



Rizzetta & Company

Encore Community Development District

**Board of Supervisors' Meeting
March 5, 2020**

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

www.encorecdd.org

ENCORE COMMUNITY DEVELOPMENT DISTRICT AGENDA

Tampa Housing Authority located at 5301 West Cypress Street, Tampa, FL 33607.

Board of Supervisors	Dr. Hazel Harvey Christine Burdick Billi Johnson-Griffin Julia Jackson Teresa Morning	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Attorney	Jennifer Kilinski	Hopping Green & Sams, P.A.
District Engineer	Greg Woodcock	Cardno TBE

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) 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
Encore Community
Development District

February 26, 2020

AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Encore Community Development District will be held on **Thursday, March 5, 2020 at 3:00 p.m.** at the office of Tampa Housing Authority, located at 5301 W. Cypress Street, Tampa, Florida 33607. The following is the agenda for the meeting:

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on February 6, 2020Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for January 2020Tab 2
 - C. Consideration of Chiller Fund Operations & Maintenance Expenditures for January 2020Tab 3
- 4. BUSINESS ITEMS**
 - A. Ratification of Chiller Plant Sensor Replacement Proposal.....Tab 4
 - B. Consideration of Chiller Park Landscape DesignTab 5
- 5. STAFF REPORTS**
 - A. Field Services Manager
 1. Presentation of Field Services Reports.....Tab 6
 - B. District Counsel
 - C. District Engineer
 - D. Chiller System Manager – Trane
 1. Presentation of January 2020 Central Energy Plant ReportTab 7
 - E. District Manager
- 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 call us at (813) 533-2950.

Sincerely,
Justin Croom
Justin Croom
District Manager

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.

ENCORE
COMMUNITY DEVELOPMENT DISTRICT

The Regular meeting of the Board of Supervisors of the Encore Community Development District was held on **Thursday, February 6, 2020 at 4:00 p.m.** at the office of Tampa Housing Authority, located at 5301 W. Cypress Street, Tampa, Florida, 33607.

Present and constituting a quorum were:

Billi Johnson-Griffin	Board Supervisor, Assistant Secretary
Teresa Morning	Board Supervisor, Assistant Secretary
Julia Jackson	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Company, Inc.
Michael Rodriguez	District Manager, Rizzetta & Company, Inc.
Greg Woodcock	District Engineer; Cardno
Patrick Bell	Field Service Manager, Rizzetta & Company, Inc.
Jozette Chack-On	Developer Counsel
Lauren Gentry	District Counsel, Hopping Green & Sams
Derek Carter	Trane
Scott Crow	Account Manager, Yellowstone
Lorenzo Reed	Tampa Housing Authority

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

No audience comments

48 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the Board**
49 **of Supervisors' Regular Meeting held on**
50 **December 5, 2019**
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On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, with all in favor, the Board of Supervisors approved the minutes of the Regular meeting held on October 26, 2019, as presented for the Encore Community Development District.

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53 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
54 **Maintenance Expenditures for November**
55 **2019 & December 2019**
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57 A discussion ensued regarding several invoices presented in the agenda.
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On a Motion by Ms. Johnson-Griffin, seconded by Ms. Jackson the Board of Supervisors approved the Operation and Maintenance Expenditures for November 2019 (\$16,112.31) & December 2019 (\$46,456.09) as presented for the Encore Community Development District.

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60 **FIFTH ORDER OF BUSINESS** **Consideration of Chiller Fund Operation**
61 **and Maintenance Expenditures for**
62 **November 2019 & December 2019**
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On a Motion by Ms. Jackson, seconded by Ms. Morning, the Board of Supervisors approved the Chiller Fund Operation and Maintenance Expenditures for November 2019 (\$46,143.02) & December 2019 (\$40,089.85) as presented for the Encore Community Development District.

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65 **SIXTH ORDER OF BUSINESS** **Public Hearing on Amended and Restated**
66 **Rules of Procedure**
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On a Motion by Ms. Johnson-Griffin, seconded by Ms. Jackson, the Board of Supervisors opened the public hearing on the amended and restated rules of Procedure for the Encore Community Development District.

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70 There was no public comment.
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On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, the Board of Supervisors closed the public hearing on the amended and restated rules of Procedure for the Encore Community Development District.

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73 **1. Presentation of Rules of Procedure**
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75 Ms. Gentry reviewed the amended and restated rules of procedure with the Board for

76 review.

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78 **2. Consideration of Resolution 2020-02, Adopting Rules of Procedure**

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80 Mr. Croom presented Resolution 2020-02, which will adopt the amended and restated
81 rules of procedure.
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On a Motion by Ms. Jackson, seconded by Ms. Johnson-Griffin, the Board of Supervisors adopted Resolution 2020-02 for the Encore Community Development District.

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84 **SEVENTH ORDER OF BUSINESS**

**Discussion of Pavers Around Chiller Park
Shade Structure**

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87 The Board discussed the pavers around the chiller park shade structure. They would like a
88 proposal for connectors from the sidewalk to the shade structure to avoid remobilization fees.
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90 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-03,
Adopting Internal Controls Policy**

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93 Mr. Croom presented resolution 2020-03, which will adopt an internal controls policy for the
94 Encore CDD.
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On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, the Board of Supervisors adopted Resolution 2020-03 for the Encore Community Development District.

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97 **EIGHTH ORDER OF BUSINESS**

Staff Reports

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99 **A. Field Services Manager**

100 1. Presentation of the Field Services Reports.

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102 Mr. Toborg reviewed the Field Services Report and answered general questions
103 from the Board. The Board addressed the issue of the weeds at the entrances
104 and would like to see improvements. There was a discussion regarding annual
105 flower choices and the seasonal options. The Board also discussed the oaks at
106 Nebraska and would like proposals to add mulch and flowers.
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108 2. Consideration of Landscape Enhancement Proposals

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110 Mr. Toborg reviewed the landscape enhancement proposals from Yellowstone
111 with the Board. The Board would like to table these until the next regular
112 meeting.
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114 **B. District Counsel**

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116 Ms. Gentry had nothing new to report.
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C. District Engineer

Mr. Woodcock had nothing new to report.

D. Chiller System Manager – Trane

1. Presentation of Energy Analysis Report

Mr. Croom reviewed the Energy Analysis Report from September 2019 & October 2019 for the Board. The Board had no questions on the report.

2. Discussion regarding Updates on Solar Park Project

E. District Manager

Mr. Croom noted that the next regularly scheduled Board of Supervisors meeting will be held on January 2, 2020 at 4:00 p.m. at the Tampa Housing Authority located at 5301 W. Cypress Street, Tampa, Florida 33607.

Mr. Croom reviewed the amendment to the energy management agreement from Enel X that was presented under separate cover.

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning with all in favor, the Board of Supervisors adopted Amendment #2 to the energy management agreement from Enel X for the Encore Community Development District.

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NINTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor Requests.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning with all in favor, the Board of Supervisors adjourned the meeting at 4:46 p.m. for the Encore Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

ENCORE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures January 2020 For Board Approval

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

The total items being presented: **\$35,953.32**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Electrical Contractor Services, Inc.	001592	4383	Solar Park Project 12/19	\$ 17,384.00
Hopping Green & Sams	001596	112198	General/Monthly Legal Services 12/19	\$ 5,055.62
Innersync Studio Ltd	001595	17858	CDD Website Services 10/01/19-09/30/20	\$ 1,537.50
Rizzetta & Company, Inc.	001593	INV0000045797	District Management Fees 01/20	\$ 3,653.75
Rizzetta Technology Services	001597	INV0000005352	Website Hosting Service 01/20	\$ 100.00
TECO	001599	Summary 12/19	Electric Summary 12/19	\$ 1,269.97
Times Publishing Company	001598	0000050564 01/08/20	Legal Advertising 01/20	\$ 299.50
Times Publishing Company	001598	0000050566 01/09/20	Legal Advertising 01/20	\$ 512.00
Yellowstone Landscape	001594	TM 73509	Irrigation Repairs 12/19	\$ 159.85
Yellowstone Landscape	001601	TM 76680	Monthly Landscape Maint 01/20	\$ 5,204.00
Yellowstone Landscape	001600	TM 80332	Tree & Plant Installation 12/19	<u>\$ 777.13</u>
Report Total				<u>\$ 35,953.32</u>

ENCORE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures
January 2020
For Board Approval
Chiller Fund**

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

The total items being presented: **\$38,803.98**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District Chiller Fund

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc.	001348	523443	Engineering Services Through 12/13/2019	\$ 5,282.66
City of Tampa Utilities	001353	2175375 12/19	1237 E Harrison St 12/19	\$ 344.30
Frontier Florida LLC	001350	813-223-7101-092412-5 01/20	Acct 813-223-7101-092412-5 01/20	\$ 293.97
Rizzetta & Company, Inc.	001349	INV0000045797	District Management Fees 01/20	\$ 875.00
Tampa Bay Trane	001351	241761	Select Quarterly/Bill Qtrly Contract From 01/01/20	\$ 14,000.00
TECO	001352	211006277308 12/19	1200 Nebraska Av N 12/19	\$ 12,709.85
TECO	001352	211006278348 12/19	1004 Nebraska Ave N C 12/19	<u>\$ 5,298.20</u>
Report Total				<u>\$ 38,803.98</u>