

**Cordoba Ranch Community
Development District**

October 25, 2016

Agenda Package

Cordoba Ranch Community Development District**Severn Trent Services, Management Services Division**

210 North University Drive, Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 753-5841 • Fax: (954) 345-1292

October 18, 2016

Board of Supervisors

Cordoba Ranch Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Cordoba Ranch Community Development District will be held Tuesday, October 25, 2016 at **9:30 a.m. at the Cordoba Ranch Model Center, 2516 Cordoba Ranch Boulevard, Lutz, FL**. Following is the advance agenda for the meeting:

1. Call to Order/Roll Call
2. Approval of the Consent Agenda
 - A. October 4, 2016 Minutes
 - B. Resolution 2017-3 Registered Agent
3. Audience Comments on Agenda Items
4. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
5. Supervisor Requests
6. Adjournment

All supporting documentation is enclosed or will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will give their reports at the meeting. In the meantime if you have any questions, please contact me.

Sincerely,

Andrew P. Mendenhall, PMP

Andrew P. Mendenhall, PMP

District Manager

Second Order of Business

2A.

**MINUTES OF MEETING
CORDOBA RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cordoba Ranch Community Development District was held on Tuesday, October 4, 2016 at 11:00 a.m. in the Cordoba Ranch Model Center, 2516 Cordoba Ranch Boulevard, Lutz, Florida.

Present and constituting a quorum were:

Barry Karpay	Chairman
Garth Noble	Vice Chairman
Kelly Evans	Assistant Secretary
F. Peter Williams	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Vivek Babbar	District Counsel

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Mendenhall called the meeting to order and called the roll.

On MOTION by Mr. Karpay seconded by Ms. Evans with all in favor Mr. F. Peter Williams was appointed to the Board of Supervisors (Seat 2) of the Cordoba Ranch CDD.
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Mr. Mendenhall, being a Notary of the State of Florida administered the Oath of Office to Mr. Williams; a copy of which is attached as part of the public record.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

None

THIRD ORDER OF BUSINESS

Business Administration

A. Consideration of the Minutes of the Board of Supervisor’s Regular Meeting Held on August 23, 2016

On MOTION by Mr. Karpay seconded by Ms. Evans with all in favor the minutes from the August 23, 3016 meeting were approved.

B. Consideration of Operation and Maintenance Expenditures for August 2016

On MOTION by Mr. Karpay seconded by Ms. Evans with all in favor the operation and maintenance expenditures for August 2016 were accepted.

FOURTH ORDER OF BUSINESS

Business Items

A. Ratification of Execution of EGIS Insurance Proposal

On MOTION by Mr. Noble seconded by Mr. Karpay with all in favor execution of the EGIS Insurance Proposal was ratified.

B. Update on Status of Tampa Electric Increased Deposit

- Tampa Electric increase of deposit was discussed. Information on a utility deposit bond will be obtained from the insurance company.

C. Consideration of Proposal for Fall Annuals Install

- Proposal for fall annuals install in the amount of \$4,672.50 was discussed.
- Prior to approval, verification this is included in the quarterly budget allocation; and an update on additional plant installation at the entrance was requested.

D. Review of Aquatic Report

- Aquatic Report was reviewed.

E. Consideration of Proposals for Dissemination Agent Services

- Prager & Co. is no longer providing this service and a proposal from Severn Trent was presented for consideration by the Board.

On MOTION by Mr. Karpay seconded by Ms. Evans with all in favor the Severn Trent proposal to provide dissemination services at an annual cost of \$3,000 was approved.

F. Consideration of Proposal for Landscape Oversight Services

- Severn Trent landscape oversight services working with PSA was discussed. Severn Trent will reduce their fee for this service to the amount approved in the FY 2017 budget.

On MOTION by Mr. Williams seconded by Mr. Karpay with all in favor PSA as the field services oversight entity with a contractual amount that mirrors the budget for the current fiscal year with a 30 day termination clause was approved.

G. Consideration of Matters Related to Management Transition

1. Consideration of Resolution 2017-1, Designating Signatories for the District

On MOTION by Ms. Evans seconded by Mr. Williams with all in favor Resolution 2017-1 designating Mr. Stephen Bloom, Treasurer; and Mr. Robert Koncar, Assistant Treasurer as signatories for the District was adopted.

2. Consideration of Resolution 2017-2, Designating Officers of the District

On MOTION by Mr. Karpay seconded by Mr. Williams with all in favor Resolution 2017-2 designating officers of the Cordoba Ranch CDD as follows: Mr. Barry Karpay Chairman; Mr. Garth Noble Vice Chairman; Mr. Andrew Mendenhall Secretary; Mr. Stephen Bloom Treasurer; Mr. Robert Koncar Assistant Treasurer; and Ms. Kelly Evans and Mr. F. Peter Williams Assistant Secretaries was adopted.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Babbar commented on the Management Agreement with Severn Trent Environmental Services. The 90 day termination clause was discussed with the Board requesting it be amended to 60 days.

On MOTION by Mr. Karpay seconded by Mr. Williams with all in favor the Agreement with Severn Trent Environmental Services, Inc. for Management Assistance Services was approved with amendments.

B. District Engineer

None

C. Field Operations Manager

1. Review of Field Inspection Report

No items to address.

D. District Manager

All items were previously addressed.

SIXTH ORDER OF BUSINESS

Supervisors' Requests

- Lake drainage easement maintenance; fencing; and the timely posting of information on the website was addressed.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Karpay seconded by Mr. Noble with all in favor the meeting was adjourned.

Barry Karpay
Chairman

2B.

RESOLUTION 2017-3

A RESOLUTION DESIGNATING TRACY ROBIN AS THE DISTRICT'S REGISTERED AGENT, AND FURTHER DESIGNATING THE DISTRICT'S REGISTERED OFFICE FOR SERVICE OF PROCESS AS STRALEY ROBIN VERICKER, 1510 W. CLEVELAND STREET, TAMPA, FLORIDA 33606

WHEREAS, Section 189.014 of the Florida Statutes requires each District to designate a Registered Office and a Registered Agent upon whom may be served any process, notice, or demand required or permitted by law to be served upon the District; and

WHEREAS, the Board desires to designate Tracy Robin as its Registered Agent and designate his business address which is Straley Robin Vericker, 1510 W. Cleveland Street, Tampa, Florida 33606 as its Registered Office;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT:

1. Tracy Robin whose business address is Straley Robin Vericker 1510 W. Cleveland Street, Tampa, Florida 33606 and whose telephone number is 813-223-9400 is hereby designated as the Registered Agent of the District for the purpose of Section 189.014, Florida Statutes and his office as the Registered Office of the District.
2. This Resolution shall take effect immediately.
3. The District Manager shall transmit copies of this Resolution to the Clerk of the Hillsborough County Board of County Commissioners, and to the State of Florida Department of Economic Opportunity.

Adopted this 25th day of October, 2016.

Barry Karpay
Chairman

Andrew P. Mendenhall
Secretary