

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, March 9, 2021 at 6:15 p.m. at The Alley at Southshore Bay, 10221 Big Bend
6 Road, Riverview, FL 33578.

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

8 Ms. Elliott-Moore 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 phone</i>)	Board Supervisor, Assistant Secretary
14	Lori Price (<i>via phone</i>)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Tonya Elliott-Moore	District Manager, DPFG Management & Consulting
17	Larry Krause	Assistant District Manager, DPFG Management & 18 Consulting
19	Vivek Babbar	District Counsel, Straley Robin Vericker
20	Tonja Stewart	District Engineer, Stantec
21	Steve Stafford	Artemis
22	Linda Davies	Resident

23 *The following is a summary of the discussions and actions taken at the March 9, 2021 Waterleaf CDD*
24 *Board of Supervisors Regular Meeting.*

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

26 There being none, the next item followed.

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

28 A. Consideration and Approval of the February 9, 2021 Regular Meeting Minutes

29 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the
30 February 9, 2021 Regular Meeting Minutes, for the Waterleaf Community Development District.

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

32 A. Exhibit 1: Consideration and Approval of **Resolution 2021-01***, Adopting FY 20-21 Budget
33 Amendment

34 Ms. Elliott-Moore explained that this amendment notated expenses that were considered as reserve
35 expenses.

36 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board adopted
37 **Resolution 2021-01***, Adopting FY 20-21 Budget Amendment, for the Waterleaf Community
38 Development District.

39 *This resolution was updated to **2021-03** due to a scrivener's error on the original agenda.

40 B. Exhibit 2: Acceptance of the January 2021 Unaudited Financial Statement

41 Ms. Elliott-Moore advised that the water bill was abnormally high for this month. The Board asked
42 for clarification as to why this was so, and Mr. Stafford advised that there may have been a leak in
43 the pool, and that a leak detection company was scheduled to come out. Ms. Elliott-Moore advised
44 that staff would look out for any unexpected variances similar to this moving forward.

45 On a MOTION by Mr. Daux, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board accepted the
46 January 2021 Unaudited Financial Statement, for the Waterleaf Community Development District.

47 C. Exhibit 3: Consideration and Approval of the Community Coordination Agreement with HOA

48 Mr. Babbar advised that this was the same agreement presented at the previous meeting. Mr. Daux
49 suggested allowing the HOA to review the agreement first.

50 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board tabled
51 consideration of the Community Coordination Agreement with the HOA, for the Waterleaf Community
52 Development District.

53 Following the motion, Ms. Elliott-Moore advised that Mr. Krause would reach out to Ms. Dann
54 providing the agreement.

55 D. Exhibit 4: Consideration and Approval of the Miller Security proposal for Amenity
56 Monitoring/Access System

57 Mr. Stafford presented the capabilities of the monitoring system, explaining that it included a
58 motion detection system that captures photos/videos to send to a designated security person. Mr.
59 Stafford fielded questions from the Board about camera quality and quantity, costs, and usage. Mr.
60 Gaines indicated that the system should not be intended as a replacement for the security guard
61 which was still needed at certain times. Mr. Daux asked for clarification on language in the quote
62 regarding scheduled times, and asked whether the quote should include the scope of hours. Mr.
63 Babbar advised that hours could be specified by a “not to exceed” amount.

64 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
65 the Miller Security proposal for Amenity Monitoring/Access System, pending clarification as to the scope
66 of hours covered under the current price, encompassing the District’s needs, for the Waterleaf Community
67 Development District.

68 Following the motion, Mr. Neal asked whether funds for this item could be taken from reserves.
69 Ms. Elliott-Moore stated that the District currently had continuous monitoring funds budgeted for
70 Access Control Systems. Mr. Neal stated that he felt funding from the reserves would be
71 appropriate as it may be covered as part of replacement equipment.

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

73 A. Exhibit 5: Ratify PO’s and Contracts #188-190

74 Mr. Neal asked whether the mulch under PO #188 had been fully installed by Brightview, and Ms.
75 Elliott-Moore advised that it had. Mr. Daux suggested that this item had not been an emergency
76 and could have been brought before the Board for approval. Discussion ensued regarding spending
77 thresholds and approval.

78 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
79 the ratification of all PO’s and contracts, for the Waterleaf Community Development District.

80 B. Exhibit 6: Fully Executed Agreement for Field Management Services with Artemis Connected

81 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
82 the Fully Executed Agreement for Field Management Services with Artemis Connected, for the Waterleaf
83 Community Development District.

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

85 A. District Manager

- 86 • Status Report of Repair/Maintenance Items in Process

87 Mr. Stafford and the Board discussed a leak, in addition to sidewalk repairs needed. Ms.
88 Elliott-Moore advised that she had several Districts that worked with Precision Sidewalk.
89 Ms. Elliott-Moore additionally advised that she could work with Ms. Dann regarding
90 providing an air table report.

- 91 • Boardwalk Replacement Update

92 Mr. Stafford summarized his meeting with the contractor regarding quality of work, and
93 that while the contractor had proceeded to do a reasonably good job with Bridge 2, they
94 had not been back on the site in two weeks and had left the bridge 90% complete. Mr.
95 Stafford noted that the contract had a duration of 120 days to complete the work. Mr. Neal
96 asked to follow up with the company, and Ms. Elliott-Moore stated that she was contacting
97 the vendor. Mr. Neal additionally expressed concerns regarding a lack of remedy for the
98 issue, and Mr. Babbar advised that the extent of remediation possible would involve
99 termination of the contractor, unless the District wished to sue, which he advised against.
100 Mr. Babbar stated that future contracts could include liquidated damages provisions, but
101 this provision tended to scare away contractors. Mr. Daux asked whether painting handrails
102 was part of the scope, and Mr. Stafford stated that this was not, though staining was. Mr.
103 Daux encouraged more scrutiny in contract review, stating that he felt the contract did not
104 encompass a “complete” job as the bridges would still have old paint after the work.

- 105 • Pond Report

106 Ms. Davies stated that the “good/bad/ugly” metrics had been added to the report, with
107 “bad” and “ugly” graded ponds to receive priority.

108 B. District Counsel

109 Mr. Babbar advised that Counsel was continuing to monitor Florida Legislature regarding multiple
110 bills that may impact the CDD tangentially with regards to constructing contracts and RFP
111 documents, as well as H.B. 35 which would affect newspaper notices.

112 C. District Engineer

113 The District Engineer was not present to provide a report.

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

115 Mr. Daux requested for a project list in some form involving prioritization, timeframes, and how
116 to address items. Mr. Neal commented that some information was on the Breeze website air table.
117 Mr. Daux stated that he felt there was an opportunity to better utilize the system. Mr. Daux
118 additionally commented that there was a pile of debris and dirt when entering into the community,
119 requesting that it be cleaned.

120 Mr. Neal asked for an update on Vesta’s build-out for the office area. Mr. Neal additionally
121 questioned charges for DPFG providing field services for January and February as the District
122 transitioned to Artemis, expressing concerns about doubling charges. Ms. Elliott-Moore stated that

123 field services had been provided by DPF, and that the tech had created the report with the project
124 list item. Ms. Elliott-Moore stated that her understanding was that the expectation was for DPF
125 to perform field services in the interim, and Mr. Neal recalled the Board determining that the
126 District would transition to Artemis on January 13. Ms. Elliott-Moore stated that she would consult
127 with accounts payable. Mr. Neal commented on landscape replenishment, requesting a separate
128 proposal specific to Balm and Big Bend. Mr. Neal also asked when Panther Trace would be open
129 for meetings, and suggested a nearby hotel as a meeting location, noting costs with the current
130 meeting location.

131 Mr. Gaines noted that a property on Watervista and Sand Myrtle was retaining water, and asked
132 about certifying signs. Ms. Elliott-Moore recalled the District Engineer commenting that sign
133 certification may be cost-prohibitive in the short-term. Discussion ensued regarding hiring off-duty
134 officers.

135 Ms. Elliott-Moore noted that Waterleaf CDD's District Manager position may potentially switch
136 to Ms. Thibault, due to experience in finance and budgeting, and noted some potential issues in
137 scheduling. Ms. Elliott-Moore noted that Ms. Thibault would be willing to meet on the second
138 Monday of each month, though this would need to be publicly advertised. Mr. Neal noted that Ms.
139 Thibault was DPF's Senior District Manager, and handled the budgets.

140 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
141 changing the meeting dates and times to the second Monday of each month, beginning at 6:00 p.m. on April
142 12, for the Waterleaf Community Development District.

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

144 Ms. Davies commented on excess parking in the amenity center parking lot, and expressed concerns
145 regarding there not being any room with spring break upcoming.

146 **NINTH ORDER OF BUSINESS – Adjournment**

147 Ms. Elliott-Moore asked for final questions, comments, or corrections before requesting a motion
148 to adjourn the meeting. There being none, Mr. Daux made a motion to adjourn the meeting.

149 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board adjourned
150 the meeting for the Waterleaf Community Development District.

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

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

156

Signature

Signature

Printed Name

Printed Name

157 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman