

**MINUTES OF MEETING  
ESTANCIA AT WIREGRASS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Estancia at Wiregrass Community Development District was held on Tuesday, October 25, 2016 at 9:30 a.m. in the Estancia at Wiregrass Clubhouse, 4000 Estancia Boulevard, Wesley Chapel, Florida.

Present and constituting a quorum were:

Ed Andrews	Assistant Secretary
Kelly Evans	Assistant Secretary
Bob Sipple	Assistant Secretary
F. Peter Williams	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Jere Earlywine	District Counsel
Tonja Stewart	District Engineer
Paul Wheeler	Dora Landscape

*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.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

- A. Appointment of Supervisor to Fill the Unexpired Term of Office (Seat #3 – Expires 11/2016)**

On MOTION by Ms. Evans seconded by Mr. Andrews with all in favor to appoint Mr. Pete Williams to fill the unexpired term of office for Seat #3.

- B. Oath of Office of Newly Appointed Supervisor**

Mr. Mendenhall administered the Oath of Office to Mr. Williams and information regarding the State of Florida Ethics Laws, Sunshine Laws and Public Records were noted.

Approved

**C. Designation of Officers, Resolution 2017-1**

On MOTION by Mr. Williams seconded by Ms. Evans with all in favor Resolution 2017-1 was adopted, retaining the current Officer Designation and adding Mr. Mendenhall as Secretary, Mr. Koncar as Treasurer, Mr. Bloom as Assistant Treasurer, and Mr. Williams as Assistant Secretary.

**FOURTH ORDER OF BUSINESS**

**Action Items**

**A. Consideration of Landscape Maintenance Service Proposals**

Mr. Earlywine noted 5 proposals were received in response to the RFP for Landscape Maintenance Service. In evaluating the bids and review of the RFP package, staff concluded the scope of service in specific areas was not clear.

Staff recommends rejecting all the proposals. All the vendors who bid will be immediately notified and additional information will be provided on the scope of service for clarification. The vendors will be asked to resubmit their bid within the next week and a special meeting will be set for the second week in November to consider the resubmitted landscape proposals. We need to ensure the vendors all bid on the same things so there is an accurate comparison.

On MOTION by Mr. Williams seconded by Mr. Sipple with all in favor to reject all the current bids for Landscape Maintenance Service Bids and to authorize staff to rebid them with a special meeting date on November 9, 2016.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

- No additional report at this time.

**B. District Engineer**

- Ms. Stewart noted a drainage inspection has not been completed at this community. It will be presumed the drainage structures in place will become part of the landscaper's responsibility. The drainage structures should be added to the bidding and get an initial cleaning.
- The District should pay attention to the potential for an explosion of invasive vegetation in the wetland buffers. During the dry season, this type of vegetation becomes fuel for wildfires.

**C. District Manager**

- The adopted Resolution setting November 1, 2016 for the Landowner Election was not advertised.
- Mr. Earlywine noted the Landowner’s Meeting will be rescheduled for the November 22, 2016 which will provide sufficient time for placing the advertisement.

On MOTION by Ms. Evans seconded by Mr. Andrews with all in favor the advertisement of the Landowner Meeting on November 22, 2016 at 12:00 noon was approved.

- The HOA received a request to install a play structure, however it encroaches across a CDD easement. Review by the CDD is needed prior to approval by the HOA.

On MOTION by Ms. Evans seconded by Mr. Andrews with all in favor to approve the execution of an Easement Encroachment Agreement subject to review by District Counsel.

**SIXTH ORDER OF BUSINESS**


**Supervisors’ Requests**

- Holiday Décor proposal is within budget and is authorized for approval.
- Consideration of electronic agenda packages and copy of invoices.
- Timing for a community workshop; consider the end of January 2017.
- Schedule walk of the 2B1 Trail for November 22, 2016 at 11:00 a.m.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Williams seconded by Mr. Andrews with all in favor the meeting was adjourned.

  
 Barry Karpay  
 Vice Chairman