

**MINUTES OF MEETING**

**WYNNMERE WEST COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS' MEETING**

**Wednesday, September 8, 2021 at 7:00 p.m.**

**Holiday Inn Express & Suites**

**226 Teco Road**

**Ruskin, Florida 33570**

Board Members present at roll call:

Monica Swanson	Chairperson	
John McGee	Vice-Chairman	(via phone at 7:33 p.m.)
Akeem Gordon	Assistant Secretary	(joined at 7:02 p.m.)
Laura Keller	Assistant Secretary	
Sal Castelli	Assistant Secretary	

Also Present:

Jane Gaarlandt	PFM Group Consulting LLC	
Dexter Glasgow	PFM Group Consulting LLC	(via phone)
Michelle Rigoni	Hopping Green & Sams	
Jason Greenwood	GMS-Tampa, LLC	

**FIRST ORDER OF BUSINESS**

**Administrative Matters**

**Call to Order and Roll Call**

The meeting was called to order at approximately 7:00 p.m. The Board Members and staff in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the  
August 11, 2021 Board of  
Supervisors' Meetings**

The Board reviewed the minutes of the August 11, 2021 Board of Supervisors' Meetings.

ON MOTION by Ms. Swanson, seconded by Ms. Keller, with all in favor, the Board approved the minutes of the August 11, 2021 Board of Supervisors Meeting, subject to District Counsel Review.

Mr. Gordon joined the meeting in progress at 7:02 p.m.

**FOURTH ORDER OF BUSINESS**

**Business Matters**

**Consideration of Agreement between  
the District and GMS Tampa for  
District Management Services**

Ms. Rigoni provided an overview of the Agreement between the District and GMS Tampa for District Management Services. She reviewed the Agreement to ensure it was consistent with the negotiated form which it is. She requested a motion to approve the Agreement between the District and GMS Tampa for District Management Services. The Agreement will be effective October 1, 2021.

Ms. Keller asked about the Assessment Methodology preparation. Mr. Greenwood explained each year the Board approves a proposed budget and this year there was an assessment increase. Property owners within the District are assessed according to the Assessment Methodology and the annual assessment amount is certified to the County Tax Collector.

Ms. Keller asked about the SCRC Preparation Petition Assistance. Mr. Greenwood stated the District would not be going through that preparation unless they were looking to issue a new Bond.

ON MOTION by Mr. Gordon, seconded by Ms. Swanson, with all in favor, the Board approved the Agreement between the District and GMS Tampa for District Management Services.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-14,  
Providing for the Removal and  
Appointment of District Officers**

The current Slate of Officers is as follows; Ms. Swanson as Chairperson, Mr. McGee as Vice Chairperson, Mr. Gordon, Ms. Keller, Mr. Castelli, as Assistant Secretaries, Ms. Gaarlandt as Secretary, Ms. Hanna as Assistant Secretary, Ms. Lane as Treasurer, and Ms. Glasgow as Assistant Treasurer. This will last until the end of this month and as of October 1, 2021' Ms. Ferguson will be Secretary, Mr. Greenwood will be Treasurer and Assistant Secretary, and Ms. Smith will be Assistant Treasurer.

ON MOTION by Mr. Gordon, seconded by Mr. Castelli, with all in favor, the Board approved Resolution 2021-14, Providing for the Removal and Appointment of District Officers.

Ms. Rigoni stated all the Resolutions on the agenda today are administrative to deal with the transition of District Manager and will become effective on October 1, 2021.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-15,  
Establishing a Public Depository**

Ms. Gaarlandt presented Resolution 2021-15, Establishing a Public Depository. The Resolution will enable GMS to set up the bank account for the District which will be with Regions Financial Corporation. Mr. Greenwood explained GMS has a strong affiliation with all financial institutions. Regions knows GMS really well and a lot of their Districts use Regions as their banking institution. Ms. Gaarlandt requested a motion to approve Resolution 2021-15, Establishing a Public Depository.

ON MOTION by Ms. Keller, seconded by Mr. Gordon, with all in favor, the Board approved Resolution 2021-15, Establishing a Public Depository.

Ms. Gaarlandt noted the new Public Depository will be effective as of October 1, 2021.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-16,  
Designating Primary Administrative  
Office and Local Records Office**

Ms. Gaarlandt stated the Primary Administrative Office and Local Records Office be the same location, which is 4648 Eagle Falls PI, Tampa, FL 33619 and located in Hillsborough County.

ON MOTION by Ms. Swanson, seconded by Ms. Keller, with all in favor, the Board approved Resolution 2021-16, Designating Primary Administrative Office and Local Records Office.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-17,  
Appointing Registered Agent.**

Ms. Rigoni stated the District is Statutorily required to designate a Registered Agent for purposes of receiving notice, process, etc. Typically the Registered Agent is a representative from the District Counsel's Office. The previously designated Registered Agent is no longer with Hopping Green & Sams. She requested the Board appoint Ms. Sandy at Hopping Green & Sams as the new Registered Agent. Ms. Rigoni requested a motion from the Board to approve Resolution 2021-17, Appointing Registered Agent, as presented.

ON MOTION by Ms. Keller, seconded by Mr. Castelli, with all in favor, the Board approved Resolution 2021-17, Appointing Registered Agent.

**NINTH ORDER OF BUSINESS**

**Consideration of Resignation of  
Swanson & Sons**

Ms. Gaarlandt explained District staff received an email from Swanson & Sons, resigning as the Landscape Maintenance Company for Wynnmere West CDD. The email is attached to the agenda package. The Board reviewed the resignation from Swanson & Sons.

Mr. Castelli asked if there was a reason for Swanson & Sons to resign. Ms. Gaarlandt stated District staff has not been able to get in contact with Mr. T. Swanson. Ms. Gaarlandt asked Ms. Rigoni if the resignation coincides with the expiration of the current Landscape Maintenance Agreement. Ms. Rigoni said yes. Once this was brought to her attention yesterday she looked at the existing Landscape Maintenance Agreement as District Management was in the process of obtaining a renewal because the Contract was up for renewal. Unfortunately Swanson & Sons did not submit a renewal proposal prior to them notifying the District that they will no longer be servicing the District. Currently there is no Landscape Vendor for the District. Ms. Gaarlandt reached out to Mr. Swanson as there has not been any indication of the sudden departure. Ms. Rigoni stated there seemed to be an extenuating circumstance and District staff does not know the reason nor will they speculate. Ms. Rigoni stated Mr. Greenwood mentioned that GMS has started to look for an alternative Landscape Vendor. With the adoptive budget of \$60,000.00 per year the proposals will

be brought back to the Board for consideration. Ms. Rigoni stated with the interest of not having a huge gap between services, she asked Ms. Gaarlandt to update the agenda to include consideration of Landscaping Bids even though she knew the District would not have any vendor bidding today since the District got the resignation notice from Mr. T. Swanson yesterday. She suggested if the Board is willing the meeting can be continued to a date in a of couple weeks for GMS and PFM to have sufficient time to get Landscape bids so that the Board can consider it and contract a vendor so there is not a huge gap in landscaping services.

Mr. Greenwood spoke to the Chairperson yesterday. District staff provided GMS with the current landscape contract so they can reach out to Landscape Vendors. He asked if it would be possible to authorize the Chair to approve a Landscape Company on an interim basis for 30 days to get the District through the end of the Fiscal Year. Ms. Swanson asked if the District has funds to cover an Interim Landscaper. Ms. Gaarlandt stated the Landscape Maintenance Services are already budgeted. Ms. Keller stated she is onboard with the Board giving authorization to Ms. Swanson to work with GMS and District staff to hire an interim Landscape Maintenance Company. A lengthy discussion took place. Ms. Rigoni suggested a motion authorizing the Chair to approve an Interim Landscape Contractor not to exceed the budgeted amount due to budgetary restraints and authorized District staff to bring back proposals by the October meeting. A discussion took place.

Ms. Gaarlandt requested a motion to accept the resignation of Swanson & Sons.

ON MOTION by Ms. Swanson, seconded by Ms. Keller, with all in favor, the Board accepted the Resignation of Swanson & Sons.

Ms. Gaarlandt requested a motion to authorize the Chair to approve an Interim Landscape Contractor for a not-to-exceed amount of \$5,500.00.

ON MOTION by Mr. Gordon, seconded by Mr. Castelli with all in favor, the Board authorized the Chair to approve an Interim Landscape Contractor for a not-to-exceed amount of \$5,500 and authorize District Staff to bring back proposals by the October meeting.

#### **TENTH ORDER OF BUSINESS**

#### **Consideration of Proposals for Security Services**

Ms. Gaarlandt stated PFM did not receive any proposals for Security Services however GMS might have vendors they work with. Mr. Greenwood spoke to the Chair. He suggested having pool attendants to enforce the rules. He will look at local vendors GMS uses and find out the best

practice for the District. Staff Members at GMS will do an onsite walk and will notify the Chair when they will be on site. They plan to have that done within the week and work on Security Services and bring proposals back at the October meeting. Ms. Greenwood asked about the budgeted amount for 2022. The Board Member stated it is \$35,000.00. Ms. Gaarlandt noted that as of Memorial Day weekend through Labor Day weekend Security is onsite five days per week and now it should be back to three days per week. GMS provided a checklist to PFM of all the contracts. The Board stated that when the security personnel are on duty they are not told their duties and sit in their car or come out once in a while and look around.

Mr. Castelli stated he was onsite over the weekend and spoke to the security guard, who was in her car and when she saw him get out of his car she got out and walked around the pool area. A discussion took place about the scope of services. GMS will review the Security contract closely. Mr. Castelli stated the Board has previously discussed extending the hours after sundown to deter the vandalism. He stated the Board never got to the agreement on what days and times would be covered by security. GMS has worked on implementing cameras, lights, and other deterrents in District's they Manage. Mr. Greenwood stated GMS's maintenance team can handle a lot of the issues. They will bring back proposals at the October meeting.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Ratification of Payment Authorizations Nos. 221-223**

Mr. Greenwood discussed the meeting schedule that the Board approved at the last meeting. It is the second Wednesday of the month at the Holiday Inn. Ms. Keller mentioned that it was discussed to change the meeting location to the library, if it was available or to the Cultural Center that may be cheaper to reserve. Mr. McGee joined the meeting in progress via phone at 7:33 p.m.

Mr. Greenwood stated GMS advertises the Annual Meeting Schedule once. He asked about the price for the current meeting location. Ms. Gaarlandt replied the cost is \$125.00-\$150.00. Mr. Greenwood noted there is a location he uses for Forest Brook CDD which is 5019 Grismill Ct. and it only costs \$100.00 if the Board chose to meet there. Ms. Rigoni stated the Board can approve to change the meeting location to the Forest Brook CDD Amenity Center.

ON MOTION by Mr. Castelli, seconded by Ms. Swanson, with all in favor, the Board approved the change of the meeting location to 5019 Grismill Ct., Wimauma FL.

The Board will ratify the amendment to the Resolution at the next meeting.

The Board reviewed Payment Authorizations Nos. 221-223. These are regular District expenses. Ms. Gaarlandt requested a motion from the Board to ratify Payment Authorizations Nos. 221-223.

ON MOTION by Ms. Keller, seconded by Mr. Castelli, with all in favor, the Board approved Payment Authorizations Nos. 221-223.

**TWELFTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the District Financial Statements through July 31, 2021. No action was required by the Board.

Ms. Keller asked if the District closes one bank account and opens another is there a hold on the money to pay vendors. Mr. Greenwood stated he requested a Vendor Checklist of who PFM are currently paying. GMS will mail and email Vendors that the District Manager is transitioning to GMS and who to contact with GMS and copied on every invoice that is sent in. GMS will closely monitor the invoices to make sure there is no lapse in coverage. Mr. Greenwood asked how often PFM cuts checks. Ms. Gaarlandt responded the accountant cut checks on a weekly basis. Ms. Greenwood is familiar with some of the vendors already and he does not think it will be an issue in transitioning the District Manager. He reached out to VGlobalTech to make sure GMS' information is updated on the website. After October 1, 2021 the District can explore other vendors.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

District Counsel – No Report

District Engineer – No Report

District Manager – Mr. Glasgow provided a Project Update to the Board. He will meet on site with Mr. Smith and walk through projects that are open to make sure all the transitions will go smoothly. He is familiar with the company that does the cameras and gates. Mr. Glasgow gave the Security company Mr. Smith's contact information.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Request and Audience  
Comments**

Mr. Gordon asked about updates on the towing company. Ms. Gaarlandt stated PFM has not received a response from the towing company. GMS will bring back a bid from another towing company. GMS has contacted the Sherriff's Office for other Districts.

Mr. Gordon asked Mr. Greenwood about the cleaning companies. Mr. Greenwood stated GMS will assess the cleaning company. GMS has an in-house cleaning company and they will provide a proposal for cleaning services. They will need to know how many days per week and the scope of work the District is currently receiving.

A discussion took place about getting additional speed signs in the District. Mr. Greenwood stated that would take a call to the County. Mr. Gordon asked about installing a pedestrian crossing. Mr. Greenwood stated that the pedestrian crossing signs are a County issue because it is a County road. Mr. Greenwood asked Mr. Gordon to send him an email of exactly what he is looking for.

A question was asked about the signs at the entrance. Ms. Gaarlandt responded the application and permitting process is with the County. Ms. Gaarlandt talked to the vendor about ten days ago who estimated the signs would be 4 weeks out for approval. For fabrication they need 2-4 weeks.

Ms. Swanson commented on the landscaping. There is a lot of overgrowth from some of the conservation areas that are encroaching on homeowners' yards. Mr. Greenwood stated there are wetland buffer areas and other areas that can only be sprayed. If the wetland buffer ends and it is encroaching the District can take care of that. The District must assess who is responsible for those areas. That is part of discovering the scope of work. The Board discussed the overgrowth on the sidewalk. Mr. Greenwood stated he will get that addressed. GMS will work to find a vendor for Interim Landscape Maintenance for the October meeting. At the October meeting all the vendors will be provided a scope of work. GMS will do their due diligence to make sure the District is getting the best price.

Mr. Castelli stated he has not seen Solitude come out to maintain the lakes. Mr. Greenwood sent an email to Solitude yesterday as they are the lake management company for Forest Brook CDD and he knows the Account Manager for Solitude. He will receive their scope of services. He receives pictures from residents and immediately contacts their Field Services and Solitude will come out.

Mr. Castelli stated that water pools in the area of 12<sup>th</sup> Street when it rains. He was not sure if anything could be done about it. Ms. Keller stated complaints need to be directed to Hillsborough County and noted that she sent the County an email about a pothole. The County filled it but whatever they filled it with is not compatible with water, the more water the more the pothole dissolves. She thinks the County should level it out instead of filling the pothole. Mr. Greenwood suggested installing a French drain or something similar. He asked the Board to send their concerns to him because he works with Hillsborough County on other things.

Mr. Castelli commented on a street sign at the entrance. Ms. Keller stated it was bent and eventually fell over and someone cut it and put it back in the ground.

Mr. Greenwood asked the Board to send their concerns so GMS can make a priority list.



**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There was no other business to discuss so Ms. Gaarlandt requested a motion to adjourn the meeting.

ON MOTION by Ms. Keller, seconded by Ms. M. Swanson, with all in favor, the September 8, 2021 Board of Supervisors' Meeting for the Wynnmere West Community Development District was adjourned.



Secretary / Assistant Secretary



Chairman / Vice Chairman