

FISHHAWK COMMUNITY DEVELOPMENT DISTRICT IV

District Office – Tampa, Florida (813) 933-5571

Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614

www.fishhawkcdd4.org

**Board of Supervisors
FishHawk Community
Development District IV**

June 29, 2023

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of FishHawk Community Development District IV will be held on **Thursday, July 6, 2023 at 10:00 a.m.** at the Lake House of FishHawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida 33547. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Audit Committee
Meeting held on June 1, 2023Tab 1
 - B.** Consideration of Minutes of Board of Supervisors'
Regular Meeting held on June 1, 2023Tab 2
 - C.** Ratification of Operations & Maintenance
Expenditures for April & May 2023.....Tab 3
- 4. STAFF REPORTS**
 - A.** Landscape Inspection Services Report.....Tab 4
 - B.** Landscape Report
 - i. Consideration of Landscape Addendums.....Tab 5
 - C.** Irrigation ReportTab 6
 - D.** Aquatic Services Report.....Tab 7
 - E.** District Counsel
 - F.** District Engineer
 - G.** HOA Property Manager
 - H.** District Manager
- 5. BUSINESS ITEMS**
 - A.** Consideration of As Needed Electrical Services
AgreementTab 8
 - B.** Consideration of Grau Audit Engagement Letter.....Tab 9
 - C.** Ratify the Fiscal Year 2022 Audit.....Tab 10
 - D.** Budget Cover Letter to ResidentsTab 11
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We 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,

Debby Wallace

Debby Wallace
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.

**FISHHAWK
COMMUNITY DEVELOPMENT DISTRICT IV**

The audit committee meeting of the Board of Supervisors of the FishHawk Community Development District IV was held on **Thursday, June 1, 2023, at 10:10 a.m.** at the Lake House of FishHawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida 33547.

Present and constituting a quorum were:

Dayna Kennington	Board Supervisor, Committee Member
Daniel Rothrock	Board Supervisor, Committee Member
Jeffrey Stewart	Board Supervisor, Committee Member
Esther Wisdom	Board Supervisor, Committee Member

Also present were:

Debby Wallace	District Manager; Rizzetta & Company, Inc.
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Audience	Present
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FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

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

SECOND ORDER OF BUSINESS **Audience Comments**

No audience comments were put forward at this time.

THIRD ORDER OF BUSINESS **Consideration of Audit Proposals**

Ms. Wallace reviewed the firms that were notified of the RFP for Auditing services, noting that Berger Toombs, Elam, Gaines, & Frank and Grau and Associates were the only two responding. The Board ranked both firms determining that Grau and Associates was number 1 with 385 points and Berger Toombs number 2 with 365 points.

On a Motion by Ms. Kennington, seconded by Mr. Rothrock, with all in favor, the Audit Committee approved Grau and Associates as the highest ranked bidder and recommended that they be retained for auditing services, for the FishHawk Community Development District IV.

FOURTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Rothrock, seconded by Mr. Stewart, with all in favor, the Audit Committee adjourned the meeting at 10:14 a.m. for the FishHawk Community Development District IV.

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.

**FISHHAWK
COMMUNITY DEVELOPMENT DISTRICT IV**

The regular meeting of the Board of Supervisors of the FishHawk Community Development District IV was held on **Thursday, June 1, 2023, at 10:15 a.m.** at the Lake House of FishHawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida 33547.

Present and constituting a quorum were:

Dayna Kennington	Board Supervisor, Chairman
Daniel Rothrock	Board Supervisor, Vice Chairman
Esther Wisdom	Board Supervisor, Assistant Secretary
Jeffrey Stewart	Board Supervisor, Assistant Secretary

Also present were:

Debby Wallace	District Manager; Rizzetta & Company, Inc.
Erin McCormick	District Counsel; Erin McCormick Law
John Fowler	Field Services, Rizzetta & Company, Inc.
Sam Patel	Representative, Brightview Landscaping
Patti Picciano	HOA Property Manager

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Audience comments were entertained regarding concerns with irrigation at the west end of the community. Ms. Wallace shared an emailed update provided by Ballenger Irrigation.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of Audit
Committee Meeting Held April 6, 2023**

Ms. Wallace presented the minutes of the Audit Committee meeting held on April 6, 2023, to the Board.

On a Motion by Mr. Rothrock, seconded by Mr. Stewart, with all in favor, the Board of Supervisors approved the Minutes of the Audit Committee meeting held on April 6, 2023, as presented, for the FishHawk Community Development District IV.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of Board of
Supervisors' Regular Meeting Held
April 6, 2023**

Ms. Wallace presented the minutes of the Board of Supervisors' meeting April 6, 2023, to the Board.

On a Motion by Ms. Kennington, seconded by Mr. Stewart, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors regular meeting held on April 6, 2023, as presented, for the FishHawk Community Development District IV.

FIFTH ORDER OF BUSINESS

**Ratification of Operations &
Maintenance Expenditures for
February & March 2023**

Ms. Wallace presented the February & March 2023 Operation & Maintenance Expenditures to the Board.

On a Motion by Ms. Kennington, seconded by Mr. Stewart, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for February 2023 (\$126,560.60) and March 2023 (\$36,198.75) for the FishHawk Community Development District IV.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Field Services Report

Mr. Fowler presented the field inspection report to the Board.

B. Landscape Report

There were no questions regarding the landscape report.

i. Consideration of Landscape Addendum #23

A brief discussion was held regarding the various proposals included in the addendum. The Board decided against the 1st proposal and revised the 4th proposal to replace only one Crepe Myrtle.

On a Motion by Mr. Rothrock seconded by Ms. Wisdom, with all in favor, the Board of Supervisors approved landscape addendum #23 as discussed with a revised total for the approved proposals being \$3,855.37 for the FishHawk Community Development District IV.

ii. Consideration of Landscape Addendum #24

The Board reviewed addendum #24, adjusting proposal #5 to straighten one Maple (\$984.77) and remove one Oak (\$600) and tabled proposal #4.

On a Motion by Ms. Kennington seconded by Mr. Rothrock, with all in favor, the Board of Supervisors approved landscape addendum #24 as discussed with a revised total for the approved proposals being \$4,630.36 for the FishHawk Community Development District IV.

iii. Consideration of Proposal to Remove a Fallen Oak

The Board asked that the Brightview arborist inspect the remaining trees and if they are deemed healthy, move forward with the removal. If not, they asked that a proposal be provided for the removal of all the trees.

On a Motion by Mr. Rothrock seconded by Ms. Kennington, with all in favor, the Board of Supervisors approved the proposal to remove a fallen Oak in the amount of \$1,500, pending inspection of neighboring trees as discussed and authorized District Management to approve the cost of removing any other non-healthy trees and any required permits, for the FishHawk Community Development District IV.

C. Irrigation Services Report

The Board reviewed the irrigation report.

D. Aquatic Services Report

The Board reviewed the aquatic services report.

E. District Counsel

No report.

F. District Engineer

No report.

G. HOA Property Manager

Ms. Picciano provided an update on the fitness center,

H. District Manager

The next CDD meeting will be held July 6, 2023, at 10:00 a.m.

SEVENTH ORDER OF BUSINESS

**Acceptance of Recommendation of
Audit Committee for Auditing Services**

Ms. Wallace reviewed the recommendation of the Audit Committee to engage Grau and Associates to provide Auditing Services for FY 2023 with the option for two additional years.

On a Motion by Ms. Kennington, seconded by Mr. Stewart, with all in favor, the Board of Supervisors accepted the recommendation of the Audit Committee and authorized Management to enter into an agreement with Grau and Associates for Auditing Services for FY 2023, 2024, and 2025, for the FishHawk Community Development District IV.

EIGHTH ORDER OF BUSINESS

**Discussion of Open Board Supervisor
Seat**

Ms. McCormick reviewed the options for replacement of a Board Supervisor for Seat 4 on the Board with a term from 2022 through 2026.

On a Motion by Ms. Kennington, seconded by Mr. Rothrock, with all in favor, the Board of Supervisors appointed Adam Brygidyr as Board Supervisor in Seat #4, for the FishHawk Community Development District IV.

Ms. Wallace administered the oath of office to Mr. Brygidyr who swore and affirmed the oath as stated. He confirmed that he would like to receive compensation for meeting attendance.

Ms. McCormick reviewed the Florida Sunshine Law and sections of FS190.

NINTH ORDER OF BUSINESS

**Ratification of District Engineer
Agreement**

Ms. Wallace stated that this is an interim agreement for services following the termination of the contract with Johnson, Mirmiran, & Thompson, Inc.

On a Motion by Mr. Rothrock, seconded by Ms. Kennington, with all in favor, the Board of Supervisors ratified the execution of the BDI Contract for engineering services from March 2023 through September 2023, for the FishHawk Community Development District IV.

TENTH ORDER OF BUSINESS

Consideration of RFQ for District Engineer

Ms. Wallace reviewed the need to advertise for Engineering services as the agreement with BDI is for temporary services and the Board needs to fulfill the legal requirements for hiring a permanent firm for the position.

On a Motion by Mr. Rothrock, seconded by Mr. Stewart, with all in favor, the Board of Supervisors authorized the District Manager to advertise the RFQ for Engineering Services, for the FishHawk Community Development District IV.

ELEVENTH ORDER OF BUSINESS

Consideration of Bench Refinishing Proposal

Ms. Wallace reviewed the current proposal from Construction Management Services, LLC to refinish 6 benches, noting that it reflects an increase from the proposal received in 2022. She stated that she was able to negotiate a reduced price of \$580 per bench. The proposal also includes refinishing four trash cans.

On a Motion by Mr. Rothrock, seconded by Ms. Kennington, with all in favor, the Board of Supervisors approved the proposal from Construction Management Services, LLC for refinishing 6 benches and 4 trashcans in the amount of \$5,920, for the FishHawk Community Development District IV.

TWELFTH ORDER OF BUSINESS

Ratification of Well Pump Proposal

On a Motion by Mr. Rothrock, seconded by Ms. Wisdom, with all in favor, the Board of Supervisors ratified the execution of the proposal from Fourgurean Well Drilling, LLC, in the amount of \$7,151 for the FishHawk Community Development District IV.

THIRTEENTH ORDER OF BUSINESS

Presentation of Registered Voter Count

Ms. Wallace provided the Hillsborough County Registered Voter count as of April 15, 2023, as 2,410.

FOURTEENTH ORDER OF BUSINESS

Consideration of Resolution 2023-06; Approving FY 2023-2024 Proposed Budget, Preliminary Assessment Roll for Operation & Maintenance Assessments and Setting Public Hearing

Ms. Wallace reviewed the Resolution for the Board. The Board asked that Staff draft

a letter to be included with the official mailed notices on the Public Hearing.

On a Motion by Ms. Kennington, seconded by Mr. Steever, with all in favor, the Board of Supervisors approved Resolution 2023-06; Approving FY 2023-2024 Proposed Budget totaling \$1,352,988, Preliminary Assessment Roll for Operation & Maintenance Assessments and Setting Public Hearing for August 3, 2023, at 10:00 a.m. at the Lake House of FishHawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida 33547, for the FishHawk Community Development District IV.

THIRTEENTH ORDER OF BUSINESS

Supervisor Comments

Mr. Stewart informed the Board that he is unable to attend the October meeting in person, but may call in.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Rothrock, seconded by Ms. Wisdom, with all in favor, the Board of Supervisors adjourned the meeting at 11:35 a.m. for the FishHawk Community Development District IV.

Assistant Secretary

Chair / Vice Chair

Tab 3

FISHHAWK IV COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures April 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$77,517.92**

Approval of Expenditures:

____ Chairperson

____ Vice Chairperson

____ Assistant Secretary

Fishhawk IV Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Amount</u>
BCI Entities, LLC	100151	23180	Irrigation Repairs 02/23	\$ 1,332.00
Brian T Steever	100159	BS040623	Board of Supervisors Meeting 04/06/23	\$ 200.00
BrightView Landscape Services, Inc.	100152	8341996	Monthly Landscape Maintenance 04/23	\$ 18,560.83
BrightView Landscape Services, Inc.	100152	8363453	Annuals Rotation 03/23	\$ 5,078.25
Brletic Dvorak, Inc.	100153	1073	Project Manager 03/23	\$ 100.00
Dayna J. Kennington	100160	DK040623	Board of Supervisors Meeting 04/06/23	\$ 200.00
Decort Electrical Solutions, Inc.	100154	ENC03062023	Well Pump Electrical Maintenance 03/23	\$ 440.00
Erin McCormick Law, P.A.	100155	10647	Legal Services 03/23	\$ 2,250.96
Erin McCormick Law, P.A.	100155	10648	Legal Services 03/23	\$ 946.00
Erin McCormick Law, P.A.	100161	10653	Legal Services 03/23	\$ 2,982.30
Hillsborough County BOCC	20230512-5	1416996147 04/23 AUTOPAY	Summary Bill 04/23	\$ 193.35
Jayman Enterprises, LLC	100156	2450	Straighten Street Signs 03/23	\$ 125.00
Jayman Enterprises, LLC	100156	2465	Soccer Field Maintenance 03/23	\$ 125.00
Jeffrey Stewart	100162	JS040623	Board of Supervisors Meeting 04/06/23	\$ 200.00
Poop 911	100157	6703363	11 Doggie Stations & 10 Trashcans 03/23	\$ 702.00

Fishhawk IV Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100150	INV0000078893	District Management Services 04/23	\$ 4,674.67
Sitex Aquatics, LLC	100158	7618	Monthly Lake Maintenance 04/23	\$ 1,350.00
TECO	20230512-1	211009775761 03/23 AUTOPAY	13773 FishHawk Blvd 03/23	\$ 33.64
TECO	20230512-2	211017320014 03/23 AUTOPAY	Village Center Dr PH2 03/23	\$ 11,917.24
TECO	20230512-3	211009776033 03/23 AUTOPAY	5601 Balcony Bridge Place 03/23	\$ 174.34
TECO	20230512-4	321000017145 Summary 03/23 AUTOPAY	Electric Summary 03/23	<u>\$ 25,932.34</u>
TOTAL				<u>\$ 77,517.92</u>

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FISHHAWK IV COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures May 2023 For Board Approval

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

The total items being presented: **\$72,989.21**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Fishhawk IV Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Amount</u>
Affordable Backflow Testing	100166	19643	2 Backflow Preventer Tests 05/23	\$ 100.00
Ballenger & Company, Inc.	100175	23215	Irrigation Repairs 05/23	\$ 2,947.00
Ballenger & Company, Inc.	100177	23238	Irrigation Maintenance 05/23	\$ 4,550.00
BrightView Landscape Services, Inc.	100164	8368392	Plant Replacement - Minima Jasmine 04/23	\$ 3,093.42
BrightView Landscape Services, Inc.	100164	8368393	Remove Tree - Village Center Dr 04/23	\$ 300.00
BrightView Landscape Services, Inc.	100164	8368394	Plant Replacement - Blue Daze 04/23	\$ 715.08
BrightView Landscape Services, Inc.	100164	8368395	Tree Pruning - Shell Ridge 04/23	\$ 1,200.00
BrightView Landscape Services, Inc.	100164	8368396	Stump Grinding 04/23	\$ 1,395.00
BrightView Landscape Services, Inc.	100164	8369856	Remove Tree - Hometown Lane 04/23	\$ 1,791.85
Brletic Dvorak, Inc.	100176	1107	Engineering Services 04/23	\$ 200.00
Daniel Gray Rothrock	100167	DR050423	Board of Supervisors Meeting 05/04/23	\$ 200.00
Dayna J. Kennington	100168	DK050423	Board of Supervisors Meeting 05/04/23	\$ 200.00
Erin McCormick Law, P.A.	100169	10661	Legal Services 04/23	\$ 3,825.92
Esther Wisdom	100170	EW050423	Board of Supervisors Meeting 05/04/23	\$ 200.00
Fourqurean Well Drilling LLC	100178	1226	Well Service 05/23	\$ 4,197.10

Fishhawk IV Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Amount</u>
Grau & Associates, P.A.	100171	24045	Auditing Services FYE 09/30/2022	\$ 3,500.00
Hillsborough County BOCC	20230601-2	1416996147 AUTOPAY	Summary Bill 04/08/23 - 05/09/23	\$ 213.22
Jeffrey Stewart	100172	JS050423	Board of Supervisors Meeting 05/04/23	\$ 200.00
Poop 911	100173	7065470	11 Doggie Stations & 10 Trashcans 04/23	\$ 702.00
Rizzetta & Company, Inc.	100165	INV0000079718	District Management Services 05/23	\$ 4,674.67
TECO	20230601-1	321000017145 Summary 04/23 AUTOPAY	Electric Summary 04/23	\$ 26,079.25
TECO	20230601-3	211009775761 04/23	13773 FishHawk Blvd 04/23	\$ 40.43
TECO	20230607-1	Autopay 211017320014 04/23	Village Center Dr PH2 04/23	\$ 11,953.43
TECO	20230607-2	AUTOPAY 211009776033 04/23	5601 Balcony Bridge Place 04/23	\$ 332.84
Times Publishing Company	100174	AUTOPAY 0000282639 04/19/23	Legal Advertising Account #106984 04/23	\$ <u>378.00</u>
TOTAL				\$ <u>72,989.21</u>