

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, March 21, 2017 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
Richard Knaub	Vice Chairperson
Jim Martone	Assistant Secretary
Dolly Syrek	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Brad McKnight	Project Coordinator
Molly Meadows	Assistant Manager
Susan McPherson	Operations
Paula Davis	Severn Trent – Accounts Payable Manager
Alan Baldwin	Severn Trent – Accountant
Residents	

*The following is a summary of the minutes and actions taken at the March 21, 2017 Riverwood CDD meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Approval of the March 21, 2017 Agenda**

There being no comment,

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor the March 21, 2017 agenda was approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

- Mr. Bud Hollman thought the minutes of the March 1, 2017 continued meeting would be in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the February 13, 2017 Joint Meeting and Governance Workshop**
- B. Approval of the Minutes of the February 21, 2017 Meeting**
- C. Acceptance of:**
  - i. Financial Statements, Check Register, Invoices**
  - ii. Reserve Fund Report**
  - iii. Investment Report**
  - iv. Field Management Report**

There being no comments or questions,

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

**FIFTH ORDER OF BUSINESS**

**Operations Report**

- Ms. McPhearson noted operations at the facilities throughout the month were in compliance with contract and regulatory requirements.
- The Charlotte County Health Department came in February to investigate an odor complaint. They did not find any odors and left with no action taken.
- The reuse pump station was down once due to a split air relief valve on March 9, 2017.

**SIXTH ORDER OF BUSINESS**

**Manager's Report**

- A. Acceptance of the Audit Report for Fiscal Year 2016**
- Mr. Koncar reviewed the Audit Report prepared by Berger, Toombs. It was a good, clean audit.

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the Audit Report for Fiscal Year 2016 was accepted.

- B. Approval to Prepare a Contract with Aquatic Weed Control**
- Mr. Koncar noted this item is approval for contract expansion with Aquatic Weed Control.
- Mr. Koncar reported that Mr. Spillane sent an email regarding two additional areas that were not included in their current contract that need to be done.

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor the expansion of the contract with Aquatic Weed Control to do work in the areas of TT1&TT2 and AA4 by \$12,447 was approved.

**C. Discussion on Lake Erosion**  
**D. Maintenance Easement Staking**

- Mr. Koncar noted these two items tie into each other. At the last meeting, the Board approved not expending public funds on private property. The Board requested staff prepare a plan for staking and identifying the public property. On each of the lake areas as opposed to private property, we picked three different areas to examine first.
- In the agenda package is a proposal from CPH Engineers.
- Included in their scope of services with a map attached is the staking which will identify District property as opposed to private property. The cost is \$5,925.

Mr. Knaub MOVED to approve receiving more competitive bids for maintenance easement staking and Ms. Syrek seconded the motion.

- The Board continued discussing bids for maintenance easement staking.

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

- Mr. Koncar noted he has two other items. One is the Letter of Availability to Lion Pride LLC for extra units. The Board previously approved this. Before sending the letter we identified an additional \$3,425.76 in Reserve requirements. No action is required.
- The loan proposal and financing of the Activity Center was discussed.
- A Workshop will be held on April 18, 2017 to discuss this further.

**SEVENTH ORDER OF BUSINESS**

**Attorney’s Report**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Old Business**

**A. Campus Ad Hoc Committee**

- Ms. Syrek noted the surveyors who were hired are doing the surveying.
- She asked that no one touch the stakes that were installed.
- The architects are working on a schematic design. They are looking into truck rentals.
- They will be meeting next on April 7, 2017 and then hold biweekly meetings.

**B. Traffic Light Update**

- Mr. Knaub updated the Board on the traffic light.

- There was a preconstruction meeting on March 3, 2017.
- The contractor hired a subcontractor to drill holes.
- Completion date will be mid-August. The schedule does not include delays due to rain, utility conflicts, etc.

**C. Sidewalk Repair Update**

- Mr. McKnight updated the Board noting repairs begin at the intersection of Eagle Trace and Club Drive.
- Presently the contractor is not scheduled to be in Riverwood until next Monday.

**NINTH ORDER OF BUSINESS**

**New Business**

**A. Acceptance of Reserve Study**

- Ms. Anderson noted we had Reserve Studies done of the Beach Club, the utilities and the General Fund assets. We did an insurance appraisal which we will send to Severn Trent to forward to our insurance carrier.
- The Beach Club does not have a reserve at this point. They are telling us in this study to start being fully reserved, we need to charge \$47 per member per year or \$17,350. Hopefully, we can do a part of that.
- The Utilities are almost 100% fully reserved.
- The General Fund is about 40% reserved, which is not good. They are looking for \$284,000 a year more, which we will not be able to do.
- This study gives us an idea of what should be done. The Board was of the opinion that the Study was very good and informative.

On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor the Reserve Studies and the Insurance Appraisal were accepted.

**B. EWA #2 Traffic Light Project**

- Mr. Knaub discussed the Extra Work Authorization (EWA) from CPH for the traffic light in the amount of \$19,775.

Mr. Knaub MOVED to approve CPH's EWA #2 for the traffic light project in the amount of \$19,775 and Ms. Anderson seconded the motion.

- The Board continued discussing the EWA.

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

**TENTH ORDER OF BUSINESS**

**Committee Reports**

**A. Sewer Committee**

- Mr. Martone noted we had our walk through on March 10, 2017 for the bidders who are bidding on the contract for the operations of the sewer plant. Four bidders came. They had several questions that were answered. The bids will be submitted on March 31, 2017 at 3:00 p.m. Then we will review each.

**B. Water/Utility Billing Committee**

**i. Discussion on Letter to Residents on Sewer and Water Call Out Protocol**

- Mr. Knaub discussed the letter to the residents and noted Mr. Rudacille sent him an email regarding disconnecting the CDD from any involvement.
- A copy of the *Riverwood CDD and Resident Call Out Protocol* was included in the agenda package.
- This will be discussed further with Mr. Rudacille and will be on the April agenda.

**ii. Osprey Landing Irrigation Application**

- Mr. Knaub noted the Water Committee has been working with Osprey Landing and Mainscape. He learned of the possibility of obtaining a grant up to 50% from the State if new controllers are installed in Osprey Landing. There are at least three communities with old controllers which will need to be replaced.
- He spoke with CPH Engineers regarding a second water line into the community.
- They will be bidding out for subcontracting all excavation work.

**C. Finance Committee**

- Ms. Anderson noted the Finance Committee started working on the Fiscal Year 2018 budget. All utilities look good and it does not look like there will be any need for any increase.

- General Fund assessments do not look as good. There may need to be an increase.
- The Finance Committee meeting today was continued to April 3, 2017 at 9:00 a.m.
- Preliminary numbers will be sent to Severn Trent Accounting.
- There was a presentation on the new Accounts Payable system that the Board and the Finance Committee members will have access to at Severn Trent. She was very impressed with the new system and thanked Ms. Paula Davis and Mr. Alan Baldwin.

**D. Strategic Planning Committee**

**i. Mission Statement**

- Ms. Syrek noted they will begin looking into tent rental and trailer rental while the campus is under construction. They will begin soliciting for special projects.

On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor the Mission Statement for the Long Range Planning Committee (Strategic Planning Committee) was approved.

**E. Environmental Committee**

- Ms. Meadows noted the committee has been working on the budget and on the Preserves.

**F. Activity Advisory Committee**

There being no report, the next item followed.

**G. Beach Club Committee**

- Ms. Syrek noted the Survey Focus group has been busy working on a survey, which will be sent to Beach Club members. The Board will also receive a copy of the survey.
- She received estimates for trimming trees at the Beach Club.
- She talked about the possibility of purchasing a new air conditioner next year.

**H. Dog Park Committee**

- Ms. Anderson reported the Dog Park Committee had to cancel their meeting this month because one of their officers passed away unexpectedly.
- Fire ants are under the control.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Comments**

There not being any, the next item followed.



**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

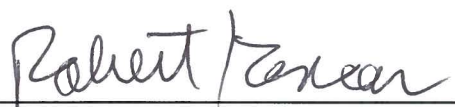
- Mr. Ted McDermott asked for clarification on the final date when the traffic light will be operational, believing it was July 2017.
- Mr. Knaub noted the initial date given based on the contract was 320 days to turnover, meaning July 2017. Now they are saying late August, 2017. None of these dates are final.
- Mr. Walt Powers asked whether tentative plans will be on the website. He commented on tree trimming. He inquired on other options for more water lines.
- A resident wanted to know what would be included in the loan. Ms. Syrek responded \$5 million for the campus; \$1,225,000 for the land which will be adjusted and the traffic light and then the payoff for the 2007 bond.
- Mr. Bud Hollman commented on staking the three lakes that are CDD property.
- A resident asked the Board to share the vision given to the architects; will everything be torn down or reconstructed; what are the timeframes? Ms. Syrek responded.
- Mr. Walter Powers noted years ago when he was on the Board he worked with the GIS Mapping System who informed him Riverwood has the most accurate boundaries in the County. GIS took extra steps to ensure it was extremely accurate.
- Mr. Denny Knaub had questions about options for a loan.
- Mr. Koncar noted this will be covered at the Workshop on April 18, 2017 at 1:00 p.m.
- Mr. Denny Knaub noticed a lot of detail in the Reserve Study, especially around Buildings 1 and 2.
- Mr. Al Rybicki noted erosion control will be a large expense. Should we not be putting money into the Road Reserve for this? He commented on the length of time the Activity Center will be closed.
- Long discussion ensued on timelines and plans for the Activity Center Campus.
- Mr. Larry Nalducci commented on the above.
- Ms. Syrek noted an update appears on the website regarding renovations.
- Mr. Bob Sims commented on the contract.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business at this time,

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the meeting was adjourned.



Robert Koncar  
Secretary



Rita Anderson  
Chairperson