



Rizzetta & Company

# South Shore Corporate Park Industrial Community Development District

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**Board of Supervisors'  
Meeting June 3, 2020**

**District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813.533.2950**

[www.southshorecdd.org](http://www.southshorecdd.org)

**SOUTH SHORE CORPORATE PARK INDUSTRIAL  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA**

<b>District Board of Supervisors</b>	Clifton Fischer Ron Turner John Tipton Joseph Urbanic	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>Regional District Manager</b>	Justin Croom	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tucker Mackie	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Dave Kemper	Stantec

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting / hearing / workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.

**SOUTH SHORE CORPORATE PARK INDUSTRIAL  
COMMUNITY DEVELOPMENT DISTRICT  
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578  
www.southshorecdd.org**

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**Board of Supervisors  
South Shore Corporate Park Industrial  
Community Development District**

May 26, 2020

**AGENDA**

Dear Board Members:

The special meeting of the Board of Supervisors of the South Shore Corporate Park Industrial Community Development District will be held on **Wednesday, June 3, 2020 at 1:00 p.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-295 Florida Statutes. The following is the agenda for this meeting:

**BOARD OF SUPERVISORS MEETING:**

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on May 6, 2020 .....Tab 1
  - B. Consideration of the Minutes of the Audit Committee Meeting held on May 6, 2020 .....Tab 2
  - B. Consideration of Operations & Maintenance Expenditures for April 2020 .....Tab 3
- 4. STAFF REPORTS**
- 5. BUSINESS ITEMS**
  - A. Consideration of Request from Starlight Homes to Contract the District's Boundaries
  - B. Ratification of 2019 Financial Audit Report .....Tab 4
  - C. Consideration of ADA Website Services .....Tab 5
  - D. Consideration of Irrigation Proposal .....Tab 6
- 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) 533-2950.

Sincerely,

*Justin Croom*

Justin Croom  
District Manager

**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.*

**SOUTH SHORE CORPORATE PARK INDUSTRIAL  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the South Shore Corporate Park Industrial Community Development District was held on Wednesday, **May 6, 2020 at 01:00 p.m.** by means of communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950.

Present and constituting a quorum were:

Clifton Fischer	Board Supervisor, Chairman
Ron Turner	Board Supervisor, Vice Chairman
Joseph Urbanic	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Company, Inc.
Tucker Mackie	District Counsel; HGS
Bridget Murphy	Administrative Assistant, Rizzetta & Company Inc.
Gary Liberman	Starlight Homes
Shannon Shepahrd	Starlight Homes
<i>Audience</i>	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Croom called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience comments.

**SOUTH SHORE CORPORATE PARK INDUSTRIAL  
COMMUNITY DEVELOPMENT DISTRICT**

**May 6, 2020 - Minutes of Meeting**

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**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Special meeting  
held On September 9,2019**

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors approved the minutes of the Special Meeting held on September 9, 2019, as presented for the South Shore Corporate Park Industrial Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for  
September 2019 through March 2020**

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for September 2019 (\$11,658.75), October 2019 (\$24,308.60), November 2019: (\$16,676.77), December 2019: (\$16,522.77), January 2020: (\$12,408.64), February 2020: (\$11,815.95), March 2020: (\$11,075.95) for the South Shore Corporate Park Industrial Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**  
No Report.

**B. District Engineer**  
Not Present

**C. District Manager**

The next Regular Board meeting is scheduled for August, 5, 2020 at 01:00 p.m.at the offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview, Fl. 338578.

Mr. Croom Presented an Irrigation Proposal to the Board under separate cover.

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors approved the irrigation Proposal from ITS for the South Shore Corporate Park Industrial Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01,  
Authorizing Bank Signatories**

Mr. Croom presented resolution 2020-01, which will authorize bank account signatories to the Board.

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors adopted Resolution 2020-01 for the South Shore Corporate Park Industrial Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Landscaping**

The Board discussed areas that were not being serviced and suggested budgeting for increased landscape maintenance in the next fiscal year. There was a discussion regarding possible improvements including doubling the amount of mulch used each year and improving overall landscaping.

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors adopted Resolution 2020-01 for the South Shore Corporate Park Industrial Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Presentation of Proposed Budget for  
Fiscal Year 2020-2001**

Mr. Croom presented the proposed budget to the Board. Discussion ensued regarding increases that are needed.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-  
2002, Approving Proposed Budget &  
Setting Public Hearing**

Mr. Croom presented Resolution 2020-02 to the Board, which will approve the proposed budget, and set the date, time, and location for the final budget public hearing for August 5, 2020 at 01:00 p.m. at the Rizzetta Offices located at 99428 Camden Field Parkway, Riverview FL, 33578.

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors adopted Resolution 2020-02 for the South Shore Corporate Park Industrial Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolutions 2020-03  
Adopting Internal Controls Policy**

Mr. Croom presented resolution 2020-03 to the Board, which will adopt an internal control policy.

**SOUTH SHORE CORPORATE PARK INDUSTRIAL  
COMMUNITY DEVELOPMENT DISTRICT**

**May 6, 2020 - Minutes of Meeting**

**Page 4**

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors adopted Resolution 2020-03 for the South Shore Corporate Park Industrial Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-04  
Re-designating Secretary**

Mr. Croom presented resolution 2020-04 to the Board, which will designate Bob Scheifer as Secretary.

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors adopted Resolution 2020-04 for the South Shore Corporate Park Industrial Community Development District.

**TWELTH ORDER OF BUSINESS**

**Presentation of Voter Registration Letter**

Mr. Croom presented the Voter Registration Letter to the Board which stated zero registered electors.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Request from  
Starlight Homes to Contract the  
District's Boundaries**

Ms. Mackie explained to the Board that a request was made by Starlight Homes that the Board consider contracting its boundaries. There was a discussion regarding the benefits or lack of benefits of contracting. Ms. Mackie suggested having Starlight Homes cover administrative cost upfront and for the next fiscal year. The Board would like to set a special meeting to further discuss these issues. The Board set the special meeting to for June 3, 2020 at 1:00 p.m. to be held via zoom media technology.

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors authorized District Counsel to prepare documentation relating to a boundary contraction to be filed by the district of Hillsborough county to remove property over which Starlight Homes will be building townhomes for the South Shore Corporate Park Industrial Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-05,  
Designating Landowner Election  
Meeting**

Mr. Croom presented Resolution 2020-05 to the Board, which will designate the land owner election meeting on November 4<sup>th</sup>, 2020 at 01:00 p.m. to be held at the Rizzetta offices located at 9428 Camden Fields Parkway, Riverview FL. 33578.

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Board of Supervisors adopted Resolution 2020-05 for the South Shore Corporate Park Industrial Community Development District.



**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisor requests

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Fischer, seconded by Mr. Tipton, with all in favor, the Board of Supervisors adjourned the meeting at 02:02p.m. for South Shore Corporate Park Industrial Community Development District.

**MINUTES OF MEETING**

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**SOUTH SHORE  
COMMUNITY DEVELOPMENT DISTRICT**

The 1<sup>st</sup> Audit Committee meeting the South Shore Corporate Park Industrial Community Development District was held on Wednesday, **May 6, 2020 at 01:00 p.m.** by means of communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950.

Present and constituting a quorum were:

Clifton Fischer	Board Supervisor, Chairman
Ron Turner	Board Supervisor, Vice Chairman
Joseph Urbanic	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Company, Inc.
Tucker Mackie	District Counsel; HGS
Bridget Murphy	Administrative Assistant, Rizzetta & Company Inc.
Gary Libernan	Starlight Homes
Shannon Shepahrd	Starlight Homes

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Croom called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Presentation of Audit Proposal  
Instructions**

Mr. Croom presented the audit proposal instructions to the Audit Committee for their consideration.

On a Motion by Mr. Fischer, seconded by Mr. Urbanic, with all in favor, the Audit Committee approved the audit proposal instructions with price for the South Shore Community Development District.
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47 **THIRD ORDER OF BUSINESS** **Presentation of Audit Evaluation**  
48 **Criteria**

49  
50 Mr. Croom presented the evaluation criteria with price and without price to the audit  
51 committee for their consideration.  
52

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Audit Committee approved the evaluation criteria with price as presented for the South Shore Community Development District.

53  
54 **FOURTH ORDER OF BUSINESS** **Presentation of Request for Proposals**  
55 **for Annual Auditing Services**  
56

57 Mr. Croom presented the RFP advertisement for annual auditing services to the audit  
58 committee for their consideration, noting that proposals would then be brought before the  
59 committee at their August meeting.  
60

On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Audit Committee approved the request for proposals for annual auditing services as presented for the South Shore Community Development District.

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62 **FIFTH ORDER OF BUSINESS** **Adjournment**  
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On a Motion by Mr. Fischer, seconded by Mr. Turner, with all in favor, the Audit Committee adjourned the meeting at 1:09 PM for the South Shore Community Development District.

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Assistant Secretary Chair / Vice Chair

# **SOUTH SHORE CORPORATE PARK INDUSTRIAL COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

## **Operation and Maintenance Expenditures April 2020 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:                   **\$12,234.73**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## South Shore Community Development District

### Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Herndon Landscape Group LLC	000915	1048	Monthly Landscape Maintenance 04/20	4,541.00
Hopping Green & Sams	000910	113746	General Legal Services 02/20	182.00
Rizzetta & Company, Inc.	000911	INV0000048173	District Management Fees 04/20	1,083.33
Rizzetta Technology Services	000912	INV00000005730	Website Hosting Services 04/20	100.00
Stantec Consulting Services Inc.	000913	1636949	SSCP - CDD Ph 2 Inspection	2,611.50
TECO	000914	211010133950 03/20	351 30th ST NE 03/20	<u>3,716.90</u>
Report Total				<u>\$ 12,234.73</u>