



Rizzetta & Company

Wiregrass Community Development District

Board of Supervisors Meeting

April 28, 2022

District Office:

**5844 Old Pasco Road, Suite 100 Pasco, Florida
33544
813.994.1615**

www.wiregrasscdd.org

WIREGRASS COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors

Bill Porter	Chair
Hatcher Porter	Vice Chair
Caitlyn Chandler	Assistant Secretary
Korie Roberts	Assistant Secretary

District Manager

Lynn Hayes	Rizzetta & Company, Inc.
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District Counsel

Lindsay Whelan	Kutak Rock LLP
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District Engineer

Nicole Lynn	Ardurra Group, Inc.
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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) 994-1001. 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.

WIREFRASS COMMUNITY DEVELOPMENT DISTRICT
District Office · Wesley Chapel, Florida (813) 994-1001
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.wiregrasscdd.org

April 21, 2022

**Board of Supervisors
Wiregrass Community
Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Wiregrass Community Development District will be held on **Thursday, April 28, 2022, at 10:00 a.m.** at the offices of Rizzetta & Company Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the agenda for this meeting:

1. CALL TO ORDER/ROLL CALL

2. AUDIENCE COMMENTS

3. BUSINESS ITEMS

- A. Consideration of Resolution 2022-03, Regarding FY 22
General Election..... Tab 1

4. BUSINESS ADMINISTRATION

- A. Consideration of Minutes of the Board of Supervisors Meeting
held on January 27, 2022..... Tab 2
- B. Consideration of Operation & Maintenance Expenditures for
January, February, and March 2022 Tab 3

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager Report..... Tab 4

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,
Lynn Hayes
District Manager

cc. Lindsay Whelan, Kutak Rock LLP
Nicole Lynn, Ardurra Group, Inc.

Tab 1

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WIREGRASS COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE PASCO COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Wiregrass 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 unincorporated Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Pasco County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

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

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by Bill Porter, Seat 4, currently held by Caitlin Chandler, and Seat 5, currently held by Hatcher Porter, are scheduled for the General Election in November 2022. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Pasco County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board are entitled to receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 24th day of March 2022.

**WIREGRASS COMMUNITY
DEVELOPMENT DISTRICT**

Chairperson, Board of Supervisors

ATTEST:

Secretary / Assistant Secretary

EXHIBIT A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE WIREGRASS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Wiregrass Community Development District will commence at noon on June 13, 2022, and close at noon on June 17, 2022. Candidates must qualify for the office of Supervisor with the Pasco County Supervisor of Elections located at 4111 Land O'Lakes Boulevard, Room 105, Land O' Lakes, Florida 34639, Phone (813) 929-2788. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a "qualified elector" of the District, as defined in Section 190.003, *Florida Statutes*. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Pasco County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Wiregrass Community Development District has three (3) seats up for election, specifically seats 1, 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 8, 2022, and in the manner prescribed by law for general elections.

For additional information, please contact the Pasco County Supervisor of Elections.

Tab 2

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.

WIREGRASS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors meeting of the Wiregrass Community Development District was held on **January 27, 2022, at 10:04 a.m.** at the offices of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present were:

Bill Porter	Board Supervisor, Chair
Hatcher Porter	Board Supervisor, Vice Chair
Korie Roberts	Board Supervisor, Assistant Secretary

Also Present were:

Lynn Hayes	District Manager, Rizzetta & Company, Inc.
Scott Sheridan	Developer, Locust Branch
Lindsay Whelan	District Counsel, Kutak Rock LLC

FIRST ORDER OF BUSINESS

Call to Order

Mr. Hayes called the meeting to order and confirmed a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

None.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors Meeting held on October 28, 2021

Mr. Hayes presented the meeting minutes from October 28, 2021 and inquired if there were any amendments necessary. There were none.

On a motion by Mr. Hatcher Porter, seconded by Mr. Bill Porter, with all in favor, the Board of Supervisors approved the October 28, 2021, Board of Supervisors meeting minutes, as presented, for Wiregrass Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for October,
November, and December 2021**

Mr. Hayes presented the Operation and Maintenance Expenditures for October, November, and December 2021.

On a Motion by Mr. Bill Porter, seconded by Mr. Hatcher Porter, with all in favor, the Board of Supervisors ratified the Operation & Maintenance Expenditures for October (\$70,934.12), November (\$60,537.43), and December (\$110,207.72) 2021, for Wiregrass Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Kutak Rock LLP Fee
Agreement**

Ms. Whelan briefly reviewed the Kutak Rock LLP Fee Agreement with the Board.

On a Motion by Mr. Bill Porter, seconded by Mr. Hatcher Porter, with all in favor, the Board of Supervisors ratified the Kutak Rock LLP Fee Agreement, for Wiregrass Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-02,
Adopting Prompt Payment Policies and
Procedures**

Mr. Hayes presented Resolution 2022-02, Adopting Prompt Payment Policies and Procedures.

On a Motion by Mr. Hatcher Porter, seconded by Mr. Korie Roberts, with all in favor, the Board of Supervisors adopted Resolution 2022-02, Adopting Prompt Payment Policies and **Procedures**, for Wiregrass Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Work Authorization for
Public Facility Report and Stormwater
Analysis by Ardurra Group**

On a motion by Mr. Hatcher Porter, seconded by Mr. Korie Roberts, with all in favor, the Board of Supervisors approved the Work Authorization for Public Facility Report and Stormwater Needs Analysis with Ardurra Group, for Wiregrass Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of AMTEC Arbitrage Rebate Proposal for Bond Series 2014

On a Motion by Mr. Hatcher Porter, seconded by Mr. Bill Porter, with all in favor, the Board of Supervisors accepted the AMTEC Series 2014 Arbitrage Rebate Report, for Wiregrass Community Development District.

NINTH ORDER OF BUSINESS

Consideration of AMTEC Arbitrage Rebate Proposal for Bond Series 2016

On a Motion by Mr. Bill Porter, seconded by Mr. Hatcher Porter, with all in favor, the Board of Supervisors accepted the AMTEC Series 2016 Arbitrage Rebate Report, for the Wiregrass Community Development District.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

No report.

C. District Manager Report

Mr. Hayes presented his report to the Board and announced that the next regularly scheduled meeting is February 24, 2022, at 10:00 a.m. at the offices of Rizzetta & Company located at 5844 Old Pasco Road Suite 100, Wesley Chapel, FL 33544. He reviewed the results of the 4th quarter ADA website compliance audit report and informed them that the website passed in all areas of the audit.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests.

TWELFTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Bill Porter, seconded by Mr. Hatcher Porter, with all in favor, the Board of Supervisors adjourned the meeting at 10:22 a.m. for Wiregrass Community Development District.

Secretary/ Assistant Secretary

Chair/Vice Chair

Tab 3

Wiregrass Community Development District

District Office · Wesley Chapel, Florida · (813) 994-1001
Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614
www.wiregrasscdd.org

Operations and Maintenance Expenditures January 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$91,753.96**

Approval of Expenditures:

Chairperson

Vice Chairperson

Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock LLP	001145	2979971	General/Monthly Legal Services 12/21	\$ 2,264.50
Rizzetta & Company, Inc.	001140	INV0000064616	District Management Fees 01/22	\$ 3,429.17
Rizzetta & Company, Inc.	001146	INV0000064864	Annual Dissemination Services FY21/22	\$ 6,000.00
Westcoast Landscape & Lawns, Inc.	001141	96907	Lawn Maintenance 12/21	\$ 12,650.00
Westcoast Landscape & Lawns, Inc.	001147	97499	Lawn Maintenance 01/22	\$ 12,650.00
Wiregrass Irrigation, LLC	001143	066	Irrigation Fees 12/21	\$ 48,470.76
Withlacoochee River Electric Cooperative, Inc	001144	1723523 12/21	Area Lighting 12/21	<u>\$ 6,289.53</u>
Report Total				<u>\$ 91,753.96</u>

Wiregrass Community Development District

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Operations and Maintenance Expenditures February 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$78,438.33**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Natives Nursery, Inc.	001154	18423	Quarterly Mitigation Maintenance - State Road 56 01/22	\$ 3,420.00
Korie Roberts	001149	KR012722	Board of Supervisors Meeting 01/27/22	\$ 200.00
Kutak Rock LLP	001155	3008088	General/Monthly Legal Services 01/22	\$ 2,894.23
Rizzetta & Company, Inc.	001148	INV0000065455	District Management Fees 02/22	\$ 3,429.17
Times Publishing Company	001152	0000205431 01/19/22	Legal Advertising Account #117709 01/22	\$ 104.80
Westcoast Landscape & Lawns, Inc.	001156	98576	Lawn Maintenance 02/22	\$ 12,650.00
Wiregrass Irrigation, LLC	001153	067	Irrigation Fees 01/22	\$ 48,677.80
Withlacoochee River Electric Cooperative, Inc	001151	1723523 01/22	Area Lighting 01/22	<u>\$ 7,062.33</u>
Report Total				<u>\$ 78,438.33</u>

Wiregrass Community Development District

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Operations and Maintenance Expenditures

March 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2022 through March 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$114,347.18**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Egis Insurance Advisors, LLC	001157	15294	Surety Bond 03/25/22-03/25/23	\$ 4,338.00
Florida Natives Nursery, Inc.	001161	18381	Remove Cattails - Mitigation Area 01/22	\$ 32,732.00
Harris Romaner Graphics	001159	20989	Replace (4) Sections of Sidewalk 02/22	\$ 2,500.00
Kutak Rock LLP	001162	3021996	General/Monthly Legal Services 02/22	\$ 1,360.64
Rizzetta & Company, Inc.	001158	INV0000066371	District Management Fees 03/22	\$ 3,429.17
Westcoast Landscape & Lawns, Inc.	001163	99244	Lawn Maintenance 03/22	\$ 12,650.00
Wiregrass Irrigation, LLC	001160	068	Irrigation Fees 02/22	\$ 50,275.04
Withlacoochee River Electric Cooperative, Inc	ACH20220308-1	1723523 02/22	Area Lighting 02/22	<u>\$ 7,062.33</u>
Report Total				<u>\$ 114,347.18</u>

Tab 4



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** May 26, 2022 @ 10:00 AM
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seat 1 Bill Porter, Seat 3 Vacant, Seat 4 Caitlin Chandler, Seat 5 Hatcher Porter):** November 8, 2022
- **General Election Qualifying Period:** Noon, June 13, 2022 – Noon, June 17, 2022 to submit your paperwork to the Pasco County Supervisors Elections Office

District Manager's Report

April 28

2022

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FINANCIAL SUMMARY

3/31/2022

General Fund Cash & Investment Balance:	\$741,193
Reserve Fund Cash & Investment Balance:	\$41,494
Debt Service Fund Investment Balance:	<u>\$3,084,324</u>
Total Cash and Investment Balances:	\$3,867,011
General Fund Expense Variance: \$43,834	Under Budget