



Rizzetta & Company

# **Panther Trails Community Development District**

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**Board of Supervisors' Meeting  
October 13, 2022**

**Carriage Pointe Clubhouse  
11796 Ekker Road  
Gibson, FL 33534**

**[www.panthertrailscdd.org](http://www.panthertrailscdd.org)**



# **PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT AGENDA**

To be held at the Carriage Pointe Clubhouse, 11796 Ekker Road, Gibsonton, FL 33534

<b>District Board of Supervisors</b>	Carrie Macsuga	Chairman
	Daniel Smith	Vice Chairman
	Jennifer Murray	Assistant Secretary
	Jackie Brown	Assistant Secretary
	Kevin Travis	Assistant Secretary
<b>District Manager</b>	Taylor Nielsen	Rizzetta & Company, Inc.
<b>District Attorney</b>	Scott Steady	Burr Forman, LLP
<b>District Engineer</b>	Greg Woodcock	Stantec

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

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 813-933-5571. 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.



**PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 2700 S. Falkenburg Road, Suite 2745, Riverview, FL 33578**  
**MAILING ADDRESS • 3434 Colwell Ave, Suite 200, Tampa, FL 33614**  
**www.panthertrailscdd.org**

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October 5, 2022

**Board of Supervisors**  
**Panther Trails Community**  
**Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of Panther Trails Community Development District will be held on **Thursday, October 13, 2022 at 5:30 p.m.** at the Carriage Pointe Club House, located at 11796 Ekker Road, Gibsonton, FL 33534. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A.** Presentation of Monthly Maintenance Inspection Reports
    1. Pond Report ..... Tab 1
    2. Landscape Inspection Report and Responses .... Tab 2
      - i. Consideration of LMP Proposals ..... Tab 3
  - B.** District Engineer
  - C.** Amenities Manager
    1. Clubhouse Report..... Tab 4
  - D.** District Manager
    1. Review of District Manager Report ..... Tab 5
- 4. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of the Board of Supervisors' Meeting held on August 11, 2022..... Tab 6
  - B.** Consideration of Operation & Maintenance Expenditures for July & August 2022..... Tab 7/USC
- 5. BUSINESS ITEMS**
  - A.** Consideration of Shade Proposals ..... Tab 8
  - B.** Consideration of Pergola Proposals ..... Tab 9
  - C.** Consideration of Roof Repair Proposal ..... Tab 10
  - D.** Consideration of Clubhouse Repainting Proposals ..... Tab 11
  - E.** Consideration of Landscape Inspection Services Addendum ..... Tab 12
  - F.** Consideration of Rizzetta Amenity Management Contract Addendum ..... Tab 13
  - G.** Consideration of Fitness Equipment Proposals..... Tab 14

**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) 533-2950.

Sincerely,

*Taylor Nielsen*

Taylor Nielsen  
District Manager

cc: Carrie Macsuga, Chairman  
Scott Steady, District Counsel

**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.

**PANTHER TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Panther Trails Community Development District was held on **Thursday, August 11, 2022 at 5:35 p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534. The following is the agenda for the meeting:

Present and constituting a quorum:

Carrie Macsuga	<b>Board Supervisor, Chairman</b>
Daniel Smith	<b>Board Supervisor, Vice Chairman</b>
Kevin Travis	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Taylor Nielsen	<b>District Manager, Rizzetta &amp; Co.</b>
Paula Means	<b>Representative, LMP</b>
Bryan Schaub	<b>Landscape Inspector, Rizzetta &amp; Co. (via phone)</b>
Helena Teixeira	<b>Amenities Manager, Rizzetta &amp; Co.</b>
Greg Woodcock	<b>District Engineer, Cardno TBE (via phone)</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors Meeting held  
on June 9, 2022**

Mr. Nielsen presented the June 9, 2022 Board of Supervisor meeting minutes to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on June 9, 2022, as amended, for the Panther Trails Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation &  
Maintenance Expenditures for May &  
June 2022**

Mr. Nielsen presented the Operation and Maintenance Expenditures for May & June 2022.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for May 1-31 (\$64,036.77) and June 1-30 (\$70,924.44), for the Panther Trails Community Development District.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year 2022-  
2023 Budget**

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to open the Public Hearing on Fiscal Year 2022-2023 Budget, for the Panther Trails Community Development District.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to close the Public Hearing on Fiscal Year 2022-2023 Budget, for the Panther Trails Community Development District.



**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03,  
Adopting Fiscal Year 2022-2023 Final  
Budget**

Mr. Nielsen presented Resolution 2022-03, Adopting Fiscal Year 2022-2023 Final Budget to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Travis, with all in favor, the Board of Supervisors adopted Resolution 2022-03, Adopting Fiscal Year 2022-2023 Final Budget for the Panther Trails Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03,  
Imposing Special Assessments and  
Certifying an Assessment Roll**

Mr. Nielsen presented Resolution 2022-03, Imposing Special Assessments and Certifying an Assessment Roll to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors adopted Resolution 2022-03, Imposing Special Assessments and Certifying an Assessment Roll, for the Panther Trails Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration Resolution 2022-04,  
Setting the Meeting Schedule for  
Fiscal Year 2022-2023**

Mr. Nielsen presented Resolution 2022-04, Setting the Meeting Schedule for Fiscal Year 2022-2023 to the Board.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors adopted Resolution 2022-04, Setting the Meeting Schedule for Fiscal Year 2022-2023, for the Panther Trails Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 22-23  
Addendum to the Rizzetta  
Agreement**

Mr. Nielsen presented Fiscal Year 22-23 Addendum to the Rizzetta Agreement to the Board.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved Fiscal Year 22-23 Addendum to the Rizzetta Agreement, for the Panther Trails Community Development District.

**TENTH ORDER OF BUSINESS**

**Ratification of Bad Board Contract**

Mr. Nielsen presented the Bad Boar Contract to the Board for ratification.

On a Motion by Mr. Smith, seconded by Mr. Travis, with all in favor, the Board of Supervisors approved to authorize the Chairman to continue extending the Bad Boar Hog Trapping contract on a monthly basis, as needed; with a renewal date on the 21<sup>st</sup> of the month, for the Panther Trails Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Fitness Equipment  
Proposal**

Mr. Nielsen presented the Fitness Equipment Proposal to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the Fitness Equipment proposal for replacement cardio machines, and requested an additional proposal for a Stairmaster, for the Panther Trails Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2021  
Audit**

Mr. Nielsen presented Fiscal Year 2021 Audit to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Travis, with all in favor, the Board of Supervisors approved Fiscal Year 2021 Audit, for the Panther Trails Community Development District.

**THIRTEENTH ORDER OF BUSINESS**                      **Consideration of Shade Proposals**

Mr. Nielsen presented the Shade Proposals to the Board.

The Board decided to postpone the Shade Proposals to next agenda, to review the single post proposal from Florida Playstructures, and the Industrial Shadeports proposal.

**FOURTEENTH ORDER OF BUSINESS**                      **Consideration of Pergola Proposals**

Mr. Nielsen presented the Pergola Proposals to the Board.

The Board decided to postpone the Pergola Proposals to the next agenda, to review the Lawn Masters and Commercial Pergola proposals.

**FIFTEENTH ORDER OF BUSINESS**                      **Staff Reports**

**A. Pond Report**

Mr. Nielsen presented the Pond Report to the Board for June and July 2022.

The Board requested the District Engineer review erosion on Pond 10 and advise on necessary repairs.

**B. Landscape Inspection Report & Proposals**

Mr. Schaub presented the Field Report. There were no comments or questions from the Board.

**1. Consideration of LMP Proposals**

Ms. Means presented the LMP Proposals to the Board.

The Board requested LMP Proposal #77972 be postponed for reconsideration at the next meeting.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved LMP Proposal #77992 to be scheduled immediately prior to the shed installation, for the Panther Trails Community Development District.

**C. District Counsel**

Not present. No report.

**D. District Engineer**

Mr. Woodcock updated the Board.

**E. Clubhouse Manager**

Ms. Teixeira presented the Clubhouse report to the Board.

The Board discussed resident requests to extend the fitness center hours, and decided to maintain the current hours to ensure supervision of the Clubhouse.

**F. District Manager**

Mr. Nielsen advised the next regularly scheduled meeting will be held on October 13, 2022 at 5:30 p.m., after cancelling the September meeting.

Mr. Nielsen presented the District Manager Report to the Board. There were no comments or questions from the Board.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Nielsen asked if there were any Supervisor requests. There were none.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Nielsen requested a motion to adjourn the meeting unless there was any further business to come before the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:37 p.m., for the Panther Trails Community Development District.

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

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

# **PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT**



District Office · Riverview, Florida · 813-994-1001

Mailing Address - 3434 Colwell Ave, Suite 200, Tampa Florida 33614

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

## **Operation and Maintenance Expenditures July 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2022 through July 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$92,978.67**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ABM Building Services, LLC	003372	17233432	A/C Maintenance Services 06/22	\$ 667.25
Bad Boar Trapping & Outfitters, LLC.	003392	062222 Bad Boar	Monthly Services 06/22	\$ 1,500.00
Blake Wanecski dba Poop 911	003389	5698077	9 Stations Emptied 06/22	\$ 237.90
BOCC	003375	6919533420 06/22	11796 Ekker Rd and Lift Station 06/22	\$ 315.95
BOCC	003400	6919533420 07/22	11796 Ekker Rd and Lift Station 07/22	\$ 163.69
Bright House Networks	202207-1	040845301062622	Clubhouse Phone/Internet/Cable 07/22	\$ 375.90
Bright House Networks	003383	079119001070222	8310 Carriage Pointe Dr Cameras 07/22	\$ 57.98
Bright House Networks	003384	097118401070222	8040 Carriage Pointe Dr Cameras 07/22	\$ 57.98
Burr & Forman LLP	003373	1320493	Legal Services 05/22	\$ 390.00
DCSI, Inc.	003393	29698	Surveillance System Install 06/22	\$ 26,215.00
DCSI, Inc.	003374	29729	Access Gate Service 06/22	\$ 115.00
Florida Department of Revenue	003385	Sales Tax 07/22	Sales & Use Tax 07/22	\$ 3.49
Innersync	003386	20517	Website ADA Compliance 07/22	\$ 384.38

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Landscape Maintenance Professionals Inc	003394	168475	Irrigation Repairs 06/22	\$ 250.00
Landscape Maintenance Professionals Inc	003376	168570	Irrigation Repairs 06/22	\$ 180.00
Landscape Maintenance Professionals Inc	003376	168576	Tree Removal and Clean UP	\$ 693.00
Landscape Maintenance Professionals Inc	003394	168714	Landscape Maintenance 07/22	\$ 10,991.35
Landscape Maintenance Professionals Inc	003394	168896	Pest Control 06/22	\$ 175.00
McDermitt Davis & Company LLC	003387	52587	Audit Services FY 20/21	\$ 3,600.00
Nick Knows LLC	003377	PTCDD31	Clubhouse Cleaning 06/22	\$ 1,500.00
Nick Knows LLC	003388	PTCDD32	Installed Dog Water Fountain 07/22	\$ 1,800.00
Nick Knows LLC	003395	PTCDD33	Clubhouse Cleaning 07/22	\$ 1,500.00
Republic Services #696	003399	0696-001042918	Disposal Service 08/22	\$ 169.00
Rizzetta & Company, Inc	003390	INV0000068157	Personnel Reimbursement 05/22	\$ 6,743.83
Rizzetta & Company, Inc	003390	INV0000069372	District Management Fees 07/22	\$ 5,122.09
Rizzetta & Company, Inc	003381	INV0000069556	Personnel Reimbursement 06/22	\$ 5,510.09

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc	003396	INV0000069600	Amenity - Cell 06/22	\$ 63.75
Rizzetta & Company, Inc	003396	INV0000069621	Personnel Reimbursement 07/22	\$ 6,574.28
Solitude Lake Management	003397	PI-A00849006	Monthly Lake & Pond Services 07/22	\$ 1,499.68
Tampa Electric Company	3391	Summary Bill 06/22	Summary Bill 06/22	\$ 12,281.83
Terminix Processing Center	3382	421549539	Pest Control 06/22	\$ 69.00
US Bank	3398	6502882	Trustee Fees Series 2015 - 04/01/22- 03/31/23	<u>\$ 3,771.25</u>
<b>Report Total</b>				<u><b>\$ 92,978.67</b></u>



**SECOND ADDENDUM TO THE CONTRACT  
FOR  
PROFESSIONAL LANDSCAPE INSPECTION SERVICES**

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This Second Addendum to the Contract for Professional Landscape Inspection Services (this “**Addendum**”), is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the “**Effective Date**”), by and between **Panther Trails Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Hillsborough County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the contract for Professional Landscape Inspection Services dated **October 19, 2018** (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit A** – Schedule of Fees of the Fees and Expenses section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **EXHIBIT A** – Schedule of Fees attached.

The amended **Exhibit A** – Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: William J. Rizzetta

PRINTED NAME: President

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMMUNITY: Panther Trails Community Development District

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **EXHIBIT A**

### **Schedule of Fees**

#### **STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

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#### **MONTHLY**

\$700

#### **ADDITIONAL AND LITIGATION SUPPORT SERVICES:**

Additional and Litigation Support Services will be billed hourly pursuant to the current hourly rates shown below:

<b>Job Title:</b>	<b>Hourly Rate:</b>
Principal	\$300.00
Vice President	\$250.00
Chief Financial Officer	\$250.00
Director	\$250.00
Information Technology Manager	\$225.00
Regional District Manager	\$225.00
Financial Services Manager	\$225.00
Accounting Manager	\$200.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Senior Helpdesk Support Engineer	\$175.00
Financial Analyst	\$150.00
Division Manager Landscape Inspection Services	\$150.00
Senior Accountant	\$150.00
Landscape Specialist	\$125.00
Financial Associate	\$125.00
Community Association Coordinator	\$100.00
Staff Accountant	\$100.00
Information Technology	\$100.00
Accounting Clerk	\$85.00
Administrative Assistant	\$85.00

## FIRST ADDENDUM TO THE CONTRACT FOR PROFESSIONAL AMENITY SERVICES

This First Addendum to the Contract for Professional Amenity Services (this “**First Addendum**”), is made and entered into as of the 2022 day of October 1st (the “**Effective Date**”), by and between Panther Trails Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Hillsborough County, Florida (the “**District**”), and Rizzetta & Company, Inc., a Florida corporation (the “**Consultant**”).

### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for Professional Amenity Services dated January 1<sup>st</sup>, 2021 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend Exhibit B of the Fees and Expenses section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit B attached.

The amended Exhibit B is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this First Addendum as of the Effective Date.

**Rizzetta & Company, Inc.**

By: \_\_\_\_\_  
William J. Rizzetta, President

**Panther Trails  
Community Development District**

By: \_\_\_\_\_  
Chairman of the Board of Supervisors



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

**EXHIBIT B  
SCHEDULE OF FEES**

**AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2022 to September 30, 2023.**

**PERSONNEL:**

**Full Time Personnel (40 hours per week)**

- Clubhouse Manager
- Assistant Clubhouse Manager

**Part Time Personnel (45 hours per week)**

- Clubhouse Attendants

	<b>ANNUAL</b>
Budgeted Personnel Total <sup>(1)</sup>	\$ 165,070.
General Management and Oversight <sup>(2)</sup>	\$ 13,200.
<b>Total Services Cost:</b>	<b>\$ 178,270.</b>

**One-Time Payroll Deposit <sup>(3)</sup>**

- Revised payroll deposit \$12,785, minus current deposit \$11,623.

**\$ \$1,162.**

**(1).** Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

**(2).** General Management and Oversight: The costs associated with Rizzetta & Company, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

**(3).** Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED