

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

A joint meeting between the Riverwood Community Development District and the Riverwood Community Association was held on Monday, February 13, 2017 at 9:00 a.m. immediately followed by a Governance Workshop at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Rita Anderson	Chairperson
Richard Knaub	Vice Chairperson
Jim Martone	Assistant Secretary
Lucille Syrek	Assistant Secretary
Michael Spillane	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Molly Meadows	Assistant Manager
Brad McKnight	Project Coordinator
Denny Knaub	RCA
Jake Stanley	RCA
Gerry Townsend	RCA
Al Heyman	RCA
Butch Codi	RCA
Residents	

*The following is a summary of the minutes and actions taken at the February 13, 2017 Joint Meeting and Governance Workshop.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There not being any, the next item followed.

**THIRD ORDER OF BUSINESS**

**Review and Revise the Landscape Maintenance Agreement**

- Ms. Anderson noted the Landscape Maintenance Agreement was signed in 2014. It did not indicate which specific areas were covered. At that time, the CDD thought all areas

were covered. We now learned there are areas that are not in the Preserves or common areas, but need to be cleaned once or twice a year. We need to decide who is responsible for this before we prepare our budgets this spring.

- Mr. Denny Knaub commented when you look at the five year landscaping plan, the areas are along Club Drive and Riverwood Drive, which is CDD land. He is concerned about the Preserves.
- Both Boards need to discuss what happens if there is a catastrophic event.
- Both Boards should be reserving Capital Funds under a Landscape Reserve Account in the General Fund.
- Ms. Anderson stated we will note in the new Landscape Agreement that the District will be responsible for a catastrophic loss of plant life, but not for aging out plants that need to be replaced, which is the RCA's responsibility.
- Ms. Meadows described the areas. She was asked to send the information on those areas to Ms. Connie Bittle.
- Ms. Bittle noted the RCA contract renewal date is May 1, 2017. Whatever information Ms. Meadows can send before then would be appreciated.
- Mr. Koncar noted language will be added to the Agreement about the District being responsible in the event of a catastrophic event. Exhibit A will be added to the Agreement and will be a color coded map to be developed by Ms. Meadows with Ms. Bittle's assistance.
- The Agreement will be ready to be presented at the March Board meeting.
- The Landscape Agreement expires on December 31, 2019.

#### **FOURTH ORDER OF BUSINESS**

#### **Review and Revise the Maintenance Agreement between the CDD and the RCA**

- Mr. Richard Knaub noted ever since Mr. Jeff Matthews started with the Activity Center Campus upgrade, drainage of the tennis courts has been an issue. They are very expensive to maintain.
- Ms. Anderson noted it is the responsibility of the CDD. Traditionally, we have taken care of all of the infrastructure, anything that has to do with the maintaining the Activity Center should be ours.

- We need to receive bids to replace the clay surface.
- Repairs can be made during the summer when there are less tennis players.
- The Boards discussed Tennis Courts Irrigation.
- The MOU will be redrafted and will provide additional descriptions for certain items.
- Semiannual pressure washing of the pool deck was discussed.
- Trash cans, garbage disposal, dumpsters and rodents were discussed. There is the possibility of installing a security camera to disclose residents not disposing of their trash correctly.
- Discussion followed on cleaning at the Dog Park. A suggestion was made to install a security camera because some residents do not pick up after their dog.
- The maintenance of the toilets in the Amenity Center needs to be looked into.
- The Boards discussed the irrigation system and the maintenance.

**FIFTH ORDER OF BUSINESS**

**Supervisor Comments**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Audience Comments**

- Ms. Matto representing the Dog Park, commented it is not being maintained correctly and she also felt the Dog Park needed woodchips installed.
- Ms. Anderson informed her the Ad Hoc Committee is beginning plans for the Campus. She should attend their meetings and voice her opinion.
- Staff will follow up with woodchips at the Dog Park and their cost.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

Meeting was adjourned.

*Let the record reflect, the RCA Board left the meeting.*

*Let the record reflect, the Board took a five minute recess.*

**GOVERNANCE WORKSHOP**

**FIRST ORDER OF BUSINESS**

**Committee Topics**

- A. **Develop Guidelines for Effective RCDD Committees including the following:**
  - \* **Up-to-Date Descriptions and Areas of Responsibility**

- \* **Number of Members**
- \* **Timely Agendas**
- \* **Minutes**

- Ms. Anderson noted more guidelines for committees to be effective should be developed.
  - An up-to-date description and areas of responsibility of each specific committee should be provided.
  - Those who oversee each committee should ensure descriptions are up-to-date.
  - Mr. McKnight was asked to post descriptions on the website.
  - Discussed the number of members on each committee with five being the minimum and nine being the maximum.
  - Appointing alternate committee members was discussed.
  - There should be a limit of nine members on each committee.
  - If a committee meeting is cancelled, Christine in the office needs to be notified so she can send an email blast. She should also be notified if a meeting is continued.
  - An advertisement should be published when there is a new meeting date.
  - Agendas should be sent out before each meeting.
  - Minutes of Committee Meetings should be sent to Mr. McKnight in PDF format for posting on the website.
  - Biographies of committee members of each committee will be posted on the website, without any phone numbers or email addresses.
- Mr. Koncar noted official action of the District takes place at District Board meetings, not at the committee level.
- The head of a committee is a Chairperson and not a President.

#### **FOURTH ORDER OF BUSINESS**

#### **Discussion on Supervisor Approval Process for Email Blasts, Heron Articles and Website Documents**

- Ms. Anderson asked that the Fourth Order of Business be discussed at this time.
  - She felt it is important Supervisors approve any email blast, Heron article or anything added to the website. When a Supervisor sends out an email blast, it should be signed with the Supervisor's name.
  - If a Supervisor has an emergency email blast, it should be sent to Mr. McKnight, Mr. Koncar or Ms. Meadows.

- Mr. McKnight will need access to the RCA system so he can post items quickly.

**FIRST ORDER OF BUSINESS (continued)      Committee Topics (continued)**

**B.      Committee Assignments**

- Mr. Knaub voiced concern Ms. Syrek had too much on her plate with all the committees she heads, including the Ad Hoc Committee, the Beach Club Committee and others.
- Ms. Syrek commented she will handle the committees and work that needs completion.

**C.      Supervisor's Role on Committee**

This was discussed earlier.

**SECOND ORDER OF BUSINESS**

**New Management Contract Changes  
including Key Severn Trent Staff  
Responsibilities**

- Ms. Anderson spoke with Mr. Koncar about the management contract with key Severn Trent staff responsibilities.
- She and Mr. Koncar listed all the services Severn Trent are to provide.
- In order to save money for the District, they decided Mr. Rudacille will not attend every Board meeting. If there are issues, Mr. Rudacille will be available to give advice.
- Mr. Koncar felt the District Engineer should be more involved in the overall daily operations.
- The upcoming proposal for Sewer Plant Operator will be handled by the District Engineer, CPH Engineers. They will receive the bid responses, they will evaluate the bids and will come back to the Board with recommendations. Severn Trent will submit the advertisement to the newspaper.

**THIRD ORDER OF BUSINESS**

**Streamlining the Flow of Electronic  
Information**

- Mr. Spillane commented on the size of the agenda packages due to all the invoices.
- Mr. Koncar noted the Supervisors can designate a Board member to review invoices, so only one Board member receives them. When Severn Trent moves to Avid Exchange, all invoices will be done electronically. Invoices will then be removed from agenda packages. If a Board member wants to look at the invoices, they can go to the website to review.

- Ms. Anderson noted she currently receives the invoices from Ms. Sonia Rowley, District Accountant.
- Mr. Koncar will have an update on the status of Avid Exchange at the March Board meeting.

**FIFTH ORDER OF BUSINESS**

**Supervisor Comments**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**



Robert Koncar  
Secretary



Rita Anderson  
Chairperson