



Rizzetta & Company

Waterlefe Community Development District

**Board of Supervisors' Meeting
September 16, 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.

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

September 13, 2019

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Waterlefe Community Development District will be held on **Monday, September 16, 2019 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. PUBLIC COMMENTS**
- 3. SPECIAL AGENDA TOPIC**
 - A. None
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Meeting Minutes from August 19, 2019 Tab 1
 - B. Consideration of the Operations and Maintenance Expenditures for the month of August 2019 Tab 2
- 5. BUSINESS ITEMS**
 - A. Discussion of Mossy Branch Gate
 - B. Consideration of Fountain Cleaning Renewal
 - C. Consideration of Insurance Proposal Tab 3
 - D. Consideration of Technology Agreement (under separate cover)
 - E. Consideration of Request for Proposals for Golf Course Maintenance Agreement (under separate cover)
 - F. Discussion of Lefe' Room Renovation
- 6. STAFF REPORTS**
 - A. Aquatic Report and Update Tab 4
 - B. Landscape & Irrigation Update
 1. Consideration of Landscape Meeting Minutes held on September 6, 2019..... Tab 5
 2. Landscape Committee Chairman Update
 3. Discussion of Mini Monument – Winding Stream Gate
 4. Field Inspection Report (under separate cover)
 5. Landscape Contractor Report
 6. Landscape Proposals
 - C. Golf Course Update
 1. Consideration of Golf Course Meeting Minutes held on May 21, 2019 Tab 6
 2. Golf Course Committee Chairman Update
 3. Director of Golf Course Operations Update..... Tab 7

- D. Property Management Update
 - 1. CDD Completed Work Orders
Maintenance Report..... Tab 8
- E. MPOA Liaison Update
- F. District Counsel
- G. District Engineer
 - 1. Port Harbour / Mossy Branch Connection Update
 - 2. Road Repair Update
 - 3. 2018 Bank Restoration Update
 - 4. 2019 Bank Restoration Update
 - 5. Sidewalk Repair Update
 - 6. Vegetation Removal Update
- H. District Manager
 - 1. Presentation of Monthly Financial Statement .. Tab 9
 - 2. Action Item List..... Tab 10
- 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, August 19, 2019 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
Jim Davis	Board Supervisor, Assistant Secretary
Ruth Harenchar	Board Supervisor, Assistant Secretary
Bill Stollo	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
John Toborg	Field Services Manager, Rizzetta & Company, Inc.
Steve Dietz	GM, Waterlefe Golf Club
Holly Schrader	Administrative Assistant, Waterlefe Golf Club
Representative	MPOA
Representative	Landscape Committee
Representative	Golf Committee
John Ziegler	Representative, ArtisTree
Josh McGarry	Representative, Aquatic Systems, Inc.

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

Audience Comments

There were no audience comments.

51 **THIRD ORDER OF BUSINESS** **Consideration of the Regular Meeting**
52 **Minutes from the Board of**
53 **Supervisors' Meeting held July 22,**
54 **2019**
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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 July 22, 2019 as amended, for the Waterlefe Community Development District.

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57 **FOURTH ORDER OF BUSINESS** **Consideration of the Operation and**
58 **Maintenance Expenditures for July**
59 **2019**
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On a motion by Mr. Bumgarner, seconded by Mr. Stollo, with all in favor, the Board approved to ratify the payment invoices in the July 2019 Operation and Maintenance report for the Waterlefe Community Development District.

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62 **FIFTH ORDER OF BUSINESS** **Staff Report – Aquatic Report and**
63 **Update**
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65 The Board received an aquatics maintenance update from Josh McGarry. He
66 noted staff changes where Sarah Bowen, Technician who had been servicing
67 Waterlefe, had departed from Aquatic Systems.

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69 **SIXTH ORDER OF BUSINESS** **Staff Report – Landscape Committee**
70 **Chairman Update**
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72 The Board received an update from Mr. Mike Jacobs as Chairman of the
73 Landscape Committee. He discussed the status of a number of projects to include the
74 possibility of a mini-monument for outside the Winding Stream gate which the Board
75 requested be added to the next CDD meeting agenda. Mr. Jacobs indicated that a
76 Landscape Committee meeting was scheduled for September 6, 2019 at 2:00 p.m.

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78 **SEVENTH ORDER OF BUSINESS** **Staff Report – Field Inspection Report**
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80 The Board received an update from Mr. Toborg regarding his most recent
81 landscape inspection. The Board discussed their interest in having irrigation controllers
82 stop the irrigation during periods of rain.

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84 **EIGHTH ORDER OF BUSINESS** **Staff Report – Landscape Contractor**
85 **Update**
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87 Mr. Dietz presented a mulching proposal from Ramco Mulch Solutions.
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On a motion by Mr. Bumgarner, seconded by Mr. Stollo, with all in favor, the Board approved the Ramco Mulch Solutions proposal for \$20,800.00 for the Waterlefe Community Development District.

89 **NINTH ORDER OF BUSINESS**

**Staff Reports- Golf Course Committee
Chairman Update**

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92 The Board received a Golf Committee Chairman update from Mr. Tierno. He
93 noted that the Golf Club search for a consultant was still underway. He indicated that a
94 proposal would be ready for the October 2019 CDD meeting agenda.

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96 **TENTH ORDER OF BUSINESS**

**Staff Reports- Director of Golf Course
Operations**

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99 Mr. Steve Dietz provided an update of Golf Course Operations. Mr. Dietz
100 introduced Ms. Holly Schrader as his new assistant. He noted that the Board would be
101 considering proposals for the Golf Equipment Lease RFP at the next CDD meeting.

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103 **ELEVENTH ORDER OF BUSINESS**

Staff Report – Property Manager

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105 The Board received an update from Mr. Dietz regarding the Property Manager
106 report The Board discussed solar lighting at end-caps; drainage at restroom areas;
107 drainage at the Winding Stream gate area; and issues at the new Mossy Branch gate.

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109 **TWELFTH ORDER OF BUSINESS**

Staff Report – MPOA Liaison Update

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111 The Board received an update from Mr. Bob Griswold regarding MPOA
112 activities. Mr. Griswold noted that the River Club upgrade project was nearly complete.

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114 **THIRTEENTH ORDER OF BUSINESS**

Staff Report – District Counsel

115

116 The Board received an update from Mr. Andy Cohen, District Counsel. He
117 discussed the status of the Campus Suite ADA accessibility agreement and the work
118 being done by Landshore to fix the pond bank repairs.

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120 **FOURTEENTH ORDER OF BUSINESS**

Staff Report – District Engineer

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122 The Board received an update from Mr. Rick Schappacher, District Engineer. He
123 discussed the storm water areas that will be repaired by Aquatic Systems and the
124 roadway striping repair proposal that was previously approved by the District Manager.

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126 The Board approved a proposal for roadway repairs from the three (3) bids
127 collected by Mr. Schappacher. Gator Paving was the lowest bid at \$115,507. The Board
128 approved them with a not-to-exceed amount of \$115,507, but wanted the bid broken out
129 by showing The Shores community separately and for the bid amount to be adjusted
130 according by removing The Shores portion.

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On a motion by Mr. Davis, seconded by Ms. Harenchar, with all in favor, the Board approved the Gator Paving proposal with a not-to-exceed amount of \$115,507 but requested the bid broken out showing The Shores community separately and the bid amount to be adjusted according by removing The Shores portion, for the Waterlefe Community Development District.

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On a motion by Mr. Bumgarner, seconded by Mr. Davis, with all in favor, the Board approved the ANJ proposal for \$7,091.00 for curb and sidewalk repairs and requested The Shores portion broken out separately, for the Waterlefe Community Development District.

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On a motion by Mr. Haibach, seconded by Mr. Davis, with all in favor, the Board approved the Aquatic Systems proposal for \$2,398.88 for vegetation removal, for the Waterlefe Community Development District.

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The Board received an update from Mr. Schappacher regarding the progress with the Mossy Branch connection project. There was an update of dirt needing to be cleared from the curbing and the need for a new stop sign.

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Mr. Haibach expressed displeasure with the outbound side of the Mossy Branch exit and the Board's desire to have the existing conditions improved to afford a well-engineered and safe ramp up to Port Harbour Parkway. The Board members requested not to execute the land swap documents until all of the deficiencies are corrected.

144

The Board received an update from Mr. Schappacher regarding the 2018 and 2019 pond bank restoration projects

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FIFTEENTH ORDER OF BUSINESS **Staff Report – District Management**

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Mr. Cox reminded the Board that the next CDD meeting will be held on September 16, 2019 at 2:00 p.m.

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

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Mr. Bumgarner departed from the meeting.

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SIXTEENTH ORDER OF BUSINESS **Consideration of Holiday Decorations Proposal**

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

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SEVENTEENTH ORDER OF BUSINESS **Consideration of Fountain Cleaning Renewal**

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On a motion by Mr. Davis, seconded by Mr. Haibach, with all in favor, the Board approved the renewal of the Fountain Cleaning agreement with Vertex for \$581 quarterly, for the Waterlefe Community Development District.

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Mr. Bumgarner returned to the meeting.

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Mr. Jim Davis requested that staff seek proposals to have the Lefe Room renovated and upgraded so as to facilitate CDD Board meetings and other meetings for the community, Golf Club, and et cetera and requested this information at the next meeting in September. Mr. Davis expressed his desire for the funding to come from this fiscal year's budget if possible.

EIGHTEENTH ORDER OF BUSINESS **Consideration of Adopting Fiscal Year 2019-2020 Final Budget Golf Club Budget**

Mr. Dietz presented a revised Fiscal Year 2019-2020 Golf Club budget to the Board.

On a Motion by Mr. Davis, seconded by Ms. Harenchar, with all in favor, the Board of Supervisors approved to adopt the Fiscal Year 2019-2020 Golf Club Budget, as presented, for the Waterlefe Community Development District.

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NINETEENTH ORDER OF BUSINESS **Public Hearing on Fiscal Year 2019-2020 Final Budget**

Mr. Cox explained the budgeting process in place to finalize the approval of the final budget for the next fiscal year and requested a motion from the Board to open the duly noticed public hearing for the Proposed Budget for Fiscal Year 2019-2020.

On a Motion by Mr. Davis, seconded by Mr. Stollo, with all in favor, the Board of Supervisors approved to open the Public Hearing, for the Waterlefe Community Development District.

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The Board heard comments regarding the Lefe Room renovation project introduced by Mr. Davis.

The Board members made minor adjustments to the CDD budget.

Mr. Cox asked for a motion to close the public hearing.

On a Motion by Mr. Bumgarner, seconded by Ms. Harenchar, with all in favor, the Board of Supervisors approved to close the Public Hearing, for the Waterlefe Community Development District.

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TWENTIETH ORDER OF BUSINESS **Consideration of Resolution 2019-04;
Adopting Fiscal Year 2019-2020 Final
Budget**

On a Motion by Mr. Bumgarner, seconded by Mr. Haibach, with all in favor, the Board of Supervisors approved to adopt Resolution 2019-04; Adopting Fiscal Year 2019-2020 Final Budget, for the Waterlefe Community Development District.

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TWENTY-FIRST ORDER OF BUSINESS **Consideration of Resolution 2019-05;
Imposing Special Assessments**

On a Motion by Mr. Davis, seconded by Ms. Harenchar, with all in favor, the Board of Supervisors approved to adopt Resolution 2019-05; Imposing Special Assessments, for the Waterlefe Community Development District.

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TWENTY-SECOND ORDER OF BUSINESS **Consideration of Resolution 2019-06;
Setting Fiscal Year 2019-2020
Meeting Schedule**

On a Motion by Mr. Haibach, seconded by Mr. Bumgarner, with all in favor, the Board of Supervisors approved to adopt Resolution 2019-06; Setting Fiscal Year 2019-2020 Meeting Schedule, for the Waterlefe Community Development District.

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TWENTY-THIRD ORDER OF BUSINESS **Discussion of Title Change for Steve
Dietz**

On a motion by Ms. Harenchar, seconded by Mr. Haibach, with all in favor, the Board approved to amend Mr. Dietz' job title to General Manager Waterlefe Golf Club and Community Development District, for the Waterlefe Community Development District.

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TWENTY-FOURTH ORDER OF BUSINESS **Supervisor Requests**

Ms. Harenchar updated the Board regarding the Anniversary event planning and also comments regarding the potential Marketing Committee.

Mr. Davis expressed his support for the future development of solar energy projects for the CDD.

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TWENTY-FIFTH ORDER OF BUSINESS Adjournment

On a Motion by Mr. Bumgarner, seconded by Mr. Haibach, with all in favor, the Board adjourned the meeting at 4:56 p.m. for the Waterlefe Community Development District.
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Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT