



Rizzetta & Company

Riverbend West Community Development District

Board of Supervisors' Meeting December 17, 2018

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950
www.riverbendwestcdd.com**

**RIVERBEND WEST
COMMUNITY DEVELOPMENT DISTRICT**

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

Board of Supervisors	Vance Edwards Kevin Kaspar Joe Collins	Chairman Vice Chairman Assistant Secretary
District Manager	Grant Phillips	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker, PA
District Engineer	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.

December 10, 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 **Monday, December 17, 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
 - C. District Manager
 - i. Presentation of Unaudited Financial StatementsTab 1
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held November 13, 2018.....Tab 2
 - B. Consideration of Operations & Maintenance Expenditures for October 2018Tab 3
- 5. BUSINESS ITEMS**
 - A. Consideration of Resume for Board Supervisor Seat.....Tab 4
 - B. Consideration of Resolution 2019-03, Revised Meeting ScheduleTab 5
 - C. Consideration of Landscape-Related Proposals
 - D. 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 of the Board of Supervisors of the Riverbend West Community Development District was 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.

Present and constituting a quorum were:

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

Also present were:

Grant Phillips	District Manager; Rizzetta & Company
Bre Parker	Rizzetta & Company (via phone)
Vivek Babbar	District Counsel; SRV
Kristen Shalter	District Counsel; SRV
Andrew Rhinehart	Oakley Rhinehart Cassidy, LLC

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

Mr. Babbar had no information to report in addition to items already on the agenda; the Board had no questions at the present time.

B. District Engineer

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Not present; no report.

C. District Manager

Mr. Phillips stated that due to meeting conflicts and library booking issues, he recommends that the meeting schedule be altered. Brief discussion ensued. The board agreed upon the third Monday of each month as the new meeting schedule. Mr. Phillips confirmed that the next meeting would be held on Monday, December 17th at 6:00 PM at the Riverview offices of Rizzetta & Company, if the library is unavailable.

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board agreed to change the next meeting date to Monday, December 17, 2018 for the Riverbend West Community Development District.

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Mr. Phillips then presented the latest unaudited financial statements to the Board for review.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Regular Meeting Held October 9, 2018

Mr. Phillips presented the minutes of the Board of Supervisors' meeting held on October 9, 2018 to the Board for consideration.

On a Motion by Mr. Edwards, seconded by Mr. Collins, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on October 9, 2018 as presented for the Riverbend West Community Development District.

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FOURTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for September 2018

Mr. Phillips presented the Operations & Maintenance expenditures for the month of September 2018 to the Board for ratification. Brief discussion ensued regarding aquatics and landscaping.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board ratified the September 2018 Operations & Maintenance expenditures in the amount of \$16,743.06 for the Riverbend West Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Audit Services
Engagement Letter**

Mr. Phillips presented the audit services engagement letter from Carr Riggs & Ingram to the Board for consideration and reviewed the item for the Board.

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board accepted the Fiscal Year 2017-2018 audit services letter of engagement from Carr Riggs & Ingram for the Riverbend West Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of Dissemination
Agent Agreement**

Mr. Phillips presented the dissemination agent agreement from Rizzetta & Company to the Board for consideration and reviewed the item for the Board.

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board approved the dissemination agent agreement from Rizzetta & Company, Inc. for the Riverbend West Community Development District.

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SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2019-02, Authorizing Expansion
of Boundaries**

Mr. Phillips presented Resolution 2019-02 to the Board for consideration. Mr. Babbar and Mr. Rhinehart reviewed the item for the Board and addressed and answered the Board's general questions. Lengthy discussion ensued.

On a Motion by Mr. Kaspar, seconded by Mr. Collins, with all in favor, the Board adopted Resolution 2019-02, Authorizing Expansion of Boundaries, in substantial form for the Riverbend West Community Development District.

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EIGHTH ORDER OF BUSINESS

**Consideration of Developer
Funding Agreement**

Mr. Phillips presented the developer funding agreement for expansion of boundaries and 2019 bonds to the Board for consideration. Mr. Babbar and Mr. Rhinehart reviewed the item for the Board and addressed and answered the Board's general questions. Lengthy discussion ensued.

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On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with three in favor and one (Mr. Collins) opposed, the Board approved the developer funding agreement in substantial form for the Riverbend West Community Development District.

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NINTH ORDER OF BUSINESS

**Consideration of Board
Supervisor Resignations**

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Mr. Phillips presented letters of resignation from Board supervisors Kelly Evans and Ben Gainer to the Board for consideration. Discussion ensued.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board accepted the resignation letter from Board supervisor Kelly Evans for the Riverbend West Community Development District.

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On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with two in favor and one (Mr. Collins) opposed, the Board accepted the resignation letter from Board supervisor Ben Gainer for the Riverbend West Community Development District.

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Mr. Babbar answered the Board's general questions and explained to the Board the purpose of declaring vacant Board seats. He also reviewed basic Sunshine Law information regarding postings and Board discussion of potential candidates for consideration.

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TENTH ORDER OF BUSINESS

**Consideration of RFQ for
District Engineer**

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Mr. Phillips presented three submissions received (from Dewberry Engineers, JMT, and Johnson Engineering) in response to the published Request For Qualifications for District Engineer to the Board for consideration. Discussion ensued.

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At District Counsel's request, the Board ranked the choices in case the first and second options don't work out. The Board ranked their choices as follows: Johnson Engineering, first; Dewberry, second; and JMT, third.

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board accepted the Request For Qualifications for District Engineer submitted by Johnson Engineering and directed District Counsel to draft a contract for the Riverbend West Community Development District.

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137 **ELEVENTH ORDER OF BUSINESS**

Supervisor Requests

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Mr. Edwards reviewed a security vendor proposal he had procured and also discussed pond algae.

TWELFTH ORDER OF BUSINESS

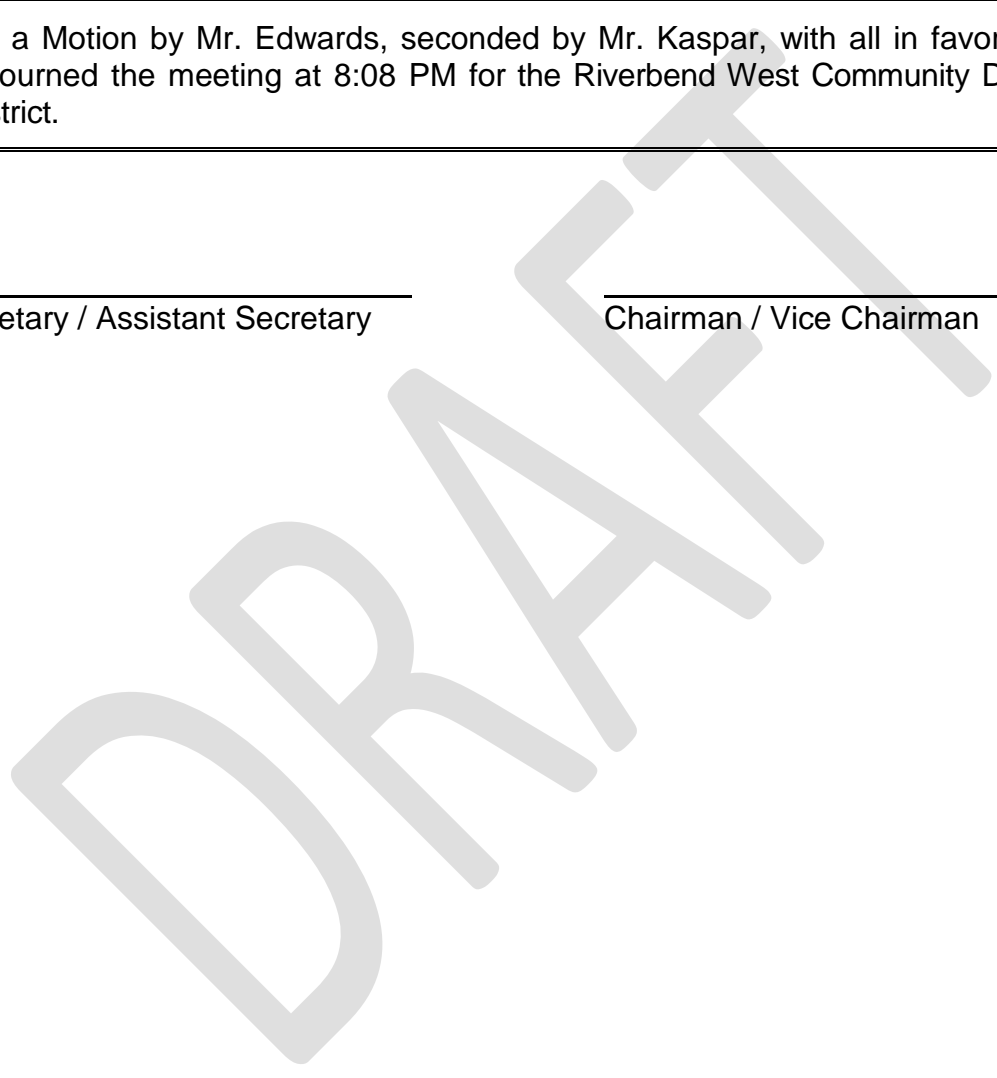
Adjournment

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board adjourned the meeting at 8:08 PM for the Riverbend West Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman



Tab 3

**RIVERBEND WEST
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2018 through October 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$18,653.31**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2018 Through October 31, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc	000153	0000423901	Lake and Wetland Services - Monthly 10/18	\$ 267.00
Aquatic Systems, Inc	000153	0000423920	Mitigation Services - Monthly 10/18	\$ 112.00
Department of Economic Opportunity	000151	72845	Special District Fee FY 18/19	\$ 175.00
Disclosure Services, LLC	000148	1	Amortization Schedule S2016	\$ 100.00
Hillsborough County BOCC	000147	1442461492 09/18	222 Cascade Bend Dr. 09/18	\$ 12.79
Joseph W.L. Collins	000155	JC100918	Board of Supervisors Meeting 10/09/18	\$ 200.00
Kevin Kenneth Kaspar Sr.	000157	KK100918	Board of Supervisors Meeting 10/09/18	\$ 200.00
Rizzetta & Company, Inc.	000149	INV0000035315	Assessment Roll FY 18/19	\$ 5,000.00
Rizzetta & Company, Inc.	000149	INV0000035437	District Management Services 10/18	\$ 3,000.00
St. Petersburg Times	000150	690877 09/28/18	Legal Advertising 08/18	\$ 393.00
St. Petersburg Times	000158	693989 10/07/18	Legal Advertising 10/18	\$ 588.00
Straley Robin Vericker	000146	16213	General Legal Svcs Through 09/15/18	\$ 2,090.80
Tampa Electric Company	000152	211006939188 09/18	371 Cascade Bend Dr 09/18	\$ 2,086.19
Vance Patrick Edwards	000156	VE100918	Board of Supervisors Meeting 10/09/18	\$ 200.00
Yellowstone Landscape	000145	INV-0000230491	Irrigation Repairs 09/18	\$ 54.28
Yellowstone Landscape	000154	INV-0000232039	Monthly Landscape Maintenance 10/18	<u>\$ 4,174.25</u>
Report Total				<u>\$ 18,653.31</u>