

1 **July 17, 2017 Minutes of 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 of the New River Community Development District was
6 held on **Monday, July 17, 2017 at 11:00AM** at 5227 Autumn Ridge Drive, Wesley Chapel, FL 33545.

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8 Board Members Present and Constituting a Quorum at the onset of the meeting:

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11 **Board of Supervisors**

12 Ross Halle	Chairman
13 Eric Marks	Vice Chairman
14 Stephanie Lerret	Supervisor
15 Erik Domenech	Supervisor

16
17 **District Staff**

18 Vivian Carvalho	District Manager- Leland Management, Inc.
19 Mary Fritzier	Field Operation Manager- Leland Management, Inc.
20 Vivek Babbar	District Counsel- Straley & Robin, PA <i>(via speakerphone)</i>
21 Tonja Stewart	District Engineer- absent
22 Phyllis Cragin	Accounting Manager- Leland Management, Inc. <i>(via speakerphone)</i>

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25 Yellowstone Landscaping was Present

26 Various Audience Members Present

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31 **1. CALL TO ORDER/ROLL CALL**

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33 **Vivian Carvalho called the Regular Meeting of the Board of Supervisors of the New River Community**
34 **Development District to order on Monday, July 17, 2017 at 11:07AM.**

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36 **2. AUDIENCE COMMENTS ON AGENDA ITEMS**

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38 **None**

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40 **3. BUSINESS ADMINISTRATION**

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42 **A. Consideration of the Board of Supervisors Meeting Minutes May 15, 2017- Section 1**

43
44 *A motion was made by Eric Marks to approve the Board of Supervisors Meeting*
45 *Minutes from May 15, 2017. The motion was seconded by Stephanie Lerret.*

46 *No further discussion*

47 *All those in favor, the motion was carried unanimously.*

49 Consideration of the Board of Supervisors Meeting Minutes May 30, 2017- Section 1
50

51 *A motion was made by Eric Marks to approve the Board of Supervisors Continued*
52 *Meeting from May 30, 2017. The motion was seconded by Erik Domenech.*

53 *No further discussion*

54 *All those in favor, the motion was carried unanimously.*
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56 **B. Consideration of the Operation and Maintenance Expenditures April 2017 and May, 2017 –**
57 **Section 2**
58

- 59 1. The Board questioned on long term plan for Leland to take over financial part of CDD.
60 Vivian Carvalho noted that Phyllis Cragin was recently hired as Accounting Manager to
61 work with a consultant hand in hand and offline discussion can be had as to when would be
62 a good time to take over financial part.
63
- 64 2. The Board questioned regarding the status of hiring a new on-site maintenance person.
65 Mary Fritzler is still interviewing potential candidates. She stated it has been very difficult
66 to locate the correct person to be suitable to serve the Community.
67

68 *A motion was made by Ross Halle to ratify the Operation and Maintenance*
69 *Expenditures for April 2017. The motion was seconded by Eric Marks.*

70 *No further discussion*

71 *All those in favor, the motion was carried unanimously.*
72

73 *A motion was made by Eric Marks to ratify the Operation and Maintenance*
74 *Expenditures for May 2017. The motion was seconded by Stephanie Lerret.*

75 *No further discussion*

76 *All those in favor, the motion was carried unanimously.*
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78 **C. Review of Financial Statements Month Ending April 2017 & May 2017- Section 3**
79

80 *A motion was made by Stephanie Lerret to approve the Financial Statements*
81 *Month Ending April 2017. The motion was seconded by Ross Halle.*

82 *No further discussion*

83 *All those in favor, the motion was carried unanimously.*
84

85 *A motion was made by Eric Marks to approve the Financial Statements Month*
86 *Ending May 2017. The motion was seconded by Ross Halle.*

87 *No further discussion*

88 *All those in favor, the motion was carried unanimously.*
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90 **4. BUSINESS ITEMS**
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92 **A. Initiating the RFP Process for Auditing Services for FY 2017/2018/2019**
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- 94 i. Appointing the Audit Committee. Vivian Carvalho recommended doing this in conjunction
95 with the August 2017 meeting to create the evaluation criteria to then place RFP for bids in
96 the newspaper.
97

98 *A motion was made by Erik Domenech to appoint the Board as the Audit*
99 *Committee to review audits for FY 2017/2018/2019. The motion was seconded by*
100 *Ross Halle.*

101 *No further discussion*

102 *All those in favor, the motion was carried unanimously.*

- 103
104 **ii. Scheduling the Audit Committee Meeting to Review Evaluation Criteria and Public**
105 **Advertisement for RFP.**

106
107 *A motion was made by Eric Marks to approve District staff to proceed with*
108 *conducting audits RFP's and sending out the evaluation criteria once August*
109 *meeting is scheduled. The motion was seconded by Erik Domenech.*

110 *No further discussion*

111 *All those in favor, the motion was carried unanimously.*

- 112
113 **iii. FY 2015 – 2016 Draft Audit. Vivian Carvalho stated that Management is finalizing the draft**
114 **Audit with Carr Riggs & Ingram and requested a motion to authorize District Chair to**
115 **review and accept the Audit so it can be filed with the State.**

116
117 *A motion was made by Eric Marks to approve District Chair authorized to review*
118 *the audit and if acceptable to approve in substantial form so it can be submitted*
119 *and filed with the State. The motion was seconded by Erik Domenech.*

120 *No further discussion*

121 *All those in favor, the motion was carried unanimously.*

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123 **5. STAFF REPORTS**

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125 **A. District Counsel**

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127 **None**

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129 **B. District Engineer**

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131 **Not Present**

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133 **C. District Manager**

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135 **Vivian Carvalho stated that the Proposed Budget, Approved by the Board on May 30,**
136 **2017, has been sent out to the County and District Office has submitted the 2 advertisement**
137 **to be placed on the newspaper of the Public Hearing scheduled for August 21, 2017. In**
138 **addition, since the Proposed Assessment reflect an increase from last FY mailed notices**
139 **will be mailed out to all the residents prior to the Public Hearing.**

140
141 **The Approval of the Proposed Budget Meeting is scheduled for August 21, 2017 at 6:30PM.**
142 **Quorum required for that meeting. The HOA meeting will be held immediately after the**
143 **CDD meeting.**

144 ***(Vivek Babbar left the meeting in progress at 12:00PM)***

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D. Field Operations Manager

Mary Fritzler provided an overview of the additional lighting that has been implemented in the community.

- i. She recapped the sharing of the off-duty sheriff between both communities, New River CDD and New River Township. Ross Halle questioned a police report about a recent incident that occurred in the community. Lengthy discussion ensued on this topic.
- ii. Three proposals presented, one for replacing magnolia trees (\$2,065.00), one for replacement of additional plants, mulch (\$3,514.00) and one for replacement of sod in areas that are needed (\$6,282.75).

*A motion was made by Ross Halle to approve to proceed with the 3 proposals as presented. The motion was seconded by Eric Marks.
No further discussion
All those in favor, the motion was carried unanimously.*

- iii. Ratification of Judkins Construction proposals for lighting, grinding of sidewalks and bathrooms with exception of sidewalk pressure washing part of the bid.

*A motion was made by Eric Marks to approve to proceed with the Judkins Construction proposal for lighting, grinding of sidewalks and bathrooms with the exception of sidewalk pressure washing part of the bid. The motion was seconded by Ross Halle.
No further discussion
All those in favor, the motion was carried unanimously.*

6. SUPERVISORS REQUESTS

7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

Homeowner asked about getting a bike rack. Based on price, ratification will be done at the next meeting.

Homeowner commented on the Garden Area within the pocket park which currently has sign there but with no information. Mary Fritzler will follow-up with the Committee Member that spearheads the Garden Area.

Homeowner questioned about placing an orange tree in the open area. It was noted a lot of maintenance is involved with having citrus trees and intent of the large area is for children to play, however a nice tree that is low in maintenance could be considered. Mary Fritzler will follow up on this item and provide recommendation for the Board.

Homeowner commented on having signs in pocket park for picking up after pets. Also, suggested having poop stations installed versus signs. Lengthy discussion ensued on this topic. Mary Fritzler will follow up on this item and provide recommendation for the Board.

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Mary Fritzler will review these items and report suggestions and recommendations for the Board to consider at the next Board Meeting such as benches, plants, and trees in the pocket park areas that will be an improvement for the greater good of the CDD.

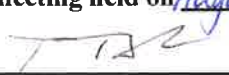
8. ADJOURNMENT

A motion was made by Eric Marks to adjourn the meeting. The motion was seconded by Ross Halle.
No further discussion
All those in favor, the motion was carried unanimously and the meeting was adjourned at 12:30PM.

**These minutes were done in a summary format.*


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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on August 21, 2017



Signature
Ross Halle

Printed Name




Signature
Vivian Carvalho

Printed Name

Title:
 Chair
 Vice Chair

Title:
 Secretary
 Assistant Secretary

Recorded by Records Administrator



Signature

8/21/2017

Date

