

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

**BOARD OF SUPERVISORS' MEETING
JUNE 24, 2014**

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT AGENDA

JUNE 24, 2014 at 3:00 p.m.

Buchanan Ingersoll & Rooney, PC.
501 E. Kennedy Boulevard, Suite 1700
Tampa, FL 33602

District Board of Supervisors	Alex McLeod Doug South Pam Parisi Maja Barnat	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Eric Dailey	Rizzetta & Company, Inc.
District Counsel	Erin McCormick	Buchanan Ingersoll & Rooney, PC
District Engineer	Jamie Scarola	Scarola Associates

All Cellular phones and pagers must be turned off while in the meeting room.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at **3:00 p.m.** with the first section which is called **Audience Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fourth section is called **Business Items**. The Business Items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 933-5571 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 933-5571, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

**WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614**

June 16, 2014

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

AGENDA

Dear Board Members:

The continued meeting of the Board of Supervisors of the Waterset North Community Development District will be held on **Tuesday, June 24, 2014 at 3:00 p.m.** at the office of Buchanan Ingersoll & Rooney, PC located at 501 E. Kennedy Blvd., Suite 1700, Tampa, Florida 33602. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Clubhouse Manager
 - D. District Manager
- 4. BUSINESS ITEMS**
 - A. Consideration of Recommendation of RFP Review Committee for Waterset Phase 3A Improvements
 - B. Consideration of Request for Proposal for Waterset Phase 2C1Tab 1
 - C. Consideration of Resolution 2014-05, Adopting Fiscal Year 2014/2015 Meeting Schedule.....Tab 2
 - D. Consideration of FHP Off-Duty ServicesTab 3
 - E. Discussion Regarding November Landowner's Election
 1. Distribution of Instructions and Sample Voting Ballot and ProxyTab 4
 2. Consideration of Resolution 2014-06, Designating Date, Time and Location for Landowner's MeetingTab 5
- 5. SUPERVISOR REQUESTS**
- 6. 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) 933-5571.

Sincerely,



Eric Dailey
District Manager

Tab 1

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

EVALUATION CRITERIA

Construction Services for Waterset Phase 2C1 Improvements Project
Hillsborough County, Florida

Personnel (15 Points)

E.g., adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

Experience and Available Equipment (20 Points)

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District in other contracts; character, integrity, reputation of respondent, etc. and equipment type; age and condition; quantity of equipment available; and number of trained operators.

Understanding Scope of Work (15 Points)

Demonstration of the Proposer's understanding of the project requirements.

Schedule (25 Points)

Points available for schedule will be allocated as follows:

15 Points will be awarded to the Proposer submitting the proposal with the most expedited construction schedule (i.e., the fewest number of days) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer's time proposal and the most expedited construction schedule.

10 Points are allocated for the Proposer's ability to credibly complete the project within the Proposer's schedule and demonstrate on-time performance.

Price (25 Points)

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid.

10 Points are allocated for the reasonableness of unit prices and balance of bid.

Total Points**(100 Points)**

The Board of Supervisors of the Waterset North Community Development District (the "Board") has appointed a Construction Committee for purposes of reviewing and ranking the proposals submitted in response to the Request for Proposals for its Waterset Phase 2C1 Improvements Project. It is anticipated that the Construction Committee, at a publically noticed meeting scheduled for Monday, June 23, 2014 at 10:00 A.M., will collectively as a group rank the proposals received in accordance with these Evaluation Criteria. Subsequently, the Construction Committee will make its recommendation with respect to its proposed ranking at a publically noticed meeting of the Board for the Board's consideration in determining the award of the contract for the Waterset Phase 2C1 Improvements Project.

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Tab 2

RESOLUTION 2014-05

A RESOLUTION OF THE WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2014/2015

WHEREAS, the Waterset North Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Hillsborough County, Florida; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings; and

WHEREAS, the Board has proposed the Fiscal Year 2014/2015 annual meeting schedule as attached in **Exhibit A**;

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

1. The Fiscal Year 2014/2015 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with the requirements of Florida law.
2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 24th day of June, 2014.

ATTEST:

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairman, Board of Supervisors

EXHIBIT "A"
BOARD OF SUPERVISORS' MEETING DATES
WATERSET NORTH
COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2014/2015

October 14, 2014

November 11, 2014

December 9, 2014

January 13, 2015

February 10, 2015

March 10, 2015

April 14, 2015

May 12, 2015

June 9, 2015

July 7, 2015

August 11, 2015

September 8, 2015

All meetings will convene at 3:00 p.m. at the office of Buchanan, Ingersoll & Rooney, PC located at 501 E. Kennedy Blvd., Suite 1700, Tampa, Florida 33602.

Tab 3

FLORIDA HIGHWAY PATROL REQUEST FOR OFF-DUTY POLICE SERVICES

THIS REQUEST IS BEING MADE ON BEHALF OF A(N):

<input checked="" type="checkbox"/> Business or Corporation		<input type="checkbox"/> Individual	
Legal Name of Business or Corporation: Waterset North Community Development District		Full Name:	
Individual Authorized to Employ FHP Members: Alex McLeod, Chairman		Address:	
Business Address: 3434 Colwell Ave., Suite 200 Tampa, FL 33614		Telephone Number:	
Business Telephone Number: (813) 933-5571		Date of Birth:	
Name of Person to Whom FHP Member(s) Report: Steve Nicholson, Clubhouse & Amenities Manager		Name of Primary Scheduler: Dennis Hobbs	Telephone Number: 727-647-3743
Telephone Number: (813) 677-2114		Name of Secondary Scheduler:	Telephone Number:
Type of Business: Community Development District (CDD)		Patrol Vehicle Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Address Where Services are to be Provided: 7012 Sail View Dr., Apollo Beach, FL 33572 & public roads through community			
Type of Activity Occurring while FHP Members are Present: CDD - Housing Development with public thru roads and café in amenity facility Is alcohol to be sold for on-site consumption? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, are such sales considered the regular and primary part of the business? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
FHP Members' Duties and Responsibilities: Traffic Control /Security			
Start Date:		End Date: Continuing Job	
Employer <input type="checkbox"/> will <input checked="" type="checkbox"/> will not be responsible for providing workers' compensation coverage to FHP members. If coverage is to be provided a copy of the policy must be attached to this request.			

Initials

I understand that employers who have hired Florida Highway Patrol troopers for off-duty employment must recognize that the primary duty, obligation, and responsibility of these troopers is to the Florida Highway Patrol. Troopers are subject to call at all times for emergencies, special assignments. No overtime duty and no off-duty employment shall infringe on this obligation.

Initials

I understand that during the course of the trooper's off-duty police employment, the Florida Highway Patrol may make reasonable inquiries of the trooper to ensure that his/her continued off-duty employment does not constitute a conflict of interest, or interfere with the trooper's primary duties as a law enforcement officer. The employer consents to the release of the trooper's work related records if requested by the Department or Division. A supervisor of the Florida Highway Patrol may visit the off-duty location at any time to ensure that Departmental policies are being adhered to.

Initials

I understand that during the course of the trooper's off-duty police employment, any law enforcement decisions must be made by the trooper and not by the employer.

SIGNATURE OF EMPLOYER

DATE

SIGNATURE OF SCHEDULER(S)

DATE

APPROVED NOT APPROVED

TROOP COMMANDER'S SIGNATURE

DATE

Tab 4

OFFICIAL BALLOT
WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 11, 2014

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Waterset North Community Development District and described as follows:

Description	Acreage
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____
(Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

	NAME OF CANDIDATE	NUMBER OF VOTES
1.	_____	_____
2.	_____	_____
3.	_____	_____

Date: _____

Signed: _____

Printed Name: _____

**LANDOWNER PROXY
WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 11, 2014**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Waterset North Community Development District to be held at Buchanan Ingersoll & Rooney, PC located at 501 E. Kennedy Boulevard, Suite 1700, Tampa, Florida 33602 on November 11, 2014 at 3:00 p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy previously given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the annual meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date/Time

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to section 190.006(2)(b), Florida Statutes (2011), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **NOVEMBER 11, 2014**

TIME: **3:00 P.M.**

LOCATION: **Buchanan Ingersoll & Rooney, PC**
501 E. Kennedy Blvd., Suite 1700
Tampa, Florida 33602

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each person that the landowner desires to elect to a position on the Board of Supervisors that is open for election for the upcoming term (this year, three (3) seats on the Board will be up for election). A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board of Supervisors that is open for election for the upcoming term. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

Tab 5

RESOLUTION 2014-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATE, TIME AND LOCATION FOR LANDOWNERS MEETING OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Waterset North 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 District’s Board of Supervisors (hereinafter the “Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

WHEREAS, the effective date of Hillsborough County Ordinance 07-03 creating the District was the 16th day of February, 2007; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing three supervisors for the District on the first Tuesday in November, which shall be noticed pursuant to section 190.006(2)(a), Florida Statutes.

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

Section 1. In accordance with section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the following date, hour and location:

DATE: November 11, 2014

HOUR: 3:00 p.m.

LOCATION: Buchanan Ingersoll & Rooney, PC
501 E. Kennedy Blvd., Suite 1700
Tampa, FL 33602

Section 2. The District’s Secretary is hereby directed to publish notice of this landowners meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

Section 3. The landowner’s meeting and election has been announced by the Board at its June 24, 2014 continued meeting and a sample proxy, ballot form and instructions were presented at such meeting. Such documents are available for review and copying during normal business hours at the office of the District Manager, Rizzetta & Company, Inc., located at 3434 Colwell Ave., Suite

200, Tampa, FL 33614.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 24th DAY OF JUNE, 2014.

**WATERSET NORTH COMMUNITY
DEVELOPMENT DISTRICT**

Chairman / Vice Chairman

ATTEST:

Secretary / Assistant Secretary