



Rizzetta & Company

# Mira Lago West Community Development District

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**Board of Supervisors' Meeting  
June 1, 2020**

**District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813.533.2950**

[www.MiraLagoWestCDD.org](http://www.MiraLagoWestCDD.org)

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

Southshore Regional Library, 15816 Beth Shields Way, Ruskin, FL 33573

<b>Board of Supervisors</b>	Lennie Fine	Chair
	Hector Ortiz	Vice Chair
	Jennifer Parra	Assistant Secretary
	Justin Goushaw	Assistant Secretary
	Simon Schmieder	Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Scott Steady	Burr Forman, LLP
<b>District Engineer</b>	Stephen Brletic	JMT Engineering

## **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) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

**MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578**  
**www.miralagowestcdd.org**

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May 22, 2020

**Board of Supervisors**  
**Mira Lago West Community**  
**Development District**

Dear Board Members:

The audit committee meeting and the regular meeting of the Board of Supervisors of the Mira Lago West Community Development District will be held on **Monday, June 1, 2020 at 7:00 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112). The following is the tentative agenda for the meetings:

**AUDIT COMMITTEE MEETING:**

- 1. CALL TO ORDER**
- 2. BUSINESS ADMINISTRATION**
  - A. Review of Audit Proposals for Fiscal Years 2020-2022.....Tab 1
- 3. ADJOURNMENT**

**BOARD OF SUPERVISORS MEETING:**

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A. Aquatic Maintenance Report.....Tab 2
    - i. Consideration of Solitude's Budget Letter.....Tab 3
  - B. District Counsel
  - C. District Engineer
  - D. District Manager
    - i. Presentation of Unaudited Financial Statements .....Tab 4
    - ii. Announcement Regarding Registered Voter Count.....Tab 5
  - III. Presentation of Audit for Fiscal Year Ended 9-30-20 .....Tab 6
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Meeting held on February 24, 2020 .....Tab 7
  - B. Presentation of Minutes of the Audit Committee Meeting held on February 24, 2020 .....Tab 8
  - C. Consideration of Operations & Maintenance Expenditures for February, March and April 2020.....Tab 9
- 5. BUSINESS ITEMS**
  - A. Consideration of Recommendation from Audit Committee
  - B. Ratification of Architectural Fountains Proposal.....Tab 10
  - C. Discussion Regarding HOA/CDD Water Use Permit
  - D. Consideration of Resolution 2020-01, Designating Signatories.....Tab 11

- E. Consideration of Resolution 2020-02, Re-designating a Secretary.....Tab 12
- F. Presentation of Fiscal Year 2020/2021 Proposed Budget.....Tab 13
  - i. Consideration of Resolution 2020-03, Approving Fiscal Year 2020/2021 Proposed Budget and Setting the Public Hearing on the Final Budget .....Tab 14
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

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

Sincerely,  
*Bryan Radcliff*  
Bryan Radcliff, District Manager

Tab 1

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**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.*

**MIRA LAGO WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Mira Lago West Community Development District was held on **Monday, February 24, 2019 at 7:02 PM** at the Southshore Regional Library, located at 15816 Beth Shields Way, Ruskin, Florida 33573.

Present and constituting a quorum:

Lennie Fine	<b>Board Supervisor, Chair</b>
Hector Ortiz	<b>Board Supervisor, Vice Chair</b>
Sam Schmieder	<b>Board Supervisor, Asst. Secretary</b>
Jennifer Parra	<b>Board Supervisor, Asst. Secretary</b>
Justin Goushaw	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
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Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Radcliff called the meeting to order and read roll call, confirming a quorum.

Mr. Schreeve, the HOA President spoke to the Board regarding a SWFWMD Water Use Permit. The Board agreed to have both Counsel for the District and Counsel for the HOA communicate on this matter and draft the requested document.

**SECOND ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics Maintenance Report**

Mr. Radcliff presented the latest aquatics maintenance report to the Board for review. The Board requested a report on the last time Pond #9 was dredged.

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**B. District Counsel**

Not present; no report provided.

**C. District Engineer**

**i. Discussion Regarding Pond Water Levels**

Not present; no report provided. The Board requested research on possible duplicate invoices from JMT Engineering.

**D. District Manager**

Mr. Radcliff announced that the next meeting is scheduled to be held on June 1, 2020 at 7:00 PM at the Southshore Regional Library, located at 15816 Beth Shields Way, Ruskin, Florida 33573.

**i. Presentation of Unaudited Financial Statements**

Mr. Radcliff presented the latest monthly unaudited financial statements to the Board for review.

Mr. Radcliff reminded the Board that they would be approving their proposed budget on June 1<sup>st</sup> and their final budget on August 3<sup>rd</sup>.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting held on December 2, 2019**

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on December 2, 2019 to the Board for consideration.

<p>On a Motion by Mr. Ortiz, seconded by Mr. Goushaw, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on December 2, 2019 for the Mira Lago West Community Development District.</p>
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**FOURTH ORDER OF BUSINESS**

**Consideration of Operations & Maintenance Expenditures for November and December 2019 and January 2020**

86 Mr. Radcliff presented the Operations & Maintenance Expenditures for November  
87 and December 2019 and January 2020.  
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On a Motion by Ms. Parra, seconded by Mr. Ortiz, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for November 2019 (\$9,349.44), December 2019 (\$8,977.48), and January 2020 (\$9,479.64) for the Mira Lago West Community Development District.

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90 **FIFTH ORDER OF BUSINESS** **Discussion Regarding Pond**  
91 **Erosion Remediation Financing**  
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93 The Board passed a motion to use Reserve Funds for the already approved Pond  
94 Remediation Repair.  
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On a Motion by Ms. Parra, seconded by Mr. Fine, with all in favor, the Board of Supervisors approved the use of Reserve Funds for the payment of the Pond Erosion Mediation for the Mira Lago West Community Development District.

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97 **SIXTH ORDER OF BUSINESS** **Supervisor Requests**  
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99 There were no Supervisor Requests put forth at this time.  
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101 **SEVENTH ORDER OF BUSINESS** **Adjournment**  
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On a Motion by Mr. Fine, seconded by Ms. Para, with all in favor, the Board of Supervisors adjourned the meeting at 8:00 p.m. for the Mira Lago West Community Development District.

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107 \_\_\_\_\_  
Assistant Secretary Chair / Vice Chair



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.*

**MIRA LAGO WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Mira Lago West Community Development District was held on **Monday, February 24, 2020 at 7:00 p.m.** at the Southshore Regional Library, located at 15816 Beth Shields Way, Ruskin, Florida 33573.

Present from the Audit Committee:

Lennie Fine	<b>Committee Member</b>
Hector Ortiz	<b>Committee Member</b>
Sam Schmieder	<b>Committee Member</b>
Jennifer Parra	<b>Committee Member</b>
Justin Goushaw	<b>Committee Member</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
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Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Presentation of Auditor  
Selection Evaluation Criteria**

Mr. Radcliff presented the auditor selection evaluation criteria with price and without price.

On a Motion by Ms. Parra, seconded by Mr. Goushaw, with all in favor, the Audit Committee approved the Auditor Selection Evaluation Criteria with price for the Mira Lago West Community Development District.

41 **THIRD ORDER OF BUSINESS**

**Presentation of Audit Proposal  
Instructions**

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Mr. Radcliff presented the audit proposal instructions with price and without price.

On a Motion by Mr. Ortiz, seconded by Mr. Fine, with all in favor, the Audit Committee approved the Audit Proposal Instructions with price for the Mira Lago West Community Development District.

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47 **FOURTH ORDER OF BUSINESS**

**Presentation of Draft Notice of  
Audit Services RFP**

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Mr. Radcliff presented the draft notice of audit services RFP.

On a Motion by Mr. Fine, seconded by Ms. Parra, with all in favor, the Audit Committee approved the Draft Notice of Audit Services RFP for the Mira Lago West Community Development District.

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53 **FIFTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Ortiz, seconded by Mr. Fine, with all in favor, the Audit Committee adjourned the meeting at 7:02 p.m. for the Mira Lago West Community Development District.

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Assistant Secretary

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Chair / Vice Chair

Tab 3

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

## Operation and Maintenance Expenditures February 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2020 through February 29, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,818.58**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Mira Lago West Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADA Site Compliance, LLC	002539	1015	Website Compliance	\$ 2,799.00
Bravo Landscape	002534	INV-2153	Lawn Maintenance 01/2020	\$ 2,313.00
Johnson, Mirmiran & Thompson, Inc	002535	11-150826	Engineering Services 10/27/18-12/28/19	\$ 270.00
Rizzetta & Company, Inc.	002536	INV0000046513	District Management Fees 02/2020	\$ 3,714.42
Rizzetta Technology Services, LLC	002537	INV0000005486	Email & Website Hosting Service 02/2020	\$ 100.00
Solitude Lake Management	002540	PI-A00355378	Lake Maintenance 02/2020	\$ 1,204.00
Tampa Electric Co.	002538	211008707815 01/2020	402 19th St NW 01/2020	\$ 300.55
Tampa Electric Co.	002538	211008707989 01/2020	704 York Dale Dr PMP #B 01/2020	\$ 117.61
<b>Report Total</b>				<b><u>\$ 10,818.58</u></b>



# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures  
March 2020  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2020 through March 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$9,533.76**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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



## Mira Lago West Community Development District

### Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bravo Landscape	002549	INV-2191	Lawn Maintenance 02/20	\$ 2,313.00
Hector Ortiz	002543	HO022420	Board of Supervisors Meeting 02/24/20	\$ 200.00
Jennifer Parra	002544	JP022420	Board of Supervisors Meeting 02/24/20	\$ 200.00
Justin M. Goushaw	002542	JG022420	Board of Supervisors Meeting 02/24/20	\$ 200.00
Lennie Fine	002541	LF022420	Board of Supervisors Meeting 02/24/20	\$ 200.00
Rizzetta & Company, Inc.	002545	INV0000047368	District Management Fees 03/20	\$ 3,714.42
Rizzetta Technology Services, LLC	002546	INV0000005586	EMail & Website Hosting Service 03/20	\$ 100.00
Simon J. Schmieder	002547	SS022420	Board of Supervisors Meeting 02/24/20	\$ 200.00
Solitude Lake Management	002551	PI-A00369526	Lake Maintenance 03/20	\$ 1,204.00
Tampa Electric Co.	002550	211008707815 02/20	402 19th St NW 02/20	\$ 302.57
Tampa Electric Co.	002550	211008707989 02/20	704 York Dale Dr PMP #B 02/20	\$ 134.77
Times Publishing Company	002548	0000062967 02/16/20	Legal Advertising 02/20	\$ 508.00
Times Publishing Company	002552	0000068806 03/13/20	Legal Advertising 03/20	\$ 257.00
<b>Report Total</b>				<b><u>\$ 9,533.76</u></b>



# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

## Operation and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,866.51**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Mira Lago West Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Architectural Fountains, Inc.	002559	04202001E	Install Submersible Motor 04/20	\$ 3,844.00
Bravo Landscape	002557	INV-2220	Lawn Maintenance 04/20	\$ 2,313.00
Burr & Forman LLP	002553	1151031	Legal Services 02/20	\$ 60.00
Fountain Design Group, Inc.	002558	20733A	Diagnoses On Fountain 04/20	\$ 450.00
Rizzetta & Company, Inc.	002554	INV0000048122	District Management Fees 04/20	\$ 3,714.42
Rizzetta Technology Services, LLC	002555	INV0000005686	Email & Website Hosting Service 04/20v	\$ 100.00
Solitude Lake Management	002560	PI-A00386055	Lake Maintenance 04/20	\$ 1,204.00
Tampa Electric Co.	002556	211008707815 03/20	402 19th St NW 03/20	\$ 62.94
Tampa Electric Co.	002556	211008707989 03/20	704 York Dale Dr PMP #B 03/20	\$ 118.15
<b>Report Total</b>				<b><u>\$ 11,866.51</u></b>

Tab 4

**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Mira Lago West 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 Hillsborough County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") has selected a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280 and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS, the Board desires now to authorize signatories for the operating bank account(s).

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

Section 1. The Chairman, Vice Chairman, Secretary, Assistant Secretaries and Treasurer and Assistant Treasurer are hereby designated as authorized signatories for the operating bank accounts of the District.

Section 2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF APRIL 2020.**

**MIRA LAGO WEST COMMUNITY  
DEVELOPMENT DISTRICT**



**CHAIRMAN / VICE CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY / ASSISTANT SECRETARY**

Tab 5

**RESOLUTION 2020-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Mira Lago West Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Hillsborough County, Florida; and

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

Section 1.     Bob Schleifer is appointed Secretary

Section 2.     This Resolution and any prior resolutions of the District shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded, and repealed.

Section 3.     This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

**MIRA LAGO WEST COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**ASSISTANT SECRETARY**



Tab 6

## RESOLUTION 2020-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Mira Lago West Community Development District ("Board") prior to June 15, 2020, proposed budgets for Fiscal Year 2020/2021; and

**WHEREAS**, the Board has considered the proposed budgets and desires to set the required public hearing thereon.

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

**1. BUDGETS APPROVED.** The budgets proposed by the District Manager for Fiscal Year 2019/2020 attached hereto as Exhibit A are hereby approved as the basis for conducting a public hearing to adopt said budgets.

**2. SETTING A PUBLIC HEARING.** A public hearing on said approved budgets is hereby declared and set for the following date, hour and location:

DATE: August 3, 2020  
HOUR: 7:00 p.m.  
LOCATION: Southshore Regional Library  
15816 Beth Shields Way  
Ruskin, Florida 33573

*\*Please note that pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112 and as it may be further extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting may be held telephonically or virtually. Please check on the District's website for the latest information: <https://www.miralagowestcdd.org/>.*

**3. TRANSMITTAL OF BUDGETS TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budgets to Hillsborough County at least 60 days prior to the hearing set above.

**4. POSTING OF BUDGETS.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved budgets on the District's website at least two days before the budget hearing date as set forth in Section 2. If the District does not yet have its own website, the District's Secretary is directed to transmit the approved budgets to the manager or administrator of Hillsborough County for posting on Hillsborough County's website.

**5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 1ST DAY OF JUNE, 2020.**

ATTEST:

**MIRA LAGO WEST COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair / Vice Chair

**Exhibit A:** Fiscal Year 2020/2021 Budget

## EXHIBIT A