

**FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT**

**May 19, 2020 - Minutes of Meeting**

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**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.

**FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Fishhawk Ranch Community Development District was held on **Tuesday, May 19, 2020 at 6:37 p.m.** by means of communications media technology via telephonic 301-715-8592; Meeting ID: 852 272 6840.

Present and constituting a quorum were:

Terrie Morrison	<b>Board Supervisor, Chairperson</b>
Bob Kneusel	<b>Board Supervisor, Vice-Chairman</b>
Ruth Brown	<b>Board Supervisor, Assistant Secretary</b>
Tom Avino	<b>Board Supervisor, Assistant Secretary</b>
Kerri McDougald	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Biff Craine	<b>District Counsel, Brooks, Sheppard, Rocha, PLLC</b>
Stephen Brletic	<b>District Engineer, JMT</b>
Holly Quigley	<b>Community Director</b>
Don Cameron	<b>O&amp;M Supervisor</b>
John Toborg	<b>Senior Field Services Manager, Rizzetta &amp; Company, Inc.</b>
Andrew Sanderson	<b>Representative, Tennis Club</b>
Garth Rinard	<b>Representative, LMP</b>
Paula Means	<b>Representative, LMP</b>
Jason Chambrot	<b>Representative, CLM</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Cox called the meeting to order and conducted roll call, confirming that a quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Audience members addressed the Board regarding the nature park and the dry retention area on Sanderling Ridge Drive.

**THIRD ORDER OF BUSINESS**

**Consideration of RFP for Landscape & Irrigation Services Proposal**

Mr. John Toborg presented the proposals received through the RFP process for landscape and irrigation services for Fishhawk Ranch CDD and presented the scoring summary he had prepared from the individual Board member proposal scoring sheets. Mr. Toborg informed the Board that the results of the scoring tabulation showed that CLM had obtained the highest score and therefore was considered the number one ranked vendor for the services.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

The Board received a District Engineer staff update from Mr. Stephen Brletic, with JMT. He noted that the aquatic center vault replacement was completed. He also provided an update of the erosion and trail damage caused by a fallen tree located at the southwest end of the Starling community. He recommended to remove the tree completely, remove the damaged sidewalk, and replace the cross drain and sidewalk at a raised elevation.

On a motion from Ms. McDougald, seconded by Mr. Kneusel, the Board unanimously approved a sidewalk and cross drain repair in Starling at a not-to-exceed amount of \$18,000.00, for the Fishhawk Ranch Community Development District.

Mr. Brletic discussed the Hillsborough County's Lithia Springs potable water access request and stated that Hillsborough County desires to bring potable water to Lithia Springs Park and the closest main is on Longspur Court. To utilize the route requested, the line would need to cross an adjacent 10-foot strip of CDD property which features landscaping required to create a buffer. He explained that the County is asking the CDD for their approval of the easement.

The Board members discussed the issue and determined that Mr. Brletic and Mr. Craine should continue to review the easement request and make necessary changes before bringing back to the Board. Mr. Kneusel suggested that staff work with the County regarding the issues associated with the access from the District to the Park while working on this access request to help ensure the County cooperates with the District on both issues. Ms. Morrison stated that an acceptable agreement must clearly hold the County responsible for repair of any damage to property and landscape that may occur as a result of the install of said line to include future work on the line performed by or on behalf of the County.

Mr. Brletic next addressed the Ternwood bridge repair project and explained that he had not received the proposal response he had hoped for and had currently only received one additional proposal since the last meeting. He explained the proposals received and noted that Ms. Quigley was recommending going with

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Tampa Dock & Seawall's proposal. Mr. Brletic explained that the proposals ranged from \$114,000 to \$143,395 to approximately \$200,000. Mr. Craine suggested that if the Board decided to go with Tampa Dock & Seawall, Mr. Brletic might be able to negotiate the rate down closer to the lower rate. The Board members and staff discussed the current condition of the bridge and decided to proceed with an action to authorize the Chairman to approve a proposal with a set not-to-exceed amount.

On a motion from Ms. McDougald, seconded by Mr. Kneusel, the Board unanimously authorized the Chairman to review a revised proposal and to approve a proposal from Tampa Dock & Seawall for the Ternwood bridge repair with a not-to-exceed amount of \$143,395.00, for the Fishhawk Ranch Community Development District.

Mr. Kneusel provided his concerns regarding the quantity of the high dollar projects the Board was recently approving. He noted he has voted to approve them but has some concerns about the amount of spending. Mr. Avino suggested a more frequent review of the financials to see how the Board stands financially.

Mr. Cox reminded the Board that since they had selected a vendor for the new landscape and irrigation contract, the Board needed to take an action to authorize staff to begin the contract termination notice to the current contractors.

On a motion from Ms. McDougald, seconded by Mr. Avino, the Board unanimously authorized staff to issue contract termination notices to the current landscape and irrigation contractors and to begin the contract development with CLM to provide service, for the Fishhawk Ranch Community Development District.

**B. Community Manager**

The Board received a Community Manager update from Ms. Holly Quigley. She presented the proposed plans for the re-opening of District facilities for the Board's review and approval. She indicated the goal was to implement the plan on May 22, 2020. Ms. Quigley indicated that upon approval, the plan would be sent out to the community for their information. Ms. Quigley noted that the plan being discussed did not include Park Square at this time and that the only guidance to date for Park Square was for spacing and to avoid groups of more than 10. She noted that group workouts were currently prohibited. She explained the level of work the Operations and Maintenance team had been doing to get ready for the re-opening.

On a motion from Ms. Brown, seconded by Mr. Kneusel, the Board unanimously approved the phase one plan as presented and authorized the Chairman to work with District Staff on future additional re-opening phases or tightening them, if required, for the Fishhawk Ranch Community Development District.

Mr. Avino addressed the issue of the resident who continues to hold soccer practices despite continued warnings and Ms. Quigley explained the process staff goes through to notify the resident of the requirement to stop. Mr. Avino expressed his concerns regarding the apparently lack of enforcement capability for the District for policy violations.

Mr. Toborg explained that in order to trespass individuals from the DRAs there must be No Trespassing signage every 500 ft. to have it properly posted. Mr. Craine explained to the Board the current issue of individuals parking within the Preserve roadways and how that was an HOA issue to resolve and not the CDD's. Mr. Avino indicated that he will work with the HOA and the Sheriff Department to see what can be done to try to come to some resolution to the issue.

Ms. Ruth Brown described how the pedestrian gate to the park from the Preserve must be left open for public use. She described that the original design and intention of the developer was that all gated neighborhoods would allow pedestrian access to trails and infrastructure for all Fishhawk residents as they share in the cost of maintaining them.

#### **C. District Counsel**

The Board received a District Counsel update from Mr. Biff Craine. He explained the need for a letter of waiver of conflicts with representation issues to be issued to Bond Counsel as they begin work on potential bond refunding efforts for the District. He also explained that he would want the Chairman to have the authority to enter into a new engagement letter with Bond Counsel.

On a motion from Ms. McDougald, seconded by Mr. Kneusel, the Board unanimously authorized the Chairman to execute a waiver letter and engagement letter for Bond Counsel, for the Fishhawk Ranch Community Development District.

Mr. Craine mentioned a letter he had drafted at the request of the Chairman on the subject of the trespass issue between the Alafia and the Preserve. Subject letter was not sent pending further discussion by the Board. The Chairman requested that Mr. Craine forward the draft of the letter to Mr. Avino.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of RFP for District Management Services Proposals**

Mr. Craine presented responses he had received to the RFP for District Management Services Proposals. He explained that he had received proposals from Inframark, Meritus and SDS and that he had already sent these proposals to all the Board members. Mr. Craine explained the presentation process he had planned for the Board.

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165 The Board received presentations from Mr. Brian Lamb with Meritus; Mr. Jason  
166 Pierman with SDS; and Mr. Chris Tarase with Inframark along with members of their staff.

167  
168 Ms. McDougald described how she would like to keep the Rizzetta Field Services  
169 contract in place and Ms. Morrison agreed.

170  
On a motion from Ms. Morrison, seconded by Ms. McDougald, the Board unanimously  
approved to retain the Rizzetta Amenity Services, Inc. Field Services Contract as it  
stands, for the Fishhawk Ranch Community Development District.

171  
172 The Board members described their individual experiences with the proposers.  
173 Mr. Avino addressed the RFP currently underway and expressed his desire to know more  
174 specifically what the concerns are that would cause us to consider changing providers at  
175 this time and what service was anticipated to be improved by the other proposers. Ms.  
176 Morrison described the amount of savings the proposals under review could potentially  
177 offer the District.

178  
On a motion from Mr. Kneusel, seconded by Mr. Avino, the Board, with a two to three  
vote, with Ms. Morrison, Ms. Brown and Ms. McDougald voting no, the Board failed to  
approve to table the consideration of the proposals for District Services until the next  
meeting, for the Fishhawk Ranch Community Development District.

179  
180 The Board continued to discuss the RFP process and Mr. Avino expressed his  
181 concerns regarding not being able to table the decision until he and others can better  
182 review the proposals and make clearer decisions. Ms. Morrison asked if an additional  
183 two weeks would allow Mr. Avino the opportunity to adequately vet the three submitted  
184 proposals and if Ms. Brown would be available should this matter be continued for two  
185 weeks. Ms. Brown indicated that she would be able to delay her resignation from the  
186 Board for two weeks and Mr. Avino indicated two weeks would be satisfactory for his  
187 needs.

188  
On a motion from Ms. McDougald, seconded by Ms. Morrison, the Board unanimously  
approved to table the consideration of the proposals for District Services to a continued  
meeting to be held on June 1, 2020 at 6:30 p.m. by means of communications media  
technology, for the Fishhawk Ranch Community Development District.

189  
190 Mr. Kneusel requested whether or not Board members are permitted to contact the  
191 companies that had submitted proposals and Ms. Morrison indicated that District Counsel  
192 had advised Board members could do so. Mr. Craine confirmed that and added the  
193 vendors were not permitted to contact the Board members.

**SIXTH ORDER OF BUSINESS****Staff Reports (Continued)****A. Field Services Report**

The Board reviewed the field services report.

**B. Irrigation Report**

The Board reviewed the irrigation report.

**C. Tennis Club Report**

The Board received a Tennis Club update from Mr. Andrew Sanderson. He explained the plans to re-open the amenity and provided a summary of the financials.

**D. District Manager**

Mr. Cox provided an update to the Board. Mr. Cox stated there will be a continued meeting on June 1, 2020 at 6:30 p.m. and reminded the Board that the next regular CDD Board meeting was set for June 16, 2020 at 6:30 p.m. and explained it was still to be determined if it would be held at the Palmetto Club or by communications media technology. Mr. Cox provided an update of the District financials, the action item list and informed the Board of the qualifying period for the upcoming November elections.

**SEVENTH ORDER OF BUSINESS****Consent Agenda Business Items  
Administration**

Mr. Cox presented the Consent Agenda for consideration which included the minutes of the March 10, 2020 and April 21, 2020 CDD Board meetings, the Operation and Maintenance Expenditures for April 2020 in the amount of \$245,405.68, Palmetto Club Operation and Maintenance Expenditures for April 2020 in the amount of \$4,259.40, and the Tennis Club Operation and Maintenance Expenditures for April 2020 in the amount of \$3,741.59, with a comment that two invoices had been identified as incorrectly paid and reimbursement from Fishhawk West had been requested. Ms. Morrison noted that there was a misspelling of the word tortoise in the minutes and asked that to be amended.

On a motion from Ms. McDougald, seconded by Mr. Avino, the Board unanimously approved the consent agenda, with minutes amended, for the Fishhawk Ranch Community Development District.

**EIGHT ORDER OF BUSINESS**

**Ratification to Insurance Tail Coverage**

On a motion from Ms. Brown, seconded by Ms. McDougald, the Board unanimously approved to ratify the approval of Insurance Tail Coverage for one additional year, for the Fishhawk Ranch Community Development District.

**NINTH ORDER OF BUSINESS**

**Rule Change to Limit Fitness Center  
Occupancy and Allow for Automated  
Reservation**

The Board determined that no action will be taken on this item.

**TENTH ORDER OF BUSINESS**

**Consideration of Artificial Turf  
Proposals**

Mr. John Toborg presented a summary of the proposals for the installation of artificial turf at Park Square. The board reviewed the proposals from two vendors. Forever Lawn of Tampa Bay and EasyTurf.

On a motion from Ms. Morrison, seconded by Ms. Brown, the Board unanimously approved the "all areas" EasyTurf proposal for \$146,090 for the Fishhawk Ranch Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Parkset Pump & Well  
Proposal**

Mr. Toborg presented and explained the issues with the current well system and the need for a new well to be installed.

On a motion from Ms. Brown, seconded by Mr. Avino, the Board unanimously approved the Parkset new well and pump proposal with Fourquarean Well Drilling in estimated amount of \$11,874.22, for the Fishhawk Ranch Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-02;  
Re-designating Secretary**

On a motion from Ms. Morrison, seconded by Ms. Brown, the Board unanimously approved to adopt Resolution 2020-02; Re-designating the District Secretary as Bob Schleifer, for the Fishhawk Ranch Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of a Standing Policy allowing District Staff at their Discretion to Offer up to a \$500.00 Reward for Information Leading to the Identification of Persons Responsible for Vandalism.**

The Board postponed this item until a later meeting.

**FOURTEENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2020-2021 Proposed Budget**

Mr. Cox presented the Fiscal Year 2020-2021 proposed budget to the Board. The Board took action to approve the proposed budget as presented.

On a motion from Ms. Morrison, seconded by Ms. McDougald, the Board unanimously approved the proposed budget as presented, for the Fishhawk Ranch Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-03; Approving Proposed Budget for Fiscal Year 2020-2021 & Set Public Hearing for August 18, 2020**

On a motion from Ms. McDougald, seconded by Mr. Avino, the Board unanimously approved to adopt Resolution 2020-03; Approving Proposed Budget for Fiscal Year 2020-2021 & Set Public Hearing for 6:30 p.m., August 18, 2020, for the Fishhawk Ranch Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Kneusel discussed the requirement to qualify for the November election by mail, as the Supervisor of Elections office is currently closed due to Covid-19 and suggested that current Board members seeking re-election share their intentions.

**SEVENTEENTH ORDER OF BUSINESS**

**Continued Meeting**

On a Motion by Mr. Avino, seconded by Ms. McDougald, with all in favor, the Board approved, at 10:02 p.m., to continue the Board meeting to June 1, 2020 at 6:30 p.m. by means of communications media technology, for Fishhawk Ranch Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/ Vice Chairman