Rizzetta & Company

Waterford
Community Development District

Board of Supervisors' Meeting
February 5, 2024

District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, Florida 33544
813.994.1001

www.waterfordcdd.org

Professionals in Community Management

WATERFORD
COMMUNITY DEVELOPMENT DISTRICT

Offices of Coastal-Engineering Associates, LLC.
966 Candlelight Blvd., Brooksville, FL 34601
www.waterfordcdd.org

Board of Supervisors	Ron Bastyr	Chairman
	Shane O'Neil	Vice Chairman
	Cole Bastyr	Assistant Secretary
	Lynette Bastyr	Assistant Secretary
	Cheri O'Neil	Assistant Secretary
District Manager	Jillian Minichino	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley, Robin, Vericker
District Engineer	Cliff Manuel	Coastal Engineering

All cellular phones must be placed on mute 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 (239) 936-0913. 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.

WATERFORD COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
Waterfordcdd.org

January 26, 2024

Board of Supervisors
Waterford Community
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waterford Community Development District will be held on **Monday, February 5, 2024 at 10:00 a.m**. at the offices of Coastal Engineering Associates, Inc., 966 Candlelight Blvd., Brooksville, Florida 34601. The following is the agenda for the meeting:

1. **CALL TO ORDER**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ITEMS**
   - A. Ratification of Recorded Deeds to Move Property Back to the Developer (under separate cover)
4. **BUSINESS ADMINISTRATION**
   - A. Consideration of Minutes of the Board of Supervisors' Meeting held on January 8, 2024……Tab 1
   - B. Consideration of Operation and Maintenance Expenditures for December 2023……..Tab 2
5. **STAFF REPORTS**
   - A. District Counsel
   - B. District Engineer
   - C. District Manager
     1. Presentation of District Manager Report……Tab 3
     2. Presentation of 4th Quarter Website Audit……..Tab 4
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) 994-1001.

Sincerely,

Jillian Minichino

District Manager

Tab 1

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.

WATERFORD
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Waterford Community Development District was held on **Monday, January 8, 2024, at 10:04 a.m.** at the offices of Coastal Engineering Associates, Inc., located at 966 Candlelight Blvd., Brooksville, FL 34601.

Present and constituting a quorum:

Ron Bastyr	**Board Supervisor, Chairman**
Shane O'Neil	**Board Supervisor, Vice-Chairman**
Lynette Bastyr	**Board Supervisor, Assistant Secretary**
Cole Bastyr	**Board Supervisor, Assistant Secretary**

Also present were:

Jillian Minichino	**District Manager, Rizzetta & Company**
John Vericker	**District Counsel, Straley Robin Vericker** *(via phone)*
Audience	**None**

FIRST ORDER OF BUSINESS **Call to Order**

Ms. Minichino opened the meeting at 10:04 a.m. and noted that there were no audience members in attendance.

SECOND ORDER OF BUSINESS **Audience Comments on Agenda Items**

No audience members were present.

THIRD ORDER OF BUSINESS **Consideration to Move Property Back to Developer**

Discussion was held regarding the timing of receipt of the legal description of the property. Mr. Vericker will prepare deeds as soon as received.

> On a motion by Mr. R. Bastyr and seconded by Mr. O'Neil, with all in favor, the Board of Supervisors authorized the Chairman to executed and record the deeds in advance of the February meeting with the recorded version to be ratified at the February meeting, for the Waterford Community Development District.

DRAFT

FOURTH ORDER OF BUSINESS **Ratification of Fiscal Year 2023/2024 Insurance Renewal**

It was noted that this was completed during the November 6th meeting.

FIFTH ORDER OF BUSINESS **Consideration of Evaluation Criteria for Amenity Center Construction**

Ms. Minichino presented the evaluation criteria and a brief discussion ensued.

> On a motion by Mr. R. Bastyr and seconded by Mr. O'Neil, with all in favor, the Board of Supervisors approved the evaluation criteria for the Amenity Center construction, for the Waterford Community Development District.

SIXTH ORDER OF BUSINESS **Consideration of the Minutes of the Regular Meeting held on November 6, 2023**

> On a Motion by Mr. R. Bastyr, seconded by Mr. O'Neil, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on November 6, 2023, as presented, for the Waterford Community Development District.

SEVENTH ORDER OF BUSINESS **Consideration of the Minutes of the Special Meeting held on November 20, 2023**

> On a Motion by Mr. R. Bastyr, seconded by Mr. O'Neil, with all in favor, the Board of Supervisors approved the minutes of the special meeting held on November 20, 2023, as presented, for the Waterford Community Development District.

EIGHTH ORDER OF BUSINESS **Ratification of Operation & Maintenance Expenditures for October and November 2023**

> On a Motion by Mr. R. Bastyr, seconded by Mr. O'Neil, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for October 2023 ($16,973.00) and November 2023 ($9,851.65), for the Waterford Community Development District.

NINTH ORDER OF BUSINESS **Ratification of Construction Requisition #CR 10**

> On a Motion by Mr. R. Bastyr, seconded by Mr. O'Neil, with all in favor, the Board of Supervisors ratified Construction Requisition #CR10 totaling $418,5864.05 (or balance in account), for the Waterford Community Development District.

TENTH ORDER OF BUSINESS **Staff Reports**

DRAFT

A. District Counsel
No report.

B. District Engineer
Not present.

C. District Manager Report
Ms. Minichino reminded the Board that the next meeting is scheduled for February 5, 2024, at 10:00 a.m.

Ms. Minichino presented the management report.

ELEVENTH ORDER OF BUSINESS **Supervisor Requests**

There were no supervisor requests.

TWELFTH ORDER OF BUSINESS **Adjournment**

On a motion from Mr. R. Bastyr, seconded by Mr. O'Neil, with all in favor, the Board of Supervisors adjourned the meeting at 10:11 a.m., for the Waterford Community Development District.

Assistant Secretary

Chairman / Vice-Chairman

DRAFT

Tab 2

WATERFORD COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures
December 2023
For Board Approval

No Operations and Maintenance Expenses were paid from December 1, 2023 through December 31, 2023. Therefore, there are no new items to present at this time.

Approval of Expenditures:

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Tab 3

Rizzetta & Company

UPCOMING DATES TO REMEMBER

- ✓ **Next Regular Meeting:** March 4, 2024 at 10:00 a.m.

District Manager's Report

February 5

2024

WATERFORD CDD

FINANCIAL SUMMARY	12/31/2023
General Fund Cash Balance	$584
General Fund Annual Budget	$257,413
YTD Budget	$70,922
YTD Actual	$ 46,855

General Fund Expense Variance: $24,067 **Under Budget**

Tab 4

Quarterly Compliance Audit Report

Waterford

Date: December 2023 - 4th Quarter
Prepared for: Scott Brizendine
Developer: Rizzetta
Insurance agency:

Preparer:
Jason Morgan - *Campus Suite Compliance*
ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in Florida Statute Chapter 189.069.

ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – WCAG 2.1, which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.

Florida Statute Compliance

Pursuant to F.S. 189.069, every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the WCAG 2.1 levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE**: Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.

ADA Website Accessibility

Result: PASSED

Accessibility Grading Criteria

Passed	Description
Passed	**Website errors*** **0** WCAG 2.1 errors appear on website pages causing issues**
Passed	**Keyboard navigation** The ability to navigate website without using a mouse
Passed	**Website accessibility policy** A published policy and a vehicle to submit issues and resolve issues
Passed	**Color contrast** Colors provide enough contrast between elements
Passed	**Video captioning** Closed-captioning and detailed descriptions
Passed	**PDF accessibility** Formatting PDFs including embedded images and non-text elements
Passed	**Site map** Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard

Florida F.S. 189.069 Requirements

Result: PASSED

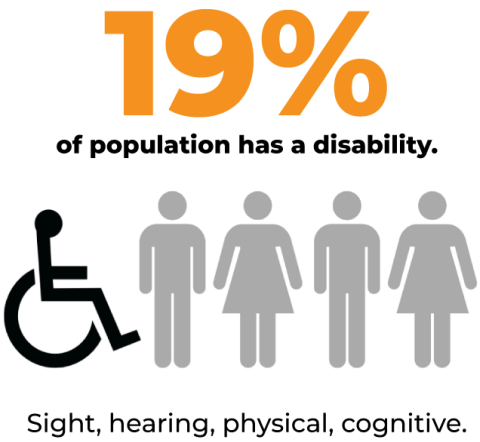
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
N/A	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.

ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.

Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: *http://webaim.org/resources/contrastchecker*

Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This 'friendlier' language not only helps all the users, but developers who are striving to make content more universal on more devices.

Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: *http://webaim.org/techniques/alttext*

Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using WAI-ARIA for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: *www.nngroup.com/articles/keyboard-accessibility*
Helpful article: *http://webaim.org/techniques/skipnav*

Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: *http://webaim.org/techniques/sitetools/*

Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: *http://webaim.org/techniques/tables/data*

Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: *http://webaim.org/techniques/acrobat/acroba*t

Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: *http://webaim.org/techniques/captions*

Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: *http://webaim.org/techniques/forms*

Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.

Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.

Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e..g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web