



Rizzetta & Company

Waterset Central Community Development District

**Board of Supervisors' Meeting
June 10, 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 McMorrow Pete Williams	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
Interim District Manager	Jerry Whited	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.

June 3, 2021

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

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waterset Central Community Development District will be held on **Thursday June 10, 2021 at 9:00 AM** at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, Florida 33578. 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. Presentation of Fiscal Year 2021-2022 Budget.....USC
 - i. Consideration of Resolution 2021-08, Approving Proposed Budget and setting the PH date for Final BudgetTab 1
 - B. Consideration of 2020 Financial AuditTab 2
 - C. Consideration of Central Fan Installation ProposalTab 3
- 4. STAFF REPORTS**
 - A. Landscape & Irrigation
 - i. Presentation of Waterway Inspection Report.....Tab 4
 - ii. Presentation of Irrigation Report.....Tab 5
 - iii. Presentation of Field Inspection ReportTab 6
 - iv. Ranking of RFP Criteria
 - B. District Counsel
 - C. District Engineer
 - D. Clubhouse Manager
 - i. Presentation of Management ReportUSC
 - ii. Discussion Regarding Staffing Update
 - E. District Manager
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held on May 13, 2021Tab 7
 - B. Ratification of Operations & Maintenance Expenditures for April 2021Tab 8
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

Waterset Central Community Development District

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,

Jerry Whited

Jerry Whited
District Manager

RESOLUTION 2021-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Waterset Central Community Development District (“**District**”) prior to June 15, 2021, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 12, 2021

HOUR: 9:00 a.m.

LOCATION: Offices of Rizzetta & Company
9428 Camden Field Parkway
Riverview, Florida 33578

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed

Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 10th DAY OF June, 2021.

ATTEST:

**WATERSET CENTRAL COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____

Its: _____

Exhibit A

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, May 13, 2021 at 9:06 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
Pete Williams	Board Supervisor, Assistant Secretary

Also present were:

Jerry Whited	District Manager; Rizzetta & Company
John Toborg	Field Service Manager; Rizzetta & Company
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

The Board received an audience comment from a resident who gave an account of some recent experiences at the community's basketball courts explaining some nonresidents have been using the courts and causing trouble. A discussion on possible security patrols ensued. The Board directed district staff to engage FHP and or the County for patrols

On a motion by Mr. Williams, seconded by Ms. King, the Board unanimously approved to set a not to exceed limit of \$20,000 and to allow Ms. King to approve patrols for security for the Waterset Central Community Development District.

THIRD ORDER OF BUSINESS

Presentation of FY 2021-2022 Budget

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1. Consideration of Resolution 2021-08, Approving Proposed Budget and Setting the PH date for Final Budget

The Board received presentation of the Fiscal Year 2021/2022 budget. A discussion ensued. Several items in the budget were found to need further research and clarification before the proposed budget could be approved. The Board tabled the discussion of the proposed budget to allow time for revisions and the new proposed budget meeting is set for June 10th, 2021.

A discussion about the current management contract with Castle Group took place.

FOURTH ORDER OF BUSINESS **Consideration of Water Quality Testing Proposals**

The Board considered Water Quality Testing Proposals from Solitude. The Board directed district management to have Solitude provide an explanation for why water quality testing would be needed. Solitude responded that the tests were recommended due to recurring algae blooms within both ponds, and complaints received by Gabrielle. These tests will allow us to collect data pertinent to water quality, such as nutrient levels and dissolved oxygen values, pinpointing likely causes for the recurring algae. With this data, we can generate a management plan tailored to each pond.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2021-09, Designating Assistant Secretary**

On a motion by Mr. Williams, seconded by Ms. King, the Board unanimously approved Resolution 2021-09 Designating Jerry Whited as Assistant Secretary for the Waterset Central Community Development District.

SEVENTH ORDER OF BUSINESS **Staff Reports**

A. Landscape & Irrigation

The Board received the presentation of the Irrigation Report from Gail Huff with Ballenger Irrigation. Discussion took place on low evaporator pressures, worries of over watering and turf aeration. Gail will provide information to Amanda King about the reclaimed water tank.

The Board received the presentation of the Field Inspection Report from John Toborg with Field Services. John highlighted items: #2 waiting for pickleball area to get resod still, #4 Bottle bash, #9 Plants that need to be replaced under warranty and to have LMP mention to Ballenger when new plants will be going in for irrigation, #10 Request to treat worms, #20 Reservoir Park PH is very high & #23 Palm bundles being watched. It was discussed that there have been complaints about the Viburnum in Phase 4. LMP reported mulch going in "next week".

89 A discussion about commencing the RFP process for Landscape Maintenance. Mr. Toborg
90 suggested that he bring an RFP rough draft and ranking criteria to the next meeting. The
91 timeline was established to start in June and award the contact in August. The RFP will just
92 be for landscaping, not irrigation.

93

94 **B. District Counsel**

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96 The Board received the District Counsel update from Erin McCormick

97

98 **C. District Engineer**

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100 Not present. No report.

101

102 **C. Clubhouse Manager**

103

104 On a motion by Ms. King, seconded by Mr. Williams, the Board approved renewing the
105 Castle Group agreement through September 27th 2021.

106

107 **i. Presentation of Management Report**

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109 The Board received the presentation of the Management Report from Gabby Davis the
110 Clubhouse Manager.

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On a motion by Ms. King, seconded by Mr. Williams, the Board unanimously approved the ladies' social event for July 13th 2021 for the Waterset Central Community Development District.

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On a motion by Ms. King, seconded by Mr. Williams, the Board unanimously approved the shrimp boil for June 19th 2021 for the Waterset Central Community Development District.

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On a motion by Ms. King, seconded by Mr. Williams, the Board unanimously approved the back-to-school bash on August 17th 2021 for the Waterset Central Community Development District.

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115 The Board was presented a \$525 proposal for a new sign-up cabinet for the pickleball
116 courts. The Board tabled the discussion and directed Ms. Davis to seek out a dry erase
117 board option at a more affordable rate.

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119 The Board was presented a proposal for printable screen for the tennis court. The
120 Board tabled the discussion and directed Ms. Davis to engage other vendors and
121 specifically asked for a standard slatted court screen, not printable.

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125 The Board discussed a recent event where residents hosted an unapproved retail event

126 at Damiami Park. The Board directed Ms. Davis to get proposals for signage for the
127 park in an attempt to counteract the Google naming issue for the park.
128

On a motion by Ms. Kind, seconded by Mr. Williams, the Board unanimously approved the proposal of \$927 for replacement of the amenity door for the Waterset Central Community Development District.

129
130 **E. District Manager**

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132 The Board received the district management update from district manager Jerry Whited
133 who informed the Board the next meeting will take place on June 10th, 2021 at 9:00 a.m.
134 at the offices of Rizzetta & Company.

135
136 **EIGHTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**
137 **of Supervisors' Regular Meeting held on**
138 **March 11, 2021**
139

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board approved the minutes, as amended of Board of Supervisors' regular meeting held on March 11, 2021, for the Waterset Central Community Development District.

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141 **NINTH ORDER OF BUSINESS** **Consideration of Operations &**
142 **Maintenance Expenditures for**
143 **February & March 2021**
144

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board approved to ratify the payment of the invoices in the February 2021 (\$57,403.89) & March 2021 (\$76,483.20) Operation and Maintenance Expenditures Report for the Waterset Central Community Development District.

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146 **TENTH ORDER OF BUSINESS** **Supervisor Requests**

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148 There were no Supervisor Requests.

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150 **ELEVENTH ORDER OF BUSINESS** **Adjournment**
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On a Motion by Ms. King, seconded by Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 10:49 a.m. for the Waterset Central Community Development District.

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155 _____
Assistant Secretary Chair / Vice Chair

Waterset Central Community Development District

District Office · Riverview, Florida · (813)-533-2950
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.watersetcentralcdd.org

Operations and Maintenance Expenditures April 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2021 through April 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$61,340.01**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset Central Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Accurate Electronics Inc	001958	102123	Install Contacts - Access Gates 04/21	\$ 978.26
Ballenger & Company, Inc.	001952	21110	Irrigation Maintenance 03/21	\$ 4,025.00
Ballenger & Company, Inc.	001959	21131	Replace Sensor - Irrigation 04/21	\$ 550.00
Castle Management, LLC	001960	INS-0321-239	Insurance Reimbursement 03/21	\$ 594.00
Castle Management, LLC	001945	PREIM03-12-21-265	Payroll Pay Period 02/20/21-03/05/21	\$ 4,146.05
Castle Management, LLC	001960	PREIM03-26-21-266	Payroll Pay Period 03/06/21-03/19/21	\$ 3,474.90
Castle Management, LLC	001965	PREIM04-09-21-270	Payroll Pay Period 03/20/21-04/02/21	\$ 3,894.47
Erika Torres	001971	040721-Torres	Rental Deposit Refund	\$ 200.00
Florida Department of Revenue	001953	39-8017823354-9 03/21	Sales & Use Tax Payable Quarterly	\$ 235.81
Florida Natural Gas	001946	442387ES	7281 Paradiso Drive Pool Heaters 01/21	\$ 810.33
Florida Natural Gas	001961	451993ES	7281 Paradiso Drive Pool Heaters 02/21	\$ 464.21
Frontier	001962	813-741-0603-061118-5 04/21	Fios Internet 04/21	\$ 464.22

Waterset Central Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Helinger Advertising Inc.	001963	418534	Staff Shirts 04/21	\$ 173.00
Innersync Studio, LTD	001947	19358	ADA Website Quarterly 04/21	\$ 384.38
J&S Plumbing, Inc.	001954	5677	Service Call - Gathering Hall Restroom 04/21	\$ 318.00
Jarren Johnson	001966	041421-Johnson	Rental Deposit Refund	\$ 200.00
Landscape Maintenance Professionals, Inc.	001967	159161	Monthly Ground Maintenance 04/21	\$ 19,291.28
Landscape Maintenance Professionals, Inc.	001967	159341	Replace Plants - Beach Area 03/21	\$ 162.50
Landscape Maintenance Professionals, Inc.	001967	159375	Fertilize Bermuda, Ornamental & Palm 03/21	\$ 4,271.75
Landscape Maintenance Professionals, Inc.	001967	159376	Pest Control 03/21	\$ 662.00
Municipal Asset Management, Inc.	001968	0618102	Lease Payment on Fitness Equipment 04/21	\$ 1,323.91
Nvirotect Pest Control Services	001964	232246	Monthly Pest Control #12545 04/21	\$ 185.00
Nvirotect Pest Control Services	001964	232871	Additional Service - Pest Control 04/21	\$ 135.00
OnSight Industries LLC	001955	006-21-293251D	Deposit - Stop Sign & Post 04/21	\$ 312.13

Waterset Central Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Perfection Carpet and Tile Cleaning Service, LLC	001948	000035	Replace Carpet & Tile Restroom 03/21	\$ 716.10
Republic Services	001949	0696-000937745	(1) Waste & (1) Recycle Container Service 04/21	\$ 299.63
Rizzetta & Company, Inc.	001950	INV0000057551	District Management Fees 04/21	\$ 4,688.50
Rizzetta Technology Services	001951	INV0000007347	Email & Website Hosting Services 04/21	\$ 175.00
Skyway Supply, Inc.	001956	49117	Dog Waste Bags 04/21	\$ 119.90
Solitude Lake Management, LLC	001969	PI-A00577962	Monthly Lake & Wetland Service 04/21	\$ 2,577.00
Suncoast Pool Service	001970	7184	Monthly Pool Service 04/21	\$ 1,850.00
TECO	001957	211019514606 03/21	6350 Camino Dr. - Irrigation 03/21	\$ 19.11
TECO	001957	221007928999 03/21	5701 Waterset Blvd. 03/21	\$ 30.99
TECO	001957	221008097190 03/21	Phase 5A2-2B - Streetlights 03/21	\$ 671.19
TECO	001957	Summary Bill 03/21	Summary Bill 03/21	\$ 2,432.35

Waterset Central Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waterset Central CDD	CD035	CD035	Debit Card Replenishment	<u>\$ 504.04</u>
Report Total				<u>\$ 61,340.01</u>