



Rizzetta & Company

# Palma Sola Trace Community Development District

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## Board of Supervisors' Meeting February 27, 2020

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

[www.palmasolatracecdd.org](http://www.palmasolatracecdd.org)

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

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

<b>Board of Supervisors</b>	Peter Gelman Roger Ohlson Axel Bergman Robert Mauriello Eva Walker	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Attorney</b>	Jere Earlywine	Hopping Green & Sams, P.A.
<b>District Engineer</b>	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.

February 19, 2020

**Board of Supervisors  
Palma Sola Trace Community  
Development District**

**AGENDA**

Dear Board Members:

The meeting and public hearing of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Thursday, February 27, 2020 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 December 17, 2019.....Tab 1
  - B. Consideration of Operations & Maintenance Expenditures for Dec. 2019 and Jan. 2020 .....Tab 2
- 4. BUSINESS ITEMS**
  - A. Public Hearing on Rules of Procedure
    - i. Presentation of Updated Rules of Procedure.....Tab 3
    - ii. Consideration of Resolution 2020-02, Adopting Updated Rules of Procedure.....Tab 4
  - B. Ratification of Final Audit for FY Ended Sep. 30, 2019 .....Tab 5
  - C. Consideration of Audit Committee Recommendation
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - i. Discussion of Retaining Wall Erosion .....Tab 6
  - C. District Manager
    - i. Presentation of Unaudited Financial Statements .....Tab 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

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**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 meeting of the Board of Supervisors of the Palma Sola Trace Community Development District was held on **Tuesday, December 17, 2019 at 1:32 PM** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

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

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Lauren Gentry	<b>District Counsel; Hopping Green &amp; Sams (via phone)</b>
Rick Schappacher	<b>District Engineer; Schappacher Engineering</b>
Mike Kaighin	<b>Account Rep; Aquagenix</b>
John MacNeill	<b>Account Rep; Aquagenix</b>

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:

- Removal of a camphor tree between buildings 04 and 06;
- Missing plants at 71<sup>st</sup> St. and Palma Sola Creek (Mr. Ohlson to review); and
- Oleanders in need of cleaning up, about which discussion ensued.

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On a Motion by Mr. Bergman, seconded by Mr. Mauriello, with all in favor, the Board approved the expense for plant replacement and cleanup for a total amount not to exceed \$3,000.00, and authorizing approval of same by Mr. Ohlson outside of a meeting, for the Palma Sola Trace Community Development District.

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48 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of**  
49 **Board of Supervisors' Meeting**  
50 **Held October 24, 2019**

51  
52 Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held  
53 October 24, 2019 to the Board for consideration.

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On a Motion by Mr. Gelman, seconded by Mr. Bergman, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on October 24, 2019 as presented for the Palma Sola Trace Community Development District.

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56 **FOURTH ORDER OF BUSINESS** **Consideration of Operations &**  
57 **Maintenance Expenditures for**  
58 **October 2019 & November 2019**

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60 Mr. Radcliff presented the Operations & Maintenance expenditures for October 2019  
61 and November 2019 to the Board for consideration. Brief discussion ensued.

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On a Motion by Mr. Gelman, seconded by Ms. Walker, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for October 2019 (\$16,086.65) and November 2019 (\$9,982.13) for the Palma Sola Trace Community Development District.

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64 **FIFTH ORDER OF BUSINESS** **Consideration of Aquatic**  
65 **Services Agreement**

66  
67 Mr. Kaighin and Mr. MacNeill presented their aquatic services proposals to the Board  
68 for consideration. Discussion ensued. The Board tabled a proposal for increased service  
69 visits, and approved a proposal for aquatic plantings. Discussion regarding various pond  
70 issues continued.

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On a Motion by Mr. Gelman, seconded by Mr. Bergman, with four in favor and one (Mr. Mauriello) opposed, the Board of Supervisors approved Aquagenix proposal #114275 for aquatic plants installation in the amount of \$4,500.00 for the Palma Sola Trace Community Development District.

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*(Mr. Kaighin and Mr. MacNeill left the meeting at 3:06 PM.)*

**SIXTH ORDER OF BUSINESS**

**Memorandum Regarding Revised Rules of Procedure**

Ms. Gentry presented a memorandum regarding revised rules of procedure to the Board and reviewed it with them.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Draft Updated Rules of Procedure**

Ms. Gentry presented the draft updated rules of procedure to the Board for consideration and reviewed the specific changes for the Board.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01, Setting a Public Hearing on Adoption of Updated Rules of Procedure**

Mr. Radcliff presented Resolution 2020-01 to the Board for consideration. The Board agreed upon holding the public hearing on adoption of the updated rules of procedure during the next meeting, which is scheduled for 1:30 PM on February 27, 2020.

On a Motion by Mr. Gelman, seconded by Mr. Bergman, with all in favor, the Board of Supervisors adopted Resolution 2020-01, Setting a Public Hearing on Adoption of Updated Rules of Procedure, for the Palma Sola Trace Community Development District.

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**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Gentry reviewed the OpticalTel easement agreement and the fact that a copy of the fully executed agreement has not been received from the company. The Board agreed that District Counsel should send a formal letter of request.

**B. District Engineer**

Mr. Schappacher had no additional information to present.

**C. District Manager**

Mr. Radcliff confirmed that the public hearing and next regularly scheduled

112 meeting will be held on February 27, 2020 at 1:30 PM at the Palma Sola Trace  
113 Clubhouse, located at 7408 Hamilton Road, Bradenton, Florida 34209.

114  
115 **i. Presentation of Unaudited Financial Statements**

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117 Mr. Radcliff presented the latest unaudited financial statements to the Board  
118 for review. He also presented a proposal from BrightView which, after review, the  
119 Board determined is a concern of the HOA, not of the District.

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121 **ii. Streetlight Status Update**

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123 Mr. Radcliff introduced the topic for review. Discussion ensued.

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125 **TENTH ORDER OF BUSINESS**

**Supervisor Requests**

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127 Mr. Gelman commented on some erosion at 3602 Summerfield Circle.

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129 Mr. Mauriello commented on erosion at pond #9.

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131 A resident commented on the south pedestrian gate not closing properly.

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133 Another resident commented on a damaged lightpole between buildings 18 and 19.

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135 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Gelman, seconded by Mr. Mauriello, with all in favor, the Board of Supervisors adjourned the meeting at 3:41 PM for the Palma Sola Trace Community Development District.

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Asst. Secretary

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Chair / Vice Chair



Tab 2

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

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

**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: **\$8,647.50**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Palma Sola Trace 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>
Aquagenix	003213	4068146	Wetland Maintenance 11/19	\$ 3,000.00
Bellmore Electric Inc.	003211	7750	Street Light Repairs	\$ 125.00
Bradenton Herald	003214	0004478514	Legal Advertising 12/19	\$ 91.26
Florida Power & Light Company	003215	21937-71157 11/19	3724 Summerwind Cir # Gate 11/19	\$ 12.66
Florida Power & Light Company	003215	56695-14423 11/19	3804 Bridlecrest Ln # PUMP 11/19	\$ 112.07
Florida Power & Light Company	003215	75654-55537 11/19	3807 75th ST W # ST LTS 11/19	\$ 109.75
Florida Power & Light Company	003215	84373-03152 11/19	4095 Overture Cir # GATE 11/19	\$ 18.59
Grau & Associates	003208	18819	Audit Services for FY ended 09/30/19	\$ 500.00
Grau & Associates	003208	F34769739R31	Audit Confirmation for FY ended 09/30/19	\$ 23.00
Hopping Green & Sams	003212	111482	General/Monthly Legal Services 10/19	\$ 513.50
Rizzetta & Company, Inc.	003209	INV0000045189	District Management Fees 12/19	\$ 4,041.67
Rizzetta Technology Services, LLC	003210	INV0000004953	Website Email & Hosting 12/19	\$ 100.00
<b>Report Total</b>				<b><u>\$ 8,647.50</u></b>

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

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

**Operation and Maintenance Expenditures  
January 2020  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$15,462.09**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Palma Sola Trace Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix	003217	4069121	Aquatic Service 12/19	\$ 850.00
Aquagenix	003235	4071605	Aquatic Service 01/20	\$ 850.00
Axel Hamilton Bergman, Jr.	003218	AB121719	Board of Supervisors Meeting 12/17/19	\$ 200.00
Bellmore Electric Inc.	003226	7769	Street Light Repairs	\$ 350.00
Bellmore Electric Inc.	003226	7773	Street Light Repairs	\$ 125.00
Bellmore Electric Inc.	003226	7779	Street Light Repairs	\$ 85.00
Bellmore Electric Inc.	003236	7787	Street Light Repairs	\$ 125.00
Bradenton Herald	003229	0004508559	Legal Advertising 01/2020	\$ 78.39
Bradenton Herald	003237	0004525423	Legal Advertising 01/2020	\$ 88.92
BrightView Landscape services, Inc.	003219	6604176	Monthly Lawn Service 12/19	\$ 748.00
BrightView Landscape services, Inc.	003219	6640209	Clean Up Vines	\$ 790.00
BrightView Landscape services, Inc.	003238	6647257	Monthly Lawn Service 01/20	\$ 748.00
Eva Walker	003225	EW121719	Board of Supervisors Meeting 12/17/19	\$ 200.00
Florida Power & Light Company	003231	21937-71157 12/19	3724 Summerwind Cir # Gate 12/19	\$ 12.70
Florida Power & Light Company	003231	56695-14423 12/19	3804 Bridlecrest Ln # PUMP 12/19	\$ 117.79

# Palma Sola Trace Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	003227	75654-55537 12/19	3807 75th ST W # ST LTS 12/19	\$ 104.43
Florida Power & Light Company	003231	84373-03152 12/19	4095 Overture Cir # GATE 12/19	\$ 19.05
Grau & Associates	003228	18978	Audit Services for FY ended 09/30/19	\$ 2,800.00
Hopping Green & Sams	003221	111824	General/Monthly Legal Services 11/19	\$ 230.50
Peter Gelman	003220	PG121719	Board of Supervisors Meeting 12/17/19	\$ 200.00
Rizzetta & Company, Inc.	003224	INV0000045853	District Management Fees 01/20	\$ 4,041.67
Rizzetta & Company, Inc.	003232	INV0000046404	Annual Dissemination Agent Fee FY19/20	\$ 1,000.00
Rizzetta Technology Services, LLC	003233	INV0000005393	Website Email & Hosting 01/2020	\$ 100.00
Robert Mauriello	003222	RM121719	Board of Supervisors Meeting 12/17/19	\$ 200.00
Roger Ohlson	003223	RO121719	Board of Supervisors Meeting 12/17/19	\$ 200.00
Schappacher Engineering, LLC	003234	1512	Engineering Services 12/19	\$ 675.00
Securt Holdings, LLC dba CIA Access	003230	18223010720	Service Call-Gate Repair 01/2020	\$ 522.64
<b>Report Total</b>				<b><u>\$ 15,462.09</u></b>