

**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.

**ZEPHYR RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Zephyr Ridge Community Development District was held on **Tuesday, February 17, 2015 at 11:00 a.m.** at the offices of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, and FL 33544.

Present and constituting a quorum:

Bob Bishop	<b>Board Supervisor, Chairman</b>
Chip Jones	<b>Board Supervisor, Vice Chairman</b>
John Blakley	<b>Board Supervisor, Assistant Secretary</b>
Michelle Pierce	<b>Board Supervisor, Assistant Secretary</b>
Adam Lerner	<b>Board Supervisor, Assistant Secretary</b> <i>(joined the Board after being sworn in)</i>

Also present were:

Clifton Fischer	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tracy Robin	<b>District Counsel, Straley &amp; Robin</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Fischer called the meeting to order and performed roll call confirming a quorum for the meeting. He administered the Oath of Office to Ms. Pierce, who was not in attendance at the meeting following the Landowner's meeting. Ms. Pierce swore and affirmed to the oath as read into the record.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience members present.

**THIRD ORDER OF BUSINESS**

**Consideration of Board Supervisor  
Resignation**

Mr. Fischer stated that he was in receipt of a letter of resignation from Tim Murray and asked for a motion to accept his resignation from Seat 4 on the Board with a term running through November of 2016.

On Motion by Mr. Jones, seconded by Mr. Blakley, with all in favor, the Board of Supervisors accepted the resignation of Tim Murray as Board Supervisor for the Zephyr Ridge Community Development District.

On Motion by Mr. Jones, seconded by Mr. Blakley, with all in favor, the Board of Supervisors appointed Adam Lerner as Board Supervisor to fill the remaining term of seat 4 for the Zephyr Ridge Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of  
Supervisors Meeting Held on December 16,  
2014**

On Motion by Mr. Bishop, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisor's Meeting held December 16, 2014 as presented for the Zephyr Ridge Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for November  
and December 2014**

On Motion by Mr. Bishop, seconded by Mr. Lerner, with all in favor, the Board of Supervisors approved Operation and Maintenance Expenditures for November totaling \$102,429.47 for the Zephyr Ridge Community Development District.

On Motion by Mr. Jones, seconded by Ms. Pierce, with all in favor, the Board of Supervisors approved Operation and Maintenance Expenditures for December totaling \$13,281.18 for the Zephyr Ridge Community Development District.

**SIXTH ORDER OF BUSINESS**

**Review of Proposals from RFQ for  
Engineering Services**

Mr. Fischer stated that invitations to bid were distributed to the two firms requested by the Board and a third firm responded to the ad by requesting additional information, but ultimately the District only received one submittal in response to the RFQ. He explained that per the District's Rules of Procedure the Board has the option to either accept the proposal from Stantec or go back out to bid.

On Motion by Mr. Jones, seconded by Mr. Blakley, with all in favor, the Board of Supervisors accepted the proposal for Stantec Consulting Services and authorized District Counsel to negotiate a contract for engineering services for the Zephyr Ridge Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Website Services  
Agreement**

Mr. Fischer presented the website services agreement, explaining that the proposal is in response to a recent Florida Statute mandating that all Community Development Districts have a website by October 1, 2015. He stated that Rizzetta is including an optional feature to run Board/District emails through the website to ensure compliance with any potential records request. He stated that the email address runs with the Board seat and therefore would eliminate Supervisors from receiving emails after their term has expired and also protects personal information from being released as part of a request. A brief discussion, ensued and the following Board actions taken:

On Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved the website agreement to setup and Maintain the District website for the Zephyr Ridge Community Development District.

On Motion by Mr. Bishop, seconded by Ms. Pierce, with all in favor, the Board of Supervisors approved email accounts to be setup and run through the website effective October 1, 2015 for the Zephyr Ridge Community Development District.

A request was made for the Board to have the ability to review the website as it is being built.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A: District Counsel**  
No Report.

**B. District Engineer**

Mr. Fischer confirmed that he would be notifying Stantec Consulting that they were awarded the contract for engineering services.

**C: District Manager**

Mr. Fischer reminded the Board that the next meeting was scheduled for March 17, 2015. A brief discussion ensued regarding whether a meeting would be needed on this date, with it being decided that unless an emergency situation occurs the meeting would be cancelled.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisors requests put forward.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On Motion by Mr. Jones, seconded by Mr. Lerner, with all in favor, the Board of Supervisors adjourned the meeting at 11:40 a.m. for the Zephyr Ridge Community Development District.
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\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chairman/Vice Chairman

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lerick - Adam - Blake</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Zephyr Ridge Community Development District</i>
MAILING ADDRESS <i>520 S. Armenia Ave. Unit 1219 E</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>Tampa</i>	COUNTY <i>Hillsborough</i>
DATE ON WHICH VOTE OCCURRED <i>2/17/15</i>	NAME OF POLITICAL SUBDIVISION: <i>PASCO</i>
MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Adam Lerner, hereby disclose that on February 17, 20 15 :

(a) A measure came or will come before my agency which (check one)

- Inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.