



Community Development District
Advanced Board Package

Board of Supervisors
Regular Meeting

Tuesday
December 8, 2015
5:01 p.m.

At the:

Palmetto Library
923 6th Street West.
Palmetto, Florida

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



District Management
Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

December 2, 2015

Board of Supervisors
Palms of Terra Ceia Bay
Community Development District

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District are scheduled for **Tuesday December 8, 2015 at 5:01 p.m.** at the Palmetto Library 923 6th Street West Palmetto, Florida.

The advanced copy of the agenda for the meeting is attached, along with associated documentation for your consideration. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Bruce St. Denis
Bruce St. Denis
District Manager

Cc: Attorney
District Records

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



Board of Supervisors Public Meeting Notice

Date of Meeting: Regular Session December 8, 2015
Time: 5:01 p.m.
Location: Palmetto Library
923 6th Street West
Palmetto, Fl.
Conference Call No: 712.432.1500
Code: 434537#

Business Meeting Agenda

- | | Exhibit(s) |
|-------------------------------------------------------------------------------------------------------------|-------------------|
| I. Roll Call | |
| 2. Meeting Properly Advertised | |
| 3. Minutes of Meetings | |
| a. September 9, 2015 Board Meeting
Action Request: Motion to approve meeting minutes | 1 |
| b. November 10, 2015 Board Meeting
Action Request: Motion to approve meeting minutes | 2 |
| c. November 18, 2015 Mangrove Workshop
Action Request: Motion to approve meeting minutes | 3 |
| d. November 19, 2015 Funding Workshop
Action Request: Motion to approve meeting minutes | 4 |
| 4. Financial Report | |
| a. Financial Statement Under Separate Cover
Action Request: Motion to accept financial statements | |

5. Business Matters

- a.** Consideration and Board Approval of the Recommendation of the Audit Committee
- b.** Palmetto Mayor, Commissioners and Staff at Time Certain 5:30 p.m.
- c.** Discussion of Mangrove Permit Modification Map
- d.** Discussion of Direction for the Assessment Methodology Report (AMR)

6. Other Business Matters

7. Public Comments

8. Manager's Report

9. Adjournment

EXHIBIT 1

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**MINUTES OF MEETING
PALMS OF TERRA CEIA BAY
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community
11 Development District was held on Wednesday, September 9, 2015 at 5:01 p.m. at the Palmetto Library, 923
12 6th Street West, Palmetto, Florida.

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FIRST ORDER OF BUSINESS – Roll Call

18 Chairman Brad Smith called the meeting to order.

19 Present and constituting a quorum were:

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Bradford Smith	Board Supervisor, Chairman
Joseph Varady, Jr.	Board Supervisor, Vice Chairman
Barbara Gard	Board Supervisor, Assistant Secretary
Judi O'Connor	Board Supervisor, Assistant Secretary
Bob Schoen	Board Supervisor, Assistant Secretary

28 Also present were:

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Bruce St. Denis	District Manager
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SECOND ORDER OF BUSINESS – Meeting Properly Advertised

Mr. Smith verified the meeting was properly advertised.

THIRD ORDER OF BUSINESS – Minutes of Meeting

A. Approval of Board Minutes of August 18, 2015

Mr. Smith presented the August 18, 2015 Minutes and asked for questions, comments or corrections.

On a MOTION by Ms. Gard, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board approved the Minutes of the Board of Supervisors' meeting held on August 18, 2015 for the Palms of Terra Ceia Bay Community Development District.

FOURTH ORDER OF BUSINESS – Financial Report

A. Financial Statements – July 31, 2015

Mr. St. Denis presented the July Financial Statements and asked for questions or comments.

Discussion ensued. Ms. Gard requested, once again, that gate decals and ad sales be separated.

On a MOTION by Mr. Varady, Jr., SECONDED by Ms. Gard, WITH ALL IN FAVOR, the Board accepted the Unaudited Financial Statements as of July 31, 2015 for the Palms of Terra Ceia Bay Community Development District.

FIFTH ORDER OF BUSINESS – 2015-2016 Budget Public Hearing

Mr. St. Denis explained the process of the Budget Public Hearing

1. Open Public Hearing

On a MOTION by Mr. Varady, Jr., SECONDED by Mr. Schoen, WITH ALL IN FAVOR, the Board agreed to open the Public Hearing for the Palms of Terra Ceia Bay Community Development District.

2. Presentation of 2015-2016 Budget (under separate cover)

Mr. St. Denis presented the Non-Ad Valorem 2015-2016 Budget and asked for questions or comments.

3. Public Comment and Testimony

1 There being none, next item followed.

2 **4. Close Public Hearing**

3 On a MOTION by Mr. Schoen, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board agreed
4 to close the Public Hearing for the Palms of Terra Ceia Bay Community Development District.

5
6 **5. Adoption of Resolution 2015-08 Levying of Ad Valorem Taxes (under separate cover)**

7 Mr. Smith presented Resolution 2015-08 Levying of Ad Valorem Taxes and asked for comments or
8 questions.

9 Discussion ensued.

10 On a MOTION by Mr. Schoen, SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board adopted
11 **Resolution 2015-08** Levying of Ad Valorem Taxes and amended the meeting date for second reading to
12 September 23, 2015, for the Palms of Terra Ceia Bay Community Development District.

13
14 **SIXTH ORDER OF BUSINESS – Other Business Matters**

15 **A. Lake Doctor Increase Letter**

16 Mr. Smith presented the Lake Doctor Increase letter and asked for comments or questions.

17 Discussion ensued.

18 On a MOTION by Mr. Varady, Jr., SECONDED by Mr. Schoen, WITH ALL IN FAVOR, the Board
19 accepted the Lake Doctor Increase for the Palms of Terra Ceia Bay Community Development District.

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21 **B. Engineering Proposal**

22 John Foley presented a proposal for \$2,000 for report on drainage system repairs needed.

23 Discussion ensued.

24 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. Gard, WITH ALL IN FAVOR, the Board accepted
25 the Lombard, Foley & Kolarki, Inc. proposal for \$2,000 for drainage system repairs for the Palms of Terra
26 Ceia Bay Community Development District.

27
28 **C. Stantec Consulting Services-Mangrove Trimming**

29 On a MOTION by Mr. Schoen, SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
30 approved the contract from Stantec Consulting Services in the amount of \$19,000 for mangrove trimming
31 and gave the Chairman and Manager the authorization to negotiate price down for the Palms of Terra Ceia
32 Bay Community Development District.

33
34 **D. Status on Insurance for Fountain**

35 Mr. St. Denis gave an update on the status of the insurance for the fountain accident. When a release
36 is approved by the Board, a check for \$13,750 will be issued.

37 On a MOTION by Ms. Gard, SECONDED by Mr. Schoen, WITH ALL IN FAVOR, the Board approved the
38 property damage release for the Palms of Terra Ceia Bay Community Development District.

39
40 **E. Status on Insurance for Roof**

41 Mr. Smith gave an update on the damage to the gate house that had been hit once again, and the
42 responsible resident's company will pay the damages.

43 Discussion ensued.

1 On a MOTION by Ms. O'Connor, SECONDED by Ms. Gard, WITH ALL IN FAVOR, the Board approved
2 the repair of the roof and gave authorization to proceed with repair contingent on the cost being less than
3 \$1500 for the Palms of Terra Ceia Bay Community Development District.

4
5 **F. Status on Road Separation**

6 Engineer will investigate and advise.

7 **G. Status on Catch Basin Cleanouts**

8 **H. Status on Mangrove Permit and Cutting**

9 **I. Gazebo**

10 Mr. Smith commented that the gazebo is in disrepair and asked for suggestions on what to do with it.

11 Discussion ensued.

12 **SEVENTH ORDER OF BUSINESS – Public Comments**

13 Mr. Smith commented that he had been approached about an abandoned sailboat, striping on road for
14 bicycles/walkers, sign and security for pier, and tailgaters coming through gate in the evening.

15 Discussion ensued.

16 **EIGHTH ORDER OR BUSINESS- Supervisor's Comments and Request**

17 There being none, next item followed.

18
19 **NINTH ORDER OF BUSINESS - Adjournment**

20 On a MOTION by Ms. O'Connor, SECONDED by Mr. Schoen, WITH ALL IN FAVOR, the Board
21 adjourned the meeting for the Palms of Terra Ceia Bay Community Development District.

22
23 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
24 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
25 *including the testimony and evidence upon which such appeal is to be based.*

26 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
27 **meeting held on _____.**

28
29 _____
30 **Signature**

31
32 _____
33 **Printed Name**

34 **Title:** **Secretary** **Assistant Secretary**

34 **Printed Name**
Title: **Chairman** **Vice Chairman**

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EXHIBIT 2

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**MINUTES OF MEETING
PALMS OF TERRA CEIA BAY
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community
11 Development District was held on Tuesday, November 10, 2015, at 5:00 p.m. at the Palmetto Library,
12 923 6th Street West, Palmetto Florida.

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FIRST ORDER OF BUSINESS – Roll Call

Chairman Brad Smith called the meeting to order.

Present and constituting a quorum were:

Bradford Smith	Board Supervisor, Chairman
Joseph Varady, Jr.	Board Supervisor, Vice Chairman
Barbara Gard	Board Supervisor, Assistant Secretary
Judi O'Connor	Board Supervisor, Assistant Secretary
Bob Schoen	Board Supervisor, Assistant Secretary

Also present were:

Bruce St. Denis	District Manager
Patricia Petruff	District Counsel

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SECOND ORDER OF BUSINESS – Minutes of Meeting

A. Approval of Board Minutes of October 21, 2015

Mr. Smith presented the October 21, 2015 Meeting Minutes and asked for questions, comments
or corrections.

On a MOTION by Mr. Schoen, SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board
approved the minutes of the Board of Supervisors' meeting held on October 21, 2015 for the Palms of
Terra Ceia Bay Community Development District.

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B. Approval of Board Minutes of September 9, 2015

Mr. St. Denis distributed copies of the September 9, 2015 Board Meeting and recommended that
the approval of the minutes be deferred to the December meeting.

THIRD ORDER OF BUSINESS – Financial Report

A. Financial Statements (Under Separate Cover)

This item was deferred to the December meeting.

FOURTH ORDER OF BUSINESS- Business Matters

A. Visitor Entrance Gate Proposals

Mr. St. Denis presented Visitor Entrance Gate Proposals and asked for comments or questions.

Discussion ensued.

On a MOTION by Ms. O'Connor SECONDED by Mr. Verady, Jr., WITH ALL IN FAVOR, the Board
accepted the TEM proposal not to exceed \$15,895.52 to replace the visitor entrance gate for the Palms of
Terra Ceia Bay Community Development District.

On a MOTION by Ms. Gard, SECONDED by Ms. O'Connor WITH ALL IN FAVOR, the Board agreed
to authorize the District Manager and the Chairman, in consultation with District Counsel, to take all

44 appropriate action to ensure the CDD is reimbursed for all damages associated with the damaged gate for
45 the Palms of Terra Ceia Bay Community Development District.

46
47 **B. Review of DPFG Proposal for Additional Services**
48 **(Under Separate Cover)**

49 Mr. St. Denis presented the DPFG Proposal for Additional Services and asked for comments or
50 questions.

51 Discussion ensued.

52 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH Mr. Smith voting AYE, and
53 Ms. Gard and Mr. Schoen voting NAY, the Board accepted the DPFG Proposal for Additional Services
54 for the Palms of Terra Ceia Bay Community Development District.

55
56 **C. Update of Mangrove and Funding Workshops**

57 Mr. St. Denis presented an update of the Mangrove and Funding Workshops and asked for
58 comments or questions.

59 **D. Update on Road Repair**

60 Mr. St. Denis presented an update on the Road Repair and stated that Folk should be on site in
61 approximately two weeks.

62 **E. Update on Gatehouse Vault Repair**

63 Mr. St. Denis presented an update on the Gatehouse Vault Repair and stated he is waiting on a
64 second proposal.

65 **F. Audit Proposal**

66 Mr. St. Denis presented an Audit Proposal and asked for comments or questions.

67 On a MOTION by Ms. Gard, SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board agreed
68 to obtain additional audit proposals for the Palms of Terra Ceia Bay Community Development District.

69
70 **G. Addendum of Item to Agenda**

71 On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
72 agreed to add an Audit Committee Discussion to the Agenda for the Palms of Terra Ceia Bay Community
73 Development District.

74
75 **H. Appointment of an Audit Committee**

76 On a MOTION by Ms. Gard, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board agreed
77 to appoint the Board of Supervisors as the Audit Selection Committee for the Palms of Terra Ceia Bay
78 Community Development District.

79
80 **I. Approval of Annual Meeting Schedule**

81 Mr. St. Denis presented the Annual Meeting Schedule for approval and asked for comments or
82 questions.

83 On a MOTION by Ms. O'Connor, SECONDED by Mr. Schoen, WITH ALL IN FAVOR, the Board
84 accepted the Annual Meeting Schedule for the Palms of Terra Ceia Bay Community Development
85 District.

86 **J. Gazebo Discussion**
87 Mr. St. Denis presented the Gazebo for discussion and asked for comments or questions.

88 Discussion ensued. Gazebo is permanently off the agenda.

89 **FIFTH ORDER OF BUSINESS – Staff Reports**

90 **A. Manager**
91 There being none, next item followed.

92 **B. Attorney**
93 There being none, next item followed.

94 **C. Engineer**
95 There being none, next item followed.

96 **SIXTH ORDER OF BUSINESS – Public Comments**

97 Resident questioned who set up the number of board seats.
98 Resident complimented the CDD website, asked about reducing the two DPFG proposal amounts
99 further and status of the sign for the pier.

100 Resident questioned whether the insurance company made a statement that they were going to
101 pay for damaged gate.

102 Resident suggested fixing gate piecemeal through different companies.

103 Resident asked about progress on the repair of the catch basins and Jones Creek clean-up.

104 Resident had questions about management.

105 **SEVENTH ORDER OF BUSINESS – Supervisors’ Comments**

106 Ms. O’Connor requested that the cement post be returned to the pier to keep golf carts off it.

107 Mr. Smith spoke about the upcoming workshops.

108 Ms. Gard asked about any interest in putting up Christmas decorations.

109 On a MOTION by Ms. O’Connor., SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board
110 agreed to the purchase of Christmas lights and hiring someone to put them up not to exceed \$500 for the
111 Palms of Terra Ceia Bay Community Development District.

112
113 **EIGHTH ORDER OF BUSINESS - Adjournment**

114 On a MOTION by Mr. Varady, Jr., SECONDED by Ms. O’Connor, WITH ALL IN FAVOR, the Board
115 adjourned the meeting for the Palms of Terra Ceia Bay Community Development District.

116
117 **Each person who decides to appeal any decision made by the Board with respect to any matter*
118 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
119 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

120 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
121 **meeting held on _____.**

122
123 _____
124 **Signature**

123 _____
124 **Signature**

125
126 _____
127 **Printed Name**

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126 _____
127 **Printed Name**

128 **Title:** Secretary Assistant Secretary

128 **Title:** Chairman Vice Chairman

129

EXHIBIT 3

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



Minutes of Special Workshop on Mangrove Permitting of November 18th, 2015

1. Welcome and Introduction

Present were Supervisors Brad Smith, Joe Varady, Bob Schoen, Barbara Gard and Judi O'Connor. Also present were Bruce St.Denis, District Manager, and a number of property owners from the district.

The Workshop was held at the Palmetto Library, 923 6th St W, Palmetto, FL. and started at 1:00 p.m.

2. Presentation

The meeting started with comments from the Chairman, Brad Smith.

District Manager Bruce St.Denis gave a Power Point presentation that he stated was to provide a baseline upon which the upcoming discussion regarding the possibility of modifying the Mangrove Trimming Permit. The presentation included maps and documents that provided a history of the mangrove trimming practices, the permits issued to undertake the work and showed how the trimming of the mangroves had changed over time.

Board members added comments to complete the presentation.

3. Questions and comments

A number of property owners and residents in attendance were recognized and gave comment and asked questions to which the District Manager or various Supervisors responded.

4. Conclusions

It was agreed that the Mangrove Issue was tied in many ways to the funding discussion that would be part of another workshop to be held the next day (November 19th, 2015) and that specific direction would best be provided after both presentations had been completed.

Post Script: After the Funding Workshop held on November 19th, 2015 the board discussed direction related to this Mangrove Workshop.

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



It was agreed that the Supervisors would be ready to discuss what modifications might be made to the trimming areas on the existing permit at the Regular Meeting of December 8th, 2015.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Title: Secretary Assistant Secretary

Printed Name

Title: Chairman Vice Chairman

EXHIBIT 4

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



Minutes of Special Workshop on Funding of Operations November 18th, 2015

1. Welcome and Introduction

Present were Supervisors Brad Smith, Joe Varady, Bob Schoen, Barbara Gard and Judi O'Connor. Also present were Bruce St.Denis, District Manager, and a number of property owners from the district.

The Workshop was held at the Ten Downing, 2311 14th Ave. W. Palmetto, Fl. Room #105 and started at 1:00 p.m.

2. Presentation

The meeting started with comments from the Chairman, Brad Smith.

District Manager Bruce St.Denis gave a Power Point presentation that he stated was to provide a baseline upon which the upcoming discussion regarding the possibility of modifying the method of Funding the Cost of CDD Operations. The presentation included charts and documents that discussed the differences between Ad Valorem and Non-Ad Valorem funding and provided a history and showed the CDD's current Funding Practices.

Board members added comments to complete the presentation.

3. Questions and comments

A number of property owners and residents in attendance were recognized who gave comment and asked questions to which the District Manager or various Supervisors responded.

4. Conclusions

It was agreed that the Supervisors would bring comments regarding suggested parameters and the possible structure on which an Assessment Methodology Report could be developed to the regular meeting on December 8th, 2015.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Title: **Secretary** **Assistant Secretary**

Printed Name

Title: **Chairman** **Vice Chairman**



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