



Rizzetta & Company

Riverbend West Community Development District

Board of Supervisors' Meeting February 17, 2020

**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.

February 13, 2020

Board of Supervisors
Riverbend West Community
Development District

REVISED AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Riverbend West Community Development District will be held on **Monday, February 17, 2020 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. Landscaping & Irrigation Update
 - i. [Consideration of Landscaping Proposal](#)Tab 1
 - B. Aquatic Services Update.....Tab 2
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Audit Review Committee Meeting held January 20, 2020Tab 3
 - B. Consideration of Minutes of Board of Supervisors' Meeting held January 20, 2020Tab 4
 - C. Consideration of Operations & Maintenance Expenditures for January 2020Tab 5
 - D. [Ratification of Change Order #001](#)Tab 6
 - E. [Ratification of Construction Requisitions #3-6](#)Tab 7
5. **BUSINESS ITEMS**
 - A. [Ratification of Final Audit for FY Ended Sep. 30, 2019](#)Tab 8
 - B. Consideration of Maintenance Services Proposal.....Tab 9
 - C. Consideration of Phase 3 Lighting Proposal & ContractTab 10
 - D. Discussion of Phase 3 Perimeter FencingTab 11
 - E. Discussion of Phase 3 Dog Park Inclusion
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 meeting of the Audit Review Committee of the Riverbend West Community Development District was held on **Monday, January 20, 2020 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	Committee Member
Kevin Kaspar	Committee Member
Michael Evasick	Committee Member
Bob Glasser	Committee Member <i>(via phone)</i>
Joe Collins	Committee Member

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company
Kristen Schalter	District Counsel; SRV
Phil Chang	District Engineer; Johnson Engineering <i>(via phone)</i>
Peter Simoes	Account Rep; SOLitude

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and conducted roll call, confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

**Consideration of Minutes of the
Audit Review Committee
Meeting held November 18, 2019**

Mr. Radcliff presented the minutes of the meeting held November 18, 2019 to the Committee for consideration. The Board noted that the "Order of Business" headers were out of order.

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board of Supervisors approved the minutes of the Audit Review Committee meeting held on November 18, 2019 as corrected for the Riverbend West Community Development District.

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45 **THIRD ORDER OF BUSINESS** **Review and Ranking of Proposals**

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47 Mr. Radcliff presented the audit services proposal to the Committee for
48 consideration. The Board ranked Carr, Riggs & Ingram as their top choice to provide
49 District auditing services.
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On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors accepted the proposal for annual audit services from Carr, Riggs & Ingram for the Riverbend West Community Development District.

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52 **FOURTH ORDER OF BUSINESS** **Comments / Adjournment**

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On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Audit Review Committee adjourned the meeting at 6:03 PM for the Riverbend West Community Development District.

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Assistant Secretary Chair / Vice Chair

Tab 4

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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 meeting of the Board of Supervisors of the Riverbend West Community Development District was held on **Monday, January 20, 2020 at 6:03 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
Bob Glasser	Board Supervisor, Asst. Secretary (via phone)
Joe Collins	Board Supervisor, Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company
Kristen Schalter	District Counsel; SRV
Phil Chang	District Engineer; Johnson Engineering (via phone)
Peter Simoes	Account Rep; SOLitude

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

Staff Reports

A. Landscaping & Irrigation Update

Mr. Radcliff updated the Board on recently completed installations within the District.

B. Aquatic Services Update

Mr. Simoes updated the Board on the status of the ponds. SOLitude has agreed to do an alum jar test on pond #4 free of charge and a dissolved oxygen

46 profile for all ponds also free of charge, advising that the completion date is the end
47 of March.

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49 **i. Presentation of Alum Jar Testing Results**

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51 Mr. Simoes presented the results of alum jar testing on ponds #2, #3, and #4
52 and reviewed the report with the Board.

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54 *(Mr. Simoes left the meeting at 6:21 PM.)*

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56 **C. District Counsel**

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58 Ms. Schalter reviewed various bills regarding CDDs which are currently
59 before the House legislature.

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61 **D. District Engineer**

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63 Mr. Chang presented his report to the Board. Topics discussed included the
64 status of speed bump installation on 1st St. south of 21st; a pond embankment liner
65 and change order that he is working on with District Counsel and District
66 management; and the ditch on 21st and 1st which is being regraded and having two
67 pipes removed. The Board requested that the new calculations be sent out.

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69 **E. District Manager**

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71 Mr. Radcliff confirmed that the next meeting will be held on Monday,
72 February 17, 2020 at 6:00 PM at the offices of Rizzetta & Company, located at
73 9428 Camden Field Parkway, Riverview, FL 33578. He also presented the
74 SOLitude aquatics services agreement to the Board for ratification.

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On a Motion by Mr. Edwards, seconded by Mr. Evasick, with all in favor, the Board of Supervisors ratified the aquatics services agreement with SOLitude for the Riverbend West Community Development District.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Meeting
Held December 16, 2019**

Mr. Radcliff presented the minutes of the meeting held on December 16, 2019 to the Board for consideration.

On a Motion by Mr. Evasick, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on December 16, 2019 for the Riverbend West Community Development District.

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FOURTH ORDER OF BUSINESS

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

Mr. Radcliff presented the December 2019 O&M expenditures to the Board for ratification.

On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for December 2019 (\$17,010.76) for the Riverbend West Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Audit
Committee Recommendation**

Mr. Radcliff presented the Audit Review Committee recommendation to the Board for consideration, which is to contract with Carr, Riggs & Ingram for annual auditing services. The Board approved the recommendation.

On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board of Supervisors approved the recommendation of the Audit Review Committee to contract with Carr, Riggs & Ingram to provide annual auditing services for the Riverbend West Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of Maintenance
Services Proposal**

Mr. Radcliff presented a proposal for general maintenance services to the Board for consideration. Discussion ensued. The Board agreed to continue discussion of the item at a later time.

SEVENTH ORDER OF BUSINESS

**Consideration of Perimeter
Fencing for Phase 3**

Mr. Radcliff presented the topic of perimeter fencing for Phase 3 to the Board for consideration. Discussion ensued. Mr. Chang informed the Board that Milton Andrade will install fencing in Phase 3 along 1st Street and the frontage of 21st. The Board requested that a formal proposal outlining the fence plan be sent.

116 **EIGHTH ORDER OF BUSINESS** **Discussion of Mailboxes**
117 **Relocation**
118

119 Mr. Radcliff updated the Board on the status of mailbox relocation within the
120 District.
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122 **NINTH ORDER OF BUSINESS** **Supervisor Requests**
123

124 Mr. Collins commented on the possibility of the District selling a portion of Phase
125 3 to the HOA for use as a dog park and requested that the topic of a dog park in Phase
126 3 be added as an agenda item for the February meeting.
127

128 Mr. Evasick requested info on TECO implementing solar equipment for Phase 3
129 lighting.
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131 Mr. Collins also requested that all future fencing discussions include an aerial
132 map for reference.
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134 **TENTH ORDER OF BUSINESS** **Adjournment**
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On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board of Supervisors adjourned the meeting at 7:41 PM for the Riverbend West Community Development District.

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Assistant Secretary Chair / Vice Chair

Tab 5

RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures January 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,018.39**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hillsborough County BOCC	000386	1442461492 12/19	222 Cascade Bend Dr. 12/19	\$ 13.59
Innersync Studio, Ltd	000389	17918	CDD Website Services - Annual Service 10/01/19-09/30/20	\$ 1,537.50
Johnson Engineering, Inc	000382	11 Project 20181336- 000	Engineering Services through 12/08/19	\$ 127.50
Joseph W.L. Collins	000392	JC012020	Board of Supervisors Meeting 01/20/20	\$ 200.00
Joseph W.L. Collins	000378	JC121619	Board of Supervisors Meeting 12/16/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000396	KK012020	Board of Supervisors Meeting 01/20/20	\$ 200.00
Kevin Kenneth Kaspar Sr.	000383	KK121619	Board of Supervisors Meeting 12/16/19	\$ 200.00
Michael A Evasick	000394	ME012020	Board of Supervisors Meeting 01/20/20	\$ 200.00
Michael A Evasick	000380	ME121619	Board of Supervisors Meeting 12/16/19	\$ 200.00
Rizzetta & Company, Inc.	000384	INV0000045834	District Management Services 01/20	\$ 3,095.67
Rizzetta & Company, Inc.	000390	INV0000046392	Annual Dissemination Services 2020	\$ 6,000.00
Robert A. Glasser	000395	BG012020	Board of Supervisors Meeting 01/20/20	\$ 200.00
Robert A. Glasser	000381	BG121619	Board of Supervisors Meeting 12/16/19	\$ 200.00
Solitude Lake Management	000397	PI-A00344970	Lake and Wetland Services - Monthly 01/20	\$ 500.00

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management	000397	Pi-A00344971	Mitigation Services - Monthly 01/20	\$ 112.00
Straley Robin Vericker	000385	17810	General Legal Svcs Through 12/15/19	\$ 541.75
Straley Robin Vericker	000398	17934	General Legal Svcs Through 01/15/20	\$ 2,021.50
Tampa Bay Times	000388	0000049424 01/03/20	Legal Advertising 01/20	\$ 242.00
Tampa Electric Company	000387	211006939188 12/19	371 Cascade Bend Dr 12/19	\$ 2,087.65
Vance Edwards	000393	VE012020	Board of Supervisors Meeting 01/20/20	\$ 200.00
Vance Edwards	000379	VE121619	Board of Supervisors Meeting 12/16/19	\$ 200.00
Yellowstone Landscape	000391	SS 77231	Monthly Landscape Maintenance 01/20	\$ 4,174.25
Yellowstone Landscape	000391	SS 82246	Plant Installation 01/20	\$ 473.70
Yellowstone Landscape	000391	SS 82247	Plant Installation 01/20	\$ 3,955.88
Yellowstone Landscape	000391	SS 82248	Irrigation Repairs 01/20	<u>\$ 135.40</u>
Report Total				<u>\$ 27,018.39</u>