

**MINUTES OF MEETING
STEVENS PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Stevens Plantation Community Development District was held on Thursday, February 2, 2012 at 6:00 P.M. at City Hall, 1300 Ninth Street, St. Cloud, Florida.

Present and constituting a quorum were:

Rebecca Borders	Chair
Rebecca Fernandez	Vice Chair
Tom Griffin	Assistant Secretary
Larry Rabb	Assistant Secretary

Also present were:

Gary L. Moyer	Moyer Management Group, Inc.
Brian Smith	Field Manager
Several Residents	

The following is a summary of the minutes and actions taken at the February 2, 2012 Stevens Plantation Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Moyer called the meeting to order at 6:00 P.M.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Moyer called the roll and stated all Supervisors were present with the exception of Mr. Fertic who was no longer a City Commissioner.

Administrative Matters – Appointment of Supervisor to Fill Mr. Fertic’s Seat

Mr. Moyer reported the following:

- Mr. Fertic’s term expires in November of 2012, which will be filled by a resident.
- He recommended the Board consider candidates between now and the November election. Under Chapter 190, the remaining Supervisors were required to fill this seat by appointment.
- *There was consensus from the Board to leave the seat open.*

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 3, 2011 Meeting

Mr. Moyer stated that each Board member received a copy of the minutes of the November 3, 2011 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Griffin seconded by Ms. Fernandez with all in favor the minutes of the November 3, 2011 meeting were approved.

FOURTH ORDER OF BUSINESS

Resident Owner Association Report

Mr. Smith reported the following:

- Trash was picked up and excess plants were moved from around the pond. Trash removal from the ponds will be ongoing. They are spraying areas around the pond. It will be hard to clear the retention ponds.
- The water quality of the ponds was cleared.
 - Ms. Fernandez clarified murky algae was cleared from the ponds.
 - Mr. Smith pointed out they will be spraying to eradicate algae, but offered to go out to the area.

Ms. Fernandez addressed the following:

- There was flooding on the north side of West New Nolte, towards Kissimmee Park Road, behind the Stevens Plantation sign.
 - Mr. Smith explained water from the fountain was splashing out of the fountain due to the high level of the water. He will look at the level of the water in the fountain.
- At the entrance to The Estates, the south side smells like raw sewage.
 - *Mr. Smith will check into this.*
- Complimented Mr. Smith on the landscaping replacements.
 - Mr. Smith pointed out they usually have two mulchings per year, but they removed one mulching and used the money for sod replacements. They will be doing more sod replacements as they approach spring.

FIFTH ORDER OF BUSINESS

Consideration of Qualifications for Engineering Services

Mr. Moyer reported the following:

- The original Engineer for the District left the engineering company.
- They do not have much of a need for an Engineer, but the Board authorized staff to go through the Consultants Competitive Negotiations Act process to find a replacement Engineer to assist Mr. Smith when engineering input was needed.
- Bowyer-Singleton and Hanson, Walter responded and their proposals were provided to the Board.
- Mr. Moyer recommended Hanson, Walter as they were local and worked well with Mr. Smith at Celebration.
 - Mr. Griffin has worked with Hanson, Walter on other projects and was satisfied with them.
 - Ms. Fernandez supported Hanson, Walter based on their years of experience and having a local office.
- The number one ranked firm will provide their rates, which would be applied against the scope of work they will perform.

On MOTION by Mr. Griffin seconded by Mr. Rabb with all in favor Hanson, Walter was ranked the number one engineering firm and Bowyer, Singleton was ranked number two and staff was directed to negotiate a contract with Hanson, Walter for general engineering services on an as needed basis.

SIXTH ORDER OF BUSINESS

District Manager's Report

A. Approval of Financials

Mr. Moyer reviewed the financials through December 31, 2011, which were included in the agenda package and available for public review and the following was discussed:

- According to the Balance Sheet, under *Special Assessments-Tax Collector*, 88% of the non-ad valorem assessments have been collected through December, which is a good start. Out of a levy \$458,000, they collected \$403,000.
- The District should collect the remaining assessment through the end of March. However, some may be delinquent after the March 30 deadline. At the beginning of June, the Tax Collector will sell tax certificates for any delinquent properties.
- In the past, they collected 100% of their non-ad valorem assessments.

- In regards to the expenditures, the ROA was slightly over budget due to the Embarq invoices. This is always the case due to estimations.

B. Check Register and Invoices

Mr. Moyer reviewed the invoices for the period October 1, 2011 to December 31, 2011 in the amount of \$667,498.44, which were included in the agenda package and available for public review.

- Ms. Fernandez questioned why they were being charged \$75 for phone lines.
 - Mr. Smith believed this was for the irrigation system as it was monitored remotely.
 - Ms. Fernandez pointed out one invoice was for a residential line, which the CDD should not be paying for.
 - Mr. Moyer agreed the District should not be paying for a private line. The District was paying a flat fee to Embarq on a per unit basis.
 - *Mr. Moyer offered to have staff look into these invoices further.*
- Mr. Moyer requested the Board delete the invoice on page 52 for the large quantity of dog waste bags and pots. The invoice for the portion applicable to the District should be paid.

On MOTION by Mr. Borders seconded by Ms. Fernandez with all in favor the December 31, 2011 financials and the October 1, 2011 to December 31, 2011 financials in the amount of \$667,498.44 were approved.
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C. Acceptance of Fiscal Year 2011 Audit

Mr. Moyer highlighted the following regarding the Audit, which was prepared by Keefe, McCullough & Company:

- On Page 1, under the Independent Auditor's Report, the Auditor stated "*In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Stevens Plantation Community Development District as of September 30, 2011*". This is commonly referred to as a clean audit opinion letter,

meaning the financial records that staff at STS turned over to the Auditor as of September 30, 2011, fairly represented the financial position of the District.

- On Page 24 is the *Auditor's Report on Internal Controls Over Financial Reporting and Compliance and Other Matters* where the Auditor stated “*We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses*”. Internal controls are systems the Accountants have set up to protect the District.
- On Compliance with laws, rules, contracts and bond covenants, the Auditors stated, “*The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under government auditing standards.*”
- The final report is the *Management Letter* on Page 26, dealing with certain requirements of the Auditor General. One of them deals with the investment of public funds and they found that the CDD did comply with the requirements of Section 218.415. In this report, the Auditor has the ability to comment and recommend changes to the District's financial reporting that are not material weaknesses, but might make their financial reporting better. On the bottom of Page 26, the Auditor stated “*In connection with our Audit, we did not have any such recommendations.*”
- In this same report, the Auditor stated “*The District has not met one or more of the conditions of financial emergency defined in Section 218.501, Florida Statutes.* This means that the District was not in a State of Financial Emergency.
- The bottom line is this was a clean Audit with no recommendations or findings of non-compliance or material weaknesses.

On MOTION by Mr. Griffin seconded by Mr. Rabb with all in favor the Fiscal Year 2011 Audit prepared by Keefe, McCullough & Co., LLP was accepted and staff was authorized to file said Audit with the appropriate State agencies.

D. Ratification of Engagement Letter with Keefe, McCullough & Co. to Perform the Audit for the District for Fiscal Year Ended September 30, 2011

- Mr. Moyer signed the Engagement Letter on behalf of the District and requested ratification. The cost for this service is \$7,250. This work was already performed.
 - Mr. Griffin questioned how many years the District has used Keefe, McCullough & Co.
 - Mr. Moyer believed this was the last year of their contract with Keefe, McCullough & Co. and they have to go through the RFQ process. Usually they have three year contracts with the Auditor. Auditing companies will submit their qualifications to the Board.

On MOTION by Ms. Borders seconded by Ms. Fernandez with all in favor the Engagement Letter with Keefe, McCullough & Co. to perform the Audit for Fiscal Year Ended September 30, 2011 in an amount not to exceed \$7,250 was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Mr. Moyer spoke to Mr. Mantzaris and he did not have anything specific to report. Once staff was further along on the bond refinancing, he will report to the Board.

B. Engineer

There not being any, the next item followed.

C. Field Manager

- i. Field Maintenance Report**
- ii. Aquatic Weed Control Report**

Mr. Smith provided the Monthly Highlight Report for October, which was included in the agenda package and available in the District Office for public review during normal business hours.

- Ms. Fernandez reported the residents want to keep the signs silver.

EIGHTH ORDER OF BUSINESS

Other Business

There not being any, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Ms. Fernandez questioned whether there were funds available for improving the common areas.

- Mr. Moyer indicated this question was posed by Mr. Tom Hurt regarding whether or not there were areas owned by the CDD, which could be utilized for recreational activities.
- Ms. Fernandez believed there was a Dependent District area within Stevens Plantation, which could be utilized for this purpose.
- *Mr. Moyer will speak with Mr. Hurt.*
- She further questioned whether an open area between The Grove and St. Cloud Elementary could be used for a nature path.
- Mr. Smith believes a portion of this area was private property, but offered to check into this further.

TENTH ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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

Gary L. Moyer
Secretary

Rebecca Borders
Chair