

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

JANUARY 16, 2017

Heritage Springs 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

January 9, 2017

Board of Supervisors
Heritage Springs Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Heritage Springs Community Development District will be held Monday, January 16, 2017 at 2:30 P.M. at Heritage Springs Community Clubhouse, 11345 Robert Trent Jones Parkway, New Port Richey, Florida. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Organizational Matters**
 - A. Appointment of Supervisor to Fill Vacancy [11/2018]
 - B. Oath of Office of Newly Elected Supervisors
 - C. Consideration of Resolution 2017-1 - Election of Officers
- 3. Consent Agenda**
 - A. Approval of the Minutes of the November 21, 2016 Meeting
 - B. Approval of the Financial Statements
- 4. Public Comment on Agenda Items**
- 5. Attorney's Report**
- 6. Engineer's Report**
 - A. SWFWMD Pre-Application Meeting
- 7. Manager's Report**
- 8. Maintenance Items**
- 9. Supervisors' Requests**
- 10. Audience Comments**
- 11. Adjournment**

I look forward to seeing you at the meeting. Please call me if you have any questions.

Sincerely,

Andrew P. Mendenhall, PMP
Secretary
/ms

cc: John Vericker Danny Tyler Kimberlee DeBosier Robert Dvorak

Second Order of Business

2C.

RESOLUTION 2017-1

A RESOLUTION DESIGNATING OFFICERS OF HERITAGE SPRINGS COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of Heritage Springs Community Development District at a regular business meeting following the General Election held on November 8, 2016 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HERITAGE SPRINGS COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
Andrew Mendenhall _____	Secretary
Robert Koncar _____	Treasurer
Stephen Bloom _____	Assistant Treasurer
_____	Assistant Secretary(s)

PASSED AND ADOPTED THIS 16th DAY OF JANUARY, 2017.

Chairman

Andrew P. Mendenhall, PMP
Secretary

Third Order of Business

3A.

1 **MINUTES OF MEETING**
2 **HERITAGE SPRINGS**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The regular meeting of the Board of Supervisors of the Heritage Springs
6 Community Development District was held on Monday, November 21, 2016 at 2:30 p.m.
7 at the Heritage Springs Community Clubhouse, 11345 Robert Trent Jones Parkway, New
8 Port Richey, Florida.

9
10 Present and constituting a quorum were:

11		
12	Steve Wertovitch	Chairman
13	Joe DePompa	Vice Chairman
14	George Kachavos	Assistant Secretary
15	Ken McEwan	Assistant Secretary
16		

17 Also present were:

18		
19	Andrew Mendenhall	District Manager
20	Steve Brletic	District Engineer
21	Residents	
22		

23 *The following is a summary of the minutes and actions taken at the November 21,*
24 *2016 Heritage Springs Board of Supervisors meeting.*
25

26 **FIRST ORDER OF BUSINESS** **Roll Call**

27 Mr. Mendenhall called the meeting to order and Board members and staff
28 identified themselves.

29
30 **SECOND ORDER OF BUSINESS** **Consent Agenda**

- 31 **A. Approval of the Minutes of the August 15, 2016 Meeting**
32 **B. Approval of Financial Statements**
33

34

On MOTION by Mr. Kachavos seconded by Mr. 35 DePompa, with all in favor, the consent agenda was 36 approved as amended.

37

38 **THIRD ORDER OF BUSINESS** **Public Comment on Agenda Items**

39 None.
40

41 **FOURTH ORDER OF BUSINESS** **Attorney's Report**

42 None.

43
44 **FIFTH ORDER OF BUSINESS** **Engineer's Report**

- 45 • Mr. Brletic reported they have prepared the RFP for the Walstone Court Drainage
- 46 Improvement.
- 47 ○
- 48 • Discussion followed on the project.
- 49 • Extensive discussion followed on the proposed project.
- 50 ○ They have to resolve whether they can continue a south to north flow on
- 51 the preserve.
- 52 ○ A meeting with SWFWMD is needed to address the issues and possible
- 53 solutions.
- 54 • Mr. Brletic addressed the research for the off-site development impacting
- 55 Heritage Spring's drainage.
- 56 ○ They have received the SR 54 plans from FDOT but have not yet had a
- 57 chance to review them.
- 58 ○ It will take some time to get all the records and drainage plans for Starkey
- 59 Ranch north of SR 54.

60
61 **SIXTH ORDER OF BUSINESS** **Manager's Report**

- 62 • Mr. Mendenhall reported at the next meeting he will swear-in those supervisors
- 63 elected in the General Election.

64
65 **EIGHTH ORDER OF BUSINESS** **Maintenance Items**

- 66 • Mr. DePompa reviewed the CDD 2017 Maintenance Plans.
- 67 ○ He contacted James at BioMass to survey the water levels for the back
- 68 gate as it is still underwater
- 69 • Mr. Wertovitch reported he has called Bates a number of times and has not
- 70 received an answer about getting the project started. He noted if he does not hear
- 71 back by the middle of the week they will tell them they are going with somebody
- 72 else.

- 73 • Mr. DePompa reported they have the work at Fallowfield Drive to be looked at by
- 74 Bates and two items to be looked at by BioMass – one is a bubble in the liner and
- 75 the other is an erosion problem.

76

77 **NINTH ORDER OF BUSINESS** **Supervisors’ Requests**

- 78 • Mr. McEwan updated the plantings program.
 - 79 ○ He developed and provided a PowerPoint Presentation to a test audience.
 - 80 ○ People are concerned about the maintenance of the plantings. A hand
 - 81 weeding program will cost \$300 per household. He asked Virgil to
 - 82 provide a quote for spot spraying and hand weeding.
- 83 • Discussion followed on the criteria for the plantings – (1) high visibility - golf
- 84 course, (2) high visibility – non-golf course.
- 85 • Mr. Kachavos reported the ponds are in good condition.
- 86 • Mr. Wertovitch provided an update on the Aclote/Duck Slough Task Force.
 - 87 ○ Discussion followed with regard to engineering reports.

88

89 **TENTH ORDER OF BUSINESS** **Audience Comments**

90 There being none, the next item followed.

91

92 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

93

94 On MOTION by Mr. Kachavos seconded by Mr.

95 DePompa, with all in favor, the meeting was adjourned.

96

97

98

99

100

101

Steve Wertovitch
Chairman

3B.

Heritage Springs
Community Development District

Financial Report

December 31, 2016

Prepared by



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Heritage Springs
Community Development District

Financial Statements

(Unaudited)

December 31, 2016

Balance Sheet
December 31, 2016

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	DEBT SERVICE FUND (REFUNDING)	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 405,555	\$ -	\$ -	\$ 405,555
Due From Other Funds	-	4,841	3,228	8,069
Investments:				
Certificates of Deposit - 18 Months	404,568	-	-	404,568
Money Market Account	487,642	-	-	487,642
Redemption Fund	-	-	1	1
Reserve Fund	-	64,938	8,888	73,826
Revenue Fund	-	153,233	107,112	260,345
TOTAL ASSETS	\$ 1,297,765	\$ 223,012	\$ 119,229	\$ 1,640,006
<u>LIABILITIES</u>				
Accounts Payable	\$ 21,890	\$ -	\$ -	\$ 21,890
Accrued Expenses	4,874	-	-	4,874
Due To Other Funds	8,069	-	-	8,069
TOTAL LIABILITIES	34,833	-	-	34,833
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	223,012	119,229	342,241
Assigned to:				
Operating Reserves	84,734	-	-	84,734
Reserves - Ponds	751,650	-	-	751,650
Unassigned:	426,548	-	-	426,548
TOTAL FUND BALANCES	\$ 1,262,932	\$ 223,012	\$ 119,229	\$ 1,605,173
TOTAL LIABILITIES & FUND BALANCES	\$ 1,297,765	\$ 223,012	\$ 119,229	\$ 1,640,006

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-16 ACTUAL
REVENUES				
Interest - Investments	\$ 1,000	\$ 596	59.60%	\$ 232
Special Assmnts- Tax Collector	399,428	352,289	88.20%	169,952
Special Assmnts- Discounts	(15,977)	(14,122)	88.39%	(6,718)
TOTAL REVENUES	384,451	338,763	88.12%	163,466
EXPENDITURES				
Administration				
P/R-Board of Supervisors	9,000	1,800	20.00%	-
FICA Taxes	689	138	20.03%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	46,000	11,675	25.38%	-
ProfServ-Legal Services	5,000	876	17.52%	83
ProfServ-Mgmt Consulting Serv	35,874	8,969	25.00%	2,990
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	7,500	7,500	100.00%	7,500
ProfServ-Trustee Fees	8,674	4,337	50.00%	-
ProfServ-Web Site Maintenance	750	750	100.00%	-
Auditing Services	5,500	-	0.00%	-
Postage and Freight	400	34	8.50%	4
Insurance - General Liability	4,982	4,765	95.64%	-
Printing and Binding	1,250	54	4.32%	12
Legal Advertising	2,100	107	5.10%	-
Miscellaneous Services	600	164	27.33%	50
Misc-Assessmnt Collection Cost	7,989	6,764	84.67%	3,265
Office Supplies	175	50	28.57%	22
Annual District Filing Fee	175	175	100.00%	-
Total Administration	137,808	48,158	34.95%	13,926
Field				
Contracts-Lakes	40,000	8,700	21.75%	2,900
Electricity - Streetlighting	60,000	14,596	24.33%	4,847
R&M-Aquascaping	5,000	-	0.00%	-
R&M-Ponds	75,000	-	0.00%	-
R&M-Stormwater System	15,000	-	0.00%	-
Misc-Contingency	10,000	-	0.00%	-
Reserve - Ponds	41,643	-	0.00%	-
Total Field	246,643	23,296	9.45%	7,747
TOTAL EXPENDITURES	384,451	71,454	18.59%	21,673
Net change in fund balance	\$ -	\$ 267,309	0.00%	\$ 141,793
FUND BALANCE, BEGINNING (OCT 1, 2016)	995,623	995,623		
FUND BALANCE, ENDING	\$ 995,623	\$ 1,262,932		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-16 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 32	0.00%	\$ 9
Special Assmnts- Tax Collector	141,226	124,384	88.07%	60,005
Special Assmnts- Discounts	(5,649)	(4,986)	88.26%	(2,372)
TOTAL REVENUES	135,577	119,430	88.09%	57,642
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	2,825	2,388	84.53%	1,153
Total Administration	2,825	2,388	84.53%	1,153
Debt Service				
Debt Retirement Series A	80,000	-	0.00%	-
Prepayments Series A	-	5,000	0.00%	-
Interest Expense Series A	51,450	25,725	50.00%	-
Total Debt Service	131,450	30,725	23.37%	-
TOTAL EXPENDITURES	134,275	33,113	24.66%	1,153
Excess (deficiency) of revenues Over (under) expenditures	1,302	86,317	0.00%	56,489
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	1,302	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	1,302	-	0.00%	-
Net change in fund balance	\$ 1,302	\$ 86,317	0.00%	\$ 56,489
FUND BALANCE, BEGINNING (OCT 1, 2016)	136,695	136,695		
FUND BALANCE, ENDING	\$ 137,997	\$ 223,012		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-16 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 10	0.00%	\$ 3
Special Assmnts- Tax Collector	94,045	82,946	88.20%	40,015
Special Assmnts- Discounts	(3,762)	(3,325)	88.38%	(1,582)
TOTAL REVENUES	90,283	79,631	88.20%	38,436
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	1,881	1,592	84.64%	769
Total Administration	1,881	1,592	84.64%	769
<u>Debt Service</u>				
Principal Debt Retirement	70,000	-	0.00%	-
Interest Expense	18,364	9,182	50.00%	-
Total Debt Service	88,364	9,182	10.39%	-
TOTAL EXPENDITURES	90,245	10,774	11.94%	769
Excess (deficiency) of revenues Over (under) expenditures	38	68,857	0.00%	37,667
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	38	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	38	-	0.00%	-
Net change in fund balance	\$ 38	\$ 68,857	0.00%	\$ 37,667
FUND BALANCE, BEGINNING (OCT 1, 2016)	50,372	50,372		
FUND BALANCE, ENDING	\$ 50,410	\$ 119,229		

Heritage Springs
Community Development District

Supporting Schedules

December 31, 2016

Heritage Springs

Community Development District

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

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND		
					General Fund	Series 2006 Debt Service	Series 2008 Debt Service
Assessments Levied				\$ 634,501	\$ 399,429	\$ 141,027	\$ 94,045
Allocation %				100%	63%	22%	15%
11/16/16	\$ 14,449	\$ 804	\$ 295	\$ 15,548	\$ 9,788	\$ 3,456	\$ 2,304
11/22/16	130,590	5,552	2,665	138,808	87,382	30,852	20,574
11/30/16	127,288	5,405	2,598	135,291	85,168	30,070	20,053
12/02/16	134,203	5,683	2,739	142,625	89,785	31,701	21,140
12/12/16	98,132	4,166	2,003	104,301	65,659	23,182	15,459
12/20/16	21,780	822	445	23,047	14,508	5,122	3,416
TOTAL	\$ 526,442	\$ 22,433	\$ 10,744	\$ 559,619	\$ 352,289	\$ 124,384	\$ 82,946
% COLLECTED				88%	88%	88%	88%
TOTAL OUTSTANDING				\$ 74,882	\$ 47,140	\$ 16,644	\$ 11,099

Series 2006 - Variance between budgeted vs assessed value is due to prepayments received after FY17 budget adoption.

HERITAGE SPRINGS

Community Development District

Cash and Investment Report*December 31, 2016***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	SunTrust Bank	Public Funds NOW	n/a	0.04%	\$ 405,555 **
CD #2007	CenterState	18 mo Fixed Rate CD	04/22/17	0.90%	104,219
CD #5659	BankUnited	18 mo Fixed Rate CD	02/22/18	1.10%	100,116
CD #5663	BankUnited	18 mo Fixed Rate CD	02/22/18	1.10%	100,116
CD #5665	BankUnited	18 mo Fixed Rate CD	02/22/18	1.10%	100,116
CD Subtotal					404,568
Public Funds Money Market	Stonegate	MMA - #5417	n/a	0.40%	330,493
Public Funds Money Market	Bank United	MMA - #8395	n/a	0.45%	157,149
MMA Subtotal					487,642
O&M Total					\$ 1,297,765

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2006 Reserve Fund	US Bank	US Bank Open-End CP	6/1/2017	0.00%	\$ 64,938
Series 2006 Revenue Fund	US Bank	US Bank Open-End CP	6/1/2017	0.00%	153,233
DS 202 subtotal					218,171
Series 2008A Redemption	US Bank	US Bank Open-End CP	6/1/2017	0.00%	1
Series 2008A Debt Svc Rsrv	US Bank	Government Obligation Fund	n/a	0.00%	8,888
Series 2008A Revenue Fund	US Bank	US Bank Open-End CP	6/1/2017	0.00%	107,112
DS 203 subtotal					116,001
DS Total					\$ 334,172
Total Cash & Investments					\$ 1,631,937

** 1/6/17 - \$250,000 transferred to BankUnited MMA.

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 12-16
Statement Date 12/31/2016

G/L Balance (LCY)	405,554.72	Statement Balance	410,425.99
G/L Balance	405,554.72	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	410,425.99
Subtotal	405,554.72	Outstanding Checks	4,871.27
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	405,554.72	Ending Balance	405,554.72
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
12/27/2016	Payment	001908	JOSEPH DE POMPA	24.00	0.00	24.00
12/27/2016	Payment	DD103	Payment of Invoice 001451	4,847.27	0.00	4,847.27
Total Outstanding Checks.....				4,871.27		4,871.27

Heritage Springs Community Development District

Check Register by Fund For the Period from 11/1/16 to 12/31/16 (Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001							
CHECK # 001895							
001	11/07/16	DEPT OF ECONOMIC OPPORTUNITY	38350	FY2017 SPECIAL DISTRICT FEE	Annual District Filing Fee	554007-51301	\$175.00
							Check Total
							<u>\$175.00</u>
CHECK # 001896							
001	11/07/16	SEVERN TRENT SERVICES	14192	OCT MGMT FEE	Mgmt Consulting Service	531027-51201	\$2,989.50
001	11/07/16	SEVERN TRENT SERVICES	14192	OCT MGMT FEE	Postage	541006-51301	\$3.26
001	11/07/16	SEVERN TRENT SERVICES	14192	OCT annual maint fee	Web Site Maint Fee	531094-51301	\$750.00
							Check Total
							<u>\$3,742.76</u>
CHECK # 001897							
001	11/07/16	STRALEY ROBIN VERICKER	13819	THRU 10/15/16 GEN COUNSEL	Legal Service	531023-51401	\$497.50
							Check Total
							<u>\$497.50</u>
CHECK # 001898							
001	11/21/16	TIMES PUBLISHING COMPANY	10312016	10/31/16 ADV BALANCE	Legal Advertising	548002-51301	\$1.58
							Check Total
							<u>\$1.58</u>
CHECK # 001903							
001	11/30/16	JMT	201026	THRU 10/31/16 ENGINEER SVC	Engineering Service	531013-51501	\$6,195.00
							Check Total
							<u>\$6,195.00</u>
CHECK # 001904							
001	12/06/16	FEDEX	5-619-36534	11/14/16 POSTAGE	Postage and Freight	541006-51301	\$10.47
							Check Total
							<u>\$10.47</u>
CHECK # 001905							
001	12/06/16	SEVERN TRENT SERVICES	15034	NOV MGMT FEE	Mgmt Consulting Service	531027-51201	\$2,989.50
001	12/06/16	SEVERN TRENT SERVICES	15034	NOV MGMT FEE	Postage	541006-51301	\$5.58
001	12/06/16	SEVERN TRENT SERVICES	15034	NOV MGMT FEE	Printing & Binding	547001-51301	\$42.25
001	12/06/16	SEVERN TRENT SERVICES	15034	NOV MGMT FEE	Office Supplies	551002-51301	\$27.50
							Check Total
							<u>\$3,064.83</u>
CHECK # 001906							
001	12/06/16	STRALEY ROBIN VERICKER	13914	THRU 11/15/16 GEN COUNSEL	Legal Services	531023-51401	\$295.58
							Check Total
							<u>\$295.58</u>
CHECK # 001908							
001	12/27/16	JOSEPH DE POMPA	5872285	REIMB 4 AERIAL MAPS	Miscellaneous Services	549001-51301	\$24.00
							Check Total
							<u>\$24.00</u>
CHECK # DD102							
001	11/21/16	DUKE	111016AP	10/12/16-11/10/16 #31213 45492	Electricity - Streetlighting	543013-53901	\$4,874.35
							Check Total
							<u>\$4,874.35</u>
CHECK # DD103							
001	12/27/16	DUKE	121316AP	11/10-12/13 #31213 45492	Electricity - Streetlighting	543013-53901	\$4,847.27
							Check Total
							<u>\$4,847.27</u>

Heritage Springs Community Development District

Check Register by Fund For the Period from 11/1/16 to 12/31/16 (Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # 001899							
001	11/22/16	STEVEN WERTOVITCH	PAYROLL	November 22, 2016 Payroll Posting			\$184.70
CHECK # 001900							
001	11/22/16	JOSEPH V. DE POMPA	PAYROLL	November 22, 2016 Payroll Posting			\$184.70
CHECK # 001901							
001	11/22/16	GEORGE KACHAVOS	PAYROLL	November 22, 2016 Payroll Posting			\$184.70
CHECK # 001902							
001	11/22/16	KENNETH MCEWAN	PAYROLL	November 22, 2016 Payroll Posting			\$184.70
Fund Total							\$24,467.14
<hr/>							
<u>SERIES 2006 DEBT SERVICE FUND - 202</u>							
CHECK # 001907							
202	12/13/16	HERITAGE SPRINGS CDD	121316	Tfr FY17 DS Assmnts	Due from Other Funds	131000	\$112,513.46
Check Total							\$112,513.46
Fund Total							\$112,513.46
<hr/>							
<u>SERIES 2008 DEBT SERVICE FUND - 203</u>							
CHECK # 001907							
203	12/13/16	HERITAGE SPRINGS CDD	121316	Tfr FY17 DS Assmnts	Due from Other Funds	131000	\$75,030.64
Check Total							\$75,030.64
Fund Total							\$75,030.64
<hr/>							
Total Checks Paid							\$212,011.24

Sixth Order of Business

6A.

THIS FORM IS INTENDED TO FACILITATE AND GUIDE THE DIALOGUE DURING A PRE-APPLICATION MEETING BY PROVIDING A PARTIAL "PROMPT LIST" OF DISCUSSION SUBJECTS. IT IS NOT A LIST OF REQUIREMENTS FOR SUBMITTAL BY THE APPLICANT.



**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
RESOURCE REGULATION DIVISION
PRE-APPLICATION MEETING NOTES**

**FILE
NUMBER:
PA 403961**

Date:	12/20/2016		
Time:	09:00		
Project Name:	Heritage Springs Flooding		
District Engineer:	Rob McDaniel		
District ES:	Al Gagne		
Attendees:	Stephen Brletic sbrletic@jmt.com ; (JMT) Robert Dvorak, Joe Depompa, Steve Wertovitch switcs@aol.com		
County:	Pasco	Sec/Twp/Rge:	33/26/17
Total Land Acreage:	< 1 acre	Project Acreage:	< 1 acre

Prior On-Site/Off-Site Permit Activity:

- ERP 2364, multiple revisions.

Project Overview:

- Drainage improvement(s) / modifications to previously approved and constructed ponds to alleviate localized flooding.

Environmental Discussion: (Wetlands On-Site, Wetlands on Adjacent Properties, Delineation, T&E species, Easements, Drawdown Issues, Setbacks, Justification, Elimination/Reduction, Permanent/Temporary Impacts, Secondary and Cumulative Impacts, Mitigation Options, SHWL, Upland Habitats, Site Visit, etc.)

- Potential wetland impacts were not discussed during this meeting. However, if the project results in wetland impacts, either from direct construction or from the adverse alteration of water elevations within the wetland systems, the below environmental comments will apply.
- Provide the limits of jurisdictional wetlands and surface waters.
- Determine SHWL's at wetlands, and OSWs.
- Determine normal pool elevations of wetlands.
- Determine 'pop-off' locations and elevations of wetlands.
- Provide appropriate mitigation using UMAM for impacts.
- Demonstrate elimination and reduction of wetland impacts.
- Maintain minimum 15 foot, average 25 foot wetland conservation area setback or address secondary impacts.
- If the project is located in a county which is listed as a coastal county under the Coastal Zone Management Act (CZM) and the project has wetland impacts, it will require a noticing period once the permit application is deemed complete. Wetland and/or surface waters impacts less than 1 acre in size will require a 10 day noticing period, prior to the issuance of the permit. Wetland and/or surface water impacts greater than 1 acre in size will require a 30 day noticing period, prior to the issuance of the permit. Permits could be issued as early as the 11th or 31st day, but staffs' schedule and workload will determine the actual issuance date'

Site Information Discussion: (SHW Levels, Floodplain, Tailwater Conditions, Adjacent Off-Site Contributing Sources, Receiving Waterbody, etc.)

- There are high water data, flooding complaints and known issues onsite and nearby.

Water Quantity Discussions: (Basin Description, Storm Event, Pre/Post Volume, Pre/Post Discharge, etc.)

- The project has the potential to relocate floodwaters on downstream properties.
- Demonstrate that discharges from proposed project area will not cause an adverse impact for a 25-year, 24-hour storm event.
- Demonstrate that site will not impede the conveyance of contributing off-site flows.
- Demonstrate that the project will not increase flood stages up- or down-stream of the project area(s).
- Please be aware that if there is credible historical evidence of past flooding or the physical capacity of the downstream conveyance or receiving waters indicates that the conditions for issuance will not be met without consideration of storm events of different frequency or duration, applicants shall be required to provide additional analyses using storm events of different duration or frequency than the 25-year 24-hour storm event, or to adjust the volume, rate or timing of discharges. [Section 3.0 Applicant's Handbook Volume II]

Water Quality Discussions: (Type of Treatment, Technical Characteristics, Non-presumptive Alternatives, etc.)

- No new impervious is proposed.
- The project should not offset the treatment function of any previously permitted stormwater management systems.

Sovereign Lands Discussion: (Determining Location, Correct Form of Authorization, Content of Application, Assessment of Fees, Coordination with FDEP)

- N/A

Operation and Maintenance/Legal Information: (Ownership or Perpetual Control, O&M Entity, O&M Instructions, Homeowner Association Documents, Coastal Zone requirements, etc.)

- The permit must be issued to the property owner/CDD.
- Provide proof of ownership in the form of a deed or contract for sale.
- Provide appropriate O&M instructions.
- Provide detailed construction surface water management plan.

Application Type and Fee Required:

- SWERP Major Modification – Sections A, C, and E of the ERP Application.
- < 10 acres of project area and no wetland or surface water impacts - \$182.00 Online Submittal
- Consult the [fee schedule](#) for different thresholds.

Other: (Future Pre-Application Meetings, Fast Track, Submittal Date, Construction Start Date, Required District Permits – WUP, WOD, Well Construction, etc.)

- In accordance with Section 5.5.2.3 of the Applicant's Handbook Volume I (A.H.V.I), upon receipt by the District of an application for an individual permit to construct or alter a dam, impoundment, reservoir, or appurtenant work, a notice of receipt of the application must be published in a newspaper having general circulation (meeting the requirements of Section 50.031, F.S.) within the affected area in accordance with Sections 373.116, F.S., 373.118(3), 373.146, and 373.413(3), F.S. Please provide documentation that such noticing has been accomplished. Note that the published notices of receipt for an ERP can be in accordance with the language provided in Rule 40D-1.603(10), F.A.C., and receipt of an affidavit establishing proof of this publication will be considered a completeness item of this ERP Application.

40D-1.603(12) – “Applicants required to publish a notice of receipt of application must provide to the District a publisher's affidavit establishing proof of publication pursuant to Sections 50.041 and 50.051, F.S., before the application will be considered complete and the applicable timeframe for taking agency action on the application will commence.”

- Provide a copy of the legal description (of all applicable parcels within the project area) in one of the following forms:
 - a. Deed with complete Legal Description attachment.
 - b. Plat.
 - c. Boundary survey of the property(ies) with a sketch.
- The plans and drainage report submitted electronically must include the appropriate information required under Rule 61G15-23.005(3)(d), F.A.C. The following text is acceptable to the Florida Board of Professional Engineers (FBPE) to meet this requirement and must appear where the signature would normally appear:

[Licensee] State of Florida, Professional Engineer, License No. X

This item has been electronically signed and sealed by [Licensee, PE] on [DATE] using a SHA-1 authentication code. Printed copies of this document are not considered signed and sealed and the SHA-1 authentication code must be verified on any electronic copies

- Federal Supplemental Application Form - to be used with the Joint Application form under SWERP 2 (SWERP 2 has not been approved yet). This form will not be incorporated into rule but will be added to the electronic application. The Corps has requested that we begin using this form now to help them gather the information they need to process their permits. This should be provided during any pre-application meeting that proposed work in, on or over wetlands or surface waters.

Disclaimer: The District ERP pre-application meeting process is a service made available to the public to assist interested parties in preparing for submittal of a permit application. Information shared at pre-application meetings is superseded by the actual permit application submittal. District permit decisions are based upon information submitted during the application process and Rules in effect at the time the application is complete.