

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, December 20, 2017 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
William 'Bill' Oakley	Secretary
Jo Walsh	Treasurer
Melinda Thomsen	Assistant Secretary

Also present were:

Jason Showe	District Manager
Tim Melloh	General Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. McCarthy called the meeting to order at 2:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There not being any, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 15, 2017 Meeting**

Mr. McCarthy: We need a motion to approve the minutes of the November 15, 2017 meeting.

Mr. Showe: We received a correction on Page 1.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the Minutes of the November 15, 2017 Meeting were approved, as amended.
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**FOURTH ORDER OF BUSINESS****Staff Reports****A. General Manager's Report**

Mr. Melloh: We have normal day-to-day operations. We are still working on the control burn.

Ms. Walsh: I thought we were done for the year.

Mr. Melloh: Not the control burn. We only did the fire lines. We were going to do it, but then it got wet. Now we have 30 acres to do it before March 12<sup>th</sup>. At some point, we will do it. Last year, we couldn't do it all because the winds were never right. It's been tough, but we are still within compliance on everything. On the golf course, you probably noticed the overseeding that we started on December 4<sup>th</sup>. It took days to get all of the seed out. It is starting to germinate. We had two frosts, since we last spoke, from the cold weather, which delayed it. The warm weather we are now getting is what you need to germinate the seed. The irrigation system is doing great. Landirr came out to handle some wire issues that were under warranty. We are doing the in-house renovation of the two bunkers on #16. The one we did in the summertime, the north front left one, was shrunken down to create a bigger approach. Now we are putting the buffer liner in and re-facing the two bunkers on #16.

Ms. Walsh: Is the other one on top on the right?

Mr. Melloh: Yes. That one was completed and the one in the back is about halfway done. It will probably be completed by the weekend and it will look spectacular, with all three bunkers and white sand. We are keeping track of every single expense and man-hour for the bunker line going in, any repairs that we made to the bunker drains and how much sand we have to put in there. We have anywhere from three to six guys working on it at various times. Those two bunkers are smaller than some of the other bunkers we have. If we can figure out our expenses based on the square footage of two bunkers; it is about 1,800 square feet. If we go to a 4,000-square foot one, we will know how much g-angle sand we will need. We are putting it in at our regulation depth of five inches, which compacts down to 4 to 4.5 inches. It is the g-angle sand that they use on the PGA tour. It is good sand.

Mr. Oakley: Are they just dumping the sand and raking it around?

Mr. Melloh: Yes. We are bringing it in bucket loads and placing it in various areas. We take a piece of 6-inch pipe, and cut a 5-inch section out of it, crosswise and set them around the bunker, so you know where the depth is. If you don't do that, some areas may be 2 inches and

some might end up being 8 inches. You wouldn't really know. It's very important to do it right. It's backbreaking work, but staff is doing a great job. When we are done, and have the resources and the time, we are going to do the one on #3 next, only because it has a drain problem. We just need to fix that drain.

Mr. Oakley: Is that the one on the right side?

Mr. Melloh: Yes, it's the only one on the green. We will do all of the greenside bunkers. We may do the one on #14, because it's on the road where our billboard is. From there, I'm leaning towards doing the two bunkers to the left and behind the green on #18, only because that's the finishing hole. It looks spectacular with the water in front. Then from there, we will probably tackle some easement areas, to see how fast it grows and how much money we are spending on it. Does anyone have questions on those projects?

Mr. Oakley: What are we paying for that?

Mr. Melloh: It's out of our operations. We have a sand budget, but we perform the labor. This is the time of year where we are not doing a lot right now, because the rye grass is coming up, so we are not mowing a lot of the slopes. Anything that has been overseeded, we are not mowing, so we have some man-hours there that we can dedicate to this. It is not the middle of summertime and the grass is growing haywire. We have some extra money. Your biggest expense is going to be the manpower, which is our typical manpower. We bought the buffer liner and have some contingency money there and some supplies. If we are going to do a lot of these, we are going to have to figure out how we are to go about doing that. Regarding the Rounds and Revenue Report, through December, typically things slow down, just before Christmas. Yesterday's numbers were slower, because we had the ABCD Scramble yesterday, which was rescheduled from last month when it was rained out. Our large numbers are from December 26<sup>th</sup> through December 31<sup>st</sup>. Currently, we are running ahead of last year and slightly behind budget. We will catch up and pray for good weather during the winter break, so we will be in good shape.

Mr. Oakley: Did the total 88 rounds on Tuesday include the ABCD Scramble?

Mr. Melloh: It does not include that. There were 88 people in addition to it. We rang them up last month, but they didn't play, so instead of giving everyone rainchecks, we said that we would keep track of it. Does anyone have any questions?

Mr. McCarthy: Tim, is the golf course open on the 25<sup>th</sup>?

Mr. Melloh: No. That is the one day of the entire year that we are closed. I included in your agenda package, a quote from Don Bo for a cart path extension on hole #2 and a map. I think anyone who plays golf knows the problem that is there because there's a big hill. To extend the 8-foot cart path by 125 feet will cost \$5,796, which is half of what I estimated. My estimate was what we were paying Don Bo to patch throughout the District. Of course, this is a larger pour. We will save by paying \$5.75 per square foot, instead of \$9 per square foot, by doing the dirt work in-house. I think it's a project worth doing. If this works out well, I want to do the exact same thing on #9. There is no economy of sale if we do both of these projects, so I would like to do one project first to see if Don Bo completes it the way we want.

Mr. Showe: We work with them in Baytree and they do good work.

Mr. Melloh: I don't know if they did a cart path before.

Mr. Showe: They did a lot of sidewalks.

Mr. Melloh: We are not bringing the concrete trucks down through the golf course. We are going to be bringing in buggies. That's why I was wondering what kind of price I would get out of them. I think it's a great price.

Ms. Thomsen: Are we going to be eliminating that hill?

Mr. Melloh: No. We will cut it in such a manner so that it conforms to the road.

Mr. McCarthy: Will you be able to retrieve our plastic bric-a-brac underneath the dirt?

Mr. Melloh: Yes. We will bring that up. Our guys will do that. We will also bring up the honeycomb.

Mr. McCarthy: Can they use that someplace else?

Mr. Melloh: Yes. We will put that back in the maintenance facility.

Ms. Thomsen: My only other concern is the honeycomb. Are we going to elevate it?

Mr. Melloh: No. We will have it angled in such a manner where the water will sheet flow over the concrete. I was telling David earlier that we resolved a lot of wetness in that area or that bunker by moving the fairway out. What was causing the water to pile up there was when previous management shrunk down the fairways. That water was sitting in that thicker grass. Now when we have to mow down a fairway, it sheet flows across the fairway better. Once this is done, we shouldn't have any further problems. There are times when the entire fairway, especially the front part of the hole, gets very wet. This will take care of the problem on #2. This is a capital improvement project that was funded out of the Reserve Fund.

Ms. Walsh: Are we thinking about doing it before the summer or after?

Mr. Melloh: If we vote on it today, I would sign the agreement and send it back to Don Bo to put us on the schedule. I think this should be done in January.

Mr. Showe: They are only a couple of weeks out.

Mr. McCarthy: I would like vote on this today. We know what's going on in the west side and anyone dealing with cement is very valuable. He's going to fill in a small job like this, when he can. If we can get approval, it may happen in a month or in four months, but at least we have approval. This is a good time to ask questions of Tim and when we get it done, we will vote on it.

Mr. Melloh: They removed a tree around the Clubhouse and where people go to the parking lot. They did a good job.

Mr. Showe: They do all of our sidewalk repairs at Baytree.

Ms. Walsh: What kind of impact is that going to have? Is it going to be closed for a few days?

Mr. Melloh: It won't impact play at all. Our guys will just get out there and do the earthwork. It is far enough off of the fairway side. Just like we are doing with the buffer work, the guys are out of the way, but when someone is coming up, they will stop for a few minutes. When they make the pour on #2, we will have a back nine start that day, to give them a few hours before golfers get around to them.

Mr. Bedwell: It says that all permits will be provided at an additional cost.

Mr. Showe: That's if he was doing work that provided permits.

Mr. Bedwell: Do we have to relocate any sprinkler systems?

Mr. Melloh: No. Five of us went out there, thinking about every single thing that we could think of and come up with a plan where we can unload the concrete, put it in the buggies and bring it up to that area. We have a good plan in place. The pouring will take one day.

Mr. Bedwell: My concern is at the end of this cart path, why wouldn't most people enter at the end and we have the same problem?

Mr. Melloh: We are going to flag it off.

Mr. Bedwell: I can see what's going to happen.

Mr. Melloh: You are right. That's a good point. We will have it spread out enough where one end won't be the appealing place to go.

Mr. Oakley: I'm not commenting about your drawing, but the entrance over the top of that hill, where the bric-a-brac is, if a ball should hit there, will it bounce up into houses?

Mr. Melloh: No. It's going to be far enough away.

Mr. Oakley: It will keep it as far to the right as possible.

Mr. Melloh: Exactly. That's the art of putting in cart paths, which is to make sure that it's not too close to the greens, but then again, we have all played golf courses where the cart path was 50 yards from the green. You have to make sure that it's in a spot where people are going to actually use the cart path and not cheat. Then you have to make sure that it's not too close to the green.

Mr. Bedwell: A lot of them are protected by the trees. If a ball hit a cart path, you have trees there.

Mr. Melloh: This should not hurt any play. I was just going to tell people that if you go by a house on the golf course, look at the sockets and the gutters on a house that is by it and see many dents are in it. They know how many golf balls they are getting in their yard. Number 5 goes along the creek and the side of houses that belong to Turtle Creek. Ed and I met with residents and went into their backyard. You would be surprised how many golf balls come off of #5 and into those people's backyards. I was shocked.

Mr. Oakley: When you take down #5, the ball flies to the top of the houses and hits the street in front of the house.

Ms. Walsh: I had one golf ball come into my window. The only thing that I can figure is that it came out of a golf cart that was driving down the road, bounced out and hit my kitchen window.

Mr. McCarthy: Are there any more questions regarding the cart path? If not, we have a proposal from Don Bo Construction regarding an 8-foot by 126-foot cart path at a total cost of \$5,796.

On MOTION by Mr. Oakley, seconded by Ms. Walsh, with all in favor, the proposal from Don Bo Construction to install an 8-foot by 126-foot cart path, in the amount of \$5,796, was approved.
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Ms. Walsh: We don't have to include #9.

Mr. Melloh: I want to see how it goes first. I don't expect it to be anything but perfect. Number 9 is the next one that is in the most immediate need. Now we know that we have a good

base price, I don't think we need to go this distance. Maybe we will go slightly further with the one on #9. Most of the ones that we need to complete are where we need to pour a flare or a 50' flare.

Mr. Bedwell: From the tee box, those are numbers 9, 2 and 8.

Mr. Melloh: Exactly. We can estimate it out.

Mr. Bedwell: Your new Toro equipment should arrive tomorrow.

Mr. Melloh: We have three fairway units.

Mr. Bedwell: As well as three fairway mowers. Are there any special rollers or anything on it?

Mr. Melloh: No. They have hybrids, which means that the motors that turn the reels are electric motors instead of hydraulically driven.

Ms. Walsh: It's an electric one, right?

Mr. Melloh: Right. Then we have two tee mowers and a spring rig. The one that Sand Pro has coming off of lease, is going to be replacing that. We will have an equal and a side winder rough mower.

Mr. Bedwell: Is all of this under one lease?

Mr. Melloh: All of that is under one lease package. The third fairway unit was added after the fact and will be delivered a week later than the rest of the equipment.

Ms. Walsh: You mentioned earlier that they were quieter.

Mr. Melloh: They are a little quieter, but I don't know how much quieter.

Mr. Oakley: With the lease being covered by the length of time that these motors are running, can we make sure that we don't run into the situation with the overage on our hours and that staff be instructed to shut the mowers off whenever they have the opportunity to, when they are not using them, rather than getting off and going into the restroom and letting the motor run? Out on the course, it depends on the person and where they are. Sometimes when they move out of the way of golfers, which they do very well most of the time, some of them will take the time to shut the mower off, while others will just sit there and let the motor run. I think if we could take advantage of those two or three or four minutes every time, it might save us some money in the long run. We won't run into a situation like we are currently in.

Mr. Melloh: We will definitely do that. Having three units instead of two is going to help a lot. The one that had the most overages was the Sand Pro. We have two very brand new

Sand Pros now, where prior to that, the one we had was 15 to 16 years old and we had to rake every buffer around the golf course every single day with the one unit.

Mr. Oakley: I was thinking that if you turn the mower in at the end of the lease, you would have 25% of use, rather than 110%.

Mr. Melloh: For some reason, they are not giving us any credit.

Mr. Oakley: We should make sure that staff is instructed.

Mr. Melloh: We will do that. That's the end of my report.

**FIFTH ORDER OF BUSINESS**

**Unfinished Business**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. Consideration of Agreement with American Shoreline Restoration, Inc. Regarding Repair of Shoreline Erosion**

Mr. McCarthy: At the last workshop, we discussed the American Shoreline Restoration Agreement. There is \$2,230 linear feet of eroded shoreline on Lakes #6, 8, 11, 19 and 61. The cost is \$30 per linear foot, which brings it to \$66,900. We need a motion for approval.

On MOTION by Mr. Oakley, seconded by Ms. Thomsen, with all in favor, the American Shoreline Restoration Agreement to repair eroded shoreline on Lakes #6, 8, 11, 19 and 61, in the amount of \$66,900 was approved.

**SEVENTH ORDER OF BUSINESS**

**Treasurer's Report – Consideration of Financial Statements**

**A. Approval of Check Register**

On MOTION by Ms. Walsh, seconded by Mr. Bedwell, with all in favor, the General Fund checks #3207 through #3234 totaling \$731,240.57 were approved.

On MOTION by Ms. Walsh, seconded by Ms. Thomsen, with all in favor, the Capital Reserve Fund Check #54 totaling \$54,863 was approved.



On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the Golf Course Fund Checks #25100 through #25207 totaling \$166,419.22 were approved.

**B. Balance Sheet and Income Statement**

Mr. Showe: We distributed the Balance Sheet and Income Statement. No action is required by the Board.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Bedwell: Tim, we are down to \$230,000 in "*Unassigned*" Reserves. The only item that we are spending money on this month is the concrete.

Mr. Melloh: In that reserve, I don't think the \$54,000 came off of there yet.

Mr. Showe: I don't it did, because the financials are through November 30. There was a \$54,000 charge to Landirr.

Mr. Melloh: That was for the irrigation heads. Reserves would decrease to \$176,000.

Mr. Bedwell: In the "*Unassigned*" under Capital Reserves on the Balance Sheet, does money go in there from the golf course monthly "*Renewal and Replacement*"?

Mr. Showe: Yes.

Mr. Bedwell: Did any money come from the General Fund?

Mr. Showe: Yes.

Mr. Bedwell: Under the General Fund, we have "*Unassigned*" of \$90,000.

Mr. Showe: Correct. That is operating cash, not a reserve. That's how you pay the bills.

Mr. Bedwell: I was concerned that we were going to get below \$200,000.

Mr. Showe: You are below \$200,000 in the Capital Reserve, because \$54,000 hasn't come out of there yet.

Mr. Bedwell: Will it only be replaced by the \$2,000 or \$3,000 a month that we transfer from the golf course?

Mr. Showe: Correct.

Ms. Thomsen: Are we paying any penalty for being low?

Mr. Showe: No. We have multiple accounts at the same bank. It's just in different pockets.

Mr. McCarthy: Do we have to transfer funds from the General Fund?

Mr. Showe: Yes.

Mr. McCarthy: There are overages from the General Fund.

Mr. Bedwell: I know that we have overages. Can you transfer that money?

Mr. Showe: Yes.

Mr. Bedwell: During the year?

Mr. Showe: Yes. There are restrictions on the Capital Projects Fund. It's all of the money that you collected from assessments, so it can go out.

Mr. Bedwell: I lost track of where we are, when we said that we should keep \$200,000. We are fine.

Mr. McCarthy: We are putting 2% into that fund.

Mr. Showe: I think it was slightly less this year because of some of the other increases. I think we dedicated \$42,000 between the golf course and General Fund.

Mr. Bedwell: You are monitoring that, right Jason?

Mr. Showe: Absolutely.

Ms. Thomsen: I wanted to wish everyone a Merry Christmas.

Mr. Oakley: I know that we had a problem last month with someone needing first aid. Have we made any provisions to train staff in first aid and using the defibulator and oxygen?

Mr. Melloh: Yes, we definitely want to do that.

Mr. Oakley: When you are out there and Lane is not there, who do they go to?

Ms. Walsh: Or who is on duty?

Mr. Oakley: Do we have any provisions for that?

Mr. Melloh: No. I talked to a few guys that worked there like Dennis. We had the defibulator out because we were checking the batteries to make sure that they were still in sync. The defibulator has instructions. You open up the lid and it tells you exactly what to do. It is good to have training on it, but if you don't have training, it's not like you can't use it. We want to be sure that the batteries in there are working and everything is up to code. It hasn't been previously pre-used and then shoved back in there. It's my intent to have first aid training.

Mr. Oakley: We can say that whoever is on staff must be trained. I'm not questioning your judgement. Whether the Fire Department provides the training or the American Red Cross, we need someone to go through some formalized training, as far as first aid. I know that the first

two minutes of a person's reaction time, versus the emergency vehicles getting there might make the difference of living or dying. I just like to make sure that's done.

Mr. Melloh: We will get as many people training on it as we can, but where does it occur on the golf course? You typically don't have all 50 people on staff trained.

Mr. Oakley: I'm not saying all 50. I'm just saying that it would be nice to make sure that we have some training individuals, whether they are working in the pro shop or starter barn. I want someone on staff that has training in first aid procedures.

Mr. McCarthy: What does it take to be trained in first aid? Do they have to go through a course?

Mr. Melloh: You can have the Red Cross or possibly the Fire Department provide the training, or you pay a company to come in to train.

Mr. Oakley: Maybe that's the way to do it, if you feel that we are going to go in that direction. We should have five or six people being trained at one time.

Mr. Showe: Bring somebody in-house.

Mr. Melloh: There's always somebody on duty and those five or six people that receive training may just work out, but they are there 90% of the time.

Mr. Oakley: It would be nice to have as much coverage as we can possibly have.

Mr. Melloh: Exactly. That was my point about showing people what the AED looked like. You bring it out there, pop open the lid and it has a pre-recorded picture telling you all of the steps that you have to follow. Even when you get it set up on the person, it can monitor if they are in defib and will tell you if you need to administer CPR. It's not foolproof, but it can definitely help.

Mr. Oakley: They don't know where the equipment is. I asked people in the pro shop whether we have a defibrillator and they didn't know. It's just something that we have to be a little more aware of. I think if we are on the side of caution, it will be better for us.

Mr. Melloh: Without a question. It is definitely on our list.

Mr. Bedwell: In my Country Club, because it was hilly, we had our rangers trained. That's where most incidents occur, not at the pro shop.

Mr. Oakley: Decide what is best as far as staff. They could use the training.

Mr. Melloh: We are going to have a January meeting for the golf operations. Of all the first aid and CPR classes that I have taken, the very first thing that they tell you is when there's

an emergency, the first thing that must happen is that someone has to pick up the telephone and call 911. That sounds like the basic thing, but that is the number one thing that has to be done before you hook up oxygen and the AED.

Mr. Oakley: The first thing they tell you is that somebody has to be in charge. That's all. Thank you.

Mr. Bedwell: A guy almost hurt himself on the #8 bunker when he hit the blanket. It's happened three or four times and today it happened again. I thought he hurt his wrist, but he was okay. I don't know if we have a depth problem there.

Mr. Melloh: I will look at it. I think the problem is that we don't have enough sand in there. I will have Wes take a look at that. Those are the first two bunkers that we did. They can't take the Sand Pro in there. It has some forks underneath it and can get caught. It's meant to get down into the sand to fluff it up. With the bunker liners, you have to make sure that you have plenty of sand in there and not use the rakes. I know that they fixed it a few times. Thanks for telling me.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman