

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, July 16, 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
Bob Dick	Severn Trent Operations
Bert Underwood	Severn Trent Operations

*The following is a summary of the minutes and actions taken at the July 16, 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**

**Audience Comments on Agenda Items**

- Nancy Kreinbrink spoke about the potential purchase of the Beach Club property. She noted the Beach Club parking lot has only ten spots.
- Gerry Townsend was supportive of the Beach Club noting it is a great piece of prime real estate and will appreciate in value.
- Dennis Knaub noted there is confusion regarding the filters on certain homes in River Run, Stillwater Trace and other neighborhoods. He requested a copy of the homes where Severn Trent removed the Vu-Flow Filters.

- o Mr. Dick is working on preparing a list of those homes and Mr. Powers will request Pulte Homes provide a list of the properties where irrigation systems were installed.
- o Ms. Townsend noted snails have been found in her irrigation lines.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. **July 16, 2013 Agenda**
- B. **Approval of the Minutes of the June 18, 2013 Meeting**
- C. **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 June 30, 2013**
  - vii. **Reserve Fund Report**
  - viii. **Investment Report**

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the agenda and consent agenda were approved.

**FOURTH ORDER OF BUSINESS**

**Operations Report**

- o Mr. Underwood reported the following:
  - There were no non-compliance issues last month.
  - The wastewater plant treated approximately 2.985 million gallons last month. Twelve thousand gallons of sludge was hauled.
  - There was a water leak at the clubhouse. A boil water notice was issued.

**FIFTH ORDER OF BUSINESS**

**Manager's Report**

- o Mr. Teague reported the following:
  - A. **Consideration of Engagement Letter with Berger, Toombs to Perform the Audit for Fiscal Year ended September 30, 2013**
    - The Engagement Letter with Berger, Toombs was discussed. The cost remains at \$7,000 for the annual audit which is the same price as last year.
    - There needs to be a provision added for Public Records.

On MOTION by Mr. Powers seconded by Mr. Lackland with all in favor the Engagement Letter with Berger, Toombs to perform the audit for Fiscal Year ended September 30, 2013 was accepted and the Chairman was authored to sign subject to legal review.

- B. **Acceptance of the Arbitrage Calculation Report for Series 1994A Bonds**

- An arbitrage calculation report is required annually. The District cannot use public funds to make money or receive benefit from having the bond.

On MOTION by Mr. Lackland seconded by Mr. Campbell with all in favor the Arbitrage Calculation Report for the Series 1994A Bonds was accepted.

**C. Field Management Report**

- Mr. Pepin's Field Management Report was reviewed. Follow up site inspections were made on June 27th and July 10th.
- There were no major concerns with the lakes. Lakes were identified where there may be issues with algae, shoreline and/or submerged weeds. Beautiful Ponds was informed.
- Drains within the parking lot are filled with debris and should be cleaned on a regular basis.
- Paint is peeling off all lights around the pool area. The Board should consider upgrading the light fixtures. Staff will obtain bids on paint and new fixtures.
- The Field Management Report will be posted on the website
- Missing and hidden fire hydrant reflectors were discussed.
- Placing rip rap in front of the water control structures to prevent debris from clogging drains was suggested. Staff will obtain bids to do the work.
- Appreciation was expressed to staff for the Field Management Reports.

**D. Proposed Meeting Schedule for Fiscal Year 2014**

- The Board requested changes to the schedule.

On MOTION by Mr. Lackland seconded by Mr. Campbell the meeting schedule for fiscal year 2014 was approved as amended.

- The District Manager noted reimbursement for the Debt Service payments on the 1994A bonds will be sent out this week. A copy of the letter explaining the reason for receiving the check was distributed for Board review.
- In-Pipe Technology has been discontinued.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

- Mr. Rudacille reported the following:

- A. Consideration of Severn Trent Contract Renewal**

- Revisions to the scope of work including the operation and maintenance of the reuse pumps stations. The agreement included provisions from recent legislation regarding public records.

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the Amended and Restated Agreement for Operation and Maintenance of the Wastewater Collection and Treatment Facilities and Water Distribution and Wastewater Reuse System between Severn Trent Environmental Services and Riverwood CDD was approved and the Chairman was authorized to sign the agreement.

- On behalf of the Board, Mr. Powers thanked Bob Dick and Rita Varona for all their work in preparing the agreement.

- B. Consideration of Vizcaya Lakes Communities Proposed Agreement**

- This agreement would allow Vizcaya Lakes Communities to assume responsibility for payment of utility bills if lessees or renters do not pay.

On MOTION by Mr. Powers seconded by Mr. Campbell all in favor the Vizcaya Lakes Communities, LLC Agreement was approved and the Chairman was authorized to sign the agreement.

**SEVENTH ORDER OF BUSINESS**

**Old Business**

- A. Pool Lift Update**

- The pool lift will have to be available during pool hours. The user of the pool lift cannot be responsible for moving it to the pool.
    - Rod Slocum, RCA Manager, can have someone move it out by the pool and pushed back daily.
    - Mr. Lackland will provide instructions on the proper use of the lift.

- B. Reuse Project Update**

- Mr. Martone reported the following:

- Barney's Pump will be on the premises tomorrow morning to start the installation of the new pumps, which is expected to be completed by July 18th.
- They will make repairs to the system from the recent lightning strike and are preparing a report for insurance claim submittal.

**C. Odor Control Project Update**

- Mr. Martone reported the following:
  - The project is proceeding on schedule.
  - He requested approval for a change order to replace a splitter box.

On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor a change order to replace a splitter box in the amount of \$31,240 was approved.

- Once the splitter box is installed and the cover is put on, the system will be operational by mid-August.

**D. Beach Club Purchase Update**

- Mr. Campbell reported the following:
  - He and members of the Long Range Planning Committee visited the County to look at deeds for the Beach Club property. The goal was to find out if there were any restrictions or easements that would make the property less valuable. They learned there were none.
  - He noted Mr. Rudacille researched the deed restrictions and existing lease. The District Attorney reported neither of these issues appeared to be an obstacle.
  - The Beach Club's current lease is with Pulte Homes which may be a problem. This will be discussed with Rich McCormick of Pulte to see if they can terminate the lease and try to get costs as well.
  - He will continue researching options and determine whether the Beach Club would be self-sustaining. He will report back at next month's meeting.
  - It was emphasized to the audience the Board is not ready to make any decisions on the property until additional information is obtained and input received from the residents.

**E. Maintenance Building Update**

- Mr. Martone reported the following:
  - He requested approval for the District Engineer’s assistance on construction of the maintenance building in an amount not-to-exceed \$11,000.
  - The District Engineer was informed by the County that as long as the District had a site plan hooked up with the County and the project was completed quickly, it can be included in the same site plan used in the Odor Control Project, avoiding the need for re-permitting and developing a new site plan.

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the District Engineer’s design and construction services in an amount not-to-exceed \$11,000 was approved.

**EIGHTH ORDER OF BUSINESS**

**New Business**

**A. RV Parking Lot Expansion**

- Mr. Teague reported the following:
  - Two proposals were received from D.M. Construction for the RV parking lot expansion. One is to regrade, gravel and create parking areas, re-establish the berm and install sod at \$26,780. The other includes paving with asphalt at \$33,875.
  - Currently, there are insufficient funds in the RV Parking Reserve Fund. A loan of \$13,000 would be made until the 2014 rental fees are received.

On MOTION by Mr. Martone seconded by Mr. Campbell with all in favor the proposal from D.M. Construction to pave the RV parking lot with asphalt at a cost of \$33,875 using a loan of \$13,000 until the 2014 rental fees are received and the loan can be repaid was approved.

**B. Sidewalk Grinding/Replacement Bids**

- The sidewalk grinding/replacement bid was awarded to Conidaris Builders at a cost of \$3,500.

On MOTION by Mr. Lackland seconded by Mr. Campbell with all in favor the bid for sidewalk grinding/replacement was awarded to Conidaris Builders at a cost of \$3,500.

**NINTH ORDER OF BUSINESS**

**Committee Reports**

**A. Sewer Committee**

- Mr. Martone reported the following:
  - Ed Hollman volunteered to be on the Sewer Committee.

On MOTION by Mr. Martone seconded by Mr. Campbell with all in favor Ed Hollman was appointed to serve on the Sewer Committee.

- One clarifier is down and needs to be repaired, sandblasted and coated. He will obtain proposals to do the work.
- The other clarifier will be upgraded so there will always be one available.
- There are rusted railings needing replacement. He will obtain proposals to do the work.

**B. Water/Utility Billing Committee**

- Mr. Powers reported the following:
  - Two neighborhoods in Sawgrass were anticipating installing flush valves in order to flush the systems in Oyster Bay and Westport Ridge.
  - It was discovered the isolation valves are not as effective as was thought because they are looped and can be shut, but the irrigation is still available in both neighborhoods. A shut off valve needs to be installed to correct this issue.
  - Severn Trent will install the two eight inch valves Wednesday and Thursday.
  - He requested ratification of a work order he signed to install the shut off valves in Sawgrass.

On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor the work order previously signed by Walt Powers to install the shut off valves in Oyster Bay and Westport Ridge in the Sawgrass neighborhood and authorized him to sign additional work orders for this project was ratified.

- He requested a list from Severn Trent Operations of all Vu-Flow Filters removed during the irrigation meter installations in Sawgrass.
- The cost to date to replace the Vu-Flow Filters is over \$12,000 and he felt Pulte should reimburse the District for the cost.

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the request that the District Manager contact Pulte Homes for reimbursement for the cost of replacing Vu-Flow Filters in order to install the irrigation meters was approved.

- Mr. Powers will provide an accounting of expenses being requested.
- He noted there was a small sinkhole in Fairway Lakes. As a result of the recent heavy rainfall an area close to the sewer cleanout drain in a resident's front yard was washed out. Mud and dirt washed into the sanitary sewer.
- He recommended the sewer line cleaning be paid by the CDD and not the resident.
- He noted Ted McDermott resigned from his committee.
- Al Heyman indicated interest in joining the committee.

On MOTION by Mr. Powers seconded by Mr. Campbell with all in favor Al Heyman was appointed to serve on the Water/Utility Billing Committee.

**C. Budget Committee**

- Ms. Anderson reported the following:
  - The wood doors in the fitness center should be replaced with full glass doors. The wood doors can be considered a safety hazard. Someone fainted in the fitness center and nobody was aware of this because she could not be seen.
  - Originally proposals for partial glass doors were considered. Now proposals for full glass doors will be obtained instead.
  - The committee received three bids for the installation of an irrigation system on property used for the dog park and surrounding area of the Activity Center Campus.

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor Valley Crest was awarded the bid at a cost of \$2,700 for installation of an irrigation system on property being used for the dog park and the surrounding area of the Activity Center Campus and with the guarantee there will 100% coverage.

- The proposal for renovating the bocce ball court and the installation of six benches was discussed.



- The committee recommends delaying renovations on the courts, but the benches should be installed.

On MOTION by Ms. Anderson seconded by Mr. Campbell with all in favor installation of six benches for the bocce ball court was approved.

- The Budget Committee will not hold their August meeting.

**D. Long Range Planning Committee**

- Mr. Campbell reported the following:
  - His committee made a motion to petition the CDD Board for funds not to exceed \$10,000 to hire a planner/architectural firm to do a complete evaluation of the Activity Center Campus to determine its long term use, goals and needs.

Mr. Campbell MOVED to hire a planner/architectural firm to perform an evaluation of the Activity Center Campus to determine long term use, goals and needs at a cost not-to-exceed \$10,000 and Mr. Martone seconded the motion.

- Ms. Anderson noted the expense can be charged to the Special Projects account.

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

**E. Environmental Committee**

- Mr. Lackland reported the following:
  - His committee requested developing contracts for the lakes, preserves and wetlands for maintenance for the upcoming year which will identify expectations and performance goals.

Mr. Lackland MOVED to approve the Environmental Committee's request to develop a contract for maintenance of lakes/preserves/wetlands which identifies the expectations and performance goals and Mr. Campbell seconded the motion.

- Further comments were made on the motion.

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

**TENTH ORDER OF BUSINESS**

**Supervisor Comments**

- Mr. Powers will not attend the September meeting.
- Mr. Powers recommended residents check their roll-down shutters and storm screens to ensure they have not deteriorated to the point they would compromise safety during a hurricane.
- He also recommended residents check their permits to ensure they are in order for the shutters and screens.
- Mr. Rudacille noted with the new provision taking effect in October, the Board needs to be aware in some committee reports there were items where action was taken. Those items should be on the agenda in order to give the audience an opportunity to comment before any vote is taken.
- Items to be placed on the agenda should be submitted at least nine days in advance of the meeting. If that is impossible, then it can be added at the beginning of the Board meeting when the agenda is approved.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**


- Rod Slocum requested a copy of the legal opinion from Mr. Rudacille regarding the public records requirements for service contracts. He requested from the Board that anytime irrigation valves are shut down or similar situations occur, the office be informed so that an email blast can be sent to the residents.
- Suzanne Bergeron requested the CDD inform the office when vendors or contractors are coming into the community on CDD business.
- Gerry Townsend asked if developing contracts for the lakes, the preserves and the wetlands can be combined with the RCA.
- A resident asked if the CDD has a vision statement and what kind of facilities does the CDD want to maintain for the residents.
- Tony Stagliano commented on grinding the sidewalk.
- A resident had a question on the outstanding bond for the Sawgrass residents which matures on May 1, 2014.


**TWELFTH ORDER OF BUSINESS**

**Adjournment**

- There being no further questions or comments,

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

  
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Calvin Teague  
Secretary

  
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Rita Anderson  
Chairperson