

**MINUTES OF MEETING  
WENTWORTH ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Wentworth Estates Community Development District was held on Thursday, February 8, 2024, at 8:30 a.m., at the Treviso Bay Clubhouse, 9800 Treviso Bay Boulevard, Naples, Florida 34113.

**Present and constituting a quorum:**

Joe Newcomb	Chairperson
Robert Cody	Vice Chairperson
Steve Barger	Assistant Secretary
Suzanne Sadowski	Assistant Secretary

**Absent:**

Andrew Gasworth	Assistant Secretary
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**Also present were:**

James P. Ward	District Manager
Greg Urbancic	District Attorney
Bruce Bernard	Assets Manager
Richard Freeman	Assets Manager
Ben Steets	Grau and Associates

**Audience:**

All residents' names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

**PORTIONS OF THIS MEETING WERE TRANSCRIBED VERBATIM. ALL VERBATIM PORTIONS WERE TRANSCRIBED IN *ITALICS*.**

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

District Manager James P. Ward called the meeting to order at approximately 8:30 a.m. He conducted roll call; all Members of the Board were present, with the exception of Supervisor Gasworth, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Consideration of Letter of Resignation**

**Acceptance of the Resignation of Ms. Joanne Lekas from Seat 3 effective January 12, 2024, whose term is set to expire November 2024**

**a) Appointment of individual to fill Seat 3**

- b) Oath of Office
- c) Guide to the Sunshine Law and Code of Ethics for Public Employees
- d) Sample of E-filed Form 1 – Statement of Financial Interests

Mr. Ward called for a motion to accept Ms. Lekas' Letter of Resignation.

**On MOTION made by Joe Newcomb, seconded by Robert Cody, and with all in favor, Ms. Joanne Lekas' Letter of Resignation was accepted into the record.**

Mr. Ward reported statute indicated the remaining Members of the Board could fill Seat 3 as it deemed appropriate for the balance of Ms. Lekas' unexpired term. He noted June of this year would be the qualifying period for Seat 3, along with two other Board Members' seats. He explained the Board could appoint someone to sit the unexpired term of Seat 3, and that individual would be required to qualify for the November election. He explained in order to qualify, a person had to be a citizen of the United States, resident of the State of Florida, registered to vote in Collier County with a primary residence within the boundaries of the CDD, and the person could not be a convicted felon. He explained in early June this year, individuals who wished to qualify for the election would be required to go to the Supervisor of Elections, fill out the qualification form, file a Form 1, pay a \$10 qualifying fee, and once qualified, said individual would be listed on the November ballot.

Mr. Urbancic stated the qualifying period for Collier County was from noon on June 10 through noon on June 14, 2024. He noted the Supervisor of Elections Office would hold an application if submitted early for qualification (just in case you are on vacation June 10 through the 14) and the filing fee was now \$25 dollars.

Mr. Ward indicated he would present this information again at the April or May meeting. He indicated Mr. Gasworth suggested a nomination in an email. He stated the Board could appoint Mr. Gasworth's suggested nomination, Ms. Suzanne Sadowski, as it deemed appropriate.

The Board appointed Ms. Suzanne Sadowski to fill the unexpired term of Seat 3.

**On MOTION made by Steve Barger, seconded by Robert Cody, and with all in favor, Ms. Suzanne Sadowski was appointed to fill the unexpired term of Seat 3.**

Mr. Ward verified Ms. Suzanne Sadowski was a citizen of the United States, a resident of a State of Florida, registered to vote in Collier County, resident of Treviso Bay, and not a convicted felon. As a Notary Public, he administered the Oath of Office to Ms. Sadowski. He discussed the filing of Form 1 which was due within the next 30 days on the State website. He noted he would provide the web address for filing Form 1. He indicated there would be a \$25 dollar per day late filing fee, up to \$1,500 dollars, which would automatically be charged if the form were filed after the due date. He discussed the Code of Ethics, the Sunshine Laws, and public records. He told Ms. Sadowski to contact himself (Mr. Ward) or Mr. Urbancic with any questions. He noted an Agenda Packet would be emailed to Ms. Sadowski prior to the next meeting, the meetings were recorded, and minutes were taken.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2024-1**

**Consideration of Resolution 2024-1, a Resolution of the Board of Supervisors re-designating the officers of the Wentworth Estates Community Development District**

Mr. Ward indicated Ms. Lekas vacated an Assistant Secretary position. He explained Ms. Sadowski could simply fill the Assistant Secretary position, or the Board could be reorganized.

The Board decided to simply appoint Ms. Sadowski to fill the Assistant Secretary position.

**On MOTION made by Robert Cody, seconded by Joe Newcomb, and with all in favor, Resolution 2024-1 was adopted, and the Chair was authorized to sign.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes**

**May 11, 2023 – Regular Meeting and Public Hearings**

Mr. Ward asked if there were any additions, deletions, or corrections for the Regular Meeting Minutes.

Name spelling corrections were made.

**On MOTION made by Robert Cody, seconded by Steve Barger, and with all in favor, the May 11, 2023, Public Hearings and Regular Meeting Minutes were approved as corrected.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Audited Financial Statements**

**Consideration of the Acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2023**

Mr. Ward introduced Mr. Ben Steets.

Mr. Ben Steets with Grau and Associates indicated this audit was required by the State of Florida and the bond indentures. He reviewed the Audited Financial Statements indicating the first page declared the auditor’s opinion which was clean, which meant Grau and Associates believed the financial statements were fairly presented in accordance with generally accepted accounting principles (GAP). He stated next was the Management’s Discussion and Analysis which was a recap of the financial activity for the year comparing the current figures to the prior year. He indicated starting on page 7 were the Financial Statements including the government wide financials; statement of net position; statement of activities; balance sheet; and statement of revenues, expenditures, and changes in fund balance. He reported page 13 through 20 were the notes to the financial statements. He discussed the remainder of the Audited Financial Statements which included various reports required by the State of Florida and the

Florida Auditor General. He indicated the District was in compliance, Grau issued a clean opinion, and there were no findings.

**On MOTION made by Steve Barger, seconded by Robert Cody, and with all in favor, the Audited Financial Statements for the Fiscal Year ended September 30, 2023 were accepted into the record.**

## SIXTH ORDER OF BUSINESS

### Consideration of Resolution 2024-2

**Consideration of Resolution 2024-2, a Resolution of the Board of Supervisors of the Wentworth Estates Community Development District Affirming, Stating and Establishing the District's adoption of an Electronic Records Policy and a Policy on the Use of Electronic Signatures; addressing severability, conflicts and an effective date**

Mr. Ward explained governmental agencies were required by the State of Florida to adopt a records management policy regarding storing records, providing records to the public, etc. He indicated the CDD has had a policy in place, but due to a few minor changes to the law, this Resolution restated the existing policy and updated it to bring it into compliance with statutes.

**On MOTION made by Steve Barger, seconded by Joe Newcomb, and with all in favor, Resolution 2024-2 was adopted, and the Chair was authorized to sign.**

## SEVENTH ORDER OF BUSINESS

### Staff Reports

#### I. District Attorney

*Mr. Greg Urbancic: The Legislative Session is early this year and ongoing. It's got a month left, ending March 8. There are some bills there that could affect us that are still churning through the system. I am watching potential increases in the sovereign immunity limits that we enjoy which are \$200,000 dollars individual and \$300,000 in aggregate. That's a situation where there's a tort claim, a negligence claim, somebody slips and falls and sues us, we have limits of liability which is very helpful for a CDD. They are talking about doubling those to \$400,000 and \$600,000. There are a couple of other things. There is one bill that would require us to create lobbying procedures. There is also another bill which would require the creation of performance measures for everything we do, and also establishing annual reports. Those are out there and those two look like they might slide through, but we will see.*

*Mr. Barger: When you're talking about performance measures, can you be more specific?*

*Mr. Urbancic: All the bill says is developing performance measures for any services that we provide, so I'm not sure exactly what they intend. It's a very limited paragraph.*

*Mr. Ward: When he says it's a little amorphous at the moment, he really means that.*

*Mr. Urbancic: So, I'm hoping that part, or that bill, falls out, but we will see. I will update you probably at the next meeting. We may not know exactly what's been signed by the governor yet, but we will know what's made it through the legislative session.*

## **II. District Engineer**

No report.

## **III. District Asset Manager**

### **a) Operations Reports January 1, 2024**

### **b) Operations Report February 1, 2024**

*Mr. Bruce Bernard: In landscaping we've added additional annuals up front and enlarged those annual beds, replaced some plants and are working on getting additional landscape improvements in the next few months.*

*Mr. Barger: This is not a good time to plant new stuff, right?*

*Mr. Bernard: We are getting the plans done now. Once the rainy season comes in a month and a half, we will have the plans done and we will replant areas. We had a new vendor on site a few months ago to do our landscaping. We enhanced the hours they are working to give us more coverage up front, and it seems to be giving us a better effect, because we were doing it one day a week, and now we are doing it two days a week. Foliage is staying. It's getting cut back and everything is looking a lot better. We have added new lighting to the tree wells as you're coming in on the boulevard. We are going to be adding on the other side of the bridge on those trees in the next few weeks so we will have lighting all the way from 41 all the way to the security guard gate.*

Discussion ensued regarding how nice it was to have the lights in the tree wells all along the road.

*Mr. Bernard: We have an electrician coming in today to give us receptacles at the bottom with photocells for the lights in the trees in the front, so the lights don't have to run all day. You can see the trimming of the trees at the entrance. The entrance fountains we started last year, working on the fountain getting above ground. We've got them both above ground now and since we've put them above ground, we haven't had any issues with anything. The good thing about it is, when we got the quote from Hall who did the original underground, they wanted \$65,000 for each unit and that didn't even include installation which would have been about \$30,000 for each, but we got both of them done and installed using our own people for \$102,000 dollars total. The shed is built. When I went up front the other day to check something at night, I found a couple of guys walking around back behind the fountains who did not live here, and we had built those sheds as you have seen. We are going to put a little fencing in there with a gate on each one, so we are the only ones who can get inside, because at night anybody can come inside and grab the pumps right out of the ground if they want to.*

*Mr. Barger: So, all CDD land is public land, right? So, they are allowed to be back there?*

*Mr. Ward: No. We can prosecute for trespassing. It does have to be posted, so we should post it, and then the Sherrif's office will call me if that happens and then I will tell them to prosecute the trespass. But yes, we need to post no trespassing signs.*

*Mr. Bernard: Okay, I will put them both by the –*

*Mr. Ward: I assume the sheds are locked.*

*Mr. Bernard: No, but that's why we are putting in the fences. The fences will be high fencing with a gate for access and then we will lock the gate.*

*Mr. Ward: Is there a reason the buildings are not locked?*

*Mr. Bernard: Because they are not buildings, they are sheds. We left the front end of them open so the air can get through. You need to ventilate the pumps. We also installed new lighting in both basins.*

*Mr. Barger: So, I know we've had some electrical problems up there. The one on the south side it doesn't look like the top bowl has any light in it. It doesn't look right to me.*

*Mr. Bernard: On the east side a transformer is out.*

Discussion ensued regarding the lighting; the electrical problems; and the work being done to fix the problems.

*Mr. Bernard: Lake maintenance, we've also got a new vendor there. Again, enhanced the hours with this vendor, so now we have two spray tanks plus a crew who goes along the edges to spray algae and stuff. He started in November of last year. We pressure cleaned all the entrance monuments, sidewalks, walkways, bridge pavers and bridge structure.*

Discussion continued regarding lighting and timers.

*Mr. Barger: Do we know what the County is doing out front with all those markings, all those new sidewalks they poured with paint all over them?*

*Mr. Bernard: That doesn't mean they are going to do anything. That's just telling where their lines are.*

*Mr. Barger: So, who takes the flags out? And how long do we need to leave them there?*

*Mr. Bernard: They usually update those every two weeks. If you are doing a project and you call for locations, and you want to make sure you're not charged if you hit something, they are updated every two weeks. The County is supposed to pull the flags, but you don't know when they will. Just like the County signs we have at the entrance, those two signs are behind the fencing because they won't take them back until the project is closed out.*

Discussion ensued regarding the flags and how long the flags might be left out front.

**IV. District Manager**

- a) Florida Law changes to Form 1 Filings
- b) Important Board Meeting Dates for Balance of Fiscal Year 2024
  - i. March 14, 2024 – Proposed FY 2025 Budget, setting Public Hearing date
  - ii. June 10 – June 14, 2024 – Candidate Qualifying period (Seats 3, 4 & 5)
- c) Financial Statements for period ending November 30, 2023 (unaudited)
- d) Financial Statements for period ending December 31, 2023 (unaudited)

Mr. Ward indicated as of January this year, Form 1 filing has changed, it was now online. He explained Form 1 filing was due by July 1; the Form 1 for 2023 was due July 1, 2024; the Form 1 for 2024 was due July 1, 2025. He noted Ms. Sadowski would be required to file three Form 1s this year, one now, one by July 1, 2024 and one during the qualifying period. He indicated the 2023 Form 1 due this year did not require ethics training, and the ethics training box was not required to be checked on the form. He indicated the ethics training was required to be completed in 2024 for the 2024 Form 1 which would be filed July 2025. He noted he would remind the Board of these requirements in a couple of months. He stated the Form 1 was no longer to be filed with the Supervisor of Elections; Form 1 was now to be filed on the States' ethics website before July 1. He recommended filing the Form 1 early in case there were any problems with the website. He stated he would put a memo in the Board Package and would send out an email which included a word document with instructions and a link to the ethics training courses.

Mr. Urbancic stated there were four hours of required ethics training courses; one hour of Sunshine; one hour of public records, and two hours of ethics. He noted there were also some resources available on the website and courses for purchase which could be completed for certificates. He stated ethics training would be required annually. He noted the Board had until the end of the year to complete the ethics training; however, he recommended early completion.

Mr. Barger asked if the ethics training courses were available now.

Mr. Urbancic responded in the affirmative.

Discussion ensued regarding Form 1, the link to file the Form 1, and the link to take the ethics training courses.

Mr. Ward stated he would likely start the budgeting process in March or possibly April. He noted Mr. Newcomb would be out for April and June, so the Board Meeting dates might need to be shifted to ensure every Board Member could attend the meeting for the budget approval and for the budget hearing.

**EIGHTH ORDER OF BUSINESS****Supervisor's Requests and Audience Comments**

Mr. Ward asked if there were any Supervisor's requests or questions from the Board; there were none. He asked if there were any questions or comments from the audience; there were none.

**NINTH ORDER OF BUSINESS****Next Meeting Date**

Announcement of Next Meeting – March 14, 2024 – Regular Meeting

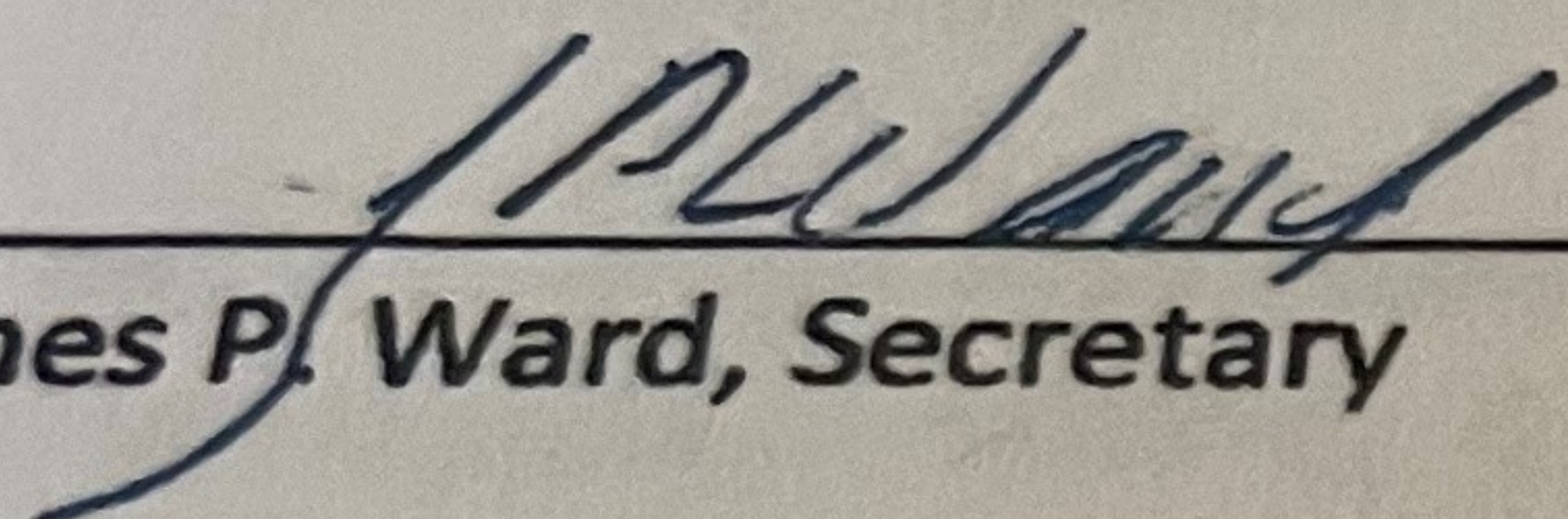
**TENTH ORDER OF BUSINESS**

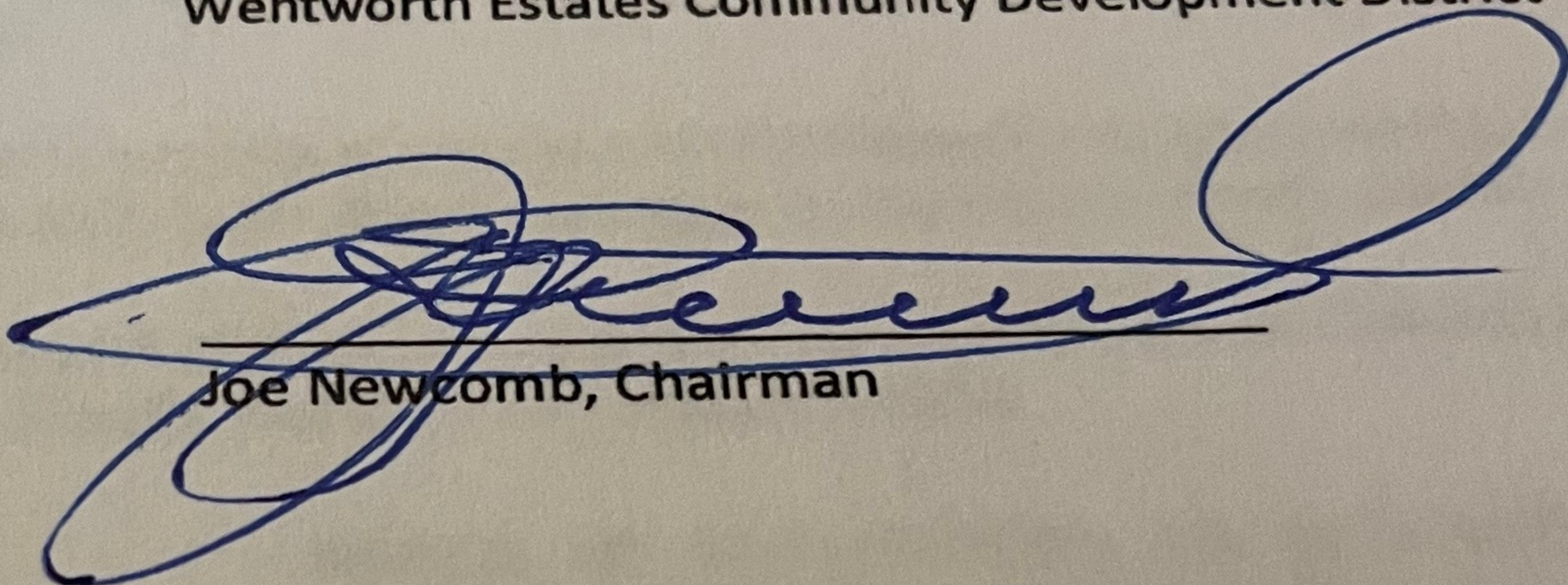
**Adjournment**

Mr. Ward adjourned the meeting at approximately 9:18 a.m.

**On MOTION made by Robert Cody, seconded by Joe Newcomb, and with all in favor, the meeting was adjourned.**

Wentworth Estates Community Development District

  
James P. Ward, Secretary

  
Joe Newcomb, Chairman