



Rizzetta & Company

Channing Park Community Development District

Board of Supervisors' Regular Meeting April 21, 2022

District Office · Riverview, Florida · (813) 533-2950

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.channingparkcdd.org

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT AGENDA

Board of Supervisors	Michael Basso Steven Kelly Gary Randolph Sr. Toby Johnson Jeremey Linney	Chairman Vice Chairman Asst. Secretary Asst. Secretary Asst. Secretary
District Manager	Jerry Whited	Rizzetta & Company, Inc.
District Attorney	Lauren Gentry	Hopping Green & Sams, P.A.
Interim Engineer	Trent Stephenson	Waldrop Engineering

All cellular phones must be placed on mute while in the meeting room.

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.

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578
www.channingparkcdd.org

**Board of Supervisors
Channing Park Community
Development District**

April 14, 2022

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Channing Park Community Development District will be held on **Thursday, April 21, 2022 at 4:00 p.m.** to be held at the Channing Park Recreation Center Located at 173558 Chelsea Downs Circle, Lithia, FL 33547. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the tentative agenda for this meeting:

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on August 19, 2021Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for July 2021 Through March 2022.....Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 1. Consideration of KE Law Fee Increase LetterTab 3
 - B. District Engineer
 - C. District Manager
 1. Presentation of Quarterly Website Audit.....Tab 4
- 5. BUSINESS ITEMS**
 - A. Presentation of Proposed Budget for Fiscal Year 2022-2023.....Tab 5
 1. Consideration of Resolution 2022-01, Approving Proposed Budget & Setting Public HearingTab 6
 - B. Ratification of Audit Services Engagement LetterTab 7
 - C. Consideration of Arbitrage Services Engagement LetterTab 8
 - D. Consideration of Proposal for Stormwater Analysis ServicesTab 9
 - E. Discussion Regarding Community Infrastructure
- 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,
Jerry Whited
Jerry Whited
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.

**CHANNING PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Channing Park Community Development District was held on **Thursday August 19, 2022 at 4:00 p.m.** at the Channing Park Recreation Center, located at 17358 Chelsea Downs Circle, Lithia, Florida 33547.

Present was:

Michael Basso	Chairman
Steven Kelly	Vice Chairman
Jeremy Linney	Assistant Secretary
Gary Randolph	Assistant Secretary
Toby Johnson	Assistant Secretary

Also present were:

Jerry Whited	District Manager, Rizzetta & Company, Inc.
	Lauren Gentry District
	Counsel, Hopping Green & Sams

FIRST ORDER OF BUSINESS**Call to Order**

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

SECOND ORDER OF BUSINESS**Audience Comments**

There were no audience comments

THIRD ORDER OF BUSINESS**Administer Oath of Office
to Newly Appointed Supervisors**

On a motion by Mr. Linney, seconded by Mr. Kelly, the Board unanimously approved to appoint Toby Johnson to Seat #3 the Channing Park Board of Supervisors for the Channing Park Community Development District.
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Mr. Johnson was delivered the oath of office from Mr. Whited.

The District Counsel, Ms. Lauren Gentry, presented a review of Chapter 190 FL Statutes and Review of Sunshine Laws and Code of Ethics for Public Officers and Employees.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of
the Board of Supervisors' Regular
Meeting Held on May 20, 2021**

The Board considered the Minutes of the Board of Supervisors Regular Meeting held May 20th, 2021. Two revisions were noted; 1. Robin Giove was not at the last meeting. 2. Line 121 change District Counsel to District Manager. A discussion followed.

On a motion by Mr. Linney, seconded by Mr. Johnson, the Board unanimously approved to accept and file the revised Minutes of the Board of Supervisors Regular Meeting held May 20th, 2021 for the Channing Park Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of
Operation & Maintenance
Expenditures for August 2020 through
July 2021**

The Board considered the Operations & Maintenance Expenditures of the District for August 2020 through July 2021. A discussion followed. Mr. Linney asked District Management to check on a fee line item for "trustee incidentals" to discover what is included in that fee. Sine discussion followed.

On a motion by Mr. Linney, seconded by Mr. Randolph, the Board unanimously approved the Operations & Maintenance Expenditures of the District for May 2021 through July 2021 for the Channing Park Community Development District.

On a motion by Mr. Linney, seconded by Mr. Johnson, the Board unanimously approved the Operations & Maintenance Expenditures of the District for August 2020 through April 2021 for the Channing Park Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

The Board received the District Counsel update from Ms. Gentry who was called in. Mr. Johnson was given some feedback on Sunshine Law as a new Supervisor. The Board considered the Joint letter for KE Law and Hopping, Green and Sams. Ms. Gentry gave some feedback about the transition that took place, the new law firm in KE Law and contract pricing.

On a motion by Mr. Linney, seconded by Mr. Johnson, the Board unanimously approved to Ratify the Joint letter from KE Law and Hopping, Green & Sams for the Channing Park Community Development District.

The Board considered the KE Law Fee Agreement. Mr. Linney and Mr. Kelly asked to have their email addresses updated on the distribution list to include just their CDD email addresses.

On a motion by Mr. Johnson, seconded by Mr. Linney, the Board unanimously approved the KE Law Fee Agreement for the Channing Park Community Development District.

B. District Engineer

Not present. No report.

C. District Manager

The Board received the District Managers report from Mr. Whited who was in attendance. The Board was presented with the Registered Voters information for the community. The next meeting is scheduled for April 21st, 2022 at 4:00 p.m. at the Channing Park Community Clubhouse. The Board received a presentation of the most recent financials report.

SEVENTH ORDER OF BUSINESS

**Public Hearing on FY 2021-2022
Budget & Imposing Special
Assessments**

On a motion by Mr. Linney, seconded by Mr. Johnson, the Board unanimously approved to open the Public Hearing on the Fiscal Year 2021-2022 Budget for the Channing Park Community Development District.

There was no audience in attendance for the Public Hearing.

On a motion by Mr. Randolph, seconded by Mr. Johnson, the Board unanimously approved to close the Public Meeting on the Fiscal Year 2021-2022 Budget for the Channing Park Community Development District.

1. Presentation of FY 2021-2022 Budget

The Board considered the Fiscal Year 2021-2022 budget. During the budget discussion the Board spent time discussing future plans for spending and the cleaning up of the trails. The Board directed the District Engineer to do some minor discovery into the possibility of an EPC exemption and if the District should consider that possibility. The Board made the following updates to the budget: District Counsel to \$5,000. Stormwater Assessment to \$2,500. Monument Repair to \$0. Trail

Maintenance to \$10,000. Miscellaneous Contingency to \$10,946. Board discussion on District expense items took place.

2. Consideration of Resolution 2021-03, Adopting FY 2021-2022 Budget

On a motion by Mr. Linney, seconded by Mr. Johnson, the Board unanimously approved Resolution 2021-03, Adopting the Fiscal Year 2021-2022 Budget for the Channing Park Community Development District.

3. Consideration of Resolution 2021-04, Imposing Special Assessments and Certifying an Assessment Roll

The Board considered Resolution 2021-04, Imposing Special Assessments and Certifying the Assessment Roll. The Assessment Roll was available at the meeting for review.

On a motion by Mr. Johnson, seconded by Mr. Randolph, the Board unanimously approved Resolution 2021-04, Imposing Special Assessments and Certifying the Assessment Roll for the Channing Park Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of 2021-05, Adopting FY 2021-2022 Meeting Schedule

The Board considered Resolution 2021-05 and the Fiscal Year 2021-2022 Meeting Schedule. The Board changed the meeting schedule to move the May meeting to April, 21st 2022 at 4pm. The 2nd meeting will be August 18th, 2022 at 4pm. Both meetings to be held at the Channing Park Clubhouse.

On a motion by Mr. Randolph, seconded by Mr. Johnson, the Board unanimously approved resolution 2021-05, Adopting the Fiscal Year 2021-2022 Meeting schedule for the Channing Park Community Development District.

NINTH ORDER OF BUSINESS

Discussion Regarding South Trail Clearing

The Board discussed the Trail Clearing effort. The Board appointed Mr. Linney to be the District point of contact for trail cleanup activities. The Board directed Mr. Linney to work with District Management on proposals first to clear the North Trail and to look into the possibility of spraying for vegetation control as opposed to cutting vegetation back. The Board directed District Counsel to prepare a letter to residents living in homes that back up to the South Trail to inform them of the possibility the South Trail is cleared and to inform them of the use for that land and that it is recommended that they move their belongings if it is on CDD property. The Letter will be sent out by District Management once the Chairman and Mr. Linney review.

On a motion by Mr. Linney, seconded by Mr. Johnson, the Board unanimously approved a \$10,000 not to exceed limit for Mr. Linney and District Management to get the trails cleaned up for the Channing Park Community Development District.

TENTH ORDER OF BUSINESS**Discussion Regarding
District Advertising**

There was a discussion about District advertising, historical invoices, and District advertising requirements.

ELEVENTH ORDER OF BUSINESS**Consideration of Series 2018
Arbitrage Report**

The Board considered the 2018 Series Arbitrage Report. There is no arbitrage liability for the District at this time. These calculations are required by the IRS. There was a discussion about the arbitrage report.

On a motion by Mr. Linney, seconded by Mr. Kelly, the Board unanimously approved the 2018 Series Arbitrage Report for the Channing Park Community Development District.

TWELFTH ORDER OF BUSINESS**Supervisor Request/ Audience
Comments**

There was a discussion about the possibility of reclaimed water.

There was a discussion about road construction outside of the community with regards to a roundabout that may cause the community to be used as a pass through or detour route. The Board directed District Management to do some discovery into the construction and the County plans for traffic control and speed mitigation.

A seconded audience comment time was opened, there was no audience in attendance.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Linney, seconded by Mr. Randolph, the Board unanimously approved to adjourn the meeting at 6:06 p.m. for the Channing Park Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

CHANNING PARK COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview, Florida · (813) 533-2950
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
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Operation and Maintenance Expenditures August 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2021 through August 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$1,648.16**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	000984	124306	General Legal Services 06/21	\$ 36.00
Rizzetta & Company, Inc.	000985	INV0000060347	District Management Fees 08/21	\$ 721.66
Rizzetta Technology Services, LLC	000982	INV0000007737	Website Hosting Services 07/21	\$ 100.00
Rizzetta Technology Services, LLC	000986	INV0000007821 0000164482	Website Hosting Services 08/21	\$ 100.00
Times Publishing Company	000987	07/21/21	Legal Advertising 07/21	\$ 280.50
Waldrop Engineering	000983	0032749	Engineering Services 06/21	\$ 205.00
Waldrop Engineering	000988	0032917	Engineering Services 07/21	<u>\$ 205.00</u>
Report Total				<u><u>\$ 1,648.16</u></u>

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Operation and Maintenance Expenditures September 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2021 through September 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,769.41**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Egis Insurance Advisors, LLC	000994	13970	Renewal Policy 100121222 10/01/21-10/01/22	\$ 4,972.00
Gary Randolph Sr.	000991	GR081921	Board of Supervisor Meeting 08/19/21	\$ 200.00
Hopping Green & Sams	000989	124773	General Legal Services 07/21	\$ 162.00
KE Law Group, Inc.	000995	137	General/ Monthly Legal Services 08/21	\$ 1,170.00
Rizzetta & Company, Inc.	000992	INV0000061147	District Management Fees 09/21	\$ 721.66
Rizzetta Technology Services, LLC	000993	INV0000007913	Website Hosting Services 09/21	\$ 100.00
Steven M. Kelly	000990	SK081921	Board of Supervisor Meeting 08/19/21	\$ 200.00
Waldrop Engineering	000996	0033453	Engineering Services 08/21	<u>\$ 3,243.75</u>
Report Total				<u>\$ 10,769.41</u>

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Operation and Maintenance Expenditures October 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2021 through October 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,494.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio, Ltd	000999	19823	Website Service and Accessibility Compliance Service 10/21	\$ 384.38
Rizzetta & Company, Inc.	000997	INV0000061877	District Management Fees 10/21	\$ 2,600.00
Rizzetta & Company, Inc.	001000	INV0000062042	Assessment Roll Preparation FY 21/22	\$ 5,000.00
Rizzetta Technology Services, LLC	000998	INV0000008006 0000182914	Website Hosting Services 10/21	\$ 100.00
Times Publishing Company	001001	10/13/21	Legal Advertising 10/21	\$ <u>410.00</u>
Report Total				<u>\$ 8,494.38</u>

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Operation and Maintenance Expenditures November 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2021 through November 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,191.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All American Lawn & Tree Specialist, LLC	001004	10810	Tree Removal 09/21	\$ 890.00
All American Lawn & Tree Specialist, LLC	001004	11215	Tree Removal 10/21	\$ 4,345.00
Florida Department of Economic Opportunity	001005	85066	Special District Fee 21/22	\$ 175.00
KE Law Group, Inc.	001006	524	General/ Monthly Legal Services 10/21	\$ 81.00
Rizzetta & Company, Inc.	001002	INV0000062568	District Management Fees 11/21	\$ 2,600.00
Rizzetta Technology Services, LLC	001003	INV0000008188	Website Hosting Services 11/21	<u>\$ 100.00</u>
Report Total				<u>\$ 8,191.00</u>

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Operation and Maintenance Expenditures

December 2021

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$3,220.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jeremy Linney	001007	JL052021	Board of Supervisor Meeting 05/20/21	\$ 200.00
Jeremy Linney	001007	JL081921	Board of Supervisor Meeting 08/19/21	\$ 200.00
Rizzetta & Company, Inc.	001008	INV0000063150	District Management Fees 12/21	\$ 2,600.00
Rizzetta Technology Services, LLC	001009	INV0000008279	Website Hosting Services 12/21	\$ 100.00
Waldrop Engineering	001010	0034254	Engineering Services 10/21	<u>\$ 120.00</u>
Report Total				<u>\$ 3,220.00</u>

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Operation and Maintenance Expenditures January 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$3,185.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio, Ltd	001012	20055	Website Service and Accessibility Compliance Service 01/22	\$ 384.38
KE Law Group, Inc.	001013	903	General/ Monthly Legal Services 12/21	\$ 101.00
Rizzetta & Company, Inc.	001011	INV0000064594	District Management Fees 01/22	<u>\$ 2,700.00</u>
Report Total				<u>\$ 3,185.38</u>

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Operation and Maintenance Expenditures February 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$2,909.50**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
KE Law Group, Inc.	001015	1199	General/ Monthly Legal Services 01/22	\$ 187.00
Rizzetta & Company, Inc.	001014	INV0000065433	District Management Fees 02/22	\$ 2,700.00
Waldrop Engineering	001016	34542	Engineering Services 11/21	<u>\$ 22.50</u>
Report Total				<u>\$ 2,909.50</u>

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Operation and Maintenance Expenditures March 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2022 through March 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$3,417.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Channing Park Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Atwell, LLC	001017	0268571	Engineering Services 12/21 & 01/22	\$ 381.25
Atwell, LLC	001020	0270282	Engineering Services 02/22	\$ 236.25
KE Law Group, Inc.	001019	1481	General/ Monthly Legal Services 02/22	\$ 99.50
Rizzetta & Company, Inc.	001018	INV0000066349	District Management Fees 03/22	<u>\$ 2,700.00</u>
Report Total				<u>\$ 3,417.00</u>