

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, January 15, 2013 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
Walter Powers	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Scott Rudacille	District Attorney
Bob Dick	Severn Trent Operations
Sheryl Nowicki	Severn Trent Operations
Burt Underwood	Severn Trent Operations
Bryan Zoller	Reuse Project Manager
Residents	

*The following is a summary of the minutes and the actions taken at the January 15, 2013 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 Agenda and Consent Agenda**

- A. Approval of the Minutes of the December 18, 2012 Meeting**
- Ms. Anderson requested approval of the agenda and consent agenda.

On MOTION by Mr. Lackland seconded by Mr. Campbell with all in favor the agenda and consent agendas including the minutes of the December 18, 2012 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Approval of the Committee Minutes**

- A. Sewer Committee Meeting Minutes**
- B. Water & Utility Billing Committee Meeting Minutes**
- C. Budget Committee Meeting Minutes**
- There being no questions or comments,

On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor minutes of the Sewer Committee meeting, the Water & Utility Billing Committee meeting and the Budget Committee meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of:**

- A. i. Financial Statements, Check Register and Invoices for the Period Ending December 31, 2012**
- ii. Reserve Fund Report**
- iii. Investment Report**
- The financial statements, check register, invoices, Reserve Fund Report and Investment Report were presented.
- There being no questions or comments,

On MOTION by Mr. Campbell seconded by Mr. Martone with all in favor the financial statements for the period ending December 31, 2012, the check register, invoices, reserve fund report and investment report were accepted.

**FIFTH ORDER OF BUSINESS**

**Review of the Rating Summary for Engineering Services**

- Mr. Teague distributed an Engineering Proposal Screening Form, which included eight engineering firms. The firms were rated on several issues, including overall experience, proximity to Riverwood, community development district, wastewater treatment plant experience and staffing capabilities.
- The highest ranking firms were Johnson Engineering, CPH Professional Engineering, DMK Associates and Hole Montes.

- This meeting will continue for the purpose of interviewing the four highest ranked engineering firms. Each firm will be allocated one half hour for their interview.

Mr. Powers MOVED to continue this meeting to a date certain in order to interview the four highest ranked engineering firms, CPH Professional Engineering, DMK Associates, Hole Montes and Johnson Engineering and Mr. Lackland seconded the motion.

- The Board continued discussing interviewing for engineering services.

On VOICE vote with all in favor the prior motion carried.

**SIXTH ORDER OF BUSINESS**

**Operations Report**

Ms. Nowicki reported the following:

- The average flow at the wastewater treatment plant for the month of December was 131,000 gallons.
- There were no non-compliance issues and no problems at the plant during December.

*Let the record reflect Ms. Nowicki left the meeting.*

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

Mr. Teague reported on the following:

- The project of the construction of Twin Villas at Tarpon Harbor II, Myakka Point will proceed in the next two weeks. All permits were received.
- This project will require Pulte to go through the true-up process because they reduced the number of units. They have debt to pay off on the outstanding bonds.
- The contract for water and wastewater between the District and Severn Trent is due for renewal soon.
- Ms. Anderson recommended Mr. Powers be the liaison for the Board in negotiating with Mr. Dick and Severn Trent on the contract renewal.

On MOTION by Mr. Martone seconded by Mr. Campbell with all in favor Mr. Powers was appointed liaison for the Board in negotiations with Severn Trent Operations Services on the water and wastewater contract renewal.

**EIGHTH ORDER OF BUSINESS**

**Attorney's Report**

- There being no report, the next item followed.

**NINTH ORDER OF BUSINESS**

**Old Business**

**A. Reuse Project Update**

Mr. Zoller reported the following:

**i. Pump Station Flow Data Records**

- Most punch list items were completed.
- A pressure gage needs to be installed in Sawgrass.
- Contact with Barney's Pump representatives resulted in identifying three options for the pump stations ability to increase capacity.
- The Board favored the most cost-effective option of an additional pump parallel to the current one. No option can be pursued until the project is closed out with General Contracting Services.
- A proposal was obtained from Severn Trent to remove two of the three remaining above-ground jumpers, but had to be abandoned in place because isolation valves were not available.
- The Silver Lakes Homeowners/Neighborhood Committee sent a letter indicating the jumper assembly/check valve be left in place eliminating a need for a change order to remove the unit and any additional cost to the District associated with the check valve.
- The latest reuse project financial report was reviewed. General Contracting Services (GCS) construction costs are still under budget.
- The project received \$530,573.91 to date in grants from SWFWMD. As soon as he receives a copy of the latest check to the contractor he will submit it to SWFWMD and receive the full \$654,000 they are giving us for the project.
- We are almost fully collected on the backflow preventers and the meter construction.

- He is considering the possibility of adding a rain sensor to the pump station. During times of heavy rains, it would shut the pump station down and not over-water which will save money and protect the grass.

**ii. Low Irrigation Pressure Complaints**

- Pressure issues with the system were discussed with the audience commenting.
- Mr. Zoller felt most pressure issues could be contributed to internal issues with individual neighborhood systems as the reuse system was providing sufficient pressure.

**A. Odor Control Project**

Mr. Martone reported the following:

- Four bids were received for the odor control project. Proposals ranged from \$309,000 to \$500,000.
- The engineer recommended the low bidder, Wright Construction Group (WCG), with the stipulation a visit be made to at least one location where odor control equipment had already been installed. The engineer will obtain locations. The Sewer Committee and Board will visit to ensure there are no problems with the system.

On MOTION by Mr. Lackland seconded by Mr. Campbell with all in favor the odor control project bid was awarded to Wright Construction Group (WCG), at a cost of \$309,830 including the installation of the biological system and the aluminum cover with the stipulation a visit be made to at least one location where odor control equipment had been installed.

- Mr. Martone requested approval for seven Work Authorizations associated with the odor control project, including a new hoist for the surge tank, surge tank head replacement, new hand railing, surge tank pumps, control panel and furnishings, installing new electrical supplies to the control panel.

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor Mr. Martone was authorized to sign seven Work Authorizations in connection with the odor control project in an amount not-to-exceed \$140,000.

**C. Discussion on Penalties for Illegal Connections to Non-Potable Irrigation Water**

- Mr. Powers felt the Board should reconsider the \$500 penalty decision made at last month's meeting in an attempt to recoup any lost revenue, which will be difficult to calculate.

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor to set aside the Board's decision made at last month's meeting on illegal connection, policy enforcement and only charge for any additional expenses for the reconnection was approved.

**TENTH ORDER OF BUSINESS**

**New Business**

**A. Goals / Team Building Workshop**

- Ms. Anderson contacted Mr. Teague about ideas and concerns on how to bring the Board together to work effectively as a team so everyone understands what each Supervisor is doing and the direction the Board wants to take.
- He suggested having a workshop or off site retreat which will be advertised. The Supervisors felt this was a good idea. Mr. Rudacille and committee members would also be invited.
- Sunshine Laws could also be discussed.
- Mr. Teague will send all involved a proposed agenda and possible meeting dates.

**ELEVENTH ORDER OF BUSINESS**

**Committee Reports**

**A. Sewer Committee**

Mr. Martone reported on the following:

**i. Approval of Work Authorization Nos. 44085 and 44086**

- These Work Authorizations deal with the reclaimed water project. No. 44085 is for running the reuse line to the Activity Center in the amount of \$8,656 and No. 44086 is for removal of two jumper assemblies in the amount of \$9,353.

On MOTION by Mr. Powers seconded by Mr. Campbell with all in favor Mr. Martone was authorized to sign the Work Authorizations and proceed with those.

- He requested approval for a request from the Landscape Committee for plants in the amount of \$1,938.

On MOTION by Mr. Martone seconded by Mr. Campbell with all in favor the purchase of 38 seven gallon plants to landscape around various air release valves in the amount of \$1,938 was approved.

**ii. Work Authorizations for Odor Control Project**

- This item was discussed earlier.

**B. Water & Utility Billing Committee**

**i. Vizcaya Lakes Community LLC Property Ownership**

Mr. Powers reported on the following:

- Last month an oversight in the Billing Department was discovered. Two hundred and seventy customers were affected. They were sent a revised bill and the oversight was corrected.
- Recently a customer in Vizcaya Lakes wanted to discontinue sewer service. It was a sewer-only customer. The owner passed away and his heirs wanted to shut off the account. There is nothing in the rules to accommodate that. When he checked further, Mr. Powers learned this particular client did not own the lot where the home was situated.
- These types of homes have a long term lease with Vizcaya Lakes Community LLC. Mr. Powers will look into this further to learn who is responsible.
- He further noted several years ago a rule was passed stating utility bills must remain in the name of the property owner and cannot be transferred. He will work with the Billing Department to resolve this.
- Mr. Rudacille will follow up to see what options are available.
- Mr. Powers is working on issuing irrigation watering credits for the common areas in the District and requested the assistance of Ted Meyer, a member of the Water & Utility Billing Committee.

**C. Budget Committee**

- Ms. Anderson provided an update on the Budget Committee meeting

- The Committee recommended replacing the air conditioning unit in the Fitness Center, which is not functioning properly.
- Two bids were received and the Board chose the proposal from Emery Air Conditioning.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the Budget Committee recommends the replacement of the air conditioning unit in the Fitness Center by Emory Air Conditioning at a cost of \$5,306 which includes material and labor.

#### **TWELFTH ORDER OF BUSINESS**

#### **Supervisors' Comments**

- Mr. Powers noted the irrigation rates, rules and other information on the website may be inaccurate or confusing. This information needs to be updated or deleted.
- Mr. Lackland commented on Christopher Pepin's Field Management Reports.
- Ms. Anderson felt an environmental committee was needed to monitor maintenance of the District's lakes and conservation areas.
- Mr. Campbell requested approval of the members of the Long Range Planning Committee.

On MOTION by Mr. Campbell seconded by Mr. Martone with all in favor the appointments of Douglas Campbell, Keith Reester, Judith Lackland, Howard Cross, Jim Wiley, Peggy Grove, Ted McDermott, Dennis Knaub and Ken McKenny to the Long Range Planning Committee was approved.

- Mr. Powers noted the schedule of the Long Range Planning Committee meetings will be published in a newspaper. The meetings dates will be sent out by email blast as well.
- Mr. Martone noted on behalf of the Sewer Committee he was getting proposals for an electronic gate at the entrance to the wastewater treatment plant. There have been quite a few people running around the pond area; visitors who do not check in with Ms. Nowicki.
- Ms. Anderson spoke to Ms. Nowicki about conducting tours of the sewer plant.



**THIRTEENTH ORDER OF BUSINESS      Audience Comments**


- An audience member commented on the cost of the hookup to the reuse system.
- The Board spoke about the need for an environmental committee to monitor maintenance of the District lakes and conservation areas.
- An audience member discussed illegal hookups and the \$500 fine for being connected to the reuse water without authorization.
- Mr. Zoller noted regarding the reuse project, ~~\$1,235,566.70~~ was budgeted and so far \$1,178,328.10 has been spent. There is still \$60,000 in retainage and between \$40,000 to \$45,000 in penalties for the contractors. We are in negotiations with them to reach an agreement.
- Reclaimed water and property lines were discussed by residents.

**FOURTEENTH ORDER OF BUSINESS      Continuation**

- There being no further business,

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the meeting was continued to Wednesday, January 30, 2013 at 9:00 a.m. in the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

  
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Calvin Teague  
Secretary

  
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Rita Anderson  
Chairperson