



Rizzetta & Company

Wiregrass Community Development District

Board of Supervisors' Meeting February 23, 2023

**District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1615**

www.wiregrasscdd.org

WIREGRASS COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Bill Porter	Chair
	Hatcher Porter	Vice Chair
	Korie Roberts	Assistant Secretary
	Caitlyn Chandler	Assistant Secretary
	Alexis Porter	Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Counsel	Lindsay Whelan	Kutak Rock LLP
District Engineer	Nicole Lynn	Ardurra Group, Inc.

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.

WIREGRASS COMMUNITY DEVELOPMENT DISTRICT
District Office · Wesley Chapel, Florida (813) 994-1001
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
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February 16, 2023

**Board of Supervisors
Wiregrass Community
Development District**

REVISED FINAL AGENDA

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Wiregrass Community Development District will be held on **Thursday, February 23, 2023 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 Revised Final Agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Administer the Oath of Office to Elected Supervisor** Tab 1
 1. Review of Form 1 and Sunshine Law Requirements
 - B. Consideration of Resolution 2023-03; Designating Officers of The District** Tab 2
 - C. Consideration of Minutes of the Board of Supervisors Meeting held on September 22, 2022** Tab 3
 - D. Consideration of the Operation and Maintenance Expenditures for August 2022, September 2022, October 2022, November 2022, December 2022, and January 2023** Tab 4
 - E. District Counsel Memorandum Regarding Public Retention Records** Tab 5
 1. Consideration of Resolution 2023-01; Providing for the Appointment of a Records Management Liaison Officer Option 1
 2. Consideration of Resolution 2023-01; Providing for the Appointment of a Records Management Liaison Officer Option 2
- 4. STAFF REPORTS**
 - A. District Counsel**
 - B. District Engineer**
 - C. District Manager Report** Tab 6
 1. Wiregrass 4th Quarter ADA Website Compliance Audit Report

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5. BUSINESS ITEMS

A. Consideration of Establishment of the Audit Committee

6. SUPERVISOR REQUESTS

7. 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

Tab 1

**WIREGRASS II COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF WIREGRASS I COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing Oath was administered before me by means of ☐ physical presence or ☐ online notarization this 23rd day of February, 2023 by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Lake Padgett Estates Independent Special District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 2

RESOLUTION 2023-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WIREGRASS
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE
OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE
DATE**

WHEREAS, Wiregrass Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

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

- Section 1. _____ is appointed Chair.
- Section 2. _____ is appointed Vice Chair
- Section 3. _____ is appointed Assistant Secretary
_____ is appointed Assistant Secretary
_____ is appointed Assistant Secretary
Lynn Hayes _____ is appointed Assistant Secretary
, Darryl Adams _____ is appointed Assistant Secretary
- Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY 2023

**WIREGRASS COMMUNITY
DEVELOPMENT DISTRICT**

CHAIR/VICE CHAIR

ATTEST:

SECRETARY/ASST. SECRETARY

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 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 **Thursday, September 22, 2022, at 10:16 a.m.** at the offices 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, Chairperson
Hatcher Porter	Board Supervisor, Vice Chairperson
Korie Roberts	Board Supervisor, Assistant Secretary

Also Present were:

Lynn Hayes	District Manager, Rizzetta & Company, Inc.
Michele Lamberti	Administrative Assistant, Rizzetta & Company, Inc.
Lindsay Whelan	District Counsel, Kutak Rock LLC <i>(via conference call)</i>
Scott Sheridan	Developer, Locust Branch

FIRST ORDER OF BUSINESS**Call to Order**

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

SECOND ORDER OF BUSINESS**Audience Comments**

For the record, there were no audience members present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board of
Supervisors Meeting held on July 28, 2022**

Mr. Hayes presented the Meeting Minutes from July 28, 2022 and inquired if there were any amendments; the Board of Supervisors responded there were none.

On a motion by Mr. Bill Porter, and seconded by Mr. Hatcher Porter, with all in favor, the Board of Supervisors approved the July 28, 2022, Board of Supervisors Meeting Minutes, as presented, for Wiregrass Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for July, 2022**

Mr. Hayes presented the Operation and Maintenance Expenditures for July, 2022.

On a Motion by Mr. Hatcher Porter, and seconded by Mr. Bill Porter, with all in favor, the Board of Supervisors ratified the Operation & Maintenance Expenditures for July 2022 (\$73,993.06), for Wiregrass Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Innersync Studio
Ltd./Campus Suites First Amendment
Agreement/Addendum**

Mr. Hayes presented the Innersync Studio Ltd/Campus Suites First Amendment Agreement/Addendum.

On a Motion by Mr. Hatcher Porter and seconded by Mr. Korie Roberts, with all in favor, the Board of Supervisor approved the Innersync Studio Ltd./Campus Suites First Amendment Agreement Addendum, for Wiregrass Community Development District.

SIXTH ORDER OF BUSINESS

**Ratification of the EGIS Insurance Proposal
For Fiscal Year 2022-2023**

Mr. Hayes presented the Board with the EGIS Insurance Proposal for the Fiscal Year 2022-2023.

On a Motion by Mr. Bill Porter and seconded by Mr. Hatcher Porter, with all in favor, the Board of Supervisor ratified the approval of the EGIS Insurance Proposal of \$5,926 for Fiscal Year 2022-2023, for Wiregrass Community Development District.

SEVENTH ORDER OF BUSINESS**Ratification of Ardurra Work
Authorization for Southwest Florida
Water Management District**

Mr. Hayes presented the Ardurra Work Authorization for Southwest Florida Water Management District.

On a Motion by Mr. Hatcher Porter and seconded by Mr. Bill Porter, with all in favor, the Board of Supervisor ratified the approval of the Ardurra Work Authorization for Southwest Florida Water Management District, for Wiregrass Community Development District.

EIGHTH 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 scheduled for October 27, 2022, at 10:00 a.m. at the offices of Rizzetta & Company located at 5844 Old Pasco Road Suite 100, Wesley Chapel, FL 33544.

Mr. Hayes informed the Board of Supervisors that the November 23, 2022 regular schedule meeting falls the day before Thanksgiving. The Board opted to cancel this meeting.

On a Motion by Mr. Bill Porter and seconded by Mr. Korie Roberts, with all in favor, the Board of Supervisor approved the cancellation of the November 23, 2022 regular scheduled meeting, for Wiregrass Community Development District.

NINTH ORDER OF BUSINESS**Supervisor Requests**

There were no supervisor requests.

TENTH ORDER OF BUSINESS**Adjournment**

On a Motion by Mr. Hatcher Porter and seconded by Mr. Roberts, with all in favor, the Board of Supervisors adjourned the meeting at 10:24 a.m. for Wiregrass Community Development District.

Chairman/Vice Chairman

Secretary/ Assistant Secretary

Tab 4

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

August 2022

For Board Approval

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

The total items being presented: **\$84,830.05**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 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.	100003	18679	Quarterly Mitigation Maintenance - G-27 Reverse Frontage 07/22	\$ 950.00
Korie Roberts	100000	KR072822	Board of Supervisor Meeting 07/28/22	\$ 200.00
Kutak Rock, LLP	100004	3093791	General/Monthly Legal Services 07/22	\$ 802.00
Rizzetta & Company, Inc.	100001	INV0000070207	District Management Fees 08/22	\$ 3,514.17
Times Publishing Company	100005	0000231232 06/22/22	Legal Advertising Account #117709 06/22	\$ 1,530.00
Times Publishing Company	100005	0000235665 07/20/22	Legal Advertising Account #117709 07/22	\$ 104.80
Westcoast Landscape & Lawns, Inc.	100006	103619	Lawn Maintenance 08/22	\$ 12,650.00
Wiregrass Irrigation, LLC	100007	073	Irrigation Fees 07/22	\$ 50,525.10
Withlacoochee River Electric Cooperative, Inc.	20220817-01	1723523 07/22	Area Lighting 07/22	\$ 7,276.99
Withlacoochee River Electric Cooperative, Inc.	20220831-01	1723523 08/22	Area Lighting 08/22	\$ 7,276.99
Report Total				<u>\$ 84,830.05</u>

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AMTEC	100012	1427634	Arbitrage Rebate Report Series 2014 09/22	\$ 1,450.00
Egis Insurance Advisors, LLC	100010	16449	General/Property/POL Liability Insurance 10/01/22-10/01/23	\$ 5,926.00
Kutak Rock, LLP	100013	3108316	General/Monthly Legal Services 08/22	\$ 455.00
Rizzetta & Company, Inc.	100009	INV0000071182	District Management Fees 09/22	\$ 2,929.17
Rizzetta & Company, Inc.	100008	INV0000071182 - Irrigation	District Management Fees 09/22 Contd.	\$ 500.00
Times Publishing Company	100014	246309 09/14/22	Legal Advertising Account #117709 09/22	\$ 104.80
Westcoast Landscape & Lawns, Inc.	100015	104364	Lawn Maintenance 09/22	\$ 12,650.00
Wiregrass Irrigation, LLC	100011	74	Irrigation Fees 08/22	\$ <u>49,030.20</u>
Report Total				\$ <u>73,045.17</u>

Wiregrass Community Development District

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Operations and Maintenance Expenditures

October 2022

For Board Approval

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

The total items being presented: **\$87,977.16**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Department of Economic Opportunity	100024	87098 FY22/23	Special District Fee FY22/23	\$ 175.00
Disclosure Services, LLC	100025	5	Amortization Schedule Series 2014	\$ 100.00
Innersync Studio, Ltd	100016	20853	Website Services - ADA Compliance FY 22/23	\$ 1,537.50
Korie Roberts	100022	KR092222	Board Of Supervisors Meeting 09/22/22	\$ 200.00
Kutak Rock, LLP	100023	3123404	General/Monthly Legal Services 09/22	\$ 645.00
Rizzetta & Company, Inc.	100020	INV0000071818 - Irrigation		\$ 500.00
Rizzetta & Company, Inc.	100018	INV0000071965 - Irrigation	Assessment Roll FY22/23	\$ 1,575.00
Rizzetta & Company, Inc.	100019	INV0000071818	District Management Fees 10/22	\$ 3,091.88
Rizzetta & Company, Inc.	100017	INV0000071965	Assessment Roll FY22/23	\$ 6,300.00
Westcoast Landscape & Lawns, Inc.	100026	105117	Lawn Maintenance 10/22	\$ 12,650.00
Wiregrass Irrigation, LLC	100021	75	Irrigation Fees 09/22	\$ 53,900.53
Withlacoochee River Electric Cooperative, Inc.	ACH	1723523 9/22	Area Lighting 09/22	<u>\$ 7,302.25</u>

Report Totals

\$ 87,977.16

Wiregrass Community Development District

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Operations and Maintenance Expenditures November 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$80,253.94**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kutak Rock, LLP	100033	3139709	General/Monthly Legal Services 10/22	\$ 177.00
Rizzetta & Company, Inc.	100027	INV0000072654 -	Accounting Services 11/22	\$ 500.00
Rizzetta & Company, Inc.	100028	Irrigation INV0000072654	District management Fees 11/22	\$ 3,091.88
Times Publishing Company	100029	11/22 0000252221 10/19/22	Legal Advertising Account #117709 10/22	\$ 102.40
Times Publishing Company	100030	0000243747 09/07/22	Legal Advertising 09/22	\$ 143.20
U.S. Bank	100031	6704016	Trustee Fees Series 2014 10/01/22 - 09/30/23	\$ 4,770.63
Westcoast Landscape & Lawns, Inc.	100034	105917	Lawn Maintenance 11/22	\$ 12,650.00
Wiregrass Irrigation, LLC	100032	76	Irrigation Fees 10/22	\$ 51,491.35
Withlacoochee River Electric Cooperative, Inc.	ACH	1723523	Area Lighting 10/22	\$ 7,327.48
Report Totals				<u>\$ 80,253.94</u>

Wiregrass Community Development District

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Operations and Maintenance Expenditures December 2022 For Board Approval

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

The total items being presented: **\$109,970.56**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100036	INV0000073300 - Irrigation	Accounting Services 12/22	\$ 500.00
Rizzetta & Company, Inc.	100037	INV0000073300	District Management Fees 12/22	\$ 3,091.88
Sandhill Flats LLC	100038	468	Pond Maintenance - Hueland Pond Blvd. 11/22	\$ 32,500.00
Westcoast Landscape & Lawns, Inc.	100039	106771	Lawn Maintenance 12/22	\$ 12,650.00
Wiregrass Irrigation, LLC	100035	77	Irrigation Fees 11/22	\$ 53,903.60
Withlacoochee River Electric Cooperative, Inc.	ACH	1723523 1/2	Area Lighting 11/22	<u>\$ 7,325.08</u>
Report Totals				<u>\$ 109,970.56</u>

Wiregrass Community Development District

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Operations and Maintenance Expenditures

January 2023

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$68,914.55**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Wiregrass Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Natives Nursery, Inc.	100042	18904	Quarterly Mitigation Maintenance - G-27 Reverse Frontage 12/22	\$ 950.00
Rizzetta & Company, Inc.	100040	INV0000074738	District Management Fees 1/23	\$ 3,591.88
Rizzetta & Company, Inc.	100041	INV0000074919	Annual Dissemination Services 01/23	\$ 6,000.00
Wiregrass Irrigation, LLC	100043	78 6/11	Irrigation Fees 12/22	\$ 52,058.39
Withlacoochee River Electric Cooperative, Inc.	ACH	1723523 6/11	Area Lighting 12/22	<u>\$ 6,314.28</u>
Report Totals				<u>\$ 68,914.55</u>

Tab 5

MEMORANDUM

TO: WIREGRASS COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS

FROM: LINDSAY WHELAN

DATE: JANUARY 26, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WIREGRASS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Wiregrass Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Pasco County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

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

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 23rd day of February 2023

ATTEST:

**WIREGRASS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WIREGRASS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; 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 in Pasco County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F. Participate in the District's development of electronic record keeping systems.
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 23rd day of February 2023

ATTEST:

**WIREGRASS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

Tab 6



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** March 23, 2023 @ 10:00 AM
- Oath of Office For Hatcher Porter & Caitlin Chandler and Designation of the Officers of the District Resolution. Bill Porter to remain in Seat 1.

District Manager's Report

February 23

2023

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FINANCIAL SUMMARY

12/31/2022

General Fund Cash & Investment Balance: \$1,033,364

Reserve Fund Cash & Investment Balance: \$41,682

Debt Service Fund Investment Balance: \$3,107,240

Total Cash and Investment Balances: \$4,182,286

General Fund Expense Variance: \$13,579 Under Budget



Quarterly Compliance Audit Report

Wiregrass

Date: January 2023 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

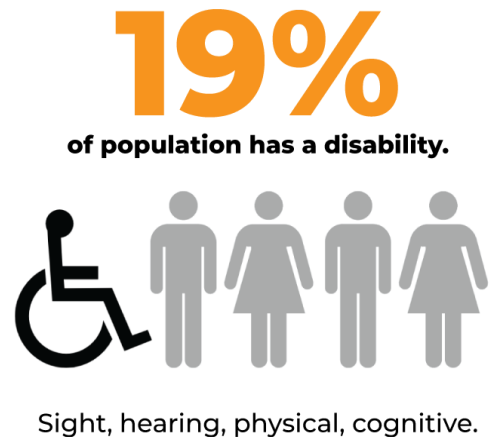
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
N/A	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web