



Rizzetta & Company

Easton Park Community Development District

**Board of Supervisors'
Regular Meeting
March 2, 2021**

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

www.eastonparkcdd.org

EASTON PARK COMMUNITY DEVELOPMENT DISTRICT AGENDA

Board of Supervisors	Paul Meier Arnold Sails Lisa Murphy Perry Blackburn	Chairman Vice-Chairman Assistant Secretary Assistant Secretary
Interim District Manager	Scott Brizendine	Rizzetta & Company, Inc.
District Attorney	Dan Molloy	Molloy & James, P.A.
Interim Engineer	Tonja Stewart	Stantec Consulting

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
Easton Park Community
Development District

February 23, 2021

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Easton Park Community Development District will be held on **Tuesday, March 2, 2021 at 4:30 p.m. to be held at the Heritage Isles Golf & Country Club located at 10630 Plantation Bay Dr, Tampa FL, 33647.** If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the agenda for this meeting:

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on February 2, 2021 Tab 1
 - B. Consideration of the Minutes of the Board of Supervisors' Continued Meeting held on February 4, 2021 Tab 2
 - C. Ratification of Operations & Maintenance Expenditures for January 2021 Tab 3
- 4. STAFF REPORTS**
 - A. District Engineer
 - B. District Counsel
 - C. Landscape & Irrigation Maintenance
 1. Presentation of Field Inspection Report..... Tab 4
 - D. Aquatic Maintenance – Aquatic Systems
 1. Presentation of Waterway Inspection Report..... Tab 5
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Res. 2021-03, Appointing a District Manager Tab 6
 - B. Consideration of Res. 2021-04, Designating Officers of the District..... Tab 7
 - C. Consideration of Res. 2021-05, Designating a Registered Agent and Registered Office..... Tab 8
 - D. Consideration of Res. 2021-06, Authorizing Actions Relating to Bank Accounts Tab 9
 - E. Consideration of Res. 2021-07, Setting the Meeting Dates, Times and Location for Regular Meetings of the District..... Tab 10
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

Easton Park Community Development District

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,

Scott Brizendine

Scott Brizendine
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.

**EASTON PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of Easton Park Community Development District was held on **Tuesday, February 2nd, 2021 at 4:30 p.m.** at the Heritage Isles Golf & Country Club located at 10630 Plantation Bay Dr, Tampa FL, 33647.

Present and constituting a quorum:

Paul Meier	Board Supervisor, Chairman
Arnold Sails	Board Supervisor, Vice Chairman
Lisa Murphy	Board Supervisor, Assistant Secretary
Perry Blackburn	Board Supervisor, Assistant Secretary (via phone)

Also present were:

Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Jason Liggett	Field Service Manager; Rizzetta & Company, Inc.
Felix Laporte	Representative, LMP
Tyree Brown	Representative, LMP
Mark Vega	Representative, Inframark

FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the meeting to order and performed roll call.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Vega discussed the conversations he had with the Chair and his proposal for District management. The Board expressed their concerns with the turnover of District Managers. Mr. Meier summarized a call he received from an executive of Rizzetta & Company which he did not appreciate.

On a Motion by Ms. Meier, seconded by Mr. Sails, with all in favor, the Board of Supervisors terminated Rizzetta & Co. as District Manager, effective April 2, 2021, for the Easton Park Community Development District.

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THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on January 5, 2021

On a Motion by Ms. Murphy, seconded by Mr. Sails, with all in favor, the Board of Supervisors approved the minutes as amended of the Board of Supervisors' Regular meeting held on January 5, 2021, as presented for the Easton Park Community Development District.

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FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Special Meeting held on January 12, 2021

On a Motion by Mr. Meier, seconded by Ms. Murphy, with all in favor, the Board of Supervisors approved the minutes as amended of the Board of Supervisors' special meeting held on January 5, 2021, as presented for the Easton Park Community Development District.

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FIFTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for December 2020

On a Motion by Ms. Murphy, seconded by Mr. Sails with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for December 2020 (\$50,969.71) for the Easton Park Community Development District.

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SIXTH ORDER OF BUSINESS

Staff Reports

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A. District Engineer:

Not Present. No Report.

B. District Counsel:

The Board stated that that District Counsel was to provide an update on the cost share agreement with the HOA and the termination notice with Envera.

C. Landscape & Irrigation Maintenance:

1. Presentation of Field Inspection Report

Mr. Liggett reviewed the field inspection report with the Board along with the responses from LMP and informed the Board that the next inspection will take place on February 15, 2021. The Board discussed the landscaping around the pool.

D. Aquatic Maintenance-Aquatic Systems:

1. Presentation of Waterway Inspection Report.

Mr. Witt, a representative from Solitude Lake Management, reviewed the waterway inspection report with the Board. It was stated that pond 20 has

86 been treated for Algae. Ms. Murphy asked general questions about select
87 ponds. Discussion ensued.

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89 **E. District Manager:**

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91 Mr. Brizendine informed the Board that the next meeting will be held on Tuesday,
92 March 2nd, 2020 at 4:30 pm. at the Heritage Isles Golf & Country Club. Mr.
93 Brizendine reviewed the 1st quarter financial statements with the Board.
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95 **SEVENTH ORDER OF BUSINESS**

Supervisor Requests

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97 Ms. Murphy discussed the situation with Envera and questioned if the District still needs to pay
98 what is owed to them per their contract. The Board would like Mr. Malloy at the continued meeting
99 to discuss the contract with Envera.

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101 Ms. Murphy also expressed the need to have a fishing sign repaired.

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103 **EIGHTH ORDER OF BUSINESS**

ADJOURNMENT

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105 On a Motion by Mr. Sails, seconded by Ms. Murphy, with all in favor, the Board of Supervisors
106 approved to continue this meeting for February 4th at 4:00 p.m. for the Easton Park Community
107 Development District.

108 _____
Assistant Secretary

Chairman / Vice Chairman

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.

**EASTON PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Continued meeting of the Board of Supervisors of Easton Park Community Development District was held on **Thursday, February 4th, 2021 at 4:00 p.m.** at the Heritage Isles Golf & Country Club located at 10630 Plantation Bay Dr, Tampa FL, 33647.

Present and constituting a quorum:

Paul Meier	Board Supervisor, Chairman
Arnold Sails	Board Supervisor, Vice Chairman
Lisa Murphy	Board Supervisor, Assistant Secretary

Also present were:

Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Dan Molloy	District Counsel, Molloy & James
Mark Vega	Representative, Inframark
Andy Mendenhall	Representative, Inframark
David Wenck	Representative, Inframark

FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the meeting to order and performed roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments.

THIRD ORDER OF BUSINESS

**Discussion of Proposal from Inframark for
District Management Services**

The board discussed the proposal. Mr. Sails asked questions of the proposal. Mr. Vega and Mr. Mendenhall responded to the questions. The board discussed moving their meetings to the 3rd Thursday of the month at 4:30pm. Mr. Sails requested that District Counsel review the agreement.

On a Motion by Ms. Meier, seconded by Mr. Sails, with all in favor, the Board of Supervisors approved to accept the proposal from Inframark for District Management Services for the Easton Park Community Development District.

The Board discussed the timing of signing of the new agreement for District management services

47 from Inframark.
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On a Motion by Mr. Sails, seconded by Ms. Murphy, with all in favor, the Board of Supervisors approved to execute the agreement at the March meeting for the Easton Park Community Development District.

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50 **FOURTH ORDER OF BUSINESS Staff Reports**

51 **A. District Engineer:**

52 Not Present. No Report.
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54 **B. District Counsel:**

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56 1. Update on Cost-Share Agreement with the HOA

57 Mr. Malloy updated the board on his conversation with M/I Homes. There was
58 no resolution on the matter yet, but Mr. Malloy will update the board as
59 information warrants.
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- 61 2. Update on Termination Discussions with Envera

62 Mr. Malloy informed the board that the final notice was provided to Envera but
63 he has not begun negotiations yet as he is waiting for Envera' s response. Mr.
64 Malloy also informed the board that the contract with Complete IT is ready.
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70 **FIFTH ORDER OF BUSINESS Supervisor Requests**

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72 There were no Supervisor Requests.
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74 **SIXTH ORDER OF BUSINESS ADJOURNMENT**

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On a Motion by Mr. Sails, seconded by Ms. Murphy, with all in favor, the Board of Supervisors adjourned the meeting at 4:30 p.m. for the Easton Park Community Development District.

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Assistant Secretary

Chairman / Vice Chairman

EASTON PARK 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: **\$54,828.47**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Easton Park 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>
Arnold Sails	001721	AS01052021	Board of Supervisors Meeting 01/05/2021	\$ 200.00
Arnold Sails	001729	AS011221 046396702122220	Board of Supervisors Meeting 01/12/2021	\$ 200.00
Bright House Networks	001717	1220	Internet Service 12/20 Website Hosting & Compliance Services	\$ 106.55
Innersync Studio, Ltd Landscape Maintenance	001723	19132	Qtr 2 FY20-21	\$ 384.38
Professionals, Inc. Landscape Maintenance	001734	157030	Ground Maintenance 01/21	\$ 10,412.67
Professionals, Inc.	001734	157370	Annuals 01/21 Board of Supervisors Meeting	\$ 4,509.00
Lisa Murphy	001724	LM01052021	01/05/2021	\$ 200.00
Office Dynamics	001726	00032225	Books Copied/Copies 12/20 Board of Supervisors Meeting	\$ 99.13
Paul Meier	001725	PM01052021	01/05/2021 Board of Supervisors Meeting	\$ 200.00
Paul Meier	001731	PM011221	01/12/2021 Board of Supervisors Meeting	\$ 200.00
Perry W Blackburn	001722	PB01052021	01/05/2021 Board of Supervisors Meeting	\$ 200.00
Perry W Blackburn	001730	PB011221	01/12/2021	\$ 200.00
Rizzetta & Company, Inc.	001718	INV0000055451	District Management Fees 1/21	\$ 5,285.84

Easton Park 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>
Rizzetta Technology Services, LLC.	001719	INV0000006686	Website Hosting Services 1/21 Qtrly Fountain Maintenance 01/01/21- 03/31/21	\$ 100.00
Solitude Lake Management	001735	PI-A00534196	Monthly Lake & Pond Services 01/21	\$ 173.00
Solitude Lake Management	001735	PI-A00534197	Monthly Lake & Pond Services 01/21	\$ 3,735.00
Tampa Electric Company	001736	TECO Summary 12/20	Summary Bill 12/20 Legal Advertising Account #119371	\$ 9,810.54
Times Publishing Company	001727	0000128414 12/16/20	12/20 Legal Advertising Account #119371	\$ 444.00
Times Publishing Company	001732	0000132170 12/30/20	12/20	\$ 435.50
Yellowstone Landscape	001728	TM 177467	Annual Mulch 12/20	\$ 13,350.00
Yellowstone Landscape	001728	TM 177468	Irrigation Repair 12/20	\$ 1,862.27
Yellowstone Landscape	001728	TM 181530	Irrigation Repair 01/21	\$ 987.00
Yellowstone Landscape	001728	TM 181531	Irrigation Repair 01/21	\$ 493.83
Yellowstone Landscape	001728	TM 182790	Irrigation Repair 01/21	\$ 1,239.76
Report Total				<u>\$ 54,828.47</u>

RESOLUTION 2021-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING THE COMPENSATION OF THE DISTRICT MANAGER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Easton Park Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) must employ and fix compensation of a “**District Manager**,” and

WHEREAS, the Board has determined that the appointment of a District Manager is necessary, appropriate and in the District’s best interests; and

WHEREAS, the Board desires to appoint a District Manager and to provide compensation for their services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT:

- 1. Approval of District Management Agreement.** Inframark, LLC is appointed as District Manager and shall be compensated for their services in such capacity in the manner prescribed in the agreement incorporated herein by reference as **Exhibit A**.
- 2. Conflicts.** Resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.
- 3. Effective Date.** This Resolution shall become effective immediately upon its adoption.

Adopted this 2nd day of March , 2021

Attest:

**Easton Park Community Development
District**

Secretary/Assistant Secretary

Chair of the Board of Supervisors

RESOLUTION 2021-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOUR
ISES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE
OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Easton Park Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing a Secretary, and such other officers as the Board may deem necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT:**

1. District Officers. The District officers are as follows:

_____ is appointed Chairperson.

_____ is appointed Vice-Chairperson.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Mark Vega is appointed Secretary.

Stephen Bloom is appointed Treasurer.

Alan Baldwin is appointed Assistant Treasurer.

2. Conflicts. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

3. Effective Date. This Resolution shall become effective immediately upon its adoption. Adopted this 2nd day of March, 2021.

Attest:

**Easton Park Community Development
District**

Secretary/Assistant Secretary

Chair of the Board of Supervisors

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DAN MOLLOY AS THE DISTRICT'S REGISTERED AGENT AND FURTHER DESIGNATING THE DISTRICT'S REGISTERED OFFICE FOR SERVICE OF PROCESS AS: BROOKS, SHEPPARD & ROCHA, PLLC

WHEREAS, Section 189.014 of the Florida Statutes requires each District to designate a Registered Office and a Registered Agent upon whom may be served any process, notice, or demand required or permitted by law to be served upon the District; and

WHEREAS, the Board desires to designate Dan Molloy as its Registered Agent and designate his business address of, 325 South Boulevard, Tampa, Florida, 33606 as its Registered Office;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT:

1. Dan Molloy whose business address is 325 South Boulevard, Tampa, Florida, 33606 and whose telephone number is 813-254-7157 is hereby designated as the Registered Agent of the District for the purpose of Section 189.014 Florida Statutes, and his office as the Registered Office of the District.
2. This Resolution shall take effect immediately.
3. The District Manager shall transmit certified copies of this Resolution to the Clerk of the Hillsborough County Board of County Commissioners, and to the State of Florida Department of Community Affairs.

Adopted this 2nd day of March 2021

ATTEST:

**Easton Park
Community Development District**

Secretary/Assistant Secretary

Chairman

RESOLUTION 2021-06

**A RESOLUTION OF THE EASTON PARK
COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING AUTHORIZATION AND ACTIONS
RELATING TO THE ACCOUNTS OF THE DISTRICT**

WHEREAS, the Board of Supervisors ("**Board**") of the Easton Park Community Development District ("**District**") desires to designate authorization and authorize certain actions relating to its accounts;

WHEREAS, the Board has engaged the services of Inframark, LLC as the District's management company pursuant to a District Management Agreement;

WHEREAS, the Board by Resolution 2021-03, has appointed Mark Vega as Secretary, Stephen Bloom as Treasurer, and Alan Baldwin as the Assistant Treasurer for the District.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT:**

1. The above recitals are true and correct and by this reference are incorporated into and form a material part of this resolution.
2. As District officers, Mark Vega, Stephen Bloom, and Alan Baldwin are authorized to administer the District's accounts, as soon as practical and effective immediately.
3. All previous signers on the District's accounts will be removed effective immediately. Resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.
4. This resolution shall become effective on the date of its adoption.

Adopted this 2nd day of March, 2021.

Attest:

**Easton Park
Community Development District**

Assistant Secretary

Chair of the Board of Supervisors

RESOLUTION 2021-07

A RESOLUTION OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING TIME AND DATE FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2020/2021, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Easton Park Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Hillsborough County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EASTON PARK COMMUNITY DEVELOPMENT DISTRICT:

1. The Fiscal Year 2020/2021 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.
2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 2ND DAY OF MARCH, 2021.

ATTEST:

**EASTON PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman / Vice Chairman

PROPOSED REVISED MEETING SCHEDULE

**NOTICE OF MEETINGS AND WORKSHOPS
EASTON PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Easton Park Community Development District will hold their meetings for Fiscal Year 2021 at **4:30 P.M.** at the Heritage Isles Golf & Country Club, 10630 Plantation Bay Drive, Tampa, Florida 33647, on the third Thursday of the month as follows:

April 15, 2021
May 20, 2021
June 17, 2021
July 15, 2021
August 19, 2021
September 16, 2021

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting.

There may be occasions when one or more Supervisors will participate by telephone.

**Please note that due to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such meetings may be held telephonically, virtually, or at another location for the public to participate safely. Please check the District's website for the latest information: www.eastonparkcdd.org*

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Management Company, Inframark at (813) 991-1116 at least two (2) calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 who can aid you in contacting the District Office.

Each person who decides to appeal any action taken at these meetings 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 such appeal is to be based.

Mark Vega
District Manager