

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, August 8, 2017 at 3:03 p.m.** at the offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview, FL 33578.

Present and constituting a quorum:

Amanda King	Board Supervisor, Chairman
Doug South	Board Supervisor, Vice-Chairman
Pam Parisi	Board Supervisor, Assistant Secretary
Derek Bush	Board Supervisor, Assistant Secretary

Also present were:

Joseph Roethke	District Manager, Rizzetta & Company, Inc.
Matthew Huber	Regional District Manager, Rizzetta & Company, Inc.
Erin McCormick	District Counsel, Erin McCormick Law
Fiona Di Domenico	Castle Group
Shauna Fleischbein	Castle Group
Christy Lowe	Swimming Instructor
Amy Gallogly	WTS International

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present.

THIRD ORDER OF BUSINESS

**Presentation of Resignation Letter from
Jeff Carter**

Mr. Roethke presented a resignation letter from Mr. Jeff Carter.

On a Motion by Mr. Bush, seconded by Ms. King, with all in favor, the Board accepted the resignation letter from Mr. Jeff Carter for Waterset North Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Appointment to Vacant Board Supervisor Seat

The Board would like Mr. Roethke to send something to the community requesting applicants for this open position. If there are only one or zero applicants, this will be pushed to the October meeting. If at least 2 applications are received, these will be presented at the September meeting.

FIFTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Regular Meeting held on June 27, 2017

On a Motion by Ms. King, seconded by Mr. Bush, with all in favor, the Board approved, the Minutes of the Regular Meetings held on June 27, 2017 for the Waterset North Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of the Operation and Maintenance Expenditures for May and June 2017

On a Motion by Ms. King, seconded by Mr. Bush, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for May 2017 (\$98,904.20) and for June 2017 (\$76,248.01) for the Waterset North Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for May and June 2017 for Café'

On a Motion by Ms. King, seconded by Mr. South, with all in favor, the Board ratified the Operation and Maintenance Expenditures for May 2017 (\$22,801.41) and for June 2017 (\$16,296.14) for the Café' for the Waterset North Community Development District.

EIGHTH ORDER OF BUSINESS

Ratification of Series 2014 Construction Requisitions, #244

REQUISITION #	PAYEE	AMOUNT
CUS 244	Onsight Signage	\$6,760.00

On a Motion by Ms. King, seconded by Mr. South, with all in favor, the Board ratified the Series 2014 Construction Requisitions, #244 for the Waterset North Community Development District.

NINTH ORDER OF BUSINESS

Ratification of Change Orders

There were no change orders.

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TENTH ORDER OF BUSINESS

Consideration of Request for Swimming Instructor

Mr. Roethke presented a request for a swimming instructor to the Board. Ms. Lowe reviewed the details of this request with the Board, and Mr. Bush added comments as well. This would be for one 6-week class to start on August 21, 2017, and it would only be for Waterset North CDD residents.

On a Motion by Ms. King, seconded by Mr. Bush, with all in favor, the Board approved the request from swimming instructor pending the execution of a vendor agreement for the Waterset North Community Development District.

(Ms. Lowe left while the meeting was in progress at 3:21 pm)

ELEVENTH ORDER OF BUSINESS

Consideration of Proposals Regarding Amenity Staffing

Mr. Roethke presented several proposals regarding Amenity Staffing to the Board. Ms. King presented a comparison spreadsheet between the two proposals.

Ms. Gallogly presented details on the background of WTS and their proposal for the Board, and answered various questions from the Board.

Ms. Di Domenico and Ms. Fleischbein presented details on the background of Castle Group and their proposal for the Board, and answered various questions from the Board.

(Ms. Gallogly, Ms. Di Domenico, Ms. Fleischbein all left while the meeting was in progress at 4:08 pm)

On a Motion by Ms. King, seconded by Mr. South, with three (3) in favor and Mr. Bush opposed, the Board approved the proposal from Castle Group for Amenity Staffing Management pending confirmation of RASI termination, Rizzetta HOA management termination, review of contract by District Counsel and final signoff by Board Chair for the Waterset North Community Development District.

(A brief recess was taken at 4:28 p.m. and the meeting reconvened at 4:36 p.m. with all Supervisors and Staff in attendance at the onset of the meeting)

(Ms. Parisi left while the meeting was in progress at 4:36 pm)

TWELFTH ORDER OF BUSINESS

Presentation of Monthly Inspection Reports

Mr. Roethke presented the monthly pond and landscape maintenance inspection reports to the Board. A discussion ensued regarding several maintenance issues. A discussion ensued regarding the upcoming landscape RFP, since the current contract expires on October 1, 2017.

On a Motion by Ms. King, seconded by Mr. South, with all in favor, the Board approved the RFP package in substantial form for landscape and irrigation for the Waterset North Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Proposals for
Landscape Enhancements**

There were none.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Proposal for Lake
Assessment**

Mr. Roethke presented a proposal for lake assessment to the Board. This proposal is for pond #4, which has been experiencing midge fly issues. The Board did not approve this proposal.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Proposal for Midge Fly
Treatment**

Mr. Roethke presented a proposal for midge fly treatment to the Board.

On a Motion by Mr. South, seconded by Mr. Bush, with all in favor, the Board approved proposal from Aquatic Systems for midge fly treatments on pond #4 at a total cost of (\$500.00) for the Waterset North Community Development District.

SIXTEENTH ORDER OF BUSINESS

Consideration of Proposals for Holiday Decor

Mr. Roethke presented several proposals for holiday decor to the Board. A discussion ensued.

On a Motion by Mr. South, seconded by Mr. Bush, with all in favor, the Board approved proposal from Shine Holiday Lighting for a three (3) year agreement at (\$8,010.00) for the first year and then (\$6,072.00) for each of the next two years for the Waterset North Community Development District.

SEVENTEENTH ORDER OF BUSINESS

**Consideration of New Resident Welcome
Packet**

Mr. Roethke presented a new resident welcome packet to the Board. This item has been tabled.

EIGHTEENTH ORDER OF BUSINESS

**Consideration of Proposal for Additional Pest
Control Services**

Mr. Roethke presented a proposal for additional pest control services to the Board. This proposal is to add snake deterrent services to each monthly pest control visit.

On a Motion by Mr. Bush, seconded by Mr. South, with all in favor, the Board added snake deterrent services to the Nvirotect Pest Control contract at a cost of (\$189.00 per visit) as needed for the Waterset North Community Development District.

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NINETEENTH ORDER OF BUSINESS

**Consideration of Agreement for Cypress
Creek Co-Op**

Mr. Roethke presented an agreement for Cypress Creek Co-Op to the Board.

On a Motion by Mr. South, seconded by Ms. King, with all in favor, the Board approved Cypress Creek Co-op agreement for the Waterset North Community Development District.

TWENTIETH ORDER OF BUSINESS

**Consideration of Arbitrage Rebate
Calculation Services Engagement Letter
for Series 2007 AB**

Mr. Roethke presented an Arbitrage Rebate Calculation Services Engagement Letter for Series 2007 AB to the Board.

On a Motion by Mr. South, seconded by Mr. Bush, with all in favor, the Board approved proposal from LLS Tax Solutions for Arbitrage Rebate Calculation Services for the Series 2007 Bonds at a cost of (\$500.00 per year) for the Waterset North Community Development District.

TWENTY-FIRST ORDER OF BUSINESS

**Consideration of Arbitrage Rebate
Calculation Services Engagement Letter
for Series 2014 AB**

Mr. Roethke presented an Arbitrage Rebate Calculation Services Engagement Letter for Series 2014 AB to the Board.

On a Motion by Mr. South, seconded by Mr. Bush, with all in favor, the Board approved proposal from LLS Tax Solutions for Arbitrage Rebate Calculation Services for the Series 2014 Bonds at a cost of (\$500.00 per year) for the Waterset North Community Development District.

TWENTY-SECOND ORDER OF BUSINESS

**Consideration of Proposals for DVR System
Upgrades**

Mr. Roethke presented several proposals for DVR System Upgrades to the Board. A discussion ensued regarding placement of potential new cameras. This item was continued, and Mr. Bush will work with Accurate Electronics to provide an updated quote by the next meeting.

TWENTY-THIRD ORDER OF BUSINESS

**Consideration of FitRev Proposals for Belt
Replacement**

Mr. Roethke presented several FitRev proposals for belt replacement to the Board. There are two options for the replacement of treadmill belts.

On a Motion by Mr. South, seconded by Mr. King, with all in favor, the Board approved proposal from FitRev for treadmill belt replacement at a cost of (\$1,460.00) for the Waterset North Community Development District.

TWENTY-FOURTH ORDER OF BUSINESS

**Public Hearing of Fiscal Year 2017/2018
Budget**

On a Motion by Ms. King, seconded by Mr. South, with all in favor, the Board opened the public hearing for the Waterset North Community Development District.

Mr. Roethke presented the budget for Fiscal Year 2017/2018 to the Board.

Ms. McCormick discussed a footnote that was added to the assessment roll, which only affects the direct bill portion.

There was no audience present for public comment.

On a Motion by Ms. King, seconded by Mr. Bush, with all in favor, the Board closed the public hearing for the Waterset North Community Development District.

**i. Consideration of Resolution 2017-17,
Adopting Final Budget for Fiscal Year
2017/2018**

Mr. Roethke presented Resolution 2017-17 to the Board which will adopt the Final Budget for Fiscal Year 2017/2018.

On a Motion by Mr. South, seconded by Mr. King, with all in favor, the Board adopted resolution 2017-17 for the Waterset North Community Development District.

**ii. Consideration of Resolution 2017-18,
Imposing Special Assessments for
Fiscal Year 2017/2018**

Mr. Roethke presented Resolution 2017-18 to the Board which will impose special assessments for Fiscal Year 2017/2018.

On a Motion by Mr. South, seconded by Mr. King, with all in favor, the Board adopted resolution 2017-18 for the Waterset North Community Development District.

TWENTY-FIFTH ORDER OF BUSINESS

Staff Reports

A. Clubhouse Manager

Mr. Roethke presented the Clubhouse Manager's Report to the Board. A discussion ensued regarding several maintenance items.

Ms. King will work on getting new grips for the trail fitness equipment.

B. Café Sales Report

Mr. Roethke presented the café sales report to the Board.

C. District Counsel

No report.

D. District Engineer

Not present.

E. District Manager

Mr. Roethke stated that the next regular meeting will take place on Tuesday, September 12, 2017 at 3:00 p.m. at Rizzetta & Company's Riverview Office located at 9428 Camden Field Parkway, Riverview, Florida 33578.

1. Action Item List

Mr. Roethke presented the Action Item List to the Board and provided updates on several of the items.

TWENTY-SIXTH ORDER OF BUSINESS

Supervisor Requests

There were none.

TWENTY-SEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. King, seconded by Mr. South, with all in favor, Board of Supervisors at 5:40 p.m. continued the meeting to September 5, 2017 at 3:00 p.m. at the offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview, FL 33578 for the Waterset North Community Development District.


Secretary/Assistant Secretary


Chairman/ Vice Chairman

Waterset North CDD

EXHIBIT TO 8-8-17 MINUTES:

Comparative Analysis Spreadsheet WTS and Castle

WTS			Position Description	Comments	Salary	Salary including burden
1	Community Director	Salary	FT	Community Director will oversee all community functions including vendor relations, staff management, events	We are flexible on this salary. We feel this amount will net a seasoned professional	\$ 55,000.00 \$ 73,993
1	Life Style Assistant	Hourly	PT-25 hours per week	25 hours of Lifestyle Assistant will handle programming and assist the community manager	\$13.00 per hour	\$ 16,896.00 \$ 19,648
1	Café Manager/Head Chef	Salary	FT	Manage café	Manager will cover 18 hours per week of the café.	\$ 40,000.00 \$ 56,549
0	Café Assistant Manager	Hourly	PT	Assist Café manager, key holder in manager's absence	This position can be added back in based upon need or current structure	
2	Café Attendant	Hourly	PT-53 hours per week	53 hours per week to be split between multiple employees. NOTE: Café is open 74 hours per week	\$10.00 per hour	\$ 27,564.00 \$ 32,054
1	Maintenance Technician	Hourly	PT-25 hours per week	Responsible for light maintenance, driving the community to pick up trash, check restrooms, parks, etc., eyes and ears in the field	\$15.00 per hour	\$ 19,500.00 \$ 22,677
2	Pool Attendant	Hourly/seasonal	PT-56 hours per week (2912 hours p yr.)	Seasonal - mostly weekends - monitor 2 pool facilities, The Landing and The Lakeside 56 hours to be split between multiple employees	\$9.50 per hour	\$ 27,664.00 \$ 32,170
WTS Management Fee				\$2,500 per month		\$30,000
WTS GL Insurance				\$625 per month		\$7,500
					Total Amount	\$ 274,591.05
					Total Cost to the District	\$ 274,591.05

Additional expenses not included in proposal above			
CELL PHONE REIMBURSEMENT	For community manager		600.00/year
CONTINUING EDUCATION		\$1,000.00 of the \$2,000.00 will be shared by WTS	\$2,000/year (WTS University)
COMMUNITY APP	This is an optional APP, resident app used for communication		\$2,100/year
UNIFORMS	Recommending Mandatory Uniforms		\$1,100/year
EMPLOYEE SCREENING & RECRUITING	Background, drug screening/new hire ads		\$300/year

This proposal is for community operations only and does not include any on site HOA operations or HOA staff. We would continue with the current HOA set up for the time being.

Castle			Position Description	Comments	Salary	Salary including burden	Burden Rate	
1	Community Director	Salary	FT	Community Director will oversee all community functions including vendor relations, staff management, events, will also manage the on site HOA operation		\$ 55,000.00	\$ 69,300.00	26%
1	Life Style Assistant	Hourly	PT-25 hours per week (1300 p/yr)	25 hours of Lifestyle Assistant will handle programming and assist the community manager	\$13.00 per hour	\$ 16,896.00	\$ 21,294.00	26%
1	Café Manager/Head Chef	Salary	FT	Manage café	Manager will cover 18 hours per week of the café.	\$ 40,000.00	\$ 54,400.00	36%
0	Café Assistant Manager	Hourly	PT	Assist Café manager, key holder in manager's absence - no assistant manger is recommended at this time	This position is to be determined based upon need	N/A	\$ -	
2	Café Attendant	Hourly	PT-53 hours per week(2756 hours p/yr)	53 hours per week to be split between 2 employees NOTE: Café is open 74 hours per week	\$10.00 per hour	\$ 27,560.00	\$ 37,482.00	36%
1	Maintenance Technician	Hourly	PT-25 hours per week (1300 p/yr)	Responsible for light maintenance, driving the community to pick up trash, check restrooms, parks, etc., eyes and ears in the field	\$15.00 per hour	\$ 19,500.00	\$ 26,520.00	36%
2	Pool Attendant	Hourly/seasonal	PT-56 hours per week (2912 p/yr)	Seasonal - mostly weekends - monitor 2 pool facilities, The Landing and The Lakeside 56 hours to be split between multiple employees 2,912 budgeted hours to be split between 2 to 3 employees	\$9.50 per hour	\$ 27,664.00	\$ 37,623.04	36%
Castle Management Fee						\$ 15,000.00		
GL Insurance				No extra charge for GL insurance by Castle. There is \$4,320 per FT employee for health insurance if they choose to enroll				
Total Amount						\$ 261,619.04		
Monies coming from HOA for HOA Duties performed (40% of Community Director's Salary /burden)						\$ 27,720.00		
Total Cost to the District						\$ 233,899.04		

<p>This proposal provides for on site HOA staffing. Currently all HOA inquiries are provided a business card and asked to call Rizzetta. All field inspections are done by a Rizzetta employee, calls are fielded from on off site office.</p>	Additional expenses not included in proposal above		
	CELL PHONE REIMBURSEMENT		\$600/year
	CONTINUING EDUCATION		Included
	COMMUNITY APP (optional)		N/A
	UNIFORMS - Recommending mandatory uniforms		Cost to be determined
	EMPLOYEE SCREENING & RECRUITING	background/drug/new hire ads	No charge