

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, September 16, 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
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

The following is a summary of the minutes and actions taken at the September 16, 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 September 16, 2014
Agenda**

- The following are requested changes to the agenda:
 - Under New Business, add 9C-Pool Deck Paver Repairs.
 - Under New Business, add 9D-Fiscal Year 2015 Budget Amendment.
 - Under New Business, add 9E-New Fitness Equipment–Treadmill
 - Under Committee Reports, Long Range Planning Committee, add 10Di-Beach Club Advisory Committee.
 - Under Committee Reports, Environmental Committee, add 10Ei-Approval of a New Member of the Environmental Committee.

On MOTION by Mr. Martone seconded by Mr. Lackland with all favor the September 16, 2014 agenda was approved as amended.

THIRD ORDER OF BUSINESS **Audience Comments on Agenda Items**
There being no comments, the next item followed.

FOURTH ORDER OF BUSINESS **Approval of Consent Agenda**

- A. Approval of the Minutes of the August 19, 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 August 2014**
 - vi. Reserve Fund Report**
 - vii. Investment Report**
- There being no questions or comments,

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

- Ms. Anderson noted immediately following Ms. Nowicki’s Operations Report, Mr. Campbell will discuss Item 8D, the Activity Center Campus Expansion and Mr. Matthews will give his presentation.

FIFTH ORDER OF BUSINESS **Operations Report**

- Mr. Nowicki reviewed the Operations Report included in the agenda package.
- There were no non-compliance issues to mention for the month of August.
 - The plant’s average flow was 100,000 gallons.
 - The average flow for the reclaim station was 482,000 gallons with a peak flow of 914,000 gallons.

EIGHTH ORDER OF BUSINESS **Old Business**

- D. Activity Center Campus Expansion Study**
- Mr. Campbell gave background information on the Activity Center Campus Expansion and what transpired in the past leading up to today.

- There have been many rumors in the community that this project will cost multi-million dollar and the homeowners will have to pay thousands of dollars.
- Twenty-two months ago, he became a Riverwood Board member and was asked by the Chairperson if he was interested in forming a Long Range Planning Committee to look at several different aspects of the District.
- A Long Range Planning Committee was formed in January 2013. At that time, the community was 20 years old and many amenities were that old as well. The committee felt the facilities were inadequate and arrived at some ideas on how to proceed.
- After interviewing others, the committee selected Mr. Jeff Matthews, Architect Planner, of Venice Design Group, to provide a Master Plan for the Activity Center Campus.
- Mr. Matthews was introduced and gave a presentation with slides. He was assisted in the presentation by Mike of Venice Design Group.
- Mr. Matthews made the following points:
 - Maintenance is something you spend a lot of money on each year.
 - A lot of repairs are needed; probably over one million dollars for the roof and the air conditioning units.
 - Designs for today and anticipated ones in the future were discussed.
 - Energy consumption, code compliance, handicapped requirements, hurricane safety, and good use of the Activity Center were reviewed.
 - The current building was not originally designed with a lot of care in mind.
 - Security is an important part of building design.
 - He gave his views on what he envisioned at the Activity Center Campus using slides to demonstrate.
 - Every aspect of the campus and every activity that takes place there were discussed.
- Several questions and comments were made by the audience.

Let the record reflect the Board took a five minute recess.

SIXTH ORDER OF BUSINESS

Manager's Report

A. Field Management Report

- The Field Management Report was reviewed.

- Mr. Teague noted Mr. Robert Edge is working on an article which will appear in the Florida Water Environmental Associations magazine about the working relationship between the District and Severn Trent on the wastewater treatment plant.
- Mr. Edge noted it is good publicity for the District. If the Board had any comments, he requested they be submitted by September 18th.

SEVENTH ORDER OF BUSINESS

Attorney's Report

There being no report, the next item followed.

EIGHTH ORDER OF BUSINESS

Old Business (Continued)

A. Project Updates

i. Parking Lot Drainage Improvements

- The bulkhead that was obstructing drainage at the Activity Center will be repaired within two weeks.

ii. Maintenance Building

- Mr. Martone noted the pad is in, the structural steel is up and the roof is on.
- The plumber and the electrician are coming tomorrow.
- Completion is estimated at three to six weeks.

iii. Canal Maintenance

- Mr. Teague noted staff is still working on a contract, which was previously approved by the Board.
- He had to remind the contractor the work is not for dredging, only for removal of exotics.

iv. Replanting of Preserves P1, P2 and Q

- Mr. Lackland noted replanting work was completed on September 11th and looks good.

v. Rear Gate Entry Update

- Mr. Teague reported there are some issues with the lights as identified in Ms. Meadows' report. She will follow up on this.
- The rear gate is functional and operating.

vi. Tennis Court Resurfacing

- Ms. Anderson noted tennis court resurfacing will be completed on September 23rd and September 24th.

- Announcements were sent out regarding this.

vii. Lapel Microphones

- Ms. Anderson reported the vendor, Troll Music of Venice, was waiting for one part to arrive.
- The microphones should be available to the Board by the meeting in October.

B. NHC Negotiations on Adjustments to Water Service Areas

- Mr. Powers spoke with the NHC contact person several times. After the latest contact, he was promised they would call back. As of today, there has been no response.
- He asked if NHC would consider turning over the Riverwood portion of their certificated water franchise area to the District.
- The trade-off would be for them to turn over the water in the certificated area and we would charge them for few sewer connections in Encore Trailer Park.

C. Water Use Permit

- Mr. Powers spoke to Ms. Meadows this morning, noting he signed a document for SWFWMD as she requested.
- All information SWFWMD requested has been provided and should be submitted by next week.
- It usually takes between 30 and 90 days to receive approval.

D. Activity Center Campus Expansion Study

- This item was discussed earlier.

E. Trash Removal from RV Parking Area

- Mr. Martone noted there have been problems with people dumping trash in the RV parking area.
- This was discussed at the Sewer Committee this morning. The committee wants to meet with Mr. Butch Coty, on the RV Committee, about getting a trash bin.
- Artistree has been requested to clean up their dumping site.
- Ms. Anderson complimented Ms. Meadows on all her efforts on this issue.

NINTH ORDER OF BUSINESS

New Business

A. Update Road Reserve Study

- Ms. Anderson noted a Road Reserve Study for the District was completed in 2010. Paving was done where needed.
- The RCA will be doing the same type of road study analysis.
- The consultant, who works for Charlotte County, is doing the work for the RCA and has offered to do the same type of study for the District at a cost of \$750.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor a road reserve study will be conducted at a cost of \$750 at the same time the study is being done for the RCA.

B. Purchase of Trees or Plants on CDD Property

- Ms. Anderson noted currently there is a landscaping maintenance contract with the RCA to take care of all common areas and the Activity Center, which includes mowing, weeding, mulching and fertilizing.
- In the maintenance contract, it does not specify who pays for new plants.
- Plants “age out” and need to be replaced.
- The Board was asked to fund the expense to replace trees and plants on CDD property.

C. Pool Deck Paver Repairs

- Ms. Anderson noted for the past six months, the pool deck pavers have sunk which may cause people to fall and trip. It does not look very good, either.
- The RCA obtained a bid from Custom Services of Southwest Florida in the amount of \$5,670.
- The cost will be shared with the RCA. They will pay \$4,000. The CDD will pay \$1,670.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor sharing the cost to repair the pool deck pavers with the RCA paying \$4,000 and the CDD paying \$1,670 was approved.

D. Fiscal Year 2015 Budget Amendment

- Changes were made to the Fiscal Year 2015 budget. It does not, in any way, change the bottom line. The totals remain the same.

- It only reallocates funds into categories where they belong.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor Resolution 2014-09, a resolution amending the Riverwood CDD General Fund Budget for Fiscal Year 2015, was adopted.

- E. New Fitness Equipment - Treadmill**
- Ms. Anderson noted several quotes were received to replace the broken treadmill.
- The best proposal was received from Life Fitness in the amount of \$4,402, which includes shipping.
- The funds to pay for the treadmill will come out of the Reserves.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the proposal from Life Fitness to replace the broken treadmill at a cost of \$4,402 including shipment, was approved.

TENTH ORDER OF BUSINESS

Committee Reports

- A. Sewer Committee**
- Mr. Martone noted the Wastewater Treatment Plant Operating Permit was received. It is good for the next five years.
- Rehab was completed on the second clarifier. They will do a little more work on the first clarifier.
- The two lift stations will be completed by the end of this month.
- He reported he had no work authorizations to approve for the first time in a long time.
- B. Water/Utility Billing Committee**
- Mr. Powers noted the new rates approved at the public hearing will go into effect after billing this month. There will be new rates in October. This information will be posted on the CDD website.
- C. Budget Committee**
- Ms. Anderson noted the committee met today and reviewed the reserves.
- The committee will meet in the winter for a workshop to discuss the reserves.

D. Long Range Planning Committee

i. Beach Club Advisory Committee

- Mr. Campbell noted residents have shown a tremendous amount of interest in membership to the Beach Club since its purchase.
- He noted originally he was going to form a Beach Club Committee and solicited people, already members, who wanted to participate. The result was 22 people were interested in joining.
- The District Manager and District Counsel suggested if a committee is created, it should be a standing committee with public meetings and advertised meetings. Mr. Campbell thought an Advisory Committee would be sufficient.
- After re-consideration, he changed his mind and wants a standing advertised committee.

Mr. Campbell MOVED to have the Board approve him forming a standing Beach Club Advisory Committee and Mr. Lackland seconded the motion.

- The committee will make recommendations to the Board regarding operating the Beach Club.
- Mr. Rudacille suggested Mr. Campbell and the committee provide a written description of the committee and its duties.

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

E. Environmental Committee

i. Approval of New Member to the Environmental Committee

- Mr. Lackland requested a motion to appoint Suzanne Harris as a new member to the Environmental Committee.

On MOTION by Mr. Lackland seconded by Mr. Campbell with all in favor Suzanne Harris was appointed as a new member to the Environmental Committee.

- Mr. Lackland reported Ms. Harris is interested in finding volunteers for writing and doing other things to raise money for grants.

- He noted the third fish kill this year was conducted on Lake 16. The number of dead fish collected was over 600. They were all tilapia.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

- Mr. Powers noted there are two past due accounts that have been on the books for many years. Both properties have changed hands so the names on the accounts no longer own the property. Both are in excess of \$2,000.

Mr. Powers MOVED to write off the two past due accounts that are no longer collectible and Mr. Lackland seconded the motion.

- These two accounts were discussed further.

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

- The presentation on the Activity Center Campus Expansion by Jeffrey Matthews will be made available on the website by tomorrow.
- Ms. Anderson asked the Board to review the District's website and give updated information where necessary.
- Ms. Anderson wants to set up a "Meeting the Candidates" session for residents to be able to talk to the candidates. She anticipates the session will take place in October.
- She is asking the candidates to write a short biography and why they are interested in running. They have until October 15, 2014 to submit. The information will be published in the November issue of the Heron.

TWELFTH ORDER OF BUSINESS

Audience Comments

- An audience member commented on his annual back flow recertification bill.
- Mr. Harry Ruiz felt the presentation by Mr. Matthews was outstanding. He noted microphones are still needed.
- Ms. Joyce Kastner commented on plant replacement.
- Mr. Denny Knaub spoke about the consequences if there was major hurricane damage.
- In response, Ms. Anderson noted the District could borrow money from itself and then figure it into the budget.

- Mr. Rich Knaub commented on the second water line into the District. He wondered why it was not on the agenda. He felt it is an infrastructure issue.
- Mr. Powers noted they are waiting for the County to make a map available to the District at the October meeting.
- This item will be on the next agenda.
- Ms. Anderson conveyed the Board's appreciation for audience comments and questions. She also noted appreciation for the audience sitting for three hours.

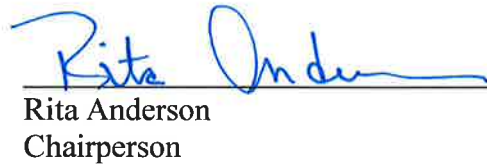
THIRTEENTH ORDER OF BUSINESS Adjournment

There being no further questions or comments,

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the meeting was adjourned at 4:58 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson