



Rizzetta & Company

# Zephyr Ridge Community Development District

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**Board of Supervisors' Meeting  
February 4, 2020**

**District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, FL 33544  
813-994-1001**

[www.zephyrridgeccd.org](http://www.zephyrridgeccd.org)

**ZEPHYR RIDGE CDD  
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

<b>Board of Supervisors</b>	Bob Bishop Chip Jones John Blakley Scott Campbell Adam Lerner	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Jordan Lansford	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tracy Robin	Straley Robin & Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.

January 27, 2020

Board of Supervisors  
Zephyr Ridge Community  
Development District

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Zephyr Ridge Community Development District will be held on **Tuesday, February 4, 2020 at 11:30 a.m.** at the offices of Rizzetta & Company, located at 5844 Old Pasco Rd., Suite 100, Wesley Chapel, FL 33544. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on November 5, 2019.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for the Month of October and November 2019.....Tab 2
- 4. BUSINESS ITEMS**
  - A. Ratification of First Addendum to the Contract for Professional District Services.....Tab 3
  - B. Consideration of Resolution 2020-02; Amendment to General Fund Budget for Fiscal Year 2018-2019..... Tab 4
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 994-1001.

Sincerely,  
*Jordan Lansford*  
Jordan Lansford  
District Manager

# Tab 1

**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.

**ZEPHYR RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Zephyr Ridge Community Development District was held on **Tuesday, November 5, 2019 at 11:31 a.m.** at the offices of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, and Florida 33544.

Present and constituting a quorum:

John Blakley	<b>Board Supervisor, Assistant Secretary</b>
Chip Jones	<b>Board Supervisor, Vice Chairman</b>
Scott Campbell	<b>Board Supervisor, Assistant Secretary</b>
Bob Bishop	<b>Board Supervisor, Chairman (via Conference Call)</b>

Also present were:

Tracy Robin	<b>District Counsel, Straley Robin &amp; Vericker (via Conference Call)</b>
Jordan Lansford	<b>District Manager, Rizzetta &amp; Company, Inc.</b>

No Audience present

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Lansford called the meeting to order and performed roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There was no Audience present.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes from the  
Board of Supervisors' Meeting held on  
August 6, 2019**

Ms. Lansford presented the Minutes from the Board of Supervisors' Meeting held on August 6, 2019 to the Board of Supervisors.

On a Motion by Mr. Blakely, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on August 6, 2019, as presented, for Zephyr Ridge Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes from the Board of Supervisors' Continued Meeting on August 19, 2019**

Ms. Lansford presented the Minutes from the Board of Supervisors' Continued Meeting held on August 19, 2019 to the Board of Supervisors.

On a Motion by Mr. Blakely, seconded by Mr. Campbell, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Continued Meeting held on August 19, 2019, as presented, for Zephyr Ridge Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for July, August, and September 2019**

Ms. Lansford presented the July (\$16,752.63), August (\$29,106.10), and September (\$35,230.28) Operation and Maintenance Expenditures to the Board.

On a Motion by Mr. Jones, seconded by Mr. Blakely, with all in favor, the Board of Supervisors approved the July (\$16,752.63), August (\$ 29,106.10), and September (\$35,230.28) Operations and Expenditures, as presented, for Zephyr Ridge Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01; Amending Fiscal Year 2018-2019 Budget**

Ms. Lansford presented Resolution 2020-01; Amending Fiscal Year 2018-2019 Budget to the Board.

On a Motion by Mr. Jones, seconded by Mr. Campbell, with all in favor, the Board of Supervisors approved Resolution 2020-01; Amending Fiscal Year 2018-2019 Budget, for Zephyr Ridge Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**  
No Report.

78 **B. District Engineer**  
79 No report.

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81 **C. District Manager**

82 Ms. Lansford reminded the Board of Supervisors that the meeting is December 3,  
83 2019 at 11:30 a.m. at Rizzetta & Company, 5844 Old Pasco Rd, Suite 100, Wesley  
84 Chapel, Florida 33544

85  
86 A discussion ensued on Littoral Shelf Mowing. The Board agreed to mowing on an  
87 as-needed basis.

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On Motion by Mr. Blakely, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved Littoral Shelf Mowing on an as-needed basis, for Zephyr Ridge Community Development District.

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90 A discussion ensued on the Duke Energy letter requesting a security deposit of  
91 \$4765.00. The Board approved payment to Duke Energy.

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On Motion by Mr. Campbell, seconded by Mr. Blakely, with all in favor, the Board of Supervisors approved to pay the \$4765.00 Security Deposit to Duke Energy, for Zephyr Ridge Community Development District.

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94 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**

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96 There were no Supervisor Requests.

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98 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

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100 Ms. Lansford stated that if there was no further business to come before the  
101 Board, then a motion to adjourn the meeting would be in order.

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On Motion by Mr. Blakely, seconded by Mr. Jones, with all in favor, the Board of Supervisors adjourned the meeting at 11:49 a.m., for Zephyr Ridge Community Development District.

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\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

## **Tab 2**



## **Tab 3**

**FIRST ADDENDUM TO THE CONTRACT FOR  
PROFESSIONAL DISTRICT SERVICES**

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This First Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2019 (the “**Effective Date**”), by and between **Zephyr Ridge Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Pasco County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2018 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_  
PRINTED NAME: William J. Rizzetta  
TITLE: President  
DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name

**CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_  
PRINTED NAME: Dale S Jones, Jr.  
TITLE: Chairman/Vice Chairman  
DATE: 12/10/19

ATTEST: \_\_\_\_\_  
*Jordan Lansford*  
\_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors  
Jordan Lansford  
\_\_\_\_\_  
Print Name

**Exhibit B – Schedule of Fees**

**EXHIBIT B**  
Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	<b>ANNUALLY</b>
Management:	\$24,110.00
Administrative:	\$ 5,000.00
Accounting:	\$18,000.00
Financial & Revenue Collections:	\$ 5,250.00
Assessment Roll (1):	\$ 5,250.00
<b>Total Standard On-Going Services:</b>	<b>\$57,610.00</b>

**(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.**

**ADDITIONAL SERVICES:**

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request

**PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

**LITIGATION SUPPORT SERVICES:** Hourly Upon Request

**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:

Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request

## **Tab 4**

**RESOLUTION 2020-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Zephyr Ridge Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida;

**WHEREAS**, the Board of Supervisors of the District (the “**Board**”) adopted a General Fund Budget for the fiscal year beginning October 1, 2018, and ending September 30, 2019;

**WHEREAS**, pursuant to Section 189.016, Florida Statutes the Board desires to reallocate funds budgeted to reflect re-appropriated revenues and expenses approved during Fiscal Year 2018-2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

1. **Amending the General Fund Budget for Fiscal Year 2018-2019.** The General Fund Budget for Fiscal Year 2018-2019 is hereby amended as shown in **Exhibit A** attached hereto. The District Manager shall post the amended budget on the District’s official website within 5 days after adoption and ensure it remains on the website for at least 2 years.
2. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 4<sup>TH</sup> DAY OF FEBRUARY, 2020.**

**Attest:**

**Zephyr Ridge Community Development District**

\_\_\_\_\_  
Jordan Lansford  
Assistant Secretary

\_\_\_\_\_  
Chair/Vice-Chair of the Board of Supervisors

Exhibit A: Amended General Fund Budget for Fiscal Year 2018-2019

**Adopted AMENDED Budget**  
**Zephyr Ridge Community Development District**  
**General Fund**  
**Fiscal Year 2018/2019**

Chart of Accounts Classification	Budget for 2018/2019
<b>REVENUES</b>	
Special Assessments	
Tax Roll*	\$ 132,961
Off Roll*	\$ 80,485
<b>TOTAL REVENUES</b>	<b>\$ 213,446</b>
Balance Forward from Prior Year	\$ 55,942
<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 269,388</b>
<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only</i>	
<b>EXPENDITURES - ADMINISTRATIVE</b>	
Legislative	
Supervisor Fees	\$ 4,000
Financial & Administrative	
Administrative Services	\$ 4,725
District Management	\$ 23,835
District Engineer	\$ 5,000
Disclosure Report	\$ 5,000
Trustees Fees	\$ 3,500
Tax Collector Fees	\$ 150
Financial & Revenue Collections	\$ 5,004
Assessment Roll	\$ 5,250
Accounting Services	\$ 17,220
Auditing Services	\$ 4,200
Arbitrage Rebate Calculation	\$ 650
Public Officials Liability Insurance	\$ 3,000
Legal Advertising	\$ 1,000
Dues, Licenses & Fees	\$ 175
Website Hosting, Maintenance, Backup (and	\$ 2,400
Legal Counsel	
District Counsel	\$ 8,000
<b>Administrative Subtotal</b>	<b>\$ 93,109</b>
<b>EXPENDITURES - FIELD OPERATIONS</b>	
Electric Utility Services	
Utility Services	\$ 5,000
Street Lights	\$ 20,000
Stormwater Control	
Lake/Pond Bank Maintenance	\$ 6,000
Aquatic Maintenance	\$ 3,000
Other Physical Environment	
General Liability Insurance	\$ 1,000
Property Insurance	\$ 1,000
Landscape Maintenance	\$ 40,000
Ornamental Lighting & Maintenance	\$ -
Irrigation Maintenance	\$ 1,503
Well Maintenance	\$ 3,500
Special Amenity Center Account	\$ 45,000
Fire Ant Treatment	
Contingency	
Miscellaneous Contingency	\$ 50,276
<b>Field Operations Subtotal</b>	<b>\$ 176,279</b>
<b>Contingency for County TRIM Notice</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 269,388</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>



**Budget Template**  
**Zephyr Ridge Community Development District**  
**Debt Service**  
**Fiscal Year 2018/2019**

Chart of Accounts Classification	Series 2006A	Series 2006B	Budget for 2018/2019
<b>REVENUES</b>			
Special Assessments			
Net Special Assessments <sup>(1)</sup>	\$227,064.41	\$0.00	\$227,064.41
<b>TOTAL REVENUES</b>	<b>\$227,064.41</b>	<b>\$0.00</b>	<b>\$227,064.41</b>
<b>EXPENDITURES</b>			
<b>Administrative</b>			
Financial & Administrative			
Bank Fees			0
Debt Service Obligation	\$227,064.41	\$0.00	\$227,064.41
<b>Administrative Subtotal</b>	<b>\$227,064.41</b>	<b>\$0.00</b>	<b>\$227,064.41</b>
<b>TOTAL EXPENDITURES</b>	<b>\$227,064.41</b>	<b>\$0.00</b>	<b>\$227,064.41</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

**Gross assessments**

**\$241,557.88**

**Notes:**

Tax Roll Collection Costs and Early Payment Discounts are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Certain lands do not reflect assessments due to transfer of ownership to SPE.