



Rizzetta & Company

# **Mira Lago West Community Development District**

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## **Board of Supervisors' Meeting February 24, 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

## **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.

February 21, 2020

Board of Supervisors  
Mira Lago West Community  
Development District

**REVISED AGENDA**

Dear Board Members:

The special meeting of the Board of Supervisors of the Mira Lago West Community Development District will be held on **Monday, February 24, 2020 at 7:00 PM** (immediately following the Audit Review Committee meeting) at the Southshore Regional Library, 15816 Beth Shields Way, Ruskin, Florida 33573. The following is the [revised agenda](#) for this meeting:

1. **CALL TO ORDER**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **STAFF REPORTS**
  - A. [Aquatic Maintenance Updates](#) .....Tab 1
    - i. Update on Midge Fly Treatments
  - B. District Counsel
  - C. District Engineer
  - E. District Manager
    - i. Presentation of Unaudited Financial Statements .....Tab 2
4. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Meeting held on December 2, 2019 .....Tab 3
  - B. Consideration of Operations & Maintenance Expenditures for Nov. 2019, Dec. 2019, and Jan. 2020.....Tab 4
5. **BUSINESS ITEMS**
  - A. Discussion of Pond Erosion Remediation Financing
  - B. Discussion of Assessment Increase
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

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, December 2, 2019 at 7:01 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>
Stephen Brletic	<b>District Engineer; JMT, Inc. (via phone)</b>
Chris Byrne	<b>SOLitude (via phone)</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

*(Mr. Ortiz joined the meeting at 7:03 PM.)*

**SECOND ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics Maintenance Report**

Mr. Radcliff presented the latest aquatics maintenance report to the Board for review.

**i. Consideration of Aeration Installation Proposals**

46 Mr. Radcliff presented aeration installation proposals for ponds #4  
47 and #7 to the Board for consideration. Mr. Byrne reviewed the proposals and  
48 addressed and answered the Board's questions. Discussion ensued. The  
49 Board tabled consideration of the proposals until further notice.  
50

51 *(Mr. Byrne disconnected from the meeting at 7:21 PM.)*  
52

53 **ii. Consideration of Fountain Relocation Proposals**  
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55 Mr. Radcliff presented a fountain relocation proposal to the Board for  
56 consideration. Discussion ensued. The Board tabled consideration of the  
57 proposal until further notice.  
58

59 **iii. Consideration of Midge Fly & Sport Fish Proposals**  
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61 Mr. Radcliff presented proposals for midge fly treatment and sport  
62 fish stocking to the Board for consideration. Discussion ensued. The Board  
63 tabled consideration of the proposals until further notice.  
64

65 **B. District Counsel**  
66

67 Not present; no report provided.  
68

69 **C. District Engineer**  
70

71 **i. Discussion Regarding Pond Water Levels**  
72

73 Mr. Brletic presented his District Engineer's report to the Board.  
74 Discussion ensued. Topics discussed included a start date for pond bank  
75 restoration and the status of water levels in the ponds.  
76

77 *(Mr. Brletic disconnected from the meeting at 7:36 PM.)*  
78

79 **D. District Manager**  
80

81 Mr. Radcliff announced that the next meeting is scheduled to be held on  
82 March 2, 2020 at 7:00 PM at the Southshore Regional Library, located at 15816  
83 Beth Shields Way, Ruskin, Florida 33573.  
84

85 **i. Presentation of Unaudited Financial Statements**  
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87 Mr. Radcliff presented the latest monthly unaudited financial statements to  
88 the Board for review.  
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**Board of Supervisors' Meeting  
Held August 5, 2019**

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on August 5, 2019 to the Board for consideration.

On a Motion by Mr. Fine, seconded by Mr. Goushaw, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on August 5, 2019 for the Mira Lago West Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Meeting  
Held September 4, 2019**

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on September 4, 2019 to the Board for consideration.

On a Motion by Ms. Parra, seconded by Mr. Fine, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 4, 2019 for the Mira Lago West Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Operations &  
Maintenance Expenditures for  
July, August, September, and  
October 2019**

Mr. Radcliff presented the Operations & Maintenance Expenditures for July, August, September, and October 2019 to the Board for ratification. Brief discussion ensued. The Board requested clarification of some entries in the months of July and September.

On a Motion by Mr. Ortiz, seconded by Mr. Parra, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for July 2019 (\$12,992.08), August 2019 \$12,090.14), September 2019 (\$13,687.08), and October 2019 (\$16,704.94) for the Mira Lago West Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Ratification of Audit Services  
Engagement Letter**

Mr. Radcliff presented the annual audit services letter of engagement to the Board

121 for ratification.  
122

On a Motion by Ms. Parra, seconded by Mr. Goushaw, with all in favor, the Board of Supervisors ratified the audit services letter of engagement from Berger, Toombs, Elam, Gaines & Frank for the Mira Lago West Community Development District.

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124 **SEVENTH ORDER OF BUSINESS**

**Establishment of Audit Review  
Committee**

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127 Mr. Radcliff explained the purpose and procedure of establishing a committee to  
128 contract for annual auditing services for the District. The Board supervisors agreed to  
129 serve as committee members and authorized staff to advertise as required.  
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On a Motion by Mr. Ortiz, seconded by Ms. Parra, with all in favor, the Board of Supervisors established the Audit Review Committee, agreed to serve as its members, and authorized staff to advertise as required for the Mira Lago West Community Development District.

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132 **EIGHTH ORDER OF BUSINESS**

**Ratification of Insurance Policy  
Renewal**

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135 Mr. Radcliff presented the annual insurance policy renewal to the Board for  
136 ratification.  
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On a Motion by Ms. Parra, seconded by Mr. Ortiz, with all in favor, the Board of Supervisors ratified the annual insurance policy renewal for the Mira Lago West Community Development District.

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139 **NINTH ORDER OF BUSINESS**

**Supervisor Requests**

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141 Mr. Goushaw asked to reschedule the next meeting date from March 2, 2020 to  
142 February 24, 2020.  
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On a Motion by Ms. Parra, seconded by Mr. Ortiz, with all in favor, the Board of Supervisors rescheduled the next meeting date from March 2, 2020 to February 24, 2020 at 7:00 PM for the Mira Lago West Community Development District.

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145 Mr. Fine commented on the low or no attendance of residents at CDD meetings.



146 He also submitted a receipt for reimbursement of the purchase of a fountain timer.

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148 **TENTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Fine, seconded by Mr. Schmieder, with all in favor, the Board of Supervisors adjourned the meeting at 8:19 PM for the Mira Lago West Community Development District.

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

\_\_\_\_\_ Chair / Vice Chair

DRAFT

Tab 2

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$9,349.44**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Mira Lago West Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc	002513	0000461444	Lake Maintenance 11/19	\$ 1,204.00
Bravo Landscape	002511	INV-2059	Lawn Maintenance 11/19	\$ 2,313.00
Department of Economic Opportunity	002512	74200	Special District Fee 19/20	\$ 175.00
Johnson, Mirmiran & Thompson, Inc	002508	10-146548	Engineering Services 09/29/19- 10/26/19	\$ 390.00
Johnson, Mirmiran & Thompson, Inc	002506	9-145539	Engineering Services 08/25/19- 09/28/19	\$ 1,040.00
Rizzetta & Company, Inc.	002509	INV0000044481	District Management Fees 11/19	\$ 3,714.42
Rizzetta Technology Services, LLC	002510	INV0000004861	EMail & Website Hosting Service 11/19	\$ 100.00
Tampa Electric Co.	002507	211008707815 10/19	402 19th St NW 10/19	\$ 359.29
Tampa Electric Co.	002507	211008707989 10/19	704 York Dale Dr PMP #B 10/19	\$ <u>53.73</u>
<b>Report Total</b>				<b>\$ <u>9,349.44</u></b>

Tab 3

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,977.48**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Mira Lago West Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bravo Landscape	002516	INV-2079	Lawn Maintenance 12/19	\$ 2,313.00
Burr & Forman LLP	002525	1128732	Legal Services 10/19	\$ 570.00
Hector Ortiz	002519	HO120219	Board of Supervisors Meeting 12/02/19	\$ 200.00
Jennifer Parra	002520	JP120219	Board of Supervisors Meeting 12/02/19	\$ 200.00
Justin M. Goushaw	002518	JG120219	Board of Supervisors Meeting 12/02/19	\$ 200.00
Lennie Fine	002517	120319	Reimbursement for Fountain Timer	\$ 67.25
Lennie Fine	002517	LF120219	Board of Supervisors Meeting 12/02/19	\$ 200.00
Rizzetta & Company, Inc.	002514	INV0000045180	District Management Fees 12/19	\$ 3,714.42
Rizzetta Technology Services, LLC	002515	INV0000004945	EMail & Website Hosting Service 12/19	\$ 100.00
Simon J. Schmieder	002521	SS120219	Board of Supervisors Meeting 12/02/19	\$ 200.00
Solitude Lake Management	002522	PI-A00324501	Fountain Repair	\$ 313.81
Tampa Electric Co.	002523	211008707815 11/19	402 19th St NW 11/19	\$ 328.99
Tampa Electric Co.	002523	211008707989 11/19	704 York Dale Dr PMP #B 11/19	\$ 84.01
Times Publishing Company	002524	0000038186	Legal Advertising 11/19	\$ 486.00
<b>Report Total</b>				<b><u>\$ 8,977.48</u></b>

Tab 4



# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures January 2020 For Board Approval

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

The total items being presented: **\$9,479.64**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Mira Lago West Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bravo Landscape	002530	INV-2113	Lawn Maintenance 01/20	\$ 2,313.00
Burr & Forman LLP	002527	1133161	Legal Services 11/19	\$ 390.00
Rizzetta & Company, Inc.	002528	INV0000045844	District Management Fees 01/20	\$ 3,714.42
Rizzetta Technology Services, LLC	002532	INV0000005384	EMail & Website Hosting Service 01/2020	\$ 100.00
Solitude Lake Management	002529	PI-A00327781	Lake Maintenance 12/19	\$ 1,204.00
Solitude Lake Management	002533	PI-A00342040	Lake Maintenance 01/2020	\$ 1,204.00
Tampa Electric Co.	002531	211008707815 12/19	402 19th St NW 12/19	\$ 400.32
Tampa Electric Co.	002531	211008707989 12/19	704 York Dale Dr PMP #B 12/19	\$ 153.90
<b>Report Total</b>				<b><u>\$ 9,479.64</u></b>