

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, October 20, 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
Jeff Satfield	District Engineer
Robert Edge	Project Manager - Operations
Residents	

The following is a summary of the minutes and actions taken at the October 20, 2015 Riverwood CDD meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Anderson announced there will not be a presentation by the Architect on the Activity Center upgrade today. He had an emergency and could not attend. His presentation will be rescheduled.

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

SECOND ORDER OF BUSINESS

Approval of the October 20, 2015 Agenda

- o Ms. Anderson asked for approval of the October 20, 2015 agenda.

Mr. Campbell MOVED to approve the October 20, 2015 agenda and Mr. Martone seconded the motion.
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- o The following changes were made to the agenda:

- Under Old Business, add Item I, Consideration of Cancellation of the Eighth Amendment to the District Management Services Agreement.
- Add under the Manager's Report, 9D, Consideration of the Ninth Amendment to the Severn Trent Management Contract.
- Under New Business, remove 12A, Pool and Pool Deck Proposal.

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

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Mr. Larry Nalducci, on behalf of the Safety & Security Committee, thanked Ms. Connie Bittle, the CDD Board and Mr. Brad McKnight on immediate actions taken to correct OSHA violations in the pool maintenance room.
- Ms. Matto commented she did not see the Dog Park report on the agenda.
- Mr. Bob Giordani asked for an update on repaving in the neighborhoods.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the September 15, 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 September 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 updated the Supervisors on the Operations.
- The wastewater treatment plant treated about 3.2 million gallons of sewage this month.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider Rules regarding the Activity Center Campus (Chapter 5) and the Beach Club Facilities (Chapter 7)

- Mr. Rudacille noted the rules were proposed by the Beach Club Committee. There are changes to the fee schedule for the Activity Center.
- A redlined copy of Chapters 5 and 7 was emailed to the Board for review.
- Some minor changes were discussed.
- The public hearing was officially opened at 9:16 a.m.
- Mr. Walter Powers asked about the new cap at the Beach Club. Mr. Campbell noted it officially increased from 300 to 320.
- Mr. Bud Hollman had questions on whether the Beach Club is self-sustaining.
- Ms. Terri Jackman asked about interest on the loan.
- Ms. Jenny Young questioned whether member fees pay the salaries of the employees working at the Beach Club.
- Ms. Anderson commented there are 393 members as of the end of this year.
- The public hearing was closed at 9:20 a.m.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2016-05 Adopting Amendments to Chapter 5 of the Rules

There being no questions or comments,

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor Resolution 2016-05 adopting Amendments to Chapter 5 of the Rules of Riverwood Community Development District regarding the Activity Center, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2016-04 Adopting Amendments to Chapter 7 of the Rules

There being no questions or comments,

On MOTION by Mr. Campbell seconded by Mr. Knaub with all in favor Resolution 2016-04 adopting Amendments to Chapter 7 of the Rules of the Riverwood Community Development District regarding the Beach Club, was adopted.

NINTH ORDER OF BUSINESS

Manager’s Report

A. Motion to Assign Fund Balance

- A motion was requested to assign the fiscal year 2015 reserves as follows:
 - Operating Reserve \$194,315;
 - Reserves-Dog Park is \$5,012;
 - Reserves-Recreational Facilities is \$579,302;
 - Reserves-Roadways \$908,742 and Reserves-RV Park \$10,153.

On MOTION by Mr. Campbell seconded by Ms. Anderson with all in favor assigning the fund balance as of September 30, 2015 as indicated above was approved.

B. Consideration of Resolution 2016-02 Budget Amendment FY 2015

Ms. Anderson MOVED to adopt Resolution 2016-02 a resolution amending the Riverwood Community Development District General Fund and Beach Club Fund Budget for Fiscal Year 2015 and Mr. Campbell seconded the motion.

- Discussion ensued on the budget amendment for Fiscal Year 2015.

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

C. Consideration of Resolution 2016-03 Budget Amendment FY 2016

Ms. Anderson MOVED to adopt Resolution 2016-03, a resolution amending the RCDD General Fund and Budget for Fiscal Year 2016 and Mr. Knaub seconded the motion.

- Discussion ensued on the budget amendment for Fiscal Year 2016.

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

D. Consideration of the Ninth Amendment to the Severn Trent Environmental Services Agreement

- As shown in Exhibit “A”, there would be a reduction in fees for Beach Club staffing fees from \$62,000 to \$53,700 annually.

- o Beach Club Administration would increase from \$10,000 to \$10,500 annually.
- o The hourly charge for the Maintenance Technician would be reduced from \$29 per hour to \$23 per hour and the daily trip charge would be eliminated.

Mr. Campbell MOVED to approve the Ninth Amendment to the Severn Trent Environmental Services Agreement and Mr. Knaub seconded the motion.

- o Discussion followed on staffing for the Beach Club.

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

TENTH ORDER OF BUSINESS

Attorney’s Report

There not being any, the next item followed.

ELEVENTH ORDER OF BUSINESS

Old Business

A. RCA/RCDD Maintenance Agreement

- o The Board approved a draft version on the Maintenance Agreement with the RCA and authorized Mr. Rudacille to send to the RCA’s attorneys. He is awaiting their response.
- o The deadline to have an agreement in place is December 1, 2015.
- o The Board recommended a joint meeting with the RCA Board. A continued/joint meeting with RCA will be held on November 3rd at 1:00 p.m.
- o Mr. Campbell suggested having the presentation of the revised Activity Center Campus Enhancement Plan at the continued meeting.

B. Lake Bank Stabilization Project

- o Mr. Lackland suggested inviting Golf Course people to the next Environmental Committee Meeting.
- o The Board discussed the exclusion of the golf course lake banks from the program.
- o The District Manager will negotiate a contract to include the golf course property and bring to the continued meeting for review.

C. Road Paving Project Update

- o Mr. McKnight gave an overview of the road paving project.
- o The milling and overlay portion of the project will be completed by November 2nd when micro surfacing will begin.

D. Preserve Markers

- Mr. Lackland noted surveys on Preserves E, G and AA were completed.
- Additional markers have been ordered.

E. Traffic Light Update

- Mr. Satfield noted the signal design is completed. Permits will be uploaded next week. Going out to bid for construction documents should occur at the beginning of next year. The cost is projected between \$250,000 and \$300,000.
- The Board wants a dual left turn lane and a right turn lane. Mr. Satfield noted the current traffic counts do not support two left turn lanes.
- Lanes for Willow Lane were discussed.

F. Responsibility for Brazilian Pepper Overhang

- The Board discussed eradicating rather than only trimming the pepper trees.
- This was discussed in August, 2015 when a proposal was requested by RCA to cut overhanging Brazilian pepper branches. Mainscape sent a proposal in the amount of \$8,365.
- This item will be discussed at the joint meeting with the RCA.

G. Gate Upgrade Proposal

- At the prior Board meeting, the back gate and the Beach Club gate were approved for replacement.
- Front gate replacement needs to be approved.
- A proposal for the front gate was received.

Ms. Anderson MOVED to approve the replacement of the front gate in an amount not-to-exceed \$12,000 and Mr. Lackland seconded the motion.

- The Board continued discussing the gates.

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

H. Pool Area Update

- Mr. McKnight noted at the last meeting the Board approved upgrading the pool heaters. An electrical upgrade is also being completed.

I. Consideration of Cancellation of Eighth Amendment to the Management Contract with Severn Trent

- Mr. Knaub discussed cancelling the Eighth Amendment to the Management Contract. He did not like the way it came about.

Mr. Knaub MOVED to cancel the Eighth Amendment to the Management Contract with Severn Trent Management Services and move forward at the workshop to figure out what needs to be done and Mr. Martone seconded the motion.

- The Project Coordinator's job description and what needs to be done in the District was discussed.
- Audience members commented on job descriptions and that the District needs a full time District Manager.
- Mr. Rudacille recommended the Motion read "to amend" the Management Contract instead of "to cancel".
- Mr. Knaub agreed to change the motion to amend the Eighth Amendment to identify the Scope of Services for the Project Coordinator's responsibilities.
- The Supervisors will send suggested changes or additions to the Scope of Services to the Eighth Amendment to the District Manager for consideration at the next Board meeting.
- Mr. Knaub withdrew his previous motion.

TWELFTH ORDER OF BUSINESS

New Business

A. Formation of a Resident Planning/Building Ad-Hoc Committee for the Activity Center Campus Upgrade Project

- Mr. Knaub felt an ad-hoc committee should be chosen now.
- This will be tabled for when the Board decides what they want from the committee and what their functions will be.
- Mr. Campbell will receive ideas.

B. Parcels in Tarpon Harbor

- Ms. Anderson noted a realtor sent her an offer to purchase two parcels in Tarpon Harbor. She wanted the Board's decision.

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor the offer to purchase two lots in Tarpon Harbor from a realtor was turned down.

C. Presentation Related to the Activity Center Upgrade
i. CPH Engineering

- Mr. Satfield gave a power point presentation on the benefits of a design build versus a traditional method design bid built for the upgrades at the Activity Center Campus.
- He described the traditional method, which consists of the design phase, the bidding portion and the construction. Those are separate phases.
- He will send the Power Point presentation to the Supervisors.

D. CPH Proposal for Computer Modeling of Riverwood’s Potable Water and Reuse Water Systems

- Mr. Knaub reviewed the proposal from CPH to provide a hydraulic model of the existing potable water and reclaimed water system for the District.
- The proposal consists of four tasks and is in the amount of \$42,210.

Mr. Knaub MOVED to approve the Staffing and Cost Proposal to the Agreement for Professional Services between CPH, Inc. and Riverwood CDD and to authorize Mr. Knaub to sign the proposal and Mr. Campbell seconded the motion.

- Discussion followed on the proposal.

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

E. Develop and Prioritize an Action Item List of “Next Steps” as the Board moves forward with the Activity Center

- Mr. Knaub felt it would be a good idea to formulate a “Next Steps” plan with the Activity Center upgrade.
- No action was taken at this time.

THIRTEENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Mr. Martone updated the Board on the Sawgrass utility turnover.
- The committee discussed spikes in utility charges.

B. Water/Utility Billing Committee
i. Water Use Permit No. 200204541.00, Authorized Agent Change

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor Mr. Knaub was designated the authorized agent for Water Use Permits.

C. Budget Committee

- Ms. Anderson presented a proposal from A-1 Pressure Washing to clean sidewalks, road gutters, the median island on Riverwood Drive and Club House Drive in an amount not-to-exceed \$14,200.

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor the proposal from A-1 Pressure Washing as described above in an amount not-to-exceed \$14,200 was approved.

D. Long Range Planning Committee

- Mr. Campbell noted the Activity Center Campus renovations and expansion presentation will be held November 3, 2015 at 1:00 p.m. during the continuation meeting.

E. Environmental Committee

- Mr. Lackland invited everyone to read Ms. Meadows' reports.
- He noted there is ongoing work on the lakes and the golf course.

F. Activity Advisory Committee

- Ms. Anderson noted there is nothing new to report.

G. Beach Club Committee

- Mr. Campbell noted the deck has been completed.
- He spoke about the billing invoices.

H. Dog Park Committee

- Mr. Lackland updated the meetings will be on the first Friday of the month at 2:00 p.m.
- He is seeking committee membership.

FOURTEENTH ORDER OF BUSINESS Supervisor Comments

- Ms. Anderson thanked the Golf Club for their efforts to address an issue she reported on.

FIFTEENTH ORDER OF BUSINESS

Audience Comments

- Audience commented on the bond size; make certain the Activity Center project is done properly; on the water modeling project; on fire ants at the dog park; on the loan and on funds assessed that are not for servicing the loan and on the value of flushing or auto-flush hydrants.

SIXTEENTH ORDER OF BUSINESS

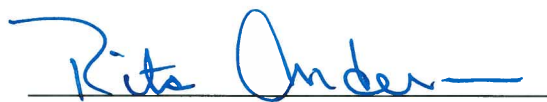
Continuation

There being no further business,

On MOTION by Mr. Campbell seconded by Mr. Knaub with all in favor the meeting was continued to November 3, 2015 at 1:00 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson