



Rizzetta & Company

Waterset North Community Development District

**Board of Supervisors' Meeting
July 14, 2020**

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

www.watersetnorthcdd.org

**WATERSET NORTH
COMMUNITY DEVELOPMENT DISTRICT**

Waterset Club, 7821 Paradiso Drive, Apollo Beach, FL 33572

| | | |
|-----------------------------|--|--|
| Board of Supervisors | TJ Pyche Paul Anderson Michael Ball Derek Bush Alex Wohlhueter | Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary |
| District Manager | Justin Croom | Rizzetta & Company, Inc. |
| District Counsel | Erin McCormick | Erin McCormick Law, PA |
| District Engineer | Stephen Brletic | JMT |

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, 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.

Board of Supervisors
Wateraset North Community
Development District

July 7, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Wateraset North Community Development District will be held on **Tuesday, July 14, 2020 at 7:00 PM** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-69 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, and June 23, 2020 respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager’s Office at 813-533-2950. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Aquatic Systems**
 1. Presentation of Waterway Inspection Report..... Tab 1
 - B. Field Service Manager**
 1. Presentation of Field Inspection Report..... Tab 2
 2. Consideration of Landscape Enhancement Proposals Tab 3
 - C. Clubhouse Manager**
 1. Presentation of Management Report Tab 4
 2. Presentation of Café Sales Report Tab 5
 3. Consideration of Landing Operating Hours Tab 6
 - D. District Counsel**
 - E. District Engineer**
 - F. District Manager**
- 4. BUSINESS ITEMS**
 - A. Consideration of Fitness Equipment Proposal..... Tab 7**
 - B. Consideration of Back Billed TECO Invoice Tab 8**
 - C. Consideration of Land Use Application..... Tab 9**
 - D. Consideration of Suspension/ Termination Privileges Letter Tab 10**
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors’
Regular Meeting held on June 9, 2020 Tab 11**
 - B. Consideration of Operations & Maintenance
Expenditures for May 2020..... Tab 12**
 - C. Consideration of Operations & Maintenance
Expenditures for May 2020 – Café..... Tab 13**
- 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 call 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.

**WATERSET NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Waterset North Community Development District was held on **Tuesday, June 09, 2020 at 7:00** conducted by means of **communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-123 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, and May 18, 2020, respectively, and pursuant to Florida Statutes.**

Present and constituting a quorum:

| | |
|----------------|--|
| TJ Pyche | Board Supervisor, Chair |
| Paul Anderson | Board Supervisor, Vice Chair |
| Michael Ball | Board Supervisor, Assistant Secretary |
| Derek Bush | Board Supervisor, Assistant Secretary |
| Alex Wohlueter | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|-----------------|--|
| Justin Croom | District Manager; Rizzetta & Co., Inc. |
| John Toborg | Field Service Manager; Rizzetta & Co., Inc. |
| Erin McCormick | District Counsel |
| Chuck Schultz | Clubhouse Manager; Castle Group |
| Paul Means | LMP |
| Garth Rinard | LMP |
| Stephen Brletic | District Engineer, JMT |
| Kieran Vogel | Café Manager, Castle Group |
| Jayson Salter | Food & Beverage Director, Castle Group |
| Audience | |

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

A resident had questions regarding overall landscaping issues and decline in plants. Mr. Toborg answered questions regarding these issues.

48 **THIRD ORDER OF BUSINESS** **Staff Reports**

49
50 **A. Aquatic Services Report**

51
52 **1. Presentation of Waterway Inspection Report**

53
54 Mr. Croom reviewed the Aquatics Services report with the Board.

55
56 **B. Field Inspection Report**

57
58 **1. Presentation of May 2020 Field Inspection Report**

59
60 Mr. Croom reviewed the field inspection report with the Board and answered
61 general questions.

62
63 **C. Clubhouse Manager**

64
65 **1. Presentation of Management Report**

66
67 Mr. Shultz reviewed the monthly clubhouse report with the Board.

68
69 **2. Presentation of Café Sales Report**

70
71 Castle staff reviewed the café sales report with the Board. There was a
72 discussion regarding the café re-opening and the updated hours.

73
74 **D. District Counsel**

75
76 Not Report.

77
78 **E. District Engineer**

79
80 No Report.

81
82 **F. District Manager**

83
84 Mr. Croom stated that the next public hearing and regular meeting will take
85 place on Tuesday, July 14, 2020 at 7:00 PM to be conducted by means of
86 communications media technology pursuant to Executive Orders 20-52, 20-
87 69, 20-112, and 20-123 issued by the Governor DeSantis on March 9, 2020,
88 March 20, 2020, April 29, 2020, and May 18, 2020, respectively, and pursuant
89 to Florida Statutes

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91
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94 **FOURTH ORDER OF BUSINESS**

**Consideration of Pest Control Services
Proposals**

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The Board discussed the issues regarding rodents around the lakeside dog park and splash pad area.

On a Motion by Mr. Bush, seconded by Mr. Pyche, with all in favor, the Board of Supervisors approved the proposal from Nvirotec for Lakeside Park Rodent Bait Station at an initial cost of \$750 and monthly cost of \$120.00 for the Waterset North Community Development District.

100

101 The Board decided to table the second proposal presented for rodent baiting around the trail
102 areas.

103

104 **FIFTH ORDER OF BUSINESS**

**Consideration of Website Services
Proposal**

105
106

107 The Board discussed the current contract with v-global tech and the issues regarding ADA
108 compliance. Mr. Croom presented a proposal from Campus suites for website remediation
109 services.

110

On a Motion by Mr. Bush, seconded by Mr. Anderson, with all in favor, the Board of Supervisors approved the proposal from Campus Suites at an annual cost of \$1,537.50 for the Waterset North Community Development District.

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112 **SIXTH ORDER OF BUSINESS**

**Consideration of District Land Use
Requests**

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114
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On a Motion by Mr. Bush, seconded by Mr. Pyche, with all in favor, the Board of Supervisors approved the District Land use request for 6406 Seasound Drive for the Waterset North Community Development District.

116

On a Motion by Mr. Pyche, seconded by Mr. Wohlueter, with all in favor, the Board of Supervisors approved District Land use request for 5810 Alabaster Lane contingent on only using the east side of the home for the Waterset North Community Development District.

117

On a Motion by Mr. Bush, seconded by Mr. Wohlueter, with all in favor, the Board of Supervisors approved District Land use request for 7555 Lantern Park Ave. for the Waterset North Community Development District.

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119

120 **SEVENTH ORDER OF BUSINESS** **Consideration of Pond Skimmer**
121 **Replacement**
122

123 The Board would like to move forward with the original approved proposal rather than the
124 new scope of work that was proposed. The District Engineer reviewed the scope and gave
125 recommendations and answered general questions from the Board.
126

127 **EIGHTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**
128 **of Supervisors' Regular Meeting held**
129 **May 12, 2020**
130

On a Motion by Mr. Ball, seconded by Mr. Pyche, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held May 12, 2020, for the Waterset North Community Development District.

131 **NINTH ORDER OF BUSINESS** **Consideration of Minutes of the Audit**
132 **Committee Meeting held May 12, 2020**
133
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On a Motion by Mr. Ball, seconded by Mr. Pyche, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee meeting held May 12, 2020, for the Waterset North Community Development District.

135 **TENTH ORDER OF BUSINESS** **Consideration of Operations &**
136 **Maintenance Expenditures for**
137 **April 2020**
138
139

On a Motion by Mr. Bush, seconded by Mr. Anderson, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for April 2020 (\$180,143.54) for the Waterset North Community Development District.

140 **ELEVENTH ORDER OF BUSINESS** **Consideration of Café Operations**
141 **& Maintenance Expenditures for**
142 **April 2020**
143
144

On a Motion by Mr. Bush, seconded by Mr. Pyche, with all in favor, the Board of Supervisors ratified the Café Operations & Maintenance Expenditures for February 2020 (\$12,872.16) for the Waterset North Community Development District.

145 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**
146
147

148 Mr. Bush Reminded the Board to submit their Form 1s to the Supervisor of Elections.
149 Mr. Shultz Submitted his resignation as clubhouse manager.
150

151 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**
152

On a Motion by Mr. Wohlueter, seconded by Mr. Bush, with all in favor, the Board of Supervisors adjourned the meeting at 8:58 PM for the Waterset North Community Development District.

153
154
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156

Asst. Secretary

Chair / Vice Chair

DRAFT

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures May 2020 For Board Approval

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

The total items being presented: **\$110,719.43**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|--|-----------------------|
| Accurate Electronics, Inc | 003613 | 95636 | Repairs Access Control System 04/20 | \$ 164.00 |
| Accurate Electronics, Inc | 003613 | 95640 | Gate Repairs - Landing Pool Pedestrian Gate 05/20 | \$ 364.00 |
| Alex Wohlhueter | 003638 | AW051220 | Board of Supervisors Meeting 05/12/20 | \$ 200.00 |
| Berger, Toombs, Elam, Gaines & Frank CPA | 003628 | 349703 | Audit Services FY 18-19 | \$ 3,270.00 |
| Bright House Networks | 003623 | 087467902042820 | 7012 Sail View-Cafe, Pool, Fitness Room Service 05/20 | \$ 209.11 |
| Castle Management, LLC | 003615 | CELL-0420-141 | Cellular & Beepers 04/20 | \$ 49.99 |
| Castle Management, LLC | 003630 | INS-0420-216 | Insurance Reimbursement 04/20 | \$ 883.50 |
| Castle Management, LLC | 003603 | MGT-050120-298 | Contract Management Fees 05/20 | \$ 1,281.25 |
| Castle Management, LLC | 003615 | PREIM04-10-20-229 | Payroll - Period 03/21/20-04/03/20 | \$ 4,442.47 |
| Castle Management, LLC | 003615 | PREIM04-24-20-228 | Payroll - Period 04/04/20-04/17/20 | \$ 4,408.16 |
| Castle Management, LLC | 003639 | PREIM05-08-20-235 | Payroll - Period 04/18/20-05/01/20 | \$ 4,603.49 |
| CIMA Energy Solutions, LLC | 003604 | 26909989 | Gas Sales 03/20 | \$ 318.40 |
| CIMA Energy Solutions, LLC | 003640 | 51680365 | Gas Sales 04/20 | \$ 7.29 |
| De Lage Landen Financial Services, Inc. | 003605 | 67804513 | Cannon Copier Lease 04/20 | \$ 259.00 |
| Derek Bush | 003629 | DB051220 | Board of Supervisors Meeting 05/12/20 | \$ 200.00 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--|---------------------|--------------------------------|---|-----------------------|
| Erin McCormick Law, P.A. | 003617 | 10416 | General Legal Services 04/20 | \$ 2,280.00 |
| Florida Natives Nursery, Inc. | 003631 | 17214 | Bi-Monthly Mitigation Maintenance 05/20 | \$ 675.00 |
| Frontier Communications of Florida | 003618 | 813-672-4806-052115-5 05/20 | 7250 Park Shore Dr-Dog Park & Splash Pad Service 05/20 | \$ 302.78 |
| Frontier Communications of Florida | 003607 | 813-677-2768 05/20 | Waterset Lakeside Services 813-672- 4806 04/20 | \$ 586.83 |
| Hillsborough County BOCC | 003614 | 9581654736 04/20 | Summary Bill 04/20 | \$ 2,635.71 |
| Johnson, Mirmiran & Thompson, Inc. | 003619 | 2-155596 | Engineering Services 03/20 | \$ 765.00 |
| Landscape Maintenance Professionals, Inc. | 003632 | 151990 | Monthly Landscape Maintenance 05/20 | \$ 47,825.91 |
| Landscape Maintenance Professionals, Inc. | 003620 | 152253 | Fertilize St Augustine, Bahia, Bermuda, Zoysia 04/20 | \$ 7,243.00 |
| Landscape Maintenance Professionals, Inc. | 003620 | 152254 | Pest Control 04/20 | \$ 1,577.50 |
| Landscape Maintenance Professionals, Inc. | 003641 | 152413 | Irrigation Repairs 05/20 | \$ 149.96 |
| Landscape Maintenance Professionals, Inc. | 003641 | 152414 | Irrigation Repairs 05/20 | \$ 275.00 |
| Landscape Maintenance Professionals, Inc. | 003641 | 152415 | Irrigation Repairs 05/20 | \$ 48.00 |
| Landscape Maintenance Professionals, Inc. | 003632 | 152424 | Addendum 6 & 7 Covington Garden Buffer Wall 05/20 | \$ 333.62 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|--|-----------------------|
| Landscape Maintenance Professionals, Inc. | 003641 | 152475 | Irrigation Repairs 05/20 | \$ 372.50 |
| Michael Ball | 003627 | MB051220 | Board of Supervisors Meeting 05/12/20 | \$ 200.00 |
| NVirotect Pest Control, Inc. | 003633 | 204976 | Pest Control -8382 05/20 | \$ 195.00 |
| NVirotect Pest Control, Inc. | 003633 | 204977 | Pest Control - Amenity 8382 05/20 | \$ 30.00 |
| Onsight Signage & Visual Solutions | 003621 | 006-20-275132-1 | Straighten Street Sign 05/20 | \$ 165.00 |
| Paul R Anderson Jr | 003626 | PA051220 | Board of Supervisors Meeting 05/12/20 | \$ 200.00 |
| Payne Air Conditioning and Heating, Inc. | 003608 | C22866 | Preventative AC Maintenance 04/20 | \$ 265.00 |
| Republic Services LP | 003622 | 0696-000868901 | 7004 Sailview Lane 05/20 | \$ 423.46 |
| Republic Services LP | 003609 | 0696-000869564 | Amenity 7250 Parkshore Drive 05/20 | \$ 323.06 |
| Rizzetta & Company, Inc. | 003610 | INV0000049270 | District Management Fees 05/20 | \$ 5,214.59 |
| Rizzetta Technology Services | 003611 | INV0000005801 | Email & Website Hosting Services 05/20 | \$ 175.00 |
| Signa Digital Solutions Inc. | 003642 | AR-S241018 | Color Copier Maintenance Contract XTD08126-01 05/20 | \$ 205.00 |
| Solitude Lake Management LLC | 003612 | PI-A00395265 | Lake & Pond Management- Correction Due Add-On Service | \$ 62.00 |
| Solitude Lake Management LLC | 003635 | PI-A00403482 | Monthly Lake & Pond Management Services 05/20 | \$ 4,010.00 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-----------------------------|---------------------|-----------------------|--|-----------------------------|
| Suncoast Pool Service, Inc. | 003636 | 6260 | Monthly Swimming Pool & Splash Pad Fountain Service 05/20 | \$ 1,500.00 |
| Synergy FL | 003606 | 143990 | Security Monitoring - Amenity Building 05/20 | \$ 54.95 |
| Synergy FL | 003616 | 144440 | Security Monitoring - Fitness Center 04/20 | \$ 54.95 |
| Tampa Electric Company | 003624 | Summary Bill 04/20 | Summary Bill 04/20 | \$ 2,600.62 |
| Times Publishing Company | 003625 | 0000081062 05/03/20 | Legal Advertising Account #107056 05/20 | \$ 807.00 |
| TJ Pyche | 003634 | TP051220 | Board of Supervisors Meeting 05/12/20 | \$ 200.00 |
| VGlobalTech | 003637 | 1645 | Web Design: Website ADA Compliance 05/20 | \$ 5,225.00 |
| VGlobalTech | 003637 | 1646 | Web Design: ADA Website Maintenance 01/20 - 05/20 | \$ 1,500.00 |
| Waterset North CDD | CD272 | CD272 | Replenish Clubhouse Debit Card | \$ 577.33 |
| Waterset North CDD | CD273 | CD273 | Replenish Clubhouse Debit Card | \$ 1,000.00 |
| Report Total | | | | <u>\$ 110,719.43</u> |

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

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

**Operation and Maintenance Expenditures
May 2020
For Board Approval
Café Club**

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

The total items being presented: **\$9,344.44**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset North Café Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------------|---------------------|-----------------------|------------------------------------|---------------------------|
| Castle Management, LLC | 001497 | PREIM04-10-20-229 | Payroll - Period 03/21/20-04/03/20 | \$ 2,856.22 |
| Castle Management, LLC | 001497 | PREIM04-24-20-228 | Payroll - Period 04/04/20-04/17/20 | \$ 2,903.82 |
| Castle Management, LLC | 001500 | PREIM05-08-20-235 | Payroll - Period 04/18/20-05/01/20 | \$ 3,113.26 |
| Culligan Water Conditioning | 001498 | WC 1985607 | Drinking Water 10/19 | \$ 40.50 |
| Florida Department of Revenue | 001499 | 39-8015954075-8 04/20 | Sales Tax Payable 04/20 | \$ 233.24 |
| Pepin | 001501 | WC 2993095 | Cafe Beverages 05/20 | \$ <u>197.40</u> |
| Report Total | | | | \$ <u>9,344.44</u> |