

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, June 17, 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
Douglas Campbell	Vice Chairperson (via telephone)
Jim Martone	Assistant Secretary
Henry Lackland	Assistant Secretary
Walter Powers	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Scott Rudacille	District Attorney
Sheryl Nowicki	Severn Trent Operations
Robert Edge	Severn Trent Operations
Connie Bittle	RCA Manager

The following is a summary of the minutes and actions taken at the June 17, 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.
- Mr. Teague asked for a motion to approve Mr. Campbell participation by telephone.

On MOTION by Mr. Martone seconded by Mr. Powers 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

Audience Comments on Agenda Items

There not being any, the next item followed.

SECOND ORDER OF BUSINESS

Approval of the June 17, 2014 Agenda

- Following are changes to the agenda:

- Removal 10I, Update of Backgate and replace with 10I, Activity Campus Playground Mulch;
- Add 11B – Rule / Rate Changes for August Public Hearing;
- Add 11C – Survey of Activity Center Campus;
- Add 12Ai – Work Authorization #45271;
- Add 12Aii – Work Authorization #45270;
- Add 12Aiii – Work Authorization #45370;
- Add 12Aiv – Work Authorization for cleaning basin #2 and installation of stainless steel gate valves;
- Add 12Av – Work Authorizations #45267 and \$5268;
- Add 12Avi – Work Authorization #45369;
- Add 12Avii – Work Authorization for Power Supply;
- Add 12Aviii – Work Authorization for furnishing and supplying a pH analyzer;
- Add 12Bi – Work Authorization for raising fire hydrants.

On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor the June 17, 2014 agenda was approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Mr. Denny Knaub commented on the exposed white PVC tubes in Sawgrass.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the April 25, 2014 Continued Meeting and the May 20, 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 May 20, 2014 Budget Committee Meeting**
 - iv. Minutes of the Long Range Planning Committee Meeting**
 - v. Financial Statements, Check Register and Invoices for May 2014**
 - vi. Reserve Fund Report**
 - vii. Investment Report**
- Ms. Anderson asked for a motion to approve the consent agenda

Mr. Powers MOVED to approve the consent agenda and Mr. Lackland seconded the motion.

- The April 25, 2014 minutes were pulled to make minor corrections.
- There were no minutes of the Environmental Committee and the item was removed from the consent agenda.

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

- Corrections were made to the April 25, 2014 minutes and will be incorporated.

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the minutes of the April 25, 2014 continued meeting were amended to reflect the corrections made.

FIFTH ORDER OF BUSINESS

Beach Club Update

Mr. Campbell reported the following:

- The closing date for the sale of the Beach Club is August 18, 2014.
- There are currently 341 members; 150 joined since transitional membership was created.
- Proposals were requested from three management companies for the Beach Club. Only one responded and noted the project was too small to get involved with.
- At the next Long Range Planning Committee meeting, he will ask for feedback on whether to accept a Severn Trent Services quote of \$625 per month.
- Mr. Rudacille will handle the closing. At the July Board meeting, the Board will authorize the Chairman to execute documents related to the closing.

SIXTH ORDER OF BUSINESS

Operations Report

Ms. Nowicki noted the following:

- There were no non-compliance issues last month.
- The plant's average flow was 107,000 gallons.
- Peak flow for the irrigation station was 1,141,000 gallons with an average flow of 767,000 gallons.
- The flow has increased an estimated 3.20% from last year at this time.
- Robert Edge, the new Project Manager, was introduced. He replaced Bert Underwood who resigned last month.

SEVENTH ORDER OF BUSINESS

Maintenance Agreement with RCA

- Mr. Rudacille circulated the latest draft of the Maintenance Agreement received from the RCA.
- Ms. Anderson noted maintenance for the Activity Center Campus needs to be more clearly defined. The RCA will handle day-to-day cleaning and any spraying for pests. The CCD will handle most everything else.
- Another joint meeting with the RCA to discuss the agreement in more detail was suggested. The CDD Board meeting will continue to 4:00 p.m. for the joint meeting.

EIGHTH ORDER OF BUSINESS

Manager's Report

A. Discussion on the Proposed Budget for Fiscal Year 2015

- The tentative approved budget for Fiscal Year 2015 was sent to Charlotte County as required by law. The budget included the \$150 per unit increase.
- A sample mailed notice was distributed identifying the need for an increase due to the possibility of the CDD becoming responsible for costs currently funded by the RCA. Costs can include RCA lakes, preserves and possibly the roads; maintenance responsibility for CDD owned facilities; the Clubhouse, Activity Center and recreational facilities.
- The Board will review the mailed notice and if they think changes are needed, they will inform the District Manager.
- He distributed a CDD Utility Fund Cashflow sheet. Included are actuals from 2013, projected for 2014 based on fiscal years of October 1st to September 30th and then projected for 2015, 2016 and 2017.

B. Field Management Report

- This is the first Field Management Report prepared by Ms. Molly Meadows.
- Overall, the lakes are in good shape this month.
- No new erosion was observed; however, existing erosion is becoming more severe in some areas.

NINTH ORDER OF BUSINESS

Attorney's Report

- Mr. Rudacille updated the Board on the most recent legislation session.
- There are reporting deadline requirements and website requirements.

TENTH ORDER OF BUSINESS

Old Business - Project Updates

A. Maintenance Building

- Mr. Martone noted initial comments from Charlotte County were received. The permit needs to be resubmitted.
- The original construction was engineered for an exposure “B”; which is a normal household exposure. The County noted it has to be changed to an exposure “C”, which accounts for 160 mph wind the building must be able to withstand. This is being re-engineered at the contractor’s expense and will be resubmitted.
- Construction completion is anticipated by October 24, 2014.

B. RV Parking Lot Fence Project Update

- Mr. Martone met with Mike Burton of the Golf Course yesterday. They are not interested.
- The District Manager obtained a new quote for a manual fence; which would cost over \$3,000. A power gate would cost \$8,000.
- There have been no problems in the RV Park or the boat storage area; the pump station and plant are secured and he questioned the need to go through this expense, whether manual or power operated.
- There was discussion regarding the Golf Course garbage dumpsters on CDD property.
- The Board will hold off making any decisions for the time being.
- The Board requested the District Manager look into the need for liability insurance coverage with the Golf Course related to dumpsters, pesticides or other chemicals used on the course.

C. Canal Maintenance

- Mr. Teague noted staff are obtaining bids for removal of exotics.

D. Preserve P1, P2 and Q Dead Debris Removal

- Mr. Teague noted June 23, 2014 the remainder of the debris will be removed.
- This item can be removed from future agendas.

E. Reuse Pond Level Update/Water Use Permit

- Mr. Powers reported the pond level as of yesterday morning was at 2.35 feet, which is three feet under what the pond will hold.
- At the beginning of the month, it was down to less than one foot due to restricting the amount of water being pumped and a significant amount of rain.
- At the Water/Utility Billing Committee meeting they discussed that it is probably not a good idea to shut off the pump station after a few inches of rain.
- SWFWMD responded to the Water Use Permit. Ms. Meadows informed him of a long list of items needed to be addressed before the permit process can go forward. SWFWMD wanted additional information. He does not see any problems with the request. The RAI (Request for Additional Information) had eight items which needed to be addressed.
- Mr. Teague complimented Mr. Powers for the extensive data records he has kept throughout the years; which will be made available to Ms. Meadows and will assist in her response to SWFWMD.

F. Gatehouse Exhaust Fan

- It was decided to replace the gatehouse exhaust fan with a simple exhaust fan. Staff are getting proposals and this will be discussed at the next meeting.

G. Rear Gate Entry System Proposals

- Ms. Anderson reported on the recommendation of the Budget Committee for rear gate entry system proposals.

On MOTION by Ms. Anderson seconded by Mr. Powers with all in favor the proposal for installation of a “photo eye” system on the entrance and exit gates of the dog park parking lot in the amount of \$500 was approved

- Ms. Anderson discussed proposals received for the motorized rear gate project.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the proposal by Gate Medic for the replacement of the rear gate motor in the amount of \$6,200 was approved.

H. Rodent Cleanup Progress Report

- The rodent extermination has been completed and this item will be removed from future agendas.

I. Activity Campus Playground Mulch

- Ms. Anderson noted the Budget Committee discussed moving ahead with installing mulch at the Activity Center Playground.

Ms. Anderson MOVED to install mulch and edging around the Activity Center Playground in an amount not to exceed \$1,800 to be funded by the Special Projects line item and Mr. Martone seconded the motion.

- Ms. Anderson noted this item has been discussed for several months. She wanted to move forward before a child is injured on the playground.

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

J. Audubon International Funding Request

- This morning, the Budget Committee heard from Mr. Larry Lancette of the Audubon International Funding who requested \$9,000 over three years from the RCDD and the RCA each. The Committee recommended not moving ahead at this time.
- Riverwood has completed Stage One of the Audubon International Sustainable Communities Program and is now considered an active member of the network of communities and organizations protecting the environment.
- Enrolling in Stage Two gives the District an opportunity to become a successful sustainable community by providing valuable wildlife habitat and educating staff and the residents about environmental management.
- She asked if the Board was interested in having Mr. Lancette make a presentation. They invited him to the July Board meeting.

ELEVENTH ORDER OF BUSINESS

New Business

A. Additional Chairs and Tables for Outside the Activity Center

- Ms. Anderson presented a proposal from Pete’s Patio and Furniture Outlet.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor the proposal by Pete’s Patio and Furniture Outlet to purchase six tables and 24 chairs at a cost of \$4,254 was approved.

- This will be charged to Special Projects.

B. Rule / Rate Changes for August Public Hearing

- Ms. Anderson has worked with the RCA for over six months on revisions to the Rules for the Activity Center Campus.
- After distributing the draft of the revised rules, she reviewed the changes including changes to user fees.
- At the same time the public hearing will include changes to the utility rates.
- A public hearing to adopt the revised rules to the Activity Center Campus and the utility rates will be held on August 19, 2014.

On MOTION by Ms. Anderson seconded by Mr. Powers with all in favor staff was authorized to advertise for a public hearing to be held on August 19, 2014 on rules changes to the Activity Center Campus.

C. Survey of Activity Center Campus

- Mr. Campbell noted Mr. Jeff Matthews, Architect, advised him in order to move forward in his planning of the Riverwood Activity Center, a complete survey would have to be performed on the campus.
- Proposals and prices were reviewed.

On MOTION by Mr. Campbell seconded by Mr. Martone with all in favor a survey of the Riverwood Activity Center by Van Buskirk/Fish & Associates, Inc. in the amount of \$4,800 was approved.

TWELFTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Mr. Martone asked for approval of Larry Nalducci and Dave Anderson as new members for the committee. There are now six members on the Sewer Committee.

On MOTION by Mr. Martone seconded by Mr. Powers with all in favor the appointments of Larry Nalducci and Dave Anderson to the Sewer Committee were approved.

- A response from the DEP on the permit renewal application was received.
- They require more detailed information and some new requirements. CPH is working on providing this information to the DEP.
- Permit renewal is due by the end of August. He hopes it will be approved before then so the plant can go on operating.
 - i. Work Authorization #45271**
 - ii. Work Authorization #45270**
 - iii. Work Authorization for Rehab of #2 Clarifier**
 - iv. Work Authorization for cleaning basin #2 and 13 stainless steel gate valves**
 - v. Work Authorization for rehab of Lift Stations #14 and #1**
 - vi. Work Authorization for was station between clarifiers**
 - vii. Work Authorization for power supply**
 - viii. Work Authorization for pH Analyzer**
- The following are details for the Work Authorizations.
- WA 43570 - \$18,800 – to rehab the clarifier
- WA 45368 - \$15,792 – clean basin #2 including 13 stainless steel gate valves
- WA 45268 - \$103,244 – rehab lift station #14
- WA 45267 - \$100,517 – rehab lift station #1
- WA 45369 - \$1,102 – wash down area between clarifiers
- WA 45271 - \$11,922 – installation of lift station at the new storage building
- WA 45270 - \$5,108 – new water service and backflows to storage building
- WA 94852 - \$3,602 – install power supply and rack, mount chemical pump for odor control system
- WA 94841 - \$6,271 – furnish and install pH analyzer on odor control system.

On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor the Work Authorizations detailed above were approved and Mr. Martone was authorized to sign them.

B. Water/Utility Billing Committee
i. Water Work Authorizations

- Mr. Powers presented Work Authorization No. 45293 authorizing work to be done on seven fire hydrants to raise them six inches.

On MOTION by Mr. Powers seconded by Mr. Campbell with all in favor Work Authorization No. 45293 in the amount of \$6,502.12 was approved and Mr. Powers was authorized to sign the Work Authorization.

- Mr. Powers distributed information and gave details on the proposed utility rate increases for water, sewer and irrigation usage.

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor staff was authorized to advertise for a public hearing to be held on August 19, 2014 on utility rate increases in water, sewer and irrigation usage rates.

- Mr. Powers met with the Chief Engineer for Charlotte County. They spoke about amending the agreement for wastewater. The agreement currently states the District receives 330,000 gallons per day. The County wants to increase that to 800,000 gallons per day. They received approval from the Florida DEP to make the change to the agreement.
- Their legal staff will draft an amendment; Mr. Rudacille will review and approve.
- Mr. Powers asked the Chief Engineer to give the price to bring in an additional water line to Sawgrass. An estimate will be available by the end of the week.

C. Budget Committee

There being nothing further to report, the next item followed.

D. Long Range Planning Committee

- Mr. Campbell noted Keith Reester is doing a study on the property surrounding the District. Mr. Reester has spoken with a real estate agent. He is trying to find out about the property surrounding the Riverwood property in the event the District decides to expand the Activity Center Campus.

- Jeff Matthews will be in the community next week and will bring information he has gathered on the Activity Center.

E. Environmental Committee

There being no report, the next item followed.

THIRTEENTH ORDER OF BUSINESS Supervisor Comments

There not being any, the next item followed.

FOURTEENTH ORDER OF BUSINESS Audience Comments

- Mr. Larry Lancette requested Molly Meadows' time for lake mapping revisions. He asked the Board for approval to spend \$200 for mapping.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor giving \$200 to Larry Lancette for lake map revisions was approved.

- T.V. Mattingly commented on rate increase.
- Dave Bonadio commented on erosion on the lakes.
- Ruth Mosca asked where to go for updates on erosion issues and was informed to check the website.
- Danny Knaub commented on raising the fire hydrants, increased utility rates, Beach Club access and the gutters.


FIFTEENTH 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 4:28 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson