

**WIREGRASS COMMUNITY
DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS
MEETING
DECEMBER 18, 2014**

WIREGRASS COMMUNITY DEVELOPMENT DISTRICT AGENDA DECEMBER 18, 2014 at 10:00 A.M.

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

District Board of Supervisors	Bill Porter Mike Gramling Colby Chandler Deborah Porter Quinn Miller	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Clifton Fischer	Rizzetta & Company, Inc.
District Counsel	Mark Straley	Straley & Robin
District Engineer	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

December 10, 2014

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, 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. The following are the advance agendas for these meetings:

Audit Committee Meeting:

- 1. CALL TO ORDER**
- 2. BUSINESS ITEMS**
 - A. Presentation of Audit Proposal Instructions..... Tab 1
 - B. Presentation of Proposal Evaluation Criteria..... Tab 2
 - C. Authorization to Solicit Proposals for Auditing Services
- 3. ADJOURNMENT**

BOS Meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Presentation of Minutes of the Landowner's Meeting Held on November 20, 2014..... Tab 3
 - B. Consideration of Minutes of the Board of Supervisors' Meeting Held on November 20, 2014..... Tab 4
 - C. Consideration of Operation & Maintenance Expenditures for November (under separate cover)
- 4. BUSINESS ITEMS**
 - A. Consideration of Audit Committee Recommendations Regarding Proposal Instructions and Evaluation Criteria
 - B. Consideration of Agreement for Irrigation Management Services (under separate cover)
 - C. 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

**WIREFRASS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2014, 2015, & 2016
Pasco County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **January 12, 2015 at 12:00 p.m.**, at the offices of the District Manager, located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit seven (7) copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Wiregrass Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services (based on both having no bond issuances and on having issued bonds) under the proposal

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

Tab 2

**AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the district's office; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services

AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel. **(25 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. **(25 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. Understanding of Scope of Work. **(25 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. **(25 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

Tab 3

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 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.

**WIREGRASS
COMMUNITY DEVELOPMENT DISTRICT**

The landowner's meeting for the Wiregrass Community Development District was held on **Thursday, November 20, 2014 at 10:00 a.m.**, at the office of Rizzetta & Company, Inc. located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

FIRST ORDER OF BUSINESS

Call to Order

Present:

John Strowbridge
Mike Gramling

**Proxy Holder, Pasco County Assoc., LLP
Landowner / Proxy Holder, Deer Pond,
LLC, Flycatcher Enterprises, LLC, Jane
Hole, LLC, JHP Real Estate Partnership,
LTD, Maggie Pond, LLC, Persimmon
Hole, LLC, Tom Porter Family Trust,
Solly Branch Holdings, LLC, and
Wiregrass Ranch, Inc.**

Also Present Were:

Scott Brizendine
Clif Fischer
Mark Straley

**Representative, Rizzetta & Company
Representative, Rizzetta & Company
Representative, Straley & Robin
(via speakerphone)**

SECOND ORDER OF BUSINESS

Appointing of Meeting Chairman

Mr. Brizendine was appointed to serve as the meeting chairman.

THIRD ORDER OF BUSINESS

**Determination of Number of Voting Units
Represented**

Mr. Brizendine provided a breakdown of the number of acres owned by each property owner and stated that there were three seats 1, 4, and 5 were up for election and are currently held by William Porter, Deborah Porter and Quinn Miller respectively. He explained that each property owner would be eligible to cast a vote for each seat based on the number of acres or partial acres owned.

FOURTH ORDER OF BUSINESS

**Announcement of Candidates/Call for
Nominations**

Mr. Brizendine called for the announcement of candidates. William Porter, Deborah Porter and Quinn Miller were nominated. With no other nominations being heard, he called for the ballots to be cast.

FIFTH ORDER OF BUSINESS

Election of Supervisors

Mr. Brizendine tallied the votes cast on each of the ballots and stated that Mr. Porter and Ms. Miller each received 404 votes and Ms. Porter received 403 votes

Mr. Brizendine stated that based on the votes cast, William Porter and Quinn Miller would each receive a four year term and Deborah Porter a two year term.

SIXTH ORDER OF BUSINESS

Adjournment

Mr. Brizendine stated that there was no further business scheduled to come before the landowners and adjourned the meeting.

Tab 4

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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, November 20, 2014 at 10:15 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	Board Supervisor, Chairman
Mike Gramling	Board Supervisor, Vice Chairman
Quinn Miller	Board Supervisor, Assistant Secretary
Deborah Porter	Board Supervisor, Assistant Secretary
Colby Chandler	Board Supervisor, Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the meeting to order and read roll call confirming a quorum for the meeting. He noted that, as a Notary in the State of Florida, he swore in the newly elected Supervisors prior to the meeting in order to establish the quorum.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments put forward at this time.

48 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of the Board of**
49 **Supervisors' Meeting Held on October 23,**
50 **2014**
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On a Motion by Mr. Chandler, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors meeting held on October 23, 2014 as presented for Wiregrass Community Development District.

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53 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
54 **Maintenance Expenditures for October**
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On a Motion by Ms. Miller, seconded by Mr. Porter, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for October (\$231.97) for Wiregrass Community Development District.

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57 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2015-01,**
58 **Canvassing and Certifying Election**
59 **Results**
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61 Mr. Brizendine reviewed the results of the Landowner's Election held just prior to the
62 regular Board meeting and stated that Resolution 2015-01 formally certifies that Bill Porter and
63 Quinn Miller each received 404 votes and four-year terms and Deborah Porter received 403 votes
64 and a two-year term. Mr. Porter will be filling Seat 1, Ms. Porter Seat 4, and Ms. Miller seat 5.
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On a Motion by Mr. Gramling, seconded by Mr. Chandler, with all in favor, the Board of Supervisors approved Resolution 2015-01, certifying the 2014 Landowner's Election results of Bill Porter and Quinn Miller each receiving 404 votes and four-year terms and Deborah Porter receiving 403 votes and a two-year term for Wiregrass Community Development District.

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67 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2015-02, Re-**
68 **Designating Officers**
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70 Mr. Brizendine stated that it is customary to re-designate officers after an election and
71 reviewed the current slate of officers. He asked if there was any consideration of making any
72 changes. The following Board actions were taken:
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On a Motion by Mr. Gramling, seconded by Mr. Chandler, with all in favor, the Board of Supervisors appointed Bill Porter as Chairman for Wiregrass Community Development District.

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On a Motion by Ms. Miller, seconded by Mr. Porter, with all in favor, the Board of Supervisors appointed Mike Gramling as Vice Chairman for Wiregrass Community Development District.

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On a Motion by Mr. Gramling, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved Resolution 2015-02, designating Bill Porter as Chairman, Mike Gramling as Vice Chairman, and Colby Chandler, Deborah Porter, Quinn Miller, Scott Brizendine, and Clifton Fischer as Assistant Secretaries for Wiregrass Community Development District.

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SEVENTH ORDER OF BUSINESS

Consideration of Establishing and Audit Committee

Mr. Brizendine explained that now that the District has issued bonds it is required to have an audit completed annually. He reviewed the process that Florida Statutes mandate be used in the selection of an auditing firm and noted that generally the Board appoints itself to serve as the Committee and schedules the two required meetings just prior to its next two regularly scheduled meetings.

On a Motion by Mr. Porter, seconded by Mr. Gramling, with all in favor, the Board of Supervisors appointed the Board to serve as the Audit Committee and authorized Staff to submit the required notice of an Audit Committee meeting on just prior to its regular meeting on December 18, 2014 for Wiregrass Community Development District.

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EIGHTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Mr. Straley stated that he has been working with Mr. Manson on the Irrigation Services Agreement and is confident that it will be ready for review this week.
- B. District Engineer
Mr. Sheridan informed the Board that the Eiland Pond Road project is essentially ready to go out to bid and he will be contacting Management soon to discuss.
- C. District Manager
Mr. Brizendine reminded the Board that the next regular Board meeting is scheduled to be held on December 18, 2014 at 10:00 a.m.

NINTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Chandler, seconded by Mr. Porter, with all in favor, the Board of Supervisors adjourned the meeting at 10:32 a.m. for Wiregrass Community Development District.

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Secretary/ Assistant Secretary

Chairman/Vice Chairman

ITEMS UNDER SEPARATE COVER

November O & M Report

WIREGRASS COMMUNITY DEVELOPMENT DISTRICT

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

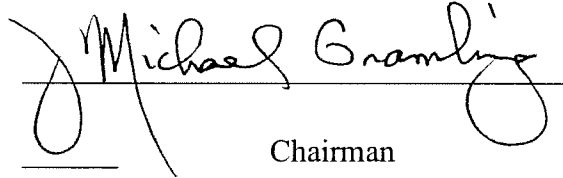
Operation and Maintenance Expenditures November 2014 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2014 through November 30, 2014. This does not include expenditures previously approved by the Board.

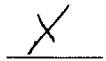
The total items being presented:

\$285.56

Approval of Expenditures:



Chairman



Vice Chairman

Assistant Secretary

Wiregrass Community Development District
Paid Operation & Maintenance Expenses
November 1, 2014 Through November 30, 2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Department of Economic Opportunity	133	32500	Special District Fee FY 2014/2015	\$ 175.00
Times Publishing Company	134	15339	Acct # 117709 Legal Advertising 10/14	\$ 110.56
Report Total				<u>\$ 285.56</u>