



Rizzetta & Company

# Mira Lago West Community Development District

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**Board of Supervisors' Meeting  
December 7, 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 Hector Ortiz Jennifer Parra Justin Goushaw Simon Schmieder	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Jennifer Goldyn	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.

November 30, 2020

Board of Supervisors  
Mira Lago West Community  
Development District

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Mira Lago West Community Development District will be held on **Monday, December 7, 2020 at 7:00 p.m.** at the Offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, FL 33578. The following is the final agenda for the meetings:

**BOARD OF SUPERVISORS MEETING:**

1. **CALL TO ORDER**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ITEMS**
  - A. Presentation of Oath of Office ..... Tab 1
  - B. Consideration of Resolution 2021-01, Designating Officers ..... Tab 2
4. **STAFF REPORTS**
  - A. Aquatic Maintenance Report..... Tab 3
  - B. District Counsel
  - C. District Engineer
  - D. District Manager
    1. Presentation of Unaudited Financial Statements ..... Tab 4
    2. Discussion regarding backyard landscape boundaries
5. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Meeting held on August 3, 2020..... Tab 5
  - B. Consideration of Operations & Maintenance Expenditures for July, August, September, and October 2020 ..... Tab 6
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) 533-2950.

Sincerely,

*Jennifer Goldyn*

Jennifer Goldyn, District Manager

**RESOLUTION 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT, 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 Board of Supervisors of the District desires to appoint and remove Officers of the District.

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

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice Chairman. Robert McCarthy is hereby removed.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of December, 2020.

**MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT**

**ATTEST:**

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

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

**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, August 3, 2020 at 7:03 p.m.** via conference call pursuant to Governor DeSantis' executive Order 20-69 as extended by Executive Order 20-150.

Present via teleconference and constituting a quorum:

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

Also present via teleconference were:

Jennifer Goldyn	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Peter Simones	<b>Representative, Solitude</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Goldyn called the meeting to order and read roll call, confirming a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members present for questions and/ or comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Aquatics  
Maintenance Report**

**A. Aquatics Maintenance Report**

Mr. Simones presented the Aquatic Maintenance Report to the Board of Supervisors.

**B. District Counsel**

Not present; no report provided.

49 **C. District Engineer**

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51 Not present; no report provided

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53 **D. District Manager**

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55 Ms. Goldyn announced that the next meeting is scheduled to be held on  
56 December 7, 2020.

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58 **i. Presentation of Unaudited Financial Statements**

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60 Ms. Goldyn presented the latest monthly unaudited financial statements to  
61 the Board for review.

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63 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Meeting  
held on June 1, 2020**

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On a Motion by Mr. Fine, seconded by Mr. Ortiz, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Meeting held on June 1, 2020, as presented, for the Mira Lago West Community Development District.

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68 **FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Audit Committee Meeting held  
on June 1, 2020**

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On a Motion by Mr. Goushaw, seconded by Mr. Ortiz, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee Meeting held on June 1, 2020, as presented, for the Mira Lago West Community Development District.

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73 **SIXTH ORDER OF BUSINESS**

**Consideration of Operations &  
Maintenance Expenditures for  
May and June 2020**

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77 Ms. Goldyn presented the operation and maintenance expenditures for May and  
78 June 2020.

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On a Motion by Mr. Ortiz, seconded by Mr. Goushaw, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for May in the amount of \$8,799.99 and June in the amount of \$18,242.17, for the Mira Lago West Community Development District.

84 **SEVENTH ORDER OF BUSINESS** **Consideration Aquatic Service**  
85 **Proposals**  
86

87 Ms. Goldyn presented the Aquatic Service Proposal to the Board of Supervisors.  
88 The Board has decided to stay with Solitude.  
89

90 **EIGHTH ORDER OF BUSINESS** **Consideration of Solitude**  
91 **Contract Restoration Proposal**  
92

93 The Board decided to table this matter indefinitely.  
94

95 **NINTH ORDER OF BUSINESS** **Public hearing on FY 20/21 Final**  
96 **Budget**  
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98 Ms. Goldyn asked the Board for a Motion to Open the Public Hearing on FY  
99 20/21 Final Budget.  
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On a Motion by Mr. Fine, seconded by Mr. Goushaw, with all in favor, the Board of Supervisors Opened the Public Hearing on FY 20/21 Final Budget, for the Mira Lago West Community Development District.

On a Motion by Mr. Ortiz, seconded by Mr. Fine, with all in favor, the Board of Supervisors Closed the Public Hearing on FY 20/21 Final Budget, for the Mira Lago West Community Development District.

102 **TENTH ORDER OF BUSINESS** **Consideration of Resolution**  
103 **2020-04, Adopting Final Budget**  
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106 Ms. Goldyn presented Resolution 2020-04, Adopting Final Budget to the Board of  
107 Supervisors.  
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On a Motion by Ms. Parra, seconded by Mr. Ortiz, with all in favor, the Board of Supervisors adopted Resolution 2020-04, Adopting Final Budget, for the Mira Lago West Community Development District.

109 **ELEVENTH ORDER OF BUSINESS** **Public Hearing on FY 20/21**  
110 **Special Assessments**  
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112 Ms. Goldyn asked the Board for a Motion to Open FY 20/21 Special  
113 Assessments to the Board of Supervisors.  
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On a Motion by Mr. Goushaw, seconded by Mr. Schmieder, with all in favor, the Board of Supervisors Opened the Public Hearing on FY 20/21 Special Assessments, for the Mira Lago West Community Development District.

On a Motion by Ms. Parra, seconded by Mr. Fine, with all in favor, the Board of Supervisors Closed the Public Hearing on FY 20/21 Special Assessments, for the Mira Lago West Community Development District.

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**TWELTH ORDER OF BUSINESS**

**Consideration of Resolution  
2020-05, Imposing Special  
Assessments and Certifying an  
Assessment Roll**

Ms. Goldyn presented Resolution 2020-05, Imposing Special Assessment and Certifying an Assessment Roll to the Board.

On a Motion by Mr. Schmieder, seconded by Mr. Ortiz with all in favor, the Board of Supervisors adopted Resolution 2020-05, Imposing Special Assessments and Certifying an Assessment Roll, for the Mira Lago West Community Development District.

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**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution  
2020-06, Adopting FY 20/21  
Meeting Schedule**

Ms. Goldyn presented Resolution 2020-06, Adopting FY 20/21 Meeting Schedule to the Board.

On a Motion by Ms. Parra, seconded by Mr. Ortiz, with all in favor, the Board of Supervisors adopted Resolution 2020-06, Adopting FY 20/21 Meeting Schedule, for the Mira Community Development District.

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**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution  
2020-07, Re-Designating  
Assistant Secretary**

Ms. Goldyn presented Resolution 2020-07, Re-Designating Assistant Secretary to the Board.

On a Motion by Ms. Parra, seconded by Mr. Schmieder, with all in favor, the Board of Supervisors adopted Resolution 2020-07, Re-Designating Assistant Secretary, for the Mira Community Development District.

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**FIFTEENTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Fine informed the Board that York Dale is two words.

Mr. Ortiz completed the Budget to the Board and asked to delete personal e-mail.



149 Ms. Parra informed the Board she will check in with Bravo landscape.

150

151 **SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

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

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

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

DRAFT

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures July 2020 For Board Approval

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

The total items being presented: **\$9,259.76**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Mira Lago West Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bravo Landscape	002587	2412	Lawn Maintenance 07/20	\$ 2,313.00
Burr & Forman LLP	002585	1170448	Legal Services Though 05/31/20	\$ 120.00
Johnson, Mirmiran & Thompson, Inc	002588	2-159484	Engineering Services Though 04/26/20-06/27/20	\$ 240.00
Rizzetta & Company, Inc.	002582	INV0000050747	District Management Fees 07/20	\$ 3,714.42
Rizzetta Technology Services, LLC	002583	INV0000005990	Email & Website Hosting Service 07/20	\$ 100.00
Solitude Lake Management	002584	PI-A00419781	Lake Maintenance 06/20	\$ 1,204.00
Solitude Lake Management	002589	PI-A00435590	Lake Maintenance 07/20	\$ 1,204.00
Tampa Electric Co.	002586	211008707815 06/20	402 19th St NW 06/20	\$ 267.32
Tampa Electric Co.	002586	211008707989 06/20	704 York Dale Dr PMP #B 06/20	\$ 97.02
<b>Report Total</b>				<b><u>\$ 9,259.76</u></b>

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures August 2020 For Board Approval

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

The total items being presented: **\$9,674.15**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Mira Lago West Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bravo Landscape	002594	2453	Lawn Maintenance 08/20	\$ 2,313.00
Hector Ortiz	002597	HO080320	Board of Supervisors Meeting 08/03/20	\$ 200.00
Jennifer Parra	002598	JP080320	Board of Supervisors Meeting 08/03/20	\$ 200.00
Justin M. Goushaw	002596	JG080320	Board of Supervisors Meeting 08/03/20	\$ 200.00
Lennie Fine	002595	LF080320	Board of Supervisors Meeting 08/03/20	\$ 200.00
Rizzetta & Company, Inc.	002590	INV0000051758	District Management Fees 08/20	\$ 3,714.42
Rizzetta Technology Services, LLC	002591	INV0000006091	Email & Website Hosting Service 08/20	\$ 100.00
Simon J. Schmieder	002599	SS080320	Board of Supervisors Meeting 08/03/20	\$ 200.00
Solitude Lake Management	002600	PI-A00454279	Lake Maintenance 07/20	\$ 1,204.00
Tampa Electric Co.	002593	211008707815 07/20	402 19th St NW 07/20	\$ 256.02
Tampa Electric Co.	002593	211008707989 07/20	704 York Dale Dr PMP #B 07/20	\$ 98.71
Times Publishing Company	002592	0000087813 07/15/20	Legal Advertising 07/15/20	<u>\$ 988.00</u>
<b>Report Total</b>				<b><u>\$ 9,674.15</u></b>

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures September 2020 For Board Approval

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

The total items being presented: **\$12,666.68**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Mira Lago West Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bravo Landscape	002605	2478	Lawn Maintenance 09/20	\$ 2,313.00
Egis Insurance Advisors, LLC	002607	11338	Commercial Insurance Package FY 20/21	\$ 5,767.00
Johnson, Mirmiran & Thompson, Inc	002601	3-161213	Engineering Services Though 06/28/20-07/25/20	\$ 400.00
Rizzetta & Company, Inc.	002602	INV0000052548	District Management Fees 09/20	\$ 3,714.42
Rizzetta Technology Services, LLC	002603	INV0000006191	Email & Website Hosting Service 09/20	\$ 100.00
Tampa Electric Co.	002604	211008707815 08/20	402 19th St NW 08/20	\$ 273.86
Tampa Electric Co.	002604	211008707989 08/20	704 York Dale Dr PMP #B 08/20	\$ <u>98.40</u>
<b>Report Total</b>				<b>\$ <u>12,666.68</u></b>

# MIRA LAGO WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures October 2020 For Board Approval

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

The total items being presented: **\$13,190.78**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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



## Mira Lago West Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bravo Landscape	002612	2505	Lawn Maintenance 10/20	\$ 2,313.00
Rizzetta & Company, Inc.	002608	INV0000053345	District Management Fees 10/20	\$ 3,714.42
Rizzetta & Company, Inc.	002608	INV0000053601	Assessment Roll Preparation FY20/21	\$ 5,000.00
Rizzetta Technology Services, LLC	002610	INV0000006396	Email & Website Hosting Service 10/20	\$ 100.00
Solitude Lake Management	002613	PI-A00486964	Lake Maintenance 10/20	\$ 1,204.00
Tampa Electric Co.	002609	211008707815 09/20	402 19th St NW 09/20	\$ 306.22
Tampa Electric Co.	002609	211008707989 09/20	704 York Dale Dr PMP #B 09/20	\$ 111.14
Times Publishing Company	002611	0000111661 10/04/20	Legal Advertising 10/04/20	\$ 442.00
<b>Report Total</b>				<b><u>\$ 13,190.78</u></b>