

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

Board of Supervisors
Connerton West Community
Development District

September 11, 2020

REVISED AGENDA

Dear Board Members:

The Connerton West Community Development District regular meeting of the Board of Supervisors will be held on **Monday, September 14, 2020 at 4:00 p.m.**, to be conducted by means of communications media technology telephone pursuant Executive Orders issued by Governor DeSantis and pursuant to Section 120.54(5)(b)2., Florida Statutes. 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 August 3, 2020 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for July 2020..... Tab 2
- 4. BUSINESS ITEMS**
 - A. Acceptance of Paul Dorzweiler Resignation Tab 3
 - B. Appointment of Open Board Seat Tab 4
 - C. Consideration of Resolution 2020-14 Re-designating Officers of the District..... Tab 5
 - D. Field Inspection Report Tab 6
 - E. Consideration of CLM Proposal Tab 7
 - F. Irrigation Report Tab 8
 - G. Discussion of Trail Project..... Tab 9
 - H. Consideration of Christmas Lights Proposal Tab 10
 - I. Consideration of EGIS Insurance Proposal..... Tab 11
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Update on Bond Projects & Estimate Tab 12
 - 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: Roy Van Wyk, Hopping Green & Sams, P.A.

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.

**CONNERTON WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular Meeting of the Board of Supervisors of Connerton West Community Development District was held on **Monday, August 3, 2020 at 6:03 p.m.** and was conducted by means of communications media technology telephone pursuant to Executive Orders issued by Governor DeSantis and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Richard Dombrowski	Board Supervisor, Chairman
James Jackson	Board Supervisor, Assistant Secretary
Paul Dorzweiler	Board Supervisor, Assistant Secretary
Daniel Novak	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Company
Taylor Nielsen	District Manager, Rizzetta & Company
Gary Moore	District Manager, Rizzetta & Company
Roy Van Wyk	District Counsel, Hopping Green & Sams, P.A.
Jordan Schrader	District Engineer, Clearview Land Design
Greg Woodcock	District Engineer, Cardno
Gail Huff	Representative, Ballenger
Craig Bramblett	Representative, CLM
Josh Burton	Representative, CLM

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

The Board received audience comments concerning trespassing by non-Connerton West residents fishing on the ponds behind Sequester Loop.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on July 6, 2020

Mr. Cox presented the minutes of the Board of Supervisors' meeting held on July 6, 2020.

On a Motion by Mr. Dombrowski, seconded by Mr. Novak, with all in favor, the Board of Supervisors unanimously approved the minutes of the Board of Supervisors' Meeting held on July 6, 2020, as presented, for the Connerton West Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for June 2020

Mr. Cox presented the Operations and Maintenance expenditures report for June 2020.

On a Motion by Mr. Dombrowski, seconded by Mr. Novak, with all in favor, the Board of Supervisors unanimously approved to ratify the payment of the invoices in the June 2020 Operations and Maintenance Expenditures Report (\$97,910.64), for the Connerton West Community Development District.

FIFTH ORDER OF BUSINESS

Field Inspection Report

The Board received a landscape maintenance update from Mr. Craig Bramblett, with CLM. Mr. Bramblett discussed the sod install that has recently taken place. Mr. Jackson questioned that mowing is seemingly taking place every other week in places and that edging was not occurring. He also noted that weeding was not occurring as needed. Mr. Bramblett provided an explanation of the weeding process that has been taken place. Mr. Jackson agreed to show Mr. Bramblett the areas he was addressing. Mr. Novack pointed out some specific areas he noted excess weeds. The Board discussed the need for supervision by the contractor to find the issues versus having staff and Board members do that. Mr. Jason Chambrot explained that edging is sometimes stopped when it is raining due to the mess it creates on the sidewalks. Mr. Jackson amplified that it is not the Board members responsibility to supervise the work of the landscape work.

SIXTH ORDER OF BUSINESS

Irrigation Report

Ms. Huff reviewed the irrigation report with the Board. She discussed the EP-1 and EP-2 pump filter change proposals that are being prepared.

SEVENTH ORDER OF BUSINESS

Discussion of Soccer Field Use

The Board discussed the current issue of various organizations using the soccer fields and the concerns being raised regarding parking issues and use of District facilities by

CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT
August 3, 2020 - Minutes of Meeting
Page 3

89 non-resident organizations. The Board requested that the FHP Troopers visit the area
90 during their shifts to ensure parking and other activities are not a problem. The Board
91 requested that the situation be monitored to see if the issue continues or gets worse. The
92 Board also requested that the FHP Troopers continue to spot check the issue of those
93 trespassing to fish in the Connerton West CDD ponds.
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95 **EIGHTH ORDER OF BUSINESS** **Discussion of Workshop**

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97 Mr. Cox presented a summary of the results of the workshop that had occurred on
98 July 27, 2020. Mr. Woodcock indicated that he was intending to prepare a document to the
99 next meeting with cost estimates associated with the projects. Mr. Woodcock discussed
100 concerns regarding the playground area at Garden Party Park. Mr. Jackson provided
101 comments regarding his concerns regarding how long it is taking to get projects completed.
102 The Board discussed the projects they felt needed priority and desired to get action
103 completed as soon as possible.
104

On a motion from Mr. Jackson, seconded by Mr. Novak, the Board authorized the Chairman to approve a Not-to-Exceed amount of \$20,000 for the installation of benches; \$15,000 for the re-surfacing of the entrance fountain; \$2,500 for pet waste stations; and \$20,000 for the renovation of Garden Party structures, for the Connerton West Community Development District.

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106 **NINTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year 2020-**
107 **2021 Final Budget**
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109 Mr. Cox explained the budgeting process in place to finalize the approval of the final
110 budget for the next fiscal year and requested a motion from the Board to open the duly
111 noticed public hearing for the Proposed Budget for Fiscal Year 2020-2021.
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On a motion from Mr. Dombrowski, seconded by Mr. Dorzweiler, the Board approved to open a public hearing for the Proposed Budget for Fiscal Year 2020-2021, for the Connerton West Community Development District.

113
114 The Board received comments from the audience regarding questions regarding the
115 landscape contract; special contracts options; concerns regarding the assessment increase;
116 and potential repair costs associated with the high cost EP pump stations.
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On a motion from Mr. Dombrowski, seconded by Mr. Jackson, the Board approved to close the public hearing, for the Connerton West Community Development District.

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119 **TENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-11;**
120 **Approving Fiscal Year 2020-2021 Final**
121 **Budget**
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123 The Board members made no changes to the proposed budget and proceeded to
124 adopt Resolution 2020-11, Approving Fiscal Year 2020-2011 Final Budget.

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On a motion from Mr. Dombrowski, seconded by Mr. Dorzweiler, the Board approved to adopt Resolution 2020-11; Approving Fiscal Year 2020-2021 Final Budget, for the Connerton West Community Development District.

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ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-12;
Imposing Special Assessments**

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Mr. Cox presented Resolution 2020-12, Imposing Special Assessments and Mr. Van Wyk explained the purpose of the resolution.

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On a motion from Mr. Novak, seconded by Mr. Jackson, the Board approved to adopt Resolution 2020-12; Imposing Special Assessments, for the Connerton West Community Development District.

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TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-13;
Setting FY 20-21 Meeting Schedule**

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On a motion from Mr. Novak, seconded by Mr. Jackson, the Board approved to adopt Resolution 2020-13; Setting FY 20-21 Meeting Schedule, for the Connerton West Community Development District.

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THIRTEENTH ORDER OF BUSINESS

STAFF REPORTS

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A. District Counsel

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Mr. Roy Van Wyk provided an update to the Board. He noted that the Governor is now making monthly calls regarding the decision to authorize the conduct of the virtual meetings.

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B. District Engineer

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Mr. Greg Woodcock provided an update of the stormwater certification activities. Mr. Novack requested additional information regarding pond maintenance and sidewalk repair issues.

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C. District Manager

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Mr. Cox reminded the Board the next regular meeting scheduled for September 14, 2020 at 4:00 p.m.

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Mr. Cox provided the Board with an update of the June 2020 District financials and reviewed the current action item list. Mr. Cox noted that he will be adding items to the list that were discussed. Mr. Novak requested that Storybook Park renovations to the list. Mr. Jackson requested information regarding why the County was not paying for streetlight costs. Mr. Van Wyk explained that the County would pay for the costs but would then pass the costs back to the residents and

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163 how the streetlight assessments are accounted for in the current budget.

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165 Mr. Cox informed the Board that Mr. Gilmore had submitted his resignation from
166 Seat # 4 and requested a motion from the Board to accept the resignation.

On a motion from Mr. Dombrowski, seconded by Mr. Jackson, the Board accepted the resignation of Roy Gilmore (2018-2022) term, for the Connerton West Community Development District.

167

168 Per Board guidance, Mr. Cox indicated that he would have an e-blast sent out
169 soliciting full resumes from residents interested in being considered for
170 appointment to Seat #5 with a term of 2018-2022 on the Board of Supervisors.
171 These would be for review by the Board at the September CDD meeting.

172

173 **FOURTEENTH ORDER OF BUSINESS**

Audience Comments

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175 The Board received audience comments regarding the Connerton Downtown
176 Master Plan and the future trails being planned and whether or not the developer would
177 then consider taking up the project of completing the current trail being considered by the
178 Board.

179

180 **FIFTEENTH ORDER OF BUSINESS**

Supervisor Requests

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182 Mr. Dombrowski stated he will be withdrawing as the “lead” for the holiday lighting
183 for the community. Mr. Novak indicated that he would assume that role and would work
184 with the vendor with the goal of submitting a proposal at the September CDD meeting.

185

186 Mr. Jackson requested whether Mr. Novak was planning to coordinate with Mr.
187 Stan Zuercher regarding the trail bridges. Mr. Novak indicated he would.

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189 **SIXTEENTH ORDER OF BUSINESS**

Adjournment

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On a motion from Mr. Dombrowski, seconded by Mr. Novak, the Board approved to adjourn the meeting at 7:49 p.m. for the Connerton West Community Development District.

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195 _____
Assistant Secretary

195 _____
Chairman / Vice-Chairman

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Tab 2

CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures July 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2020 through July 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$117,670.82**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alexander Conran	002852	AC062220	Off Duty Patrols 06/20	\$ 200.00
Alexander Conran	002852	AC062420	Off Duty Patrols 06/20	\$ 200.00
Ballenger & Company, Inc.	002849	20201	Irrigation Maintenance 06/20	\$ 8,170.00
Ballenger & Company, Inc.	002849	20210	SWFWMD Meter Reading/Irrig Pump Station 06/20	\$ 1,300.00
Ballenger & Company, Inc.	002856	20229	Repair Irrigation System 06/20	\$ 2,100.00
Ballenger & Company, Inc.	002872	20236	Irrigation Maintenance 07/20	\$ 900.00
Ballenger & Company, Inc.	002872	20241	Repair Irrigation System 07/20	\$ 900.00
Capital Land Management Corporation	002873	208584	Landscape Maintenance 07/20	\$ 30,100.00
Capital Land Management Corporation	002873	208619	Seasonal Annual Change-out 07/20	\$ 12,000.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc.	002850	293764	Monthly Mitigation Maintenance Village 2 Phase A 06/20	\$ 4,050.00
Cardno, Inc.	002850	293785	Monthly Lake Management 05/20	\$ 3,530.00
Cardno, Inc.	002857	294938	Monthly Lake Management 06/20	\$ 3,530.00
Cardno, Inc.	002857	294954	Monthly Lake Management 06/20	\$ 1,550.00
Connerton Community Association, Inc.	002858	202006	Salary Reimbursement 06/20	\$ 3,458.00
Daniel Novak	002867	DN070620	Board of Supervisors Meeting 07/06/20	\$ 200.00
Hopping Green & Sams	002845	115350	General/Monthly Legal Services 05/20	\$ 3,934.54
Innersynce Studio, Ltd DBA Campus Suite	002861	18660	CDD Website Services 07/20	\$ 384.38
James Jackson	002862	JJ070620	Board of Supervisors Meeting 07/06/20	\$ 200.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jeremy R. Cohen	002851	JC061220	Off Duty Patrols 06/20	\$ 350.00
Jeremy R. Cohen	002851	JC061420	Off Duty Patrols 06/20	\$ 200.00
Jeremy R. Cohen	002851	JC061520	Off Duty Patrols 06/20	\$ 200.00
Jeremy R. Cohen	002851	JC061720	Off Duty Patrols 06/20	\$ 200.00
Jeremy R. Cohen	002851	JC061920	Off Duty Patrols 06/20	\$ 200.00
Jeremy R. Cohen	002851	JC062920	Off Duty Patrols 06/20	\$ 200.00
Jerry Richardson	002848	1370	Monthly Hog Removal Service 06/20	\$ 800.00
Jerry Richardson	002875	1382	Monthly Hog Removal Service 07/20	\$ 800.00
K. Johnson's Lawn & Landscaping, Inc.	002874	17208	Mowing Bike Trail 07/20	\$ 700.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kevin Eric Hamilton	002854	KH062020	Off Duty Patrols 06/20	\$ 200.00
Kevin Eric Hamilton	002854	KH062520	Off Duty Patrols 06/20	\$ 200.00
Kevin Eric Hamilton	002854	KH062620	Off Duty Patrols 06/20	\$ 200.00
Kevin Eric Hamilton	002868	KH062720-1	Off Duty Patrols 06/20	\$ 200.00
Mobile Mini, Inc.	002864	9008684015	Mobile Storage Rental Acct #10023746 06/20	\$ 213.11
Pasco County	002870	Pasco Water Summary 06/20	Water Summary 06/20	\$ 286.75
Patrick J. Elmore	002853	PE061620	Off Duty Patrols 06/20	\$ 200.00
Patrick J. Elmore	002853	PE061820	Off Duty Patrols 06/20	\$ 200.00
Patrick J. Elmore	002853	PE062320	Off Duty Patrols 06/20	\$ 200.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Patrick J. Elmore	002853	PE062820	Off Duty Patrols 06/20	\$ 200.00
Patrick J. Elmore	002853	PE063020	Off Duty Patrols 06/20	\$ 100.00
Richard A. Dombrowski	002859	RD070620	Board of Supervisors Meeting 07/06/20	\$ 200.00
Rizzetta & Company, Inc	002846	INV0000050759	District Management Fees 07/20	\$ 6,430.41
Rizzetta & Company, Inc	002855	INV0000050811	Mass Mail 06/20	\$ 1,659.65
Rizzetta & Company, Inc	002865	INV0000050841	Mass Mail 07/20	\$ 81.53
Rizzetta Technology Services, LLC	002847	INV0000006002	Email & Website Hosting Services 07/20	\$ 175.00
Suncoast Pool Service	002876	6363	Fountain Service 07/20	\$ 250.00
Times Publishing Company	002863	0000091394 07/01/20	Acct #119853 Legal Advertising 07/20	\$ 847.60

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	002869	0000091394 07/08/20	Acct #119853 Legal Advertising 07/20	\$ 843.60
Withlacoochee River Electric Cooperative Inc.	002866	2101307 06/20	2101307 21739 Emory Oak PL 06/20	\$ 35.79
Withlacoochee River Electric Cooperative Inc.	002866	2101312 06/20	2101312 8949 Pleasant Woods Dr 06/20	\$ 35.04
Withlacoochee River Electric Cooperative Inc.	002871	Electric Summary Bill 06/20	Electric Summary Bill 06/20	<u>\$ 24,555.42</u>
Report Total				<u>\$ 117,670.82</u>

Tab 5

RESOLUTION 2020-14

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 _____, 2020.

CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY