



**PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 15, 2023
4:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.palmbeachplantationcdd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
Palm Beach Plantation Clubhouse
8751 Palm Beach Plantation Boulevard
Royal Palm Beach, Florida 33411
REGULAR BOARD MEETING
March 15, 2023
4:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Declare Vacancy & Seat Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. January 18, 2023 Regular Board Meeting.....Page 2
- J. Old Business
 - 1. Update on RFP for Lake 8 Erosion
- K. New Business
 - 1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget.....Page 5
 - 2. Consider Approval of Adjustment to District Counsel Fee Structure.....Page 12
- L. Administrative Matters
 - 1. Financial Update.....Page 14
- M. Board Members Comments
- N. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Palm Beach Plantation Cdd
Palm Beach Plantation Cdd
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

10/07/2022

and that the fees charged are legal.
Sworn to and subscribed before on 10/07/2022

Legal Clerk

Notary, State of WI, County of Brown

My commision expires

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VICKY FELTY
Notary Public
State of Wisconsin

PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT

FISCAL YEAR 2022/2023
REGULAR MEETING SCHEDULE
NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Palm Beach Plantation Community Development District will hold Regular Meetings for Fiscal Year 2022/2023 at 4:00 p.m. at the Palm Beach Plantation Clubhouse located at 8751 Palm Beach Plantation Boulevard, Royal Palm Beach, Florida 33411, on:

- October 19, 2022
- November 16, 2022
- December 21, 2022
- January 18, 2023
- February 15, 2023
- March 15, 2023
- April 19, 2023
- May 17, 2023
- June 21, 2023
- July 19, 2023
- August 16, 2023
- September 20, 2023

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of agendas for any of the meetings may be obtained on the District's website or by contacting the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT
www.palmbeachplantationcdd.org
Oct. 7, 2022 #7862594

PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JANUARY 18, 2023

A. CALL TO ORDER

District Manager Michael McElligott called to order the Regular Board Meeting of the Palm Beach Plantation Community Development District on January 18, 2023, at 4:04 p.m. in the Palm Beach Plantation Clubhouse located at 8751 Palm Beach Plantation Boulevard, Royal Palm Beach, Florida 33411.

B. PROOF OF PUBLICATION

Mr. McElligott presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on October 7, 2022, as legally required.

C. ESTABLISH A QUORUM

Present and constituting a quorum were Russ Warnet, Richard Feltz, Rebecca Delgado and Bob Vey.

Staff in attendance were District Managers Michael McElligott of Special District Services, Inc., and District Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Vey asked if we could add an agenda item to discuss the new lake level gages installed in all the lakes. There were no objections from the Board. That item will be added as Old Business # 1.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. October 19, 2022, Regular Board Meeting

Mr. McElligott presented the minutes of the October 19, 2022, Regular Board Meeting and asked if there were any changes or corrections. Without comment, a **motion** was made by Mr. Vey, seconded by Mrs. Delgado that the minutes of the October 19, 2022, Regular Board Meeting be approved, as presented. That **motion** passed unanimously.

G. OLD BUSINESS

1. Discussion Related to New Staff Gages Installed in all Lakes

PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JANUARY 18, 2023

Mr. Vey asked for confirmation that the installation of staff gages to read the lake levels was complete in all lakes in the community now. Mr. McElligott confirmed that all the gages are in. Mr. Warnet commented that he has gone out and taken periodic readings since the installations were completed. He explained that his finds were that lakes 1, 2, 3, & 12 were always within an inch of each other, and lakes 6, 7, 8, 9, 10, & 11 were always within an inch of each other. He specifically check just the relationship of lakes 10 and 9 to lake 11, which is the lake that started the conversation, and those 3 lakes are consistently almost the same reading. This would indicated that there does not seem to be any blockages in the interconnecting pipes between lakes.

H. NEW BUSINESS

1. Consider Approval of Engineering Proposal for Lake 8 Erosion Project

Mr. McElligott explained that while the Board had previously approved the work to be started on getting an RFP together for the Lake 8 erosion project, that the engineering proposal was a little more extensive and takes the engineer through the project itself. Staff felt this proposal went beyond what the Board had previously approved, so the proposal has been brought back to the Board for approval before the work can begin. Mr. Warnet commented that he read through the proposal and its cost estimates, and he supports the proposal.

After some Board discussion, a **motion** was then made by Mr. Feltz, seconded by Mr. Vey, to approve the Caulfield & Wheeler, Inc. proposal for the lake 8 erosion project as presented. That **motion** passed unanimously.

I. ADMINISTRATIVE MATTERS

1. Financial Report

Mr. McElligott presented the Financial Report in the meeting book and opened it up for any questions. There was no action required.

J. BOARD MEMBER COMMENTS

There were no Board member comments.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Vey, seconded by Mr. Warnet, to adjourn the Regular Board Meeting at 4:22 p.m. That **motion** passed unanimously.

PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JANUARY 18, 2023

Secretary/Asst. Secretary

Chair/Vice Chair

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALM BEACH PLANTATION COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Palm Beach Plantation Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2023/2024 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PALM BEACH PLANTATION COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2023 at 4:00 p.m. in the Palm Beach Plantation Clubhouse, 8751 Palm Beach Plantation Boulevard, Royal Palm Beach, Florida 33411, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

PASSED, ADOPTED and EFFECTIVE this 15th day of March, 2023.

ATTEST:

**PALM BEACH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Palm Beach Plantation
Community Development District

**Proposed Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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- II DETAILED PROPOSED BUDGET
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

DETAILED PROPOSED BUDGET
PALM BEACH PLANTATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
O & M Assessments	121,922
Debt Assessments	478,673
Other Revenues	0
Interest Income	480
TOTAL REVENUES	\$ 601,075
Discounts For Early Payments	(24,027)
TOTAL NET REVENUES	\$ 577,048
EXPENDITURES	
Supervisor Fees	8,000
Payroll Taxes	640
Maintenance/Contingency	7,500
Engineering/Inspections	10,000
Management	37,032
Secretarial	4,200
Legal	8,500
Assessment Roll	3,000
Audit Fees	3,700
Arbitrage Calculation Report Fee	650
Insurance	6,900
Legal Advertisements	1,200
Miscellaneous	850
Postage	275
Office Supplies	650
Dues & Subscriptions	175
Trustee Fees	4,100
Website Management	1,250
Reserve/Contingency	11,400
County Appraiser & Tax Collector Fee	7,500
TOTAL EXPENDITURES	\$ 117,522
REVENUES LESS EXPENDITURES	\$ 459,526
Bond Payments	(459,526)
EXCESS/ (SHORTFALL)	\$ -

Notes

Fund Balance As Of 9-30-22: \$196,000

Estimated Fund Balance As Of 9-30-23: \$200,000

DETAILED PROPOSED BUDGET
PALM BEACH PLANTATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
O & M Assessments	123,960	120,614	121,922	Expenditures Less Interest/.96
Debt Assessments	479,062	481,699	478,673	Bond Payments/.96
Other Revenues	0	0	0	
Interest Income	28	240	480	Projected At \$40 Per Month
TOTAL REVENUES	\$ 603,050	\$ 602,553	\$ 601,075	
Discounts For Early Payments	(22,702)	(24,093)	(24,027)	Four Percent Of Total Assessment Roll
TOTAL NET REVENUES	\$ 580,348	\$ 578,460	\$ 577,048	
EXPENDITURES				
Supervisor Fees	2,600	8,000	8,000	No Change From 2022/2023 Budget
Payroll Taxes	208	640	640	Projected At 8 Percent Of Supervisor Fees
Maintenance/Contingency	0	7,500	7,500	No Change From 2022/2023 Budget
Engineering/Inspections	3,560	10,000	10,000	No Change From 2022/2023 Budget
Management	34,920	35,964	37,032	CPI Adjustment (Capped At 3%)
Secretarial	4,200	4,200	4,200	No Change From 2022/2023 Budget
Legal	7,186	8,500	8,500	No Change From 2022/2023 Budget
Assessment Roll	3,000	3,000	3,000	No Change From 2022/2023 Budget
Audit Fees	3,500	3,600	3,700	\$100 Increase From 2021/2022 Budget
Arbitrage Calculation Report Fee	650	650	650	No Change From 2022/2023 Budget
Insurance	5,992	6,000	6,900	Fiscal Year 2022/2023 Expenditure Was For \$6,441
Legal Advertisements	694	1,300	1,200	\$100 Decrease From 2022/2023 Budget
Miscellaneous	381	875	850	\$25 Decrease From 2022/2023 Budget
Postage	90	300	275	\$25 Decrease From 2022/2023 Budget
Office Supplies	353	675	650	\$25 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fees	4,080	4,100	4,100	No Change From 2022/2023 Budget
Website Management	1,250	1,250	1,250	No Change From 2022/2023 Budget
Reserve/Contingency	0	11,800	11,400	Reserve/Contingency
County Appraiser & Tax Collector Fee	3,673	7,500	7,500	County Appraiser & Tax Collector Fee
TOTAL EXPENDITURES	\$ 76,512	\$ 116,029	\$ 117,522	
REVENUES LESS EXPENDITURES	\$ 503,836	\$ 462,431	\$ 459,526	
Bond Payments	(459,719)	(462,431)	(459,526)	2024 P & I Payments Less Earned Interest
EXCESS/ (SHORTFALL)	\$ 44,117	\$ (0)	\$ -	

Notes

Fund Balance As Of 9-30-22: \$196,000

Estimated Fund Balance As Of 9-30-23: \$200,000

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
PALM BEACH PLANTATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	20	25	100	Interest For FY 2023/2024
NAV Tax Collection	459,719	462,406	459,526	2024 P & I Payments Less Earned Interest
Total Revenues	\$ 459,739	\$ 462,431	\$ 459,626	
EXPENDITURES				
Principal Payments	305,000	320,000	330,000	Principal Payment Due In 2024
Interest Payments	160,752	142,431	129,626	Interest Payments Due In 2024
Total Expenditures	\$ 465,752	\$ 462,431	\$ 459,626	
Excess/ (Shortfall)	\$ (6,013)	\$ -	\$ -	

Series 2014 Bond Refunding Information

Original Par Amount =	\$5,940,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.940%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	March 2014		
Maturity Date =	May 2029		

Par Amount As Of 1-1-23 = \$3,775,000

Principal Amount Due In May 2029: \$1,665,000

Palm Beach Plantation Community Development District Assessment Comparison

	Original Projected Assessment*	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
O & M For Lot Size 45	\$ 124.11	\$ 206.46	\$ 206.46	\$ 201.03	\$ 203.21
<u>Debt For Lot Size 45</u>	<u>\$ 886.60</u>	<u>\$ 763.65</u>	<u>\$ 760.94</u>	<u>\$ 765.43</u>	<u>\$ 760.62</u>
Total	\$ 1,010.71	\$ 970.11	\$ 967.40	\$ 966.46	\$ 963.83
O & M For Lot Size 65+70	\$ 124.11	\$ 206.46	\$ 206.46	\$ 201.03	\$ 203.21
<u>Debt For Lot Size 65+70</u>	<u>\$ 987.38</u>	<u>\$ 848.17</u>	<u>\$ 845.15</u>	<u>\$ 850.14</u>	<u>\$ 847.89</u>
Total	\$ 1,111.49	\$ 1,054.63	\$ 1,051.61	\$ 1,051.17	\$ 1,051.10

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

45 Foot Lots	326
<u>65/70 Foot Lots</u>	<u>274</u>
Total Units	600

45 Foot Lots Information

Total Units	326
<u>Prepayments</u>	<u>1</u>
Billed For Debt	325

65/70 Foot Lots Information

Total Units	274
<u>Prepayments</u>	<u>1</u>
Billed For Debt	273

LAW OFFICES

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.

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January 31, 2023

VIA E-MAIL ONLY – MMcElligott@sdsinc.org

Mr. Michael McElligott
District Manager
Special District Services, LLC
2501 A Burns Road
Palm Beach Gardens, FL 33410

**Re: Adjustment to District Counsel Fee Structure
Palm Beach Plantation Community Development District
Our File: 576.03499**

Dear Michael:

This firm's current fee structure has been in place since 2003. Although we are certainly mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it has become necessary for us to adjust our hourly rates effective April 1, 2023, as follows:

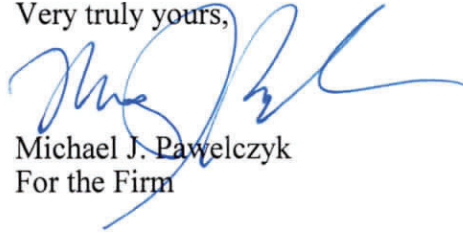
- Attorneys/Partners: \$275.00 per hour
- Attorneys/Associates: \$225.00 per hour

This hourly fee structure will be adjusted on a periodic basis in connection with the District's budget process no later than every third Fiscal Year to reflect changes in the Consumer Price Index published by the U. S. Department of Labor. The CPI has reflected a 61.4% increase since the year 2003 and we have not raised our fees during that time.

Mr. Michael McElligott
January 31, 2023
Page 2

Naturally, should you have any questions or require any further information in support of this adjustment you should feel free to contact me at your convenience. As I think you are aware, we very much appreciate the opportunity to serve as District Counsel as well as your courtesy and cooperation with regard to the necessity of what we believe to be both infrequent and reasonable adjustments to our schedule of professional fees.

Very truly yours,



Michael J. Pawelczyk
For the Firm

MJP/jmp

Palm Beach Plantation Community Development District
Budget vs. Actual
October 2022 through February 2023

	<u>Oct '22 - Feb 23</u>	<u>22/23 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
363.100 · O & M Assessments	112,969.36	120,614.00	-7,644.64	93.66%
363.810 · Debt Assessments	450,525.67	481,699.00	-31,173.33	93.53%
363.820 · Debt Assessment-Paid To Trustee	-429,040.13	-462,431.00	33,390.87	92.78%
363.831 · Discounts For Early Payments	-22,339.17	-24,093.00	1,753.83	92.72%
369.401 · Interest Income	2,513.47	240.00	2,273.47	1,047.28%
Total Income	<u>114,629.20</u>	<u>116,029.00</u>	<u>-1,399.80</u>	<u>98.79%</u>
Expense				
511.122 · Payroll Expense	103.90	640.00	-536.10	16.23%
511.131 · Supervisor Fee	1,200.00	8,000.00	-6,800.00	15.0%
511.305 · Maintenance/Contingency	0.00	7,500.00	-7,500.00	0.0%
511.310 · Engineering	11,777.50	10,000.00	1,777.50	117.78%
511.311 · Management Fees	14,985.00	35,964.00	-20,979.00	41.67%
511.312 · Secretarial Fees	1,750.00	4,200.00	-2,450.00	41.67%
511.315 · Legal Fees	1,984.00	8,500.00	-6,516.00	23.34%
511.318 · Assessment/Tax Roll	0.00	3,000.00	-3,000.00	0.0%
511.320 · Audit Fees	0.00	3,600.00	-3,600.00	0.0%
511.330 · Arbitrage Calculation Rprt Fee	0.00	650.00	-650.00	0.0%
511.450 · Insurance	6,441.00	6,000.00	441.00	107.35%
511.480 · Legal Advertisements	241.02	1,300.00	-1,058.98	18.54%
511.512 · Miscellaneous	121.62	875.00	-753.38	13.9%
511.513 · Postage and Delivery	11.13	300.00	-288.87	3.71%
511.514 · Office Supplies	123.45	675.00	-551.55	18.29%
511.515 · Website Management Fees	520.85	1,250.00	-729.15	41.67%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.732 · Reserve/Contingency	0.00	11,800.00	-11,800.00	0.0%
511.733 · Trustee Fees	0.00	4,100.00	-4,100.00	0.0%
511.735 · County Appraiser & Tax Coll Fee	6,531.56	7,500.00	-968.44	87.09%
Total Expense	<u>45,966.03</u>	<u>116,029.00</u>	<u>-70,062.97</u>	<u>39.62%</u>
Net Ordinary Income	<u>68,663.17</u>	<u>0.00</u>	<u>68,663.17</u>	<u>100.0%</u>
Net Income	<u>68,663.17</u>	<u>0.00</u>	<u>68,663.17</u>	<u>100.0%</u>

Bank Balance As Of 2/28/23	\$ 277,643.65
Accounts Payable As Of 2/28/23	\$ 12,309.44
Accounts Receivable As Of 2/28/23	\$ -
Total Fund Balance As Of 2/28/23	\$ 265,334.21