



Rizzetta & Company

Riverbend West Community Development District

Board of Supervisors' Meeting October 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 Bob Glasser	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	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 Comments 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.

October 15, 2019

Board of Supervisors
Riverbend West Community
Development District

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Riverbend West Community Development District will be held on **Monday, October 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 [revised agenda](#) for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS**
3. **STAFF REPORTS**
 - A. Aquatic Services Update.....Tab 1
 - i. [Consideration of Service and Water Testing Proposals.....Tab 2](#)
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held September 25, 2019Tab 3
 - B. Consideration of Operations & Maintenance Expenditures for September 2019.....Tab 4
5. **BUSINESS ITEMS**
 - A. Consideration of Resolution 2020-01, Supplemental Assessment Resolution.....Tab 5
 - B. Consideration of Resolution 2020-02, Amending the FY18-19 Budget.....Tab 6
 - C. [Consideration of Dissemination Agent Agreement.....Tab 7](#)
 - D. Consideration of Auditing Services Engagement LetterTab 8
 - E. Establishment of Audit Review Committee
 - F. Consideration of District Services Contract Addendum.....Tab 9
 - G. Consideration of Pond Warning Signs ProposalTab 10
 - H. Discussion Regarding Website Compliance Items.....Tab 11
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,

Bryan Radcliff

Bryan Radcliff, District Manager

Tab 3

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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 public hearing and special meeting of the Board of Supervisors of the Riverbend West Community Development District was held on **Wednesday, September 25, 2019 at 6:01 PM** at the offices of Rizzetta & Company, Inc., located at 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:

Bryan Radcliff	District Manager; Rizzetta & Company
Scott Brizendine	District FS Manager; Rizzetta & Company (via phone)
Kristen Schalter	District Counsel; Straley Robin & Vericker
John Vericker	District Counsel; Straley Robin & Vericker
Phil Chang	District Engineer; Johnson Engineering
Andrew Rhinehart	Developer; Cassidy Homes
Milton Andrade	Developer; Highland Homes
Logan Bell	Aquatic Systems, Inc.

FIRST ORDER OF BUSINESS

Call to Order

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

(Mr. Brizendine phoned in to the meeting at 6:04 PM.)

SECOND ORDER OF BUSINESS

**Public Hearing on Adoption of
Assessment Roll and
Imposition of Special
Assessments**

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Mr. Radcliff presented the topic and asked for a motion to open the public hearing.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board opened the public hearing on adoption of the assessment roll and imposition of special assessments for the Riverbend West Community Development District.

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As there were no comments or questions from the public, Mr. Radcliff asked for a motion to close the public hearing portion of the meeting.

On a Motion by Mr. Kaspar, seconded by Mr. Glasser, with all in favor, the Board closed the public hearing on adoption of the assessment roll and imposition of special assessments for the Riverbend West Community Development District.

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THIRD ORDER OF BUSINESS

**Consideration of Resolution
2019-13, Final Assessment
Resolution**

Mr. Radcliff presented Resolution 2019-13 to the Board for consideration and District Counsel reviewed the item for the Board.

On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board adopted Resolution 2019-13, Adopting the Assessment Roll and Imposing Special Assessments, for the Riverbend West Community Development District.

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FOURTH ORDER OF BUSINESS

**Consideration of Assignment of
Site Development Agreement**

Mr. Radcliff presented the Assignment of Site Development agreement to the Board for consideration.

On a Motion by Mr. Glasser, seconded by Mr. Kaspar, with all in favor, the Board approved the Assignment of Site Development agreement for the Riverbend West Community Development District.

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(Mr. Brizendine left the meeting at 6:09 PM.)

FIFTH ORDER OF BUSINESS

Staff Reports

73 **A. Aquatic Services Update**

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75 i. Discussion Regarding Pond Maintenance Issues

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77 Mr. Bell presented his latest aquatic services report to the Board for review and
78 addressed and answered the Board's general questions. Discussion ensued. Mr. Bell
79 confirmed that Aquatic Systems, Inc. will be servicing Tract D again at no cost to the
80 District. The Board requested a history of treatments, an updated proposal for the
81 alum test reflecting the new price of \$1,891.50, and a proposal for increased visits.

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83 *(Mr. Vericker, Mr. Andrade, and Mr. Rhinehart left the meeting at 6:09 PM.)*

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85 **B. District Counsel**

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87 Ms. Schalter presented her District Counsel report to the Board. She
88 commented on the missing exhibits from the previous meeting's bond resolutions.

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90 *(Mr. Collins and Mr. Bell left the meeting at 6:49 PM.)*

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92 **C. District Engineer**

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94 i. Discussion Regarding Drainage/Elevation Issues

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96 Mr. Chang presented his District Engineer report to the Board. Discussion
97 regarding drainage and elevation issues ensued. Mr. Chang commented on the
98 slick sidewalks and on incorrect pricing on the last proposal.

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100 *(Mr. Chang left the meeting at 7:00 PM.)*

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102 **D. District Manager**

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104 Mr. Radcliff confirmed that the next meeting would be held on Monday,
105 October 21, 2019 at 6:00 PM at the offices of Rizzetta & Company, located at 9428
106 Camden Field Parkway, Riverview, FL 33578.

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108 **SIXTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Regular
Meeting Held on Sep. 12, 2019**

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On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on September 12, 2019 for the Riverbend West Community Development District.
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113 **SEVENTH ORDER OF BUSINESS**

Supervisor Requests

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Mr. Edwards requested that twelve signs for the ponds be produced, to warn against swimming, fishing, boating, and feeding alligators.

EIGHTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Glasser, seconded by Mr. Evasick, with all in favor, the Board adjourned the meeting at 7:06 PM for the Riverbend West Community Development District.

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Assistant Secretary

Chair / Vice Chair

DRAFT

Tab 4

RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures September 2019 For Board Approval

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

The total items being presented: **\$23,460.96**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Aquatic Systems, Inc	000319	0000455588	Lake and Wetland Services - Monthly 09/19	\$ 500.00
Aquatic Systems, Inc	000319	0000455609	Mitigation Services - Monthly 09/19	\$ 112.00
Egis Insurance & Risk Advisors	000308	9226	General/POL Liability Insurance FY 19/20	\$ 5,894.00
Hillsborough County BOCC	000312	1442461492 08/19	222 Cascade Bend Dr. 08/19	\$ 12.97
Innersync Studio, Ltd	000324	17751	CDD Implementation - Onboarding of ADA Compliant	\$ 2,325.00
JBW Designs LLC, dba Poop 911	000317	2883432	5 Stations Emptied, Bags Filled 08/19	\$ 240.93
Joseph W.L. Collins	000321	JC091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000325	KK091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
Rizzetta & Company, Inc.	000309	INV0000043112	District Management Services 09/19	\$ 3,000.00
Robert A. Glasser	000323	BG091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
Straley Robin Vericker	000310	17407	General Legal Svcs Through 08/15/19	\$ 2,555.55
Tampa Bay Times	000316	0000010779 08/30/19	Legal Advertising 08/19	\$ 812.00
Tampa Bay Times	000326	0000010779 09/06/19	Legal Advertising 09/19	\$ 688.50
Tampa Bay Times	000315	0000010870 08/30/19	Legal Advertising 08/19	\$ 152.00

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Tampa Electric Company	000314	211006939188 08/19	371 Cascade Bend Dr 08/19	\$ 2,131.76
Vance Edwards	000322	VE091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
Yellowstone Landscape	000311	SS 49403	Irrigation Repairs 08/19	\$ 62.00
Yellowstone Landscape	000320	SS 52923	Monthly Landscape Maintenance 09/19	<u>\$ 4,174.25</u>
Report Total				<u>\$ 23,460.96</u>