



Rizzetta & Company

Waters Edge Community Development District

**Board of Supervisors' Meeting
February 25, 2021**

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, Florida 33544
813.994.1001**

www.watersedgeccd.org

WATERS EDGE COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Waters Edge Clubhouse, located at:
9019 Creedmoor Lane, New Port Richey, FL 34654

Board of Supervisors	Roger LeBlanc Teri Geney Michaela Ballou George Anastasopoulos Rocco Iervasi	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Greg Woodcock	Cardno TBE

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment 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) 933-5571. 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.

WATERS EDGE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544
www.watersedgecdd.org

**Board of Supervisors
Waters Edge Community
Development District**

February 17, 2021

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waters Edge Community Development District will be held on **Thursday February 25, 2021 at 3:30 p.m. at the Waters Edge Clubhouse, located at 9019 Creedmoor Lane, New Port Richey, FL 34654.** The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
 - A. District Engineer**
 1. Discussion Regarding Retaining Wall Locations Tab 1
 - B. Aquatics Manager**
 1. Presentation of the Monthly Aquatics Report..... Tab 2
 - C. PSA Inspection Reports..... Tab 3**
 - D. District Counsel**
 1. Consideration of Revised Temporary Ingress and Egress License..... Tab 4
 2. Presentation of E-Verify Legislative Memo Tab 5
 - E. District Manager**
 1. Presentation of Action Item List..... Tab 6
- 4. BUSINESS ITEMS**
 - A. Consideration of a Board Supervisor Resignation..... Tab 7**
 - B. Consideration of a Board Supervisor Replacement**
 1. Administer Oath of Office..... Tab 8
 2. Review of Form 1 and Sunshine Law
 - C. Consideration of Resolution 2021-01, Designating Officers of the District..... Tab 9**
 - D. Discussion Regarding Landscape Lighting..... Tab 10**
 - E. Consideration of Landscape Proposal for Belle Haven Tab 11**
 - F. Consideration of Fountain Maintenance Cost Share Agreement..... Tab 12**
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on January 28, 2021..... Tab 13**
 - B. Consideration of Minutes of the Audit Committee Meeting held on January 28, 2021..... Tab 14**
 - C. Consideration of Operation and Maintenance Expenditures for January 2021..... Tab 15**

6. **AUDIENCE COMMENTS AND 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) 933-5571.

Sincerely,

Matthew Huber

Matthew Huber
Regional District Manager

Tab 9

RESOLUTION 2021-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WATERS
EDGE COMMUNITY DEVELOPMENT DISTRICT APPOINTING
OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE
DATE**

WHEREAS, Waters Edge Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF WATERS EDGE COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2021.

**WATERS EDGE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASSISTANT SECRETARY

Tab 12

CHLORINE MANAGEMENT COST SHARING AGREEMENT

This Chlorine Management Cost Sharing Agreement (the “**Agreement**”) is made and entered into effective as of the 1st day of March, 2021 between the **Waters Edge Community Development District**, a special purpose unit of local government organized pursuant to Chapter 190, Florida Statutes (the “**District**”) and the **Waters Edge Master Association, Inc.**, a Florida non-profit corporation (the “**Association**”).

Background Information

The District owns a water pump that requires the management of chlorine tablets once a week (the “**Pump**”), and the Association has on-site staff that can manage the chlorine tablets once a week. The Association has agreed to have their on-site staff manage the chlorine tablets once a week for \$30 per week to cover the costs.

Operative Provisions

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the District and the Association agree as follows:

1. **Incorporation of Background Information.** The foregoing Background Information is true and correct and is hereby incorporated into this Agreement by this reference.
2. **Cost Sharing.** The District hereby agrees to pay the Association \$30 per week for managing the chlorine tablets. The Association will not charge the District for weeks when on-site staff is not available to manage the chlorine tablets. The Association will bill the District once a month for services performed the previous month.
3. **Frequency of Management.** The Association agrees to have their on-site staff manage the chlorine tablets once a week. The Association shall notify the District in advance if on-site staff is not available that week.
4. **Term.** This Agreement shall become effective as of the date of this Agreement. This Agreement shall remain in effect until terminated in accordance with Section 5.
5. **Termination.** The District and the Association shall have the right to terminate this Agreement upon thirty (30) days written notice with or without cause.
6. **Insurance.**
 - (a) The Association shall procure and maintain in force at all times during the term of this Agreement general liability insurance insuring the Association against any liability whatsoever occasioned by any accident on or about District property or any appurtenance thereto, in minimum amounts of \$1,000,000 for injury to any one person.

(b) The District shall procure and maintain in force at all times during the term of this Agreement general liability insurance insuring the District against any liability whatsoever occasioned by any accident on or about District property or any appurtenance thereto, in minimum amounts of \$1,000,000 for injury to any one person.

(c) All insurance required under this Agreement shall be written with an insurance company or companies authorized to do business in the State of Florida and the cost of all premiums on the policies shall be paid by the Association.

7. **Amendment.** Amendments to and waivers of the provisions contained in this Agreement may be made only in writing by both parties.

8. **Notices.** All notices pursuant to this Agreement shall be given to the parties by hand delivery, facsimile, overnight delivery or by regular mail.

9. **Enforcement.** In the event of any litigation arising with respect to this Agreement, the prevailing party shall be entitled, in addition to all other relief granted by the court, to a judgment for reasonable attorneys' and legal assistants' fees and costs incurred by reason of such action at both the trial and appellate levels.

10. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of Florida.

11. **Third Party Beneficiaries.** The terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the District and the Association. This Agreement is solely for the benefit of these parties and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or entity other than the parties hereto any right, remedy, or claim under or by reason of this Agreement or any provisions or conditions hereof; and all provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties and their respective representatives, successors, and assigns.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter and all negotiations, undertakings, representations, warranties, inducements and obligations are merged into this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first set forth above.

**Waters Edge Master Association,
Inc.,** A Florida non-profit
corporation

By: _____
Name: _____
Title:

**Waters Edge
Community Development District**

By: _____
Name: _____
Chair of the Board of Supervisors

Tab 13

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.

**WATERS EDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Waters Edge Community Development District was held on **Thursday, January 28, 2020, at 5:09 p.m.** at the Waters Edge Clubhouse, located at 9019 Creedmoor Lane, New Port Richey, FL 34654.

Present and constituting a quorum:

Roger LeBlanc	Board Supervisor, Chairman
Teri Geney	Board Supervisor, Vice Chairman
Rocco Iervasi	Board Supervisor, Assistant Secretary
George Anastasopoulos	Board Supervisor, Assistant Secretary

Also present were:

Michaela Ballou	Board Supervisor, Assistant Secretary <i>(via conference call)</i>
Matthew Huber	Regional District Manager, Rizzetta & Company
John Vericker	District Counsel, Straley Robin & Vericker <i>(via conference call)</i>
Greg Woodcock	District Engineer, Cardno <i>(via conference call)</i>
Frank Nolte	District Engineer, Cardno <i>(via conference call)</i>

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order and confirmed there was a quorum present.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments put forth at this time.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Woodcock presented some pictures of the Belle Haven Culvert Cleanout. He stated that the stormwater inlet has not sunk, and he did not observe any settling at either area. Mr. Woodcock stated that the sidewalk has issues, but it is not the District's responsibility.

53 **B. Aquatics Manager**
54 Mr. Fackler presented his Aquatics Report for January. There were no
55 Board questions regarding his report at this time.

56
57 **C. PSA Landscape Inspection Report**
58 Mr. Huber presented PSA’s landscape inspection reports. It was stated
59 that there were two issues. The first one being the Slidell entrance islands
60 not getting water from the irrigation system. The second issue is the sod
61 and plants on the right-hand side of Belle Haven Drive. It was stated that
62 when the area was last checked in November the irrigation was working.

63
64 **D. District Counsel**
65 Mr. Vericker gave the Board an update on the violation letters that were
66 sent to 11245 Ragsdale Court and 8632 Creedmoor Lane. A discussion
67 ensued. It was stated that the areas need to be re-evaluated and demand
68 letters sent.

69
70 **E. District Manager**
71 Mr. Huber informed the Board that the next regularly scheduled meeting
72 will be held on February 25, 2021 at 3:30 p.m.

73
74 Mr. Huber presented the Action Item List to the Board for their review.

75
76 Mr. Huber will check the budget on the website to make sure that the
77 amounts are okay. He will also check the map on the website.

78
79 The following items were discussed:

- 80
81
 - 82 • Identifying timers and clocks that are District owned.
 - 83 • All retaining walls that are owned by the District –
84 Pressure washed/O&M Inspection
 - 85 • Bremerton Wall needs repair.
 - 86 • Wrought iron fence/monuments.
 - 87 • Draft document for Kevin to administer chlorine tablets in pump/well
88 – to be billed \$120.00 per month (\$30.00/weekly). Create a non-
89 budgeted item line for the acceptance of a pallet of chlorine tablets.
 - 90 • 10 ft fence around the pump equipment
 - 91 • Locks for building for wells, etc.

92 **FOURTH ORDER OF BUSINESS**

**Consideration of Recommendation of
Audit Committee**

93
94
95 Mr. Huber stated that the audit committee had met immediately prior to the Board
96 meeting and approved Berger, Toombs, Elam, Gaines & Frank as the number one
97 ranked proposer and recommended that the District enter into contract with Berger,
98 Toombs, Elam, Gaines & Frank for their Fiscal Year 2021-2023 auditing services.

99

On a Motion by Ms. Geney, seconded by Mr. Anastasopoulos, with all in favor, the Board of Supervisors approved the audit committee’s recommendation to enter into contract with Berger, Toombs, Elam, Gaines & Frank for the District’s Fiscal Year 2021-2023 Auditing Services for

Waters Edge Community Development District.

100
101 **FIFTH ORDER OF BUSINESS** **Consideration of Access Agreement**
102 **to Allow Homeowners to Use District**
103 **Property for Modifications**
104

105 A discussion ensued regarding an Access Agreement to allow homeowners to
106 use District property for modifications to their homes. The Board discussed some
107 revisions to the Access Agreement. The Board requested removing the notary
108 requirements, recording and witnesses.
109

On a Motion by Ms. Geney, seconded by Ms. Ballou, with all in favor, the Board of Supervisors approved the Access Agreement to Allow Homeowners to Use District Property for Modifications as amended (edit to include returning the area to its original stated within 30 days of completion) for the Water's Edge Community Development District.

110
111
112 On a Motion by Mr. Iervasi, seconded by Mr. Anastasopoulos, with all in favor, the Board of
113 Supervisors authorized the Chairman/Vice Chairman to execute the Access Agreement
114 outside of a Board meeting for the Water's Edge Community Development District.

112 **SIXTH ORDER OF BUSINESS** **Discussion Regarding Landscape**
113 **Invoice**
114
115

116 Mr. Huber presented and reviewed the landscape invoice from ASI for an
117 irrigation repair. A discussion ensued regarding ASI Landscape's invoice #140197 for
118 an irrigation Repair in the amount of \$850.00. No Board action was taken.
119

120 **SEVENTH ORDER OF BUSINESS** **Consideration of Minutes of the Board of**
121 **Supervisors' Meeting on December 17,**
122 **2020**
123

124 Mr. Huber presented the minutes for the Board meeting held on December 17, 2020.
125 There were requested changes to line #58 to change the dollar amount to \$1,800.00 and
126 line #134 regarding the delivery of the Financial Statements.
127

On a Motion by Ms. Geney, seconded by Ms. Ballou, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' meeting held on December 17, 2020 as amended for the Water's Edge Community Development District.

128 **EIGHTH ORDER OF BUSINESS** **Consideration of Minutes of the Audit**
129 **Committee Meeting on December 17,**
130 **2020**
131
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134
135 Mr. Huber presented the minutes for the audit committee meeting held on December
136 17, 2020. There were no changes made to the minutes.

137

On a Motion by Ms. Geney, seconded by Mr. Iervasi, with all in favor, the Board of Supervisors accepted the Minutes of the Audit Committee meeting held on December 17, 2020 as presented for the Water's Edge Community Development District.

138

139 **NINTH ORDER OF BUSINESS** **Consideration of Operations &**
140 **Maintenance Expenditures for December**
141 **2020**

142

143 Mr. Huber presented the operation and maintenance expenditures for December
144 2020. A discussion ensued regarding various invoices. Mr. Huber will check on the accruing
145 of the utilities not changed over. The Board discussed ITS and pump communications, free
146 year, quote for cell/Wi-Fi services and remote access for the Supervisors.

147

On a Motion by Mr. Iervasi, seconded by Mr. Anastasopoulos, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for December 2020 (\$20,346.23) for the Water's Edge Community Development District.

148

149 **TENTH ORDER OF BUSINESS** **Audience Comments & Supervisor**
150 **Requests**

151

152 Mr. Huber entertained an audience comment regarding the updates to the
153 access agreement and the condition of Pond F-1.

154

155

156 Ms. Geney suggested about a Board liaison for areas of responsibility such as
157 Mr. Anastasopoulos covering the Financial Statements and Ms. Ballou covering the
158 landscape maintenance.

159

160 Mr. LeBlanc stated that he would be resigning at the February Board meeting.
161 Mr. Huber will work with Tara to Eblast the community regarding the vacant seat on the
162 Board.

163

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165 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

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167 Mr. Huber stated if there was no further business to come before the Board than
168 a motion to adjourn would be on order.

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On a Motion by Mr. LeBlanc, seconded by Mr. Iervasi, with all in favor, the Board of Supervisors adjourned the meeting at 6:54 p.m. for the Water's Edge Community Development District.

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173 _____
Secretary/Assistant Secretary

_____ Chairman/Vice Chairman

Tab 14

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.

**WATERS EDGE
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee Meeting of the Board of Supervisors of Waters Edge Community Development District was held on **January 28, 2021 at 5:00 p.m.** at the Water's Edge Clubhouse, located at 9019 Creedmoor Lane, New Port Richey, and Florida 34654.

Present from the Audit Committee:

Roger LeBlanc	Committee Member
Teri Geney	Committee Member
George Anastasopoulos	Committee Member
Rocco Iervasi	Committee Member

Also present were:

Michaela Ballou	Committee Member <i>(via conference call)</i>
Matthew Huber	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin & Vericker <i>(via conference call)</i>
Greg Woodcock	District Engineer, Cardno <i>(via conference call)</i>
Frank Nolte	District Engineer, Cardno <i>(via conference call)</i>

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order and performed roll call.

SECOND ORDER OF BUSINESS

Review and ranking of Proposals for Audit Services

Mr. Huber presented the Audit Services proposals from Berger, Toombs, Elam, Gaines & Frank and Grau & Associates. The committee ranked the proposals as follows:

1. Berger, Toombs, Elam, Gaines & Frank with 430 points
2. Grau & Associates with 338 points.

On a Motion by Mr. LeBlanc, seconded by Mr. Anastasopoulos, with all in favor, the Audit Committee ranked Berger, Toombs, Elam & Frank as the number one proposer with 430 points and recommended entering into contract with them for the District’s Fiscal Year 2021-2023 Auditing Services for Waters Edge Community Development District.

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THIRD ORDER OF BUSINESS

Adjournment

The Audit Committee adjourned their meeting at 5:09 p.m.

Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 15

Waters Edge Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

**Operations and Maintenance Expenditures
January 2021
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2021 through January 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,941.65**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waters Edge Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc.	002137	528239	Engineering Services 12/20	\$ 1,050.00
GHS Environmental	002130	2020-623	Monthly Meter Reading - Pump Station 12/20	\$ 142.00
Irrigation Technical Services, Inc.	002134	27798	Water Management - Pump Station 12/20	\$ 550.00
Pasco County Utilities	002138	14442554	9019 Creedmoor Reclaim Lane 12/20	\$ 3,893.75
Rizzetta & Company, Inc.	002131	INV0000055467	District Management Fees 01/21	\$ 3,895.00
Rizzetta Technology Services	002132	INV0000006702	Email/Website Services 01/21	\$ 175.00
Sitex Aquatics, LLC	002139	4457B	Monthly Lake & Fountain Maintenance 01/21	\$ 2,335.00
Straley Robin Vericker	002133	19212	General Legal Services 11/20	\$ 962.50
Times Publishing Company	002135	125851 12/30/20	Account # 113848 Legal Advertising 12/20	\$ 102.40
Waters Edge Master HOA, Inc.	002136	010520 14106	Shared Cost Landscape Services 12/20	\$ 6,958.00
Waters Edge Master HOA, Inc.	002136	120720 140617	Shared Cost Landscape Services 11/20	<u>\$ 7,878.00</u>
Report Total				<u>\$ 27,941.65</u>