

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

**BOARD OF SUPERVISORS
MEETING
OCTOBER 27, 2015**

ZEPHYR RIDGE
COMMUNITY DEVELOPMENT DISTRICT AGENDA
OCTOBER 27, 2015 at 11:00 a.m.

At the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, 33544

District Board of Supervisors	Bob Bishop Chip Jones John Blakley Michelle Pierce Adam Lerner	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Sandy Oram	Rizzetta & Company, Inc.
District Counsel	Tracy Robin	Straley & Robin
District Engineer	Tonja Stewart	Stantec Consulting

All Cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at **11:00 a.m.** with the first section which is called **Audience Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 933-5571 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 933-5571, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD• SUITE 100 • WESLEY CHAPEL, FL 33544
www.zephyrridgedd.org

October 16, 2015

Board of Supervisors
**Zephyr Ridge Community
Development District**

Dear Board Members:

The audit committee meeting and the regular meeting of the Board of Supervisors' of the Zephyr Ridge Community Development District will be held on **Tuesday, October 27, 2015 at 11:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting:

AUDIT COMMITTEE MEETING:

- 1. CALL TO ORDER**
- 2. BUSINESS ADMINISTRATION**
 - A. Review of Proposals for Auditing Services
(under separate cover)
- 3. ADJOURNMENT**

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Presentation of the Minutes of the Audit Committee Meeting held on September 15, 2015.....Tab 1
 - B. Consideration of Minutes of the Board of Supervisors' Meeting held on September 15, 2015.....Tab 2
 - C. Consideration of Operation and Maintenance Expenditures for September 2015.....Tab 3
- 4. BUSINESS ITEMS**
 - A. Consideration of Recommendation of Audit Committee for Auditing Services
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 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) 994-1001.

Sincerely,

Sandy Oram

Sandy Oram
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.

**ZEPHYR RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Board of Supervisors of Zephyr Ridge Community Development District was held on **Tuesday, September 15, 2015 at 11:00 a.m.** at the offices of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, and Florida 33544.

Audit Committee Present:

Bob Bishop
Chip Jones
John Blakley
Adam Lerner
Michelle Pierce

Also present were:

Sandy Oram **District Manager, Rizzetta & Company, Inc.**
John Vericker **District Counsel, Straley & Robin**
Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Oram called the meeting to order and performed roll call.

SECOND ORDER OF BUSINESS

**Presentation of Audit Proposal
Instructions**

Ms. Oram presented and reviewed the audit proposal instructions.

On Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the audit proposal instructions as presented for the Zephyr Ridge Community Development District.

THIRD ORDER OF BUSINESS

Presentation of Audit Evaluation Criteria

Ms. Oram presented the audit evaluation criteria. Discussion ensued. The Board made the following changes to the criteria:

- Item 1 – Ability of Personal (15 points)
- Item 2 – Proposer’s Instructions (15 points)
- Item 3 – Understanding Scope of Work (15 points)
- Item 4 – Ability to Furnish Required Services (15 points)
- Item 5 – Price (40 points)

On Motion by Mr. Blakley, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the audit evaluation criteria as amended for the Zephyr Ridge Community Development District.

FOURTH ORDER OF BUSINESS

Adjournment

On Motion by Mr. Bishop, seconded by Mr. Blakley, with all in favor, the Board of Supervisors adjourned the audit committee meeting at 11:07 p.m. for the Zephyr Ridge Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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.

**ZEPHYR RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Zephyr Ridge Community Development District was held on **Tuesday, September 15, 2015 at 11:08 a.m.** at the offices of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, and Florida 33544.

Present and constituting a quorum:

Bob Bishop	Board Supervisor, Chairman
Chip Jones	Board Supervisor, Vice Chairman
John Blakley	Board Supervisor, Assistant Secretary
Adam Lerner	Board Supervisor, Assistant Secretary
Michelle Pierce	Board Supervisor, Assistant Secretary

Also present were:

Sandy Oram	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley & Robin
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Ms. Oram called the meeting to order and performed roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on July 21, 2015

On a Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisor's Meeting held on July 21, 2015 as presented for Zephyr Ridge Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for July and
August 2015**

On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for July 2015 totaling \$11,452.48 for Zephyr Ridge Community Development District.

On a Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2015 totaling \$9,505.64 for Zephyr Ridge Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Recommendation of
Audit Committee Regarding Audit
Proposal Instructions and Evaluation
Criteria**

Ms. Oram stated that the audit committee met prior to the Board of Supervisors' meeting and made their recommendations for the Board.

On a Motion by Mr. Jones, seconded by Ms. Pierce, with all in favor, the Board of Supervisors approved the Audit Committee's recommendation on the Audit Proposal Instructions and the Evaluation Criteria for Zephyr Ridge Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No Report.

B. District Engineer
Not present.

C. District Manager

Ms. Oram stated that the next meeting will be re-scheduled for October 27, 2015 at 11:00 a.m. as there is a conflict with the meeting originally scheduled for October 20th.

SEVENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

EIGHTH ORDER OF BUSINESS

Adjournment

On Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors adjourned the meeting at 11:16 p.m. for Zephyr Ridge Community Development District.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 3

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures September 2015 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2015 through September 30, 2015. This does not include expenditures previously approved by the Board.

The total items being presented: **\$6,560.43**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

ZephyrRidge Community Development District

Paid Operation & Maintenance Expenses

September 1, 2015 Through September 30, 2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	001436	25007 07159 08/15	Utility Service 08/15	\$ 11.89
Duke Energy	001433	80274 71403 08/15	Utility Service 08/15	\$ 416.43
K. Johnson's Lawn & Landscaping, Inc.	001438	13170	Mowed 7 Pond Banks/Common Areas 09/15	\$ 500.00
Rizzetta & Company, Inc.	001434	2047	District Management Fees 09/15	\$ 4,233.32
Straley Robin	001435	12484	General Legal Service 08/15	\$ 112.65
Tampa Bay Times	001437	181875	Legal Advertising Acct 113848 09/15	\$ 86.14
Team Management of Pasco, Inc.	001439	26242	Grounds Maintenance 09/15	\$ 1,200.00
Report Total				<u>\$ 6,560.43</u>



STATEMENT OF ELECTRIC SERVICE

SEPTEMBER 2015



ACCOUNT NUMBER
25007 07159

FOR CUSTOMER SERVICE OR
PAYMENT LOCATIONS CALL:
1-877-372-8477

WEB SITE: www.duke-energy.com

TO REPORT A POWER OUTAGE:
1-800-228-8485

ZEPHYR RIDGE CDD
5844 OLD PASCO ED
STE 100
WESLEY CHAPEL FL 33544

SERVICE ADDRESS
35510 OLD GEIGER RD, TEMP
ZEPHYRHILLS FL 33541

DUE DATE SEP 22 2015	TOTAL AMOUNT DUE 11.89
NEXT READ DATE ON OR ABOUT OCT 01 2015	DEPOSIT AMOUNT ON ACCOUNT 200.00

PIN: 103252629

METER READINGS

METER NO.	006003378
PRESENT (ACTUAL)	035464
PREVIOUS (ACTUAL)	035464
DIFFERENCE	000000
TOTAL KWH	0

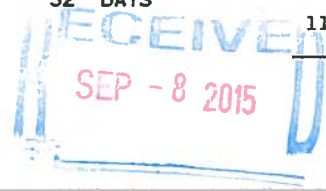
PAYMENTS RECEIVED AS OF AUG 26 2015 11.89 THANK YOU

GS-1 060 GENERAL SERVICE - NON DEMAND SEC
BILLING PERIOD .07-30-15 TO 08-31-15 32 DAYS
CUSTOMER CHARGE 11.59

*TOTAL ELECTRIC COST 11.59
GROSS RECEIPTS TAX .30

TOTAL CURRENT BILL 11.89

TOTAL DUE THIS STATEMENT **\$11.89**



Date Rec'd Dist Office

DM Approval

Date Entered

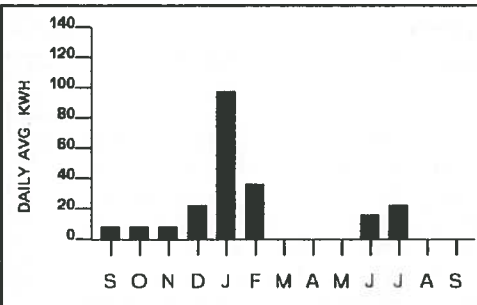
Fund

Check #

SO 9-14-15

SEP 11 2015

001 GL 53100 CC 4301



Payment of this statement within 90 days from the billing date will avoid a 1% late charge being applied to this account. To help us repair malfunctioning streetlights, quickly: 1. Call us at 1.800.228.8485 or visit duke-energy.com/lightrepair 2. Provide us with the light's location and your contact information. 3. Specific addresses, landmarks and directions work best.

ENERGY USE

DAILY AVG. USE -	0 KWH/DAY
USE ONE YEAR AGO -	9 KWH/DAY
*DAILY AVG. ELECTRIC COST -	\$.36

BF_BL_DEF_20150831_220032096_2.CSV-14128-000000248

DETACH AND RETURN THIS SECTION

NZ 0000222

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 25007 07159

014128 000000248

14128000000248
ZEPHYR RIDGE CDD
5844 OLD PASCO ED
STE 100
WESLEY CHAPEL FL 33544

P.O. BOX 1004
CHARLOTTE,
NC 28201-1004



DUE DATE
SEP 22 2015

TOTAL DUE
11.89

PLEASE ENTER
AMOUNT PAID
11 89

25007071590000000011890000000000000000000000000000118900100000000009



STATEMENT OF SERVICE

AUGUST 2015

ACCOUNT NUMBER
80274 71403

FOR CUSTOMER SERVICE OR
PAYMENT LOCATIONS CALL:
1-877-372-8477

WEB SITE: www.duke-energy.com

TO REPORT A POWER OUTAGE:
1-800-228-8485

ZEPHYR RIDGE CDD
5844 OLD PASCO RD
SUITE 100
WESLEY CHAPEL FL 33544

SERVICE ADDRESS
0000 GEIGER ESTATES DR,
ZEPHYR RDG SUB S/L'S

DUE DATE SEP 15 2015	TOTAL AMOUNT DUE 416.43
NEXT READ DATE ON OR ABOUT	DEPOSIT AMOUNT ON ACCOUNT NONE

PIN: 103252629

METER READINGS

PAYMENTS RECEIVED AS OF AUG 12 2015 416.43 THANK YOU

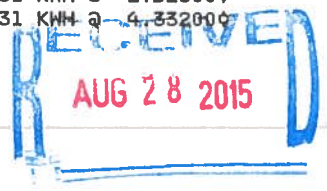
LS-1 017 LIGHTING SER COMPANY OWNED/MAINTAINED
BILLING PERIOD..07-23-15 TO 08-24-15 32 DAYS
CUSTOMER CHARGE 1.19
ENERGY CHARGE 931 KWH @ 2.52600¢ 23.52
FUEL CHARGE 931 KWH @ 4.33200¢ 40.33

*TOTAL ELECTRIC COST 65.04
EQUIPMENT RENTAL FOR:
21 SMOOTH BLACK CONC 16
19 SV SAL 9500

FIXTURE TOTAL 317.04
MAINTENANCE TOTAL 32.68
GROSS RECEIPTS TAX 1.67

TOTAL CURRENT BILL 416.43

Date Rec'd Dist Office _____
TOTAL DUE THIS STATEMENT \$416.43
DM Approval 80 8 31-15
Date Entered AUG 28 2015
Fund 001 GL 53100 CC 4301
Check # _____



Payment of this statement within 90 days from the billing date will avoid a 1% late charge being applied to this account.
Duke Energy Florida utilized fuel in the following proportions to generate your power: Coal 26%, Purchased Power 17%, Gas 57%, Oil 0%, Nuclear 0% (For Prior 12 months ending June 30, 2015).

ENERGY USE
DAILY AVG. USE - 29 KWH/DAY
USE ONE YEAR AGO - 31 KWH/DAY
*DAILY AVG. ELECTRIC COST - \$12.96

DETACH AND RETURN THIS SECTION

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 80274 71403

000024770 01 AT 0.413
|||
ZEPHYR RIDGE CDD
5844 OLD PASCO RD
SUITE 100
WESLEY CHAPEL FL 33544 - 4010

P.O. BOX 1004
CHARLOTTE,
NC.28201-1004

DUE DATE
SEP 15 2015

TOTAL DUE
416.43

PLEASE ENTER
AMOUNT PAID
416 43

802747140380000004164380000000000000000000004164380100000000009

RIZZETTA & COMPANY, INC.

5020 W Linebaugh Avenue


Suite 200

Tampa, FL 33624

DATE	INVOICE NO.
9/1/2015	2047

BILL TO
ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT 3434 Colwell Avenue, Suite 200 Tampa, Florida 34614

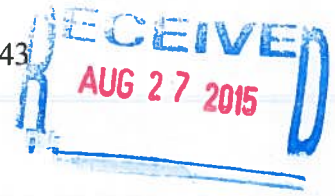
TERMS	PROJECT
Due Upon Rec't	265 - CDD

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	PROFESSIONAL FEES:			
DM	District Management Services		2,333.33	2,333.33
ADMIN	Administrative Services		233.33	233.33
ACTG	Accounting Services		1,250.00	1,250.00
FC	Financial Consulting Services		416.66	416.66
	Services for the period September 1, 2015 through September 30, 2015			
	Date Rec'd Dist Office _____			
	DM Approval <u></u> <u>8-31-15</u>			
	Date Entered <u>AUG 26 2015</u>			
	Fund <u>001</u> GL <u>51300</u> CC <u>above</u>			
	Check # _____			

3101
3100
3201
3111

Total	\$4,233.32
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Straley & Robin
1510 W. Cleveland Street
Tampa, FL 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458



ZEPHYR RIDGE CDD
C/O RIZZETTA & COMPANY
5844 OLD PASCO ROAD
SUITE 100
WESLEY CHAPEL, FL 33544

August 25, 2015
Client: 001277
Matter: 000001
Invoice #: 12484

Page: 1

RE: GENERAL

For Professional Services Rendered Through August 15, 2015

SERVICES

Date	Person	Description of Services	Hours	
7/20/2015	TJR	REVIEW MEETING AGENDA AND PACKET.	0.3	
		Total Professional Services	0.3	\$99.00

PERSON RECAP

Person	Hours	Amount
TJR Tracy J. Robin	0.3	\$99.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
8/15/2015	Photocopies (91 @ \$0.15)	\$13.65
	Total Disbursements	\$13.65

August 25, 2015
Client: 001277
Matter: 000001
Invoice #: 12484

Page: 2

Total Services	\$99.00	
Total Disbursements	\$13.65	
Total Current Charges		\$112.65

PAY THIS AMOUNT

\$112.65

Please Include Invoice Number on all Correspondence

Date Rec'd Dist Office _____

DM Approval _____

Date Entered _____

Fund 001

GL 51400

CC 3107

Check # _____

[Handwritten signature]

8-31-15

AUG 27 2015



Team Management of Pasco, Inc.

9350 Yellow Lake Drive
New Port Richey, FL 34654

Invoice

Date	Invoice #
9/1/2015	26242

Bill To
Zephyr Ridge CDD 5844 Old Pasco Road Suite 100 Wesley Chapel, FL 33544

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Monthly grounds maintenance service for the month of September 2015.	1,200.00	1,200.00 ✓
Date Rec'd Dist Office <u>SEP - 1 2015</u> DM Approval <u><i>SD</i> 9-9-15</u> Date Entered <u>SEP - 8 2015</u> Fund <u>001</u> GL <u>53900</u> CC <u>4604</u> Check # _____			

Thank you for your business.	Total	\$1,200.00
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