

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.

**FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Fishhawk Ranch Community Development District was held on **Tuesday, August 4, 2020 at 6:30 p.m.** by means of communications media technology via Zoom or telephonic 301-715-8592; Meeting ID: 922 5853 5011 and Passcode 170491.

Present and constituting a quorum were:

Terrie Morrison	<b>Board Supervisor, Chairperson</b>
Bob Kneusel	<b>Board Supervisor, Vice-Chairman</b>
Tom Avino	<b>Board Supervisor, Assistant Secretary</b>
Kerri McDougald	<b>Board Supervisor, Assistant Secretary</b>
Dawn Turner	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Eric Dailey	<b>District Manager, Halifax Solutions, LLC</b>
Biff Craine	<b>District Counsel, Brooks, Sheppard, Rocha, PLLC</b>
Holly Quigley	<b>Community Director</b>
Don Cameron	<b>O&amp;M Supervisor</b>
Eartie Flener	<b>Fishhawk Site Manager, Capital Land Management</b>

Audience	<b>Present</b>
----------	----------------

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Dailey called the meeting to order and conducted roll call, confirming that a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Various audience members stated their support of the request for the use of the Aquatic Club pool by Newsome High School Swim team.

An audience member stated the District property and DRA's near the Preserve in Starling had not be maintained in weeks since we had a change in landscape maintenance companies. Mr. Dailey stated CLM has been working overtime in Phase 3 and will ask them to review these areas mentioned.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

Ms. Morrison reviewed the summary sent to the Board earlier this week. The Board had no comments.

**B. Community Director**

Ms. Quigley stated there was no change to the phased opening of the facilities as related to the COVID-19 situation since the prior meeting.

Mr. Avino asked about the status of the water parks being open at the pools. Ms. Morrison stated she verified before the meeting that Hillsborough county still has their water parks closed due to COVID-19 protocol and that we are following their lead on that practice.

**C. District Counsel**

Mr. Craine stated the refunding of the Series 2011 bonds affecting the 662 residential units in the area previously identified as Community Development District III closed on Monday, so the refunding is complete.

**D. District Manager**

Mr. Dailey reminded the Board that the next regular CDD Board meeting was set for August 18, 2020 at 6:30 p.m. and this will be the Public Hearing for the Fiscal Year 2020-201 Budget. Mr. Dailey asked the Board if they wish to meet in person or continue holding the meeting via Zoom while the Governor's executive order is in place. The Board had a discussion and felt it was in the best interest of public safety to meet via Zoom.

Mr. Dailey stated he is working with Ms. Morrison and Ms. Quigley to update the Action Item list and will send it out to the Board once finalized.

Mr. Dailey updated the Board on his August 3, 2020 site visit with Ms. Quigley. He stated overall the community looked good but there are some landscape and irrigation issues in Phase 3 that need to be addressed by CLM. He stated he had emailed Mr. Flener about those issues. He also stated staff will have Bandit Fitness review possibly moving some of the fitness equipment around to better accommodate space at the Aquatic Club fitness center.

Mr. Avino stated he would like to meet with CLM and be more involved addressing some of the Phase 3 landscape issues. Mr. Flener stated he would reach out to Mr. Avino and set up a meeting.

94 **FOURTH ORDER OF BUSINESS** **Consideration of Newsome High**  
95 **School Swim Team Agreement**  
96

97 The Board tabled this item until the Board meeting on August 18, 2020 so they  
98 can hear back from Mr. Lindstrom following the outcome of the August 6, 2020 School  
99 Board meeting and next week's scheduled Florida High School Athletic Association  
100 meeting.

101  
102 **FIFTH ORDER OF BUSINESS** **Consideration of Addendum to the Puff**  
103 **N' Stuff Palmetto Club Agreement**  
104

105 Mr. Craine reviewed page 4 of the agreement, COVID-19 Recovery Provisions for  
106 the Board which details the changes of the financials terms with the District and Puff N'  
107 Stuff through September 30, 2022. A discussion ensued on the budget and expenses.  
108

109 Ms. Morrison informed the Board that Hillsborough County Supervisor of Elections  
110 Office still intends to hold the primary election on August 18, 2020 at the Palmetto Club.  
111 She stated they have provided an addendum that addresses COVID-19 protocols and  
112 provides a waiver protecting the District from any Covid-19 related claims that may arise  
113 as a result of this event.  
114

115 Mr. Kneusel asked about looking into improving the existing conferencing  
116 equipment in preparation for returning to in-person meetings when held at the Aquatic  
117 Club or Starling Tennis Club. A working, reliable commercial-grade telephonic  
118 conference phone and connectivity is required; working Wi-Fi connectivity is required, and  
119 the ability to accommodate video conferencing such as zoom connectivity when needed  
120 in the future is required.  
121

122 Mr. Dailey stated Ms. Quigley is also getting proposals to upgrade the software on  
123 the AC units at the Palmetto Club so they can be controlled remotely.  
124

On a motion from Mr. Kneusel, seconded by Ms. McDougald, the Board unanimously approved the Puff N' Stuff Management and Exclusive Food, Beverage and Catering Concessionaire Agreement for the Palmetto Club; for the Fishhawk Ranch Community Development District.
---

125  
126 **SIXTH ORDER OF BUSINESS** **Discussion on Archived District**  
127 **Records Retention**  
128

129 Mr. Dailey stated that there are roughly 100 boxes of files with the old Fishhawk  
130 Ranch CDD, CDD 2 and CDD 3 records with Rizzetta & Company, Inc. He stated they  
131 would like to properly dispose of these records in accordance with Florida law but are  
132 looking for direction from the Board. Ms. Morrison and Mr. Craine both stated their  
133 thoughts on how to proceed and a Board discussion ensued.  
134  
135

136 The Board directed Mr. Dailey to ask Rizzetta & Company, Inc. for an inventory of  
137 what records are contained in the boxes so Mr. Craine can review it and compare it with  
138 the digital files on record. After Mr. Craine does that the Board will then be able to decide  
139 how to proceed.

140

141 **SEVENTH ORDER OF BUSINESS**

**Discussion on Park Square Amenity**

142

143 Ms. Morrison reviewed the August 3, 2020 meeting with Florida Playstructures  
144 regarding the Park Square fountain and stated we expect to have a proposal back from  
145 them by the August 18, 2020 meeting. She also stated Mr. Brletic is getting a second  
146 proposal from Elite Pools, who completed recent work at the Aquatic Club pool.

147

148 Ms. Morrison reviewed the draft article for the Talon which was included in the  
149 agenda. The Board had no comments and approved submitting it for publication in the  
150 September Talon.

151

152 The Board discussed the history of the fountain project and how to proceed going  
153 forward. Mr. Kneusel asked to get proposals to possibly replace the current soft surface  
154 with hard surface. It was stated that the soft surface has had issues and we need to have  
155 something better suited for the amount of public traffic that moves across it. Ms. Morrison  
156 asked about the option of a fence to protect the surface from bike and skateboard  
157 damage. Mr. Craine stated there is specific language regarding fencing in the agreement  
158 with the owners of Park Square which will need to be reviewed and considered prior to  
159 any decision on the addition of fencing.

160

161 **EIGHTH ORDER OF BUSINESS**

**Discussion of Organization  
Processes, Procedures, and  
Responsibilities**

162

163

164

165 Mr. Avino stated the Board needs to work to better communicate with the  
166 community about the District, the Board, how things work, etc. He suggested having  
167 Supervisors write articles for the Talon covering these types of things. Ms. McDougald  
168 asked to write an article to appear in the October Talon, and Mr. Kneusel for the  
169 December Talon.

170

171 Mr. Avino asked about upgrading the website to have more information available  
172 for community access and use. He asked that minutes of District meetings be added to  
173 the website. The Board agreed and Mr. Dailey said he will have them posted in the next  
174 24 hours in ADA compliant format. Mr. Dailey said he will send links to the Board so they  
175 can see the additional features Campus Suites can add to the current site along with  
176 examples of other Districts' websites.

177

178 Mr. Avino asked about access to more real time accounting information regarding  
179 the budget vs. current financial position, to assist the Board when making decisions on  
180 expenditures. Mr. Dailey stated the software that Rizzetta & Company, Inc. uses does  
181 not allow for that at this time. Mr. Dailey said that he follows up with Rizzetta & Company,

182 Inc. accounting before every meeting to get as close to real time numbers as possible for  
183 discussions the Board may have regarding proposed projects and expenditures.  
184

185 The Board asked Ms. Quigley what challenges she has at this time and what the  
186 Board might do to assist. She stated trying to hire additional pool monitors is a current  
187 challenge, as several of the current monitors are now heading back to college.  
188

189 The Board asked Mr. Cameron if he had any challenges at this time and what the  
190 Board might do to assist. He stated they are just catching up from COVID-19 related  
191 maintenance projects. When asked, Mr. Cameron stated the O&M staff continues to have  
192 a space issue and needs more room to store materials, supplies and house the current  
193 number of Gem car utility vehicles. The Board asked Mr. Cameron and Ms. Quigley to  
194 come back with some ideas for the next meeting.  
195

196 Ms. Morrison asked Mr. Dailey to update the Board on the PEO proposal process  
197 for the possible transition of the HOA/CDD employees to the District. He stated they  
198 expect to have 4 proposals for the meeting on August 18, 2020. Mr. Kneusel asked if he  
199 can take point on this for the Board as he has experience with it, having served on the  
200 HOA Board. The Board agreed and Mr. Kneusel will work with Mr. Dailey and Ms. Quigley  
201 on this initiative going forward.  
202

203 Mr. Dailey let the Board know he is working with Newland to get a licensing  
204 agreement for the District to have the rights to use various Fishhawk logos.  
205

206 **NINETH ORDER OF BUSINESS**

**Supervisor Requests**

207  
208 Mr. Avino asked Ms. Quigley about the court surfaces at Hawk Park. Ms. Quigley  
209 said they will need to be resurfaced and milled in the next year. She stated the tennis  
210 and pickleball courts at Hawk Park have all be recently re-lined and painted for use, and  
211 the multi-purpose court on the back side of the existing tennis courts is identified as next  
212 to be resurfaced in the 2020/2021 fiscal year.  
213

214 Mr. Kneusel asked why some emails to Board members display "MachForm" as  
215 the sender. Mr. Dailey stated this is how it works when the sender emails a board member  
216 using the link on the District's website. MachForm requires the sender to fill out a form  
217 with required information when submitting an email, minimizing the risk of "spoof" or  
218 "ghost" emails.  
219


220 **TENTH ORDER OF BUSINESS**

**Adjournment**

221 

On a Motion by Mr. Avino, seconded by Mr. Kneusel, with all in favor, the Board adjourned the meeting at 9:35 p.m., for Fishhawk Ranch Community Development District.
--

222  
223  
224   
225 Secretary/Assistant Secretary

 Terrie L. Morrison, Chairman  
Chairman/ Vice Chairman