

**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 Tuesday, March 23, 2021 at 12:00 p.m. in the Estancia at Wiregrass Clubhouse, located at 4000 Estancia Boulevard, Wesley Chapel, Florida.

Present and constituting a quorum were:

Kelly Evans	Chairman
Pete Williams	Vice Chairman
Lori Campagna	Assistant Secretary
Karl Riemensperger	Assistant Secretary
Tami Taylor	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Tonja Stewart	District Engineer
Michael Eckert	District Counsel
Tonja Stewart	District Engineer
David Wenck	Inframark, Field Manager
Justin Martinjak	Down to Earth

The following is a summary of the actions taken at the March 23, 2021 Estancia at Wiregrass Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Mendenhall called roll.

- Mr. Eckert requested permission to run the meeting today noting he would like to try a different process
- Ms. Evans agreed.
- Mr. Eckert continued:
 - Audience comments are received at the beginning of the meeting and addressed under staff reports or Supervisors comments.
 - For future meetings items that must be handled are to be placed at the beginning of the meeting.
 - More closely follow Robert's Rules of Order where a motion and second are required before debate.

- Requested the Board refrain from anything in the nature of abusive comment, personal attack, or things meant to intimidate other people. If it gets personal or abusive Mr. Eckert will request the Board vote to take a five-minute recess, if it continues past that time, he will ask the Board for a motion to adjourn.
- He will be asking the Board to consider adopting a policy that no supervisor can task a staff member absent Board approval.
- He notified the Board to the extent that staff receives abusive, intimidating or threatening correspondence from any Board member – his policy is he will not be responding to that and if need be, they will bring it before the Board.

SECOND ORDER OF BUSINESS

Approval of Agenda

On MOTION by Mr. Williams seconded Ms. Evans, with all in favor, the agenda was approved.

THIRD ORDER OF BUSINESS

Audience Comments

- Mr. Eckert noted members of the audience have three minutes to provide comment. The Board will receive those comments and to the extent that there is a response necessary it will be addressed under staff reports or Supervisor requests toward the end of the meeting.
- Ms. Karen DiBrango, Sortino, addressed landscaping within Sortino and inquired when it would be addressed.
- Ms. Patrice Harris, Santeri, addressed monuments, sidewalks and shrubs at entrance on Chancey Road.
- Ms. Heather Samuel, Ravello, provided a list of items of concerns.
- Mr. George Alexander, 4016 Medici Lane, addressed lighting issues. He contacted Beacon and Hubbell, who provided a distributor in Sarasota to speak with and they provided a quote. The light has two parts – LED part and a driver board. He has provided the information to Mr. Wenck.
- Ms. Carolina [], Tavira, addressed landscaping, sidewalks, pillars, and ponds.
- Ms. Crystal Hoeker, 2889 Lucero Lane, Cortona, addressed irrigation in the pocket park noting it is running over the sidewalks making them black and slippery. She further addressed the dead-end area between Cortona and Savona noting it is attracting crime.

Inquired if there is a possibility of planting trees in this area to block headlights from homes.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. February 23, 2021 Minutes
- B. Financial Statements

On MOTION by Mr. Williams seconded by Ms. Evans, with all in favor, the consent agenda was approved.

FIFTH ORDER OF BUSINESS

Aquatic Report

- Discussion followed on:
 - Pond 25 – algae issues and appearance.
 - Pond 29.

Mr. Riemensperger to request Cardno attend the meetings and Mr. Williams seconded the motion.

- Further discussion ensued on ponds and Cardno. They will need to review the contract to determine if trash removal from ponds is included.

On VOICE vote, with all in favor, the motion was approved.

SIXTH ORDER OF BUSINESS

Staff Report

A. District Engineer

- Ms. Evans addressed the trails and Seven Oaks having elevated trails.
 - Ms. Stewart noted Seven Oaks trails are outside of the buffer. They would have to redesign and re-permit the trails to get them elevated and suggested they engage an environmental engineer.
 - Mr. Riemensperger suggested they contact SWFWMD to come out to tell them what they can and/or cannot do before expending funds.
 - Ms. Stewart noted she can contact the developer’s engineer who originally did the work to find out if there were objections and what they may have been.
- Mr. Eckert summarized the discussion as asking the engineer to reach out to SWFWMD to ask questions after she reaches out to the developer’s engineer who did the original permitting to find out if there were objections to some of the things they are trying to

accomplish so it is known in advance of calling SWFWMD and then report back to the Board at the next meeting in terms of what those discussions entailed and what a potential path forward is.

Mr. Williams MOVED to authorize the Engineer to speak with the developer's engineer and SWFWMD and Ms. Evans seconded the motion.

On VOICE vote, with all in favor, the motion was approved.

- Mr. Riemensperger addressed last month's discussion regarding TCJA and MUTC certification noting he thought Ms. Stewart was going to provide additional information as to cost.
 - Ms. Stewart noted she thought it was an issue that had been resolved with the Board
 - Discussion continued with Mr. Riemensperger noting he contacted the County Attorney, Jeffrey Steinsnyder, regarding the signs and enforcement.
 - Mr. Williams suggested they contact the District Commander in charge of this District to attend a meeting and addressing the residents after the meeting with regard to what he can and cannot do with regard to the area previously discussed.
 - Mr. Riemensperger requested an estimate of the costs.
- Mr. Eckert summarized the action items for this topic – Ms. Stewart will get an estimate in terms of signage, Mr. Mendenhall will speak with the Sheriff's Office about what they will or will not do with regard to enforcement, and inquire if they can attend the next meeting and stay to speak with the residents.
- Ms. Taylor addressed an invoice for a stop sign.
 - Mr. Wenck noted this was to replace the bent stop sign in Sortino.
- Updated maintenance map was addressed – Ms. Stewart noted her assistant has been tied up on other projects, but it is on her list.
- Mr. Williams inquired if Ms. Stewart can provide for the next meeting an estimate of cost to run an initial O&E.
 - Ms. Stewart noted she kind of has but not from a legal perspective. She has deeds, plats, recorded easements, recorded documents, as well as, the technical

memorandums that went through the Board of County Commissioners office to accept all the improvements.

- Ms. Stewart noted they have run out of engineering funds for this fiscal year and requested the Board approve an additional \$5,000.00 for engineering services.

Mr. Williams MOVED to approve an additional \$5,000.00 for engineering services and Ms. Evans seconded the motion.

- Ms. Campagna inquired if this is to cover what has been done.
 - Ms. Stewart noted \$3,000.00 is for work that has already been done and the other \$2,000.00 will be for the rest of the fiscal year.

On VOICE vote, with all in favor, the motion was approved.

- Ms. Taylor inquired about requests and questions.
 - Mr. Mendenhall noted if it is informational and if Inframark has the files they can provide. Some items which are engineering questions have to be forwarded to Ms. Stewart for a response.
 - Ms. Taylor addressed an area between Tavira and Bella Corsa that is not improved or irrigated and does not know why this piece was left out. Is there anything they can do to improve the area?
 - Ms. Stewart noted they can check the map.
 - Ms. Campagna noted she checked the construction plans and it is per spec.
 - Mr. Williams requested Mr. Mendenhall work with Down to Earth to get a proposal to upgrade the area including irrigation.

B. Field Manager's Report

- Mr. Wenck reported:
 - Star Electric will be completing the work from the approved proposals but will no longer be working on the streetlights or cul-de-sac lighting.
 - The new electrician is Harvey Electric. He has found parts for the lights and will be providing a price to Mr. Wenck.

- Mr. Riemensperger addressed invoices for work by Star Electric and inconsistencies. He requested a full audit in terms of where the money went, what was fixed, and where are the extra parts. He inquired where the map is of the light poles, they were charged for.
 - Mr. Wenck noted it is in Clearwater. They can pick up but he will not deliver it.
 - Ms. Taylor inquired about lights in Matera.
 - Ms. Campagna inquired if they should be reviewing with the vendors as a Board rather than individually.
 - Mr. Eckert noted he sent a presentation to the Board about micro-managing the day-to-day operations of the District.
- Mr. Eckert noted Mr. Riemensperger wants a map and an audit and inquired who he wants to do the audit of these.
 - Mr. Riemensperger noted he thinks they need a resident and would take a volunteer.
 - Mr. Eckert asked the Board if it wanted a resident to volunteer to expose themselves to personal liability on your behalf.
 - Mr. Riemensperger noted he does not want them to expose themselves to personal liability.
 - Mr. Eckert noted then they need to handle in-house or hire a consultant to do it.
 - Mr. Riemensperger inquired who on staff can go through the 43 invoices and getting the value for what they paid for and understand. He can identify the problem but is not going to solve the problem, which he thinks they have done by getting rid of Star Electric.
 - Ms. Campagna feels staff should do it and it will be an additional cost for Inframark because it is above and beyond what they are doing. She would be okay with doing that because they are who they hired to be their staff and who should be handling this.
 - Mr. Riemensperger requested an estimate of cost from Inframark to do the audit and find out what electrical work was done by Star Electric.
- Mr. Williams inquired why Star Electric walked off the job.
 - Mr. Mendenhall noted Mr. Wenck may have more information but his understanding is because they did not like the working situation of having to report in when they are onsite.

- Mr. Williams inquired report into who.
- Mr. Mendenhall noted Mr. Riemensperger.
- Mr. Williams noted who has not been authorized by the Board to do any of that and has undertaken unilateral actions that has cost the District a contractor.
- Mr. Riemensperger stated a contractor that was ripping us off.
- Mr. Williams noted this is a public meeting and that is public record and you are exposing the Board to liability by making those statements.
- Mr. Riemensperger noted he is here to provide facts and truth. If they cannot provide facts and truth to the public there is a problem.
- Mr. Eckert summarized the discussion noting they will be getting a proposal for the audit of the prior electric repair services, the electrician one or two Board members do not like will not be here anymore, they will get the map they paid for even if it takes a letter from his office.
- Ms. Stewart noted she just sent the trail map and if they have any questions or need for clarification let her know.
- Ms. Campagna noted all questions need to go to the District Manager.
- Ms. Taylor inquired if there is a timeline for Harvey's to get the parts for the lights.
 - Mr. Wenck noted he has to get him a price and he will get with the Chair and they will probably order one to make sure it is the right part. If everything is fine, moving forward they can get the lights taken care of.
- Ms. Taylor addressed landscaping.
 - Mr. Mendenhall noted with landscaping usually residents or Board members will bring requests to add or redo an area that has declined.
 - Mr. Eckert noted they can build into the budget to have a landscape architect come in every three or four years to look everything over and give suggestions and it can be built into the budget for those capital replacements.
 - Mr. Williams noted he has previously suggested a Field Superintendent full-time onsite.
 - Mr. Eckert noted they need to understand for what services and from who they are requesting, get the proposal and then put it in the budget.
 - Mr. Williams noted he would prefer a district employee not an outside company.

- Mr. Eckert and Mr. Mendenhall will work together for a number for the budget.

i. Mulch Proposals

- Mr. Wenck reviewed the proposals and questions were asked.

Mr. Riemensperger MOVED that as part of the mulch estimate they do not, in common areas, mulch fire hydrants, streetlights, and street signs and Ms. Taylor seconded the motion.

- A question was raised on the cost to re-sod those areas.
- A concern was raised of damage to the black poles from weed whacking.
- A question was raised as to when the last time mulch was done. It was noted in the fall of 2019.

On VOICE vote with Mr. Riemensperger and Ms. Taylor voting aye and Ms. Evans, Mr. Williams and Ms. Campagna voting nay, the motion failed. (2-3)

Ms. Evans MOVED to approve the Down to Earth proposal in the amount of \$84,240.00 for pine bark nuggets and Ms. Campagna seconded the motion.

- Mr. Wenck noted the proposal from American Mulch included mulching all the light poles, signposts and fire hydrants. He also spoke with an independent horticulturist who said there should be mulch around those items to avoid damage to the light poles.
- Chancey Road is not included in the proposals. A proposal will be brought back for this work.

On VOICE vote, with all in favor, the motion was approved.

- Mr. Riemensperger noted he appreciates that Down to Earth has fixed all the irrigation boxes.
- Mr. Wenck reported for the pressure washing they are waiting on county approval for a meter for the fire hydrant.

- Mr. Wenck addressed the proposal cost for an outside company to handle the dog waste at the parks. Once per week - \$29.95, twice per week - \$49.95 or three times per week - \$69.95.

C. District Manager

- Mr. Mendenhall addressed locations for the evening meetings.
- Ms. Campagna noted an issue an HOA recently had with Hilton Garden Inn. She suggested for next year looking at Wiregrass Ranch at \$100.00 per hour.

Ms. Campagna MOVED to approve Hyatt Place for April 27, 2021 meeting and Ms. Evans seconded the motion.

- Audience comments were received.

On VOICE vote, with all in favor, the motion was approved.

- Mr. Mendenhall addressed a request for an easement to install a sidewalk along their home that would cross a CDD easement. He will work with the Chair to make sure they have the proper paperwork in place.

Ms. Campagna MOVED to move forward with the easement and Ms. Evans seconded the motion.

- Ms. Campagna noted it is a CDD drainage easement beside the home.

On VOICE vote, with all in favor, the motion was approved.

- Mr. Mendenhall addressed the upcoming budget workshop and noted ideally if Board members could individually email him ideas, thoughts and projects. He will compile a list for discussion of what they might or might not want to do.

D. District Counsel

i. Rate Adjustment

- Mr. Eckert addressed a letter proposing a rate increase. Since 2013 even though the firm has raised its rates each year those rates were never conveyed to the District. He is requesting a rate increase; his rate would go from \$250.00 per hour to \$300 on April 1,

2021 and from \$300 to \$350 on October 1, 2021. Associate rates will range from \$265 - \$285 per hour beginning April 1, 2021. The rate for a paralegal will adjust from \$145 to \$155 beginning April 1, 2021.

Ms. Evans MOVED to approve the rate adjustment and Mr. Williams seconded the motion.

- Discussion followed on the Associate that would be used with Mr. Eckert noting it would Ms. Lauren Gentry.

On VOICE vote, with all in favor, the motion was approved.

ii. Amended and Restated Agreement with HOA

- Mr. Eckert outlined the amended and restated agreement with the HOA for the shared maintenance services. There was a discrepancy of per month and should have been per week. HGS prepared the document in May 2020 and it was not executed at that time.

Ms. Evans MOVED to approve the Amended and Restated Agreement with the HOA and Mr. Williams seconded the motion.

- It was noted they need a checklist to understand the ten hours per week.
- Mr. Riemensperger addressed his concerns with the original agreement noting the since unexecuted the money probably needs to be returned to the CDD and if they roll into a 40-hour person from Inframark those tasks would no longer be needed.
- Ms. Campagna noted they cannot ask for money to be returned when there was work completed.
- Discussion continued with Ms. Taylor noting she questioned it prior to being on the Board because she did not know the scope of work. She has been told Andy cannot be given direction by the CDD as he works for the HOA. She does not know what they are benefitting by paying Andy for CDD work.
- Mr. Mendenhall noted he emailed the scope of service to all and discussion ensued.
- The landscaper picks up trash at the dog park and parks.

- Mr. Eckert addressed the intent of the original agreement noting on the HGS document management system was a notation to change the agreement to weekly from monthly in May 2020.
- Discussion followed on not having the service, going to ten hours per month, term of the agreement, 30-day termination, billed incorrectly and funds should be reclaimed back to the CDD, and invoices bring approved by the Board. If the agreement should continue direction should come from Mr. Mendenhall or Mr. Wenck, not the Board.

On VOICE vote with Ms. Evans voting aye and Mr. Williams, Ms. Campagna, Mr. Riemensperger and Ms. Taylor voting nay the motion failed. (1-4)

Mr. Riemensperger MOVED to follow the original contract for ten to 15 hours per month

- Mr. Eckert clarified for the motion Mr. Riemensperger is stating – from May 2019 to today it is based on weekly and from this day forward it is ten to 15 hours per month.
- Mr. Riemensperger noted this is correct.
- Mr. Eckert noted with the plan being to reevaluate how they staff the entire project in the future.

Ms. Campagna seconded the motion.

On VOICE vote with Mr. Riemensperger, Ms. Campagna, Mr. Williams and Ms. Taylor voting aye and Ms. Evans voting nay, the motion was approved. (4-1)

- Mr. Eckert addressed the AGO requested noting Mr. Doug Smith, at HGS, has been working on it but ran into a roadblock with that being the AGO is not interested in providing opinions based on specific factual circumstances and applying them to the law; what the Attorney General is interested in is telling you what the law says. He will have to bring back something more generic than the motion approved that does not relate to these facts for the Attorney General to even look at it.

- Mr. Eckert addressed HGS being at 85% of their budget and does not include the work he has done in March. He will finish the maintenance project he has been working on and has provided a snapshot of where he is at on that. Once he is done doing his work, he will turn it over to Ms. Stewart and Mr. Mendenhall to take it from there. He noted because they are at budget, he does not want to take on additional tasks that individual supervisors request him to do and ask that they bring those to the Board meeting to be approved.

SEVENTH ORDER OF BUSINESS

Supervisor Request

A. Memorial Policy (Supv Riemensperger)

- Mr. Riemensperger addressed the Memorial Policy included in the agenda package.
 - Mr. Eckert noted he worked Mr. Riemensperger and is comfortable with what Mr. Riemensperger has presented and prepared.
 - This item tabled to next agenda.

B. Conveying Parcel 18-26-20-0080-B2700-0000 (Supv Riemensperger)

- Mr. Riemensperger outlined the parcel in Sortino noting it is a space that could be used for a pool. He suggested the parcel be conveyed to the MPOA for future use.
 - Ms. Campagna addressed her concerns with the conveyance noting all residents use all the parks.
 - Ms. Taylor addressed Sortino having a pool.
 - Mr. Williams addressed the use of bond funds and conveyance.
 - Ms. Evans noted it would need to be a resident controlled board if the MPOA wanted to consider it.
 - Mr. Eckert noted they would need to have the engineer check if it is part of the stormwater permit.

Mr. Williams MOVED to have the District Engineer review the parcel as it relates to the stormwater system and have District Counsel look into the legality of the conveyance and Ms. Evans seconded the motion.

On VOICE vote, with Mr. Williams, Ms. Evans, Mr. Riemensperger and Ms. Taylor voting aye and Ms. Campagna voting nay, the motion was approved. (4-1)

- Mr. Williams apologized for his actions at the last meeting.
- Ms. Taylor addressed grasshoppers.
 - Mr. Mendenhall noted there was a resident concern regarding grasshoppers and Mr. Wenck responded that it would be brought up at the meeting as it was something they do not currently do and would need a quote.
 - The consensus of the Board is this is not something they can do.
- Ms. Taylor addressed the attendance confirmation in the package noting it does not show her in attendance.
- Ms. Taylor addressed an invoice for a lightning strike.
- Mr. Riemensperger addressed conflicts of interest and Mr. Williams Form 1.
 - Mr. Eckert noted the Board is not the policeman over those forms, it is the State of Florida.
 - Mr. Riemensperger addressed the Form 8B – Voting Conflict.
 - Mr. Eckert clarified they were potential conflicts and cited to the conflict waiver provision in Chapter 190.
- Mr. Riemensperger addressed a broken residential fence and what can be done for the resident.
 - Mr. Mendenhall noted upon getting more detail on the fence and since it is an exterior fence it would be CDD responsibility.
 - Discussion continued on whether it is CDD or Lennar property and getting the fenced fix. The consensus is the fenced needs to be fixed and sort out later who should have paid for it.
- Mr. Riemensperger addressed Sortino and the cracking of the roads. He submitted nine questions to Mr. Mendenhall.
 - Mr. Eckert noted they were engineering questions.
 - Ms. Stewart noted she pulled the technical memorandum with Pasco County where they went through the process of inspection and the performance bond. They did not require a warranty bond as they consider them non-county roads. Any work related to warranty issues would go to the engineer of record.

- Mr. Mendenhall noted on his email to Mr. Riemensperger he was trying to convey is from a process and procedures perspective when stuff like this comes up it does have to come before the Board. Ms. Stewart has already done some of the legwork.
- Ms. Stewart will look at the road and bring that information back to the Board.
- Mr. Riemensperger addressed a meter that was installed at 29951 Picana Lane that only powers streetlights. During the day there are numerous contractors plugging into it. He contacted Mr. Mendenhall who said he contacted Lennar. Mr. Riemensperger emailed Mr. Brian Sinclair; he did not respond but the action stopped the next day.

Mr. Riemensperger MOVED to have the District Counsel prepare a letter to Mr. Chris Tarase expressing dissatisfaction with the performance of the District Manager and include a request for replacement and Ms. Taylor seconded the motion.

- Mr. Eckert clarified the motion.
- Ms. Taylor addressed her difficulties with Mr. Mendenhall.
- Mr. Williams noted it is difficult to replace the experience and background that a particular person that is assigned to manage a project or client on behalf of a management company. His preference would be to hold Mr. Mendenhall's feet to the fire and thinks a more appropriate action would be to address Mr. Tarase to say possibly Mr. Mendenhall is overloaded and maybe other Districts that are taking up his time be transferred to somebody else to work with Mr. Mendenhall at least through the rest of this fiscal year and see if they can make it work.
- Ms. Evans addressed working with Mr. Mendenhall noting she has no issues with follow-up and thinks Mr. Riemensperger should give him a fair chance. This has been a tough transition; everybody has to work together.

Mr. Riemensperger amended the motion to include Mr. Williams suggestion and putting them on notice that they need something to change and devote more resources to the District.

- A question was raised, and it was noted Mr. Riemensperger has had several conversations with Mr. Tarase.

- Ms. Campagna addressed her issue with a Board member going to the higher ups at the management company before it came to the Board.
- An unidentified speaker inquired if Mr. Mendenhall feels he is doing a fine job and nothing else can change.
 - Mr. Mendenhall noted he thinks there is always room for improvement. One of his jobs when there are new Board members is to help them understand the processes and for him to understand what they are looking for.

Ms. Taylor seconded the amendment.

On VOICE vote, with Mr. Riemensperger, Ms. Taylor, and Mr. Williams voting aye and Ms. Evans and Ms. Campagna voting nay, the motion was approved. (3-2)

- Ms. Campagna addressed expectations noting there is an expectation of what homeowners think a manager’s job is and what the manager’s job truly is. She further addressed responding to all homeowner’s requests sometimes is not going to happen. The goal of these meetings is to make sure they are taking care of the District, they are taking care of the homeowners, CDD property and what is here; they should not be calling each other out, they should not be putting blame, and they should not be accusing people. She continued they need to learn to work together, they need to work for the community, and they need to work with the employees they have on staff.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Williams seconded by Ms. Taylor, with all in favor, the meeting was adjourned.



Kelly Evans Pete Williams
Chairperson