

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on January 18, 2011 at 2:30 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O' Lakes, Florida.

Present and constituting a quorum were:

Norman Keith	Chairman
Barbara Feldman	Vice Chairman
Diane Davis	Assistant Secretary
Fred Krauer	Assistant Secretary
Sal Paradiso	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
Nancy Intini	Park Director

The following is a summary of the discussions and actions taken at the January 18, 2011, Oakstead Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Mendenhall called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

**Audience Attendance Count (1) and
Comments**

Mr. Mendenhall noted there was 1 audience member in attendance.

There not being any comments, the next item followed.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the December 21, 2010 Minutes
- B. Approval of the Financial Statements through December 31, 2010

Mr. Paradiso MOVED to accept the consent agenda and Ms. Feldman seconded the motion.

Mr. Paradiso asked several questions regarding the financials, which were answered by Mr. Mendenhall.

It was recommended that at the next workshop meeting the Board review the Engineer's list of capital improvement projects to choose a project from the list that they wish to add improvements to.

The original list of suggested projects and a listing of funds available will be forwarded to the Board before the next workshop meeting by Mr. Mendenhall.

A discussion on formatting certain budget items for next year's budget ensued; separating Miscellaneous Services, Field Budget items from Park Budget items.

Mr. Keith reiterated that these budget items should be discussed at the next workshop meeting.

On VOICE vote with all in favor the consent agenda was approved pending information being received by Mr. Mendenhall on financial items questioned by Mr. Paradiso.

FOURTH ORDER OF BUSINESS

Old Business

A. Tree Trimming

The Chairman provided a form regarding this item to the Board.

The lights being blocked by some of the small Oak trees was discussed.

At the last workshop meeting the Board discussed having a survey done; it is not done.

B. Additional 2 Dog Waste Stations

The Chairman explained this is a completed action.

C. Additional Sidewalk Construction

Mr. Keith explained we received a quote from L&M Construction for \$5,100.

Mr. Paradiso suggested that a Preferred Vendor List be established.

It was recommended that every time a project is done, Mr. Grasso should prepare a final inspection report stating whether the expected standards have been met. If they have not been met, he should report that to the Board.

Mr. Paradiso added we seem to have a problem with getting three bids.

Mr. Keith asked for a motion that the Board approve funding up to \$5,100 for the addition to District sidewalks, contingent upon the District Manager verifying that it is a good quote.

(no board member made that motion)

Mr. Paradiso noted he would second for the sake of discussion, but it becomes an issue because we want to see three bids and have not.

He asked if any of the sidewalk issues are emergency situations and the Board responded no.

He expressed his opinion that he is against continuing with the \$5,100 at least until a second or third bid is obtained.

Ms. Feldman MOVED and Ms. Davis seconded to wait on the \$5,100; we hold out on L&M, until we get another bid.

A lengthy discussion ensued regarding the rules for going out for bids.

Ms. Davis MOVED that \$6,000 or less, based on the Field Manager's experience with contractors, as most of these contractors were used before, going out for bids should not be required. If it is \$6,000 or more we need three bids.

(no board member seconded this motion)

Mr. Mendenhall stated in this particular circumstance, you either want to or do not want to get two more bids.

Mr. Keith asked "do I hear a motion that from this date on that we receive/require bids for any construction over \$6,000."

On MOTION by Mr. Krauer seconded by Ms. Feldman with Ms. Feldman, Mr. Krauer, Mr. Keith and Ms. Davis voting Aye and Mr. Paradiso voting nay the motion stated by Mr. Keith above "that from this date on that we receive/require bids for any construction over \$6,000 was approved.

Mr. Paradiso stated "for the record I voted nay because I think \$6,000 is too high."

On MOTION by Ms. Davis seconded by Mr. Paradiso with all in favor establishing a preferred vendors list with a 6 month review was approved.

D. Traffic Issues

Mr. Keith reported on the speed limit signs in Hillington, addressed speeding.

He further commented on the funding of the Florida Highway Patrol through June, which will cost approximately \$11,000 and will be a workshop item.

Mr. Keith asked Mr. Mendenhall where the \$11,000 would come from.

Mr. Mendenhall made recommendations.

Ms. Davis asked if this patrol service continues are we going to be able to afford it?

Mr. Mendenhall responded no, not under your current budget.

Ms. Davis indicated she would be in favor of cutting back the service.

Mr. Mendenhall recommended since Mr. Grasso is handling this security project, the scheduling and payment of it, he should also track his other budget line items.

Ms. Feldman reminded the Board that when this security project was first discussed the \$6,000 we could use was for a pilot program.

The security patrol discussion continued. Alternating the schedule from week to week continued to be discussed.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor funding the Highway Patrol services on a one, two, one, two schedule at a cost of \$990 per month from March 1, 2011 through May 30, 2011, funds to be taken from a Field Line Item was approved.

E. Parking on District Property/Damage

Mr. Keith reported there was more damage done in December and when Mr. Grasso gets the bill he will send it to Mr. Mendenhall and he will add it to the letter he already composed to the Superintendent of Schools.

The Board recommended that while proceeding with the letter to the Superintendent along with the bill for damages, that the Chairman try to make contact with the principal of the school to discuss ways in which to avoid the parking issue in the future.

F. Landscape Contract Extension

Mr. Keith reported the landscape contract extension proposal idea was dismissed at the last workshop meeting and a new, possible three year contract will be forwarded to Mr. Mendenhall for his review and the review of District Counsel. Counsel's comments and recommendations will be forwarded to the Board for consideration of approval.

G. Miscellaneous

With reference to the next fiscal year budget, the District's legal services were discussed at length.

Mr. Keith reiterated that no Board member or non-Board member/Oakstead resident should contract the District's attorney without Board approval. Any Board questions, directed to Counsel will be forwarded through the District Manager, Mr. Mendenhall.

Mr. Keith also asked if submitted mileage logs are to include purpose and receipts?

Mr. Mendenhall indicated the mileage logs from Ms. Intini and Mr. Grasso are sent to the payroll department.

Mr. Keith noted we need a procedure in place to make sure the Board sees the logs; at least review them quarterly.

A discussion regarding Mr. Grasso's mileage ensued.

Board consensus was to include a discussion on mileage reports on the next workshop agenda.

Ms. Davis expressed her opinion that Mr. Grasso should utilize the Gator for more of his District-wide travel.

Mr. Keith noted we need to emphasize that we are trying to be more cost effective; watching the budget. He noted that the mileage of Mr. Grasso and Ms. Intini should be added to the end of each weekly report.

FIFTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

Engineer's Report

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Manager's Report

All items have already been discussed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

There not being any report, the next item followed.

Ms. Davis asked Mr. Mendenhall to request that if Mr. Grasso has not already done so, will he begin to inspect the District ponds and report back to the Board with a status update.

B. Park Director

Ms. Intini reported the security system is doing well.

There is a problem with the vacuum system at the big pool. Efforts to fix the problem have failed, therefore a service call will be made.

Mr. Keith questioned if there are funds available for the purchase of the window film and Mr. Mendenhall responded yes.

C. Finance Committee

D. Clubhouse Committee

E. Landscape Committee

It was noted these committees are idle right now.

Ms. Feldman reminded the Board that they have requested that Mr. Witmer attend the next workshop meeting to aid in discussing the next budget. The budget discussion will be the first item on the workshop agenda.

Ms. Intini reported the next clubhouse event will be held in March; a pancake breakfast.

F. Newsletter Committee

Mr. Paradiso indicated there are no issues at this time.

NINTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Paradiso suggested Mr. Grasso prepare a map of where various District items are located.

The following suggestions were made by the Board for Mr. Grasso:

- Prepare a map similar to the size of the one that is hanging on the wall out there, on your way out and mark off where the reclaimed boxes are and the timers and color code it so anybody can find items from looking at the map.
- There should be a definite list of contacts and vendors.

- o Set the community up in color coded zones and indicate what was there.
- o Cross training should be done with Mike and Mr. Grasso.

Ms. Davis requested that Mike and Mr. Grasso are available for the next workshop meeting to discuss the cross training issues.

A discussion regarding cross training ensued.

The suggestion was made to wait until the March workshop meeting to discuss the items that will be requested of Mr. Grasso; maps, contact lists, cross training, etc.

Mr. Paradiso introduced a discussion on the employee benefit package and suggested that the District research and offer some type of package to employees.

Mr. Mendenhall was asked to research benefit package options for employees and report to the Board on the results.

Mr. Mendenhall suggested that at the next workshop meeting the Board should discuss what the key things are that they want a quote on regarding benefits for the employees.

Ms. Intini informed the Board that she and Mr. Grasso were already offered a benefit package from Severn Trent and they turned it down because it was too expensive.

It was concluded that a benefits package discussion will be included on the workshop agenda for March.

Mr. Paradiso also introduced a discussion on employees using a time clock. He would like to see all District employees use a time clock even though they are salaried employees.

Mr. Paradiso MOVED to require all employees of the District, including salaried employees, use a time clock for the purpose of documenting their arrival, departure and in and out for lunch breaks and Mr. Krauer seconded the motion.

A discussion regarding Mr. Grasso's field activities, duties and weekly reports ensued.

Ms. Davis requested that any paper work and documents regarding the District that is in the custody of Mr. Grasso at his home or in his garage, be brought to the clubhouse; all Oakstead documents need to be stored at the clubhouse.

Mr. Krauer MOVED to rescind his second to the previous motion regarding employees using a time clock. There not being a second to the previous motion made by Mr. Paradiso, the motion died.

Mr. Krauer requested that all District staff bring their job description to the Board and requested that updated job descriptions of Mr. Intini and Mr. Grasso be brought before the Board at the next workshop meeting.

Ms. Feldman noted that the Field Manager's job is whatever the Board wants the Field Manager to do and explained the history of the Field Manager's position.

Mr. Mendenhall was asked for his opinion on whether the Field Manager's position is usually a part-time or full-time position.

Mr. Mendenhall responded it depends on how much you want Mr. Grasso to be involved on a day to day basis with the vendors and also what level of site you want the community review to have. The Board must decide what type of service level you want him to provide and what the community expects.

The discussion of the Field Manager's position continued at length.

The discussion concluded with the Board agreeing that they should write a job description for the Field Manager and list key points of what he should be doing. After reviewing the final job description, they will determine how many hours it should take to accomplish the items.

The Board discussed a possible format for Mr. Grasso's weekly reports.

Mr. Krauer requested that Ms. Intini and Mr. Grasso prepare separate Preferred Vendor's Lists for the Board's use.

Mr. Paradiso recommended that if the clubhouse alarm goes off during non-office hours, his name should replace Mr. Cascio's as the person to be contacted along with Ms. Intini. If he cannot be reached, Mr. Keith should be the alternate contact person.

TENTH ORDER OF BUSINESS

Audience Comments

A resident asked if Mr. Grasso's pay structure could be changed from salaried to hourly.

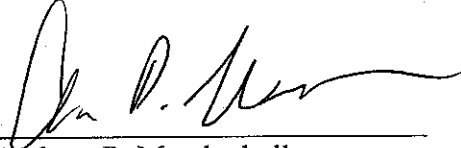
Mr. Keith noted we are not looking to pursue that at this time. We are looking out for the welfare of the community and that is the end goal.

ELEVENTH ORDER OF BUSINESS

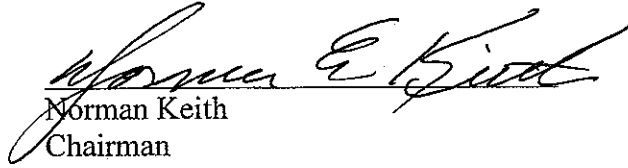
Adjournment

There being no further business,

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the meeting was adjourned.



Andrew P. Mendenhall
Secretary



Norman Keith
Chairman