson seconded by Ms. Allen with all in favor the minutes of the April 11, 2022 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Appointment of Audit Committee and Chair**

Mr. Flint stated next is appointment of an Audit Committee and designation of a Chair. The District is required to periodically bid out independent auditing services and the process for

selecting that independent auditor is designated in the statutes, it requires the Board to appoint an Audit Committee and designate a Chair. In the past the Board has appointed themselves as the Audit Committee and one of the Board members as the Chair. Although you can appoint non-Board members on that committee, for administrative efficiency you have historically appointed yourselves. We do have an Audit Committee meeting advertised for immediately after the Board meeting where you will approve the form of the RFP and selection criteria and the notice we publish in the newspaper. In July the Audit Committee will meet first then the Board will meet after that. We will advertise it in the newspaper and historically there are five or six firms that provide these services and that number has dwindled somewhat in the past year or two. Now we are lucky if we get two responses and we mail it directly to the five or so firms as well as advertise it. Any responses we get back will be evaluated by the Audit Committee and the Board will make the final decision.

On MOTION by Mr. Dawson seconded by Ms. Allen with all in favor the Board members were appointed to sit as the Audit Committee.

On MOTION by Mr. Dawson seconded by Mr. Holland with all in favor Ms. Allen was designated as chair of the audit committee.

**FIFTH ORDER OF BUSINESS**

**Discussion of Fitness Trail**

Mr. Dawson stated I did some research on different companies that do this and there are two or three that are the big players for municipal type installations and depending on the size package it will be between \$1,800 to \$8,000 each. I will talk with Lance this month and if it doesn't happen, we will consider it on our own.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Clark stated we had a discussion at the last meeting about maintenance responsibility for stormwater structure near Bella Trae. We did some work after the meeting and it was determined there was an easement in favor of the District that governed that. Peter looked at it and verified that and I think the Board was informed of that in an email. We have resolved that question.

Mr. Flint stated it also approved us reimbursing Bella Trae in the event it was the CDD and that has been paid.

Ms. Allen asked did you go through all the storm drains to see if there is any other responsibility or are we going to have to go through this exercise each time it comes up?

Mr. Clark stated I think we identified the agreement that governs all of them so if it happens again, we will know where to go.

Ms. Allen stated we are looking to map it out and look at all of them over the next two years.

Mr. Dawson stated we have a couple where it goes into the conservation area that are very much overgrown.

Mr. Glasscock stated if it is a stormwater management structure they are supposed to be cleared.

Mr. Flint stated it is a CDD responsibility, we will do it.

Ms. Shouey stated all those structures don't belong to the CDD.

Mr. Dawson stated the inside structures are Bella Trae and the ones in the conservation area are the CDD's.

Ms. Shouey stated I thought we paid you to do that. We clean them all the time I was not aware we had to clean the ones in Bella Trae. Now you are telling me there are more in Bella Trae?

Mr. Dawson stated they are in the conservation area.

Ms. Allen stated that is why I said if you have already looked at the documentation, how many more are the responsibility of the CDD.

Mr. Reicher stated we weren't looking for more structures, we were just looking to determine that one.

Mr. Glasscock stated from what we were looking at there should be one more at the other end of that storm drain, the north side of Links. It would be the outfall for the structure they just cleaned.

Mr. Flint stated we will check the easements that Scott researched and have Pete go out and look at the ones that are ours.

Mr. Reicher stated typically for the other outfalls the maintenance guys go in and machete them down. The reason it came up was we had the grate. If we know where they are we can make sure our guys add that to their maintenance routine.

Mr. Glasscock stated when we do our yearly inspection, we used to inspect them all but when it got transferred over we were under the impression that everything got turned over.

**Discussion of FY 2023 Fee Rates**

Mr. Clark stated I sent the District a letter requesting that my hourly rate be increased from \$300 to \$325 per hour. I have been Counsel to the District for 24 years and this would be the fourth time I have asked for an increase, the last one was four years ago and the one before that was six years ago. This should not result in a change in your budget.

On MOTION by Ms. Allen seconded by Mr. Holland with all in favor the request for a fee increase was approved.

**B. Engineer**

Mr. Glasscock stated it is the time of year for the yearly inspections and we will be out before the storm season begins.

**C. Manager**

**i. Approval of Check Register**

Mr. Flint presented the check register from April 1, 2022 through April 30, 2022 in the amount of \$68,767.95.

On MOTION by Mr. Holland seconded by Ms. Allen with all in favor the check register was approved.

**ii. Balance Sheet and Income Statement**

A copy of the financials was included in the agenda package. There was no Board action required.

**iii. Presentation of Number of Registered Voters 1,528**

A copy of the letter from the supervisor of elections indicating that there are 1,528 registered voters residing within the District was included in the agenda package.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Ms. Shouey introduced Evan Fracaso, the new senior property manager.

Mr. Fracaso gave an overview of his background and experience.

Ms. Shouey stated at the last meeting you asked if I could get Weber to extend their contract through 2023 at the same rate. They can't do it, but he said he could extend it with an increase of 5%. They have not had a raise from us in 10 years.

Ms. Allen stated I would like to get a couple of years so we are not revisiting this again next year.

Ms. Shouey stated I will ask him.

On MOTION by Ms. Allen seconded by Mr. Holland with all in favor an extension of the contract with Weber for two years with a 5% increase was approved.

Mr. Clark stated you might want to authorize the Chair to extend it for one year in case he doesn't agree with the two years.

On MOTION by Mr. Holland seconded by Ms. Allen with all in favor a one-year extension of the contract with Weber with a 5% increase was approved.

Ms. Shouey stated we have a problem with people knocking down the pole lights. On the last one we had the car and the VIN number and the police came and looked at it and they said it doesn't show any owner, it was not registered.

Don Bell sent a change order for doing the sign in the amount of \$1,971 because they had to do more the lane closure and barricade setup. It was supposed to be \$29,887 and it came in at \$31,858.60 with that \$1,900. The reason for the change in cost was because of the intersection improvements at I-4 and ChampionsGate Boulevard.

On MOTION by Mr. Holland seconded by Ms. Allen with all in favor the change order from Don Bell signs as outlined above was approved.

Ms. Shouey stated the pumps went out on the fountains by the clock tower and we put in the new pumps. The sprayers were broken and the others inside so I told him to replace all six. To do that it is \$4,098.

On MOTION by Ms. Allen seconded by Mr. Holland with all in favor the invoice from Cascade Fountains in the amount of \$4,098 was ratified.

**EIGHTH ORDER OF BUSINESS**


**Supervisor's Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Holland seconded by Ms. Allen with all in favor the meeting adjourned at 2:46 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman