



Rizzetta & Company

Waterset South Community Development District

Board of Supervisors' Meeting March 9, 2023

**District Office:
2700 S Falkenburg Rd.
Suite 2745
Riverview, FL 33578**

www.watersetsouthcdd.org

WATERSET SOUTH COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, 2700 S. Falkenburg Rd., Suite 2748, Riverview, FL 33578

District Board of Supervisors	Deneen Klenke Pete Williams Lenny Woster Lynda McMorrow Doug South	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Alyssa Willson	Kutak Rock LLP
District Engineer	Eric Francis	Heidt Design LLC

All cellular phones and pagers must be turned off 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 2, 2023

Board of Supervisors
**Waterset South Community
Development District**

FINAL AGENDA

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Waterset South Community Development District will be held on Thursday, March 9, 2023, at 10:00 a.m., or immediately following the Waterset Central CDD meeting, located at the offices of Rizzetta & Company, Inc., **2700 S Falkenburg Rd., Suite 2745. Riverview, FL 33578**. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Resolution 2023-12,
Re-Designating OfficersTab 1
 - B. Consideration of Regular Meeting Minutes for
January 12, 2023..... Tab 2
 - C. Consideration of Operation & Maintenance
Expenditures for September 2022 – February 2023..... Tab 3
- 4. BUSINESS ITEMS**
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 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,

Matthew Huber

Matthew Huber
Regional District Manger

Tab 1

RESOLUTION 2023-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WATERSET SOUTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Waterset South Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District per F.S. 190.006(6).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WATERSET SOUTH COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Matthew Huber is appointed Assistant Secretary.

Section 4. This Resolution shall not supersede any appointments made by the Board other than those specified in Sections 1, 2 and 3.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 9TH DAY OF MARCH 2023.

**WATERSET SOUTH COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST SECRETARY

Tab 2

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 SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Waterset South Community Development District was held on **Thursday, January 12, 2023, at 10:22 am** at the Offices of Rizzetta & Company, located at 2700 S Falkenburg Ave #2745, Riverview, FL 33578.

Present and constituting a quorum:

Deneen Klenke	Board Supervisor, Chairman
Pete Williams	Board Supervisor, Vice-Chairman
Doug South	Board Supervisor, Assistant Secretary
Lynda McMorrow	Board Supervisor, Assistant Secretary
Lenny Woster	Board Supervisor, Assistant Secretary

Also present were:

Jerry Whited	District Manager; Rizzetta & Co., Inc.
Matthew Huber	Regional District Manager; Rizzetta & Co.
Kelly Sobrito	Community Association Manager, Rizzetta & Co.
Alyssa Willson	District Counsel; Kutak Rock LLP via conf. call
Kate John	District Counsel; Kutak Rock LLP via conf. call
Eric Francis	Interim District Engineer; Heidt Design

Audience	None
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Whited opened the meeting at 10:22 a.m. and noted that there were no audience members in attendance.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience members present.

THIRD ORDER OF BUSINESS

**Consideration of Regular Meeting
Minutes for December 8, 2022**

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On a motion by Mr. South, seconded by Ms. Klenke, the Board unanimously approved the Regular Meeting Minutes for December 8, 2022, as amended, for Waterset South CDD.

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FOURTH ORDER OF BUSINESS

Public Hearing for Rules of Procedure

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously approved to open the public hearing for Rules of Procedure, for Waterset South CDD.

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Mr. Whited again noted for the record that there were no audience members present.

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously approved to close the public hearing for Rules of Procedure, for Waterset South CDD.

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-10,
Adopting Rules of Procedure**

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously adopted Resolution 2023-10, Adopting Rules of Procedure, for Waterset South CDD.

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SIXTH ORDER OF BUSINESS

**Selection of Audit Committee and
Setting the First Audit Committee
Meeting**

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously approved the current board members to serve as the audit committee, for Waterset South CDD.

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously approved to set the first audit committee meeting for February 9, 2023, for Waterset South CDD.

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SEVENTH ORDER OF BUSINESS

**Consideration of Master Disclosure of
Public Finance**

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously approved the Master Disclosure of Public Finance, for Waterset South CDD.

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EIGHTH ORDER OF BUSINESS

**Consideration of Supplemental
Disclosure of Public Finance
(Under Separate Cover)**

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Ms. Willson presented and reviewed the Supplemental Disclosure of Public Finance with the Board. There were no questions.

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On a motion by Mr. Williams, seconded by Mr. South, the Board unanimously approved the Supplemental Disclosure of Public Finance, in substantial form, authorizing the Chair/Vice Chair to execute and bring back to the Board for ratification, for Waterset South CDD.

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NINTH ORDER OF BUSINESS

**Consideration of Resolution 2023-11,
Ratifying Sale of Bonds**

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously adopted Resolution 2023-11, Ratifying Sale of Bonds, for Waterset South CDD.

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TENTH ORDER OF BUSINESS

**Review of Memorandum and
Resolution 2023-12, Adopting Record
Retention Policy**

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On a motion by Mr. Williams, seconded by Ms. Klenke, the Board unanimously adopted Resolution 2023-12, Adopting Record Retention Policy, for Waterset South CDD.

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ELEVENTH ORDER OF BUSINESS

**Consideration of District Engineer RFQ
Responses**

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On a motion by Mr. Williams, seconded by Mr. South, the Board unanimously ranked Height Engineering as their #1 choice for District Engineer and authorized Staff to enter negotiation of the contract for District Engineer, for Waterset South CDD.

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TWELFTH ORDER OF BUSINESS

Staff Reports

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A. District Counsel

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The Board received the District Counsel update. Counsel reviewed the 95 updates indicating that these changes would match current case law and recommended the Board adopt Option #2. Motion by Mr. Williams, but I missed the 2nd 5-0.

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Ms. Willson asked the Board to consider how best to handle future construction-related expenses, as the Construction Fund has been completely depleted. Upon discussion by the Board, it was decided that all future construction related expenses will be sent to the developer for processing and payment.

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B. District Engineer

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The Board received Mr. Francis' update on the NNP easement and that it is still pending, but already has full approval from the CDD.

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C. District Manager

The Board received the District Manager's update. Mr. Whited stated the next Meeting will be held on February 9, 2023.

THIRTEENTH ORDER OF BUSINESS Supervisor Requests

Ms. Klenke stated she would like thank Mr. Whited for his time as their District Manager.

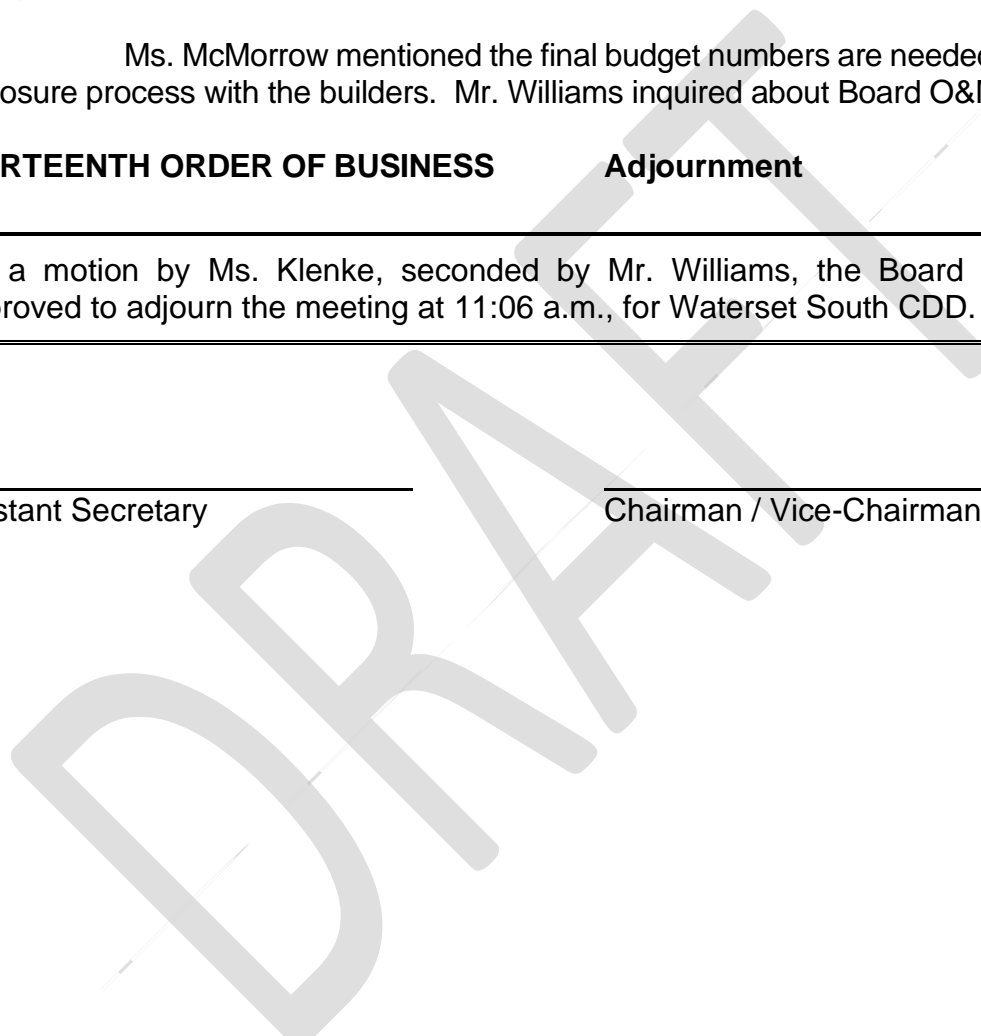
Ms. McMorrow mentioned the final budget numbers are needed as part of the Disclosure process with the builders. Mr. Williams inquired about Board O&M packages.

FOURTEENTH ORDER OF BUSINESS Adjournment

On a motion by Ms. Klenke, seconded by Mr. Williams, the Board unanimously approved to adjourn the meeting at 11:06 a.m., for Waterset South CDD.

Assistant Secretary

Chairman / Vice-Chairman



Tab 3

Waterset South Community Development District

District Office · Riverview, Florida · (813)-533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

www.watersetsouthcdd.org

Operations and Maintenance Expenditures September 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: \$

10,954.56

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset South Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
F Peter Williams	100003	PW080922 - 184	Board of Supervisors Meeting 08/09/22	\$ 200.00
F Peter Williams	100003	PW091322	Board of Supervisors Meeting 09/13/22	\$ 200.00
Rizzetta & Company, Inc.	100000	INV0000070767	District Management Fees 09/22	\$ 3,200.00
Rizzetta & Company, Inc.	100001	INV0000070282	District Management Fees - Prorate 08/09/22-08/31/22	\$ 2,374.06
Times Publishing Company	100002	0000235806 07/13/22	Legal Advertising 07/22	\$ 384.50
Times Publishing Company	100004	0000242072 08/21/22	Legal Advertising 08/22	\$ 2,300.00
Times Publishing Company	100004	0000242072 08/28/22	Legal Advertising 08/22	<u>\$ 2,296.00</u>
Total				<u>\$ 10,954.56</u>

Tab 3A

Waterset South Community Development District

District Office · Riverview, Florida · (813)-533-2950

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Operations and Maintenance Expenditures October 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2022 through October 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: \$

2,804.50

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset South Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	100005	0000243864 10/05/22	Legal Advertising Customer Account #324589 10/22	\$ 520.50
Times Publishing Company	100005	0000246869 09/28/22	Legal Advertising Customer Account #324589 09/22	\$ 1,158.00
Times Publishing Company	100005	0000246875 09/25/22	Legal Advertising Customer Account #324589 09/22	<u>\$ 1,126.00</u>
Total				<u>\$ 2,804.50</u>

Tab 3B

Waterset South Community Development District

District Office · Riverview, Florida · (813)-533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

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Operations and Maintenance Expenditures November 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: \$

39,242.86

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset South Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Department of Economic Opportunity	100006	87573 FY22/23	Special District Fee FY22/23	\$ 175.00
Egis Insurance Advisors, LLC	100007	17275	Policy #100122954 10/01/2022-10/01/2023	\$ 5,000.00
Egis Insurance Advisors, LLC	100014	17273	Policy #100121954 08/09/22-10/01/22	\$ 726.00
Heidt Design, LLC	100008	46051	Engineering Services 10/22	\$ 1,840.00
Innersync Studio, Ltd	100009	20666	Initial Set-Up - ADA Website 09/22	\$ 1,162.50
Innersync Studio, Ltd	100009	20667	Website Services - ADA Compliance FY22/23	\$ 1,537.50
Kutak Rock, LLP	100010	3110920	Legal Services 08/22	\$ 8,135.39
Kutak Rock, LLP	100010	3110926	Legal Services 08/22 - Bond Validation	\$ 2,551.00
Kutak Rock, LLP	100010	3125676	Legal Services 09/22	\$ 3,666.47
Kutak Rock, LLP	100010	3125677	Legal Services - Bond Validation 09/22	\$ 3,566.50
Rizzetta & Company, Inc.	100011	INV0000071720	District Management Fees 10/22	\$ 3,200.00
Rizzetta & Company, Inc.	100012	INV0000072556	District Management Fees 11/22	\$ 3,200.00
Times Publishing Company	100013	0000246872 10/09/2022	Legal Advertising Customer Account #324589 10/22	\$ 2,600.00

Waterset South Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	100013	0000247763 10/12/22	Legal Advertising Customer Account #324589 10/12/22	\$ 667.00
Times Publishing Company	100013	0000247768 10/09/22	Legal Advertising Customer Account #324589 10/22	\$ 488.00
Times Publishing Company	100013	00002500812 10/12/22	Legal Advertising Customer Account #324589 10/12/22	<u>\$ 727.50</u>
Total				<u>\$ 39,242.86</u>

Tab 3C

Waterset South Community Development District

District Office · Riverview, Florida · (813)-533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

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Operations and Maintenance Expenditures December 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2022 through December 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **3,600.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset South Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heidt Design, LLC	100016	46274	Engineering Services 11/22	\$ 400.00
Rizzetta & Company, Inc.	100015	INV0000073202	District Management Fees 12/22	\$ 3,200.00
Total				<u>\$ 3,600.00</u>

Tab 3D

Waterset South Community Development District

District Office · Riverview, Florida · (813)-533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

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Operations and Maintenance Expenditures January 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$

20,079.39

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset South Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
F Peter Williams	100017	PW120822-184	Board of Supervisors Meeting 12/08/22	\$ 200.00
F Peter Williams	100024	PW011223	Board of Supervisors Meeting 01/12/23	\$ 200.00
Kutak Rock, LLP	100018	3140791	Legal Services - Bond Validation 10/22	\$ 5,611.60
Kutak Rock, LLP	100019	3140790	General Counsel - Legal Services 10/22	\$ 4,023.23
Kutak Rock, LLP	100020	3156289	General Counsel - Legal Services 11/22	\$ 912.50
Kutak Rock, LLP	100020	3156291	Legal Services - Bond Validation 11/22	\$ 357.49
OnSight Industries LLC	100021	6223292751	Labor, Installation, & Straighten Street Signs 11/22	\$ 1,575.00
Rizzetta & Company, Inc.	100023	INV0000074640	District Management Fees 1/23	\$ 6,551.57
Times Publishing Company	100022	0000259233 12/14/2022	Legal Advertising Customer Account #324589 12/14/22	<u>\$ 648.00</u>
Total				<u>\$ 20,079.39</u>

Tab 3E

Waterset South Community Development District

District Office · Riverview, Florida · (813)-533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

www.watersetsouthcdd.org

Operations and Maintenance Expenditures February 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$

6,977.05

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset South Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heidt Design, LLC	100026	46512	Engineering Services 12/22	\$ 925.00
OnSight Industries LLC	100028	006-22-331724-1	Signage Installation 01/23	\$ 1,477.05
Rizzetta & Company, Inc.	100025	INV0000075275	District Management Fees 02/23	\$ 4,100.00
Times Publishing Company	100029	0000259233 01/29/23	Legal Advertising Customer Account #324589 01/29/23	<u>\$ 475.00</u>
Total				<u>\$ 6,977.05</u>