



Rizzetta & Company

# Connerton West Community Development District

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**Board of Supervisors' Meeting  
December 2, 2019**

District Office:  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 32625  
813.933.5571

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

# CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT AGENDA

At Club Connerton located at 21100 Fountain Garden Way, Land O Lakes, FL 34638.

<b>District Board of Supervisors</b>	Richard Dombrowski James Jackson Stewart Gibbons Pamelyn Eichelberger Roy Gilmore III	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Greg Cox	Rizzetta & Company, Inc.
<b>District Attorney</b>	Roy Van Wyk	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Jordan Schrader	Clearview Land Design, P.L..

**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.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE · 12750 CITRUS PARK LANE, SUITE 115 TAMPA, FL 33625**  
**www.connertonwestcdd.org**

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**Board of Supervisors**  
**Connerton West Community**  
**Development District**

November 25, 2019

**AGENDA**

Dear Board Members:

The Connerton West Community Development District regular meeting of the Board of Supervisors will be held on **Monday, December 2, 2019 at 4:00 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638. 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 4, 2019 ..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for October 2019 ..... Tab 2
  - C. Ratification of Construction Requisitions 20-25..... Tab 3
  - D. Ratification of Construction Requisition 53..... Tab 4
- 4. BUSINESS ITEMS**
  - A. Cell Tower Presentation
  - B. Appointment of Seat #2..... Tab 5
  - C. Consideration of Resolution 2020-02; Designating Officers..... Tab 6
  - D. Field Inspection Report ..... Tab 7
  - E. Landscape Report & Proposals
  - F. Monthly Irrigation Report..... Tab 8
  - G. Monthly Aquatic Service Update ..... Tab 9
  - H. Public Hearing on Rules of Procedure
    1. Consideration of Resolution 2020-03; Rules of Procedure..... Tab 10
  - I. Ratification of Parcel 218 Transfer & Associated Maintenance Proposals..... Tab 11
  - J. Discussion of Re-Plat Parcel
  - K. Discussion of Fishing Policies ..... Tab 12
  - L. Discussion of Bond Re-Funding Projects
    1. Funding Status Update
    2. Playground Update
    3. Nature Trail Update

- 5. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - 1. Financial Status Update
    - 2. Action Item List ..... Tab 13
- 6. **AUDIENCE COMMENTS**
- 7. **SUPERVISOR REQUESTS**
- 8. **ADJOURNMENT**

I 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,  
*Greg Cox*  
Greg Cox  
District Manager

cc: Alyssa Willson, Hopping Green & Sams, P.A.

# Tab 1

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**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.*

**CONNERTON WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Connerton West Community Development District was held on **Monday, November 4, 2019 and called to order at 4:08 p.m.** at Club Connerton, 21100 Fountain Garden Way, Land O' Lakes, FL 34638.

Present and constituting a quorum:

Richard Dombrowski	<b>Board Supervisor, Chairman</b>
James Jackson	<b>Board Supervisor, Vice Chairman</b>
Roy Gilmore	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager, Rizzetta &amp; Company</b>
Alyssa Willson	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
Matt Howell	<b>Representative, CLM</b>
Mark Ballenger	<b>Representative, Ballenger &amp; Company</b>

Audience **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cox called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

No audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting held on October 7, 2019**

Mr. Cox presented the minutes of the Board of Supervisors' meeting held on October 7, 2019.



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**NINTH ORDER OF BUSINESS**

**Landscape Update**

The Board reviewed landscape proposals submitted by CLM for items identified by Mr. Toborg in his report as well as contract items. The Board did not approve proposal #67 for mulch installation.

On a Motion by Mr. Gilmore, seconded by Mr. Jackson, with all in favor, the Board of Supervisors unanimously approved CLM proposals # 64, 66,68, 69 and 70 (option #1), for the Connerton West Community Development District.

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The Board considered addendums to contracts for landscaping (one for pond banks and one for general landscaping) as well as irrigation maintenance for Parcel 218.

On a Motion by Mr. Gilmore, seconded by Mr. Dombrowski, with all in favor, the Board of Supervisors unanimously approved an addendum to the CLM Contract for pond bank mowing for 10 ponds in Parcel 218 for \$58,800 annually, for the Connerton West Community Development District.

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On a Motion by Mr. Gilmore, seconded by Mr. Jackson, with all in favor, the Board of Supervisors unanimously approved to have staff conduct further inspections of parcel 218 and authorized the Chairman to approve general landscaping and irrigation addendum proposals once he is satisfied they are ready to execute, for the Connerton West Community Development District.

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**TENTH ORDER OF BUSINESS**

**Irrigation Update**

Mr. Ballenger provided an irrigation update to the Board. He discussed various maintenance issues with the EPI and EPII pumps.

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**ELEVENTH ORDER OF BUSINESS**

**Monthly Aquatic Service Update**

The Board discussed the agenda topic of vegetation requiring trimming back along common area sidewalks and requested that Mr. Toborg inspect these areas during his inspections.

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**TWELFH ORDER OF BUSINESS**

**Monthly Aquatic Service Update**

Mr. Cox informed the Board that there was no Cardno aquatic service report provided this month.

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**THIRTEENTH ORDER OF BUSINESS**

**Discussion of Re-Plat Parcel**

Mr. Cox informed the Board that he and the District Engineer were still coordinating efforts to contact residents who might be interested in having CDD owned parcels conveyed to them.

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**FOURTEENTH ORDER OF BUSINESS                      Discussion of Fishing Policies**

The Board tabled the continuation of the discussion of the fishing policies under consideration until the remaining Board members were present.

**FIFTEENTH ORDER OF BUSINESS                      Funding Status Update**

The Board received a bond re-funding update from Mr. Cox who informed them that the Rose Cottage playground was open and that there were a few minor issues to resolve regarding securing the picnic tables.

Mr. Cox informed the Board that there was no nature trail update available for this meeting.

Mr. Cox informed the Board that there was \$458,619.90 remaining in the re-funding fund and that the nature trail project would probably use most if not all of those funds. Mr. Jackson requested maintenance be done on the walking trail bridges where wood needed to be replaced

**SIXTEENTH ORDER OF BUSINESS                      Staff Reports**

**A. District Counsel**

The Board received a District Counsel update from Ms. Willson who informed the Board that in December, there would be the public hearing for the revised Rules of Procedure.

**B. District Engineer**

Not present, no report.

**C. District Manager**

Mr. Cox reminded the Board the next regular meeting is scheduled for December 2, 2019 at 4:00 p.m. at Club Connerton, 21100 Fountain Garden Way, Land O' Lakes, FL 34638.

Mr. Cox reviewed the monthly financials and the action item list with the Board.

**SEVENTEEN ORDER OF BUSINESS                      Audience Comments**

The Board heard an audience comment regarding the amount of funds spent on the hog trapping agreement.

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**EIGHTEENTH ORDER OF BUSINESS**                      **Supervisor Requests**

Mr. Dombrowski requested CLM check out the Dollar Weed on the island median on Pleasant Plains Parkway.

Mr. Jackson requested that CLM trim a hanging limb at the second entrance to the front Gardens.

Mr. Gilmore requested information regarding the holiday decorations install date.

**NINETEENTH ORDER OF BUSINESS**                      **Adjournment**

On a Motion by Mr. Dombrowski, seconded by Mr. Gilmore, with all in favor, the Board adjourned the meeting at 7:58 p.m. for the Connerton West Community Development District.

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Assistant Secretary

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Chairman / Vice-Chairman

## **Tab 2**

# CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures October 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented:           **\$111,570.87**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Connerton West Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ballenger & Company, Inc.	002613	19169	Playground Additions/Repairs Irrigation 09/19	\$ 750.00
Ballenger & Company, Inc.	002613	19340	Irrigation Maintenance 09/19	\$ 7,210.00
Ballenger & Company, Inc.	002613	19350	SWFWMD Meter Reading/Irrig Pump Station 09/19	\$ 1,300.00
Ballenger & Company, Inc.	002613	19358	Repairs & Extras on Irrigation 09/19	\$ 1,290.00
Ballenger & Company, Inc.	002613	19363	PPP/McDonalds Repair Irrigation System 09/19	\$ 2,700.00
Ballenger & Company, Inc.	002613	19364	Park Irrigation Repair Bollard 09/19	\$ 700.00
Capital Land Management Corporation	002623	206899	Bermuda & Palms Fertilization 09/19	\$ 3,000.00
Capital Land Management Corporation	002632	206900	Landscape Maintenance 10/19	\$ 22,000.00
Capital Land Management Corporation	002632	206991	Removal Pine Tree 10/19	\$ 952.00
Cardno, Inc.	002614	280413	Monthly Lake Management 09/19	\$ 2,530.00
Clearview Land Design, P. L.	002633	19-01962	Engineering Services 10/19	\$ 1,267.50

# Connerton West Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Connerton Community Association, Inc.	002615	201916	Salary Reimbursement 09/19	\$ 3,401.00
Hopping Green & Sams	002611	109831	General Counsel/Monthly Meeting 08/19	\$ 6,886.23
James Jackson	002626	JJ100719	Board of Supervisors Meeting 10/07/19	\$ 200.00
Jeremy R. Cohen	002616	JC090619	Off Duty Patrols 09/06/19	\$ 350.00
Jeremy R. Cohen	002616	JC091219	Off Duty Patrols 09/12/19	\$ 200.00
Jerry Richardson	002636	1276	Monthly Hog Removal Service 10/19	\$ 980.00
K. Johnson's Lawn & Landscaping, Inc.	002634	16581	Mowing of Connerton Bike Trail 10/19	\$ 700.00
Kevin Eric Hamilton	002618	KH092419	Off Duty Patrols 09/24/19	\$ 200.00
Kevin Eric Hamilton	002618	KH092819	Off Duty Patrols 09/28/19	\$ 200.00
Mobile Mini, Inc.	002620	9007071039	Acct# 10023746 Mobile Storage Rental 09/22/19-10/19/19	\$ 203.03
Pasco County	002621	Pasco Water Summary B 08/19	Water Summary 08/19	\$ 18.20

# Connerton West Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco County	002629	Pasco Water Summary 09/19 A	Water Summary 09/19 A	\$ 47.33
Patrick J. Elmore	002617	PE092619	Off Duty Patrols 09/26/19	\$ 200.00
Rizzetta & Company, Inc	002622	INV0000043748	Assessment Roll Preparation FY 19/20	\$ 5,250.00
Rizzetta & Company, Inc	002622	INV0000043872	District Management Fees 10/19	\$ 6,430.41
Rizzetta Technology Services, LLC	002635	INV0000004788	Email & Website Hosting Services 10/19	\$ 175.00
Roy Gilmore III	002625	RG100719	Board of Supervisors Meeting 10/07/19	\$ 200.00
Site Masters of Florida, LLC	002612	091819-2	Installed 60 6' x 6' Bollards 09/19	\$ 6,000.00
Site Masters of Florida, LLC	002630	101619-1	Sidewalk Extension at Rose Cottage 10/19	\$ 2,000.00
Steve Toler Property Maintenance	002631	101819-Toler	Installed Bahia at Rose Cottage Playground 10/19	\$ 3,600.00
Stewart Gibbons	002624	SG100719	Board of Supervisors Meeting 10/07/19	\$ 200.00
Suncoast Pool Service	002637	5640	Fountain Service 10/19	\$ 250.00

# Connerton West Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	002619	0000016949 09/20/19	Acct# 119853 Legal Advertising 09/19	\$ 114.40
US Bank Corporate Trust Services	002627	5500484	Trustee Fees CDD 2015 09/01/19 - 08/31/20	\$ 4,310.00
Withlacoochee River Electric Cooper	002628	2101307 09/19	2101307 21739 Emory Oak PL 09/19	\$ 98.74
Withlacoochee River Electric Cooper	002628	2101312 09/19	2101312 8949 Pleasant Woods Dr 09/19	\$ 98.74
Withlacoochee River Electric Cooper	002628	Electric Summary Bill- 09/19	Electric Summary Bill-09/19	<u>\$ 25,558.29</u>
<b>Report Total</b>				<b><u>\$ 111,570.87</u></b>



## **Tab 3**

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2018-A-1 & 2018-A-2 PLAYGROUND & TRAILS CONSTRUCTION  
ACCOUNT  
REQUISITION RECAP FOR BOARD APPROVAL  
ON DECEMBER 2, 2019**

<b>REQUISITION NO.</b>	<b>PAYEE</b>	<b>AMOUNT</b>
20	Advanced Recreational Concepts	\$73,269.50
21	Clearview Land Design, P.L.	\$18.13
22	Connerton West CDD	\$5,600.00
23	Hopping Green & Sams	\$212.00
24	Mortensen Engineering, Inc.	\$1,066.00
25	Play Space Services, Inc.	\$28,573.20

# Tab 4

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2018-1 & 2018-2 CONSTRUCTION ACCOUNT  
REQUISITION RECAP FOR BOARD APPROVAL  
ON DECEMBER 2, 2019**

<b>REQUISITION NO.</b>	<b>PAYEE</b>	<b>AMOUNT</b>
53	Clearview Land Design PL	\$150.00

## **Tab 6**

**RESOLUTION 2020-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Connerton West Community Development District (hereinafter 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; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.**

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY/ASST. SECRETARY**

# Tab 10

**RESOLUTION 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Connerton West Community Development District (“**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; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District has previously adopted Rules of Procedure to govern the administration of the District; and

**WHEREAS**, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

**WHEREAS**, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

**ATTEST:**

**CONNERTON WEST COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary

Chairman, Board of Supervisors

**Exhibit A:** Amended and Restated Rules of Procedure