

**Westchester
Special Dependent District**

June 20, 2023 Meeting

AGENDA PACKAGE

Westchester Special Dependent District

Governing Body Members

Cyndi Moses, Vice President
Jessica Weiss, Secretary
Alain de Delva, Trustee
Tim Schultz, Trustee
Hernando Donosso, Trustee
Bryan Coward, Trustee
Kim Ankney, Trustee

Staff

Andrew P. Mendenhall, PMP, District Manager
Andrew Cohen, District Counsel

Board of Trustees Meeting

Tuesday, June 20, 2023 – 6:25 p.m.

-
1. **Roll Call**
 2. **Approval of Agenda**
 3. **Organizational Matters**
 - A. Appointment of a President for the District
 - B. Appointment of a Treasurer for the District
 - C. Appointment of Mr. Brenden Crawford as District Manager
 - D. Designation of Trustees (Resolution 2023-04)
 4. **Approval of Consent Agenda**
 - A. Minutes of the May 17, 2023 Meeting
 - B. Financial Report as of May 31, 2023
 5. **Manager's Report**
 6. **Board Requests**
 7. **Audience Comments**
 8. **Adjournment**

District Office:
Inframark, Community Management Services
210 North University Drive, Suite 702
Coral Springs, Florida 33071
954-603-0033

Meeting Location:
Maureen B. Gauzza Regional Library
11211 Countryway Boulevard
Tampa, Florida 33626
813-273-3652

Third Order of Business

3D.

RESOLUTION 2023-04

A RESOLUTION DESIGNATING TRUSTEES OF THE WESTCHESTER SPECIAL DEPENDENT DISTRICT

WHEREAS, the Board of Trustees of the Westchester Special Dependent District at a regular business meeting held on June 20, 2023 desires to designate the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WESTCHESTER SPECIAL DEPENDENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

- _____ President
- _____ Vice President
- _____ Secretary
- _____ Treasurer
- _____ District Manager
- _____ Trustee
- _____ Trustee
- _____ Trustee

PASSED AND ADOPTED THIS 20TH DAY OF JUNE, 2023.

President

Secretary

Fourth Order of Business

4A

**MINUTES OF MEETING
WESTCHESTER
SPECIAL DEPENDENT DISTRICT**

The regular meeting of the Board of Trustees of the Westchester Special Dependent District was held Wednesday, May 17, 2023, and called to order at 6:33 p.m. at the Maureen B. Gauzza Regional Library, located at 11211 Countryway Boulevard, Tampa, Florida 33626.

Present and constituting a quorum were:

Cyndi Moses	Vice President
Hernando Donosso	Treasurer
Alain de Delva	Trustee
Tim Schultz	Trustee
Bryan Coward	Trustee

Also present was:

Brenden Crawford	Inframark
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Following is a summary of discussions and actions taken.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Crawford called the meeting to order. Trustees introduced themselves, and a quorum was established.

SECOND ORDER OF BUSINESS

Approval of Agenda

There being no amendments,

On MOTION by Mr. de Delva, seconded by Mr. Donosso, with all in favor, the Agenda for the meeting was approved as presented. (5-0)
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40 **THIRD ORDER OF BUSINESS** **Organizational Matters**

41 **A. Acceptance of Resignation of Mr. Farooq Siddiqui**

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44 On MOTION by Ms. Moses, seconded by Mr. Donosso, with all in
45 favor, the resignation of Mr. Farooq Siddiqui was accepted. (5-0)

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47 **B. Appointment of Mr. Tim Schultz to Fill the Unexpired Term of Office (Seat 2,**
48 **Expiring 9/2024)**

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51 On MOTION by Mr. de Delva, seconded by Ms. Moses, with all in
52 favor, Mr. Tim Schultz was appointed to Seat 2, replacing Mr.
53 Siddiqui. (5-0)

54

55 **C. Designation of Trustees (Resolution 2023-01)**

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58 On MOTION by Mr. de Delva, seconded by Mr. Donosso, with all
59 in favor, Resolution 2023-01, Designating Trustees of the District,
60 for the slate of Trustees to remain the same, with the Office of
61 President to remain vacant, Ms. Moses to remain Vice President,
62 Ms. Weiss to remain Secretary, Mr. Donosso to remain Treasurer,
63 and Mr. Schultz, Mr. Coward and Ms. Ankney to remain Trustees,
64 was adopted. (5-0)

65

- 66 • Mr. Crawford provided an explanation regarding the District. The only items
67 managed under this District are six medians and five ponds.

68

69 **FIFTH ORDER OF BUSINESS** **Manager's Report**

70 **C. Update on Erosion Control Issues**

- 71 • The sprinklers in the medians will be inspected by the new landscaper, as they
72 appear to be running all of the time.

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75 **FOURTH ORDER OF BUSINESS** **Approval of Consent Agenda**

- 76 **A. Minutes of the April 4, 2023 Meeting**
- 77 **B. Financial Report as of April 30, 2023**

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<p>80 On MOTION by Mr. de Delva, seconded by Mr. Donosso, with all</p> <p>81 in favor, the Consent Agenda was approved. (5-0)</p>

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84 **FIFTH ORDER OF BUSINESS** **Manager’s Report (Continued)**

- 85 **A. Announcement of Attorney Fee Increase**
- 86 • There will be a 5% increase, which is lower than the standard 6% increase.
- 87 • The current attorney has provided services to the District since it was established.
- 88 • The Board concurred acceptance of the attorney’s fee increase.
- 89 **B. Questions and Comments Regarding the Fiscal Year 2024 Budget**
- 90 • The budget process was briefly discussed.
- 91 • The budget will be amended to reflect the attorney services increase.
- 92 • Future adjustments may be necessary.
- 93 • Assessments were discussed.
- 94 • Mr. Crawford will find out if assessment increases can be made without having
- 95 input from the majority of the community.
- 96 **D. Discussion of Landscaping**
- 97 • There is almost a \$10,000 decrease between Davey Tree Expert Company and
- 98 BrightView.
- 99 • Many complaints were received regarding the landscaping.
- 100 • Davey Tree Expert Company provides landscaping services to Westchase.
- 101 • BrightView received a termination letter, and this was their last week.
- 102 • Many plants are currently dying off.
- 103 • Mr. Crawford met with both BrightView and Davey Tree Expert Company staff.
- 104 Many plants in the medians are dying.
- 105 • There are also irrigation issues.
- 106 • Davey Tree does an inspection of the medians and will present a quote to make any
- 107 repairs.
- 108 • The landscaping line item in the budget will remain the same.

109 **SIXTH ORDER OF BUSINESS** **Board Requests**

- 110 • The budget public hearing will be held Tuesday, June 20, 2023 at 6:30 p.m. at the
- 111 Maureen B. Gauzza Regional Library.

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113 **SEVENTH ORDER OF BUSINESS** **Audience Comments**

114 No audience members present.

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116 **EIGHTH ORDER OF BUSINESS** **Adjournment**

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119 On MOTION by Mr. de Delva, seconded by Mr. Donosso, with all
120 in favor, the meeting was adjourned. (5-0)

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President/Vice President

4B

**Westchester
Special Dependent District**

Financial Report

May 31, 2023



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**Westchester
Special Dependent District**

Financial Statements

(Unaudited)

May 31, 2023

Balance Sheet
May 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 48,969
Prepaid Items	1,280
Deposits	1,700
TOTAL ASSETS	\$ 51,949
<u>LIABILITIES</u>	
Accounts Payable	\$ 1,712
Accrued Expenses	1,280
TOTAL LIABILITIES	2,992
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	1,280
Deposits	1,700
Unassigned:	45,977
TOTAL FUND BALANCES	\$ 48,957
 TOTAL LIABILITIES & FUND BALANCES	 \$ 51,949

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>MAY-23 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 40	\$ 182	455.00%	\$ 25
Interest - Tax Collector	-	6,301	0.00%	6,269
Special Assmnts- Tax Collector	88,054	85,811	97.45%	11,001
Special Assmnts- Discounts	(4,405)	(2,878)	65.33%	-
TOTAL REVENUES	83,689	89,416	106.84%	17,295
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Legal Services	2,600	2,548	98.00%	2,395
ProfServ-Mgmt Consulting	12,000	8,000	66.67%	1,000
Auditing Services	2,400	2,400	100.00%	-
Contract-Website Hosting	670	503	75.07%	-
Postage and Freight	100	43	43.00%	2
Insurance - General Liability	5,975	5,728	95.87%	100
Printing and Binding	50	1	2.00%	-
Legal Advertising	1,900	480	25.26%	-
Misc-Assessment Collection Cost	1,761	1,784	101.31%	345
Misc-Contingency	100	120	120.00%	15
Office Supplies	50	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	27,781	21,782	78.41%	3,857
<u>Field</u>				
Contracts-Lake and Wetland	3,188	2,181	68.41%	274
Contracts-Landscape	34,092	23,635	69.33%	2,954
Contracts-Irrigation	3,060	2,040	66.67%	255
Utility - Water	11,000	8,668	78.80%	1,280
R&M-General	33,165	389	1.17%	-
R&M-Fertilizer	240	160	66.67%	20
Misc-Contingency	100	851	851.00%	117
Total Field	84,845	37,924	44.70%	4,900
TOTAL EXPENDITURES	112,626	59,706	53.01%	8,757
Excess (deficiency) of revenues				
Over (under) expenditures	(28,937)	29,710	-102.67%	8,538

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	MAY-23 ACTUAL
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(28,937)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(28,937)	-	0.00%	-
Net change in fund balance	\$ (28,937)	\$ 29,710	-102.67%	\$ 8,538
FUND BALANCE, BEGINNING (OCT 1, 2022)	19,247	19,247		
FUND BALANCE, ENDING	\$ (9,690)	\$ 48,957		

**Westchester
Special Dependent District**

Supporting Schedules

May 31, 2023

**Non-Ad Valorem Special Assessments
(Hillsborough County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2023**

						ALLOCATION BY FUND	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Interest	Collection Costs	Gross Amount Received	General Fund	
Assessments Levied					\$ 88,054	\$	88,054
Allocation %					100%		100.00%
Real Estate Current/Installment							
11/03/22	\$ 438	\$ 21	\$ -	\$ 9	\$ 467	\$	467
12/14/22	2,835	119	-	58	3,012		3,012
01/05/23	8,868	316	-	181	9,365		9,365
04/06/23	526	0	-	11	537.25		537
Real Estate Current							
11/17/22	13,039	554	-	266	13,860		13,860
11/22/22	6,080	258	-	124	6,462		6,462
11/29/22	7,425	316	-	152	7,892		7,892
12/07/22	28,712	1,221	-	586	30,518		30,518
02/06/23	2,374	71	-	48	2,493		2,493
03/03/23	197	2	-	4	203		203
05/08/23	16,924	-	(6,269)	345	11,001		11,001
TOTAL	\$ 87,418	\$ 2,878	\$ (6,269)	\$ 1,784	\$ 85,811	\$	85,811
% COLLECTED						97.45%	97.45%
TOTAL OUTSTANDING					\$ 2,243	\$	2,243

Cash & Investment Report
May 31, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
OPERATING FUND			
Municipal Interest Checking	TD Bank	0.58%	\$ 48,969
		Subtotal	<u>48,969</u>
		Total	<u>\$ 48,969</u>

Westchester SDD

Bank Reconciliation

Bank Account No. 4104 TD Bank GF
 Statement No. 05-23
 Statement Date 5/31/2023

G/L Balance (LCY)	48,969.45	Statement Balance	49,069.45
G/L Balance	48,969.45	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	48,969.45	Subtotal	49,069.45
Negative Adjustments	0.00	Outstanding Checks	100.00
	<hr/>	Differences	0.00
Ending G/L Balance	48,969.45	Ending Balance	48,969.45
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
5/30/2023	Payment	5357	RLI SURETY DIVISION	100.00	0.00	100.00
Total Outstanding Checks.....				100.00		100.00

WESTCHESTER SDD
Payment Register by Bank Account
 For the Period from 5/1/23 to 5/31/23
 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
TD BANK GF - (ACCT#XXXXX4104)								
CHECK # 5350								
05/09/23	Vendor	PERSSON & COHEN, P.A	3516	APRIL 2023 FEES	ProfServ-Legal Services	001-531023-51401	\$1,700.85	
							Check Total	\$1,700.85
CHECK # 5351								
05/09/23	Vendor	RLI SURETY DIVISION	8006534-23-24	BOND INS	Insurance - General Liability	001-545002-51301	\$100.00	
							Check Total	\$100.00
CHECK # 5352								
05/09/23	Vendor	INFRAMARK, LLC	93701	APRIL 2023 MGMT SVCS	RECORD STORAGE	001-541006-51301	\$2.40	
05/09/23	Vendor	INFRAMARK, LLC	93701	APRIL 2023 MGMT SVCS	ADMIN FEES	001-531027-51201	\$1,000.00	
05/09/23	Vendor	INFRAMARK, LLC	93701	APRIL 2023 MGMT SVCS	RECORD STORAGE	001-549900-51301	\$15.00	
05/09/23	Vendor	INFRAMARK, LLC	93701	APRIL 2023 MGMT SVCS	COPIES	001-547001-51301	\$0.36	
							Check Total	\$1,017.76
CHECK # 5353								
05/09/23	Vendor	BRIGHTVIEW LANDSCAPE SERVICE, INC.	8399956	MAY 2023 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$113.33	
05/09/23	Vendor	BRIGHTVIEW LANDSCAPE SERVICE, INC.	8399956	MAY 2023 LANDSCAPE MAINT	Contracts-Irrigation	001-534073-53901	\$200.00	
05/09/23	Vendor	BRIGHTVIEW LANDSCAPE SERVICE, INC.	8399956	MAY 2023 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$2,066.00	
05/09/23	Vendor	BRIGHTVIEW LANDSCAPE SERVICE, INC.	8399956	MAY 2023 LANDSCAPE MAINT	Misc-Contingency	001-549900-53901	\$100.00	
							Check Total	\$2,479.33
CHECK # 5354								
05/09/23	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PSI-65366	APRIL 2023 MAINT	Contracts-Lake and Wetland	001-534021-53901	\$273.60	
							Check Total	\$273.60
CHECK # 5355								
05/16/23	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PSI-75009	MAY 2023 LAKE MAINT	Contracts-Lake and Wetland	001-534021-53901	\$273.60	
							Check Total	\$273.60
CHECK # 5356								
05/16/23	Vendor	FLA LANDSCAPES AND LAWNS	50098	MAY 2023 LANDSCAPE MAINT	Contracts-Irrigation	001-534073-53901	\$55.00	
05/16/23	Vendor	FLA LANDSCAPES AND LAWNS	50098	MAY 2023 LANDSCAPE MAINT	R&M-Fertilizer	001-546026-53901	\$20.00	
05/16/23	Vendor	FLA LANDSCAPES AND LAWNS	50098	MAY 2023 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$775.00	
05/16/23	Vendor	FLA LANDSCAPES AND LAWNS	50098	MAY 2023 LANDSCAPE MAINT	FUEL SURCHG	001-549900-53901	\$17.00	
							Check Total	\$867.00
CHECK # 5357								
05/30/23	Vendor	RLI SURETY DIVISION	8006534 2023	6/18/23 - 6/18/24 BOND INS	Insurance - General Liability	001-545002-51301	\$100.00	
							Check Total	\$100.00
ACH #DD143								
05/23/23	Vendor	B.O.C.C. ACH	05022023-1266 ACH	3/13- 4/11/23 RECLAIM WATER	Utility - Water	001-543018-53901	\$989.28	
							ACH Total	\$989.28
							Account Total	\$7,801.42

Total Amount Paid	\$7,801.42
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