



Rizzetta & Company

Harbourage at Braden River Community Development District

**Board of Supervisors' Meeting
March 11, 2020**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.harbouragecdd.org

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

Harbourage Recreation Center, 5705 Key West Place, Bradenton, FL 34203

Board of Supervisors	Tom Bonenberger	Chair
	Mike Malik	Vice Chair
	James Burke	Assistant Secretary
	Alan Garceau	Assistant Secretary
	Justin Sperko	Assistant Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Rick Schappacher	Schappacher Engineering

All Cellular phones and pagers must be turned off while in the meeting room.

The Audience Comments 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) 533-2950. 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.

**HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578**

**Board of Supervisors
Harbourage at Braden River Community
Development District**

March 3, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District will be held on **Wednesday, March 11, 2020 at 1:00 p.m.** at the Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on February 12, 2020Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for January 2020Tab 2
- 4. BUSINESS ITEMS**
 - A. Presentation of March 2020 Pond Report.....Tab 3
 - B. Discussion Regarding 2019-2020 Capital Outlay ItemsTab 4
 - C. Ratification of Brothers Property Group's Pier Railing Repairs.....Tab 5
 - D. Ratification of Hoover Pump Filter Discs Cleaning Proposal.....Tab 6
 - E. Consideration of Off Duty Sheriff Patrol Agreement.....Tab 7
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Clubhouse Manager
 1. February 2020 Operations and Maintenance Report.....Tab 8
 - D. District Manager
- 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,
Justin Croom
Justin Croom
District Manager

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.

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District was held on **Wednesday, February 12, 2020 at 1:00 p.m.** at the Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL.

Present and constituting a quorum were:

Tom Bonenberger	Board Supervisor, Chairman
Mike Malik	Board Supervisor, Vice Chairman
James Burke	Board Supervisor, Assistant Secretary
Alan Garceau	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel; Straley Robin & Vericker <i>(via phone)</i>
Rick Schappacher	District Engineer, Schappacher Engineering
Tony Gipe	Operations Manager: RASI
Audience	

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Mr. Croom called the meeting to order and conducted roll call and asked everyone present to recite the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

A resident asked a question about the public roads and if they were CDD owned and maintained.

A resident commented on the power washing.

A resident commented on the depression on Key Largo court.

A resident commented on the shells from the bridge to the fishing pier.

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THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on January 8, 2020

On a Motion by Mr. Garceau, seconded by Mr. Malik, with all in favor, the Board approved the minutes as amended from the Board of Supervisors' regular meeting held on January 8, 2020 for Harbourage at Braden River Community Development District.

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FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for December 2019

On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Board approved the operation and maintenance expenditures for December 2019 totaling (\$38,338.13) for Harbourage at Braden River Community Development District.

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FIFTH ORDER OF BUSINESS

Presentation of February 2020 Pond Report

Mr. Croom reviewed the February 2020 pond inspection report with the Board.

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SIXTH ORDER OF BUSINESS

Discussion Regarding 2019-2020 Capital Outlay Items

The Board discussed the capital outlay items presented in the agenda.

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SEVENTH ORDER OF BUSINESS

Ratification of Evaporator Coil Proposal

On a Motion by Mr. Malik, seconded by Mr. Burke, with all in favor, the Board ratified the proposal from Blackjack for an evaporator coil replacement for Harbourage at Braden River Community Development District.

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EIGHTH ORDER OF BUSINESS

Discussion Regarding Boat Slip Taxes

The Board discussed the taxes for boat slips on marina property. The Board would like the surveyor to draw up a new sketch so the CDD is not paying taxes on other areas.

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NINTH ORDER OF BUSINESS

Ratification of 2019 Annual Financial Report

On a Motion by Mr. Burke, seconded by Mr. Garceau, with all in favor, the Board ratified the 2019 Annual Financial Report for Harbourage at Braden River Community Development District.

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EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No Report.

B. District Engineer

Mr. Schappacher informed the Board that that the paver repairs on Duval will begin Thursday February 13th and continue to Friday February 14th. He also informed that the interlocal agreement has been signed by the county. The Board would like Mr. Croom to reach out to the Sheriffs office for patrols in the community.

C. Clubhouse Manager Report

Mr. Gipe reviewed the Clubhouse Management Report to the Board. some of the highlights of his report included getting new golf cart batteries, laptop upgrades, and adding bike racks and trail benches. Mr. Gipe would like to get proposals to replace the fountain lights to LED lights. The Board also discussed the costs and benefits of converting the pool saltwater.

D. District Manager

Mr. Croom stated that the next regular meeting is scheduled for February 12, 201920, 1:00 p.m. at the Harbourage Recreation Center, located at 5705 Key West Place Bradenton, FL. The Board discussed possibly holding meetings at the Rizzetta office.

NINTH ORDER OF BUSINESS

Public Comments

There were no public comments.

TENTH ORDER OF BUSINESS

Supervisor Request

There were no supervisor requests.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Garceau, seconded by Mr. Malik, with all in favor, the Board adjourned the meeting at 2:29 p.m. for Harbourage at Braden River Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures January 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$33,318.96**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Accurate Backflow Testing, Inc.	001686	165238	Backflow Test- 12/19	\$ 28.00
Alan Garceau	001673	AG010820	Board of Supervisors Meeting 01/08/2020	\$ 200.00
Black Jack Air & Mechanical, LLC	001692	12456	Performed Maintenance 1/20	\$ 105.00
Bloomings Landscape & Turf Management, Inc.	001661	2019-02444	Monthly Grounds Maintenance 12/19	\$ 4,979.17
Bloomings Landscape & Turf Management, Inc.	001661	2019-02572	Pine Bark Mulch 12/19	\$ 1,375.00
Bloomings Landscape & Turf Management, Inc.	001693	2020-00047	Monthly Grounds Maintenance 01/20	\$ 4,979.17
Bloomings Landscape & Turf Management, Inc.	001687	2020-00108	Installed New Sod 01/20	\$ 75.00
Comcast Communications	001675	8535100450006759 01/20	Rec Center Cable/Internet 01/20	\$ 226.74
Comcast Communications	001662	8535100450011288 - 01/20	Guard House Internet 01/20	\$ 119.69
Comcast Communications	001694	8535100450011288 - 02/20	Guard House Internet 01/20	\$ 119.69
Deborah Herzog	001688	011020-Herzog	Marina Deposit Refund	\$ 250.00
Duncan Seawall Dock & Boat Lift LLC	001676	20191185	Replaced Horse Power C-Face Motor 12/19	\$ 685.00
Florida Department of Revenue	001677	Sales Tax 12/19	51-8016045527-4 Sales Tax 12/19	\$ 183.31
FPL	001678	Electric Summary 12/19	FPL Electric Summary 12/19	\$ 2,126.45
Frontier Florida LLC	001663	941-752-1273 01/20	941-752-1273 Gatehouse 01/20	\$ 69.60

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio, Ltd	001695	17644	CDD Implementation ADA Compliant Websites 8/19	\$ 2,325.00
Innersync Studio, Ltd	001695	17812	CDD Website Services 10/19	\$ 1,537.50
James M. Burke	001674	JB010820	Board of Supervisors Meeting 01//08/2020	\$ 200.00
Justin P Sperko	001684	JS010820	Board of Supervisors Meeting 01//08/2020	\$ 200.00
Main Gate Enterprises, Inc.	001680	15444	Gate Service Call 11/19	\$ 397.61
Manatee County Utilities Department	001664	MCUD Summary 12/19	MCUD Water Summary 12/19	\$ 282.35
Michael V. Malik	001681	MM01082020	Board of Supervisors Meeting 01/08/2020	\$ 200.00
Pools By Lowell, Inc.	001665	206649	Monthly Pool Service 12/19	\$ 420.00
Pools By Lowell, Inc.	001682	207420	Replaced Bulb Spa 12/19	\$ 95.00
Pools By Lowell, Inc.	001665	207540	Feeder Line 12/19	\$ 47.43
Pools By Lowell, Inc.	001696	208236	Monthly Pool Service 01/20	\$ 420.00
Pools By Lowell, Inc.	001689	208546	Repaired Pool PH Feeder 01/20	\$ 86.31
Rizzetta & Company, Inc.	001666	INV0000045832	District Management Fees 01/20	\$ 3,271.67
Rizzetta Amenity Services, Inc	001667	INV00000000006989	Actual Bi-Weekly Payroll 12/27/19	\$ 845.52
Rizzetta Amenity Services, Inc	001683	INV00000000007020	Actual Bi-Weekly Payroll 1/10/20	\$ 1,637.74

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc	001683	INV00000000007047	Cell Phone 12/19	\$ 115.48
Rizzetta Amenity Services, Inc	001697	INV00000000007075	Actual Bi-Weekly Payroll 1/24/20	\$ 1,240.28
Schappacher Engineering, LLC	001690	1507	Engineering Services 12/19	\$ 680.00
Solitude Lake Management	001668	PI-A00330587	Monthly Lake & Wetland Services 12/19	\$ 397.00
Solitude Lake Management	001698	PI-A00342312	Fountain Maintenance Services 01/01/20-03/31/20	\$ 167.00
Solitude Lake Management	001698	PI-A00344870	Monthly Lake & Wetland Services 01/20	\$ 397.00
Sperko Services LLC	001669	48	Chemical Treat & Pressure Wash 12/19	\$ 550.00
Sperko Services LLC	001691	51	Chemical Treat & Pressure Wash 01/20	\$ 150.00
Straley Robin Vericker	001670	17801	Professional Services Through 12/15/19	\$ 907.50
Straley Robin Vericker	001699	17924	Professional Services Through 01/20	\$ 275.00
Suburban Propane, L.P.	001671	1564-441000	1564-093972 Propane Delivery 12/19	\$ 705.26
Thomas J. Bonenberger	001685	TB010820	Board of Supervisors Meeting 01/08/2020	\$ 200.00
VenturesIn.com, Inc.	001700	44969	Domain Name Registration 1/20	\$ 24.99
Water Boy Inc.	001672	24042487	Water Delivery 12/19	<u>\$ 21.50</u>

Report Total

\$ 33,318.96