

**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 17, 2013 at 2:06 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

Also present were:

Calvin Teague	District Manager
Scott Rudacille	District Attorney
Sheryl Nowicki	Severn Trent Operations

The following is a summary of the minutes and actions taken at the September 17, 2013 Riverwood CDD meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- o Ms. Anderson called the meeting to order and Mr. Teague called the roll.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

- o Denny Knaub requested an explanation on how a project went over budget by 110 percent. He talked about a contingency plan if there is an irrigation pump failure.
- o Mr. Campbell noted there are currently two pumps in operation and a third pump may be ordered. The plan is to always have spare pumps.
- o Dave Anderson commented on irrigation pumps.
- o Tony Stagliano wanted to know why the cost for the storage building was so high.
- o Jim Riley inquired if the irrigation system was being exercised.
- o Harry Ruiz heard rumors about the Beach Club purchase and floating a bond. He was informed they are only rumors.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. September 17, 2013 Agenda**
- B. Approval of the Minutes of the August 20, 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 August 31, 2013**
 - vii. Reserve Fund Report**
 - viii. Investment Report**

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

FOURTH ORDER OF BUSINESS

Operations Report

- Ms. Nowicki reported the following:
 - The wastewater treatment plant treated approximately 3.267 million gallons with peak daily flows of 0.155 mgd.
 - There were no non-compliance issues.
 - The average reclaim/irrigation flow this month was .496 million gallons per day with a peak flow of .862 million gallons per day.
 - Reuse system is operating properly and a month's worth of data can now be reported.
 - Twenty-three thousand gallons of sludge were dewatered and hauled.
 - When the SCADA system is in place they will be able to monitor it remotely.
 - The plant flow was up approximately 4.4% over this time last year.
 - Severn Trent staff has been removing a lot pepper trees and brush along the plant's fence line. This will continue.

FIFTH ORDER OF BUSINESS

Manager's Report

- Mr. Teague reported on the following:
 - A. Bar Screen Project Invoices**
- A copy of the Agreement on the bar screen evaluation was distributed. The Board had been dissatisfied with the efforts of the previous engineer and the performance of

the contractor. A third party engineer, King Engineering Associates, did an analysis of the bar screen design.

- When King Engineering submitted their report, the Board felt it was not detailed enough and was unwilling to pay the bill.
- The Board requested Thomas Traina, Senior Project Manager, attend the next meeting to give more details on his report.
- There would be an additional fee of \$964.50 for his attendance. The Board did not want to pay, but in order to avoid litigation, were willing to split the amount.

On MOTION by Mr. Campbell seconded by Mr. Martone with all in favor the Board agreed to first offer \$300 for the outstanding invoice of \$964.50 for Mr. Traina's of King Engineering attendance at a Board meeting on the bar screen project; Mr. Teague was authorized to settle for up to \$482.25 in order to avoid litigation by King Engineering.

B. Field Management Report

- The Field Management Report for the site inspection report conducted on July 25, 2013 and August 12, 2013 was reviewed; a copy of which is attached for the record.
 - The RV parking lot issue will be discussed later.

SIXTH ORDER OF BUSINESS

Attorney's Report

- There being no report, the next item followed.

SEVENTH ORDER OF BUSINESS

Old Business

A. Project Updates

i. Reuse Irrigation Project

- Mr. Martone noted the fence has been installed.
- The SCADA system may be installed by the end of the week.
- The surge protection has been repaired. It did not have to be replaced. A quote for an upgrade on that will be considered.

ii. Odor Control Project

- Mr. Martone noted the cover has been installed. The header should be in this afternoon.
- It should be ready to operate next week. A trial run will take place next week.

iii. Maintenance Building

- Mr. Martone noted there are still design items that need to be resolved. Interior design has to be finalized.
- We need to receive the permit from Charlotte County.
- The District Engineer will present a formal proposal for Board consideration at the next meeting.

iv. RV Parking Lot

- Completion of the paving was delayed due to heavy rain.
- Once the ground becomes drier the contractor will bring in his equipment to complete the project.

v. Bocce Ball Benches

- The benches were assembled by Larry Nalducci and others.
- This project has been completed.

vi. Fitness Center Door

- The Fitness Center Door will be all glass. It will be stained before its installation.

vii. Culvert Cleaning and Repairs

- A damaged grate was replaced by the vendor for free.
- The culverts identified as needing maintenance were cleaned and rip rap installed.

viii. Refund Checks

- All refund checks have been sent to those residents who were paying on the bond issue.

B. Beach Club Purchase

- Mr. Campbell updated the Board on the Beach Club purchase.
- On August 6, 2013, he asked Richard McCormick of Pulte about the lease without which the District cannot make an offer.
- There are still numerous issues that need to be resolved. Mr. Campbell will stay on top of this issue.

C. Replacement of Pool Lights

- This item will be postponed until the next Board Meeting.
- The RCA Manager felt staff could paint them which would be less expensive.

EIGHTH ORDER OF BUSINESS

New Business

A. Preserve Audit Proposals

- Mr. Teague noted Beautiful Ponds submitted a proposal consisting of two contracts; one for the lakes and one for the Preserves.
- Staff is in the process of developing one contract encompassing both services; lake management and Preserves.
- It is important to know the condition of the Preserves.
- Proposals for an audit performed by a third party professional consulting firm are being requested.
- A proposal from Passarella & Associates to conduct a permit compliance audit was received.
- District Manager expects to receive proposals from other consultants.

Mr. Campbell MOVED to authorize the Environmental Committee or District Manager to hire a third party environmental consulting firm in an amount not-to-exceed \$3,700 to audit the CDD Preserves and Mr. Martone seconded the motion.

- Mr. Campbell noted an area under question and not addressed is Willow Glen.
- Willow Glen is not owned by the CDD or the RCA.
- It was pointed out Willow Glen is in the CDD, but not titled.
- Ownership of Lakes 6 and 7 in Willow Glen has to be established.
- Mr. Rudacille will perform a title search for this area.

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

- Before the next meeting, the Board will review the contract with Beautiful Ponds and give their input.

B. Joint Meeting

- A joint meeting will be held between the CDD and the RCA in November.
- An exact date will be determined by CDD Chairwoman and the President of the RCA.
- Agenda items should include management of community infrastructure and assets; improving relationships between boards, legal roles and responsibilities of both boards.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor the Board approved having a joint meeting with the RCA in November 2013 on a date to be determined with Asset Management as the first item for discussion.

C. Pool Furniture

- Ms. Anderson noted Jibby Marshall of the Budget Committee and Suzanne Bergeron in the RCA office received three proposals for pool furniture.
- A proposal from National Outdoor Furniture was received for \$6,890; Clinton Casual Patio & Fireplace for \$8,900 and Pete’s Patio for \$6,300.
- The Budget Committee recommends accepting Pete’s Patio’s proposal.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor the proposal from Pete’s Patio to purchase pool furniture consisting of 40 lounge chairs and 20 chairs in the amount of \$6,300 was approved.

NINTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Most of the Sewer Committee members were on vacation.
- Work Authorizations were submitted by Severn Trent Environmental Services; six are mandatory and the last one is for safety purposes.
 - WA 44741 for Lift Station #1 to connect backflow to existing water service at the station; \$362.93
 - WA 44810 for Lift Station #2 for new water service and backflow device; \$3,781.64; WA 44811 for Lift Station #6 for new water service and backflow device; \$4,009.10; WA 44812 for Lift Station #3 for new water service and backflow device; \$2,889.79; WA 44813 for Lift Station #4 for new water service and backflow device; \$2,895.36.

- WA 44814 for Lift Station #5 for tap existing water service and installation of a backflow device in the amount of \$649.94.
- WA 44768 for the wastewater treatment plan for new handrails and kick plates; \$7,511.43.
- The total cost for this project was \$34,305.

Mr. Campbell MOVED to approve the seven Work Authorizations in the amounts as listed above and Mr. Lackland seconded the motion.

- Mr. Rudacille reminded the Board if an item is not on the agenda and, due to the new statute now in effect, Public Comments has to occur before the Board takes any action.
- A resident asked who is being paid to do the lift station work?
- Mr. Knaub commented on the different grades of aluminum.

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

- Mr. Martone noted the clarifier installation, approved at the last meeting, began yesterday. Stainless steel is being used.
- During next summer's usual shutdown, the other clarifier will be worked on.
- Once that is all complete, the entire plant will have been rehabbed.

B. Water/Utility Billing Committee

- There being no report, the next item followed.

C. Budget Committee

- Ms. Anderson noted the Committee discussed the installation of sidewalks from the Activity Center side parking lot to the Center and to the Dog Park.
- The Committee is working on new signs for the pool.
- They are seeking bids for planting trees for the croquette courts and for automatic doors openers to meet ADA requirements.

D. Long Range Planning Committee

- Mr. Campbell noted the committee is endeavoring to get as many residents as possible engaged in the community; creating a mailing list which will include activity clubs,

sports clubs and other groups who will be invited to join the Long Range Planning Committee's next meeting in order to receive suggestions from residents on improvements in the Park.

E. Environmental Committee

- o There was no meeting last month.

TENTH ORDER OF BUSINESS

Supervisor Comments

- o There not being any, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- o Trish Montgomery commented on the removal of pepper trees. Regarding the joint meeting, she felt it important to be familiar with the rules and responsibilities of RCA and the CDD.
- o Dale Bertsch felt attorneys from both boards should be present at the joint meeting.
- o Comments were made on the goal of creating shade locations for the croquette players. Caution should be taken around the courts as the grass can be easily damaged and expensive to replace.
- o Harry Ruiz gave his opinion on the start of the conflict between the RCA and the CDD.
- o Butch Cody commented on the irrigation times in the community.
- o Jim Wiley spoke about the croquette courts.
- o Jibby Marshall also spoke about the croquette plans.
- o Tony Stagliano recommended the use of smart controllers in the common area.
- o Ted Myers noted Mr. Powers informed him the CDD spent zero dollars on the irrigation water last month.

TWELFTH ORDER OF BUSINESS

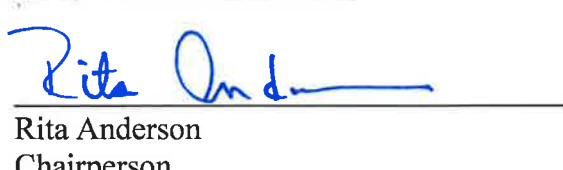
Adjournment

- o There being no further questions or comments,

<p>On MOTION by Mr. Martone seconded by Mr. Lackland with all in favor the meeting adjourned at 3:45 p.m.</p>



Calvin Teague
Secretary



Rita Anderson
Chairperson