

# RIVERCREST COMMUNITY DEVELOPMENT DISTRICT

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1 April 19, 2021 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, April 19, 2021 at 6:30 p.m.** at the Rivercrest Clubhouse located  
7 at 11560 Ramble Creek Dr., Riverview, FL 33569.  
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10 **1. PLEDGE OF ALLEGIANCE**

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12 Supervisor Lamp led the Pledge of Allegiance.  
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15 **2. CALL TO ORDER/ROLL CALL**

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17 Gene Roberts called the Regular Meeting of the Board of Supervisors of the Rivercrest  
18 Community Development District to order on **Monday, April 19, 2021 at 6:30 p.m.**  
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20 **Board Members Present and Constituting a Quorum:**

21 Ed Lamp Chair  
22 Elaine Sellent Vice-Chair  
23 Lisa Fernandez Supervisor  
24 Catherine Arnaez Supervisor  
25 Michael Ryan Supervisor  
26

27 **Staff Members Present:**

28 Gene Roberts District Manager, Meritus  
29 Vivek Babbar District Counsel, Straley Robin Vericker  
30 Tonja Stewart District Engineer, Stantec *via conference call*  
31 Antonio Merced Operations Manager  
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33 There were approximately 15 audience members in attendance.  
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36 **3. AUDIENCE QUESTION AND COMMENTS ON AGENDA ITEMS**

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38 There were no audience comments.  
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41 **4. STAFF REPORTS**

42 **A. District Engineer – Tonja Stewart**

43 **i. Villas Drainage**  
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45 Ms. Stewart provided an update on the Villas drainage issue. She reviewed the recent meetings  
46 she had with the HOA's legal counsel and SWFWMD. Ms. Stewart stated there is a solution to  
47 solving the problem that would involve removing 45 trees and re-grading the back of the lots at  
48 an approximate cost of \$75K-\$100K. Supervisor Ryan asked about it being on private property.

49 Mr. Babbar and Ms. Stewart said the homeowners would also have to grant an easement to  
50 Rivercrest CDD. The Board discussed the issue and recommendation.

51  
52 Villas HOA President Jeff Culver questioned if the District was maintaining the current water  
53 way system in that area properly and stated he was frustrated in the time it has taken to come up  
54 with a solution and resolve the drainage problem. He also mentioned the Villas might hire an  
55 engineer to work with Ms. Stewart.

56  
57 The Board continued to discuss the recommendation. Supervisor Sellent asked about adding a  
58 French drain. Ms. Stewart said it would be part of the solution. Supervisor Sellent was also  
59 concerned about setting a precedent for the District paying for issues on private property.  
60 Supervisor Lamp asked Counsel if there would be long-term ramifications to assume future  
61 liabilities if the CDD agrees to assist in the matter. Mr. Babbar said it would depend on the cause  
62 of the failure. The Board asked for an approximate cost to prepare construction plans. Ms.  
63 Stewart stated that it would be around \$7,500-\$10,000 because surveying would be needed.

64  
65 The Board, Mr. Culver, Mr. Babbar, and Ms. Stewart continued to discuss the drainage issue and  
66 how to move forward. They discussed the tree removal, permitting, and paying for the repairs.  
67 Several Board members expressed concern that it is on private property. The Board consensus  
68 was that all three entities should contribute in correcting the problem.

69  
70 Mr. Babbar summarized the CDD/HOA responsibilities and recommended a follow up  
71 conversation with himself, the District Engineer, HOA Counsel and SWFWMD. Supervisor  
72 Ryan and Supervisor Lamp asked for more information about the berm. Ms. Stewart answered.

73

74 **B. District Counsel – Vivek Babbar**

75

76 Mr. Babbar provided an update on some of the bills concerning CDDs that are under review at  
77 the current state legislative session, including bills about COVID liability, publishing meeting  
78 notices on the website instead of the newspaper, and local government ethics and training. He  
79 also told the Board he had completed a template agreement for cost sharing between the CDD  
80 and HOA on capital improvements.

81

82 Mr. Roberts went over that as requested, an RFP for legal counsel was advertised but with no  
83 firms applying. He asked the Board if they would like to submit another RFP. The Board  
84 discussed and the consensus was that they want Counsel's priority to be in the best interest  
85 representing Rivercrest CDD. At this time, Straley Robin & Vericker will remain as Legal  
86 Counsel for the District.

87

88 **C. District Manager – Gene Roberts**

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**i. Action Item List**

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**ii. Greenview Inspections**

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**iii. First Choice Inspection**

92

93 Mr. Roberts went over the action item list and told the Board that staff has had a difficult time  
94 getting proposals from vendors. The Board expressed concerns with the condition of the

95 landscape and asked for a Greenview representative to attend the next meeting. Supervisor  
96 Sellent asked that the Board be sent a copy of the amenity staffs evaluations and wage increase.

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98 **D. Operations Manager – Antonio Merced**

99 **i. Manager’s Report**

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101 The Board reviewed the management reports. Mr. Merced went over what staff has been  
102 working on the past month.

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105 **5. NEW BUSINESS**

106 **A. Discussion on Basketball Courts Light Replacement Proposal**

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108 This Board reviewed the proposal from Advanced Energy to replace the lights. They asked staff  
109 to get a breakdown from the vendors for material versus labor and to get another proposal.

110

111 **B. Discussion on Landscaping Improvements Proposal**

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113 This Board discussed the proposal for landscape enhancements from Greenview. The Board  
114 expressed concerns about planting now with the strict water restrictions and if some of the plant  
115 material proposed were the right plants for the community. The Board agreed to add the jasmine  
116 to the island in the clubhouse parking lot.

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MOTION TO: Approve adding the jasmine to the island in the  
clubhouse parking lot.

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120

MADE BY: Supervisor Lamp

121

SECONDED BY: Supervisor Sellent

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

124

5/0 – Motion passed unanimously

125

126 **C. Discussion on Pool Repair Proposals**

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128 This Board discussed the proposal from Aqua Pools to replace the heater for the spa for the cost  
129 of \$4,410. The Board asked for staff to get another proposal for comparison. The Board also  
130 asked for staff to get additional proposals to repair the splash pad motor.

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MOTION TO:	Approve the new spa heater from the lowest bidder not to exceed \$4,410.
MADE BY:	Supervisor Lamp
SECONDED BY:	Supervisor Armaez
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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**D. Discussion on Fitness Trail Proposal**

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This Board reviewed the proposal and sign sample from Mike’s signs and approved it.

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**6. CONSENT AGENDA**

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**A. Consideration of Board of Supervisors Regular Meeting Minutes March 15, 2021**

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The Board reviewed the meeting minutes. Supervisor Fernandez asked if the monthly minutes can be more detailed. Supervisor Lamp noted that resident Jeff Culver’s name was misspelled.

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MOTION TO:	Approve the March 15, 2021 meeting minutes with corrections.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Lamp
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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**B. Consideration of Operations and Maintenance Expenditures March 2021**

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The Board reviewed the O&Ms. Supervisor Fernandez questioned if the RFP for legal counsel had to be advertised in the newspaper or if are there other venues. She also questioned the cost of using MHD and if staff can look into using another IT company. Supervisor Lamp agreed the District should explore using a different IT company. Supervisor Fernandez also asked about the AmeriGas invoices, which was for the heating of the pool.

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Supervisor Sellent stated that the water usage for the cabana pool has increased. Mr. Merced said he has noticed that the daily meter readings the usage has increased. Supervisor Ryan explained to him how he can check the pool pump to measure water usage. Supervisor Sellent also asked about the Payne invoice on page 116 and was told it was for the six-month service of the air conditioner unit.

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174 Supervisor Ryan questioned the Leto Plumbing invoice on page 111 and if they also inspected  
175 the backflow at the time of repair.

176  
177 Supervisor Lamp asked why the HCSO invoice was past due. Mr. Roberts stated the invoice was  
178 received on March 8th. Supervisor Lamp also asked about page 114 and requested for staff to  
179 find a less expensive vendor to purchase checks from.

180

181	MOTION TO:	Approve the March 2021 O&Ms.
182	MADE BY:	Supervisor Arnaez
183	SECONDED BY:	Supervisor Lamp
184	DISCUSSION:	None further
185	RESULT:	Called to Vote: Motion PASSED
186		5/0 – Motion passed unanimously

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### 188 C. Review of Financial Statement Month Ending March 31, 2021

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190 Supervisor Lamp went over the financial statements and stated that the District is currently 17%  
191 under budget. He asked for staff to look into why there is still 18% outstanding on the tax  
192 assessments.

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### 195 7. AUDIENCE QUESTIONS AND COMMENTS ON OTHER ITEMS

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197 A resident commented that it would have been better if District Engineer had attended the  
198 meeting in person. There was also a comment on the Villas drainage issue and the resident noted  
199 they were glad to hear that SWFWMD will have to approve the drainage construction.

200

201 Mrs. Shinnick commented on the landscape conditions. She told the Board she has some books  
202 on plants she got from the extension service and would like to donate them. Supervisor Sellent  
203 said she would be glad to take them. Mrs. Shinnick also asked about the possibility of converting  
204 the sports field to a dog park and that she would like to open a dialogue with the CDD about the  
205 possibility. The Board discussed the request in detail. Supervisor Sellent stated several cons of  
206 putting it there, including the need for a double gate, card access, water stations, waste stations,  
207 and liability insurance. Supervisor Lamp explained the process of potentially moving forward  
208 with converting the field to a dog park. The Board agreed to consider it.

209

210 The Treasurer of the HOA told the Board that at the recent HOA, meeting he made the motion to  
211 rescind the offer of the HOA purchasing a utility vehicle for the CDD because of the length of  
212 time the offer has been on the table. He asked if the CDD still wants the vehicle to move forward  
213 with the purchase. Supervisor Fernandez stated that she was not happy that the Board had  
214 approved the purchase and that it was not done. The other Board members agreed. Supervisor  
215 Lamp said he was being cautious with District funds until Counsel could draw up a cost-sharing  
216 purchase agreement between the CDD and the HOA.

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219 **8. SUPERVISOR REQUESTS**

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221 Supervisor Sellent asked about the email Mr. Roberts sent the Board earlier in the day of a  
222 resident/staff conflict. It was the same resident who had an incident at the pool last month. The  
223 recommendation was to suspend their access card for 90 days.  
224

225	MOTION TO:	Approve the suspension.
226	MADE BY:	Supervisor Lamp
227	SECONDED BY:	Supervisor Sellent
228	DISCUSSION:	None further
229	RESULT:	Called to Vote: Motion PASSED
230		5/0 – Motion passed unanimously

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232 Supervisor Arnaez asked if the conference/speaker line can be upgraded.

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236 9. ADJOURNMENT  
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238	MOTION TO:	Adjourn.
239	MADE BY:	Supervisor Sellent
240	SECONDED BY:	Supervisor Arnaez
241	DISCUSSION:	None further
242	RESULT:	Called to Vote: Motion PASSED
243		5/0 – Motion passed unanimously

244  
245 *\*Please note the entire meeting is available on disc.*  
246  
247 *\*These minutes were done in summary format.*  
248 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
249 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
250 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

251  
252 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
253 noticed meeting held on 5/17/2021.

254 [Signature]  
255  
256 Signature

EP Sellent  
Signature

257 [Signature]  
258  
259 Printed Name

ELAINE SELLENT  
Printed Name

260  
261 Title:  
262  Secretary  
263  Assistant Secretary

Title:  
 Chairman  
 Vice Chairman

264  
265  
266 *Recorded by Records Administrator*  
267 [Signature]  
268 Signature  
269 5/21/2021  
270 Date  
271  
272

