

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, April 19, 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	Assistant Secretary
Henry Lackland	Assistant Secretary
Richard Knaub	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Scott Rudacille	District Attorney
Efrain Rodriguez	Regional Manager
Brad McKnight	Project Coordinator
Sean Hauser	Lead Operator
Shawn Walker	Field Services Manager
Residents	

The following is a summary of the minutes and actions taken at the April 19, 2016 Riverwood CDD meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Approval of the April 19, 2016 Agenda

- Ms. Anderson asked for approval of the April 19, 2016 agenda.

Mr. Mr. Knaub MOVED to approve the April 19, 2016 agenda and Mr. Campbell seconded the motion.
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- Under New Business, Item 9A, Beach Club Rules Changes, was added.

On VOICE vote with all in favor the amended agenda was approved.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- o Mr. Al Rybicki, Liaison from the Board Budget Committee to the Beach Club Committee. On Thursday, the Beach Club Committee recommended passing an increase in the membership cap from 320 to 370. The also recommended increasing the annual dues from \$375 to \$400.
- o He noted there will be some assumed drop rates if the amount is increased. That is approximately 32 people.
- o There is also a wait list of 27 people.
- o He is looking for the Board to approve a cap of 380 members and an annual dues of \$400.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of March 15, 2016 meeting

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

FIFTH ORDER OF BUSINESS

Operations Report

- o Mr. Hauser reviewed the Operations Report. A copy of the report is attached hereto.
- o In March, the waste water treatment plant treated just over 7 million gallons of water. On the heaviest day, a little over 300,000 was treated. Nineteen million gallons were treated out of the reclaim station last month, which is double of what they did last month.
- o One problem was one air diffuser came off overnight, but it was fixed and working now.
- o He reported on the main break leak and explained what transpired with Charlotte County Utilities.
- o He received several derogatory and inflammatory emails when the water was off on April 1st. He explained how the water system works. Severn Trent purchases water from CCU

and one pipe comes in. When the pipe breaks, they have no control over anything that happens there. They cannot do anything to speed it up or expediting it. There was actually two leaks. CCU found one leak and repaired it. When the water was turned back on, they found the pipe had been shattered underneath the road; there had to be a road closure. That is why it was off for so long. When CCU told them the water was coming on, staff was out to do flushing.

- Mr. Knaub complimented Mr. Hauser and Severn Trent.
- Ms. Anderson also thanked RCA for notifying the residents about the boil water issue.

SIXTH ORDER OF BUSINESS

Manager's Report

A. Discussion on the Proposed FY 2017 Budget

- Mr. Teague spoke about the draft budget for Fiscal Year 2017.
- The Budget Committee will be meeting on May 2, 2016 at 9:00 a.m. with revisions as suggested by the Chairperson of the committee.
- Follow Up: He commented every month Ms. Meadows prepares a Field Report with recommendations. He asked the Supervisors whether it was okay with them if the Chairperson is approached if immediate responses are needed.

SEVENTH ORDER OF BUSINESS

Attorney's Report

- Mr. Rudacille spoke about the Preserve area issues. The Preserve area has to remain in their natural state.
- If the Board wants to get into a more detailed response in a particular area, they will have to look at the permits for that particular area or the plans that were approved.
- We will have to go back to find out why is a certain area is considered a Preserve. Why is it set aside? Is it part of a wetland buffer? Was it upland habitat? We will have to look at the permits and regulations associated with it. Depending on whether the original purpose is no longer being served. There is going to be a process to get there.
- Is it the homeowner who has to look into this?
- Mr. Teague recommended Ms. Meadows and Mr. McKnight identify on a map the areas in question with Mr. Satfield's assistance. Then that information can be brought back to the Board for a decision how to proceed.
- Mr. Rudacille noted at the last meeting he was asked to prepare an RFP or an RFQ for the Operations & Maintenance contract.

- Mr. Satfield discussed the proposal and differences between the Request for Proposal and the Request for Qualifications. He felt the RFQ is broader and proposers will give creative ideas. The proposals will include billing, irrigation distribution, water and sewer.
- The RFP will be ready for the Board's review by the next meeting.

EIGHTH ORDER OF BUSINESS

Old Business

A. Activity Campus Expansion Project

- Mr. Campbell noted the majority of the Long Range Planning Committee recommended accepting the revised conceptual plans made at the presentation made by Mr. Matthews for the Activity Campus Expansion project.
- Mr. Campbell asked whether the Board wants to vote on the concept. The concept was sent to the Ad Hoc Committee for recommendations on the final project plan.
- Mr. Knaub felt the committee can have a report back to the Board in about two months.
- Ms. Anderson suggested the Ad-Hoc Committee review the conceptual plans and report back to the Board with their thoughts.
- The Board discussed bond that does not exceed a 30 year repayment schedule with a \$300 per year assessment increase as the threshold for spending.
- The bond should include the purchase of the two front lots, A and B, and the new traffic light.
- Ms. Anderson wanted input from the Ad Hoc Committee and that Mr. Teague get information from the banks on a loan.

Ms. Anderson MOVED to turn this over to the Ad Hoc Committee and request within two months to come back with what they think the Board can do and what we need to spend to achieve the goals the set and Mr. Knaub seconded the motion.

- The Board continued discussing the above.

On VOICE vote with all in favor the prior motion was passed.

B. Activities Campus Expansion Project Ad Hoc Committee Appointment

- Mr. Knaub noted the first meeting is this Thursday.

C. Traffic Light Update

- Mr. Knaub updated the Board on the traffic light.
- Mr. Knaub noted there will be a sample letter on the CDD website residents can use to send to elected State officials to get funding support for the traffic light.
- Mr. Satfield discussed reaching out to contacts at Charlotte County DOT, Lee County, City of Cape Coral and City of Fort Myers. They received a variety of recommendations from signal people there. They selected four contractors. He will advertise for bids and send plans to the four contractors.

Mr. Knaub MOVED to approve CPH Engineers to go out for bid with the four contractors in order to move forward and Mr. Campbell seconded motion.

- Mr. Rudacille suggested placing an advertisement be placed in the paper.

On VOICE vote with all in favor the prior motion was passed.

D. Gates and Security Camera Update

- Mr. McKnight updated the Board on the gates and security camera.
- We have two barrier gates, the up and downs. The barrier gates will be on the visitor side. They are forced to stop now. Before there was only speed bumps.
- There is a barrier gate added to the exit, which will prevent anyone coming in from the out gate.
- In the guard house, they added a security camera for the guards to monitor four locations: wastewater treatment plant, the Beach Club, the front and rear gates.

E. Joint Meeting with the RCA

- Ms. Anderson noted there will be a joint meeting with the RCA on May 10th at 1:00 p.m. to discuss erosion.
- Today's meeting will be continue to that date.
- Mr. Rudacille will not be attending the joint/continued meeting.

F. RV Park Changes

- The Board reviewed plans to clear areas for additional parking.
- Mr. Teague suggested making a motion to authorize Mr. Martone to approve \$21,000 to clear Brazilian pepper from the RV Park.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the Board authorized Mr. Martone to spend a not-to-exceed amount of \$21,000 to make the suggested improvements with funding coming from the RV Parking Reserves.

NINTH ORDER OF BUSINESS

New Business

A. Beach Club Rule Changes

- Mr. Campbell reported on the Beach Club noting there will be an increase membership dues to \$400 and membership cap to 380 members. He recommended going out for bid for management services.
- There will be a public hearing on rulemaking.

Mr. Campbell MOVED to increase Beach Club membership dues to \$400 and cap the membership to 380 members and go out for bid for management services and Mr. Lakeland seconded the motion.

- Discussion ensued on the costs associated with Beach Club membership.

On VOICE vote with all in favor the prior motion was amended to set a public hearing to review increasing the limit for the Beach Club and the annual dues.

- In the advertisement the amount of the membership dues should be included. That number can decrease, but cannot increase; \$400 can go lower. The membership cap can also go lower than the 380.
- The public hearing will be held at the June Board meeting. During the month of May, the Beach Club Committee can make recommendations.

TENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Mr. Martone reported they postponed lift station rehab until there is more money in their Reserves.
- Pepper trees will be removed once they receive quotes from Ms. Meadows.
- They are reviewing opportunities to reduce electrical costs at the waste water treatment plant.

B. Water/Utility Billing Committee

- Mr. Knaub noted he had a personal emergency last Thursday and the meeting was rescheduled to this coming Friday.
- There is a monthly testing of residual chlorine in the water. In some areas, testing is done weekly.

C. Budget Committee

- Ms. Anderson noted the committee met today and they are working on the General Fund budget. The goal is not to have an increase in assessments next year.
- They meet again on May 2nd, 2016 at 9:00 a.m.

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 discussed the contract with Landshore for storm drain repairs.

On MOTION by Mr. Lackland seconded by Mr. Martone with all in favor the proposal from Landshore for storm water control structure repairs and cleaning of interconnects in the amount of \$16,390 was approved.

- He updated the Board on the Plecco removal efforts. There is a new netting process being proposed. He discussed the Tilapia removal program.
- Mr. Lackland discussed bids received for Preserve maintenance and cleanup. Two companies showed interest and they will be interviewed.

F. Activity Advisory Committee

- Next month the committee will be looking for entertainment next year.

G. Beach Club Committee

There being nothing to report, the next item followed.

H. Dog Park Committee

There being nothing to report, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

- o Ms. Anderson noted she is speaking for herself, but she reads all her emails and dislikes when she sees erroneous and misleading information.

TWELFTH ORDER OF BUSINESS

Audience Comments

- o A resident asked if trimming trees on the lake banks is funded by the HOA.
- o A resident commented on the need for new members to the Storm Water Committee.
- o A resident was impressed with what has been done in the RV Park since the last meeting.
- o A resident voiced concern for the 30 year bond loan and the RCA Modification Committee.
- o A resident commented on the Activities Campus Expansion Project.
- o A resident commented on the need for a second water line which would have allowed the District to avoid loss of water during the recent break.
- o A resident remarked the concept plan has the guard house being moved and the location does not have service availability.
- o A resident recommended using chilled water air conditioning system.
- o A resident had accounting questions and questions about meter readers.

THIRTEENTH ORDER OF BUSINESS


Continuation

There being no further business at this time,

<p>On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor the meeting was continued to Tuesday, May 10, 2016 at 1:00 p.m.</p>



Calvin Teague
Secretary



Rita Anderson
Chairperson