

**NEW RIVER
COMMUNITY DEVELOPMENT
DISTRICT**

OCTOBER 27, 2022

AGENDA PACKAGE



210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

New River Community Development District

Inframark, Community Management Services
210 North University Drive, Suite 702 • Coral Springs, Florida 33071
Telephone: (954) 603-0033 • Fax: (954) 345-1292

October 20, 2022

Board of Supervisors
New River Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the New River Community Development District is scheduled for Thursday, October 27, 2022 at 2:00 p.m. at the New River Amenity Center, 5227 Autumn Ridge Drive, Wesley Chapel, Florida. Following is the meeting agenda:

- 1. Call to Order/Roll Call**
- 2. Audience Comments**
- 3. Consent Agenda**
 - A. Financials Dated September 2022
 - B. Approval of the Minutes of the September 15, 2022 Meeting
 - C. Motion to Assign Fund Balance as of September 30, 2022
- 4. Staff Reports**
 - A. District Engineer
 - B. District Counsel
 - i. Discussion of Amenity Usage Agreement with Adjacent Avalon Park West Multi-Family Development (Draft Agreement Under Separate Cover)
 - C. Landscape & Irrigation Maintenance
 - D. Aquatic Maintenance
 - E. District Manager
 - i. Audit Committee Selection Process
 - a. Establishment of RFP Evaluation Criteria
 - b. Authorization to Proceed with RFP
 - ii. Landscape RFP Results (Under Separate Cover)
- 5. Old Business**
- 6. New Business**
- 7. Supervisors' Requests**
- 8. Adjournment**

Any supporting material for the items listed above not included in the agenda package will be provided as soon as they are available, or they will be distributed at the meeting. I look forward to seeing you at the meeting, but in the meantime if you have any questions, please contact me.

Sincerely,

Mark Vega

Mark Vega
District Manager

cc: Vivek Babbar
Tonja Stewart

Third Order of Business

3A.

**New River
Community Development District**

Financial Report

September 30, 2022

Prepared by



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**New River
Community Development District**

Financial Statements

(Unaudited)

September 30, 2022

Balance Sheet
September 30, 2022

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2010 DEBT SERVICE FUND	SERIES 2020 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 178,348	\$ -	\$ -	\$ 178,348
Due From Other Funds	-	67,311	999	68,310
Investments:				
Money Market Account	452,265	-	-	452,265
Prepayment Fund (A-2)	-	1,694	-	1,694
Prepayment Fund (B-2)	-	1,236	-	1,236
Remedial Indenture (A-2)	-	92,490	-	92,490
Reserve Fund (A-2)	-	149,586	-	149,586
Reserve Fund (B-2)	-	18,597	-	18,597
Revenue Fund (A-1)	-	-	57,486	57,486
Revenue Fund (A-2)	-	143,738	-	143,738
Revenue Fund (B-2)	-	143,063	-	143,063
Senior Reserve Fund (A-1)	-	-	99,381	99,381
Subordinate Reserve Fund (A-1)	-	-	9,150	9,150
Subordinate Prepayment Fund (A-1)	-	-	844	844
Prepaid Items	2,335	-	-	2,335
Deposits	5,250	-	-	5,250
TOTAL ASSETS	\$ 638,198	\$ 617,715	\$ 167,860	\$ 1,423,773
<u>LIABILITIES</u>				
Accounts Payable	\$ 10,146	\$ -	\$ -	\$ 10,146
Accrued Expenses	13,527	-	-	13,527
Due To Developer	13,258	-	-	13,258
Sales Tax Payable	66	-	-	66
Deposits	100	-	-	100
Deferred Revenue	-	340,438	-	340,438
Due To Other Funds	68,310	-	-	68,310
TOTAL LIABILITIES	105,407	340,438	-	445,845
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	2,335	-	-	2,335
Deposits	5,250	-	-	5,250
Restricted for:				
Debt Service	-	277,277	167,860	445,137
Assigned to:				
Operating Reserves	109,200	-	-	109,200
Unassigned:	416,006	-	-	416,006
TOTAL FUND BALANCES	\$ 532,791	\$ 277,277	\$ 167,860	\$ 977,928
TOTAL LIABILITIES & FUND BALANCES	\$ 638,198	\$ 617,715	\$ 167,860	\$ 1,423,773

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-22 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 2,263	0.00%	\$ 753
Room Rentals	-	3,276	0.00%	-
Interest - Tax Collector	-	1	0.00%	-
Special Assmnts- Tax Collector	637,199	637,199	100.00%	-
Special Assmnts- CDD Collected	131,497	131,497	100.00%	-
Special Assmnts- Discounts	(25,489)	(24,441)	95.89%	-
Other Miscellaneous Revenues	-	1,031	0.00%	-
TOTAL REVENUES	743,207	750,826	101.03%	753
EXPENDITURES				
<u>Administration</u>				
P/R-Board of Supervisors	6,000	4,600	76.67%	800
FICA Taxes	-	352	0.00%	61
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Dissemination Agent	5,000	-	0.00%	-
ProfServ-Engineering	5,000	3,839	76.78%	-
ProfServ-Legal Services	15,000	15,279	101.86%	1,261
ProfServ-Mgmt Consulting	36,845	35,462	96.25%	3,070
ProfServ-Trustee Fees	11,000	12,949	117.72%	-
ProfServ-E-mail Maintenance	1,076	1,076	100.00%	90
Auditing Services	6,500	500	7.69%	-
Contract-Website Hosting	1,579	1,551	98.23%	-
Miscellaneous Mailings	2,400	1,062	44.25%	225
Public Officials Insurance	2,820	-	0.00%	-
Legal Advertising	2,000	2,111	105.55%	-
Misc-Property Taxes	550	89	16.18%	-
Misc-Assessment Collection Cost	12,744	12,255	96.16%	-
Tax Collector/Property Appraiser Fees	150	188	125.33%	-
Amenity Center Cost Share	50,000	23,936	47.87%	-
Dues, Licenses, Subscriptions	325	223	68.62%	-
Total Administration	160,189	115,472	72.08%	5,507
<u>Electric Utility Services</u>				
Utility - Irrigation	3,500	1,235	35.29%	126
Street Lights	45,084	25,955	57.57%	3,272
Total Electric Utility Services	48,584	27,190	55.96%	3,398
<u>Garbage/Solid Waste Services</u>				
Solid Waste Assessment	335	-	0.00%	-
Total Garbage/Solid Waste Services	335	-	0.00%	-

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-22 ACTUAL
<u>Water-Sewer Comb Services</u>				
Utility Services	22,250	18,004	80.92%	1,530
Total Water-Sewer Comb Services	22,250	18,004	80.92%	1,530
<u>Stormwater Control</u>				
Stormwater Assessment	250	511	204.40%	-
Conservation & Wetlands	8,500	5,984	70.40%	-
Aquatic Maintenance	17,500	8,952	51.15%	688
Total Stormwater Control	26,250	15,447	58.85%	688
<u>Other Physical Environment</u>				
Insurance - Property	7,500	8,552	114.03%	-
Insurance - General Liability	4,000	598	14.95%	-
R&M-Well Maintenance	2,500	-	0.00%	-
Landscape Maintenance	150,000	143,385	95.59%	13,527
Landscape Replacement	40,000	25,201	63.00%	-
Irrigation Repairs & Replacement	9,500	44,671	470.22%	5,968
Holiday Decoration	2,500	-	0.00%	-
Utility Deposit Bond	2,000	1,693	84.65%	-
Reserve	109,200	-	0.00%	-
Total Other Physical Environment	327,200	224,100	68.49%	19,495
<u>Contingency</u>				
Misc-Contingency	25,000	10,779	43.12%	921
Miscellaneous Expenses	-	120	0.00%	-
Cap Outlay - Vehicles	-	8,897	0.00%	-
Total Contingency	25,000	19,796	79.18%	921
<u>Road and Street Facilities</u>				
Pressure Cleaning	13,500	-	0.00%	-
R&M-Sidewalks	1,500	-	0.00%	-
R&M-Street Signs	1,500	-	0.00%	-
Roadway Repair & Maintenance	5,000	-	0.00%	-
Total Road and Street Facilities	21,500	-	0.00%	-
<u>Parks and Recreation - General</u>				
Payroll-Salaries	34,074	21,481	63.04%	-
Clubhouse - Facility Janitorial Service	3,000	2,975	99.17%	275
Pest Control	425	439	103.29%	105
Contracts-Pools	10,200	10,200	100.00%	850

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-22 ACTUAL
Telephone/Fax/Internet Services	2,100	2,469	117.57%	171
Utility - Recreation Facilities	6,600	5,779	87.56%	738
Utility - Fountains	3,750	456	12.16%	43
R&M-Clubhouse	10,000	13,579	135.79%	-
R&M-Fountain	5,000	396	7.92%	-
R&M-Parking Lots	1,500	-	0.00%	-
R&M-Pools	2,500	490	19.60%	-
Athletic/Park Court/Field Repairs	1,500	-	0.00%	-
Amenity Maintenance & Repairs	5,000	2,756	55.12%	645
Facility A/C & Heating Maintenance & Repair	1,500	100	6.67%	-
Security System Monitoring & Maint.	2,500	619	24.76%	-
Garbage Collection	10,000	353	3.53%	-
Entry & Walls Maintenance	2,000	2,869	143.45%	-
Access Control Maintenance & Repair	2,500	4,766	190.64%	378
Miscellaneous Expenses	1,500	3,616	241.07%	-
Office Supplies	250	-	0.00%	-
Clubhouse - Facility Janitorial Supplies	400	362	90.50%	-
Facility Supplies	1,000	34	3.40%	-
Dog Waste Station Service & Supplies	4,100	282	6.88%	-
Pool Permits	500	425	85.00%	-
Total Parks and Recreation - General	111,899	74,446	66.53%	3,205
TOTAL EXPENDITURES	743,207	494,455	66.53%	34,744
Excess (deficiency) of revenues				
Over (under) expenditures	-	256,371	0.00%	(33,991)
Net change in fund balance	\$ -	\$ 256,371	0.00%	\$ (33,991)
FUND BALANCE, BEGINNING (OCT 1, 2021)	276,420	276,420		
FUND BALANCE, ENDING	\$ 276,420	\$ 532,791		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-22 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 21	0.00%	\$ 1
Special Assmnts- Tax Collector	230,014	230,014	100.00%	-
Special Assmnts- CDD Collected	1,097,398	755,731	68.87%	285,490
Special Assmnts- Discounts	(9,201)	(8,823)	95.89%	-
TOTAL REVENUES	1,318,211	976,943	74.11%	285,491
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	4,600	4,424	96.17%	-
Total Administration	4,600	4,424	96.17%	-
Debt Service				
Principal Debt Retirement	265,000	265,000	100.00%	-
Interest Expense	717,088	717,088	100.00%	-
Total Debt Service	982,088	982,088	100.00%	-
TOTAL EXPENDITURES	986,688	986,512	99.98%	-
Excess (deficiency) of revenues				
Over (under) expenditures	331,523	(9,569)	-2.89%	285,491
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	331,523	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	331,523	-	0.00%	-
Net change in fund balance	\$ 331,523	\$ (9,569)	-2.89%	\$ 285,491
FUND BALANCE, BEGINNING (OCT 1, 2021)	286,846	286,846		
FUND BALANCE, ENDING	\$ 618,369	\$ 277,277		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-22 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 566	0.00%	\$ 252
Special Assmnts- Tax Collector	238,146	238,147	100.00%	-
Special Assmnts- Prepayment	-	10,719	0.00%	-
Special Assmnts- Discounts	(9,525)	(9,135)	95.91%	-
TOTAL REVENUES	228,621	240,297	105.11%	252
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	4,763	4,580	96.16%	-
Total Administration	4,763	4,580	96.16%	-
Debt Service				
Principal Debt Retirement	120,000	135,000	112.50%	-
Interest Expense	96,125	95,925	99.79%	-
Total Debt Service	216,125	230,925	106.85%	-
TOTAL EXPENDITURES	220,888	235,505	106.62%	-
Excess (deficiency) of revenues Over (under) expenditures	7,733	4,792	61.97%	252
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	7,733	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	7,733	-	0.00%	-
Net change in fund balance	\$ 7,733	\$ 4,792	61.97%	\$ 252
FUND BALANCE, BEGINNING (OCT 1, 2021)	163,068	163,068		
FUND BALANCE, ENDING	\$ 170,801	\$ 167,860		

**New River
Community Development District**

Supporting Schedules

September 30, 2022

New River

Community Development District

Monthly Collection Report For the Fiscal Year Ending September 30, 2022

						ALLOCATION BY FUND		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Postage Deduction	Collection Costs	Gross Amount Received	General Fund	Series 2010 A-2 Debt Service Fund	Series 2020 A-1 Debt Service Fund
Assessments Levied FY22					\$ 1,105,360	\$ 637,199	\$ 230,014	\$ 238,147
Allocation %					78%	58%	21%	22%
11/12/21	\$ 3,035	\$ 172	\$ -	\$ 62	\$ 3,269	\$ 1,884	\$ 680	\$ 704
11/18/21	\$ 28,211	\$ 1,199	-	\$ 576	\$ 29,987	\$ 17,286	\$ 6,240	\$ 6,461
11/24/21	\$ 14,245	\$ 606	-	\$ 291	\$ 15,141	\$ 8,728	\$ 3,151	\$ 3,262
12/07/21	\$ 749,379	\$ 31,861	-	\$ 15,293	\$ 796,534	\$ 459,172	\$ 165,750	\$ 171,611
12/14/21	\$ 25,257	\$ 1,040	-	\$ 515	\$ 26,812	\$ 15,456	\$ 5,579	\$ 5,777
12/20/21	\$ 103,978	\$ 4,334	-	\$ 2,122	\$ 110,434	\$ 63,661	\$ 22,980	\$ 23,793
01/06/22	\$ 95,257	\$ 3,006	-	\$ 1,944	\$ 100,206	\$ 57,765	\$ 20,852	\$ 21,589
02/08/22	\$ 11,413	\$ 263	-	\$ 233	\$ 11,909	\$ 6,865	\$ 2,478	\$ 2,566
03/09/22	\$ 5,299	\$ 55	-	\$ 108	\$ 5,461	\$ 3,148	\$ 1,136	\$ 1,177
04/08/22	\$ 993	\$ -	-	\$ 20	\$ 1,014	\$ 584	\$ 211	\$ 218
06/08/22	\$ 2,610	\$ (78)	-	\$ 53	\$ 2,586	\$ 1,491	\$ 538	\$ 557
06/09/22	\$ 1,840	* \$ (60)	\$ 186	\$ 41	\$ 2,007	\$ 1,157	\$ 418	\$ 432
TOTAL	\$ 1,041,517	\$ 42,397	\$ 186	\$ 21,259	\$ 1,105,360	\$ 637,199	\$ 230,014	\$ 238,147
% COLLECTED						100%	100%	100%
TOTAL OUTSTANDING						\$ 0	\$ 0	\$ 0

* Tax Certificate Sale

Cash and Investment Report

September 30, 2022

<u>Account Name</u>	<u>Bank Name</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND			
Checking Account - Operating New	Bank United	-	\$178,348
Money Market Account - Operating New	Valley Bank	0.30%	452,265
			<u>630,613</u>
DEBT SERVICE FUNDS			
Series 2010 Prepayment Fund A-2	US Bank	0.02%	1,694
Series 2010 Prepayment Fund B-2	US Bank	0.02%	1,236
Series 2010 Remedial Expenditure A-2	US Bank	0.02%	92,490
Series 2010 Reserve Fund A-2	US Bank	0.02%	149,586
Series 2010 Reserve Fund B-2	US Bank	0.02%	18,597
Series 2010 Revenue Fund A-2	US Bank	0.02%	143,738
Series 2010 Revenue Fund B-2	US Bank	0.02%	143,063
	Subtotal Fund 201		<u>550,404</u>
Series 2020 Revenue Fund A-1	US Bank	0.02%	57,486
Series 2020 Senior Reserve Fund A-1	US Bank	0.02%	99,381
Series 2020 Sub Reserve Fund A-1	US Bank	0.02%	9,150
Series 2020 Sub Prepayment Fund A-1	US Bank	0.02%	844
	Subtotal Fund 202		<u>166,861</u>
	Subtotal DS		<u>717,265</u>
	Total		<u><u>\$1,347,879</u></u>

New River CDD

Bank Reconciliation

Bank Account No. 6620 Bank United Checking
Statement No. 09-22
Statement Date 9/30/2022

G/L Balance (LCY)	178,348.43	Statement Balance	182,475.94
G/L Balance	178,348.43	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	182,475.94
Subtotal	178,348.43	Outstanding Checks	4,127.51
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	178,348.43	Ending Balance	178,348.43
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
5/31/2022	Payment	DD287	RYAN THOMAS	184.70	0.00	184.70
5/31/2022	Payment	DD288	JEFFREY D. SMITH	184.70	0.00	184.70
9/16/2022	Payment	2265	DCSI INC	378.00	0.00	378.00
9/26/2022	Payment	2268	HOMETEAM PEST DEFENSE, INC	104.50	0.00	104.50
9/27/2022	Payment	2269	INFRAMARK, LLC	3,275.61	0.00	3,275.61
Total Outstanding Checks.....				4,127.51		4,127.51

New River
Community Development District

Check Register

9/1/2022 - 9/30/2022

Community Development District

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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GENERAL FUND - 001

001	2263	09/07/22	COMPLETE I.T.	9317	SEPTEMBER EMAIL SERVICES	ProfServ-E-mail Maintenance	531096-51301	\$89.70
001	2265	09/16/22	DCSI INC	29940	ACCESS SYSTEM - SERVICE	Access Control Maintenance & Repair	546998-57201	\$378.00
001	2266	09/16/22	STRALEY ROBIN VERICKER	22019	SERVICES THROUGH 8/15/22	ProfServ-Legal Services	531023-51401	\$1,261.00
001	2267	09/16/22	SUNCOAST POOL SERVICE	8613	POOL SERVICE/OPS CHECK W CHEMICALS	Contracts-Pools	534078-57201	\$850.00
001	2268	09/26/22	HOMETEAM PEST DEFENSE, INC	87411665	PEST CONTROL SERVICES	Pest Control	531170-57201	\$104.50
001	2269	09/27/22	INFRAMARK, LLC	83090	MANAGEMENT SERVICES SEPT 2022	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,070.42
001	2269	09/27/22	INFRAMARK, LLC	83090	MANAGEMENT SERVICES SEPT 2022	POSTAGE	541030-51301	\$205.19
001	DD310	09/10/22	CARDMEMBER SERVICE	08172022 - 3230 ACH		TRASH BAGS	552149-57201	\$26.24
001	DD310	09/10/22	CARDMEMBER SERVICE	08172022 - 3230 ACH		GATE REPAIRS	546992-57201	\$255.34
001	DD310	09/10/22	CARDMEMBER SERVICE	08172022 - 3230 ACH		GARBAGE BAGS	552149-57201	\$17.93
001	DD310	09/10/22	CARDMEMBER SERVICE	08172022 - 3230 ACH		FUEL	549999-57201	\$31.52
001	DD310	09/10/22	CARDMEMBER SERVICE	08172022 - 3230 ACH		MISC CLEANING SUPPLIES	552149-57201	\$31.06
001	DD310	09/10/22	CARDMEMBER SERVICE	08172022 - 3230 ACH		FEE - BILL BACK	549900-53985	\$21.10
001	DD311	09/10/22	FRONTIER ACH	081322-2105 ACH	SERVICES 8/13/22-9/12/22	Telephone/Fax/Internet Services	541009-57201	\$170.98
001	DD312	09/23/22	WITHLACOOCHEE RIVER ELECTRIC	09122022 ACH	SERVICE 8/4/22-9/7/22	Street Lights	543057-53100	\$3,272.32
001	DD312	09/23/22	WITHLACOOCHEE RIVER ELECTRIC	09122022 ACH	SERVICE 8/4/22-9/7/22	Utility - Irrigation	543014-53100	\$126.35
001	DD312	09/23/22	WITHLACOOCHEE RIVER ELECTRIC	09122022 ACH	SERVICE 8/4/22-9/7/22	Utility - Recreation Facilities	543079-57201	\$737.65
001	DD312	09/23/22	WITHLACOOCHEE RIVER ELECTRIC	09122022 ACH	SERVICE 8/4/22-9/7/22	Utility - Fountains	543085-57201	\$42.91
001	DD313	09/12/22	PASCO COUNTY UTILITIES SERVICES	08242022 ACH	SERVICE 7/13/22-8/12/22	Utility Services	543063-53601	\$1,685.52
001	DD307	09/07/22	JEFFREY D. SMITH	PAYROLL	September 07, 2022 Payroll Posting			\$184.70
001	2264	09/08/22	JORDAN M. ALEXANDER	PAYROLL	September 08, 2022 Payroll Posting			\$184.70
001	DD308	09/26/22	JEFFREY D. SMITH	PAYROLL	September 26, 2022 Payroll Posting			\$184.70
001	DD309	09/26/22	JORDAN M. ALEXANDER	PAYROLL	September 26, 2022 Payroll Posting			\$184.70
							Fund Total	\$13,116.53

Total Checks Paid	\$13,116.53
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3B.

MINUTES OF MEETING NEW RIVER COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the New River Community Development District was held Thursday, September 15, 2022 at 11:30 a.m. at the New River Amenity Center, 5227 Autumn Ridge Drive, Wesley Chapel, Florida.

Present and constituting a quorum were:

Ross Halle	Chairman
Stephanie Lerret	Assistant Secretary
Jordan Alexander	Assistant Secretary
Jeff Smith	Assistant Secretary (Via Telephone)
Also present were:	

Mark Vega	District Manager
Mark Straley	District Attorney
Tonja Stewart	District Engineer
Residents	

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

- Mr. Vega called the meeting to order and called the roll. A quorum was established.

On MOTION by Mr. Halle seconded by Ms. Lerret with all in favor Mr. Smith was approved to attend via telephone.

SECOND ORDER OF BUSINESS

Audience Comments

- Audience comments were received regarding complaints about landscaping.
- The record will reflect Mr. Smith left the meeting.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Financials Dated August 2022
- B. Approval of Minutes
 - i. July 16, 2021
 - ii. September 20, 2021
 - iii. July 21, 2022
 - iv. August 18, 2022
- C. Consideration of Change in Meeting Times
- D. Resolution 2022-07, Designation of Officers
 - Mr. Halle stated the District Manager is the main point of contact with vendors and non-residents.

- The Board reviewed the meeting schedule as presented and changed the October meeting to October 27, 2022 at 2:00 p.m. The remainder of the schedule will remain the same with all other meetings beginning at 11:30 a.m.

On MOTION by Mr. Halle seconded by Ms. Lerret with all in favor the consent agenda was approved as amended.

FOURTH ORDER OF BUSINESS

Staff Reports

The record will reflect Mr. Alexander briefly left and then rejoined the meeting.

A. District Engineer

Ms. Stewart updated the Board on the Holbrook agreement. Holbrook agreed to the percentage Mr. Smith requested.

B. District Counsel

There being no report, the next item followed.

C. Landscape & Irrigation Maintenance

The Board reviewed the landscaping bid from Sunrise Landscaping.

On MOTION by Mr. Halle seconded by Mr. Alexander with all in favor the landscape bid was approved.

On MOTION by Mr. Halle seconded by Mr. Alexander with all in favor the contract with Sunrise Landscaping will be terminated when applicable.

i. Consideration of Proposal for Sod Conversion on the East Sidewalk from Avalon Park to Hollingsworth

This item was tabled.

D. Aquatics Maintenance

None.

E. District Manager

The District Manager's report was discussed under old business.

FIFTH ORDER OF BUSINESS

Old Business

A. Discussion of Flagpole

On MOTION by Mr. Halle seconded by Ms. Lerret with all in favor the flagpole was approved.

B. Discussion of Pole Replacement in Cypress Village

C. Discussion of Field Staff

There was Board consensus to start an agreement with Engage PEO.

SIXTH ORDER OF BUSINESS

New Business

Capital projects for Fiscal Year 2024 budget including pickleball court and outdoor exercise equipment will be added to the next agenda.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Halle requested Ms. Lerret provide the bridge paint color.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Lerret seconded by Mr. Alexander with all in favor the meeting was adjourned at 1:06 p.m.
--

Mark Vega, Secretary

3C

**NEW RIVER
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 09/30/22

The Board hereby assigns the FY 2022 Reserves as follows:

	<u>FY2022</u>
Operating Reserves	\$109,200
Total Assigned Reserves	<u>\$109,200</u>

Fourth Order of Business

4D.

SOLITUDE

LAKE MANAGEMENT



New River CDD Waterway Inspection Report

Reason for Inspection: Monthly required

Inspection Date: 2022-10-07

Prepared for:

Mr. Mark Vega, District Manager
Inframark
2654 Cypress Ridge Boulevard, Suite #101
Wesley Chapel, Florida 33544

Prepared by:

Nick Margo, Aquatic Biologist

Wesley Chapel Field Office
SOLITUDELAKEMANAGEMENT.COM
888.480.LAKE (5253)

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Site: 1

Comments:

Site looks good

The site is in good condition with minimal nuisance shoreline species and no algae present.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 2

Comments:

Normal growth observed

The site contains some alligator weed decay but looks like it will require an additional treatment to gain control.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



Site: 3

Comments:

Site looks good

The site is in good condition with no issues to note.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 4

Comments:

Site looks good

The site is in good condition with minimal nuisance species present.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 5

Comments:

Site looks good

The site remains in good condition with minimal nuisance species along the perimeter of the site.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 6A

Comments:

Site looks good

The site is in good condition with minimal issues and good water clarity.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 6B

Comments:

Site looks good

The site continues to remain in good condition with minimal nuisance species and good water clarity.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 7

Comments:

Normal growth observed

The site contains filamentous algae rebound growth that will require another treatment.

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 8

Comments:

The shelf area has pennywort emerging from it and the perimeter has alligator weed that will require treatment.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



Site: 9

Comments:

Site looks good

The site remains in good condition with minimal nuisance, shoreline weeds and no noted algae.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 10

Comments:

Normal growth observed

The shelf has been pushed to the shoreline and will require spraying.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



Site: 11

Comments:

Site looks good

The site remains in good condition with little new growth.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: 12

Comments:

Site looks good

The site remains in good condition with minimal nuisance species or other issues affecting the site.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site:

Comments:

Action Required:

Target:

Management Summary

Sites 2, 8 & 10 have some nuisance vegetation that require treatment. In the case of site 10, the storm blew the shelf to one side of the perimeter. Most of the vegetation is accessible so this should not be a problem.

Site 7 has some filamentous algae. It looks to be rebound growth. The site is smaller so it is prone to outbreak as such and will require further treatment.

No other issues were noted during the inspection.

Thank You For Choosing SOLitude Lake Management!

New River CDD Waterway Inspection Report

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2022-10-07

Site	Comments	Target	Action Required
1	Site looks good	Species non-specific	Routine maintenance next visit
2	Normal growth observed	Shoreline weeds	Routine maintenance next visit
3	Site looks good	Species non-specific	Routine maintenance next visit
4	Site looks good	Species non-specific	Routine maintenance next visit
5	Site looks good	Species non-specific	Routine maintenance next visit
6A	Site looks good	Species non-specific	Routine maintenance next visit
6B	Site looks good	Species non-specific	Routine maintenance next visit
7	Normal growth observed	Surface algae	Routine maintenance next visit
8		Shoreline weeds	Routine maintenance next visit
9	Site looks good	Species non-specific	Routine maintenance next visit
10	Normal growth observed	Shoreline weeds	Routine maintenance next visit
11	Site looks good	Species non-specific	Routine maintenance next visit
12	Site looks good	Species non-specific	Routine maintenance next visit



4Eia

AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel. (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g., the existence of any natural disaster plan for business operations).

5 *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

4Eib

**NEW RIVER
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022, 2023, and 2024
Pasco County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than 11:00 a.m. on Thursday, November 24, 2022 by the Offices of the District Manager, Inframark, Attention: Erika Wilson at Erika.Wilson@Inframark.com.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit an electronic version of the Proposal Documents and other requested attachments at the time and to the email address indicated herein. The email should be titled “Auditing Services – New River Community Development District” on the subject line.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal
- E. Must perform the audit fieldwork at the office where the District records are maintained.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.