

**SOUTHERN HILLS
PLANTATION I
COMMUNITY DEVELOPMENT
DISTRICT**

February 12, 2024

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

Southern Hills Plantation I
Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889

February 5, 2024

ATTENDEES:
Please identify yourself each
time you speak to facilitate
accurate transcription of
meeting minutes.

Board of Supervisors
Southern Hills Plantation I Community Development District

Dear Board Members:

The Board of Supervisors of the Southern Hills Plantation I Community Development District will hold a Regular Meeting on February 12, 2024 at 10:00 a.m., at the Southern Hills Plantation Clubhouse, located at 4200 Summit View Drive, Brooksville, Florida 34601. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments (*Agenda Items*)
3. Update: Steadfast Environmental, LLC Waterway Inspection Report - February 2024
4. Consideration of Proposal to Light the Entry Oak Trees Year Round
5. Acceptance of Unaudited Financial Statements as of December 31, 2023
6. Approval of January 8, 2024 Regular Meeting Minutes
7. Other Business
8. Staff Reports
 - A. District Counsel: *Kilinski | Van Wyk PLLC*
 - Updates and Reminders: Ethics Training for Special District Supervisors and Form 1
 - B. District Engineer: *Coastal Engineering Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: March 11, 2024 at 10:00 AM

○ QUORUM CHECK

SEAT 1	JOHN MCCOSKRIE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	RICHARD PAKAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	GEORGE OSTENSEN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	BRIAN MCCAFFREY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	MARGARET BLOOMQUIST	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

9. Supervisors' Requests

10. Adjournment

If you have any questions or comments, please contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 229 774 8903

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

3



Southern Hills Plantation I CDD Aquatics

Inspection Date:

2/1/2024 10:15 AM

Prepared by:

Niklas Hopkins

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: B2

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. No algae or nuisance grass growth was observed. Water level is down which is typical for the season. Minor amounts of trash noted along parts of the shoreline. Our technician will address the trash during the next visit as well as routine maintenance.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

SITE: B3

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Nuisance grasses were present in one area of this pond but had already been treated and are in a state of decay. No other nuisance vegetation observed. Our technician will continue to monitor and treat accordingly.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

Inspection Report

SITE: L-5AA

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

The littoral shelf has some plants going dormant, but is in a healthy state overall. Around parts of the ponds perimeter there was some algae growth occurring. Our technician will treat for the algae in the upcoming visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:
			<input type="checkbox"/> Chara

SITE: L-5EE

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Decaying nuisance grasses were present in the zone. Most of the beneficial vegetation was dormant as well. Still some minor amounts of nuisance grasses present, and they will continue to be addressed and monitored.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:
			<input type="checkbox"/> Chara

Inspection Report

SITE: L-5HH

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in good condition. Minor amounts of surface algae noted on parts of the pond. An island of torpedo grass is also present in the middle. These areas will be targeted during the next visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears Chara
	Hydrilla	Slender Spikerush	Other:

SITE: L-9CC

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition, no nuisance growth or algae observed. Our technician will continue to monitor and treat any new regrowth that may occur.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears Chara
	Hydrilla	Slender Spikerush	Other:

Inspection Report

SITE: L-911

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Nuisance grasses that are along the shoreline have been treated and are in a state of decay. No algae observed. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	

SITE: L-10AA

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Some algae was observed in some areas along the perimeter. The beneficial gulf coast spikerush appears to be in healthy condition. Technician will target this algae during future maintenance events.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	

Inspection Report

SITE: L-11AA

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is mostly dominated with grasses with little to no water. Some of the grasses are beneficial and some were nuisance. Our technician has made great progress to make sure these grasses don't expand outside the pond's perimeter. Most all of the grasses are dormant or in a state of decay. Our technician will continue to monitor and treat accordingly.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears <input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:

SITE: L-15HH

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

No algae growth observed in this pond. Lots of decaying and dormant vegetation on the littoral shelf. Slender Spikerush and Torpedo Grass are the main culprits here. Our technician has been treating and will continue to treat for regrowth. Routine monitoring and maintenance will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears <input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other: Cattails

MANAGEMENT SUMMARY



With February almost here, temperatures continue to fluctuate between warm and cold. Mornings and night temperatures are still relatively cool (50-60), and daytime temperatures range from being a normal warm Florida day to a chilly, cloudy day. The growth rate for both algae and nuisance plants are still slower than usual as a result of the weather, giving technicians the ability to make headway in more overgrown areas. Rainfall events have been few and far between, and with only the occasional isolated event; the water levels of most ponds has decreased as a result of the recent weather. Decreased rainfall provides assistance in the growth of algae, as well as decreased nighttime temperatures extending the time it takes for treated algae to decay (beyond the usual 7-10 day period).

On this visit, nearly all ponds noted were in great condition. Algae was present in minor amounts in some ponds, but is much less compared to previous months. Nuisance grasses are also still present in moderate amounts along some shorelines and on littoral shelves, and they will continue to be routinely treated while growth rates are slow. Some forms of vegetation that are present in the ponds are dormant due to the recent decreased temperatures. Technicians will continue to monitor and treat any new growth that pops up.

RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid overtreating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond's shore.

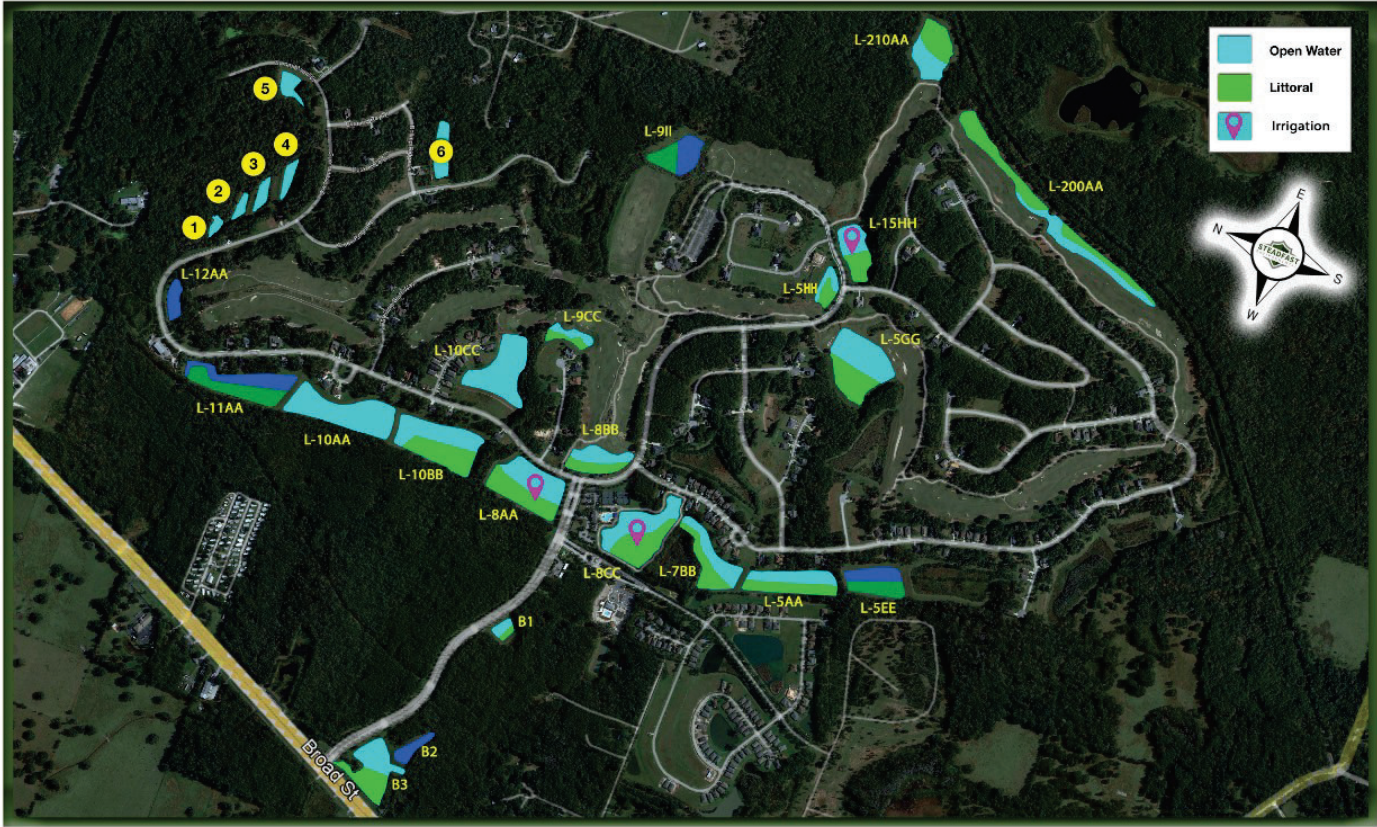
Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



SOUTHERN HILLS PLANTATION I CDD

19850 Southern Hills Blvd, Brooksville



**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

4

ILLUMINATIONS HOLIDAY LIGHTING

Invoice 98124

8606 Herons Cove Pl

Tampa, FL 33647

Tim Gay

(813) 334-4827

TO:

Southern Hills Plantation 1 CDD

2300 Glades Road, Suite 410W

Boca Raton, Florida 33431

Attn: Chuck Adams

(239) 464-7114

JOB DESCRIPTION
Holiday Lighting and Decoration of Southern Hills CDD Entrance

ITEMIZED ESTIMATE: TIME AND MATERIALS		AMOUNT
Option 1	Front Entrance Oak Trees Install clear, warm white mini lights in first 9 oaks just past entrance trellis (3 each entrance, exit, center median) Note: these will be left throughout the year; Includes 2 maintenance service calls upon request	\$3,500.00
Option 2	Same as above but includes installing all new lights 50% Deposit required	\$5,250.00
TOTAL ESTIMATED JOB COST		TBD

* Price includes rental of materials, labor, installation, service and removal.

* Illuminations Holiday Lighting takes the utmost care and precaution to protect your premises and property.

* Customer hereby authorizes Illuminations Holiday Lighting, to install and / or remove all materials on said property as provided herein.

* Assumes adequate power available. If additional power needed Southern Hills CDD responsible for providing.

* Remaining balance of project due upon receipt of invoice after installation.

Tim Gay

PREPARED BY

1/24/2024

DATE

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
DECEMBER 31, 2023**

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2023**

	Major Funds		Total Governmental Funds
	General	Debt Service	
ASSETS			
Wells Fargo	\$ 773,788	\$ -	\$ 773,788
SBA	98	-	98
Undeposited funds	99,890	7,749	107,639
Investments			
Revenue - A1	-	193,469	193,469
Revenue - A2	-	269,410	269,410
Reserve - A1	-	491,052	491,052
Reserve - A2	-	82,527	82,527
Prepayment - A1	-	1,455	1,455
Prepayment - A2	-	753	753
Cost of Issuance	-	19,050	19,050
Due from other funds			
General	-	72,785	72,785
Due from Developer	-	371,966	371,966
Assessments receivable - on-roll	-	43,135	43,135
Assessments receivable - off-roll	-	743,931	743,931
Allowance for uncollectable receivable	-	(19,567)	(19,567)
Due from Southern Hills II	40,000	-	40,000
Due from Southern Hills III	8,353	-	8,353
Deposits	2,789	-	2,789
Total assets	<u>\$ 924,918</u>	<u>\$ 2,277,715</u>	<u>\$ 3,202,633</u>
LIABILITIES			
Liabilities			
Due to other funds			
Debt service 2011 A1	\$ 46,522	\$ -	\$ 46,522
Debt service 2011 A2	26,263	-	26,263
Accounts payable	11,571	-	11,571
Due to Developer	37	-	37
Matured bonds payable A2	-	350,000	350,000
Total liabilities	<u>84,393</u>	<u>350,000</u>	<u>434,393</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	75,731	1,115,897	1,191,628
Total deferred inflows of resources	<u>75,731</u>	<u>1,115,897</u>	<u>1,191,628</u>
Fund balances			
Restricted for:			
Debt service	-	811,818	811,818
Unassigned	764,794	-	764,794
Total fund balances	<u>764,794</u>	<u>811,818</u>	<u>1,576,612</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 924,918</u>	<u>\$ 2,277,715</u>	<u>\$ 3,202,633</u>

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessments: on-roll	\$ 126,216	\$ 142,445	\$ 287,010	50%
Lot closings	-	7,158	-	N/A
CDD II shared costs payment	-	-	20,000	0%
CDD III shared costs payment	-	-	31,431	0%
Interest & miscellaneous	-	2	250	1%
Total revenues	<u>126,216</u>	<u>149,605</u>	<u>338,691</u>	44%
EXPENDITURES				
Professional & administrative				
Legislative				
Supervisor fees	1,000	3,200	5,400	59%
Financial & administrative				
Management	2,500	7,500	30,000	25%
Engineering	-	-	2,500	0%
Dissemination agent	208	625	2,500	25%
Trustee	-	-	4,300	0%
Audit	-	-	3,250	0%
Arbitrage rebate calculation	-	-	650	0%
Insurance: public officials liability	-	5,775	6,200	93%
Legal advertising	-	77	750	10%
Bank fees	-	-	600	0%
Annual district filing fee	-	175	175	100%
Website	-	-	790	0%
ADA website compliance	-	-	210	0%
Postage	78	122	500	24%
Office supplies	-	-	500	0%
Legal counsel				
District counsel	1,836	1,836	15,000	12%
Total professional & administrative	<u>5,622</u>	<u>19,310</u>	<u>73,325</u>	26%

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
Field operations				
Electric utility services				
Street lights	3,044	9,179	34,700	26%
Stormwater control				
Lake/pond bank maintenance	8,037	24,111	51,000	47%
Aquatic maintenance	-	-	32,500	0%
Aquatic plant replacement	-	-	2,500	0%
Lake/pond repair	9,250	9,250	2,500	370%
Other physical environment				
Insurance: property	-	12,408	9,800	127%
Entry & walls maintenance	-	4,553	6,400	71%
Landscape maintenance	6,904	20,712	86,500	24%
Holiday decorations	-	-	7,500	0%
Irrigation repairs & maintenance	695	1,655	10,000	17%
Landscape replacement	600	600	5,000	12%
Culvert inspection and cleaning	-	-	2,500	0%
Contingency				
Miscellaneous contingency	-	2,250	2,500	90%
Total field operations	<u>28,530</u>	<u>84,718</u>	<u>253,400</u>	33%
Other fees and charges				
Tax collector	<u>2,524</u>	<u>2,849</u>	<u>11,959</u>	24%
Total other fees and charges	<u>2,524</u>	<u>2,849</u>	<u>11,959</u>	24%
Total expenditures	<u>36,676</u>	<u>106,877</u>	<u>338,684</u>	32%
Excess/(deficiency) of revenues over/(under) expenditures	89,540	42,728	7	
Fund balance - beginning	<u>675,254</u>	<u>722,066</u>	<u>1,156,578</u>	
Fund balance - ending	<u>\$ 764,794</u>	<u>\$ 764,794</u>	<u>\$1,156,585</u>	

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2011
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessments: on-roll	\$ 338,926	\$ 382,504	\$ 770,686	50%
Special assessments: off-roll	-	-	185,983	0%
Interest	3,759	12,365	-	N/A
Total revenues	<u>342,685</u>	<u>394,869</u>	<u>956,669</u>	41%
EXPENDITURES				
Principal - A1	-	-	250,000	0%
Principal - A2	-	-	200,000	0%
Interest - A1	-	132,385	243,020	54%
Interest - A2	-	113,390	195,460	58%
Total expenditures	<u>-</u>	<u>245,775</u>	<u>888,480</u>	28%
Other fees and charges				
Legal fees	-	1,143	4,632	25%
Property appraiser	-	-	16,056	0%
Tax collector	6,779	7,650	16,056	48%
Total other fees and charges	<u>6,779</u>	<u>8,793</u>	<u>36,744</u>	24%
Total expenditures	<u>6,779</u>	<u>254,568</u>	<u>925,224</u>	28%
Excess/(deficiency) of revenues over/(under) expenditures	335,906	140,301	31,445	
Fund balance - beginning	475,912	671,517	1,299,660	
Fund balance - ending	<u>\$ 811,818</u>	<u>\$ 811,818</u>	<u>\$ 1,331,105</u>	

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

DRAFT

**MINUTES OF MEETING
SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Southern Hills Plantation I Community Development District held a Regular Meeting on January 8, 2024 at 10:00 a.m., at the Southern Hills Plantation Clubhouse, located at 4200 Summit View Drive, Brooksville, Florida 34601.

Present at the meeting were:

Brian McCaffrey	Vice Chair
Margaret Bloomquist	Assistant Secretary
Richard Pakan (via telephone)	Assistant Secretary
George Ostensen	Assistant Secretary

Also present:

Chuck Adams	District Manager
Grace Kobitter	District Counsel
Joe Calamari	District Engineer
Chris Wallen	Steadfast Environmental, LLC (Steadfast)
Ms. Cordero	Steadfast Alliance Maintenance Division, Irrigation Manager
Christa Tanner	City Council

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 10:25 a.m.

Supervisors McCaffrey, Bloomquist and Ostensen were present. Supervisor Pakan attended via telephone. Supervisor McCoskrie was not present.

SECOND ORDER OF BUSINESS

Public Comments (Agenda Items)

There were no public comments.

THIRD ORDER OF BUSINESS

Discussion with City Councilwoman

- **Roadway Conditions**

40 • **Reclaimed Water**

41 Mr. Adams stated an informal discussion with Ms. Tanner was held prior to the meeting.
42 The Board and Staff appreciate her update and her pledge to work cooperatively with the CDD.

43

44 **FOURTH ORDER OF BUSINESS**

**Discussion/Consideration/Update:
Steadfast Environmental, LLC Items**

45

46

47 **A. Waterway Inspection Report – January 2024**

48 Mr. Adams stated he toured the waterways and, in his opinion, they look good. Mr.
49 Hamilton had indicated that work in some areas in need of attention will be delayed lightly until
50 the ground dries. It was noted that Mr. Hamilton sent a lengthy email update regarding the
51 Report.

52 **B. Steadfast Alliance Maintenance Division Mainline Proposal SM-E-2289**

53 Ms. Cordero presented Steadfast Proposal SM-E-2289 for repair of the main line on the
54 Boulevard that broke last week. She stated that street flooding was present and multiple breaks
55 were found; a crew will be on site on Saturday to dig by hand. Water is shut down in the
56 immediate area of the waterline break. Utilities in the area were marked and it is hoped that
57 the mainline can be repaired without digging up the road. A day rate is included for an
58 excavator, should one be necessary. The extent of work needed is unknown until crews begin
59 to determine the extent of damage and what needs to be repaired. Mr. Adams stated the
60 proposal is set up with a not-to-exceed amount based on a worst-case scenario.

61 Mr. Ostensen asked for the size of the pipe in question.

62 Ms. Cordero stated, so far, the pipes on the left side of the property on the entrance
63 side are 3" and, so far, the pipes at the exit are between 2" and 2.5". She noted that the system
64 is old and many other companies provided service. The "main" main is 12" and the main line
65 connects to pipes of various sizes.

66 Discussion ensued regarding the condition of the mainline and pipes, whether pipes
67 should be replaced proactively, pipe breakage due to water pressure, etc.

68 Ms. Cordero discussed ongoing issues with old irrigation lines, noting that, in the past,
69 multiple breaks occurred and previous repairs have broken because the pressure is so strong.

70 Once these two breaks are repaired and the water pressure is under control, the smaller breaks
71 on the Boulevard will be repaired.

72 Ms. Bloomquist asked if the location of the pipe that needs a pressure valve was ever
73 determined. Mr. Wallen stated approval was received to search for it; however, the technicians
74 were unable to locate the leak. The well technician advised that the valve works but it needs to
75 be relocated 5’ toward US-41. A master valve will be installed for all the mainlines coming
76 down; as of right now, the pipes are subject to continuous water pressure. A master valve will
77 allow the pressure to be alleviated.

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On MOTION by Mr. McCaffrey and seconded by Ms. Bloomquist, with all in favor, Alliance Maintenance Division Mainline Proposal SM-E-2289, in a not-to-exceed amount of \$15,580, was approved.

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FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Hernando County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

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Mr. Adams presented Resolution 2024-02.

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On MOTION by Mr. McCaffrey and seconded by Mr. Ostensen, with all in favor, Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Hernando County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

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SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of November 30, 2023

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107

108 Mr. Adams presented the Unaudited Financial Statements as of November 30, 2023. An
 109 adjustment to the property insurance for budgeting purposes will be necessary in the upcoming
 110 fiscal year. Lake and pond bank maintenance activities increased more than typical for so early
 111 in the fiscal year. Work has also been done at the entry walls; flagpole replacement and
 112 miscellaneous electrical work and lighting are also included in this line item.

113 Ms. Bloomquist noted that the holiday lights are no longer illuminated. Mr. Adams
 114 stated they might be unplugged but not yet removed from the trees.

115 Mr. Adams stated he believes he found the working file that will back up the re-do of
 116 the Amortization Schedule. Upon receiving verification that it is the correct file, he will email
 117 the information to the Board Members so they can see how the years were recalculated.

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119 **On MOTION by Ms. Bloomquist and seconded by Mr. McCaffrey, with all in**
 120 **favor, the Unaudited Financial Statements as of November 30, 2023, were**
 121 **accepted.**

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124 **SEVENTH ORDER OF BUSINESS**

Approval of December 11, 2023 Regular Meeting Minutes

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128 **On MOTION by Mr. Ostensen and seconded by Ms. Bloomquist, with all in**
 129 **favor, the December 11, 2023 Regular Meeting Minutes, as presented, were**
 130 **approved.**

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133 **EIGHTH ORDER OF BUSINESS**

Other Business

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135 Ms. Bloomquist asked if the results of the pond testing were good and if the baseline is
 136 good. She stated that she finds it difficult to interpret the results in comparison with the City
 137 and she is unsure about the measurements. Mr. McCaffrey voiced his opinion that greater
 138 transparency is needed, as he thinks it is unknown where and how the samples were collected.
 139 He expressed confidence in SePRO’s ability to reach its goals and get the ponds where they
 140 need to be within three to four months, based on the report.

141 Discussion ensued regarding testing and water chemistry.

142

143 **NINTH ORDER OF BUSINESS**

Staff Reports

144

145 **A. District Counsel: Kilinski|Van Wyk PLLC**

146 Ms. Kobitter reminded the Board that a Memo was sent regarding the required
147 ethics training. Board Members have until December 2024 to complete the requirement
148 and will receive further information and reminders.

149 **B. District Engineer: Coastal Engineering Associates, Inc.**

150 Mr. Calamari stated he inspected the cross pipe. He recommended scheduling cleanout
151 for the summer as it is flowing but not flowing freely. Mr. McCaffrey stated he will email Mr.
152 Hamilton accordingly.

153 **C. District Manager: Wrathell, Hunt and Associates, LLC**

- 154 • **NEXT MEETING DATE: February 12, 2024 at 10:00 AM**

- 155 ○ **QUORUM CHECK**

156

157 **TENTH ORDER OF BUSINESS**

Supervisors' Requests

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159 There were no Supervisors' requests.

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161 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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**On MOTION by Mr. Ostensen and seconded by Mr. McCaffrey, with all in favor,
the meeting adjourned at 10:52 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS A**



KILINSKI | VAN WYK

MEMORANDUM

To: Board of Supervisors

From: Kilinski | Van Wyk PLLC

Date: January 5, 2024

Re: Updates and Reminders: Ethics Training for Special District Supervisors and Form 1

As a follow up to our communication in July of 2023, the purpose of this memorandum is to remind our clients of new ethics training requirements applicable to Special District Supervisors. This requirement is the result of changes to Section 112.3142, *Florida Statutes*, which were passed during the 2023 Legislative Session. **The new requirements will apply in 2024.**

What is required and when is the deadline?

Supervisors will be required to complete four (4) hours of training each calendar year. For those Supervisors seated on or before March 31, 2024, the four hours of training must be completed by December 31, 2024. For new Supervisors seated after March 31, 2024, training must be completed by December 31, 2025. The training must address, at a minimum, Article II of the State Constitution, the Code of Ethics for Public Officers and Employees, and Florida's public records and open meetings laws. It may be completed by taking a continuing legal education class or other continuing professional education class, seminar, or presentation, if the required information is covered. Compliance will be reported on Form 1 each year.

Where can I find training materials?

The Florida Commission on Ethics has provided links to on-demand courses on their Ethics Training web page: <https://ethics.state.fl.us/Training/Training.aspx>. There are also many courses – both free and for a charge – available online and in-person. Kilinski | Van Wyk will be offering customized training sessions for existing clients upon request. If you have questions about whether a particular course meets the requirements, or if you would like to request a customized training session, please consult your Kilinski | Van Wyk attorney. There may also be the ability to include training within your existing Board meeting schedule.

Form 1 Submittal Changes.

Beginning January 1, 2024, Form 1 will no longer be filed with your local Supervisor of Elections office. Instead, all Form 1s will be filed electronically with the Commission on Ethics. Please see detailed directions on filing here: <https://ethics.state.fl.us/>. Please note that Special District Supervisors are not required to file Form 6.

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS C**

SOUTHERN HILLS PLANTATION I COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

Southern Hills Plantation Clubhouse, 4200 Summit View Drive, Brooksville, Florida 34601

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 2, 2023*	Regular Meeting	10:00 AM**
November 13, 2023	Workshop	9:00 AM
<i>Town Hall, 19858 Southern Hills Boulevard, Brooksville, FL 34601</i>		
November 13, 2023	Regular Meeting	10:00 AM**
December 11, 2023	Regular Meeting	10:00 AM**
January 8, 2024	Regular Meeting	10:00 AM**
February 12, 2024	Regular Meeting	10:00 AM**
March 11, 2024	Regular Meeting	10:00 AM**
April 8, 2024	Regular Meeting	10:00 AM**
May 13, 2024	Regular Meeting	10:00 AM**
June 10, 2024	Regular Meeting	10:00 AM**
July 8, 2024	Regular Meeting	10:00 AM**
August 12, 2024	Regular Meeting	10:00 AM**
September 9, 2024	Regular Meeting	10:00 AM**

***Meetings will convene immediately following the adjournment of the Southern Hills Plantation III CDD meetings, scheduled to commence at 10:00 AM.*

***Exception**

October meeting is one (1) week earlier to accommodate the Columbus Day holiday.