
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 8, 2020 at 6:33 p.m.** by means of communications media technology via Zoom or telephonic 301-715-8592; Meeting ID: 949 9251 0302 and Passcode 692377.

Present and constituting a quorum were:

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

Also present were:

Eric Dailey	District Manager, Halifax Solutions, LLC.
Biff Craine	District Counsel, Brooks, Sheppard, Rocha, PLLC
Stephen Brletic	District Engineer, Johnson, Mirmiran, Thompson
Holly Quigley	Community Director
Don Cameron	O&M Supervisor
John Toborg	Senior Field Services Manager, Rizzetta & Co.
Andrew Sanderson	Contract Administrator, Tennis Club
Eartie Flener	Fishhawk Site Manager, Capital Land Management
Jason Chambrot	Representative, Capital Land Management
Josh Burton	Representative, Capital Land Management
Peter Simoes	Representative, Solitude
Jason Jascak	Representative, Solitude

Audience	Present
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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

47 Audience was present but no comments were made.

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50 **THIRD ORDER OF BUSINESS**

Staff Reports

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52 **A. District Engineer**

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54 Mr. Brletic reviewed his report for the Board. Mr. Brletic stated he had not received
55 any proposals for the Park Square fountain project as the vendors requested more
56 time to study the plans for possible options. He believes there may be two or three
57 vendors that plan to submit for the September meeting. Mr. Cameron confirmed
58 Suncoast Pools plans to submit.

59

60 Mr. Brletic stated that he needs to go back and spend a few hours to review a pond
61 in Starling to check on erosion issues previously discussed.

62

63 Mr. Brletic stated that since we are now one District and using one landscape
64 vendor, we should look at updating the maps and merging them into one. The
65 Board discussed options for the map and what they would like it to show.

66

67 On a motion by Mr. Avino, seconded by Mr. Kneusel, with all in favor, the Board approved
68 a not to exceed amount of \$10,000.00 to authorize Mr. Brletic to update the landscape
69 and ownership maps, for the Fishhawk Ranch Community Development District.

70

71 Mr. Brletic left the meeting at 7:04 p.m.

72

73 **B. Field Services Manager**

74

75 Mr. Toborg reminded the Board he did not have a report for this meeting and noted
76 he has been focusing on getting things caught up with the transition with Capital
77 Land Management and other outstanding issues. He stated he is also coordinating
78 with LMP to come back out in the next two weeks to address prior deficiencies.

79

80 Mr. Toborg informed the Board that Capital Land Management has provided a
81 deduct for Park Square Maintenance for the area where the E-Z Turf is being
82 installed that we result in a savings of \$2,781.00 per year. Mr. Dailey noted this is
83 in addition to the extra \$17,580.00 in Bermuda grass maintenance spent in 2019
84 that will no longer be required.

85

86 Mr. Toborg stated the E-Z Turf will be delivered and installed this week.

87

88 Mr. Toborg presented the Capital Land Management proposal for annuals for
89 September and four additional rotations for Fiscal Year 2020-2021. Ms. Morrison
90 asked about the number of annuals and what options we may have to reduce the
91 count and replace them with other plants. The Board discussed the options and
92 asked Ms. Turner and Mr. Toborg to get with Capital Land Management to review

93 options to reduce the number of annuals used in some areas and replace them
94 with other plant material.
95

96 On a motion by Mr. Avino, seconded by Ms. Morrison, with all in favor, the Board approved
97 a not to exceed amount of \$94,622.50 for the next five rotations and to review options to
98 reduce the number of annuals used in some areas and replace them with other plant
99 material, for the Fishhawk Ranch Community Development District.

100
101 **C. Aquatic Services**
102

103 Representatives from Solitude reviewed the aquatics inspection reports. They
104 noted that pond 102 has some issues with the culverts and has a very low water
105 level. The Board asked to have Mr. Brletic review this issue.
106

107 The Board asked about pond 15 and some of the issues they were seeing in the
108 reports. Mr. Jascak stated the weather has not helped with getting the ponds
109 cleared up, but they are continuing to monitor and treat them. They stated it will
110 take a few months to see results once the aerator is installed and working at pond
111 15.
112

113 Mr. Avino asked about a possible Zoom aquatics workshop to replace the meeting
114 they were going to schedule for the community, originally scheduled for April and
115 cancelled due to Covid-19. Ms. Quigley said she will get with Mr. McGarry on this
116 option and see when it can be scheduled.
117

118 **D. Tennis Club Report**
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120 Mr. Sanderson reviewed the Tennis Club report with the Board. The Board asked
121 about the overall operations and how it was going with the pandemic. Mr.
122 Sanderson said it was doing well and they are staying busy with camps.
123

124 Mr. Sanderson reviewed various proposals to replace the tennis court lights at the
125 facility. He recommended OEM to do the work based on price, warranty, and
126 references. The Board stated they have the funds for this project this fiscal year
127 and want the project completed by September 30, 2020.
128

129 On a motion by Mr. Avino, seconded by Mr. Kneusel, with all in favor, the Board approved
130 the proposal from OEM for \$28,120.00 with a 6-year warranty on the product and 2-year
131 warranty for labor, for the Fishhawk Ranch Community Development District.

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133 **E. Community Director**
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136 Ms. Quigley stated there was no change to the phased opening of the facilities as
137 related to the COVID-19 situation since the prior meeting.

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Ms. Quigley stated the 9/11 Hero's Run which was previously approved, would like to reschedule for September 11, 2021.

142 On a motion by Ms. McDougald, seconded by Mr. Kneusel, with all in favor, the Board
143 approved rescheduling the 9/11 Hero's Run for September 11, 2021, for the Fishhawk
144 Ranch Community Development District.

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Ms. Quigley presented proposals to replace Stanley Security Systems with Vortex Security for all the District amenity facilities and the Palmetto Club. Ms. Quigley noted the Board had previously approved making a change to replace Synergy at the Starling Club with Stanley Security Systems. However, Stanley was unable to use the existing system and requested an additional \$3,600.00 to install new equipment at the Starling Club. Ms. Quigley stated the overall monthly price will increase a little but not significantly, and could ultimately be a wash if we chose Vortex for the Hawk Park facility where we would be able to remove the current phone line, thus reducing costs. .

156 On a motion by Ms. Turner, seconded by Ms. McDougald, with all in favor, the Board
157 approved the proposal for Vortex Security and to terminate services with Stanley Security
158 Systems, for the Fishhawk Ranch Community Development District.

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Ms. Quigley reviewed with the Board the issue that the newly approved janitorial services company Kleen Pro is requesting a change in the auto insurance requirements. Ms. Quigley noted they do not have this level of insurance which is \$1,000,000.00 in coverage required per the contract provided by District Counsel and previously approved by the Board. The Board discussed this issue with District Counsel.

167 On a motion by Mr. Kneusel, seconded by Ms. Turner, with Ms. Morrison, Ms. Turner, Mr.
168 Avino and Mr. Kneusel in favor and Ms. McDougald opposed, the Board authorized the
169 Chairperson to work with Kleen Pro on an appropriate level of insurance agreeable to
170 both parties, for the Fishhawk Ranch Community Development District.

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F. District Counsel

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Mr. Craine stated the Puff N' Stuff agreement is out for execution and will be back by September.

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Mr. Craine stated he drafted a Settlement Agreement with LMP to allow them to come back onsite and perform work to address deficiencies. He stated we are awaiting an executed agreement back.
Mr. Craine presented the request by the county for an easement on District property for a water pipe connection for Lithia Springs Park and asked for

182 authorization from the Board to work with them to bring it back for consideration in
183 September. The Board agreed he could proceed in working with the county.

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185 **G. District Manager**
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187 Mr. Dailey reminded the Board that the next regular CDD Board meeting was set
188 for September 15, 2020 at 6:30 p.m. by means of Zoom.

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190 Mr. Dailey reviewed the Action Item list with the Board.

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193 **FOURTH ORDER OF BUSINESS** **Consent Agenda Items/Business**
194 **Administration**

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196 Ms. Morrision asked about the Capital Land Management invoice for irrigation
197 repairs at the Aquatic Club with the vault repair project. Mr. Dailey said he will follow up
198 with Mr. Brletic and Mr. Toborg.

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200 On a Motion by Ms. McDougald, seconded by Mr. Avino, with all in favor, the Board
201 approved the consent agenda items, for Fishhawk Ranch Community Development
202 District.

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205 **FIFTH ORDER OF BUSINESS** **Consideration of Newsome High**
206 **School Swim Team Agreement**

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208 Mr. Dailey stated the email sent to the Board provided an update on the terms
209 offered to Mr. Lindstrom including those recommend by the District insurance carrier Egis.

210
211 Ms. Quigley provide a brief update on the terms:

212
213 Schedule - Swim season starts 8/24, Swim team gets to use Aquatic Club lap pool on
214 Mondays at their full capacity and Tues -Thurs maximum 10 people at a time. 4pm-5:30.
215 Three lanes maximum use Tuesdays through Thursdays. Swim meets are not permitted,
216 and the fee is set at \$2000.

217
218 Insurance Recommendations - The 2020 Agreement should have indemnification and
219 hold harmless provision in favor of the District. The 2020 Agreement should also require
220 the Vendor to provide the District with a COI showing the District as an Additional Insured.
221 The agreement should be clear as to who is responsible for monitoring and enforcing
222 CDC guidelines (who drafted the plan? who is providing and posting signs? Providing
223 Masks? Hand sanitizing stations? Etc.) The vendor should require all participants to sign
224 a waiver with a COVID specific language. The pre-injury release should include language
225 that releases the CDD, supervisors, staff, and employees. District Counsel should review
226 the final agreement before it is executed by the Board.

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228 On a Motion by Ms. McDougald, seconded by Mr. Avino, with all in favor, the Board
229 approved the agreement with the Newsome High School Swim Team per the terms
230 presented by Ms. Quigley, for Fishhawk Ranch Community Development District.

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233 **SIXTH ORDER OF BUSINESS**

**Consideration of Access Central
Proposal for Preventive Maintenance
Services**

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237 Mr. Dailey presented the proposal from Access Central and stated the pricing was
238 the same as the current agreement with them at \$550.00 per month.

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240 On a Motion by Ms. McDougald, seconded by Ms. Turner, with all in favor, the Board
241 approved the proposal with Access Central for preventative maintenance services, for
242 Fishhawk Ranch Community Development District.

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245 **SEVENTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year
2020-2021 Budget**

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248 On a Motion by Ms. Turner, seconded by Mr. Kneusel, with all in favor, the Board opened
249 the Public Hearing for the Fiscal Year 2020-2021 Budget, for Fishhawk Ranch Community
250 Development District.

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252 Mr. Dailey briefly went through the changes and updates to the budget as
253 presented. Mr. Dailey stated the overall final number and assessments did not change
254 from the approved proposed budget. Mr. Dailey noted the debt service budget has been
255 updated to reflect the refunded 2020 Bonds. He Board asked about a few line items for
256 clarification on changes.

257

258 Mr. Dailey asked for any public comment and none was received.

259

260 On a Motion by Mr. Avino, seconded by Ms. Turner, with all in favor, the Board closed the
261 Public Hearing for the Fiscal Year 2020-2021 Budget, for Fishhawk Ranch Community
262 Development District.

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265 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-12,
Adopting Fiscal Year 2020-2021
Budget**

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269 Mr. Dailey reviewed Resolution 2020-12 and stated the total sum of funds to be
270 raised by the levy of assessments in section 2 would be \$5,108,763.68

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272 On a Motion by Ms. McDougald, seconded by Ms. Turner, with all in favor, the Board
273 adopted Resolution 2020-12, Adopting the Fiscal Year 2020-2021 Final Budget, for
274 Fishhawk Ranch Community Development District.

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277 **NINETH ORDER OF BUSINESS**

**Consideration of Resolution 2020-13,
Imposing Special Assessments**

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280 Mr. Dailey reviewed Resolution 2020-13 for the Board.

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282 On a Motion by Ms. Turner, seconded by Mr. Kneusel, with all in favor, the Board adopted
283 Resolution 2020-13, Imposing Special Assessments, for Fishhawk Ranch Community
284 Development District.

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287 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-14,
Setting the Dates, Time, and Location
for Regular Meetings for Fiscal Year
2020-2021**

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292 Mr. Dailey reviewed Resolution 2020-14 for the Board and stated they will confirm
293 the dates are open with the Palmetto Club and Tennis Club before placing the ad to run.

294

295 On a Motion by Ms. McDougald, seconded by Ms. Turner, with all in favor, the Board
296 adopted Resolution 2020-14, Setting the Dates, Time, and Location for Regular Meetings
297 for Fiscal Year 2020-2021, for Fishhawk Ranch Community Development District.

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300 **ELEVENTH ORDER OF BUSINESS**

**Consideration of PEO Proposals for
Amenity Staffing**

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303 Mr. Dailey informed the Board they received four proposals for PEO (Professional
304 Employer Organization) services. Mr. Kneusel reviewed the PEO proposal summary with
305 the Board. Mr. Kneusel stated that after meeting with the four proposers and reviewing
306 what they submitted, the recommendation was to select ADP for the payroll/HR services
307 and Egis for the workers compensation insurance. A discussion ensued with the Board.

308

309 On a motion by Ms. Morrison, seconded by Ms. McDougald, with all in favor, the Board
310 approved the proposal from ADP for PEO services and the proposal from Egis for
311 workers compensation insurance to start on October 1, 2020 with the transition of the
312 employees to the District, for Fishhawk Ranch Community Development District.

313

314 Mr. Dailey reminded the Board that his costs were not accounted for in this
315 summary as he was not sure how much of his time would be needed to manage

316 relevant staff and payroll issues with Ms. Quigley. Ms. Morrison suggested that to start
317 he track his hours and bill the District hourly to see how much time is required. The
318 Board agreed.

319
320 Mr. Dailey stated that Ms. Morrison and Ms. Quigley are working with the Ms.
321 Martinez with the HOA on a transition plan for the staff and will present it at the
322 September meeting for discussion. A discussed ensued regarding the remaining HOA
323 employees working in the Osprey Club.

324
325 On a motion by Mr. Kneusel, seconded by Ms. Turner, with all in favor, the Board
326 authorized Mr. Morrison to execute and agreement with the HOA for their staff to use the
327 Osprey Club offices through December 31, 2020, for Fishhawk Ranch Community
328 Development District.

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331 **TWELFTH ORDER OF BUSINESS** **Consideration of Proposals for Park**
332 **Square Fountain**

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334 Tabled until the September meeting to give proposers more time to submit.

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337 **THIRTEENTH ORDER OF BUSINESS** **Discussion on District Website**
338 **Changes**

339
340 Mr. Dailey updated the Board that the minutes were added to the website. Mr.
341 Avino stated that was all he wanted done for now and any potential future changes can
342 be discussed at a later workshop.


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345 **FOURTEENTH ORDER OF BUSINESS** **Supervisor Requests**

346
347 Ms. Morrison asked that a tab be added to the Action Item list for next fiscal year
348 for tracking projects like the fountain repair, dog park update, pond 102 issues and the
349 Aquatic Club pool deck resurfacing.

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352 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

353 On a Motion by Mr. Kneusel, seconded by Ms. Turner, with all in favor, the Board adjourned
354 the meeting at 9:29 p.m., for Fishhawk Ranch Community Development District.

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359 Secretary/Assistant Secretary

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359 Chairman/ Vice Chairman