

**MINUTES OF MEETING  
BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

The Boards of Supervisors of the Bayside Improvement Community Development District and Bay Creek Community Development District held a Joint Budget Workshop on July 16, 2021 at 9:00 a.m., at the Pelican Landing Community Center, 24501 Walden Center Drive, Bonita Springs, Florida 34134, and remotely, via Zoom, at <https://us02web.zoom.us/j/88969163185> and 1-929-205-6099, Meeting ID 889 6916 3185 for both.

**For Bayside Improvement CDD, present were:**

|                      |                     |
|----------------------|---------------------|
| Walter McCarthy      | Chair               |
| Bernie Cramer        | Vice Chair          |
| Bill Nicholson       | Assistant Secretary |
| Gail Gravenhorst     | Assistant Secretary |
| Dr. Karen Montgomery | Assistant Secretary |

**For Bay Creek CDD, present were:**

|                               |                     |
|-------------------------------|---------------------|
| James Janek                   | Chair               |
| Robert Travers                | Vice Chair          |
| Jerry Addison (via telephone) | Assistant Secretary |
| R. Gary Durney                | Assistant Secretary |

**Also present were:**

|              |                            |
|--------------|----------------------------|
| Chuck Adams  | District Manager           |
| Cleo Adams   | Assistant District Manager |
| Shane Willis | Operations Manager         |
| Roy Hyman    | PLCA Manager               |

**FIRST ORDER OF BUSINESS**

**Call to Order/Phone Silent Mode/Pledge of Allegiance**

Mrs. Adams called the workshop to order at 9:01 a.m.

All present recited the Pledge of Allegiance.

The workshop was advertised to be held in-person, virtually and telephonically and the workshop agenda was posted on the CDD website.

**SECOND ORDER OF BUSINESS**

**Roll Call**

For Bayside Improvement CDD, all Supervisors were present. For Bay Creek CDD, Supervisors Travers, Janek and Durney were present. Supervisor Addison was attending via telephone. Supervisor McVay was not present.

**THIRD ORDER OF BUSINESS**

**Public Comments: *Agenda Items***

There being no public comments, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Discussion: Fiscal Year 2021/2022 Proposed Budget**

Mr. Adams reviewed the “General Fund Combined Budget – Pelican Landing (Outside Colony)” and the “Budget Variation Analysis” handouts, provided by Mr. Nicholson, which summarized the major cost increases, decreases and net position of the items highlighted. He responded to questions.

Mr. Durney asked if “Engineering” services would be required to design water connections and about the potential “Legal” cost-savings if both CDDs utilize one attorney for District Counsel Services, instead of two. Mr. Adams stated RCS would design the water connections and the CDDs would fund the installation and assembly costs from the Enterprise fund. He stated that there would be a cost-savings for “Legal” expenses if only one attorney was engaged for District Counsel services.

The following topics were discussed regarding the combined proposed Fiscal Year 2022 budget:

- “Legal” Fees: Whether the CDDs could adjust the District Counsel Services contracts with Mr. Urbancic and Mr. Cox.

- The 75/25 budget split with respect to the anticipated billings per year from District Counsel for each CDD.
- The Settlement Agreement with the stormwater utility.
- Water Management, “Other contractual services: culverts/drains”: Mr. Nicholson proposed negotiating a multi-year agreement with MRI based on the average cost per site and asking MRI for a 10% discount per site.
- Staff would discuss establishing a multi-year agreement with MRI for a flat rate per site that should be cleaned due to 25% blockage and provide an update at the next meeting.
- \$60,000 would be allotted for culverts and drains.
- Lake Health, improving water quality and documentation reports. Staff would add a detailed description to the definitions of expenditures.
- Landscape Services: Plant replacement activities and PLCA plant supplementation.
- Monument maintenance, including pressure washing, LED lighting, landscaping and painting.

Mr. Adams reviewed the General Fund 002 – the Colony Budget and discussed the percentage increases, decreases and adjustments.

Mrs. Adams stated Club Care provided a \$58,000 proposal and she negotiated it down to \$50,500. Discussion ensued regarding the flower program and the need for the Horticulturist. The consensus was to allot \$55,000 for flowers. Mr. Adams stated there would be a \$15,000 increase in the Colony Budget.

Mr. Adams reviewed the Enterprise Fund – Combined Budget. The following topics related to the Enterprise Fund budget were discussed:

- “Surplus RCS Water – Bayside” line item.
- “Reclaimed water – Bay Creek” line item.
- Well water, groundwater, flowers, high chloride levels, and irrigation revenue.
- The full depreciation in Bayside and recalculating annual depreciation in the pump stations and other capital assets.
- Electrical costs.

Mr. Adams would ask the Accounting Department to provide a breakdown of the depreciated capital assets versus surplus operating funds and present it at the next meeting.

Mr. Adams stated that a revised proposed Fiscal Year 2022 budget would be presented at the next meeting. He would follow up with Mr. McCarthy regarding whether the surplus funds in the Enterprise fund could be used to reduce operational costs. At the upcoming meeting, the Boards would discuss and set the assessment levels for noticing purposes.

Staff would ensure that the Mailed Notice to property owners is provided to Mr. Roy Hyman.

**FIFTH ORDER OF BUSINESS**

**NEXT MEETING DATE: July 26, 2021 at 2:00 P.M**

- **QUORUM CHECK: *BAYSIDE IMPROVEMENT CDD***
- **QUORUM CHECK: *BAY CREEK CDD***

The next meeting will be held on July 26, 2021.

**SIXTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. McCarthy thanked Staff and Mr. Nicholson for their diligence in coordinating and producing the proposed Fiscal Year 2022 budget and the analysis sheets.

**SEVENTH ORDER OF BUSINESS**

**Public Comments: *Non-Agenda Items***

There were no public comments.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the workshop adjourned at 10:51 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

FOR BAY CREEK:

  
Secretary/Assistant Secretary

  
Chair/Vice Chair

FOR BAYSIDE IMPROVEMENT:

  
Secretary/Assistant Secretary

  
Chair/Vice Chair