



Rizzetta & Company

Reserve at Pradera Community Development District

**Board of Supervisors' Meeting
March 19, 2020**

District Office:
9428 Camden Field Parkway
Riverview, Florida 33578

www.reserveatpraderacdd.org

**RESERVE AT PRADERA
COMMUNITY DEVELOPMENT DISTRICT**

At the offices of Rizzetta & Co., Inc., 9428 Camden Field Parkway, Riverview, FL 33578

Board of Supervisors	Joseph Fortino Heather Espina Stephanie Rathjens Brandon Peters	Chair Vice Chair Asst. Secretary Asst. Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Attorney	Scott Steady	Burr Forman, LLP
District Engineer	Kyle Thornton	Genesis Group

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) 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.

March 11, 2020

Board of Supervisors
Reserve at Pradera Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Reserve at Pradera Community Development District will be held on **Thursday, March 19, 2020 at 10:30 AM** at the offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the agenda for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS**
3. **BUSINESS ITEMS – PART I**
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors’ Regular Meeting held on February 27, 2020Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for February 2020Tab 2
 - C. Ratification of Series 2015 Check Requisitions (if any)
5. **STAFF REPORTS**
 - A. Field Services
 - i. Presentation of Field Inspection Report.....Tab 3
 - B. Aquatics Services
 - i. Presentation of Waterway Inspection ReportTab4
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
6. **BUSINESS ITEMS – PART II**
 - A. Consideration of Audit Committee Recommendation
 - B. Consideration of Bike Rake Pad Installation ProposalTab 5
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.

Sincerely,

Justin Croom

Justin Croom
District Manager

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.

**RESERVE AT PRADERA
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Reserve at Pradera Community Development District was held on **Thursday, February 27, 2020 at 6:30 PM** at the offices of Rizzetta & Company Inc. located at 9428 Camden Field Parkway, Riverview, Florida 33578.

Present and constituting a quorum:

Joe Fortino	Board Supervisor; Chair
Stephanie Rathjens	Board Supervisor; Asst. Secretary
Heather Espina	Board Supervisor; Asst. Secretary

Also present were:

Justin Croom	District Manager; Rizzetta & Co., Inc.
Mark Bodkin	Sitex

FIRST ORDER OF BUSINESS

Call to Order

Mr. Croom called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

No audience comments.

THIRD ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Meeting Held January 16, 2020

Mr. Croom presented the minutes of the meeting held on January 16, 2020 to the Board for consideration.

On a Motion by Mr. Fortino, seconded by Ms. Rathjens, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on January 16, 2020 for the Reserve at Pradera Community Development District.

43 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of Audit**
44 **Committee Meeting Held January 16,**
45 **2020**
46

47 Mr. Croom presented the minutes of the audit committee meeting held on January 16, 2020
48 to the Board for consideration.
49

On a Motion by Mr. Fortino, seconded by Ms. Rathjens, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee meeting held on January 16, 2020 for the Reserve at Pradera Community Development District.

50
51 **FIFTH ORDER OF BUSINESS** **Consideration of O&M Expenditures**
52 **for January 2020**
53

54 Mr. Croom presented the operations & maintenance expenditures for January 2020 to the
55 Board for ratification.
56

On a Motion by Mr. Fortino, seconded by Mr. Espina, with all in favor, the Board of Supervisors ratified the O&M expenditures for January 2020 (\$48,595.66) the Reserve at Pradera Community Development District.

57
58 **SIXTH ORDER OF BUSINESS** **Staff Reports**
59

60 **A. Field Services Manager**

61
62 **i. Presentation of Field Inspection Reports**
63

64 Mr. Croom reviewed the Field Inspection reports from February
65 2020 and answered general questions from the Board.
66

67
68 **ii. Ratification of Landscape Enhancement Proposal**
69

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified the proposal from Sitex Landscape for median bed & bull nose bed enhancements at a total cost of \$3,579.00 for the Reserve at Pradera Community Development District.

70
71
72 **B. Aquatics Manager**
73

74 **i. Presentation of September 2019 Waterway Inspection Report**
75

76 Mr. Croom reviewed the aquatics service reports with the Board. General

77 discussion ensued.

78

79 **C. District Counsel**

80

81 Not present; no report provided.

82

83 **D. District Engineer**

84

85 Not present; no report provided.

86 **E. District Manager**

87

88 Mr. Croom confirmed that the next regularly scheduled Board meeting will be held
89 on March 9, 2020 at 10:30 AM at the offices of Rizzetta & Co. located at 9428
90 Camden Field Parkway, Riverview, Florida 33578.

91

92 **SEVENTH ORDER OF BUSINESS** **Consideration of Hog Trapping**
93 **Services Proposal**

94

On a Motion by Mr. Fortino, seconded by Ms. Rathjens, with all in favor, the Board of Supervisors approved the proposal from Swine Solutions for Hog Trapping Services at a monthly cost of \$1,200.00 for the Reserve at Pradera Community Development District.

95

96 **SEVENTH ORDER OF BUSINESS** **Ratification of Fountain Lighting**
97 **Proposal**

98

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified the proposal from Owens Electric for fountain lighting at a total cost of \$6,740.00 for the Reserve at Pradera Community Development District.

99

100 **SEVENTH ORDER OF BUSINESS** **Ratification of Pressure Washing**
101 **Proposal**

102

On a Motion by Mr. Fortino, seconded by Ms. Rathjens, with all in favor, the Board of Supervisors ratified the proposal from Gladiator for pressure washing services at a total cost of \$845.00 for the Reserve at Pradera Community Development District.

103

104 **EIGHTH ORDER OF BUSINESS** **Supervisor Requests**

105

106 There were no supervisor requests.

107

108 **NINTH ORDER OF BUSINESS** **Adjournment**

109

On a Motion by Mr. Fortino, seconded by Ms. Rathjens, with all in favor, the Board of Supervisors adjourned the meeting at 6:42 PM for the Reserve at Pradera Community Development District.

110
111
112
113
114
115

Assistant Secretary

Chair / Vice Chair

DRAFT

RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures February 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2020 through February 29, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$40,402.35**

Approval of Expenditures:

____ Chairperson

____ Vice Chairperson

____ Assistant Secretary

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
10 Minute Locksmith LLC	000908	278146	Fountain Equipment Cabinet Lock Change	\$ 177.98
Affordable Backflow Testing	000915	15989	Backflow Preventer Test	\$ 40.00
Aqua Sentry	000921	2191	Pool Service Contract 02/2020	\$ 1,075.00
BOCC	000923	3629519463 02/2020	12051 Palmera Reserve Drive 02/2020	\$ 273.97
Envera	000916	687764	CCTV Monitoring 03/01/2020- 05/31/2020	\$ 3,063.00
Gladiator Pressure Cleaning Inc	000922	15404	Pressure Clean Clubhouse and Fences	\$ 845.00
Innersync	000909	17892	Website Compliance Quarterly Service	\$ 384.38
JBW Designs LLC DBA Poop 911	000919	3156100	2 Doggie Waste Stations 01/2020	\$ 71.60
JBW Designs LLC DBA Poop 911	000919	3262601	2 Doggie Waste Stations 12/19	\$ 71.60
Navitas Credit Corp	000917	40271431 02/2020	Surveillance System Lease 02/2020	\$ 644.36
RB Owens Electric, Inc.	000918	20201280	Replace Fountain Lighting	\$ 3,370.00
Rizzetta & Company, Inc.	000910	INV0000046470	District Management Fees 02/2020	\$ 4,175.00
Rizzetta Technology Services	000911	INV0000005457	Email/Website Hosting Services 02/2020	\$ 100.00
Sitex Land LLC	000912	9622	Fertilization 01/2020	\$ 4,135.00

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sitex Land LLC	000912	9633	Irrigation Repairs	\$ 155.00
Sitex Land LLC	000912	9664	Irrigation Addition	\$ 2,200.00
Sitex Land LLC	000920	9689	Irrigation Repairs	\$ 200.00
Sitex Land LLC	000924	9691	Plant Installation	\$ 5,807.00
Sitex Land LLC	000924	9695	Cleanup and Plant Replacement	\$ 1,554.00
Sitex Land LLC	000924	9696	Tree Removal and Replacement	\$ 8,175.00
Tampa Electric Company	000925	TECO Summary A 02/2020	Tampa Electric Summary Bill A 02/2020	\$ 700.33
Tampa Electric Company	000913	TECO Summary Bill B 01/2020	Tampa Electric Summary Bill B 01/2020	\$ 2,398.18
Times Publishing Company	000926	0000061489	Legal Advertising 02/2020	\$ 182.00
Vanguard Cleaning	000927	90274	Cleaning Services 02/2020	\$ 465.00
Vanguard Cleaning	000914	90396	Facility Supplies	<u>\$ 138.95</u>
Report Total				<u>\$ 40,402.35</u>