



Rizzetta & Company

# **Connerton West Community Development District**

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## **Board of Supervisors' Meeting January 7, 2019**

**District Office:  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 32625  
813.933.5571**

**[www.connertonwestcdd.org](http://www.connertonwestcdd.org)**

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT  
AGENDA  
JANUARY 7, 2019 at 4:00 p.m.**

At Club Connerton located at 21100 Fountain Garden Way, Land O Lakes, FL 34638.

<b>District Board of Supervisors</b>	Stewart Gibbons	Chairman
	Richard Dombrowski	Vice Chairman
	James Jackson	Assistant Secretary
	Ryan Becwar	Assistant Secretary
	Vacant	Assistant Secretary
<b>District Manager</b>	Greg Cox	Rizzetta & Company, Inc.
<b>District Attorney</b>	Alyssa Willson	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Jordan Schrader	Clearview Land Design, P.L..

**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 813-933-5571. 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.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE · 12750 CITRUS PARK LANE, SUITE 115 TAMPA, FL 33625**  
**www.connertonwestcdd.org**

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**Board of Supervisors**  
**Connerton West Community**  
**Development District**

January 4, 2019

**REVISED AGENDA**

Dear Board Members:

The Connerton West Community Development District regular meeting of the Board of Supervisors will be held on **Monday, January 7, 2019 at 4:00 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638. The following is the revised agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. ADA WEBSITE COMPLIANCE PROPOSAL DISCUSSION ..... Tab 1**
- 3. AUDIENCE COMMENTS**
- 4. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of the Board of Supervisors' Meeting held on December 3, 2018 ..... Tab 2
  - B.** Consideration of Operation and Maintenance Expenditures for November 2018 ..... Tab 3
  - C.** Consideration of Change Orders 24-25 ..... Tab 4
- 5. BUSINESS ITEMS**
  - A.** Consideration of Resolution 2019-02; Declaring Vacancy For Seat #4 ..... Tab 5
  - B.** Consideration of Appointments for Seat #4 ..... Tab 6
  - C.** Establishment of Audit Committee
  - D.** Consideration of Resolution 2019-03; Authorizing Reimbursements of Certain Improvements ..... Tab 7
  - E.** Field Inspection Report (under separate cover)
  - F.** Landscape Update ..... Tab 8
    1. Consideration of Turf Proposal ..... Tab 9
  - G.** Monthly Irrigation Report ..... Tab 10
    1. Consideration of 2018-2019 Irrigation Proposal..... Tab 11
  - H.** Monthly Aquatic Service Update ..... Tab 12
  - I.** Discussion of Bond Re-funding Projects
- 6. STAFF REPORTS**
  - A.** District Counsel
  - B.** District Engineer
  - C.** District Manager
    1. Financial Status Update
    2. Action Item List ..... Tab 13

- 7. AUDIENCE COMMENTS
- 8. SUPERVISOR REQUESTS
- 9. ADJOURNMENT

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

*Greg Cox*

Greg Cox  
District Manager

cc: Alyssa Willson, Hopping Green & Sams, P.A.



## Tab 1

# Connerton West – Scope of Work & Pricing Options\*

## ❑ Option 1:

**\$6,900 (year one) - auditing & remediation of the existing Connerton West CDD website**

**\$1,500 (annually) - to ensure continued accessibility and compliance as WCAG standards change**

**- includes two hours of consulting and help desk access**

**- annual fee is waived in year one**

**\$2.90 per page - PDF human expert auditing & remediation\*\***

**\$190 per hour - additional consulting beyond two hours**

## ❑ Option 2:

**\$4,900 (year one) - migration of current site content to new, ADA-compliant format**

**- performed by experts in website coding & design**

**\$1,125 (annually) - to ensure continued accessibility and compliance as WCAG standards change**

**- includes two hours of consulting and help desk access**

**- annual fee is waived in year one**

**\$2.90 per page - PDF human expert auditing & remediation**

**\$190 per hour - additional consulting beyond two hours**

***\* the pricing above reflects a 20% discount that ADA Site Compliance is pleased to offer to all Egis clients***

***\*\* PDF auditing & remediation is not included in either option***



## ADA Site Compliance, LLC



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### Statement of Work (SOW) Agreement to Perform Consulting Services

#### Date

November 30, 2018

#### Services Performed By:

ADA Site Compliance, LLC

#### Services Performed For:

Connerton West CDD

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This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between Connerton West CDD (“Client”) and ADA Site Compliance, LLC (“Contractor”), effective November 30, 2018 (the “Agreement”). This SOW is subject to the terms and conditions contained in the agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of the agreement, the terms of the SOW shall govern and prevail.

This SOW, effective as of November 30, 2018, is entered into by and between Contractor and Client for Client’s website [www.connertonwestcdd.org](http://www.connertonwestcdd.org) and is subject to the terms and conditions specified below. The exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the exhibit(s) hereto, the terms of the SOW shall prevail.

## Period of Performance

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The services shall begin on the date of the Agreement’s execution and shall continue through completion or termination, subject to the termination provisions below.

## Process & Engagement

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ADA Site Compliance uses both technological (i.e. software-based) and human expert auditing to detect compliance failures for websites, mobile applications, PDFs, and other digital assets. We evaluate their accessibility against evolving web content accessibility guidelines (currently WCAG 2.1) and offer the solutions below. In both cases, we will deliver you a website that has been audited and remediated for substantial compliance with current standards.

**Option 1** – Our team of human expert auditors performs manual compliance testing of your existing website using

screen reader software and keyboard shortcuts. This testing method best simulates the actual conditions a user with disabilities experiences when visiting your site and is therefore the most reliable gauge of its real-world accessibility. Our remediation team uses the resulting audit report to make all relevant fixes to your existing site via its source code. We then re-submit the fixed pages for round two of human auditing and a corresponding second round of corrections. This is to ensure all failures have been addressed and that no new ones were created in the process.

Throughout the process and afterward, you will receive quarterly technological audit reports that identify all errors that software can detect. Please note that software-based reports alone cannot identify 100% of accessibility failures; at best, they can uncover about one-third of them. As such, your technological reports are intended only as a general diagnostic of your site's ongoing compliance health – not as a measure of your website's overall accessibility.

**Option 2** – Our team will migrate your existing site to an accessible and compliant theme built and maintained by ADASC. Rizzetta & Company will continue to host and provide backup for your site. Post-migration, our audit and design teams will employ best efforts to ensure that your new website is substantially compliant with current standards. By building a new site on an accessible and compliant theme, we avoid the significant preparation and testing costs associated with Option 1. This is reflected in the price difference between the two options.

## Scope of Work & Deliverables

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Contractor shall provide the following services/deliverables for Client and its site, [www.connertonwestcdd.org](http://www.connertonwestcdd.org):

### Technological & Human Expert Auditing (Option 1 only)

- customized software-based and human expert auditing of the entire web domain
- detailed audit reports including the precise location in the code of each failure, a description of the error, a picture for visual context, and a suggested remediation step

### Site Migration (Option 2 only)

- Contractor will migrate the content of Client's existing website to one built on Contractor's own themes that are known to be accessible and compliant with WCAG 2.1 standards
- content may include, but is not limited to, pictures, text, tables, video files, and forms
- some existing functionality/content, including that provided by third-party vendors, may be impossible to migrate "as is" from the existing site to the new one, in which case another solution may be required
- review by Contractor's technical team leaders of the migrated site for quality assurance

### PDF Auditing & Remediation (if applicable)

- Contractor will deliver fully accessible PDFs to Client
- document types may include, but are not limited to, meeting agendas, minutes, and budgets
- this service is not automatically included with either migration or auditing/remediation
- per-page pricing is included in the Fee Schedule section of this SOW

### Customized Accessibility Policy & Compliance Shield (Options 1 & 2)

- indication of Client's active engagement with recognized experts in the field of website accessibility and compliance; the deliverable is uploaded to the footer of Client's website and acts as a deterrent to litigation from trolling plaintiffs and/or attorneys
- statement of Client's specific ongoing strides toward compliance with current WCAG standards – to be posted on the website (links to ADA Compliance Shield)
- alternate contact info for users to report inaccessible areas of Client's website and to request assistance – to be posted on the website (links to ADA Compliance Shield)

#### Technical Support (Options 1 & 2)

- available to Client and/or its developers via email, phone, video, and (where feasible) in-person contact

## Fee Schedule

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### **Option 1:**

\$6,900 (year one) – auditing and remediation of the current Connerton West CDD website

\$1,500 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

\$190 per hour – additional consulting beyond two hours (e.g. adding new site content, editing existing content)

### **Option 2:**

\$4,900 (year one) – migration of the current website to a new site built on ADA-compliant themes

\$1,125 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

\$190 per hour – additional consulting beyond two hours (e.g. adding new site content, editing existing content)

One-half (50%) of the year-one fee for services is due at the time of the Agreement's signing, with the balance due upon Client's acceptance of the final deliverables.

The annual fee, to be paid one (1) year after the execution date of this SOW, includes Client's continued use of Contractor's Compliance Shield and Accessibility Policy; updates made to the Accessibility Policy to reflect changing standards and laws; quarterly technological auditing and reporting, and continued consulting.

## Completion Criteria

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Contractor will make all reasonable efforts to complete human expert auditing in an expeditious way. The process of migrating, auditing, and remediating website-based content is time-intensive and typically takes between thirty (30) and forty-five (45) days, per round, to complete. This excludes any time needed to remediate the identified failures and to validate their corrections. The total completion time for multiple rounds of human expert auditing may be three (3) to six (6) months in all. For sites of significant complexity, this term may be longer.

Contractor shall have fulfilled its obligations to Client when either of the following occurs:

- Contractor provides Client all deliverables above, and Client accepts these without unreasonable objections. If Contractor receives no response within seven (7) business days of delivery, this shall be deemed acceptance.
- Contractor and/or Client may cancel services not yet provided within sixty (60) business days with advance written notice to the other party.

## Signatures

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In witness whereof, the Parties have, by their duly authorized representatives, executed this SOW as of the date first set forth above.

### **ADA SITE COMPLIANCE, LLC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **CONNERTON WEST CDD**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## 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.*

**CONNERTON WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Connerton West Community Development District was held on **Monday, December 3, 2018 and called to order at 4:01 p.m.** at Club Connerton, 21100 Fountain Garden Way, Land O' Lakes, FL 34638.

Present and constituting a quorum:

Stewart Gibbons	<b>Board Supervisor, Chairman</b>
Richard Dombrowski	<b>Board Supervisor, Vice-Chairman</b>
James Jackson	<b>Board Supervisor, Assistant Secretary</b>
Ryan Becwar	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager, Rizzetta &amp; Company</b>
Jordan Lansford	<b>District Manager, Rizzetta &amp; Company</b>
Alyssa Willson	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
David O'Brien	<b>District Engineer, Clearview Land Design (via. conf. call)</b>
Jason Chambrot	<b>Representative, CLM</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cox called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Administer Oath of Office to Newly  
Elected Supervisors**

Mr. Cox, a notary public in the State of Florida, administered the Oath of Office to Mr. Ryan Becwar and Mr. James Jackson. These Supervisors were recently re-elected during the November General Elections.

Ms. Willson provided a brief Sunshine Laws refresher to the Board members and the newly elected Supervisors confirmed that they will accept compensation for serving as authorized.



**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**December 3, 2018 - Minutes of Meeting**  
**Page 2**

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Mr. Cox informed the Board of the CDD 101 sessions being offered by Rizzetta & Company on January 23, 2019.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

Mr. Rundel addressed the Board about signage and weeding that needs to be done at Magnolia Park.

**FOURTH ORDER OF BUSINESS**

**Declaration of Vacancy for Seat #4**

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously declared Seat 4 vacant for the term of 2018-2022, for the Connerton West Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Appointment of Vacant Seat #4**

The Board discussed the process to appoint a qualified resident to Seat #4 and approved to request staff to announce the vacant seat via email blast and to request interested residents to send a bio and other relevant information to Mr. Cox. All information would then be added to the next CDD agenda with the goal of trying to appoint a qualified resident to Seat #4.

**SIXTH ORDER OF BUSINESS**

**Monthly Landscape Report**

The Board reviewed the October landscape inspection report from Mr. Toborg and heard an update from Mr. Chambrot with CLM regarding the status of the work performed since the contract had started.

Mr. Gibbons requested that Mr. Toborg attend the next CDD meeting on January 7, 2019.

The Board reviewed the landscape proposals for mulch/pine straw, annuals and treatment of the Bermuda on the soccer fields.

On a Motion by Mr. Dombrowski, seconded by Mr. Gibbons, with all in favor, the Board of Supervisors unanimously approved the CLM proposal for mulch/pine straw in the amount of 48,200.00, for the Connerton West Community Development District.

On a Motion by Mr. Becwar, seconded by Mr. Dombrowski, with all in favor, the Board of Supervisors unanimously approved the CLM amended annuals proposal in the amount of 10,000.00, for the Connerton West Community Development District.

The Board tabled the treatment of the Bermuda on the Soccer Fields proposal.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**December 3, 2018 - Minutes of Meeting**  
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**SEVENTH ORDER OF BUSINESS**

**Monthly Irrigation Report**

Ms. Gail Huff provided an update on the irrigation maintenance as well as an explanation of the damages to the 6-inch water main by Clearwater Gas.

The Board also reviewed a previous proposal made by Ballenger Irrigation for needed work on the EP-1 and EP-2 irrigation pumps.

On a Motion by Mr. Becwar, seconded by Mr. Dombrowski, with all in favor, the Board of Supervisors unanimously approved for Ballenger Irrigation to make repairs to the EP-1 and EP-2 irrigation pumps with a Not-to-Exceed amount of \$10,000.00, for the Connerton West Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Meeting held on  
October 1, 2018**

Mr. Cox presented the meeting minutes of the Board of Supervisors' meeting held on October 1, 2018.

On a Motion by Mr. Dombrowski, seconded by Mr. Gibbons, with all in favor, the Board of Supervisors unanimously approved the minutes of the Board of Supervisors' Meeting held on October 1, 2018, as presented, for the Connerton West Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for  
September & October 2018**

Mr. Cox presented the Operations and Maintenance expenditures report for September & October 2018.

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously ratified the payment of the Operations and Maintenance expenditures for September 2018 in the amount of \$221,976.18 and October 2018 in the amount of \$73,571.63 for the Connerton West Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Deeb Change Orders  
#19 through #23**

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously ratified Deeb Change Orders #19 through #23, for the Connerton West Community Development District.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**December 3, 2018 - Minutes of Meeting**  
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**ELEVENTH ORDER OF BUSINESS**

**Consideration of Requisitions 12 through 21**

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously ratified Construction Requisitions 12 through 21 for the Connerton West Community Development District.

Mr. Jackson requested information from the District Engineer regarding the lack of sidewalks and landscaping along the side of newly constructed roadways.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-01; Designating Officers**

Mr. Cox presented Resolution 2019-01, Designation of Officers and explained its purpose and content. Mr. Dombrowski nominated Mr. Gibbons as Chairman and no other nominations were made. Mr. Becwar nominated Mr. Dombrowski as Vice-Chairman and no other nominations were made. Mr. Cox explained that the remaining Board Supervisors along with himself and Ms. Angel Montagna, with Rizzetta, would be appointed as Assistant Secretaries.

On a motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board adopted Resolution 2019-01; Designating Officers, for the Connerton West Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Monthly Aquatic Service Update**

The Board members reviewed the October and November aquatic maintenance reports submitted by Cardno.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Cardno Playground Drainage Proposal**

Mr. Cox presented Cardno drainage proposal (\$10,570) for the Rose Cottage playground area. Ms. Willson reviewed the contract prepared for this work with the Board.

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with three in favor, and Mr. Jackson opposed, the Board of Supervisors approved the Cardno Rose Cottage playground drainage proposal, for the Connerton West Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Cardno Nature Trail Proposal Scope & Fee**

Mr. Cox presented a revised Cardno Scope of Services for the trail addition across wetland 391 along with an Alignment and Cost Evaluation to the Board (Exhibit). The revised fee proposed is \$14,200.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**December 3, 2018 - Minutes of Meeting**  
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On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously approved the Scope of Services for the trail addition across wetland 391 with the fees of \$14,200.00, for the Connerton West Community Development District.

Mr. Cox provided the Board with information regarding the submission of the right-of-way (ROW) use permit for the playground drainage area. He also presented a proposal that was approved for preparation and submission of the ROW use permit and the need for the Board to ratify the approval of this work.

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously ratified a previously approved proposal from Clearview Land Design for the work done to prepare the ROW use permit for the drainage work for the Rose Cottage area playground install for \$6,500.00, for the Connerton West Community Development District.

**SIXTEENTH ORDER OF BUSINESS**                      **Consideration of Field Services Contract**

Mr. Cox presented and explained the revisions to the Field Services contract with Rizzetta and Company.

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously approved the updated Field Services Contract with Rizzetta & Company, Inc., for the Connerton West Community Development District.

**SEVENTEENTH ORDER OF BUSINESS**                      **Discussion of Bike Lane**

The Board reviewed information submitted regarding a Shared Bike Lane program. The Board discussed the program but did not take any actions at this time.

**EIGHTEENTH ORDER OF BUSINESS**                      **Presentation of Series 2006 Arbitrage Report**

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously accepted and filed the 2006 Arbitrage Report, for the Connerton West Community Development District.

**NINETEENTH ORDER OF BUSINESS**                      **Ratification of Holiday Lighting Proposal**

On a Motion by Mr. Becwar, seconded by Mr. Dombrowski, with all in favor, the Board of Supervisors unanimously ratified the Decorating Elves proposal in the amount of \$14,785.00, for the Connerton West Community Development District.

**TWENTIETH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No report.

**B. District Engineer**

No report.

**C. District Manager**

Mr. Cox reminded the Board the next regular meeting is scheduled for January 7, 2019 at 4:00 p.m. at Club Connerton, 21100 Fountain Garden Way, Land O' Lakes, FL 34638.

Mr. Cox presented the EGIS proposal for Public Officials Liability, Property and General Liability Insurance beginning January 1, 2019 until October 31, 2019.

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board of Supervisors unanimously approved the EGIS Insurance Proposal, for the Connerton West Community Development District.

Mr. Cox presented the action item list to the Board.

**TWENTY-FIRST ORDER OF BUSINESS**

**Audience Comments**

Mr. Patrick Storer addressed the Board regarding storm drain damage in several locations by builders; request for an update on the playground install and the possible installation of park benches on the major roadways.

Mr. Fred Cornelious addressed the Board regarding the issue of Lennar installing lesser quality roofing tiles on newer homes in the community.

Mr. Joe Cammarota asked the status of a request regarding the installation of sod on Pearl Crescent Court.

**TWENTY-SECOND ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Becwar requested staff inspect the removal of plants / bushes by Brightview at the end of Lagerfield Drive leaving only one plant.

Mr. Jackson submitted pictures of broken storm drains by builders and requested staff look into having them fixed by the responsible party.

Mr. Dombrowski commented on the installation of Christmas lighting and the relatively lack of complaints so far this year.

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**TWENTY-THIRD ORDER OF BUSINESS      Adjournment**

On a Motion by Mr. Dombrowski, seconded by Mr. Becwar, with all in favor, the Board adjourned the meeting at 6:17 p.m. for the Connerton West Community Development District.
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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman / Vice-Chairman

## Tab 3

# Connerton West Community Development District

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

## **Operations and Maintenance Expenditures November 2018 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2018 through November 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$128,336.03**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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



**Connerton West Community Development District**  
**Paid Operation & Maintenance Expenditures**  
November 1, 2018 Through November 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Alexander Conran	002291	103018 Conran	Off Duty Patrols 10/30/18	\$ 200.00
American Mulch & Groundcover	002274	103118	Installation of Playground Mulch 10/18	\$ 1,347.50
Ballenger & Company, Inc.	002275	18476	Irrigation Maintenance 10/18	\$ 7,396.00
Ballenger & Company, Inc.	002287	18487	SWFWMD Meter Reading/Irrigation Pump Station 10/18	\$ 1,300.00
Ballenger & Company, Inc.	002287	18492	Repairs & Extras on Irrigation System 10/18	\$ 375.00
Ballenger & Company, Inc.	002287	18503	Repaired Irrigation Valve 10/18	\$ 967.50
Ballenger & Company, Inc.	002305	18463	Installed Tube on Retaining Wall 11/18	\$ 1,228.70
BrightView Landscape Services, Inc.	002276	5962068	Landscape Maintenance 10/18	\$ 22,677.33
BrightView Landscape Services, Inc.	002276	6002997	Bermuda Fertilizer 10/18	\$ 5,288.00
BrightView Landscape Services, Inc.	002276	6002998	Ornamental Fertilizer 10/18	\$ 2,500.00
BrightView Landscape Services, Inc.	002276	6002999	Bermuda Fertilizer 10/18	\$ 634.00
BrightView Landscape Services, Inc.	002276	6003000	Bahia Fertilizer 10/18	\$ 1,900.00
BrightView Landscape Services, Inc.	002276	6000549	Additional Maintenance Areas 211-213 10/18	\$ 970.00
BrightView Landscape Services, Inc.	002288	6006194	Installed Bahia Sod 10/18	\$ 587.91
BrightView Landscape Services, Inc.	002288	6006203	Mow & Blow Park 10/18	\$ 975.00
Brown's Trophies, Inc.	002302	F4036	Meeting Name Plate 10/18	\$ 11.95
Capital Land Management Corporation	002306	204395	Landscape Maintenance 11/18	\$ 22,000.00
Cardno, Inc.	002277	263197	Monthly Lake Management 09/18	\$ 3,530.00
Cardno, Inc.	002277	263271	Monthly Mitigation Maintenance - V2 PH 1 & 3 09/18	\$ 2,250.00
Clearview Land Design, P. L.	002278	18-11859	Engineering Services 10/18	\$ 495.00
Connerton Community Association, Inc.	002289	201820	Salary Reimbursement 10/18	\$ 2,390.00
Decorating Elves, Inc.	002292	9862	Holiday Lighting & Decorations-Deposit 12/18	\$ 5,122.25
Department of Economic Opportunity	002298	72383	Special District Fee FY 18/19	\$ 175.00
Hopping Green & Sams	002295	103389	General Counsel/Monthly Meeting 09/18	\$ 4,818.18
Jeremy R. Cohen	002290	100218 Cohen	Off Duty Patrols 10/02/18	\$ 350.00

**Connerton West Community Development District**  
**Paid Operation & Maintenance Expenditures**  
November 1, 2018 Through November 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Jeremy R. Cohen	002290	102518 Cohen	Off Duty Patrols 10/25/18	\$ 200.00
Jerry Richardson	002285	1156	Monthly Hog Removal Service 10/18	\$ 800.00
Jerry Richardson	002309	1167	Monthly Hog Removal Service 11/18	\$ 800.00
K. Johnson's Lawn & Landscaping, Inc.	002279	15635	Mowing of Connerton Bike Trail 10/18	\$ 700.00
K. Johnson's Lawn & Landscaping, Inc.	002308	15717	Mowing of Connerton Bike Trail 11/18	\$ 700.00
Kevin Eric Hamilton	002294	100618 Hamilton	Off Duty Patrols 10/06/18	\$ 200.00
Kevin Eric Hamilton	002294	103118 Hamilton	Off Duty Patrols 10/31/18	\$ 200.00
LLS Tax Solutions, Inc.	002280	001579	Capital Improvement Revenue Bonds Series 2006 A1/A2 PE 09/25/18	\$ 500.00
Mike Fasano, Tax Collector	002301	23-25-18-0040-0P100-0000 2018	Non-Ad Valorem Storm Water Assessments 2018	\$ 91.20
Mike Fasano, Tax Collector	002301	25-25-18-0080-00000-00S0 2018	Non-Ad Valorem Assessments 2018	\$ 1.78
Mobile Mini, Inc.	002297	9005146151	Acct# 10023746 Mobile Storage Rental 10/21/18-11/17/18	\$ 203.03
New Tampa Fence Inc	002281	1399	Fence Installation Around Park 10/18	\$ 3,780.00
Pasco County	002299	Pasco Water Summary 10/18	Water Summary 10/18	\$ 56.07
Pasco County	002303	Pasco Water Summary 10/18 A	Water Summary 10/18 A	\$ 56.30
Pasco County BOCC	002282	102918	Review Fee for R-O-W Use Permit 10/18	\$ 400.00
Patrick J. Elmore	002293	103018 Elmore	Off Duty Patrols 10/30/18	\$ 200.00
Rizzetta & Company, Inc	002283	INV0000036020	District Management Fees 11/18	\$ 6,283.33
Rizzetta Technology Services, LLC	002284	INV0000003846	Email & Website Hosting Services 11/18	\$ 175.00
Suncoast Pool Service	002286	4798	Swimming Pool Service/Chemical/Debris Removal	\$ 250.00
Suncoast Pool Service	002300	4856	Swimming Pool Service/Chemical/Debris Removal	\$ 250.00
Times Publishing Company	002296	697504 10/19/18	Acct# 119853 Legal Advertising 10/18	\$ 90.40
Withlacoochee River Electric Cooperative Inc.	002304	Electric Summary Bill- 10/18	Electric Summary Bill-10/18	<u>\$ 22,909.60</u>
Report Total				<u><b>\$ 128,336.03</b></u>

## Tab 4

CHANGE  
ORDER

Distribution:  
Contractor

Project: Connerton Ph IA, IIA, & Mass Grading  
1B, 2B, & 1C

Change order number: 24  
Initiation Date: 11/15/2018  
Contract for: Site Development

To: (Contractor)  
Deeb Construction & Development Co.  
9400 River Crossing Blvd Suite 102  
New Port Richey, Florida 34655

DESCRIPTION	TOTAL
Dirt Stockpile Phase 1B & 1C	\$143,181.00

See attached for source documents

TOTAL FOR THIS CHANGE ORDER \$143,181.00

Not valid until signed by the Contractor

Signature of the Subcontractor indicates his agreement herewith, including any adjustment in the  
Contract Sum or Contract Time

The Original Contract Sum	\$4,824,688.33
Net change by previously authorized Change Orders	\$242,076.16
The Contract Sum prior to this Change Order was	\$5,066,764.49
The Contract Sum by this Change Order	\$143,181.00
The new Contract Sum including this Change Order will be	\$5,209,945.49

Engineer  
Clearview Land Design, P.L.  
1213 E. 6th Avenue  
Tampa, FL 33605

Contractor  
Deeb Construction & Development Co.  
9400 River Crossing Blvd Suite 102  
New Port Richey, Florida 34655

Owner  
Connerton West Community  
Development District  
3434 Colwell Ave. Suite 200  
Tampa, FL 33614

Signature

Date

Signature

Date

Signature

Date

**Park Area**

<u>DATE</u>	<u>LOADS</u>	<u>C.Y.</u>	
10-Sep	96	2,112	22
14-Sep	44	968	22
17-Sep	100	2,200	22
18-Sep	75	1,650	22
19-Sep	63	1,386	22
20-Sep	103	2,266	22
21-Sep	88	1,936	22
25-Sep	66	1,452	22
26-Sep	81	1,782	22
27-Sep	110	2,420	22
28-Sep	51	1,122	22
1-Oct	50	1,100	22
		20,394	

**Pond Slopes**

<u>DATE</u>	<u>LOADS</u>	<u>C.Y.</u>	
11-Oct	50	1,100	22
12-Oct	44	968	22
15-Oct	77	1,694	22
18-Oct	88	1,936	22
19-Oct	71	1,562	22
22-Oct	68	1,496	22
23-Oct	31	682	22
24-Oct	33	726	22
26-Oct	40	880	22
27-Oct	44	968	22
29-Oct	96	2,112	22
3-Nov	35	770	22
5-Nov	55	1,210	22
7-Nov	48	1,056	22
8-Nov	12	264	22
		17,424	

**Grand Total****37,818****Due from Connerton**

37,818

In contract	<u>-12,000</u>	\$2.25	\$27,000.00	Burry on site
Extra Dirt	25,818	\$4.50	\$116,181.00	moved and Burried on site
			<b><u>\$143,181.00</u></b>	Total C.O.

CHANGE  
ORDER

Distribution

Contractor

Project: Connerton Ph IA,IIA,& Mass Grading  
1B,2B, & 1C

Change order number: 25  
Initiation Date: 11/29/2018  
Contract for: Site Development

To: (Contractor)

Deeb Construction & Development Co.  
9400 River Crossing Blvd Suite 102  
New Port Richey, Florida 34655

**DESCRIPTION**  
**Ferguson Waterworks DPO #218-001**

**TOTAL**  
**(\$63,710.68)**

See attached for source documents

**TOTAL FOR THIS CHANGE ORDER (\$63,710.68)**

Not valid until signed by the Contractor

Signature of the Subcontractor indicates his agreement herewith, including any adjustment in the  
Contract Sum or Contract Time

The Original Contract Sum	\$4,824,688.33
Net change by previously authorized Change Orders	\$385,257.16
The Contract Sum prior to this Change Order was	\$5,209,945.49
The Contract Sum by this Change Order	(\$63,710.68)
The new Contract Sum including this Change Order will be	\$5,146,234.81

Engineer  
Clearview Land Design, P L  
1213 E. 6th Avenue  
Tampa, FL 33605

Contractor  
Deeb Construction & Development Co  
9400 River Crossing Blvd Suite 102  
New Port Richey, Florida 34655

Owner  
Connerton West Community  
Development District  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

Signature

Date

Signature

Date

Signature

Date

## Tab 5

## **RESOLUTION 2019-02**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT DECLARING A VACANCY IN SEAT 4 OF THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Connerton West Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, on November 6, 2018, three (3) members of the Board of Supervisors (“**Board**”) are to be elected by “**Qualified Electors**,” as that term is defined in Section 190.003, Florida Statutes; and

**WHEREAS**, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

**WHEREAS**, at the close of the qualifying period no Qualified Electors qualified to run for Seat #4 available for election by the Qualified Electors of the District; and

**WHEREAS**, pursuant to Section 190.006(3)(b), Florida Statutes, the Board shall declare the remaining seat vacant, effective the second Tuesday following the general election; and

**WHEREAS**, Qualified Electors are to be appointed to the vacant seat within 90 days thereafter; and

**WHEREAS**, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seat available for election as vacant.

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

**SECTION 1.** The following seat is hereby declared vacant effective as of November 20, 2018:

Seat #4 (currently Vacant)

**SECTION 2.** Until such time as the District Board nominates Qualified Electors to fill the vacancy declared in Section 1 above, the incumbent Board Supervisors of those respective seats shall remain in office.

**SECTION 3.** This Resolution shall become effective upon its passage.



**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

**CONNERTON WEST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name:\_\_\_\_\_

\_\_\_\_\_  
Chairperson

## Tab 6

Greg, I Phil Calabria am looking to join the CDD seeking seat 4. I am a Connerton resident for the past year and before that lived in Trinity Florida for 12 years. I became a volunteer on LongIsland New York and ran the rescue squad and was President of the board for many years. When I retired to Florida I joined the West Pasco Volunteer Fire Dept and became a Lieutenant , a training officer and Assistant District Chief and President of the Board before retiring from there. I am looking to serve on the CDD Board to help the community.

Roy Gilmore III is a New York native, who has been in Florida for the past 11 years. I am one of 12 children from my father, who was a successful business owner and a pastor of a church. I have a nine year old daughter and soon will have three step children when I get married in March 2019. Two years ago, we moved into Connerton. Since then, our blended family has experienced the many great activities and facilities this community has to offer. We love living here and hope to see more growth in our area.

My current position is as a Senior Manager at Experian. I am responsible for managing the Contact Center for recent acquisition Clarity Services Inc. My primary responsibility is for management over all the contact center's functions. This includes balancing the budget, workforce management, and designing policy and procedure. Three years ago, (prior to the acquisition of Clarity by Experian), I was hired to build a sustainable business model for contact center growth. I started the operation with three employees and organically grew the operation to 20 full time employees. As a result of the many policies I founded, the business now operates more efficiently. Presently, I am bringing a leadership development program to the business and leveraging organizational synergies to foster more efficient business practices.

Last month, I completed my Masters Degree in Organizational Leadership from the University of Colorado and I am searching for the right doctorate program. Additionally, I am pursuing adjunct faculty opportunities at the local colleges.

As a member of the board, I would work hard to bring development opportunities to Connerton. I have a wide network that includes developers, business financiers, software developers, and project managers. It is my belief that my professional experience, my education, and my knowledge of the neighborhood as a resident would be a great benefit to the board and the community.

On a personal note, I enjoy reading and learning new things. My favorite authors include Dan Brown, John Maxwell, and Stephen Covey. You might find me outside running the trail or in the gym lifting weights. When I am not pursuing personal hobbies, I am supporting my fiance's art business as her accountant, marketing director, and curator.

# ROY L. GILMORE III

Land O Lakes FL 34637 | Cell Phone: (813) 781-4631 | Email: rgilmore3rd@yahoo.com

## SUMMARY OF QUALIFICATIONS

Proven operations leader with experience in business planning, strategy implementation, staff development, processes improvement, and implementing supporting technology to reduce errors, increase productivity, and efficiency. Leverages extensive business acumen to analyze, forecast and manage contact center operations, identify key performance indicators, and drive strategies to improve performance. Delivering 10 years of measurable accomplishments contributing to contact centers. C-Suite level verbal and written communication skills. Developing well-trained and motivated teams, driven to ensure successful consumer interactions through exceptional call service and delivery.

## EXPERIENCE

### **Experian Information Solutions, Clearwater, Florida**

**October 2017 – Present**

#### **Senior Manager Consumer Services (July 2018 – Present)**

Responsible for overseeing the entire contact center strategy for Experian's Clarity Services Credit Bureau. Core duties include capacity planning, staff performance management, defining user requirements for contact center system development, identifying and implementing strategies to execute a sustainable business model, budget planning, vendor management, and setting organizational targets.

- Implemented changes to technology and process that resulted in 30% efficiency in consumer request fulfillment
- Developed new call handling strategy with resulted in 25% increase in consumer satisfaction and a 50% decrease in handle time

### **Experian Information Solutions, Clearwater, Florida**

#### **Manager Customer Care (October 2017 – July 2018)**

- Facilitated successful transition of business unit to Experian standards post acquisition
- Passed post acquisition audit review with 97%
- Recognized for creating a successful business model by executive leadership

### **Clarity Services Inc., Clearwater Florida**

**June 2016 – Present**

#### **Director of Consumer Support (September 2016 – October 2017)**

Responsible for the strategic planning and execution of all Consumer Support contact center operations. Core duties include management and leadership of processes for the continuous improvement of the consumer experience. Leading and managing staffing, performance management, training, coaching, call center performance, workforce management, consumer request fulfillment, dispute handling, quality control, FCRA compliance, and project management programs.

- Documented and instituted Consumer Support Complaint Management and Escalation Program.
- Developed and implemented business process and operational improvements that resulted in an increased productivity and decreased employee errors
- Improved morale and performance in the midst of major changes to department.

**Call Center Manager – Consumer Support (June 2016 – September 2016)**

Hired to build a scalable business model for growing credit bureau business while improving processes, procedures, and setting standards. Other responsibilities included coaching, training, and performance management.

- Introduced empathy centric approach to handling consumer interactions
- Inaugurated Consumer Support phone queue (August 2016)
- Implemented Employee Performance expectations

**Capital One Financial, Tampa FL****June 2012 – June 2016****Unit Manager – High Value Servicing (February 2016 - June 2016)**

Motivated and coached a team of 4-5 managers with direct reports of 80-100 call center associates that service high value accounts. Other responsibilities include career coaching, team building, and relationship building activities.

- Integrated 50-70 associates from Swap My Card, Spark, and Spanish Core and achieved a 3 point increase in NPS since starting HVS in February 2016

**Unit Manager – Consultative Sales (July 2014 – February 2016)**

Coached and motivated a team 3-5 Unit Managers with direct reports of 60-90 call center associates on how to effectively upgrade consumer and business accounts to a rewards card product. Responsibilities included directing call listening sessions, peer and agent mentorship, and associate development.

- As a result of 19/22 interviewed and hired candidates passing their one year anniversary, I was selected as one of a handful of Unit Managers to perform interviews and calibrate on potential candidates with the senior leadership interview team.
- Acted as Senior Unit Manager's point of contact and gather data to report to Department Operations Manager and as a result, I was selected as a mentor in the inaugural round of the Leadership Development Program as a Mentor (July 2014)
- Completed Business Management Process certification documented and improving the CAAT Escalation Takeover Process

**Unit Manager – High Value Servicing (August 2013 - July 2014)**

Directed and lead a team of 18-20 call center associates to effectively handle customer service interactions by successfully identifying customer personality types and managing the dynamics of a customer engagement. Responsibilities included data presentation to senior leaders, performance management, and training/development activities.

- Promoted to Unit Manager as a result of my consistent performance in core metrics and overall performance (August 2013)
- Selected to receive training in Business Process Management certification (September 2013)
- Selected to be the Work at Home department test team for Principle Based Quality Analysis (PBQA)

**Front Line Manager – High Value Servicing (June 2012 - August 2013)**

Inspiring and motivating a team of 10-12 new hires call center associates to take inbound phone calls with the Work at Home department. Responsibilities included interviewing, training, and data analysis.

- Created audit process for associates which were used by Work at Home managers to validate accuracy in associate/manager reporting structure.
- Selected to interview and hire new associates for multiple lines of business during ramp period
- Monitored, analyzed, and reported performance measures to support quality and training expectations, which was used to create initiatives to drive performance up across line of business

**Citibank N.A.****January 2007 – June 2012****Client Advocate (Team Leader) (September 2011 - June 2012)**

Supporting Vice President's team by coaching and developing phone associates in the areas of customer survey responses and core metric performance. Responsibilities included data analysis and people/process/project management.

- Provided Vice President (Operations Manager) with trend analysis data in regard to associate metrics, client surveys, and associate feedback and implemented a CSAT coaching process which increased team's performance.
- Increase team CSAT by 10%
- Metrics performance in After Call and Auxiliary time decreased by 10 seconds.

**Escalation Team Leader (January 2008 - September 2011)**

Diffusing escalated customers and providing operational support to call center leadership and financial center associates.

- As a high performing team lead I was selected to provide data on the following projects: Fee Reversal Tool, Block Removal Tool/ATM and Debit Card entitlements/Debit Card qualification entitlements, Client Emergency Response Management Tool (CERMT), Client Satisfaction (CSAT) Callbacks scheduling, and PC repair reporting

**EDUCATION****Colorado State University, Global Campus****November 2018***Masters of Science, Dual Degree in Management and Organizational Leadership***University of Phoenix****December 2011***Bachelors of Science in Global Business Management*

My name is John E. Giunta and I am contacting you regarding the opening for the 4<sup>th</sup> seat on the CDD Board of Supervisors for Connerton West. I am a Connerton West resident since April 2017 and reside at 8745 Park Bench Court, Land O' Lakes, FL 34637. Since I am currently retired from my professional career in both the music business and the automobile business, I am able to dedicate time to the position to assist in maintaining the quality of our community. Thank you for your consideration,

Best Regards,

John E. Giunta  
727-481-6154



Mr Greg Cox.

I am a resident at 8303 Cressida Court. I see there is a seat open and I am interested to provide assistance, support and leadership. I currently own my golf academy, which I operate out of East Lake Woodlands CC on Oldsmar.

My wife and I are proud Connerton residents and have been in the area for a very long time with a deep family history in Land O Lakes. She and I graduated Land O Lakes High school together in 1990 and are celebrating our 20th wedding anniversary next month.

Besides my role in business, I also serve the Tampa Bay Area as the Board President of the Greater Tampa Junior Golf Association, a 501(c)3 not for profit. Ironically, I take Monday's off from my Academy, so attending important meetings on Monday's is not a problem.

Let me know if I can help.

James Kyle PGA  
James Kyle Golf Academy  
East Lake Woodlands CC  
2017 Nominated Golf Digest Magazine Best Teachers in America  
813-810-9043  
Aimpoint Express Certified Instructor  
2012 WCCPGA Junior Leader of the Year  
2014 WCCPGA Teacher of the Year

# Donald J. Machovoe II

8254 Bluevine Sky Drive | Land O Lakes, FL 34637 |

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## Automotive Aftermarket Sales Representative

*Sales Specialist ■ Factory Rep ■ Manufacturers Rep Agency*

**What I can “bring to the table:”** A dynamic track record reflecting 25+ years’ expertise in the Automotive Aftermarket industry, with **expansive knowledge across product lines and categories** | an understanding of Buyers “from Buyer point of view,” with **proven ability to impact sales and brand marketing**.

**My commitment to your company:** To **drive sales, market share and profit** while “building the brand” on behalf of company/companies represented | to successfully execute the corporate plan for position, territory, region and company | to forge a long-term mutually beneficial employment relationship.

### Core Strengths:

- **Innovative, proactive, sales-driven** | market-trend savvy | ability to identify/capture new market opportunities | recognized leader in brand development, new product/new sales program roll-outs, market expansions.
  - Broad-based experience in **field/sales team training** (product knowledge by item/category, proactive sales techniques, upselling) impacting united goal achievement (revenue, market share, customer retention).
  - Excel in **communications, negotiations, relationship-building** | skilled in **B2B, B2C, B2B2C sales** | strong team/company supporter | positive Change Agent | collaborative leader, facilitator, project manager.
  - Skilled in **strategic planning**, budgeting | RFQs, RFPs, Contracts/Agreements | Comp Sales, Gross Margin, Cost Analyses, ROI by Category, P&L Review | IT adaptable (MS Word, Excel, PowerPoint, Oracle BI/Answers).
- 

## Employment History

08/2017-present     **National Account Manager-Retail:** Advance Auto Parts & O’reilly Auto Parts  
ADVANCE AUTO PARTS (AAP) | May 1992-08/2017  
(Covington, GA 1992-1996; Roanoke, VA 1996-2015; Raleigh, NC 2015-Present)

05/2015-08/2017     **Senior Category Manager | Senior Buyer:** Hand & Specialty Tools | Air Tools | Jacks & Lifts  
| Loaner Tool Program

03/2010-05/2015     **Special Projects: Project Manager, BWP/Carquest Integration** (12/2012-05/2015) | **Manager Business Development** (03/2010-12/2012)

01/2009-02/2010     **Senior Category Manager:** Brake Drums, Rotors, Brake Parts | Master Cylinders | Calipers  
| Wheel Cylinders | Cables

03/2005-12/2008     **Product Director:** Oil | Bulk Chemical | A/C | Lighting | Filters | Tools & Equipment

02/1996-03/2005     **Buyer:** Ride Control | Exhaust | Clutches | Manifolds | Cables | Flywheels | Motor Mounts  
| Universal Joints

05/1992-02/1996     **General Manager:** Automotive Aftermarket Retail Store

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## Overview of Responsibilities

SPECTRA PREMIUM INDUSTRIES, August 2017- present

*Responsible for strategies and implementation to increase sales and profitability for two major national accounts. ADVANCE AUTO PARTS and O’REILLY AUTO PARTS. Combined sales of ±\$150M annually.*

- ❑ **NATIONAL ACCOUNT MANAGER-RETAIL** (8/2017-present).      **Career change to new strategic sales role to provide day to day account management.**
  - As National Account Manager, **responsible for all financial aspects** of Company and Account growth and profitability.
  - **Responsible for all reporting metrics** for my Company and National Accounts to identify growth opportunities and consistently meet or exceed budgeted goals.
  - **Train purchasing and sales teams** (via product knowledge, sales strategies) to training across all levels.

ADVANCE AUTO PARTS (AAP), May 1992-August 2017.

*Grew responsibilities and decision-making impact as company expanded from ±250 stores in five states in 1992 to currently ±5,700 stores in all 50 states, Puerto Rico and US Virgin Islands. Leadership roles span market expansions, Mergers & Acquisitions, new product introductions, strategic sales events and programs.*

❑ **SENIOR CATEGORY MANAGER | SENIOR BUYER:** Hand & Specialty Tools | Air Tools | Jacks & Lifts | Loaner Tool Program (05/2015-Present). // Following special projects management, accepted senior-level responsibility, AAP-wide (±5,700 stores), for four key Product Categories including **revenue-driven Loaner Tool Program**.

- **Drive sales, market share and cost savings** through Category-specific budgets, Category Management Plans, and strategic vendor negotiations impacting GM%, Inventory Turn and profitability by category.
- Provide **ongoing field/internal sales team training** (product knowledge, “whole project” sales approach, “Good, Better, Best” upselling) enabling teams to achieve >\$200M in category sales, with consistent growth in market share YOY and Product Categories 5%-7%/year.
- Build/manage vendor relations, negotiating to achieve optimum terms, conditions, rates, cost savings; conduct on-site visits, resolve quality issues; prepare RFQs, purchase agreements (signature authority).
- **Achievements: Negotiated \$6.7M cost savings** (Hand Tools, Jacks) and consolidated to common vendor for Tools, Jacks and Air Tool Accessories. With “advertising” authority (items, budgets), partner with Marketing to **maximize market penetration and cost savings**.

❑ **SPECIAL PROJECTS: PROJECT MANAGER, BWP/Carquest Integration** (12/2012-05/2015). **MANAGER BUSINESS DEVELOPMENT** (03/2010-12/2012). // Accepted new strategic role providing **enterprise-wide sales training across all levels** (VPs, DMs and ±50,000 field Sales Teams/Store Managers) as AAP expanded to 3,300 stores in 34 states by 12/2011. Selected by senior management in 4Q2012 to lead BWP/Carquest Product Integration Project with total of 2,600 stores in 50 states.

- As Manager Business Development, **trained and united sales teams** (via product knowledge, sales strategies) **to drive sales** and transaction counts (increased Average Dollar Per Transaction >10%).
- Planned and directed integration strategy and teams (AAP Category Managers, Merchandisers) to cross-reference almost one million SKUs (part numbers, categories, brands, vendors) and re-merchandise stores.
- Led teams to achieve **100% transition** of BWP stores (125 locations) and 2,400 Carquest sites **by deadline**.
- **Achievements: Created innovative sales training tools** such as “whole project” sales strategies (selling all components together) and “Stair-step Training” (how to upsell “Good, Better, Best” and resulting impact on sales); conducted **monthly WebEx sales training** across all levels.

❑ **SENIOR CATEGORY MANAGER:** Brake Drums, Rotors, Brake Parts | Master Cylinders | Calipers | Wheel Cylinders | Cables (01/2009-02/2010). **PRODUCT DIRECTOR:** Oil | Bulk Chemical | Air Conditioning | Lighting | Filters | Tools & Equipment (03/2005-12/2008). // After **directing five Buyers** responsible for six Product Categories (±20,000 SKUs) AAP-wide, brought buying expertise to senior role managing five major Product Categories (>50,000 SKUs) as company continued to expand. Held full responsibility for Category Management Plans, performance metrics (**Sales, GM%, Inventory Turn goals, profitability by category**).

- Trained field/internal teams on **sales/marketing strategies** (sales blitzes, promos, product knowledge).
- **Contributed to category sales of >\$800M** (33% increase) through initiatives and strategic vendor negotiations; achieved growth in market share 3%-5% YOY and Product Categories 5%-7%/year.
- Developed annual budget by Category to effectively **drive performance and goal achievement**.
- Conducted on-site vendor visits to vet potential new vendors, resolve quality issues, build relationships; negotiated pricing terms/agreements; held signature authority (within scope of position).

- As Product Director, managed staffing, training, goal-setting, performance metrics, terminations.
- Achievements: Recognized **corporate leader in sourcing and brand development**; initiated, trained (AAP-wide) and rolled-out new Foreign Parts Tool Program, growing GM% >40% and sales >20%. **Grew sales via “outside the box” ad strategies** (BOGOs, negotiating scardown monies/products to grow YOY vs. LY ads). Consolidated Brake Drums, Rotors, Brake Parts vendors from four to two, **reducing CGS >\$4M**.

Past AAP leadership roles: **BUYER**: Ride Control | Exhaust | Clutches | Manifolds | Cables | Flywheels | Motor Mounts | Universal Joints (02/1996-03/2005). Managed >20,000 SKUs as AAP grew from ±250 stores in five states to ±2,500 stores in 25 states. Achievements: Partnered with sales teams to achieve **>\$300M in category sales. Expanded product lines, market share and revenue** with creation, AAP-wide training and roll-out of two new programs (Quick Strut Program, Transmission Program). **GENERAL MANAGER**, Automotive Aftermarket Retail Store (05/1992-02/1996). Led Sales Team to grow sales 50% to \$1.8M (consistently 10% over goals).

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## Education | Advanced Training | Military

**Business Management** studies, Burlington County Community College and University of Alaska  
Advanced Training (USAF): Purchasing & Expediting Specialist | Material Storage & Distribution Specialist  
USAF (Sergeant, Material Management & Distribution Specialist), Elmendorf AFB, Alaska, 1988-1992

# Scott Morris

Land O' Lakes, FL • Mobile: (863) 944-3888 • Email: [srmorris78@gmail.com](mailto:srmorris78@gmail.com) • Profile: [www.linkedin.com/in/scottmorris/](http://www.linkedin.com/in/scottmorris/)

## **Talent Development & Acquisition • Property Management • Leadership • Performance Coaching**

### ***(2015 – Current) Cortland Partners - Talent Development Manager/Multi-Site Community Manager***

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#### ***Talent Development Manager (December 2016 – Current)***

- The Talent Development Manager (TDM) serves as a coach to all associates and collaborates in the assessment, design, evaluation, and implementation of all learning programs across the country.

#### ***Community Manager (April 2015 – December 2016)***

- Managed a three-phase, \$135MM renovation/new construction multi-family waterfront community. Phase I consisted of renovating 400 apartments, Phase II consisted of 320 condominium conversions, and Phase III consisted of new construction bringing this asset to 902 units.
- Directly managed 17 office and maintenance staff members while supervising our in-house construction company.
- Board Member for Villages of Bayport Master HOA, managing successful cooperation between the HOA and these management companies while maximizing value for both residents and property owners.
- Elected by the HOA to redesign and execute major renovation projects within the Bayport community.
- Managed volunteer events for over 70 employees in the Tampa Bay area (i.e. Lowry Park Zoo, Habitat for Humanity, etc.)
- Prior to the above, I managed an 832-unit multi-family waterfront community in Tampa's South Westshore district.
- \$112MM renovation while at 95% occupancy. Included new construction and restructured interiors, a complete occupied re-piping, multiple amenity and exterior upgrades, and more.
- Managed 18 maintenance and office staff members while also supervising vendors and our in-house construction team.
- Awarded 2016 Top-Rated Community by ApartmentRatings.com

### ***(2011 – 2015) McKinley, Inc. - Multi-Site Community Manager***

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#### ***Multi-Site Community Manager (December 2014 – April 2015)***

- Managed three newly acquired waterfront sites located in South Pasadena.
- \$9MM dollar renovation while achieving 183% revenue growth within 5 months.
- Max Portfolio: 5 communities, 602 units.

#### ***Community Manager (October 2011 – December 2014)***

- Achieved an overall 69% retention rate in 2013 while achieving a steady 7.6% revenue growth.
- Developed teams to offer extraordinary customer service and quality leasing experience.
- Met and maintained all NOI objectives, while leading successful capital improvement projects.
- Procured business growth through corporate and personal relationships.
- Managed all renewals while achieving a 63% retention rate in 2012, along with a 7.5% revenue growth.
- Max Portfolio: 3 communities, 589 units.

### ***PAST EXPERIENCE:***

***(2005 – 2011) Diocese of Orlando - Development Manager***

***(2002 – 2005) Aflac - Special Projects & Training Coordinator***

***(1998 – 2002) McKibbin Hotel Management, Inc. - Assistant General Manager***

### ***EDUCATION & CERTIFICATIONS:***

- **MA in Human Development** with honors from The George Washington University (Washington D.C.)
- **BA Degree in Music Studies** (emphasis in Vocal Performance) from the University of South Florida (Tampa, FL)
- **Elevated Leadership Graduate** – The Leaders Lyceum (Atlanta, GA)
- **Performance-Based Hiring Certification** – The Adler Group (Irvine, CA)
- **Associate Certified Coach (ACC®)** – International Coach Federation (Lexington, KY)
- **Board Certified Coach (BCC®)** – Center for Credentialing & Education (Greensboro, NC)
- **Certified Neuro Strategic Coach (CNSC®)** – Neuro Strategic Coaching Institute (Miami, FL)
- **Global Leadership Coaching Certificate (GLCC®)** – Neuro Strategic Coaching Institute (Miami, FL)
- **Certified Neuro-Linguistic Programming** – Neuro Strategic Coaching Institute (Miami, FL)
- **Certified Time-Line Therapy Practitioner** – Neuro Strategic Coaching Institute (Miami, FL)
- **Certified MindSonar Professional** – MindSonar Global (Nijmegen, Netherlands)
- **Certified Franklin Covey Facilitator** – Franklin Covey Co. (West Valley City, UT)
- **Certified Apartment Manager (CAM®)** – National Apartment Association
- **National Apartment Leasing Professional (NALP®)** – National Apartment Association
- **Certified Firefighter/EMT** – Wyoming Fire Academy
- **Notary Public** – Florida Department of State

**ORGANIZATIONS & COMMUNITY INVOLVEMENT:**

- International Coach Federation
- Association for Talent Development
- American Society of Composers, Authors, & Publishers
- Phi Eta Sigma & Golden Key National Honor Societies
- Suncoast Seals Spearfishing Team (Treasurer)
- Lowry Park Zoo Volunteer
- Florida Skin Divers Association (Chairperson)
- HandUpNow.org (Founder & President)
- National Apartment Association
- Bay Area Apartment Association
- On-Air personality: *Mayhem in the A.M.* Morning Show
- Habitat for Humanity Volunteer

**REFERENCES:**

<i>Name</i>	<i>Phone Number</i>	<i>Title at Time of Employment</i>	<i>Company</i>
Joe Dell	(954) 303-5481	Director of Talent	Cortland
Noah Jacobson	(813) 765-9133	Former Bayport HOA President	Villages of Bayport HOA
Hugh Osborne	(912) 658-2720	Regional Director of Operations	McKinley, Inc.
Jessica Pote	(863) 398-0572	Business Operations Manager	Diocese of Orlando
Debra Morris	(863) 618-8585	District Sales Coordinator	Aflac
Donald Feith	(813) 477-2227	General Manager	McKibbon Hotel Mgmt., Inc.

# Resume for the Connerton CDD

Pete Rundel

Education: Graduate Electrical Engineer, Licensed Realtor

## Relevant Background:

1. Previous president of the FoxVale Farms community HOA in Great Falls, VA – 1983-1986
2. Currently on the Connerton Covenants Committee since 2010 (approximate)
3. Previously Supervisor (Secretary) of seat 3 of the Connerton West CDD 2016 – 2018
4. Involvement in Connerton West CDD included the following:
  - a. Evaluated and voted on several competitive bids for services for the Connerton CDD
  - b. Identified several items within the Connerton CDD for action, including:
    - i. Playground problems with the equipment on Rose Cottage way
    - ii. Provided photographs of landscape issues in the community and request to take corrective action, including the request for a dog park and subsequently the features and benefits of the functionality of the dog park and playground adjoining

- iii. Continued to address sidewalk trip problems requiring corrective action within the community
- iv. Initially requested accountable information on the feral pigs trapping results.
- v. Reviewed monthly CDD accounting and payments financials – voted on approval with questions as to some payments
- vi. Kept apprised of community landscaping and other activities involving care an ongoing maintenance of the community plants, and provided comments and suggestions of improvements.
- vii. Maintained contact with the CDD landscaping maintenance supervisor when identification of items was required

5. Original owner since 2006 and have had interest and involvement in the maintenance and condition of the community parks and circles, including and especially Magnolia Park and the circle on Winsome Way.

If the current board finds my involvement again with the CDD as a supervisor, I will continue to provide my opinions and expertise to help guide the CDD board in logical and practical ways including doing what is best for the community as a whole.

Respectfully – Pete Rundel



## **Tab 7**

## **RESOLUTION 2019-03**

### **A RESOLUTION OF THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE REIMBURSEMENT OF DEVELOPER FUNDING RELATING TO THE CONSTRUCTION AND INSTALLATION OF CERTAIN CAPITAL IMPROVEMENTS FROM SERIES 2018 BONDS (PARCEL 218); PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Connerton West Community Development District (the "District") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, as amended (the "Act") for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the Act authorizes the District to issue bonds for the purpose of, among others, planning, financing, constructing, and/or acquiring infrastructure improvements, including but not limited to, force main improvements within or without the boundaries of the District and work product associated therewith ("Improvements") as further described in the *Connerton West Community Development District Supplemental Engineer's Report for the Series 2018 Project*, dated June 1, 2018, (the "Engineer's Report"), attached hereto as **Exhibit A** and incorporated herein by reference; and

**WHEREAS**, the District has not had sufficient monies on hand to allow the District to finance or contract directly for the expeditious and timely planning, design, construction, and installation of all of the Improvements; and

**WHEREAS**, in order to avoid a delay in the commencement of the construction of such Improvements, the primary developer within the District (the "Developer") agreed to construct such Improvements and to be reimbursed by the District from the proceeds of future tax-exempt bonds to be issued by the District ("Construction Costs"); and

**WHEREAS**, the District has determined it is in its best interest to reimburse the Developer for the Construction Costs from the proceeds of its \$4,290,000 Capital Improvement Revenue Bonds, Series 2018-1 and \$4,190,000 Capital Improvement Revenue and Refunding Bonds, Series 2018-2 Connerton West Community Development District (Pasco County, Florida) (collectively the "Series 2018 Bonds"); and

**WHEREAS**, the *Master Trust Indenture*, dated November 1, 2004 (the "Master Indenture"), as supplemented by that *Sixth Supplemental Trust Indenture*, dated August 1, 2018 (the "Sixth Supplemental Indenture" and, together with the Master Indenture, the "Indenture"), authorize the use of proceeds from the Series 2018 Bonds to reimburse Developer for Construction Costs; and

**WHEREAS**, the District desires to further ratify and to specify by resolution the particular Construction Costs to be reimbursed by the District from the Series 2018 Bonds;

**BE IT RESOLVED BY THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. INCORPORATION OF RECITALS.** All of the above representations, findings and determinations contained above are recognized as true and accurate and are expressly incorporated into this Resolution.

**SECTION 2. AVAILABLE SERIES 2018 BOND PROCEEDS.** Pursuant to Section 402(d) of the Sixth Supplemental Indenture, the proceeds of the Series 2018 Bonds on deposit in the Series 2018 Acquisition and Construction Account and available to be applied to finance the Improvements is \$5,677,520.19 (Five Million Six Hundred Seventy Seven Thousand Five Hundred Twenty Dollars and Nineteen Cents).

**SECTION 3. REIMBURSEMENT OF CONSTRUCTION COSTS OBLIGATIONS.** Of that Construction Costs outstanding, Developer currently seeks reimbursement of those costs incurred and acquisition of Improvements as summarized below:

a. Any and all force main improvement facilities, and all associated work product as shown in **Exhibit B** located on the real property depicted in the attached **Exhibit C**. This total amount of \$725,620.21 (Seven Hundred Twenty-Five Thousand, Six Hundred Twenty Dollars and Twenty-One Cents) associated with construction of the Improvements is to be reimbursed with proceeds from the Series 2018 Bonds.

**SECTION 4. AUTHORIZATION OF REIMBURSEMENT AND ACQUISITION OF INFRASTRUCTURE.** The Board of Supervisors hereby ratifies District staff actions in submitting the requisition attached hereto as **Exhibit D** in the amount of \$725,620.21 (Seven Hundred Twenty-Five Thousand, Six Hundred Twenty Dollars and Twenty-One Cents), to reimburse Developer for the Construction Costs specified in Section 2 hereof. Further, the Board of Supervisors hereby authorizes acceptance of Improvements outlined in Section 3 hereof and authorizes District Staff actions regarding conveyance of Improvements to Pasco County.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall become effective upon its adoption.

**ADOPTED** at a Regular Meeting this 7<sup>th</sup> day of January, 2019.

**CONNERTON WEST COMMUNITY  
DEVELOPMENT DISTRICT**

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Chairperson, Board of Supervisors

ATTEST

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Secretary/Assistant Secretary

Exhibit A: Engineer's Report  
Exhibit B: Description of Improvements  
Exhibit C: Location of Improvements  
Exhibit D: Requisition

## Tab 8



# Connerton West CDD Monthly Report

## December.2018

	<u><b>Mow</b></u>	<b>Date Scheduled</b>	<u><b>Mulch/Pine Straw</b></u>	<b>Date Scheduled</b>
Connerton Blvd W-Fluorish Dr	Monday	Dec 3,17,31	April	
Pleasant Plains W-Wonderment Way	Tuesday	Dec 4,18	October	12/26/2018
Westerland Dr-CH and Other areas	Wednesday	Dec 5,19		
	Thursday	See detail	<u><b>Palm Trimmings</b></u>	December, Aug
	<u><b>Detail Day</b></u>		<u><b>Annuals</b></u>	
Connerton Blvd W-Fluorish Dr	1	Dec 26,27,28	March	
Pleasant Plains W-Wonderment Way	2	Dec 6,10,11	June	
Westerland Dr-CH and Other areas	3	Dec 12,13,20	September	
			December	Dec 6,7
	<u><b>Fertilization</b></u>		<u><b>Proposals</b></u>	
	St. Augustine		concrete repairs	
	Bahia		fertilizer application	
	Zoysia			
	Bermuda			
8N-2P205-12K20+4Mg 1.5# 364 lbs	Palms			
	Ornamentals			
	<u><b>Deficiencies</b></u>		<u><b>Bush Hog Ponds</b></u>	
	St. Augustine nutrients		NONE	
	<u><b>Needs Special Attention</b></u>		<u><b>Problem Areas</b></u>	
	Bermuda nematodes		Bermuda	
	Bermuda at Soccer Field		Juniper	

## Tab 9



# PROPOSAL

#8



**Date:** 12-20-18

**Property:** Connerton CDD - Connerton Blvd. Land O' Lakes, FL 34637

**Scope of Work:** CLM to apply a liquid application to all St. Augustine turf outside of contract specs. This application is recommended for Dec, or Jan, The turf quality is less than desirable, and could use an early treatment to help improve color, and the health of the root system. Our treatment of choice is a custom blend of micro nutrients, plus Iron, low Nitrogen and Potassium. Insect, and weed issues shall be addressed as needed. A liquid application will improve the turf's chances of nutrient intake however, the dormant season could slow the process, taking longer to show desired results. We believe this application will help achieve a great starting point for the upcoming growing season.

**Grand Total:** \$4,500

**Payment due within 15 days of completion of the above proposed work.**

If there are any questions, please contact me at your earliest convenience. An acceptance of this proposal within 30 days shall constitute a contract between us. Beyond 30 days the above prices are subject to review.

Date of Acceptance \_\_\_\_\_

Estimated By: Kerry Adams

Signature: \_\_\_\_\_

## **Tab 10**





***Ballenger & Company, Inc.*** - 2335 64<sup>th</sup> Pl. N. St. Petersburg, FL 33702

***Irrigation Management Specialists***

Telephone 727-520-1082

Fax 727-330-3698

[gail@ballengerirrigation.com](mailto:gail@ballengerirrigation.com)

## **IRRIGATION REPORT**

DATE: December 20, 2018

PROJECT: Connerton – Land O'Lakes

RE: Irrigation System

Routine maintenance was conducted throughout the month and any alarms detected by the Hunter IMMS software were addressed as quickly as possible. Between November 20<sup>th</sup> and December 18<sup>th</sup> there was only one alarm detected by the Hunter software and that occurred on December 11<sup>th</sup> when a fault was detected on E37. The decoder was replaced later that same day under warranty. On December 5<sup>th</sup> we spent part of the morning flagging all the valve locations and any pipe crossings on Bluemist in hopes of avoiding any further mainline damage as a result of the installation of the new gas line. So far it looks like the time and effort has paid off, as we have had no reports of any damaged pipes. Probably the biggest issue was all the damaged drip as a result of the annual installation. Dean spent almost a day and a half just repairing drip in the annual beds. The area with the most damage was at the entrance to Jasmine Abbey. Originally this entire bed was plants, so all the irrigation is drip. When the decision was made to replace some of the original plant material with annuals, the Board opted to keep the drip and add micro-sprays to the annual area. Based on the amount of damage we are seeing, it might be time to consider other options.

On November 27<sup>th</sup> the sustain pump started cycling approximately every 15 minutes. This typically indicates a valve is partially open somewhere on the property. As we did last month, we started closing isolation valves and eventually narrowed down the search area to Pleasant Plains Parkway, between US41 and Lagerfeld. A walk of the Parkway found the battery-operated valve for the trees around the pond east of McDonalds in operation. The valve was closed and the cycling stopped. Since this is not the first time this has happened, we recommend removing the valve and capping the mainline. These trees should be established by now and were never the responsibility of the CDD.

The ET sensor located on the Hunter ACC controller in Wonderment Way recorded 1.65" of ET and 3.48" of rain between November 21<sup>st</sup> and December 19<sup>th</sup>. There were three significant rainfall events of over 0.25", the greatest occurring on December 14<sup>th</sup> when 1.16" of rain fell at the site. The site was shut down for a total of 7 days in response to the rainfall and cooler weather.

Both pump stations have been fully operational since November 26<sup>th</sup>, when the DC power supply for the computer in the EP1 pump station was replaced. At the December CDD meeting the Board approved several needed repairs for the pump stations, including the replacement of the touch screen at EP2 and rebuilding the butterfly valve at EP1. Ballenger and Co. recently submitted a revised proposal for the work and is waiting for the necessary approval before moving forward.

If you have any questions or concerns, please feel free to contact us at your earliest convenience.

Sincerely,

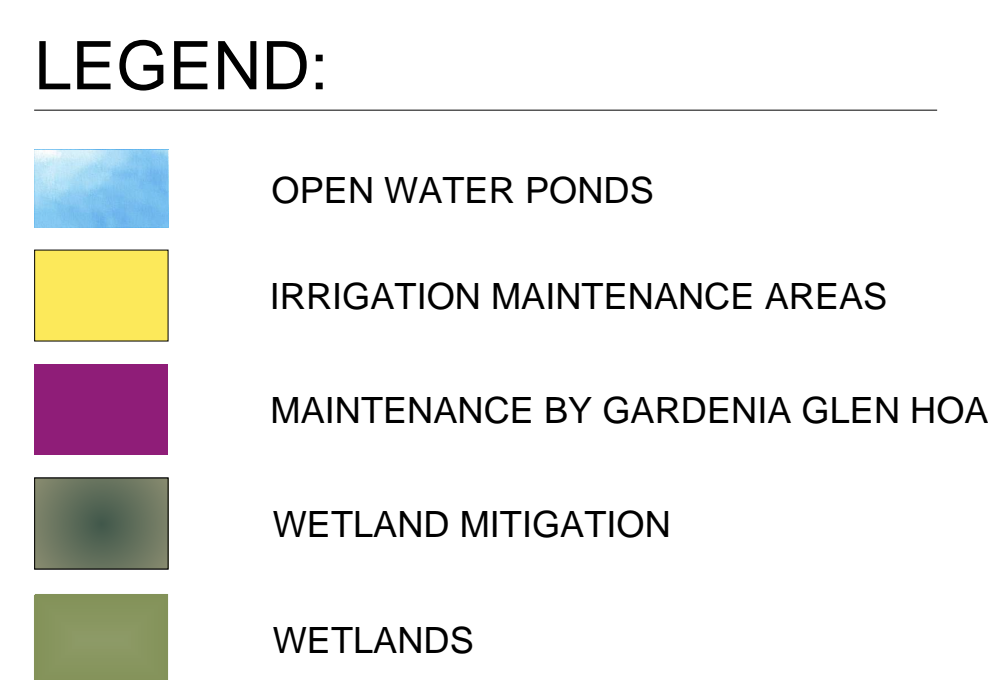
*Gail Huff*

Gail Huff – C.L.I.A., Florida Water Star Certified



## **Tab 11**









***Ballenger & Company, Inc.*** - 2335 64<sup>th</sup> Pl N. St Petersburg, FL 33702

*Irrigation Management Specialists*

Telephone 727-520-1082 Fax 727-330-3698 email – Mark@BallengerIrrigation.com

## PROPOSAL

Connerton West CDD  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 33625

December 3, 2018

### VILLAGE I 2018 IRRIGATION AREAS (see plan)

- Connerton Blvd from US41 to Heirloom Dr. to Westerlund Dr.
- Pleasant Plains Parkway from US41 to Westerlund Dr.
- Garden Party and Magnolia Parks Village II

### SCOPE OF SERVICES 2019

1. Contractor shall assume all responsibility and cost for any and all maintenance cost, to include parts and labor, associated with the irrigation system zone piping of 2 inches or less, to include sprinkler heads, drip, and delivery lines. Said repairs shall be performed immediately.
2. Routine irrigation maintenance is to be completed monthly. Each of the one hundred seventy-five (175) zones are to be turned on and operated for approximately five minutes. Each head, seal, nozzle and strainer are to be inspected for operation and shall be aligned, cleaned and repaired as necessary. All below ground repairs, excluding controllers, wires, valves and zone/main PVC pipes/fittings greater than 2" lines, are to be repaired at no additional cost. Controllers Valves, pumps and timers will require an estimate for the event of an emergency, contractor shall make a diligent effort to contact, with the estimated price of repairs, Management or their assign prior to making such repair.
3. The Contractor shall keep the irrigation system in good working condition and shall make minor repairs and replacements of damaged heads and other adjustments as necessary at no additional cost to the District. The District Manager shall be notified what day and time of the week the irrigation tech will be available servicing the community. The contractor will keep detailed irrigations reports consisting of run times and gallons being used. A copy of this report will be maintained by the contractor and a copy delivered to the District Manager or his designee, along with the monthly report.
4. Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of local governmental agencies. It is the responsibility of the contractor to insure the turf and plant material remains healthy. If the contractor finds that the irrigation system cannot adequately irrigate the property in the allotted time, it will be the Districts responsibility to apply for and receive a variation. Violations fines imposed by any local or state agency will be deducted from the contractor's monthly payment.
5. Emergency service shall be available after normal working hours and an emergency telephone number will be provided to Management or their assignee.

### PRICE

The undersigned Bidder agrees to do all the Work and furnish all materials called for by the Bid Documents, in the manner prescribed therein and to the standards of quality and performance established by the Engineer for the amount stated herein below.

Village I Irrigation Maintenance: Thirty Eight Thousand Forty & No/100 Dollars \$ 38,040.00 (annually)

*Mark A. Ballenger*

Mark A. Ballenger – C.L.I.A., C.I.D.



Connerton CDD

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



***Ballenger & Company, Inc.*** - 2335 64<sup>th</sup> Pl N. St Petersburg, FL 33702

*Irrigation Management Specialists*

Telephone 727-520-1082 Fax 727-330-3698 email – Mark@BallengerIrrigation.com

## PROPOSAL

Connerton West CDD  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 33625

December 3, 2018

### VILLAGE II I 2013 IRRIGATION AREAS (see plan)

- Connerton Blvd from Heirloom to Blue Mist and Blue Mist to Pleasant Plains Parkway
- Pleasant Plains Parkway from Westerland Dr. to the current end of road
- Parcel 201 Entry only
- Parcel 210 & 214 Entry, Park & Cul-de-sac
- Parcel 211 Entry & Park
- Parcel 212 & 213 Parks, Common Roadway and Cul-de-sac

### SCOPE OF SERVICES 2013-2014

1. Contractor shall assume all responsibility and cost for any and all maintenance cost, to include parts and labor, associated with the irrigation system of 2 inches or less, to include sprinkler heads, drip, and delivery lines. Said repairs shall be performed immediately.
2. Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for a minimum of five minutes. Each head, seal, nozzle and strainer is to be inspected for operation and shall be aligned, cleaned and repaired as necessary. All below ground repairs, excluding valves and greater than 2" lines, are to be repaired at no additional cost. Valves, pumps and timers will require an estimate for the event of an emergency, contractor shall make a diligent effort to contact, with the estimated price of repairs, Management or their assign prior to making such repair.
3. The Contractor shall keep the irrigation system in good working condition and shall make minor repairs and replacements of damaged heads and other adjustments as necessary at no additional cost to the District. The District Manager shall be notified what day and time of the week the irrigation tech will be available servicing the community. The contractor will keep detailed irrigations reports consisting of run times and gallons being used. A copy of this report will be maintained by the contractor and a copy delivered to the District Manager or his designee, along with the monthly report.
4. Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of local governmental agencies. It is the responsibility of the contractor to insure the turf and plant material remains healthy. If the contractor finds that the irrigation system cannot adequately irrigate the property in the allotted time, it will be the Districts responsibility to apply for and receive a variation. Violations fines imposed by any local or state agency will be deducted from the contractor's monthly payment.
5. Emergency service shall be available after normal working hours and an emergency telephone number will be provided to Management or their assignee.

### PRICE

The undersigned Bidder agrees to do all the Work and furnish all materials called for by the Bid Documents, in the manner prescribed therein and to the standards of quality and performance established by the Engineer for the amount stated herein below.

Village II Irrigation Maintenance: Forty-Eight Thousand Four Hundred Eighty & No/100 Dollars \$ 48,480.00 (annually)

*Mark A. Ballenger*

Mark A. Ballenger – C.L.I.A., C.I.D.



Connerton CDD

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



***Ballenger & Company, Inc.*** - 2335 64<sup>th</sup> Pl N. St Petersburg, FL 33702

*Irrigation Management Specialists*

Telephone 727-520-1082 Fax 727-330-3698 email – Mark@BallengerIrrigation.com

## PROPOSAL

Connerton West CDD  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 33625

December 3, 2018

Ballenger & Company, Inc. Agrees to inspect and test the two irrigation pump station components at the above captioned site monthly for the one (2) Watertronics Pump Systems model VT/60/605ST SN 2005047 & 2005048. This inspection shall include:

### A. MOTORS

1. test amperage and voltage @ duty performance
2. check for proper sequencing operation
3. Ohm motor leads and check all electrical connections
4. lubricate and adjust mechanical components

### B. PUMPS

1. visual inspection pump discharge head to main
2. Adjust head pressure & check for vibration
3. test pump performance at design capacities and pressure

### C. CONTROL DEVICES

1. flush and exercise air relief valve
2. exercise isolation valves and test for leaks
3. flush and clean control tubing, clean & check strainers
4. test performance and operation of fixed speed control components
5. calculate voltage imbalance and variance (annually)
6. provide quarterly written report of system component condition and operating performance

### D. REPORT Water Use Permit (WUP) 347

1. record and report to SWFWMD irrigation and recharge meter readings monthly
2. provide annual crop (aesthetic) water use report
3. coordinate other special conditions as required on the WUP

Items listed provide for routine maintenance and adjustment of the existing irrigation pump system components. Component repairs or replacement are considered an additional charge.

Additional Charge Breakdown

After hours (5PM-8AM) emergency Service Labor \$ 125.00

Materials @ list price less 10%

No additional work above \$ \_\_\_\_\_ shall be performed without prior approval from \_\_\_\_\_,  
@ ph# \_\_\_\_\_ Contact person's name (PLEASE PRINT)

Contract Period is for one year from date of contract (\_\_\_\_\_) and shall continue renewable in one year increments with a cost of living increase each additional year. Either party shall be able to cancel this contract upon a sixty (60) day written notice of cancellation.

Irrigation Pump Station Maintenance: Fifteen Thousand Six Hundred & No/100 Dollars \$ 15,600 (annually)

*Mark A. Ballenger*

Mark A. Ballenger – C.L.I.A., C.I.D.



Connerton CDD

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Tab 12**

Connerton West CDD – December 2018 Storm water Pond System and Reservoir,  
Observations and Notes.



- During the month of December 2018, Cardno was on site on 4 occasions to make observations, treatment or follow up on previous treatments of storm water ponds, reservoirs and discharge areas.
- The Connerton community experienced above average rainfall, during this period.
- In addition to storm water ponds, critical discharge areas were inspected, to ensure function as engineered.
- The vast majority of Connerton community ponds are at sod level and properly functioning.
- Please note attached service report.

Thank you for this opportunity to communicate this review of activity with the Connerton West CDD.

Leonard Morrow  
Mitigation Coordinator  
[Leonard.Morrow@cardno.com](mailto:Leonard.Morrow@cardno.com)  
Cell # (813)267-4436



<b>Project #:</b>	RT21708000	<b>Lake Management</b>	✓
<b>Project Name:</b>	Connerton LM	<b>Mitigation Maintenance</b>	
<b>Phase:</b>	3018	<b>Technician:</b>	LDM
		<b>Other</b>	

TREATMENT DATE	AREAS TREATED / METHOD OF TREATMENT / RESTRICTIONS
12/18/18	Algae / Vegetation
12/21/18	Manual Removal and Cutting / Post Storm Observations
12/26/18	Algae / Vegetation

SPECIES TREATED:					
algae	✗	paragrass	-	<b>Additional Services:</b>	
alligator weed	✗	pennywort	-	dead fish clean up	-
azola	✗	primrose willow	✗	midge treatments	-
bacopa	-	punk tree	-	trash pick-up	-
bahiagrass	-	ragweed	-		
barnyard grass	-	salt bush	✗		
Bermuda grass	-	sedges	-		
Brazilian pepper	-	sesbania	-		
caeserweed	-	soda apple	-		
Carolina willow	✗	southern niaid	-		
castorbean	-	Spanish needles	-		
cattail	✗	spike rush	✗		
Chinese tallow	-	thistle	-		
climbing hempvine	✗	torpedograss	✗		
cogongrass	✗	vetch	-		
dayflower	-	vines	✗		
dog fennel	✗	water fern	✗		
dollarweed	✗	water hyacinth	-		
duckweed	✗	water-lettuce	-		
elderberry	-	water-lily	-		
grasses	✗	watermeal	-		
hairy-pod cowpea	-	widgit grass	-		
hydrilla	-	wild taro	-		
hydrocotyle	-				

Comments:
Made observations and treatment as noted above. Post storm observations on 12.21.2018 to monitor pond levels, additionally on 12.21.2018 Cardno crew, manually cut and removed previously treated vegetation.

## **Tab 13**

Date Entered	Category	Action Item	District Staff Responsible	Vendor Responsible	Target Date	Notes
1/23/2017	O&M	Replace Up-Lighting at Throughout	District Manager	Manny Cermeno	TBD	Work still pending at the Jasmine Abbey Entrance
11/6/2017	O&M	Replace Rose Cottage Area Playground	Greg	TBD	TBD	Bond Project list. Work in Progress.
11/6/2017	O&M	Add Playground to Garden Party Park	Greg	TBD	TBD	Bond Project list. Waiting on Rose Cottage Playground
11/6/2017	Admin	Wetland Clearing 8440 Westerland	District Manager	TBD	TBD	Trespass signs removed. Vegetation Growing in.
3/5/2018	O&M	Extend the Nature Trails per Refunding Agreement	District Engineer	Cardno	TBD	Reviewed with Project Engineer - getting his quote
9/24/2018	O&M	Place Sealant on Paint in Roadway	Stan	NA	1/7/2018	Stan to cover the spilt paint
10/23/2018	O&M	Repair Sidewalks	Rick Schappacher	TBD	2/1/2019	Waiting Until New Year and New Insurance Provider
<b>Landscape Projects</b>						
<b>Completed</b>						
5/1/2018						
2/6/2017						
10/23/2018						