

**MINUTES OF MEETING
WATERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Waterleaf Community Development District was held on June 10, 2024 at 5:30 p.m. at Hillsborough County Library, Riverview, 99511 Balm Riverview Rd., Riverview, FL 33569. The actions taken are summarized as follows:

FIRST ORDER OF BUSINESS: Roll Call

Mr. Jeskewich called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Patrick Sacripanti (S1)	Board Supervisor, Chair
Alex Auld (S2)	Board Supervisor, Assistant Secretary
Jim Ciciora (S5)	Board Supervisor, Assistant Secretary

Also present were:

Nichole Hawkins	<i>Appointed Board Supervisor (S3), Assistant Secretary</i>
Barry Jeskewich	District Manager, Vesta District Services
Savannah Hancock	Kilinski Van Wyk
Meredith Hammock	District Counsel, Kilinski Van Wyk <i>(Virtually)</i>
Tonja Stewart	District Engineer, Stantec <i>(Virtually)</i>
Jennifer Goldyn	Regional Director, Inframark
Michael Perez	Inframark
Kerry Satterwhite	Field & Amenities Manager, Inframark <i>(Virtually)</i>
Scott Carlton	LMP
Kyle DuBois	United Land Services
Christi Cochran	United Land Services
Jon Souers	Yellowstone

SECOND ORDER OF BUSINESS: Opening Invocation – Mr. Ciciora

THIRD ORDER OF BUSINESS: Pledge of Allegiance

FOURTH ORDER OF BUSINESS: Audience Comments – Agenda Items *(Limited to 3 minutes per individual for agenda items)*

There being none, the next item followed.

FIFTH ORDER OF BUSINESS: Guest Presentation – Inframark

Ms. Goldyn discussed the distributed proposal for District Management. She and Mr. Perez responded to Supervisor questions.

Ms. Hammock advised that District Management service does not have a Statutory threshold requiring a public bid, it would be Supervisor decision whether to review other proposals or take action on this proposal.

Mr. Ciciora MOTIONED to approve Inframark as the new District Manager. Supervisors discussed the motion, the current District Management service and the process for selecting a new District Manager.

On an AMENDED MOTION by Mr. Ciciora, SECONDED by Mr. Sacripanti, WITH ALL IN FAVOR, the Board approved District Counsel proceed with an informal request for proposals for District Management Services, for the Waterleaf Community Development District.

District Counsel will provide input on any vendors they have worked with previously.

SIXTH ORDER OF BUSINESS: Wetland Setback Variance Policy

A. Rates & Fees Public Hearing

1. Open Public Hearing

On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Rates & Fees Public Hearing related to the Wetland Setback Variance Policy was opened, for the Waterleaf Community Development District.

2. Exhibit 1: Presentation of Wetland Setback Variance Policy

Ms. Hammock presented an overview of the Wetland Setback Variance Policy. The policy applies to any requests by residents to modify or construct, or install improvements within the 30 ft setback from the wetland conservation areas, if the setback is owned by the Waterleaf CDD. At the pleasure of the Board, a modification can be made to note that if a homeowner owns a setback, the policy does not apply to them. Approval of request procedures would be subject to the Hillsborough County Environmental Protection Commission requirements.

The resident would submit an application to the District Manager, with a \$5,000 deposit used to offset the cost of processing the request and any/all associated fees incurred by the District to submit the request to the EPA for pre-approval. Any unused portion of the deposit would be returned to the resident. The resident would be required to fund any application costs in excess of the \$5,000 deposit.

Only EPC pre-approved applications will be considered by the District. The Board may deny a setback modification and maintenance application that has been pre-approved by the EPC if it is not considered in the best interest of the District. Applications denied by the EPC will not be considered by the District.

The policy under discussion only applies to residents who wish to modify and maintain the District-owned setback adjoining their property.

Residents whose property includes a wetland setback are required to obtain approval from the EPC for any improvements/modifications they wish to make to a setback located on their property, but they do not need to obtain an additional agreement with the District once the EPC approval is received.

3. Public Comments

Comments were heard regarding a map, enforcement and violations of the policy. Supervisors requested a copy of the policy be sent to residents affected by the policy.

4. Close Public Hearing

On a MOTION by Mr. Sacripanti, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Rates & Fees Public Hearing related to the Wetland Setback Variance Policy was closed, for the Waterleaf Community Development District.

B. Exhibit 2: Consideration and Adoption of **Resolution 2024-10, Adopting Conservation Setback Area Variance Policy**

On a MOTION by Mr. Auld, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board adopted Resolution 2024-10, Adopting Conservation Setback Area Variance Policy effective July 1, 2024, and requested a written communication be sent to residents notifying them of the adopted policy, for the Waterleaf Community Development District.

SEVENTH ORDER OF BUSINESS: Landscape and Irrigation Maintenance

A. Consideration of Landscape Maintenance Vendor

1. Exhibit 3: Review of Landscape Maintenance Draft Agreement and Initial Scope of Work

2. Presentation of Landscape Maintenance Proposals

Supervisors discussed the proposals. Representatives from LMP (Scott Carlton), United, and Yellowstone were acknowledged and given an opportunity to respond to Supervisor questions.

3. Exhibit 4: Evaluation of Landscape Maintenance Bids

Ms. Hammock discussed guidelines for evaluating the proposals.

Supervisors were advised that scoring is to be based exclusively on what was presented in the proposals.

The Board entertained comments from the audience.

Mr. Satterwhite provided input on his experiences with the landscape vendors and his comparison of the costs listed in the proposals.

B. Approval of Bid Scoring, and Authorization of Staff to Proceed with Negotiations for Landscape and Irrigation Maintenance Services

C. Consideration of Termination Without Cause of Existing Landscape Maintenance Vendor

On a MOTION by Mr. Sacripanti, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board deferred consideration of a Landscape Maintenance vendor until the July meeting, for the Waterleaf Community Development District.

EIGHTH ORDER OF BUSINESS: Consideration of Seat 3 Appointment

A. Exhibit 5: Discussion of Seat 3 Candidates

Ms. Hawkins addressed the Board regarding her candidacy and responded to Supervisor questions.

Mr. Auld commented on Ms. Hawkins positive impact in the community.

Mr. Auld raised a potential perception of conflict of interest regarding his involvement with the HOA Board. Ms. Hammock advised that if there is no special private gain or loss to an existing Supervisor or a Supervisor's employer, with regards to this vote to appoint a Supervisor, then there is no conflict of interest under *F.S. 112*.

Ms. Hancock recommended another volunteer take over notifications posted to the Waterleaf Facebook group.

On a MOTION by Mr. Sacripanti, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board approved appointing Ms. Hawkins as Supervisor in Seat 3, for the Waterleaf Community Development District.

B. Oath of Office

Ms. Hammock advised that the oath of office had to be administered and signed before a Notary before Ms. Hawkins could cast a vote as a Supervisor.

C. Review of Public Records and Government in the Sunshine

D. Exhibit 6: Consideration and Adoption of **Resolution 2024-11, Designating Officers**

On a MOTION by Mr. Sacripanti, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board adopted Resolution 2024-11, Designating Officers: Patrick Sacripanti (Chair), Jim Ciciora (Vice Chair), Alex Auld (Assistant Secretary), John Daux (Assistant Secretary), and Nichole Hawkins (Assistant Secretary), for the Waterleaf Community Development District.

NINTH ORDER OF BUSINESS: Staff Reports

A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*

Ms. Hancock reminded Supervisors of the required ethics training and requirement to file the annual Financial Report (Form 1) by July 1. Ms. Hammock announced the General Election qualifying period for Seats 1 and 4 began noon July 10th and ends noon July 14th. Candidate applications should be filed with the Supervisor of Elections.

Form 1 is required to be submitted within 30 days of a Supervisor appointment and annually by July 1.

Ms. Hammock advised that she is waiting for a response from HOA counsel on availability to discuss a deferral agreement on CDD parking rules and an easement agreement for concrete wall maintenance.

Creating an advanced liability waiver for residents to complete as part of the amenity center rental agreement is on hold until Board clarifies who is to be responsible for the work.

Mr. Sacripanti advised he was waiting for a response from the HOA president regarding terminating the Liberty Field easement agreement.

B. District Engineer – *Tonya Stewart, Stantec*

Ms. Stewart was not present at this point in the meeting. There being no report, the next item followed.

C. District Manager – *Vesta District Services*

Ms. Jeskewich had nothing to report.

A follow-up was requested regarding posting the action log and ticket log to allow Supervisors to view.

D. Exhibit 7: Field & Amenities Manager – *Inframark*

Mr. Pabon presented the Field & Amenities Manager report noting pond 22 mowing was forwarded to Brightview and TECO had been contacted about the streetlight.

Solar lights for the playground were discussed.

On a MOTION by Mr. Auld, SECONDED by Mr. Sacripanti, WITH ALL IN FAVOR, the Board approved Inframark to purchase and install solar lighting for the covered patio at the playground in an amount not to exceed \$300.00, for the Waterleaf Community Development District.

Signage at the playground stating the amenities close at dusk was discussed. This will be added to the ticket tracker.

A second quote for the ADA pool chair lift was received, but was higher than the previously approved amount. The Board approved a not-to-exceed at the previous meeting, Inframark will contact Ramps Plus to schedule the repair.

1. Exhibit 8: Review of Field Requests and Open Projects

The full quote for the three Liberty Field concrete walls - caulk the cracks, clean and paint in the amount of \$2,984.92 was discussed.

On a MOTION by Mr. Ciciora, SECONDED by Mr. Sacripanti, WITH ALL IN FAVOR, the Board approved Inframark to caulk, clean, and paint the Liberty Field walls in an amount of \$2,984.92, for the Waterleaf Community Development District.

Pressure washing the sidewalk at the mailbox kiosk was discussed.

On a MOTION by Mr. Auld, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board approved Inframark to pressure wash the sidewalk at the mailbox kiosk, in an amount of \$138.00, for the Waterleaf Community Development District.

a. Exhibit 9: Consideration of Pool Rules Sign Replacement

Consensus was for pool rules to be reviewed by District Counsel.

Mowing around the ponds at Liberty Field have been reviewed and the map for landscape maintenance updated. The Liberty Field HOA is aware of this update and will inform the homeowners. District Counsel has reached out to Liberty Field HOA counsel regarding maintenance of the pond swales.

b. Exhibit 10: Consideration of Inframark Proposal to Pressure Wash Sidewalk - \$259.20

The Oath of Office was administered to Ms. Hawkins at this point in the meeting.

The previously approved scope for the trail bridge bollards was discussed. A height requirement was not specifically approved. Ms. Hammock recommended obtaining feedback from the insurance provider. Mr. Jeskewich will contact Egis and provide information on bollard height.

2. Exhibit 11: Consideration of Hog Trapping Proposals

a. State Wildlife Trapper LLC (Jerry Richardson) - \$1,570/month (12-month contract) – *Previously Presented*

b. Swine Solutions - \$1,350/month

Mr. Auld presented the Swine Solutions proposal, with an initial recommendation of three months service.

Mr. Ciciora has contacted a number of companies regarding hog fencing, but no quotes have been received yet.

On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board approved Swine Solutions, in an amount of \$1,350.00/month, for the Waterleaf Community Development District.
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3. Exhibit 12: Aquatic Maintenance – *Sitex Aquatics*

a. Consideration of Sitex Proposal to Replace Club Rush with Pickerel Weed at Ponds 11 and 21 - \$33,903.00

This item was tabled.

4. Exhibit 13: Landscape Maintenance – *Brightview*

a. Consideration of Brightview 2024 Hurricane Plan and Pricing

This item was tabled, given the landscape vendor was deferred.

TENTH ORDER OF BUSINESS: Consent Agenda

A. Exhibit 14: Consideration and Approval of the Minutes of the Board of Supervisors Regular Meeting Held May 13, 2024

B. Exhibit 15: Consideration and Acceptance of the April 2024 Unaudited Financial Report

Mr. Auld made comments on the Financial Report, requesting follow up on the check register - May payroll payment to Mr. Daux instead of Mr. Crespo, and a Vesta Invoice dated 4/29 for \$73.10. He confirmed the March Galaxy Pro payment had been clarified, the monthly invoice and a payment for the front fountain painting verbally approved by Field Services in February. He requested the calculations on page 133 – 134 be corrected to show the year to date and an update on why a credit card fee was paid to Tampa Holiday Lighting.

C. Exhibit 16: Consideration and Acceptance of the 2023 Audited Financial Report

D. Exhibit 17: Ratification of the May 2024 Operations and Maintenance Expenditures

235 E. Exhibit 18: Ratification of Brightview Dead Pine Tree Removal at Playground -
236 \$325.00

237 F. Exhibit 19: Ratification of Brightview Irrigation Repair – Replace 1 Decoder
238 Zone 8 - \$325.00

239 On a MOTION by Mr. Auld, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board
240 approved the Consent Agenda – items A-F as presented, for the Waterleaf Community
241 Development District.

242 **ELEVENTH ORDER OF BUSINESS:** **Audience Comments – New Business** (*Limited*
243 *to 3 minutes per individual for non-agenda items*)

244 A question was asked regarding the traffic study. Inframark will be tasked with obtaining
245 quotes for speed bumps. Mr. Auld has requested a quote from Apex for a crosswalk to
246 the amenity center and will look into pricing for solar-powered flashing lights.

247 **TWELFTH ORDER OF BUSINESS:** **Supervisor Requests** (*Includes Next Meeting*
248 *Agenda Item Requests*)

249 Mr. Ciciora requested Ms. Stewart to provide pond elevations and their tributaries and
250 confirm the drain system are not blocked. Ms. Hancock advised that pumping water from
251 one pond to another may be restricted by SWFWMD.

252 **THIRTEENTH ORDER OF BUSINESS:** Exhibit 20: **Action Items Summary**

253 **District Counsel**

- 254 • Update for parking policy enforcement via the HOA
255 • Review pool rules for signage update

256 **District Engineer**

- 257 • Provide information on District's stormwater system – pond elevations
258 and waterflow

259 **District Manager**

- 260 • Check with A/P –May compensation for Mr. Daux instead of Mr. Crespo
261 • Vesta Invoice dated \$73.10
262 • Correct year to date spending % calculations
263 • Clarify why credit card used to pay Tampa Holiday lighting
264 • Contact Egis regarding height recommendations for bollards to prevent
265 golf cart access on trail bridges and forward recommendation Raul.
266 • Update on providing Supervisors access to ticket tracker
267 • Distribution of Conservation Setback Variance Policy

268 **Field Manager**

- 269 • Speed bump quotes

270 **FOURTEENTH ORDER OF BUSINESS:** **Next Meeting Quorum Check**

271 *The next Waterleaf Community Development District meeting is scheduled for 5:30 p.m. on July*
272 *8, 2024 at Hillsborough County Library, Riverview, 9951 Balm Riverview Rd., Riverview, FL*
273 *33569.*

274 All Supervisors present affirmed their intent to attend in person.

275 **FIFTEENTH ORDER OF BUSINESS: Adjournment**

276 On a MOTION by Mr. Sacripanti, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the
277 Board adjourned the meeting at 8:30 p.m., for Waterleaf Community Development District.

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

281 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
282 **noticed meeting held on July 8, 2024.**

283 Barry Jeskewich

284 ☐ Barry Jeskewich, Secretary

285 ☐ _____, Assistant Secretary

Patrick Sacripanti
Patrick Sacripanti (Aug 6, 2024 10:59 EDT)

☐ Patrick Sacripanti, Chair

☐ James Ciciora, Vice Chair