

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, July 21, 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 (via telephone)	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
Jeffrey Satfield	District Engineer
Marcello Tavernari	District Engineer
Molly Meadows	Severn Trent
Robert Edge	Severn Trent
Residents	

The following is a summary of the minutes and actions taken at the July 21, 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.

Mr. Teague asked for a motion to acknowledge Mr. Campbell's difficulty in attending the meeting and vote to allow him to participate.

On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor the Board agreed to allow Mr. Campbell, due to unforeseen circumstances, to participate in the meeting via telephone.

SECOND ORDER OF BUSINESS

Approval of the July 21, 2015 Agenda

- o Ms. Anderson asked for approval of the July 21, 2015 agenda.

Mr. Martone MOVED to approve the July 21, 2015 agenda and Mr. Knaub seconded the motion.

- o The following changes were made to the agenda:
 - Under Manager’s Report, add 6C, Mold Issue.
 - Under New Business, add 9D, Engineering Planning for Traffic Light.

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

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- o Mr. Dennis Knaub asked for clarification on the financial statements and check register.
- o Mr. Walt Powers noted he has not seen financial statements for the RCA recently. He discussed the road resurfacing project. Work has been performed on the westbound lanes of County Road 776. Why was the right turn lane into Riverwood not milled and paved? The left turn lane was done. Staff will follow up.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the June 16, 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 Meeting**
 - 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 June 2015**
 - ix. **Reserve Fund Report**
 - x. **Investment Report**
 - xi. **Field Management Report**

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

FIFTH ORDER OF BUSINESS

Operations Report

- o Mr. Edge updated the Board on Operations.

SIXTH ORDER OF BUSINESS

Manager’s Report

Mr. Teague discussed the following:

A. Contract Consideration of District Engineer

- Four engineering firms were interviewed. The Board felt most comfortable with the District’s current engineers, CPH Engineers.
- District Manager was authorized to negotiate a contract with them.
- CPH’s rates are almost identical with their previous rates and only adjusted for inflation.
- District Manager and District Attorney reviewed the contract and recommended entering into a contract with CPH Engineers.

Mr. Knaub MOVED to approve the Agreement with CPH, Inc. to continue to serve as the District Engineer and authorizing the Chairperson to execute the Agreement for Professional Engineering Services and Mr. Lackland seconded the motion.

- Mr. Satfield responded to Board questions and comments.

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

B. Discussion on the Proposed Budget for Fiscal Year 2016

- The budget public hearing will be held on August 18, 2015.
- There are additional adjustments to the water/sewer rates which Mr. Knaub provided. They will be advertised. The original ad did not include the non-residential water rate increases. All current rates are on the website.

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor authorization was given to publish an advertisement for the adjustment to the non-residential water rate increases in preparation of the August 18, 2015 public hearing, was approved.

C. Mold Issue

- Staff was notified of a mold issue and the District Engineer was immediately contacted.
- Mr. Satfield reported:
 - CPH recommended contacting an environmental engineer who specializes in industrial work environments.
 - Staff contacted ECS who determined the mold spore count was lower than the outside air everywhere except two areas, which were sealed off.

- ECS evaluated three buildings and found a bad mold problem in the storage area of the Fitness Center. All other mold in other buildings and areas could be handled with normal cleaning products, i.e. bleach and wet sponge.
 - CPH did a building study last year which matched much of ECS's findings.
 - He recommended the mold in the storage area and Fitness Center be handled under the supervision of a qualified expert in the field.
 - The HVAC system in the Fitness Center is highly unbalanced with negative pressure from moisture due to modifications to the system.
 - He recommended, following ECS direction, hiring a professional to oversee mold removal in the storage room.
 - A licensed engineer should be contracted to design adequate drawings for a qualified HVAC contractor to re-establish proper air balance within Building 2 of the Activities Center.
- Replacing the ice machine, which was more than 20 years old, was discussed.
 - Mr. Campbell discussed moving forward with renovating the Activity Center Campus office facility and asking Mr. Jeffrey Matthews to move quicker.
 - Mr. Matthews and a structural technician looked at the roof of the Activity Center and agreed it needs to be replaced.
 - All windows and doors must be kept closed in the Activity Center for good ventilation and control moisture development.

On MOTION by Mr. Martone seconded by Mr. Knaub with all in favor CPH and staff were authorized to move forward in an urgent manner to address health and safety issues with the mold issue in the storage room of the Fitness Center and the maintenance area and approved purchase of a new ice machine for the mechanical room.

- Mr. Satfield noted there are several companies that do this type of work. With Board authorization, he will take the report performed by ECS and bid the project out to them, get costs and scopes, provide a summary and give a recommendation on hiring.
- The timeframe for the bids coming back should be less than one week.

Mr. Knaub MOVED to authorize the Chairperson, in order to save time, to review the bids on the mold issue and sign off on them and Mr. Lackland seconded the motion.

- o The discussion continued on the mold issue.

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

SEVENTH ORDER OF BUSINESS

Attorney’s Report

Mr. Rudacille reported the following:

- o An amended Engagement Letter from Bond Counsel was sent to the Board for review. Bond Counsel would come on board now and stay until the bond is issued next year.
- o Two proposals were received and were similar in terms of dollar amount.
- o The benefit from the proposal from Greenberg Traurig is that on the initial loan we pay them on an hourly rate so we can use them on an as-needed basis as opposed to the flat fee from the other firm.
- o Mr. Teague noted there are questions regarding the \$1.2 million loan documents. Mr. Rudacille will speak to the Attorney for the bank as soon as he is available. If there are problems Mr. Bloom, Greenberg Traurig, will be contacted.
- o Their flat fee of \$40,000 will only be paid when the District closes on the bond.

Mr. Knaub MOVED to accept the Engagement Letter from Greenberg, Traurig as Bond Counsel and Mr. Lackland seconded the motion.

- o The Engagement Letter was discussed further.

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

EIGHTH ORDER OF BUSINESS

Old Business

A. Project Updates

- o Ms. Anderson noted the back gate has been an ongoing project.
- o She and Ms. Meadows formed a Gate Task Force. On this task force will be residents, some of whom are on the RCA Security Committee.
- o A meeting will be held on July 27, 2015 at 9:00 a.m. Future meeting dates will be decided at that time.
- o The entire gate system will be reviewed at that time.

B. Lake Bank Restoration

- Mr. Teague noted at the last meeting all bids were rejected due to the costs. The bids were restructured and included only #23 and #30, the smallest lakes.
- He recommends the Board consider an engineering firm which only deals with lake bank restoration.
- Hans Wilson & Associates (HWA), Marine Engineers & Environmental Consultants, submitted a bid and Scope of Services.
- Mr. Knaub voiced concerns with using geo-tubing with rip rap on those lakes.
- HWA will be asked to attend the next Board meeting.

On MOTION by Mr. Knaub seconded by Mr. Campbell with all in favor the Hans Wilson & Associates was awarded the contract for the lake restoration project on Lakes 23 and 30.

C. Road Paving Project

- Mr. Tavernari noted the bid for the road paving project was noticed on July 2nd and the bid opening took place on July 16th.
- The low bidder was Asphalt Paving Systems (APS) at a cost of \$948,321.45.

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the road paving project was awarded to Asphalt Paving Systems in the amount of \$948,321.45.

- Residents will be informed of the road project by email blast and on door handle notices.

D. Engineer's Report on Wood Rot Issue

This item was discussed earlier as part of the mold issue discussion.

E. Preserve Marker Project

- Mr. Teague noted at the last meeting, the Board approved spending an amount not-to-exceed \$6,000 for the preserve marking program which includes installation and survey expenses.
- The District Engineer explained where the markers will be installed. He noted this has all been permitted with the Water Management District and the County.
- Mr. Tavernari and Ms. Meadows had concerns if someone moves the markers.

- o Mr. Teague noted the surveying is not being done to all CDD property, it is only where residential property abuts conservation properties.

F. Water Loss Report

- o Mr. Knaub noted the hydro guard flush valves were flushing 200 gallons per minute. That was the reason for the water loss.
- o Meters are being installed on the devices.
- o Mr. Edge will prepare a Water Loss Report to present to the Water Committee on a monthly basis in order to more easily track where water loss is occurring.

NINTH ORDER OF BUSINESS

New Business

A. Appointment of Members to the Dog Park Committee

- o Ms. Anderson noted currently there are two members on the committee.
- o This item will be on next month’s agenda.

B. Engineering Analysis Study to Improve Water Quality and Improve Water Pressure

- o Mr. Knaub wanted a motion to perform a water quality analysis.

<p>On MOTION by Mr. Knaub seconded by Ms. Anderson with all in favor to contract with CPH to conduct an engineering analysis study to improve water quality and water pressure.</p>

C. Irrigation CLA Valve Rain Sensor Project

- o Mr. Knaub discussed rain sensors and referred to a graph showing cumulative depth of irrigation and daily rainfall in millimeters.
- o Mr. Knaub will prepare bids for rain sensor controllers for the irrigation system and bring back for the Board review next month.

D. Engineering Planning for Traffic Light

- o Mr. Knaub discussed a traffic light at the entrance to Riverwood noting County Road 776 is a State road and not a County road.
- o Mr. Knaub will try to get State funding for the traffic light.

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor CPH was authorized to prepare an analysis for a traffic light at the entrance to the community at County Road 776 and Riverwood Drive.

TENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Mr. Martone noted the automatic controls are being finalized for the odor control system.
- One of the sludge valves is completed. Parts for the other valve is ready.
- The lift station in Sawgrass will be televised tomorrow.
- Aeration basin #2 is cleaned out and will be back in operation.

B. Water/Utility Billing Committee

- Mr. Knaub noted the committee is working on an irrigation pumping schedule.
- Concern was expressed on the capacity of the pumps.
- He discussed a tree irrigation survey being completed.

C. Budget Committee

- Ms. Anderson reported as of the end of last month over \$31,000 was spent on air-conditioning repairs, which is why she felt the move to get these buildings redone and get new air-conditioning systems in them is important.

D. Long Range Planning Committee

- Mr. Campbell noted there was no LRPC meeting in July. The August meeting was switched with the Water/Utility Committee and will take place on August 6th instead of August 13th.
- Mr. Matthews will attend the August 6th meeting to discuss plans for the Activities Center Administration Building.

E. Environmental Committee

- Mr. Lackland noted there was no meeting last month.

F. Activity Advisory Committee

- Ms. Anderson noted there was nothing to report.

G. Beach Club Committee

- Mr. Campbell asked Mr. Powers to give an update.

- o Mr. Powers reported at a previous meeting the CDD approved spending \$2,000 for an ice machine. The machine was leased for \$200 per month.
- o Mr. Powers went to the ABC Restaurant Supply where he found a new ice machine costing \$2,100 with delivery included in the price. He is waiting for removal of the old machine. The Severn Trent handyman will connect the new machine. A new stainless steel sink was also purchased.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

- o Mr. Knaub updated the Board on the Safety & Security efforts including requiring golf carts decals to ensure compliance with community regulations for operating a golf cart.
- o He reported the committee did not have problems with guard parking near the guardhouse because the guards are considered first responders in emergencies.
- o Mr. Campbell spoke about the need for the RCA and the CDD to work better together.

TWELFTH ORDER OF BUSINESS

Audience Comments

- o Mr. Powers asked about the NHC water turnover in exchange for sewer ERCs.
- o Mr. Dennis Knaub wanted clarification on the back gate task force.
- o Ms. Jibby Marshall commented on defibrillators and noted the first responders were trained on this equipment. She commented people without driving licenses should not use golf carts.
- o Mr. Al Heyman felt the resident survey was helpful. He felt having a restaurant on the premises would improve home values.
- o Mr. Rudacille noted there is a statute for local government that deals with defibrillators.

THIRTEENTH ORDER OF BUSINESS

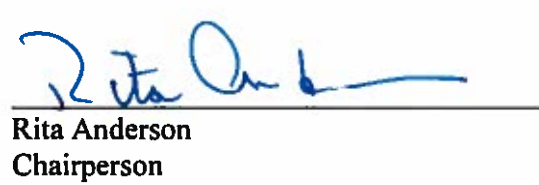
Adjournment

There being no further business,

On MOTION by Mr. Campbell seconded by Mr. Knaub with all in favor the meeting was adjourned at 4:50 p.m.



 Calvin Teague
 Secretary



 Rita Anderson
 Chairperson