

***SOUTHSHORE BAY
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Meeting***

***Tuesday
November 6, 2018***

10:00 AM

***Metro Development Group
2502 North Rocky Point Drive
Suite 1050
Tampa FL***

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.

SOUTHSHORE BAY COMMUNITY DEVELOPMENT DISTRICT AGENDA

At Metro Development Group, 2502 N. Rocky Point Dr., Ste. 1050, Tampa FL

District Board of Supervisors	Mike Lawson Doug Draper Lori Price	Chairman Vice Chairman Assistant Secretary
District Manager	Paul Cusmano	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.

SOUTHSHORE BAY COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: **Tuesday, November 6, 2018**
Time: 10:00 a.m.
Location: Metro Development
2502 N. Rocky Point Drive, Suite 1050
Tampa, Florida 33607

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

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of the Minutes of the August 23, 2018 Meeting **Exhibit 1**
- B. Approval of the Minutes of the September 27 Meeting **Exhibit 2**
- C. Approval of the Minutes of the September 27 Audit Committee Meeting **Exhibit 3**

IV. Business Matters

- A. Consideration and Adoption of Resolution 2019-01 FY 2017-2018 Budget Amendment **Exhibit 4**

V. Staff Reports

- A. District Manager
- B. District Counsel
- C. District Engineer

VI. Supervisor Requests

VII. Adjournment

EXHIBIT 1.

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**MINUTES OF MEETING
SOUTHSHORE BAY
COMMUNITY DEVELOPMENT DISTRICT**

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The Regular Meeting of the Board of Supervisors of the Southshore Bay Community Development District was held on Thursday, August 23, 2018 at 10:00 a.m. at the Metro Development Group, 2502 North Rocky Point Drive, Suite 1050, Tampa, Florida 33607.

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FIRST ORDER OF BUSINESS – Roll Call

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Mr. Cusmano called the meeting to order and conducted roll call.

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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, DPGF, Inc.
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The following is a summary of the discussions and actions taken at the August 23, 2018 Southshore Bay CDD Board of Supervisors meeting.

SECOND ORDER OF BUSINESS – Audience Comments

Mr. Cusmano 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 Matters

Mr. Cusmano presented the consent matters that included the minutes of the Board of Supervisors regular meeting held on June 12, 2018 (**Exhibit 1**) and the July 2018 Financials (**Exhibit 2**) to the Board for their review and consideration.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the consent agenda items A & B for the Southshore Bay Community Development District.
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FOURTH ORDER OF BUSINESS – Business Matters

Mr. Cusmano presented the business matters that included the public hearing regarding the Fiscal Year (FY) 2018-2019 Budget, Resolution 2018-30, Resolution 2018-31, the Budget Funding Agreement, Resolution 2018-32, Resolution 2018-33, and Resolution 2018-34 to the Board for their review and consideration. Mr. Cusmano called for a motion to open the Public Hearing Regarding the Fiscal Year (FY) 2018-2019 Budget. Mr. Lawson presented the Fiscal Year (FY) 2018-2019 Budget to the Board for their review and consideration and asked for questions or comments. There being none, Mr. Lawson made a motion to close the public hearing.

A. Public Hearing Regarding the Fiscal Year (FY) 2018-2019 Budget

1. Open Public Hearing

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board opened the public hearing for the FY 2018-2019 Budget for the Southshore Bay Community Development District.

45 2. Presentation of the FY 2018-2018 Budget

46 3. Audience Comments

47 *There being none, next item followed.*

48 4. Close Public Hearing

49 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board closed
50 the public hearing for the FY 2018-2019 Budget for the Southshore Bay Community Development
51 District.

52 B. Consideration and Adoption of Resolution 2018-30; Fiscal Year 2018-2019 Budget

53 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted
54 Resolution **2018-30**; Fiscal Year 2018-2019 Budget for the Southshore Bay Community Development
55 District.

56 C. Consideration and Adoption of Resolution 2018-31; Imposing Special Assessments

57 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted
58 Resolution **2018-31**; Imposing Special Assessments for the Southshore Bay Community Development
59 District.

60 D. Budget Funding Agreement

61 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the
62 Board approved the Budget Funding Agreement for the Southshore Bay Community Development
63 District.

64 E. Consideration and Adoption of Resolution 2018-32; Re-Designation of Officers

65 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted
66 Resolution **2018-32**, re-designating the Officers of the District as follows: **Mr. Mike Lawson** to serve as
67 Chairman, **Mr. Doug Draper** to serve as Vice Chairman, and **Ms. Lori Price** and **Mr. Ted Sanders** to
68 serve as Assistant Secretaries; District staffing as follows: **Mr. Paul Cusmano** as Secretary, **Ms. Patricia**
69 **Comings-Thibault** as Treasurer, **Mr. Maik Aagaard** as Assistant Treasurer; and **Ms. Janet Johns** as
70 Assistant Secretary for the Southshore Bay Community Development District.

71 F. Consideration and Adoption of Resolution 2018-33; Electronic Records Policy

72 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted
73 Resolution **2018-33**; Electronic Records Policy for the Southshore Bay Community Development
74 District.

75 G. Consideration and Adoption of Resolution 2018-34; Fiscal Year 2018-2019 Meeting Dates

76 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted
77 Resolution **2018-34**; Fiscal Year 2018-2019 Meeting Dates, setting the meeting dates to be held on the
78 first Tuesday of every month at 10:00 a.m. in a conference room of the offices of Metro Development,
79 2502 N. Rocky Point Drive, Suite 1050, Tampa, Florida for the Southshore Bay Community
80 Development District.

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82 **FIFTH ORDER OF BUSINESS – Staff Reports**

83 Mr. Cusmano opened the floor for the district staff to present their reports. There being none, next
84 item followed.

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86 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

87 Mr. Cusmano opened the floor for the supervisors to present their requests. There being none,
88 next item followed.

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

91 Mr. Cusmano opened the floor for the audience to ask questions and to comment on other items.
92 There being none, next item followed.

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94 **EIGHTH ORDER OF BUSINESS – Adjournment**

95 Mr. Cusmano asked for final questions, comments, or corrections before adjourning the meeting.
96 There being none, Mr. Lawson made a motion to adjourn the meeting.

97 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board
98 adjourned the meeting for the Southshore Bay Community Development District.

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

102

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

105

Signature

Signature

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Printed Name

Printed Name

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108 **Title:** Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 2.

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**MINUTES OF MEETING
SOUTHSHORE BAY
COMMUNITY DEVELOPMENT DISTRICT**

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The Regular Meeting of the Board of Supervisors of the Southshore Bay Community Development District was held on Thursday, September 27, 2018 at 10:00 a.m. at the Metro Development Group, 2502 North Rocky Point Drive, Suite 1050, Tampa, Florida 33607.

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FIRST ORDER OF BUSINESS – Roll Call

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Mr. Cusmano 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, DPMG, Inc.
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The following is a summary of the discussions and actions taken at the September 27, 2018 Southshore Bay CDD Board of Supervisors meeting.

SECOND ORDER OF BUSINESS – Audience Comments

Mr. Cusmano 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 – Business Matters

Mr. Cusmano presented the business matters that included the Fiscal Year (FY) 2017-2018 Budget Amendment (**Exhibit 1**) and Resolution 2018-35 (**Exhibit 2**) to the Board for their review and consideration.

A. **Exhibit 2:** Consideration and Adoption of Resolution 2018-35; FY 2017-2018 Budget Amendment

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution 2018-35 ; FY 2017-2018 Budget Amendment for the Southshore Bay Community Development District.
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FOURTH ORDER OF BUSINESS – Staff Reports

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

FIFTH ORDER OF BUSINESS – Supervisors Requests

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

SIXTH ORDER OF BUSINESS – Adjournment

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

46 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board
47 adjourned the meeting for the Southshore Bay Community Development District.

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

51
52 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
53 **meeting held on _____.**
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Signature

Signature

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Printed Name

Printed Name

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57 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 3.

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**MINUTES OF MEETING
AUDIT COMMITTEE
SOUTHSHORE BAY
COMMUNITY DEVELOPMENT DISTRICT**

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The Audit Committee Meeting for the Southshore Bay Community Development District was held on Wednesday, September 26, 2018 at 11:00 a.m. at the Hampton Inn Airport, 9241 Marketplace Road, Ft. Myers, Florida 33912.

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FIRST ORDER OF BUSINESS – Call To Order

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Mr. Cusmano called the meeting to order.

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.
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The following is a summary of the discussions and actions taken at the September 26, 2018 Southshore Bay CDD Audit Committee meeting.

SECOND ORDER OF BUSINESS – Administrative Matters

Mr. Cusmano presented the administrative matters that included the request for proposal (RFP) and evaluation criteria (**Exhibit 1**) to the Board for their review and consideration and asked for questions, comments, or corrections. There being none, next item followed.

THIRD ORDER OF BUSINESS – Business Matters

Mr. Cusmano presented the business matters and asked for a motion to authorize the Chair to proceed with publication of the RFP. Discussion ensued regarding the next meeting date.

A. Authorization to Proceed with Publication of RFP

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the authorization to proceed with publication of the RFP for the Southshore Bay Community Development District.

FOURTH ORDER OF BUSINESS – Adjournment

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

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned the audit committee meeting for the Southshore Bay Community Development District.

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

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

46

Signature

Signature

47

Printed Name

Printed Name

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49 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 4.

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHSHORE BAY COMMUNITY DEVELOPMENT DISTRICT AMENDING ITS BUDGET FOR THE FISCAL YEAR BEGINNING DECEMBER 13, 2017, AND ENDING SEPTEMBER 30, 2018; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “**Board**”) of the Southshore Bay 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 Southshore Bay Community Development District for the Fiscal Year Beginning December 13, 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:

**Southshore Bay
Community Development District**

Paul Cusmano
Assistant Secretary

Chair/ Vice Chair of the Board of Supervisors

Exhibit A: 2017/2018 Amended Budget

EXHIBIT A

(UNDER SEPARATE COVER)