

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, January 15, 2019 at 1:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida, immediately followed by the regular meeting of the Board of Supervisors at 2:00 p.m. at the same location.

Present and constituting a quorum were:

Rita Anderson	Chairperson
Richard Knaub	Vice Chairperson
Jim Martone	Assistant Secretary
Dolly Syrek	Assistant Secretary
Michael Spillane	Assistant Secretary

Also present were:

Justine Faircloth	District Manager
Scott Rudacille	District Counsel
Brad McKnight	Project Coordinator
Residents	

The following is a summary of the minutes and actions taken at the January 15, 2019 meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Faircloth called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Approval of the January 15, 2019 Agenda

Mr. Knaub MOVED to approve the January 15, 2019 agenda and Ms. Syrek seconded the motion.

- Under New Business, Item 9C, Administration Building Window Shades, was added.

On VOICE vote with all in favor the prior motion was approved as amended with the addition of 9C Administration Building Window Shades.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Mr. Bill Thistle commented on swim lanes with signage installed. He also commented on the measurement of the swimming lanes and the vaulted ceiling in the entryway of the Administrative Building.
- Mr. Denny Knaub commented he was looking at the RCA budget. They have \$176,000 in their 2019 budget for Aquatic Management and Preserve Conservation & Wetland Management. The CDD has \$280,000 Total Environmental Services.
- Mr. Richard Knaub noted the number of lakes is about the same. The CDD has \$30,000 in Lake Contracts. The CDD has \$15,000 Aquascaping and \$10,000 R&M Lakes; \$110,000 in R&M-Preserves; \$75,000 in Contracts-Preserve Maintenance.
- He noted the CDD’s total budget is \$280,000. He thought the RCA had three times the amount of land area for Preserves than the CDD had, but you have 50% more in your budget. He wanted an explanation.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the December 18, 2018 Meeting**
- B. **Acceptance of:**
 - i. **Financial Statements and Check Registers**

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

FIFTH ORDER OF BUSINESS

Monthly Client Report

- Ms. MacPherson reported all wastewater treatment plant requirements were met.
- The irrigation station was offline for three days, two days for repairing the jockey pump and one day for line repair.
- The lowest PSI during the month was 58 PSI. The average was 66 PSI.
- There was an emergency callout for an irrigation leak at North Marsh and Creekside Lane. It was repaired.

SIXTH ORDER OF BUSINESS

Manager’s Report

- A. **On-Site Manager’s Report**

- Mr. McKnight provided a proposal for blinds or solar shades in the new administration building, for the RCA and the CDD.
- He noted we are looking to provide a 5% shaded window; meaning it only lets in 5% of light; 95% is blocked out. It will be much cooler in the building.
- Mr. McKnight discussed EV Blinds who are located in Cape Coral.
- The other three bidders were discussed.

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor to approve the bid from EV blinds in a not-to-exceed amount of \$4,2000 subject to staff receiving a favorable review of the firm from the Better Business Bureau; should a negative review be determined regarding EV Blinds, the Board approved having staff select a proposal from the list of other bidders in a not-to-exceed amount of \$4,800.

SEVENTH ORDER OF BUSINESS

Attorney's Report

A. Consideration of Resolution 2019-03, Adopting Amendment to Chapter 5 with Exhibit A (Continued from December 18, 2018 Public Hearing)

- Ms. Anderson stated we have the pool open with much more space. However, there have been complaints of children misbehaving.
- Exhibit A for Resolution 2019-03, Rules for Campus Facilities was distributed. It states in Section 5.12C 6 running around the pool or jumping into the pool is prohibited. No floats, toys, balls, rafts in the pool.
- Adding to the rules today is lap pool is limited to the lap swimming.
- Mr. Rudacille noted at the last meeting, there were issues raised about guest provisions. He and Ms. Anderson discussed this. She recommended the Board establish a committee to look into guest issues and come back with recommendations.
- In the rules he circulated, he removed all proposed provisions and left it as is for now recognizing the committee would come back at some point and modify guest provisions.
- We had issues raised about jumping, running, splashing on the pool deck. He circulated to the Board some modified language for that, which did not make it into the agenda package.
- Mr. McKnight made copies to distribute to the Board.
- Another change was Children under 14 should not be permitted to use the hot tub.
- The public hearing was opened at this time.
- Ms. Terri Jackman noted children at the spa use it as if it was a pool.

- Mr. Jim Gentz discussed lap pools and lap swimming.
- Mr. Bob Sims wanted lanes be put into this new pool as they were in previous pools.
- Mr. Denny Knaub commented on the hot tubs and safety issues.
- The public hearing was closed at this time.
- The Board decided children age 14 and under cannot be permitted to use the hot tub.
- Mr. Rudacille noted he read through the changes drafted here today and if everyone is in agreement, we can have a motion to approve Resolution 2018-03 with the changes. He read each Section where the language was changed.

On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor Resolution 2019-03 was approved as amended with the changes made by District Counsel.

- Ms. Anderson will try to get something in the Heron next month regarding new rules.
- Mr. Rudacille will provide a cleaned up resolution with Exhibit A for execution.

EIGHTH ORDER OF BUSINESS **Old Business**

A. Activities Center Campus Construction Update

To be discussed later in the meeting.

B. Town Hall on January 29, 2019

To be discussed later in the meeting.

NINTH ORDER OF BUSINESS **New Business**

A. Task Force to Research Guest Rule Revisions

- Ms. Anderson wanted to set up a Task Force.
- They will research other communities.
- She recommended the following people for the Task Force; herself, Jibby Marshall from the RCA, Carol Simer, Lynn Nelson, Sherry McKinney and Curtis Frysinger.
- The meetings will be either Mondays at 4:00 p.m. or Wednesdays at 4:00 p.m. Once decided, the meetings will be advertised.
- She will poll the group once approved and come back with day and then advertise.

Ms. Anderson MOVED to set up a Task Force to investigate rules regarding guest use of the District's amenities and Mr. Knaub seconded the motion.

- Discussion ensued on the above motion.

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

EIGHTH ORDER OF BUSINESS

Old Business

A. Activities Center Campus Construction Update

- Ms. Syrek noted they are working on the inside of the Fitness Center. A second coat of paint was put on.
- They staked out the Dog Park.
- Next week or the following week, they will work on the Pickle Ball Court.
- Mr. Knaub discussed the guardhouse.

B. Town Hall on January 29, 2019

- The Town Hall meeting is January 29th at 3:00 p.m. The RCA and the Communications Committee has been working hard on this.

NINTH ORDER OF BUSINESS

New Business (continued)

B. Water Rate Analysis Report

- Mr. Knaub discussed the Water Rate Analysis Report.
- Average residential charge now using 4,000 gallons of water is \$92.69.
- Current base rate for sewer is \$46.30.
- CCU bulk water rates is \$8.79 per unit.
- Mr. Knaub will bring the rates back to the Board in February.

On MOTION by Mr. Knaub seconded by Ms. Anderson with all in favor the Board voted to advertise the rate setting for March; District Counsel to develop the advertisement and forward to staff for publication.

C. Administration Building Window Shades

- Discussed earlier in the meeting.

TENTH ORDER OF BUSINESS

Other Reports

A. RV Park Report

- Mr. McKnight noted today was the last day for the renewal period.
- Tomorrow morning at 9:30 a.m. he, Mike and Tina Fowler from his office will go through the RV Park and do a field perspective.

- Those who have not paid will be contacted to see if they want to renew for this period. Then we will work off the wait list.

B. Activities and Communications Report

- There is a new Activity Director and she met with the committee.

ELEVENTH ORDER OF BUSINESS Committee Reports

A. Sewer Committee

- Mr. Martone noted there seems to be some confusion about the Sewer Committee schedule. It keeps getting cancelled for some reason. He went down three times to get it off the cancelled list. He even noted in the Heron that his committee meetings get cancelled.
- The meetings take place the same day as the CDD Board meeting at 9:00 a.m. in the same location.
- Work is completed on the permit renewal. The Chairperson has to sign it.
- We have had some delays in the generator inspection.
- Ms. MacPherson noted tomorrow is the inspection.
- The Sewer Committee rescheduled the meeting to Thursday so we will still have a Sewer Committee meeting this week.

B. Water/Utility Billing Committee

- Mr. Knaub requested the landscapers are working with us on cutting back on irrigation.
- We are overwatering the Croquet Court.
- We want to put in Smart Irrigation at the Activity Center Campus so we can have more control.
- We are staying on top of the flushing.

C. Financial Advisory Committee

i. Committee Financial Reports

- Ms. Anderson noted we continued our last meeting to February 12, 2019 at 3:00 p.m.

D. Strategic Planning Committee

- Ms. Syrek noted we met in December and created the survey for the RCA. The next meeting will be in March.

E. Environmental Committee

- Mr. Spillane noted Aquatic Weed Control (AWC) are working on the Preserves along Club Drive.
- He noted regarding the RCA, we have a similar number of ponds and a similar number of Preserves. The difference is RCA's Preserves are big in Sawgrass. He is confident they do 95% removal of invasives in those Preserves. We have 46 Preserves and are on schedule to have that done within the next couple of years.
- Our contract with AWC was renewed. We have a contract for lakes maintenance; spraying and preserving the edges of the lakes and inspection of the lakes.

F. Beach Club Committee

- Ms. Anderson noted there were concerns about attendance, which she already addressed with Inframark.
- They do not want to do any more communications anymore from members on their committee.
- Ms. Anderson noted they should not be doing it because that means they have to keep people's email addresses which opens it up to public records. She will talk to Mr. Rudacille about this.
- She is working together with Ms. Ruth Mosca, President of the RCA, on this.
- Mr. McKnight discussed people still on the wait list to join the Beach Club.

G. Dog Park Committee

- Ms. Syrek noted the committee will not be meeting until the Dog Park opens.

H. Safety & Access Control Committee

- Mr. Knaub updated the Board on the TDMF (transparent data mitigation facility). They were pushing for mid-January.
- Mr. McKnight received an email on Sunday night for the resident gatehouse. They received our order for the resident phone app. They plan on completing this work by the end of February.
- Mr. Knaub commented on recent break-ins in the community and sent an email blast about these. There were four break-ins over three weeks.

- o Charlotte County Sheriff's Office is investigating. Riverwood provided them with hours of gate video to review.
- o The committee formed a focus group to work on access control to the Activity Center Campus.
- o A February 2019 Newsletter prepared by the Safety & Access Control Committee with information will be sent to the Heron.
- o Mr. Knaub discussed the behavior of residents. Last week, he spent three hours speaking on the phone with Mr. McKnight and Mr. Ronald Allen of Weiser Security Services.
- o Mr. Knaub noted Mr. McKnight is an Inframark employee and all of our security guards are Weiser employees. They are enforcing the rules of the CDD and the RCA in the best interest of the residents. Several residents are treating these employees very poorly.

TWELFTH ORDER OF BUSINESS **Supervisor Comments**

- o Ms. Syrek commented rules and memberships.
- o Mr. Spillane requested circular tables at future meetings of the CDD Board.

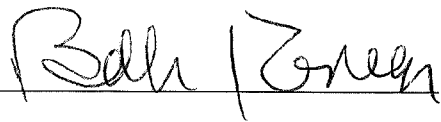
THIRTEENTH ORDER OF BUSINESS **Audience Comments**

- o Ms. Jibby Marshall complimented Ms. Syrek on her hard work on the library and the Arts & Crafts Room.
- o Mr. Bob Sims suggested shifting the hours of the guards by one half hour.
- o Ms. Terri Jackman commented on the rules.

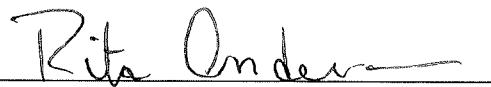
FOURTEENTH ORDER OF BUSINESS **Adjournment**

There being no further business, the meeting was adjourned.

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



 Secretary



 Rita Anderson
 Chairperson