

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

**BOARD OF SUPERVISORS' MEETING
JUNE 11, 2014**

TALAVERA COMMUNITY DEVELOPMENT DISTRICT
AGENDA
JUNE 11, 2014 at 5:00 p.m.

At the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

District Board of Supervisors	Betty Valenti David Griffin Dan Waibel Brian Soldano Lee Thompson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Greg Cox	Rizzetta & Company, Inc.
District Counsel	Scott Steady	Burr Forman, P.A.
District Engineer	Tonja Stewart	Stantec Consulting Services

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

The District Agenda is comprised of five different sections:

The meeting will begin promptly at **5:00 p.m.** with the first section which is called **Audience Comments**. 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 THE MEETING.** The second section is called 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 third 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) 933-5571 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 fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. 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) 933-5771, 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.

TALAVERA COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614

June 3, 2014

Board of Supervisors
**Talavera Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Talavera Community Development District will be held on **Wednesday, June 11, 2014 at 5:00 p.m.**, at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of RFP Review Committee
Meeting held April 16, 2014.....Tab 1
 - B.** Consideration of Minutes of Board of Supervisors'
Meeting held May 14, 2014.....Tab 2
 - C.** Consideration of Operation & Maintenance
Expenditures for May 2014*under separate cover*
- 4. BUSINESS ITEMS**
 - A.** Consideration of Resolution 2014-23,
Designating Assistant SecretariesTab 3
 - B.** Presentation of Fiscal Year 2014-2015 Proposed BudgetTab 4
 - i.** Consideration of Resolution 2014-24, Approving
Proposed Budget and Setting Public Hearing.....Tab 5
- 5. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - C.** District Manager
- 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) 933-5571.

Sincerely,


Greg Cox

District Manager

Tab 1

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.

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

The meeting of the RFP Review Committee of the Talavera Community Development District was held on **Wednesday, April 16, 2014 at 4:30 p.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

Present and constituting a quorum:

Betty Valenti	Committee Member
Scott Steady	Committee Member
Tonja Stewart	Committee Member

Also present:

Scott Brizendine	District Manager; Rizzetta & Company, Inc.
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the committee meeting to order.

SECOND ORDER OF BUSINESS

Discussion of Request For Proposals

Mr. Brizendine opened the topic for discussion. Ms. Stewart indicated that based on her initial evaluation of the proposals, she recommends that the committee take more time to further review the proposals.

THIRD ORDER OF BUSINESS

Continuance

On a Motion by Ms. Valenti, seconded by Mr. Steady, with all in favor, at 4:35 p.m. the Review Committee continued the meeting to 4:30 p.m. on May 12, 2014 at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544 for the Talavera Community Development District.

Assistant Secretary

Chairman / Vice Chairman

Tab 2

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.

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Talavera Community Development District was held on **Wednesday, May 14, 2014 at 9:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

Present and constituting a quorum:

Betty Valenti	Board Supervisor, Chairman
David Griffin	Board Supervisor, Vice Chairman
Dan Waibel	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager; Rizzetta & Company, Inc.
Scott Steady	District Counsel; Burr Forman, PA
Tonja Stewart	District Engineer; Stantec Consulting Services

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present for comments or questions.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Meeting held April 9, 2014**

Mr. Cox presented the minutes of the Board of Supervisors' meeting held on April 9, 2014 to the Board for consideration.

<p>On a Motion by Ms. Valenti, seconded by Mr. Griffin, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors meeting held on April 9, 2014 as presented for the Talavera Community Development District.</p>
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FOURTH ORDER OF BUSINESS

**Consideration of the Operation &
Maintenance Expenditures for March and
April 2014**

Mr. Cox presented the Operation & Maintenance Expenditures for March 2014 in the amount of \$12,081.47 and April 2014 in the amount of \$8,788.64 to the Board for ratification. Ms. Valenti asked about the I Square Foot invoice and Mr. Cox explained that the invoice was a refund for double payment made by I Square Foot.

On a Motion by Ms. Valenti, seconded by Mr. Griffin, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for March 2014 (\$12,081.47) and April 2014 (\$8,788.64) as presented for the Talavera Community Development District.

FIFTH ORDER OF BUSINESS

Announcement of Registered Voter Count

Mr. Cox announced that according to the Supervisor of Elections office, the number of registered voters in the District was 0 (zero) as of April 15, 2014.

SIXTH ORDER OF BUSINESS

**Consideration of Recommendation of RFP
Review Committee**

Mr. Steady presented the results of the RFP Review Committee meeting and reviewed the rankings developed by the committee. Moretrench Gigliotti was ranked number one and recommended to the Board as the selected construction services contractor.

On a Motion by Mr. Waibel, seconded by Mr. Griffin, with all in favor, the Board of Supervisors approved the recommendation of the RFP Review Committee to select Moretrench Gigliotti as the construction services contractor for the Talavera Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Steady presented an acquisition and construction funding agreement (Exhibit A) to be executed by the Board and the developer.

On a Motion by Ms. Valenti, seconded by Mr. Waibel, with all in favor, the Board of Supervisors approved the acquisition and funding agreement in substantial form as presented by District Counsel for the Talavera Community Development District.

Brief discussion was held regarding the status of bond issuance.

B. District Engineer

Ms. Stewart had no additional information to present.

C. District Manager

Mr. Cox advised that the next meeting will be held on June 11, 2014 at 5:00 p.m. He also distributed flyers for the pond workshop being co-hosted by Rizzetta & Company, Inc. and SWFWMD on June 25th.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Ms. Valenti presented a “Neighborhood Notice” (Exhibit B) which discussed the fact that the Pasco County government intends to issue a permit to build an amenities center for the District.

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Griffin, seconded by Ms. Valenti, with all in favor, at 9:20 a.m. the Board of Supervisors adjourned the meeting for the Talavera Community Development District.
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Assistant Secretary

Chairman / Vice Chairman

Tab 3

RESOLUTION 2014-23

A RESOLUTION OF THE BOARD OF SUPERVISORS OF TALAVERA COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Talavera Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) previously designated Assistant Secretaries pursuant to Resolution 2014-07; and

WHEREAS, the Board now desires to redesignate the Assistant Secretaries.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TALAVERA COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Brian Soldano is appointed as an Assistant Secretary.
 Dan Waibel is appointed as an Assistant Secretary.
 Lee Thompson is appointed as an Assistant Secretary.
 Greg Cox is appointed as an Assistant Secretary.
 Matt Huber is appointed as an Assistant Secretary.
 Scott Brizendine is appointed as an Assistant Secretary.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 11th day of June, 2014.

**TALAVERA COMMUNITY
DEVELOPMENT DISTRICT**

Chairman/Vice Chairman

ATTEST:

Secretary/Assistant Secretary

Tab 4

TALAVERA
COMMUNITY DEVELOPMENT DISTRICT
Budget Proposal Packet for Fiscal Year 2014/2015

The following are enclosed in this Budget Proposal Packet:

- Proposed General Fund Budget worksheets for Fiscal Year 2014/2015.
- General Fund Budget Budget Account Category Description for Fiscal Year 2014/2015.

THE BUDGET PROPOSAL PACKET FOR FISCAL YEAR 2014/2015 IS SIMPLY A PROPOSED BUDGET AND PROPOSED LEVEL OF ASSESSMENTS WHICH ARE DONE AS PART OF THE BUDGET PROCESS. THESE ARE NOT FINAL AND SHOULD NOT BE CONSTRUED AS FINAL, UNTIL AFTER THE BOARD OF SUPERVISORS HAS HELD A PUBLIC HEARING ON THE BUDGET AND ADOPTED THE FINAL BUDGET AND LEVIED ASSESSMENTS.

GENERAL FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Developer Contribution

The District may, similar to a funding agreement, receive certain prescribed dollars from the Developer to off-set expenditures of the District.

EXPENDITURES:

ADMINISTRATIVE

Legislative

Financial and Administrative

District Management

The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day administrative needs. The cost to maintain the minutes of all Board meetings, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

Financial Consulting Services

The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses. Also, additional financial consulting services include, but are not limited to responding to bondholder questions, prepayment analysis, long term pay-offs and true-up analysis. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services

The District has contracted for maintenance of accounting records. These services include, but are not limited to accounts payable, accounts receivable and preparation of financial reports for the district. This also includes all preparations necessary for the fiscal year end audits to be done.

Auditing Services

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

District Engineer

The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Public Officials Liability Insurance

The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees

IF the District will incur bank service charges during the year.

Dues, Licenses & Fees

The District is required to pay an annual fee to the Department of Community Affairs, along with other items which may require licenses or permits, etc.

Miscellaneous

The District could incur miscellaneous expenses throughout the year, which may not fit into any standard categories.

Legal Counsel

District Counsel

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

Other Physical Environment

General Liability Insurance

The District will incur fees to insure items owned by the District for its general liability needs

Miscellaneous Fees

The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Tab 5

RESOLUTION 2014-24

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TALAVERA COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2014/2015 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Talavera Community Development District (the "Board") prior to June 15, 2014, a proposed operating budget and debt service budget for Fiscal Year 2014/2015; and

WHEREAS, the Board has considered the proposed budgets and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TALAVERA COMMUNITY DEVELOPMENT DISTRICT:

1. The operating and debt service budgets proposed by the District Manager for Fiscal Year 2014/2015 attached hereto as **Exhibit A** are hereby approved as the basis for conducting a public hearing to adopt said budgets.
2. A public hearing on said approved budgets is hereby declared and set for the following date, hour and location:

DATE: August 13, 2014

HOUR: 5:00 p.m.

LOCATION: Offices of Rizzetta & Company
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

3. The District Manager is hereby directed to submit a copy of the proposed budgets to Pasco County at least 60 days prior to the hearing set above.
4. In accordance with Section 189.418, Florida Statutes, the District's Secretary is further directed to post these approved budgets on the District's website at least two days before the budget hearing date as set forth in Section 2. If the District does not have its own website, the District's Secretary is directed to transmit these approved budgets to the manager or administrator of Pasco County for posting on its website.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.
6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 11th DAY OF JUNE, 2014.

ATTEST:

**TALAVERA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman