

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, February 17, 2015 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
Douglas 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
Robert Edge	Severn Trent Operations

The following is a summary of the minutes and actions taken at the February 17, 2015 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 February 17, 2015
Agenda**

- Ms. Anderson requested approval of the February 17, 2015 agenda.

Mr. Knaub MOVED to approve the February 17, 2015 agenda and Mr. Martone seconded the motion.

- The following changes were made to the agenda:
 - Under Committee Reports, Budget Committee, add 10Bi, Committee Appointment, and Water/Utility Billing Committee, add 10Bi, Committee Appointments.
 - Under New Business, add 9C, Five-Year Comprehensive Plan Discussion, and 9D, Erosion Notice Discussion.

On VOICE vote with all in favor the prior motion was approved, as amended.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Mr. Ted McDermott complimented Mr. Campbell on his work on the parcel purchase.
- Mr. Jim Pennywhite commented on the Activity Center Campus Planning Survey.
- Mr. Bud Holman commented on the need for an appraisal on the parcel properties.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the January 20, 2015 Meeting**
- B. **Acceptance of:**
 - i. **Minutes of the Sewer Committee Meeting**
 - ii. **Minutes of the Water/Utility Billing Committee Meeting**
 - iii. **Minutes of the Budget Committee Meetings**
 - iv. **Minutes of the Long Range Planning Committee Meeting**
 - v. **Minutes of the Environmental Committee Meeting**
 - vi. **Minutes of the Activity Advisory Committee**
 - vii. **Minutes of the Beach Club Committee**
 - viii. **Financial Statements, Check Register and Invoices for January 2015**
 - ix. **Reserve Fund Report**
 - x. **Investment Report**
 - xi. **Field Management Report**

On MOTION by Mr. Campbell seconded by Mr. Knaub with all in favor the consent agenda was approved.

FIFTH ORDER OF BUSINESS

Operations Report

- Mr. Edge gave his report noting staff will be moving into the new building tomorrow.

SIXTH ORDER OF BUSINESS

Manager's Report

- Mr. Teague distributed a draft of a spending resolution for discussion.
- The resolution is for emergencies and authorizes disbursement of funds for payment of certain expenses without prior approval of the Board. These are for expenses that cannot be brought before the Board immediately.
- The Board was requested to review the resolution and send their comments to Mr. Teague who will forward to Mr. Rudacille for his review.
- This will be on next month's agenda.

SEVENTH ORDER OF BUSINESS

Attorney's Report

There being no report, the next item followed.

EIGHTH ORDER OF BUSINESS

Old Business

A. Project Updates

i. Storm System Maintenance Updates

- Mr. Teague reported Severn Trent Operations has completed almost all the work except for one structure that needs rip rap around it.
- Landshore Enterprises is running into some difficulty in finding the structures they are committed to do; however, they are moving forward.

ii. Reuse Emergency Water Pumping System

- The permit is in the process of review by the Southwest Florida Water Management District.
- Staff was told verbally there were no negative comments.
- Once the permit is in hand, Mr. Knaub's committee will begin the process of planning and implementation.

iii. Fountain Maintenance Contract

- Mr. Teague reported the fountain on L-15 is still being repaired.
- By the next meeting, a maintenance contract will be presented for approval.

iv. RV Lot Service Road Maintenance and Staging Areas

- Mr. Martone reported the sprinkler system is set to go with shutoff valves.
- Everything should look good once the plants start to fill in.

v. Back Gate Update

- Mr. Teague noted there is more work to be completed. A barrier needs to be created so no one can jump into the entrapment area.
- At the entrance there are two lift arms. Only one will be installed at this time. If needed, another lift arm can be ordered and installed.

vi. Beach Club Management

- Mr. Campbell updated the Board on the Beach Club progress noting several committees have been formed including structural, landscaping, security, communications and others.

- Ms. Meadows became the interim contact person for the Beach Club and Severn Trent; however, she has other responsibilities preventing her from devoting enough time to the Beach Club.
- Mr. Teague suggested hiring a part-time manager to manage employees, coordinate projects, and obtain proposals.
- A contract was drawn up and a request to approve will be made later in the meeting.
- Mr. Walt Powers would become the Beach Club Manager in a part-time position as an independent contractor for Riverwood CDD.
- Mr. Teague noted with this contract and what you pay Severn Trent, the District is still at the same budget amount as what was previously being charged by Pulte.

vii. Security Cameras Update

- No security cameras have been installed.
- Ms. Anderson will meet with the vendor this week.
- They will start with the back gate, then the front gate and the Activity Center.

viii. Activity Center Campus Planning Survey

- Mr. Campbell noted at the last meeting there was a discussion on whether or not to have a survey sent to all residents of Riverwood on the Activity Center Campus. It was to be an information gathering survey.
- At the recent Long Range Planning Committee meeting approximately 75 residents attended and commented on the survey issue.
- Mr. Knaub attended the LRPC meeting. Then the committee voted by motion to recommend a survey rather than a questionnaire.
- Mr. Knaub recommended forming an Ad Hoc Committee to conduct the survey.

Mr. Campbell MOVED to form an Ad Hoc Committee to conduct the survey and Mr. Knaub seconded the motion.

- Mr. Knaub felt the survey would be ready by the end of March, 2015.

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

- Mr. Knaub will form the Ad Hoc Committee, be its liaison and coordinator. He expects to have a list of the committee members by the time the Joint RCA/RCDD is held on February 25, 2015 for their consideration.
- An advertisement for the meetings will be placed in the newspaper.

ix. Purchase of Front Parcels Discussion

- Mr. Campbell noted the Board had previously given him approval to negotiate with Mr. Richard McCormick of Pulte on Parcels A and B.
- Mr. Teague obtained appraisals from Mr. Steven Gant of Riverside Appraisal Services, Inc., State-Certified General Real Estate Appraiser. This is the same appraiser who appraised the Beach Club property.
- Mr. Gant appraised Tract A at \$450,000 and Tract B at \$340,000.
- Mr. Rudacille clarified there is no contract on either parcel at this time. If the District goes under contract they need to close by the end of March.
- The reason for closing on Parcel B so soon is their tax liability of \$600,000 is on April 1, 2015.
- Parcel A is part of the District’s storm drain system. The original developer made the Preserve area into a storm drain system. We have four storm drains going into that piece of property. Pulte should give us that piece of property because it is part of our storm drain system.

<p>On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor the Board approved Mr. Campbell negotiating with the owner to purchase Parcel B in an amount not-to-exceed \$600,000 and if the owner is not agreeable to that amount, Mr. Campbell will call an emergency meeting and the supervisors will make themselves available for that meeting; continue negotiating on Parcel A.</p>

NINTH ORDER OF BUSINESS

New Business

A. Update on Roads in Need of Paving

- Ms. Anderson introduced Mr. Bob Walker of the Budget Committee.
- A Visual Road Inspection report he prepared was distributed.
- The roads discussed are CDD roads only.

- Mr. Walker gave a video presentation showing which roads he walked and need resurfacing and where there may be potential maintenance projects.
- Mr. Walker explained visual rating, raveling, cracking, traverse cracking, alligator or fatigue cracking and rutting.
- He reviewed his list where neighborhoods were paving is needed and where neighborhoods looked good and no repairs are needed.
- The cost to do all four neighborhoods where work is needed is estimated to be \$273,544.

Ms. Anderson MOVED to have staff retain the District Engineer's firm's road division or road department to do an evaluation of road maintenance needs and Mr. Campbell seconded the motion.

- It was noted there is money in Road Reserves to do the work.
- The Board of Supervisors complemented Mr. Walker on his good work.

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

B. Beach Club Management – Walt Powers Contract/Insurance

- Mr. Teague noted the contract has been reviewed by the District Attorney.
- Mr. Powers also reviewed the contract to manage the Beach Club.
- As an independent contractor, Mr. Powers would work 10 hours per week.
- Compensation is \$1,100 per month. He will receive no insurance or benefits.

Mr. Campbell MOVED to approve the Independent Contract Agreement between Riverwood CDD and Mr. Walt Powers for 10 hours per week with the compensation of \$1,100 per month to manage the Beach Club and Mr. Lackland seconded the motion.

- The contract was discussed further.
- The Board felt Mr. Powers will do a good job.

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

C. Five Year Comprehensive Plan Discussion

- Mr. Knaub noted the importance of preparing a plan for the community so the residents know the Board is doing what is right for the community.
- He will begin preparing a five year comprehensive plan to bring to the Board in about six months.

D. Erosion Notice Discussion

- Mr. Knaub discussed an email several residents received regarding an erosion notice.
- In 2005 residents of Silver Lakes notified management, the developer and the District of serious erosion problems. Another notification was sent in 2007. At the time, it was determined the District was liable for corrective measures.
- Mr. Knaub asked for the District Attorney's opinion. Mr. Rudacille sent a memo regarding this issue to the Board four months ago and noted the issue of lake erosion is a case by case basis. Several different factors can cause erosion. The District is responsible to maintain the lakes it owns.
- DEP permits provide for standards the District is supposed to be maintaining for its stormwater management facilities.
- He does not know all details of the Silver Lakes situation, but noted the Board has options. The Board could reimburse residents for expenses incurred for repairs, however, the District is not obligated to do so.
- He will resend his email on this issue to all the Supervisors.

TENTH ORDER OF BUSINESS**Committee Reports****A. Sewer Committee**

- Mr. Martone noted they will be moving into the storage lab building tomorrow.
- The odor control system is operating.
- The monitoring wells will be installed as required by the new permit.
- For fencing around the plant, all pepper trees and brush were removed. There was a hold on that because there was a bird rookery. When they finish nesting, he will obtain estimates for fencing.
- Regarding the turnover of utilities in Sawgrass, there was some controversy with Pulte Homes on what the District and they want to do. It needs to be settled before Pulte Homes leaves.

B. Water/Utility Billing Committee
i. Committee Appointments

- Mr. Knaub asked to increase his committee membership from five to seven members.

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor the committee membership will be increased from five to seven members.

- The two new members are Mr. Steve Schoolie and Mr. Gary DeMoss.
- Mr. Knaub will obtain their addresses and telephone numbers.

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor Mr. Schoolie and Mr. DeMoss were accepted as new members of the Water/Utility Billing Committee.

- The committee is reviewing water rates as requested by the Budget Committee last month.
- The committee is also reviewing the low water pressure in particular in the Sawgrass area. After which, the County will be contacted to see if there are alternatives to a second water line.
- He is researching the automated flushing devices run on the potable water system.

C. Budget Committee

i. Committee Appointment

- Ms. Anderson asked for a motion to appoint Mr. Jay Aldridge.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor Mr. Aldridge was appointed to the Budget Committee.

- Ms. Anderson noted the *No Smoking* signs were installed around the Activity Center.
- She noted the lapel microphones are now operating.
- A new handicapped walkway to the pool will be installed on February 26th.

D. Long Range Planning Committee

- Mr. Campbell updated the Board on plans.

- He noted Mr. Jeff Matthews is still actively forming plans for the Activity Center Campus.

E. Environmental Committee

Mr. Lackland noted at the last Environmental Committee meeting, guests from SWFWMD attended.

- The Landshore Enterprises is completing their report on lake conditions for five lakes and will be reviewed.

F. Activity Advisory Committee

- Ms. Anderson noted this is the joint committee with the RCA.
- The committee is functioning very well.

G. Beach Club Committee

- Mr. Campbell discussed handling of evasive plants between the building and the beach.
- He discussed parking issues. He will have Mr. Powers investigate.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

- Mr. Lackland noted they had a minor fish kill in a lake. Birds scoop these fish up creating an odor problem.
- Mr. Campbell spoke about some residents' "Me first" attitude for community planning efforts. He hoped people would recognize that it is not all about "what you want or you see".

TWELFTH ORDER OF BUSINESS

Audience Comments

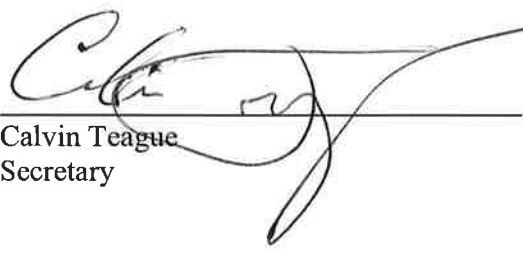
- Mr. Jim Cameron commented on the purge valve near his residence. He asked whether an environmental assessment was done there.
- Ms. Leslie Patterson thought it would be a good idea to get a new list of members of the Beach Club. She spoke about license plates numbers for security reason. She supported efforts by the Long Range Planning Committee. She also wanted to go forward with the survey.
- Mr. Peter Stotz noted he agreed with Ms. Patterson. He disagreed with the Board to hold off on a decision for Parcel A. He felt a traffic light should be installed in Parcel A.

- Mr. Larry Naducci noted we can summarize what we are trying to do here as “It’s time”. Like a Christmas wish list; you may ask for it, but you may not necessarily get it. He complimented the Board, in particular, Mr. Campbell, and was in support of the plans.
- Mr. Walt Powers commented on the loss of Mr. Dave Anderson and requested a moment of silence and extended his sympathies to Ms. Anderson.
- A resident spoke about exotic removal in the RV parking lot.
- Mr. Roy Hawthorn endorsed the expediency factor on getting things done and supporting the plan. He briefly commented on erosion issues.
- Ms. Terri was in support of the plan and felt the Board was doing a very good job.
- Ms. Joyce Krasner spoke about Parcels A and B.
- Mr. Ted McDermott commented on evasive planting in the RV parking lot.
- Mr. Powers noted regarding the RV parking lot, Brazilian peppers also need to be removed; people need to be patient because it takes time.


THIRTEENTH ORDER OF BUSINESS Continuation

At 4:52 p.m. there being no further business,

On MOTION by Mr. Campbell seconded by Mr. Martone with all in favor the meeting was continued to Wednesday, February 25, 2015 at 12:00 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson