



Rizzetta & Company

Covington Park Community Development District

**Board of Supervisors' Meeting
March 25, 2019**

District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950

www.covingtonparkcdd.org

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

Covington Park Clubhouse, 6806 Covington Garden Drive, Apollo Beach, FL 33572

Board of Supervisors	Alan Untracht	Chairman
	Stephen Brown	Vice Chairman
	Tarlese Allen	Assistant Secretary
	Scott Harrison	Assistant Secretary
	Jennifer Van Haren	Assistant Secretary
District Manager	Grant Phillips	Rizzetta & Company, Inc.
District Counsel	Biff Craine	Petitt Worrell Craine Wolfe, LLC
District Engineer	Tim Plate	Heidt Design, LLC

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) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

March 18, 2019

**Board of Supervisors
Covington Park Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Monday, March 25, 2019 at 6:00 PM** at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Field Manager Report..... Tab 1
 - i. Consideration of Landscaping Proposals (if any)
 - B. Aquatics Report
 - C. District Counsel
 - D. District Engineer
 - i. Discussion of Ditch Drainage Tab 2
 - E. Community Coordinator Report
 - F. District Manager
- 4. BUSINESS ITEMS**
 - A. Continued Discussion of Website ADA Compliance..... Tab 3
 - B. Discussion Regarding Clubhouse Expansion Project
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting Held on February 25, 2019..... Tab 4
 - B. Consideration of Operation & Maintenance Expenditures for February 2019 Tab 5
 - C. Ratification of Series 2015 Requisitions (if any)
- 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 contact us at (813) 533-2950.

Respectfully,
Grant Phillips
Grant Phillips, 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.

**COVINGTON PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Covington Park Community Development District was held on **Monday, February 25, 2019 at 6:02 PM** at the Covington Park Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572.

Present and constituting a quorum were:

Alan Untracht	Board Supervisor, Chair
Stephen Brown	Board Supervisor, Vice Chair
Tarlese Allen	Board Supervisor, Asst. Secretary

Also present were:

Grant Phillips	District Manager; Rizzetta & Co., Inc.
Cathy Sobrito	Community Coordinator
Biff Craine	District Counsel; Petitt Worrell (via phone)
John Toborg	Sr. Field Manager; Rizzetta & Co., Inc. (via phone)

Audience

FIRST ORDER OF BUSINESS

**Call to Order and Pledge of
Allegiance**

Mr. Phillips called the meeting to order and conducted roll call. All present then stood and recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

Audience members had questions/comments about topics including the following:

- Conditions of the ponds
- Dredging of pond #11
- Homeowners bordering the amenity center
- Website ADA compliance, about which discussion ensued. Mr. Craine addressed

46 and answered general questions.

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48 **THIRD ORDER OF BUSINESS**

Staff Reports

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50 **A. District Counsel**

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52 Mr. Craine provided a brief update for the Board. He and Mr. Phillips
53 addressed and answered general questions from the Board regarding website
54 ADA compliance, a proposal for which was included in the agenda. Discussion
55 ensued. The Board declined to take action on the proposal at this time.

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57 **i. Discussion of Outfall Maintenance**

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59 Mr. Phillips introduced the topic for consideration by the Board. Discussion
60 ensued.

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62 **B. Field Manager Report**

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64 Mr. Toborg presented his Field Manager's Report and addressed and
65 answered questions from the Board.

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67 **i. Consideration of Landscape Proposals**

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69 Mr. Toborg presented landscaping proposals to the Board for consideration.
70 Discussion ensued.

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On a Motion by Mr. Untracht, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved LMP's proposal #48493 for mulch installation in an amount not to exceed \$15,600.00 for the Covington Park Community Development District.

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On a Motion by Mr. Untracht, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP's proposal #58171 for West Pocket Park plant removal and replacement in the amount of \$6,643.00 for the Covington Park Community Development District.

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On a Motion by Ms. Allen, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors approved LMP's proposal #58170 for springs annuals installations in an amount not to exceed \$4,050.00 and pending credit discussions, for the Covington Park Community Development District.

75 **C. Community Coordinator Report**

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77 Ms. Sobrito addressed and answered general questions from the Board.
78 General discussion ensued.

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80 **i. Consideration of Roof Repair Proposals**

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82 Ms. Sobrito presented roof repair proposals to the Board for consideration.
83 Discussion ensued.

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On a Motion by Mr. Untracht, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the proposal from Code Engineered Systems for roof repairs in the amount of \$4,800.00 for the Covington Park Community Development District.

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86 **ii. Consideration of Pressure-Washing Proposals**

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88 Ms. Sobrito presented pressure-washing proposals to the Board for
89 consideration. Discussion ensued.

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On a Motion by Ms. Van Haren, seconded by Mr. Untracht, with all in favor, the Board of Supervisors approved the proposal from Riptide for pressure-washing services in the amount of \$5,628.50 for the Covington Park Community Development District.

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92 Ms. Sobrito then presented a previously approved proposal for plumbing
93 repairs to the Board for ratification.

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On a Motion by Mr. Untracht, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors ratified the proposal from Apollo Beach Plumbing for minor emergency plumbing repairs in the amount of \$525.50 for the Covington Park Community Development District.

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96 Mr. Untracht brought up the topic of supplying an access card to the security
97 staff on duty to allow kids access to the basketball courts; currently the gate and
98 fencing are being constantly vandalized to gain access. Discussion ensued.

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On a Motion by Ms. Allen, seconded by Mr. Untracht, with all in favor, the Board of Supervisors authorized the basketball courts to be left unlocked until 10:00 PM, at which time security staff will usher all persons off the courts, close and lock the gates, and turn off court lights for the Covington Park Community Development District.

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101 The Board took and addressed brief questions and comments on the topic.

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103 **D. District Manager**
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105 Mr. Phillips noted that the next Board of Supervisors' meeting will be held on
106 Monday, March 25, 2019 at 6:00 PM at the Covington Park Clubhouse located at
107 6806 Covington Garden Drive, Apollo Beach, FL 33572.
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109 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Meeting
Held on January 28, 2019**

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113 Mr. Phillips presented the minutes of the Board of Supervisors' meeting held on
114 January 28, 2019 to the Board for consideration. Brief discussion ensued.
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On a Motion by Mr. Brown, seconded by Mr. Untracht, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors' meeting held January 28, 2019 for the Covington Park Community Development District.

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117 **FIFTH ORDER OF BUSINESS**

**Consideration of Operations &
Maintenance Expenditures for
December 2018**

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121 Mr. Phillips presented the Operations & Maintenance expenditures for December
122 2018 to the Board for ratification. Brief discussion ensued.
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On a Motion by Ms. Allen, seconded by Mr. Untracht, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for December 2018 (\$59,077.56) for the Covington Park Community Development District.

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125 **SIXTH ORDER OF BUSINESS**

**Consideration of Operations &
Maintenance Expenditures for
January 2019**

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129 Mr. Phillips presented the Operations & Maintenance expenditures for January
130 2019 to the Board for ratification. Brief discussion ensued.
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On a Motion by Ms. Van Haren, seconded by Mr. Untracht, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for January 2019 (\$55,939.71) for the Covington Park Community Development District.

134 **SEVENTH ORDER OF BUSINESS**

**Consideration of District Engineer
RFQ Submittals**

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Mr. Phillips introduced the topic to the Board for consideration. Discussion ensued.

On a Motion by Mr. Untracht, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors authorized staff to hold payment on any pending invoices from Heidt Design for the Covington Park Community Development District.

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Mr. Phillips then presented for RFQ submittals from four companies to the Board for consideration. Discussion ensued. The Board ranked their votes of CPH (0), Dewberry Engineers (2), JMT (1), and Johnson Engineering (1).

On a Motion by Mr. Untracht, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved Dewberry Engineers as the top choice to provide engineering services for the Covington Park Community Development District.

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EIGHTH ORDER OF BUSINESS

Supervisor Requests

The Board discussed the FitRev fitness equipment purchase and layout. The Board also discussed pond #7 and requested a status update from Keith Remson.

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Allen, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors adjourned the meeting at 8:09 PM for the Covington Park Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman