



Rizzetta & Company

# The Groves Community Development District

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**Board of Supervisors' Meeting  
January 7, 2020**

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

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

# **THE GROVES COMMUNITY DEVELOPMENT DISTRICT**

The Groves Civic Center, 7924 Melogold Circle, Land O' Lakes, FL 34637

|                             |   |  |
|-----------------------------|---|--|
| <b>Board of Supervisors</b> | Bill Boutin<br>Richard Loar<br>Jimmy Allison<br>Donald Cooley<br>Christina Cunningham | Chairman<br>Vice Chairman<br>Assistant Secretary<br>Assistant Secretary<br>Assistant Secretary |
| <b>District Manager</b>     | Angel Montagna  | Rizzetta & Company, Inc.   |
| <b>District Counsel</b>     | John Vericker   | Straley Robin & Vericker   |
| <b>District Engineer</b>    | Katie Vander Meade  | Landmark Engineering &<br>Surveying Corp.  |

**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) 933-5571. 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.

**THE GROVES COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE □ 5844 OLD PASCO RD □ SUITE 100 □ WESLEY**  
**CHAPEL, FL 33544**  
[WWW.THEGROVESCDD.ORG](http://WWW.THEGROVESCDD.ORG)

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December 30, 2019

**Board of Supervisors**  
**The Groves Community**  
**Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of The Groves Community Development District will be held on **Tuesday, January 7, 2020 at 6:30 p.m.** at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, Florida 34637. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS**
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Clubhouse Manager
    1. Review of Monthly Report.....Tab 1
  - D. District Manager
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on December 3, 2019.....Tab 2
  - B. Consideration of Operation & Maintenance Expenditures for November 2019.....Tab 3
- 6. BUSINESS ITEMS**
  - A. Aquatics Report.....Tab 4
  - B. Consideration of Proposal for Adding Fish to Two Ponds as a Trial.....Tab 5
  - C. Consideration of Proposals for Security Services.....Tab 6
  - D. Consideration of Mr. Vesh's Updated Contract (under separate cover)
  - E. Consideration of Establishment of Audit Committee
  - F. Discussion Regarding Stephen Fowler
- 7. SUPERVISOR REQUESTS**
- 8. 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) 933-5571.

Sincerely,  
**Angel Montagna**  
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 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.

**THE GROVES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of The Groves Community Development District was held on **Tuesday, December 3, 2019 at 10:00 a.m.** at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, Florida 34637.

Present and constituting a quorum:

|                      |  |
|----------------------|--|
| Bill Boutin          | <b>Board Supervisor, Chairman</b>            |
| Richard Loar         | <b>Board Supervisor, Vice Chairman</b>       |
| Donald Cooley        | <b>Board Supervisor, Assistant Secretary</b> |
| Jimmy Allison        | <b>Board Supervisor, Assistant Secretary</b> |
| Christina Cunningham | <b>Board Supervisor, Assistant Secretary</b> |

Also present were:

|                    |  |
|--------------------|--|
| Angel Montagna     | <b>District Manager, Rizzetta &amp; Company, Inc.</b>  |
| John Vericker      | <b>District Counsel, Straley, Robin &amp; Vericker</b> |
| Katie Vander Meade | <b>District Engineer, Landmark Engineering</b>         |
| Stephen Fowler     | <b>Operations Manager</b>                              |

Audience: **Present**

**FIRST ORDER OF BUSINESS** **Call to Order and Pledge of Allegiance**

Mr. Boutin called the meeting to order and Ms. Montagna performed roll call, confirming that a quorum was present.

Mr. Boutin led all those present in reciting the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS** **Audience Comments**

Mr. Boutin asked if there were any audience comments. Audience comments were entertained thanking the Board for the holiday decorations and thanking District Engineer for the work on the roads.

49 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of the**  
50 **Board of Supervisors' Meeting held**  
51 **on November 12, 2019**  
52

53 Mr. Boutin presented the minutes of the Board of Supervisors' meeting held on  
54 November 1, 2019. The Board requested changes to line 83, 84, 102 and 144.  
55

On a Motion by Mr. Loar, seconded by Mr. Allison, followed by a vote of all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on November 12, 2019 as amended for The Groves Community Development District.

56  
57 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the**  
58 **Workshop held on November 12,**  
59 **2019**  
60

61 Mr. Boutin presented the minutes of the workshop held on November 12, 2019.  
62 There were no changes to the minutes.  
63

On a Motion by Mr. Loar, seconded by Ms. Cunningham, followed by a vote of all in favor, the Board of Supervisors approved the minutes of the Workshop held on November 12, 2019 as presented for The Groves Community Development District.

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65 **FIFTH ORDER OF BUSINESS** **Consideration of Operations and**  
66 **Maintenance Expenditures for October**  
67 **2019**  
68

69 Mr. Boutin presented the Operation and Maintenance Expenditures for October  
70 2019 to the Board. Ms. Montagna read the O&M amount to be \$86,065.92.  
71

On a Motion by Mr. Allison, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors received and filed the Operation and Maintenance Expenditures for October 2019 (\$86,065.92) for The Groves Community Development District.

72  
73 **SIXTH ORDER OF BUSINESS** **Aquatics Report**  
74

75 Mr. Montagna presented and reviewed the Aquatics Report dated November 20,  
76 2019.  
77

78 **SEVENTH ORDER OF BUSINESS** **Discussion Regarding Proposal for**  
79 **Adding Fish to Two Ponds as a Trial**  
80

81 Mr. Brophy wasn't present to explain this item to the Board, so this item was  
82 tabled.  
83

84 **EIGHTH ORDER OF BUSINESS** **Consideration of Proposal to Treat**  
85 **Algae on Rim Ditches on a Quarterly**  
86 **Basis**  
87

88 Mr. Brophy presented Aquatic Systems proposal to treat the rim ditches on a  
89 quarterly basis. A discussion ensued. It was stated that Aquatic Systems needs to obtain  
90 permission from SWFWMD in writing and once treated will need results in writing.  
91

On a Motion by Mr. Allison, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors approved Aquatic Systems' proposal to treat algae on the rim ditches (\$1,395.00/quarterly) for The Groves Community Development District.

92  
93 **NINTH ORDER OF BUSINESS** **Discussion Regarding Cost Sharing**  
94 **with the HOA for Microphones**  
95

96 Mr. Loar spoke about the Cost Sharing with the HOA for microphones. He stated  
97 that it was work in progress.  
98

99 **TENTH ORDER OF BUSINESS** **Consideration of Facility Use**  
100 **Agreement for Polling Places**  
101

102 Ms. Montagna presented the Pooling Place Agreement that the District receives  
103 from the Supervisor of Elections.  
104

On a Motion by Ms. Cunningham, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors approved the Facility Use Agreement for Polling Places as presented for The Groves Community Development District.

105  
106 The Board would like a discussion placed on their August meeting agenda for  
107 polling place security.  
108

109 **ELEVENTH ORDER OF BUSINESS** **Discussion Regarding Security**  
110

111 Ms. Montagna presented the proposals for Security Services from Five Star  
112 Security and Dynamic Security. A discussion ensued. The Board decided to table the  
113 proposals for security until the next meeting as Mr. Fowler and Mr. Cooley would be  
114 meeting with the security companies.  
115

On a Motion by Mr. Cooley, seconded by Mr. Boutin, followed by a vote of all in favor, the Board of Supervisors received and filed an Exhibit for The Groves Community Development District.

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117 A discussion ensued regarding DH Pace and new security gates. The Board  
118 decided to table this item until their April budget meeting agenda.  
119

**TWELFTH ORDER OF BUSINESS**

**Discussion Regarding Mr. Vesh's Contract**

Ms. Cunningham updated that Board on the current contract with Mr. Vesh. It was stated that the contract needs to be updated. Ms. Cunningham will work with District Counsel to update the contract.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Vericker will work with District staff on the follow-up issues.

B. District Engineer

Ms. Vander Meade gave an update on the road repair services. She stated that it is still a work in progress.

C. Clubhouse Manager

Mr. Fowler presented the Clubhouse Manager report for October 2019.

Mr. Fowler presented various proposals for the Board's consideration.

The Board approved the following proposals:

On a Motion by Mr. Allison, seconded by Mr. Cooley, followed by a vote of all in favor, the Board of Supervisors approved a not-to-exceed amount of \$3,500.00 for hedges for Mr. Fowler to shop around for The Groves Community Development District.

A discussion ensued regarding the damaged monument and Cornerstone's proposal to repair the monument at a cost of \$15,877.75. Mr. Fowler will submit to the insurance.

The Board authorized Mr. Fowler to purchase two umbrellas with cranks from Sam's Club

On a Motion by Mr. Cooley, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors approved the cost of \$2,750.00 to restore the pool furniture for The Groves Community Development District.

D. District Manager

Ms. Montagna noted the next scheduled meeting is scheduled for January 7, 2020 at 6:30 p.m. at The Groves Civic Center, located at 7924 Melogold Circle, Land O'Lakes, FL 34637.

Ms. Montagna stated that she was informed that the HOA placed a gate in the back of the community on the west side of the bridge.



On a Motion by Ms. Cunningham, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors approved leaving the gate installed by the HOA as is (located at bridge leading to hole #4 on west side of bridge) with the HOA to maintain for The Groves Community Development District.

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Mr. Loar will reach out to the HOA regarding the maintenance of the gate that they installed.

**FOURTEENTH ORDER OF BUSINESS                      Supervisor Requests**

Ms. Montagna asked if there were any Supervisor requests.

Ms. Cunningham stated that the ADA website looks good.

Mr. Allison asked about the RFP process for the road repairs.

Mr. Boutin inquired about the progress of the Reserve Study.

A discussion ensued regarding bonuses for the District's employees.

On a Motion by Mr. Boutin, seconded by Mr. Allison, followed by a vote of all in favor, the Board of Supervisors approved giving the District's three employees a \$200.00 bonus in their December paycheck for The Groves Community Development District.

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**FIFTEENTH ORDER OF BUSINESS                      Adjournment**

Mr. Boutin requested a motion to adjourn the meeting of the Board of Supervisors' for The Groves Community Development District.

On a Motion by Mr. Loar, seconded by Mr. Allison, and followed by a vote of all in favor, the Board of Supervisors adjourned the meeting at 11:45 a.m. for The Groves Community Development District.

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

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

## **Tab 2**

# THE GROVES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$45,011.04**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

| <u>Vendor Name</u>                     | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>                  | <u>Invoice Amount</u> |
|--|---------------------|-----------------------|---|-----------------------|
| Aquatic Systems, Inc.                  | 006691              | 0000460437            | Monthly Lake & Wetland Services 11/19       | \$ 1,486.00           |
| Board of County Commissioners          | 006692              | 19129502              | Solid Waste Assessment 3525-18-0010<br>2019 | \$ 318.43             |
| Board of County Commissioners          | 006692              | 19129503              | Solid Waste Assessment 3525-18-0010<br>2019 | \$ 414.72             |
| Bright House Networks                  | 006694              | 046594101111019       | 7924 Melogold Circle-Golf & Club 11/19      | \$ 608.61             |
| Bright House Networks                  | 006694              | 051389001103019       | 7924 Melogold Circle-Front Gates 11/19      | \$ 133.27             |
| Bright House Networks                  | 006679              | 051389101102319       | 7924 Melogold Circle Back Gate 11/19        | \$ 118.40             |
| Bright House Networks                  | 006694              | 051389201103019       | 7924 Melogold - Maintenance Shed 11/19      | \$ 88.94              |
| Bright House Networks                  | 006679              | 051389301102019       | 7924 Melogold Circle-Main Office 11/19      | \$ 73.95              |
| Central Termite & Pest Control<br>Inc. | 006680              | 48197                 | Pest Control Monthly 10/19                  | \$ 50.00              |
| Christina Cunningham                   | 006697              | CC111219              | Board Of Supervisors Meeting 11/12/19       | \$ 200.00             |
| Christina Cunningham                   | 006697              | CC111219-WS           | Board Of Supervisors Meeting 11/12/19       | \$ 200.00             |

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

| <u>Vendor Name</u>                      | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>            | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|---------------------------------------|-----------------------|
| Clean Sweep Supply Co., Inc.            | 006684              | 00206122              | Janitorial Supplies 10/19             | \$ 129.35             |
| Clean Sweep Supply Co., Inc.            | 006684              | 00206225              | Janitorial Supplies 10/19             | \$ 193.65             |
| Clean Sweep Supply Co., Inc.            | 006695              | 00206355              | Janitorial Supplies 11/19             | \$ 322.20             |
| Department of Economic Opportunity      | 006698              | 73394                 | Special District Fee FY 19/20         | \$ 175.00             |
| Donald Ray Cooley                       | 006696              | DC111219              | Board Of Supervisors Meeting 11/12/19 | \$ 200.00             |
| Donald Ray Cooley                       | 006696              | DC111219-WS           | Board Of Supervisors Meeting 11/12/19 | \$ 200.00             |
| Florida Department of Revenue           | 006685              | 61-8017755714 10/19   | Sales & Use Tax 10/19                 | \$ 55.55              |
| Jimmy Allison                           | 006690              | JA111219              | Board Of Supervisors Meeting 11/12/19 | \$ 200.00             |
| Jimmy Allison                           | 006690              | JA111219-WS           | Board Of Supervisors Meeting 11/12/19 | \$ 200.00             |
| Mike Fasano, Pasco County Tax Collector | 006700              | 2019 D                | Non-Ad Valorem Stormwater Assess 2019 | \$ 3,046.08           |
| Mike Fasano, Pasco County Tax Collector | 006700              | 2019 E                | Non-Ad Valorem Stormwater Assess 2019 | \$ 1,012.32           |

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

| <u>Vendor Name</u>                       | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>             | <u>Invoice Amount</u> |
|--|---------------------|-----------------------|--|-----------------------|
| Pasco County                             | 006681              | 12595303              | 7924 Melogold Circle Hydrant 09/19     | \$ 25.48              |
| Pasco County                             | 006681              | 12616182              | 7924 Melogold Reclaimed Water 09/19    | \$ 2,075.37           |
| Pasco County                             | 006701              | Pasco Summary 10/19   | Pasco Water Summary 10/19              | \$ 2,378.91           |
| ProPump & Controls, Inc.                 | 006686              | 0037307-IN            | Maintenance On Irrigation Pump 10/19   | \$ 847.19             |
| Richard Loar                             | 006699              | RL111219              | Board Of Supervisors Meeting 11/12/19  | \$ 200.00             |
| Richard Loar                             | 006699              | RL111219-WS           | Board Of Supervisors Meeting 11/12/19  | \$ 200.00             |
| Rizzetta & Company, Inc.                 | 006702              | INV0000044527         | District Management Fees 11/19         | \$ 6,338.75           |
| Rizzetta Amenity Services, Inc.          | 006682              | INV00000000006799     | Bi-Weekly Payroll-Insurance Reim 11/19 | \$ 6,961.79           |
| Rizzetta Amenity Services, Inc.          | 006687              | INV00000000006829     | Out of Pocket Expenses 10/19           | \$ 225.46             |
| Rizzetta Technology Services, LLC        | 006688              | INV0000004895         | Email & Website Hosting Services 11/19 | \$ 175.00             |
| South Central Communications Corporation | 006703              | 771686                | Clubhouse Monthly Music Service 11/19  | \$ 148.28             |

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

| <u>Vendor Name</u>                          | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>            | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|---------------------------------------|-----------------------|
| Special Markets Insurance Consultants, Inc. | 006710              | 36095D                | Accident Medical Insurance FY19/20    | \$ 300.00             |
| Steve Gaskins Contracting, Inc.             | 006704              | 22813                 | Off Duty Deputy & Scheduler Fee 10/19 | \$ 524.00             |
| Suncoast Pool Service                       | 006705              | 5755                  | Pool Maintenance & Supplies 11/19     | \$ 945.00             |
| The Groves CDD                              | CD361               | CD361                 | Debit Card Replenishment              | \$ 3,516.75           |
| The Groves CDD                              | CD362               | CD362                 | Debit Card Replenishment              | \$ 2,998.00           |
| Times Publishing Company                    | 006706              | 0000023726 11/19      | Acct 109332 Legal Advertising 11/19   | \$ 88.40              |
| Universal Protection Service LLC            | 006689              | 9398430               | Security Officers 10/18/19-10/31/19   | \$ 2,410.80           |
| Waste Management Inc. of Florida            | 006683              | 0476053-1568-9        | Waste Disposal Services 11/19         | \$ 62.00              |
| Wilbur H. Boutin Jr                         | 006693              | BB111219              | Board Of Supervisors Meeting 11/12/19 | \$ 200.00             |
| Wilbur H. Boutin Jr                         | 006693              | BB111219-WS           | Board Of Supervisors Meeting 11/12/19 | \$ 200.00             |
| Wilkes Air Conditioning LLC                 | 006707              | 609                   | AC Repair-Replaced Contactor 11/19    | \$ 210.00             |

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

| <u>Vendor Name</u>                               | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>       | <u>Invoice Amount</u>      |
|--|---------------------|-----------------------|----------------------------------|----------------------------|
| Withlacoochee River Electric<br>Cooperative, Inc | 006708              | Summary Elec 10/19    | Summary Electric 10/19           | \$ 4,356.13                |
| Yellowstone Landscape                            | 006709              | TM 60557              | Mainline Irrigation Repair 10/19 | <u>\$ 197.26</u>           |
| <b>Report Total</b>                              |                     |                       |                                  | <b><u>\$ 45,011.04</u></b> |