

**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 & Amenity Manager, Inframark (<i>Virtually</i>)
Scott Carlton	LMP
Kyle DuBois	United Land Services
Christi Cochran	United Land Services
Jon Souers	Yellowstone

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.

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

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

45 **SIXTH ORDER OF BUSINESS: Wetland Setback Variance Policy**

46 **A. Rates & Fees Public Hearing**

47 1. Open Public Hearing

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

51 2. Exhibit 1: Presentation of Wetland Setback Variance Policy

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

60 The resident would submit an application to the District Manager, with a
61 \$5,000 deposit used to offset the cost of processing the request and any/all
62 associated fees incurred by the District to submit the request to the EPA
63 for pre-approval. Any unused portion of the deposit would be returned to
64 the resident. The resident would be required to fund any application costs
65 in excess of the \$5,000 deposit.

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

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

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

78 3. Public Comments

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

82 4. Close Public Hearing

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

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

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

92 **SEVENTH ORDER OF BUSINESS: Landscape and Irrigation Maintenance**

93 A. Consideration of Landscape Maintenance Vendor

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

96 2. Presentation of Landscape Maintenance Proposals

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

100 3. Exhibit 4: Evaluation of Landscape Maintenance Bids

101 Ms. Hammock discussed guidelines for evaluating the proposals.

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

104 The Board entertained comments from the audience.

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

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

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

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

114 **EIGHTH ORDER OF BUSINESS: Consideration of Seat 3 Appointment**

115 A. Exhibit 5: Discussion of Seat 3 Candidates

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

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

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

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

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

129 B. Oath of Office

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

132 C. Review of Public Records and Government in the Sunshine

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

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

139 **NINTH ORDER OF BUSINESS: Staff Reports**

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

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

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

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

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

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

156 B. District Engineer – *Tonya Stewart, Stantec*

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

159 C. District Manager – *Vesta District Services*
160 Ms. Jeskewich had nothing to report.
161 A follow-up was requested regarding posting the action log and ticket log to allow
162 Supervisors to view.
163 D. Exhibit 7: Field & Amenities Manager – *Inframark*
164 Mr. Pabon presented the Field & Amenities Manager report noting pond 22
165 mowing was forwarded to Brightview and TECO had been contacted about the
166 streetlight.
167 Solar lights for the playground were discussed.

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

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

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

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

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

180 On a MOTION by Mr. Ciciora, SECONDED by Mr. Sacripanti, WITH ALL IN FAVOR, the
181 Board approved Inframark to caulk, clean, and paint the Liberty Field walls in an amount of
182 \$2,984.92, for the Waterleaf Community Development District.

183 Pressure washing the sidewalk at the mailbox kiosk was discussed.

184 On a MOTION by Mr. Auld, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board
185 approved Inframark to pressure wash the sidewalk at the mailbox kiosk, in an amount of
186 \$138.00, for the Waterleaf Community Development District.

187 a. Exhibit 9: Consideration of Pool Rules Sign Replacement
188 Consensus was for pool rules to be reviewed by District Counsel.

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

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

196

197 *The Oath of Office was administered to Ms. Hawkins at this point in the meeting.*
198 The previously approved scope for the trail bridge bollards was discussed.
199 A height requirement was not specifically approved. Ms. Hammock
200 recommended obtaining feedback from the insurance provider. Mr.
201 Jaskiewich will contact Egis and provide information on bollard height.

210 On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board
211 approved Swine Solutions, in an amount of \$1,350.00/month, for the Waterleaf Community
212 Development District.

213 3. Exhibit 12: Aquatic Maintenance – *Sitex Aquatics*
214 a. Consideration of Sitex Proposal to Replace Club Rush with
215 Pickerel Weed at Ponds 11 and 21 - \$33,903.00
216 This item was tabled.
217 4. Exhibit 13: Landscape Maintenance – *Brightview*
218 a. Consideration of Brightview 2024 Hurricane Plan and Pricing
219 This item was tabled, given the landscape vendor was deferred.

220 TENTH ORDER OF BUSINESS: Consent Agenda

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

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

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

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

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

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

District Counsel

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

District Engineer

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

District Manager

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

Field Manager

- 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

Patrick Sacripanti

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

284 Barry Jeskewich, Secretary

Patrick Sacripanti, Chair

285 _____, Assistant Secretary

James Ciciora, Vice Chair