



Rizzetta & Company

# **Riverbend West Community Development District**

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**Board of Supervisors' Meeting  
November 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	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Kristen Schalter	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 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.

November 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, November 18, 2019 at 6:00 PM** (immediately following the Audit Review Committee meeting), 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. Landscaping & Irrigation Update
    - i. Review of Irrigation System Report
  - B. Aquatic Services Update
  - C. District Counsel
  - D. District Engineer
  - E. District Manager
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Meeting held October 21, 2019 .....Tab 1
  - B. Consideration of Operations & Maintenance Expenditures for October 2019 .....Tab 2
  - C. Ratification of Check Requisitions #1 and #2.....Tab 3
- 5. BUSINESS ITEMS**
  - A. Discussion Regarding Security Cameras
  - B. Consideration of Fence Repair Proposal .....Tab 4
  - [C. Consideration of Erosion Protection Proposal.....Tab 5](#)
- 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 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, October 21, 2019 at 6:00 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	<b>Board Supervisor, Chair</b>
Kevin Kaspar	<b>Board Supervisor, Vice Chair</b>
Michael Evasick	<b>Board Supervisor, Asst. Secretary</b>
Bob Glasser	<b>Board Supervisor, Asst. Secretary (via phone)</b>
Joe Collins	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Company</b>
Jennifer Budis	<b>Administrative Assistant; Rizzetta &amp; Company</b>
Kristen Schalter	<b>District Counsel; SRV</b>
Phil Chang	<b>District Engineer; Johnson Engineering (via phone)</b>
Logan Bell	<b>Account Representative; ASI, Inc. (via phone)</b>
Andrew Rhinehart	<b>Developer; Cassidy Homes</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no comments or questions from the audience.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

46 **A. Aquatic Services Update**

47  
48 Mr. Bell presented his latest waterway treatment report to the Board for  
49 review. He reviewed the treatment history of the ponds and answered questions  
50 from the Board and a resident who was present.

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52 **i. Consideration of Revised Alum Test Proposal**

53  
54 Mr. Radcliff presented the revised proposal for alum testing of ponds #1, #2,  
55 and #8 to the Board for consideration. Brief discussion ensued.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors approved the proposal from Aquatic Systems, Inc. for alum jar testing of three ponds in the amount of \$1,891.00 for the Riverbend West Community Development District.

57  
58 **ii. Consideration of Service Visits Proposals**

59  
60 Mr. Radcliff presented a proposal from Aquatic Systems for increased service  
61 visits and inspections to the Board for consideration. Brief discussion ensued.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors approved the proposal from Aquatic Systems, Inc. for increased service visits and inspections at a price of \$100.00 per month, pending the drafting of an agreement by District Counsel, for the Riverbend West Community Development District.

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64 **B. District Counsel**

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66 Ms. Schalter presented her report to the Board and reviewed items including  
67 upcoming requisitions and O&M charges which will need to be reimbursed to the  
68 District.

69  
70 **C. District Engineer**

71  
72 Mr. Chang presented his report to the Board and reviewed items including  
73 recent tests for the slimy water, drainage ditches, and a request by Mr. Kaspar to  
74 meet on site.

75  
76 **D. District Manager**

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78 Mr. Radcliff confirmed that the next meeting will be held on Monday,  
79 November 18, 2019 at 6:00 PM at the offices of Rizzetta & Company, located at  
80 9428 Camden Field Parkway, Riverview, FL 33578.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Meeting Held September 25, 2019**

Mr. Radcliff presented the minutes of the meeting held on September 25, 2019 to the Board for consideration. Ms. Schalter noted that the word "missing" should be deleted from line 88.

On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 25, 2019 for the Riverbend West Community Development District.

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*(Mr. Bell and Mr. Chang disconnected from the meeting at 6:38 PM.)*

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**FIFTH ORDER OF BUSINESS**

**Consideration of Operations & Maintenance Expenditures for September 2019**

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Mr. Radcliff presented the September 2019 O&M expenditures to the Board for ratification. Brief discussion ensued. The Board requested research on a Yellowstone irrigation repair charge in the amount of \$62.00 which most likely was an HOA cost, and also asked for more detailed information from Yellowstone on their invoices going forward.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for September 2019 (\$23,460.96) for the Riverbend West Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01, Supplemental Assessment Resolution**

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Mr. Radcliff presented Resolution 2020-01 to the Board for consideration and Ms. Schalter summarized the purpose of the resolution.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors adopted Resolution 2020-01, Supplemental Assessment Resolution, for the Riverbend West Community Development District.

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111 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution**  
112 **2020-02, Amending the FY18-19**  
113 **Budget**  
114

115 Mr. Radcliff presented Resolution 2020-02 to the Board for consideration and  
116 explained the purpose of the document. Brief discussion ensued.  
117

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board of Supervisors adopted Resolution 2020-02, Amending the FY18-19 Budget, for the Riverbend West Community Development District.

118 **EIGHTH ORDER OF BUSINESS** **Consideration of Dissemination**  
119 **Agent Agreement**  
120  
121

122 Mr. Radcliff presented the dissemination agent agreement to the Board for  
123 consideration.  
124

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

125 **NINTH ORDER OF BUSINESS** **Consideration of Audit Services**  
126 **Engagement Letter**  
127  
128

129 Mr. Radcliff presented the engagement letter from Carr, Riggs & Ingram for FY  
130 2018-2019 annual audit services to the Board for consideration.  
131

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors approved the engagement letter from Carr, Riggs & Ingram for Fiscal Year 2018-2019 annual audit services for the Riverbend West Community Development District.

132 **TENTH ORDER OF BUSINESS** **Establishment of Audit Review**  
133 **Committee**  
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136 Mr. Radcliff explained the purpose and procedure of establishing a committee to  
137 contract for annual auditing services for the District. The Board supervisors agreed to  
138 serve as committee members and authorized staff to advertise as required.  
139







Tab 2

# RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures October 2019 For Board Approval

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

The total items being presented:           **\$22,736.54**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

# Riverbend West Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 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	000341	0000458511	Lake and Wetland Services - Monthly 10/19	\$ 500.00
Aquatic Systems, Inc	000341	0000458531	Mitigation Services - Monthly 10/19	\$ 112.00
Benchmark EnviroAnalytical, Inc	000343	19100661	Irrigation Water Analysis 10/19	\$ 414.75
Hillsborough County BOCC	000336	1442461492 09/19	222 Cascade Bend Dr. 09/19	\$ 12.97
Johnson Engineering, Inc	000328	8 Project 20181336-000	Engineering Services through 09/08/19	\$ 42.50
Johnson Engineering, Inc	000348	9 Project 20181336-000	Engineering Services through 10/06/19	\$ 1,275.00
Joseph W.L. Collins	000330	JC092519	Board of Supervisors Meeting 09/25/19	\$ 200.00
Joseph W.L. Collins	000344	JC102119	Board of Supervisors Meeting 10/21/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000334	KK092519	Board of Supervisors Meeting 09/25/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000349	KK102119	Board of Supervisors Meeting 10/21/19	\$ 200.00
Michael A Evasick	000337	ME091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
Michael A Evasick	000332	ME092519	Board of Supervisors Meeting 09/25/19	\$ 200.00
Michael A Evasick	000346	ME102119	Board of Supervisors Meeting 10/21/19	\$ 200.00
Rizzetta & Company, Inc.	000335	INV0000043727	Assessment Roll FY 19/20	\$ 5,000.00

# Riverbend West Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	000335	INV0000043850	District Management Services 10/19	\$ 3,095.67
Robert A. Glasser	000333	BG092519	Board of Supervisors Meeting 09/25/19	\$ 200.00
Robert A. Glasser	000347	BG102119	Board of Supervisors Meeting 10/21/19	\$ 200.00
Straley Robin Vericker	000329	17517	General Legal Svcs Through 09/15/19	\$ 995.70
Straley Robin Vericker	000350	17618	General Legal Svcs Through 10/15/19	\$ 2,443.10
Tampa Bay Times	000339	0000022326	Legal Advertising 10/19	\$ 212.00
Tampa Electric Company	000338	10/04/19 211006939188	371 Cascade Bend Dr 09/19	\$ 2,160.60
Vance Edwards	000331	VE092519	Board of Supervisors Meeting 09/25/19	\$ 200.00
Vance Edwards	000345	VE102119	Board of Supervisors Meeting 10/21/19	\$ 200.00
Yellowstone Landscape	000327	SS 53442	Irrigation Repairs 09/19	\$ 98.00
Yellowstone Landscape	000342	SS 57100	Monthly Landscape Maintenance 10/19	<u>\$ 4,174.25</u>
Report Total				<u>\$ 22,736.54</u>