

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, November 13, 2018 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:

Robert Koncar	District Manager
Scott Rudacille	District Counsel (for the regular meeting only)
Brad McKnight	Project Coordinator (for the regular meeting only)
Alan Baldwin	Accounting Manager
Sonia Rowley (via telephone)	Accountant 3
Susan MacPherson	Operations Manager
Jerry Hahn	Lead Operator
Residents	

*The following is a summary of the minutes and actions taken at the Workshop and Board Meeting on November 13, 2018.*

**WORKSHOP AGENDA**

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Discussion on Motion to Assign Fund Balance**

- The Board discussed the Motion to Assign Fund Balance.
- Mr. Baldwin noted the Motion to Assign Reserves is not a statutory requirement. Inframark always had a policy on it. When the auditors come and the Board approves a motion and it passes, the auditors cannot say what they think your reserve balances are.
- Mr. Baldwin noted at any meeting the Board can move money around. You can take any reserve dollar amount and reallocate to another Reserve. At any meeting, the Board can make a motion

and as long as it passes, it will be changed. They are not set in stone, which is the reason they are under Assigned Reserves.

- Ms. Anderson noted people have to understand there is nothing which has been paid that should not have been paid. We want to ensure we follow Board directive on where the funds should come from. Normally, they come from your budgeted item or they come from a reserve. This year we also have loan money.
- Mr. Spillane noted normally it comes from your Operating Budget, but it could come from the Enterprise Account.
- Mr. Baldwin described the Enterprise Account.
- In response to Mr. Spillane’s question, Mr. Baldwin explained what a budget is for.
- Mr. Spillane stated the rates for water, sewer and irrigation should all be self-sustaining.
- The Financial Committee three years in a row recommended increasing the water rates. However, the Board did not see fit to do that.
- The audience at this time was allowed to make comments.
- Mr. Denny Knaub noted every month Water & Sewer makes a profit. He noted, based on what you learned on your insurance study, the Board may want to go back and look again at what you have in Reserves for a Catastrophic event.
- Ms. Anderson noted we will do another Reserve Study and set up a Catastrophic Fund.
- Mr. Baldwin contacted District auditor who confirmed when something is restricted, as your Beach Club is, you cannot assign Reserves to it. By its nature, it is already restricted.
- Ms. Rowley noted the interest rate on the loan is .1% over the 12-month investment rate.
- Mr. Knaub noted my concern is residents will be upset if you double water rates and lower sewer rates. Charlotte County Utilities already announced their rates are going up. We are cheaper than Charlotte County Utilities overall. Charlotte County will continue to raise their rates.
- If the Board makes a motion to increase the rate, it has to be advertised and a public hearing held.
- Mr. Martone noted we have three lift stations left to do. We have to pay for our new generator. He noted we have lift stations that will last at least ten years; the same with the generator.

**THIRD ORDER OF BUSINESS**

**Adjournment**

- The Workshop was adjourned.

**REGULAR MEETING AGENDA**

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Approval of the November 13, 2018 Agenda**

- o Ms. Anderson noted the reason the agenda package was so small is because we had this meeting one week earlier than normal. Financials and other reports were not ready when the agenda had to be posted online.

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the November 13, 2018 agenda was approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

- o Ms. Terri Jackman thanked Ms. Anderson for sending out the information on the assessments and what the residents will be charged. She recommended writing something so the realtors can give to new buyers on what the CDD does.
- o Ms. Anderson noted it is hard to get to all the realtors.
- o Mr. Knaub noted since we have the Welcome Center Kiosk at the Golf Club, maybe we could look into and maybe have a place for that type of information. We are no longer handing out flyers for the realtors.
- o Mr. Don Myhrberg commented on changing the budget categories.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the October 16, 2018 Meeting**

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

**FIFTH ORDER OF BUSINESS**

**Operations Report**

- o Ms. Susan MacPherson reviewed the Operations Report. She noted all water requirements were met and all wastewater plant requirements were met.
- o The reuse pump station was off line for six days.
- o Lowest PSI during the month was 58. The average was 66 PSI.
- o This is the second month in a row that CCU has under-billed for reuse water. They billed you for 17,000 gallons instead of 17,000,000. Last month it was 16,000,000, but they billed you for 16,000. She wanted to give the Board a heads up.
- o She discussed an incident with the flushing and the weekend operator who was supposed to report if there is an issue with the hydro guards over the weekend. He has been disciplined due to his not reporting this until Monday.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider Rules Regarding Recreational Vehicle Parking Area (Chapter 6)**

**A. Consideration of Resolution 2019-02 Adopting Amendment to Chapter 6**

- o The public hearing on rules regarding the recreational vehicle parking area.

- Since there were no public comments and, therefore, the public hearing was closed.

On MOTION by Ms. Syrek seconded by Mr. Martone with all in favor Resolution 2019-02 Adopting Amendments to Chapter 6 of the Rules of Riverwood Community Development District regarding the recreational Vehicle Parking Area was adopted.

**SEVENTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Consideration of Resolution 2019-01 Amending Budget for FY 2018**

On MOTION by Ms. Anderson seconded by Ms. Syrek with all in favor Resolution 2019-01 amending the Riverwood Community Development District General Fund Budget for Fiscal Year 2018 was adopted.

**B. Revisit of Motion to Assign Fund Balance**

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor the motion to assign fund balance was approved.

- Mr. Koncar discussed ADA compliance on the website. We were able to access the website and get the seal put on there.
- How does the Board want to allocate the required documents on the website?
- The more documents you have they have to be converted into a file for the visually impaired can have access to them.
- Mr. Koncar noted at the December meeting, we will bring back a list of statutory minimum requirements for discussion. No action on this today.
- This issue should be discussed with the HOA. The Board also discussed blast emails.
- Mr. Koncar noted this next item came up after the agenda package was sent out. There was a request from FP&L to get an easement done so they can run a power line. Mr. Rudacille reviewed it as well as the DMK Engineering.
- Mr. Rudacille noted the only thing he noticed on the easement itself is that it allows for above ground lines.

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor to have the Chairperson execute the FPL Easement Agreement subject to modification to delete the above ground lines was approved.

**EIGHTH ORDER OF BUSINESS**

**Attorney’s Report**

There being no report, the next item followed.

**NINTH ORDER OF BUSINESS**

**Old Business**

**A. Activities Center Campus Construction Update**

- o Ms. Syrek noted on November 26<sup>th</sup> Riverwood Drive will be shut down for the day. The reason is they are bringing in a milling machine.
- o Willow Bend will have to be used for entering and exiting.
- o We were notified by the County that we are required to have four exit gates or entrance gates around the pool area fence. You have to use panic gates.
- o Next week we should have the County Health Inspector to inspect the pool. If there are no issues, the pool should be open by Thanksgiving.
- o Some residents offered help in decorating the Arts & Crafts room. They also suggested organizing an Arts & Crafts Committee. This will be discussed later in this meeting.
- o Mr. McKnight noted yesterday he sent to the Board a late agenda item regarding office furniture from Office Depot.

On MOTION by Mr. Spillane seconded by Mr. Knaub with all in favor acquisition of furniture in an amount not-to-exceed \$4,200 was approved.

- o Mr. McKnight discussed the pergola at the pool house that needs painting and patching. It needs power washing.

On MOTION by Mr. Spillane seconded by Mr. Knaub with all in favor power washing, painting and patching the pergola in the amount of \$3,750 was approved.

**TENTH ORDER OF BUSINESS**

**New Business**

**A. Tiki Area R&M Update**

- o Mr. McKnight noted we are on schedule to get everything completed by next Wednesday.
- o The construction is on its way. The interior of the Tiki Bar is cleaned up.
- o The company fabricating the granite is on schedule to be installed by next week.
- o Fans are ordered and will be installed soon.

**B. New Committee to Review Decorating Choices**

- o Ms. Syrek gave an update on an Arts & Crafts Committee.
- o Mr. Knaub and Mr. Spillane questioned whether this falls under an activity of the RCA.

**ELEVENTH ORDER OF BUSINESS**

**Other Reports**

**A. RV Park Report**

- Mr. McKnight noted recently we had a violator at the RV park.
- Those violations have not been removed. They have ten days to clean up the violations.
- The request from the RV Park is that this person be removed fully from the RV Park.
- So they currently have four designated spots.
- Membership renewal notices went out November 5<sup>th</sup> and have until mid-January 2019 to respond.

**B. Activities and Communications Report**

- Ms. Anderson noted the Activities Committee is trying to keep everything going.
- The Communications Committee is looking at the Heron. If you want to submit an article it should be submitted by the 19<sup>th</sup> at the latest.
- At the January 29, 2019 there will be presentations on CDD and HOA issues.

**TWELFTH ORDER OF BUSINESS**

**Committee Reports**

**A. Sewer Committee**

- Mr. Martone asked for approval to appoint a new member to the Sewer Committee.

<p>On MOTION by Mr. Martone seconded by Mr. Knaub with all in favor Mr. Tony Parker was assigned as a new member to the Sewer Committee.</p>
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- The new generator installation should be up and running by the end of December.
- The lift station refurbishments are 98% complete. Only three left to do next year.
- DMK, new engineering firm, are working on the Operating Permit, which is \$9,000 less than last year's quote.
- The only other project now are new blowers for the Wastewater Treatment Plant.
- He noted they are still looking for new committee members.
- Mr. McKnight presented the Work Authorization for DMK for the development and submission of the Operating Permit for the sewer plant.

<p>On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor the Work Authorization No. 02 for DMK for development and submission of the Operating Permit for the sewer plant in the amount of \$16,290 was approved.</p>
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**B. Water/Utility Billing Committee**

- Mr. Knaub noted there was no meeting this month. There was one phone call this month.

**C. Financial Advisory Committee**

**i. Committee Financial Reports**

- Ms. Anderson noted we are trying to include more financial reports in the agenda packages.

**D. Strategic Planning Committee**

- Ms. Syrek noted the next meeting is in December. The meetings are quarterly now.

**E. Environmental Committee**

- Mr. Spillane noted we had our first meeting. We authorized all our ongoing projects.

**F. Beach Club Committee**

- Ms. Anderson noted we have the question from last month on the refunding and taking someone off the waiting list if someone sells their home and the buyer does not take a direct transfer.
- She took this issue back to the committee, who recommended denying that we give a refund.
- Ms. Ruth Mosca spoke on this issue.
- Mr. Rudacille noted at next month's meeting a public hearing will be held on changes to the rules for the Beach Club. He will work on the language of those rules.

**G. Dog Park Committee**

- Mr. Knaub received an email from a person about the dog park who was concerned about the laminated fence. He thought of a solution for that which would be those plastic strips you can slide down the fence.

**H. Safety & Access Control Committee**

- Mr. Knaub noted we are no longer distributing the green decals. A resident does not want a bar code on his car, only wants a green decal.

Mr. Knaub MOVED to upgrade to the cloud package for the software support agreement for the gatehouse for a total increase of \$85 per month allowing for apps for registration of guests and allowing them access to the community through a phone device and Ms. Anderson seconded the motion.

- Discussion continued on the above motion.

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

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Comments**

- Ms. Syrek commented on the Fitness Center in the early morning, the windows where the cardio is facing east, it is very blinding.
- Mr. Knaub thanked all those for voting for him.

- Ms. Syrek noted she has to purchase televisions for the Fitness Center.

On MOTION by Ms. Anderson seconded by Mr. Knaub with all in favor to purchase three televisions for the Exercise Room in a not-to-exceed amount of \$2,500 was approved.

- Long conversation on who owns the controllers in Osprey Community.

**FOURTEENTH ORDER OF BUSINESS**

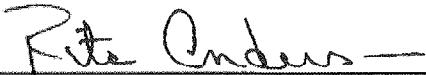
**Audience Comments**

- An audience member commented on sidewalk proposals for Rivermarsh Drive.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

  
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Rita Anderson  
Chairperson