



Rizzetta & Company

# **Riverbend West Community Development District**

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## **Board of Supervisors' Meeting March 18, 2019**

**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 Michael Evasick Bob Glasser	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>	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.

March 6, 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, March 18, 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
  - B. District Engineer
  - C. District Manager
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held February 18, 2019.....Tab 1
  - B. Consideration of Operations & Maintenance Expenditures for January 2019 .....Tab 2
- 5. BUSINESS ITEMS**
  - A. Consideration of Landscape-Related Proposals
  - B. Ratification of Construction Requisitions (if any)
  - C. Discussion Regarding Phase 2 Drainage Easements
- 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 1

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**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 **Monday, February 18, 2019 at 6:09 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>
Michael Evasick	<b>Board Supervisor, Asst. Secretary</b>
Joe Collins	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Grant Phillips	<b>District Manager; Rizzetta &amp; Company</b>
Kristen Schalter	<b>District Counsel; SRV</b>
Phil Chang	<b>District Engineer; Johnson Engineering (via phone)</b>
Bob Glasser	<b>Audience member; Board Supervisor candidate</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board directed staff to not wear neckties at any future meetings for the Riverbend West Community Development District.

**SECOND ORDER OF BUSINESS**

**Consideration of Resume for  
Board Vacancy**

Mr. Phillips presented a resume from resident Robert Glasser to the Board for consideration.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board appointed Robert Glasser to serve in vacant seat #2 of the Board of Supervisors for the Riverbend West Community Development District.

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42 Ms. Schalter provided a summary review of Sunshine Law and supervisor ethics  
43 information, and advised her office would be sending him more detailed information  
44 regarding the same.  
45

46 Mr. Phillips advised Mr. Glasser he is eligible to receive compensation of \$200.00  
47 per meeting, up to \$4,800.00 per year, which Mr. Glasser confirmed he will accept. Mr.  
48 Phillips then administered the Oath of Office to Mr. Glasser, who joined the rest of the  
49 Board at the meeting table.  
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51 **THIRD ORDER OF BUSINESS**

**Consideration of Resolution  
2019-04, Designating Officers**

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54 With Mr. Glasser's appointment to the Board, Mr. Phillips presented Resolution  
55 2019-04 to the Board for consideration. Brief discussion ensued. The Board agreed that  
56 Mr. Edwards and Mr. Kaspar would continue to serve as Chair and Vice Chair,  
57 respectively, and the remainder of Supervisors along with Mr. Phillips would serve as  
58 assistant secretaries for the District.  
59

On a Motion by Mr. Edwards, seconded by Mr. Evasick, with all in favor, the Board adopted Resolution 2019-04, Designating Officers, for the Riverbend West Community Development District.

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61 **FOURTH ORDER OF BUSINESS**

**Staff Reports**

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63 **A. District Counsel**

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65 Ms. Schalter provided an update for the Board and addressed and  
66 answered the Board's general questions. Discussion ensued, especially with regard  
67 to drainage issues. Staff will draft a letter to the developer regarding swale repairs.  
68

69 **B. District Engineer**

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71 Mr. Chang provided a report and addressed and answered general  
72 questions from the Board.  
73

74 **i. Discussion of Drainage Area Maintenance**

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76 Lengthy discussion ensued regarding swale maintenance. The Board  
77 directed Ms. Schalter to draft a letter to the homeowner of 215 Cascade Bend Drive

78 regarding making any modifications behind her house.  
79

80 Mr. Kaspar made a motion to offer to pay a partial cost of \$588.00 (part of  
81 the cleanup proposal submitted by the landscaper); however, the motion was not  
82 seconded and therefore failed.  
83

84 *(At 6:23 PM the Board recessed the meeting; at 6:28 PM the meeting reconvened.)*  
85

On a Motion by Mr. Edwards, seconded by Mr. Evasick, with four in favor and one (Mr. Kaspar) opposed, the Board authorized the Chair to meet with Yellowstone and negotiate a better price on the landscaping proposal submitted for the Riverbend West Community Development District.

86 Mr. Edwards requested that Mr. Phillips be present at that meeting as well.  
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89 **C. District Manager**

90 Mr. Phillips confirmed that the next meeting would be held on Monday,  
91 March 18, 2019 at 6:00 PM at the Riverview offices of Rizzetta & Company.  
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94 **i. Presentation of Monthly Unaudited Financial Statements**

95 Mr. Phillips presented the latest unaudited financial statements to the Board  
96 for review.  
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99 **FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Regular  
Meeting Held Jan. 21, 2019**

100 Mr. Phillips presented the minutes of the Board of Supervisors' meeting held on  
101 January 21, 2019 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 January 21, 2019 as presented for the Riverbend West Community Development District.

106 **SIXTH ORDER OF BUSINESS**

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

107 Mr. Phillips presented the Operations & Maintenance expenditures for the month  
108 of December 2018 to the Board for ratification. Brief discussion ensued.  
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On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board ratified the December 2018 Operations & Maintenance expenditures in the amount of \$5,316.69 for the Riverbend West Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Presentation of Phosphorous Testing Report**

Mr. Phillips presented a phosphorous testing report from Aquatic Systems to the Board for review. Discussion ensued. The Board directed staff to contact Aquatic Systems for a treatment proposal.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Landscape Proposals**

Mr. Phillips presented a proposal for dog park weed treatment to the Board for consideration and Mr. Edwards reviewed it with the Board. Discussion ensued.

On a Motion by Mr. Evasick, seconded by Mr. Edwards, with all in favor, the Board approved the proposal from Yellowstone for dog park weed control in the amount of \$280.95 for the Riverbend West Community Development District.

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**NINTH ORDER OF BUSINESS**

**Consideration of Pressure Washing Proposal**

Mr. Phillips presented a proposal for pressure washing to the Board for consideration and Mr. Edwards reviewed it with the Board. Discussion ensued, including regarding the sidewalks in the proposed area.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board tabled the proposal from Beckners Cleaning for pressure washing along 21<sup>st</sup> Ave. SW until additional proposals can be gathered for the Riverbend West Community Development District.

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On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board authorized staff to contact the public works department to install barricades along 21<sup>st</sup> Ave. SW for the Riverbend West Community Development District.

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**TENTH ORDER OF BUSINESS**

**Continued Discussion of Website ADA Compliance Proposal**



142 Mr. Phillips introduced the topic for discussion. The Board directed staff to work on  
143 gathering additional compliance proposals for consideration. Mr. Phillips then presented a  
144 proposal for fence gate replacement to the Board for consideration and Mr. Edwards  
145 reviewed them for the Board. Discussion ensued.  
146

On a Motion by Mr. Edwards, seconded by Mr. Glasser, with two in favor and three (Mr. Collins, Mr. Evasick, and Mr. Kaspar) opposed, the Board did not approve the proposal for installation of a larger fence gate on the west side for the Riverbend West Community Development District.

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148 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**  
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150 The Board discussed the TECO dog park light, line works engineering, and the  
151 developer punch list.

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153 **TWELFTH ORDER OF BUSINESS** **Adjournment**  
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On a Motion by Mr. Glasser, seconded by Mr. Kaspar, with all in favor, the Board adjourned the meeting at 8:24 PM for the Riverbend West Community Development District.

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Secretary / Assistant Secretary Chair / Vice Chair

Tab 2

**RIVERBEND WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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

**Operation and Maintenance Expenditures  
January 2019  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2019 through January 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented:                    **\$33,912.92**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Riverbend West Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2019 Through January 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc	000176	0000431280	Cut & Removal of Brush 12/18	\$ 6,500.00
Aquatic Systems, Inc	000192	0000432616	Lake and Wetland Services - Monthly 01/19	\$ 459.00
Aquatic Systems, Inc	000192	0000432636	Mitigation Services - Monthly 01/19	\$ 112.00
Cartrust LLC dba Bravo!Fence	000178	28472	Repairs & Maintenance 12/18	\$ 275.00
Fishkind & Associates	000197	22906	Dissemination Services 2016 Bond FY 17/18	\$ 3,750.00
Hillsborough County BOCC	000188	1442461492 12/18	222 Cascade Bend Dr. 12/18	\$ 12.79
JBW Designs LLC, dba Poop 911	000190	2419635	5 Stations Emptied, Bags Filled 11/18	\$ 172.25
JBW Designs LLC, dba Poop 911	000190	2461391	5 Stations Emptied, Bags Filled 12/18	\$ 172.25
Joseph W.L. Collins	000194	JC012119	Board of Supervisors Meeting 01/21/19	\$ 200.00
Joseph W.L. Collins	000179	JC121718	Board of Supervisors Meeting 12/17/18	\$ 200.00
Kevin Kenneth Kaspar Sr.	000198	KK012119	Board of Supervisors Meeting 01/21/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000182	KK121718	Board of Supervisors Meeting 12/17/18	\$ 200.00
Landmark Engineering & Surveying Corporation	000183	2140056.24	Professional Services 11/18	\$ 375.00
Michael A Evasick	000196	ME012119	Board of Supervisors Meeting 01/21/19	\$ 200.00
Michael A Evasick	000181	ME121718	Board of Supervisors Meeting 12/17/18	\$ 200.00
Rizzetta & Company, Inc.	000184	INV0000037447	District Management Services 01/19	\$ 3,000.00
Rizzetta & Company, Inc.	000191	INV0000037853	Dissemination Fees FY 18/19	\$ 5,000.00
Straley Robin Vericker	000185	16550	General Legal Svcs Through 12/15/18	\$ 540.00
Straley Robin Vericker	000200	16645	General Legal Svcs Through 01/15/19	\$ 1,434.78
Tampa Electric Company	000189	211006939188 12/18	371 Cascade Bend Dr 12/18	\$ 2,090.35
Vance Edwards	000195	VE012119	Board of Supervisors Meeting 01/21/19	\$ 200.00
Vance Edwards	000180	VE121718	Board of Supervisors Meeting 12/17/18	\$ 200.00
Yellowstone Landscape	000177	INV-0000240442	Monthly Landscape Maintenance 12/18	\$ 4,174.25
Yellowstone Landscape	000187	INV-0000244769	Irrigation Repairs 12/18	\$ 71.00
Yellowstone Landscape	000193	INV-0000246327	Monthly Landscape Maintenance 01/19	\$ 4,174.25
<b>Report Total</b>				<b><u>\$ 33,912.92</u></b>