

# RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 2806 N. FIFTH STREET • UNIT 403 • ST AUGUSTINE, FL 32084 • 904-436-6270

[www.riverglencdd.org](http://www.riverglencdd.org)

July 13, 2017

## River Glen Community Development District

### AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the River Glen Community Development District will be held on **Thursday, July 20, 2017 at 12:30 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097. Following is the tentative agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held May 18, 2017 .....(under separate cover)
  - B. Ratification of the Operation and Maintenance Expenditures for April 2017, May 2017 and June 2017..... Tab 1
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - 1.) Public Facilities Report ..... Tab 2
  - C. Field Inspection Report, June 28, 2017..... Tab 3
  - D. Landscaping Report
  - E. Amenity Manager Report .....Tab 4
  - F. District Manager
5. **BUSINESS ITEMS**
  - A. Discussion Regarding No Alcohol Policy..... Tab 5
  - B. Consideration of Lagoon Forest Entrance Landscape Enhancement Proposal.....(under separate cover)
  - C. Consideration of Resolution 2017-09, Designating Primary Administrative Office.....Tab 6
  - D. Consideration of Resolution 2017-10, Regarding Investment Policies..... Tab 7
  - E. Acceptance of Financial Report, Year ended September 30, 2016..... Tab 8
  - F. Public Hearing on Fiscal Year 2017/2018 Final Budget
    - 1.) Consideration of Resolution 2017-11, Approving the Fiscal Year 2017/2018 Budget..... Tab 9
    - 2.) Consideration of Resolution 2017-12, Imposing Special Assessments and Certifying the Assessment Roll ..... Tab 10
  - G. Consideration of Deficit Funding Agreement .....Tab 11
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,

*Lesley Gallagher*

Lesley Gallagher  
District Manager

River Glen Community Development District

**MINUTES OF MEETING**

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

**RIVER GLEN  
COMMUNITY DEVELOPMENT DISTRICT**

The **special** meeting of the Board of Supervisors of River Glen Community Development District was held on **Thursday, May 18, 2017 at 11:00 a.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097.

Present and constituting a quorum:

Glenn Marvin	<b>Board Supervisor, Chairman</b>
Scott Campbell	<b>Board Supervisor, Assistant Secretary</b> (via speakerphone)
Doug Walker	<b>Board Supervisor, Assistant Secretary</b>
David Jae	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>Hopping Green &amp; Sams, P.A.</b> (via speakerphone)
Dan McCranie	<b>District Engineer, McCranie &amp; Associates</b>
Tony Shiver	<b>First Coast CMS</b>
Daniel Bauman	<b>Brightview Landscaping</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 11:09 a.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

Audience members had comments on missing sidewalks, mulch to be completed and budget questions.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of  
Supervisors Special Meeting held  
December 22, 2016**

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board approved the minutes of the Board of Supervisors special meeting held December 22, 2016 for River Glen Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and Maintenance  
Expenditures for November 2016, December  
2016, January 2017, February 2017 and March  
2017**

On a motion by Mr. Marvin, seconded by Mr. Walker, with all in favor, the Board ratified the operation and maintenance expenditures for November 2016 in the amount of \$22,427.37, December 2016 in the amount of \$18,735.20, January 2017 in the amount of \$27,105.45, February 2017 in the amount of \$24,187.78 and for March 2017 in the amount of 21,507.38 for River Glen Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No report.
- B. District Engineer  
No report.
- C. Field Inspection Reports, December 2016, January 2017, March 2017 and April 2017  
Daniel Bauman reviewed April responses to report and answered questions regarding irrigation.
- D. Landscaping Report  
Daniel Bauman reviewed report found under Tab 4. The Board authorized him to move forward replacing declining Hawthorne at the 2<sup>nd</sup> entrance with appropriate plant material at an estimated cost of \$200.00.
- E. Amenity Manager Report  
Tony Shiver reviewed his report under Tab 5 and noted that there has been an issue with alcohol at the amenity facility.

Discussion ensued

The Board will review the alcohol policy further at the next meeting and requested that a reminder be placed regarding no alcohol on the website.

The Board also approved the purchase of 4 umbrellas.

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board approved the purchase of 4 umbrellas for River Glen Community Development District.

F. District Manager

i.) Update on Number of Registered Voters

Ms. Gallagher updated the Board that as of April 20, 2017 there were 393 registered voters per correspondence received from Nassau County Supervisor of Elections. This number exceeds the minimum threshold for the general election process.

The Board approved allowing the HOA to place a marquee sign on CDD property at the Amenity Center.

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board approved allowing the HOA to place a marquee sign on CDD property at the Amenity Center for River Glen Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Renewal Agreement with  
Poolsure**

The Board approved renewal agreement with Poolsure/Aquasol at a monthly rate of \$878.00 through September 30, 2018

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board approved renewal agreement with Poolsure/Aquasol at a monthly rate of \$878.00 through September 30, 2018 for River Glen Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Sidewalks**

Ms. Buchanan reviewed for the Board additional information regarding the CDD's ability to install sidewalks in the right of way tracts along private properties that are missing them.

Discussion ensued.

The Board authorized Supervisor Doug Walker to work with the District Engineer to have the sidewalks in common areas installed at a cost not to exceed \$15,000.00 and directed the District Engineer to provide a breakdown of the cost to complete the missing sidewalks along private property, determine a priority for completion and verify that they may be installed in the right of way tract for review at the next meeting.

On a motion by Mr. Walker, seconded by Mr. Jae, with all in favor, the Board authorized Supervisor Doug Walker to work with the District Engineer to have the sidewalks in common areas installed at a cost not to exceed \$15,000.00 and directed the District Engineer to provide a breakdown of the cost to complete the missing sidewalks along private property, determine a priority for completion and verify that they may be installed in the right of way tract for review at the next meeting for River Glen Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of First Coast CMS Extra Staff Proposal**

The Board approved adding one additional weekday to the current scope with First Coast CMS at an additional cost of \$513.00 per month.

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board approved adding one additional weekday to the current scope with First Coast CMS at an additional cost of \$513.00 per month for River Glen Community Development District.

The Board also approved increasing the weekend hours provided by First Coast CMS at the Amenity Facility from 6 p.m. to 8 p.m. at a cost of \$297.00 per month.

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board also approved increasing the weekend hours provided by First Coast CMS at the Amenity Facility from 6 p.m. to 8 p.m. at a cost of \$297.00 per month for River Glen Community Development District.

Tony Shiver also noted that he will require all employees to be CPR certified.

**NINTH ORDER OF BUSINESS**

**Consideration of Public Facilities Report**

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board also approved proposal from McCranie and Associates, Inc. in the amount of \$3,900.00 for River Glen Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Light Installation Proposals**

The Board reviewed 2 proposals for lighting installation from First Coast CMS. The Board approved the lighting proposal for amenity center at the cost of \$1,017.50 and along sidewalks between 2 entrances in the amount of \$1,387.50 with First Coast CMS

On a motion by Mr. Marvin, seconded by Mr. Walker, with all in favor, the Board approved the lighting proposal for amenity center at the cost of \$1,017.50 and along sidewalks between 2 entrances in the amount of \$1,387.50 with First Coast CMS for River Glen Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-07,  
ReDesignating a Treasurer**

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board adopted Resolution 2017-07, ReDesignating Scott Brizendine as Treasurer for River Glen Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Ratification of Easement Agreement**

Ms. Buchanan reviewed the Easement Agreement between Joshua K. Hughes and Catherine L. Hughes and River Glen CDD.

On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board approved the Ratification of the Easement Agreement for River Glen Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Discussion Regarding Services Agreement  
between River Glen CDD and Comcast  
FL/GA/IL/MI, LLC.**

This Business Item was tabled.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-08, Approving  
the Proposed Budget for Fiscal Year 2017/2018  
and Setting the Public Hearing**

Ms. Gallagher reviewed the proposed budget.

<p>On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board adopted Resolution 2017-08, Approving the Fiscal Year 2017/2018 Proposed Budget and set the date for the Public Hearing for July 20, 2017 at 12:30 p.m. for River Glen Community Development District.</p>
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**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

An audience member had a question regarding speed bump. The District Engineer was requested to provide information on this for the next meeting.

An audience member had questions about lowering the speed limit.

An audience member had questions about alligators.

An audience member had comments about spiders at the Amenity Center.

An audience member had concerns about sidewalks along the first entrance fence line.

An audience member had concerns about construction debris.

There were no supervisor requests.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

<p>On a motion by Mr. Marvin, seconded by Mr. Jae, with all in favor, the Board adjourned the meeting at 1:00 p.m. for River Glen Community Development District.</p>
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Secretary/Assistant Secretary

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Chairman/Vice Chairman