



Rizzetta & Company

Connerton West Community Development District

**Board of Supervisors'
Regular Meeting
October 4, 2021**

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

www.connertonwestcdd.org

CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT AGENDA

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

District Board of Supervisors	Vacant Daniel Novak Chris Kawalec Steven Daly Tyson Krutsinger	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Attorney	Roy Van Wyk	KE Law, PLLC
District Engineer	Greg Woodcock	Cardno

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.

Board of Supervisors
Connerton West Community
Development District

September 27, 2021

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Connerton West Community Development District will be held on **Monday, October 4, 2021 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.

BOARD OF SUPERVISORS MEETING

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. District Counsel**
 1. Update on the Existing Easement Issues
 - B. District Engineer**
 1. Review of September Report.....Tab 1
 2. Discussion of Shade Structures
 - C. Field Inspection Report**
 1. September Field Inspection Report **(under separate cover)**
 - D. Irrigation Report..... Tab 2**
 - E. Aquatics Report **(under separate cover)****
 - F. Property Maintenance Report – Stan Zeurcher.....Tab 3**
 - G. District Manager**
- 4. BUSINESS ITEMS**
 - A. Consideration of Resignation for Fredrick Lise.....Tab 4**
 - B. Consideration of Resolution 2022-01,
Re-Designating Officers Of the District.....Tab 5**
 - C. Consideration of CLM Tree Removal Proposal.....Tab 6**
 - D. Consideration of CLM Annuals Proposal.....Tab 7**
 - E. Ratification of EGIS Insurance Proposal.....Tab 8**
 - F. Finalization of Fishing Policy Map**
 - G. Discussion and Reconsideration of Cutback Proposal.....Tab 9**
 - H. Discussion of HOA/CDD Tunnel Expenses**

- 5. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors'
Budget Workshop Meeting held on September 13, 2021.....Tab 10
 - B. Consideration of Operation and Maintenance
Expenditures for August 2021.....Tab 11
- 6. **SUPERVISOR REQUESTS**
- 7. **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) 994-1001.

Sincerely,
Matthew Huber
Matthew Huber
District Manager

cc: Roy Van Wyk, KE Law Group.

Tab 10

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, September 13, 2021 at 4:00 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638

Present and constituting a quorum:

Daniel Novak	Board Supervisor, Vice-Chairman
Chris Kawalec	Board Supervisor, Assistant Secretary
Tyson Krutsinger	Board Supervisor, Assistant Secretary
Fredrick Lise	Board Supervisor, Assistant Secretary (via conference call)

Also present were:

Matthew Huber	Regional District Manager, Rizzetta & Company
Daryl Adams	District Manager, Rizzetta & Company
Jayna Cooper	District Manager, Rizzetta & Company
Roy Van Wyk	District Counsel, KE Law Group
Greg Woodcock	District Engineer, Cardno
Gail Huff	Representative, Ballenger
Craig Bramblett	CLM
Stan Zuercher	Field Operations
Jason Marks	AWC
Doug Smith	Hopping Green
Deene Klenke	RASI
Lt. Tedeski	Pasco County Sheriff Office
Captain Joe Irizarry	Pasco County Sheriff Office

Audience **Present**

FIRST ORDER OF BUSINESS

Call to Order

Mr. Matthew Huber opened the regular CDD Meeting in person at 4:00 p.m. and noted that there were audience members in attendance.

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SECOND ORDER OF BUSINESS

Doug Smith – HGS Report

Doug Smith with HGS updated the Board regarding the status of settlement offers that have been made to 4 residents.

THIRD ORDER OF BUSINESS

Update from Pasco County Sheriff's Office

The Board requested an increased police presence in the community.

Capt. Irizarry stated their presence is data driven and encouraged all residents to call and report anything suspicious.

The Board requested PCSO set up a traffic speed trailer. District Manager will provide the Board with a current cost share agreement utilized by Meadow Pointe IV.

FOURTH ORDER OF BUSINESS

Audience Comments on Agenda Items

A resident inquired when repainting of the blue on neighborhood signs will begin.

FIFTH ORDER OF BUSINESS

STAFF REPORTS

A. District Counsel

The Board received the District Counsel Report from Mr. Roy Van Wyk.

After a discussion between the Board and District Counsel, the Board should anticipate the District Engineer may have an added costs to complete the required report.

The Board discussed and approved the escrow balance to be transferred from HGS to Fischer & Fletcher.

Mr. Van Wyk will send the transfer authorization documents to Chairman for execution.

<p>On a motion from Mr. Novak, seconded by Mr. Kawalec, the Board approve the escrow balance to be transferred from HGS to Fischer & Fletcher for the Connerton West Community Development District.</p>
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B. District Engineer – Greg Woodcock

The Board received the District Engineer Report from Mr. Greg Woodcock.

Mr. Woodcock provided the Board with an update on the Trail Project, presented the Clean-Cut Mulching Proposal in the amount of \$6,500.00 and mentioned that is will be paid out of construction funds.

On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board approved the Clean-Cut Mulching Proposal in the amount of \$6,500.00 for the Connerton West Community Development District.

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Mr. Huber will coordinate with Mr. Woodcock on work hours starting no earlier than 7:30 a.m.

The Board directed Mr. Woodcock to put up “No Trespassing” signs at the construction sites and notify residents that live adjacent to this area of the work being done in advance.

Mr. Woodcock updated the Board on Storybrook Park and let them know that permits have been submitted to Pasco County. The estimated time to review them is 10-12 weeks and that the estimated completion date is February/March.

The Board discussed and considered the Shade Structure Cost Proposal and decided to table this item to the October meeting. The Board directed Mr. Huber to email all the proposals as a package to the new Board member.

The Board discussed and reviewed the report regarding Asphalt Depression and decided to table this item to the October meeting. The Board directed Mr. Woodcock to present proposals for all necessary asphalt repairs at the October meeting.

Mr. Woodcock presented the Sidewalk Cleaning proposals to the Board. Mr. Woodcock recommended installing a concrete ribbon between the sidewalk and roadway and will present cost at the October meeting.

Mr. Woodcock will follow up on Boardwalk repair proposals from Hecker Construction & Sitemasters and will present them at the October meeting.

The Board directed Mr. Woodcock to collect pricing for flashing crosswalk signs at Pleasant Plains and the elementary school.

C. Field Inspection Report

The Board received the August Field Inspection Report from Mr. Jason Liggett.

Mr. Liggett let the Board know that he will continue to follow up with Steadfast for 208-09 until all punch list items are address prior to the CDD accepting it.

Mr. Kawalec directed Mr. Liggett to obtain a bid to remove all Hollies from Arbors & Plains.

The Board reviewed and discussed the CLM Tree Removal Proposal and agreed to table this item to the October meeting. The Board directed CLM to provide pictures and specific locations with the proposal that will be presented in October.

136 *** The Board agreed to move "Consideration of Landscape RFP's" here***

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138 Mr. Liggett reviewed each of the proposals received for Landscape RFP with the
139 Board.

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141 After reviewing, the Board agreed to accept the BrightView Landscape Proposal.
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On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board approved the BrightView Landscape Proposal as presented for the Connerton West Community Development District.

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144 The Board had several requests regarding landscaping which include Mr. Huber
145 sending CLM a 30-day notice and contacting CLM regarding possible continued
146 service through the end of October.

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148 The Board directed Mr. Liggett to coordinate the landscape turnover between CLM
149 & BrightView and work with BrightView to redesign landscaping at entrance of
150 each neighborhood.

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152 The Board also directed Mr. Huber to follow up with CLM regarding issues with
153 gaining access to pond through resident's homes.

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155 **D. Irrigation Report**

156 The Board received the Irrigation Report from Ms. Gail Huff.

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158 The Board requested Ms. Huff to install new sod at center median past the first
159 roundabout.

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161 **E. Aquatics Report**

162 The Board received the Aquatics Report from Jason Marks with Aquatic Weed
163 Control.

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165 The Board requested that Mr. Marks include more detail on the AWC reports
166 moving forward.

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168 **F. Operations Report**

169 The Board received the Property Maintenance Report from Mr. Stan Zuercher.
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171 The Board had several requests for Mr. Zuercher which include focusing on
172 pressure washing the sidewalks & boardwalks, provide inventory of tools and
173 costs purchase for CDD responsibilities, follow up with Kerry Johnson regarding
174 bike path cutbacks, continue to use remaining board planks for boardwalk repairs
175 as needed until contractor starts repair work and include John Deere hours on
176 reports moving forward.

177 The Board directed Mr. Liggett to get a quote from Brightview for bike path
178 cutbacks.

179 The Board directed Mr. Woodcock to obtain a proposal to re-marcite the fountain.
180 Mr. Zuercher requested to work 8 hours on Tuesdays for the CDD. The Board
181 approved this request. The Board discussed issuing Mr. Zuercher a CDD Debit
182 card with a \$1500 limit.

On a motion from Mr. Novak, seconded by Mr. Kawalec, the Board approved the issuance of a CDD Debit card with a \$1500 limit for Mr. Zuercher for the Connerton West Community Development District.

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G. District Manager Report

The Board received the District Manager report from Mr. Huber.

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Mr. Huber reminded the Board that their next scheduled meeting will be on October 4, 2021 at 4:00 p.m.

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Mr. Huber informed the Board of Lennar's request for execution of Connerton Village 208& 209/SWFWMD Transfer to O&M form and presented the Stahl Utility Bond Renewal in the amount of \$3,716. After a brief discussion the Board denied Lennar's request for transfer of 208&209 to O&M until the punch list items are complete and approved the Stahl Utility Bond Renewal.

On a motion from Mr. Kawalec, seconded by Mr. Krutsinger, the Board approved the Stahl Utility Bond Renewal in the amount of \$3,716 for the Connerton West Community Development District.

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The Board requested that Mr. Huber obtain proposals for monuments.

SIXTH ORDER OF BUSINESS

Public Hearing on Adopting Fiscal Year 2021/2022 Budget

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Mr. Huber asked the Board for a Motion to Open the Public Hearing on Adopting Fiscal Year 2021/2022 Budget.

On a Motion by Mr. Novak, seconded by Mr. Krutsinger, with all in favor, the Board of Supervisors Opened the Public Hearing on Adopting Fiscal Year 2021/2022 Budget, for Connerton West Community Development District.

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There were no public comments at this time.

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FIFTEENTH ORDER OF BUSINESS **Discussion of Garden Party Park Bench Seat Coping**

After a brief discussion, the Board directed Mr. Zuercher to repair the Garden Party Park Beach Seat Coping and asked Mr. Huber to follow up with Mr. Zuercher regarding this repair.

SIXTEENTH ORDER OF BUSINESS **Consideration of Candidate Resumes for Open Seat**

The Board reviewed six resumes that were submitted and asked each candidate several questions. After a brief discussion, the Board agreed to appoint Mr. Steven Daly as Supervisor in Seat 1 for Connerton West CDD.

Mr. Van Wyk will provide a new Supervisor packet to Mr. Daly.

SEVENTHEENTH ORDER OF BUSINESS **Consideration of Minutes of the Board of Supervisors' Meetings held on August 2, 2021**

On a motion from Mr. Novak, seconded by Mr. Kawalec, the Board approved the Minutes of the Board of Supervisors' Meeting held on August 2, 2021, as presented, for the Connerton West Community Development District.

EIGHTEENTH ORDER OF BUSINESS **Consideration of Operation and Maintenance Expenditures for June & July 2021**

Mr. Huber presented the Operation & Maintenance Expenditures for June 2021 in the amount of \$77,275.76 & July 2021 in the amount of \$135,937.75.

On a motion from Mr. Kawalec, seconded by Mr. Krutsinger, the Board agreed to ratify the Operation & Maintenance Expenditures for June 2021 in the amount of \$77,275.76 & July 2021 in the amount of \$135,937.75 for the Connerton West Community Development District.

NINETEENTH ORDER OF BUSINESS **Supervisor Requests**

During Supervisors request Mr. Novak asked Mr. Huber to follow up with the IT department regarding setting up a shared drive for CDD board members to have access to district files.

310 TWENTIETH ORDER OF BUSINESS Adjournment

On a motion from Mr. Novak, seconded by Mr. Krutsinger, the Board approved to adjourn the meeting at 7:21 p.m. for the Connerton West Community Development District.

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Assistant Secretary

Chairman / Vice-Chairman

DRAFT

Tab 11

CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · (813) 994-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.connertonwestcdd.org

Operation and Maintenance Expenditures August 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2021 through August 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$135,713.91**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Action Towing Inc of Tampa	003255	061421	Private Property Signs/ Tow Away Signs 06/21	\$ 70.00
Aquatic Weed Control, Inc.	003236	61875	Pond/Lake Maintenance 07/21	\$ 3,950.00
Ballenger & Company, Inc.	003246	21286	Irrigation Maintenance 07/21	\$ 8,175.00
Ballenger & Company, Inc.	003246	21298	SWFWMD Meter Reading/Irrig Pump Station 07/21	\$ 1,300.00
Ballenger & Company, Inc.	003246	21315	Repair Irrigation System 07/21	\$ 1,015.00
Ballenger & Company, Inc.	003246	21317	Repair Irrigation System 07/21	\$ 1,100.00
Capital Land Management Corporation	003237	211385	Proposal #302301 - Replace Missing Magnolias 07/21	\$ 3,573.06
Capital Land Management Corporation	003247	211399	Fertilization 07/21	\$ 5,800.00
Capital Land Management Corporation	003259	211428	Landscape Maintenance 08/21	\$ 31,100.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc.	003248	529904	District Engineer 07/21	\$ 2,837.14
Christopher Kawalec	003250	CK080221	Board of Supervisors Meeting 08/02/21	\$ 200.00
Connerton Community Association, Inc.	003249	202107	Stanley Zuercher Salary Reimbursement 07/21	\$ 5,143.50
Daniel Novak	003254	DN080221	Board of Supervisors Meeting 08/02/21	\$ 200.00
Fredrick Lise	003252	FL080221	Board of Supervisors Meeting 08/02/21	\$ 200.00
Hopping Green & Sams	003240	123985	General/Monthly Legal Services 06/21	\$ 5,929.53
Hopping Green & Sams	003240	123986	General/Monthly Legal Services 06/21	\$ 876.00
Hopping Green & Sams	003240	123987	General/Monthly Legal Services 06/21	\$ 405.00
Hopping Green & Sams	003240	123988	General/Monthly Legal Services 06/21	\$ 584.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jeremy R. Cohen	003238	JC070721	Off Duty Patrols Scheduler's Fee 07/21	\$ 350.00
Jeremy R. Cohen	003238	JC070821	Off Duty Patrols 07/21	\$ 200.00
Jerry Richardson	003257	1509	Monthly Hog Removal Service 07/21	\$ 800.00
Kevin Eric Hamilton	003239	KH062821	Off Duty Patrols 06/21	\$ 200.00
Kevin Eric Hamilton	003239	KH070221	Off Duty Patrols 07/21	\$ 200.00
Kevin Eric Hamilton	003239	KH072721	Off Duty Patrols 07/21	\$ 200.00
Mobile Mini, Inc.	003253	9011139154	Mobile Storage Rental Acct #10023746 08/21	\$ 223.19
Nebula LED Lighting Systems	003258	Grow-081121	Monument Lighting Upgrade	\$ 15,423.75
Pasco County	003242	0325445 07/21	0 Garden Party Park Dr 07/21	\$ 19.98

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco County	003256	Pasco Water Summary A	Water Summary A 07/21	\$ 2,803.52
Rizzetta & Company, Inc	003243	INV0000060321	District Management Fees 08/21	\$ 6,430.41
Rizzetta Technology Services, LLC	003244	INV0000007803	Email & Website Hosting Services 08/21	\$ 175.00
Site Masters of Florida, LLC	003245	062821-1	Installed Fence 06/21	\$ 1,800.00
Site Masters of Florida, LLC	003245	071621-1	Disposed Hot Tub 07/21	\$ 500.00
Suncoast Pool Service	003261	7463	Fountain Service 08/21	\$ 250.00
Times Publishing Company	003241	0000168018 07/21/21	Acct #119853 Legal Advertising 07/21	\$ 967.08
Times Publishing Company	003260	0000175352	Acct #119853 Legal Advertising 08/21	\$ 971.09
Tyson Krutsinger	003251	TK080221	Board of Supervisors Meeting 08/02/21	\$ 200.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
US Bank Corporate Trust Services	003262	6204670	Trustee Fees CDD 07/01/21-06/30/22	\$ 4,310.00
Withlacoochee River Electric Cooperative Inc.	003263	2101307 07/21	2101307 21739 Emory Oak PL 07/21	\$ 40.89
Withlacoochee River Electric Cooperative Inc.	003263	2101312 07/21	2101312 8949 Pleasant Woods Dr 07/21	\$ 40.04
Withlacoochee River Electric Cooperative Inc.	003263	Electric Summary Bill	Electric Summary Bill 07/21	<u>\$ 27,150.73</u>
Report Total				<u>\$ 135,713.91</u>