



Rizzetta & Company

Encore Community Development District

**Board of Supervisors' Meeting
November 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	Jennifer Goldyn	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

October 28, 2020

FINAL AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Encore Community Development District will be held on **Thursday, November 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 final 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 September 3, 2020.....Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for August and September 2020Tab 2
 - C. Consideration of Chiller Fund Operations & Maintenance Expenditures for August and September 2020Tab 3
- 4. BUSINESS ITEMS**
 - A Consideration of Irrigation Pump proposal.....Tab 4
 - B. Consideration of Mulch proposal.....Tab 5
 - C. Presentation of Chilled Water Rate Study.....Tab 6
- 5. STAFF REPORTS**
 - A. Field Services Manager
 1. Presentation of Field Services Reports.....Tab 7
 - B. District Counsel
 - C. District Engineer
 - D. Chiller System Manager – Trane
 1. Presentation of Central Energy Plant ReportsTab 8
 - 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,
Jennifer Goldyn
Jennifer Goldyn
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 **Wednesday, September 3, 2020 at 3:00 p.m.** by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150, 20-179 and 20-193 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020, July 29, 2020 and August 7, 2020 respectively, and pursuant to Florida Statutes. The following is the agenda for this meeting.

Present and constituting a quorum were:

Dr. Hazel Harvey	Board Supervisor Chairman,
Julia Jackson	Board Supervisor, Vice Chairman
Teresa Morning	Board Supervisor, Assistant Secretary
Billi Johnson-Griffin	Board Supervisor, Assistant Secretary

Also present were:

Jennifer Goldyn	District Manager, Rizzetta & Company, Inc.
Lauren Gentry	District Counsel, Hopping Green & Sams
Derek Carter	Representative, Trane
Jozette Check-On	Developer Counsel, Sacks & Gilmore
Greg Woodcock	District Engineer, Cardno Eng.
Tim Bowersox	Landscaper, Yellowstone Landscaping
Leroy Moore	Tampa Housing Authority
Lorenzo Reed	Development Project Manager, Tampa Housing Authority

FIRST ORDER OF BUSINESS

Call to Order

Ms. Goldyn called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

No audience comments.

51 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the Board**
52 **of Supervisors' Regular Meeting held on**
53 **August 6, 2020**
54

55 Ms. Goldyn presented the Minutes of the Board of Supervisors' Regular Meeting held
56 on August 6, 2020 to the Board.
57

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Jackson, with all in favor, the Board of Supervisors approved the minutes of the Regular meeting held on August 6, 2020, as presented, for the Encore Community Development District.

58 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
59 **Maintenance Expenditures for July 2020**
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62 Ms. Goldyn presented the Operation and Maintenance Expenditures for July 2020 to
63 the Board.
64

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning the Board of Supervisors approved the Operation and Maintenance Expenditures for July 2020 (\$18,236.41), as presented, for the Encore Community Development District.

65 **FIFTH ORDER OF BUSINESS** **Consideration of Chiller Fund Operation**
66 **and Maintenance Expenditures for July**
67 **2020**
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70 Ms. Goldyn presented the Chiller Fund Operation and Maintenance Expenditures for
71 July 2020 to the Board.
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On a Motion by Dr. Harvey, seconded by Ms. Johnson-Griffin, the Board of Supervisors approved the Chiller Fund Operation and Maintenance Expenditures for July 2020 (\$25,168.34), as presented, for the Encore Community Development District.

73 **SIXTH ORDER OF BUSINESS** **Public Hearing on Rule Establishing**
74 **Rates, Fees and Charges related to**
75 **Chilled Water Utility Services and New**
76 **Connections**
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79 Ms. Goldyn asked the Board for a Motion to Open Public Hearing on Rule Establishing
80 Rates, Fees and Charges related to Chilled Water Utility Services and New Connection.
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On a Motion by Ms. Johnson-Griffin, seconded by Dr. Harvey, the Board of Supervisors opened the public hearing on Rule Establishing Rates, Fees and Charges related to Chilled Water Utility Services and New Connection, for the Encore Community Development District.

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On a Motion by Dr. Harvey, seconded by Ms. Jackson, the Board of Supervisors closed the public hearing on Rule Establishing Rates, Fees and Charges related to the Chilled Water Utility Services and New Connection, for the Encore Community Development District.

83 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-13,**
84 **Adopting Rule Establishing Rates, Fees**
85 **and Charges related to Chilled Water**
86 **Utility Services and New Connection**
87

88 Ms. Gentry presented Resolution 2020-13, Adopting Rule Establishing Rates, Fees
89 and Charges related to Chilled Water Utility Services and New Construction to the Board.
90

On a Motion by Dr. Hazel, seconded by Ms. Johnson-Griffin, the Board of Supervisors adopted Resolution 2020-13, Adopting Rule Establishing Rates, Fees and Charges related to chilled Water Utility Services and New Connection, for the Encore Community Development District.

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92 **EIGHTH ORDER OF BUSINESS** **Consideration of Amendment to**
93 **Agreement with Trane for Chiller**
94 **Connections**
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96 Ms. Goldyn presented the Amendment to Agreement with Trane for Chiller
97 Connection to the Board.
98

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, the Board of Supervisors approved the Amendment to Agreement with Trane for Chiller Connection, for the Encore Community Development District.

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100 **NINTH ORDER OF BUSINESS** **Staff Reports**

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102 **A. Field Service Manager**

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104 1. Presentation of Field Inspection Report
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106 **B. District Counsel**

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108 Present and no report.
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110 **C. District Engineer**

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112 Present and no report.
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114 **D. Chiller System Manager**

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116 The Board reviewed the Century Energy Plant Reports.
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118 **E. District Manager**

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120 Ms. Goldyn noted that the next regularly scheduled Board of Supervisors
121 meeting will be held on October 1, 2020 at 3:00 p.m.
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123 Ms. Goldyn presented the Florida Insurance Alliance Policy to the Board.
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On a Motion by Ms. Morning, seconded by Dr. Harvey, the Board of Supervisors approved the Florida Insurance Alliance Policy, for the Encore Community Development District.

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TENTH ORDER OF BUSINESS

Supervisor Request

Ms. Jackson would like an announcement for ribbon cutting.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Dr. Harvey, seconded by Ms. Johnson-Griffin with all in favor, the Board of Supervisors adjourned the meeting at 3:38 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 August 2020 For Board Approval

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

The total items being presented: **\$32,884.97**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Billi J. Griffin	001670	BJ080620	Board of Supervisors Meeting 08/06/2020	\$ 200.00
Hazel S. Harvey	001671	HH080620	Board of Supervisors Meeting 08/06/2020	\$ 200.00
Hopping Green & Sams	001677	116595	General/Monthly Legal Services 07/20	\$ 4,142.50
Julia Jackson	001672	JJ080620	Board of Supervisors Meeting 08/06/2020	\$ 200.00
Office Dynamics	001674	00031484	Bind & Ship 5 Agenda Booklets 07/20	\$ 237.00
RB Owens Electric Inc	001666	20202362	Streetlight Repairs 07/20	\$ 6,405.00
Rizzetta & Company, Inc.	001667	INV0000051720	District Management Fees 08/20	\$ 3,695.42
Rizzetta Technology Services	001668	INV0000006059	Website Hosting Service 08/20	\$ 100.00
TECO	001675	Summary 07/20	Electric Summary 07/20	\$ 816.49
Teresa Morning	001673	TM080620	Board of Supervisors Meeting 08/06/2020	\$ 200.00
Times Publishing Company	001678	0000099056 08/02/20	Legal Advertising 08/20	\$ 299.00
Times Publishing Company	001678	0000099985 08/05/20	Legal Advertising 08/20	\$ 1,478.00
Yellowstone Landscape	001679	TM 120385	Monthly Landscape Maint 06/20	\$ 4,686.52
Yellowstone Landscape	001669	TM 130889	Monthly Landscape Maint 07/20	\$ 5,300.02
Yellowstone Landscape	001679	TM 135673	Monthly Landscape Maint 08/20	\$ 3,845.02
Yellowstone Landscape	001676	TM 139370	Summer Annual Rotation 08/20	\$ <u>1,080.00</u>
Report Total				\$ <u>32,884.97</u>

ENCORE COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures September 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$21,221.62**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Drainage & Hydro Inc.	001682	09032020	Storm Water Management 3rd Quarter 2020	\$ 5,900.00
Billi J. Griffin	001683	BG090320	Board of Supervisors Meeting 09/03/2020	\$ 200.00
Egis Insurance Advisors LLC	001690	11335	General Liability/Property/POL Insurance 10/01/20 - 10/01/21	\$ 6,189.00
Hazel S. Harvey	001684	HH090320	Board of Supervisors Meeting 09/03/2020	\$ 200.00
Julia Jackson	001685	JJ090320	Board of Supervisors Meeting 09/03/2020	\$ 200.00
Office Dynamics	001687	00031609	Bind & Ship 5 Agenda Booklets 08/20	\$ 180.00
OnSight Industries LLC	001688	006-20-278666-1	Street Signage 07/20	\$ 245.47
Rizzetta & Company, Inc.	001680	INV0000052510	District Management Fees 09/20	\$ 3,695.42
Rizzetta Technology Services	001681	INV0000006159	Website Hosting Service 09/20	\$ 100.00
TECO	001689	Summary 08/20	Electric Summary 08/20	\$ 372.21
Teresa Morning	001686	TM090320	Board of Supervisors Meeting 09/03/2020	\$ 200.00
Yellowstone Landscape	001691	TM 144725	Monthly Landscape Maint 09/20	\$ <u>3,739.52</u>
Report Total				\$ <u>21,221.62</u>

ENCORE COMMUNITY DEVELOPMENT DISTRICT

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

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

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

The total items being presented: **\$54,685.23**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District Chiller Fund

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc.	001401	527300	Engineering Services 07/20	\$ 1,417.50
City of Tampa Utilities	001402	2175375 07/20	1237 E Harrison St 07/20	\$ 70.60
Frontier Florida LLC	001399	813-223-7101-092412-5 08/20	Acct 813-223-7101-092412-5 08/20	\$ 297.23
Rizzetta & Company, Inc.	001396	INV0000051720	District Management Fees 08/20	\$ 833.33
Tampa Bay Trane	001397	256155	Replace Ice Maker Sensor 07/20	\$ 78.21
Tampa Bay Trane	001398	257068	Select Quarterly/Bill Qtrly Contract From 07/01/2020	\$ 14,420.00
Tampa Bay Trane	001403	257882	Select Quarterly/Bill Qtrly Contract From 08/01/2020	\$ 14,420.00
TECO	001400	211006277308 07/20	1200 Nebraska Av N 07/20	\$ 11,713.45
TECO	001400	211006278348 07/20	1004 Nebraska Ave N C 07/20	\$ <u>11,434.91</u>
Report Total				\$ <u>54,685.23</u>

ENCORE COMMUNITY DEVELOPMENT DISTRICT

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

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

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$73,050.32**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District Chiller Fund

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
City of Tampa Utilities	001408	2175375 08/20	1237 E Harrison St 08/20	\$ 1,685.65
Egis Insurance Advisors LLC	001407	11335	General Liability/Property/POL Insurance 10/01/20 - 10/01/21	\$ 43,681.00
Frontier Florida LLC	001405	813-223-7101-092412-5 09/20	Acct 813-223-7101-092412-5 09/20	\$ 297.23
Raftelis Financial Consultants, inc.	001409	16585	Chilled Water Rate Study 09/20	\$ 285.00
Rizzetta & Company, Inc.	001404	INV0000052510	District Management Fees 09/20	\$ 833.33
TECO	001406	211006277308 08/20	1200 Nebraska Av N 08/20	\$ 14,156.75
TECO	001406	211006278348 08/20	1004 Nebraska Ave N C 08/20	<u>\$ 12,111.36</u>
Report Total				<u>\$ 73,050.32</u>