



Rizzetta & Company

Waterlefe Community Development District

**Board of Supervisors' Meeting
December 10, 2018**

Waterlefe River Club
995 Fish Hook Cove
Bradenton, Florida 34212

www.waterlefecdd.org

**WATERLEFE
COMMUNITY DEVELOPMENT DISTRICT
AGENDA
DECEMBER 17, 2018 at 2:00 p.m.**

To be held at the Waterlefe River Club, 995 Fish Hook Cove, Bradenton, Florida 34212

District Board of Supervisors	Kenneth Bumgarner	Chairman
	Alan Haibach	Vice Chairman
	Bill Stollo	Assistant Secretary
	Jim Davis	Assistant Secretary
	Ruth Harenchar	Assistant Secretary
District Manager	Greg Cox	Rizzetta & Company, Inc.
District Counsel	Andrew Cohen	Persson & Cohen, P.A.
District Engineer	Rick Schappacher	Schappacher Engineering, 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 813-933-5571. 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.

WATERLEFE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE · 12750 CITRUS PARK LANE, STE. 115 TAMPA, FL 33625

WWW.WATERLEFECDD.ORG

Board of Supervisors
Waterlefe Community
Development District

December 14, 2018

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Waterlefe Community Development District will be held on **Monday, December 17, 2018 at 2:00 p.m.** at the Waterlefe River Club, located at 995 Fish Hook Cove Bradenton, FL 34212. The following is the revised agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED SUPERVISORS**
- 3. PUBLIC COMMENTS**
- 4. SPECIAL AGENDA TOPIC**
 - A. None
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Meeting Minutes from November 19, 2018..... Tab 1
 - B. Consideration of the Operations and Maintenance Expenditures for the month of November 2018..... Tab 2
- 6. BUSINESS ITEMS**
 - A. Resolution 2019-02; Designating Officers Tab 3
 - B. Presentation of Website ADA Compliance Proposal Tab 4
 - C. Consideration of Security System Proposal..... Tab 5
- 7. STAFF REPORTS**
 - A. Landscape Committee
 1. Consideration of November 2, 2018 Landscape Committee Meeting Minutes Tab 6
 - 2. *Landscape Committee 2-Year Plan (under separate cover)***
 3. Ratification of ArtisTree Proposal Tab 7
 4. Field Inspection Report..... Tab 8
 5. Landscape Contractor Update
 6. Committee Representative Update
 - B. Erosion & Waterways Committee
 1. Aquatic Report & Update..... Tab 9
 2. Acceptance of Resignation..... Tab 10
 3. Consideration of Aquatic Proposal Tab 11
 4. Committee Representative Update
 - C. Golf Course Committee
 1. Committee Representative Update
 - D. Director of Golf Course Operations
 1. Discussion of Financial Report..... Tab 12

- E. Property Manager
 - 1. CDD Completed Work Orders
Maintenance Report Tab 13
- F. MPOA Liaison Update
 - 1. ***Discussion of MPOA-CDD Maintenance Agreement
(under separate cover)***
- G. District Counsel
- H. District Engineer
 - 1. Bank Restoration Update
 - 2. Paving Update
 - 3. Port Harbour Parkway Construction Update
 - 4. Sewer Turn-over Watch II Update
- I. District Manager
 - 1. Presentation of Monthly Financial Statement ... Tab 14
 - 2. Action Item List..... Tab 15
- 8. **SUPERVISOR REQUESTS AND COMMENTS**
- 9. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 933-5571.

Very truly yours,
Greg Cox
Greg Cox, District Manager

cc: Andrew Cohen, Persson & Cohen, P.A.

Tab 1

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.

**WATERLEFE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Waterlefe Community Development District was held on **Monday, November 19, 2018 at 2:00 p.m.** at the Waterlefe River Club, located at 995 Fish Hook Cove Bradenton, FL 34212.

Present and constituting a quorum were:

Ken Bumgarner	Board Supervisor, Chairman
Alan Haibach	Board Supervisor, Vice Chairman
Bill Stollo	Board Supervisor, Assistant Secretary
Jim Davis	Board Supervisor, Assistant Secretary
Ruth Harenchar	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Company, Inc.
Jordan Lansford	District Manager, Rizzetta & Company, Inc.
Andy Cohen	District Counsel, Persson, Cohen & Mooney, P.A..
Rick Schappacher	District Engineer, Schappacher Engineering (via. conf. call)
John Toborg	Field Services Manager, Rizzetta & Company, Inc.
Steve Dietz	GM, Waterlefe Golf Club
Representative	MPOA Committee
Representative	Erosion Committee
Representative	Landscape & Irrigation Committee
Representative	Golf Committee
John Ziegler	Representative ArtisTree
Josh McGarry	Representative, Aquatic Systems

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order at 2:00 p.m. and conducted roll call.

SECOND ORDER OF BUSINESS

**District Counsel – Sunshine/Public
Records Law Review**

Mr. Cohen provided the Board and Committee members with a review of the Florida Sunshine, Public Records and Ethics Laws.

51 **THIRD ORDER OF BUSINESS** **Aquatic Report & Update**
52

53 The Board discussed the Hydrilla in pond #2, Carp stocking, and the turbidity in
54 pond # 4. Mr. McGarry indicated he will have his staff conduct some minor alum
55 treatments in pond #4.
56

57 The Board tabled a proposal for the removal of vegetation from pond #18.
58

On a motion by Mr. Haibach, seconded by Mr. Stollo, with all in favor, the Board approved a proposal for the cleanup of pond # 20, 21 and 26 for \$3,500 using the water tractor but is not limiting the work to these three ponds, for the Waterlefe Community Development District.

59 **FOURTH ORDER OF BUSINESS** **District Counsel – Sunshine/Public**
60 **Records Law Review**
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63 Mr. Cohen finished his discussion and addressed the Board and Committee
64 Members questions.
65

66 **FIFTH ORDER OF BUSINESS** **Audience Comments**
67

68 There were no audience comments.
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70 **SIXTH ORDER OF BUSINESS** **Consideration of the Regular Meeting**
71 **Minutes from the Board of**
72 **Supervisors' Meeting held October 15,**
73 **2018**
74

75 The Board members reviewed and made minor amendments to the minutes.
76

On a motion by Mr. Davis, seconded by Ms. Harenchar, with all in favor, the Board approved the minutes from the regular meeting of the Board of Supervisors held on October 15, 2018 as amended, for the Waterlefe Community Development District.

77 **SEVENTH ORDER OF BUSINESS** **Consideration of the Operation and**
78 **Maintenance Expenditures for October**
79 **2018**
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On a motion by Ms. Harenchar, seconded by Mr. Bumgarner, with all in favor, the Board ratified the October 2018 Operation and Maintenance invoice payments for the Waterlefe Community Development District.

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88 **EIGHTH ORDER OF BUSINESS** **Public Hearing on Golf Course Rules**
89 **& Rate Change**
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On a motion by Mr. Davis, seconded by Mr. Haibach, with all in favor, the Board opened the Public Hearing on the Golf Course Rules & Rate Changes, for the Waterlefe Community Development District.

91
92 There were no audience comments.
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On a motion by Mr. Bumgarner, seconded by Mr. Haibach, with all in favor, the Board closed the Public Hearing on the Golf Course Rules & Rate Changes, for the Waterlefe Community Development District.

94 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2019-01;**
95 **Approving Golf Course Rules & Rate**
96 **Changes**
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On a motion by Mr. Davis, seconded by Mr. Haibach, with all in favor, the Board adopted Resolution 2019-01; Approving Golf Course Rules & Rate Changes, for the Waterlefe Community Development District.

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100 **TENTH ORDER OF BUSINESS** **Consideration of Termination of**
101 **Historical MPOA Management**
102 **Agreement**
103

104 Mr. Cohen explained the agreement to terminate the agreement.
105

On a motion by Mr. Bumgarner, seconded by Mr. Strollo, with all in favor, the Board approved to terminate the Historical MPOA Management Agreement, for the Waterlefe Community Development District.

106
107 The Board requested that Mr. Cohen work to memorialize the new management
108 arrangement with a new agreement.
109

110 **ELEVENTH ORDER OF BUSINESS** **Consideration of the Minutes from**
111 **Landscape Committee Meeting held**
112 **on October 5, 2018**
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On a motion by Mr. Bumgarner, seconded by Ms. Harenchar, with all in favor, the Board approved to accept and file the minutes from the Landscape Committee meeting held on October 5, 2018 for the Waterlefe Community Development District.

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119 **TWELFTH ORDER OF BUSINESS**

**Staff Report - Landscape Committee
Update**

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122 The Board received a landscape update from Ms. Lasseter, Chairman of the
123 Landscape Committee. She noted work that had been accomplished and informed the
124 Board that the new annuals count should be 3200 annuals versus the contract bid
125 number of 2500 when using 4 to 4 ½ inch pots. She also explained that the contract
126 needed to be amended to change the wording regarding the fertilizers required. Ms.
127 Lasseter and Mr. Toborg discussed the contract cost increases that would occur as a
128 result of these amendments.

129

130 Ms. Lasseter and Mr. Stollo discussed the need for the members of the
131 Landscape Committee to communicate their landscape issues and requirements to Mr.
132 Dietz as opposed to going directly to Mr. Toborg or ArtisTree representatives. It was
133 explained that this would improve communications regarding taskings and help avoid
134 confusion.

135

136 Mr. Davis requested that the Landscape Committee and District Engineer work
137 on a project to have the entrance monuments modified so that the full name of the
138 Community is not blocked by vegetation.

139

140 Ms. Lasseter and Mr. Dietz explained a project / proposal to have Juniper and
141 Oleanders removed and replaced initially with mulch and that the project was estimated
142 to be an approximate 80 man-hour project.

143

144 The Chairman provided guidance to all the Committee members and staff to
145 work harder at ensuring proposals and other documents are presented to the staff in
146 enough time to be included in the agenda document and not introduced at the meetings
147 for the first time.

148

On a motion by Mr. Davis, seconded by Ms. Harenchar, with all in favor, the Board authorized the Chairman to approve a proposal for the removal of the Juniper and Oleanders with a NTE amount of \$4,000.00 sometime during the week of December 10, 2018, for the Waterlefe Community Development District.

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150 The Board heard, from Mr. Jacobs, the initial introduction of the Landscape
151 Committee's 2-year vision/plan.

152

153 **THIRTEENTH ORDER OF BUSINESS**

Staff Report - Field Inspection Report

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155 The Board received an update from Mr. Toborg regarding his November 2, 2018
156 landscape inspection. Mr. Toborg explained his plan to revise his inspection
157 scheduling and reporting to help ensure that his reports and the landscape contractor's
158 follow up report will be timed so as to make it into the agenda packet.

159

160 Mr. Toborg presented Addendum #2 and Addendum #3 to the Board to the
161 Landscape and Irrigation contract.

162

On a motion by Ms. Harenchar, seconded by Mr. Davis, with all in favor, the Board approved Addendum #2 increasing \$1,400 annually for the mowing area addition and #3 for increasing the annuals and amending the language in the contract for the use of fertilizers, for the Waterlefe Community Development District.

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FOURTEENTH ORDER OF BUSINESS

Consideration of the Minutes from Golf Course Committee Meeting held on September 13, 2018

On a motion by Mr. Davis, seconded by Mr. Strollo, with all in favor, the Board approved to accept and file the minutes from the Golf Course Committee meeting held on September 13, 2018 for the Waterlefe Community Development District.

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FIFTEENTH ORDER OF BUSINESS

Staff Reports- Director of Golf Course Operations

The Board received an update from Mr. Dietz for the Golf Committee and the Golf Course Operations.

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SIXTEENTH ORDER OF BUSINESS

Staff Report – Property Manager

Mr. Dietz provided a property management update to the Board.

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SEVENTEENTH ORDER OF BUSINESS

Staff Report – MPOA Liason Update

Mr. Griswold provided an update to the Board.

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EIGHTEENTH ORDER OF BUSINESS

Staff Report – District Counsel

Mr. Cohen provided an update to the Board.

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NINETEENTH ORDER OF BUSINESS

Staff Report – District Engineer

Mr. Schappacher provided update information regarding the Shores roadway work; the assisted living facility in the Medallion plan; and the pond bank restoration work. Mr. Bumgarner requested the Medallion plan be resent to all the Board members and to Mr. Griswold.

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TWENTIETH ORDER OF BUSINESS

Staff Report – District Management

Mr. Cox informed the Board that the next Board of Supervisors' meeting would be held at 2:00 p.m. on Monday, December 17, 2018 and he reviewed the end of the fiscal year financials with the Board.

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TWENTY-FIRST ORDER OF BUSINESS

Supervisor Requests

Ms. Harenchar proposed the Board consider leaving the holiday decoration white

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203 lights up year round.

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205 Mr. Davis requested that Rizzetta work closely with Mr. Tierno, with the Golf
206 Course Committee, to make sure that Rizzetta accounting and the Golf Course
207 accounting processes were in sync.

208

209 Mr. Haibach discussed the process for changing the meeting dates for
210 Committees.

211

212 Mr. Bumgarner, as a reminder, requested the Medallion map from Mr.
213 Schappacher be sent out to all Board Members and Mr. Bob Griswold.

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215 **TWENTY-SECOND ORDER OF BUSINESS Adjournment**

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On a Motion by Mr. Bumgarner, seconded by Mr. Haibach, with all in favor, the Board adjourned the meeting at 4:34 p.m. for the Waterlefe Community Development District.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

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