



Rizzetta & Company

# **Riverbend West Community Development District**

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## **Board of Supervisors' Meeting November 13, 2018**

**District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813.533.2950  
[www.riverbendwestcdd.com](http://www.riverbendwestcdd.com)**

**RIVERBEND WEST  
COMMUNITY DEVELOPMENT DISTRICT**

Offices of Rizzetta & Company, 9428 Camden Field Parkway, Riverview, FL 33578

<b>Board of Supervisors</b>	Vance Edwards Kevin Kaspar Joe Collins Kelly Evans Ben Gainer	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Grant Phillips	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin & Vericker, PA
<b>District Engineer</b>	Todd Amaden	Landmark 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 (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

November 6, 2018

**Board of Supervisors**  
**Riverbend West Community**  
**Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Riverbend West Community Development District will be held on **Tuesday, November 13, 2018 at 6:00 PM** at the offices of Rizzetta & Company, Inc. located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - i. Discussion Regarding Easement Areas/Rights of Way
    - ii. Discussion Regarding Homeowner Fence Lines
  - C. District Manager
    - i. Presentation of Unaudited Financial Statements .....Tab 1
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held October 9, 2018 .....Tab 2
  - B. Consideration of Operations & Maintenance Expenditures for September 2018.....Tab 3
- 5. BUSINESS ITEMS – PART II**
  - A. Consideration of Board Supervisor Resignations.....Tab 4
  - B. Consideration of Audit Services Engagement Letter.....Tab 5
  - C. Consideration of Dissemination Agent Agreement.....Tab 6
  - D. Consideration of Resolution 2019-02, Authorizing Expansion of Boundaries .....Tab 7
  - E. Consideration of Developer Funding Agreement .....Tab 8
  - F. Consideration of RFQ for District Engineer ..... *under sep. cover*
  - G. Consideration of Landscape-Related Proposals
  - H. Ratification of Construction Requisitions (if any)
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (813) 533-2950.

Sincerely,

*Grant Phillips*

Grant Phillips, District Manager

Tab 2

**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.

**RIVERBEND WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting and public hearing of the Board of Supervisors of the Riverbend West Community Development District was held on **Tuesday, October 9, 2018 at 6:04 PM** at the offices of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview, Florida 33578.

Present and constituting a quorum were:

Vance Edwards	<b>Board Supervisor, Chair</b>
Kevin Kaspar	<b>Board Supervisor, Vice Chair</b>
Joe Collins	<b>Board Supervisor, Asst. Secretary</b>
Ben Gainer	<b>Board Supervisor, Asst. Secretary (via phone)</b>

Also present were:

Grant Phillips	<b>District Manager; Rizzetta &amp; Company</b>
Bre Parker	<b>Rizzetta &amp; Company (via phone)</b>
John Vericker	<b>District Counsel; SRV</b>
Kristen Shulter	<b>District Counsel; SRV</b>
Todd Amaden	<b>District Engineer; Landmark Engineering (via phone)</b>
Andrew Rhinehart	<b>Oakley Rhinehart Cassidy, LLC</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Phillips called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

**i. Discussion Regarding District Boundary Expansion**

Mr. Vericker, Mr. Amaden, and Mr. Rhinehart addressed and answered general questions from the Board. Discussion ensued. District Counsel will prepare

47 draft documents for consideration at the next meeting.  
48

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board authorized Staff to draw up draft boundary expansion resolution and draft funding agreement documents for the Riverbend West Community Development District.

49 **B. District Engineer**

50 Mr. Amaden addressed and answered the Board's general questions.  
51

52 **C. District Manager**

53 Mr. Phillips announced that the next regular meeting of the Board of  
54 Supervisors would be held November 13<sup>th</sup> at 6:00 PM at the offices of Rizzetta &  
55 Company located at 9428 Camden Field Parkway in Riverview. He then presented  
56 the latest unaudited financial statements to the Board for review.  
57

58 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Regular  
Meeting Held Sep. 11, 2018**

59 Mr. Phillips presented the minutes of the Board of Supervisors' regular meeting  
60 held on September 11, 2018 to the Board for consideration.  
61

62 On a Motion by Mr. Collins, seconded by Mr. Kaspar, with all in favor, the Board  
63 approved the minutes of the Board of Supervisors' meeting held on September 11,  
64 2018 as presented for the Riverbend West Community Development District.  
65

66 **FOURTH ORDER OF BUSINESS**

**Consideration of Operations &  
Maintenance Expenditures for  
August 2018**

67 Mr. Phillips presented the Operations & Maintenance expenditures for the month  
68 of August 2018 to the Board for ratification.  
69

70 On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board  
71 ratified the August 2018 Operations & Maintenance expenditures in the amount of  
72 \$19,075.53 for the Riverbend West Community Development District.  
73

74 **FIFTH ORDER OF BUSINESS**

**Ratification of Insurance Policy  
Renewal Proposal**

79  
80 Mr. Phillips presented the annual insurance policy renewal proposal to the Board  
81 for ratification.  
82

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board ratified the annual insurance policy renewal proposal for the Riverbend West Community Development District.

83  
84 **SIXTH ORDER OF BUSINESS** **Ratification of Amortization**  
85 **Schedule**

86  
87 Mr. Phillips presented the amortization schedule to the Board for ratification.  
88

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board ratified the amortization schedule for the Riverbend West Community Development District.

89  
90 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution**  
91 **2019-01, Extending Seat Terms**

92  
93 Mr. Phillips presented Resolution 2019-01 to the Board for consideration.  
94

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board adopted Resolution 2019-01, Extending Seat Terms, for the Riverbend West Community Development District.

95  
96 **EIGHTH ORDER OF BUSINESS** **Consideration of First**  
97 **Addendum to Contract for**  
98 **Professional District Services**  
99

100 Mr. Phillips presented an addendum to the contract for professional District  
101 Services to the Board for consideration.  
102

On a Motion by Mr. Kaspar, seconded by Mr. Collins, with all in favor, the Board approved the First Addendum to the Contract for Professional District Services for the Riverbend West Community Development District.

103  
104 **NINTH ORDER OF BUSINESS** **Discussion of Developer**  
105 **Punch List Items**  
106

107 Mr. Phillips introduced the topic of developer punch list items to the Board.  
108 Discussion ensued.

109  
110 **TENTH ORDER OF BUSINESS** **Consideration of Landscape-**  
111 **Related Proposals**  
112

113 Mr. Collins addressed his email of September 5<sup>th</sup> regarding procedures of the  
114 landscaping maintenance staff. An on-site meeting with landscaping staff will be  
115 scheduled.

116  
117 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**  
118

119 General discussion ensued regarding dredging the ponds.

120  
121 **TWELFTH ORDER OF BUSINESS** **Adjournment**  
122

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board adjourned the meeting at 7:51 PM for the Riverbend West Community Development District.

123  
124  
125  
126  
127

Secretary / Assistant Secretary	Chairman / Vice Chairman
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Tab 3

**RIVERBEND WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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**DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FL 33578**

**Operation and Maintenance Expenditures  
September 2018  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2018 through September 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented:                   **\$16,743.06**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

# Riverbend West Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2018 Through September 30, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc	000141	0000420847	Lake and Wetland Services - Monthly 09/18	\$ 267.00
Aquatic Systems, Inc	000141	0000420867	Mitigation Services - Monthly 09/18	\$ 112.00
Cartrust LLC dba Bravo!Fence	000135	27905	Repairs & Maintenance 09/18	\$ 275.00
Egis Insurance & Risk Advisors	000144	7613	General/POL Liability Insurance FY 18/19	\$ 5,750.00
Hillsborough County BOCC	000134	1442461492 08/18	222 Cascade Bend Dr. 08/18	\$ 12.79
JBW Designs LLC, dba Poop 911	000140	2295999	5 Stations Emptied, Bags Filled 08/18	\$ 172.25
JBW Designs LLC, dba Poop 911	000140	2351449	5 Stations Emptied, Bags Filled 07/18	\$ 172.25
Joseph W.L. Collins	000136	JC091118	Board of Supervisors Meeting 09/11/18	\$ 200.00
Kevin Kenneth Kaspar Sr.	000138	KK091118	Board of Supervisors Meeting 09/11/18	\$ 200.00
Landmark Engineering & Surveying Corporation	000143	2140056.21	Professional Services 08/18	\$ 600.00
Rizzetta & Company, Inc.	000133	INV0000034709	District Management Services 09/18	\$ 2,500.00
Tampa Electric Company	000139	211006939188 08/18	371 Cascade Bend Dr 08/18	\$ 2,107.52
Vance Patrick Edwards	000137	VE091118	Board of Supervisors Meeting 09/11/18	\$ 200.00
Yellowstone Landscape	000142	INV-0000227150	Monthly Landscape Maintenance 09/18	\$ 4,174.25
<b>Report Total</b>				<b><u>\$ 16,743.06</u></b>