

**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 18, 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
Bob Dick	Severn Trent Operations
Rita Varona	Severn Trent Operations

The following is a summary of the minutes and the actions taken at the June 18, 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.

Ms. Anderson noted per recently enacted state legislation, audience comments will be placed on the agenda at the beginning of meetings in order to give the audience an opportunity to comment on agenda items.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

- A resident requested an explanation on the \$35 recertification charged by Severn Trent. He felt the \$35 was excessive for the small amount of work he observed a worker doing on his meter.
- Mr. Dick noted the worker was not recertifying; he was simply reading the meter.

- Mr. Teague noted the audience should be making comments on items on the agenda which will be coming before the Board for a decision. Any other comments by the audience can be made during Audience Comments towards the end of the meeting.
- Steve Proyect commented on the possible Beach Club purchase and whether there was an appraisal of the Beach Club. He heard Pulte was not paying certain taxes on the property because there is a drainage easement through it. If so, the property cannot be used for anything other than how it is being used today. It may not be worth the amount offered for the property.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- The Chairperson requested the minutes from the May 21, 2013 meeting be pulled in order to make a correction.

A. June 18, 2013 Agenda

B. Approval of the Minutes of the May 13, 2013 Continued Meeting

C. Approval of the Minutes of the May 21, 2013 Meeting

D. Acceptance of:

i. Minutes of the Sewer Committee Meeting

ii. Minutes of the Water/Utility Billing Committee Meeting

iii. Minutes of the Budget Committee Meeting

iv. Minutes of the Long Range Planning Committee Meeting

v. Minutes of the Environmental Committee Meeting

vi. Financial Statements, Check Register and Invoices for the Period Ending May 31, 2013

vii. Reserve Fund Report

viii. Investment Report

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor the consent agenda was approved minus the minutes of the May 21, 2013 meeting.

Mr. Powers MOVED to approve the minutes of the May 21, 2013 meeting and Mr. Martone seconded the motion.

- A minor correction was made to the May 21, 2013 minutes.

On VOICE vote with all in favor the minutes of the May 21, 2013 meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Operations Report

- Ms. Nowicki reported the following:
 - On May 28, 2013 in the Tarpon Harbor area there was a water main break. It affected four residents. A boil water notice was issued. It was fixed and the notice was rescinded on May 30, 2013.
 - The average monthly flow was 96,000/gpd. This is an increase of 3.6% for the same month last year.

FIFTH ORDER OF BUSINESS

Manager's Report

- Mr. Teague reported the following:
 - A. Discussion on the Revised, Proposed Budget for Fiscal Year 2014**
 - The updated Fiscal Year 2014 budget contains the actuals through May 2013. There were no other changes.
 - B. Field Management Report**
 - Included in the monthly Field Management Report was a description of the condition of each lake.
 - Mr. Pepin and Mr. Lackland identified the locations of all areas with Brazilian peppers for possible removal. A map was included showing areas with dead peppers.
 - A proposal to remove dead Brazilian peppers for an estimated cost of \$28,605 was presented.
 - The permit states there can be 5% or less of exotic plants. If you exceed that number, plants have to be removed.
 - There are some areas where no permit is required.
 - More information was needed before a decision can be made. All permits need to be reviewed to determine if they must kill and remove the invasives or if removal was an option. Currently, there is no money in the budget to proceed.
 - Rip rap was installed around Lake 21 by neighbors to prevent erosion. They need to be made aware approval from the CDD needs to be received prior to doing this type of work.

- Blue reflectors were placed to mark the location of the fire hydrants on CDD roads. One reflector was missing in the Reserve and two in Eagle Trace were broken. Addresses will be forwarded to Mr. Pepin who will have them replaced.
- The Board was updated on the bond payoff. Ninety-six percent of the Debt Service Assessments have been collected. Once the CDD is 100% collected the refund process will begin affecting 50% of the homeowners in Riverwood.
- Staff is receiving bids for expanding the RV parking lot for the area outside the fence between the paved area and the lake to create additional parking spaces through grading. The work would be funded through the RV Reserve Fund.
- The storm water management report is on the website.

SIXTH ORDER OF BUSINESS

Attorney's Report

- Mr. Rudacille reported the following:
 - New legislation at the last session will impact community development districts. SB 50 is the reason why we have public comment at the beginning of the meeting. The previous Sunshine Law allowed meetings to be open to the public, but did not address the public's right to be heard. Now the audience has the right to make comments at the beginning of the meeting before the Board takes any action.
 - If an issue is discussed during a meeting and will be voted on and not listed on the agenda, then the Board must allow comments before a decision is made.
 - Another pending legislation item is that anyone who does services for the CDD must have a provision in their contract making it clear the CDD is a public entity and they must comply with mandated Sunshine provisions.

A. Utility Billing for Renters

- Regarding the Vizcaya Lakes rentals, he noted the rules were amended over a year ago to require the bills for all utility customers be sent to the property owner and not to the renter or lessee.
- Vizcaya Lakes agreed to be ultimately responsible for the bills if not paid by the renter, however, they would like the bills sent to the renters.
- The District Attorney is working with Vizcaya Lakes on an agreement to present to the Board in July for consideration.

SEVENTH ORDER OF BUSINESS

Old Business

A. Reuse Project Update

- Mr. Martone reported the following:
 - The pump manufacturer and installer have most parts with the exception of the pump motors. Installation will be in July.
 - The Bryozoans have been destroyed and do not appear to be a problem anymore.
 - Sprinkler heads are no longer being cleaned by Severn Trent crews since the problem is under control.
 - Chlorine is being applied on a regular basis and the “blow off” pipes have been installed in most neighborhoods.
 - If anyone has a problem with their filter plugging, they should contact Mr. Powers; who will have it addressed.
 - Ms. Anderson advised not calling the landscaper first because if they do the work, the CDD will not pay for it.

B. Odor Control Project Update

- Mr. Martone reported the following:
 - The odor control project is on schedule.
 - The retaining wall for the blower assembly has been completed.
 - They are starting to work on the structure. They are on schedule for a September 16, 2013 completion date. The contractor stated they are ahead of schedule.
 - “Super bugs” could be discontinued immediately since we are in the off season.
 - Sludge removal will be reviewed.

C. Discussion on Beach Club Purchase Option

- Mr. Campbell reported the following:
 - The county assessment for the Beach Club property is \$550,000.
 - He initially made an offer of \$250,000. Scott Brooks of Pulte came back with \$450,000. A counter-offer of \$300,000 was made and Mr. Brooks came back with \$350,000.
 - Nothing has been put in writing. It is still a concept and the Board has not made a decision to purchase or not.

- Mr. Rudacille will review sales information provided by Centex and other pertinent documents related to the purchase before the CDD proceeds further.

D. Pool Lift Update

- Mr. Teague noted the pool lift has been installed and working.
- Mr. Rudacille noted the lift has to be available any time the pool is open.
- A suggestion was made to lock it with a key and have a number available when someone wants to use it, but was considered a bad idea to leave it out all the time.
- Mr. Rudacille noted the Department of Justice issued guidelines. If you use a portable pool lift it needs to be in place and available to be used by a handicapped person or their aide.
- Insurance and liability was discussed.

EIGHTH ORDER OF BUSINESS

New Business

A. Severn Trent Contract Renewal

- Mr. Teague reported on the following:
 - The Severn Trent Contract is up for renewal.
 - This is the Operations contract and not a Maintenance-only contract. If it is a maintenance contract, it would need to be bid out.
 - Some maintenance items will be removed; storm system cleaning, \$45,000 and televising sewer lines, \$20,910. Those services will be bid out and provided when needed.
 - Mr. Powers negotiated with Bob Dick and Rita Varona on the contract.
 - Several issues were clarified in the contract. The capability to use a credit card to pay utility bills and the ability to review the resident's bill and pay online was added.
 - Final revisions will be made; reviewed by Mr. Rudacille and presented to the Board at the next meeting.

B. Automatic Utility Rate Increase Rule

- Mr. Rudacille noted the request to consider automatic utility rate increases based on those enacted by Charlotte County cannot be done.

- Any increase would require going through the rule making process and holding a public hearing.

NINTH ORDER OF BUSINESS**Committee Reports****A. Sewer Committee**

- Mr. Martone addressed the following:
 - Two volunteers for his committee are being sought.
 - They applied for a permit to build a maintenance storage shed behind the treatment plant. The permit application was submitted to Charlotte County. Once approved, work will begin which will give them a place to store spare parts instead of ordering them and waiting six to eight weeks for delivery.
 - Two lift stations are being rehabbed. They are waiting for two control panels.

B. Water/Utility Billing Committee

- Mr. Powers reported the following:
 - Last month residents received a Consumer Confidence Report, aka the Water Quality Report which is required to be provided to all water customers by July 1st. The report is on the website.
 - A hard copy can be obtained by calling the number on the utility bill.
 - He noted this is the first year the DEP agreed to have it posted on the website.
 - He requested Bob Dick send him the schedule of when/where the “blow outs” will be done. A blast email will be sent to the residents in those neighborhoods.
 - The committee usually meets the first Thursday of each month. Since this year it falls on July 4th, the meeting will be changed to the second Thursday, July 11, 2013 at 2:30 p.m. An ad will be placed in the newspaper.
 - The inspection and recertification of the backflow preventer which is required by Charlotte County Ordinance takes about 20 minutes.
 - In Sawgrass, the backflow preventers were installed by the developer and will need to be recertified.
 - The CDD went out for bids ranging from \$35 to \$100 per backflow preventer. Severn Trent came in as the low bidder.

- There will be a tag/marker indicating when the backflow preventer was inspected and recertified. A report needs to be submitted to the county on the recertification and to the billing department so bills can be sent.

C. Budget Committee

- Ms. Anderson reported the following:
 - It was called to her attention by the Landscape Committee that there are two areas along Club Drive where people are complaining landscaping was removed to make access for the reuse piping. The RV parking area is now visible from the street. An attempt to plant palmettos has not been very successful.
 - She requested allowing Joyce Campbell to get two bids and using her judgment, purchase and plant wax myrtles and a palm tree.

Ms. Anderson MOVED to authorize Joyce Krasner of the Landscape Committee to obtain at least two bids in an amount not-to-exceed \$1,500 to improve the appearance of the two areas along Club Drive and Mr. Campbell seconded the motion.

- The Board commented on the motion.

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

- Ms. Anderson noted last year the Activity Center lot had areas repaved. This left the lot having two colors.
- She noted Mr. Slocum obtained bids to seal coat the entire lot and restriping the parking lines.
- The final bid from Sunland Paving is in the amount of \$4,725.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor Sunland Paving was awarded the bid to seat coat the entire lot and restripe the parking lines of the Activity Center at a cost of \$4,725.

- She noted it came to the attention of the Budget Committee that the bocce ball courts were in bad shape. Rather than do maintenance and replacing rotting wood, renovating was recommended.
- Staff was requested to obtain bids to bring the bocce ball courts up to a better quality. Mr. Teague will report on this next month.
- Mr. Teague noted bids will also be obtained for installing irrigation piping behind the Activity Center and in the dog park. This will be discussed further at the next meeting.

D. Long Range Planning Committee

- Mr. Campbell addressed the following:
 - Their next meeting is rescheduled for Thursday, June 20th at 1:00 p.m. at which time they will have a walk-through with Mr. Teague.
 - The Committee will discuss the Activity Center campus which at one time accommodated 700 homes and now accommodates 1,300 homes.
 - The purpose is to receive ideas on what to do with the campus to improve it.

E. Environmental Committee

- Mr. Lackland noted maps and information on the proper foundation for the Committee are in place. The permits will need to be looked at to determine what needs to be done.
- They are working to establish procedures and a uniform method of getting things accomplished.

TENTH ORDER OF BUSINESS

Supervisor Comments

- There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- Al Rybicki commented on the possible sale of the property out front owned by Pulte.
- Mr. Bertsch noted there is no RCA meeting this month. If the Board was going to make a decision about paying for removal of the pepper trees this should have been on the agenda with more details allowing for audience comments.
- Jim Schultz questioned the Consumer Confidence/Water Quality Report; what do the numbers mean; what should he be looking at.

- The Federal and State governments established drinking water standards and the County is meeting those.
- Mr. Teague noted even though the O&M is up \$110 there is an overall decrease in the budget; debt service is down. Overall, there is a \$50 reduction in the budget.
- Trish Montgomery commented on the pool lift.
- Jim Wiley felt the CDD should check to make sure the insurance covers a pool lift.
- Tony Stagliano asked why was the due diligence done before the pool lift was purchased.
- A resident wanted to know how often his backflow preventer needs to be recertified.
- Several comments were made in reference to the Beach Club property.
- Ms. Anderson noted the RV Park is an amenity which the RCA owns; however, not everyone can use it. It is similar to the dog park where people pay to use that amenity.

TWELFTH ORDER OF BUSINESS


Discussion on the Sunshine Provisions

- Mr. Rudacille gave a presentation of the Sunshine Law and Public Records.
 - Any contracts with vendors would mean they have to comply with the Sunshine Laws.
 - He spoke about what is considered public record.
 - Violations of the Sunshine Law were discussed.
 - The committees and the Sunshine Law were discussed.
 - The RCA would have to comply with the Sunshine Laws on July 1st.

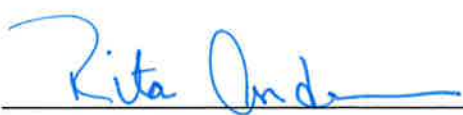
THIRTEENTH ORDER OF BUSINESS Adjournment

- There being no further business,

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the meeting was adjourned at 4:29 p.m.



Calvin Teague
Secretary



Rita Anderson
Chairperson