



Rizzetta & Company

# **Encore Community Development District**

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## **Board of Supervisors' Meeting April 6, 2023**

**The Ella at Encore  
1210 Ray Charles Blvd  
Tampa, Florida 33602  
813.533.2950**

[www.encorecdd.org](http://www.encorecdd.org)

## **ENCORE COMMUNITY DEVELOPMENT DISTRICT AGENDA**

Rizzetta & Company, 2700 S. Falkenburg Road, Suite 2745, Riverview, FL 33578

<b>Board of Supervisors</b>	Billi Johnson-Griffin Teresa Moring Dr. Hazel Harvey Julia Jackson Mae Walker	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Christina Newsome Jennifer Goldyn	Rizzetta & Company, Inc. Rizzetta & Company, Inc.
<b>District Attorney</b>	Sarah Sandy	Kutak Rock
<b>District Engineer</b>	Greg Woodcock	Cardno TBE

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting / hearing / workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.

**ENCORE COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE – Riverview FL – 813-533-2950**  
**Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, FL 33614**  
**www.encorecdd.org**

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**Board of Supervisors**  
**Encore Community**  
**Development District**

April 3, 2023

**REVISED FINAL AGENDA**

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Encore Community Development District will be held on **Thursday, April 6, 2023, at 4:00 p.m.** at The Ella at Encore, located at 1210 Ray Charles Blvd. Tampa, Florida 33602. The following is the agenda for the meeting:

**BOARD OF SUPERVISORS MEETING:**

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A.** Landscape Inspection Report
    1. Presentation of Landscape Inspection Report..... Tab 1
  - B.** District Counsel
  - C.** District Engineer
    1. **Presentation of Lot 12 Chilled Water Piping Upgrade Construction Schedule..... Tab 2**
  - D.** Chiller System Manager
    1. Presentation of Central Energy Plant Reports – Trane.....Tab 3
  - E.** Tampa Housing Authority Update
  - F.** District Manager
    1. Review of Manager's Report..... Tab 4
- 4. BUSINESS ITEMS**
  - A.** **Consideration of Armstrong Heat Exchange Proposal.....Tab 5**
- 5. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of the Board of Supervisors' Regular Meeting held on March 2, 2023 .....Tab 6
  - B** Consideration of Operations and Maintenance Expenditures for January and February 2023 .....Tab 7
  - C.** Consideration of Chiller Fund Operations and Maintenance Expenditures for January and February 2023 .....Tab 8
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, or to obtain a copy of the full agenda, please do not hesitate to contact me at (813) 533-2950, [cnewsome@rizzetta.com](mailto:cnewsome@rizzetta.com), or Crystal Yem at [cyem@rizzetta.com](mailto:cyem@rizzetta.com).

Sincerely,

*Christina Newsome*

Christina Newsome  
District Manager

## Tab 1



# ENCORE

## LANDSCAPE INSPECTION REPORT



March 29, 2023  
Rizzetta & Company  
John Toborg – Division Manager  
Landscape Inspection Services



Rizzetta & Company  
Professionals in Community Management

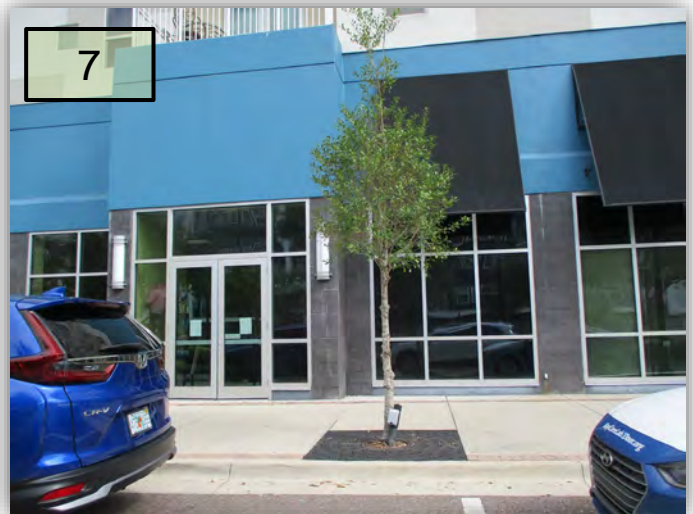


# Nebraska, Reed, Ray Charles

## UPDATES, SUMMARY, CURRENT EVENTS:

The last report response I received from Yellowstone was for December's report.

1. There remain a few trees throughout the community that require lifting, including some on Nebraska Ave.
2. There is a sliced drip line underneath the Bismarck Palm on the eastern-most promenade on Ray Charles. (Pic 2)
7. What is the frequency and duration of irrigation to the newest East Palatka Holly planted on the south side of the Reed? The crown is quite thin compared to the two newly planted Hollies on the west side of the Reed. This same question was asked in February's report which I did not receive a response to. (Pic 7)



3. Christmas lights are still on our Oaks, Tree Ligustrums and Palms along Ray Charles. (Pic 3>)
4. There are also GFCI outlets under some trees that are not anchored properly. Who should be making these repairs?
5. Properly prune out some broken limbs on a Tree Ligustrum on the eastern-most promenade on Ray Charles at Nebraska.
6. What is the anticipated date for the removal and replacement of the leaning tree on the east side of Blanche Armwood north of Ray Charles in addition to the replacement of the two Oaks already removed?





# The Reed, The Ella, Church, Hank Ballard

8. What is the frequency and duration of the irrigation for turf on the Ray Charles promenades? This is the turf on the west end of the Reed Promenade and the east end of the Ella Promenade. (Pics 8a & b)



12. I will continue to monitor this second Bismarck from the north (south of Scott Street) as it is exhibiting unusual frond senescence. Is irrigation 100% here? Several others actually look like they are wilting. (Pic 12)



9. There are also dry spots in the turf on the SE and SW corners of the church.
10. I'd like Yellowstone to inspect the irrigation to the Arboricola on the south side of the Ella promenade. In the middle of this hedge, it thins out dramatically. Is irrigation 100% here? (Pic 10>)
- 11. No new turf on the south side of the Reed promenade and no response as to when we will have it. (Pic 11>)**





# Chiller Park

13. Tip the Podocarpus lower on the back side of the Chiller Park meadow. These should serve as a low-growing hedge border with taller plants behind.

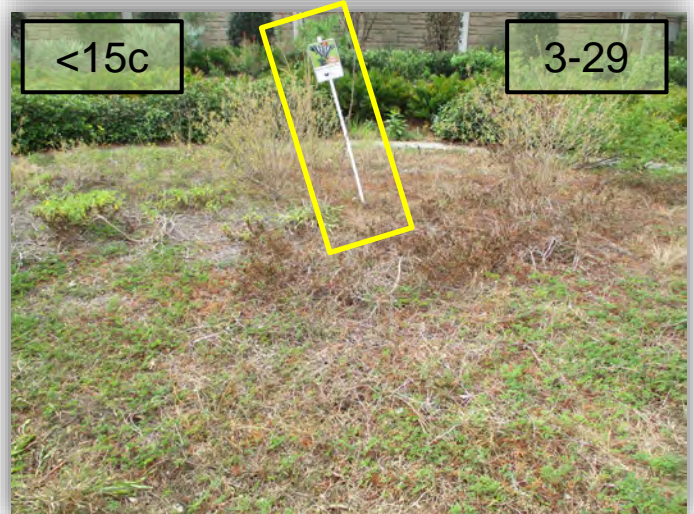
14. A lot of the Coontie Palms and Dw. India Hawthorn are browning in the interior portion of the meadow. **Are these water-stressed?** (Pic 14)



15. In conjunction with Item 14, this entire interior portion of the meadow appears to be very dry compared to the same area in February. Can someone re-install this sign so it is straight? (Pics 15a, b & c >)



17. Is it a good idea to allow the wildflowers to re-seed wherever they end up? I'm afraid existing hedges and groups of plantings might be taken over. (Pic 17)





# Chiller Park, Harrison

18. Is this rear hedge also in need of more water? Should we adjust our irrigation until the rains begin so that the existing irrigation doesn't suffer? (Pic 18)



21. It appears a crown gall has finally gotten to a Crape Myrtle on the north side of Harrison between Governor and Hank Ballard. If this tree doesn't leaf out by next month, I will request a proposal for its removal and replacement. (Pic 20>)



19. We may want to have some repairs made to the edges of our shade structure benches and install skater deterrents. (Pic 19)



20. Inspect some of the yellow flowered plants in the meadow for Wolly Aphids. Treat accordingly. (Pic 20>)



## Tab 2



## NOTICE TO PROCEED

Owner: Encore Community Development District Owner's Project No.: \_\_\_\_\_  
Engineer: Stantec Engineer's Project No.: \_\_\_\_\_  
Contractor: Trane US, Inc. Contractor's Project No.: \_\_\_\_\_  
Project: Upgrading the chilled water system's ("Chiller") existing piping connection between the Chiller and Lot 12  
Contract Name: Agreement Between Owner and Contractor for Construction Contract (Stipulated Price) – Chiller Plant – Lot 12 Piping Upgrade Project  
Effective Date of Contract: October 19, 2022

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on **March 14, 2023** pursuant to Paragraph 4.01 of the General Conditions.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work will be done at the Site prior to such date.

In accordance with the Agreement:

The number of days to achieve Substantial Completion is **120 days** from the date stated above for the commencement of the Contract Times, resulting in a date for Substantial Completion of **July 12, 2023**; and the number of days to achieve readiness for final payment is **150 days** from the commencement date of the Contract Times, resulting in a date for readiness for final payment of **August 11, 2023**.

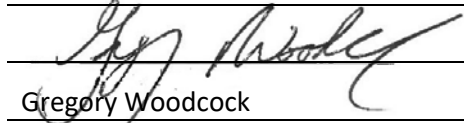
Before starting any Work at the Site, Contractor must comply with the following:

- A. Contractor shall conduct a pre-construction meeting with the Engineer on-site.**
- B. Contractor shall complete and record the required Notice of Commencement.**
- C. Contractor shall provide Certificate(s) of Insurance.**

Engineer (Owner's  
Representative):

Stantec

By (signature):



Name (printed):

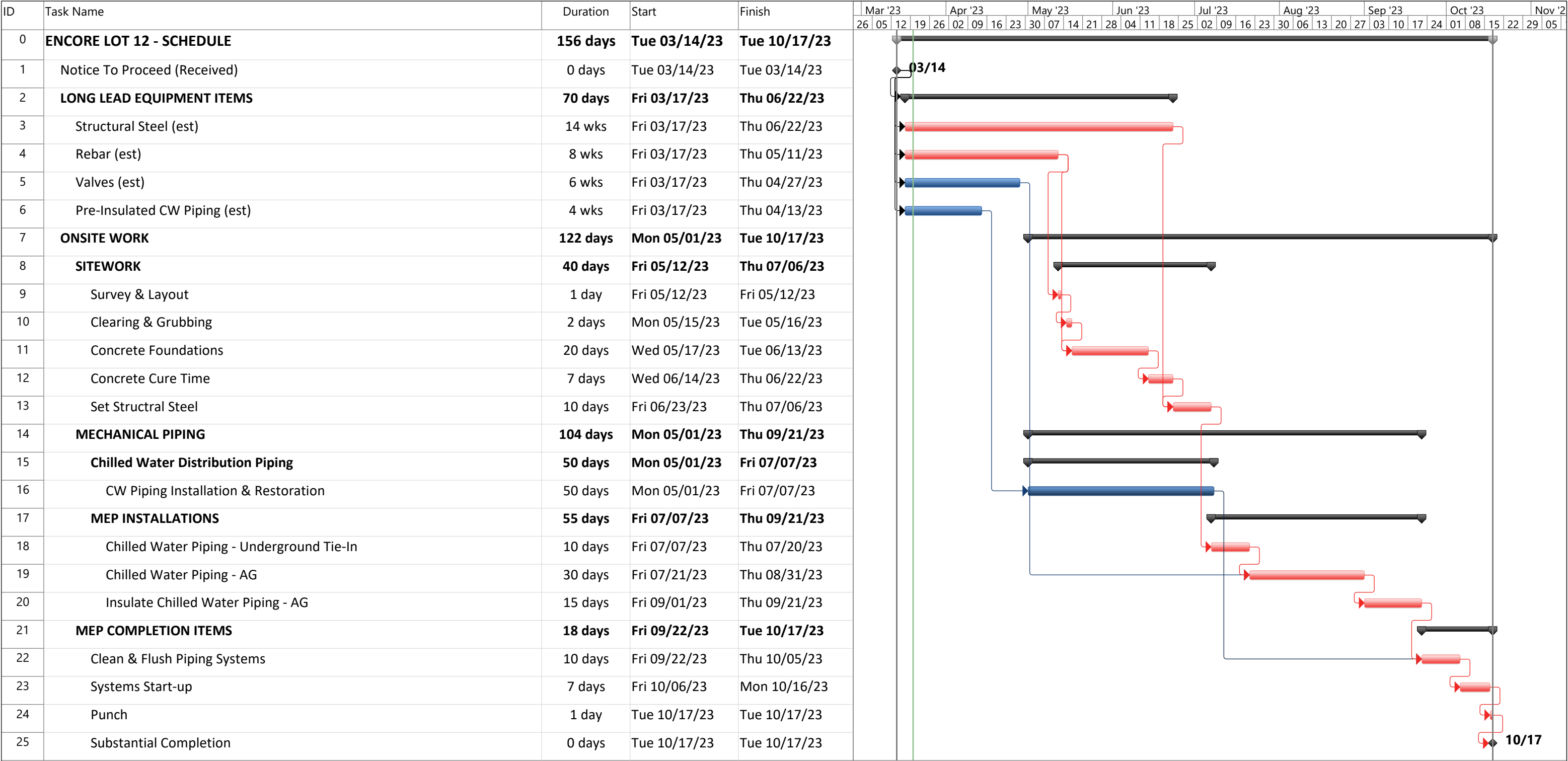
Gregory Woodcock

Title:

Project Manager

Date Issued:

March 14, 2023



Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			



## Tab 3

# ENCORE

## IS Energy Management Report

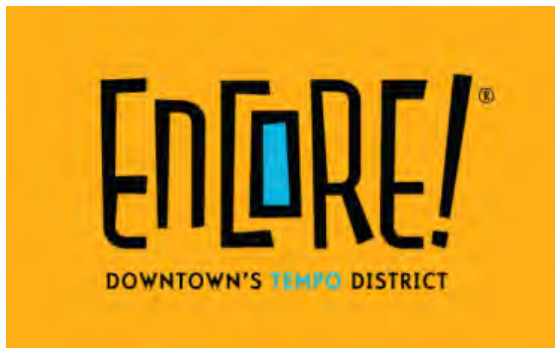
February 2023



Account Engineer: Frank Garfi, 813-610-7569 (c), [frank.garfi@trane.com](mailto:frank.garfi@trane.com)

### Customer

Encore – Central Energy Plant  
1237 E Harrison St | Tampa, FL



SECTION 1: System Ton-Hour Usage

SECTION 2: CEP Key Performance Trends

SECTION 3: Building Efficiency Analysis

SECTION 4: Energy Trends and Usage

### Customer Contacts

Donald Haggerty, 813-341-9101

[Donald.Haggerty@thafl.com](mailto:Donald.Haggerty@thafl.com)

Vanessa Smith, 813-533-2950

[VSmith@rizzetta.com](mailto:VSmith@rizzetta.com)

Jennifer Goldyn, 813-533-2950

[JGoldyn@rizzetta.com](mailto:JGoldyn@rizzetta.com)

SECTION 5: Time of Use Electric Rates

SECTION 6: Operations, Maintenance & Repairs

SECTION 7: Lot Management Activities

SECTION 8: Project Management Activities



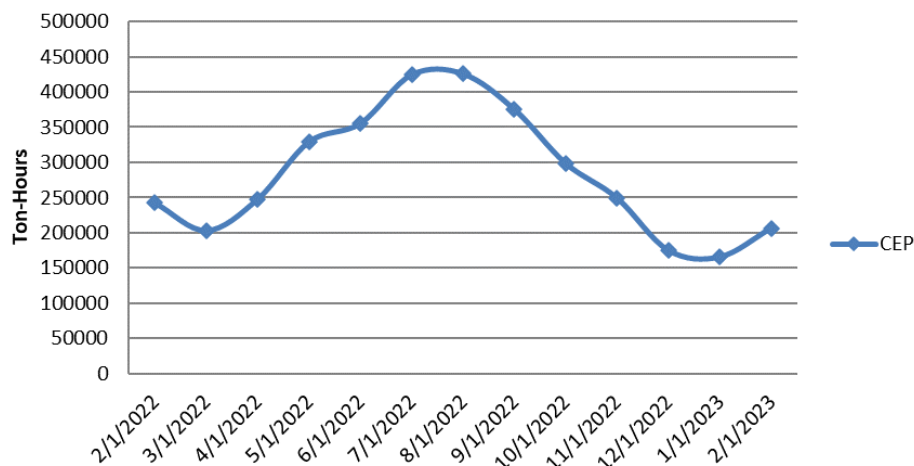


## SECTION 1: System Ton-Hour Usage

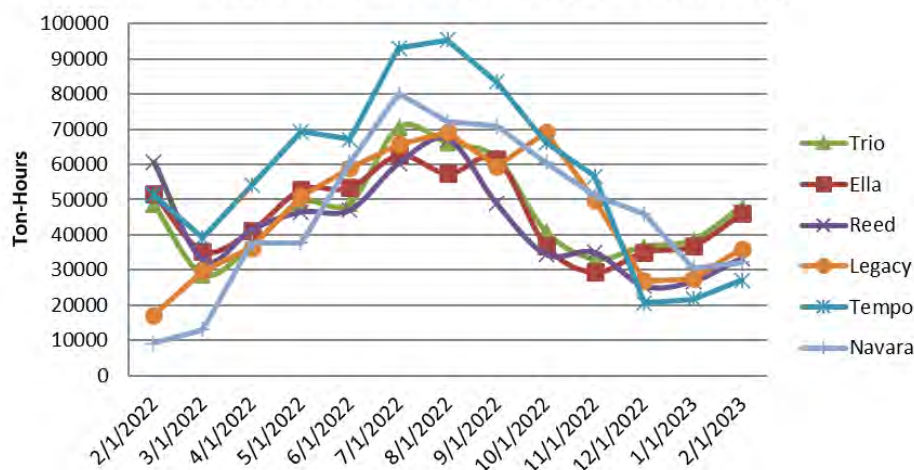
- CEP total kWh consumption decreased 12%, and the total cooling degree days increased 70% from the previous month.
- The performance metrics below indicate a CEP efficiency of .40 kW/ton.
- Ton-Hour consumption increased 25% from the previous month.

January Ton-Hour Consumption		CEP Metrics		February Ton-Hour Consumption		CEP Metrics	
CEP	165,877	kWh	94,573	CEP	206,535	kWh	83,267
Trio	38,448	Total Tons	663,506	Trio	48,060	Total Tons	826,139
Ella	36,792			Ella	45,990		
Reed	26,654	Ton-Hours	165,877	Reed	33,318	Ton-Hours	206,535
Legacy	27,607			Legacy	35,971		
Tempo	21,684	kW per Ton	0.57	Tempo	27,105	kW per Ton	0.40
Navara	32,143			Navara	38,996		

### CEP Ton-Hour Consumption History

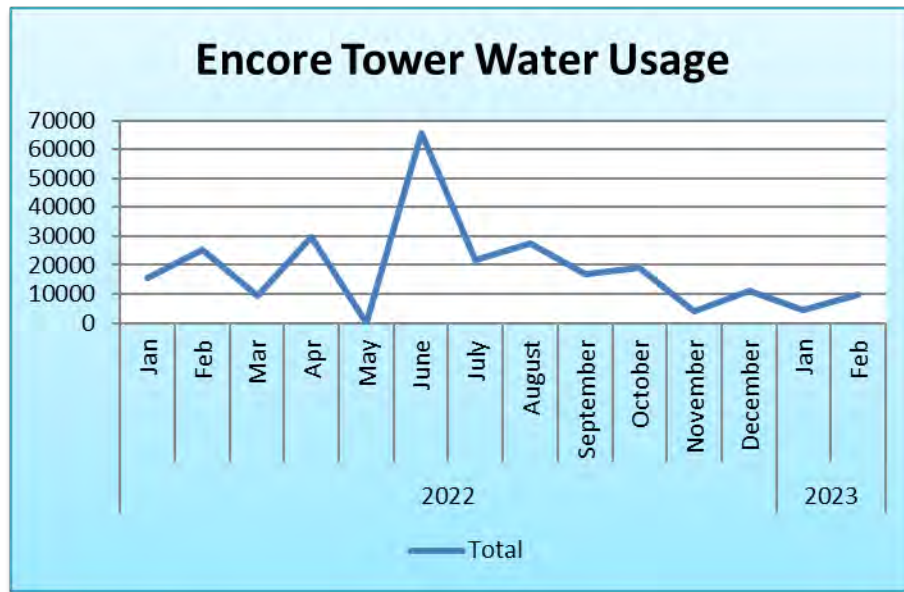


### Building Ton-Hour Consumption History



## SECTION 2: CEP Key Performance Trends

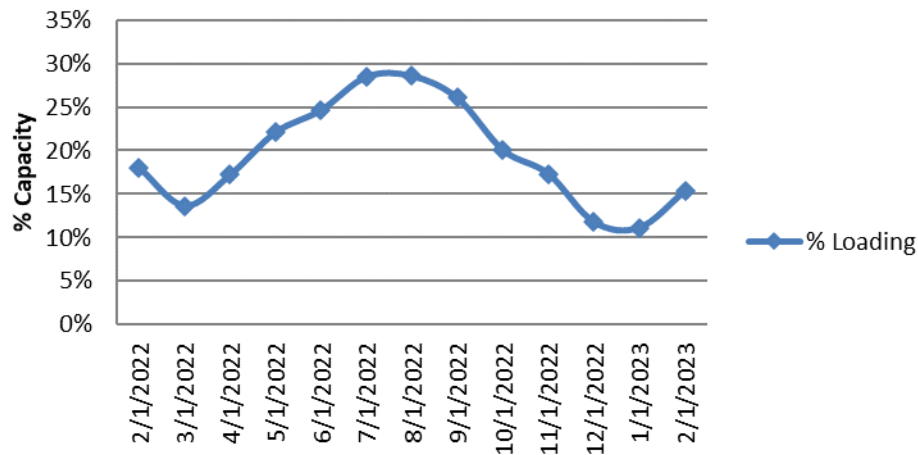
	This Period	Last Period	Year-to-date	Comments
Plant Efficiency (kW/ton)	.40	.57	Avg: .49	This period was average efficiency.
Days Failed to Make Ice	28	31	59	Chiller #1 down for repair.
Minimum Ice Level	-1.3%	-.7%	-2.0%	Ice making begins after ice level has been below 20% for 15 minutes and tank glycol temperature is above 33°F.
Average Days on Ice Tanks	0	0	0	On average, the plant can run about 50% of the day on the ice tanks.
Maximum Days on Ice Tanks	0	0	0	Longer cycles between ice regeneration occurs during cooler months.
Maximum Hours on Ice	0	1	0.4	
Tower Conductivity Blow Down Gallons	9,896	4,571	14,467	See graph of water usage below
Domestic Water	26	20	46	
Average CHW Supply Temperature	40.1	40.3	40.2	Distribution Setpoint = 39.0 degrees.



Date	Usage Gallons	Date	Usage Gallons
<b>2022</b>		<b>2023</b>	
Jan	15688	Jan	4571
Feb	25337	Feb	9896
Mar	9417	Mar	
Apr	29527	Apr	
May	0	May	
June	65489	June	
July	21753	July	
August	27305	August	
September	17017	September	
October	18905	October	
November	3944	November	
December	11165	December	
<b>Total</b>	<b>245547</b>	<b>Total</b>	<b>14467</b>



## Encore Plant Loading



- Current month Plant Loading of 15% was slightly higher than last month due to a increase in Ton-Hour consumption.

## Central Plant System Information

Row Labels	Average CHWR Temp	Average CHWS Temp	Average Delta T	Average System Flow	System Tons	Ton/Hrs	kWh	kW/Ton	CDD
<b>2022</b>									
Jan	44.1	40.5	3.6	2,161	962,736	240,684	102,153	0.42	81
Feb	44.5	40.6	3.9	2,248	969,727	242,432	113,722	0.47	149
Mar	44.3	40.6	3.7	1,816	812,952	203,238	87,784	0.43	277
Apr	44.7	40.4	4.3	1,922	992,030	248,008	106,996	0.43	332
May	44.9	40.4	4.5	2,420	1,317,299	329,325	118,025	0.36	500
Jun	43.7	40.4	3.4	3,573	1,421,737	355,434	182,555	0.51	582
Jul	43.4	40.0	3.4	4,061	1,698,141	424,535	241,213	0.57	633
Aug	43.4	40.0	3.5	3,978	1,703,347	425,837	210,233	0.49	601
Sep	42.0	39.1	3.0	4,181	1,501,460	375,365	243,346	0.65	484
Oct	43.5	40.3	3.2	2,997	1,195,120	298,780	170,485	0.57	328
Nov	43.4	40.3	3.1	2,782	998,713	249,678	184,527	0.74	233
Dec	42.2	40.3	1.9	2,879	701,310	175,328	173,121	0.99	105
<b>2023</b>									
Jan	42.8	40.3	2.5	2,135	663,506	165,877	94,573	0.57	98
Feb	44.3	40.1	4.1	1,777	826,139	206,535	83,267	0.40	167

### SECTION 3: Building Efficiency Analysis

## Navara - Plant and Building Side Heat Exchanger Information

Navara Plant Side HX	Average Return Temp	Average Supply Temp	Average Delta T	Average Flow (GPM)	Average Delta T Setpoint	Total Tons	Average Mixing Valve Signal	Average Mixing Valve Feedback
2022	46.6	40.3	6.3	279	8.0	631,341	21.9	0.0
Sep	49.1	41.4	7.9	242	8.0	140,586	0.0	0.0
Oct	44.8	40.1	4.7	464	8.0	205,126	14.1	0.0
Nov	46.7	40.1	6.6	261	8.0	171,041	26.8	0.0
Dec	46.7	40.1	6.6	132	8.0	114,588	24.8	0.0
2023	47.8	40.0	7.8	150	8.0	280,232	36.7	36.9
Jan	47.7	40.0	7.7	124	8.0	120,539	29.7	30.0
Feb	47.9	39.9	8.0	179	8.0	159,693	44.4	44.5

Navara Bldg Side HX	Average CHW Return Temp	Average CHW Supply Temp	Average Delta T	Average CHW Return Flow	Average CHW Setpoint	Total Bldg Tons	Average System CHW Diff Pressure	Average Mixing Valve Signal	Average Mixing Valve Feedback
2022	48.3	41.9	6.4	229	42	564,094	2.3	0	0.0
Oct	48.6	40.5	8.0	255	42	257,030	2.3	0	0.0
Nov	48.9	42.7	6.2	243	42	184,040	2.3	0	0.0
Dec	47.5	42.5	5.0	191	42	123,024	2.3	0	0.0
2023	48.6	43.0	5.6	208	42	285,886	2.3	97.8	97.4
Jan	48.4	43.1	5.4	189	42	129,372	2.3	97.9	97.5
Feb	48.8	42.8	6.0	230	42	156,514	2.3	97.6	97.2

## Legacy - Plant and Building Side Heat Exchanger Information

Legacy Plant Side HX	Average Return Temp	Average Supply Temp	Average Delta T	Average Flow (GPM)	Average Delta T Setpoint	Total Tons	Average Mixing Valve Signal	Average Mixing Valve Feedback
2022	51.0	40.4	10.6	124	10.0	593,628	53.2	0
Sep	52.3	41.6	11.1	172	10.2	124,856	73.3	0
Oct	52.0	40.2	11.8	135	10.0	200,015	75.7	0
Nov	51.5	40.2	11.3	117	10.0	160,688	35.7	0
Dec	48.8	40.3	8.6	96	10.0	108,069	36.6	0
2023	52.5	40.1	12.3	86	10.0	256,419	67.0	26.2
Jan	50.2	40.2	9.9	87	10.0	110,809	47.0	26.3
Feb	55.1	40.1	14.9	85	10.0	145,610	89.2	26.0

Legacy Bldg Side HX	Average Return Temp	Average Supply Temp	Average Flow (GPM)	Average CHW Setpoint	Total Tons	Average CHWP-1 VFD Feedback	Average CHWP-2 VFD Feedback
2022	51.6	43.0	121	42	474,345	--	--
Sep	53.3	43.7	167	--	108,373	--	--
Oct	52.7	43.2	131	--	156,832	--	--
Nov	52.0	43.3	113	--	120,774	--	--
Dec	49.2	42.1	92	42	88,367	--	--
2023	52.7	44.4	83	42	165,154	47.6	44.5
Jan	50.5	42.8	83	42	82,864	45.5	39.5
Feb	55.2	46.2	82	42	82,289	50.0	50.0

## Ella – Plant and Building Side Heat Exchanger Information

Ella Plant Side HX	Average Plant Return Temp	Average Plant Supply Temp	Average Plant Delta T
2022	50.3	41.6	8.8
Nov	50.9	41.6	9.3
Dec	50.0	41.6	8.4
2023	50.1	-10.1	60.2
Jan	49.8	-54.9	104.8
Feb	50.3	39.5	10.8

Ella Bldg Side HX	Average CHW Return Temp	Average CHW Supply Temp	Average Delta T	Average CHW Return Flow	Average CHW Setpoint	Total Bldg Tons	Average Mixing Valve Signal
2022	53.9	41.8	12.2	138	42	426,408	0.0
Nov	55.0	42.0	12.9	160	42	253,568	0.0
Dec	53.0	41.6	11.4	118	42	172,840	0.0
2023	52.8	41.6	11.2	132	42	354,925	94.2
Jan	52.5	41.6	10.9	120	42	165,697	94.6
Feb	53.2	41.6	11.5	144	42	189,228	93.8

## Reed – Plant and Building Side Heat Exchanger Information

Reed Plant Side HX	Average Plant Return Temp	Average Plant Supply Temp	Average Plant Delta T
2022	50.1	40.3	9.8
Sep	52.3	41.6	10.7
Oct	52.0	40.2	11.8
Nov	51.5	40.2	11.3
Dec	45.7	39.9	5.8
2023	47.1	39.8	7.3
Jan	46.5	39.9	6.6
Feb	47.8	39.7	8.1

Reed Bldg Side HX	Average CHW Return Temp	Average CHW Supply Temp	Average Delta T	Average CHW Return Flow	Average CHW Setpoint	Total Bldg Tons	Average CHW Diff Pressure
2022	53.4	42.3	11.1	119	44	319,137	19.8
Nov	53.5	42.6	10.9	141	44	182,145	19.9
Dec	53.3	42.0	11.3	98	44	136,992	19.6
2023	54.2	42.3	11.8	100	44	276,933	20.0
Jan	54.0	42.0	12.0	85	44	124,804	20.0
Feb	54.4	42.6	11.7	117	44	152,129	20.0



## Trio – Plant and Building Side Heat Exchanger Information

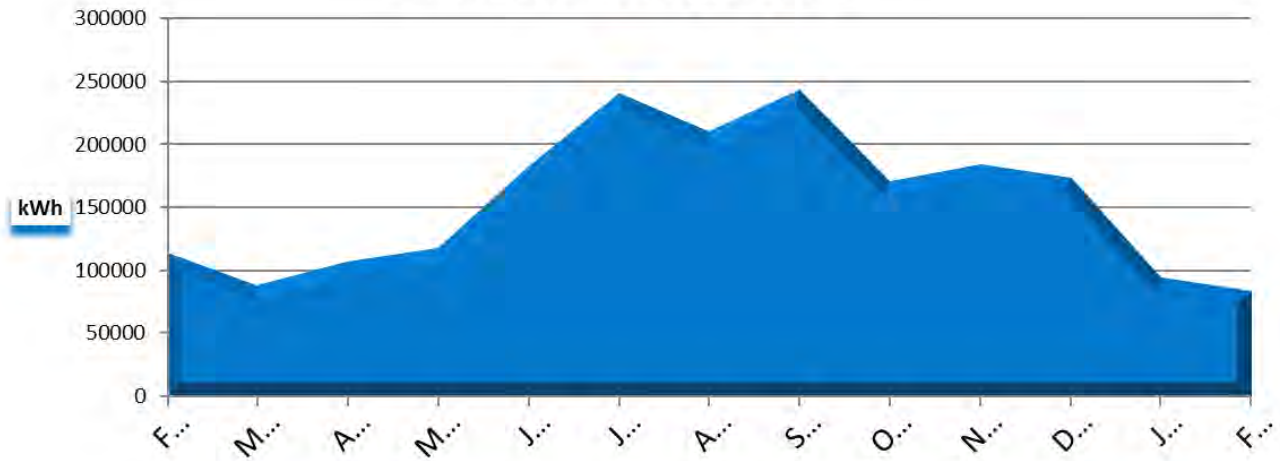
Trio Plant Side HX	Average Plant Return Temp	Average Plant Supply Temp	Average Plant Delta T
2022	45.5	39.6	5.8
Nov	46.6	39.7	6.9
Dec	44.7	39.6	5.1
2023	49.0	39.9	9.1
Jan	46.2	39.7	6.5
Feb	52.1	40.1	12.0

Trio Bldg Side HX	Average CHW Return Temp	Average CHW Supply Temp	Average CHW Delta T	Average CHW Return Flow	Average Bldg Tons	Average DP Setpoint	Average CHW Diff Pressure	Average Bypass Valve (%)
2022	54.8	50.2	4.6	1892	328	17.5	17.5	0
Nov	55.3	51.1	4.2	2104	346	17.5	17.5	--
Dec	54.3	49.4	5.0	1687	311	17.5	17.5	0
2023	55.0	52.0	3.2	1986	210	17.5	17.5	0
Jan	54.8	50.4	4.5	1687	282	17.5	17.5	0
Feb	55.2	53.8	1.7	2318	129	17.5	17.5	0

Supply temperature sensor reading high, out of range,  
causing low chilled water delta T reading. Check sensor  
and calibrate or replace as needed.

## SECTION 4: Energy Trends and Usage

### Encore CEP Energy Trend



The following chart shows the savings or loss month to month compared to last year. A red negative number indicates an increase in usage or cost from the previous year and a green plus value indicates a savings in usage or cost from the previous year.

CEP						
Month	2022 KWH	2022 Cost	2023 KWH	2023 Cost	KWH Difference	Cost Savings
January	102,153	\$8,628.54	94,573	\$11,209.66	7,580	-\$2,581.12
February	113,722	\$10,171.48	83,267	\$8,280.80	30,455	\$1,890.68
March	87,784	\$8,856.09				
April	106,996	\$12,017.24				
May	118,025	\$10,980.91				
June	182,555	\$17,783.76				
July	241,213	\$20,641.53				
August	210,233	\$19,059.48				
September	243,346	\$20,873.35				
October	170,485	\$16,532.82				
November	184,527	\$15,869.78				
December	173,121	\$16,587.74				
Totals	1,934,160	\$178,002.72	177,840	\$19,490.46	38,035	-\$690.44



## SECTION 5: Time of Use Electric Rates

### Tampa Electric Monthly Charges

Daily Basic Service Charge (based on number of days in the month)	\$1.08000
Billing Demand Charge (based on demand)	\$4.44000/kW
Peak Demand Charge (based on peak demand)	\$9.06000/kW
Capacity Charge (based on demand)	\$0.017000/kW
Storm protection Charge (based on demand)	\$0.59000/kW
Energy Conservation Charge (based on demand)	\$0.81000/kW
Environmental Cost Recovery (based on kWh used)	\$0.00130/kWh
Clean Energy Transition Mechanism (based on demand)	\$1.10000/Kw
Florida Gross Receipt tax	
Franchise Fee	
State Tax	

Tampa Electric Rate Structure	Summer – April thru October		Winter – November thru March			
	ON Peak	OFF Peak	ON Peak	OFF Peak	ON Peak	OFF Peak
	Noon to 9 pm	9 pm to Noon	6 am to 10 am	10 am to 6 pm	6 pm to 10 pm	10 pm to 6 am
Energy Charge	\$0.01193/kWh	\$0.00571/kWh	\$0.01183/kWh	\$0.00566/kWh	\$0.01183/kWh	\$0.00566/kWh
Fuel Charge	\$0.04480/kWh	\$0.03974/kWh	\$0.04480/kWh	\$0.03974/kWh	\$0.04480/kWh	\$0.03974/kWh
Future Ice Schedule	Melt	Make	Melt	Make	Melt	Make



## SECTION 6: Operations, Maintenance, and Repair Status

### Completed Maintenance & Repairs

<b>Reed – Plant UC600 3/1/23</b>	Tech: Javier Suris, picked up cable from Mike Poirson. Ran wire and made connections for communication from the Plant UC600 to the SC. Used Link-1 BACnet MS/TP. Set UC protocol address and mac address. Discovered the device, assigned template, and installed it. Checked device communication status. Let Frank Garfi and Mike Poison know of the change.
<b>Ella – Plant UC600 3/1/23</b>	Tech: Javier Suris, the plant controller is Siemens and uses BACnet isolated comm configuration. Ran wire and made connections for communication from the Plant UC600 to the mechanical room FCU which is Siemens controller. Used Link-1 BACnet MS/TP. Set UC protocol address and mac address. Discovered the device, assigned template, and installed it. Checked device communication status. Let Frank Garfi and Mike Poison know of the change.
<b>Trio – Plant UC600 3/1/23</b>	Tech: Javier Suris, picked up cable from Mike Poirson. Ran wire and made connections for communication from the Plant UC600 to the SC. Used Link-2 BACnet MS/TP. Set UC protocol address and mac address. Discovered the device, assigned template, and installed it. Checked device communication status. Let Frank Garfi and Mike Poison know of the change.
<b>CEP CHWP-3 Insulation 2/8/23</b>	Tech: Javier Suris, met with the insulators and let them in the plant. Verified the work was done. Always a good job by Meredith guys.
<b>CEP Inspection 2/7 &amp; 2/8/23</b>	Tech: Javier Suris, worked on the inspection. Completed BAS inspection. Checked controllers, software, applications, electrical, operation and backed up. Checked sensors and equipment. Workstation PC operating system is Windows 7. Need to upgrade to Windows 10 or replace it. Cisco Linksys ethernet switch is bad. Need new switch. Ordered new ethernet switch. Picked up new ethernet switch from the store. Installed the new device and tested communications. Completed the inspection on the BAS equipment.
<b>CEP Annual Inspection – All Equipment 1/12/23 thru 2/7/23</b>	<p>Techs: Javier Suris and Justin Kamowski.</p> <p>CH-1 - ordered needed parts for annual inspection. Picked up tube brush machine and rigging. Picked up parts and materials. Drained the condenser barrel and dropped the head. Very dirty. Setup to begin brushing tubes. Went to Parts Supply to get oil sample kits. Brushed condenser tubes. Cleaned head and flanges, installed new O-ring, closed the barrel. Opened isolation valves and checked for leaks. Changed oil, purge, and oil return line filters. Pulled oil sample and sent to the lab. Went to the shop and properly disposed of old parts. Returned rigging equipment. Electrical inspection. Megged the motor. Connected to the unit controller and saved a report. Also exercised IGVs. NOTE: THIS CHILLER IS OUT OF SERVICE DUE TO REPAIRS ON THE HX.</p> <p>CH-2 - Annual inspection. Shut down the chiller briefly. Changed the oil filter. Restored the machine. Changed purge and evaporator oil return line filter dryers. Collected oil sample and sent to the lab. Checked the operation and logged it. Saved report. Went to the shop and properly disposed of old parts. NOTE: THE CHILLER CANNOT BE SHUTDOWN FOR AN EXTENDED PERIOD OF TIME DUE TO CH-1 BEING OUT OF SERVICE.</p> <p>FCU-1 and 2 - Changed the filters, checked belt, drain pan, and drain line, checked the fan and coil. NOTE: The coil is a little dirty and needs to be cleaned. Added drain line cleaner. Checked electrical.</p> <p>Performed annual inspections on all other equipment. Inspected, cleaned, and exercised all building lot gate valves.</p>
<b>CEP CHWP-3 12/19/22 thru 1/30/23</b>	<p>Tech: Javier Suris, met with TAW Tech. They had just installed a new pump assembly and closed it down. Opened the valves and bled air out of the casing. Removed LOTO and reapplied power to the VFD. Ran the pump in hand up to 100%. Some cavitation in the pump. Continue to bleed air out. Put the VFD back in Auto. Logged to the Tracer and removed the Override OFF. The pump began to run in Auto. Checked the operation. TAW damaged the insulation box while taking apart the pump and they left it that way. Contacted Jeff W and we will have an insulator to repair the box.</p> <p>Waiting for insulation to be repaired by Meredith Insulation. Set the schedule. Job completed.</p>
<b>CEP CH-2 1/9/23</b>	<p>Tech: Javier Suris, monthly meter readings for IS.</p> <p>Supply water line to CH-2 was vibrating. Found the pump pushing too much water through the chiller (16 psid). The chiller nominal flow is 1440 gpm at 5 psid. Lowered plant DP setpoint to 8 psid. Monitored the buildings and were satisfied. Flow through the chiller is approximately 1800 gpm. Will continue to monitor.</p>
<b>CEP CHWP-2 &amp; Onicon Flow Meter – Leaks 12/2 thru 12/27/22</b>	<p>Tech: Javier Suris, remote connected to the site. Temporarily switched CHWP-2 OFF and CHWP-1 ON. Until the leak is fixed next week.</p> <p>Arrived on site. Found another leak at the CH-2 Onicon water flow sensor and checked it. Removed the sensor and applied new Teflon tape and paste. Leak stopped now.</p> <p>The nipple broke while I was trying to take it apart. Worked on extracting the broken piece. Had to take an emergency service call. I will continue. The pump is presently overridden OFF.</p> <p>Drilled out the left stud of the nipple and tapped the threads. Installed new nipple. Leak tested. Now both 1/4" service valves leak, the stressed and cracked. Replaced the valves and installed new 1/4 brass elbow. Leak tested, all OK. Removed all CHWP's overrides on Tracer. Put back the coupling guard on CHWP-1 that was previously removed to inspect the coupling.</p> <p>The meter has been leaking at the compression fitting for the sensor rod. I had tightened it and it stopped but started leaking again. I moved the rod back 1/8 of an inch and tightened, it stopped but I do not think it will hold. I will follow up tomorrow. If it</p>



	continues to leak, I will get with the vendor to see if the nut can be purchased individually and replace it. The chiller and pumps need to be shutdown briefly to replace the nut. Followed up. No leaks. I did inquire about the fitting from the vendor in case it does leak again later on.
CEP CH-2 11/10/22	Tech: Javier Suris, received a few alarms from the chiller plant. Remote connect to the site and checked CP status. Reset CP active alarms. CH-2 came back online, monitored the operation. All working properly now. Monitored throughout the day. All working properly.
CEP Tracer SC 11/4/22	Tech: Joe Fortugno, arrived on site and checked the SC, found that I was able to access the SC from the computer workstation but could not access the internet. I found the Ethernet switch sitting on top of the router blocking the router's cooling. Because of this, both devices were extremely hot. I moved the switch off on the router and reset the router. Both devices cooled down and the internet started working again. I checked Trane connect and we could now access it. I at no time had to reset the SC+.

## Chiller #2 Chilled & Condenser Water Performance

Chiller 2	Average Chilled Water Entering	Average Chilled Water Leaving	Average Chilled Water Delta T	Average Condenser Water Entering	Average Condenser Water Leaving	Average Condenser Water Delta T	Average %RLA	Run Hours
2022								
Jan	41.8	40.0	1.7	63.9	67.0	3.2	25.3	743
Feb	42.2	40.0	2.2	65.6	69.2	3.6	27.9	655
Mar	44.0	40.0	4.0	68.3	73.1	4.8	34.5	720
Apr	44.6	40.0	4.6	70.9	76.4	5.4	40.6	719
May	44.7	40.0	4.7	74.8	81.0	6.2	51.2	744
Jun	43.6	40.0	3.6	79.0	86.2	7.2	62.7	720
Jul	43.2	40.0	3.2	80.5	88.3	7.8	68.0	744
Aug	43.1	40.0	3.1	80.6	88.5	7.9	69.6	744
Sep	42.8	40.1	2.7	78.9	86.1	7.3	62.5	701
Oct	43.2	40.0	3.2	71.7	77.8	6.0	45.5	743
Nov	43.1	40.0	3.1	71.1	76.7	5.6	41.1	721
Dec	41.8	40.0	1.8	65.1	69.8	4.7	30.6	739
2023								
Jan	42.3	40.0	2.3	65.0	69.1	4.0	29.0	743
Feb	43.8	40.0	3.8	69.4	74.2	4.8	36.1	672

## Chiller #2 Predictive Maintenance Information

Chiller 2	Average Cond Pressure	Average Cond Temperature	Average Cond Approach Temp	Average Evap Pressure	Average Evap Temperature	Average Evap Approach Temp	Average Oil Diff Pressure	Average Oil Temperature	Run Hours
2022									
Jan	-3.8	67.0	-0.1	-9.1	38.6	1.4	23.0	101.0	743
Feb	-3.3	69.2	-0.1	-9.1	38.5	1.5	6.0	102.3	655
Mar	-2.3	73.1	0.0	-9.1	38.4	1.6	23.1	104.0	720
Apr	-1.4	76.5	0.1	-9.1	38.3	1.7	22.9	106.1	719
May	1.0	85.0	4.0	-9.1	38.4	1.6	22.2	109.9	744
Jun	0.4	83.1	-3.1	-9.1	38.4	1.6	22.0	116.3	720
Jul	2.6	89.4	1.1	-9.1	38.0	2.0	21.9	119.0	744
Aug	3.4	92.7	4.3	-9.2	37.9	2.1	21.8	123.4	744
Sep	1.6	86.8	0.7	-9.1	38.1	2.0	22.0	116.1	701
Oct	-0.9	78.2	0.4	-9.1	38.5	1.5	22.1	106.8	743
Nov	-1.2	77.1	0.4	-9.1	38.6	1.4	22.1	107.2	721
Dec	-2.9	70.4	0.6	-9.1	38.6	1.4	22.3	102.6	739
2023									
Jan	-3.1	69.8	0.8	-9.1	38.5	1.5	22.4	103.1	743
Feb	-1.6	75.9	1.7	-9.1	38.3	1.7	22.2	107.8	672

**SECTION 7: Lot Management Activities**



## SECTION 8: Project Management Activities

## Tab 4



Rizzetta & Company

April 6

# District Manager's Report

# 2023

## UPCOMING DATES TO REMEMBER

- **Next Meeting:** May 4, 2023

### FINANCIAL SUMMARY

2/28/2023

General Fund Cash & Investment Balance:	\$231,221
Chiller Operation Cash & Investment Balance:	\$695,261
Chiller Reserve Fund Investment Balance:	\$2,398,694
<b>Total Cash and Investment Balances:</b>	<b>\$3,325,176</b>
 <b>General Fund Expense Variance:</b>	 <b>Under Budget</b>
	\$20,822

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## Tab 5



March 27, 2023

Trane Commercial Systems – Tampa Bay  
902 N Himes Ave.  
Tampa, FL 33609

Attention: Jeff Watson

Reference: Trane-Encore  
Armstrong Heat Exchanger  
Model: S229-5000-426 | Serial: AN111022-101

Dear Jeff:

Per your request we offer the following proposal to provide rigging to replace the wheel assembly on the end plate of the referenced heat exchanger on site. Our recommended scope is as follows:

**A. Base Scope: Replace Wheel Assembly**

1. Using 3<sup>rd</sup> party rigging, support end plate to change out wheel assembly.
2. Rigging will be using truck and trailer.
3. Any delays outside of rigging control will result in additional charges.

**PRICE: \$14,696.00 total for Rigging**

**Accepted by: \_\_\_\_\_ (Initials)**

**Base Scope Notes and Clarifications:**

1. Provide CT/HX trained technicians and employees for the entire project.
2. All work will be done in compliance with Customer safety policies and procedures. All CT/HX employees will be supplied with PPE as necessary per scope specific situations
3. Provide as necessary all scaffolding, ladders, lift and temp supports to gain safe access to the air inlet side of the towers.
4. Perform start-up (with Customer help) of all cooling tower cells after work
5. Above scope of work does not include any power or control wiring unless otherwise stated.
6. The above price does not include labor priced at Davis Bacon, Certified or Prevailing wages unless otherwise noted
7. The above pricing does not include labor performed at Overtime or Weekend.
8. The above pricing does not include any unforeseen conditions.
9. Pricing includes typical Sales Tax on all purchased materials, parts and tools for the project but does not include any local, jurisdictional or state usage or privilege taxes that may need to be assigned up and above quoted price.
10. The above quoted price is valid for 30 days only. After 30 days CT/HX will need to confirm price and availability prior to final agreement.
11. A 4% PROCESSING FEE WILL BE ADDED TO EACH CREDIT CARD TRANSACTION

The proposal price includes the estimated labor, miscellaneous materials, travel, and expenses specifically noted and required to perform these services; it does not include any additional repairs or services, which may become apparent during the course of the maintenance contract. Any additional repairs or required/requested work would be extra and would require additional written confirmation. The proposal pricing presupposes that work will be performed during normal working hours.

Please acknowledge acceptance by signing and dating area below and returning the complete proposal to **CTHX**. Thank you for this opportunity to be of service. If you should have any questions concerning this quote, please feel free to contact me at (407)267-2938.

Sincerely,

Jordan Coole  
CT/HX Services, LLC  
Florida License CAC1817136  
[www.cthx.com](http://www.cthx.com)

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**Acceptance of Proposal By:**

Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Purchase Order # \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Card Information: ☐ American Express ☐ Discover ☐ Master Card ☐ Visa

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Terms and Conditions**

CT/HX Services, LLC shall not be liable for delays beyond our control nor for special, indirect or consequential damages of any kind under our contract.

Workmen's Compensation Insurance as well as General and Automobile Liability Insurance cover CT/HX Services, LLC personnel and vehicles.

Unless otherwise stated, prices are firm for thirty (30) days from the date of this proposal and are based on work being performed during normal working hours of 8:00AM to 4:00PM, Monday through Friday exclusive of holidays. Labor performed outside regular hours will be charged extra at applicable overtime or holiday rates.

The contract balance is payable net 30 days following completion of the work. The account is subject to a finance charge for late payment computed at a monthly rate of 1 ½% of the total past due balance. Please be advised that we now accept American Express, VISA and MasterCard.

All labor and material furnished by CT/HX Services, LLC is warranted to be free from defects in material and workmanship for a period of one year unless stated differently elsewhere. Warranty period begins at date of installation.

All labor and material furnished by CT/HX Services, LLC is warranted to be free from defects in material and workmanship for a period of one year unless stated differently elsewhere. Warranty period begins at date of installation.

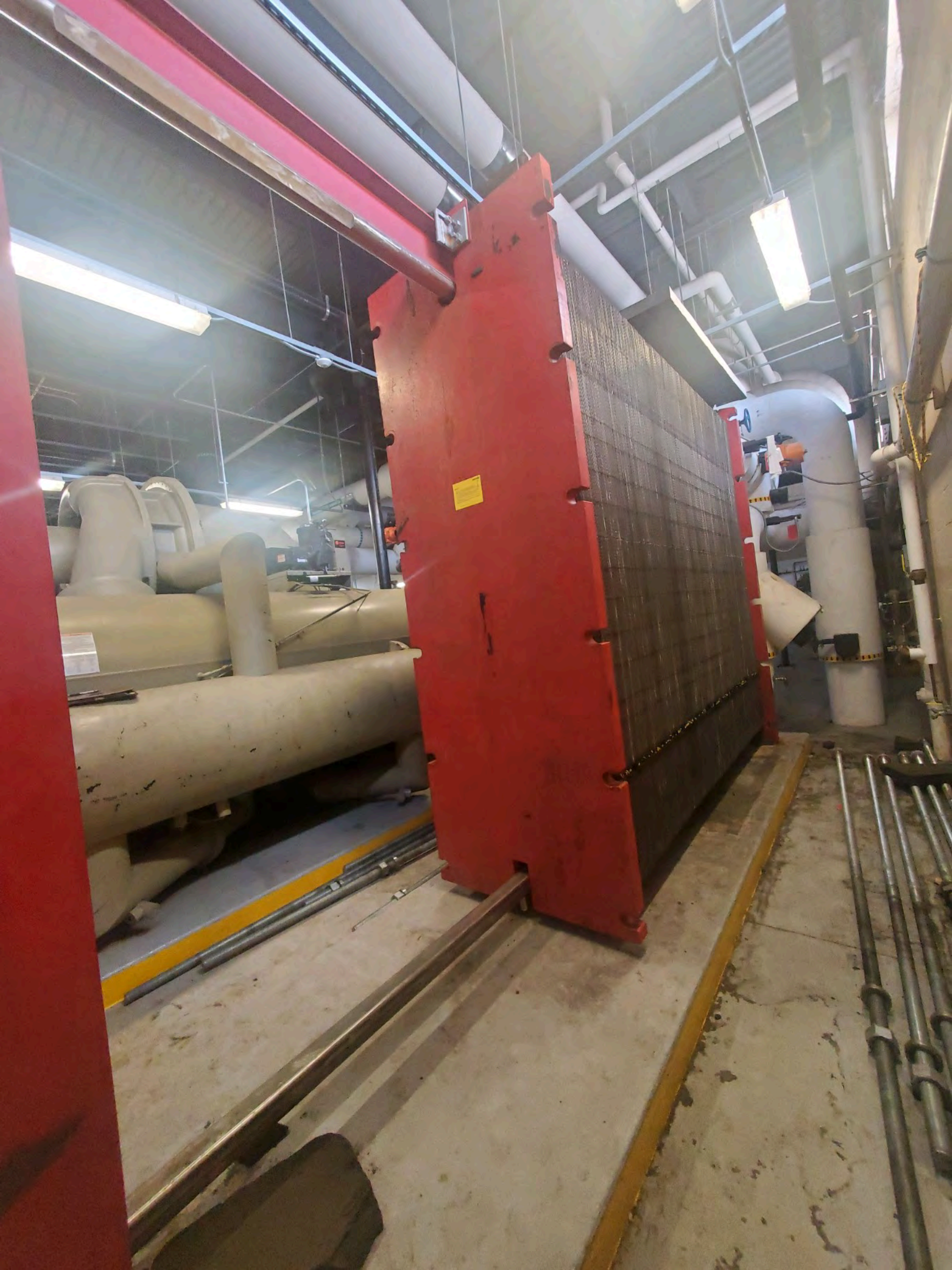














## **Tab 6**

**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 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.*

**ENCORE  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Encore Community Development District was held on **Thursday, March 2, 2023, at 4:05 p.m.** at The Ella at Encore, located at 1210 Ray Charles Blvd. Tampa, Florida 33602.

Present and constituting a quorum:

Billi Johnson-Griffin	<b>Board Supervisor, Chairman</b>
Teresa Morning	<b>Board Supervisor, Vice Chairman</b>
Julia Jackson	<b>Board Supervisor, Assistant Secretary</b>
Mae Walker	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Jennifer Goldyn	<b>District Manager, Rizzetta &amp; Company, Inc. (via Phone)</b>
Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Toborg	<b>Landscape Specialist, Rizzetta &amp; Co, Inc. (via Phone)</b>
Jeff Watson	<b>Representative; Trane</b>
Sarah Sandy	<b>District Counsel, Kutak Rock (via Phone)</b>
Lorenzo Reed	<b>Representative; THA; Develop. Pro. Manager (via Phone)</b>
Leroy Moore	<b>Representative; THA (via Phone)</b>
Greg Woodcock	<b>Representative; Cardno Engineering (via Phone)</b>
David Ilonya	<b>Representative; THA (via Phone)</b>
Tim Bowersox	<b>Representative; Yellowstone (via Phone)</b>

Audience	<b>Not Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order at 4:05 p.m. and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members present.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Inspection Report**

**1. Presentation of Landscape Inspection Report**



John Toborg presented Landscape Inspection Report to the Board.

**B. District Counsel**

Ms. Sandy was present, however; no report was given.

**C. District Engineer**

Greg Woodcock was present. He informed the Board that he is awaiting scheduling for the onboarding of Lot 12.

**D. Chiller System Manager**

**1. Presentation of Central Energy Plant Report- Trane**

Jeff Watson was present via phone, and he presented the Trane report to the Board. Jeff informed the Board that the alarm protocols have been updated to reduce the response time and to be more efficient.

**E. Tampa Housing Authority**

Lorenzo Reed, Leroy Moore, and David Ilonya were present via phone. Mr. Reed addressed the Board and informed them that Lots 5 and 6 sold in February and the development is set to begin in 2024.

**F. District Manager**

**1. Review of District Manager Report**

The next regularly scheduled meeting will be held on Thursday, April 6, 2023, at 4:00 p.m. at the Ella at Encore.

Ms. Newsome presented the District Manager Report to the Board.

**FOURTH ORDER OF BUSINESS**

**Consideration of Chiller  
Plant Insulation Proposal**

The Board previously approved this proposal at the February 2, 2023, meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-  
02, Authorizing  
Boundary Amendments**

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Moring with all in favor, the Board of Supervisors of Encore CDD adopted Resolution 2023-02, Authorizing Boundary Amendments, for the Encore Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of  
Boundary Amendment  
Funding Agreement**

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Moring with all in favor, the Board of Supervisors of Encore CDD approved the Boundary Funding Agreement, for the Encore Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Board of Supervisors Regular  
Meeting held on February 2, 2023**

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Jackson with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on February 2, 2023, for the Encore Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Operations  
and Maintenance Expenditures  
for August through  
December 2022**

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning with all in favor, the Board of Supervisors of Encore CDD ratified the Operations & Maintenance Expenditures for August (\$27,819.97), September (\$53,196.18), October (\$9,523.83), November (\$38,144.24), and December (\$27,560.79) 2022, for the Encore Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of  
Chiller Operations  
and Maintenance Expenditures  
for August through  
December 2022**

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Jackson with all in favor, the Board of Supervisors of Encore CDD ratified the Chiller Fund Operations & Maintenance Expenditures for August (\$66,136.01), September (\$133,959.64), October (\$46,465.19), November (\$84,460.80), and December (\$149,096.94) 2022, for the Encore Community Development District.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisor requests.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Johnson-Griffin, seconded by Ms. Morning, the Board unanimously approved to adjourn the meeting at 4:59p.m., for the Encore Community Development District.

\_\_\_\_\_  
Assistant Secretary

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

## **Tab 7**



# ENCORE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## **Operation and Maintenance Expenditures January 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 1, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$31,477.32**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

## Encore Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 1, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Billi J. Griffin	100068	BG010523	Board of Supervisors Meeting 01/23	\$ 200.00
Innersync Studio, Ltd	100069	20995	Website Compliance 01/23	\$ 384.38
Julia Jackson	100070	JJ010523	Board of Supervisors Meeting 01/23	\$ 200.00
Kutak Rock, LLP	100071	3156453	General/Monthly Legal Services 11/22	\$ 933.55
Mae F. Walker	100072	MW010523	Board of Supervisors Meeting 01/23	\$ 200.00
Phil Lentsch	100073	INV00035925	Agenda Booklets 12/22	\$ 122.43
Rizzetta & Company, Inc.	100065	INV0000074644	District Management Fees 01/23	\$ 4,008.75
Springer Environmental Services, Inc.	100075	12683	Cleanup Debris 12/22	\$ 693.71
TECO	20230130-1	TECO Summary 12.22 AUTOPAY-201	TECO Summary 12.22	\$ 1,856.92
Teresa Morning	100074	TM010523	Board of Supervisors Meeting 01/23	\$ 200.00

## Encore Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 1, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	100066	262747 6/11	Legal Advertising 12/22	\$ 308.00
Weddings Done Bright dba Events Done Bright	100067	132253 Balance	Holiday Decorations - Balance 09/22	\$ 17,500.00
Yellowstone Landscape	100076	Tm 473360	Monthly Landscape Maintenance 01/23	<u>\$ 4,869.58</u>
<b>Report Total</b>				<b><u>\$ 31,477.32</u></b>

## **Tab 7A**

# ENCORE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## **Operation and Maintenance Expenditures February 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$20,142.32**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary



## Encore Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Atelier	100086	022323 Atelier	Reimbursement for Check Sent in Error	\$ 7,276.57
Billi J. Griffin	100079	BG020223	Board of Supervisors Meeting 02/02/23	\$ 200.00
Julia Jackson	100080	JJ020223	Board of Supervisors Meeting 02/02/23	\$ 200.00
Kutak Rock, LLP	100081	3168600	General/Monthly Legal Services 12/22	\$ 377.00
Mae F. Walker	100082	MW020223	Board of Supervisors Meeting 02/02/23	\$ 200.00
Phil Lentsch	100083	36042	Agenda Booklets 01/23	\$ 103.71
Rizzetta & Company, Inc.	100077	INV0000075279	District Management Fees 02/23	\$ 4,008.75
Springer Environmental Services, Inc.	100084	12738	Cleanup Debris 01/23	\$ 689.00
TECO	20230228-1	TECO Summary 01/23 Auto 201	TECO Summary 01/23	\$ 1,667.21
Teresa Morning	100085	TM020223	Board of Supervisors Meeting 02/02/23	\$ 200.00
Times Publishing Company	100078	0000268755 01/25/23	Legal Advertising 01/23	\$ 350.50
Yellowstone Landscape	100087	TM 482782	Monthly Landscape Maintenance 02/23	\$ <u>4,869.58</u>
<b>Report Total</b>				<b><u>\$ 20,142.32</u></b>

## Tab 8

# ENCORE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## **Operation and Maintenance Expenditures January 2023 For Board Approval Chiller Fund**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,458.10**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

## Encore Community Development District Chiller Fund

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
City of Tampa Utilities	20230131-1	2175375 01.23 AUTOPAY	1237 E Harrison St 12/22B	\$ 791.72
Frontier Florida, LLC	20230126-1	813-223-7101-092412-5	Acct 813-223-7101-092412-5 01/23	\$ 334.28
Kutak Rock, LLP	100028	01.23 AutoPay 3156453 CH	General/Monthly Legal Services 11/22	\$ 1,392.00
Rizzetta & Company, Inc.	100027	INV0000074644	District Management Fees 01/23	\$ 892.67
Tampa Bay Trane	100029	313281810	Monthly Service Agreement 01/23	<u>\$ 24,047.43</u>
<b>Report Total</b>				<b><u>\$ 27,458.10</u></b>





**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 22, 2022

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3156453

Client Matter No. 6723-1

Ms. Jennifer Goldyn  
Encore CDD  
Rizzetta & Company  
Suite 200  
3434 Colwell Avenue  
Tampa, FL 33614

Invoice No. 3156453  
6723-1

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Re: Encore CDD - General Counsel

For Professional Legal Services Rendered

11/01/22	S. Sandy	0.60	174.00	Attend conference call regarding boundary amendment request
11/02/22	T. Mackie	0.30	73.50	Conference with Sandy regarding potential boundary amendment
11/02/22	S. Sandy	0.50	145.00	Conduct research regarding City of Tampa boundary amendment process
11/03/22	S. Sandy	0.90	261.00	Prepare for and attend board meeting; conduct follow-up regarding same
11/09/22	S. Sandy	1.80	522.00	Conduct research regarding boundary amendment; confer with Whelan regarding same; confer with Mercer regarding Lot 8 and 13; conduct follow-up regarding Lot 12 piping upgrade contract
11/10/22	S. Sandy	0.70	203.00	Conduct research regarding boundary amendment; confer with Woodcock regarding chiller plant parcel, Lot 13 stormwater capacity;

**KUTAK ROCK LLP**

Encore CDD

December 22, 2022

Client Matter No. 6723-1

Invoice No. 3156453

Page 2

11/11/22	S. Sandy	0.10	29.00	conduct follow-up regarding same Confer regarding boundary amendment
11/14/22	S. Sandy	0.50	145.00	Review Lot 10 development plan; confer with Watson regarding Lot 12 construction contract
11/14/22	D. Wilbourn	0.40	58.00	Prepare resolution declaring board vacancies
11/15/22	S. Sandy	0.10	29.00	Confer with Watson regarding Lot 12 piping upgrade contract
11/15/22	D. Wilbourn	0.30	43.50	Revise and disseminate piping upgrade contract
11/16/22	S. Sandy	0.30	87.00	Review payment and performance bonds; confer regarding certificate of insurance
11/16/22	D. Wilbourn	0.50	72.50	Update and revise piping upgrade agreement
11/21/22	S. Sandy	0.40	116.00	Review draft agenda; prepare Lot 12 piping upgrade agreement; record payment and performance bonds
11/21/22	D. Wilbourn	0.30	43.50	Revise chiller plant agreement
11/22/22	S. Sandy	0.40	116.00	Confer with Whelan regarding boundary amendment status; facilitate recording of payment and performance bonds; confer with Watson; review draft minutes
11/22/22	D. Wilbourn	0.50	72.50	Revise and disseminate chiller plant construction services agreement
11/28/22	S. Sandy	0.10	29.00	Confer with Woodcock regarding lot 12 piping upgrade construction contract
TOTAL HOURS		8.70		

**KUTAK ROCK LLP**

Encore CDD  
December 22, 2022  
Client Matter No. 6723-1  
Invoice No. 3156453  
Page 3

TOTAL FOR SERVICES RENDERED \$2,219.50

DISBURSEMENTS

Filing and Court Fees	105.00
Freight and Postage	1.05

TOTAL DISBURSEMENTS 106.05

TOTAL CURRENT AMOUNT DUE \$2,325.55

UNPAID INVOICES:

November 29, 2022	Invoice No. 3141316	3,161.00
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TOTAL DUE \$5,486.55

**RECEIVED**  
12/22/22

**Rizzetta & Company, Inc.**  
3434 Colwell Avenue  
Suite 200  
Tampa FL 33614

# Invoice

Date	Invoice #
1/1/2023	INV0000074644

**Bill To:**

ENCORE CDD  
3434 Colwell Avenue, Suite 200  
Tampa FL 33614

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
January	Upon Receipt	00201

[illegible]

**TRANE®**Trane U.S. Inc.  
3600 Pammel Creek Road  
La Crosse, WI 54601-7599  
United States

# Invoice

Invoice Number **313281810**

For questions please contact:

Tampa TCS SO FL

Tel: 813-877-8251

Fax: 813-877-8257

**Remit Payment To**Trane U.S. Inc.  
P. O. Box 406469  
ATLANTA, GA 30384-6469Invoice Date **12-JAN-2023**Customer No. **958479**Reference No. **3117815**Internal Account **4205244**Payment Terms **NET 45**Payment Due Date **26-Feb-2023**

Discount Date

**Bill To**ENCORE COMMUNITY DEVELOPMENT DISTRICT  
9428 CAMDEN FIELD PKWY  
RIVERVIEW, FL 33578  
UNITED STATES

Customer Tax ID

Inco Terms	
Supply Location	Tampa TCS SO FL
Shipping Method	
Tracking No.	
Freight Terms	
Bill of Lading	

**Sold To**ENCORE COMMUNITY DEVELOPMENT D  
9428 CAMDEN FIELD PKWY  
RIVERVIEW, FL 33578  
UNITED STATES**Ship To**3434 COLWELL AVENUE  
SUITE 200  
TAMPA, FL 33614<https://www.tranetechnologies.com/customer>**CERTifyTax** - for submittal of tax exemption certificates.**iReceivables** - access invoice copies, account balances & make payments.

908888866

Tax/GST ID: 25-0900465	State Tax: 0.00 0.0000%	County Tax: 0.00 0.0000%	City Tax: 0.00 0.0000%	District Tax: 0.00 0.0000%
PST/QST ID:				

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	24047.43	0.00	0.00	0.00	24047.43

**Special Instructions** MASTER CONTRACT #3117815

Contract/Call No.	Order Date	Ship Date	Purchase Order
3117815		12-JAN-2023	BILL JOHNSON-GRIFFIN

Line	Description	Quantity	UOM	Unit Price	Extended Price
1	ENCORE COMMUNITY DEVELOPMENT D Line Note: Contract Type is BAS Monitoring Services; Billing Frequency is MONTHLY; Billing Period Begins on 01/01/2023	1			
2	ENCORE COMMUNITY DEVELOPMENT D Line Note: Contract Type is Intelligent Services; Billing Frequency is MONTHLY; Billing Period Begins on 01/01/2023	1			
3	ENCORE COMMUNITY DEVELOPMENT D Line Note: Contract Type is BAS Select Maintenance; Billing Frequency is MONTHLY; Billing Period Begins on 01/01/2023	1			
4	ENCORE COMMUNITY DEVELOPMENT D Line Note: Contract Type is Select Maintenance; Billing Frequency is MONTHLY; Billing Period Begins on 01/01/2023	1			

**RECEIVED**  
01/13/23



## **Tab 8A**

# ENCORE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

**Operation and Maintenance Expenditures  
February 2023  
For Board Approval  
Chiller Fund**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$55,464.83**

Approval of Expenditures:

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\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

## Encore Community Development District Chiller Fund

### Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Frontier Florida, LLC	20230228-2	813-223-7101-092412-5 02/23 AutoPay	Acct 813-223-7101-092412-5 02/23	\$ 334.28
Kutak Rock, LLP	100032	3168600 CH	General/Monthly Legal Services 12/22	\$ 1,276.00
Rizzetta & Company, Inc.	100031	INV0000075279 - Chiller	Accounting Services 02/23	\$ 892.67
Stantec Consulting Services. Inc.	100030	2032886	Engineering Services 01/23	\$ 641.25
Tampa Bay Trane	100033	313352585	Monthly Service Agreement 02/23	\$ 24,047.43
TECO	20230228-1	211006277308 12.22 (C) AUTOPAY	1200 Nebraska Av N 12/03/22-01/01/23	\$ 16,101.29
TECO	20230228-1	211006278348 12.22 (C) AUTO PAY	1004 Nebraska Ave N C 12/03/22-01/04/23	\$ <u>12,171.91</u>
<b>Report Total</b>				<b><u><u>\$ 55,464.83</u></u></b>