



Rizzetta & Company

Palma Sola Trace Community Development District

**Board of Supervisors' Meeting
December 17, 2019**

**District Office:
9428 Camden Field Parkway
Riverview, FL 33578
813.533.2950**

www.palmasolatracecdd.org

**PALMA SOLA TRACE
COMMUNITY DEVELOPMENT DISTRICT**

Palma Sola Trace Clubhouse, 7408 Hamilton Road, Bradenton, FL 34209

Board of Supervisors	Peter Gelman Roger Ohlson Axel Bergman Robert Mauriello Eva Walker	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Attorney	Jere Earlywine	Hopping Green & Sams, P.A.
District Engineer	Rick Schappacher	Schappacher Engineering

All cellular phones must be placed on mute 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), or 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.

December 10, 2019

Board of Supervisors
Palma Sola Trace Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Tuesday, December 17, 2019 at 1:30 PM** (immediately following the Audit Review Committee meeting), at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on October 24, 2019Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for Oct. 2019 and Nov. 2019Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Aquatic Services Agreement.....Tab 3
 - B. Memorandum Regarding Revised Rules of ProcedureTab 4
 - i. Presentation of Draft Updated Rules of Procedure.....Tab 5
 - ii. Consideration of Resolution 2020-01, Setting a Public Hearing on Adoption of Updated Rules of ProcedureTab 6
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. Presentation of Unaudited Financial StatementsTab 7
 - ii. Streetlight Status Update
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (813)533-2950.

Respectfully,

Bryan Radcliff

Bryan Radcliff
District Manager

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.

**PALMA SOLA TRACE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District was held on **Thursday, October 24, 2019 at 1:30 PM** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

Peter Gelman	Board Supervisor; Chair <i>(via phone)</i>
Roger Ohlson	Board Supervisor; Vice Chair
Robert Mauriello	Board Supervisor; Asst. Secretary
Eva Walker	Board Supervisor; Asst. Secretary
Axel Bergman	Board Supervisor; Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Jennifer Budis	Admin. Assistant; Rizzetta & Company, Inc.
Lauren Gentry	District Counsel; Hopping Green & Sams <i>(via phone)</i>
Rick Schappacher	District Engineer; Schappacher Engineering

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and conducted roll call, confirming a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

Audience members had comments and/or questions on items including a dead tree to be removed from the creek behind Hamilton; Aquagenix spraying and then leaving dead vegetation behind; a dead palm in the creek behind building #2; installation of additional fountains in the ponds; and having Aquagenix remove additional vegetation while on site.

46
47 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of**
48 **Board of Supervisors' Meeting**
49 **Held August 22, 2019**
50

51 Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held
52 August 22, 2019 to the Board for consideration.
53

On a Motion by Mr. Ohlson, seconded by Mr. Bergman, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on August 22, 2019 as presented for the Palma Sola Trace Community Development District.

54
55 **FOURTH ORDER OF BUSINESS** **Consideration of Operations &**
56 **Maintenance Expenditures for**
57 **August 2019 & September 2019**
58

59 Mr. Radcliff presented the Operations & Maintenance expenditures for August 2019
60 and September 2019 to the Board for consideration. Brief discussion ensued. The Board
61 asked for clarification of billing dates for Aquagenix.
62

On a Motion by Mr. Mauriello, seconded by Mr. Bergman, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for August 2019 (\$7,642.62) and September 2019 (\$16,089.42) for the Palma Sola Trace Community Development District.

63
64 **FIFTH ORDER OF BUSINESS** **Establishment of Audit Review**
65 **Committee**
66

67 Mr. Radcliff explained the purpose and procedure of establishing a committee to
68 contract for annual auditing services for the District. The Board supervisors agreed to serve
69 as committee members and authorized staff to advertise as required.
70

On a Motion by Mr. Bergman, seconded by Ms. Walker, with all in favor, the Board of Supervisors established the Audit Review Committee, agreed to serve as its members, and authorized staff to advertise as required for the Palma Sola Trace Community Development District.

71
72 **SIXTH ORDER OF BUSINESS** **Ratification of Website ADA**
73 **Compliance Services Agreement**
74

75 Mr. Radcliff presented the website ADA compliance services agreement to the

76 Board for ratification.

77

On a Motion by Ms. Walker, seconded by Mr. Mauriello, with all in favor, the Board of Supervisors ratified the website ADA compliance services agreement with Campus Suite for the Palma Sola Trace Community Development District.

78
79 **SEVENTH ORDER OF BUSINESS** **Ratification of Annual Insurance**
80 **Policy Renewal**
81

82 Mr. Radcliff presented the annual insurance policy renewal to the Board for
83 ratification.

84

On a Motion by Mr. Mauriello, seconded by Mr. Gelman, with all in favor, the Board of Supervisors ratified the annual insurance policy renewal for the Palma Sola Trace Community Development District.

85
86 **EIGHTH ORDER OF BUSINESS** **Discussion Regarding OpticalTel**
87 **Agreement**
88

89 Ms. Gentry discussed the status of the OpticalTel agreement and addressed and
90 answered the Board's questions.

91

92 **NINTH ORDER OF BUSINESS** **Discussion of Website Compliance**
93 **Items**
94

95 Mr. Radcliff presented a list of District website compliance items to the Board for
96 review. Brief discussion ensued.

97

98 **TENTH ORDER OF BUSINESS** **Discussion Regarding Aquatic**
99 **Services**
100

101 Mr. Radcliff introduced the topic for discussion. The Board requested an on-site visit
102 from Aquagenix, to be attended by Ms. Walker and Mr Radcliff.

103

104 **ELEVENTH ORDER OF BUSINESS** **Staff Reports**
105

106 **A. District Counsel**
107

108 No additional information was presented.

109

110 **B. District Engineer**
111

112 Mr. Schappacher presented his District Engineer's report to the Board. Topics

discussed included pond erosion, District boundaries, and a recent pool installation.

C. District Manager

Mr. Radcliff confirmed that the next regularly scheduled meeting will be held on December 18, 2019 at 1:30 PM at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, Florida 34209.

i. Presentation of Unaudited Financial Statements

Mr. Radcliff presented the latest unaudited financial statements to the Board for review. He also updated the Board on the status of various gate repairs in the District.

Discussion regarding the next meeting date ensued; the Board chose to move the next meeting date from December 18th to December 17th, to be held at the same time and place.

On a motion by Mr. Bergman, seconded by Mr. Ohlson, with all in favor, the Board of Supervisors approved the change of the next meeting date from December 18, 2019 to December 17, 2019 at 1:30 PM for the Palma Sola Trace Community Development District.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Mr. Mauriello commented on “manual mode” for operation of security gates in times of emergency and inquired about purchasing of a remote for such instances.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Walker, seconded by Mr. Mauriello, with all in favor, the Board of Supervisors adjourned the meeting at 2:27 PM for the Palma Sola Trace Community Development District.

Asst. Secretary

Chair / Vice Chair

Tab 2

**PALMA SOLA TRACE
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures
October 2019
For Board Approval**

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

The total items being presented: **\$16,086.65**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix	003182	4061467	Aquatic Service 09/19	\$ 850.00
Aquagenix	003190	4064539	Aquatic Service 10/19	\$ 850.00
Bradenton Herald	003187	0004398405	Legal Advertising 10/19	\$ 92.43
BrightView Landscape services, Inc.	003183	6465594	Monthly Lawn Service 09/19	\$ 748.00
BrightView Landscape services, Inc.	003191	6513336	Monthly Lawn Service 10/19	\$ 748.00
Florida Power & Light Company	003189	21937-71157 09/19	3724 Summerwind Cir # Gate 09/19	\$ 12.65
Florida Power & Light Company	003189	56695-14423 09/19	3804 Bridlecrest Ln # PUMP 09/19	\$ 120.06
Florida Power & Light Company	003188	75654-55537 09/19	3807 75th ST W # ST LTS 09/19	\$ 109.75
Florida Power & Light Company	003189	84373-03152 09/19	4095 Overture Cir # GATE 09/19	\$ 18.77
Hopping Green & Sams	003184	110142	General/Monthly Legal Services 08/19	\$ 1,070.32
Innersync	003185	17757	Website Compliance	\$ 2,325.00
Rizzetta & Company, Inc.	003186	INV0000043745	Assessment Roll FY 19/20	\$ 5,000.00
Rizzetta & Company, Inc.	003186	INV0000043869	District Management Fees 10/19	\$ 4,041.67
Rizzetta Technology Services, LLC	003192	INV0000004785	Website Email & Hosting 10/19	\$ 100.00
Report Total				<u>\$ 16,086.65</u>

**PALMA SOLA TRACE
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures
November 2019
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$9,982.13**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix	003206	4067148	Aquatic Service 11/19	\$ 850.00
Axel Hamilton Bergman, Jr.	003193	AB102419	Board of Supervisors Meeting 10/24/19	\$ 200.00
Bellmore Electric Inc.	003199	7735	Street Light Repairs	\$ 350.00
Bellmore Electric Inc.	003199	7736	Street Light Repairs	\$ 155.00
BrightView Landscape services, Inc.	003207	6557705	Monthly Lawn Service 11/19	\$ 748.00
Department of Economic Opportunity	003204	74191	Special District Fee FY 19/20	\$ 175.00
Eva Walker	003198	EW102419	Board of Supervisors Meeting 10/24/19	\$ 200.00
Florida Power & Light Company	003205	21937-71157 10/19	3724 Summerwind Cir # Gate 10/19	\$ 12.56
Florida Power & Light Company	003205	56695-14423 10/19	3804 Bridlecrest Ln # PUMP 10/19	\$ 111.61
Florida Power & Light Company	003205	75654-55537 10/19	3807 75th ST W # ST LTS 10/19	\$ 99.41
Florida Power & Light Company	003205	84373-03152 10/19	4095 Overture Cir # GATE 10/19	\$ 18.24
Hopping Green & Sams	003195	110833	General/Monthly Legal Services 09/19	\$ 306.00
Peter Gelman	003194	PG102419	Board of Supervisors Meeting 10/24/19	\$ 200.00
Rizzetta & Company, Inc.	003201	INV0000044490	District Management Fees 11/19	\$ 4,041.67
Rizzetta Technology Services, LLC	003202	INV0000004869	Website Email & Hosting 11/19	\$ 100.00

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Mauriello	003196	RM102419	Board of Supervisors Meeting 10/24/19	\$ 200.00
Roger Ohlson	003197	RO102419	Board of Supervisors Meeting 10/24/19	\$ 200.00
Schappacher Engineering, LLC	003203	1473	Engineering Services 10/19	\$ 487.50
Securt Holdings, LLC dba CIA Access	003200	13790102319	Service Call-Gate Repair 10/19	\$ 398.90
Securt Holdings, LLC dba CIA Access	003200	13840103019	Service Call-Gate Repair 10/19	\$ <u>1,128.24</u>
Report Total				\$ <u>9,982.13</u>