



Rizzetta & Company

Riverbend West Community Development District

Board of Supervisors' Meeting January 21, 2019

**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 Michael Evasick	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Grant Phillips	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker, PA
District Engineer	Phil Chang	Johnson 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.

January 14, 2019

**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, January 21, 2019 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
 - i. Discussion Regarding CDD Dog Park RulesTab 1
 - B. District Engineer
 - i. Discussion Regarding Easement Areas/Rights of Way
 - C. District Manager
 - i. Presentation of Unaudited Financial StatementsTab 2
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held December 17, 2018.....Tab 3
 - B. Consideration of Operations & Maintenance Expenditures for November 2018.....Tab 4
- 5. BUSINESS ITEMS**
 - A. Consideration of Website ADA Compliance Proposal.....Tab 5
 - B. Consideration of Landscape-Related Proposals
 - C. 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 3

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, December 17, 2018 at 6:02 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

Also present were:

Grant Phillips	District Manager; Rizzetta & Company
Vivek Babbar	District Counsel; SRV (via phone)
Phil Chang	District Engineer; Johnson Engineering

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.

As the Board had no questions at the present time, they moved forward with filling vacant Board seat #1. Mr. Phillips presented a resume that was submitted to the Board for consideration.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board appointed Michael Evasick to serve in Board seat #1 for the Riverbend West Community Development District.

46
47 Mr. Phillips administered the Oath of Office to Mr. Evasick, who agreed to
48 accept compensation for serving. Mr. Babbar outlined public employee ethics rules
49 and Sunshine Law information with Mr. Evasick.

50
51 **B. District Engineer**

52
53 Mr. Chang introduced himself and addressed and answered general
54 questions from the Board.

55
56 i. Discussion Regarding Easement Areas/Rights of Way

57
58 Mr. Phillips introduced the topic. Discussion ensued. The Board requested
59 an estimate for a concrete bottom swale.

60
61 **C. District Manager**

62
63 Mr. Phillips confirmed that the next meeting would be held on Monday,
64 January 21st at 6:00 PM at the Riverview offices of Rizzetta & Company, as the
65 library is unavailable.

66
67 Mr. Phillips then presented the latest unaudited financial statements to the
68 Board for review.

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70 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the
Board of Supervisors' Regular
Meeting Held November 13,
2018**

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75 Mr. Phillips presented the minutes of the Board of Supervisors' meeting held on
76 November 13, 2018 to the Board for consideration.

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On a Motion by Mr. Kaspar, seconded by Mr. Collins, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on November 13, 2018 as presented for the Riverbend West Community Development District.

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79 **FOURTH ORDER OF BUSINESS**

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

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83 Mr. Phillips presented the Operations & Maintenance expenditures for the month
84 of October 2018 to the Board for ratification.
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On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board ratified the October 2018 Operations & Maintenance expenditures in the amount of \$18,653.31 for the Riverbend West Community Development District.

86
87 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution**
88 **2019-03, Revised Meeting**
89 **Schedule**
90

91 Mr. Phillips presented Resolution 2019-03 to the Board for consideration.
92 Discussion ensued.
93

On a Motion by Mr. Kaspar, seconded by Mr. Collins, with all in favor, the Board adopted Resolution 2019-03, Revised Meeting Schedule, for the Riverbend West Community Development District.

94
95 **SIXTH ORDER OF BUSINESS** **Consideration of Landscape**
96 **Proposals**
97

98 Mr. Collins addressed and answered general questions from the Board. Mr.
99 Phillips presented two proposals (Exhibit A) from Yellowstone Landscape for pine bark
100 mulch installation and the replacement of multiple dead/dying plants throughout the
101 District, to the Board for consideration. Discussion ensued. The Board declined to take
102 action on the proposals at this time.
103

104 **SEVENTH ORDER OF BUSINESS** **Supervisor Requests**
105

106 The Board discussed the HOA camera system and adding dog waste stations in
107 Phase II.
108

109 **EIGHTH ORDER OF BUSINESS** **Adjournment**
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On a Motion by Mr. Evasick, seconded by Mr. Kaspar, with all in favor, the Board adjourned the meeting at 8:22 PM for the Riverbend West Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 4

**RIVERBEND WEST
COMMUNITY DEVELOPMENT DISTRICT**

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

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

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

The total items being presented: **\$21,734.03**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2018 Through November 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	000170	0000426994	Lake and Wetland Services - Monthly 11/18	\$ 267.00
Aquatic Systems, Inc	000170	0000427013	Mitigation Services - Monthly 11/18	\$ 112.00
Aquatic Systems, Inc	000170	0000428463	Lake and Wetland Services - Monthly Add On 11/18	\$ 192.00
Hillsborough County BOCC	000162	1442461492 10/18	222 Cascade Bend Dr. 10/18	\$ 13.15
JBW Designs LLC, dba Poop 911	000165	2336053	5 Stations Emptied, Bags Filled 09/18	\$ 172.25
JBW Designs LLC, dba Poop 911	000165	2376594	5 Stations Emptied, Bags Filled 10/18	\$ 172.25
Joseph W.L. Collins	000166	JC111318	Board of Supervisors Meeting 11/13/18	\$ 200.00
Kevin Kenneth Kaspar Sr.	000168	KK111318	Board of Supervisors Meeting 11/13/18	\$ 200.00
Landmark Engineering & Surveying Corporation	000159	2140056.22	Professional Services 09/18	\$ 525.00
Landmark Engineering & Surveying Corporation	000169	2140056.23	Professional Services 10/18	\$ 300.00
Rizzetta & Company, Inc.	000160	INV0000035999	District Management Services 11/18	\$ 3,000.00
Straley Robin Vericker	000163	15984	General Legal Svcs Through 07/15/18	\$ 1,070.50
Straley Robin Vericker	000163	16111	General Legal Svcs Through 08/15/18	\$ 1,645.13
Straley Robin Vericker	000163	16291	General Legal Svcs Through 10/15/18	\$ 1,906.70
Tampa Electric Company	000164	211006939188 10/18	371 Cascade Bend Dr 10/18	\$ 2,145.90
Vance Patrick Edwards	000167	VE111318	Board of Supervisors Meeting 11/13/18	\$ 200.00
Yellowstone Landscape	000161	INV-0000232904	Tree Installation 09/18	\$ 5,380.00
Yellowstone Landscape	000171	INV-0000235701	Monthly Landscape Maintenance 11/18	\$ 4,174.25
Yellowstone Landscape	000171	INV-0000239109	Irrigation Repairs 11/18	\$ 57.90
Report Total				<u>\$ 21,734.03</u>