

***ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
June 12,
2018***

9:00 a.m.

***RESIDENCE INN
2101 Northpoint 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.

ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT AGENDA

Residence Inn
2101 Northpoint Parkway.
Lutz, Florida

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary 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 seven different sections:

The meeting will begin promptly with the first section which is called **Audience Questions and Comments on Agenda Items**. 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 **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items 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 sixth 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 seventh 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.

ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday June 12, 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 May 1, 2018 Regular Meeting Exhibit 1
- B. Acceptance of April 2018 Unaudited Financial Statement Exhibit 2

IV. Business Matters

- A. Presentation of Fiscal Year 2018-2019 Proposed Budget Exhibit 3
(Separate Cover)
- B. Consideration and Adoption of Resolution 2018-03 Approving Exhibit 4
the Proposed Budget and Setting of the Public Hearing for
08/07/2018

VI. Staff Reports

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

VII. Supervisors Requests

VIII. Audience Questions and Comments on Other Items

IX. Adjournment

EXHIBIT 1.

1 **MINUTES OF MEETING**
2 **ZEPHYR LAKES**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development
6 District was held on Tuesday, April 3, 2018 at 9 a.m. at the Residence Inn, 2101 Northpointe Parkway,
7 Lutz, Florida 33558.
8

9 **FIRST ORDER OF BUSINESS – Roll Call**

10 Mr. Cusmano called the meeting to order.

11 Present and constituting a quorum were:

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

15 Also present were:

16 Paul Cusmano	District Manager, DPF
17 Vivek Babbar	District Attorney, Straley & Robin (<i>via phone</i>)
18 Lore Yeira	Assistant District Manager, DPF

19
20 *The following is a summary of the discussions and actions taken at the May 1, 2018 Zephyr Lakes CDD*
21 *Board of Supervisors meeting.*
22

23 **SECOND ORDER OF BUSINESS – Audience Comments**

24 There being none, the next item followed.

25 **THIRD ORDER OF BUSINESS – Consent Agenda**

- 26 **A. Approval of the Minutes from April 3, 2018 Regular Meeting**
27 **B. Acceptance of the March 2018 Unaudited Financial Statement**

28 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
29 approved **Items A & B** for the Zephyr Lakes Community Development District.

30
31 **FOURTH ORDER OF BUSINESS – Business Matters**

- 32 **A. Audit Report Letter**

33 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved
34 the **Audit Report Letter** for the Zephyr Lakes Community Development District.

35
36 **FIFTH ORDER OF BUSINESS – Staff Reports**

- 37 **A. District Manager**

38 There being none, next item followed.

39 **B. Attorney**
40 There being none, next item followed.

41 **C. District Engineer**
42 There being none, next item followed.

43
44 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

45 There being none, next item followed.

46 **SEVENTH ORDER OF BUSINESS – Adjournment**

47 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
48 adjourned the meeting for the Zephyr Lakes Community Development District.

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

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

56
57 _____
58 **Signature**

56
57 _____
58 **Signature**

59
60 _____
61 **Printed Name**

59
60 _____
61 **Printed Name**

62 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 2.

**Zephyr Lakes
Community Development District**

**Financial Statements
(Unaudited)**

April 30, 2018

Zephyr Lakes CDD
Balance Sheet
April 30, 2018

	GENERAL FUND
<u>ASSETS:</u>	
CASH	\$ 512
DEVELOPER RECEIVABLE	-
TOTAL ASSETS	\$ 512
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$ 137
<u>FUND BALANCE:</u>	
ASSIGNED:	-
UNASSIGNED:	375
TOTAL LIABILITIES & FUND BALANCE	\$ 512

**Zephyr Lakes CDD
General Fund**

**Statement of Revenues, Expenses and Changes in Fund Balance
For The Period Starting October 1, 2017 Ending April 30, 2018**

	<u>FY2018 ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL	\$ 103,683	\$ 60,482	\$ 34,924	\$ (25,558)
DEVELOPER FUNDING	-	-	-	-
INTEREST	-	-	-	-
MISC. REVENUE	-	-	20	(20)
TOTAL REVENUE	<u>103,683</u>	<u>60,482</u>	<u>34,944</u>	<u>(25,578)</u>
EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - BOS	12,000	7,000	600	6,400
PAYROLL TAXES	918	536	46	490
PAYROLL SERVICES FEE	676	394	198	196
TRAVEL PER DIEM - BOS	75	44	-	44
MANAGEMENT CONSULTING SERVICES	21,000	12,250	12,250	-
PLANNING AND COORDINATING SERVICES	36,000	21,000	21,000	-
ACCOUNTING SERVICES	-	-	-	-
BANKING SERVICES	120	70	24	46
MISCELLANEOUS	316	184	-	184
PUBLIC OFFICIAL & GENERAL LIABILITY INS.	2,651	1,546	-	1,546
AUDITING SERVICES	4,000	2,333	-	2,333
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,200	700	128	572
ENGINEERING SERVICES	4,000	2,333	-	2,333
LEGAL SERVICES - GENERAL	7,000	4,083	632	3,451
WEBSITE DEVELOPMENT & HOSTING	720	420	420	-
CONTINGENCY	-	-	-	-
TOTAL ADMINISTRATIVE	<u>90,851</u>	<u>53,069</u>	<u>35,473</u>	<u>17,596</u>
INSURANCE:				
INSURANCE (PO, Liability, Property & Casualty)	2,651	2,651	2,550	101
TOTAL INSURANCE	<u>2,651</u>	<u>2,651</u>	<u>2,550</u>	<u>101</u>
PHYSICAL ENVIRONMENT:				
FIELD MANAGER	8,781	-	-	-
FIELD TRAVEL EXPENDITURES	1,400	-	7	(7)
TOTAL FIELD OPERATIONS	<u>10,181</u>	<u>-</u>	<u>7</u>	<u>(7)</u>
TOTAL EXPENDITURES	<u>103,683</u>	<u>55,720</u>	<u>38,030</u>	<u>17,697</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	4,761	(3,086)	(7,847)
FUND BALANCE - BEGINNING	-	-	3,460	3,460
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 4,761</u>	<u>\$ 374</u>	<u>\$ (4,387)</u>

Zephyr Lakes CDD
Cash Reconciliation - General Fund
April 30, 2018

Balance Per Bank Statement	\$ <u>BU Acct</u> 5,324.92
Less: Outstanding Checks	(4,813.27)
<i>Adjusted Bank Balance</i>	<u>\$ 511.65</u>
Beginning Cash Balance Per Books	\$ 523.65
Cash Receipts	4,813.27
Cash Disbursements	(4,825.27)
<i>Balance Per Books</i>	<u>\$ 511.65</u>

**Zephyr Lakes CDD
Check Register
FY 2018**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
		EOY Balance 9-30-17				3,460.27
10/02/2017	2108	Egis Insurance Advisors, LLC	Ins FY 2018		2,550.00	910.27
10/12/2017		Paychex	Deposit	19.88		930.15
		EOM Balance 10-31-17		19.88	2,550.00	930.15
11/02/2017		Developer Funding	GF 2018-01	4,750.00		5,680.15
11/03/2017	2109	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - October		4,750.00	930.15
11/09/2017		Developer Funding	GF 2017-20/GF 2018-02	377.20		1,307.35
11/10/2017	2110	FLORIDA DEPT OF ECONOMIC OPPO	Annual Filing FY 2018		175.00	1,132.35
11/10/2017	2111	Straley Robin Vericker	Legal Svcs thru 9/15/17		25.00	1,107.35
11/10/2017	2112	TAMPA BAY TIMES	Legal Ad		117.20	990.15
11/10/2017	2113	Venturesin.com, Inc.	Web Site Hosting - October		60.00	930.15
11/10/2017	ACH11102017	Paychex	Payroll Fee		10.00	920.15
11/17/2017	2114	Straley Robin Vericker	Legal Svcs thru 10/15/17		146.60	773.55
11/17/2017	2115	Venturesin.com, Inc.	Web Site Hosting - November		60.00	713.55
11/30/2017		Developer Funding	GF 2018-03	5,469.24		6,182.79
11/30/2017	2116	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - November		4,750.00	1,432.79
		EOM Balance 11-30-17		10,596.44	10,093.80	1,432.79
12/07/2017		Board Member	Payroll		183.87	1,248.92
12/07/2017		Paychex	Payroll Taxes		92.63	1,156.29
12/08/2017		Paychex	Payroll Fees		55.50	1,100.79
12/14/2017		Developer Funding	GF 2018-04	4,810.00		5,910.79
12/15/2017	2117	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - December		4,750.00	1,160.79
12/15/2017	2118	Venturesin.com, Inc.	Web Site Hosting - December		60.00	1,100.79
12/26/2017	10020	Board Member	Payroll		188.44	912.35
12/28/2017	10021	Board Member	Payroll		184.70	727.65
		EOM Balance 12-31-17		4,810.00	5,515.14	727.65
01/31/2018	2119	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - January		4,750.00	-4,022.35
01/31/2018		Developer Funding	GF 2018-05	4,982.20		959.85
01/31/2018		Bank United	Service Charge		12.00	947.85
		EOM Balance 1-31-18		4,982.20	4,762.00	947.85
02/01/2018	2120	Business Observer	Legal Ad		127.50	820.35
02/01/2018	2121	Straley Robin Vericker	Legal Svcs thru 12/15/17		44.70	775.65
02/01/2018	2122	Venturesin.com, Inc.	Web Site Hosting - January		60.00	715.65
02/12/2018	ACH02122018	Paychex	Payroll Fees		132.00	583.65
02/22/2018		Developer Funding	GF 2018-07	4,962.50		5,546.15
02/22/2018	2123	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - February		4,750.00	796.15
02/22/2018	2124	Straley Robin Vericker	Legal Svcs thru 1/15/18		152.50	643.65
02/22/2018	2125	Venturesin.com, Inc.	Web Site Hosting - February		60.00	583.65
		EOM Balance 2-28-18		4,962.50	5,326.70	583.65
03/01/2018		Developer Funding	GF 2018-08	4,901.50		5,485.15
03/02/2018	2126	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - March		4,750.00	735.15
03/02/2018	2127	Straley Robin Vericker	Legal Svcs thru 2/15/18		151.50	583.65
03/14/2018	2128	Venturesin.com, Inc.	Web Site Hosting - March		60.00	523.65
		EOM Balance 3-31-18		4,901.50	4,961.50	523.65
04/27/2018	2129	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - April		4,750.00	-4,226.35
04/27/2018		Developer Funding	GF 2018-09	4,813.27		586.92
04/27/2018	2130	IRA DOUG DRAPER	Mileage - BOS Mtg - 4/3/18		3.27	583.65
04/27/2018	2131	Venturesin.com, Inc.	Web Site Hosting		60.00	523.65
04/30/2018		Bank United	Service Charge		12.00	511.65
		EOM Balance 4-30-18		4,813.27	4,825.27	511.65

EXHIBIT 3.

EXHIBIT 4.

RESOLUTION 2018- 03 __

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Zephyr Lakes Community Development District (“District”) prior to June 15, 2018, a proposed operations and maintenance budget for Fiscal Year 2018/2019; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT:

1. **BUDGET APPROVED.** The operating budget proposed by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 7, 2018

HOUR: 6:00 p.m.

LOCATION: Residence Inn
2101 Northpoint Parkway
Lutz, Florida

3. **TRANSMITTAL OF BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budget to City of Zephyrhill, Florida at least 60 days prior to the hearing date set above.

4. **POSTING OF BUDGETS.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget on the District's website at least two days before the budget hearing date as set forth in section 2.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 5TH DAY OF JUNE, 2018.

ATTEST:

**ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Signature

Signature

Printed Name

Printed Name

Title:

- Secretary
- Assistant Secretary

Title:

- Chair of the Board of Supervisors
- Vice Chair of the Board of Supervisors

Exhibit A: Proposed FY 2018/2019 Budget