

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, May 19, 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
Marcello Tavernari	CPH
Molly Meadows	Severn Trent
Robert Edge	Severn Trent
Michael Miller	Severn Trent
Residents	

The following is a summary of the minutes and actions taken at the May 19, 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 May 19, 2015 Agenda**
o Ms. Anderson asked for approval of the May 19, 2015 agenda.

Mr. Knaub MOVED to approve the May 19, 2015 agenda and Mr. Campbell seconded the motion.
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- o The following changes were made to the agenda:
 - Under New Business, add 9D, Beach Club Ramp.
 - Under New Business, add 9E, Report on the Traffic Light.

- Under Committee Reports, Budget Committee, add 10Ci, Consideration of a Proposal for Reimbursement for an I-Pad Kiosk in the Activity Center Building.
- Under Committee Reports, Budget Committee, add 10Cii, Approval of Smoking Area Furniture.
- Under Committee Reports, Beach Club Committee, add 10Gi, Purchase of Ice Machine for the Beach Club.
- Under Old Business, remove 8Av, Activity Center Campus Ad Hoc Planning Committee.

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

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the April 21, 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 May 4, 2015 and May 19, 2015 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 April 2015**
 - ix. **Reserve Fund Report**
 - x. **Investment Report**
 - xi. **Field Management Report**

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

FIFTH ORDER OF BUSINESS

Operations Report

- o Mr. Edge updated the Board on Operations.
- o The wastewater treatment plant treated about 4.630 MG this month, with peak daily flows of .242 MGD. The average reclaim/irrigation flow this month was .760 MGD with a peak flow of 1.079 MGD.

- o The odor controls seem to be working better.

NINTH ORDER OF BUSINESS

New Business

D. Beach Club Ramp

- o Beach Club Committee President, Ms. Ruth Mosca, discussed structural improvements and how the Beach Club Structural Subcommittee was formed. The subcommittee's priorities are: safety and ADA compliance; structural integrity and aesthetics.
- o The subcommittee met with five vendors. Of those, only West Florida Contractors (WFC) submitted a proposal for structural improvements.
- o Mr. Walt Powers, in his capacity as the Manager of the Beach Club, contacted Condivers Marine & Charlotte County Seawalls. A proposal was received, however, the subcommittee felt it was not substantial. Charlotte County Seawalls never submitted one.
- o The subcommittee met with WFC. Changes were made to the structural requirements. WFC submitted revisions to their original proposal.
- o The project can from 6-8 weeks to complete. WFC can begin in mid-June.
- o A video presentation was presented showing the need for a ramp and deck.
- o Costs for revisions would be approximately \$82,500.
- o Beach Club dues will pay for the revisions with the understanding the CDD may underwrite whatever costs the Beach Club will not be able to pay.

Ms. Anderson MOVED to authorize moving forward with the Beach Club ramp project with the understanding there could be a negative fund balance for a few years and Mr. Knaub seconded the motion.

- o The Board continued discussing the Beach Club ramp project.

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

EIGHTH ORDER OF BUSINESS

Old Business

A. Project Updates

ii. Purchase of Front Parcels

- o Mr. Rudacille noted today the Board needs to decide whether to proceed with the purchase of Parcel A. Due diligence reports were received from CPH. No concerns were raised which would prevent closing on the property.

- o A copy of the survey and Preliminary Ecological Assessment report by CPH was distributed.
- o The closing of Parcel A is anticipated in mid-June, but may occur before the next meeting.
- o The final sign off from the committee within Centex approving the purchase was not received yet. Centex has until the end of May to give their approval.

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the Board approved the contract and authorized the Chairperson to execute documents at the closing for Parcel A, which is anticipated for mid-June.

- o Mr. Rudacille noted in order for the Board to eventually have the option of rolling these purchases into a bond issue, the Board needs to adopt a reimbursement resolution within 120 days of the purchase. The resolution will be presented at the next Board meeting.
- o Mr. Teague noted on Parcel B no payment has been received yet.
- o Mr. Rudacille is following up; which is highly unusual. The escrow agent never dispersed funds from the last closing nor was the deed ever recorded. They reached out twice to the closing agent to find out what occurred. No response was received as of yet.

iii. Fiscal Year 2015 Road Paving Project

- o Mr. Marcello Traveneri of CPH Engineers was introduced. For the past few months he has been working with Mr. Bob Walker and Ms. Molly Meadows on the 2015 asphalt construction project. Today they had a kickoff meeting.
- o Several neighborhoods will be resurfaced this year. This will be done by milling or micro resurfacing.
- o The project should be completed by the end of October and the projected start date is September 1, 2015.
- o Once a contractor is selected and the project bid out, blast emails will be sent to update residents on progress.

SIXTH ORDER OF BUSINESS

Manager's Report

A. Distribution of the Proposed Budget for Fiscal Year 2016

B. Consideration of Resolution 2015-05 Approving the Proposed Budget and Setting the Public Hearing

- The proposed budget for Fiscal Year 2016 was reviewed.
- The budget at this time is set with a \$1,200,000 loan to be paid off over 10 years. There is an increase in assessments to the residents of \$114.04, which includes the commercial or golf course properties.
- The Board discussed taking a \$4 million to \$6 million loan to be repaid over 20 years.
- After discussion the Board decided the assessments should be increased to \$200 per unit to fund the purchase of the two parcels, a traffic light at the entrance to the community, Activity Center Facilities expansion and storm water system maintenance.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor the tentative budget as submitted with a \$200 increase in assessments under the Debt Service was approved; Resolution 2015-05 approving the budget for Fiscal Year 2016 and setting the public hearing for August 18, 2015 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida, was adopted.

- The Board authorized Mr. Teague to get more information on different possibilities on a line of credit.
- Mr. Teague proposed the Board authorize Ms. Anderson to sign after legal review and Mr. Stephen Bloom's review to ensure it is a good deal.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the Board authorized the Chairperson to accept and sign a Line of Credit with CNL Bank for up to \$6 million for 20 years subject to staff review.

- There will be no withdrawals from the Line of Credit without prior Board approval.
- It was noted when preparing the assessment roll for the increase on debt for the improvements, the Golf Course will also be assessed.

On MOTION by Mr. Martone seconded by Mr. Knaub with all in favor the Board approved assessing the Golf Course also.

- C. Report on the Number of Registered Voters – 1,417**
- o The Supervisor of Elections of Charlotte County reported there are 1,417 registered voters residing within the District.
 - o Mr. Teague noted the Board requested staff solicit for engineering firms. Ranking the firms will be based on qualifications. CPH Engineers were requested to submit their qualifications as well.
 - o At the next meeting, qualifications will be rated. Staff will look for engineering firms with municipal experience, waste water, water, utilities, streets, storm water systems and environmental experience.
 - o Mr. Teague noted the current lakes contractor is doing an acceptable job, but could not say the same about the wetland maintenance contractor. He asked the Board if they wanted to solicit bids on a wetland contractor. The Board agreed.
 - o Beautiful Ponds will continue on the lake maintenance.

On MOTION by Mr. Lackland seconded by Mr. Martone with all in favor the Board approved getting bids for lake bank restoration of five lakes engineered by Landshore and getting bids for a wetland maintenance contractor.

SEVENTH ORDER OF BUSINESS

Attorney’s Report

- o Mr. Rudacille noted the legislative session just ended. For those bills which may have an impact on the District, he will send the Board a report.

EIGHTH ORDER OF BUSINESS

Old Business (continued)

A. Project Updates

i. Security Camera Update

- o Ms. Anderson reported the security cameras are installed. They contracted for additional cameras at the sewer plant.
- o They are waiting for Wi-Fi connections from the back gate cameras to the security guardhouse.

ii. Purchase of Front Parcels

This item was discussed earlier.

iii. Fiscal Year 2015 Road Paving Project

This item was discussed earlier.

iv. Beach Club Employee Contract Amendment

- o A copy of the District Management Services Agreement between Riverwood CDD and the Severn Trent Environmental Services was distributed and discussed.
- o Additional Beach Club staffing services will begin June 1, 2015 and will mean an additional \$203.75 per month or \$2,445 per year.

On MOTION by Mr. Martone seconded by Mr. Campbell with all in favor Seventh Amendment to the District Management Services Agreement between Riverwood CDD and Severn Trent Environmental Services was approved.

v. Back Gate

- o Ms. Anderson and Ms. Meadows are working on setting up an Ad Hoc Committee to review the entire operation of the back gate. It is heavily used and needs an upgrade. She will have a proposal later this summer.
- o Lately, the gate has been working better.

NINTH ORDER OF BUSINESS

New Business

A. Financing of Capital Needs and Land Purchase

This item was discussed earlier.

B. Storm Damage Report

- o Ms. Anderson reported some trees and bushes were down, debris has been removed and taken care of. The pool lift cover was torn and has been replaced. RCA was soliciting bids to repair fencing along Riverwood Drive.
- o One tennis court side came down. Bids are being sought.

C. Designated Smoking Area Furniture

- o Ms. Anderson updated the Board on the designated smoking area furniture.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the Board approved a not-to-exceed amount of \$1,300 for a table with chairs, an umbrella, and a smoking receptacle for cigarettes.

D. Beach Club Ramps

This item was discussed earlier.

E. Report on Traffic Light

- o Mr. Knaub updated the Board on the traffic light.
- o There is a small possibility the State may pick up the tab or part of it for the traffic light.
- o The State Director of Safety will be contacted next week.

TENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- o Mr. Martone noted the odor control system is back in operation.
- o Fencing around the waste water plant is complete except for the gate.
- o For the Sawgrass utilities turnover, they still have not heard back from Pulte as far as televising and clean out of the lift stations. Pulte will need to pay for it one way or another.
- o One of the tanks will be cleaned this summer, which is done every year.

B. Water/Utility Billing Committee

- o Mr. Knaub noted Charlotte County Utilities may have been overcharging the District. He is working with CCU on this.
- o There have been issues with the hydra-flush hydrants, most of which are on utility easements, but four are on residents' front lawns. When discharging, they make a mess and residents are not happy.
- o Mr. Knaub will bring a proposal for Board approval at the next meeting.
- o At this time, Mr. Teague introduced Mr. Michael Miller, Regional Manager for Operations for the Southeast Florida.
- o Mr. Miller gave a short presentation. He thanked everyone for inviting him. He complimented Mr. Robert Edge. He also thanked the Board for allowing Severn Trent to serve the District.

C. Budget Committee

i. Consideration of Proposal for Reimbursement for Kiosk I-Pad in the Activity Center Building

- o Ms. Anderson updated the Board on the activities of the Budget Committee.
- o Ms. Anderson noted a resident installed an iPad Kiosk in the Activity Center in the hallway for people to go to the RCA and CDD websites.
- o The resident asked for reimbursement of \$592.
- o The Budget Committee reviewed the request, but did not recommend reimbursement.

Ms. Anderson MOVED to reimburse the resident in the amount of \$592 for the iPad Kiosk system and Mr. Campbell seconded the motion.

- o Mr. Albert Rybicki discussed the iPad Kiosk installation.

On VOICE vote with Ms. Anderson and Mr. Campbell voting aye and Mr. Lackland, Mr. Martone and Mr. Knaub voting nay, the prior motion failed.

D. Long Range Planning Committee

- o Mr. Campbell noted at their meeting the committee had a lively discussion on forming an Ad Hoc Committee to oversee expansion of the Activity Center.
- o Mr. Campbell met with Mr. Jeff Matthews to discuss long range plans especially now that the two front parcels have been purchased and the survey results were available.

E. Environmental Committee

- o Mr. Lackland discussed the ongoing project with the wetlands where there have been plantings and debris after a storm.
- o He noted there are items which can be accessed on the District website.

F. Activity Advisory Committee

- o Ms. Anderson noted the Activity Advisory Committee has selected entertainment for the upcoming year.
- o The deadline was May 1st for ticket requests for matinees and evenings.

- o The Committee is working on revising District rules in order to establish a Dog Park Committee. Ms. Anderson will bring the request for approval at the next meeting.

G. Beach Club Committee

i. Purchase of Ice Machine for the Beach Club

- o Mr. Campbell noted at the Beach Club Committee meeting, parking, membership and other items were discussed.
- o The committee is preparing rule changes to present at a public hearing in September.
- o The Committee felt it makes more sense and would save money to purchase an ice machine.

On MOTION by Mr. Campbell seconded by Ms. Anderson with all in favor the Board approved purchasing an ice machine in an amount not-to-exceed \$2,000.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

- o Mr. Martone noted the new landscapers have agreed to install the fence in the area where shrubs are stored behind the RV Park at their expense.
- o Mr. Knaub noted the survey results will be presented to the RNC at their meeting this week.

TWELFTH ORDER OF BUSINESS

Audience Comments

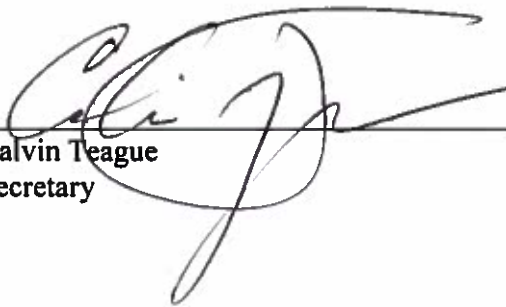
- o Mr. Ron Zinkowski had a question on the lake bank and Landshore. Mr. Teague noted we will bid out the lake bank restoration.
- o Mr. Peter Stocks commented on the discrepancies in the common area landscaping.
- o Mr. Larry Nalducci commented on Pulte's responsibility for turnover of utilities.
- o Ms. Ruth Mosca commented on Beach Club contract.
- o Mr. Walt Powers commented on Beach Club issues. The landscaper will come and clean up debris on Friday. Last week Wi-Fi was installed at the Beach Club. He spoke about security cameras.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Martone seconded by Mr. Campbell
with all in favor the meeting was adjourned at 4:41 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson