

**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 Friday, October 11, 2019 at 8:00 a.m., at the TPC Tour Club, 9800 Treviso Bay Boulevard, Naples, Florida 34113.

Present and constituting a quorum:

Joe Newcomb	Chairman
James Oliver	Vice Chairman
Paul Zotter	Assistant Secretary
Robert Cody	Assistant Secretary
Andrew Gasworth	Assistant Secretary

Also present were:

James P. Ward	District Manager
Greg Urbancic	District Attorney
Curt Keyser	District Engineer, Calvin Giordano & Associates
Bruce Bernard	Assets Manager, Calvin Giordano & Associates

Audience:

All resident's 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.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

District Manager James P. Ward called the meeting to order at approximately 8:10 a.m. and all Members of the Board were present at roll call.

SECOND ORDER OF BUSINESS

Consideration of Minutes

July 11, 2019 – Regular Meeting

Mr. Ward stated the second order of business was consideration of the July 11, 2019 Regular Meeting Minutes. He asked if there were any additions, corrections or deletions to these Minutes; hearing none, he called for a motion.

On MOTION made by Mr. Joe Newcomb, seconded by Mr. James Oliver, and with all in favor, the July 11, 2019 Regular Meeting Minutes were approved.

THIRD ORDER OF BUSINESS**Consideration of Award of Bids**

Mr. Ward noted today's meeting was the first meeting for Fiscal Year 2020. He reported over the past several months, following approval of the FY-2020 Budget, Calvin, Giordano and Associates bid out a majority of the work programs for FY-2020. He indicated Calvin, Giordano and Associates would speak in this regard.

Consideration of Award of Bids:

- I. **Lake and Wetland Maintenance**
- II. **Lake Bank Restoration**

Mr. Curt Keyser, District Engineer with Calvin, Giordano and Associates, displayed and discussed a map which illustrated the assets owned by the District. He reported the maintenance responsibilities of the District included maintenance of the stormwater systems, the lakes, the lake banks, the preserves and wetlands areas, the entrance fountains and wall, the bridge, and the berms within the various communities. He stated the golf course was not the responsibility of the District; however, the District maintained the lakes and lake banks located within the golf course.

Mr. Bruce Bernard, Asset Manager with Calvin, Giordano and Associates, reported the stormwater drainage maintenance program would be a rotating three year program: a third of the community would be actively maintained every year. He displayed a map which illustrated which areas would be maintained each year. He explained during the process each section (third of the community) would be inspected to determine which structures within the section needed cleaning. He noted any structure which had over 25% debris would be cleaned. He described the inspection and maintenance process. He stated the District was required to file an NPDES (National Pollutant Discharge Elimination System) report annually. He noted moving forward less maintenance would be required annually as the systems were regularly maintained. Discussion ensued regarding a flooding area near the golf course, having this area inspected, and how to communicate specific community stormwater needs to the CDD. Mr. Ward stated he would set up a communication procedure between the residents, HOA and the District regarding identifying stormwater areas which needed attention throughout the community. He stated he would keep the Board advised regarding the process.

Mr. Bernard displayed and a discussed a map which illustrated the lakes. He reported maintenance of the lakes would include inspections, spraying for weeds, wetland plant maintenance, debris removal, and fountain maintenance. Discussion ensued regarding which fountains were owned by the District: two decorative fountains and two aerating fountains, maintenance of the decorative fountains being laborious, weekly maintenance of the decorative fountains being required, the various fountains which were not the responsibility of the District, the District not wanting to take responsibility of any other fountains at this point, nonoperational fountains (not the responsibility of the CDD), these fountains needing to be functional for purposes of lake aeration, the District considering maintenance of other fountains on a case by case basis beginning next year, and the District eventually taking over all fountain maintenance as a part of stormwater maintenance.

Mr. Bernard reviewed the lake bank restoration project. He displayed and discussed a map which illustrated the lake banks which would be restored in FY-2020 (Lake 12, 13, 14, 18, and 32). He reported following lake bank restoration, littoral plantings would begin. Discussion ensued regarding the Master Plan permitting process indicating the District was required to maintain 20 feet of lake bank around all lakes, the lakes having a specified surrounding lake maintenance easement, the District not being required to maintain lake easements, the easements being in place to allow the District access to the lake, the District not being responsible for landscaping within the lake easements, the District ideally discouraging landscaping within easements, and structural building (such as patios, fences, etc.) being prohibited within lake easements.

Mr. Bernard distributed a revised Budget for FY-2020. Mr. Ward explained the HOA recently asked the District to take on bridge and wall maintenance; therefore, the Budget for FY-2020 was revised to include bridge and wall maintenance. He stated he had budgeted approximately \$96,000 dollars in reserves for operations for FY-2020 and this could be used to begin the bridge and wall program. He indicated the bids for this project were lower than expected; therefore, he believed, with the bid savings and reserves available, the District would be in good shape. Mr. Keyser displayed and discussed a map illustrating the wall and bridge space which was now the responsibility of the District. Discussion ensued regarding the wall and bridge location. Mr. Ward stated he believed the HOA had budgeted for wall maintenance in 2020; he would discuss this with the HOA and if true the District would take over wall maintenance in 2021.

Mr. Bernard discussed the wetland maintenance plan. He reported there were 17 preserves on 291 acres divided into three sections. He stated annual monitoring was required by the Army Corp until the Army Corp released the preserves. He explained the Army Corp would release the preserves once the preserves reached a level of 5% exotic plants (95% native plants). He reported one of the three sections had been released from the Army Corp and no longer required annual monitoring; the other two sections were still being monitored by Ian Vincent and Associates. He noted a contractor would be consulted regarding removal of exotic plants in the preserve areas as quickly as possible. Mr. Zotter asked if Ian Vincent and Associates maintained the preserves in addition to performing the annual monitoring. Mr. Bernard responded in the negative; maintenance of the preserves was performed by the same contractor who maintained the aquatics. He noted he hoped to get a reduced price for the monitoring as the price seemed rather high for once yearly monitoring. Mr. Zotter asked if the preserves required controlled burning. Mr. Bernard responded in the negative. He reported upon inspection there were 55 dead preserve trees near enough to homes to fall and cause damage. He stated the trees would be knocked down into the preserve area and the trunks would not be removed from the preserve area; this project would be bid out next month.

Mr. Bernard noted the front entrance wall and bridge would need painting and grouting, the light poles would need straightening and painting, brick pavers needed replacement and pressure cleaning, the metal railings needed paint, the concrete curves needed cleaning, and the reflective pavement markings needed refreshing.

Mr. Ward stated he was going to speak with the HOA regarding maintenance of the fountains at the entrance. He felt the HOA may have budgeted for fountain maintenance for FY-2020; if so, the CDD would take over fountain maintenance in 2021.

Mr. Keyser discussed berm restoration project in Bella Firenze. He stated there was also a berm issue in Ponziane which needed to be addressed. Mr. Bernard noted there were two small berm areas in Ponziane which had been washed out and needed attention. He stated these two repairs would be included with the Bella Firenze berm restoration contract. He reported Bella Firenze berm repairs spanned over approximately 20 lots (1,100 linear feet of berm). He stated the berm was supposed to 7.5 feet high, but was currently 6.4 feet high or less, and in some places was almost completely washed away. Discussion ensued regarding the problems with the berm erosion, the hedges sliding out of place, restoring the berms to the original plan, whether the berms were installed correctly originally, the berm obviously being originally built incorrectly in some areas, and whether the repair would permanently solve the drainage problems. Mr. Keyser indicated the plan was to permanently fix the problems with the berm; however, there was always a chance the berms could re-erode. Mr. Bernard discussed the drainage issues in the Bella Firenze berm area and possible solutions. Mr. Keyser explained both the roof drains and the swale drains were located near the Bella Firenze berms and unless the roof drains were redirected away from the berms, erosion was a possibility. He suggested holding a public education session regarding the berms and contributing problem factors. Discussion ensued regarding requiring homeowners to redirect the roof drains to prevent future berm erosion, roof drains needing to be directed into the front roadway, residents not wanting to pay to redirect roof drains, the drainage line which ran in front of the berms and led to the lakes, this berm drainage line needing to be cleaned and kept clean. Mr. Bernard noted he estimated the cost of the Bella Firenze berm restoration project to be approximately \$35,000 dollars. Discussion ensued regarding the different drains and drain materials in Bella Firenze, the cleaning of the Bella Firenze berm drainage line greatly alleviating the drainage problems in this location, and possible difficulties with cleaning this drainage line.

Mr. Bernard reviewed the bid awards. He noted the lake bank restoration project had four bidders; Landshore Enterprises was the lowest bidder and had excellent references. Discussion ensued regarding Landshore Enterprises' qualifications and bid price, Landshore Enterprises having bid for multiple projects, the other bidders for the lake bank restoration project, all bidders having experience working with CDDs and HOAs, and all references being checked thoroughly. Mr. Bernard stated it was the Board's decision which contractor was selected; all bidders had experience, as well as excellent references. Mr. Zotter recommended selecting a contractor with whom Mr. Bernard and Mr. Keyser were familiar with, comfortable with, and which had performed excellent work in the past. Mr. Bernard noted he had worked with Dragonfly and Landshore in the past. Mr. Ward noted all of the bidding vendors were qualified to complete the project. He explained the most important factor to be considered was which bid was lowest and most qualified; currently this was Landshore and Cross Creek. He indicated if the contractor was not performing as expected there was a termination clause included in the contract which would enable the District to terminate the contract and rebid the project. Mr. Bernard noted this project was bid per linear foot, not as a lump sum; therefore, if the first several linear feet of the project were not completed properly the vendor could easily be terminated.

Mr. Oliver noted the contract listed the incorrect County. Mr. Ward stated this would be fixed, along with several typos. Discussion ensued regarding choosing Landshore as the winning bidder for the lake bank restoration project.

On MOTION made by Mr. Robert Cody, seconded by Mr. James Oliver, and with all in favor, Landshore Enterprises was awarded the bid for the lake bank restoration project in the amount of \$191,043 dollars and Cross Creek was awarded the bid for the aquatic and preserve maintenance project in the amount of \$94,600 dollars.

III. Consideration of Agreement with Calvin, Giordano and Associates, to provide asset management services for the District’s maintenance program.

Mr. Ward stated next was consideration of an Agreement with Calvin, Giordano and Associates (CGA) to provide asset management services for the District’s maintenance program. He reported the scope of services was similar to agreements previously held with CGA, the fee structure was as budgeted, and he recommended the Board authorize the Agreement with CGA for asset management services.

On MOTION made by Mr. James Oliver, seconded by Mr. Joe Newcomb, and with all in favor, the Agreement with Calvin, Giordano and Associates for asset management services was authorized.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-1

Consideration of Resolution 2020-1 designating dates, time and location for regular meeting of the Board of Supervisor’s for Fiscal Year, 2020.

Mr. Ward stated through Resolution 2020-1 Meetings were scheduled the second Thursday of every month at 8:00 a.m. at the TPC Tour Club, 9800 Treviso Bay Boulevard, Naples, Florida 34113. He stated meetings would be held more often this year due to the increase in CDD responsibilities. He explained approval of this Resolution did not bind the Board to these meeting dates and times; changes could be made as needed.

On MOTION made by Mr. James Oliver, seconded by Mr. Andrew Gasworth, and with all in favor, Resolution 2020-1 was adopted as above and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS

Staff Reports

- a) **Attorney**
No Report.
- b) **Engineer**
No Report.
- c) **Manager**

Mr. Ward reported the original maintenance agreement with the HOA indicated the HOA was responsible for maintenance of the landscaping on Southwest Blvd., the irrigation for Southwest Blvd., the irrigation pump station and mains on site, as well as the fountain, and entryway landscaping. He stated in 2021, assuming the HOA did not wish to continue in this capacity, the CDD would take over maintenance of these assets.

SIXTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Ward noted there was no Audience present. He asked if there were any Supervisor's Requests; there were none.

SEVENTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the meeting at 9:11 a.m.

On MOTION made by Mr. Joe Newcomb, seconded by Mr. James Oliver, and with all in favor, the meeting was adjourned.

Wentworth Estates Community Development District


James P. Ward, Secretary


Joe Newcomb, Chairman