

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, October 20, 2020 at 6:32 p.m.** by means of communications media technology via Zoom or telephonic 301-715-8592; Meeting ID: 934 1689 1899 and Passcode 764072.

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
Tonya Martinez	LCAM, Rizzetta & Co.
India Crawford	Board Member, Starling HOA

Audience	None
----------	-------------

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

No audience was present.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Brletic reviewed his report for the Board. Mr. Brletic stated he is working on the RFP for the erosion issues with pond 102, 103, and 42 and that he will have proposals for the November meeting.

Mr. Brletic and Ms. Turner updated the Board on their progress with collecting proposals for all the work to repair the Park Square Fountain. Mr. Brletic stated that Florida Playstructures gave him a price of \$78,800.00 to replace the current surface which requires roughly 3,500 square feet of concrete work. Mr. Brletic stated he is still waiting for an all-inclusive proposal from them to include installing bollards and security cameras. Ms. Turner stated she has spoken with Vortex to get proposals for security cameras and that prices range from \$3,250.00 to \$2,294.00 based on various options plus a monthly service fee of \$18.99. The Board discussed the proposals and decided to table the item until the November meeting.

Mr. Brletic reviewed pond 15 and said that there is possibly a major erosion issue but he needs to collect additional information before moving forward with collecting proposals for the repairs.

Mr. Brletic stated that he needs to review the sinking paver issues near the entrance to the Park Square parking lot.

Mr. Brletic stated that he has made all the changes to the new maps following his meeting with District staff. Mr. Brletic said he will have Mr. Toborg review the final draft before bringing it to the Board for review.

Mr. Brletic left the meeting at 7:05 p.m.

B. Aquatic Services

Mr. Simoes with Solitude reviewed the aquatics inspection reports. Mr. Simoes stated that Pond 15 is clearing up now that the aerator is properly working. Mr. Simoes pointed out some continued issues with pond 4 and 5. Ms. Morrison asked that ponds 4 and 5 be put on the next workshop agenda for discussion.

Mr. Avino asked about having the evaluation report show a history along with the monthly status so the Board can track progress. Mr. Simoes stated they will make that change moving forward.

94 **C. Tennis Club Report**

95
96 Mr. Sanderson reviewed the Tennis Club report with the Board. Mr. Sanderson
97 stated that all the new lights have been installed and the repairs to the items the
98 contractor damaged have been fixed. Mr. Sanderson stated the lights have been
99 adjusted to not shine on any homeowners' yards. Mr. Sanderson stated that they
100 do need to purchase two windscreens to put up on court four to block the remaining
101 light from shining on some homes.
102

103 On a Motion by Ms. Morrison, seconded by Ms. McDougald, with all in favor, the Board
104 approved the purchase of two windscreens for \$330.00 each for court four, for Fishhawk
105 Ranch Community Development District.

106
107 Mr. Sanderson stated that Mr. Freiman would like to change over the Spectrum
108 services at the Tennis Club to Frontier. Mr. Dailey stated this is part of a bigger
109 topic for discussion that is on the agenda regarding services that the District
110 provides and are reimbursed for monthly such as trash removal, janitorial and
111 cable/internet per the current agreement with the Tennis Connection. The Board
112 discussed the current agreement and decided that at this time they would only like
113 to consider a change regarding the cable/internet services.
114

115 On a Motion by Ms. McDougald, seconded by Ms. Morrison, with all in favor, the Board
116 approved District Counsel drafting an addendum to the agreement with the Tennis
117 Connection to allow them to cancel services with Spectrum and contract with Frontier
118 directly, for Fishhawk Ranch Community Development District.

119
120 Ms. Morrison asked Mr. Sanderson to have the Tennis Club revenues added to his
121 monthly report moving forward.
122

123 Mr. Sanderson stated that some of the roots from the trees around the courts are
124 causing damage. The Board asked Mr. Toborg to review the trees with Mr.
125 Sanderson and see what options there are to address the issue.
126

127 **D. Field Services Manager**

128
129 Mr. Toborg reviewed his report with comments provided back by CLM with the
130 Board. Mr. Toborg noted that services have improved since the initial report along
131 with overall communication. Mr. Avino agreed that he has seen improvements in
132 service in Phase 3 since the recent meeting with CLM, Mr. Toborg, Ms. Quigley,
133 and Mr. Dailey. Mr. Avino said he will continue to be involved with landscaping
134 oversight and meet with CLM and Mr. Toborg moving forward.
135

136 Mr. Flener reviewed the CLM report with Board. Mr. Flener stated that there
137 continues to be an issue with parking at the park in Egret. Mr. Dailey stated he will

138 work with Ms. Quigley to see what options there are to address the parking
139 concerns with signage and/or FHP.

140
141 Mr. Toborg reviewed the proposals provided by CLM for the Hawk Park softball
142 field, Osprey Club and Starling Trailhead Park.

143
144 On a Motion by Ms. McDougald, seconded by Mr. Kneusel, with all in favor, the Board
145 approved all proposals provided by CLM totaling \$16,106.45, for Fishhawk Ranch
146 Community Development District.

147
148
149 **FOURTH ORDER OF BUSINESS** **Discussion on Open Items for the**
150 **CDD/HOA Transition Plan**

151
152 Mr. Kneusel reviewed his report from the workshop with the FishHawk Ranch HOA
153 and Starling HOA. Mr. Kneusel stated the HOA's have requested a usage agreement
154 be drafted which includes allowing use of District facilities for HOA meetings at no charge
155 for the space or staff needed, continued Talon usage for District information, District
156 access to the electronic signage boards when they are installed for posting messages,
157 and use of District facilities for HOA events. . A lengthy discussion regarding staffing for
158 events followed, distinguishing between the need for staff to facilitate building access and
159 staff to assist in the conducting of an event. Mr. Kneusel also stated the Starling HOA
160 would like to keep their paint books at one of the District facilities. The Board discussed
161 all the requests from the workshop.

162
163 On a Motion by Mr. Avino, seconded by Ms. Turner, with all in favor, the Board approved
164 District Counsel to work with the HOA's to draft usage agreements allowing District
165 facilities for HOA meetings at no charge for the space or staff needed, Talon usage for
166 District information, District access to the future electronic signage for posting messages,
167 use of District facilities for HOA events, the presence of CDD staff at no charge for the
168 singular purpose of monitoring and securing District facilities as needed during events,
169 and allowing the Starling HOA to store their paint book at a District facility, for Fishhawk
170 Ranch Community Development District.

171
172
173 **FIFTH ORDER OF BUSINESS** **Staff Reports Continued**

174
175
176 **E. Community Director**

177
178 Ms. Quigley stated she is working with ADP to run the first payroll this week for the
179 District staff. Ms. Quigley stated all the emails have been switched over with Atlas
180 and the old ones from the HOA are being forwarded until November 1, 2020.

181 Mr. Avino asked about the lights in Common Park. Ms. Quigley stated Mr.
182 Cameron will review and address.

183 **F. District Counsel**

184
185 Mr. Craine stated he has worked with Ms. Quigley on COVID-19 waivers for the
186 District.

187
188 **G. District Manager**

189
190 Mr. Dailey reminded the Board that the next regular CDD Board meeting is set for
191 November 17, 2020 at 6:30 p.m. at the Palmetto Club and that he will work with
192 Ms. Morrison should the Governor’s Executive Order allowing meeting by zoom
193 technology be extended.

194
195 Mr. Dailey stated he worked with Ms. Quigley to set up a Twitter account for District
196 use. Ms. Quigley is going to be testing the account over the next few weeks prior
197 to going live with the community.

198
199 Mr. Dailey stated he and Ms. Quigley are working on staffing costs and a plan to
200 bring to the Board for the workshop.

201
202 Mr. Dailey reviewed the Action Item list with the Board.

203
204

205 **SIXTH ORDER OF BUSINESS** **Consent Agenda Items/Business**
206 **Administration**

207
208 Mr. Dailey asked if the Board had any questions regarding the consent agenda items. The
209 Board has no questions or comments.

210
211 **On a Motion by Ms. Turner, seconded by Mr. Avino, with all in favor, the Board approved the**
212 **consent agenda items, for Fishhawk Ranch Community Development District.**

213
214

215 **SEVENTH ORDER OF BUSINESS** **Consideration of Rate Increase for**
216 **Florida Highway Patrol Off-Duty**
217 **Service**

218
219 Mr. Dailey reviewed the proposal from Florida Highway Patrol to increase their rate
220 to \$50.00 per hour. Ms. Quigley stated the rate has not increased since the District hired
221 the Florida Highway Patrol.

222
223 **On a Motion by Ms. McDougald, seconded by Ms. Turner, with all in favor, the Board**
224 **approved the proposed rate increase for the Florida Highway Patrol Off-Duty Service, for**
225 **Fishhawk Ranch Community Development District.**

226
227
228

229 **EIGHTH ORDER OF BUSINESS**

**Consideration of Amenity Contract
Payroll True Up for Fiscal Year 2019-
2020**

230
231
232
233
234
235
236
237

Mr. Dailey stated that the District is owed \$26,535.22 from the HOA for payroll services for Fiscal Year 2019-2020 and that the District received the check for that amount today. Mr. Dailey stated the District saved \$139,185.22 for the fiscal year with the roll back of staffing hours and management by Ms. Quigley.

238 On a Motion by Ms. Turner, seconded by Ms. McDougald, with all in favor, the Board
239 approved the True Up for Fiscal Year 2019-2020, for Fishhawk Ranch Community
240 Development District.

241
242

243 **NINTH ORDER OF BUSINESS**

**Consideration of Proposals from
Advance Automation Systems, Inc. for
the Palmetto Club**

244
245
246
247
248
249
250
251
252

Mr. Dailey presented the proposals from Advance Automation Systems for the HVAC system at the Palmetto Club. Mr. Dailey stated the first proposal is for preventative maintenance for \$2,720.00. Mr. Dailey then stated there are two options for replacement of the current computer used to control the system and to update it with software for remote access.

253 On a Motion by Mr. Avino, seconded by Ms. Turner, with all in favor, the Board approved
254 the Advance Automation Systems proposals for preventative maintenance for \$2,720.00
255 and the software and computer upgrade for \$2,300.00, for Fishhawk Ranch Community
256 Development District.

257
258

259 **TENTH ORDER OF BUSINESS**

**Discussion on Amenity Operations as
it Relates to COVID 19 Phase 3**

260
261
262
263
264
265
266
267
268
269
270
271
272

Ms. Quigley reviewed her plan for reopening the remaining District amenity facilities which have been closed or restricted due to COVID-19 with a proposed effective date of November 1, 2020. The Board discussed options specifically for opening the athletic fields and the Park Square Bathrooms. The Board asked Ms. Quigley to work with the softball league on a plan to resume when they are ready that includes proper COVID 19 protocols. The only amenity that will remain closed after November 1, 2020 due to COVID 19 will be the Starling game room

273 On a Motion by Ms. McDougald, seconded by Ms. Turner, with all in favor, the Board
274 approved opening all pools daily including Mondays, opening all athletic fields and courts,
275 resumption of the guest policy, opening of all fitness centers with socially distanced
276 equipment, opening the Park Square bathrooms from 9:00am to 3:00pm Monday through
277 Friday, while keeping the game room closed and practicing social distancing at all District
278 facilities effective November 1, 2020, for Fishhawk Ranch Community Development
279 District.

280
281 Ms. Quigley stated that the Valrico Chamber of Commerce may still want to have
282 their Shop Local event, previously approved the board, at Park Square in November.
283

284 On a Motion by Ms. McDougald, seconded by Mr. Avino, with all in favor, the Board
285 approved the Shop Local Event at Park Square subject to adhering to proper COVID 19
286 protocols and no tent stakes in the ground on the turf, for Fishhawk Ranch Community
287 Development District.

288
289 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**

290
291 Ms. McDougald thanked the Board for her time serving with them and for the years
292 she has served on the Board should she not be re-elected. The Board thanked Ms.
293 McDougald for her many years of service and contributions to the community.
294

295 Mr. Avino asked if the lock had been replaced on the dog park. Mr. Avino also
296 suggested that the supervisors take time to review the community and report back to the
297 Board and staff with any issues they find.
298

299 Ms. Turner asked about the removal of trash on the trails and ponds. Ms. Quigley
300 asked Ms. Turner to identify specific ponds or other areas that need to be addressed.
301

302 Ms. Morrison stated that the Board successfully accomplished a great number of
303 projects and made significant operational improvements in fiscal year 2019/2020, thanked
304 the board for their work and expressed optimism about the direction moving forward.
305

306 Mr. Kneusel stated he agreed with Mr. Avino that board supervisors should be
307 more actively involved with certain aspects of community oversight.
308

309 **TWELFTH ORDER OF BUSINESS** **Adjournment**

311 On a Motion by Mr. Kneusel, seconded by Mr. Avino, with all in favor, the Board adjourned
312 the meeting at 9:54 p.m., for Fishhawk Ranch Community Development District.

313
314
315 
316 Secretary/Assistant Secretary


Chairman/ Vice Chairman