

Harmony CDD

MEETING RECAP

Regular Board Meeting	Start Time
December 17, 2020	6:00 PM

Board Members Present:

Teresa Kramer	Yes	Chair
Dan Leet	Yes	Vice Chair
Kerul Kassel (via conference call)	Yes	Assistant Secretary
Steve Berube	Yes	Assistant Secretary
Mike Scarborough	Yes	Assistant Secretary

Staff Members Present:

Kristen Suit	District Manager
Steve Boyd	District Engineer
Tim Qualls	District Counsel
Tristan LaNasa (not present)	District Counsel Staff
Gerhard van der Snel	Field Services Manager

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Approval to Move (3) Policy Agenda Items to End of Meeting Agenda for Discussion and Consideration:

Motion by Supv Berube and Second by Supv Scarborough; Approved 3-2
with Supv Kramer & Supv Leet Opposed

Approval of December 17, 2020 Meeting Agenda:

Motion by Supv Berube and Second by Supv Leet; Approved 5-0

Approval of Meeting Minutes for November 19, 2020 Regular Meeting AS AMENDED:

Motion by Supv Kassel and Second by Supv Leet; Approved 5-0

Approval to Hold Shade Meeting at the Onsite of the January 28, 2020 Regular Meeting:

Motion by Supv Leet and Second by Supv Berube; Approved 5-0

At the Direction of District Counsel, Shade Meeting Cannot be Held as District is Not in Pending in Litigation.

Motion to Go Forward with Playground on Five Oaks Drive:

Motion by Supv Berube, No Second; Failed

Approval to Table District Counsel Discussion of Billing the District at a Flat Fee until the January Board Meeting:

Motion by Supv Kassel and Second by Supv Kramer; Approved 3-2
with Supv Berube and Supv Scarborough Opposed

Motion to Approval (Alley Way) Proposals in Amounts of \$3,200 and \$800.00:

Motion by Supv Berube and Second by Supv Scarborough; Failed 2-3
with Supv Kassel, Supv Kramer, & Supv Leet Opposed

Approval of Financial Statement and #248 Invoices, Check Register, and Debit / Credit Purchases:

Motion by Supv Kassel and Second by Supv Berube; Approved 5-0

Approval of Supervisor Leet to Purchase Laptop Software for Website Maintenance Use at a Not to Exceed Amount of \$100.00:

Motion by Supv Berube and Second by Supv Kassel; Approved 5-0

Adjournment:

Motion by Supv Berube and Second by Supv Kassel; Approved 5-0

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Action Items / Follow Up

Item	Due Date	Assigned to
See ATTACHMENT for Preliminary January Agenda	1/15/2021	- ALL
District Counsel Item - Obtain the "Deeds of Dedication" -Ashely Park Townhome Association (parcel's listed in above motion) -East Lakes HOA (parcel TBD)	TBD	- Tim Qualls - Tristan LaNasa - Recording Dept.
East Lakes HOA Transfer TOHO Meter # 18006898 to District District Transfer TOHO Meter #19004827 to the East Lakes HOA Upon Receipt of Fully Executed, "Deed of Dedication" Btw East Lakes HOA and District	TBD	- East Lakes HOA - AP Dept.
Accountant Use FY21 Budget Line Item, "Reserves Sidewalks" for Sidewalk Repairs Expenditures Incurred in FY21	ON GOING	- Accounting Dept.
Invoices, Credit Card receipts etc. Include on the agenda page itself, "Approval of Check # Credit Card & Debt Card Purchases ADDING, " AVAILABLE UPON REQUEST ". Those invoices, receipts, etc. are to be sent as a separate email along with the invoices that are sent each month as a separate email.	ON GOING	- Recording Dept. - Accounting Dept.

ATTACHMENT

PRELIMINARY JANUARY 28, 2021 AGENDA

1. Call to Order - Roll Call
2. Approval of Agenda
3. Audience Comments (Limited to a Maximum of 3 Minutes)
4. Draft In-Person Meeting Policy- **Include Copy of Ordinance 2020-74**
5. Brownies Septic & Plumbing Discussion
6. Approval of Minutes for:
 - A. **December 17, 2020 – Regular Monthly Meeting - Recording Dept. Provide Verbatim Minutes of the Brownies Septic and Plumbing December Meeting Public Hearing**
7. Subcontractors' Reports
 - A. **Servello Landscape Solutions**
 - i. Grounds Maintenance Status
8. Staff Reports
 - A. **District Engineer Report - Recording Dept. Include all Documents Provided to Board in Advance of Meeting (Not Received in Time to be Included in Dec. Agenda Package)**
 - i. Billy's Trail
 - a. Consideration of Trail/CDD Property/Wetland Area Cleanup Staking Proposal
 - ii. Garden Road - **Steve Boyd Contact the County**
 - a. Arrow Pavement Services
 - b. Straightline Fence
 - c. Other Option
 - iii. Compaction of Storm Pipe Repair
 - a. Soil Profiles
 - iv. Status of RV / Board Storage Area
 - B. **District Counsel**
 - i. Update on Fusilier Litigation and CDD Irrigation Infringement Injunction
 - ii. Policies:
 - a. Draft Procurement Procedures
 - b. Draft Disposal Policy
 - iii. Follow-up Discussion of District Counsel Billing the District at a Flat Fee - **AP Dept./ Records Dept. Provide Board with ALL District Counsel Invoices for Past 5 yrs. To Be Provided to Board in Advance of Meeting (Jan. 8th deadline)**
 - C. **Field Manager**
 - i. Facilities Maintenance (*Parks, Pools, Docks, Boats, etc.*)
 - ii. Facility Use Records (*Inclusive - Boats & Other*)
 - iii. Resident Submittals (*Facebook & Direct*)
 - iv. Pond Maintenance (*Chart & Map*)
 - v. Wetlands Report (*Chart & Map*)
 - vi. Alley Way Proposals- **Gerhard van der Snel Obtain Additional Quotes**
 - a. Install Bollards to prevent garbage trucks tearing up corners - \$3,200
 - b. Saw cut, remove asphalt, overlay, tack, and compact - \$800
9. District Manager's Report
 - A. **Financial Statements for December 31, 2020**
 - B. **Approval of: #249 Invoices, Check Register & Credit Card Purchases (Invoices & Credit Card Receipts Available Upon Request)**
 - C. **Facilities Usage Applications**
 - i. Farmers Market – Awaiting Mr. Fusilier's Response
 - ii. Food Truck – HROA Confirmed Compliance with Request
10. Old Business
 - A. Discussion and Consideration of Relocating West Entrance Crosswalk
 - i. Junction of 5 Oaks Drive, Milk Weed and Darksky Drive - \$5,304
 - ii. Demo 200 SF Sidewalk & 20 LF of Valley Curb, Form & Pour 20 LF of Type "F" Curb - \$3,300
11. New Business
 - A. **Discussion and Consideration of Video Recording Meetings**
 - i. Presentation
 - ii. ADA Compliance Memo
 - iii. Records Retention Memo
 - B. **Discussion of Maintenance of District Vehicles and Equipment**
 - C. **Field Services – Services/Work Load**
12. Supervisors' Requests
13. Adjournment

ADDITIONAL ITEMS TO BE INCLUDED IN JANUARY AGENDA:

District Counsel:

- * **Contract Bucks Lakes Maintenance with Harmony West (As discussed at Dec. meeting)**
- * **Provide Updated Servello Contract with Additional 3 yrs Service for Boards Discussion and Consideration**

District Engineer:

- * **Austin Environmental – 4th Annual Monitoring Report**
- * **Austin Environmental Proposal for Additional Cost for Compliance and Agency Reviews.**