



Rizzetta & Company

Catalina at Winkler Preserve Community Development District

Board of Supervisors' Meeting

February 06, 2024

District Office:
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912
(239) 936-0913

www.catalinacdd.org

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912

Board of Supervisors	Keith Sherman Joseph Molon Troy De Mond Dick Bonito Douglas Thompson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Belinda Blandon	Rizzetta & Company, Inc.
District Counsel	Lauren Gentry	Kilinski I VanWyk PLLC
District Engineer	Carl Barraco	Barraco and Associates, Inc.

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.

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.catalinacdd.org

January 30, 2024

Board of Supervisors
**Catalina at Winkler Preserve
Community Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Catalina at Winkler Preserve Community Development District will be held on **Tuesday, February 6, 2024 at 2:30 p.m.** at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, FL 33912. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on November 7, 2023..... Tab 1
 - B. Ratification of the Operations and Maintenance Expenditures for October, November, and December 2023..... Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2024-01, Redesignation Officers of the District Tab 3
 - B. Consideration of Barraco and Associates, Inc Proposal for NPDES MS4 Permit Cycle Tab 4
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager Tab 5
- 6. SUPERVISOR REQUESTS AND 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 (239) 936-0913.

Very truly yours,
Belinda Blandon
Belinda Blandon
District Manager

Cc: Lauren Gentry, Kilinski I VanWyk PLLC

Tab 1

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MINUTES OF MEETING

**CATALINA AT WINKLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Catalina at Winkler Preserve Community Development District was held on **Tuesday, November 07, 2023 at 2:33 p.m.** at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912.

Present and constituting a quorum:

Keith Sherman	Board Supervisor, Chairman
Joe Molon	Board Supervisor, Vice Chairman
Troy De Mond	Board Supervisor, Assistant Secretary
Richard "Dick" Bonito	Board Supervisor, Assistant Secretary
Douglas Thompson	Board Supervisor, Assistant Secretary

Also present were:

Belinda Blandon	District Manager, Rizzetta & Company, Inc.
Molly Maggiano	District Counsel, Kilinski I VanWyk PLLC
Frank Savage	District Engineer, Barraco & Associates, Inc.
Collin Brown	Solitude Lake Management (Via Phone)

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Blandon called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Public Comment

Ms. Blandon opened the floor to comments from the public. There were none.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
August 08, 2023**

Ms. Blandon presented the minutes of the Board of Supervisors' Meeting held on August 08, 2023, and asked if there were any questions, comments, or changes to the minutes as presented. There were none.

On a Motion by Mr. Thompson, seconded by Mr. Sherman, with all in favor, the Board Approved the Minutes of the Board of Supervisors' Meeting held on August 08, 2023, for the Catalina at Winkler Preserve Community Development District.

48 **FOURTH ORDER OF BUSINESS**

**Consideration of the Operations and
Maintenance Expenditures for July,
August, and September 2023**

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51
52 Ms. Bandon provided an overview of the operations and maintenance
53 expenditures for the month of July 1-31, 2023, totaled \$4,936.22; the expenditures for the
54 period of August 1-31, 2023, totaled \$8,610.00; and the expenditures for the period for
55 September 1-30, 2023, totaled \$16,999.75. Ms. Bandon responded to questions from the
56 Board.
57

58 On a Motion by Mr. Molon, seconded by Mr. Bonito, with all in favor, the Board Ratified
59 the Operations and Maintenance Expenditures for the Month of July 2023 (\$4,936.22),
60 August 2023 (\$8,610.00), and September 2023 (\$16,999.75), for the Catalina at Winkler
61 Preserve Community Development District.

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63 **FIFTH ORDER OF BUSINESS**

**Discussion of Solitude Lake
Management Conductivity Diagnosis
Report**

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67 Ms. Bandon provided the Conductivity Diagnosis Report from Solitude Lake
68 Management. She contacted Collin Brown via phone. He stated that it could be up to five
69 years of heavy rains before the waters are fresh again. Mr. Brown advised that one possible
70 solution would be to drain the lakes and refill them with fresh water. He responded to
71 questions from the Board regarding E coli. The Board has requested a proposal to retest
72 the lakes for E coli. Board discussion ensued.
73

74 **SIXTH ORDER OF BUSINESS**

**Consideration of EarthBalance
Proposal for 2023 Quarterly Preserve
Maintenance**

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78 Ms. Bandon provided an overview of the EarthBalance Proposal for 2023 Quarterly
79 Preserve Maintenance. Board discussion ensued regarding the quality of work the last time
80 EarthBalance was onsite. Ms. Bandon stated she would discuss the quality of the
81 maintenance with Erik Sandsmark, the EarthBalance representative, next time she meets
82 with him.
83

84 On a Motion by Mr. Sherman, seconded by Mr. Molon, with all in favor, the Board Approved
85 the EarthBalance Proposal for 2023 Quarterly Preserve Maintenance, subject to
86 preparation of an agreement by District Counsel, for the Catalina at Winkler Preserve
87 Community Development District.

88
89 **SEVENTH ORDER OF BUSINESS**

Staff Reports

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91 A. District Counsel

92 Ms. Maggiano advised she had nothing to report. She offered to answer
93 questions. There were none.
94

95 B. District Engineer

96 Mr. Savage advised he had three items to report on. Mr. Savage stated the
97 NPDES annual report is completed. Mr. Savage responded to questions from
98 the Board.
99

100 Mr. Savage stated there is a secondary conveyance on Sumner Ave
101 easement. He summarized the findings for the Board. He stated poor
102 stabilization is likely from a combination of factors, include canopy coverage
103 in the area, likely amplified by the southern exposure; the second factor is
104 apparent irrigation and dry utility work that appeared to be performed by
105 others in the area and the ground did not stabilize. He advised the third factor
106 is the pool construction in the area. Mr. Savage stated that some of the
107 muckiness may continue due to the canopy coverage in the area. He advised
108 the easement in question is in the District's area and it is not advisable to do
109 anything currently as the system is doing its job, although slowly. Board
110 discussion ensued. The Board agreed to a TOPO survey to be conducted by
111 the District Engineer. Mr. Sherman offered to be the point of contact regarding
112 these issues.
113

114 Mr. Savage spoke regarding the lake bank erosion. He advised that due to
115 the water levels, he has been unable to inspect the lake banks. He is waiting
116 for the water levels to recede. Board discussion ensued regarding the rip rap
117 in the corner near the parking lot next to the pool. Ms. Blandon agreed to
118 contact Kelly Crocker, to review the area for repair.
119

120 C. District Manager

121 Ms. Blandon advised the next meeting of the Catalina at Winkler Preserve
122 CDD is scheduled for Tuesday, February 06, 2024, at 2:30 p.m.
123

124 Ms. Blandon advised the Board; the District did not need to amend the budget.
125

126 **EIGHTH ORDER OF BUSINESS**

Supervisor Requests and Comments

127
128 Ms. Blandon opened the floor to Supervisor requests and comments.
129

130 Mr. Sherman spoke regarding a vine that is in the preserve that needs to be
131 controlled or eradicated. It is not an invasive species.
132

133 Mr. Sherman nominated Troy De Mond for the Board.
134

135 On a Motion by Mr. Sherman, seconded by Mr. Thompson, with all in favor, the Board
136 Appointed Troy De Mond to Seat #2 with a term to expire on November 2024, for the
137 Catalina at Winkler Preserve Community Development District.

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139
140 Ms. Blandon administered the Oath of Office to Mr. Troy De Mond and advised Mr.
141 De Mond that he can elect to receive or waive Supervisor Compensation. Mr. De Mond

142 advised that he would accept Supervisor Compensation. Ms. Maggiano provided an
143 overview of the Public Records Laws, Ethics considerations and Sunshine Laws for the
144 benefit of Mr. De Mond.

145

146 **NINTH ORDER OF BUSINESS**

Adjournment

147

148 Ms. Blandon stated there are no other agenda items to come before the Board and
149 asked for a motion to adjourn the meeting.

150

151 On a Motion by Mr. Thompson, seconded by Mr. Bonito, with all in favor, the Board
152 adjourned the meeting at 3:21 p.m., for the Catalina at Winkler Preserve Community
153 Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.catalinacdd.org

Operation and Maintenance Expenditures October 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2023 through October 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$14,991.87**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Catalina at Winkler Preserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
EarthBalance	100131	45767	Preserve Maintenance 10/23	\$ 2,495.00
Florida Power & Light Company	ACH	09846-68343 09/23	17043 Tremont St #Aerator 09/23	\$ 111.57
Kilinski / Van Wyk, PLLC	100128	ACH 7589	Legal Service 09/23	\$ 31.00
Rizzetta & Company, Inc.	100125	INV0000084041	Assessment Roll FY 23/24	\$ 5,682.00
Rizzetta & Company, Inc.	100124	INV0000084139	District Management Fees 10/23	\$ 4,452.75
Solitude Lake Management, LLC	100126	PSI014997	Lake & Pond Management Services 10/23	\$ 465.45
Solitude Lake Management, LLC	100130	PSI021349	Fountain/Aerator Service & Repairs 10/23	\$ <u>1,754.10</u>
Report Total				\$ <u>14,991.87</u>

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures November 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2023 through November 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,238.82**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Catalina at Winkler Preserve Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Barraco and Associates, Inc.	100134	26778	Engineering Services 11/23	\$ 1,956.25
Florida Department of Commerce	100136	88843	Special District Fee FY 23/24	\$ 175.00
Florida Power & Light Company	100135	09846-68343 10/23	17043 Tremont St #Aerator 10/23	\$ 139.19
Kilinski / Van Wyk, PLLC	100138	7845	Legal Service 10/23	\$ 119.68
Lee County Property Appraiser	100137	11527	Non Ad Valorem Roll FY 23/24	\$ 282.00
Rizzetta & Company, Inc.	100132	INV0000084932	District Management Fees 11/23	\$ 4,452.75
Solitude Lake Management, LLC	100133	PSI022815	Lake & Pond Management Services 11/23	\$ 465.45
Solitude Lake Management, LLC	100133	PSI028463	Quarterly Lake Fountain Maintenance 11/01/23-01/31/24	\$ 129.00
Solitude Lake Management, LLC	100133	PSI028479	Quarterly Aerator Maintenance 11/01/23- 01/31/24	\$ 264.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100139	5988029	Legal Advertising 10/23	<u>\$ 255.50</u>
Report Total				<u>\$ 8,238.82</u>

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures December 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2023 through December 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$14,369.27**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Catalina at Winkler Preserve Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Barraco and Associates, Inc.	100143	26996	Engineering Services 12/23	\$ 2,912.50
EarthBalance	100145	45909	Preserve Maintenance 12/23	\$ 2,495.00
Florida Power & Light Company	100141	09846-68343 11/23	17043 Tremont St #Aerator 11/23	\$ 117.41
Florida Power & Light Company	100141	11246-08348 11/23	17213 Wrigley Cir #Aerator 11/23	\$ 19.16
Hancock Bank	100144	41239	Annual Trustee Fee 12/23-12/24	\$ 3,500.00
Rizzetta & Company, Inc.	100140	INV0000085735	District Management Fees 12/23	\$ 4,452.75
Solitude Lake Management, LLC	100142	PSI032462	Lake & Pond Management Services 12/23	\$ 465.45
Solitude Lake Management, LLC	100146	PSI036548	Aquatic Maintenance 12/23	<u>\$ 407.00</u>
Report Total				<u>\$ 14,369.27</u>

Tab 3

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Catalina at Winkler Preserve 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 Lee County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to redesignate Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Belinda Blandon is appointed Assistant Secretary.

Melissa Dobbins is appointed Assistant Secretary.

Matthew Huber is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman and Assistant Secretary; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolutions.

Section 5. This Resolution shall become effective immediately upon its

adoption. **PASSED AND ADOPTED THIS 6th DAY OF FEBRUARY, 2024.**

**CATALINA AT WINKLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASSISTANT SECRETARY

Tab 4

January 9, 2024

Ms. Belinda Blandon
District Manager
Catalina at Winkler Preserve Community Development District (CDD)
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912

**Re: Catalina at Winkler Preserve CDD
Contract Addendum No. 11
NPDES MS4 Permit No. FLS000035-004 – Year 7 Annual Report (Cycle 4)**

Dear Ms. Blandon:

The Catalina at Winkler Preserve CDD (referenced herein as the District) is an approved co-permittee on the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit issued to Lee County by the Florida Department of Environmental Protection (FDEP). The permit generally operates in five-year cycles, with the most recent cycle, Cycle 4, issued by FDEP under Permit No. FLS000035-004 on May 1, 2017. It is the right of the District, as an approved co-permittee, to discharge stormwater to waters of the State, in accordance with the approved Stormwater Management Programs; but likewise it is the responsibility of the District to adhere to the various requirements of the approved permit, as outlined therein.

Year 7 of the most recent NPDES MS4 permit cycle shall cover the period between May 1, 2023 and April 30, 2024. Barraco and Associates, Inc. (BAI) is pleased to offer the following engineering professional services to assist the District with the following Year 7 requirements of the NPDES MS4 permit:

- A. Meeting Representation: BAI shall represent the District at meetings related to the NPDES MS4 permit. These meetings shall include, but are not limited to monthly co-permittee meetings at Lee County to discuss compliance issues and permit requirements, as well as “as needed” local meetings with FDEP in order to obtain updates and/or clarifications related to permit requirements. **(Lump Sum)** \$1,500.00
- B. Inspection and Documentation of District Facilities: BAI shall perform documented inspections of the inventoried water management facilities maintained by the District in accordance with the permit requirements and as outlined by the Inspection Schedule for Structural Controls. Documentation for all inspections will be maintained on file by BAI in the event of an FDEP audit so as to demonstrate compliance with permit requirements. **(Lump Sum)** \$2,500.00
- C. Proactive Illicit Discharge Inspections: BAI shall perform documented proactive illicit discharge inspections within the District in accordance with the permit requirements and as outlined by the Illicit Discharge Program. Documentation for all inspections will be maintained on file by BAI in the event of an FDEP audit so as to demonstrate compliance with permit requirements. **(Lump Sum)** \$1,500.00

- D. Total Maximum Daily Load (TMDL) Prioritization Report and Monitoring Plan: Completed in Year 1
BAI shall compile a list of all known TMDLs as adopted by FDEP and/ or EPA of those water bodies into which the District discharges stormwater for the purpose of creating a Prioritization Report and Monitoring Plan for FDEP review and approval. This task shall include responding to any sufficiency comments issued by FDEP with respect to the Prioritization Report and Monitoring Plan. The TMDL Prioritization Report must be prepared and submitted to FDEP for approval no later than April 30, 2019. Once approved by FDEP, the TMDL Monitoring Plan must be prepared and submitted to FDEP in Years 2 and 3.
- E. Annual Report Preparation: BAI shall prepare and submit the Year 7 Annual Report to Lee County. Lee County shall compile the Annual Reports for the various approved co-permittees and shall forward all information to FDEP. This task shall include responding to any sufficiency comments issued by FDEP with respect to the completed Annual Report. The Year 7 Annual Report must be prepared and submitted to FDEP for approval no later than October 29, 2024. **(Lump Sum)** \$2,500.00
- F. *Please be advised the tasks outlined above do not represent a comprehensive summary of those responsibilities of the District which may be required for compliance with the approved NPDES MS4 permit. Any professional services which are not explicitly identified above are excluded from this agreement and may be provided by BAI at per diem rates or via separate agreement, including but not limited to the following:* As requested
- *Surveying services*
 - *Modifications to the inventory map as a result of “field truthing”*
 - *Coordination with homeowners associations within the District*
 - *Re-inspection of structural controls due to deficiencies noted during initial inspection*
 - *Reactive illicit discharge inspections*
 - *Water quality sampling*
 - *Public education or training*
 - *Construction site runoff inspections or monitoring*

Total Addendum No. 13: \$8,000.00

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year first above written.

CLIENT:
CATALINA AT WINKLER PRESERVE CDD

CONSULTANT:
BARRACO AND ASSOCIATES, INC.

Keith Sherman
Board Supervisor - Chairman

Wesley Kayne, P.E.
Vice President of Engineering

Tab 5



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** May 7, 2024
- **FY 2022-2023 Audit Completion Deadline:** June 30, 2023
- **Next Election (Seats 1, 2, & 5):** November 8, 2024

January 30

**District
Manager's
Report**

2024

FINANCIAL SUMMARY

12/31/2023

General Fund Cash & Investment Balance	\$404,801
Reserve Fund Investment Balance	\$337,152
Debt Service Fund Investment Balance	\$98,423
Total Cash and Investment Balances	\$840,376
General Fund Expense Variance:	\$4,992 Under Budget

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FEMA Update: A determination memo from FEMA was received and submitted to the Board for review. FEMA has deemed the District ineligible due to the locations of the trees not being a threat to public safety as well as other factors. DM will discuss the determination memo with the Board at the meeting.

Lake Bank Repairs: Crocker completed the repairs to the rip rap. The photo below reflects the work done.





SWIMMING
BOATING
FISHING

DANGER
ALLIGATORS
AND SNAKES
IN AREA
STAY AWAY
FROM THE WATER
DO NOT FEED
THE WILDLIFE





Rizzetta & Company

