

**MINUTES OF MEETING
RIVER HALL
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the River Hall Community Development District held a Regular Meeting on April 7, 2022, at 3:30 p.m., at River Hall Town Hall Center, located at 3089 River Hall Parkway, Alva, Florida 33920.

Present were:

Ken Mitchell	Chair
Robert Stark	Vice Chair
Paul D. Asfour	Assistant Secretary
Michael Morash	Assistant Secretary
Michael Hagan	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant District Manager
Shane Willis	Operations Manager
Greg Urbancic (via telephone)	District Counsel
Charlie Krebs	District Engineer
John Baker	Engineer
Jay Gaines (via telephone)	Auditor
Karen Asfour	Resident
Robert Rewis	Assistant Fire Chief

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 3:30 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments (3 minutes per speaker)

There were no public comments.

THIRD ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for Fiscal Year Ended September 30, 2021, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Gaines presented the Audited Financial Report for the Fiscal Year Ended September 30, 2021 and noted the pertinent information found on each page.

Mr. Morash asked about the \$275,397 “Unassigned” amount, in contrast to the \$50,999 “Unassigned” amount in the current Unaudited Financial Statements. Mr. Adams stated the CDD increased its Fund Balance due to the 5% increase in assessments.

Mr. Gaines referred to Page 33, where the “Specific Information” section contains new information that recent legislation requires on the Management Letter. There were no compliance or internal control findings, recommendations or deficiencies; it was a clean audit.

Lastly, Mr. Gaines referenced a “Staff 114” letter, under separate cover, written to the Board and required by Governmental Auditing Standards, regarding Management’s interaction with the Auditor. Mr. Adams would forward copies of the letter to the Board.

Mr. Stark asked about the “Investment” funds on Page 22. Mr. Adams stated the funds were in the General Fund and, generally, in an operating account; this pertains mostly to monies in the trust account. Asked if the funds could be invested to earn more, Mr. Adams stated, yes; however, CDDs are very restricted in what they can invest in, as safeguarding the cash public asset is the first priority.

Discussion ensued regarding an insured cash sweep, public depositories, Florida Prime and current interest rates.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Hereby Accepting the Annual Financial Report for the Fiscal Year Ended September 30, 2021

Mr. Adams presented Resolution 2022-02.

On MOTION by Mr. Morash and seconded by Mr. Asfour, with all in favor, Resolution 2022-02, Hereby Accepting the Annual Financial Report for the Fiscal Year Ended September 30, 2021, was approved.

Mr. Gaines left the call.

FIFTH ORDER OF BUSINESS

Developer Update

There was no update.

Regarding security along Portico, Mr. Mitchell recalled Mr. Kasl’s concern at the last meeting. The consensus was that something must be done and Staff obtained fencing quotes.

A Board Member stated he was copied on an email between Mr. Miars and Mr. Kasl and was informed that the issue is that the lower gate is still open. They contacted Mr. Robert Nelson and are awaiting a Knox box to secure the gate and for materials to install it on the lower gate. Mr. Miars would meet with Lennar next week.

Mr. Robert Rewis, Assistant Fire Chief, stated the Knox box padlocks were ordered. He examined the gates and is willing to contact the gate company regarding a requirement that the gate provide access on both sides but, currently, the only option is to install a padlock on one side. Mr. Rewis stated that, until access is available on both sides, the Fire Department would not allow the gate to be locked.

SIXTH ORDER OF BUSINESS

**Consideration of Carter Fence, Inc.,
Estimates for Boundary Fence**

- A. #39532 – Aluminum [\$80,950.00]
- B. #39534 – Chain Link [\$40,950.00]

These items were deferred to the May meeting.

SEVENTH ORDER OF BUSINESS

**Discussion/Consideration: Florida Painters
Gate Project 220207**

Mr. Willis presented the \$900 Florida Painters Gate Project 220207 proposal.

On MOTION by Mr. Morash and seconded by Mr. Stark, with all in favor, Florida Painters Gate Project 220207 proposal in the amount of \$900, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Agreement/Estimate for
Brazilian Pepper Removal**

- A. SOLitude Lake Management, LLC Services Contract
- B. P&T Lawn & Tractor Service, Inc. Estimate #12736

Mr. Willis presented the \$14,650 SOLitude quote and the \$16,000 P&T Lawn & Tractor quote and explained the difference in cost and scope of the proposals, despite the work location being the same.

Discussion ensued regarding the invasives, the quotes, whether to defer the project and funding the work. The consensus was to table this item to the next meeting. Supervisor Mitchell was asked to discuss this with the Developer, on behalf of the Board.

NINTH ORDER OF BUSINESS

Consideration of FL GIS Solutions, LLC, Professional Services Agreement to Provide Geospatial Services

Mr. Adams presented the FL GIS Solutions, LLC, Professional Services Agreement.

On MOTION by Mr. Asfour and seconded by Mr. Morash, with all in favor, the Florida GIS Solutions LLC Professional Services Agreement for Geospatial Services, for one year, at the rate of \$100 per hour, was approved.

TENTH ORDER OF BUSINESS

Consideration of Stormwater Needs Analysis

Mr. Adams presented the completed Stormwater Needs Analysis Report. The majority of the report was an engineering function; therefore, Mr. Krebs did most of the work. No major stormwater projects are planned by the CDD. This Report will satisfy the requirement.

Asked if the CDD changed the flow of water in the community, Mr. Krebs stated no changes have been made to any of the control structures.

Discussion ensued regarding construction, water level, the pump station and Lee County switching the water source.

On MOTION by Mr. Asfour and seconded by Mr. Morash, with all in favor, the Stormwater Needs Analysis Report, was approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 28, 2022

Mr. Adams presented the Unaudited Financial Statements as of February 28, 2022.

Asked about the Public Officer’s Liability Insurance coverage, Mr. Adams stated coverage is for \$1 million. Per Mr. Asfour, Mr. Adams would research increasing the insurance coverage from \$1 million to \$5 million.

Mrs. Adams noted an error in the “Annual mulching” line item, on Page 3, and stated the vendor would be issuing a \$2,624 check to the CDD.

On MOTION by Mr. Morash and seconded by Mr. Stark, with all in favor, the Unaudited Financial Statements as of February 28, 2022, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of March 3, 2022 Regular Meeting Minutes

Mr. Mitchell presented the March 3, 2022 Regular Meeting Minutes.

The following changes was were:

Line 112: Insert “Tortuga Elementary” before “school grounds”

Line 165: Change “Mr. Asfour” to “Mr. Mitchell”

Line 169: Change “LandCare” to “GulfScapes”

Line 227: Change “George Royal” to “George Ware”

Line 269: Change “Mr. Stark” to “Mr. Mitchell”

On MOTION by Mr. Morash and seconded by Mr. Asfour, with all in favor, the March 3, 2022 Regular Meeting Minutes, as amended, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Engineer: *Hole Montes*

Mr. Krebs stated he is tracking a water use permit modification submitted by the Developer to learn of the changes; once a response is received, he would report his findings.

B. District Counsel: *Coleman, Yovanovich & Koester*

- **Update: Legislative Bills – Florida Legislative Session**

Mr. Urbancic reported the following:

➤ The Department of Justice recently issued a statement and guidelines related to website accessibility requirements under the Americans with Disabilities Act (ADA) with respect to governmental entities. Management already responded to the ADA requirements and the CDD's website is in compliance.

➤ Several of the bills that were being tracked did not pass. One bill passed pertaining to legal notices. The bill requires action by the County to create a publicly-accessible website where notices can be posted. This could result in future advertising cost-savings for Special Districts; the bill will likely be executed by the Governor.

Mr. Urbancic responded to questions regarding updating the District's Rules of Procedure and about the school parking rules that he is preparing.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

Mr. Adams reported the following:

➤ Staff attended a meeting at River Hall Elementary with the Facilities Management Group, including the Principal and Vice Principal, in response to the Board's letter.

➤ The Group previously met internally to examine the proposals outlined in the letter, identified conflict points and communicated their wish to steer away from points of conflict.

➤ They were amenable to the Board's idea of an additional turn lane. Staff would develop a cost proposal and present it to the Group.

➤ He urged the school administrators to forward emails to Management, in order to keep the Board apprised that the school is making a good faith effort to resolve the parking issues.

➤ Some parents drive golf carts to pick up children, which creates safety concerns, so the Board might have to issue a ruling banning the use of unregistered golf courts.

The Board and Staff discussed banning unregistered motor vehicles from the pick-up line on public and private roads and enforcement.

- **NEXT MEETING DATE: May 5, 2022 at 3:30 P.M.**

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the May 5, 2022 meeting.

D. Operations Manager: *Wrathell, Hunt and Associates, LLC*

Mr. Willis stated the hog trapper has captured 15 adult hogs and two juveniles. He also stated that he may ask the Board to consider postponing the program, at the end of May until October or November. The consensus was to continue the program for the next two months.

Mr. Willis indicated that the Cascades requested a written agreement from the CDD regarding splitting the bill and including the start and stop times. The Board agreed and asked Mr. Willis to work on an agreement.

FOURTEENTH ORDER OF BUSINESS

Public Comments: Non-Agenda Items (3 minutes per speaker)

There were no public comments.

FIFTEENTH ORDER OF BUSINESS

Supervisors' Comments/Requests

At the request of a Board Member, Mr. Rewis provided a fire department status update.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Asfour and seconded by Mr. Morash with all in favor, the meeting adjourned at 4:40 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair