

Westchase Community Development District

Board of Supervisors

James Mills, Chairman
Gregory Chesney, Vice Chairman
Barbara Griffith, Assistant Secretary
Matt Lewis, Assistant Secretary
Brian Ross, Assistant Secretary

Sonny Whyte, Office Manager
Doug Mays, Field Manager

Workshop Meeting Agenda

Monday, January 8, 2018 – 4:00 p.m.

1. Roll Call
2. Discussion of Paving
3. Discussion of Pond Management
4. The Greens Window Replacement
5. Signage for West Park Village
6. Audience Comments
7. Supervisors' Requests
8. Adjournment

*Next Meeting is scheduled for February 5, 2018

District Office:

2654 Cypress Ridge Boulevard, Suite 101
Wesley Chapel, Florida
813-991-1116

Meeting Location:

Maureen Gauzza Public Library
Community Room 204A
11211 Countryway Boulevard
Tampa, Florida 33626

From: Stewart, Tonja [<mailto:Tonja.Stewart@stantec.com>]

Sent: Friday, December 22, 2017 12:39 PM

To: Mendenhall, Andrew <Andy.Mendenhall@inframark.com>; 'cdd@westchasecdd.com' <cdd@westchasecdd.com>; Doug Mays (fm@Westchasecdd.com) <fm@Westchasecdd.com>

Subject: Westchase Workshop

I offer the following information for discussion at the next workshop:

1. Information regarding the amount of paving funds available and the pavement preservation proposal are attached for your review and discussion.
2. Doug and I have discussed the pond management services and suggest the following:
 - a. The contract be specifically modified to include best management practices, as follows:
 - i. Treating torpedo grass on a schedule that results in a separation between the grass and the aquatic plants no wider than 12". Keep in mind we recognize that some ponds will not successfully sustain the aquatic plants and these ponds will have to be managed differently.
 - ii. The maintenance program for those ponds which have not sustained established aquatic plants will need reserves for pond slope restoration. Upon restoration, an aquatic planting program will be attempted again.
 - iii. Manual removal of invasive vegetation as it recruits along pond slopes/banks should be done. We need to discuss the magnitude/scope of this with the pond management company.
 - iv. Protect naturally recruited desirable aquatic vegetation.
 - b. Address hydrilla issues. I understand that the triploid carp eats the hydrilla and is the current method of management. I would ask if there are any appropriate treatment, i.e. chemical.
 - c. Overall, I think some periodic discussion regarding various chemicals that may become available over time would be good to keep informed of changing management options.

Thanks. Doug, please offer any additional thoughts.

Tonja

Second Order of Business

Balance Sheet
September 30, 2017

ACCOUNT DESCRIPTION	GENERAL FUND (001)	GENERAL FUND - HARBOR LINKS (002)	GENERAL FUND - THE ENCLAVE (003)	GENERAL FUND - SAVILLE ROW (004)	GENERAL FUND - COMMERCIAL ROAD (005)	GENERAL FUND - RADCLIFFE (008)	GENERAL FUND - THE GREENS (102)	GENERAL FUND - STONEBRIDGE (103)	GENERAL FUND - WEST PARK VILLAGE (323,4,5A,6) (104)
LIABILITIES									
Accounts Payable	\$ 55,697	\$ 1,058	\$ 1,522	\$ 284	\$ -	\$ -	\$ 16,434	\$ 480	\$ 8,573
Accrued Expenses	1,721	-	-	-	-	-	689	-	-
Sales Tax Payable	10	-	-	-	-	-	5	-	-
Deferred Compensation-Current	713	-	-	-	-	-	-	-	-
Due To Other Funds	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	58,141	1,058	1,522	284	-	-	17,128	480	8,573
FUND BALANCES									
Nonspendable:									
Prepaid Items	-	-	-	-	-	-	-	-	-
Deposits	6,403	3,630	4,043	20	-	-	7,425	800	18,600
Restricted for:									
Debt Service	-	-	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-	-	-
Assigned to:									
Operating Reserves	692,291	3,466	4,372	2,893	17	-	64,469	2,571	24,965
Reserves - Erosion Control	60,000	-	-	-	-	-	-	-	-
Reserves - Roadways	502,031	30,546	-	3,686	4,647	-	89,160	13,787	36,795
Unassigned:	1,217,630	129,670	13,832	27,555	12,232	802	181,206	35,006	31,018
TOTAL FUND BALANCES	\$ 2,478,355	\$ 167,312	\$ 22,247	\$ 34,154	\$ 16,896	\$ 802	\$ 342,260	\$ 52,164	\$ 111,378
TOTAL LIABILITIES & FUND BALANCES	\$ 2,536,496	\$ 168,370	\$ 23,769	\$ 34,438	\$ 16,896	\$ 802	\$ 359,388	\$ 52,644	\$ 119,951

Balance Sheet
September 30, 2017

ACCOUNT DESCRIPTION	GENERAL FUND - WEST PARK VILLAGE (324- C5) (105)	GENERAL FUND - VINEYARDS (106)	SERIES 2000 DEBT SERVICE FUND	SERIES 2007-2 DEBT SERVICE FUND	SERIES 2007-3 DEBT SERVICE FUND	WESTCHASE UNINSURABLE ASSETS FUND	CLEARING FUND	TOTAL
LIABILITIES								
Accounts Payable	\$ 418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,460
Accrued Expenses	-	-	1,000	533	533	-	-	4,476
Sales Tax Payable	-	-	-	-	-	-	-	15
Deferred Compensation-Current	-	-	-	-	-	-	-	713
Due To Other Funds	-	-	-	-	-	-	3,452,376	3,452,382
TOTAL LIABILITIES	418	-	1,000	533	533	-	3,452,376	3,542,046
FUND BALANCES								
Nonspendable:								
Prepaid Items	-	-	3,717	-	-	-	-	3,717
Deposits	-	-	-	-	-	-	-	40,921
Restricted for:								
Debt Service	-	-	142,495	90,388	160,187	-	-	393,070
Capital Projects	-	-	-	-	-	682,436	-	682,436
Assigned to:								
Operating Reserves	1,330	6,636	-	-	-	-	-	803,010
Reserves - Erosion Control	-	-	-	-	-	-	-	60,000
Reserves - Roadways	7,206	66,441	-	-	-	-	-	754,299
Unassigned:	8,542	71,894	-	-	-	-	-	1,729,387
TOTAL FUND BALANCES	\$ 17,078	\$ 144,971	\$ 146,212	\$ 90,388	\$ 160,187	\$ 682,436	\$ -	\$ 4,466,840
TOTAL LIABILITIES & FUND BALANCES	\$ 17,496	\$ 144,971	\$ 147,212	\$ 90,921	\$ 160,720	\$ 682,436	\$ 3,452,376	\$ 8,008,886



Proposal and Contract

December 1, 2017

Customer:

Andy Mendenhall, District Manager
Severn Trent
2654 Cypress Ridge Blvd., Ste. 101
Wesley Chapel, FL 33544
(813) 991-1116

Prepared by:

Amy Blaida
Whitaker Contracting Corporation
PO Box 306
Guntersville, AL 35976
813-468-4576
Email: amyblaida@whitaker-contracting.com



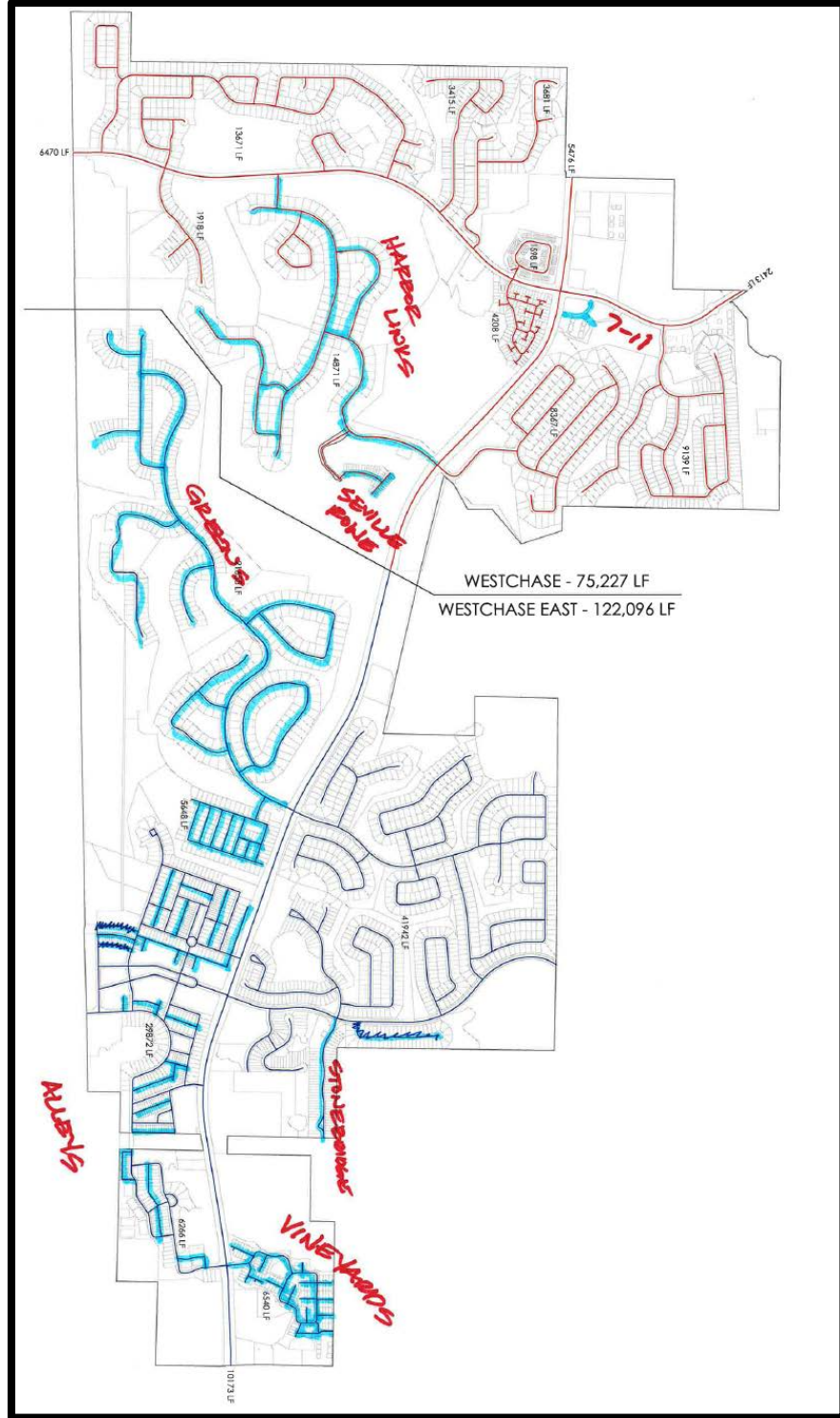
Proposed Scope of Work
Repair and Resurfacing Options

We will furnish and install all necessary labor, materials, tools and supervision to perform the following work:

Job Name:	Westchase CDD: 7-11 Commercial Road (1,335sy); Alleyways (9675sy); Harbor Links Sections 203 + 205 (28,187sy); Saville Row (2,110sy); Stonebridge (4,059sy); The Greens (5,1078sy); + Vineyards (13,010sy)					
*Crack Fill Repairs						\$ 5,000.00
*Install HA5 over entire pavement surface per engineering specifications and map. At \$2.70/SY - Total of 109,464 SY						\$ 295,552.80
Total						\$ 300,552.80



WESTCHASE		
LOCATION	OBSERVATIONS	RECOMMENDATION
HARBOR LINKS	Random cracking throughout. Base appears to be stabilized (soil cement)	Perform crackfill in most severe areas 5,000 LF
WEST PARK VILLAGE	Little or no cracking throughout. Some minor/slow drainage areas. Only 10' wide as these are all alleyways behind homes with garage access, and ribbon curb along all edges	None recommended
SAVILLE ROW	gated community adjacent to golf course parking lot, minor small hole adjacent to inlet	fill small hole with asphalt
COMMERCIAL ROAD	Commercial road running between gas station and small office complex, in good shape minor if any cracking	None needed, when performing installation, strongly recommend performing on weekend when offices are closed.
STONEBRIDGE	Random hairline cracking, stabilized based, includes small parking lot with 8 parking stalls?	None recommended
VINEYARDS	Tight mat, very clean, no cracking, lots of striping, arrows, stop bars, road is one way, one common landscaper, Mondays..	None recommended
GREENSPRINGS	Tight mat, clean, no cracking, thermo stop bars	None recommended
GREENCREST	Tight mat, clean, no cracking, thermo stop bars	None recommended
GREENHEDGES	Tight mat, clean, no cracking, thermo stop bars	None recommended
GREENMONT	Tight mat, clean, no cracking, thermo stop bars	None recommended
GREENDALE	Clean, tight mat, minimal hairline cracking.	None recommended
GREENPOINTE	Tight mat, clean, no cracking, thermo stop bars	None recommended



692 Convict Camp Road Guntersville, AL 35976



Standard Terms and Conditions

Whitaker or affiliates will perform the work outlined in the Proposal. Any request for additional work will require an Amendment to the signed agreement. WHITAKER will perform the services with the skill and care ordinarily used by qualified professionals performing similar work. The customer will notify WHITAKER in writing of any deficiencies within 30 days of completion of our work. The customer will give WHITAKER a reasonable amount of time to correct these deficiencies. WHITAKER does not provide any assessments of the presence of environmental contaminants. The customer will notify WHITAKER of any known contaminants or hazardous materials prior to commencement of our work. During our work, Whitaker will maintain worker's compensation, commercial general liability, and automobile liability insurance in the minimum amount:

Workers compensation	Statutory amounts	
General liability	\$1,000,000 per occurrence	\$2,000,000 aggregate
Auto liability	\$1,000,000 per accident	

WHITAKER will furnish certificates of insurance upon request. The customer will hold us harmless, indemnify, and defend WHITAKER and affiliates and employees, officers, directors, and agents against all claims, suits, fines and penalties, attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this agreement of the services, except to the extent they were caused by the indemnified party's negligence. All disputes between the customer and WHITAKER shall be subject to non-binding mediation. Either party may demand mediation by serving written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring the matter be mediated within forty-five days of notice. No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to the forty-five day period.

This agreement shall be governed by the state of Alabama. The above terms and conditions regarding limitations of Liability and Indemnification shall survive the completion of work under this agreement. This agreement supersedes any contract terms, purchase orders to other documents issued by the customer. These terms and conditions shall govern over any inconsistent terms in the Proposal, except those specifically agreed to in this agreement. The provisions are severable; if any provision is unenforceable, it shall be appropriately limited and given effect to the extent that is enforceable. Nothing in the agreement shall be construed to give any rights or benefits to third parties. This proposal price is valid for 30 days from date on front cover.

Customer Acceptance:

Whitaker Contracting:

Date: _____

Date: _____

Third Order of Business

I have been working with all my clients on trying to improve both landscape and pond management operations to try to reduce exposure to erosion over time. Although there has been some improvement, I am, universally, finding that these best management practices seem to conflict with how the landscape and pond management companies have, historically, been doing their business, and getting these companies to engage in change has been difficult. We're not seeing the results that we had hoped, and I suggest the following:

1. Perform a site visit during the dry season to evaluate the current conditions.
2. Meet with the vendors to discuss how they think their operations can be modified to achieve the same goal – reduce potential for pond slope erosion. We hope that by including them in the discussion, they will buy in on the game plan and will want to be part of the solution.
3. Create formal BMPs and put them in writing so that everyone has something to follow. Maybe add them to the contracts.
4. Re-visit the current reserves/budget for erosion repair work and evaluate long term strategy, based on the spring site visit. As well, we need to discuss the scope of services for these vendors and determine if an increased scope, i.e. more torpedo grass treatments to avoid bigger gaps between the grass and the aquatic plants, where exposure to erosion is most sensitive, would be prudent. An increased scope may result in a needed increase in the annual services, but if it saves the District money long term by avoiding expensive erosion repair, maybe it should be considered.

I will plan to discuss this with the Board at the next meeting.

Thanks.

Tonja Stewart, P.E.

Senior Project Manager, Civil Engineering
Stantec

777 S Harbour Island Boulevard Suite 600, Tampa FL 33602-5729

Phone: (813) 223-9500

Cell: (813) 426-4916

Tonja.Stewart@stantec.com



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