

Lake Bernadette Community Development District

Board of Supervisors

Michael Berman, Chairman
Robert Van Liew, Vice Chairman
Barbara German, Assistant Secretary
Bonnie Hazelett, Assistant Secretary
James Callaghan, Assistant Secretary

Mark Vega, District Manager
Scott Steady, Esquire, District Counsel
Dan Nesselt, Clubhouse Manager
Tonja Stewart, District Engineer

Due to Covid- 19 this meeting will be held virtually

Regular Meeting Agenda

Tuesday April 28, 2020 – 6:00 p.m.

1. Roll Call

2. Audience Comments on Agenda

There are two opportunities for audience comments on any CDD matter during the course of the meeting as noted in the agenda. The first, audience comments are strictly on agenda items being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the District Manager and comments are limited to three minutes per person. This time may be extended at the discretion of the District Manager. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.

3. Consent Agenda

- A. Approval of the Minutes of March 24, 2020 Meeting- Page #2
- B. Acceptance of the Financial Statements Dated March 2020- Page # 5

4. Attorney's Report

5. Engineer's Report

- A. Pond Maintenance Proposals.- Page # 24
- B. Steadfast Environmental Proposals - Page # 31

6. District Manager's Report

- A. 5 Year Plan – Page # 32
- B. Aquatics Report - Page #

7. Clubhouse Manager's Report Page – Page # 33

- A. FHP Report- Page #34

8. Old Business

9. New Business and Supervisors' Requests

10. Audience Comments

11. Adjournment

District Office:

2654 Cypress Ridge Boulevard, Suite 101
Wesley Chapel, Florida
813-991-1116

Meeting Location

Meeting Link: <https://zoom.us/j/524060900>
Call in (929)205-6099
Meeting ID: 524 060 900

**MINUTES OF MEETING
LAKE BERNADETTE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Bernadette Community Development District was held virtually on Tuesday, March 24, 2020 at 6:08 p.m. via Zoom pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2, Florida Statutes.

Present and constituting a quorum were:

Michael Berman	Chairman
Robert Van Liew	Vice-Chairman
Barbara German	Assistant Secretary
Bonnie Hazelett	Assistant Secretary
James Callaghan	Assistant Secretary

Also present were:

Mark Vega	District Manager
Dan Nesselt	Clubhouse Manager

The following is a summary of the discussions and actions taken at the March 24, 2020 Lake Bernadette Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

- Mr. Vega called the meeting to order at 6:02 p.m. and Mr. Berman called the roll.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda

- None.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of the February 25, 2020 Meeting**
 - B. Approval of the Financial Report**
 - C. Acceptance of Financial Audit for Fiscal Year 2019**
 - D. Motion to Release Final Payment to Ryman Construction of Florida, Inc. for \$5,000 on Application No. 009**
- Mr. Vega explained the finding located in the financial audit.
 - Final payment had not been released because the project spanned over a fiscal year causing a finding.

March 24, 2020

Lake Bernadette CDD

- Mr. Vega noted he subtracted \$5,000 from Ryman Construction to ensure Mr. Nesselt was satisfied with the paint job on the doors.
- Ms. German asked what was wrong with the paint.
- Mr. Vega explained the doors were not prepped properly.
- Mr. Nesselt explained how they should have been done, discussion ensued.
- There was Board consensus to remove item D from the consent agenda and to have Mr. Steady write a letter addressing the paint application on the steel doors.

On MOTION by Ms. Hazlett seconded by Mr. Callaghan with all in favor the Consent Agenda, was approved as amended. 5.0

FOURTH ORDER OF BUSINESS

Attorney's Report

- None.

FIFTH ORDER OF BUSINESS

Engineer's Report

A. Steadfast Environmental Proposal

- Mr. Vega provided a brief update on the area located across from the clubhouse that had been previously cleared of overgrowth vegetation a few years back. The area needs to be cleared out again.
- Mr. Vega explained he also just received two additional proposals to start phase two; however, he needs Ms. Stewart to review.
- Mr. Berman asked if all can be provided in time for the next meeting in order to get some things approved prior to the rain season.

SIXTH ORDER OF BUSINESS

District Manager's Report

A. 5 Year Plan

- Mr. Vega asked if the Board was still in consensus to convert the clubhouse pool to salt water geothermal heat and cool the clubhouse pool and the splash pad at the cabana pool mixing the two. The Board confirmed yes for the time being.

B. Discussion of FY 2021 Preliminary Budget

- Discussion ensued on the Fiscal Year 2021 budget.

C. Aquatics Report

- The Aquatics report was briefly discussed.

D. Structures Maintenance Project Update

March 24, 2020

Lake Bernadette CDD

- None.

SEVENTH ORDER OF BUSINESS

Clubhouse Manager's Report

Mr. Nesselt reported on the following:

- Questions on the community garage sale arose. Mr. Nesselt explained it was cancelled.
- Ms. Hazelett asked about the new furniture for the grand room.
- Discussion ensued

A. FHP February Stats

This item is for informational purposes only and was included in the agenda package.

B. Proposals for Kitchen Door/ Pool Gate Modifications

Clubhouse Managers report was included in the agenda package.

EIGHTH ORDER OF BUSINESS

Old Business

- None

NINTH ORDER OF BUSINESS

New Business and Supervisor's Request

- Supervisor comments were received.

TENTH ORDER OF BUSINESS

Audience Comments

- None.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Hazlett seconded by Mr. Callaghan, with all in favor, the meeting was adjourned at 7:55 p.m.

LAKE BERNADETTE
Community Development District

Financial Report

March 31, 2020

Prepared by:



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LAKE BERNADETTE
Community Development District

Financial Statements

(Unaudited)

March 31, 2020

Balance Sheet
March 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>DOUBLE EAGLE COURT ROAD FUND</u>	<u>JANINE DRIVE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>				
Cash - Checking Account	\$ 130,272	\$ -	\$ -	\$ 130,272
Accounts Receivable	488	-	-	488
Due From Other Funds	-	11,298	6,257	17,555
Investments:				
Certificates of Deposit - 12 Months	105,679	-	-	105,679
Certificates of Deposit - 36 Months	272,841	-	-	272,841
Money Market Account	934,961	-	-	934,961
Deposits	835	-	-	835
TOTAL ASSETS	\$ 1,445,076	\$ 11,298	\$ 6,257	\$ 1,462,631
<u>LIABILITIES</u>				
Accounts Payable	\$ 12,013	\$ -	\$ -	\$ 12,013
Accrued Expenses	5,477	-	-	5,477
Retainage Payable	5,000	-	-	5,000
Deposits	2,185	-	-	2,185
Due To Other Funds	17,555	-	-	17,555
TOTAL LIABILITIES	42,230	-	-	42,230

Balance Sheet
March 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>DOUBLE EAGLE COURT ROAD FUND</u>	<u>JANINE DRIVE FUND</u>	<u>TOTAL</u>
<u>FUND BALANCES</u>				
Nonspendable:				
Deposits	835	-	-	835
Assigned to:				
Operating Reserves	214,312	-	-	214,312
Reserves - Clubhouse/Cabana	66,536	-	-	66,536
Reserves - Court Amenities	5,880	-	-	5,880
Reserves- Lake Embank/Drainage	76,612	-	-	76,612
Reserves - Roadways	18,693	-	-	18,693
Reserves - Swimming Pools	46,459	-	-	46,459
Unassigned:	973,519	11,298	6,257	991,074
TOTAL FUND BALANCES	\$ 1,402,846	\$ 11,298	\$ 6,257	\$ 1,420,401
TOTAL LIABILITIES & FUND BALANCES	\$ 1,445,076	\$ 11,298	\$ 6,257	\$ 1,462,631

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	MAR-20 BUDGET	MAR-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>						
Interest - Investments	\$ 10,000	\$ 7,053	\$ (2,947)	\$ 833	\$ 1,053	\$ 220
Room Rentals	1,700	528	(1,172)	142	140	(2)
Interest - Tax Collector	150	45	(105)	-	-	-
Special Assmnts- Tax Collector	841,303	770,797	(70,506)	14,590	15,099	509
Special Assmnts- Discounts	(33,652)	(29,871)	3,781	(584)	(151)	433
Other Miscellaneous Revenues	-	2,055	2,055	-	1,480	1,480
Access Cards	450	169	(281)	38	20	(18)
Amenities Revenue	550	-	(550)	-	-	-
Recreation Membership	1,450	-	(1,450)	-	-	-
Insurance Premium Rebate	1,000	-	(1,000)	-	-	-
TOTAL REVENUES	822,951	750,776	(72,175)	15,019	17,641	2,622

EXPENDITURES

Administration

P/R-Board of Supervisors	10,000	3,815	6,185	1,000	1,000	-
FICA Taxes	765	275	490	77	77	-
ProfServ-Engineering	9,000	4,553	4,447	750	613	137
ProfServ-Legal Services	7,120	150	6,970	712	60	652
ProfServ-Mgmt Consulting Serv	56,102	28,051	28,051	4,675	4,675	-
ProfServ-Property Appraiser	150	-	150	-	-	-
Professional Fees	8,400	-	8,400	700	-	700
Auditing Services	6,500	4,250	2,250	-	4,250	(4,250)
Postage and Freight	300	256	44	25	81	(56)
Insurance - General Liability	16,698	9,876	6,822	4,175	-	4,175
Printing and Binding	300	75	225	25	4	21

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	MAR-20 BUDGET	MAR-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
Legal Advertising	1,800	91	1,709	180	-	180
Miscellaneous Services	1,080	589	491	90	98	(8)
Misc-Assessmnt Collection Cost	16,826	14,819	2,007	292	299	(7)
Misc-Taxes	2,400	2,526	(126)	-	-	-
Misc-Web Hosting	3,065	2,084	981	255	-	255
Office Supplies	500	-	500	42	-	42
Annual District Filing Fee	175	175	-	-	-	-
Total Administration	141,181	71,585	69,596	12,998	11,157	1,841
Field						
Payroll-General Staff	88,550	46,195	42,355	7,379	6,929	450
FICA Taxes	6,775	3,534	3,241	565	530	35
Life and Health Insurance	10,536	5,833	4,703	878	-	878
Workers' Compensation	4,631	-	4,631	4,631	-	4,631
Contracts-Janitorial Services	10,550	3,900	6,650	879	600	279
Contracts-Security Services	2,000	648	1,352	167	41	126
Contracts-Landscape	48,300	24,150	24,150	4,025	4,025	-
Contracts-Roving Patrol	20,800	5,040	15,760	1,733	-	1,733
Travel	600	125	475	-	125	(125)
Communication - Telephone	780	407	373	65	71	(6)
Utility - Cable TV Billing	3,000	880	2,120	250	171	79
Electricity - General	18,000	7,742	10,258	1,500	1,357	143
Electricity - Streetlighting	38,000	19,229	18,771	3,167	3,207	(40)
Utility - Water	20,232	5,024	15,208	1,686	169	1,517
Utility - Gas	16,000	4,410	11,590	1,333	1,215	118
Utility - Refuse Removal	500	204	296	42	34	8
R&M-Air Conditioning	2,900	2,030	870	242	50	192

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	MAR-20 BUDGET	MAR-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
R&M-Buildings	9,350	5,124	4,226	779	347	432
R&M-Equipment	15,000	14,474	526	1,250	279	971
R&M-Other Landscape	20,000	12,165	7,835	1,667	350	1,317
R&M-Irrigation	3,000	4,822	(1,822)	250	-	250
R&M-Lake	27,000	8,766	18,234	2,250	1,461	789
R&M-Pest Control	700	1,259	(559)	58	860	(802)
R&M-Pools	27,000	15,781	11,219	2,250	2,213	37
R&M-Wetland Monitoring	5,000	5,000	-	-	-	-
R&M-Pressure Washing	6,000	580	5,420	500	-	500
Road/Sidewalk Maintenance	11,260	2,825	8,435	938	-	938
Miscellaneous Services	500	2,092	(1,592)	42	837	(795)
Misc-News Letters	1,500	900	600	125	-	125
Misc-Contingency	3,340	171	3,169	278	(329)	607
Office Supplies	2,200	2,224	(24)	183	652	(469)
Cleaning Supplies	3,762	1,952	1,810	314	309	5
Op Supplies - Uniforms	500	188	312	42	-	42
Subscriptions and Memberships	1,004	1,607	(603)	84	265	(181)
Capital Outlay	180,000	131,764	48,236	15,000	2,625	12,375
Reserve - Clubhouse/Cabana	1,000	760	240	83	-	83
Reserve - Court Amenities	500	-	500	42	-	42
Reserve-Lake Embankm/Drainage	50,000	29,125	20,875	4,167	5,100	(933)
Reserve - Roadways	1,000	1,000	-	83	-	83
Reserve - Swimming Pools	20,000	11,112	8,888	1,667	-	1,667
Total Field	681,770	383,042	298,728	60,594	33,493	27,101

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	MAR-20 BUDGET	MAR-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
TOTAL EXPENDITURES	822,951	454,627	368,324	73,592	44,650	28,942
Excess (deficiency) of revenues						
Over (under) expenditures	-	296,149	296,149	(58,573)	(27,009)	31,564
Net change in fund balance	\$ -	\$ 296,149	\$ 296,149	\$ (58,573)	\$ (27,009)	\$ 31,564
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,106,697	1,106,697				
FUND BALANCE, ENDING	\$ 1,106,697	\$ 1,402,846				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	MAR-20 BUDGET	MAR-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	4,116	3,726	(390)	71	73	2
Special Assmnts- Discounts	(165)	(144)	21	(3)	(1)	2
TOTAL REVENUES	3,951	3,582	(369)	68	72	4
<u>EXPENDITURES</u>						
<u>Administration</u>						
Misc-Assessmnt Collection Cost	82	72	10	1	1	-
Total Administration	82	72	10	1	1	-
TOTAL EXPENDITURES	82	72	10	1	1	-
Excess (deficiency) of revenues						
Over (under) expenditures	3,869	3,510	(359)	67	71	4
<u>OTHER FINANCING SOURCES (USES)</u>						
Contribution to (Use of) Fund Balance	3,869	-	(3,869)	-	-	-
TOTAL FINANCING SOURCES (USES)	3,869	-	(3,869)	-	-	-
Net change in fund balance	\$ 3,869	\$ 3,510	\$ (8,097)	\$ 67	\$ 71	\$ 4
FUND BALANCE, BEGINNING (OCT 1, 2019)	7,788	7,788				
FUND BALANCE, ENDING	\$ 11,657	\$ 11,298				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	MAR-20 BUDGET	MAR-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	1,932	1,786	(146)	34	35	1
Special Assmnts- Discounts	(77)	(69)	8	(1)	-	1
TOTAL REVENUES	1,855	1,717	(138)	33	35	2
<u>EXPENDITURES</u>						
<u>Administration</u>						
Misc-Assessmnt Collection Cost	39	34	5	1	1	-
Total Administration	39	34	5	1	1	-
<u>Field</u>						
R&M-Roads	39	-	39	-	-	-
Total Field	39	-	39	-	-	-
TOTAL EXPENDITURES	78	34	44	1	1	-
Excess (deficiency) of revenues						
Over (under) expenditures	1,777	1,683	(94)	32	34	2
<u>OTHER FINANCING SOURCES (USES)</u>						
Contribution to (Use of) Fund Balance	1,777	-	(1,777)	-	-	-
TOTAL FINANCING SOURCES (USES)	1,777	-	(1,777)	-	-	-
Net change in fund balance	\$ 1,777	\$ 1,683	\$ (3,648)	\$ 32	\$ 34	\$ 2
FUND BALANCE, BEGINNING (OCT 1, 2019)	4,574	4,574				
FUND BALANCE, ENDING	\$ 6,351	\$ 6,257				

Notes to the Financial Statements

March 31, 2020

Governmental Funds

► **Assets**

- **Investments** - General Fund monies with various maturities (See Cash & Investment Report for further details.)
- **Accounts Receivable** - Pasco County Utilities.
- **Due From Other Funds** - Monies owed for assessment collections.
- **Deposits** - Utility Company deposits.

► **Liabilities**

- **Accounts Payable** - Invoices for current month but not paid in current month.
- **Accrued Expenses** - Electricity general & streetlighting, D. Nesselt Cell Phone & Water usage.
- **Retainage Payable** - Retainage for Clubhouse renovations.

Fund Balance

- **Reserves** - Clubhouse / Cabana - are for repairs and maintenance.
- **Reserves** - Court Amenities - for repairs and maintenance.
- **Reserves** - Lake Embankment / Drainage - for drainage repairs and maintenance.
- **Reserves** - Roadways - for roadway repairs and maintenance.
- **Reserves** - Swimming Pools - for swimming pool repairs and maintenance.

Notes to the Financial Statements

March 31, 2020

Financial Overview / Highlights

Revenues

- ▶ Total General Fund revenues are at approximately 91% of the Annual Adopted budget.
- ▶ Total General Fund expenditures are at approximately 55% of the Annual Adopted budget above the prorated 50%.
- ▶ Other Miscellaneous Revenues - Resident fees collected for Memberships and Furniture purchase.

Budget Analysis - Significant variances noted below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
Insurance - General Liability	\$ 16,698	\$ 9,876	59%	Second installment of four has been made in December.
Miscellaneous Services	\$ 1,080	\$ 589	55%	SunTrust Bank Fees.
Misc - Taxes	\$ 2,400	\$ 2,526	105%	Non Ad-Valorem Taxes & Solid Waste Disposal Assessment
Misc-Web Hosting	\$ 3,065	\$ 2,084	68%	FY20 Annual service for Hosting, Support, Training & Accessibility Compliance Service was paid.
Annual District Filing Fee	\$ 175	\$ 175	100%	Paid in full.
<u>Field</u>				
Life and Health Insurance	\$ 10,536	\$ 5,833	55%	Florida Insurance Municipal Trust Medical Coverage.
Contracts - Janitorial Services	\$ 10,550	\$ 3,900	37%	Cost per month based on number of cleanings performed.
Contracts - Security Services	\$ 2,000	\$ 648	32%	Security / Alarm Monitoring scheduling varies per month.

Notes to the Financial Statements

March 31, 2020

Field Continued

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Contracts - Roving Patrol	\$ 20,800	\$ 5,040	24%	Roving Patrols scheduling varies per month.
R&M Air Conditioning	\$ 2,900	\$ 2,030	70%	New Compressor and labor.
R&M Equipment	\$ 15,000	\$ 14,474	96%	New gym equipment plus repairs to old equipment, seven re-laminated tables and various Home Depot purchases.
R&M Other Landscape	\$ 20,000	\$ 12,165	61%	Pine tree removal / replacement and new sod for playground.
R&M Irrigation	\$ 3,000	\$ 4,822	161%	Irrigation repairs higher than budgeted amount.
R&M Pest Control	\$ 700	\$ 1,259	180%	Pest control services higher than budgeted amount.
R&M Wetland Monitoring	\$ 5,000	\$ 5,000	100%	Storm water maintenance project completed.
Miscellaneous Services	\$ 500	\$ 2,092	418%	Complete IT tech labor and support and donation for Holiday lighting.
Misc-Contingency	\$ 3,340	\$ 171	5%	Baby changing station.
Office Supplies	\$ 2,200	\$ 2,224	101%	New Desk, book shelf, ACS HID cards and printer cartridges.
Subscriptions and Memberships	\$ 1,004	\$ 1,607	160%	Complete IT Data plans and Windows Antivirus / Protection plan not budgeted for.
Capital Outlay	\$ 180,000	\$ 131,764	73%	Clubhouse renovations and installation of acoustic panels deposit.
Reserve - Clubhouse/Cabana	\$ 1,000	\$ 760	76%	New glass for clubhouse.
Reserve - Roadways	\$ 1,000	\$ 1,000	100%	Clubhouse stripe n seal.
Reserve - Swimming Pools	\$ 20,000	\$ 11,112	56%	New pool heater and deck resurfacing.

LAKE BERNADETTE
Community Development District

Supporting Schedules

March 31, 2020

Lake Bernadette

Community Development District

Non-Ad Valorem Special Assessments (Pasco County Tax Collector - Monthly Collection Distributions) For the Fiscal Year Ending September 30, 2020

					ALLOCATION			
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund Assessments	Eagle Fund Assessments	Janine Drive Fund Assessments	
Assessments Levied FY 2020				\$856,298	\$ 850,250	\$ 4,116	\$1,932	
Allocation %				100%	99.29%	0.48%	0.23%	
11/08/19	\$ 4,696	\$ 267	\$ 96	\$ 5,059	\$ 5,023	\$ 24	\$ 12	
11/15/19	49,295	2,096	1,006	52,397	52,025	252	121	
11/22/19	97,555	4,148	1,991	103,694	102,958	498	238	
11/27/19	40,165	1,708	820	42,692	42,389	205	98	
11/27/19	1,020	12	21	1,053	1,046	5	2	
12/06/19	438,363	18,638	8,946	465,947	462,639	2,237	1,072	
12/13/19	50,962	2,137	1,040	54,139	53,755	260	125	
12/20/19	1,787	56	36	1,880	1,867	9	4	
12/20/19	659	21	13	694	689	3	1	
01/10/20	15,580	491.71	318	16,390	16,274	79	38	
02/11/20	16,464	357	336	17,157	17,036	82	39	
03/10/20	14,754	152	301	15,207	15,099	73	35	
TOTAL	\$ 731,300	\$ 30,084	\$ 14,924	\$ 776,309	\$ 770,797	\$ 3,726	\$ 1,786	
% COLLECTED					91%	91%	91%	92%
TOTAL OUTSTANDING				\$ 79,989	\$ 79,453	\$ 390	\$ 146	

Cash and Investment Report

March 31, 2020

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating	SunTrust Bank N.A.	N/A	1.49%	\$ 130,272
Certificate of Deposit - 12 Months	BankUnited	7/18/2020	2.05%	\$ 105,679
Certificate of Deposit - 36 Months	Valley National	11/16/2020	1.75%	\$ 272,841
			Subtotal CD's	<u>\$ 378,520</u>
Money Market Account	BankUnited	N/A	1.75%	\$ 934,961
			Total	<u><u>\$ 1,443,753</u></u>

LAKE BERNADETTE COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 3/1/2020 to 3/31/2020
(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	011400	03/09/20	AQUA TRIANGLE 1 CORP	9438	FEBRUARY POOL SVCS	R&M-Pools	546074-53901	\$895.00
001	011401	03/24/20	AQUA TRIANGLE 1 CORP	84780	SEMI-ANNUAL FILTER CLEANING	R&M-Pools	546074-53901	\$166.45
001	011401	03/24/20	AQUA TRIANGLE 1 CORP	84781	SEMI ANNUAL FILTER CLEANING	R&M-Pools	546074-53901	\$116.45
001	011405	03/12/20	AQUA TRIANGLE 1 CORP	85806	24" LIFE RING/30' THROW LINE	R&M-Pools	546074-53901	\$139.80
001	011416	03/20/20	AQUA TRIANGLE 1 CORP	8416	FEB POOL CLEANING SVCS	R&M-Pools	546074-53901	\$895.00
001	011417	03/20/20	BAHR'S PROPANE GAS	192069	PROPANE DELIVERY	Utility - Gas	543019-53901	\$282.30
001	011417	03/20/20	BAHR'S PROPANE GAS	190480	PROPANE DELIVERY	Utility - Gas	543019-53901	\$352.82
001	011417	03/20/20	BAHR'S PROPANE GAS	191508	PROPANE DELIVERY	Utility - Gas	543019-53901	\$358.71
001	011417	03/20/20	BAHR'S PROPANE GAS	192316	PROPANE DELIVERY	Utility - Gas	543019-53901	\$220.76
001	011410	03/18/20	BIG JOHNS JANITORIAL SUPPLIES	163018	CLEANING/SOAP/TOWEL SUPPLIES	Cleaning Supplies	551003-53901	\$141.42
001	011415	03/20/20	CLEMENTI ENVIRONMENTAL CONSULTING, LLC	120201290	2020 STORMWATER MAINT PROJECT	2020 STORM WATER MAINT PROJ	568100-53901	\$19,475.00
001	011418	03/20/20	COASTAL FITNESS SERVICE	T-30790	SERVICE GYM EQUIPMENT	R&M-Equipment	546022-53901	\$175.00
001	011397	03/06/20	COMMERCIAL ACOUSTICS	CA02658-1F	INSTALL ACOUSTIC PANELS	building sound dampening	564043-53901	\$4,149.00
001	011386	03/03/20	COMPLETE I.T.	4831	GOOGLE FOR BUSSINESS-EMAILS	Subscriptions & Memberships	554001-53901	\$111.60
001	011391	03/05/20	COMPLETE I.T.	4864	BRIVO ONAIR DATA PLAN/MOBILE PASS	Subscriptions & Memberships	554001-53901	\$127.00
001	011391	03/05/20	COMPLETE I.T.	4849	WINODWS PATCHES / ANTIVIRUS	Subscriptions & Memberships	554001-53901	\$39.90
001	011422	03/26/20	COMPLETE I.T.	4919	SEC CAMERA / MOTION SENSORS	Miscellaneous Services	549001-53901	\$337.45
001	011398	03/06/20	DAN NESSELT	030420-MILEAGE	D. NESSELT MILEAGE REIMB 8/1/19-3/4/20	Travel	540005-53901	\$125.35
001	011406	03/12/20	DAN NESSELT	022820-CELL	CELL PHONE 2/28-3/28/20	Communication - Telephone	541003-53901	\$69.04
001	011411	03/18/20	DAN NESSELT	031720-REIMB	REIMB FOR SUPPLIES PURCHASES	R&M-Air Conditioning	546004-53901	\$50.30
001	011411	03/18/20	DAN NESSELT	031720-REIMB	REIMB FOR SUPPLIES PURCHASES	Office Supplies	551002-53901	\$39.58
001	011420	03/23/20	DAN NESSELT	031920	BABY CHANGING STATION	Misc-Contingency	549900-53901	\$171.19
001	011392	03/05/20	DLTD SOLUTIONS INC.	0002605	ADMIN/SCHED FEE 2/5, 2/17, 2/25, 2020	Contracts-Roving Patrol	534099-53901	\$120.00
001	011393	03/05/20	HOME DEPOT	022120-9992	ZIP TIES & CLEANING SUPPLIES	zip ties tennis nets	546022-53901	\$26.35
001	011393	03/05/20	HOME DEPOT	022120-9992	ZIP TIES & CLEANING SUPPLIES	cleaning supplies	551003-53901	\$80.48
001	011419	03/20/20	INFRAMARK, LLC	49762	MAR MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,675.17
001	011419	03/20/20	INFRAMARK, LLC	49762	MAR MGMT FEES	Postage and Freight	541006-51301	\$45.00
001	011419	03/20/20	INFRAMARK, LLC	49762	MAR MGMT FEES	Printing and Binding	547001-51301	\$4.35
001	011394	03/05/20	JEFFREY MASON	0002606	SEC/TRAFFIC PATROL 2/5, 2/17, 2/25 2020	Contracts-Roving Patrol	534099-53901	\$600.00
001	011409	03/17/20	JIM RINALDO'S CABINETRY CORP	2063MQ	RE-LAMINATE COUNTER TOP CLUBHOUSE	WINDOW SHELF REPLACED	546012-53901	\$347.00
001	011421	03/23/20	JOHN J. MCKENNA, ARCHITECT P.A.	5	CLUBHSE RENOVATIONS / ARCHITECT FEES	Architect construction work	564043-53901	\$2,625.00
001	011407	03/12/20	LAKE BERNADETTE CDD	031020-7155	DEPOSIT FUNDS IN MMA	Cash with Fiscal Agent	103000	\$350,000.00
001	011402	03/24/20	LAKE BERNADETTE HOA	022620	DONATION FOR HOLIDAY LIGHTING	DONATION FOR LIGHTS	549001-53901	\$500.00
001	011388	03/03/20	LUIS TULL	022520	CLUB HOUSE PAINTING/REPAIRS	R&M-Buildings	546012-53901	\$1,356.00
001	011395	03/05/20	ON THE FLY PEST CONTROL, LLC	012920	PEST CONTROL	R&M-Pest Control	546070-53901	\$110.00
001	DD01497	03/06/20	PASCO COUNTY UTILITIES SERVICE	021820 ACH	BILL PRD 1/8-2/7/20	Utility - Water	543018-53901	\$716.98
001	DD01511	03/16/20	BRIGHT HOUSE NETWORKS	048081301030120 ACH	BILL PRD 2/28-3/27/20	Utility - Cable TV Billing	543003-53901	\$171.33
001	DD01512	03/16/20	DUKE ENERGY	022120 ACH	BILL PRD 1/23-2/21/20	Electricity - Streetlighting	543013-53901	\$3,165.95
001	DD01512	03/16/20	DUKE ENERGY	022120 ACH	BILL PRD 1/23-2/21/20	Electricity - General	543006-53901	\$1,346.69
001	DD01513	03/21/20	ADT SECURITY SVCS - ACH	750858743	ALARM MONITORING 3/1-3/31/20	295885957	534037-53901	\$41.30
001	011403	03/24/20	RAINMAKER IRRIGATION	38288	ANT CONTROL 2/25/20	R&M-Pest Control	546070-53901	\$750.00

LAKE BERNADETTE COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 3/1/2020 to 3/31/2020
(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	011408	03/12/20	RAINMAKER IRRIGATION	38304	INSTALL 4X4 POSTS ALONG EILAND BLVD	R&M-Other Landscape	546036-53901	\$350.00
001	011412	03/18/20	RAINMAKER IRRIGATION	38322	MARCH LANDSCAPE SVCS	Contracts-Landscape	534050-53901	\$4,025.00
001	011389	03/03/20	RYMAN CONSTRUCTION OF FLORIDA, INC.	009	CLUBHOUSE RENOVATIONS - FINAL PYMNT	Capital Outlay	564043-53901	\$84,647.64
001	011413	03/18/20	SARAH NESSELT	031620	MARCHCLEANING SVCS	Contracts-Janitorial Services	534026-53901	\$600.00
001	011414	03/18/20	SECURITY FIRE EQUIPMENT CO.	52716	CHECK MAINTAIN FIRE EXTINGUISHERS	R&M-Equipment	546022-53901	\$94.00
001	011404	03/24/20	SOLITUDE LAKE MANAGMENT	PI-A00371472	MAR LAKE/POND MGMT SVCS	POND MAINTENANCE	546042-53901	\$1,461.00
001	011399	03/06/20	STANTEC	1629453	FOLLOW UP ON DRAINAGE MAINTENANCE	ProfServ-Engineering	531013-51501	\$612.50
001	011396	03/05/20	WASTE MANAGEMENT OF FLORIDA	0513097-1568-1	REFUSE REMOVAL	Utility - Refuse Removal	543020-53901	\$34.00
001	DD01500	03/02/20	BARBARA D. GERMAN	PAYROLL	March 02, 2020 Payroll Posting			\$184.70
001	DD01502	03/02/20	BONNIE K. HAZELETT	PAYROLL	March 02, 2020 Payroll Posting			\$184.70
001	DD01509	03/05/20	CARA G. GODWIN	PAYROLL	March 05, 2020 Payroll Posting			\$228.73
001	DD01519	03/19/20	CARA G. GODWIN	PAYROLL	March 19, 2020 Payroll Posting			\$101.58
001	DD01510	03/05/20	DANIEL A. NESSELT	PAYROLL	March 05, 2020 Payroll Posting			\$1,729.07
001	DD01520	03/19/20	DANIEL A. NESSELT	PAYROLL	March 19, 2020 Payroll Posting			\$1,731.70
001	DD01501	03/02/20	JAMES G. CALLAGHAN	PAYROLL	March 02, 2020 Payroll Posting			\$184.70
001	DD01503	03/05/20	JOHN P. BUTLER	PAYROLL	March 05, 2020 Payroll Posting			\$40.59
001	DD01514	03/19/20	JOHN P. BUTLER	PAYROLL	March 19, 2020 Payroll Posting			\$40.59
001	DD01508	03/05/20	MARTINA YATES	PAYROLL	March 05, 2020 Payroll Posting			\$279.13
001	DD01518	03/19/20	MARTINA YATES	PAYROLL	March 19, 2020 Payroll Posting			\$242.41
001	DD01498	03/02/20	MICHAEL C. BERMAN	PAYROLL	March 02, 2020 Payroll Posting			\$184.70
001	DD01506	03/05/20	RAYMOND W. GLOVER, JR	PAYROLL	March 05, 2020 Payroll Posting			\$140.38
001	DD01516	03/19/20	RAYMOND W. GLOVER, JR	PAYROLL	March 19, 2020 Payroll Posting			\$105.28
001	DD01499	03/02/20	ROBERT R. VAN LIEW	PAYROLL	March 02, 2020 Payroll Posting			\$184.70
001	DD01507	03/05/20	THOMAS O. MINE	PAYROLL	March 05, 2020 Payroll Posting			\$120.05
001	DD01517	03/19/20	THOMAS O. MINE	PAYROLL	March 19, 2020 Payroll Posting			\$83.11
001	DD01504	03/05/20	WILLIAM F. KIELY III	PAYROLL	March 05, 2020 Payroll Posting			\$471.85
001	DD01515	03/19/20	WILLIAM F. KIELY III	PAYROLL	March 19, 2020 Payroll Posting			\$620.08
Fund Total								\$493,802.91

Total Checks Paid	\$493,802.91
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From: [Vega, Mark](#)
To: [Torrent, Crystal](#)
Subject: Lake Bernadette CDD - April agenda
Date: Friday, April 17, 2020 1:50:40 PM
Attachments: [Berm Access Pond 9-revised.pdf](#)
[Pond9berm32,33,34 maintenanceprojectacceptanceform-revised.pdf](#)

From: rosanne clementi-ec.com <rosanne@clementi-ec.com>
Sent: Friday, April 17, 2020 12:49 PM
To: Vega, Mark <mark.vega@inframark.com>; info@lakebernadette.org; Stewart, Tonja <Tonja.Stewart@stantec.com>
Subject: RE: Lake Bernadette Pond 9 East Ditch

We revised the proposal to include 200' of clearing the ditch from S630 to the east. We discovered it just blends into the wetland and there is a clear connection to the offsite pond. Here are some pictures. With your approval we will get it done with the berm clearing.

Rosanne G. Clementi, President
Clementi Environmental Consulting
620 East Twiggs Street Suite 206
Tampa, FL 33602
(813) 227-8901 Land
(813) 230-8100 Mobile



CLEMENTI ENVIRONMENTAL CONSULTING, LLC

PROPOSAL/PROJECT ACCEPTANCE FORM

PROJECT INFORMATION:

Client Name Lake Bernadette
 Project Name Pond 9 Berm Restoration; East Ditch Clearing; Structures at 32,33 and 34
 Project Location Above
 Proposal Date April 17, 2020
 Description of Services Berm and Structure Maintenance
 Lump Sum Fee \$28,600.00 with a \$5,100.00 deposit

PAYMENT RESPONSIBILITY:

Invoices to be paid by Lake Bernadette CDD
 Address _____
 City/State _____ Zip Code _____ Phone () _____
 Attention _____ Title _____ Cell () _____
 Email: _____

APPROVAL OF CHARGES:

If the invoices are to be approved by a party other than the party responsible for payment, please fill in the space below.

Firm _____
 Address _____
 City/State _____ Zip Code _____ Phone _____
 Attention _____ Title _____ Fax _____

PROPERTY OWNER IDENTIFICATION (If other than above)

Name _____
 Address _____
 City/State _____ Zip Code _____ Phone _____
 Attention _____ Title _____ Fax _____

LEGAL DESCRIPTION:

SPECIAL INSTRUCTIONS/PAYMENT TERMS:

Net 30 days from invoice date; invoices will be sent every four weeks for continued or extended projects.

PROPOSAL ACCEPTANCE:

The terms and Condition of this Proposal, including the Terms on this page and the General Conditions are attached:

Accepted this _____ day of _____, 20_____

Please print or type individual, firm or corporate body name _____

Signature of authorized representative _____

Please print or type of authorized representative and title _____



CLEMENTI ENVIRONMENTAL CONSULTING, LLC

March 23, 2020

Lake Bernadette CDD
c/o Inframark
2654 Cypress Bridge Blvd Suite 101
Wesley Chapel, FL 33544

Attention: Mark Vega, District Manager

**RE: Proposal for Clearing Area for Ditching to Structure 630 at Pond 9
Clear 200' of Ditch from S630 to East
Structures at Ponds 32, 33, and 34
Lake Bernadette
Zephyrhills, Pasco County, Florida**

Dear Mark:

Thank you for the opportunity to assist Lake Bernadette with the improvements at Pond 9 for flow to Structure 630. This includes clearing the ditch from S630 to the east to the sheet flow area to the pond offsite to the south. In addition, we are also including maintenance of Structures at Ponds 32, 33 and 34. We reviewed the drainage area with Dan Nesselt and decided the best location to excavate a ditch to this structure for positive flow is on the south side of the pond (See attached Figure). The restoration of this berm will allow for surveying of the existing grade to prepare construction plans to excavate a ditch. Clementi Environmental Consulting (CEC) offers the following scope.

SCOPE OF SERVICES

Task 1.0 Wilderness Area 1

- 1.1 CEC will clean approximately 530' of the berm on the southside of Pond 9 to S630. Please note there are a good number of small trees that must be removed.
- 1.2 Clear ditch to the east of S630 approximately 200' to the connection at the offsite pond.

Task 2.0 Structures at Ponds 32, 33 and 34

- 5.1 CEC will have the structures at these ponds cleaned especially the bleed down orifice.

Responsibilities of the Client

- u Complete the Project Proposal Acceptance Form.
- u Provide a deposit of \$5,100.00

PROPOSED FEES

CEC proposes to complete these tasks as enumerated above for a lump sum fee of \$28,600.00. The project will be billed upon the completion of the work. Any work requested beyond this scope will be billed on a time and material basis according to the attached fee schedule. This proposal will be valid for only 30 days from receipt.

WORK SCHEDULE

CEC can be ready to begin work on this project within three weeks of authorization to proceed, the completion of the acceptance form and receipt of the deposit. If you have any questions, please do not hesitate to call.

Sincerely,



Rosanne G. Clementi
Principal

Enclosures: Fee Schedule
Terms and Conditions
CEC Project/Proposal Acceptance Form

CC: proposals\lakeb\2020maintPond9,32,33,34









Steadfast Environmental, LLC

FKA Flatwoods Environmental

30435 Commerce Drive Ste 102 | San Antonio, FL 33576

813.836.7940 | office@steadfastenv.com

www.SteadfastEnv.com

Agenda Page 31

Proposal

Date 3/17/2020

Proposal #

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Customer Information		Project Information Lake Bernadette CDD Wetland En...	
Inframark Infrastructure Management Mark Vega, District Manager 2654 Cypress Ridge Blvd., Suite 101 Wesley Chapel, FL 33544	Contact	Lake Bernadette CDD Wetland 13 Enhancement	
	Phone 813-991-1140		
	E-mail mark.vega@inframark.com	Proposal Prepared By:	Joe Hamilton
	Account #	Type Of Work	Wetland Maint

Steadfast Environmental, LLC. formally known as Flatwoods Environmental proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Cost
Maintenance of Wetland #13 (refer to aquatic maintenance map). Area to be serviced measures 0.83 AC / 763 LF Methodology: Forestry mulch via excavator. Vegetation to be mulched down to the water surface. Grass around the perimeter of the waterway in addition to grasses along the southeast portion (closest to golf course) to be targeted via herbicide for control and maintenance. Estimated Timeframe: 4-5 Days	11,710.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total

\$11,710.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____

Lake Bernadette CDD 5 Year Budget Plan revised 040720

Budget FY2018

Capital Outlay	\$ 214,040.00	Complete
Playground and shade	\$ 88,899.00	Complete
Fence	\$ 38,900.00	Complete
Entry System	\$ 20,000.00	Complete
Roof	\$ 28,989.00	Complete
Architect	\$ 32,425.00	Complete
Playground Mulch	\$ 4,800.00	Complete
Ending Balance	\$ 27.00	
Reserve - Swimming Pools	\$ 24,048.00	Complete
Pool Blanket	\$ 10,400.00	Complete
Ending Balance	\$ 13,648.00	

Budget FY2019

Capital Outlay	\$ 203,770.00	Complete
Additional Fitness Equipment	\$ 14,913.00	Complete
Gym, Gym Bathrooms & Foyer remodel	\$ 185,057.00	Complete
Gym Furnishings after remodel	\$ 3,800.00	Complete
Ending Balance	\$ -	

Budget FY2020

Capital Outlay	\$ 180,000.00	Complete
<i>repayment of 2019 remodel - hall, library, clubhouse bathrooms, event room & kitchen</i>		

Budget FY2021

Capital Outlay	\$ 126,000.00	Tentative
Conversion of Clubhouse Pool to Salt	\$ 22,000.00	Tentative
GeoThermal Heat/Cool Clubhouse Pool	\$ 68,028.00	Tentative
Solar Electricity Cabana Pool	\$ 35,972.00	Tentative
Ending Balance	\$ -	

Budget FY2022

Capital Outlay	\$ 126,000.00	Tentative
Solar Power for Clubhouse	\$ 81,000.00	Tentative
Mill & Resurface Parking Lots	\$ 45,000.00	Tentative
Ending Balance	\$ -	

Budget FY2023

Capital Outlay	\$ 126,000.00	Tentative
Reserves	\$ 36,028.00	Tentative
Splash Pad at Cabana Pool	\$ 89,972.00	Tentative
Ending Balance	\$ -	

Budget FY2024

Capital Outlay	\$ 126,000.00	Tentative
Pond dredging	\$ 126,000.00	Tentative
Ending Balance	\$ -	

CDD Meeting Topics of Discussion

Lake Bernadette Community Center

April 28th 2020

Upcoming Events:

1. No events until further notice

.

Upcoming Projects:

1. Pressure wash Golf Links sidewalks
2. Pressure wash playground fence
3. Basketball patch work TBA (late summer)
4. Adding furniture to Grand room
5. Seal brick pavers Cabana pool
6. CPR first aid class TBA maybe June
7. Cleaning up clubhouse parking lot islands, bare spots, some new plantings

Completed Projects & Tasks

1. Outdoor clubhouse grill completely remodeled
2. Pressure wash exterior clubhouse completed
3. Storm drain in clubhouse parking lot cleaned out (Site Masters)
4. Hole in men's locker room repaired (door handle damage)
5. Kitchen door and pool gate exit door modified for Fire Marshal requirements
6. 16 cards updated
7. Repaired clubhouse mailbox damage . (hit by vehicle)
8. Had Duke Energy reset transformer sinking in clubhouse parking lot
9. Had electric contractor from Ryman Construction come out and repair faulty GFI outlets in ladies locker room
10. Ryman paint contractor started 4/17 repainting all interior doors correctly

Lake Bernadette Stats

March 2020

Mar 4th /3p-7p (8 Speed,1 Reg, 1 DWLSR, 1 No Ins.)

Mar 12th /3p-7p (4 Speed, 1 No Ins., 1 DWLSR)

Totals: Speed-12

Ins.-2

No Reg.-1

DWLSR-2

No DL-0

Grand Total Violations: 17

If you have any questions please call me at 727-647-3743

Thanks