

**RIVERCREST  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JULY 16, 2018**

# RIVERCREST COMMUNITY DEVELOPMENT DISTRICT AGENDA

July 16, 2018 at 6:30 p.m.

The Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, FL 33569

<b>District Board of Supervisors</b>	Chairman Vice Chairman Supervisor Supervisor Supervisor	Joe McGee Elaine Sellent Lisa Fernandez Frank Nocco Ed Lamp
<b>District Manager</b>	Meritus	Brian Howell
<b>Operations Manager</b>	Rivercrest CDD	Rick Reidt
<b>District Attorney</b>	Bush Ross, PA	Michelle Drab
<b>District Engineer</b>	Stantec, Inc.	Tonja Stewart

*All cellular phones and pagers must be turned off while in the meeting room*

**The District Agenda is comprised of seven different sections:**

The meeting will begin at **6:30 p.m.** with the third section called **Audience Comments on Agenda Items** this is an opportunity for the individuals to comment on agenda items. The fourth section is called **Staff Reports** this section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the District. The fifth section **Business Administration** contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The sixth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. The seventh section is **Old Business** this section covers any business brought before the Board at previous meetings in which a decision was not made or further information was required before a decision could be reached. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The eighth section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

July 16, 2018

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Rivercrest Community Development District will be held on **Monday, July 16, 2018 at 6:30 p.m.** at the Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, FL 33569. The agenda is included below.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CHAIRMAN COMMENTS ON DISTRICT MATTERS**
  - A. Greenview Landscaping Introduction – Larry Rhum
- 4. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
- 5. VENDOR/STAFF REPORTS**
  - A. District Counsel – Michelle Drab (Phone In)
    - i. Easement Encroachment Agreement ..... Tab 01 Page 4
  - B. District Manager – Brian Howell
    - i. Discussion on Staffing ..... Tab 02 Page 11
    - ii. Meritus Quote for Payroll Processing Eliminating ADP ..... *under sep. cover*
  - C. Operations Manager – Rick L. Reidt
    - i. Operation Manager’s Report..... Tab 03 Page 14
    - ii. Goal Tracking Short and Long-Term..... Tab 04 Page 15
- 6. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors Continued Meeting June 5, 2018..... Tab 05 Page 17
  - B. Consideration of Minutes of the Board of Supervisors Regular Meeting June 18, 2018..... Tab 06 Page 22
  - C. Consideration of Operations and Maintenance Expenditures June 2018..... Tab 07 Page 27
  - D. Review of Financial Statements Month Ending June 30, 2018 ..... Tab 08 Page 131
- 7. NEW BUSINESS**
  - A. Evaluation of Landscaped Maintenance Areas ..... Tab 09 Page 148
  - B. Water Table Access Issue ..... Tab 10 Page 153
  - C. Limited Water Table Access ..... Tab 11 Page 155
  - D. Rear Easement and Property Line Encroachment..... Tab 12 Page 157
  - E. 301 Crestside Commercial Property Maintenance Plan ..... Tab 13 Page 158
- 8. OLD BUSINESS**
  - A. Surge Protection..... Tab 14 Page 159
- 9. SUPERVISOR REQUESTS**
- 10. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,

Brian Howell  
District Manager