

**WATERCHASE
COMMUNITY DEVELOPMENT
DISTRICT**

APRIL 11, 2017

AGENDA PACKAGE

Waterchase Community Development District

Severn Trent Services, Management Services Division
210 North University Drive, Suite 702 • Coral Springs, Florida 33071
Telephone: (954) 753-5841 • Fax: (954) 345-1292

April 4, 2017

Board of Supervisors
Waterchase Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waterchase Community Development District is scheduled for **Tuesday, April 11, 2017 at 6:00 p.m.** at the Waterchase Clubhouse, 14401 Waterchase Boulevard, Tampa, Florida. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Audience Comments**
- 3. Organizational Matters**
 - A. Appointment of Supervisor to Seat #2
 - B. Oath of Office
- 4. Consent Agenda**
 - A. Approval of the Minutes of the February 15, 2017 Meeting
 - B. Financial Report
- 5. Manager's Report**
 - A. Lake Fountain Update
 - B. Additional Streetlights at Pedestrian Crosswalk (Waterchase Blvd & Roundabout)
 - C. Additional Lighting Around the Soccer/Athletic Field
- 6. Attorney's Report**
- 7. Engineer's Report**
- 8. Supervisor Requests**
- 9. Audience Comments**
- 10. Adjournment**

Any supporting material for the items listed above, not included in the agenda package, will be provided as soon as they are available or they will be distributed at the meeting. I look forward to seeing you at the meeting, but in the meantime if you have any questions, please contact me.

Sincerely,

Andy Mendenhall

Andy Mendenhall
District Manager

cc: Mark Straley
Tonja Stewart
Danny Tyler

Fourth Order of Business

4A.

**MINUTES OF MEETING
WATERCHASE
COMMUNITY DEVELOPMENT DISTRICT**

1 The regular meeting of the Board of Supervisors of the Waterchase Community
2 Development District was held on Wednesday, February 15, 2017 at 6:00 p.m. at the Waterchase
3 Clubhouse, 14401 Waterchase Boulevard, Tampa, Florida.

4 Present and constituting a quorum were:

5		
6	Salvatore Mancini	Vice Chairperson
7	Rick Wintheiser	Assistant Secretary
8	Becky Winters	Assistant Secretary
9	Arnie Daniels	Assistant Secretary

10

11 Also present were:

12	Andy Mendenhall	District Manager
13	Tonja Stewart	District Engineer
14	Residents	

15

16 *The following is a summary of the discussions and actions taken at the February 15, 2017*
17 *Board of Supervisors meeting.*

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19	FIRST ORDER OF BUSINESS	Roll Call
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20 Mr. Mendenhall called the roll and a quorum was established.

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22	SECOND ORDER OF BUSINESS	Audience Comments
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23 None

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25	THIRD ORDER OF BUSINESS	Consent Agenda
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- 26 **A. Approval of the Minutes of the January 10, 2017 Meeting**
27 **B. December 31, 2016 Financial Report**
28 **C. Acceptance of FY 2016 Final Audit Report – Grau & Associates**

29

30 Use of the unassigned Fund Balance was addressed.

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32 On MOTION by Mr. Daniels seconded by Mr. Mancini with all in 33 favor the Consent Agenda was approved as presented. 4-0

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35	FOURTH ORDER OF BUSINESS	Manager’s Report
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36 Mr. Mendenhall provided information regarding the fountain installation delay.

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February 15, 2017

39 **FIFTH ORDER OF BUSINESS** **Attorney’s Report**

40 None.

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42 **SIXTH ORDER OF BUSINESS** **Engineer’s Report**

43 Ms. Steward explained the need to pursue the removal of 2 cypress trees encroaching CDD
44 property along with other issues regarding encroachments on CDD property resulting in the
45 acceleration of erosion.

- 46 ■ The CDD is to obtain current survey data on the properties in question.
- 47 ■ A plan to stabilize the slope around the pond needs to be developed.
- 48 ■ An explanatory letter will be prepared for residents with encroachments providing a
49 timeline for compliance.
- 50 ■ The District will remove identified trees and fences located on CDD property.

51
52 On MOTION by Mr. Mancini seconded by Mr. Wintheiser with all
53 in favor authorizing the District Engineer to obtain property surveys
54 where there is encroachment onto CDD property; prepare a letter for
55 residents who are encroaching; and present an action plan for sod or
56 other plant life vegetation planting. 4-0

57
58 **A. Professional Services Proposal for Mitigation Areas Nuisance and Exotic**
59 **Vegetation Treatment Pond Plantings**

60 Following a SWFWMD inspection, it was learned the mitigation area was considered
61 unsuccessful. Stantec prepared a proposal to provide one initial treatment event for the kill-in-
62 place treatment of nuisance and exotic vegetation within the outlined mitigation areas, and to
63 provide one year of quarterly maintenance (3 events) within the listed mitigation areas in the
64 amount of \$42,300.

65
66 On MOTION by Mr. Daniels seconded by Mr. Wintheiser with all
67 in favor the Stantec Professional Services Proposal for Mitigation
68 Areas Nuisance and Exotic Vegetation Treatment Pond Plantings in
69 the amount of \$42,300 was approved. 4-0

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71
72 **SEVENTH ORDER OF BUSINESS** **Supervisor Requests**

73
74 **Mr. Mancini:**

- 75 ➤ Follow up on street lighting.
- 76 ➤ The next CDD/HOA meeting is set for March 30, 2017.

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EIGHTH ORDER OF BUSINESS

Audience Comments

None

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Wintheiser seconded by Mr. Mancini with all in favor the meeting was adjourned.

Chairperson/Vice-Chairperson

4B.

**Waterchase
Community Development District**

Financial Report

February 28, 2017

Prepared by



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Waterchase
Community Development District

Financial Statements

(Unaudited)

February 28, 2017

Balance Sheet
February 28, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2007 DEBT SERVICE FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 160,356	\$ -	\$ 160,356
Accounts Receivable	160	-	160
Due From Other Funds	-	43,417	43,417
Investments:			
Certificates of Deposit - 12 Months	178,270	-	178,270
Certificates of Deposit - 18 Months	200,674	-	200,674
Money Market Account	637,025	-	637,025
Revenue Fund	-	797,754	797,754
Utility Deposits - TECO	200	-	200
TOTAL ASSETS	\$ 1,176,685	\$ 841,171	\$ 2,017,856
LIABILITIES			
Accounts Payable	\$ 7,437	\$ -	\$ 7,437
Due To Other Funds	43,417	-	43,417
TOTAL LIABILITIES	50,854	-	50,854
FUND BALANCES			
Nonspendable:			
Deposits	200	-	200
Restricted for:			
Debt Service	-	841,171	841,171
Assigned to:			
Operating Reserves	65,776	-	65,776
Reserves- Lake Embank/Drainage	584,175	-	584,175
Reserves - Streetlights	150,000	-	150,000
Unassigned:	325,680	-	325,680
TOTAL FUND BALANCES	\$ 1,125,831	\$ 841,171	\$ 1,967,002
TOTAL LIABILITIES & FUND BALANCES	\$ 1,176,685	\$ 841,171	\$ 2,017,856

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>FEB-17 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 1,200	\$ 1,964	163.67%	\$ 278
Special Assmnts- Tax Collector	338,405	316,323	93.47%	6,416
Special Assmnts- Discounts	(13,536)	(12,422)	91.77%	(140)
Other Miscellaneous Revenues	-	750	0.00%	-
TOTAL REVENUES	326,069	306,615	94.03%	6,554

EXPENDITURES

Administration

P/R-Board of Supervisors	9,000	4,600	51.11%	800
FICA Taxes	689	352	51.09%	61
ProfServ-Arbitrage Rebate	600	-	0.00%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	9,000	9,784	108.71%	1,085
ProfServ-Legal Services	8,000	3,522	44.03%	641
ProfServ-Mgmt Consulting Serv	56,100	23,375	41.67%	4,675
ProfServ-Special Assessment	9,000	9,000	100.00%	-
ProfServ-Trustee Fees	4,337	-	0.00%	-
ProfServ-Web Site Development	1,000	1,000	100.00%	-
Auditing Services	4,800	4,800	100.00%	-
Postage and Freight	900	139	15.44%	34
Insurance - General Liability	8,437	7,760	91.98%	-
Printing and Binding	2,300	61	2.65%	15
Legal Advertising	2,500	1,086	43.44%	-
Misc-Bank Charges	550	6	1.09%	3
Misc-Assessmnt Collection Cost	6,768	6,078	89.80%	126
Misc-Contingency	1,000	211	21.10%	46
Office Supplies	100	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	126,256	71,949	56.99%	7,486

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-17 ACTUAL
Field				
Contracts-Wetland Mitigation	5,400	2,250	41.67%	450
Contracts-Lakes Consultant	15,000	-	0.00%	-
Contracts-Lakes	21,012	8,755	41.67%	1,751
Contracts-Canal Maint/Cleaning	6,468	2,695	41.67%	539
Contracts-Aquatic Midge Mgmt	17,540	6,435	36.69%	-
Contracts-RTR Landscaping	8,020	3,779	47.12%	756
Electricity - Streetlighting	15,000	5,347	35.65%	967
Electricity - Fountain	3,000	96	3.20%	20
R&M-Fountain	1,000	-	0.00%	-
R&M-Irrigation	3,000	-	0.00%	-
R&M-Lake	20,000	-	0.00%	-
R&M-Streetlights	14,400	2,652	18.42%	-
R&M-Landscape Pond Areas	1,200	-	0.00%	-
Misc-Contingency	5,810	-	0.00%	-
Reserve-Lake Embankm/Drainage	62,963	-	0.00%	-
Total Field	199,813	32,009	16.02%	4,483
TOTAL EXPENDITURES	326,069	103,958	31.88%	11,969
Net change in fund balance	\$ -	\$ 202,657	0.00%	\$ (5,415)
FUND BALANCE, BEGINNING (OCT 1, 2016)	923,174	923,174		
FUND BALANCE, ENDING	\$ 923,174	\$ 1,125,831		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-17 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 196	0.00%	\$ 101
Special Assmnts- Tax Collector	794,461	742,619	93.47%	15,063
Special Assmnts- Discounts	(31,778)	(29,162)	91.77%	(330)
TOTAL REVENUES	762,683	713,653	93.57%	14,834
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	15,889	14,269	89.80%	295
Total Administration	15,889	14,269	89.80%	295
<u>Debt Service</u>				
Debt Retirement Series A	370,000	-	0.00%	-
Interest Expense Series A	367,763	183,881	50.00%	-
Total Debt Service	737,763	183,881	24.92%	-
TOTAL EXPENDITURES	753,652	198,150	26.29%	295
Excess (deficiency) of revenues Over (under) expenditures	9,031	515,503	0.00%	14,539
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	9,031	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	9,031	-	0.00%	-
Net change in fund balance	\$ 9,031	\$ 515,503	0.00%	\$ 14,539
FUND BALANCE, BEGINNING (OCT 1, 2016)	325,668	325,668		
FUND BALANCE, ENDING	\$ 334,699	\$ 841,171		

**Waterchase
Community Development District**

Supporting Schedules

February 28, 2017

**Non-Ad Valorem Special Assessments
(Hillsborough County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2017**

Date Received	Net Amt Rcvd	Discount / (Penalties) Amount	Tax Coll Cost	Gross Amount Received	Allocation By Fund	
					General Fund	Debt Service Fund
Assmnts Levied				\$1,132,866	\$338,405	\$794,461
Allocation %				100%	30%	70%
11/04/16	\$ 11,786	\$ 620	\$ 241	\$ 12,647	\$ 3,778	\$ 8,869
11/16/16	101,422	4,312	2,070	107,804	32,203	75,601
11/23/16	183,520	7,803	3,745	195,069	58,270	136,799
12/07/16	616,852	26,227	12,589	655,668	195,858	459,810
12/15/16	21,519	815	439	22,773	6,803	15,970
01/06/17	41,322	1,337	843	43,502	12,995	30,507
02/07/17	20,589	470	420	21,479	6,416	15,063
TOTAL	997,010	41,584	20,348	1,058,942	316,323	742,619
% COLLECTED				93%	93%	93%
TOTAL O/S				\$ 73,924	\$ 22,082	\$ 51,842

Cash and Investment Report

February 28, 2017

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Acct - Operating	Jefferson	Public Funds Checking	n/a	0.00%	\$160,356
		sub total			<u>\$160,356</u>
Certificate of Deposit	BankUnited	12 Month CD #9121	03/17/17	0.80%	\$77,274
Certificate of Deposit	BankUnited	12 Month CD #3041	10/05/17	0.80%	100,996
		sub total			<u>\$178,270</u>
Certificate of Deposit	BankUnited	18 Month CD #6091	03/09/18	1.10%	\$100,337
Certificate of Deposit	BankUnited	18 Month CD #6092	03/09/18	1.10%	100,337
		sub total			<u>\$200,674</u>
Money Market Account	Stonegate	Business MMA	n/a	0.40%	\$259,152
Money Market Account	BankUnited	Business MMA	n/a	0.75%	377,873
		sub total			<u>\$637,025</u>
		Subtotal			<u>\$1,176,325</u>

Debt Service Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2007 Revenue Fund	US Bank	US Bank Open End CP	05/01/17	0.00%	\$797,754
		Subtotal			<u>\$797,754</u>
		Total			<u><u>\$1,974,079</u></u>

Waterchase CDD

Bank Reconciliation

Bank Account No. 5719 Jefferson Bank - GF
 Statement No. 02-17
 Statement Date 2/28/2017

G/L Balance (LCY)	160,356.01	Statement Balance	160,910.11
G/L Balance	160,356.01	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	160,910.11
Subtotal	160,356.01	Outstanding Checks	554.10
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	160,356.01	Ending Balance	160,356.01
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
1/11/2017	Payment	001202	RICKY D. WINTHEISER	184.70	0.00	184.70
2/21/2017	Payment	001220	RICKY D. WINTHEISER	184.70	0.00	184.70
2/21/2017	Payment	001221	GEORGE A DANIELS, JR	184.70	0.00	184.70
Total Outstanding Checks.....				554.10		554.10

WATERCHASE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
 For the Period from 1/1/2017 to 2/28/2017
 (Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERALFUND - 001								
001	001194	01/06/17	ADVANCED ENERGY SOLUTIONS	7689	REPR STREET LIGHTS	R&M-Streetlights	546095-53901	\$250.08
001	001195	01/06/17	SEVERN TRENT SERVICES	15708	DEC MGMT FEE	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,675.00
001	001195	01/06/17	SEVERN TRENT SERVICES	15708	DEC MGMT FEE	Postage and Freight	541006-51301	\$13.95
001	001195	01/06/17	SEVERN TRENT SERVICES	15708	DEC MGMT FEE	Printing and Binding	547001-51301	\$13.80
001	001195	01/06/17	SEVERN TRENT SERVICES	15708	DEC MGMT FEE	ProfServ-Special Assessment	531038-51301	\$9,000.00
001	001196	01/06/17	STANTEC CONSULTING SVCS	1138890	RETAIN WALL,MIT INSPEC, FENCE	ProfServ-Engineering	531013-51501	\$721.75
001	001197	01/06/17	WATERCHASE CDD	010517	TRANSF TO BU MMA #7637	Investments - MMA	151000	\$100,000.00
001	001198	01/06/17	WATERCHASE CDD	01052017	TRANSF TO STONEGATE MMA #5573	Investments - MMA	151000	\$100,000.00
001	001199	01/10/17	GREENPOINT PROPERTY SVCS	4899	NOV RTR LANDSCAPE MAINT	Contracts-RTR Landscaping	534346-53901	\$755.83
001	001204	01/12/17	A & B AQUATICS	2016782	JAN MAINT/SPRAY PONDS	Contracts-Wetland Mitigation	534049-53901	\$450.00
001	001204	01/12/17	A & B AQUATICS	2016782	JAN MAINT/SPRAY PONDS	Contracts-Lakes	534084-53901	\$1,911.00
001	001204	01/12/17	A & B AQUATICS	2016782	JAN MAINT/SPRAY PONDS	Contracts-Canal Maint/Cleaning	534115-53901	\$539.00
001	001205	01/12/17	TAMPA ELECTRIC	122916-40910	11/22-12/27 ELECTRIC SVC	Electricity - Fountain	543036-53901	\$18.46
001	001206	01/12/17	WATERGRASS II CDD	010517	CORRECT 12/19 BANK DEP ERROR	Due to Other	131000	\$75.00
001	001207	01/17/17	BECKY WINTERS	1102017	REIMBURSE MEETING EXPENSE	Misc-Contingency	549900-51301	\$73.14
001	001208	01/17/17	GREENPOINT PROPERTY SVCS	4984	JAN RTR LANDSCAPE MAINT	Contracts-RTR Landscaping	534346-53901	\$755.83
001	001209	01/17/17	STANTEC CONSULTING SVCS	1144383	Mitigation Area thru 12/30/16	ProfServ-Engineering	531013-51501	\$3,124.00
001	001210	01/23/17	GRAU & COMPANY, P.A.	15003	AUDIT FYE 9/30/16	Auditing Services	532002-51301	\$3,300.00
001	001211	01/23/17	SEVERN TRENT SERVICES	16522	JAN MGMT FEE	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,675.00
001	001211	01/23/17	SEVERN TRENT SERVICES	16522	JAN MGMT FEE	Postage and Freight	541006-51301	\$0.93
001	001212	01/23/17	STRALEY ROBIN VERICKER	14003	THRU 12/15/16 GEN COUNSEL	ProfServ-Legal Services	531023-51401	\$200.00
001	001213	02/02/17	STRALEY ROBIN VERICKER	14093	THRU 1/15/17 GEN COUNSEL	ProfServ-Legal Services	531023-51401	\$355.00
001	001214	02/09/17	A & B AQUATICS	2016858	FEB MAINT/SPRAY PONDS	Contracts-Wetland Mitigation	534049-53901	\$450.00
001	001214	02/09/17	A & B AQUATICS	2016858	FEB MAINT/SPRAY PONDS	Contracts-Lakes	534084-53901	\$1,911.00
001	001214	02/09/17	A & B AQUATICS	2016858	FEB MAINT/SPRAY PONDS	Contracts-Canal Maint/Cleaning	534115-53901	\$539.00
001	001215	02/09/17	HAMMOCKS CDD	5-677-93858	Reimb FedEx 1/12/17	Postage and Freight	541006-51301	\$10.28
001	001216	02/09/17	TAMPA ELECTRIC	020217	12/28-1/25/17 ELECTRIC SVC	Electricity - Fountain	543036-53901	\$20.45
001	001217	02/15/17	GREENPOINT PROPERTY SVCS	5027	FEB RTR LANDSCAPE MAINT	Contracts-RTR Landscaping	534346-53901	\$755.83
001	001222	02/24/17	RICK WINTHEISER	022217	REIMBURSE MEETING EXPENSE	Misc-Contingency	549900-51301	\$45.84
001	DD103	01/12/17	TAMPA ELECTRIC	122816AP	11/22-12/27 ELECTRIC SVC	Electricity - Streetlighting	543013-53901	\$1,437.05
001	DD104	02/09/17	TAMPA ELECTRIC	01302017AP	12/28-1/25 ELECTRIC SVC	Electricity - Streetlighting	543013-53901	\$1,084.28

WATERCHASE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
 For the Period from 1/1/2017 to 2/28/2017
 (Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	001200	01/11/17	SALVATORE MANCINI	PAYROLL	January 11, 2017 Payroll Posting			\$184.70
001	001201	01/11/17	BECKY P. WINTERS	PAYROLL	January 11, 2017 Payroll Posting			\$184.70
001	001202	01/11/17	RICKY D. WINTHEISER	PAYROLL	January 11, 2017 Payroll Posting			\$184.70
001	001203	01/11/17	VIRGINIA B. PERKINS	PAYROLL	January 11, 2017 Payroll Posting			\$184.70
001	001218	02/21/17	SALVATORE MANCINI	PAYROLL	February 21, 2017 Payroll Posting			\$184.70
001	001219	02/21/17	BECKY P. WINTERS	PAYROLL	February 21, 2017 Payroll Posting			\$184.70
001	001220	02/21/17	RICKY D. WINTHEISER	PAYROLL	February 21, 2017 Payroll Posting			\$184.70
001	001221	02/21/17	GEORGE A DANIELS, JR	PAYROLL	February 21, 2017 Payroll Posting			\$184.70
Fund Total								\$238,639.10

Total Checks Paid	\$238,639.10
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