



Rizzetta & Company

Riverbend West Community Development District

**Board of Supervisors' Meeting
June 15, 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.

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

June 5, 2020

Board of Supervisors
Riverbend West Community
Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Riverbend West Community Development District will be held on **Monday, June 15, 2020 at 6:00 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112). The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A.** Landscaping & Irrigation Update
 1. Consideration of Proposal for Removal and Replacement of the Diseased Palm TreesTab 1
 - B.** Aquatic Services Update
 1. Consideration of Pond Aeration Proposal.....Tab 2
 - C.** District Counsel
 - D.** District Engineer
 1. Riverbend West Phase 3 Update Tab 3
 - E.** District Manager
- 4. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Meeting held May 18, 2020Tab 4
 - B.** Consideration of Operations & Maintenance Expenditures for April 2020Tab 5
 - C.** Ratification of Construction Requisitions if any
- 5. BUSINESS ITEMS**
 - A.** Consideration of a Board Supervisor ReplacementTab 6
 1. Administer Oath of Office to Newly Appointed SupervisorTab 7
 2. Review of Form 1 and Sunshine Amendment
 - B.** Consideration of Resolution 2020-06, Designating Officers of the District.....Tab 8
 - C.** Review of HOA/CDD FencesTab 9
- 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) 933-5571.

Sincerely,

Bryan Radcliff

Bryan Radcliff
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 meeting of the Board of Supervisors of the Riverbend West Community Development District was held on **Monday, May 18, 2020 at 6:03 PM** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-112.

Present via teleconference 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
Joe Collins	Board Supervisor, Asst. Secretary

Also present via teleconference were:

Bryan Radcliff	District Manager; Rizzetta & Company
Kristen Schalter	District Counsel; Straley, Robin & Vericker
Jennifer Goldyn	District Manager; Rizzetta & Company
Jose Vasquez	Account Rep: Yellowstone Landscape
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

Mr. Radcliff asked if there were any audience comments. There were none put forth at this time.

THIRD ORDER OF BUSINESS

Staff Reports

A. Landscaping & Irrigation Update

Mr. Vasquez presented his landscape and irrigation report to the Board.

46 He reviewed some Palm trees that are diseased and need to be removed.
47 The Board requested a proposal for their next meeting for the removal and
48 replacement of the diseased Palm trees with choices to include “hurricane
49 cut” and “regenerative growth”.

50
51 **i. Ratification of Yellowstone’s Proposal for Plant Installation**

52
53 Mr. Radcliff presented and reviewed the proposal for the plant installation
54 that previously approved and asked the Board for a motion to approve.
55

On a Motion by Mr. Kasper, seconded by Mr. Collins, with all in favor, the Board of Supervisors approved the ratification of the approval of Yellowstone Landscape’s proposal #50973 for plant installation for 21st Avenue for a total amount of \$4,865.23 for the Riverbend West Community Development District.

56
57 **B. Aquatic Services Update**

58
59 The Board approved a contract increase from Solitude from \$612/month to
60 \$630/month.
61

On a Motion by Mr. Edwards, seconded by Mr. Kasper, with all in favor, the Board of Supervisors approved the contract increase from Solitude Lake Management (from \$612/month to \$630/month) for the Riverbend West Community Development District.

62
63 **C. District Counsel**

64
65 Ms. Schalter reviewed recent legislative rulings that are reducing the amount
66 of information required to be on the District websites.

67
68 **D. District Engineer**

69
70 Not present. The Board requested that District Engineer provide a report for
71 the next meeting giving a status of Phase 3 development within the District.
72

73
74 **E. District Manager**

75
76 Mr. Radcliff confirmed that the next meeting will be held on Monday, June
77 15, 2020 at 6:00 p.m. at the offices of Rizzetta & Company, located at 9428
78 Camden Field Parkway, Riverview, FL 33578 or via telephonic means.

79
80 Mr. Radcliff announced that there were 418 registered voters in the District.
81 He stated that Jennifer Goldyn will be transitioning into the District Manager position over the next few months.

82 Mr. Radcliff announced that the Board will hold a landowner election in
83 November for the seats whose terms are expiring.

84
85 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of**
86 **Board of Supervisors' Meeting**
87 **held on February 17, 2020**
88

89 Mr. Radcliff presented the minutes of the meeting held on February 17, 2020 to
90 the Board for consideration. There were no changes made to the meeting minutes.
91

On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on February 17, 2020 as presented for the Riverbend West Community Development District.

92
93 **FIFTH ORDER OF BUSINESS** **Consideration of Operations &**
94 **Maintenance Expenditures for**
95 **March 2020**
96

97 Mr. Radcliff presented the March 2020 O&M expenditures to the Board for
98 ratification.
99

On a Motion by Mr. Evasick, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for February 2020 (\$15,836.40) for the Riverbend West Community Development District.

100
101 **SIXTH ORDER OF BUSINESS** **Ratification of Construction**
102 **Requisitions (if any)**
103

104 Mr. Radcliff stated that there were no construction requisitions to present at this
105 time.

106
107 **SEVENTH ORDER OF BUSINESS** **Discussion** **Regarding**
108 **Perimeter Fence Definition**
109

110 The Board discussed the perimeter fence. The Board requested that District
111 Counsel and District engineer create a map with all fences marked as District or resident
112 responsibility.

113
114 **EIGHTH ORDER OF BUSINESS** **Consideration of Solitude's**
115 **Proposal for Pond Aeration**
116 **System**
117

118 The Board agreed to table this proposal pending Mr. Simoes from Solitude
 119 attending the next meeting to present the proposal and answer any questions.

120
 121 **NINTH ORDER OF BUSINESS** **Ratification of Approval of Entry**
 122 **Monument Drawing**
 123

124 The Board ratified the approval of the entry monument drawing. The Board
 125 requested follow-up on whether the monument should have lights.

126
 127 **TENTH ORDER OF BUSINESS** **Ratification of Resolution 2020-**
 128 **03, Re-designating the District**
 129 **Secretary**
 130

131 Mr. Radcliff presented and reviewed Resolution 2020-03, Re-designating the
 132 District’s secretary.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors ratified the approval of Resolution 2020-03, Re-designating the District Secretary for the Riverbend West Community Development District.

134
 135 **ELEVENTH ORDER OF BUSINESS** **Ratification of Resolution 2020-**
 136 **04, Designating Signatories of**
 137 **the District**
 138

139 Mr. Radcliff presented and reviewed Resolution 2020-04, Designating Signatories
 140 of the District.

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors ratified the approval of Resolution 2020-03, Re-designating the District Secretary for the Riverbend West Community Development District.

142
 143 **TWELFTH ORDER OF BUSINESS** **Presentation of Fiscal Year**
 144 **2020/2021 Proposed Budget**
 145

146 Mr. Radcliff presented the proposed budget for fiscal year 2-020/2021. He reviewed
 147 the line items of the budget for the Board.

148
 149 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Resolution**
 150 **2020-05, Approving Fiscal Year**
 151 **2020/2021 Proposed Budget**
 152 **and Setting the Public Hearing**
 153 **on the Final Budget**
 154

155 Mr. Radcliff presented and reviewed Resolution 2020-05, Approving Fiscal Year
156 2020/2021 Proposed Budget and Setting the Public Hearing on the Final Budget. He
157 stated that there is no increase in assessments this year.

On a Motion by Mr. Kasper, seconded by Mr. Evasick, with all in favor, the Board of Supervisors approved Resolution 2020-05, Approving Fiscal Year 2020/2021 Proposed Budget (\$265,216.00) and Setting the Public Hearing on the Final Budget(July 20, 2020 at 6:00 p.m.) for the Riverbend West Community Development District.

158
159 **FOURTEENTH ORDER OF BUSINESS** **Consideration of a Board**
160 **Resignation – Vance Edwards**
161

162 Mr. Radcliff presented Mr. Edwards resignation letter. He asked the Board for a
163 motion to accept.
164

On a Motion by Mr. Evasick, seconded by Mr. Kaspar, with all in favor, the Board of Supervisors ratified the approval of Resolution 2020-03, Re-designating the District Secretary for the Riverbend West Community Development District.

165
166 **FIFTEENTH ORDER OF BUSINESS** **Consideration of a Board**
167 **Supervisor Replacement**
168

169 Mr. Radcliff stated that he had only received one resume for the vacant Board seat.
170 The Board tabled this item until their next meeting so the position can be advertised via an
171 e-blast.
172

173 **SIXTEENTH ORDER OF BUSINESS** **Administer Oath of Office to**
174 **Newly Appointed Supervisor**
175

176 This item was tabled until the next Board meeting.
177

178 **SEVENTEENTH ORDER OF BUSINESS** **Review of Form 1 and Sunshine**
179 **Amendment**
180

181 This item was tabled until the next Board meeting.
182

183 **EIGHTEENTH ORDER OF BUSINESS** **Consideration of Handyman**
184 **Services Agreement**
185

186 Mr. Radcliff presented the Handyman Services Agreement to the Board.
187

On a Motion by Mr. Evasick, seconded by Mr. Glasser, with all in favor, the Board of Supervisors approved the Handyman Services' Agreement as presented for the Riverbend West Community Development District.

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NINETEENTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Radcliff asked if there were any Supervisor requests. Mr. Kasper commend on the dog waste station repair.

Mr. Collins commend on the HOA versus the CDD on social media.

Mr. Glasser requested a follow-up on where does the District property line start/end from the Amenity Center to the pond.

TWENTIETH ORDER OF BUSINESS **Adjournment**

On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board of Supervisors adjourned the meeting at 7:26 p.m. for the Riverbend West Community Development District.

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Assistant Secretary

Chair / Vice Chair

Tab 2

RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$23,231.79**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hillsborough County BOCC	000427	1442461492 03/20	222 Cascade Bend Dr. 03/20	\$ 13.59
Johnson Engineering, Inc	000426	14 Project 20181336-000	Engineering Services through 03/08/20	\$ 1,275.00
Rizzetta & Company, Inc.	000423	INV0000048112	District Management Services 04/20	\$ 3,095.67
Solitude Lake Management	000432	PI-A00388977	Lake and Wetland Services - Monthly 04/20	\$ 612.00
Straley Robin Vericker	000424	18143	General Legal Services Through 03/15/20	\$ 916.45
Straley Robin Vericker	000433	18250	General Legal Services Through 04/15/20	\$ 1,455.45
Tampa Electric Company	000428	211006939188 03/20	371 Cascade Bend Dr 03/20	\$ 2,159.37
US Bank	000429	5688104	Trustee Fees S2016 03/01/20-02/29/21	\$ 3,717.38
Yellowstone Landscape	000430	SS 100059	Plant Installation 04/20	\$ 4,865.23
Yellowstone Landscape	000425	SS 100060	Palm Removal & Replacement 04/20	\$ 473.70
Yellowstone Landscape	000425	SS 100061	Palm Removal 04/20	\$ 473.70
Yellowstone Landscape	000431	SS 100099	Monthly Landscape Maintenance 04/20	<u>\$ 4,174.25</u>
Report Total				<u>\$ 23,231.79</u>

Tab 3

RESOLUTION 2020-06

A RESOLUTION ELECTING THE OFFICERS OF THE RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Riverbend West Community Development District desires to elect the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons are elected to the offices shown:

Chairman	_____
Vice Chairman	_____
Asst. Secretary	_____
Asst. Secretary	_____
Asst. Secretary	_____
Asst. Secretary	_____

PASSED AND ADOPTED this ____ day of June, 2020.

ATTEST:

**RIVERBEND WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors