

**WIREGRASS COMMUNITY  
DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS  
MEETING  
JANUARY 22, 2015**

# WIREGRASS COMMUNITY DEVELOPMENT DISTRICT AGENDA JANUARY 22, 2015 at 10:00 A.M.

Offices of Rizzetta & Company, Inc  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, FL 33544.

<b>District Board of Supervisors</b>	Bill Porter Mike Gramling Colby Chandler Deborah Porter Quinn Miller	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Clifton Fischer	Rizzetta & Company, Inc.
<b>District Counsel</b>	Mark Straley	Straley & Robin
<b>District Engineer</b>	Scott Sheridan	King Engineering, Inc.

**All Cellular phones and pagers must be turned off while in the clubhouse.**

## **The District Agenda is comprised of six different sections:**

The meeting will begin promptly at **10:00 a.m.** with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 994-1001 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 994-1001, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

**WIREGRASS COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**

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January 9, 2015

Board of Supervisors  
**Wiregrass Community  
Development District**  
Dear Board Members:

The Audit Committee and regular meetings of the Board of Supervisors of the Wiregrass Community Development District will be held on **Thursday, January 22, 2015 at 10:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following are the advance agendas for these meetings:

**Audit Committee Meeting:**

- 1. CALL TO ORDER**
- 2. BUSINESS ITEMS**
  - A. Review of Audit Proposals (under separate cover)
- 3. ADJOURNMENT**

**BOS Meeting:**

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Audit Committee held on December 18, 2014. ....**Tab 1**
  - B. Consideration of Minutes of the Board of Supervisors' Meeting held on December 18, 2014. ....**Tab 2**
  - C. Consideration of Operation & Maintenance Expenditures for December 2014. ....**Tab 3**
- 4. BUSINESS ITEMS**
  - A. Consideration of Audit Committee Recommendations Regarding Audit Proposals.
  - B. Consideration of Construction Related Business (if any)
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. AUDIENCE COMMENTS ON OTHER ITEMS**
- 7. SUPERVISOR REQUESTS**

**8. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at (813) 994-1001.

Very truly yours,

***Clif Fischer***  
Clifton Fischer  
District Manager

cc. Mark Straley, Straley & Robin  
Scott Sheridan, King Engineering, Inc.

# Tab 1



On a motion by Mr. Chandler seconded by Mr. Gramling, with all in favor, the Audit Committee approved the audit proposal evaluation criteria utilizing pricing as a factor for Wiregrass Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Authorization to Solicit Proposals for  
Auditing Services**

Mr. Fischer asked for a motion allowing Staff to submit the required advertisement for the RFP and to solicit bids directly from the firms currently performing Audits for District Management.

On a motion by Mr. Porter, seconded by Mr. Chandler, with all in favor, the Audit Committee authorized Staff to submit the advertisement for the “Request for Proposals” for auditing services and to solicit ads as discussed for Wiregrass Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Gramling, seconded by Mr. Porter, with all in favor, the Audit Committee adjourned the meeting at 9:57 p.m. for Wiregrass Community Development District.

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

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Chairman/Vice Chairman

# Tab 2



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**MINUTES OF MEETING**

**WIREGRASS  
COMMUNITY DEVELOPMENT DISTRICT**

*Each person who decides to appeal any decision made by The Board of Supervisors 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.*

The regular meeting of the Board of Supervisors of Wiregrass Community Development District was held on **Thursday, December 18, 2014 at 10:00 a.m.** at the office of Rizzetta & Company, Inc. located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum were:

Bill Porter	<b>Board Supervisor, Chairman</b>
Mike Gramling	<b>Board Supervisor, Vice Chairman</b>
Colby Chandler	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Clifton Fischer	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Mark Straley	<b>District Counsel, Straley &amp; Robin</b> <i>(via speakerphone)</i>
Scott Sheridan	<b>District Engineer, King Engineering, Inc.</b>
John Strowbridge	<b>Representative, PC Associates II, LLLP</b>

**FIRST ORDER OF BUSINESS** **Call to Order**

Mr. Fischer called the meeting to order and read roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS** **Audience Comments on Agenda Items**

There were no audience comments put forward at this time.

**THIRD ORDER OF BUSINESS** **Presentation of the Landowner's Meeting  
Held on November 20, 2014**

Mr. Fischer explained that the minutes were being provided for informational purposes and that no Board action was necessary. He asked if there were any questions regarding the minutes. There were none.

48 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the Board of**  
49 **Supervisors' Meeting Held on November**  
50 **20, 2014**  
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On a Motion by Mr. Gramling, seconded by Mr. Chandler, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors meeting held on November 20, 2014 as presented for Wiregrass Community Development District.

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53 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**  
54 **Maintenance Expenditures for November**  
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On a Motion by Mr. Porter, seconded by Mr. Gramling, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for November (\$285.56) for Wiregrass Community Development District.

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57 **SIXTH ORDER OF BUSINESS** **Consideration of Audit Committee**  
58 **Recommendations Regarding the Proposal**  
59 **Instructions and Evaluation Criteria**  
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61 Mr. Fischer stated that the Audit Committee met just prior to the regular meeting and is  
62 recommending that the Board accept the Audit Proposal Instructions that were presented and the  
63 evaluation criteria utilizing pricing.  
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On a Motion by Mr. Chandler, seconded by Mr. Porter, with all in favor, the Board of Supervisors accepted the Audit Committees recommendations regarding the audit proposal instructions and evaluation criteria for Wiregrass Community Development District.

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66 **SEVENTH ORDER OF BUSINESS** **Consideration of Agreement for Irrigation**  
67 **Management Services**  
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69 This item was tabled until the next meeting pending completion of the agreement.  
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71 **EIGHTH ORDER OF BUSINESS** **Consideration of Construction Related**  
72 **Business**  
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74 Mr. Sheridan stated that the bid documents have been provided to District Counsel for his  
75 review and he would like authorization from the Board to continue to work with Mr. Straley to  
76 finalize the documents in an attempt to get bids back for review at the next meeting. Mr. Straley  
77 stated that his initial review yielded one recommendation that a page be added to address supplies  
78 being ordered directly by the District to save the sales tax. A brief discussion ensued and the  
79 following Board action was taken:  
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On a Motion by Mr. Porter, seconded by Mr. Gramling, with all in favor, the Board of Supervisors approved the construction contract in substantial form authorized Staff to commence the bid process for Wiregrass Community Development District.

81 **NINTH ORDER OF BUSINESS**

**Staff Reports**

82       A.     District Counsel  
83             No Report.

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85       B.     District Engineer  
86             No Report

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88       C.     District Manager  
89             He reminded the Board that the next meeting is scheduled for January 22, 2015 at  
90             10:00 a.m.

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92 **TENTH ORDER OF BUSINESS**

**Supervisor Requests**

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94       There were no Supervisor requests.  
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96 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Gramling, seconded by Mr. Porter, with all in favor, the Board of Supervisors adjourned the meeting at 10:08 a.m. for Wiregrass Community Development District.

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Secretary/ Assistant Secretary

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Chairman/Vice Chairman

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# Tab 3

# WIREGRASS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operation and Maintenance Expenditures December 2014 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2014 through December 31, 2014. This does not include expenditures previously approved by the Board.

The total items being presented: **\$1,575.74**

Approval of Expenditures:

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\_\_\_\_\_ Chairman

\_\_\_\_\_ Vice Chairman

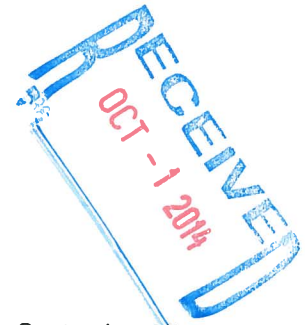
\_\_\_\_\_ Assistant Secretary

**Wiregrass Community Development District**  
**Paid Operation & Maintenance Expenses**  
**December 1, 2014 Through December 31, 2014**

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley & Robin	135	11309	General Legal Services 09/14	\$ 1,160.50
Times Publishing Company	136	Ad # 19844	Ad# 19844 Legal Advertising 11/14	\$ 415.24
<b>Report Total</b>				<b><u>\$ 1,575.74</u></b>

# STRALEY & ROBIN

Attorneys At Law  
1510 W. Cleveland Street  
Tampa, Florida 33606  
Telephone (813) 223-9400 \* Facsimile (813) 223-5043  
Federal Tax Id. - 20-1778458



Wiregrass Community Development District  
c /o RIZZETTA & COMPANY  
5844 Old Pasco Road  
Suite 100  
Wesley Chapel, FL 33544

September 26, 2014  
Client: 001371  
Matter: 000001  
Invoice #: 11309

Page: 1

RE: General

For Professional Services Rendered Through September 15, 2014

## SERVICES

Date	Person	Description of Services	Hours	
08/20/2014	MKS	CORRESPONDENCE FROM S. SHERIDAN RE IRRIGATION RFQ.	0.5	
08/21/2014	MKS	TELEPHONE CONFERENCE WITH S. SHERIDAN RE IRRIGATION RFQ.	0.6	
08/26/2014	JMV	TELEPHONE CALL TO S. BRIZENDINE; TELEPHONE CALL TO S. SHERIDAN; DRAFT EMAIL TO D. MANSON.	0.4	
08/27/2014	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING; TELEPHONE CALL TO S. BRIZENDINE; TELEPHONE CALL TO S. SHERIDAN; REVIEW EMAIL FROM D. MANSON.	0.8	
08/28/2014	JMV	TELEPHONE CALL TO S. BRIZENDINE; PREPARE FOR AND ATTEND CDD BOARD MEETING (VIA SPEAKERPHONE).	0.6	
09/07/2014	JMV	REVIEW EMAILS FROM S. BRIZENDINE; REVIEW RFQ; DRAFT EMAILS TO S. BRIZENDINE.	0.6	
09/10/2014	JMV	TELEPHONE CALL WITH S. BRIZENDINE; TELEPHONE CALL FROM D. MANSON; DRAFT EMAIL TO S. BRIZENDINE RE: IRRIGATION RFQ.	0.5	
Total Professional Services			4.0	\$1,160.50


September 26, 2014  
Client: 001371  
Matter: 000001  
Invoice #: 11309

Page: 2

**PERSON RECAP**

Person		Hours	Amount
JMV	John M. Vericker	2.9	\$797.50
MKS	Mark K. Straley	1.1	\$363.00
		Total Services	\$1,160.50
		Total Disbursements	\$0.00
		Total Current Charges	\$1,160.50
		<b>PAY THIS AMOUNT</b>	<b>\$1,160.50</b>

***Please Include Invoice Number on all Correspondence***

Date Rec'd Dist Office \_\_\_\_\_  
DM Approval  \_\_\_\_\_  
Date Entered **OCT - 6 2014** \_\_\_\_\_  
Fund 001 GL 51400 CC 3107 \_\_\_\_\_  
Check# \_\_\_\_\_



