

1 **MINUTES OF MEETING**

2 **WATERLEAF**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Waterleaf Community Development
5 District was held on Tuesday, November 17, 2020 at 6:15 p.m. at Waterleaf Amenities Center, 13151
6 Waterleaf Vista Blvd, Riverview, FL 33579.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Krause called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Bob Neal	Board Supervisor, Chairman
11	Rich Gaines	Board Supervisor, Vice Chairman
12	John Daux	Board Supervisor, Assistant Secretary
13	Doug Draper (<i>via telephone</i>)	Board Supervisor, Assistant Secretary
14	Lori Price (<i>via telephone</i>)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Larry Krause	Assistant District Manager, DPFPG Management & 17 Consulting
18	Vivek Babbar	District Counsel, Straley Robin Vericker
19	Tonja Stewart	District Engineer, Stantec
20	Scott Smith	Regional Director, Vesta Property Services

21 *The following is a summary of the discussions and actions taken at the November 17, 2020 Waterleaf CDD*
22 *Board of Supervisors Regular Meeting.*

23 **SECOND ORDER OF BUSINESS – Audience Comments**

24 There being none, the next item followed.

25 **THIRD ORDER OF BUSINESS – Consent Agenda**

26 A. Consideration and Approval of the October 13, 2020 Regular Meeting Minutes

27 Mr. Neal requested for more of the Board's discussions to be reflected in the minutes, particularly
28 with regards to action items.

29 B. Acceptance of the June and September 2020 Unaudited Financial Statements

30 Mr. Neal stated that there were issues with how actual revenue and expenditures were reflected in
31 both the June and September unaudited financial statements.

32 **FOURTH ORDER OF BUSINESS – Business Matters**

33 A. Oath of Office of Newly-Elected Supervisor

34 Mr. Krause indicated that Mr. Daux had provided his paperwork for the oath of office and was now
35 a member of the Board.

36 B. Exhibit 1: Discussion on Community Boardwalk Repairs

37 Mr. Krause provided a summary on the bids received for boardwalk repairs, and noted the
38 recommendation for working with the vendor Absolute Outdoors. Discussion ensued regarding
39 starting dates for work. The Board requested for District Management to follow up and report back
40 to the Board for availability of starting dates, additionally requesting for work to begin no later than
41 the first week of January 2021.

42 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved for
43 District Counsel to draft the agreement with Absolute Outdoors to begin boardwalk repairs, with the
44 contingency of the start date for work per the proposal, and with District Counsel to include a 1-year
45 warranty for repairs, in the amount of \$76,100.00, for the Waterleaf Community Development District.

46 C. Exhibit 2: Discussion and Acceptance of the Pond Report date November 1, 2020

47 The Board reviewed, discussed, and accepted the pond report. Mr. Babbar advised that no formal
48 motion for acceptance was required of the Board.

49 D. Exhibit 3: Discussion on Transitioning to Amenity Center Management versus Security

50 Mr. Smith presented the packet detailing services that Vesta would be providing. Mr. Smith
51 indicated that this would be a three-year contract. The Board indicated that the proposed hours of
52 10-6 did not work, and Mr. Smith advised that the hours were flexible. Discussion ensued regarding
53 the expected personnel schedule. Mr. Daux offered to work with Vesta to draft a revised proposal
54 for District Management to distribute to the Board for consideration, with a target for the next
55 monthly meeting.

56 E. Exhibit 4: Decision on Amenity Center Access Control and Monitoring System

57 Mr. Krause advised that District Management had worked with three different vendors to acquire
58 quotes to fill the vacancy in amenity center access control and monitoring. Mr. Krause noted quotes
59 from Johnson Controls at \$4,495, Allied Security at \$6,631.50, and Surveillance Technology at
60 \$5,140, adding recommendations for Johnson Controls.

61 The Board questioned whether the proposals would monitor for trespassers after hours, particularly
62 at the pool, as well as details about motion sensors. Discussion ensued, with the Board directing
63 Mr. Daux to review with the vendor and report back to the Board.

64 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
65 the contract with Johnson Controls, pending response regarding motion detectors and monitoring of security
66 systems, in the amount of \$4,495.00, for the Waterleaf Community Development District.

67 F. Exhibit 5: Board Discussion on Upcoming Projects for FY 20-21

68 Mr. Krause stated that the reserve study recommended repainting the monument entrance, seal
69 coating the clubhouse parking lot, and repainting pool trellises. Mr. Krause added that staff was
70 recommending the development of an annual pressure washing program, sidewalk repair program,
71 developing a pond erosion plan, addressing issues with the stagnant substance in Phase 6b Pond K,
72 replacing soap dispensers in restrooms, and replacing paper towels with hand dryers in the
73 restrooms. The Board also noted an additional pond in maps and requested that pond maintenance
74 staff determine whether it belonged to the District.

75 G. Exhibit 6: Discussion on Wildlife Trapping Contract and continuation of services

76 Mr. Krause gave an overview of ongoing hog activity and costs incurred. The Board noted the cost-
77 share agreement between the CDD and HOA for the contract due to budgetary restraints, and
78 discussed the current situation. Mr. Gaines suggested for the District to go with a cheaper trapper.
79 The Board requested for staff to seek quotes for 1-year contracts for wildlife trapping.

80 H. Exhibit 7: Discussion on options to address speeding within the community

81 Mr. Gaines indicated that the District needed to certify speed signs with law enforcement. The
82 Board directed the District Engineer to follow up and report back. The Board discussed the
83 effectiveness of gate closures and speed bumps.

- 84 I. Exhibit 8: Consideration and Acceptance of **Resolution 2021-01**, Designating Local District
85 Records Office

86 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board adopted the
87 **Resolution 2021-01**, Designating Local District Records Office for the Waterleaf Community
88 Development District.

- 89 J. Exhibit 9: Consideration and Acceptance of **Resolution 2021-02**, Designating Officers

90 Mr. Babbar advised that Mr. Draper was in a qualified elector seat, which was intended to be filled
91 by a resident of the District. Mr. Neal suggested that the Board designate himself as Chair due to
92 his length of time served as a Supervisor, and suggested designating Mr. Gaines as Vice Chair of
93 the Board of Supervisors. The Board concurred with the designations suggested.

94 On a MOTION by Mr. Daux, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board adopted the
95 **Resolution 2021-02**, Designating Officers for the Waterleaf Community Development District.

96 **FIFTH ORDER OF BUSINESS – Administrative Matters**

- 97 A. Ratify PO's and Contracts #159-177

98 The Board requested that PO #164 regarding gate clicker transmitters be reviewed, questioning the
99 number ordered, and Mr. Neal asked whether #174 was being paid out of reserves.

100 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
101 the ratification of PO's and Contracts #159-177, except for Pos #164 and #174, for the Waterleaf
102 Community Development District.

103 **SIXTH ORDER OF BUSINESS – Staff Reports**

- 104 A. District Manager

105 Mr. Krause noted that District Management had hired a new pond maintenance vendor, and had
106 worked with vendors to replace the pool pump and relandscape the amenity center pool area. Mr.
107 Krause advised that Brightview was aware of the issue with the tension wire around the dog park.
108 Mr. Daux indicated that plants by the pool area had been dying, and asked whether Brightview was
109 aware that the wire issue persisted in multiple locations.

110 Mr. Krause noted that a tree that had been growing out of the conservation area into a resident's
111 property on Cross Vine Drive had been trimmed by staff. The Board questioned whether this was
112 covered in the contract for regular maintenance, and Mr. Krause stated that he would review. The
113 Board additionally suggested informing residents to trim overgrowth in their property.

114 Other vendor work throughout the District was discussed, particularly with streetlights, hog
115 damage, and irrigation. Mr. Krause additionally advised as to letters of notification for potential
116 other Board members, the discussion of which was tabled.

117 The Board discussed the sidewalk repair plan, which Ms. Stewart stated she was working on. Ms.
118 Stewart indicated that she had drawings of the sidewalks, and would be visiting the site with Mr.
119 Gaines to determine what needed work. The Board directed Ms. Stewart to assess sidewalks for
120 ADA compliance, specifying a number of sidewalk areas that terminated without adjacent
121 connections.

- 122 B. District Counsel

123 Mr. Babbar noted communications with the School District attorney regarding the school bus issue.
124 Mr. Babbar additionally commented on impacts on District easements, as well as the details
125 regarding public records needing to be provided to District Management.

126 C. District Engineer

127 Ms. Stewart stated that she had no further reports.

128 **SEVENTH ORDER OF BUSINESS – Supervisor Requests**

129 Mr. Neal asked what the security guard’s hours and responsibilities were. Mr. Neal indicated that
130 pools close at dusk and that people played basketball at night, and that security needed to be
131 informed as to what to patrol.

132 **EIGHTH ORDER OF BUSINESS – Audience Comments – New Business**

133 There being none, the next item followed.

134 **NINTH ORDER OF BUSINESS – Adjournment**

135 Mr. Krause asked for final questions, comments, or corrections before requesting a motion to
136 adjourn the meeting. There being none, Mr. Gaines made a motion to adjourn the meeting.

137 On a MOTION by Mr. Gaines, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board adjourned
138 the meeting for the Waterleaf Community Development District.

139 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
140 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
141 *including the testimony and evidence upon which such appeal is to be based.*

142 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
143 **meeting held on _____.**

144

Signature

Signature

Printed Name

Printed Name

145 **Title:** Secretary Assistant Secretary

Title: Chairman Vice Chairman