

**MIRADA
COMMUNITY DEVELOPMENT DISTRICT**

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
November 6, 2018***

9:00 a.m.

***Residence Inn
2101 Northpointe Parkway
Lutz, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption

MIRADA COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Residence Inn, 2101 Northpointe Parkway, Lutz FL

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano Lore Yeira	DPFG DPFG
District Attorney	Vivek Babbar	Straley Robin Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of six different sections:

The first section which is called **Audience Questions and Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

MIRADA COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday November 6, 2018
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida, 33558

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of Minutes from September 27, 2018 Meeting and
Minutes from October 2, 2018** **Exhibit 1**

IV. Business Matters

- A. Consideration and Adoption of Resolution 2019-02
Canvassing and Certifying the Landowners Election** **Exhibit 2**
- B. Consideration and Adoption of Resolution 2019-03
Designating Officers** **Exhibit 3**
- C. Consideration and Approval of Resolution 2019-04
Adopting the Revised Budget Amendment** **Exhibit 4**

V. Staff Reports

- A. District Manager**
B. Attorney
C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

Exhibit 1

1
2
3
4
5
6
7
8

**MINUTES OF MEETING
MIRADA
COMMUNITY DEVELOPMENT DISTRICT**

9 The Regular Meeting of the Board of Supervisors of the Mirada Community Development District
10 was held on Thursday, September 27, 2018 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway,
11 Lutz, Florida 33558.

12
13
14
15

FIRST ORDER OF BUSINESS – Roll Call

16 Ms. Yeira called the meeting to order and conducted roll call.

17 Present and constituting a quorum were:

18 Mike Lawson Board Supervisor, Chairman
19 Doug Draper Board Supervisor, Vice Chairman
20 Lori Price Board Supervisor, Assistant Secretary

21 Also present were:

22 Paul Cusmano District Manager, DPF, Inc.
23 Lore Yeira Assistant District Manager, DPF, Inc.

24
25
26
27
28
29

The following is a summary of the discussions and actions taken at the September 27, 2018 Mirada CDD Board of Supervisors meeting.

30
31
32

SECOND ORDER OF BUSINESS – Audience Comments

33 Ms. Yeira opened the floor for the audience to ask questions and to comment on agenda items.
34 There being none, next item followed.

35
36
37
38

THIRD ORDER OF BUSINESS – Consent Agenda

39 Ms. Yeira presented the consent agenda items that included the Fiscal Year (FY) 2017-2018 Budget
40 Amendment (**Exhibit 1**) and Resolution 2018-13 (**Exhibit 2**) to the Board for their review and
41 consideration.

42 A. **Exhibit 2:** Consideration and Adoption of Resolution 2018-13; Proposed Amendment Budget

43
44
45
46

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution 2018-13 ; Proposed Amendment Budget for the Mirada Community Development District.
--

FOURTH ORDER OF BUSINESS – Staff Reports

Ms. Yeira opened the floor for the district staff to present their reports. There being none, next item followed.

FIFTH ORDER OF BUSINESS – Supervisors Requests

Ms. Yeira opened the floor for the supervisors to present their requests. There being none, next item followed.

SIXTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items

Ms. Yeira opened the floor for the audience to ask questions and to comment on other items. There being none, next item followed.

SEVENTH ORDER OF BUSINESS – Adjournment

47 Ms. Yeira asked for final questions, comments, or corrections before adjourning the meeting. There
48 being none, Mr. Lawson made a motion to adjourn the meeting.

49 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned
50 the meeting for the Mirada Community Development District.

51 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
52 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
53 *including the testimony and evidence upon which such appeal is to be based.*
54

55 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
56 meeting held on _____.
57

Signature

Signature

58

Printed Name

Printed Name

59

60 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

1
2
3
4
5
6
7
8

**MINUTES OF MEETING
MIRADA
COMMUNITY DEVELOPMENT DISTRICT**

9
10
11
12
13
14
15
16
17
18
19

The Regular Meeting of the Board of Supervisors of the Mirada Community Development District was held on Tuesday, October 2, 2018 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida 33558.

20
21
22
23

FIRST ORDER OF BUSINESS – Roll Call

24
25
26
27
28
29
30
31
32
33
34

Ms. Yeira called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Mike Lawson	Board Supervisor, Chairman
Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager, DPF, Inc.
Lore Yeira	Assistant District Manager, DPF, Inc.
Maik Aagaard	Assistant Treasurer, DPF, Inc.

35
36
37
38
39
40
41
42
43

The following is a summary of the discussions and actions taken at the October 2, 2018 Mirada CDD Board of Supervisors meeting.

SECOND ORDER OF BUSINESS – Audience Comments

Ms. Yeira opened the floor for the audience to ask questions and to comment on agenda items. There being none, next item followed.

THIRD ORDER OF BUSINESS – Consent Agenda

There being none, next item followed.

FOURTH ORDER OF BUSINESS – Business Matters

Ms. Yeira presented the business matters that included Resolution 2019-01 (**Exhibit 1**) and the LLS Tax Solutions Arbitrage Rebate Report (**Exhibit 2**) to the Board for their review and consideration.

- A. **Exhibit 1:** Consideration and Adoption of Resolution 2019-01; Designating a Date, Time, and Location for a Landowners Meeting

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution **2019-01**; Designating a Date, Time, and Location for a Landowners Meeting to be held on November 6, 2018 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida 33558 for the Mirada Community Development District.

- B. **Exhibit 2:** LLS Tax Solutions Arbitrage Rebate Report

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the LLS Tax Solutions Arbitrage Rebate Report for the Mirada Community Development District.

FIFTH ORDER OF BUSINESS – Staff Reports

44 Ms. Yeira opened the floor for the district staff to present their reports. Mr. Cusmano presented the
45 Aquatic Systems Proposal on Waterway Management (**Exhibit 3**) to the Board for their review and
46 consideration. Discussion ensued.

47 A. **Exhibit 3:** Consideration and Approval for Aquatic Systems Proposal on Waterway Management

48 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved
49 the Aquatic Systems Proposal on Waterway Management subject to confirmation that the southwest corner
50 is within the CDD boundary for the Mirada Community Development District.

51
52 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

53 Ms. Yeira opened the floor for the supervisors to present their requests. There being none, next
54 item followed.

55
56 **SEVENTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items**

57 Ms. Yeira opened the floor for the audience to ask questions and to comment on other items. There
58 being none, next item followed.

59
60 **EIGHTH ORDER OF BUSINESS – Adjournment**

61 Ms. Yeira asked for final questions, comments, or corrections before adjourning the meeting. There
62 being none, Mr. Lawson made a motion to adjourn the meeting.

63 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adjourned
64 the meeting for the Mirada Community Development District.

65 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
66 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
67 *including the testimony and evidence upon which such appeal is to be based.*

68
69 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
70 **meeting held on _____.**

71

Signature

Signature

72

Printed Name

Printed Name

73

74 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

Exhibit 2

RESOLUTION 2019- 02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MIRADA COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Mirada Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, following proper publication and notice thereof, on November 6, 2018, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

WHEREAS, at the November 6, 2018 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MIRADA COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown below:

_____	_____	Votes	(4 year term)	Seat # 3
_____	_____	Votes	(4 year term)	Seat # 4
_____	_____	Votes	(2 year term)	Seat # 5

SECTION 3. Said terms of office commence on November 6, 2018.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict

with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

PASSED AND ADOPTED this 6th day of November, 2018.

ATTEST:

**MIRADA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: _____

Chair/ Vice Chair
Print Name: _____

Exhibit 3

RESOLUTION 2019- 03

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF MIRADA
COMMUNITY DEVELOPMENT DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Mirada Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Pasco; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF MIRADA COMMUNITY
DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

<u>Michael Lawson</u>	Chairman
<u>Doug Draper</u>	Vice-Chairman
<u>Lore Yeira</u>	Secretary
<u>Patricia Comings-Thibault</u>	Treasurer
<u>Maik Aagaard</u>	Assistant Treasurer
<u>Lori Price</u>	Assistant Secretary
<u>Paul Cusmano</u>	Assistant Secretary
<u>Janet Johns</u>	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 6TH DAY OF NOVEMBER, 2018.

ATTEST:

**MIRADA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: _____

Chair/ Vice Chair
Print Name: _____

Exhibit 4

RESOLUTION 2019- 04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
MIRADA COMMUNITY DEVELOPMENT DISTRICT
AMENDING ITS BUDGET FOR THE FISCAL YEAR BEGINNING
OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; AND
PROVIDING FOR SEVERABILITY, CONFLICTS AND AN
EFFECTIVE DATE.**

WHEREAS, the Board of Supervisors (the “**Board**”) of the Mirada Community Development District (the “**District**”) previously adopted its budget for fiscal year 2017/2018;

WHEREAS, the Board desires to relocate funds budgeted to reflect appropriated revenues and expenses approved during the fiscal year;

WHEREAS, the District is empowered by section 189.016, Florida Statutes to adjust the budget based on actual revenues and expenses; and

WHEREAS, the District Manager has submitted a proposed amended budget to reflect appropriated revenues and expenses approved during the fiscal year 2017/2018 (the “**Amended Budget**”), attached hereto as **Exhibit A** and incorporated as a material part of this Resolution by this reference.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. **Recitals.** The foregoing recitals are hereby incorporated as the findings of fact of the Board.
2. **Amended Budget.** The Board hereby finds and determines as follows:
 - a. That the Board has reviewed the Amended Budget, a copy of which is on the District’s website, on file with the office of the District Manager, and at the District’s Records Office.
 - b. The Amended Budget is hereby adopted and shall accordingly amend the previously adopted budget for fiscal year 2017/2018.
 - c. That the Amended Budget shall be maintained in the office of the District Manager and at the District’s Records Office and identified as the “Amended Budget for the Mirada Community Development District for the Fiscal Year Beginning October 1, 2017, and Ending September 30, 2018”.
 - d. The Amended Budget shall be posted by the District Manager on the District’s official website within five (5) days after adoption and remain on the website for at least two (2) years.
3. **Severability.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such

other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

4. **Conflicts.** This Resolution is intended to supplement the original resolution adopting the budget for fiscal year 2017/2018, which remain in full force and effect. This Resolution and the original resolution shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
5. **Effective Date.** This Resolution shall become effective upon its adoption.

Passed and adopted this 6th day of November 2018.

Attest:

Mirada
Community Development District

Lore Yeira
Assistant Secretary

Chair/ Vice Chair of the Board of Supervisors

Exhibit A: 2017/2018 Amended Budget

**STATEMENT 1
MIRADA COMMUNITY DEVELOPMENT DISTRICT
FY 2018 PROPOSED AMENDED BUDGET
GENERAL FUND (O&M)**

	FY 2018 ADOPTED BUDGET	FY 2018 10/1/2017 8/30/2018	FY 2018 PROJECTED 9/30/2018	FY 2018 TOTAL	FY 2018 AMENDMENT	FY 2018 AMENDED BUDGET	UNDERLYING ASSUMPTION
I. REVENUE							
OFF ROLL FUNDING (a)	\$ 362,105	\$ 179,670	\$ -	\$ 139,043	\$ (222,922)	\$ 139,043	
INTEREST		140	-	140	-	140	
TOTAL REVENUE	362,105	179,810	-	139,183	(222,922)	139,183	
II. EXPENDITURES							
GENERAL ADMINISTRATIVE							
SUPERVISORS COMPENSATION	12,000	6,600	1,200	7,800	(4,200)	7,800	3 Supervisors for 2 Meetings for Aug & Sept
PAYROLL TAXES	918	545	92	637	(281)	637	
PAYROLL PROCESSING	660	563	110	673	13	673	
MANAGEMENT CONSULTING SERVICES	21,000	24,250	1,750	26,000	5,000	26,000	
CONSTRUCTION ACCOUNTING SERVICES	9,000	9,000	-	9,000	-	9,000	
PLANNING, COORDINATING & CONTRACT SERVI	36,000	33,000	3,000	36,000	-	36,000	
ADMINISTRATIVE SERVICES	3,500	3,212	292	3,504	4	3,504	
BANK FEES	300	128	25	153	(147)	153	
MISCELLANEOUS	500	-	-	-	(500)	-	
AUDITING SERVICES	4,500	2,850	-	2,850	(1,650)	2,850	
TRAVEL PER DIEM	-	49	9	58	58	58	
INSURANCE	4,000	5,300	-	5,300	1,300	5,300	
REGULATORY AND PERMIT FEES	175	175	-	175	-	175	
LEGAL ADVERTISEMENTS	2,000	3,015	450	3,465	1,465	3,465	
ENGINEERING SERVICES (Inclusive of Heidt Design)	4,000	5,833	1,000	6,833	2,833	6,833	Last Stantec bill dated 04/13/2018
LEGAL SERVICES (Inclusive of Boundary Expansion)	7,500	13,548	1,500	15,048	7,548	15,048	Last SRV bill thru 08/15/2018
PERFORMANCE & WARRANTY BOND PREMIUM	-	-	-	-	-	-	
WEBSITE HOSTING	720	680	60	740	20	740	
ADMINISTRATIVE CONTINGENCY (Amounts paid to County for Petition)	-	7,673	-	7,673	7,673	7,673	
TOTAL GENERAL ADMINISTRATIVE	106,773	116,421	9,488	125,909	19,136	125,909	
DEBT ADMINISTRATION:							
DISSEMINATION AGENT	1,000	2,000	-	2,000	1,000	2,000	
TRUSTEE FEES	8,000	5,000	-	5,000	(3,000)	5,000	
ARBITRAGE	750	-	750	750	-	750	
TOTAL DEBT ADMINISTRATION	9,750	7,000	750	7,750	(2,000)	7,750	
PHYSICAL ENVIRONMENT EXPENDITURES							
SECURITY	-	-	-	-	-	-	
FIELD MANAGER	8,781	336	-	336	(8,445)	336	
FIELD TRAVEL	1,400	-	-	-	(1,400)	-	
STREETPOLE LIGHTING	-	-	-	-	-	-	
ELECTRICITY (IRRIGATION & POND PUMPS)	-	421	150	571	571	571	
WATER	-	-	-	-	-	-	
LANDSCAPING MAINTENANCE	-	-	-	-	-	-	
LANDSCAPE REPLINISHMENT	-	-	-	-	-	-	
IRRIGATION MAINTENANCE	-	-	-	-	-	-	
POND MAINTENANCE	-	-	-	-	-	-	
CONTINGENCY FOR PHYSICAL ENVIRONMENT	235,401	-	4,617	4,617	(230,784)	4,617	
TOTAL PHYSICAL ENVIRONMENT EXPENDITUR	245,582	757	4,767	5,524	(240,058)	5,524	
AMENITY CENTER OPERATIONS (1/2 Year)							
POOL MAINTENANCE	-	-	-	-	-	-	
POOL PERMITS	-	-	-	-	-	-	
PLAYGROUND & TOT LOT MAINTENANCE	-	-	-	-	-	-	
ELECTRIC UTILITIES	-	-	-	-	-	-	
FACILITY MAINTENANCE	-	-	-	-	-	-	
PEST CONTROL	-	-	-	-	-	-	
MISCELLANEOUS SUPPLIES	-	-	-	-	-	-	
TOTAL AMENITY CENTER OPERATIONS	-	-	-	-	-	-	
TOTAL EXPENDITURES	362,105	124,178	15,005	139,183	(222,922)	139,183	
III. EXCESS OF REVENUE OVER (UNDER)							
FUND BALANCE - BEGINNING	-	55,632	(15,005)	-	-	-	
FUND BALANCE - ENDING	\$ -	\$ 55,632	\$ (15,005)	\$ -	\$ -	\$ -	

(a) Off roll funding will be made on an "as needed" basis only and based only on actual expenditures incurred