

1 **PELICAN MARSH COMMUNITY DEVELOPMENT DISTRICT**
2 **NAPLES, FLORIDA**

3 **Regular Meeting of the Board of Supervisors**

4 **March 24, 2021**

5 The regular meeting of the Pelican Marsh Community Development District Board of
6 Supervisors was held on Wednesday, March 24, 2021 at 10:00 a.m. at the Tiburon
7 Fitness Center, Naples, Florida.

8 **SUPERVISORS PRESENT**

9 Edward Walsh, Chairman

10 Don Pomerantz, Vice Chairman

11 Joe Diaz, Secretary (Speakerphone)

12 Tony Scire, Treasurer

13 Tim Jackoboice, Supervisor

14 **ALSO PRESENT**

15 Neil Dorrill, Manager, Dorrill Management Group

16 John Vanover, Operations Manager

17 Lenore Brakefield, Assistant District Counsel

18 Brent Burford, District Engineer

19 Nathan Phillips, District Auditor

20 **ROLL CALL**

21 Mr. Walsh opened the meeting, noting that four members were in attendance, with Mr.
22 Diaz participating via speakerphone.

23 **PUBLIC COMMENT**

24 No public comment was received at this time.

25 **APPROVAL OF AGENDA**

26 With the addition of 5A, Presentation of the Audit, **on a MOTION by Tony Scire, and a**
27 **second by Don Pomerantz, the agenda was unanimously approved as amended.**

1 **APPROVAL OF FEBRUARY 2021 MINUTES**

2 On Page 1, Line 12, Mr. Walsh noted that they did not speak directly to North and South
3 communities, but he asked staff to look at these areas and take photographs of the
4 guard houses.

5 **On a MOTION by Tim Jackoboice and a second by Tony Scire, the minutes as**
6 **amended were unanimously approved.**

7 **AUDIT PRESENTATION**

8 Mr. Phillips highlighted the important points of the September 30, Fiscal Year 2020
9 Audit, noting that it was performed pursuant to government auditing standards. The
10 first page showed the manager's opinion, which was clean and in compliance with all
11 regulations. The conclusion on Page 2 showed that everything was fairly stated as of
12 the audit date.

13 The supplemental schedules as required by the government auditing standards were
14 included. The management discussion analysis reviewed the activity of 2020, including
15 the budget. It also referenced the internal control report. Dorrill Management reviewed
16 these and indicated that these amounts correlate to the financial statements.

17 A statement of net position was included and showed roughly \$27,000,000 with the
18 cash position consistent with the previous year. All money that was allocated for the
19 debt service fund was appropriately put into that fund, and interest and principal is being
20 paid out. The 2013 series bond was paid off the previous year. Mr. Phillips noted that
21 the District's cash position is strong, and as of September 30, the total debt of the
22 District was \$4,440,000.

23 The government statement of activities showed \$4,427,000 was spent, most of which
24 was in community services. Expenses went down over \$15,000 from the previous year.
25 Total revenue for 2020 was up to \$4,600,000 mainly due to the assessment for the
26 2013 bond series.

27 The two funds were shown, general and debt service, and confirmation was received
28 from the US Bank that the money has been set aside appropriately for the bond
29 payments and the money spent was pursuant to the bond indenture. The remaining
30 bonds are the 2012 series which total \$4,440,000. They will be paid off 2031.

1 Total assets in the general fund were over \$1,900,000, consistent with the previous
2 year. The restricted amount of \$90,000 set aside for Tiburon purposes was noted, as
3 well as money set aside for certain improvements. All the general fund money came in
4 as budgeted and was consistent with expectations, with a smaller amount lower on
5 assessments. There was more money spent that was received by \$69,000, mainly due
6 to higher landscape maintenance and property appraiser fees. Capital Outlay was
7 \$373,000, and those expenditures were shown, consisting of lake bank restoration
8 primarily. Also land improvements and a new security vehicle.

9 The reconciliation of the accrual and fund statements was shown, and a breakdown of
10 the District debt was also shown with the amortization schedule provided by the bank.
11 There was a comparison of budget to actual included as well.

12 There was nothing of particular concern to bring to the Board's attention as it relates to
13 internal controls, and there were no laws or regulations noted that were not complied
14 with. The Auditor General's letter was included, which indicated that there was no
15 fraud, no abuse, illegal acts, or unreported things that should have been reported, and
16 once again, that all money invested was done so in compliance with the laws of Florida.
17 Additionally, there were no financial emergencies to be reported.

18 In response to Mr. Walsh's question, Mr. Phillips indicated that while the District is in
19 stable condition and financially sound, the biggest struggle of all districts is the capital
20 side of maintaining the infrastructure. Having money set aside and doing capital
21 projections is key as the community ages.

22 Mr. Dorrill added that this is a clean audit without exception and felt that the Board has
23 been fiscally conservative with \$360,000 a year set aside in the capital reserve account.
24 There is also a line of credit that the Board could tap into in the event of an emergency.

25 Mr. Pires had provided two suggested clarifications to the footnotes, as follows:

26 Footnote 3 on Page 8 refers to and should be presented as, for Fiscal Year 2020, the
27 District received less in non-ad valorem assessment fees from the County Tax
28 Collector.

29 Footnote 4 on Page 10 refers to and should be presented as the decrease from 2019
30 was primarily due to a reduction in the amount of unused fees from the County Property
31 Appraiser.

1 With no further questions for Mr. Phillips, a **MOTION was by Mr. Scire and seconded**
2 **by Mr. Pomerantz to approve the 2020 Audit. There being no further discussion**
3 **from those present, the Motion was unanimously approved.**

4 Mr. Phillips was thanked for his appearance at the Board meeting.

5 **FINANCIALS**

6 The four-month financials were provided to the Board and showed that as of January
7 31, the District had approximately \$4,300,000 in cash, with \$176,000 in the capital
8 reserve. The second payment for this fiscal year will bring the District closer to the
9 \$360,000 previously alluded to. The contingency account had \$625,000, and the cash
10 flow reserve, \$850,000.

11 There were \$187,000 in payables, and a \$285,000 due to the debt service fund. That
12 money is paid to the trustee twice a year.

13 The income statement for the month of January showed \$179,000 having been received
14 in non-ad valorem assessments, and the revenues year-to-date were \$3,416,000, which
15 was \$140,000 higher than forecasted. There are some taxes yet to be paid, which will
16 be delinquent as of April. 89 percent of the total revenues for the year have already
17 been received.

18 On the expense side, there was nothing noted in any of the cost centers that have not
19 already been discussed, however, there were some higher than usual repairs to some
20 of the architectural fountains, at \$11,700 for the first four months of the year. Total
21 expenses year-to-date were \$1,177,000 against a budget of \$1,340,000.

22 The general fund was fully funded, and the biannual payment on the debt service fund
23 will be made in May. **On a MOTION by Tony Scire and a second by Tim**
24 **Jackoboice, the Financials were then unanimously accepted by the Board.**

25 **MANAGER'S REPORT**

26 **A. Update on Design/Build Shortlist for Entry Renovations**

27 Phase II of this project is moving forward, and Mr. Dorrill expected to receive the draft of
28 this project after today's meeting. Once it is received, Mr. Dorrill will provide it to Mr.
29 Jackoboice, the Board's liaison on this project. The selection committee will then
30 reconvene and go over the final short list and bring selections to the Board. It is hoped

1 that by the April meeting, no later than the May meeting, a firm will be under contract for
2 the work.

3 **B. Update on Phase II/III Landscape Renovations**

4 Phase III of these renovations is underway and is being done in house. Mr. Vanover
5 updated the Board on the progress, indicating that the landscaping is almost 100
6 complete, and they are presently working on the lighting, and they will be working at
7 Tiburon for the coming two weeks to implement some of the suggestions made for that
8 area. Mr. Dorrill noted that as the Senior PGA Tour will be at Tiburon in April. Mr.
9 Vanover has done some extra work to keep the plantings looking their best.

10 In response to Mr. Walsh's question, Mr. Vanover advised that he expects to receive the
11 bid in May for the landscaping along Pelican Marsh Boulevard from Goodlette Frank
12 bridge to US 41.

13 **ATTORNEY'S REPORT**

14 No report was received from Mr. Brakefield.

15 **ENGINEER'S REPORT**

16 No report was received from Mr. Burford.

17 **SUPERVISORS' REQUESTS**

18 **A. Staff Training Update**

19 Training for the guards was completed in February. Mr. Calamari and Mr. Scire put
20 together two sessions which lasted approximately an hour. Updates will continue as
21 appropriate, and Mr. Scire has received positive feedback from the residents.

22 **ADJOURNMENT**

23 Nothing further was received from the Board or the Public, and with the reminder that
24 the next meeting would be held on April 21, the meeting was adjourned at 9:32 **on a**
25 **MOTION by Tim Jackoboice and a second by Don Pomerantz.**