

**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 17, 2012 at 6:30 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

Also present were:

Andrew Mendenhall	District Manager
Tracy Robin	District Counsel
Mario Grasso	Field Director
Nancy Intini	Park Director
Audience Members (4)	

The following is a summary of the discussions and actions taken at the January 17, 2012, Oakstead Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the December 20, 2011 Minutes**
- B. Approval of the Financial Statements through December 31, 2011**

On MOTION by Ms. Feldman seconded by Mr. Krauer with all in favor the consent agenda was approved.
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FOURTH ORDER OF BUSINESS

Attorney's Report

- A. Discussion of Employee Manual**

Mr. Robin made the following comments regarding the employee manual:

- Under the Sunshine Law making hiring decisions about which applications will be further reviewed or not is a decision making event requiring a meeting by management staff to look at a staff employee to become subject to the Sunshine Law and it would be subject to notice and an open meeting. We messaged the document to eliminate that type of a committee setup.
- We weren't able to identify who the hiring manager was for some positions.
- The Board should do an organizational chart to set these things up.
- The Board needs to take up the issue of who the hiring manager is and decide how they want the decision making tree to look.
- The employee manual document will be reviewed again based on the direction of the Board this evening.
- The laboratories used for drug testing need to be identified in the manual. There are a number of public labs used by public entities.

The current policy regarding vacation and sick time was discussed; the following was noted:

- You have a very generous policy.
- After a year of employment, employees get one week of vacation and also get two weeks of sick time.

Ms. Davis suggested changes to the document regarding PTO (paid time off).

A lengthy discussion regarding vacation, sick, holiday and PTO time ensued.

- A new employee, after three months probation, can start using accrued vacation time (2.4 days).
- After the initial three months, employees can use the accrued sick time.

A discussion ensued on when the accrual period begins, during the three month probation period or when the three month probation period has been completed.

The consensus of the Board was to allow new employees to request sick time after a 90 day probation period and allow new employees to request vacation time after a 180 day period.

A discussion ensued on what is considered full or part time employment.

It was noted work hours of 32 hours or more, per week is considered full time and employees working 32 hours or more, per week are entitled to full time benefits.

- Leave of absence – there is nothing in the current manual indicating whether an employee can or cannot use any bank of credit they might have accumulated. Mr. Robin will check on this.
- The section in the manual referring to minor and major violations will be edited.
- The manual clean-up items discussed will be put into a final form and brought back to the Board.

The record will reflect Mr. Robin left the meeting.

SECOND ORDER OF BUSINESS

Audience Attendance Count (4) and Comments

Mr. Robert Townsend of Weymouth addressed the Board with a presentation proposing to publish a magazine and website “Oakstead Living”.

Mr. Keith indicated the presentation will be reviewed and further discussed at the next workshop meeting.

Mr. Townsend was invited to attend the next workshop meeting scheduled for February 14, 2012 at 6:30 P.M.

Mr. Patrick Viola of Weymouth asked about the gates being open.

Mr. Keith explained a pilot program, which will be overseen by Mr. Krauer regarding gate openings. The program is intended to help in determining aspects of wear and tear and maintenance of the gates.

SIXTH ORDER OF BUSINESS Manager’s Reports

There not being any report, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Mr. Grasso mentioned the following items:

- Bay Area Environmental in Hillington – a wash out, will be taken care of.
- Will meet with Mr. Atiff regarding the irrigation system.
- Email from Ms. Bonnie Irving of SWFWMD indicating approval to install bollard posts adjacent to Wetland M1 and the bike path. After checking with Pasco County, the posts will be installed.
- Color schemes for annuals – a handout was discussed by the Board.

The consensus of the Board was to choose Selocia in a multitude of colors.

- A saw was purchased for the purpose of taking care of the Brazilian Pepper plants.

Ms. Davis asked what are we going to do about moss growing on trees.

Mr. Grasso will check on it and something can be sprayed on the trees.

Ms. Davis asked about painting the gates.

Mr. Grasso responded he purchased a case of the paint to be used on the gates.

A brief discussion on the ownership of the Strathmore gatehouse ensued.

B. Park Director

Ms. Intini reported the following:

- Finished painting today.
- The New Year's party was a success.
- Rust on the bottom of the pool will be discussed at the next workshop meeting and quotes for the deck furniture will be presented.
- The security camera system unit went bad.

Consensus of the Board was to let the current security system run its course.

C. Finance Committee

There being no report, the next item followed.

D. Newsletter Committee

There being no report, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

There not being any, the next item followed.

NINTH ORDER OF BUSINESS

Audience Comments

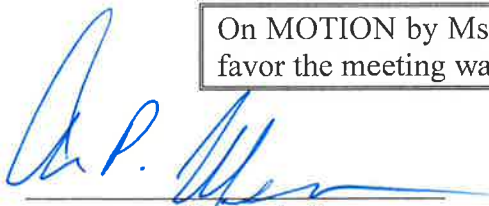
There not being any, the next item followed.

TENTH ORDER OF BUSINESS

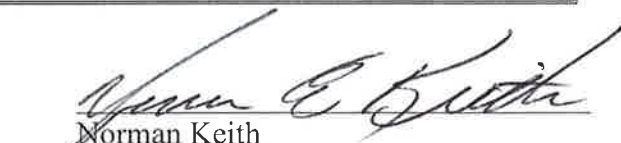
Adjournment

There being no further business,

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



Andrew P. Mendenhall
Secretary



Norman Keith
Chairman