

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, February 19, 2013 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
Burt Underwood	Severn Trent Operations
Robert Migdal	Severn Trent Operations
Bryan Zoller	Reuse Project Manager
Residents	

The following is a summary of the minutes and the actions taken at the February 19, 2013 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 Agenda and Consent Agenda

- Ms. Anderson requested any additions to the agenda.

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

- Mr. Teague noted when the Board approves the consent agenda, they are approving the minutes at the same time.

- He noted if he receives direction from the Board, the committee meeting minutes can be added under the consent agenda. If the Board wants to make changes in the minutes, those minutes can be pulled from the consent agenda.

Mr. Powers MOVED to withdraw his approval of the consent agenda and requested to remove the minutes of the January 15, 2013 and the January 30, 2013 meetings from the consent agenda.

- It was established there is no consent agenda.

On MOTION by Mr. Powers seconded by Mr. Campbell with all in favor the agenda only was approved.

A. Approval of the Minutes of the January 15, 2013 Meeting

- Ms. Anderson requested any corrections, additions or deletions to the January 15, 2013 meeting minutes.

Mr. Powers MOVED to approve the minutes of the January 15, 2013 meeting and Mr. Campbell seconded the motion.

- Corrections were made to those minutes and will be incorporated.

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

- All committee meeting minutes will be included in the consent agenda. Financial statements, check registers and invoices will also be included.

B. Approval of the Minutes of the January 30, 2013 Continued Meeting

- Corrections were made to those minutes and will be incorporated.

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor the January 30, 2013 continued meeting minutes were approved as amended.

THIRD ORDER OF BUSINESS

Acceptance of the Committee Minutes

- A. Sewer Committee Meeting Minutes**
- B. Water/Utility Billing Committee Meeting Minutes**

- C. Budget Committee Meeting Minutes**
- D. Long Range Planning Committee Minutes**

- There being no questions or comments,

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the minutes of the Sewer Committee meeting, the Water/Utility Billing Committee meeting, Budget Committee meeting, Long Range Planning Committee meeting were accepted.

FOURTH ORDER OF BUSINESS

Acceptance of:

- A. Financial Statements, Check Register and Invoices for the Period Ending January 31, 2013**
- B. Reserve Fund Report**
- C. Investment Report**

- There being no questions or comments,

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor the financial statements for the period ending January 31, 2013, the check register, invoices, reserve fund report and investment report were accepted.

FIFTH ORDER OF BUSINESS

Consideration of Agreement for Professional Engineering Services with CPH Engineers

- At the last Board meeting, Mr. Teague was authorized to negotiate a contract with CPH Engineers. A contract was drawn up and Mr. Rudacille's reviewed it.
- CPH made adjustments to their fee schedule.

On MOTION by Mr. Campbell seconded by Mr. Martone the Professional Engineering Services contract was awarded to CPH Engineers, Inc.

- A representative from CPH Engineers was in attendance. He thanked the Board for selecting his firm.

SIXTH ORDER OF BUSINESS

Operations Report

- Ms. Nowicki reported the average flow at the wastewater treatment plant for the month of December was 169,000 gallons. There were no non-compliance issues.
- She thanked Mr. Zoller and Mr. Powers for conducting a training session this morning with Severn Trent Operations on the reclaimed water project.

Let the record reflect Ms. Nowicki left the meeting.

SEVENTH ORDER OF BUSINESS

Manager's Report

Mr. Teague reported the following:

- As discussed at last month's meeting, a workshop for goal setting and team building will be scheduled for March.
- Suggested topics to be discussed are identification of short-term and long-term goals for the Board; communication processes between the Board and staff; Sunshine Law compliance, and team building.
- The Board decided to continue their March 19th meeting to March 22nd to hold the team building workshop.

EIGHTH ORDER OF BUSINESS

Attorney's Report

Mr. Rudacille reported the following:

A. Report on Vizcaya Lakes Utility Bill Responsibility

- Riverwood CDD rules provide that renters are not billed for utility services, but Vizcaya Lakes has long term leases on some property. There is a question as to how they should be treated under our rules.
- Mr. Powers will give the Billing Department a list of those accounts. As the accounts change hands or the long term leases expire and someone else is responsible, he suggested at that time, we give responsibility to Vizcaya Lakes and they can bill their tenants.
- Mr. Powers and Mr. Rudacille will work on this issue and, if action is required, they will bring to the Board.

NINTH ORDER OF BUSINESS

Old Business

A. Reuse Project Update

- Mr. Teague noted an email was sent to three Supervisors, two of whom appeared at the meeting with the pump contractor. Sending the email to three supervisors may have been a potential violation of the Sunshine Law.
- Mr. Teague spoke with Mr. Rudacille who noted the need to declare the meeting was held with Mr. Zoller, the representative from Barney's Pump, Mr. Campbell, and Mr. Martone. Options were identified on how to resolve the pump issue.

- Mr. Rudacille noted the best way to handle this is to relay what was discussed at the meeting; any conclusions reached, and request audience comments.
- Mr. Zoller noted at the meeting two options were identified to increase pumping capacity of the flow to meet demand. One was adding an additional 60 HP pump or upgrade the two 40 HP pumps to 60 HP pumps. Both options were considered. Option #2 may be more advantageous; however, the cost may be very high.
- Barney's Pumps will determine the cost estimate on both options.

Mr. Powers MOVED to authorize staff to evaluate the two options when received from Barney's Pumps and if the cost is within budget for the reuse project, District Manager will email the Board informing them of the selected option and if there are no objections from the Board, then staff will proceed, if there are objections, the District Manager will be told and it will be delayed until the next meeting and Mr. Lackland seconded the motion.

- Mr. Rudacille noted the wording in the motion should be changed. It should state the Board is delegating the authority to the District Manager to proceed with the selected option in an amount not-to-exceed \$75,000 based on the recommendations and advice of Severn Trent Operations and staff.
- Mr. Teague noted he will seek input from Mr. Zoller, Mr. Dick, Mr. Migdal and Mr. Martone.
- Audience members commented on the pumps, pumping capacity and filters.

On VOICE vote with all in favor the prior motion was amended to read the Board is delegating the authority to the District Manager to evaluate the two options and to proceed with the selected option in an amount not-to-exceed \$75,000 based on the recommendations of Severn Trent Operations and staff.

- Mr. Teague noted for the reuse project, operations of the system have been turned over to Severn Trent Operations. They will be operating and maintaining it unless the Board selects another route.

- They are looking at a warning device if the system shuts down; either through Barney's Pumps or a call-out system with Wi-Fi.
- Mr. Zoller and Mr. Powers completed training with Severn Trent Operations on the system today.
- Mr. Zoller noted the fence was installed around the pump station.
- He is working on the final SWFWMD grant, hoping to be reimbursed for design and project management. SWFWMD is requesting invoices and work authorizations. The SWFWMD coordinator has received 90% of what was required.
- Pulte / Centex was paid the \$60,000.
- The installation of irrigation meters are completed except for one in Bay Ridge.
- GCS has been paid off. All lien waivers were received.

B. Odor Control Project

Mr. Martone reported the following:

- The Sewer Committee travelled to Sarasota to observe systems installed by Wright Construction. A factory visit showed where the cover will be built.
- We received approval for \$310,000 and are waiting for contract revisions and signing. The project will take approximately six months or longer to complete.
- Mr. Rudacille will review the contract; it will be sent to the Board and then Mr. Martone will be authorized to sign it.

On MOTION by Mr. Powers seconded by Mr. Campbell with all in favor Mr. Martone was authorized to sign the contract with Wright Construction Group (WCG) subject to legal review.

TENTH ORDER OF BUSINESS

New Business

A. Lift for the Pool

- Regarding a lift for the pool, there are two options available; one is a portable lift and the other a fixed lift; which is stationary and costs approximately \$10,000.
- This item was not budgeted for 2013 and could be considered a special project item.

On MOTION by Mr. Lackland seconded by Mr. Campbell with all in favor the purchase and installation of a portable pool lift in an amount not-to-exceed \$10,000 to be funded out of the special projects was approved.

B. Consideration of Creating a CDD Environmental Committee

- Ms. Anderson noted this committee will monitor maintenance of the CDD lakes, the conservation areas, storm water, storm sewers, interconnects, discharges into the lakes, and the wetland system.

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor creation of an Environmental Committee was approved.

On MOTION by Mr. Powers seconded by Mr. Campbell with all in favor Mr. Lackland was appointed to chair the Environmental Committee.

- Mr. Rudacille recommended at the next Board meeting a description of what committee responsibilities are be prepared.
- An advertisement will be published in the paper with Environmental Committee meeting times and dates once those are established.

C. Credit for Watering Common Areas

- Mr. Powers discussed in detail the irrigation credits to common areas
- He explained it is a credit based on historical usage from currently metered areas. If metered they will be credited since they will not be charged. If not metered, it will be based on a square footage average from typical historical usage in other common areas.
- Ms. Anderson advised people with specific billing questions should contact Mr. Powers directly.
- Mr. Rudacille suggested inserting language in the Riverwood rules on how credit is being calculated. Mr. Powers will prepare a draft of a rule subject to the District Attorney's review.

- The Board informally agreed this is the method to be used now to calculate the credit for watering common areas until it is formalized with a rule.

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor to use the methods as described by Mr. Powers above in the appropriate areas for calculating the credit for watering of the common areas was approved and Mr. Powers and Mr. Rudacille will work on an appropriate rule.

ELEVENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

Mr. Martone reported on the following:

- Approval was requested for Work Authorization #43855 for the odor control project at an estimated cost of \$6,000. Final cost needs to be determined.

On MOTION by Mr. Martone seconded by Mr. Powers with all in favor Work Authorization #43855 was approved.

- The Sewer Committee recommends installation of an electronic gate at the entrance of the sewer plant. Low bid was \$6,200 and the high bid was \$13,000.

On MOTION by Mr. Martone seconded by Mr. Campbell with all in favor an electronic gate at the entrance to the sewer plant will be installed at a cost of \$6,200.

- In years past, two lift stations received rehab each year. This year that did not occur due to other major projects. They will now get rehab estimates for Lift Station #15.
- The new engineering firm will begin new storage building plans at the wastewater plant.

B. Water & Utility Billing Committee

- Mr. Powers requested the Water & Utility Billing Committee meetings for March 7th and April 4th be changed to March 14th and April 11th. The appropriate ad will be placed in the newspaper.

C. Budget Committee

- Ms. Anderson noted at the last RNC meeting there was discussion on the community receiving Audubon certification from Audubon International. This is an annual certification and according to Russ Hoffman of Beautiful Ponds we meet most requirements.
- The cost of \$500 for the certification can be split between RCDD and RCA.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor the annual \$500 cost for the Audubon Certification will be split between the RCDD and the RCA at a cost of \$250 each was approved.

- There was one resignation from the Budget Committee when Doug Campbell became a Supervisor on this Board.
- Another resignation was received from Ken Schultz.
- Three candidates were interested in the position.
- The Budget Committee recommended Al Rybicki and Jibby Marshall to fill the vacancies.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor Al Rybicki and Jibby Marshall were appointed to the RCDD Budget Committee.

- Mr. Martone noted the Sewer Committee recommended, since they will be busy with the odor control projects and others, the Reclaimed Project be handled by the Water & Utility Billing Committee.
- Mr. Powers, on behalf of the Water & Utility Billing Committee, noted they will assume that responsibility.

D. Long Range Planning Committee

- Mr. Campbell noted Mr. Teague attended the last committee meeting and presented information on Severn Trent Environmental Services, a division of Severn Trent.
- Mr. Campbell explained one individual, Christopher Pepin, comes to the community on a monthly basis and provides a report. Mr. Pepin examines all the

community's assets, environmental areas, erosion on the ponds, exams the structures, sidewalks and roads.

- The cost for this service is \$12,000 per year.
- The Long Range Planning Committee recommended presenting this to the Board and entering into a contract with Severn Trent Environmental Services.
- Mr. Teague confirmed this is an amendment to the management contract.
- Mr. Rudacille reviewed the proposed amendment and has some minor changes, but otherwise no objections as it was presented today.

On MOTION by Mr. Campbell seconded by Mr. Martone with all in favor the Second Amendment to the District Manager Services Agreement between Riverwood CDD and Severn Trent Environmental Services to provide monthly field management services at a cost of \$12,000 annually was approved.

TWELFTH ORDER OF BUSINESS

Supervisors Comments

- Ms. Anderson noted all golf members received an email that a contract was being signed with Coral Hospitality who will take over tomorrow.
- The Supervisors were disappointed they were not made aware of more details.
- Mr. Powers noted several weeks ago he met Severn Trent Operations personnel: Bob Dick, Rita Varona and Rich Gardner. They spoke about renewal of the Severn Trent Operations Maintenance & Billing Contract and plan to meet again soon. Mr. Gardner is preparing a paper with highlights of that meeting.
- They discussed reduction in the 15% surcharge and adding other items to the contract; for example, maintenance of the pump station. The meter reader is now reading 600 extra meters not included when we entered into this contract so this has to be adjusted.
- The contract expires in June, 2013.
- Mr. Lackland noted outdated items on the website should be removed.
- Ms. Anderson noted updating the website is in progress. Public information notices such as Boil Water Notices, should be displayed prominently on the first page.

THIRTEENTH ORDER OF BUSINESS Audience Comments

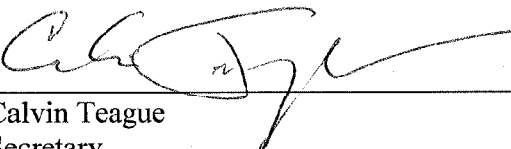
- Dale Bertsch commented on the Environmental Committee and its importance. The committee should be coordinated with Russ Hoffman of Beautiful Ponds.
- It was noted Rod Slocum, RCA Manager, will receive the monthly Field Management Reports.
- An audience member complimented the Board for doing the maintenance contract and forming the Environmental Committee to make sure everything is maintained and working properly.
- Tony Stagliano and Rod Slocum commented on the issue of credits for watering of common areas.
- After more discussion on the credits, the Board decided to begin the irrigation credits retroactive to the January 1, 2013 bill.

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor irrigation credits for watering of the common areas to begin from January 1, 2013 was approved.

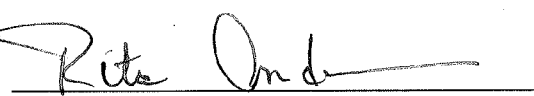
FOURTEENTH ORDER OF BUSINESS Adjournment

- There being no further business,

On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor the meeting was adjourned at 4:17 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson