



Rizzetta & Company

Waterset Central Community Development District

Board of Supervisors' Meeting March 11, 2021

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

www.watersetcentralcdd.org

WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT

Offices of Rizzetta & Company, 9428 Camden Field Parkway, Riverview, FL 33578

District Board of Supervisors	Amanda King Aaron Baker Larry Woster Lynda McMorro Pete Williams	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
Interim District Manager	Greg Cox	Rizzetta & Company, Inc.
District Counsel	Erin McCormick	Erin McCormick Law, PA
District Engineer	Tim Plate	Height Design LLC

All cellular phones and pagers must be turned off 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) 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.

March 4, 2021

**Board of Supervisors
Wataset Central Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Wataset Central Community Development District will be held on **Thursday, March 11, 2021 at 9:00 AM** at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, Florida 33578. To access the meeting, please use a telephone to **dial 813-658-6070**, and enter the ID# **513708**. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
 - A. Selection of Audit Committee and Setting the First Audit Committee Meeting
 - B. Consideration of HVAC Preventative Maintenance AgreementTab 1
 - C. Discussion Regarding Amenity Construction
 - D. Public Hearing on Proposed Rule for Replacement Access Badges
 - i. Consideration of Resolution 2021-06, Adopting a Fee for Replacement Access BadgesTab 2
 - E. Public Hearing on Proposed Rule for User Fees Regarding Approved Service Providers
 - i. Consideration of Resolution 2021-07, Adopting User Fee for Approved Service Providers to Use District FacilitiesTab 3
 - F. Ratification of Construction Contract.....Tab 4
- 4. STAFF REPORTS**
 - A. Landscape & Irrigation
 - i. Presentation of Waterway Inspection Report.....Tab 5
 - ii. Presentation of Irrigation Report.....Tab 6
 - iii. Consideration of Sensor Replacement ProposalTab 7
 - iv. Presentation of Field Inspection Report.....Tab 8
 - B. District Counsel
 - i. Discussion Regarding Budget Issues
 - ii. Presentation of E Verify MemoTab 9
 - C. District Engineer
 - D. Clubhouse Manager
 - i. Presentation of Management Report.....Tab 10
 - E. District Manager
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held on February 11, 2021Tab 11
 - B. Ratification of Operations & Maintenance Expenditures for January 2021Tab 12

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,

Greg Cox

Greg Cox
District Manager

RESOLUTION 2021-_____

A RESOLUTION OF THE WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FEE FOR REPLACEMENT ACCESS BADGES

WHEREAS, the Wataset Central Community Development District (hereinafter the "District") is a local unit of special-purpose government established and existing pursuant to Chapter 190, Florida Statutes, and situated entirely within Hillsborough County, Florida.

WHEREAS, the District desires to adopt a Fee for Replacement Access Badges, in accordance with Section 190.035, *Florida Statutes*; and

WHEREAS, the District has published the Notice of Rule Development on _____, 2021, and the Notice of Proposed Rule on _____, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT;

1. RECITALS.

The provisions of the recitals above are true and correct and are incorporated herein as dispositive.

2. ADOPTION OF FEE FOR REPLACEMENT ACCESS BADGES

The District hereby adopts the Fee for Replacement Access Badges, attached hereto as Exhibit "A".

3. EFFECTIVE DATE.

The effective date of this Resolution is this 11th day of March, 2021.

WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT

Name: _____
As: Chair, Board of Supervisors

Attest:

Greg Cox
As: Secretary, Board of Supervisors

EXHIBIT "A"

**WATERSET CENTRAL COMMUNITY DEVELOPMENT
DISTRICT**

**Rule Adopting a Fee for Replacement Badges (Facility
Access Card/Guardian Facility Access Card)**

The fee charged to replace any Facility Access Card or any
Guardian Facility Access Card shall be Ten Dollars (\$10.00).

RESOLUTION 2021- 07

A RESOLUTION OF THE WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A USER FEE FOR APPROVED SERVICE PROVIDERS TO USE DISTRICT FACILITIES

WHEREAS, the Waterset Central Community Development District (hereinafter the "District") is a local unit of special-purpose government established and existing pursuant to Chapter 190, Florida Statutes, and situated entirely within Hillsborough County, Florida.

WHEREAS, the District desires to adopt a user fee for service providers to use District facilities in accordance with Section 190.035, *Florida Statutes*; and

WHEREAS, the District has published the Notice of Rule Development on January ____, 2021, and the Notice of Proposed Rule on January ____, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT;

1. RECITALS.

The provisions of the recitals above are true and correct and are incorporated herein as dispositive.

2. ADOPTION OF USER FEE FOR APPROVED SERVICE PROVIDERS TO USE DISTRICT FACILITIES.

The District hereby adopts the User Fee for Service Providers to Use District Facilities, attached hereto as Exhibit "A".

3. EFFECTIVE DATE.

The effective date of this Resolution is this 11th day of March, 2021.

WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT

Name: _____
As: Chair, Board of Supervisors

Attest:

Name: Justin Croom
As: Secretary, Board of Supervisors

EXHIBIT “A”

WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT

Rule Adopting User Fee for Service Providers to Use District Facilities

Services providers approved and authorized by the Waterset Central Community Development District (the “**District**”) to use District facilities shall pay to the District Ten Percent (10%) of the gross fees which are paid by customers or clients to the service provider for the services provided using District Facilities (the program fees). This User Fee shall offset the costs incurred by the District to operate and maintain the District facilities.

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.

**WATERSET CENTRAL
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Waterset Central Community Development District was held on **Thursday, February 11, 2021 at 9:00 AM** at the offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview, FL 33578.

Present and constituting a quorum:

Amanda King	Board Supervisor, Chairman
Lennie Woster	Board Supervisor, Assistant Secretary
Lynda McMorrow	Board Supervisor, Assistant Secretary
Pete Williams	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager; Rizzetta & Company, Inc.
John Toborg	Field Service Manager; Rizzetta & Company, Inc.
Erin McCormick	District Counsel
Gail Huff	Ballenger Irrigation
Gabby Davis	Castle Management
Paula Means	LMP

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments.

THIRD ORDER OF BUSINESS

**Consideration of Aeration
Installation Agreement**

The Board considered the Solitude aeration proposal for pond #10 for \$4,174 and determined that before considering it further, information is required from Solitude what options there are for other means of Midge Fly infestation such as chemical treatment. The Board requested that this information from Solitude be brought back to the Board's March meeting.

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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2021-05,
Designating Assistant Secretary**

Mr. Cox presented resolution 2021-05 to the Board which will designate Greg Cox as assistant secretary to the District.

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board approved to adopted Resolution 2021-05 for the Waterset Central Community Development District.

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FIFTH ORDER OF BUSINESS

Staff Reports

A. Landscape & Irrigation

i. Presentation of Waterway Inspection Report

The Board reviewed the Waterway Inspection Report prepared by Peter Simoes, with Solitude.

ii. Presentation of Irrigation Report

The Board received an irrigation maintenance update from Gail Huff, with Ballenger Irrigation. Ms. Huff presented and reviewed her irrigation report and the Board discussed damages to the irrigation system by vehicles that need to be monitored and if necessary, repaired.

iii. Presentation of Field Inspection Report

The Board received a Field Inspection Report review by Mr. John Toborg, with Rizzetta Field Services. Mr. Toborg discussed his concerns with the White Fly population and the issue with twine left on Palm trees that may need to be removed. He also discussed the need for clear delineation of the landscape maintenance boundaries between Waterset North and Central due to a Landscape RFP that Waterset North is considering to undertake. Ms. King indicated that she would ask the District Engineer if they had information that would assist Mr. Toborg.

B. District Counsel

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The Board received a District Counsel update from Ms. Erin McCormick. Ms. McCormick discussed the agreement between Waterset North and Waterset Central regarding cost sharing for the amenities utilized by residents of both Districts. She indicated that some form of expense true-up was included in the agreement for the April timeframe. Mr. Williams requested that Rizzetta look at the product types in both Districts to determine if there would be some information that might be useful regarding the creation of an equitable true-up. Ms. King reminded the Board that additional amenities were being constructed in Waterset Central that would create more balance of what is provided to residents in both Districts. The Board requested that this topic be

97 added to the March CDD meeting agenda.

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C. District Engineer

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Not present. No report.

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D. Clubhouse Manager

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i. Presentation of Management Report

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The Board received a Clubhouse Manager update from Ms. Gabby Davis. Ms. Davis reviewed her Management Report with the Board and addressed their questions. Ms. Davis informed the Board a request from “Girls with Confidence” for use of the Clubhouse facilities and a request from “One Blood” and “Advent Mammogram” to position their vehicles at the Clubhouse to provide those services.

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On a Motion by Ms. King, seconded by Mr. Williams, with all in favor, the Board approved the request from “Girls with Confidence” to use the Clubhouse facilities, as requested, for the Waterset Central Community Development District.

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On a Motion by Ms. King, seconded by Mr. Williams, with all in favor, the Board approved the request from “One Blood” and “Advent Mammogram” to position vehicles on CDD property, as requested, for the Waterset Central Community Development District.

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Ms. Davis discussed the issues being experienced with the flushing sensors on the Clubhouse toilets. The Board requested that Ms. Davis seek quotes to replace the sensors and/or other solutions to the issue. Mr. Woster noted that the HVAC vents in the restrooms need to be cleaned.

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Ms. Davis discussed the topic of increasing costs for the staffing and requested guidance regarding how to proceed for the upcoming budget preparation. Mr. Cox informed the Board that an estimated increase provided by Ms. Davis could be used for the proposed budget and then the amount could be finalized before approving the final budget and this would permit the Board to consider the staffing increases once provided by Ms. Davis.

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E. District Manager

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The Board received a District Manager update from Mr. Cox. He reminded the Board that the next meeting was scheduled for March 11, 2021 at 9:00 a.m. at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview FL 33578. Mr. Cox also provide a brief review of the District’s December financials.

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140 **SIXTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**
141 **of Supervisors' Regular Meeting held on**
142 **January 14, 2021**
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On a Motion by Ms. King, seconded by Ms. McMorrow, with all in favor, the Board approved the minutes, as amended of Board of Supervisors' regular meeting held on January 14, 2021, for the Waterset Central Community Development District.

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145 **SEVENTH ORDER OF BUSINESS** **Consideration of Operations &**
146 **Maintenance Expenditures for**
147 **December 2020**
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149 Mr. Cox presented the December 2020 (\$99,277.47) Operation and Maintenance
150 Expenditures Report to the Board for their review. The Board discussed the Heidt Design
151 invoices and Ms. King indicated that she would work with Heidt Design to determine if
152 some of the expenses paid should be credited back to the District.
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On a Motion by Ms. King, seconded by Ms. McMorrow, with all in favor, the Board approved to ratify the payment of the invoices in the December 2020 (\$99,277.47) Operation and Maintenance Expenditures Report for the Waterset Central Community Development District.

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155 **EIGHTH ORDER OF BUSINESS** **Supervisor Requests**
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157 During Supervisor Requests, Ms. McCormick informed the Board of the topic of vending
158 machine being installed in the Clubhouse and the issue of who collects the revenue
159 from the machine.
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161 Ms. King provided the Board with an update of future construction projects for the
162 community such as the I-75 fly-over, magnet school, TECO sub-station, regional sports
163 complex, TECO easements and additional amenities. Ms. Davis informed the Board of
164 requests coming from residents for a wall to be constructed behind homes where the I-
165 75 fly-over is designate to be built.
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167 Mr. Williams informed the Board of the issue of how E-Verify requirements are now
168 being mandated for District contractors going forward and of pending legislation that will
169 help provide litigation protection for Districts and other organizations for COVID related
170 issues.
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181 **NINTH ORDER OF BUSINESS**

Adjournment

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On a Motion by Mr. Williams, seconded by Ms. McMorrow, with all in favor, the Board of Supervisors adjourned the meeting at 1:07 p.m. for the Waterset Central Community Development District.
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Assistant Secretary

Chair / Vice Chair

Wataset Central 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: **\$71,199.07**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset Central 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>
Accurate Electronics Inc	001864	99967	Install Sublimation Printer - Contract #11302-WCDD-N 12/20	\$ 1,530.99
Adam Parente	001875	122220-Parente	Rental Deposit Refund	\$ 200.00
Alisha Bolt	001870	120820-Bolt	Rental Deposit Refund	\$ 200.00
Allison Housley	001856	121920-Housley	Rental Deposit Refund	\$ 50.00
Ballenger & Company, Inc.	001854	20377	Irrigation Repair 10/20	\$ 195.00
Ballenger & Company, Inc.	001854	20443	Irrigation Maintenance 10/20	\$ 4,025.00
BOCC	001869	7687161865 12/20	Summary 12/20	\$ 3,180.94
Castle Management, LLC	001871	INS-1220-235	Insurance Reimbursement 12/20	\$ 558.00
Castle Management, LLC	001871	MISC-1120-146	Janitorial Service 08/20 & 10/20	\$ 2,374.40
Castle Management, LLC	001871	PREIM01-01-21-262	Payroll Pay Period 12/12/20-12/25/20	\$ 3,943.05
Castle Management, LLC	001855	PREIM12-18-20-257	Payroll Pay Period 11/28/20-12/11/20	\$ 3,929.79
Erin McCormick Law, PA	001865	10474	General Legal Services 12/20	\$ 1,862.00

Waterset Central 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>
Florida Department of Revenue	001866	39-8017823354-9 12/20	Sales & Use Tax Payable Quarterly	\$ 152.77
Florida Natural Gas	001872	409451ES	7281 Paradiso Drive Pool Heaters 11/20	\$ 423.59
Frontier	001878	813-741-0603-061118-5 12/20	Fios Internet 12/20	\$ 457.60
Giella Designs, LLC	001879	380	Balance Due - Holiday Lighting 01/21	\$ 2,475.00
Heidt Design, LLC	001880	39224	Engineering Services 12/20	\$ 225.00
Innersync Studio, LTD	001857	19145	ADA Website Quarterly 01/21	\$ 384.38
Landscape Maintenance Professionals, Inc.	001881	157150	Monthly Ground Maintenance 01/21	\$ 19,291.28
Landscape Maintenance Professionals, Inc.	001881	157283	Pest Control 12/20	\$ 660.00
Meadow Sales and Marketing Inc.	001882	2021-114A	Staff Shirts 01/21	\$ 138.49
Meredith Zima	001877	010521-Zima	Rental Cancellation	\$ 350.00
Municipal Asset Management, Inc.	001867	0617978	Lease Payment on Fitness Equipment 12/20	\$ 1,323.91
Nvirotect Pest Control Services	001858	222878	Monthly Pest Control #12545 12/20	\$ 185.00

Waterset Central Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Nvirotec Pest Control Services	001858	223770	Additional Service - Pest Control 12/20	\$ 395.00
Nvirotec Pest Control Services	001874	225198	Monthly Pest Control #12545 01/21	\$ 185.00
Nvirotec Pest Control Services	001874	225839	Additional Service - Pest Control 01/21	\$ 135.00
Nvirotec Pest Control Services	001874	226096	Pest Control - Replace Rodent Box 1/21	\$ 20.00
RB Owens Electric Inc.	001883	20203389	Deposit - Install Electrical Playground 12/20	\$ 887.50
RB Owens Electric Inc.	001883	20203390	Balance Due - Install Electrical Playground 01/21	\$ 887.50
Republic Services	001859	0696-000919670	(1) Waste & (1) Recycle Container Service 01/21	\$ 288.28
Rizzetta & Company, Inc.	001860	INV0000055425	District Management Fees 01/21	\$ 4,688.50
Rizzetta & Company, Inc.	001876	INV0000055567	Annual Dissemination Services FY20/21	\$ 5,000.00
Rizzetta Technology Services	001861	INV0000006663	Email & Website Hosting Services 01/21	\$ 175.00
Solitude Lake Management, LLC	001884	PI-A00534503	Monthly Lake & Wetland Service 01/21	\$ 2,577.00
Solitude Lake Management, LLC	001862	SMOR-417551	50% Deposit - Midge Fly Treatment 12/20	\$ 575.00

Waterset Central 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>
Suncoast Pool Service	001885	6916	Monthly Pool Service 01/21	\$ 1,850.00
TECO	001868	211019514606 12/20	6350 Camino Dr. - Irrigation 12/20	\$ 8.16
TECO	001868	221007928999 12/20	5701 Waterset Blvd. 12/20	\$ 16.53
TECO	001868	221007962220 12/20	Waterset Blvd. - Streetlights 12/20	\$ 762.11
TECO	001868	Summary Bill 12/20	Summary Bill 12/20	\$ 2,922.30
Times Publishing Company	001863	128437 12/16/20	Legal Advertising Account #173492 12/20	\$ 278.36
Times Publishing Company	001863	128442 12/13/20	Legal Advertising Account #173492 12/20	\$ 322.24
Waterset Central CDD	CD032	CD032	Debit Card Replenishment	\$ 1,109.40
Report Total				<u>\$ 71,199.07</u>