

RIVERCREST COMMUNITY DEVELOPMENT DISTRICT

1 **January 28, 2019 Minutes of the Regular Meeting**

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3 **Minutes of the Regular Meeting**

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5 The Regular Meeting of the Board of Supervisors for Rivercrest Community Development
6 District was held on **Monday, January 28, 2019 at 6:30 p.m.** at the Rivercrest Clubhouse,
7 located at 11560 Ramble Creek Drive, Riverview, Florida 33569.
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10 **1. CALL TO ORDER/ROLL CALL**

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12 Brian Howell called the Regular Meeting and of the Board of Supervisors of the Rivercrest
13 Community Development District to order on **Monday, January 28, 2019 at 6:30 p.m.**
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15 **Board Members Present and Constituting a Quorum:**

16 Lisa Fernandez	Chair
17 Ed Lamp	Vice Chair
18 Elaine Sellent	Supervisor
19 Catherine Arnaez	Supervisor
20 Michael Ryan	Supervisor

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22 **Staff Members Present:**

23 Brian Howell	Meritus
24 Rick Reidt	Onsite Staff
25 Michelle Reiss	District Counsel

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27 There were several audience members present.
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30 **2. PLEDGE OF ALLEGIANCE**

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32 The Pledge of Allegiance was recited.
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35 **3. AUDIENCE QUESTION AND COMMENTS ON AGENDA ITEMS**

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37 An audience commented that he would like to reserve the cabana for his daughter's birthday and
38 said that there may be about 80 people attending. The Board asked him for the date, time, and
39 other details. The Board talked about maybe having an off-season number vs. a summer number
40 for reserving the cabana. Supervisor Sellent asked about increasing the number of staff, and Mr.
41 Reidt said it would need to be doubled. The Board discussed the request. Supervisor Fernandez
42 said she would like to put a discussion about the different seasons and rentals on the agenda for
43 another month. Supervisor Sellent suggested raising the deposit for having more guests attending
44 the party. Supervisor Lamp suggesting requesting reimbursement for extra staffing costs.
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MOTION TO:	Approve the gathering for up to 80 people with the stipulation that the homeowner pays \$60 along with the deposit to pay for extra staff.
MADE BY:	Supervisor Lamp
SECONDED BY:	Supervisor Ryan
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

An audience member then commented about issues with some of previous parties and felt like having an even larger number of people at the cabana could create more problems. A resident also said that the Board should continue to work with homeowners when they have requests like these and also asked about the discussion on management companies on the agenda. Another resident expressed the importance of listening to residents and staff and respecting the rules. There were also audience comments about the budget, management fees, getting answers when coming to the meetings, having staff find issues in the ponds rather than having residents find them first, weeds coming through the fence onto homeowner property from the lake area, and permission for a contractor to park a pod. The Board discussed and asked for more details about the contractor and parking.

4. VENDOR/STAFF REPORTS
A. District Counsel – Michelle Reiss

Ms. Reiss updated the Board on the Villas pocket parks. The Villas would like to maintain their own parks. A member of the Villas Board was in the audience and explained that the idea would be to add some improvements and then turn it over to the CDD. He suggested having the CDD and the Villas Board work together directly. Supervisor Sellent will be the CDD representative to work with the Villas HOA.

Ms. Reiss went over the progress on finalizing the encroachment agreements.

The Board wanted to do ahead and move up the encroachment review of 11401 Mountain Bay Drive on the agenda. Mr. Reidt went over the encroachment of the fence on 11401 Mountain Bay Drive on CDD property. The Board and Ms. Reiss discussed.

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MOTION TO:	Have the homeowner at 11401 Mountain Bay Drive remove the fence from CDD property and put it on his own property.
MADE BY:	Supervisor Sellent
SECONDED BY:	Supervisor Lamp
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

Ms. Reiss also discussed the term limits for the CDD Chair item later on the agenda. She stated that officers are re-designated every two years following an election. Ms. Reiss said there is nothing that is prohibiting the re-designation of officers more frequently than every two years, but it is important to maintain continuity at the meetings. As for term limits, she said that she is not aware of a reason it would not be allowed, though at any time the Board could then change the term limits again. Supervisor Lamp went over his thought process behind doing term limits for the Chair position. The Board discussed setting term limits but decided to leave it as is.

Ms. Reiss also went over putting CDD items in the HOA newsletter and said there is no legal reason not to do so. She just said to be cognizant that sometimes people confuse the CDD and HOA and to make sure it is clear.

A member of the Communications Committee gave a presentation about the newsletter. They had about 870 emails, but 650 were rejected. There were some errors in the newsletter, but they can do live corrections. She wanted to see if the CDD and HOA can merge their email lists. She also said the Communication Committee plans to send out postcards to residents asking for emails so they can receive the newsletter. Ms. Reiss said she would be hesitant about sharing email lists and said that instead, the CDD could send out a blast to its own email list. The Communications Committee representative also went over taking notes on the meetings for the newsletter. Ms. Reiss recommended having the CDD look over the notes. Mr. Reidt will look over them before they are published in the newsletter. Supervisor Lamp wanted to make sure the CDD can review CDD content.

Ms. Reiss also brought up the management company discussion agenda item and wanted to make sure that the statutory process is followed. She can help with the request for proposals and contracts.

Michelle Reiss left the meeting.

B. District Engineer – Tonja Stewart

Mr. Reidt updated the Board on the underdrainage issue and is meeting with Hillsborough County this evening about it. The weir cutback helped with most of the drainage. The Board discussed the drainage and making sure it gets resolved with the County.

129 **i. SWFWMD Littoral Shelf Plantings**

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131 Mr. Reidt went over the SWFWMD littoral shelf plantings proposal. The Board discussed and
132 said they would like to get other proposals and a priority list for the next meeting.
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134 **C. District Manager – Brian Howell**

- 135 **i. HCSO Off Duty Coverage Recap**
136 **ii. Financial Review**
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138 Mr. Howell went over the average cost of the off-duty deputies vs. Bales. He also stated that the
139 bridge loan had been paid off on Friday. Mr. Howell went over that the financials are tracking
140 about 4% over budget for the first quarter, so it is important to watch spending. He also asked the
141 Board if they had any questions about the email he sent out with historical data.
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143 **C. Operations Manager – Rick L. Reidt**

- 144 **i. Operation Manager’s Report**
145 **ii. Goal Tracking Short and Long Term**
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147 Mr. Reidt said he is continuing to work on encroachments. He will be sending out follow-ups for
148 non-compliance. Mr. Reidt went over that some pressure-washing would be starting soon.
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151 **5. BUSINESS ADMINISTRATION**

152 **A. Consideration of Minutes of the Board of Supervisors Meeting November 26, 2018**

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154 The Board reviewed the minutes. Supervisor Arnaez said she mentioned in the last meeting
155 about getting information about speed limits under supervisor comments.
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157	MOTION TO:	Approve the November 26, 2018 meeting minutes
158		with changes.
159	MADE BY:	Supervisor Sellent
160	SECONDED BY:	Supervisor Arnaez
161	DISCUSSION:	None further
162	RESULT:	Called to Vote: Motion PASSED
163		5/0 – Motion passed unanimously

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165 **B. Consideration of Operations and Maintenance Expenditures November 2018**

166 **C. Consideration of Operations and Maintenance Expenditures December 2018**

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168 The Board reviewed the O&Ms. Supervisor Sellent asked about the postage cost. Mr. Howell
169 answered that it was the closing documents for the bridge loan. She also asked about the express
170 mail charge. Mr. Reidt said it was the delivery of the payroll from switching it over. Supervisor
171 Sellent asked about the Heritage propane charge. Mr. Reidt answered that at this time of year
172 even with shutting it down, a lot of propane is used to bring it back up because of the colder
173 temperatures. Supervisor Sellent asked about a landscape maintenance item being high in the

174 budget and also about a check for staff. Supervisor Fernandez asked for the code to be fully
175 written out for the checks rather than abbreviated. Supervisor Lamp asked about the ADA
176 compliance fee and a Hillsborough County charge. He also asked about the lack of irrigation
177 costs in the budget so far for the current fiscal year. Supervisor Ryan asked about the HCSO
178 report and discussed the differences between having Bales vs. off-duty HCSO in the community.
179 He felt they were getting a better value with Bales. The Board would like to add security to the
180 agenda for discussion at a future meeting. Supervisor Lamp would like to hear what other
181 Districts of the same size do for security. Supervisor Arnaez would like to see the check images
182 for the SunTrust account.

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184	MOTION TO:	Approve the O&Ms from November 2018 and
185		December 2018.
186	MADE BY:	Supervisor Lamp
187	SECONDED BY:	Supervisor Sellent
188	DISCUSSION:	None further
189	RESULT:	Called to Vote: Motion PASSED
190		5/0 – Motion passed unanimously

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192 **D. Review of Financial Statements Month Ending December 31, 2018**

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194 The financials were reviewed and accepted. Supervisor Lamp asked for more detail to be
195 included when certain line items tracking high in the budget.

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198 **6. NEW BUSINESS**

199 **A. Volunteer Waiver Form**

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201 Mr. Reidt went over the volunteer waiver form that Counsel drafted. Supervisor Lamp wanted to
202 get more information regarding if this is a one-time form.

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204	MOTION TO:	Approve the form.
205	MADE BY:	Supervisor Fernandez
206	SECONDED BY:	Supervisor Arnaez
207	DISCUSSION:	None further
208	RESULT:	Called to Vote: Motion PASSED
209		5/0 – Motion passed unanimously

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212 **B. TECO Agreement LED Conversion**

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214 Mr. Reidt went over the TECO agreement for LED conversion. The Board discussed.

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MOTION TO:	Approve the TECO agreement for LED lights.
MADE BY:	Supervisor Lamp
SECONDED BY:	Supervisor Sellent
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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C. Community Center Pool Resurfacing

225 Mr. Reidt went over the community center pool resurfacing. He recommended doing it either
226 soon or in the fall. Supervisor Ryan went over well points and draining the pool. The Board
227 discussed and wanted the item to be tabled until maybe November.

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D. Community Center Pool Heating

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Mr. Reidt went over the community center pool heating and recommended three units for the
size of the pool. The Board discussed and wanted to know about the differences in BTUs on the
units in the quotes.

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MOTION TO:	Approve the Advanced and Spa proposal for the three heat and cool units with the caveat that it has to be the same BTUs or higher, and have Supervisor Ryan make sure of this.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Sellent
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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E. Viburnum Replacements (Clubhouse and Symmes)

247 Mr. Reidt went over the Viburnum replacements at the Clubhouse and Symmes Rd. The Board
248 discussed the proposal. Mr. Howell recommended deferring until later in the year. Supervisor
249 Lamp wanted to do more of a phased approach. Supervisor Ryan went over the drip lines and
250 irrigation.
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MOTION TO:	Approve the replacements for up to \$10,000 and check on the irrigation.
MADE BY:	Supervisor Sellent
SECONDED BY:	Supervisor Fernandez
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

F. Discussion on Management Companies

Supervisor Fernandez went over that she would like to go out to bid to see what else out there and how things work in other communities. The Board discussed going out to bid.

MOTION TO:	Contact Counsel to discuss moving forward with an RFP for management companies and find out more about the process for working on a contract.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Sellent
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

7. OLD BUSINESS

Supervisor Sellent wanted to know if staff had received any more information about the sign at the right turn she had asked about in the previous meeting. Mr. Howell and Mr. Reidt said that it would have to be done through the FDOT.

Supervisor Lamp mentioned previously talking about limiting Counsel’s attendance at the meetings.

8. SUPERVISOR REQUESTS

Supervisor Arnaez wanted to get more detail in traffic calming and speed limits. She also reiterated having more detail in the financials.

292 Supervisor Fernandez brought up the Chamber of Commerce membership. She wanted to see if
293 anyone was interested in receiving the information or attending the meetings. Supervisor Arnaez
294 said she could become the primary contact.

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297 **9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION**

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299 A resident asked how they get companies to respond to RFPs. Mr. Reidt and Mr. Howell
300 explained. Residents also asked about mulch, dead grass, the ponds, being fair with the
301 encroachment agreements, parks, staff working for the Board vs. the management company,
302 communication, landscaping, volunteering, and the schedule of the LED conversion.

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305 **10. ADJOURNMENT**

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MOTION TO:	Adjourn at 9:33 p.m.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Arnaez
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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315 *Please note the entire meeting is available on disc.

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317 *These minutes were done in summary format.

318 *Each person who decides to appeal any decision made by the Board with respect to any matter
319 considered at the meeting is advised that person may need to ensure that a verbatim record of
320 the proceedings is made, including the testimony and evidence upon which such appeal is to be
321 based.

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323 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
324 noticed meeting held on 3.18.19.

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327 Signature

Signature

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Brian Howell

Lisa Fernandez

330 Printed Name

Printed Name

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332 Title:

Title:

333 Secretary

Chairman

334 Assistant Secretary

Vice Chairman

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Recorded by Records Administrator

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m. A. [Signature]

Signature

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3.22.19

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Date

