



Rizzetta & Company

Riverbend West Community Development District

**Board of Supervisors' Meeting
August 5, 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 Bob Glasser	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Grant Phillips	Rizzetta & Company, Inc.
District Counsel	Kristen Schalter	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.

RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578
www.riverbendwestcdd.com

July 29, 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, August 5, 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. Aquatic Services Update
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held July 15, 2019Tab 1
 - B. Consideration of Minutes of Board of Supervisors' Meeting held July 23, 2019Tab 2
 - C. Consideration of Operations & Maintenance Expenditures for June & July 2019.....Tab 3
- 5. BUSINESS ITEMS**
 - A. Public Hearing on Approved Proposed Budget For Fiscal Year 2019-2020
 - i. Consideration of Resolution 2019-08, Annual Appropriation Resolution Adopting the Budget For Fiscal Year 2019-2020Tab 4
 - ii. Consideration of Resolution 2019-09, Imposing Operation & Maintenance Special Assessments.....Tab 5
 - B. Consideration of Resolution 2019-10, Adopting Fiscal Year 2019-2020 Meeting Schedule.....Tab 6
 - C. Consideration of ADA Proposals.....Tab 7
 - D. Consideration of Technology Services ContractTab 8
- 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

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, July 15, 2019 at 6:00 PM** at the offices of Rizzetta & Company, Inc., located at the offices of Rizzetta & Company, 9428 Camden Field Pkwy, Riverview, FL 33578.

Present and constituting a quorum were:

Vance Edwards	Board Supervisor, Chair
Kevin Kaspar	Board Supervisor, Vice Chair
Michael Evasick	Board Supervisor, Asst. Secretary
Joe Collins	Board Supervisor, Asst. Secretary
Bob Glasser	Board Supervisor, Asst. Secretary

Also present were:

Grant Phillips	District Manager; Rizzetta & Company
Kristen Schalter	District Counsel; SRV
Scott Brizendine	Manager of District Financial Services, Rizzetta & Company (via phone)

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments at this time.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Schalter discussed the assessment process and stated that The Engineer and Methodology Report are not finalized so a continued meeting was requested to adopt assessment resolutions and set a public hearing for next week.

49 **B. District Engineer**

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51 Not present. The Board discussed the drain issue on Cascade Bend.

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53 **C. District Manager**

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55 Mr. Phillips confirmed that the next regular meeting would be held on
56 Monday, August 5, 2019 at 6:00 PM at the offices of Rizzetta & Company,
57 9428 Camden Field Pkwy, Riverview, FL 33578.

59 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Meeting
held June 17, 2019**

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63 Mr. Phillips presented the minutes from the Board of Supervisors' meeting held
64 on June 17, 2019. The Board noted various errors in the minutes.

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66 On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board
67 approved the minutes, as amended, of the Board of Supervisors' meeting held on
68 June 17, 2019 for the Riverbend West Community Development District.

69 **FIFTH ORDER OF BUSINESS**

**Consideration of O&M
Expenditures for June 2019**

70 Mr. Phillips presented the June 2019 Operations & Maintenance expenditures to
71 the Board for consideration. The Board noticed an error in the amount on the cover
72 page.

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74 On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board
75 ratified the June 2019 Operation & Maintenance expenditures, in the corrected
76 amount of \$11,592.08, for the Riverbend West Community Development District.

77 **SIXTH ORDER OF BUSINESS**

**Presentation of Fiscal Year
2018 Final Audit**

78 Mr. Phillips presented the Fiscal Year 2018 Final Audit to the Board for
79 ratification.

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81 On a Motion by Mr. Kaspar, seconded by Mr. Glasser, with all in favor, the Board
82 accepted the Fiscal Year 2018 Final Audit for the Riverbend West Community
83 Development District.

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85 **SEVENTH ORDER OF BUSINESS**

Supervisor Requests

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Mr. Evasick discussed guard rail systems and county permits.

Mr. Collins discussed revisiting the proposal from Yellowstone.

Mr. Collins spoke about ditch maintenance.

Mr. Collins spoke about sending cease and desist letters to residents regarding prohibited yard debris (Ms. Schalter will provide a draft).

EIGHTH ORDER OF BUSINESS

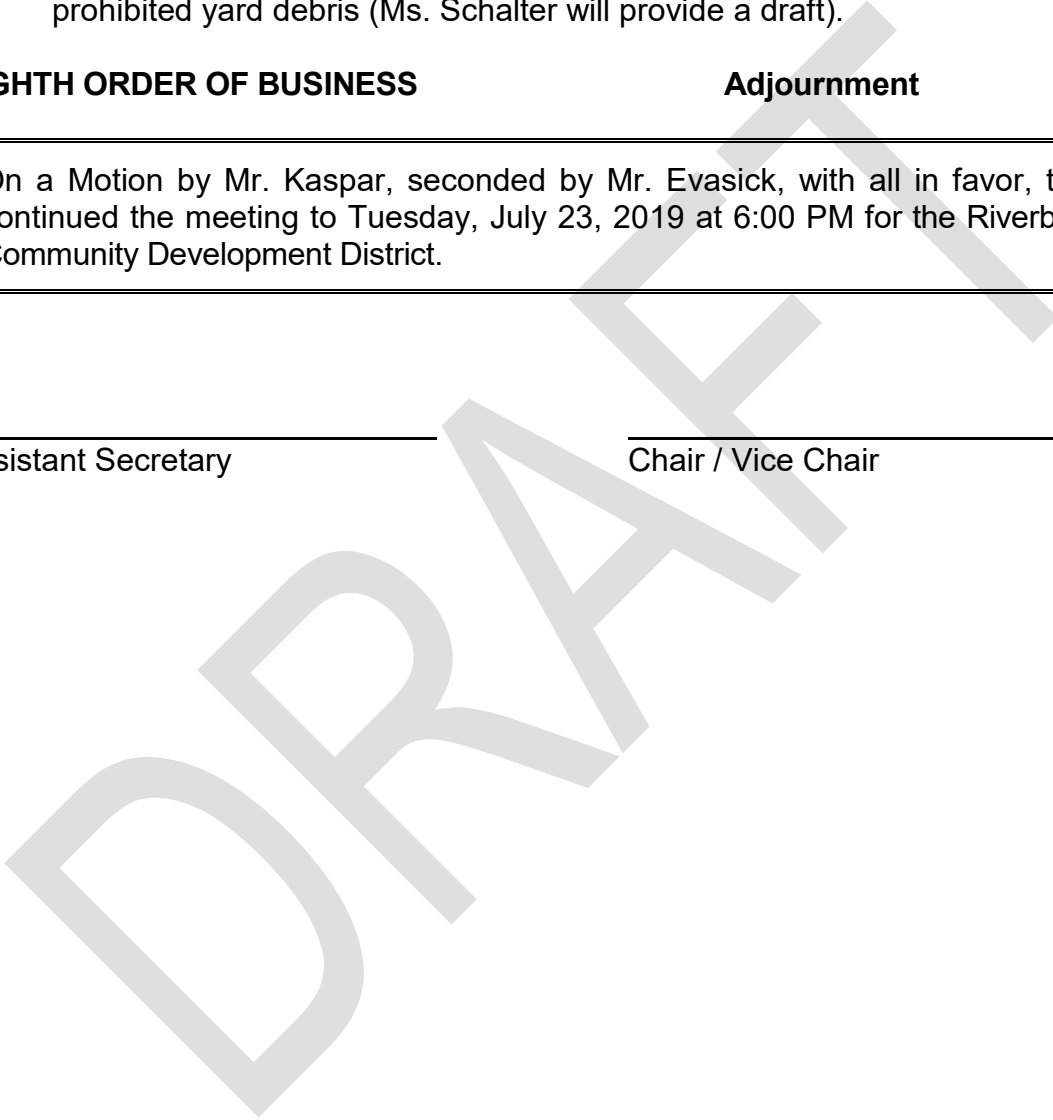
Adjournment

On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board continued the meeting to Tuesday, July 23, 2019 at 6:00 PM for the Riverbend West Community Development District.

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Assistant Secretary

Chair / Vice Chair



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 continued meeting of the Board of Supervisors of the Riverbend West Community Development District was held on **Monday, July 23, 2019 at 6:09 PM** at the offices of Rizzetta & Company, Inc., located at the offices of Rizzetta & Company, 9428 Camden Field Pkwy, Riverview, FL 33578.

Present and constituting a quorum were:

Vance Edwards	Board Supervisor, Chair
Kevin Kaspar	Board Supervisor, Vice Chair
Michael Evasick	Board Supervisor, Asst. Secretary (via phone)
Joe Collins	Board Supervisor, Asst. Secretary
Bob Glasser	Board Supervisor, Asst. Secretary

Also present were:

Grant Phillips	District Manager, Rizzetta & Company
Kristen Schalter	District Counsel, SRV
Tracy Robin	District Counsel, SRV
Scott Brizendine	Manager of District Financial Services, Rizzetta & Company
Phil Chang	DE, Johnson Engineering
Jennifer LaRocco	Gray Robinson
Milton Andrade	Highland Homes (via phone)
Andrew Reinhardt	Cassidy Holdings

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

i. Consideration of Resolution 2019-06, Declaring Special Assessments

Ms. Schalter addressed and answered general questions from the Board.

Mr. Brizendine introduced and discussed the Methodology Report.

On a Motion by Mr. Edwards, seconded by Mr. Glasser, with all in favor, the Board adopted Resolution 2019-06, Declaring Special Assessments, for the Riverbend West Community Development District.

ii. Consideration of Resolution 2019-07, Setting Public Hearing on Special Assessments

Ms. Schalter discussed and answered general questions from the Board.

Public Hearing date was set for Wednesday, September 25, 2019 at 6:00 PM.

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board adopted Resolution 2019-07, Setting Public Hearing on Special Assessments, and set the Public Hearing date for Wednesday, September 25, 2019 at 6:00 PM, for the Riverbend West Community Development District.

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board approved to change the regular BOS meeting date from Monday, September 16, 2019 to Thursday, September 12, 2019 at 6:00 PM for the Riverbend West Community Development District.

B. District Engineer

Mr. Chang introduced and explained the District Engineer report and answered general questions from the Board.

C. District Manager

Mr. Phillips confirmed that the next regular meeting would be held on Monday, August 5, 2019 at 6:00 PM at the offices of Rizzetta & Company, 9428 Camden Field Pkwy, Riverview, FL 33578.

82 **FOURTH ORDER OF BUSINESS**

**Consideration of Bond Counsel
Engagement Letter**

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Ms. LaRocco discussed and answered general questions from the Board.
General discussion ensued.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board approved the Bond Counsel Engagement Letter for Gray Robinson for the Riverbend West Community Development District.

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FIFTH ORDER OF BUSINESS

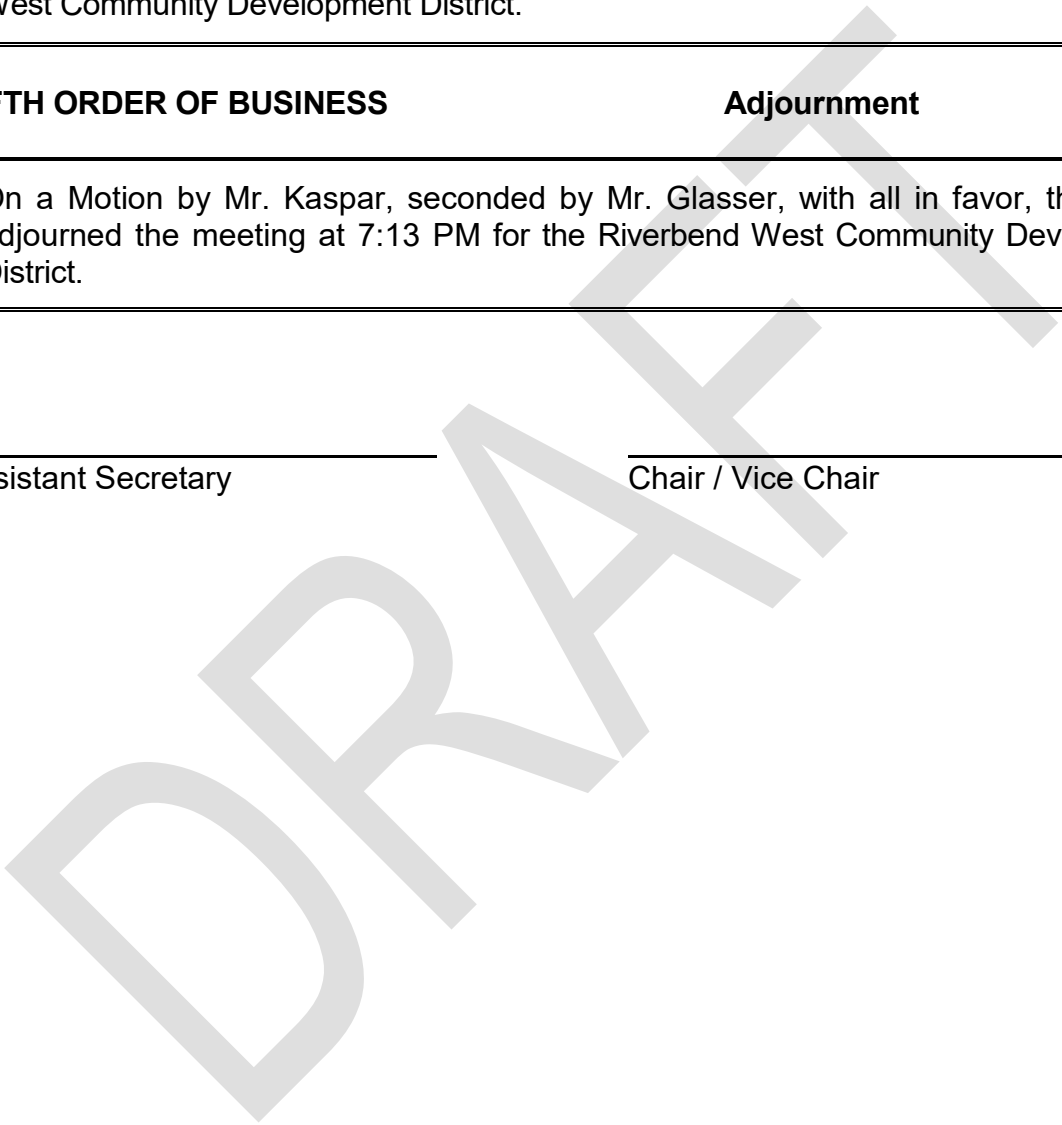
Adjournment

On a Motion by Mr. Kaspar, seconded by Mr. Glasser, with all in favor, the Board adjourned the meeting at 7:13 PM for the Riverbend West Community Development District.

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Assistant Secretary

Chair / Vice Chair



Tab 3

RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures June 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2019 through June 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,358.87**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc	000268	0000446838	Lake and Wetland Services - Monthly 06/19	\$ 459.00
Aquatic Systems, Inc	000268	0000446859	Mitigation Services - Monthly 06/19	\$ 112.00
Hillsborough County BOCC	000264	1442461492 05/19	222 Cascade Bend Dr. 05/19	\$ 12.79
JBW Designs LLC, dba Poop 911	000267	2706592	5 Stations Emptied, Bags Filled 05/19	\$ 240.93
JBW Designs LLC, dba Poop 911	000267	2793910	5 Stations Emptied, Bags Filled 04/19	\$ 240.93
Johnson Engineering, Inc	000265	4 Project 20181336-000	Engineering Services through 05/05/19	\$ 212.50
Joseph W.L. Collins	000257	JC052019	Board of Supervisors Meeting 05/20/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000261	KK052019	Board of Supervisors Meeting 05/20/19	\$ 200.00
Michael A Evasick	000259	ME052019	Board of Supervisors Meeting 05/20/19	\$ 200.00
Rizzetta & Company, Inc.	000262	INV0000041037	District Management Services 06/19	\$ 3,000.00
Robert A. Glasser	000260	BG052019	Board of Supervisors Meeting 05/20/19	\$ 200.00
Tampa Electric Company	000266	211006939188 05/19	371 Cascade Bend Dr 05/19	\$ 2,139.68
Vance Edwards	000258	VE052019	Board of Supervisors Meeting 05/20/19	\$ 200.00
Yellowstone Landscape	000263	SS 22029	Monthly Landscape Maintenance 05/19	<u>\$ 4,174.25</u>
Report Total				<u>\$ 11,592.08</u>

RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures July 2019 For Board Approval

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

The total items being presented: **\$28,166.34**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 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	000282	0000449719	Lake and Wetland Services - Monthly 07/19	\$ 459.00
Aquatic Systems, Inc	000282	0000449740	Mitigation Services - Monthly 07/19	\$ 112.00
Aquatic Systems, Inc	000282	0000451079	Lake and Wetland Services - Monthly 07/19 - Add-On	\$ 41.00
Carr, Riggs & Ingram LLC	000279	16711417	Audit Services for FYE 09/30/18	\$ 5,500.00
Disclosure Services, LLC	000281	2	Amortization Schedule -Boundary Expansion 11/01/18	\$ 150.00
Disclosure Services, LLC	000281	3	Amortization Schedule S2016	\$ 100.00
Hillsborough County BOCC	000278	1442461492 06/19	222 Cascade Bend Dr. 06/19	\$ 12.79
Johnson Engineering, Inc	000276	5 Project 20181336-000	Engineering Services through 06/09/19	\$ 2,422.50
Joseph W.L. Collins	000269	JC061719	Board of Supervisors Meeting 06/17/19	\$ 200.00
Joseph W.L. Collins	000284	JC071519	Board of Supervisors Meeting 07/15/19	\$ 200.00
Joseph W.L. Collins	000284	JC072319	Board of Supervisors Meeting 07/23/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000273	KK061719	Board of Supervisors Meeting 06/17/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000288	KK071519	Board of Supervisors Meeting 07/15/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000288	KK072319	Board of Supervisors Meeting 07/23/19	\$ 200.00

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Michael A Evasick	000271	ME061719	Board of Supervisors Meeting 06/17/19	\$ 200.00
Michael A Evasick	000286	ME071519	Board of Supervisors Meeting 07/15/19	\$ 200.00
Michael A Evasick	000286	ME072319	Board of Supervisors Meeting 07/23/19	\$ 200.00
Rizzetta & Company, Inc.	000274	INV0000041486	District Management Services 07/19	\$ 3,000.00
Robert A. Glasser	000272	BG061719	Board of Supervisors Meeting 06/17/19	\$ 200.00
Robert A. Glasser	000287	BG071519	Board of Supervisors Meeting 07/15/19	\$ 200.00
Robert A. Glasser	000287	BG072319	Board of Supervisors Meeting 07/23/19	\$ 200.00
Straley Robin Vericker	000277	17189	General Legal Svcs Through 06/15/19	\$ 1,675.50
Tampa Electric Company	000280	211006939188 06/19	371 Cascade Bend Dr 06/19	\$ 2,125.62
Vance Edwards	000270	VE061719	Board of Supervisors Meeting 06/17/19	\$ 200.00
Vance Edwards	000285	VE071519	Board of Supervisors Meeting 07/15/19	\$ 200.00
Vance Edwards	000285	VE072319	Board of Supervisors Meeting 07/23/19	\$ 200.00
Yellowstone Landscape	000275	SS 29714	Monthly Landscape Maintenance 06/19	\$ 4,174.25
Yellowstone Landscape	000275	SS 31869	Tree Installation 06/19	\$ 1,150.00

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	000275	SS 34467	Irrigation Repairs 05/19	\$ 69.43
Yellowstone Landscape	000283	SS 37068	Monthly Landscape Maintenance 07/19	<u>\$ 4,174.25</u>
Report Total				<u>\$ 28,166.34</u>