

Minutes of Meeting
Recruitment Committee
Estancia at Wiregrass Community Development District
November 10, 2021

The first meeting of the Recruitment Committee of the Estancia at Wiregrass Community Development District was convened at 10:00 am on November 10, 2021 at the Estancia at Wiregrass Clubhouse, located at 4000 Estancia Boulevard, Wesley Chapel Florida, 33543.

The following Committee members were present and constituting a quorum:

Kelly Evans: Via Teams Video Conference
Patrice Harris: In person
Karl Riemensperger: in Person
Pete Williams: In Person

Audience in Attendance:

Tami Taylor: Via Teams Video Conference

1. Discussion on Job Description of Field Superintendent/Operations Manager: The Committee reviewed the job description previously distributed at the CDD Board Meeting on October 26, 2021. Various changes were made to the original document.

Karl R., recommended and provide data that would be beneficial to add as a profile of the community along with a listing of the challenges faced by the community that would be beneficial in getting the potential candidates familiar with the project and performance expectations.

Patrice H, had a second version of a job description that she circulated to the Committee. She felt that some of the wording may be more beneficial and a better descriptor of the various responsibilities. It was agreed that language from this version would be utilized where appropriate into the original document.

2. Staffing Company versus Direct Hire: The Consensus was that the use of a staffing company would be more beneficial than a direct hire. Audience Member Tami Taylor offered up the name of Benchmark as a potential staffing company to utilize. After some discussion it was determined that each Committee Member would bring forth a list of potential staffing companies to the next meeting (discussion was held during this time to continue this meeting until 5:30pm on Wednesday, November 17 just before the next CDD Board Meeting) at which time the Committee would narrow the list and approve a list of staffing companies to the Board for their approval.
3. Discussion was held on the salary range, benefits, employee related expenses, etc. The Committee reviewed the 80k budget amount and discussed how that may translate into a salary potential based on the deduction of burden etc. It was acknowledged that salary may be more market driven during the current state of the job market and some flexibility may be needed. It was also mentioned that an actual salary range may or may not be posted, with that decision being made upon consultation with the staffing companies that would be utilized.

Next the issue of private auto usage, cell phone reimbursement and computer were discussed. The consensus was that the candidate chosen would utilize their own vehicle and be reimbursed for mileage in keeping with the then current IRS mileage rate (currently 56 cents per mile in 2021). Reimbursable mileage would be logged and start from the time the candidate arrived in the community and during their use and travel through out the community. Leaving for lunch etc would not be an allowable reimbursement. It was suggested that the candidate should use one of the various mileage logging apps such as Mile I.Q.

Cell phone reimbursement was then addressed. Discussion revolved around that reimbursement toward their personal phone and not provide a phone owned by the CDD for their use.

Pete W. made a motion to set the monthly cell phone reimbursement at \$100.00., seconded by Karl R. with all in favor, the Committee will recommend the Board approve a \$100.00 monthly reimbursement for cell phone use.

It was then discussed and determined that the candidate would need a computer in order to properly function, especially with the expectation that monthly written reports be presented by the candidate at CDD Board Meetings. Therefore, the Committee will recommend the Board approve a reasonably priced computer with hard case for the candidate.

It was also discussed that the Board would be requested to ask the HOA for the ability of the candidate to have periodic access to the Clubhouse for work space, wi-fi, restroom etc in addition to occasional planning meetings with various service vendors and contractors.

Another discussion revolved around the need for the candidate to have an email address that would be utilized for communication. It was determined that initially all communication from residents would be funneled through the District Manager. Discussion also included the use of a platform such as Microsoft Exchange for the email for ample storage capabilities as these emails would be public record. Pete W. thought the price was only 8 or 9 dollars a month for 25GB of storage. This issue would also be recommended to the CDD Board for approval.

Next, there was a need to formalize the Committee. Pete W. made a motion to appoint Karl R. as the Chair, seconded by Patrice H, with all in favor, Karl would serve as Chair. Pete W then offered himself as Secretary, seconded by Karl R. with all in favor.

Lastly the Committee discussed timing and it being of the essence. The Committee by consensus agreed to continue the meeting as previously discussed. A final review would be made of staffing companies, job description and the multiple recommendation needed to be made to the Board. These items would be voted on and a final form adopted at the continued meeting of November 17 and presented to the CDD Board at their meeting on that same time for their approval. The Committee would also be looking at dates in early December to continue their meeting to from November 17 in order to move the process forward as expeditiously as possible.

Pete Williams requested that if possible that Tami Taylor be in attendance at the continued Committee meeting as she was in attendance via Team Video Conference throughout the

meeting. Tami could help assure that the Committee does not miss anything in order to present the CDD Board with everything felt to be needed.

Committed meeting was continued upon agreement of all to November 17, 2021 at 5:30 pm at the Estancia at Wiregrass Clubhouse.



Committee Secretary

Committee Chairman