

MINUTES OF MEETING
VIERA EAST
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Viera East Community Development District was held on Wednesday, September 26, 2018 at 2:00 p.m. at the Faith Lutheran Church in the Multi-Purpose Room, 5550 Faith Drive, Viera, Florida.

Present and constituting a quorum were:

Paul McCarthy	Chairman
David Bedwell	Vice Chairman
Jo Walsh	Treasurer
Melinda Thomsen	Assistant Secretary

Also present were:

Jill Burns	District Manager
Tim Melloh	General Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. McCarthy called the meeting to order at 2:00 p.m. All Supervisors were present with the exception of Mr. Oakley.

SECOND ORDER OF BUSINESS

Public Comment Period

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the August 23,
2018 Meeting**

On MOTION by Ms. Walsh, seconded by Mr. Bedwell, with all in favor, the Minutes of the August 23, 2018 Meeting, were approved as presented.

FOURTH ORDER OF BUSINESS

Appointment of Audit Committee and Chairman

Ms. Burns: The Board needs to appoint an Audit Committee, so that they can receive proposals from auditors to perform the District's audit. We advertised for the Audit Committee Meeting to take place immediately following this meeting. It would be my suggestion that the Board appoint themselves as the Audit Committee, and then appoint a Chairman in order to run that meeting.

Mr. McCarthy: Would anyone like to serve as Chairman?

Ms. Walsh: As Treasurer, I will do that.

Mr. McCarthy: Do we need to fill all of the offices?

Ms. Burns: You just appoint the five Board Members as the Audit Committee and Ms. Walsh as Chair.

On MOTION by Ms. Walsh, seconded by Ms. Thomsen, with all in favor, electing the Board as the Audit Committee and Ms. Walsh as Chair, was approved.

Ms. Walsh: Are you sending out the notices?

Ms. Burns: The meeting is taking place immediately after this meeting.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from VGlobalTech Regarding ADA Website Compliance

Ms. Burns: I'm sure that Jason talked about this briefly at a previous meeting. Districts are being part of a lawsuit, due to their websites not being in compliance with the American with Disabilities Act (ADA). As a result, insurance carriers suggested some changes made to District websites in order to make those compliant. Since we are a unit of Government, public information needs to be easily accessible to everybody. We reached out to a company that is able to assist the Districts that we manage, and we are able to get a good price because of the volume of work. This proposal will do several things. The website is going to look essentially the same, it is more of the technical back end things that they do. They add text to the images, so if you were visually impaired, you would know what's on that website. A lot of it has to do with scanning all of the documents that are on there, in a text based format, for programs that are

compatible with assistive technologies, such as a program that reads text out loud, if you are visually impaired. There are also color and font settings that can be adjusted, so that people that are visually impaired, can have low visibility so they can view it. This company will provide that. There are a couple of different pricing options. In Section 2.0, there is a one-time fee of \$2,500, to get the District's website and all of the documents that are currently on there, compliant, Section 2.2 is \$1,550 a year and GMS is able to maintain them going forward. We are recommending just the one-time cost in Section 2.1 for \$2,500, to make the District's website compliant, and GMS maintaining the website going forward at the same rate that the District is currently paying.

Mr. McCarthy: Do any Board Members have any questions for Jill regarding that?

Ms. Walsh: Yes. Are we the owner of the website?

Ms. Burns: Correct. It's the District's website.

Ms. Walsh: Did this come up because somebody complained?

Ms. Burns: There was a lawsuit filed against several Districts across the State, because they weren't compliant with the ADA requirements. They paid out to settle that lawsuit and the insurance companies suggested that everyone bring the websites compliant.

Ms. Walsh: Okay. I'm just trying to make sure that I understand the facts.

Mr. Melloh: It is strictly optional on whether we want to do this or not to the golf course's website, EZLinks, but why wouldn't we want to protect ourselves, because golf courses are being sued too for not having ADA compliant websites. EZLinks quoted \$995 to convert our current website into an ADA compliant website. Their standard rate is \$1,500, so if we act now, we save \$500. Again, we need to do this or we will be subject to a lawsuit. I think that the price for both, is right around \$3,500. It's like an insurance policy type thing, so that we don't get sued and we are compliant with the ADA rules.

Ms. Burns: Those are one-time fees.

Ms. Thomsen: Do we need to have one motion or two?

Ms. Burns: I think we should have one motion to approve the \$2,500 one-time fee for VGlobalTech and the \$995 one-time fee from EZLinks.

Mr. McCarthy: In Florida, there were 20 lawsuits against CDDs. We need motions to approve the proposal for \$2,500 from VGlobalTech, to make our website compliant.

On MOTION by Ms. Thomsen, seconded by Ms. Walsh, with all in favor, the VGlobalTech Proposal, for ADA Website Compliance Services, in a one-time amount of \$2,500, was approved.

Mr. McCarthy: The next motion is to approve the proposal from EZLinks for \$995.

On MOTION by Ms. Walsh, seconded by Ms. Thomsen, with all in favor, the EZLinks Proposal, for ADA Website Compliance Services, in a one-time amount of \$995, was approved.

Mr. Bedwell: On the next couple of pages, after the \$2,500 one-time fee, there are proposals for \$650 and \$850 per year. What are those for?

Ms. Burns: Those are for training, but we don't need the training.

Mr. Melloh: We already pay GMS for maintaining our website.

SIXTH ORDER OF BUSINESS

Staff Reports

A. General Manager's Report

Mr. Melloh: In the CDD, we have our normal day-to-day operations. Everything looks good. We are battling algae on the lakes. ECOR is spraying everything. This is the worst time of the year, due to high humidity and no rain. We had some calls from residents asking why there was algae on their lake, so we had ECOR spray and its dying. This year, there is a thicker mucus on it and its harder to eradicate it. The rain does a good job of breaking it up. Our lake bank restoration project is about 60% complete. If you were on the golf course recently, you will see that they are doing the lake on #10, the lake behind houses in Canterbury, the lake on #18 and the lake in Woodhall, behind the #4 tee box. They are doing a great job. The new fence at Woodside Park have been installed. It looks good, except for one part, which is the one gate, which Paul and I reviewed. Paul has expertise in the field and he pointed a couple of things out to me, which The Viera Company is in the process of fixing. They haven't paid them yet and won't do that until they fix it. We had a couple of residents already thank us, which was great. That was the safety part of that. This past week, I drafted a newsletter, with information that is going to go to all CDD residents through a mailing. The next step is to take it to the printer and work with a graphic artist to get it formatted, so that it doesn't look like a letter and more like a marketing piece or something that is a lot easier to read. We will take everyone's thoughts and

incorporate them. Once I get a rough draft, I will send it back out to everybody for further comments. It is going to cost about \$6,000 to mail that out. I spoke to Jason and he thought that we had enough budgetary line items to cover that expense and we don't need to take money out of reserves. Does anyone have any comments?

Mr. Bedwell: When do you anticipate this going out?

Mr. Melloh: I would like it to go out the second or third week of October.

Ms. Thomsen: After I talked to you, I thought that it would be nice if people received it before the election, so they are more informed.

Mr. Melloh: Ok. It shouldn't take too long to get this done.

Ms. Walsh: I read it and really liked it. There were a couple of typos, which I'm sure you caught. I think Melinda is right about the timing of the mailing. Is it going to be more like a brochure?

Mr. Melloh: Yes. We want four pages. It will actually end up being six pages, because we had some comments that it would be nice to also include 'frequently asked questions'. So we can incorporate that. I don't think that it would cost much more. We are going to have pictures. Michelle from the zoo is sending us a nice picture of a scrub jay. We are doing things like that, to make it a lot easier to read. It's going to be very informative. It's not going to be a throw away thing. I think people will keep it, because we described the master drainage program and things like that. It should be a big deal.

Ms. Walsh: How many overages are we going to have?

Mr. Melloh: 700.

Ms. Thomsen: Who would we give those to?

Mr. Melloh: We want to hand them out to people as they come onto the golf course. I want to send them out to people like realtors, because I think that they have a lot of misinformation about what residents are able to do, what people can and cannot do in the preserve behind some of these homes. You can't go behind your house in the preserve and clean out half an acre.

Mr. Bedwell: How will these be mailed?

Ms. Burns: We have a list from the Property Appraiser.

Mr. Bedwell: We can get them from Brevard County.

Mr. Melloh: That's exactly where we get them from.

Mr. McCarthy: Tim, maybe you can discuss the 18th bunker restoration and how we had an inch-and-a-half of rain in about an hour.

Mr. Melloh: The bunker restoration on #18 went really well. We basically reconstructed both bunkers. They did an excellent job getting it just right. They put in an extensive amount of drainage in there, using double wall piping, instead of the single wall that they used originally on a lot of our bunkers. Then they poured the capillary concrete, two inches thick. We did a water test on them to see how water goes through there. The idea behind that is during the dry times, to bring water out of the soil and into the sand, to keep it on the moist side. Aesthetically, they look fantastic. If you stand in the middle of #18, you can see it all. It's absolutely impressive. Of course, when we overseed in the fall, it will be cool looking. Then of course we are doing some work off to the side of that green. Once that is done and we are able to get the landscaping in there, it will look fantastic.

Mr. Bedwell: I was impressed what happened with an inch-and-a-half of rain. We didn't have any gullies like we had on #1, so the water stayed right there.

Ms. Thomsen: That's amazing.

Mr. Melloh: I took some video of that, as soon as the rain was done, and we had one little ripple in the bunker. Other bunkers were full of sand.

Ms. Walsh: The maintenance time is going to be reduced to some degree.

Mr. Melloh: You realize too with this process, even though it's extremely expensive, it has a 25-year life to it. We have a 10-year warranty on it. They expect to get 25 years out of that, and just the amount of labor that you save over that period of time, goes a long way to paying for it. We opened the tee box on #9 for play. Those were sodded in. Everyone is ecstatic, except for one guy. The new green tee is now in play. I bet you that increased the size of that tee by double. Everyone is very excited. We did some sprigs on #2, which will take a long time to grow, because sprigs always take longer to grow. We had some success with that. That looks like something we might do next summer. We had the opportunity to purchase a material hauler and based on the Board's authorization, I can spend up to \$10,000 out of the Reserve Fund. This is a brand new \$5,000 material hauler. Its hydraulic and has double axles. It has turf tires on it, so it won't damage the golf course. When we do the bunkers, we haul shell around and when we do debris removal after a storm, it will make the projects a lot simpler and easier for us. We have to realize too, that the distance from where our maintenance facility is to

the fifth hole, takes forever to get anything out of there, so this makes it go a lot quicker for us. This is a brand new unit. We saw this material hauler being used, when Lanier did the bunker renovation. We called them and they happened to have one that someone was going to purchase but didn't, because they build these things from scratch. We were able to get a good deal on it.

Ms. Walsh: Are we able to use it for the CDD?

Mr. Melloh: Yes. We can use it anywhere.

Mr. Bedwell: I think it helps with morale, because it makes their job easier.

Mr. Melloh: It makes it more efficient.

Ms. Thomsen: They don't have to spend five hours doing a three-hour job now.

Ms. Walsh: Plus they have a new piece of equipment, which is always exciting.

Mr. Melloh: They are loving it.

Ms. Walsh: It's just like getting a new car.

Mr. Melloh: They already put new sand in the bunkers on #10 and will be doing it on the #3 bunker too. I'm going to review the rounds of golf that we have so far for September. For 25 days in, we are right on budget, which is not typical of all for this time of year, because for the last two or three years, we received so much rain, from hurricanes and other rain events. You will notice on the green, last year, that we only did \$46,000. This year, we made more than \$68,000, and we are at \$57,000 already, with five days to go. If everything holds out, I am thinking that we are going to generate \$70,000, because we finished the month up on two weekend days. The greens recovered from the aerification really well, and people are commenting that we did a good job. Overall, we should be a couple of thousand over budget. If you look at the Financial Statement, you will notice that we are doing really well. We should be able to finish up the year strong. Does anyone have any questions?

Mr. Bedwell: I played today, and I was amazed how the verticutting, made the green so much smoother.

Mr. Melloh: It's that final touch. What you don't realize is that we have a lot of sand in the greens and when you verticut, it stands up the grass, so that we can cut it off, so that it looks good. It brings a little more sand to the surface and helps to smooth it all out. This is the last heavy duty aerification that needs to be done until next May. We are having a great season. We

will continue with the dry sanding, which is a microscoping sanding that we do. You can hardly tell that it's there.

Ms. Thomsen: How often is that done?

Mr. Melloh: About every three weeks or so, or maybe once a month. It depends on the Superintendent's analysis of whether we need a little bit of sand in there to smooth it out. It's nothing that you would even notice.

Mr. Bedwell: You don't even have sand on the bottom. There was mini verticutting on the greens. We are excited. It looks like everything is going to look good.

Ms. Thomsen: I'm impressed about what's going on at the other end of the driving range, where we have excess water from when we have storms. I'm not quite sure. Sod is being put down.

Mr. Melloh: Yes. When we shelled out the two bunkers on #18, an excessive amount of sand came out. As a matter of fact, there were two huge puddles that we filled in.

Ms. Thomsen: Excellent.

Mr. Melloh: The project included some sod work, which we ended up not needing around the actual green itself, because everybody took great care of not damaging anything out there. We just used the sod back there to shore that up, because there was a big mud hole back there.

Ms. Thomsen: It was, so I was very pleased to see that.

Mr. Melloh: Hopefully nobody drives through there for a couple of months, so that the grass can root and firm it up.

Ms. Thomsen: I'm happy with it.

Mr. Melloh: Thank you.

Ms. Walsh: That almost tripled the size back there.

Mr. Melloh: That's the end of my report.

Mr. McCarthy: Thank you Tim.

SEVENTH ORDER OF BUSINESS

Treasurer's Report – Consideration of Financial Statements

A. Approval of Check Register

On MOTION by Ms. Walsh, seconded by Ms. Thomsen, with all in favor, Checks #3417 through #3440, from the General Fund, totaling \$95,455.96, were approved.

On MOTION by Ms. Walsh, seconded by Mr. Bedwell, with all in favor, Checks #58 and #59, from the Capital Reserve Fund, totaling \$5,554.91, were approved.

On MOTION by Ms. Walsh, seconded by Ms. Thomsen, with all in favor, Checks #25945 through #26,048, from the Golf Course Fund, totalling \$78,877.19, were approved.

Ms. Walsh: I would like to thank Paul for taking care of the signatures while I was away. I appreciate that.

B. Balance Sheet and Income Statement

Ms. Burns: No action is required by the Board.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Mr. McCarthy: David?

Mr. Bedwell: When are we going to put shell rock down, going up to #8?

Mr. Melloh: That's on the schedule. It should be very soon.

Ms. Thomsen: It looks like on the base of the tree trunks, they have been trying to kill all of the weeds.

Mr. Melloh: Around the tree wells, they spray Roundup and Fusilade. Then we are going to go back into those areas and putting shell on there.

Ms. Thomsen: That's what I was wondering.

Mr. Melloh: We had an incident last night, where a vehicle spilled a chemical, as it went from the #1 fairway, down Golf Vista towards Aberdeen, through the roundabout to the tennis courts, killing the grass. You can see the stain in the street. Early on, it was indicative of a hydraulic leak, but that's not what it was. It can't be from a golf cart, because a golf cart would not be able to carry that much fluid. We thought that ECOR had a leak in their tank. Last night, they ended up parking at the tennis courts.

Ms. Walsh: The only other thing that I could think of is that someone had an ATV.

Mr. Melloh: Yeah, but this is definitely a leakage. When you go home today, you can see a liquid going down into the street drain.

Mr. Bedwell: It looks like they were carrying a container of fluid.

Mr. Melloh: We don't know what it was.

Ms. Thomsen: It wasn't sealed.

Mr. Melloh: There was not much hydraulic fluid. If you hear anything, let us know.

Mr. McCarthy: It could've been an independent contractor.

Ms. Thomsen: That's a shame.

Mr. Melloh: It was in good shape yesterday when everybody left, so it must have happened later in the evening.

Mr. McCarthy: Melinda, do you have anything?

Ms. Thomsen: Nothing. Thank you.

Mr. McCarthy: Jo, do you have anything?


Ms. Walsh: Are you going to kill mole crickets tonight?

Mr. Melloh: Yes. We are on top of that. They already have a lot of bait and chemical in the ground. They are treating the areas that weren't treated and any hot spots.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bedwell, seconded by Ms. Thomsen, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman