

**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 21, 2014 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
Jim Martone	Assistant Secretary
Henry Lackland	Assistant Secretary
Walter Powers	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Scott Rudacille	District Attorney
Molly Meadows	Assistant Manager
Robert Edge	Project Manager, Operations

The following is a summary of the minutes and actions taken at the October 21, 2014 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 October 21, 2014 Agenda

Mr. Martone approved the October 21, 2014 agenda and Mr. Powers seconded the motion.
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- The following changes were made to the agenda:
 - Under Old Business, add 8Di-Beach Club Committee Description
 - Under Old Business, add 8Dii-Beach Club Committee Members
 - Under Old Business, add 8Diii-Beach Club Employee Contract Amendment with Severn Trent Environmental Services
 - Under New Business, add 9C-Service Road off Club Drive Maintenance
 - Under New Business, add 9D-Traffic Light.

- Under Committee Reports, Water Utility Billing Committee, add 10Bi; (3) Work Authorizations.

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

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Mr. Dennis Knaub asked for copies of the agenda.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 16, 2014 Meeting**
- B. Acceptance of:**
 - i. Minutes of the Sewer Committee Meeting**
 - ii. Minutes of the Water/Utility Billing Committee Meeting**
 - iii. Minutes of the August 19, 2014 Budget Committee Meeting**
 - iv. Minutes of the Long Range Planning Committee Meeting**
 - v. Financial Statements, Check Register and Invoices for September, 2014**
 - vi. Reserve Fund Report**
 - vii. Investment Report**

There being no questions or comments,

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor the consent agenda was approved.

SIXTH ORDER OF BUSINESS

Manager's Report

- A. Motion to Assign Fund Balance as of September 30, 2014**

There being no questions or comments,

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the motion to assign Fund Balance as of September 30, 2014 was approved.

B. Field Management Report

- Ms. Meadows reviewed the Field Management Report and reported the following:
 - The majority of the lakes look good.
 - Grass clippings and fertilizing can contribute to algae growth.
 - Beautiful Ponds does not recommend fertilizing until the rainy season is over.
 - The control structures are being observed to make sure they are flowing and there is no blockage.

- The golf course manager was notified the Lake 15 fountain is not working.
- Beautiful Ponds will be asked aggressively treat Brazilian Peppers on the golf course.
- On the outside of the pool house there is an open seam needing repair.
- Concerns with the dog park were voiced. She will obtain cost estimates for the placement of fences.
- The pavers have been a safety issue at Eagle Trace Island.
- A discussion followed on whether the RCA, the Neighborhood Association at Eagle Trace or the CDD is responsible for maintenance of the pavers.
- If the pavers are on CDD property, the District can spend money to repair. Ms. Anderson will work with Ms. Meadows to obtain information and options.

FIFTH ORDER OF BUSINESS

Operations Report

- Mr. Edge updated the Board on Operations.

SEVENTH ORDER OF BUSINESS

Attorney's Report

There being no report, the next item followed.

EIGHTH ORDER OF BUSINESS

Old Business

A. Project Updates

i. Parking Lot Drainage Project

- Ms. Anderson reported the project is completed and working well.
- The bulkhead was removed.

ii. Maintenance Building

- Mr. Martone reported the maintenance building project is scheduled to be completed at the end of the month.

iii. Canal Maintenance

- Mr. Teague had to remind the contractor again the work is not for dredging, only for removal of exotics. A proposal is being prepared.
- Ms. Meadows, Mr. Lackland and the Environmental Committee are working together on the proposal.
- The project is expected to be completed by the next Board meeting and off the agenda.

iv. Tennis Court Resurfacing

- The project is completed, but has not yet been paid for.

- They are waiting for a waiver of liens signed by the contractor. Once received, a check will be issued.

v. Trash Removal at RV Parking Area

- Ms. Anderson thanked Ms. Meadows for her hard work on trash removal at the RV parking area.
- She noted someone dumped a large TV in the area.
- A blast email will be sent reminding residents there is “No Dumping” anywhere in Riverwood. Residents should call Waste Management.
- Mr. Martone noted there are “No Dumping” signs in the RV parking area already.

vi. Roadway Analysis Update

- Ms. Anderson noted Ms. Connie Biddle is working on the roadway analysis.

vii. Pool Pavers

- Ms. Anderson reported the pool paver project is completed.
- The RCA is paying for the bulk of it and the remainder is being paid by the District.

viii. Treadmill Replacement

- Ms. Anderson noted a new treadmill for the Fitness Room was ordered and should arrive soon.

B. Water Service Area Expansion

- Mr. Powers noted this issue pertains to NHC (National Home Communities) who own the certificated water service area for Encore Trailer Park. NHC also services Stonebridge and the Activity Center Campus.
- He spoke with a representative of the owner, Equity Lifestyles, who seems interested in making a trade for reducing the number of sewer connections the CDD charges them in exchange for turning over the certificated water area so the CDD would then service Stonebridge and the Activity Center Campus.
- In the past six weeks, he left eight to ten phone messages and several emails to the contact person. He heard nothing from them and will continue to pursue this.

C. Water Use Permit

- Mr. Teague noted the water use permit application has been submitted to SWFWMD. They have between 60 to 90 days to approve.
- Ms. Meadows informed him SWFWMD reviewed the application. They requested six more information items.

D. Beach Club Update

i. Beach Club Committee Description

- Ms. Anderson distributed a description of the new Beach Club Committee.
- It is a standing committee. Meetings will be publicized and open to the public.
- Committee minutes will be posted on the CDD website.

Ms. Anderson MOVED to approve the formation of a Beach Club Committee which will be a standing committee and have their meetings publicized and open to the public; their minutes will be posted on the RCDD website and Mr. Lackland seconded the motion.

- A discussion followed on the new committee, which is starting out with 23 members.
- The committee will comply with State statutes.

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

ii. Beach Club Committee Members

- A list of potential 23 committee members was distributed.

Ms. Anderson MOVED to approve the list of 23 Beach Club Committee Members and Mr. Lackland seconded the motion.

- The committee names were read aloud by Mr. Powers.
- The list includes Mr. Doug Campbell, who is considered a non-voting contributor.

Ms. Anderson MOVED to amend her prior motion to accept the 22 Beach Club Committee Members as read aloud by Mr. Powers and Mr. Lackland seconded the motion.

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

iii. Beach Club Employee Contract Amendment with Severn Trent

- A contract amendment to provide additional compensation to the Beach Club employees was presented.
- There is a 30-day termination clause in the agreement.
- Ms. Anderson noted they tried to find a different management company to handle the Beach Club employees, but those companies who responded stated it was too small an amount of employees or too small an operation to run.

Mr. Powers MOVED to approve the Fifth Amendment to the District Manager Services Agreement between Riverwood CDD and Severn Trent Environmental Services, subject to legal review, and Mr. Martone seconded the motion.

- A discussion on the agreement followed.

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

- Mr. Teague distributed a memo of tasks the Beach Club Committee will need to address:
 - Signage issues
 - Gate problems
 - Chemical storage issues
 - Safety issues
 - Rules need to be established at the Beach Club.
 - Garbage cans need to be made animal proof.
 - Pictures of different signs were included in the report. They need to be more professional and better located.
- An account was set up at the hardware store for purchases. All invoices will be reviewed by Ms. Meadows before any payments are made.

- Ms. Jennifer Miller has spent almost 100% of her time on the Beach Club project, answering questions, receiving applications and more.

NINTH ORDER OF BUSINESS

New Business

A. Looped Water Main Project

- Mr. Powers discussed this issue earlier in the meeting.

B. Replacement Bicycle for Fitness Center

- Ms. Jibby Marshall and Ms. Lisa McGann obtained information and a quote for a Schwinn AD2 Airdyne stationary bicycle. It includes free delivery.

On MOTION by Ms. Anderson seconded by Mr. Powers with all in favor the purchase of a replacement bicycle for the Fitness Center at a cost not-to-exceed \$400 including free delivery was approved.

C. Service Road off Club Drive Maintenance

- A proposal was received from Conidar Builders with the following options:
 - Remove the existing asphalt at the beginning of the service road and regrade the existing road.
 - Remove the existing asphalt at the beginning of the service road and add stone as needed in the asphalt area.
 - Remove existing asphalt at the beginning of the service road and regrade the entire area.
- Ms. Meadows recommended removing the Brazilian Peppers before any asphalt work is done. She will obtain bids for asphalt removal and present to the Board at the next meeting.

D. Traffic Light

- After last month's RCA meeting, Mr. Powers contacted Charlotte County and spoke to a traffic light specialist who works in the Public Works Department, who noted plans were drawn to install a traffic light. He sent Mr. Powers a seven page document when the study was conducted in 2011 indicating the County's plans to install the light.

- At the time, Riverwood Drive was considered a “private road” by both the County and the State. The CDD would have to pay the cost for the traffic light. The cost of the light at Flamingo and County Road 776 would cost approximately \$250,000.
- Mr. Powers noted he received positive feedback from the County and the State. He will obtain more information to present at the next Board meeting.

TENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Mr. Martone noted the Wastewater Treatment Plant Operating Permit was received on the condition more work needs to be completed by November 1st. Severn Trent is working on this. He noted it is imperative the tasks be completed.

B. Water/Utility Billing Committee

i. Work Authorizations x3

- Mr. Powers asked for approval of the following Work Authorizations:
 - Work Authorization #45512 to replace Ford meter boxes in the amount of \$16,904.67.
 - Work Authorization #45506 to install potable risers for irrigation meters in the amount of \$1,759.50
 - Work Authorization #45507 to install risers for irrigation water meters in the amount of \$2,154.16.

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor Work Authorizations #45512, #45506 and #45507 were approved.

- Mr. Powers noted new utility rates will be on this month’s bill. Detailed explanations of the bills are on the CDD website.

C. Budget Committee

- Ms. Anderson noted the Budget Committee is requesting two trash can receptacles for the Activity Center; one for trash and one for recycling.
- Ms. Anderson, Ms. Jibby Marshall and Ms. Meadows are seeking proposals for security cameras at the Activity Center Campus as well as the front and rear gates.

D. Long Range Planning Committee

- Speaking on Mr. Campbell's behalf, Ms. Anderson noted the planning presentation given last month by Mr. Jeff Matthews, Architect Planner, will be presented again at the Activity Advisory Committee meeting on Wednesday, November 5th at 11:00 a.m. at the Activity Center.
- She noted the presentation is also on the CDD website.

E. Environmental Committee

- Mr. Lackland noted the Environmental Committee will be doing water testing in several lakes. They will be testing for the amount of dissolved oxygen, phosphorus and nitrogen.
- In Lake 16 there was three fish kills this past year.
- There were over 700 fish taken out these past months.
- Before spending a good amount of money on aeration, they need to see where the problem is.
- In the future, they plan to increase the number of littoral shelf plantings.
- He noted this is an ongoing project and bids will be obtained in the future.

F. Activity Advisory Committee

- Ms. Anderson noted this committee will meet the first Wednesday of each month at 11:00 a.m. The next meeting is November 5th.

ELEVENTH ORDER OF BUSINESS**Supervisor Comments**

- Ms. Anderson noted a "Meet the Candidates" session will be held on Thursday, October 23rd at 4:00 p.m. The two candidates running for office to fill Mr. Powers' seat, Mr. Richard Knaub and Mr. Ted McDermott, will be on hand to meet the residents and answer questions.
- Mr. Walt Powers has been on the Riverwood Board for ten years. He is not running for re-election on November 4th. This meeting is his last sitting on the Board.
- Ms. Anderson praised him and stated everyone appreciated the work Mr. Powers has done over the years.
- She invited everyone to a reception after today's meeting in honor of Mr. Powers.

- Mr. Martone noted Pulte has sold their lots and will be out of Riverwood by the end of March, 2015. The sewer system and storm drains will be checked out for leaks and/or clogs at their expense before Pulte leaves.
- Mr. Powers noted the Fiscal Year 2015 adopted budget is available on the website.

TWELFTH ORDER OF BUSINESS

Audience Comments

- Mr. Larry Nalducci commented on Mr. Powers' retirement.
- Mr. Denny Knaub asked Ms. Meadows whether the fencing issue around the pool was reported to Ms. Connie Bittle, Property Manager of RCA. Ms. Meadows responded she had. She noted she will begin meeting monthly to review issues with Ms. Bittle and Ms. Anderson. Mr. Knaub was invited to attend.
- Mr. Knaub had a question regarding the water/utility billing spread sheets Mr. Powers had prepared in the past.
- Mr. Harry Ruiz commented on the traffic light at County Road 776.
- Ms. Joy Holt also commented on the traffic light. She was informed the State approved the traffic light years ago, but only informed the CDD six months ago. It could take years for them to install. If the CDD wanted it installed, they would have to pay for installation.
- Mr. Bob Ware asked whether Ms. Meadows' reports will include a section on the Beach Club. She responded yes.

THIRTEENTH ORDER OF BUSINESS


Adjournment

There being no further questions or comments,

On MOTION by Mr. Martone seconded by Mr. Lackland
with all in favor the meeting was adjourned at 3:45 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson