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***MIRADA
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
May 2, 2017***

6:00 p.m.

At:

***Residence Inn
2101 Northpointe Parkway
Lutz, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

**MIRADA COMMUNITY
DEVELOPMENT DISTRICT AGENDA
MAY 2, 2017 at 6:00 p.m.**

At the Residence Inn located at
2101 Northpointe Parkway
Lutz, Florida

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	Vivek Babbar	Straley ,Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

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

The District Agenda is comprised of seven different sections:

The meeting will begin promptly at **6:00 p.m.** with the first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

MIRADA COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday May 2, 2017
Time: 6:00 p.m.
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida 33558

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of Minutes from April 4, 2017 Meeting Exhibit 1
- B. Approval of Minutes from April 25, 2017 Exhibit 2
- C. Acceptance of March 2017 Unaudited
Financial Statement Exhibit 3

IV. Business Matters

- A. Ratification of Single Source Vendor Contract
(*under separate cover*)
- B. Bond Issuance Discussion
- C. Additional Matters

V. Staff Reports

- A. District Manager
- B. Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

1 **MINUTES OF MEETING**
2 **MIRADA**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The Regular Meeting of the Board of Supervisors of the Mirada Community Development
6 District was held on Tuesday, April 4, 2017 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway,
7 Lutz, Florida

8 **FIRST ORDER OF BUSINESS – Roll Call**

9 Mr. Cusmano called the meeting to order.

10 Present and constituting a quorum were:

11 Mike Lawson	Board Supervisor, Chairman
12 Doug Draper	Board Supervisor, Vice Chairman
13 Lori Price	Board Supervisor, Assistant Secretary

14 Also present were:

15 Paul Cusmano	District Manager
16 Vivek Babbar	District Counsel (<i>via phone</i>)
17 Tonja Stewart	District Engineer (<i>via phone</i>)

18 **SECOND ORDER OF BUSINESS – Audience Comments**

19 There being none, the next item followed.

20 **THIRD ORDER OF BUSINESS – Consent Agenda**

21 **A. Approval of Minutes from March 7, 2017 Meeting**

22 **B. Acceptance of the February 2017 Unaudited Financial Statements**

23 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
24 approved **Items A & B** for the Mirada Community Development District.

25
26 **FOURTH ORDER OF BUSINESS – Business Matters**

27 **A. Approval of the Development Acquisition Agreement & Promissory Note**

28 Mr. Cusmano presented Approval of the Development Acquisition Agreement & Promissory
29 Note and asked for comments or questions.

30 Mr. Babbar stated that only the Promissory Note needs to be approved.

31 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved
32 the Promissory Note for the Mirada Community Development District.

33
34 **B. Ratification of District Management Services Contract Assignment**

35 Mr. Cusmano presented Ratification of District Management Services Contract Assignment and
36 asked for comments or questions.

37 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board ratified
38 the District Management Services Contract Assignment for the Mirada Community Development District.

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C. Additional Matters

There being none, next item followed.

FIFTH ORDER OF BUSINESS – Staff Reports

A. District Manager

There being none, next item followed.

B. District Attorney

There being none, next item followed

C. District Engineer

There being none, next item followed.

SIXTH ORDER OF BUSINESS – Supervisors Requests

Mr. Lawson commented that they are pursuing another bond issue with same 60 day time frame.

SEVENTH ORDER OF BUSINESS – Public Comments

There being none, next item followed.

EIGHTH ORDER OF BUSINESS – Adjournment

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned the meeting for the Mirada Community Development District.

**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 _____.

Signature

Signature

Printed Name

Printed Name

Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 2.

38 Mr. Babbar presented Approval of Resolution 2017-02 Approving Engineers' Recommendation
39 and Determination of a Single Source Contractor and asked for comments or questions.

40
41 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted
42 Resolution **2017-02** Approving Engineers' Recommendation and Determination of a Single Source
43 Contractor, and authorized the Chairman to execute the contract with Smith & Company for the Mirada
44 Community Development District.

45
46 **B. Additional Matters**

47 There being none, next item followed.

48 **FOURTH ORDER OF BUSINESS – Adjournment**

49 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board
50 adjourned the meeting for the Mirada Community Development District.

51
52 **Each person who decides to appeal any decision made by the Board with respect to any matter*
53 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
54 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

55
56 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
57 **meeting held on _____.**

58

59

60

61 _____
62 **Signature**

61 _____
62 **Signature**

63

63 _____
64 **Printed Name**

63 _____
64 **Printed Name**

65 **Title:** Secretary Assistant Secretary

65 **Title:** Chairman Vice Chairman

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EXHIBIT 3.

Mirada CDD
Community Development District

Financial Statements
Unaudited

Period ending
March 31, 2017

**MIRADA CDD
BALANCE SHEET
March 31, 2017**

	M GEN FUND	CAP FUND	CONSOLIDATED TOTAL
<u>ASSETS:</u>			
CASH	\$ 1,000	\$ -	\$ 1,000
ACCOUNTS RECEIVABLE	-	11,500	11,500
DEPOSIT	300	-	300
TOTAL ASSETS	\$ 1,300	\$ 11,500	\$ 12,800
<u>LIABILITIES:</u>			
ACCOUNTS PAYABLE	\$ -	\$ 11,500	\$ 11,500
<u>FUND BALANCE:</u>			
RESTRICTED FOR:			
ASSIGNED:	-	-	-
UNASSIGNED:	1,300	-	1,300
TOTAL LIABILITIES & FUND BALANCE	\$ 1,300	\$ 11,500	\$ 12,800

**MIRADA CDD
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
FOR PERIOD STARTING OCTOBER 1, 2016 ENDING MARCH 31, 2017**

	FY2017 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
I. REVENUE				
SPECIAL ASSESSMENTS - OFF ROLL	-	-	-	-
DEVELOPER FUNDING	362,105	181,053	36,675	(144,378)
INTEREST	-	-	-	-
TOTAL REVENUE	362,105	181,053	36,675	(144,378)
II. EXPENDITURES				
ADMINISTRATIVE:				
SUPERVISORS COMPENSATION	12,000	6,000	1,299	4,701
PAYROLL PROCESSING	660	330	253	77
MANAGEMENT CONSULTING SERVICES	21,000	10,500	10,500	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	4,500	-	4,500
PLANNING AND COORDINATING SERVICES	36,000	18,000	18,000	-
ADMINISTRATIVE SERVICES	3,500	1,750	-	1,750
BANK FEES	300	150	24	126
MISCELLANEOUS	500	250	-	250
AUDITING SERVICES	4,500	2,250	-	2,250
TRAVEL PER DIEM	-	-	8	(8)
INSURANCE	4,000	2,410	2,410	-
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,000	1,000	242	758
ENGINEERING SERVICES	4,000	2,000	-	2,000
LEGAL SERVICES	7,500	3,750	1,375	2,375
PERFORMANCE & WARRANTY BOND PREM.	-	-	1,450	(1,450)
WEBSITE HOSTING	720	360	537	(177)
ADMINISTRATIVE CONTINGENCY	-	-	-	-
TOTAL ADMINISTRATIVE	105,855	53,425	36,273	17,152
DEBT SERVICE ADMINISTRATION:				
DISSEMINATION AGENT	1,000	-	-	-
TRUSTEE FEES	4,500	-	-	-
ARBITRAGE	750	-	-	-
TOTAL DEBT SERVICE ADMINISTRATION	6,250	-	-	-
FIELD OPERATIONS:				
UTILITIES	-	-	369	(369)
FIELD MANAGEMENT	-	-	-	-
LANDSCAPE/FIELD CONTINGENCY	250,000	-	-	-
TOTAL FIELD OPERATIONS	250,000	-	369	(369)
TOTAL EXPENDITURES	362,105	53,425	36,642	16,783
EXCESS REVENUE OVER (UNDER) EXPEND.	-	127,628	33	(127,595)
FUND BALANCE - BEGINNING	-	-	1,270	1,270
FUND BALANCE - ENDING	\$ -	\$127,628	1,302	(126,325)

MIRADA CDD
CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
FOR PERIOD STARTING OCTOBER 1, 2016 ENDING MARCH 31, 2017

	ACTUAL YEAR-TO-DATE
REVENUE	
DEVELOPER FUNDING	16,950
MISCELLANEOUS REVENUE	-
TOTAL REVENUE	16,950
 EXPENDITURES	
CONSTRUCTION IN PROGRESS	16,950
TOTAL EXPENDITURES	16,950
EXCESS REVENUE OVER (UNDER) EXPEND.	-
FUND BALANCE - BEGINNING	-
FUND BALANCE - ENDING	-

MIRADA CDD
Cash Reconciliation - General Fund
March 31, 2017

Balance Per Bank Statement	\$ 5,173.93
Less: Outstanding Checks	(4,173.51)
<i>Adjusted Bank Balance</i>	<u>1,000.42</u>
Beginning Cash Balance Per Books	\$ (236.87)
Cash Receipts	11,345.14
Cash Disbursements	(10,107.85)
<i>Balance Per Books</i>	<u>1,000.42</u>

**Mirada CDD
Check Register
FY 2017**

DATE	CHECK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSEMT	BALANCE
9/30/2016	EOM					1,133.76
10/14/2016		Developer Funding	GF 2016-09, 2017-01	8,585.65		9,719.41
10/14/2016	1014	DPFG	CDD/Field Mgmt - October		4,750.00	4,969.41
10/14/2016	1015	Egis Insurance & Risk Advisors	Insurance FY 2017		2,410.00	2,559.41
10/14/2016	1016	Stantec Consulting Services, Inc.	Engineering Svcs thru 9/26/16		916.00	1,643.41
10/14/2016	1017	Straley Robin Vericker	Legal Svcs thru 9/15/16		255.73	1,387.68
10/14/2016	1018	TECO	8/25-9/20 - 31126 Rd 52 Well		76.93	1,310.75
10/14/2016	1019	Venturesin.com, Inc.	Set Up/Domain Name		176.99	1,133.76
10/28/2016	1020	TECO	Electricity		113.79	1,019.97
10/31/2016	EOM	TOTALS		8,585.65	8,699.44	1,019.97
11/02/2016	80007	Ira Draper	BOS Mtg - 9/6/16		188.58	831.39
11/02/2016	80009DD	Lori Price	BOS Mtg - 9/6/16		183.45	647.94
11/02/2016	80008	Michael Lawson	BOS Mtg - 9/6/16		184.70	463.24
11/02/2016	ACH11022016	Paychex	Employee Tax - 9/6/16		96.65	366.59
11/02/2016	ACH110216	Paychex	EIB - payroll		77.25	289.34
11/09/2016		Developer Funding	GF 2017-2	184.80		474.14
11/10/2016	1021	Tampa Bay Times	Legal Ad		124.80	349.34
11/10/2016	1022	Venturesin.com, Inc.	Web Site Hosting - Oct		60.00	289.34
11/10/2016	ACH111016	Paychex	EIB - payroll		93.00	196.34
11/28/2016		Developer Funding	GF 2017-03	5,752.00		5,948.34
11/29/2016	1023	DPFG	CDD/Field Mgmt - Nov		4,750.00	1,198.34
11/29/2016	1024	FLORIDA DEPT OF ECONOMIC	Annual Filing Fee		175.00	1,023.34
11/29/2016	1025	Pasco County Tax Collector	UMC Agreement		700.00	323.34
11/29/2016	1026	Tampa Bay Times	Legal Ad		242.00	81.34
11/29/2016	1027	Venturesin.com, Inc.	Web Site Hosting - Nov		60.00	21.34
11/30/2016		Bank United	Bank Fee		12.00	9.34
11/30/2016	EOM	TOTALS		5,936.80	6,947.43	9.34
12/30/2016		Bank United	Bank Fee		12.00	-2.66
12/31/2016	EOM	TOTALS			12.00	(2.66)
01/10/2017			GF 2017-04, 05	5,861.41		5,858.75
01/10/2017	ACH11017	Paychex	Paychex EIB charge		83.00	5,775.75
01/12/2017	1028	DPFG	CDD/Field Mgmt - December		4,750.00	1,025.75
01/12/2017	1029	Straley Robin Vericker	Legal Svcs thru 11/15/16		225.00	800.75
01/12/2017	1030	TECO	10/19-11/17 - 31126 Rd 52 Well		40.26	760.49
01/12/2017	1031	Venturesin.com, Inc.	Web Site Hosting - December		60.00	700.49
01/30/2017			GF 2017-06	5,916.40		6,616.89
01/31/2017	1034	DPFG	CDD/Field Mgmt - January		4,750.00	1,866.89
01/31/2017	1035	Pasco County Property Appraiser	Tax Collection Assessment Fee		750.00	1,116.89
01/31/2017	1036	Straley Robin Vericker	Legal Svcs thru 12/15/16		333.50	783.39
01/31/2017	1037	TECO	11/17-12/20 - 31126 Rd 52 Well		82.90	700.49
1/31/2017	EOM	TOTALS		11,777.81	11,074.66	700.49
02/06/2017		CR Pasco Development	GF 2017-07	560.00		1,260.49
02/10/2017	ACH2102017	Paychex	Paychex EIB Invoice		206.50	1,053.99
02/17/2017	1038	Straley Robin Vericker	Legal Svcs thru 1/15/17		500.00	553.99
02/17/2017	1039	Venturesin.com, Inc.	Web Site Hosting - Jan		60.00	493.99
02/23/2017	80010	Ira Draper	BOS Mtg - 11/1/16		188.81	305.18
02/23/2017	80012DD	Lori Price	BOS Mtg - 11/1/16		183.87	121.31
02/23/2017	80011	Michael Lawson	BOS Mtg - 11/1/16		184.70	-63.39
02/23/2017	ACH02232017	Paychex	BOS Mtg - 11/1/16		96.23	-159.62
02/23/2017	ACH2232017	Paychex	Paychex EIB Invoice		77.25	-236.87
2/28/2017	EOM	TOTALS		560.00	1,497.36	(236.87)
03/13/2017		CR Pasco Development	GF 2017-09	5,860.69		5,623.82
03/15/2017	1040	DPFG MANAGEMENT & CONSU	CDD/Field Mgmt - February		4,750.00	873.82
03/15/2017	1041	TECO	12/21-1/20 - 31126 Rd 52 Well		97.15	776.67
03/15/2017	1042	Venturesin.com, Inc.	Web Site Hosting - February		60.00	716.67
03/16/2017		CR Pasco Development	GF 2017-10, 11	5,200.70		5,917.37
03/17/2017	1043	DPFG MANAGEMENT & CONSU	CDD/Field Mgmt - March		4,750.00	1,167.37
03/17/2017	1044	Straley Robin Vericker	Legal Svcs thru 2/15/17		316.50	850.87
03/17/2017	1045	TECO	1/21-2/21 - 31126 Rd 52 Well		74.20	776.67
03/17/2017	1046	Venturesin.com, Inc.	Web Site Hosting - March		60.00	716.67
03/31/2017		Paychex	Deposit	181.50		898.17
03/31/2017		Paychex	Deposit	102.25		1,000.42
3/31/2017	EOM	TOTALS		11,345.14	10,107.85	1,000.42



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