

## **MINUTES OF MEETING CELEBRATION COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Celebration Community Development District was held Tuesday, January 25, 2022, at 6:00 p.m. at the District Office, 313 Campus Street, Celebration, Florida 34747.

Present and constituting a quorum were:

Greg Filak	Chairman
Paul Collins	Vice Chairman
Cassandra Starks	Secretary
Cliff Akey	Treasurer
Jack McLaughlin	Supervisor

Also present, either in person or via Zoom Video Communications, were:

Angel Montagna	Manager: Inframark, Management Services
Jan Carpenter	Attorney: Latham, Luna, Eden & Beaudine
Mark Vincutonis	Engineer: Hanson Walter & Associates
Brenda Burgess	Inframark, Management Services
Alexander Gould	Reserve Advisors
Joe Mazurkiewicz	BJM Consulting
Russ Simmons	Inframark, Field Services
Chris Tarase	Inframark, Management Services
Residents and Members of the Public	

*This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.*

### **FIRST ORDER OF BUSINESS**

#### **Call to Order**

Ms. Montagna called the meeting to order at 6:00 p.m.

### **SECOND ORDER OF BUSINESS**

#### **Roll Call**

Ms. Montagna called the roll and stated a quorum was present for the meeting.

### **THIRD ORDER OF BUSINESS**

#### **Pledge of Allegiance**

Mr. Filak led the *Pledge of Allegiance*.

### **FOURTH ORDER OF BUSINESS**

#### **Approval of the Meeting Agenda**

Mr. Filak reviewed the meeting agenda and requested additions or changes.

Mr. McLaughlin made a MOTION to approve the meeting agenda, as presented.  
Mr. Akey seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to the meeting agenda, as presented.

## **FIFTH ORDER OF BUSINESS**

### **Public Comment Period**

Mr. Joseph Growney expressed thanks to the Board for security services, and commented on preferring unmarked patrols, traffic light on Celebration Boulevard, outstanding tree trimming, and cleanliness of the community.

Mr. Jeff Jarzombek requested changing the sweeping date from Wednesdays to Fridays to avoid conflicting with trash pickup dates. Discussion ensued regarding amending the agenda to move this action item to follow administrative matters.

Ms. Elizabeth Boykin discussed an event for a 5k on Saturday morning April 15, 2023, requested the Board receive the event use application earlier than the approved timeline, event date, application requirements, no application submitted yet, anticipated route, safety plan, potential street closures, route and timing, same route as what Rotary Club uses, communication with the sheriff's department, and tentative approval pending receipt of the application and a safety plan and the required insurance.

Mr. McLaughlin made a MOTION to tentatively approve a 5k for April 15, 2023, pending receipt of the event use application with a safety plan and certificate of insurance.  
Mr. Akey seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to tentatively approve a 5k for April 15, 2023, pending receipt of the event use application with a safety plan and certificate of insurance.

Further discussion ensued regarding the timeframe for the applicant to provide the application for ratification at the next meeting, and a schedule of events to be included in the agenda packages.

## **SIXTH ORDER OF BUSINESS**

### **Administrative Matters and Announcements**

There being none, the next order of business followed.

## **SEVENTH ORDER OF BUSINESS**

### **Action Items for Approval, Part 1**

#### **A. Street Sweeping Agreement**

Discussion ensued regarding changing the sweeping dates to Fridays since yard pickup is also done on Wednesdays, residents leave their yard debris in the street for the sweeper to clean, jurisdiction of the roadways is Osceola County, report problem

addresses to Osceola County, time to sweep is ten hours each for two sweeping trucks, sweeping times starting at 5:00 a.m., sweeping routes, and February 1 start date for Friday sweeping dates.

Mr. Akey made a MOTION to approve the street sweeping agreement for one year effective February 1, 2022, at the current price, changing the sweeping dates to Fridays.

Mr. McLaughlin seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to the street sweeping agreement for one year effective February 1, 2022, at the current price, changing the sweeping dates to Fridays.

Discussion ensued regarding great service from USA Seal & Stripe.

The Board requested a list of contracts with expiration dates, with contracts up for renewal to be presented at least 60 days in advance.

#### **EIGHTH ORDER OF BUSINESS**

#### **Contractor and Third-Party Reports**

##### **A. Celebration Residential Owners Association (CROA) Representative and Liaison**

There being no report, the next item followed.

##### **B. Safety/Security/Traffic**

The safety/security/traffic report is included in the agenda package and available in the District Office for public review during normal business hours.

Mr. Akey provided an update on changes and schedules with the sheriff's department.

##### **C. Incorporation**

The incorporation update is included in the agenda package and available in the District Office for public review during normal business hours.

Mr. Mazurkiewicz reviewed the report analysis, level revenues with existing service levels, anticipated population and revenue, 1.3682 mils to generate \$2.4 million revenue, \$232.70 fire assessment by the County, and no new services included in the analysis.

Discussion ensued regarding trash removal and hauling, amounts currently being paid, elements on the tax bills, revenues, right-of-way utilization fees, discussion of what is a franchise fee, various revenues such as sales taxes, local option gas tax that is negotiated, roadway maintenance not funded through local option gas tax, report shows current negative cash flow, formula for interlocals, contract services, operating expenses,

public rights-of-way, whether or not the CDD will continue to exist, services that will be performed by the newly incorporated city versus others, limitations of city taxes, advantage of levying assessments, example of Indian Trace CDD incorporating to the City of Weston also having a dependent special district, bridge loan options, State-shared revenue, anticipated total revenues, consolidations, efficiencies, roadway maintenance, need financials to show a surplus, comparison of this District to others that tried to incorporate, further discussion of what a merge looks like, next step is SWOT analysis, and authorizing Mr. Mazurkiewicz to proceed with the next phase and to work with staff to determine a budget with services and economies of scale merging the District into the newly formed city.

**D. Reserve Study**

The reserve study is included in the agenda package and available in the District Office for public review during normal business hours.

Mr. Gould described the analysis process, infrastructure that was reviewed and inspected, adequate current alley repaving program, and discussion of major line items.

Discussion ensued regarding sidewalk replacements, comparison the reserve study to annual budget, differences between HOA and CDD, replacement of street lights, estimated useful life of infrastructure items, anticipated budget requirements, global change “Association” to “District” and “Directors” to “Supervisors,” current maintenance program, annual maintenance budget, suggestion to increase budget as opposed to increasing reserves as the study recommends, preference to be proactive with work program elements, current expenditures on maintenance items, future major maintenance related to street trees and sidewalks, and continued review by staff and the Board to determine what needs to be revised.

**NINTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Minutes of the December 21, 2021, Regular Meeting and January 11, 2022, Workshop**

The minutes are included in the agenda package and available for public review in the District Office during normal business hours.

**B. Check Register and Invoices**

The check register and invoices are included in the agenda package and available for public review in the District Office during normal business hours.

Mr. McLaughlin made a MOTION to approve the consent agenda, as presented.  
Mr. Akey seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to the consent agenda, as presented.

## **TENTH ORDER OF BUSINESS**

### **Public Hearing to Adopt Rules of Procedure**

#### **A. Rules of Procedure**

The rules of procedure are included in the agenda package and available for public review in the District Office during normal business hours.

Ms. Carpenter reviewed changes made to the administrative rules of procedure to correspond with changes in Florida Statutes.

#### **B. Resolution 2022-09, Adopting Rules of Procedure**

Mr. Filak read Resolution 2022-09 into the record by title.

Mr. McLaughlin made a MOTION to open the public hearing for adoption of the rules of procedure.  
Ms. Starks seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to open the public hearing.

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Mr. McLaughlin made a MOTION to approve Resolution 2022-09, adopting the rules of procedure.  
Mr. Akey seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to Resolution 2022-09, adopting the rules of procedure.

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Mr. McLaughlin made a MOTION to close the public hearing.  
Ms. Starks seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to close the public hearing.

## **ELEVENTH ORDER OF BUSINESS**

### **Action Items for Approval, Part 2**

#### **A. Management Services Master Agreement with Inframark**

Discussion ensued regarding services provided by Mr. Gary Moyer and Inframark and the associated costs, dedicated staff times, previous fee increases, changes in scope of services, current calls for services, receptionist, pressure washing, esplanade, and additional scope including pressure washing the esplanade that Juniper is currently doing.

Mr. Filak made a MOTION to approve the management services master agreement with Inframark in the annual amount of \$94,697 for management services and \$1,098,503 for field services, including an amendment for pressure washing the esplanade, as presented and discussed.

Mr. McLaughlin seconded the motion.

Discussion ensued regarding scope of work, scope does not include hog trapping, and scope will include pressure washing the esplanade.

Upon VOICE VOTE, with all in favor except Mr. Collins, approval was given to approve the management services master agreement with Inframark in the annual amount of \$94,697 for management services and \$1,098,503 for field services, including an amendment for pressure washing the esplanade, as presented and discussed.

Discussion ensued regarding the approved scope, which will be provided to legal counsel and the Board.

#### **B. Administrative Facility Use Agreement with Inframark**

Discussion ensued regarding \$4,280 annual lease payments, increased annually by the same percentage as the management services master agreement.

Mr. McLaughlin made a MOTION to the administrative facility use agreement with Inframark, as presented.  
Ms. Starks seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to the administrative facility use agreement with Inframark, as presented.

#### **C. Proposed Plan for Lot D/CROA in the Civic Corridor**

Mr. McLaughlin reviewed the request from CROA regarding Lot D for fencing and screening, using Lot C owned by the District for its entrance, their request for non-

exclusive use of the property, five-year license agreement, no oversight of who can use the parcel, and an estimated cost of \$30,000 for the District to provide fencing and screening improvements.

Discussion ensued regarding the District not needing use of Lot D for staging or storage, potential areas in Island Village, employees parking along Campus Street in the grass, and no desire of the District to utilize Lot D.

**D. Drainage Easement Agreement for Island Village School**

Ms. Carpenter reviewed the drainage easement agreement negotiated between Osceola County School Board and Mattamy Homes, review by staff, and timing issue for it to be executed in advance of the meeting.

Mr. McLaughlin made a MOTION to ratify the drainage easement agreement with Mattamy Orlando and the School Board for Osceola County for the Island Village school.  
Ms. Starks seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to ratify the drainage easement agreement with Mattamy Orlando and the School Board for Osceola County for the Island Village school.

**E. Resolution 2022-06, Conveying Charleston Townhomes Parking Lot**

Mr. Filak read Resolution 2022-06 into the record by title.

Discussion ensued regarding CROA's discussions with Charleston townhomes, the issue is between the District and CROA, conveyance of the parking lot had been agreed to, maintenance of the parking lot not being done by the District, questionable purpose for the District to own a parking lot, who will maintain the parking lot, no action to be taken, and Mr. McLaughlin to discuss with CROA maintenance of this area.

**F. Resolution 2022-08, Establishing a Records Retention Schedule**

Ms. Carpenter read Resolution 2022-08 into the record by title.

Discussion ensued regarding the current retention schedule and recommendation to follow the State program for retention of public records.

Ms. Starks made a MOTION to approve Resolution 2022-08 establishing a records retention schedule.  
Mr. McLaughlin seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to Resolution 2022-08 establishing a records retention schedule.

**G. Resolution 2022-10, Adopting a Public Speaking Policy**

Ms. Carpenter read Resolution 2022-10 into the record by title.

Discussion ensued regarding a resident requesting an extension of time longer than three minutes, presiding officer can extend time limits, numerous speakers, request to change “Presiding Officer” to “any Board member” being able to extend a speaker’s time limit, and speaking on agenda items.

Mr. McLaughlin made a MOTION to approve Resolution 2022-10, adopting a public speaking policy, as amended.  
Mr. Filak seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to Resolution 2022-10, adopting a public speaking policy, as amended.

**TWELFTH ORDER OF BUSINESS**

**Regular Reports**

**A. District Manager**

**i. Financial Statements**

The financial statements are included in the agenda package and available in the District Office for public review during normal business hours.

Mr. McLaughlin made a MOTION to accept the financial statements as presented.  
Ms. Starks seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to accept the financial statements as presented.

**ii. Workshop Dates**

Discussion ensued regarding changing workshop time from 3:00 p.m. to 6:00 p.m. on the already-scheduled days to accommodate Ms. Starks’s schedule.

**B. Field Operations**

**i. Monthly Field Management Report**

The field management report is included in the agenda package and available in the District Office for public review during normal business hours.

Mr. Simmons reported on crepe myrtle trimming proposals, dead palm trees on Celebration Boulevard, and alum vault repairs being made.



The Board directed Mr. Simmons and Mr. Perez to provide a sample of crepe myrtles with a rounded trim.

Discussion ensued regarding problems with CeleService, issues communicating with Grand Manors (the new management company for CROA), suggestion for Ms. Montagna and Mr. McLaughlin to discuss an alternative to be responsive to the residents, and Mr. McLaughlin will discuss further with CROA.

**ii. Resident Requests**

The resident requests are included in the agenda package and available in the District Office for public review during normal business hours.

**C. Attorney**

There being nothing further to report, the next item followed.

**D. Engineer**

**i. Monthly Report**

The engineer's monthly report is included in the agenda package and available in the District Office for public review during normal business hours.

**E. District Liaison Updates**

**i. CROA**

There being no further update, the next item followed.

**ii. Management**

There being no further update, the next item followed.

**iii. Commissioner Peggy Choudhry**

There being no further update, the next item followed.

**iv. West U.S. 192 Improvement District**

There being no further update, the next item followed.

**v. County Staff and Sheriff**

The liaison report is included in the agenda package and available in the District Office for public review during normal business hours.

Mr. Akey requested all sheriff invoices be provided to him for review.

**vi. Island Village**

There being no further update, the next order of business followed.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business, Updates, and Supervisor  
Comments**

Discussion ensued regarding license plate cameras, delays due to permits to attach to DOT poles, scheduled to be installed February 8, 2022, resident who removed cypress trees did not know he needed to contact CROA, preference for the District to grind the stumps and replace the trees and the resident to pay for the work, resident is being

cooperative, final coordination with the resident, discussion item on the February agenda for the security budget with an action item on the March agenda, detail deputies who sign up, areas to patrol, and courtesy email to Board members in advance for agenda items.

**FOURTEENTH ORDER OF BUSINESS                      Public Comment Period**

Mr. Robert Spina commented on sidewalk cracks and replacements, street tree locations on Morning Glory Lane, requested the tree that was removed not be replaced, and this item will be considered at the February meeting.

**FIFTEENTH ORDER OF BUSINESS                      Adjournment**

On MOTION by Ms. Starks, seconded by Mr. McLaughlin, with all in favor, the meeting was adjourned at 9:05 p.m.
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Cassandra Starks, Secretary

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Greg Filak, Chairman