



Rizzetta & Company

Waterlefe Community Development District

**Board of Supervisors' Meeting
January 20, 2020**

**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
	Ruth Harenchar	Assistant Secretary
	Jim Davis	Assistant Secretary
	Richard Carroll	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**

January 13, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Waterlefe Community Development District will be held on **Monday, January 20, 2020 at 2:00 p.m.** at the Waterlefe River Club, located at 995 Fish Hook Cove Bradenton, FL 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 December 16, 2019 Tab 1
 - B. Consideration of the Operations and Maintenance Expenditures for the month of December 2019 Tab 2
- 5. BUSINESS ITEMS**
 - A. Consideration of Water Quality Testing Services Proposal..... Tab 3
 - B. Discussion of Traffic Calming Options
 - C. Discussion of Golf Course Reserve Study Items
 - D. Discussion of Project Financing Options
- 6. STAFF REPORTS**
 - A. Aquatic Report and Update Tab 4
 - B. Landscape & Irrigation Update
 1. Consideration of Landscape Meeting Minutes Minutes held on November 1, 2019..... Tab 5
 2. Landscape Committee Chairman Update
 3. Field Inspection Report..... Tab 6
 4. Landscape Contractor Report
 5. Landscape Proposals
 - C. Golf Course Update
 1. Consideration of Golf Course Committee Meeting Minutes held on December 9, 2019 Tab 7
 2. Golf Course Committee Chairman Update
 3. Director of Golf Course Operations Update..... Tab 8
 - D. Property Management Update
 1. CDD Completed Work Orders Tab 9
Maintenance Report
 - E. MPOA Liaison Update
 - F. District Counsel

- G. District Engineer
 - 1. Port Harbour / Mossy Branch Connection Update
 - 2. Speed Humps on Winding Stream
 - H. District Manager
 - 1. Presentation of Monthly Financial Statement Tab 10
 - 2. Action Item List..... Tab 11
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, December 16, 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
Dick Carroll	Board Supervisor, Asst. 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
Josh McGarry	Representative, Aquatic Systems
Eric Cerda	Representative, ArtisTree

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

Mr. Mike Jacobs addressed the Board regarding his opinion of the Board's consideration of traffic calming measures in the community.

51 **THIRD ORDER OF BUSINESS** **Consideration of the Regular Meeting**
52 **Minutes from the Board of**
53 **Supervisors' Meeting held November**
54 **18, 2019**
55

On a motion by Mr. Davis, seconded by Mr. Haibach, with all in favor, the Board approved the minutes from the regular meeting of the Board of Supervisors held on November 18, 2019 as presented, for the Waterlefe Community Development District.

56
57 **FOURTH ORDER OF BUSINESS** **Consideration of the Operation and**
58 **Maintenance Expenditures for**
59 **November 2019**
60

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

61
62 **FIFTH ORDER OF BUSINESS** **Discussion of Traffic Calming Options**
63

64 The Board discussed traffic calming options being considered to be installed at
65 locations in the community. Mr. Schappacher provided the Board with examples of
66 various options. This item was tabled to the January 20, 2020 CDD meeting.

67
68 **SIXTH ORDER OF BUSINESS** **Consideration of Solitude Agreement**
69 **Renewal**
70

On a motion by Mr. Haibach, seconded by Mr. Davis, with all in favor, the Board approved the Solitude Lake Management, LLC agreement for waterway maintenance services to commence January 1, 2010 for one year with two renewal options, for the Waterlefe Community Development District.

71
72 **SEVENTH ORDER OF BUSINESS** **Consideration of Reserve Study**
73 **Update Proposal**
74

75 The Board discussed a proposal from Florida Reserve Study for an update of the
76 former study prepared by them for \$2,100. The Board approved the proposal and
77 requested staff to request an additional quote for a separate addendum to the study to
78 include the golf club facilities. The Board requested staff to seek vendors who could
79 perform a reserve study for golf course specific related items such as greens, irrigation,
80 sand traps and et cetera. Mr. Bumgarner explained that he had requested a meeting
81 with members of the Rizzetta staff to discuss options available to the Board for funding
82 larger projects that might be needed without having to use the Capital Reserves.
83

On a motion by Mr. Haibach, seconded by Mr. Davis, with all in favor, the Board approved the Florida Reserve Study proposal as presented, for the Waterlefe Community Development District.

84

85 **EIGHTH ORDER OF BUSINESS**

Staff Report – Aquatic Report and Update

86
87

88 The Board received an aquatic maintenance update from Mr. Josh McGarry, with
89 Solitude, who reviewed his prepared report. Mr. Haibach requested that Mr. McGarry
90 prepare maintenance projections for future work anticipated for the waterways. Mr.
91 Bumgarner requested an inspection of the stormwater structure between #8 and #9.

92

93 Ms. Harenchar requested updated information regarding the conduct of the
94 Midge assessment which Mr. McGarry indicated would be in the Spring. Mr. Carroll
95 requested an inspection of pond #28 where he had observed a mesh material that may
96 need to be removed. Mr. Davis requested an inspection of the algae issue at pond #7
97 and #9. Mr. Dietz requested an inspection of pond #5 bank weeds issue.

98

99 Mr. McGarry introduced Mr. Jason Jaszczak who will be replacing him at
100 Waterlefe as the primary aquatic maintenance supervisor.

101

102 **NINTH ORDER OF BUSINESS**

Staff Report – Landscape Committee Chairman Update

103

104

105 The Board received a Landscape Committee Chairman update from Mr. Mike
106 Jacobs. He noted the completion of the median project; an update of the mini-
107 monument project; and work being done at the Mossy Branch gate landscape and
108 signage plan.

109

On a motion by Mr. Carroll, seconded by Mr. Haibach, with all in favor, the Board approved the ArtisTree proposal for \$8,218.00 for annuals installation, for the Waterlefe Community Development District.

110

111 Mr. Jacobs also provided information regarding the positive work being
112 accomplished by Eric Cerda, with ArtisTree. He also informed the Board of the
113 renovation of the golf course leader board using Waterlefe Community lettering.

114

115 The Board discussed the topic of the Shores entrance and how it could be
116 renovated. Mr. Haibach noted that it was the responsibility of the MPOA to oversee this
117 activity.

118

119 **TENTH ORDER OF BUSINESS**

Staff Report – Field Inspection Report

120

121 The Board received an update from Mr. John Toborg regarding his most recent
122 landscape inspection.

123

124 The Board received a landscape update from Mr. Cerda, with ArtisTree. He
125 noted that the approved install of the annuals would be accomplished in January.

126

127

128

129

130 **ELEVENTH ORDER OF BUSINESS** **Staff Reports- Golf Course Committee**
131 **Chairman Update**
132

133 The Board considered the minutes of the Golf Committee meeting held
134 November 14, 2019 and the Golf Course Committee meeting held on November 11,
135 2019.
136

On a motion by Mr. Davis, seconded by Mr. Bumgarner, with all in favor, the Board approved to accept and file the Golf Committee meeting held November 14, 2019 and the Golf Course Committee meeting held on November 11, 2019, for the Waterlefe Community Development District.

137
138 **TWELFTH ORDER OF BUSINESS** **Staff Reports- Director of Golf Course**
139 **Operations**
140

141 The Board received a Golf Course Operations update from Mr. Dietz. He
142 provided an update of the installation of the irrigation towers and the new golf carts on
143 hand. Mr. Dietz and Mr. Tierno noted that the Committee focus will be on bridges for
144 the next three years at a potential estimated cost of \$275,000.
145

146 **THIRTEENTH ORDER OF BUSINESS** **Staff Report – Property Manager**
147

148 The Board received a Property Management update from Mr. Dietz. He provided
149 an update of the on-going solar panel project; the Mossy Branch gate status; and
150 opened the discussion of making the Mossy Branch gate exit side only for the residents'
151 use which would be controlled by tag readers.
152

153 A motion was made by Mr. Bumgarner, seconded by Mr. Haibach, to make the
154 Mossy Branch gate exit controlled by tag readers and for resident's use only, failed with
155 Mr. Davis, Mr. Carroll and Ms. Harenchar voting no. Audience comments were
156 solicited.
157

158 Mr. Dietz provided an update to the Board on the status of the anniversary
159 celebration and requested an additional \$2,000 from the CDD to assist with the
160 celebration requirements.
161

On a motion by Ms. Harenchar, seconded by Mr. Bumgarner, with all in favor, the Board approved an additional \$2,000.00 from the CDD to assist with the celebration requirements, for the Waterlefe Community Development District.

162
163 Mr. Dietz provided an update of the most recent complaint of driving range golf
164 balls hitting a house alongside the range and that the resident there requested higher
165 netting.
166

167 Mr. Bumgarner requested that Mr. Dietz have someone inspect the landscape
168 lighting being out in some locations and staying on in others.
169

170 **FOURTEENTH ORDER OF BUSINESS** **Staff Report – MPOA Liaison Update**

171
172 Mr. Bob Griswold provided an MPOA update to the Board. He informed the
173 Board of the cancelation of an upcoming MPOA meeting on Wednesday and the
174 scheduling of the annual meeting on January 27, 2020. He also noted that the New
175 Year’s Eve dance was sold out.

176
177 **FIFTEENTH ORDER OF BUSINESS** **Staff Report – District Counsel**

178
179 No report.

180
181 **SIXTEENTH ORDER OF BUSINESS** **Staff Report – District Engineer**

182
183 Mr. Schappacher provided an update to the Board. He discussed the potential
184 signage needed for the Mossy Branch gate to discourage use by anyone other than
185 residents. He noted the current roadway project was completed and that the pond bank
186 restoration project was complete with one item remaining on the “punch list”. The
187 Board members requested that Mr. Schappacher inspect a tree that was reported as
188 causing a clearance issue over the roadway. Mr. Schappacher discussed the issue of
189 the steep slope at 16621 Conch Shell and that the slope was most likely affected by the
190 installation of the swimming pool behind the home.

191
192 **SEVENTEENTH ORDER OF BUSINESS** **Staff Report – District Management**

193
194 Mr. Cox reminded the Board that the next CDD meeting will be held on January 20,
195 2020 at 2:00 p.m.

196
197 Mr. Cox reviewed the financials and action item list with the Board. Mr. Cox
198 explained how the District’s newly designed ADA accessible Website was now released
199 for use and review by the Board members. He requested all comments and
200 suggestions for correction and changes be forwarded to him and Ms. Kronick.

201
202 **EIGHTEENTH ORDER OF BUSINESS** **Supervisor Requests**

203
204 Mr. Bumgarner and the Board recognized Mr. Bill Strollo for his former work as a
205 CDD Board Supervisor and presented him an appreciation plaque for the years serving
206 as a Waterlefe CDD Supervisor.

207
208 **NINETEENTH ORDER OF BUSINESS** **Adjournment**

On a Motion by Mr. Bumgarner, seconded by Mr. Haibach, with all in favor, the Board adjourned the meeting at 4:37 p.m. for the Waterlefe Community Development District.

210
211
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213
214

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

WATERLEFE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FL 33625

Operation and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$154,997.62**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterlefe Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
A N J Excavation LLC	008387	5-B	Sidewalk Repairs 10/19	\$ 5,729.00
A N J Excavation LLC	008367	6	Patch Damaged Curbs	\$ 160.00
Alan G. Haibach	008374	AH111819	Board of Supervisors Meeting 11/18/19	\$ 200.00
Andrew Omar Quijano	008394	476	Pressurewash Sidewalks 12/19	\$ 6,345.00
Andrew Omar Quijano	008394	477	Pressurewash Sidewalks 12/19	\$ 2,240.00
Artistree Landscape Maintenance & Design STE B	008368	144498	Plants 11/19	\$ 787.03
Artistree Landscape Maintenance & Design STE B	008368	144686	Monthly Grounds Maintenance 11/19	\$ 11,354.31
Artistree Landscape Maintenance & Design STE B	008381	144914	Irrigation Maintenance Service 11/19	\$ 520.00
Artistree Landscape Maintenance & Design STE B	008381	144915	Irrigation Maintenance Service 11/19	\$ 1,200.00
Artistree Landscape Maintenance & Design STE B	008381	144916	Irrigation Maintenance Service 11/19	\$ 231.00
Artistree Landscape Maintenance & Design STE B	008381	144982	Fertilizer & Pest Control 11/19	\$ 667.00
Artistree Landscape Maintenance & Design STE B	008388	145144	Irrigation Maintenance Service 11/19	\$ 230.00

Waterlefe Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bellmore Electric, Inc.	008382	7749	Fountain Electricity Maintenance 12/19	\$ 300.00
Bradenton Herald	008369	0004375728 09/12/19	Legal Advertising 09/19	\$ 74.88
Club Mark Corporation	008390	760	Membership Consulting Agreement Installment #2 of 3	\$ 2,500.00
Dye, Harrison, Kirkland, Petruff, Pratt & St. Paul, PLLC	008373	980480	Legal Services 10/19	\$ 200.00
Florida Power & Light Company	008384	Electric Summary 11/19	FPL Electric Summary 11/19	\$ 1,724.28
Gator Grading & Paving LLC	008391	180119PA1	Asphalt Repairs 12/19	\$ 88,641.45
HomeTeam Pest Defense, Inc.	008392	67023240	Pest Control Services 12/19	\$ 54.70
Innersync Studio	008385	17914	CDD Website Services Quarterly 10/19	\$ 384.38
Innersync Studio	008376	18026	CDD Implementation - Onboard of ADA Compliant	\$ 1,162.50
James A. Davis	008372	JD111819	Board of Supervisors Meeting 11/18/19	\$ 200.00
Kenneth E. Bumgarner	008370	KB111819	Board of Supervisors Meeting 11/18/19	\$ 200.00
LLS Tax Solutions, Inc.	008393	001814	Arbitrage Rebate Calculation Series 2016 PE Ending 8/25/19	\$ 500.00

Waterlefe Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Manatee County Utilities Department	008398	MCUD Water Summary 11/19	MCUD Water Summary 11/19	\$ 1,968.16
MCSO Off Duty Employment	008377	38708	Security/Escort/Traffic Service 10/19-CM	\$ (180.00)
MCSO Off Duty Employment	008377	38765	Security/Escort/Traffic Service 12/19	\$ 720.00
Persson, Cohen & Mooney P.A.	008395	23353	Legal Services 11/19	\$ 4,454.00
Phil Lentsch	008378	00030107	4 Books Copied 11/19	\$ 203.53
Richard E Carroll	008371	RC111819	Board of Supervisors Meeting 11/18/19	\$ 200.00
Rizzetta & Company, Inc.	008379	INV0000045219	District Management Fees 12/19	\$ 5,933.33
Rizzetta Technology Services	008380	INV0000004974	Website Hosting Services 12/19	\$ 100.00
Ruth A Harenchar	008375	RH111819	Board of Supervisors Meeting 11/18/19	\$ 200.00
Schappacher Engineering, LLC	008396	1496	Engineering Services 11/19	\$ 3,712.50
Solitude Lake Management	008397	PI-A00328546	Lake & Pond Management Services 12/01/19- 12/31/19	\$ 2,870.00
Spectrum Business	008389	047506901120619	Cable Internet Guard House 12/19	\$ 386.43

Waterlefe Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Spectrum Business	008383	076499601112719	Guardhouse - Winding Stream Way - 11/19	\$ 194.98
Waterlefe Golf Club	PR December 19 Payroll ppe	12.06.19 &	Payroll ppe 12.06.19 & 12.20.19	<u>\$ 8,629.16</u>
Report Total				<u>\$ 154,997.62</u>