

**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 19, 2012 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Bob Marshall	Chairman
Jim Martone	Assistant Secretary
Rita Anderson	Assistant Secretary
Walt Powers	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Scott Rudacille	District Attorney
Chris Sharek	District Engineer
Sheryl Nowicki	Severn Trent - Operations
Bert Underwood	Severn Trent – Operations
Bryan Zoller	Reuse Project Manager
Residents	

The following is a summary of the minutes and the actions taken at the June 19, 2012 Riverwood CDD meeting.

FIRST ORDER OF BUSINESS

Roll Call

- ❖ Mr. Marshall called the meeting to order and Mr. Teague called the roll.
- ❖ The Chairman informed everyone he recently spoke to Carol MacDougall, Chair of the Riverwood Neighborhood Council. Because of the elections coming up in November, she arranged a “Candidate Forum Night” for October 9, 2012 at 5:00 p.m. in the Activity Center.
- ❖ The candidates for Seat #4, currently held by Jack Lyons, are Henry Lackland and Larry Nalducci. The candidates for Seat #1, currently held by Bob Marshall, are Theda Bunker and Doug Campbell. Rita Anderson, Seat #3, is currently running unopposed.

SECOND ORDER OF BUSINESS

Approval of the Agenda and Consent Agenda

- A. Minutes of the May 15, 2012 CDD Board Meeting**
- B. Approval of the Sewer Committee Meeting Minutes**
- C. Approval of the Water Committee Meeting Minutes**
- ❖ Mr. Marshall asked to add under New Business, Item 8B, Golf Course Committee. Nancy Tiernan of the committee asked to speak.
- ❖ Mr. Powers asked to add under the Attorney’s Report, Item 6B, Vacating of River Beach Road.

Mr. Powers MOVED to approve the Agenda and Consent Agenda and Mr. Martone seconded the motion.

- ❖ The Budget Committee did not meet today and should be removed from the agenda.
- ❖ One minor correction was made to the May 15, 2012 minutes.

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

THIRD ORDER OF BUSINESS

Acceptance of:

- A. i. Financial Statements, Check Register and Invoices for the Period Ending May 31, 2012**
- ii. Reserve Fund Report**
- iii. Investment Report**
- ❖ The financial statements, check register and invoices were presented.

On MOTION by Mr. Powers seconded by Ms. Anderson with all in favor the financial statements for the period ending May 31, 2012, check register, invoices, reserve fund report and investment report were accepted.

FOURTH ORDER OF BUSINESS

Operations Report

Ms. Nowicki reported the following:

- ❖ The plant’s average monthly flow was 84,000 gallons.
- ❖ The generator diesel tank will be delivered on June 20, 2012.
- ❖ There have been no odor complaints.
- ❖ Mr. Powers noted he was at Encore last week on unrelated business and spoke to several people who reported no odor complaints.

FIFTH ORDER OF BUSINESS

Manager’s Report

Mr. Teague addressed the following:

- A. Acceptance of the Arbitrage Calculation Report for Series 2007B Bond**
- B. Acceptance of the Arbitrage Calculation Report for Series 1994A Bond**

❖ There being no questions or comments,

On MOTION by Ms. Anderson seconded by Mr. Powers with all in favor the Board accepted the Arbitrage Calculation Report for Series 2007B and the Arbitrage Calculation Report for Series 1994A.

- C. Consideration of the Engagement Letter with Berger, Toombs, to Perform the Arbitrage Rebate Services for the Series 2007B Bond**

❖ This Engagement Letter is for renewal of the services with Berger, Toombs to perform the arbitrage rebate services on the Series 2007B Bond. The cost is \$650 per year.

On MOTION by Mr. Powers seconded by Ms. Anderson with all in favor the Board accepted the Engagement Letter with Berger, Toombs to perform Arbitrage Rebate Services for the Series 2007B Bond.

SIXTH ORDER OF BUSINESS

Attorney’s Report

Mr. Rudacille addressed the following:

- A. Discussion of the Proposed Reclaimed Rates/Rule Language**

- ❖ He prepared a draft of the proposed reclaimed rates based on discussions from the last meeting and emailed the draft to the Board.
- ❖ If the Board wants to make any changes in the rates they should be made today in advance of the public hearing in July.
- ❖ Mr. Powers noted another fee may be needed to add to the rates for recertification of the backflow preventers larger than 5/8” x 3/4”. Backflow preventers already installed in some condominium associations are either 1-1/2” or 2”. The Board may want to consider adding those to our rates.
- ❖ The language in Section 4.3F of the Rules will need to be amended.
- ❖ After some discussion, the Board decided the cost of recertification will be the same as for other backflow preventers. The cost of any repairs will be the actual cost.

B. Vacating of River Beach Road

- ❖ Mr. Rudacille and Mr. Powers attended the Planning & Zoning Board meeting of Charlotte County last week. The reason for this was a letter sent to Charlotte County regarding a petition to vacate the River Beach Road. This developer / applicant requested vacating a portion of a right-of-way outside the District; however, it was in an area the District provides sewer service.
- ❖ They spoke to the developer and their agent who reduced the scope of their request and agreed to provide the District with an easement. They already surveyed the area.
- ❖ Severn Trent personnel flagged the lines.
- ❖ The District should receive the easement soon.
- ❖ They originally proposed some type of land swap with the County. The developer may be putting in condominiums.
- ❖ Mr. Rudacille will send a bill to the developer's attorney for costs the District incurred when Severn Trent personnel located and marked the sewer line. It took them about 10 hours to do that.
- ❖ Mr. Teague noted at the Sewer Committee meeting earlier today they authorized CDD prepare an invoice to the developer.

SEVENTH ORDER OF BUSINESS

Old Business

A. ADA Compliance Update

- ❖ Mr. Teague noted almost all compliance issues have been completed with the exception of the concrete path around the bocce courts and the horse shoe pits. Three bids for this work were received, will be reviewed and then brought before the Board for approval.
- ❖ Rod Slocum, RCA Manager, noted the RCA will be repairing the bocce courts. The work will be coordinated with Mr. Teague.
- ❖ The cost for the pool lift in order to comply with ADA requirements is astronomical. For the time being, this will be put on hold. Congress is hearing from cities about the expenses involved in these upgrades and will hold more hearings in this regard.

B. Stonebridge Reuse Metering Issues

- ❖ Mr. Zoller updated the Board on the Stonebridge reuse metering issue.

- ❖ He met with Frank of NHC and told him what the plans are for the irrigation meter. Once the new meter is installed, Frank will come to pick up the old meter.

C. Update on Parking Lot Paving and Fitness Center Equipment Purchase

- ❖ The Activity Center campus parking lot resurfacing has been completed.
- ❖ New fitness center equipment should be delivered tomorrow.

D. Reuse Project Update

Mr. Zoller addressed the following:

- ❖ The backflow preventers were installed in Lakeshore Village, Osprey Landing, Riverside, Bay Ridge and Fairway Lakes. They are currently being installed in Willow Glen.
- ❖ When Willow Glen is completed, they will move into Stonebridge for backflow preventers' installation.
- ❖ Recertification will start with Grand Vista. All of Sawgrass have been recertified with eleven repair kits needed.
- ❖ Landscaping around the isolation valves will begin after Artistree's extension of irrigation services to these locations and will cost \$167 per location.
- ❖ Irrigation meter installation will begin after all the backflow preventers are completed.
- ❖ The Board authorized an amount not-to-exceed \$10,000 for the Atkins contract. He noted the Sewer Committee recommended another not-to-exceed amount of \$5,000 should be authorized to finish the project.
- ❖ Two checks were received from the State in matching grants in the amount of \$240,000.
- ❖ At the Sewer Committee meeting this morning they discussed planting palmetto plants where the Brazilian peppers were removed so the pipeline could be installed. A quote was received from Artistree, which was high. He will get other quotes.
- ❖ The Sewer Committee noted in five neighborhoods the irrigation controllers are old. In order to conform to the irrigation schedule that was proposed, Artistree recommended updating the controllers with five new ones. A quote was received.

However, at this morning's meeting, they decided to use the "wait and see" approach instead to see if they can get by with the old controllers. If not, and new controllers need to be purchased, installation can take up to two weeks.

- ❖ The old irrigation controllers are not flexible and may not be able to handle enough zones to maintain the schedule projected.

E. Odor Control Project

Mr. Martone addressed the following:

- ❖ Two potential vendors are being reviewed. On Thursday, the Sewer Committee, Ms. Nowicki and he are traveling to Sanibel Island to visit the Siemens Plant to check out the system they use which includes the cover for the surge tank and the filtering device. The other closest system is located in Atlanta.
- ❖ They have the option of hiring an engineer to prepare all specs and then send those specs out to bid. To hire an engineer it could cost \$25,000, but may save 20% on the project.
- ❖ A project of this size will have to go out for bid. The entire project could cost the District from \$250,000 to \$350,000.

EIGHTH ORDER OF BUSINESS New Business

A. Modification to the Maintenance Agreement with the RCA to Include Irrigation of the Common Areas

- ❖ Mr. Marshall noted the RCA met, approved and signed the Maintenance Agreement with the RCA. This agreement states the CDD will irrigate the common areas and the RCA will maintain them.

On MOTION by Ms. Anderson seconded by Mr. Martone with all in favor the Board approved the Second Amendment to the Riverwood Community Development District System and Facilities Operation and Maintenance Agreement and authorized the Chairman to sign the agreement.

B. Golf Course Committee

- ❖ Mr. Marshall noted Nancy Tiernan was supposed to speak on behalf of the Golf Course Committee; however, she was not present.

NINTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- ❖ Mr. Martone suggested the Board make a motion authorizing the approval of an amount not-to-exceed \$5,000 for Atkins in order to finish the project.
- ❖ He noted the need to clean the first “PERC pond” and scrape the sludge that has been accumulating over the years. A bid was received to do the work in the amount of \$2,800.

On MOTION by Mr. Powers seconded by Mr. Martone with all in favor the Board authorized spending an amount not-to-exceed \$2,800 to clean out the PERC pond

On MOTION by Mr. Martone seconded by Mr. Powers with all in favor the Board authorized the increase of an amount not-to-exceed \$5,000 for the Engineer of Record, Atkins.

B. Water Committee

- ❖ Mr. Powers noted the Water Utility Billing Committee has started opening new accounts in relation to the isolation valves with the Master meters. Five new accounts were opened. The single compound meter that services the four Rivermarsh neighborhoods will be read this month and then they start reading the new individual meters to be installed next month in order to start billing the new meters.
- ❖ A Master meter has been installed in Tarpon Harbor II. They have never paid for irrigation water which was supplied by the golf course.
- ❖ Now that we have a master meter measuring the flow they use, we cannot charge them for usage because we do not have a rate for reuse water. However, we can charge them for the base facility charge for having the meter in place. If a meter is installed and you do not use any water, you still pay the base facility charge.
- ❖ After some discussion, the Board decided in order to be consistent they will begin billing when the systems start being used.
- ❖ Mr. Powers noted he and Mr. Teague met with Charlotte County Utilities some months ago to discuss a second water line in Sawgrass. The county was approached by a potential customer interested in receiving potable water from the county.
- ❖ Mr. Powers informed the county there was another potential customer who owns 30 lots that could be serviced by this new line.

- ❖ The county quoted \$230,000 for a second line.
- ❖ The Board felt if they participate the CDD portion would have to be reduced substantially. Lines of communication with the county, however, should be kept open.

C. Budget Committee

- ❖ There was no meeting and, therefore, no report.

D. Traffic and Safety Committee

- ❖ Mr. Slocum noted the committee is meeting tomorrow at 9:00 a.m.
- ❖ The back gate is under repair and should be fixed this afternoon.
- ❖ The light fixtures by the back gate were cleaned.

TENTH ORDER OF BUSINESS

Supervisor Comments

- ❖ There being no questions or comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- ❖ Loren Matasek asked about repaving the roads in Stonebridge. Patchwork could be arranged. Mr. Teague will follow up.
- ❖ Tony Stagliano reminded everyone of the Boy Scouts project on Saturday. He may need another golf cart for the Boy Scouts' use. Mr. Slocum will send an email blast reminding everyone of this event.
- ❖ Mr. Slocum noted the carpet is ordered for the Activity Center and should be installed in July.

TWELFTH ORDER OF BUSINESS

Adjournment

- ❖ There being no further business,

<p>On MOTION by Mr. Martone seconded by Ms. Anderson with all in favor the meeting adjourned at 3:08 p.m.</p>


 Calvin Teague
 Secretary


 Bob Marshall
 Chairman