

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, October 18, 2016 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Rita Anderson	Chairperson
Doug Campbell	Vice Chairperson
Jim Martone (by telephone)	Assistant Secretary
Henry Lackland	Assistant Secretary
Richard Knaub	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Mark P. Barnebey	District Attorney
Molly Meadows	Assistant Manager
Brad McKnight	Project Coordinator
Susan MacPherson	Operations
Alan Baldwin	Accountant III
Lisa McGann	Administrative Assistant
Residents	

The following is a summary of the minutes and actions taken at the October 18, 2016 Riverwood CDD meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Anderson called the meeting to order and Mr. Koncar called the roll.

Ms. Anderson wanted to clarify that Mr. Koncar is our Acting District Manager until a permanent District Manager is found.

SECOND ORDER OF BUSINESS

Approval of the October 18, 2016 Agenda

- Mr. Knaub added under Old Business, Item 8B, Campus Ad Hoc Committee and 8Bi, Approval of the Construction Management Contract with Willis Smith Construction.

- Mr. Koncar requested a motion allowing for Mr. Martone to participate in the meeting by telephone.

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor the Board approved the participation of Mr. Martone by telephone.

- He asked for approval of the October 18, 2016 consent agenda.

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor the October 18, 2016 consent agenda was approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Ms. Dolly Syrek commented on Item 10, GI, Erosion Permitting Contract requesting no decision be made today until further information is received.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of September 6, 2016 Meeting**
- B. **Approval of the Minutes of the September 20, 2016 Meeting**
- C. **Acceptance of:**
 - i. **Financial Statements, Check Register, Invoices for March 2016**
 - ii. **Reserve Fund Report**
 - iii. **Investment Report**
 - iv. **Field Management Report**

There being no comments or questions,

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor the Consent Agenda was approved.

FIFTH ORDER OF BUSINESS

Operations Report

- Ms. McPhearson updated the Board on Operations including back flow preventers.
- She discussed an invoice and credit for back flow preventers. Staff will follow up.
- All water and wastewater requirements were met this month.
- She discussed past due accounts.

SIXTH ORDER OF BUSINESS

Manager's Report

- A. **Motion to Assign Fund Balance Fiscal Year 2016**

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor the Motion to assign fund balance for Fiscal Year 2016 was approved.

- Mr. Baldwin answered questions regarding the motion.

B. Ratification of Audit Engagement Letter to perform Audit for FY 2016

- Mr. Koncar noted next year the Board will have to go out for RFQ for auditing services, which is supposed to be done that every three years.
- The Audit Engagement Letter with Berger, Toombs was discussed. It is subject to review and approval by District Attorney to add language relative to the public records requirements. The fee is in an amount not-to-exceed \$7,000.

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor the Audit Engagement Letter with Berger, Toombs to perform the audit for Fiscal Year 2016 was ratified.

SEVENTH ORDER OF BUSINESS

Attorney’s Report

- Mr. Barnebey reminded everyone new supervisors will be seated the second Tuesday after the General Election. Currently, the Board has a meeting scheduled in between that.
- The next Board meeting is November 15th. New supervisors cannot be seated at that meeting.
- Ms. Anderson suggested the meeting be moved up by one week from November 15th to November 22nd.

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor the next Riverwood Board meeting will be moved from November 15, 2016 to November 22, 2016 at 2:00 p.m. in order for the new supervisors elect can be seated at the first meeting in November.

- The new meeting date will be advertised.
- Mr. Barnebey discussed the swing back gate.

EIGHTH ORDER OF BUSINESS

Old Business

A. RFP Management Services: Grading Matrix for Management Services Bidders

- Ms. Anderson noted in the agenda package is a grading matrix for management service bidders. We are in the process of soliciting management companies to send us bids.
- We have a matrix of questions we will ask at interviews.
- The bids are due on November 10th at 10:00 a.m. From there, we will set up interviews and move forward.
- We did not get many responses, so we did more advertising in several papers.

B. Campus Ad Hoc Committee

i. Approval of the Construction Management Contract with Willis Smith Construction

- Mr. Knaub noted the Ad Hoc Committee vetted two top notch construction management firms. We chose Willis Smith Construction of Sarasota.

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor after review by the District Attorney of the final contract with Willis Smith Construction, the Board authorized Ms. Anderson to sign the contract to hire Willis Smith Construction as our construction management firm so the Board can move forward with an Agricultural Engineer.

- Mr. Knaub noted the meeting dates of the Ad Hoc Committee Meetings have been changed so they will need to be advertised.
- He noted the Board will have to consider there may be change orders.

NINTH ORDER OF BUSINESS

New Business

A. Approval for Larry Lancette Riverwood Mapping

- Ms. Meadows currently we have the CDD property, the RCA property, different common areas, areas that are not preserves.
- Ms. Meadows noted she would like Mr. Larry Lancette to put one map together showing the common areas. Currently, the District does not have that.
- Mr. Lancette does the work for free. The only expense is what he has to pay the County.
- Mr. Denny Knaub, RCA President, commented on the mapping.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the Board authorized Mr. Larry Lancette to put together mapping of the common area at no cost to the District.

B. Investment Guidelines

- Ms. Anderson noted the Board put together a first draft of better investment guidelines, which was included in the agenda package.
- The Budget Committee felt we needed more of an outline of what we want.
- At this point, we are not ready to present it. Mr. Baldwin agreed to help us, but he needs time to review. She discussed Qualified Public Deposit. Staff will work on this.

C. Additional Gatehouse Equipment

- Mr. McKnight gave background information on gatehouse equipment. Information was included in the agenda package.
- He discussed bar codes, the guardhouse and a second mobile guardhouse.
- The RCA and the Safety & Security Committee asked about additional equipment.
- TEM Systems sent a proposal for the guardhouse update.

On MOTION by Mr. Campbell seconded by Mr. Knaub with all in favor the Board authorize spending a not-to-exceed amount of \$5,800 for TEM Systems, Inc. for additional guardhouse equipment and for the second mobile guardhouse.

D. Avid Exchange Account Presentation

- Mr. Baldwin gave a presentation on the Avid Exchange Account, noting he gave the same presentation to the Budget Committee earlier in the day.
- He described in detail the Avid Exchange for the Accounts Payable system and how it works. It will increase the depositing time for the payment of invoices.
- The invoice will not be paid until the final approver reviews; ultimately that will be the Accountant. They review all details and then the invoice will be paid.
- It will increase the speed of processing invoices, which will become paperless. Personnel from Severn Trent will come to the District to do a training session.

E. Presentation of Town Square

- Mr. Koncar gave a brief presentation on Town Square, a hybrid communication tool and website. It is used in other parts of Severn Trent operations.
- Ms. McGann described the web communication tool, Town Square.
- It is password protected.

- To maintain the website is \$40 per month base cost.
- Mr. Koncar does not recommend making a decision today. He wanted only to introduce the Town Square system to the Board because it does provide features the Board is not currently getting. If the Board wants to, the vendor can come and make a presentation or make a conference call.
- A focus group who can look into this, can be set up.
- This item can go on the next agenda.

F. Request for Town Hall and Joint Meeting with RCA

- Ms. Anderson noted a request was made from the RCA to have a town hall meeting on November 16th. However, the new Board will not be seated until November 22nd.
- Mr. Knaub noted the RCA wants to have the meeting with the new Board of Supervisors.
- The new Board can make that decision. It would probably be best to hold a Town Hall meeting and Joint Meeting with the RCA sometime in January, 2017.

TENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Mr. Martone asked Mr. Knaub to report on what took place at the committee meeting.
- Mr. Knaub noted we had a request from a developer to add an 82-unit condominium facility. Severn Trent will be doing a draw down to make sure we have enough capacity from the two lift stations serving this development. If we do not have enough capacity, we will have to enlarge a pump or whatever we need to do to make sure we have enough capacity. The developer will pay for that.

B. Water/Utility Billing Committee

- Mr. Knaub updated everyone on the ice pigging project; cleaning the potable water lines.
- Silver Lakes and Logan's Point are being targeted for this work in November.
- An amount not-to-exceed \$10,000 for this project was approved at the previous meeting.
- It will take a few years to complete this project because it takes money and time.
- He noted a resident discovered the Severn Trent operator's cell phone number. The operator at the wastewater treatment plant cannot drop everything and come to the resident's home. They were instructed to not go into anyone's home.

- Mr. Knaub discussed back flow devices. It costs \$35 to service a back flow. When it is leaking and fails re-certification, it will cost \$130 to fix and recertify it.
- A resident can call a plumber to fix, but the resident will still need to recertify. The resident then needs to provide the recertification to Mr. Knaub and the Water Committee so they can forward to Severn Trent who keeps the records of the certification for the County.
- Severn Trent is not responsible for plumbing issues in a resident's house.
- Mr. Knaub discussed the traffic light. By July, there should be a fully functioning traffic light.
- Mr. McKnight will put information on the website about the traffic light.

C. Budget Committee

- Ms. Anderson thanked Ms. Paula Davis of Severn Trent, who helped with insurance issues. The District now has a new insurance policy.
- In November an insurance appraisal study will be performed.

D. Long Range Planning Committee

- Mr. Campbell noted there was no meeting this month.

E. Flood Control, Storm Water and Natural Resources Committee

- Mr. Lackland noted they are awaiting a final report from CPH. In the meantime, Mr. McKnight and Ms. Meadows are reviewing the report.
- Mr. McKnight is updating and reviewing the storm water drain system.
- There was no meeting.

F. Activity Advisory Committee

There being no committee meeting this month.

G. Beach Club Committee

- i. Erosion Permitting Contract**
- ii. Formation of Focus Group**

- Mr. Campbell reported the Beach Club Committee met on the 13th and some of the things that transpired Mr. McKnight reported on. The irrigation system has been fully repaired

and the back flow preventer has been certified. We have a fully functioning irrigation system now. The landscaping planted some months ago is flourishing.

- The ramp has been temporarily / permanently repaired and is fully functioning.
- Invoices for the Beach Club have been sent out.
- Mr. Campbell noted at the Beach Club Committee meeting a motion was made to approve \$14,750 for the permit and a survey for the possibly putting up a retention wall.
- Mr. McKnight noted when he was first came to the District; one of his first projects was the decking project at the Beach Club. A new ramp was built along with storage place for all chairs and more. Some months later, first tropical storm washed away the new ramp. The second tropical storm damaged the ramp, creating a slope which was very unsafe. It had to be closed in order to make the necessary repairs. We lost several feet in property and beach that we used to have.
- He is requesting the Board approve Environmental Resources Permits required by Florida Department of Environmental Protection and Charlotte County Building Construction Services.
- Ms. Ruth Mosca commented Innovative Marine Structures does permitting work. Neighboring properties to the north and south of Riverwood will be doing work on their retention walls.
- Ms. Mosca noted we have lost over 40 feet of property this year. A long term solution is re-nourishment.
- A new retention wall costs over \$56,000.
- Mr. Larry Nalducci asked the \$25 million refurbished program the Board is talking about, is the Army Corps of Engineers going to do that?
- Ms. Mosca noted it is contracted by the County. The State will help pay \$25 million.
- Mr. Ted McDermott commented on beach erosion.
- Mr. Denny Knaub voiced concern on how this will be paid for. How is the debt going to be structured?
- Ms. Dolly Syrek noted the Beach Club is purchased by the CDD as an asset that is self-sustaining. The Beach Club members will not be paying for this; it is the Beach Club has to found a way to pay for it. They will have to do it either by lowering expenses or increasing revenues.

- Mr. Martone noted he does not have enough information to make a decision on the retention walls.
- Mr. Walter Powers noted the CDD furnished the money to purchase the Beach Club property. Arrangements were made for Beach Club members to make the payments on the loan that was required to obtain the property. The CDD has adequate reserves that they can call on to pay for this project and use the same system to repay the CDD using the Beach Club membership dues. It may take a year and a half or two years, but the money is there if the CDD needs it or if the Beach Club needs the money, the CDD can lend the funds.

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the Board approved paying an amount not-to-exceed \$16,000 for the Erosion Permitting Contract for the Beach Club, \$11,715 for consultation and \$3,000 for FDEP permitting, subject to legal review and both sides agreeing.

ii. Formation of Focus Group

- Ms. Anderson noted this was discussed before and it was felt several people who would be willing to go to meetings. It would be too much for one person. Ms. Mosca has been attending all meetings at this time.
- After the new Board is seated after the Elections, a decision will be made.

H. Dog Park Committee

- Mr. Lackland updated the Board on Dog Park Committee activities.
- Ms. Anderson discussed the procedures for when checks arrive.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

- Mr. Campbell noted this is his last meeting and wanted to thank everyone while serving on the Board.
- Mr. Knaub noted he will be sending out an email blast for those residents returning to the community who were out of town for several months and reminding them to flush their drain and water heater.

TWELFTH ORDER OF BUSINESS

Audience Comments

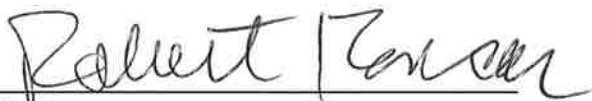
- Ms. Dolly Syrek commented on back flow preventers.
- A discussion ensued on back flow preventers and certification.
- Mr. Al Rybicki thanked both Mr. Lackland and Mr. Campbell for their time and talents.
- Mr. Jim commented on the swing exit gate that came down on his car. The camera was not working. A claim was filed, but denied. The CDD's insurance company alleged they found no problem with the operation of the gate. He noted at a later time, Mr. McKnight mentioned a fault in the gate software. What should we do regarding our denied claim?
- Ms. Anderson noted they never received an estimate from him.
- Mr. Jim noted he received a denial from Florida League of Cities.
- Mr. McKnight noted there were three incidents at the gate; two of which he received estimates. He will have to look into this one from Mr. Jim.
- Ms. Terri Jackman commented on the exit gate. She suggested the rules should be sent out by email blast or something in writing.
- Mr. Denny Knaub commented on ice pigging.
- Discussion ensued on wastewater treatment plant and its capacity.
- Mr. Walter Powers commented on the Sunshine Law and noted the Supervisors-elect are also subject to the Sunshine Law so you have to be careful with the two people who have already been elected. They cannot communicate directly with the Supervisors or they are in violation of the Sunshine Law.
- Mr. Barnebey agreed that is correct. They have to be careful.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business at this time,

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the meeting was adjourned.



Robert Koncar
Secretary



Rita Anderson
Chairperson