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3 **MINUTES OF MEETING**
4 **TAMPA PALMS**
5 **COMMUNITY DEVELOPMENT DISTRICT**

6 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community
7 Development District was held on Wednesday, November 13, 2019 at 6:00 p.m. at the
8 Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

9
10 **FIRST ORDER OF BUSINESS - Welcome & Roll Call**

11 Mr. Field called the meeting to order.

12 The Board members and staff introduced themselves for the record.

13
14 Present and constituting a quorum were:

15 Gene Field	Chairman
16 Jim Soley	Vice Chairman
17 Jessica Vaughn	Supervisor
18 Jake Schoolfield	Supervisor
19 Mike Gibson	Supervisor

20
21 Also present were:

22 Lore Yiera	District Manager
23 Maggie Wilson	Consultant/Resident
24 Warren Dixon	TPOA Business Consultant
25 Brian Koerber	TPOA Property Manager

26
27
28 Mr. Field established that a quorum of the Board was present.

29
30 **Pledge of Allegiance**

31 Mr. Gibson led the recitation of the Pledge of Allegiance.

32
33 **SECOND ORDER OF BUSINESS- Strategic Planning & Annual Review**

34 Mr. Field reviewed the most current strategic plans, noting that the focus is on those
35 issues which have the most immediate impact.

36
37 The full strategic plans and significant events were included in the advance Board Package; a
38 copy of which is attached hereto and made a part of the public record.

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1 **THIRD ORDER OF BUSINESS - Board Member Discussion Items**

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3 There being none, the next item followed.

4 **FOURTH ORDER OF BUSINESS - Public Comments.**

5 There being none, the next item followed.

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7 **FIFTH ORDER OF BUSINESS - Approval of the October, 2019 Minutes**

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9 On MOTION by Mr. Gibson, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board
10 approved the Minutes of the October, 2019 Board Meeting.

11
12 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

13 A copy of the Board Financial Analysis, Financial Statements and Check Register are
14 attached hereto and made a part of the public record. Mr. Field noted that the check register
15 had been reviewed.

16
17 On MOTION by Mr. Schoolfield SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the
18 Board approved the Disbursements for the month ending September 30, 2019 in the amount of
19 \$205,906.65.

20
21 **SEVENTH ORDER OF BUSINESS - Consultant Reports**

22 **◆ Signature Projects**

23 Ms. Wilson updated the Board and visitors as to
24 the progress of the Signature Projects, the progress made
25 to date on the projects along BB Downs.



26
27 Ms. Wilson showed a series of photographs of the
28 main entries, showing the monuments, the side-of-road
29 plantings, and the pond from a number of perspectives.



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31 There was general agreement that the community
32 “look” was back after a number of years of construction mess.

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Ms. Wilson reviewed the plans for and progress with the Area 2 entry pond. in particular the nuisance vegetation. She detailed the best approaches continue to appear to be protectin of the beneficials (required), treatment of the nuisance plants and reliance on landscape elements to effectively hide the littoral shelf areas.



Ms. Wilson reported on the Area 2 wayfinding sign, noting that the project was currently "in permitting" with the City and realistically construction would not commence until after the first of the new year.



◆ **Community Appearance**

Ms. Wilson reviewed the general appearance of the community noting that Tampa Palms landscape was inspected by OLM earlier this week. The inspection consists of a community-wide drive-through, including the entries (Tampa Palms and Amberly, as well as, the villages) the boulevards, the cu de sac's, the parks and selected [varies each month] ponds and land tracts. The community passed with a low 90's rating.



Ms. Wilson reported on the holiday lighting; installation of the more than 10,000 lights is in progress and they will be "turned on" the day after Thanksgiving. She also reported that the winter plantings and poinsettias would be in place for the holidays.



Ms. Wilson detailed the continued improvements to the boulevard plantings, in particular those in the raised planters across from the Reserve.



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She also noted the improvements to the Westover median where the knock-out roses had just aged beyond their usefulness and were replaced with a colorful mix of shrubs.



Ms. Wilson reported on the loss of another in the last of the Canary Isle palms at the Reserve entry. It appears that the palm succumbed to Ganoderma, and is being expeditiously removed, but final diagnosis of the reason for the death will be confirmed after tissue samples are evaluated.



◆ **Parks**

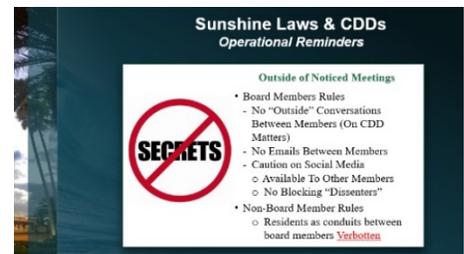
Ms. Wilson reported on the parks and the work in progress to make them ready for holiday visitors after a long summer of rains.

She also noted that the “turtle” play equipment is no longer available and that a replacement will be provided for approval in January.



◆ **Sunshine Laws & CDDs**

Ms. Wilson reported on the “open meeting” requirements that apply to CDDs, specifically that supervisors may not discuss any issue that may come before the CDD except at a noticed meeting and private individuals may not discuss the positions of one supervisor with another supervisor.



◆ **Staff Reviews**

Ms. Wilson excused herself from the meeting. Chairman Field advised that the district’s private-



1 sector business model produces favorable outcomes come from repeatable, reliable
2 business systems, processes...and dedicated, capable staff. Success of the model is
3 built on private-sector initiatives, experience, broad skill sets and “do-what-it-takes
4 attitude”. Staff compensation must be competitive with the private sector.

5
6 Mr. Field reviewed professional compensation trend documentation and made
7 recommendations for the administrative position of \$ 65,550 salary, with a \$ 10,300
8 health insurance and benefit allowance. A 2.5% increase

9
10 On MOTION by Mr. Gibson, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board
11 approved the annual compensation for the position of Administrative Assistant at the rate of
12 \$75,850.00 with 75% paid by the CDD and 25% born by the TPOA.

13
14 Mr. Field noted that the District Consultant is an independent contractor, with no
15 employment taxes incurred by the Tampa Palms. Accordingly, the proposed
16 compensation (\$107,940), if recast in private sector terms, would equate to a salary in
17 the range of \$ 80 K- \$90 K, with payroll tax obligations and benefits in the range of 25
18 % to 30 %.

19 On MOTION by Mr. Soley, SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the Board
20 approved the annual compensation for the position of District Consultant at the rate of
21 \$107,940.00.

22
23 ♦ **December Meeting**

24 Ms. Wilson noted that it has been the
25 practice for the Tampa Palms CDD that the
26 Board does not meet in December. Should a
27 situation come to the front during December
28 that requires immediate Supervisor action, an
29 emergency meeting, with a quorum of three Supervisors, could be convened, just as
30 would be done for any emergency that occurred between meetings at any time of the
31 year.



32 On MOTION by Ms. Vaughn, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board
33 approved cancellation of the December 2019 meeting.

1 **Additional Advanced Board Package Materials:**

2 Information regarding financial reports were included in the Advance Board package;
3 copy of which is attached hereto and made a part of the public record.

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5 **EIGHTH ORDER OF BUSINESS – Other Matters**

6 There being none, the next item followed.

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8 **NINTH ORDER OF BUSINESS – Public Comments**

9 Mr. Dixon representing the TPOA noted that the monuments really look good and
10 asked if they would be decorated for the holidays. Ms. Wilson advised yes; they would be
11 decorated.

12

13 **TENTH ORDER OF BUSINESS - Supervisor Comments**

14 Mr. Soley questioned the progress along the Sanctuary wall and was briefed by Ms.
15 Wilson who stated there would be more complete information at the next meeting.

16 Mr. Schoolfield inquired is the new fencing segments would also be illuminated for the
17 holidays and was advised that they would be decorated for the holidays.

18 Ms. Vaughn questioned if the newsletter could be received before the meetings. Ms.
19 Wilson noted that the newsletter is a TPOA instrument and usually mailed the second week of
20 the month (produced every two months). She stated that attention can be given to placing the
21 agenda of the later of the two months in the newsletter. She also mentioned that the calendar
22 is on line and the agenda online the week before each month.

23 Mr. Gibson thanked everyone for presenting a professional face the community.

24 Mr. Field noted that due to conservative spending and a reserved approach to managing
25 the community the District will realize savings from budgeted levels.

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27 **ELEVENTH ORDER OF BUSINESS - Adjournment**

28 There being no further business,

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30 On MOTION by Ms. Vaughn SECONDED by Mr. Schoolfield, WITH ALL IN FAVOR, the
31 meeting was adjourned.

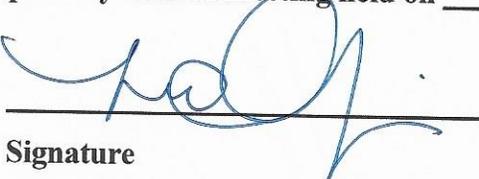
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**These minutes were done in summation format, not verbatim.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 1/8/20.



Signature

Lore Yeira

Printed Name

Title:
 Assistant Secretary
 District Manager



Signature

Gene Field

Printed Name

Title:
 Vice Chairperson
 Chairperson