

1                                   **AGENDA REVIEW WORKSHOP MINUTES**  
2   **LAKWOOD RANCH**  
3                                   **COMMUNITY DEVELOPMENT DISTRICT 2**  
4

5           The Agenda Review Workshop of the Board of Supervisors of the Lakewood Ranch  
6 Community Development District 2 was held on Tuesday, December 18, 2018 at 2:30 p.m. at the  
7 Lakewood Ranch Town Hall, 8175 Lakewood Ranch Boulevard, Lakewood Ranch, FL 34202.

8       **CALL TO ORDER AND ROLL CALL**  
9

10           Mr. Bokach called the meeting to order at 2:43 p.m. and Ms. Ross called the roll.  
11

12           Present and constituting a quorum were:  
13

14           Peter M. Bokach                   Chairman  
15           Thomas C. Green                   Vice-Chairman  
16           Jerry M. Twiggs                   Treasurer  
17           Michael L. Finney                   Secretary  
18

19           Not present:

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21           Donald R. Avolio                   Assistant Secretary  
22

23           Also present were:

24  
25           Anne Ross                           Executive Director  
26           Steve Zielinski                   Chief Financial Officer  
27           Tom Merrell                   Assistant Director of Operations  
28           Gary Glass                   Director of Community Association Services  
29           Marie Thompson                   Clerk to the Boards  
30           Kay DePaolo                   Executive Assistant  
31           Debbie Goss                   Operations Facility Office Manager  
32           Sehui Kim                   Senior Accountant  
33           Ana Owen                   Purchasing Manager  
34           Steve Lakey                   Landscape Manager  
35

36       **AUDIENCE COMMENTS**

37           Mr. Bill Sadlack, Spyglass resident, commented on the vegetation removed from behind his  
38 home and the preserve. Mr. Merrell stated that the initial project that was addressed in that area was  
39 the removal of pepper trees. The Board asked Operations to follow up with the contractor. Mr.  
40 Donald Diven, Pointe resident, asked about the status on the Edgewater entrance. Mr. Lakey stated  
41 that they are still working on constructing the planters; the plantings are currently in place and gave a  
42 brief review of the landscape plans.

43 **OATH OF OFFICE**

44 Ms. Thompson administered the Oath of Office to Mr. Green and Mr. Twiggs.

45 **FIRST ORDER OF BUSINESS** **Supplementals**

46 There being none, the next item followed.

47 **SECOND ORDER OF BUSINESS** **Consent Agenda**

48 **A. Minutes of the November 12, 2018 Assessment Methodology Workshop**

49 **B. Minutes of the November 13, 2018 Agenda Review Workshop**

50 **C. Minutes of the November 15, 2018 Regular Meeting**

51 **D. Minutes of the December 6, 2018 Assessment Methodology Workshop**

52 **E. Check Register for the Period November 1, 2018 through November 30, 2018**

53 **F. Financial Statements for the Periods Ending November 30, 2018**

54 Mr. Bokach asked for any comments or corrections to the minutes. Mr. Finney had one

55 addition to the minutes which was already incorporated. Mr. Twiggs and Mr. Zielinski had nothing

56 additional to report on the check register or financials.

57 **THIRD ORDER OF BUSINESS** **Public Hearing**

58 There being no public hearing, the next item followed.

59 **FOURTH ORDER OF BUSINESS** **Continued Business**

60 **A. Review of the Old Business Status Report**

61 Ms. Ross reviewed the Old Business Status Report. Ms. Ross stated that all irrigation meters

62 have been installed and BRU is reviewing the calculations vs. the actual. Mr. Zielinski stated that

63 BRU has also announced a 6% rate increase effective January 1, 2020. Ms. Ross stated that the last

64 neighborhood for CDD2 going through the transponder transition will be completed this week. Mr.

65 Bokach would like Mr. Glass to report the final percentage of residents that have completed their

66 transition at Thursday's meeting. Ms. Ross stated that staff had a very congenial meeting with

67 Manatee County Utilities last Monday regarding the water and sewer turnover.

68 **FIFTH ORDER OF BUSINESS** **New Business**

69 **A. Approval of Resolution 2019-02 Designating Officers**

70 The consensus of the Board was in favor of approving the Resolution 2019-02 without any

71 changes.

72 **B. Review and Approval of First Amendment to Agreement for Irrigation Gate Valves,**

73 **Blow Off Assemblies and Services with David Kuxhausen Construction and Bennett**

74 **Contracting**

75 Ms. Owen stated that four items have been added that reflect unit pricing for the contractors.

76 **C. Review and Approval of First Amendment to Agreement for the Potable Water**

77 **Service, Gate Valves, Blow Off Assemblies and Fire Hydrant Repair and Installation**

78 **with Bennett Contracting**

79 Ms. Owen stated that items have been added to be consistent with the unit pricing for each  
 80 contract. Mr. Finney stated that the additions stay within the agreed budget for the work that needs to  
 81 be done.

82 **D. Review and Approval of First Amendment to Agreement for Tree Trimming,  
 83 Removal and Related Services with Affordable Palm Service, Brightview Tree Care  
 84 Services and Brown's Tree Service**

85 Ms. Owen stated that the amendment will include the unit pricing for the removal and stump  
 86 grinding of the Washingtonian Palms.

87 **E. Approval of the Transfer of \$36,800 from General to Unassigned Reserves**

88 Mr. Zielinski stated as a corrective action in keeping with the fund balance policy \$36,800  
 89 will need to be transferred from General Reserves to Unassigned Reserves. Mr. Zielinski stated that  
 90 during the budget process he plans to discuss collapsing General and Unassigned Reserves together.

91 **SIXTH ORDER OF BUSINESS**

**Staff Reports**

92 **A. Attorney**

93 No Report.

94 **B. Engineer**

95 The District Engineer's Report was included in the agenda package.

96 **C. Executive Director**

97 Ms. Ross reviewed the Executive Director's report. The next Resident Orientation will be held  
 98 on February 5, 2019 at 4:00 p.m. Town Hall will be closed on December 24<sup>th</sup> and 25<sup>th</sup> in observance  
 99 of Christmas and December 31<sup>st</sup> and January 1<sup>st</sup> in observance of New Year's Day. The following  
 100 employees have anniversaries this month: Alex Guevara and Pedro Gomez 12 years. Ms. Ross gave  
 101 an update on the new website and the plans to initiate CivicClerk for the Board Meeting Agendas and  
 102 Minutes. A Supervisor Orientation will be scheduled around the end of January for training on ethics  
 103 public records, and sunshine laws.

104 **D. Chief Financial Officer**

105 Mr. Zielinski stated that the audit exit conference with the District 2 Treasurer will be  
 106 February 5, 2019 at 2:00 p.m. Mr. Zielinski stated that the next Assessment Methodology Workshop  
 107 is scheduled for January 8, 2019 at 3:00 p.m.

108 **E. Operations Director**

109 Mr. Merrell reviewed the Operations Report and the District's projects and activities. Mr.  
 110 Finney asked about the cleaning of the curbs and sidewalks due to the confusion in CDD5. Mr.  
 111 Zielinski explained that CDD2 only approved curb cleaning in the FY2019 budget. Mr. Finney asked  
 112 for an update on the midge fly treatment. Mr. Merrell stated that he has heard positive results so far.  
 113 The last treatment was done in December and will continue after the cold weather.

114 Ms. Ross stated that staff has reviewed and commented on the landscaping changes SMR is  
115 planning in the median at Lorraine Rd. and University Blvd.

116 Discussion ensued regarding the proposals that Ms. Ross received this week from Kimley  
117 Horn for the engineering and Ardaman & Associates for the geotechnical work for the road  
118 rehabilitation work. A concern was voiced that the quote was well above expectation.

119 **i. Gate Entry Data**

120 The Gate Entry Data was included in the agenda package.

121 **ii. Landscape Inspection Report**

122 The Landscape Inspection report was included in the agenda package.

123 **F. Community Associations Director**

124 Mr. Glass reviewed the Community Association Services Director's report. Mr. Glass stated  
125 that there will be no meetings in December. There will be two Board meetings in January; January  
126 14, 2019 and January 22, 2019 at 3:00 p.m.

127 **G. Community Activities Director**

128 The Community Activities Director's report was included in the agenda package.

129 **H. Safety Committee**

130 Ms. Goss stated that she received a request to ask the Sheriff to patrol the west end of The  
131 Masters Avenue for speeding. The consensus of the Board agreed to have Ms. Goss request patrols in  
132 that area.

133 Ms. Ross gave an update on the soil moisture sensor program. SWFWMD has approved the  
134 cooperative funding agreement for the same and the final signed agreement should be received by  
135 BRU by the end of the week. There are approximately 800 residents interested and the next step will  
136 be to send a commitment email to those residents.

137 **i. MCSO Patrol Report**

138 The MCSO Patrol Report was included in the agenda package.

139 **I. Homeowners' Association**

140 Mr. Miller had nothing further to report.

141 **J. Landscape Committee**

142 Mr. Finney reported that Mr. Chetlain discussed the landscaping work being done at the  
143 entrances of Country Club and Edgewater during the last meeting. The next meeting will be on  
144 February 4, 2019 at 9:00 a.m.

145 **SEVENTH ORDER OF BUSINESS**

**Supervisors' Requests and Comments**

146 **A. IDA Report**

147 Mr. Green reported that the IDA Board discussed the Executive Director's review and will  
148 review the contract renewal in January. Ms. Ross reviewed the projects that she is working on as an

149 initiative to collaborate with the Stewardship District; new website, usage of parks, park signage,  
150 opening of Town Hall North, and community events.

151 **ADJOURNMENT**


152 At 4:01 p.m., Mr. Bokach adjourned the meeting.

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\_\_\_\_\_  
Anne L. Ross, Assistant Secretary

  
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Peter M. Bokach, Chairman

Prepared by:

  
\_\_\_\_\_  
Marie A. Thompson, Clerk to the Boards