

# BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT

May 12, 2023 MINUTES OF MEETING

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## 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.*

## BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT

The Special Meeting of the Board of Supervisors of Bridgewater Community Development District was held on May 12, 2023, at 11:00 a.m. at the Bridgewater Amenities Center located at 2525 Village Lakes Boulevard, Lakeland, Florida 33805.

### Present and Constituting a Quorum:

Tonya Lockamy	<b>Board Supervisor, Chair</b>
Thomas Temple	<b>Board Supervisor, Vice Chair</b>
John Gierlach	<b>Board Supervisor, Assistant Secretary</b>
Natalie Holley	<b>Board Supervisor, Assistant Secretary</b>
Jeff Walters	<b>Board Supervisor, Assistant Secretary</b>

### Also Present:

Carol L. Brown	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kayla Connell	<b>Financial Services Manager, Rizzetta &amp; Company</b>
Stephen Brletic	<b>District Engineer, BDI Engineering</b>
Lauren Gentry	<b>District Counsel, Kilinski/Van Wyk</b>
Ted Katina	<b>Senior Account Manager, Brightview Landscape</b>
Bryan Schaub	<b>Landscape Specialist, Rizzetta &amp; Company</b>

### Audience Members

**Present**

### FIRST ORDER OF BUSINESS

**Called to Order**

Ms. Brown called the meeting to order at 11:02 a.m. and read the roll call.

### SECOND ORDER OF BUSINESS

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

### THIRD ORDER OF BUSINESS

**Audience Comments**

Audience members provided comments on drainage concerns near Combee Road, property owner that passed away, flooding concerns and weeds along the lake bank.

**BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT**

**May 12, 2023 MINUTES OF MEETING**

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Regular Meeting held  
on March 2, 2023**

Ms. Brown informed the Board that the presented minutes had been revised to reflect Thomas Temple's attendance at the March 2, 2023 meeting.

On a motion by Mr. Gierlach and seconded by Ms. Holley, with all in favor, the Board of Supervisors approved the minutes from the March 2, 2023 regular meeting, for Bridgewater Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Budget Workshop held on  
April 6, 2023**

On a motion by Mr. Gierlach and seconded by Mr. Temple, with all in favor, the Board of Supervisors approved the minutes from the budget workshop held on April 6, 2023, for Bridgewater Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for  
February 2023 & March 2023**

Mr. Gierlach asked if the installation of the pickerel plants had a warranty. Mr. Katina said, "not really."

On a motion by Mr. Gierlach and seconded by Ms. Lockamy, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for February 2023, in the amount of \$40,985.43, and March 2023, in the amount of \$50,497.17, for the Bridgewater Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel Report**

Ms. Gentry informed the Board that the legislative session ended last week and the bill to increase limits on liability for sovereign immunity did not pass. The bill requiring CDD Board of Supervisors to complete the 4 hours of Ethics Training each year beginning January 1, 2024 did pass and more information is to come.

**B. District Engineer Report**

Mr. Brletic requested BrightView to inspect the skimmer and add to their next report.

He also noted that the dying oak trees identified in the Turnover Inspection Report can

eventually undermine the District's property. Mr. Gierlach asked what options they could take. Discussion ensued.

Mr. Walters asked about the status of Isabella. Mr. Brletic said everything has been completed and not sure if any problem remains.

Mr. Gierlach inquired about the Stormwater Needs Analysis Report on the website. The Board continued the discussion on District's website and Ms. Brown suggested the Board have a further discussion at the next meeting. Discussion ensued.

### **C. Landscape Manager Report**

- 1.) BrightView Landscape Quality Site Assessment, dated April 20, 2023**
- 2.) BrightView Landscape Quality Site Assessment, dated May 4, 2023**

Mr. Katina was available to answer questions. He said the District is about to enter rainy season and some areas are too wet. Plants that are dormant are coming back and the proposal for sump 67 should be completed soon.

Ms. Holley asked if the builder is responsible for the replacement of landscaping.

Mr. Katina said he was under the impression it would be warrantied. Discussion ensued.

- 3.) Rizzetta & Company Landscape Inspection Report, dated April 3, 2023**
- 4.) Rizzetta & Company Landscape Inspection Report, dated April 10, 2023**

Mr. Schawb informed the Board that he had an inspection with the developer and reviewed punch list of items they were responsible for repairing that include landscaping items, irrigation mainline, sump issue, 30 dead trees and one palm tree.

Ms. Holley asked for clarification/confirmation that the District is not responsible for anything new and the Board further reviewed Turnover Report. She also inquired about planting cattails.

Mr. Brletic said cattails are not recommended and are invasive. Discussion ensued.

Mr. Gierlach requested BrightView addendum to include keeping growth around pond bank.

Mr. Schawb stated developer would be replacing landscaping near mailboxes.

The Board directed the Staff to confirm the District irrigation mapping.

**D. District Manager Report**

**1.) Presentation of 2023 Registered Voter Count**

Ms. Brown informed the Board that as of April 25, 2023, there were 1,852 voters residing in the District.

She advised the Board the next meeting is a special meeting scheduled for July 21, 2023, at 11:00 a.m. here at the Bridgewater Amenity Center.

She reminded the Board that the April Financials were over budget by \$35,000.

Ms. Brown updated the Board that with the new Rizzetta accounting software, Intact, each District has access to one license and additional licenses can be purchased for \$172.00 each. This would allow supervisors access into the Intacct Accounting software. Both Mr. Walters and Mr. Gierlach expressed interest, however, do not want to spend additional funds. Ms. Brown suggested the Board could reconsider at another time.

**2.) Solitude Lake Management Waterway Inspection, dated  
March 14, 2023**

Report was presented under Tab 5.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03,  
Redesignating Officers**

<p>On a motion by Mr. Walters and seconded by Mr. Temple, with all in favor, the Board of Supervisors adopted Resolution 2023-03, redesignating officers, removing Lynn Hayes as an Assistant Secretary and adding Carol Brown as an Assistant Secretary, for Bridgewater Community Development District.</p>
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**NINTH ORDER OF BUSINESS**

**Consideration of BrightView  
Landscape Second Amendment to the  
Agreement**

Mr. Katina presented the amendment. Mr. Walters expressed concern and stated it should be consistent throughout the District.

Mr. Brletic reviewed further and finds this proposal would be consistent. Discussion ensued.

Ms. Lockamy asked if the homeowners could be held responsible for the maintenance. Ms. Gentry said this would be reflected in the HOA's covenants. Discussion ensued.

Ms. Brown asked for proposal clarification on the Quarterly Field Mowing proposal. Mr. Katina had this proposal presented under Tab 8. He stated this proposal was for the same area.

On a motion by Mr. Gierlach and seconded by Mr. Temple, opposed by Ms. Lockamy, Ms. Holley & Mr. Walters, the motion to approve BrightView Landscape Second Amendment to the Agreement, in the amount of \$1,025 per month, failed and the Board directed the Staff to bring proposal(s) back to the next meeting, for Bridgewater Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of BrightView  
Proposal(s)**

**1.) Consideration of BrightView Field Mowing Proposal**

No action taken.

**2.) Consideration of BrightView Landscape Removal/Installation of  
Dead Palm 41 Proposal**

Staff is to review and follow up with the developer for replacement, as it is under warranty.

**3.) Consideration of BrightView Landscape Bridge Renovation  
Proposal**

**4.) Consideration of BrightView Landscape Plant Beds Proposal**

The Board reviewed both proposals and discussed ownership and right of way of the Bridge.

The Staff is to further review ownership and confirm no irrigation. Discussion ensued.

BrightView is to revise proposal with lower cost enhancements.

**5.) Consideration of BrightView Landscape Mulch Installation at  
Huron Circle Proposal**

No action taken by the Board.

**6.) Consideration of BrightView Landscape Sod Installation at Pump  
79 Proposal**

The Staff is to confirm the developer is not responsible for installation.

On a motion by Mr. Gierlach and seconded by Ms. Lockamy, Mr. Temple is in favor, Mr. Walters and Ms. Holley opposed, the Board approved the BrightView Landscape Sod Installation at Pump 79 Proposal, in the amount of \$2,198.05, for Bridgewater Community Development District.

**7.) Consideration of BrightView Landscape Ant Control Proposal**

Tabled until next fiscal year.

**8.) Consideration of BrightView Landscape Tree Staking Proposal**

BrightView is to revise the proposal for the next meeting and remove trees that are the builder's responsibility.

The Board directed the Staff to have BrightView and Rizzetta Landscaping at the top of the next agenda.

The Board directed Mr. Schawb to send Ms. Gentry the developer punch list.

Mr. Katina & Mr. Schawb were excused from the meeting.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Sump Improvement  
Project Proposal(s)**

Mr. Brletic verbally presented an additional proposal from Site Masters, in the amount of \$39,000, for sump 70-71 repair, (Exhibit A).

Mr. Brletic stated he has already submitted the permit for this improvement, as they are not functioning as they are supposed to.

The Board discussed using reserve funds for this expenditure.

Mr. Brletic commented that the immediate sod & sump issues have been completed and nothing must be done right now, however, recommends this repair. Discussion ensued.

On a motion by Mr. Gierlach and seconded by Mr. Walters, with all in favor, the Board approved the Site Masters verbal proposal, in the amount of \$39,000, to repair sump 70-71, with work to begin by November 1, 2023, with 45 days to complete and a 1-year warranty, for Bridgewater Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Storm System  
Cleaning Proposal(s)**

Mr. Brletic presented the proposals. He said it was the best solution without requesting permits.

Mr. Gierlach left the meeting at 12:58 p.m.

The Board directed the Staff to obtain clarification whether an additional fee applies to mobilization.

On a motion by Ms. Lockamy and seconded by Mr. Walters, with all in favor, the Board approved the GPH Services proposal, in the amount of \$9,750.00, for Bridgewater Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04;  
Approving Fiscal Year 2023-2024**

**BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT**

**May 12, 2023 MINUTES OF MEETING**

---

**Budget & Setting Public Hearing**

Ms. Gentry informed the Board that this Resolution is the 1<sup>st</sup> step in a 2-step process in adopting a budget. When approving a proposed budget, it sets the high watermark and if there is an increase, a mailed Notice will be sent to owners. This Resolution will also set a Public Hearing for the budget adoption and assessment increase.

Ms. Brown informed the Board that the Public Hearing could be set at their next special Board meeting on July 21, 2023, at 11:00 a.m. in the Bridgewater Amenity Center. She then presented the proposed budget.

On a motion by Mr. Temple and seconded by Ms. Lockamy, with all in favor, the Board adopted Resolution 2023-04, approving the presented Fiscal Year 2023-2024 Budget & Setting Public Hearing for July 21, 2023, at 11:00 a.m., for Bridgewater Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Acceptance of  
Financial Audit, Dated  
September 30, 2022**

Ms. Brown informed the Board that the audit was clean with no findings, however, identifies items that are not owned by the District.

On a motion by Mr. Walters and seconded by Ms. Holley, with all in favor, the Board accepted, contingent on working with auditor to revise the list of assets and authorized the chairperson to sign on behalf of Bridgewater Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Florida Cooperative  
Liquid Asset Securities System**

On a motion by Mr. Walters and seconded by Ms. Lockamy, with all in favor, the Board approved the Florida Liquid Asset Securities System, for Bridgewater Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Discussion of Florida Gas  
Transmission Easement**

Ms. Gentry updated the Board on the status of the agreement. FGT has agreed to pay attorney's fees and is paying the District the appraised value of the property. Work is anticipated to begin August 1, 2023, and expected to be completed by the end of the year. Ms. Gentry also reminded the Board that they had previously authorized Ms. Lockamy to work with Staff on the agreement and to sign it outside of the meeting, and that no further action was needed.

**SEVENTEENTH ORDER OF BUSINESS**

**Discussion of Right of Way Easement**

**Agreement**

Ms. Gentry updated the Board on the joint HOA and CDD agreement to permit the City of Lakeland to move the median monument as part of the roadway widening project. The HOA's counsel has drafted a joint agreement and she has provided edits. The HOA also proposed additional language to identify which parties are responsible for ongoing maintenance, but she is recommending the District have a separate agreement with the HOA for that if needed. She also reminded the Board they had authorized Mr. Gierlach to work with the Staff and to execute this outside of the meeting and that no further action was needed.

**EIGHTEENTH ORDER OF BUSINESS**

**Discussion of Community Communication**

Ms. Gentry provided a brief review of the Florida Sunshine Law and best practices for social media. She also stated she would provide CDD 101 material to be posted on the District's website.

Ms. Lockamy asked Mr. Walters if he was posting CDD related business on social media. Mr. Walters stated "yes." Ms. Gentry advised Mr. Walters to take a screenshot of postings and send it to District Manager for District's records for public records purposes. Discussion ensued.

On a motion by Ms. Holley and seconded by Ms. Lockamy, with all in favor, the Board authorized Ms. Lockamy to work on meeting summary and provide to the HOA to send out to the community, with District Manager's review, for Bridgewater Community Development District.

**NINETEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

**AUDIENCE COMMENTS**

Audience member commented on fishing and the installation of signage, the owner of the adjoining property and drainage structure who passed away and the need to continue to pursue establishing contact with the new owner, and flooding fishing sign.

The Board directed the Staff to obtain fishing signage proposals for the next meeting.

Mr. Temple left the meeting.

**TWENTIETH ORDER OF BUSINESS**

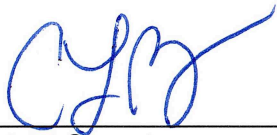
**Adjournment**

On a motion by Ms. Lockamy and seconded by Ms. Holley, with all in favor, the Board adjourned the meeting at 1:59 p.m., for Bridgewater Community Development District.

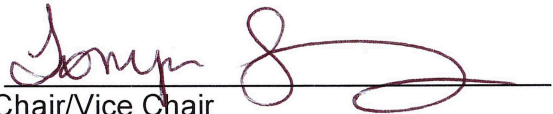


BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT  
May 12, 2023 MINUTES OF MEETING

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Secretary/Assistant Secretary



Chair/Vice Chair

# Exhibit A

**Site Masters of Florida, LLC**  
5551 Bloomfield Blvd.  
Lakeland, FL 33810  
Phone: (813) 917-9567  
Email: tim.sitemastersofflorida@yahoo.com

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**PROPOSAL**

**Bridgewater CDD**

**Ontario Way Sump Improvement**

**3/2/2023**

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**Construct improvements to stormwater sumps, located at southeast area of Ontario Way, in accordance with plans provided by the District Engineer.**

**Scope of work includes:**

**North Sump**

- install silt fence
- remove/replace handrail (as needed)
- dewater sump
- remove 6" layer of organic soil
- raise existing grate inlet (re-use grate)
- provide, place, grade, compact fill dirt
- restore disturbed grass areas

**\$18,000**

**South Sump**

- install silt fence
- remove trees
- install 12" cleanout
- install 6" French Drain system
- install 6" ADS pipe
- construct MES w/ 5' x 5" rip -rap
- regrade outfall berm
- re-set existing skimmer
- restore disturbed grass areas

**\$21,000**

**TOTAL    \$39,000**

**Site Masters of Florida, LLC**

5551 Bloomfield Blvd.

Lakeland, FL 33810

Phone: (813) 917-9567

Email: [tim.sitemastersofflorida@yahoo.com](mailto:tim.sitemastersofflorida@yahoo.com)