

**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 **Wednesday, January 24, 2024, at 6:31 p.m.** at the Palmetto Club, located 17004 Dorman Road, Lithia, Florida 33547.

Present and constituting a quorum were:

Robert Kneusel	Board Supervisor, Chairman
Dawn Turner	Board Supervisor, Vice Chairman
Thomas Avino	Board Supervisor, Assistant Secretary
Terrie Morrison	Board Supervisor, Assistant Secretary

Also present were:

Eric Dailey	District Manager, Halifax Solutions, LLC
Lauren Gentry	District Counsel, Kilinski Van Wyk, PLLC
Stephen Brletic	District Engineer, Brletic Dvorak, Inc.
Josh Croy	Operations Manager, Fishhawk Ranch CDD
Justin Foley	Account Manager, Juniper Landscaping
Reid Conner	CEO, A&B Aquatics

Audience	Present
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**First Order of Business**

**Call to Order and Roll Call**

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

**Second Order of Business**

**Audience Comments**

Mr. Dailey asked if there were any audience comments.

Mr. Gillispie addressed the Board about the hog problems in the community and asked what the Board could do to help with the situation. Mr. Morrison stated she would be willing to work with Ms. Quigley to investigate if there are other options to address the hog situation in the District.

47 Mr. Pannacchione addressed the Board regarding cutting the bushes back at the  
48 Starling entry monument and along various walkways, cleaning the curbs and response  
49 time by the CDD to address maintenance issues.

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51 Mr. Dailey asked if there were any additional audience comments and there were  
52 none.

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55 **Third Order of Business**

**Business Administration Consent**  
**Agenda Items**

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58 Mr. Dailey asked the Board if they had any questions regarding the Business  
59 Administration Consent Agenda Items. The Board had no questions or comments.

60 On a Motion by Ms. Morrison seconded by Ms. Turner, with all in favor, the Board approved  
61 the Business Administration Consent Agenda Items, for Fishhawk Ranch Community  
62 Development District.

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65 **Fourth Order of Business**

**Staff Reports**

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67 **A. Aquatic Services**

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69 Mr. Conner reviewed the report provided by A&B Aquatics with the Board. Mr.  
70 Conner noted that there has been improvement in some ponds and new issues in  
71 others. Mr. Conner stated they will continue to monitor the ponds and treat them  
72 as soon as possible.

73  
74 Mr. Brletic noted that there are still issues with the pond 107 and Egret wetland  
75 project. Mr. Brletic stated he will be scheduling a site visit with Mr. Conner and  
76 District Staff to review his concerns and clarify what needs to be done to complete  
77 the project.

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79 **B. Landscape Services**

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81 Mr. Foley reviewed the report provided by Juniper Landscaping with the Board.

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83 Mr. Dailey presented the Juniper Landscaping proposals to the Board. The Board  
84 decided not to approve the proposal for the Chapman roundabout.

85  
86 Mr. Dailey handed out proposal #253476 which was to install large rocks to  
87 address the cars and trucks driving over the right-of-way in front of the Starling  
88 Clubhouse. The Board asked Mr. Brletic to review the sidewalk drainage and right-  
89 of-way issues in front of the Starling Club and to work with Mr. Croy on options to  
90 address the issues.

On a Motion by Ms. Turner seconded by Mr. Avino, with all in favor, the Board approved Juniper Landscaping proposal #250352 for the Starling Hedge Line for \$2,487.83, for Fishhawk Ranch Community Development District.

The Board asked that going forward Mr. Croy present his reports first since they also cover some of the Aquatics and Landscaping reported items.

### **C. Operations Manager**

Mr. Croy reviewed his report in the agenda and asked the Board if they had any questions.

Ms. Turner asked about the proposal for restoring the bulletin board wall at the Hawk Park entrance and possibly adding a FishHawk Ranch logo. Mr. Croy stated he did get a proposal for the logo, but it was extremely high, so he was working on additional ones. The Board expressed the preference to have the structure remain in place. Ms. Turner offered to work with Ms. Quigley and Mr. Croy on the redesign of the logo or artwork for the surface of the wall.

### **D. Community Director**

Ms. Quigley asked the Board if they had any questions regarding her report and then provided them with some additional updates.

- She approved a request for use of Park Square on March 23, 2024 for Fellowship Church for an event.
- She approved a charity pickleball tournament for Newsome High School on March 3, 2024.
- She approved the Girls Scouts to walk the trails clean up event for January 27, 2024.
- She stated the newsletter has 200 registered users and the X account was up to 400 followers.
- She stated the ADA playground mulch was to be installed next week.
- She stated the county pool inspector was out and made them change the signage again and that new drains are required, and she is getting with Suncoast on the proposal.
- She presented the annuals count reduction she and Ms. Turner completed, and the Board agreed with them as presented. She will work with Juniper on plant replacements in these areas.
- She reminded the Board she will be the point person for landscaping going forward. She will provide the Board with her three-month review in March.

Mr. Kneusel asked that Ms. Quigley provide updates on the various projects they are working on in the next newsletter.

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138 **E. District Engineer**  
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140 Mr. Brletic reviewed his report with the Board and asked if they had any questions.  
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142 Mr. Brletic stated that he was able to reduce the ACPLM contract by \$6,000.00 as  
143 requested by the Board.  
144

145 Mr. Brletic also stated that they have completed the SWFWMD pond review report  
146 and that he provided it to Mr. Dailey to share with the Board. Mr. Dailey stated he  
147 has sent out a link for that along with the RFP documents.  
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149 **F. District Counsel**  
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151 Ms. Gentry reminded the Board to not respond to any of the bidders for the  
152 SWFWMD Pond RFP if they reach out since this is a sealed bid process.  
153

154 Ms. Gentry stated she is working with the county on some changes to the skate park  
155 agreement renewal.  
156

157 Ms. Gentry reviewed the ethics training requirements and said that Form 1's are now  
158 to be filed electronically.  
159

160 Ms. Gentry stated she had no update on the Revive situation. Mr. Avino stated he  
161 has been trying to get with one of the owners with no response to date.  
162

163 Ms. Gentry stated she is reviewing options for the District to try and recoup credit  
164 card processing fees in accordance with what is permissible under Florida statute.  
165 Mr. Dailey stated they have already looked at trying to reduce the credit card fees,  
166 but Square offers the best so far. Ms. Gentry stated she will research some options  
167 for the Board, but it might be easiest to just increase rates collected to cover the cost  
168 of the fees.  
169

170 **G. District Manager**  
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172 Mr. Dailey asked the Board if they had any questions or comments on the Action  
173 Item List as presented.  
174

175 Mr. Dailey reminded the Board the next meeting will be on Wednesday, February 28,  
176 2024, at 6:30 p.m. at the Palmetto Club.  
177

178 Mr. Dailey stated that he will start holding weekly O&M meetings by phone on  
179 Mondays with Ms. Quigley and Mr. Croy. Mr. Dailey stated this will assist in prioritizing  
180 issues like the maintenance ones in Starling and to follow up on other outstanding  
181 items on a regular weekly basis.  
182

Mr. Dailey stated that he has spoken with Ms. Quigley and with all the projects the staff has taken on internally to save money, they need to look at adding additional maintenance staff to help with some of the daily tasks. The Board asked Ms. Quigley to provide a formal plan to present to the Board. Mr. Kneusel again suggested looking at the cost-benefit of having staff take over some level of pool maintenance.

**Fifth Order of Business**

**Consideration of New CDD Labor Rates  
from BDi for District Engineering  
Services**

Mr. Brletic presented the proposed rate increases from BDi Engineering Services.

On a Motion by Ms. Morrison seconded by Ms. Turner, with all in favor, the Board approved the proposed rate increases from BDi Engineering, for Fishhawk Ranch Community Development District.

**Sixth Order of Business**

**Consideration of Work Authorizations  
from BDi for District Engineering  
Services**

Mr. Brletic presented Work Authorizations #4 & #5 from BDi Engineering Services.

On a Motion by Mr. Avino seconded by Ms. Turner, with all in favor, the Board approved Work Authorizations #4 & #5 from BDi Engineering Services totaling \$6,450.00, for Fishhawk Ranch Community Development District.

**Seventh Order of Business**

**Consideration of Proposals for  
Heronglen Bridge Repair**

Mr. Brletic presented the three proposals for the Heronglen Bridge repair.

On a Motion by Ms. Turner seconded by Mr. Kneusel, with all in favor, the Board approved the proposal from CMS for the Heronglen Bridge repair for \$30,140.00, for Fishhawk Ranch Community Development District.

**Eighth Order of Business**

**Consideration of Proposals for  
Resurfacing of Osprey Club Tennis  
Courts**

Mr. Brletic presented the two proposals for the Resurfacing of Osprey Club Tennis Courts.

Mr. Brletic explained that the two proposals, the first from Welch Tennis for \$127,840.00 and the second from Nidy Sports for \$152,000.00, were well above what he had estimated.

The Board asked if there may be a savings by waiting until later in the year to start the project. Mr. Brletic stated that is possible and by extending the schedule he may get more proposals back. The Board tabled the proposals and asked Mr. Brletic to request additional proposals.

**Ninth Order of Business**

**Consideration of Proposals for Trail Repair**

Mr. Brletic presented the two proposals for Trail Repairs.

Mr. Brletic explained that the ADA handrail was the best option long term for this situation. The Board asked if this would be needed in other areas and Mr. Brletic stated it was specific to this area due to the erosion on the side of the trail.

On a Motion by Ms. Turner seconded by Mr. Kneusel, with all in favor, the Board approved the proposal from Mozart for the trail repair for \$2,838.00, for Fishhawk Ranch Community Development District.

**Tenth Order of Business**

**Consideration of Proposals for Replacement of Osprey Club Roof**

Mr. Dailey presented the proposals for the Replacement of Osprey Club Roof.

Mr. Croy explained the various options and warranties for the Board.

On a Motion by Mr. Avino seconded by Ms. Morrison, with all in favor, the Board approved the proposal from Classic Roofing & Construction for the replacement of the Osprey Club roof for \$46,635.00 with the shingle roof option and 25-year & 50-year warranties as provided, for Fishhawk Ranch Community Development District.

**Eleventh Order of Business**

**Consideration of Proposals from Southern Construction for Facility Repairs**

Mr. Dailey presented the various proposals from Southern Construction for Facility Repairs.

The Board asked for a revised proposal as previously discussed for the Hawk Park bulletin board wall and to have Mr. Brletic review the sidewalk area at the Starling Club.

On a Motion by Mr. Kneusel seconded by Ms. Turner, with all in favor, the Board approved a not to exceed amount of \$4,500.00 for the repairs and repainting of the doors and windows at the Aquatic Club, for Fishhawk Ranch Community Development District.

**Twelfth Order of Business**

**Consideration of Proposal from Tampa Concrete for Splash Pad Cleaning & Sealing**

Mr. Dailey presented the proposal from Tampa Concrete for Splash Pad Cleaning & Sealing.

On a Motion by Ms. Morrison seconded by Mr. Avino, with all in favor, the Board approved the proposal from Tampa Concrete for the splash pad cleaning & sealing for \$4,885.20, for Fishhawk Ranch Community Development District.

**Thirteenth Order of Business**

**Consideration of Proposal from Fountain Kings for Pump at Fishhawk Crossing**

Mr. Dailey presented the proposal from Fountain Kings for the Pump at Fishhawk Crossing.

On a Motion by Mr. Avino seconded by Ms. Turner, with Mr. Avino, Ms. Turner and Mr. Kneusel in favor and Ms. Morrison opposed, the Board approved the proposal from Fountain Kings for the pump at the Fishhawk Crossing fountain for \$10,737.89, for Fishhawk Ranch Community Development District.

**Fourteenth Order of Business**

**Consideration of Proposal from Atlas for IT Managed Services**

Mr. Dailey presented the proposal from Atlas for IT Managed Services.

Mr. Dailey stated this represents a \$360.00 annual increase.

On a Motion by Mr. Avino seconded by Ms. Turner, with all in favor, the Board approved the proposal from Atlas for IT Managed Services for \$780.13 per month, for Fishhawk Ranch Community Development District.

**Fifteenth Order of Business**

**Consideration of Proposals from ATS  
for AC Software Services**

Mr. Dailey presented the proposal from ATS Waypoint for AC Software Services for the Palmetto Club.

Ms. Quigley reviewed the one year and three-year agreement options and cost savings for the Board.

On a Motion by Ms. Turner seconded by Mr. Kneusel, with all in favor, the Board approved the proposal from ATS Waypoint for AC software services for the Palmetto Club for three years starting with Year 1 for \$3,300.00, Year 2 for \$3,397.00 and Year 3 for \$3,494.00, for Fishhawk Ranch Community Development District.

**Sixteenth Order of Business**

**Consideration of Access Central  
Maintenance Agreement**

Mr. Dailey presented the Access Central Maintenance Agreement.

On a Motion by Mr. Avino seconded by Ms. Turner, with all in favor, the Board approved the Access Central Maintenance Agreement for \$6,600.00 for one year, for Fishhawk Ranch Community Development District.

**Seventeenth Order of Business**

**Consideration of 2nd Amendment  
to Suncoast Pool Maintenance  
Agreement**

Mr. Dailey presented the 2nd Amendment to Suncoast Pool Maintenance Agreement.

On a Motion by Ms. Morrison seconded by Ms. Turner, with all in favor, the Board approved 2nd Amendment to Suncoast Pool Maintenance Agreement, for Fishhawk Ranch Community Development District.

**Eighteenth Order of Business**

**Consideration of Resolution 2024-06,  
Adopting Bonus Policy**



357 Ms. Gentry presented Resolution 2024-06, Adopting an Employee Bonus &  
358 Compensation Policy, to the Board.

359  
360 Ms. Gentry explained that Florida Statute provides for how a District can adopt a  
361 bonus policy for its employees. Ms. Gentry explained she has incorporated comments  
362 from Ms. Morrison and Ms. Quigley.

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364 On a Motion by Ms. Turner seconded by Mr. Kneusel, with all in favor, the Board adopted  
365 Resolution 2024-06, Adopting an Employee Bonus & Compensation Policy, for Fishhawk  
366 Ranch Community Development District.

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369 **Nineteenth Order of Business**

**Discussion on Employee Simple IRA  
Plan**

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372 Mr. Dailey and Ms. Quigley reviewed the Employee Simple IRA Plans offered by  
373 ADP for the Board.

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375 The Board decided to table this and review it again next fiscal year since they just  
376 approved employee raises and bonuses for this year.

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379 **Twentieth Order of Business**

**Discussion on Palmetto Club Project**

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381 Mr. Kneusel provided the Board with an update that the county would not be  
382 proceeding with acquiring the Palmetto Club from the District as the site for the new  
383 county library. Mr. Kneusel explained the various reasons for the county declining to move  
384 forward and that it was time to start discussing how the Board would like to proceed with  
385 the Palmetto Club.

386  
387 The Board asked Mr. Kneusel to reach back out to the county to see if they may  
388 be willing to acquire or lease the Palmetto Club for other purposes.

389  
390 Mr. Dailey explained to the Board that Puff N' Stuff was also looking to continue  
391 renting the venue for events on an as needed basis. Ms. Quigley provided the Board with  
392 the terms Puff N' Stuff was willing to agree to. Ms. Gentry explained the Board would  
393 likely need to adjust the rates in the rules if they were to agree to the terms presented.  
394 The Board decided that if Puff N' Stuff wanted to continue renting the facility it would need  
395 to be under the current terms.

396  
397 The Board decided to table any further discussion until Mr. Kneusel was able to  
398 reach back out to the county on options.

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401 **Twenty-first Order of Business**

**Discussion on Holiday Decorations**

The Board reviewed a proposal from Mr. Croy to have professional holiday decorations done for all the main entrances for next year, which was estimated to be about \$50,000.00.

Ms. Turner stated she was willing to work with Ms. Quigley and Mr. Croy on plans to enhance the holiday decorations in the community.

**Twenty-second Order of Business**

**Supervisors Requests**

Mr. Dailey asked if there were any Supervisor Requests.

Mr. Avino asked about the pine tree removals in Starling and how many resumes were received for the vacant seat. Mr. Dailey stated they are still getting proposals for the removal of the trees. Mr. Dailey also stated they had only received one resume so far from Mr. Allen who was in attendance tonight.

Mr. Kneusel stated that due to work commitments he would like to step down as Board Chairman but remain on the Board for the rest of his term.

The Board discussed realigning officers and Mr. Dailey stated they would use Resolution 2024-07 to approve any changes.

On a Motion by Mr. Kneusel seconded by Mr. Avino, with all in favor, the Board adopted Resolution 2024-07, Designating Officers, appointing Ms. Turner as Chairman, Mr. Kneusel as Vice Chairman, and Ms. Morrison and Mr. Avino as Assistant Secretaries, for Fishhawk Ranch Community Development District.

Mr. Dailey asked if there were any further Supervisor Requests and there were none.

**Twenty-third Order of Business**

**Adjournment**

On a Motion by Ms. Turner, seconded by Mr. Avino with all in favor, the Board adjourned the meeting at 9:08 p.m., for Fishhawk Ranch Community Development District.

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
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Chairman/ Vice Chairman