

**Westchester
Special Dependent District**

October 17, 2023 Meeting

AGENDA PACKAGE

Westchester Special Dependent District

Governing Body Members

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

Staff

Brenden Crawford, District Manager
Andrew Cohen, District Counsel

Board of Trustees Meeting

Tuesday, October 17, 2023 – 6:30 p.m.

1. **Roll Call**
2. **Approval of Agenda**
3. **Audience Comments on Agenda Items**
4. **Organizational Matters**
 - A. Acceptance of Resignation of Mr. Bryan Coward (Seat 6)
 - B. Discussion of Appointment of Trustee to Fill Vacant Seat
 - C. Appointment of a Treasurer for the District
 - D. Designation of Trustees (Resolution 2024-01)
5. **Consent Agenda**
 - A. Ratification of the Minutes of the June 20, 2023 Meeting
 - B. Ratification of the Minutes of the June 20, 2023 Budget Hearing
 - C. Financial Report as of September 30, 2023
6. **Manager's Report**
 - A. Presentation of 2nd Quarter Website Audit Report
 - B. Landscape Update – Davey Tree
 - C. Consideration of Fiscal Year 2024 Meeting Schedule
 - D. Discussion of Upcoming District Audit
 - E. Discussion of Next Meeting – November 2023
7. **Board Requests**
8. **Audience Comments**
9. **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

Fourth Order of Business

4A

I have come to the conclusion that I have too much on my plate and it is not fair of me to hold up the SDD if I cannot commit to going to meetings. I am already on the HOA board and as much as I would like to serve our community I have other obligations that I am committed to and I am afraid I have over committed myself with the SDD.

Please let me know if there is anything I need to do in an official capacity as far as removing myself from the SDD.

BRYAN COWARD

(877)7BRYAN-SELLS | 727-542-8614

bryan@bryancoward.com

www.bryancoward.com



4D.

RESOLUTION 2024-01

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 October 17, 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
- Stephen Bloom _____ Treasurer
- Brenden Crawford _____ District Manager
- _____ Trustee
- _____ Trustee
- _____ Trustee
- _____ Trustee

PASSED AND ADOPTED THIS 17TH DAY OF OCTOBER, 2023.

President

Secretary

Fifth Order of Business

5A

**MINUTES OF MEETING
WESTCHESTER SPECIAL DEPENDENT DISTRICT**

A meeting of the Governing Board of Trustees of the Westchester Special Dependent District was held Tuesday, June 20, 2023, and called the meeting to order at 6:29 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	President
Tim Schultz	Vice President
Jessica Weiss	Secretary
Alain de Delva	Trustee
Hernando Donosso	Trustee
Bryan Coward	Trustee

Also present were:

Brenden Crawford	District Manager
Andrew Mendenhall	Regional Manager, Inframark

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

A quorum was established.

Roll Call

SECOND ORDER OF BUSINESS

There being no amendments,

Approval of Agenda

On MOTION by Ms. Weiss, seconded by Mr. de Delva, with all in favor, the agenda was approved as presented. (6-0)

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of a President for the District

On MOTION by Ms. Weiss, seconded by Mr. Donosso, with all in favor, Ms. Cyndi Moses was appointed to serve as President. (6-0)

June 20, 2023 Meeting

- The Board nominated a new Vice President.

Mr. Coward MOVED to appoint Mr. Tim Schultz to serve as Vice President.

- Mr. Schultz noted he cannot have tech writing ability.

Ms. Weiss SECONDED the prior motion.

There being no further discussion,

On VOICE vote, with all in favor, Mr. Tim Schultz was appointed to serve as Vice President (6-0)

B. Appointment of a Treasurer for the District

On MOTION by Ms. Weiss, seconded by Ms. Moses, with all in favor, Mr. Hernando Donosso was appointed to serve as Treasurer. (6-0)

It shall be noted that a Trustee may not serve as a Treasurer. Therefore, the Treasurer's Seat is vacant.

C. Appointment of Mr. Brenden Crawford as District Manager

- Mr. Mendenhall will continue to be available to the Board.

On MOTION by Ms. Weiss, seconded by Ms. Moses, with all in favor, Mr. Brenden Crawford was appointed to serve as District Manager. (6-0)

D. Designation of Trustees (Resolution 2023-04)

On MOTION by Ms. Weiss, seconded by Ms. Moses, with all in favor, Resolution 2023-04, Designating Trustees of the District, with Ms. Moses as President, Mr. Schultz as Vice President, Ms. Weiss to continue as Secretary, Mr. Crawford as District Manager, and Mr. Coward, Ms. Ankney, Mr. de Delva and Mr. Donosso to continue as Trustees, was adopted. (6-0)

June 20, 2023 Meeting

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Minutes of the May 17, 2023 Meeting**
- B. Financial Report as of May 31, 2023**

On MOTION by Mr. de Delva, seconded by Ms. Moses, with all in favor, the Consent Agenda was approved as presented. (6-0)

FIFTH ORDER OF BUSINESS

Manager’s Report

Mr. Crawford discussed the landscaping contract.

- The contract for installation of irrigation to the median with the Peanut Grass costs \$11,824.85. Mr. Crawford is going to work with Davey Tree to reduce the amount.
- The County planted the Peanut Grass to prevent the area from appearing brown.
- The contract also covers all the medians.
- Mr. Mendenhall recommended repairing all the other islands first, and repairing the last median at the start of the next budget season.
- Mr. Crawford reviewed all the proposals, and recommended the Board approve a not to exceed amount.
- Discussion ensued.

SIXTH ORDER OF BUSINESS

Board Requests

No requests.

SEVENTH ORDER OF BUSINESS

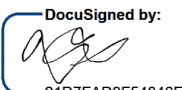
Audience Comments

No audience members present.


EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Weiss, seconded by Mr. de Delva, with all in favor, the meeting was adjourned. (6-0)

DocuSigned by:

 21D7EAD9E54046E

 Jessica Weiss
 Secretary

DocuSigned by:

 18517AC6007E46D...

 Cyndi Moses
 President

5B

June 20, 2023 Budget Hearing

There being no members of the public present,

On MOTION by Ms. Moses, seconded by Ms. Weiss, with all in favor, the Public Hearing to Consider Adoption of the Fiscal Year 2024 Budget was closed.

B. Consideration of Resolution 2023-05, Adopting the Budget for Fiscal Year 2024

- Mr. Mendenhall provided an explanation for the two versions of the budget.
- There was an increase for insurance and utilities.
- Landscaping is at the same amount to allow for enhancements.
- Mr. Mendenhall discussed the commercial parcels.
- Trustees addressed items in the budget.
- Mr. Mendenhall noted there was no assessment increase.
- Funds may be shifted to different line items via motion.

On MOTION by Mr. Schultz, seconded by Ms. Moses, with all in favor, Resolution 2023-05, Fixing Special Assessment for the Year 2023 and Adopting FY 2024 Budget, was adopted.

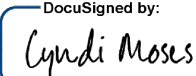
FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Weiss, seconded by Ms. Moses, with all in favor, the FY 2024 Budget Public Hearing was adjourned.

DocuSigned by:

24D7FAD0F54048E...
Jessica Weiss
Secretary

DocuSigned by:

18317AC0007E40D...
Cyndi Moses
President

5C

**Westchester
Special Dependent District**

*Financial Report
September 30, 2023*



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**Westchester
Special Dependent District**

Financial Statements

(Unaudited)

September 30, 2023

Balance Sheet
September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 32,358
Deposits	1,700
TOTAL ASSETS	\$ 34,058
<u>LIABILITIES</u>	
Accounts Payable	\$ 1
TOTAL LIABILITIES	1
<u>FUND BALANCES</u>	
Nonspendable:	
Deposits	1,700
Unassigned:	
	32,357
TOTAL FUND BALANCES	\$ 34,057
TOTAL LIABILITIES & FUND BALANCES	\$ 34,058

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
REVENUES				
Interest - Investments	\$ 40	\$ 265	662.50%	\$ 17
Interest - Tax Collector	-	6,411	0.00%	-
Special Assmnts- Tax Collector	88,054	89,027	101.11%	-
Special Assmnts- Discounts	(4,405)	(2,878)	65.33%	-
Other Miscellaneous Revenues	-	100	0.00%	-
TOTAL REVENUES	83,689	92,925	111.04%	17
EXPENDITURES				
Administration				
ProfServ-Legal Services	2,600	2,624	100.92%	-
ProfServ-Mgmt Consulting	12,000	12,000	100.00%	1,000
Auditing Services	2,400	2,400	100.00%	-
Contract-Website Hosting	670	670	100.00%	-
Postage and Freight	100	57	57.00%	1
Insurance - General Liability	5,975	5,728	95.87%	-
Printing and Binding	50	5	10.00%	-
Legal Advertising	1,900	1,111	58.47%	-
Misc-Assessment Collection Cost	1,761	1,850	105.05%	-
Misc-Contingency	100	180	180.00%	15
Office Supplies	50	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	27,781	26,800	96.47%	1,016
Field				
Contracts-Lake and Wetland	3,188	3,275	102.73%	274
Contracts-Landscape	34,092	31,985	93.82%	1,825
Contracts-Irrigation	3,060	2,260	73.86%	55
Utility - Water	11,000	11,924	108.40%	-
R&M-General	33,165	729	2.20%	340
R&M-Fertilizer	240	240	100.00%	20
Misc-Contingency	100	902	902.00%	17
Total Field	84,845	51,315	60.48%	2,531
TOTAL EXPENDITURES	112,626	78,115	69.36%	3,547

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
Excess (deficiency) of revenues				
Over (under) expenditures	(28,937)	14,810	-51.18%	(3,530)
<u>OTHER FINANCING SOURCES (USES)</u>				
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)	\$ 14,810	-51.18%	\$ (3,530)
FUND BALANCE, BEGINNING (OCT 1, 2022)	19,247	19,247		
FUND BALANCE, ENDING	\$ (9,690)	\$ 34,057		

**Westchester
Special Dependent District**

Supporting Schedules

September 30, 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
Real Estate Delinquent							
06/16/23	3,246	-	(96)	66	3,216		3,216
TOTAL	\$ 90,665	\$ 2,878	\$ (6,365)	\$ 1,850	\$ 89,027	\$	89,027

% COLLECTED

101.11%

101.11%

Cash & Investment Report
September 30, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
OPERATING FUND			
Municipal Interest Checking	TD Bank	0.58%	\$ 32,358
		Total	\$ <u>32,358</u>

Westchester SDD

Bank Reconciliation

Bank Account No. 4104 TD Bank GF
 Statement No. 09-23
 Statement Date 9/30/2023

G/L Balance (LCY)	32,357.67	Statement Balance	32,357.67
G/L Balance	32,357.67	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	32,357.67
Subtotal	32,357.67	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	32,357.67	Ending Balance	32,357.67
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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WESTCHESTER SDD
Payment Register by Bank Account
 For the Period from 6/1/23 to 9/30/23
 (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 # 5358							
06/08/23	Vendor	PERSSON & COHEN, P.A	3639	MAY 2023 LEGAL SVCS	ProfServ-Legal Services	001-531023-51401	\$694.35
Check Total							\$694.35
CHECK # 5359							
06/08/23	Vendor	INFRAMARK, LLC	95203	MAY 2023 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,000.00
06/08/23	Vendor	INFRAMARK, LLC	95203	MAY 2023 MGMT FEES	Postage and Freight	001-541006-51301	\$2.40
06/08/23	Vendor	INFRAMARK, LLC	95203	MAY 2023 MGMT FEES	RECORD STORAGE	001-549900-51301	\$15.00
Check Total							\$1,017.40
CHECK # 5360							
06/08/23	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PSI-81835	JUNE 2023 MAINT	Contracts-Lake and Wetland	001-534021-53901	\$273.60
Check Total							\$273.60
CHECK # 5361							
06/22/23	Vendor	TIMES PUBLISHING	76040-061123	BUDGET HEARING BILLING PRD JUNE 11 2023	Legal Advertising	001-548002-51301	\$299.00
06/22/23	Vendor	TIMES PUBLISHING	76040-060423	BUDGET HEARING BILLING PRD JUNE 4 2023	Legal Advertising	001-548002-51301	\$332.00
Check Total							\$631.00
CHECK # 5362							
06/22/23	Vendor	FLA LANDSCAPES AND LAWNS	50283	JUNE 2023 MAINT SVCS	FUEL SURCHG	001-549900-53901	\$17.00
06/22/23	Vendor	FLA LANDSCAPES AND LAWNS	50283	JUNE 2023 MAINT SVCS	Contracts-Irrigation	001-534073-53901	\$55.00
06/22/23	Vendor	FLA LANDSCAPES AND LAWNS	50283	JUNE 2023 MAINT SVCS	R&M-Fertilizer	001-546026-53901	\$20.00
06/22/23	Vendor	FLA LANDSCAPES AND LAWNS	50283	JUNE 2023 MAINT SVCS	Contracts-Landscape	001-534050-53901	\$775.00
Check Total							\$867.00
CHECK # 5363							
07/06/23	Vendor	INFRAMARK, LLC	97046	JUNE 2023 MGMT SVCS	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,000.00
07/06/23	Vendor	INFRAMARK, LLC	97046	JUNE 2023 MGMT SVCS	Postage and Freight	001-541006-51301	\$7.00
07/06/23	Vendor	INFRAMARK, LLC	97046	JUNE 2023 MGMT SVCS	RECORD STORAGE	001-549900-51301	\$15.00
Check Total							\$1,022.00
CHECK # 5364							
07/06/23	Vendor	INNERSYNC	21477	QTRLY SVCS WEBSITE & ADA COMPLIANCE	Contract-Website Hosting	001-534384-51301	\$75.00
07/06/23	Vendor	INNERSYNC	21477	QTRLY SVCS WEBSITE & ADA COMPLIANCE	Contract-Website Hosting	001-534384-51301	\$92.50
Check Total							\$167.50
CHECK # 5365							
07/06/23	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PSI-89438	JULY 2023 LAKE MAINT	Contracts-Lake and Wetland	001-534021-53901	\$273.60
Check Total							\$273.60
CHECK # 5366							
07/06/23	Vendor	FLA LANDSCAPES AND LAWNS	50532	JULY 2023 IRR / FERTILIZATION MAINT	Contracts-Irrigation	001-534073-53901	\$55.00
07/06/23	Vendor	FLA LANDSCAPES AND LAWNS	50532	JULY 2023 IRR / FERTILIZATION MAINT	R&M-Fertilizer	001-546026-53901	\$20.00
07/06/23	Vendor	FLA LANDSCAPES AND LAWNS	50532	JULY 2023 IRR / FERTILIZATION MAINT	Contracts-Landscape	001-534050-53901	\$775.00
Check Total							\$850.00
CHECK # 5367							
07/06/23	Vendor	DAVEY TREE EXPERT COMPANY	917666746	MAY 2023 COUNTRYWAY BLVD MAINT	Contracts-Landscape	001-534050-53901	\$1,050.01
Check Total							\$1,050.01
CHECK # 5368							
07/18/23	Vendor	PERSSON & COHEN, P.A	3847	JUNE 2023 SVCS	ProfServ-Legal Services	001-531023-51401	\$76.25
Check Total							\$76.25
CHECK # 5369							
07/31/23	Vendor	INFRAMARK, LLC	98461	JULY 2023 MGMT SVCS	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,000.00
07/31/23	Vendor	INFRAMARK, LLC	98461	JULY 2023 MGMT SVCS	Postage and Freight	001-541006-51301	\$1.20
07/31/23	Vendor	INFRAMARK, LLC	98461	JULY 2023 MGMT SVCS	Printing and Binding	001-547001-51301	\$3.80
07/31/23	Vendor	INFRAMARK, LLC	98461	JULY 2023 MGMT SVCS	Misc-Contingency	001-549900-51301	\$15.00
07/31/23	Vendor	INFRAMARK, LLC	98461	JULY 2023 MGMT SVCS	Cash with Fiscal Agent	001-103000-51201	\$0.00
Check Total							\$1,020.00
CHECK # 5370							
07/31/23	Vendor	DAVEY TREE EXPERT COMPANY	917779978	JULY 2023 LANDSCAPING	Contracts-Landscape	001-534050-53901	\$1,050.01
Check Total							\$1,050.01

WESTCHESTER SDD
Payment Register by Bank Account
 For the Period from 6/1/23 to 9/30/23
 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # 5371								
08/03/23	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PSI-98441	AUG 2023 LAKE MAINT	Contracts-Lake and Wetland	001-534021-53901	\$273.60	
							Check Total	\$273.60
CHECK # 5372								
08/03/23	Vendor	FLA LANDSCAPES AND LAWNS	50778	AUG 2023 LAWN MAINT	Contracts-Irrigation	001-534073-53901	\$55.00	
08/03/23	Vendor	FLA LANDSCAPES AND LAWNS	50778	AUG 2023 LAWN MAINT	R&M-Fertilizer	001-546026-53901	\$20.00	
08/03/23	Vendor	FLA LANDSCAPES AND LAWNS	50778	AUG 2023 LAWN MAINT	Contracts-Landscape	001-534050-53901	\$775.00	
08/03/23	Vendor	FLA LANDSCAPES AND LAWNS	50778	AUG 2023 LAWN MAINT	FUEL SURCHG	001-549900-53901	\$17.00	
							Check Total	\$867.00
CHECK # 5373								
08/14/23	Vendor	DAVEY TREE EXPERT COMPANY	917876717	AUG 2023 LANDSCAPING	Contracts-Landscape	001-534050-53901	\$1,050.01	
08/14/23	Vendor	DAVEY TREE EXPERT COMPANY	917647971	JUNE 2023 LANDSCAPE	Contracts-Landscape	001-534050-53901	\$1,050.01	
							Check Total	\$2,100.02
CHECK # 5374								
08/30/23	Vendor	INFRAMARK, LLC	99977	AUG 2023 MGMT SVCS	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,000.00	
08/30/23	Vendor	INFRAMARK, LLC	99977	AUG 2023 MGMT SVCS	Postage and Freight	001-541006-51301	\$3.78	
08/30/23	Vendor	INFRAMARK, LLC	99977	AUG 2023 MGMT SVCS	Misc-Contingency	001-549900-51301	\$15.00	
							Check Total	\$1,018.78
CHECK # 5375								
09/12/23	Vendor	INFRAMARK, LLC	101244	SEPT 2023 MGMT SVCS	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,000.00	
09/12/23	Vendor	INFRAMARK, LLC	101244	SEPT 2023 MGMT SVCS	Misc-Contingency	001-549900-51301	\$15.00	
							Check Total	\$1,015.00
CHECK # 5376								
09/12/23	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PSI010501	SEPT 2023 LAKE MAINT	Contracts-Lake and Wetland	001-534021-53901	\$273.60	
							Check Total	\$273.60
CHECK # 5377								
09/12/23	Vendor	FLA LANDSCAPES AND LAWNS	50976	SEP 2023 LANDSCAPE & OTHER MAINT	Contracts-Irrigation	001-534073-53901	\$55.00	
09/12/23	Vendor	FLA LANDSCAPES AND LAWNS	50976	SEP 2023 LANDSCAPE & OTHER MAINT	R&M-Fertilizer	001-546026-53901	\$20.00	
09/12/23	Vendor	FLA LANDSCAPES AND LAWNS	50976	SEP 2023 LANDSCAPE & OTHER MAINT	Contracts-Landscape	001-534050-53901	\$775.00	
09/12/23	Vendor	FLA LANDSCAPES AND LAWNS	50976	SEP 2023 LANDSCAPE & OTHER MAINT	FUEL SURCHG	001-549900-53901	\$17.00	
							Check Total	\$867.00
CHECK # 5378								
09/20/23	Vendor	DAVEY TREE EXPERT COMPANY	917977840	BED MAINT	R&M-General	001-546001-53901	\$340.00	
09/20/23	Vendor	DAVEY TREE EXPERT COMPANY	917964618	SEPT 2023 LANDSCAPING	Contracts-Landscape	001-534050-53901	\$1,050.01	
							Check Total	\$1,390.01
ACH #DD145								
06/01/23	Vendor	B.O.C.C. ACH	51523-1266 ACH	UTILITY SVC- 4/11-5/11/23	Utility - Water	001-543018-53901	\$1,279.57	
							ACH Total	\$1,279.57
ACH #DD147								
06/26/23	Vendor	B.O.C.C. ACH	061523-1266 ACH	UTILITY SVC- 5/11-6/15/23	Utility - Water	001-543018-53901	\$1,733.79	
							ACH Total	\$1,733.79
ACH #DD148								
07/31/23	Vendor	B.O.C.C. ACH	071823-51266	READ 6/15-7/18/23	Utility - Water	001-543018-53901	\$1,522.17	
							ACH Total	\$1,522.17
							Account Total	\$21,333.26

Sixth Order of Business

6A



Quarterly Compliance Audit Report

Westchester

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ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

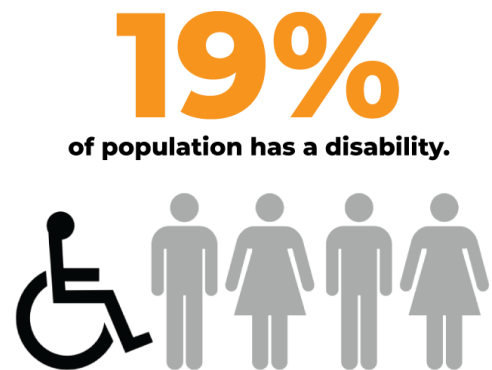
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
N/A	Public Facilities Report, if applicable
Passed	Link to Financial Services
X	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



Sight, hearing, physical, cognitive.

The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitertools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

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**Westchester Special Dependent District
FY 2024 Regular Meeting Schedule**

The **Westchester Special Dependent District** will conduct its **FY 2024** regular monthly meetings at the Maureen B. Gauzza Regional Library, 11211 Countryway Boulevard, Tampa, Florida 33626 at 6:30 p.m. These regular monthly meetings will be held on the **third Wednesday of each month**. All meetings are open to the public.

In accordance with Chapter 286, F.S., the public is advised that if a person decides to appeal any decision made by the Board of Trustees with respect to any matter considered at these meetings, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All meeting facilities are accessible in accordance with the Americans with Disabilities Act. Any additional necessary accommodations will be provided with a 48-hour notice. for more information, call 954-603-0033.

Brenden Crawford
District Manager