



Rizzetta & Company

Encore Community Development District

**Board of Supervisors' Meeting
March 4, 2021**

**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 Billi Johnson-Griffin Julia Jackson Teresa Morning	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

February 25, 2021

FINAL AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Encore Community Development District will be held on **Thursday, March 4, 2021 at 3:00 p.m.** at the office of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, FL 33578. The following is the tentative agenda for the meeting:

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
 - A. Discussion regarding website compliance
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on January 7, 2021Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for December 2020 and January 2021Tab 2
 - C. Consideration of Chiller Fund Operations & Maintenance Expenditures for December 2020 and January 2021Tab 3
- 5. STAFF REPORTS**
 - A. Field Services Manager
 1. Presentation of Field Services Reports.....Tab 4
 - B. District Counsel
 1. Presentation of E-Verify.....Tab 5
 - C. District Engineer
 - D. Chiller System Manager – Trane
 1. Presentation of Central Energy Plant Reports (under separate cover)
 - E. District Manager
 1. Presentation of draft FY 21/22 budget (under separate cover)
- 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 **Thursday, January 7, 2021 at 3:03 p.m.** at the office of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, FL 33578.

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.
Kristee Feaster	Administrative Assistant, Rizzetta & Company, Inc.
Jason Liggett	Field Service Manager, Rizzetta & Company, Inc.
Lauren Gentry	District Counsel, Hopping Green & Sams
Janine Pate	Representative, Trane
Greg Woodcock	District Engineer, Cardno Eng.
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** **Presentation of Oath of Office**

52
53 Ms. Goldyn declared Seat 2 vacant.

54
On a Motion by Ms. Morning, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors declared Seat 2 vacant, as presented, for the Encore Community Development District.

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56 **FOURTH ORDER OF BUSIENSS** **Consideration of Resolution 2021-01,**
57 **Designating Officers**

58
59 Ms. Goldyn presented Resolution 2021-01, Designating Officers.

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On a Motion by Ms. Morning, seconded by Ms. Jackson, with all in favor, the Board of Supervisors adopted Resolution 2021-01, Designating Officers, for the Encore Community Development District.

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62 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2021-02,**
63 **Resetting FY 20/21 Meeting Schedule**

64
65 Ms. Goldyn presented Resolution 2021-02, Resetting FY 20/21 Meeting Schedule.
66 The Board has decided to table this item to see if the meetings could be held at the Tempo
67 Building within the District.

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69 **SIXTH ORDER OF BUSINESS** **Presentation of Chilled Water Rate Study**

70
71 Ms. Gentry presented the Chilled Water Rate Study to the Board of Supervisors.

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73 **SEVENTH ORDER OF BUSINESS** **Ratification of Irrigation Pump proposal**

74
75 Ms. Goldyn presented the Irrigation Pump proposal to the Board of Supervisors.

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On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, with all in favor, the Board of Supervisors ratified the Irrigation Pump proposal, for the Encore Community Development District.

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78 **EIGHTH ORDER OF BUSINESS** **Ratification of Mulch proposal**

79
80 Ms. Goldyn presented the Mulch proposal to the Board of Supervisors.

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On a Motion by Dr. Harvey, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors ratified the Mulch proposal, for the Encore Community Development District.

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88 **NINTH ORDER OF BUSINESS** **Consideration of GFCI Replacement for**
89 **Courtyard proposal**
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91 Ms. Goldyn presented the GFCI replacement for Courtyards proposal to the Board of
92 Supervisors.
93

On a Motion by Dr. Harvey, seconded by Ms. Jackson, with all in favor, the Board of Supervisors approved the GFCI replacement for Courtyard proposal, for the Encore Community Development District.

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95 **ELEVENTH ORDER OF BUSINESS** **Consideration of Work Authorization with**
96 **Cardno for Lot 12 Design Services**
97 **(under separate cover)**
98

99 Ms. Gentry presented the Work Authorization with Cardno for Lot 12 Design Services
100 to the Board of Supervisors.
101

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Jackson, with all in favor, the Board of Supervisors approved the Work Authorization with Cardno for Lot 12 Design Services, for the Encore Community Development District.

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103 **TWELFTH ORDER OF BUSINESS** **Consideration of Acquisition of Tempo**
104 **and Church Lot Improvements**
105 **(under separate cover)**
106

107 Ms. Gentry presented the Acquisition of Tempo and Church Lot Improvements to the
108 Board of Supervisors.
109

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, with all in favor, the Board of Supervisors approved the Acquisition of Temp and Church Lot Improvements, for the Encore Community Development District.

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111 **THIRTEENTH ORDER OF BUSINESS** **Consideration of the Minutes of the Board**
112 **of Supervisors' Regular Meeting held on**
113 **September 3, 2020**
114

115 Ms. Goldyn presented the Minutes of the Board of Supervisors' Regular Meeting held
116 on September 3, 2020 to the Board.
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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 September 3, 2020, as amended, for the Encore Community Development District.

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124 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Operation and**
125 **Maintenance Expenditures for August,**
126 **September, October and November 2020**
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128 Ms. Goldyn presented the Operation and Maintenance Expenditures for August,
129 September, October and November 2020 to the Board of Supervisors.
130

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2020 (\$32,884.97), September 2020 (\$21,221.62), October 2020 (\$38,962.15) and November 2020 (\$17,867.39), as presented, for the Encore Community Development District.

131 **FIFTEENTH ORDER OF BUSINESS** **Consideration of Chiller Fund Operation**
132 **and Maintenance Expenditures for**
133 **August, September, October and**
134 **November 2020**
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137 Ms. Goldyn presented the Chiller Fund Operation and Maintenance Expenditures for
138 August, September, October and November 2020 to the Board Supervisors.
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On a Motion by Dr. Harvey, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors approved the Chiller Fund Operation and Maintenance Expenditures for August 2020 (\$54,685.23), September 2020 (\$73,050.32), October 2020 (\$31,994.21) and November 2020 (\$26,244.09), as presented, for the Encore Community Development District.

140 **SIXTEENTH ORDER OF BUSINESS** **Staff Reports**
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142 **A. Field Service Manager**

- 143 1. Presentation of Field Inspection Report

144 **B. District Counsel**

145 Present and no report.

146 **C. District Engineer**

147 Present and no report.

148 **D. Chiller System Manager**

149 The Board reviewed the Century Energy Plant Reports.
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E. District Manager

Ms. Goldyn noted that the next regularly scheduled Board of Supervisors meeting will be held on February 4, 2021 at 3:00 p.m., at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, FL 33578, subject to change pending Tempo confirmation.

SEVENTEENTH ORDER OF BUSINESS Supervisor Request

No Supervisor Requests.

EIGHTEENTH 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 4:04 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 December 2020 For Board Approval

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

The total items being presented: **\$55,884.21**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 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.	001712	12012020	Storm Water Management 4th Quarter 2020	\$ 5,900.00
Hopping Green & Sams	001708	118568	General/Monthly Legal Services 10/20	\$ 2,098.00
Illuminations Holiday Lighting	001714	53120	Christmas Lighting and Decoration 12/14-Balance	\$ 15,500.00
Rizzetta & Company, Inc.	001709	INV0000054654	District Management Fees 12/20	\$ 3,785.33
Rizzetta Technology Services	001710	INV0000006569	Website Hosting Service 12/20	\$ 100.00
TECO	001713	Summary 11/20	Electric Summary 11/20	\$ 1,142.68
Yellowstone Landscape	001711	TM 168226	Mulch Install 11/20	\$ 8,950.00
Yellowstone Landscape	001711	TM 168227	Winter Annual Rotation 11/20	\$ 1,512.00
Yellowstone Landscape	001715	TM 168579	Monthly Landscape Maint 12/20	\$ 3,845.02
Yellowstone Landscape	001715	TM 174749	Branch Removal 12/20	\$ 500.00
Yellowstone Landscape	001715	TM 175072	Irrigation Repairs 12/20	\$ 8,082.41
Yellowstone Landscape	001715	TM 175972	Monthly Landscape Maint 12/20	\$ <u>4,468.77</u>
Report Total				\$ <u><u>55,884.21</u></u>

ENCORE COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures January 2021 For Board Approval

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

The total items being presented: **\$23,125.44**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Billi J. Griffin	001720	BG010721	Board of Supervisors Meeting 01/07/2021	\$ 200.00
Egis Insurance Advisors LLC	001716	12596	TECO Utility Bond 2021	\$ 3,254.00
Hazel S. Harvey	001721	HH010721	Board of Supervisors Meeting 1/7/21	\$ 200.00
Hopping Green & Sams	001717	119395	General/Monthly Legal Services 11/20	\$ 1,267.50
Hopping Green & Sams	001730	119681	General/Monthly Legal Services 12/20	\$ 361.44
Innersync Studio Ltd	001722	19129	CDD Website Services 1/21	\$ 384.38
Julia Jackson	001723	JJ010721	Board of Supervisors Meeting 01/07/2021	\$ 200.00
RB Owens Electric Inc	001725	20203508	Streetlight Repairs 12/20	\$ 1,802.00
RB Owens Electric Inc	001727	20211014	Streetlight Repairs 1/21	\$ 4,195.00
Rizzetta & Company, Inc.	001718	INV0000055432	District Management Fees 01/21	\$ 3,785.33
Rizzetta Technology Services	001719	INV0000006669	Website Hosting Service 01/21	\$ 100.00
TECO	001729	Summary 12/20	Electric Summary 12/20	\$ 997.77
Teresa Morning	001724	TM010721	Board of Supervisors Meeting 01/07/2021	\$ 200.00
Times Publishing Company	001728	0000129767 12/20	Legal Advertising 12/20	\$ 486.50
Times Publishing Company	001726	0000129767 12/30/20	Legal Advertising 12/20	\$ 486.50
Yellowstone Landscape	001731	TM 183790	Monthly Landscape Maint 1/21	\$ <u>5,205.02</u>
Report Total				\$ <u>23,125.44</u>

ENCORE COMMUNITY DEVELOPMENT DISTRICT

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

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

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

The total items being presented: **\$39,052.46**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District Chiller Fund

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc.	001424	527978	Engineering Services 11/20	\$ 1,880.00
Frontier Florida LLC	001425	813-223-7101-092412-5 12/20	Acct 813-223-7101-092412-5 12/20	\$ 300.66
Rizzetta & Company, Inc.	001423	INV0000054654	District Management Fees 12/20	\$ 858.33
Tampa Bay Trane	001426	267770	Chemical/Inhibitor 11/20	\$ 3,213.75
Tampa Bay Trane	001426	268382	Insulate Valve & Flex Connector 11/20	\$ 1,600.00
Tampa Bay Trane	001429	269469	HVAC Asset Management Contract 12/20	\$ 14,420.00
Tampa Bay Trane	001427	269656	Select Quarterly/Bill Qtrly Contract From 12/1/2020	\$ 1,550.00
TECO	001428	211006277308 11/20	1200 Nebraska Av N 11/20	<u>\$ 15,229.72</u>
Report Total				<u>\$ 39,052.46</u>

ENCORE COMMUNITY DEVELOPMENT DISTRICT

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

**Operation and Maintenance Expenditures
January 2021
For Board Approval
Chiller Fund**

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

The total items being presented: **\$71,856.61**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Encore Community Development District Chiller Fund

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc.	001433	528248	Engineering Services 1/21	\$ 1,485.00
City of Tampa Utilities	001436	2175375 12/20	1237 E Harrison St 12/20	\$ 22.47
Frontier Florida LLC	001434	813-223-7101-092412-5 1/21	Acct 813-223-7101-092412-5 1/21	\$ 303.93
Rizzetta & Company, Inc.	001430	INV0000055432	District Management Fees 01/21	\$ 858.33
Tampa Bay Trane	001431	260809	HVAC Asset Management Contract 9/20	\$ 14,420.00
Tampa Bay Trane	001431	264206	HVAC Asset Management Contract 10/20	\$ 14,420.00
Tampa Bay Trane	001431	266657	Select Quarterly/Bill Qtrly Contract From 07/01/20	\$ 14,420.00
Tampa Bay Trane	001431	270932	Water treatment, installed transformers 12/20	\$ 988.75
Tampa Bay Trane	001431	271046	Replace Glass & Insulation for Pump 12/20	\$ 365.21
TECO	001435	211006277308 12/20	1200 Nebraska Av N 12/20	\$ 10,230.53
TECO	001432	211006278348 11/20	1004 Nebraska Ave N C 11/20	\$ 7,359.58
TECO	001437	211006278348 12/20	1004 Nebraska Ave N C 12/20	<u>\$ 6,982.81</u>
Report Total				<u>\$ 71,856.61</u>