



Rizzetta & Company

Waterlefe Community Development District

**Board of Supervisors' Meeting
August 19, 2019**

**Waterlefe River Club
995 Fish Hook Cove
Bradenton, Florida 34212**

www.waterlefecdd.org

**WATERLEFE
COMMUNITY DEVELOPMENT DISTRICT
AGENDA**

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 Strollo | Assistant Secretary |
| | Jim Davis | Assistant Secretary |
| | Ruth Harenchar | Assistant Secretary |
| District Manager | Greg Cox | Rizzetta & Company, Inc. |
| District Counsel | Andrew Cohen | Persson, Cohen & Mooney, 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.

**Board of Supervisors
Waterlefe Community
Development District**

August 12, 2019

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Waterlefe Community Development District will be held on **Monday, August 19, 2019 at 2:00 p.m.** at the Waterlefe Golf Club – Lefe Room, 1022 Fish Hook Cove, Bradenton, Florida 34212. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. SPECIAL AGENDA TOPIC**
 - A. None
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Meeting Minutes from July 22, 2019 Tab 1
 - B. Consideration of the Operations and Maintenance Expenditures for the month of July 2019 Tab 2
- 5. BUSINESS ITEMS**
 - A. Consideration of Holiday Decorations Proposal Tab 3
 - B. Consideration of Fountain Cleaning Renewal Tab 4
 - C. Public Hearing on Fiscal Year 2019-2020 Budget & Golf Course Budget Tab 5
 1. Consideration of Resolution 2019-04; Adopting Fiscal Year 2019-2020 Budget Tab 6
 2. Consideration of Resolution 2019-05; Imposing Special Assessments Tab 7
 - D. Consideration of Resolution 2019-06; Adopting Fiscal Year 2019-2020 Meeting Schedule Tab 8
 - E. Discussion of Title Change for Steve Dietz
- 6. STAFF REPORTS**
 - A. Aquatic Report and Update Tab 9
 - B. Landscape & Irrigation Update
 1. Landscape Committee Chairman Update Tab 10
 2. Field Inspection Report Tab 11
 3. Landscape Contractor Report
 4. Landscape Proposals
 - C. Golf Course Update
 1. Golf Course Committee Chairman Update
 2. Director of Golf Course Operations Update Tab 12

- D. Property Management Update
 - 1. CDD Completed Work Orders
Maintenance Report Tab 13
 - E. MPOA Liaison Update
 - F. District Counsel
 - G. District Engineer
 - 1. Storm Deficiencies Aquatic Systems Update Tab 14
 - 2. Striping Repairs Bid Package..... Tab 15
 - 3. Roadway Repairs Bid Package Tab 16
 - 4. Curb & Sidewalk Repairs Bid Package..... Tab 17
 - 5. Vegetation Removal Bid Package Tab 18
 - 6. Port Harbour / Mossy Branch Connection Update
 - 7. 2018 Bank Restoration Update
 - 8. 2019 Bank Restoration Update
 - H. District Manager
 - 1. Presentation of Monthly Financial Statement .. Tab 19
 - 2. Action Item List..... Tab 20
7. **SUPERVISOR REQUESTS AND COMMENTS**
8. **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, July 22, 2019 at 2:01 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
Jim Davis Board Supervisor, Assistant Secretary
Ruth Harenchar Board Supervisor, Assistant Secretary

Also present were:

- Greg Cox District Manager, Rizzetta & Company, Inc.
Andy Cohen District Counsel, Persson, Cohen & Mooney, P.A.
Rick Schappacher District Engineer, Schappacher Engineering
Steve Dietz GM, Waterlefe Golf Club
Representative MPOA
Representative Landscape Committee
Representative Golf Committee
John Ziegler Representative, ArtisTree
Josh McGarry Representative, Aquatic Systems, Inc.

Audience Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order at 2:01 p.m. and conducted roll call.

SECOND ORDER OF BUSINESS

Discussion of Medallion Project

The Board received an update from Patricia Petruff, with Dye, Harrison, Kirkland, Petruff & St. Paul, regarding the Medallion project. Ms. Petruff discussed some of the history of the project along with updates of agreements and comments regarding how the southern wall does appear to be across the property lines both directions in places. She noted that a meeting has been scheduled with the "Watercolor Team" at which she, Mr. Schappacher, Mr. Bumgarner, Mr. Dietz and representatives of the County will attend.

51 **THIRD ORDER OF BUSINESS** **Audience Comments**

52
53 Mr. Robert Swartz addressed the Board regarding pond bank repairs.

54
55 **FOURTH ORDER OF BUSINESS** **Consideration of the Regular Meeting**
56 **Minutes from the Board of**
57 **Supervisors' Meeting held June 17,**
58 **2019**
59

On a motion by Mr. Davis, seconded by Mr. Bumgarner, with all in favor, the Board approved the minutes from the regular meeting of the Board of Supervisors held on June 17, 2019 as presented, for the Waterlefe Community Development District.

60
61 **FIFTH ORDER OF BUSINESS** **Consideration of the Operation and**
62 **Maintenance Expenditures for June**
63 **2019**
64

65 The Board members discussed concerns they have regarding a number of water
66 bills that reflect no usage and some that reflect excessive usage and requested staff
67 continue to research these accounts to try to determine if there is anything amiss with
68 these accounts.
69

On a motion by Mr. Davis, seconded by Mr. Haibach, with all in favor, the Board approved to ratify the payment invoices in the June 2019 Operation and Maintenance report for the Waterlefe Community Development District.

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71 **SIXTH ORDER OF BUSINESS** **Staff Report – Aquatic Report and**
72 **Update**
73

74 The Board received a pond maintenance update from Josh McGarry, with
75 Aquatic Systems. Mr. McGarry’s report addressed Hydrilla issues being addressed;
76 pond assessments; treatment of Water Lilies in #5 and issues with clouding in #4.
77

78 Mr. McGarry explained the results of the pond #16 assessment testing report to
79 the Board.
80

81 **SEVENTH ORDER OF BUSINESS** **Consideration of ADA Website**
82 **Proposals**
83

84 The Board reviewed three proposals for website ADA accessibility servicing and
85 hosting. The Board approved a proposal from Innersync Studio, LLC, d/b/a Campus
86 Suite for the website preparation, on-going ADA accessibility maintenance and hosting.
87 Mr. Cox explained that there is also the on-going requirement for Rizzetta & Company
88 to maintain its \$1,200 per year rate for ensuring Chapter 189 compliance along with
89 document production for the website.
90
91

On a motion by Ms. Harenchar, seconded by Mr. Davis, with all in favor, the Board approved the Campus Suites proposal, for the Waterlefe Community Development District.

92

93

EIGHTH ORDER OF BUSINESS

Discussion of Addition of Staff

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The Board received an update from Mr. Bumgarner regarding the need to expand the staff by adding an assistant for Mr. Dietz and that the Golf Course and CDD will share the cost of the new position.

96

97

Mr. Jim Davis departed the meeting at 3:05 p.m.

98

99

100

NINTH ORDER OF BUSINESS

Ratification of Fiscal Year 2017-2018 Audit

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The Board reviewed the FY 2017-2018 Audit Report and discussed the findings in the report related to the variances between Rizzetta & Company and Golf Course for certain types of revenues. Mr. Cox explained that the Management Report reflected that the issue had been resolved.

105

106

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108

The Board heard a request from Mr. Tierno regarding his questions regarding why the District Financials reflect funds not paid by the MPOA since 2011. Mr. Cox noted that this was remaining from the Shores issues but would provide the Board with complete answer.

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111

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The Board approved the FY 2017-2018 Audit Report contingent upon Mr. Tony Tierno's review of the finding. During the meeting, Mr. Tierno noted that he had reviewed and agreed that there were no further issues.

114

115

116

117

On a Motion by Mr. Bumgarner, seconded by Mr. Haibach, with all in favor, the Board of Supervisors approved to ratify the Chairman's approval of the Fiscal Year 2017-2018 Audit, for the Waterlefe Community Development District.

118

119

TENTH ORDER OF BUSINESS

Consideration to Authorize Staff to begin the RFP Process for Golf Cart Lease

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121

122

123

The Board approved to authorize staff to proceed with beginning the RFP process for the next Golf Cart Lease. Mr. Dietz indicated that he would be looking for a vote from the Board on the selection of a provider at the September meeting with a "roll out" in October.

124

125

126

127

On a motion by Mr. Haibach, seconded by Ms. Harenchar, with all in favor, the Board approved to authorize staff to proceed with the RFP process for the Golf Cart Lease, for the Waterlefe Community Development District.

128

129

130 **ELEVENTH ORDER OF BUSINESS** **Staff Report – Landscape Committee**
131 **Chairman Update**
132

133 The Board received a landscape committee update from Mr. Mike Jacobs. He
134 noted that a recent Committee meeting had not been held. He discussed issues with
135 moving annuals that some felt did not match at the monuments; a tall Palm tree that
136 may need to be replaced; medians that had been renovated and those pending; the
137 completion of the UMRR hedge project; a downed tree from the storm; and other recent
138 activities.

139
140 *Mr. Jim Davis re-joined the meeting at 3:45 p.m.*
141

142 **TWELFTH ORDER OF BUSINESS** **Staff Report – Field Inspection Report**
143

144 The Board reviewed Mr. John Toborg's Field Inspection Report and discussed
145 the comments with Mr. Ziegler with ArtisTree.
146

147 **THIRTEENTH ORDER OF BUSINESS** **Staff Report – Landscape Contractor**
148 **Update**
149

150 The Board discussed the status of the landscaping at the entrance monuments
151 and Mr. Davis requested that the Landscape Committee evaluate whether or not the
152 plants blocking the lettering should be removed or replaced.
153

154 **FOURTEENTH ORDER OF BUSINESS** **Staff Reports- Golf Course Committee**
155 **Chairman Update**
156

157 The Board received a Golf Committee Chairman update from Mr. Tierno. He
158 discussed that there was no July committee meeting. He also discussed that the
159 Committee was looking to hire a consultant to assist with the long-range planning
160 strategy for the Golf Club and indicated that the cost for that to the CDD would be
161 somewhere between \$30,000.00 and \$50,000.00. The Board members asked him to
162 present the proposals he receives for this service so they can make their decision.
163

164 **FIFTEENTH ORDER OF BUSINESS** **Staff Reports- Director of Golf Course**
165 **Operations**
166

167 Mr. Steve Dietz provided an update regarding the Golf Course Operations. Mr.
168 Dietz provided updated financial information as well as work being accomplished on
169 various projects. He also provided the Board with a proposed Golf Club budget for the
170 next fiscal year and indicated that he would be seeking Board approval at the August
171 CDD meeting at the time the Board considers the annual CDD budget.
172

173 **SIXTEENTH ORDER OF BUSINESS** **Staff Report – Property Manager**
174

175 The Board received an update from Mr. Dietz regarding the Property Manager
176 report. Mr. Dietz presented and the Board approved a proposal from Bellmore Electric
177 for \$8,896 for work required for the activation of the Mossy Branch gates.

178 On a motion by Mr. Davis, seconded by Mr. Bumgarner, with all in favor, the Board
179 approved the Bellmore Electric proposal for Mossy Branch gate work in the amount of
180 \$8,896.00, for the Waterlefe Community Development District.

181

182 **SEVENTEENTH ORDER OF BUSINESS** **Staff Report – MPOA Liason Update**

183

184 The Board received an update from Mr. Bob Griswold regarding MPOA
185 activities. Mr. Griswold informed the Board about upcoming River Club renovations.

186

187 **EIGHTEENTH ORDER OF BUSINESS** **Staff Report – District Counsel**

188

189 Mr. Cohen updated the Board regarding the status of the Landshore pond bank
190 project and how the Performance Bond holder has agreed to fund the costs incurred by
191 the CDD for his and Mr. Schappacher’s work on this issue. He noted that work is getting
192 ready to commence on the new repairs and that Mr. Schappacher intends to be present
193 during much of the work.

194

195 **NINETEENTH ORDER OF BUSINESS** **Staff Report – District Engineer**

196

197 Mr. Schappacher provided an update of the land exchange being worked on with
198 Medallion and noted that the amount of acreage for each side was approximately .7 of
199 an acre each.

200

201 **TWENTIETH ORDER OF BUSINESS** **Staff Report – District Management**

202

203 Mr. Cox reminded the Board that the next CDD meeting will be held on August 18,
204 2019 at 2:00 p.m. and that the Budget Public Hearing was scheduled during that
205 meeting.

206

207 Mr. Cox reviewed the financials and action item list with the Board.

208

209 **TWENTY-FIRST ORDER OF BUSINESS** **Supervisor Requests**

210

211 Mr. Bumgarner discussed that it would be appropriate to designate a new title for
212 Steve Dietz’ position and asked for Board members to consider this for the Board to
213 decide at the next meeting.

214

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

216

On a Motion by Mr. Bumgarner, seconded by Mr. Haibach, with all in favor, the Board adjourned the meeting at 4:40 p.m. for the Waterlefe Community Development District.

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219

220 _____
Secretary / Assistant Secretary

220 _____
Chairman / Vice Chairman

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