

**MINUTES OF BUDGET WORKSHOP AND BOARD MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, August 21, 2018 at 1:04 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 Syrck	Assistant Secretary
Michael Spillane	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Scott Rudacille	District Counsel
Brad McKnight	Project Coordinator
Jerry Hahn	Operations
Susan MacPherson	Operations
Residents	

The following is a summary of the minutes and actions taken at the Workshop and Board Meeting on August 21, 2018 meeting.

WORKSHOP AGENDA

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Presentations from Engineering Firms

- Presentations were made by two engineering firms.
- The first was made by DMK Associates. Mr. Kraig Maheu, Vice President of Engineering, introduced himself. With him was Tim Rouen, Senior Project Manager.

- o He detailed what their firm does and spoke about members of the team who would work for the District, including Mr. Karl Kokomoor, President and CEO of DMK Associates and Mr. Barry McLeod and others.
- o They would evaluate existing conditions, perform a feasibility study, do surveying, storm water maintenance, follow operations and maintenance guidelines, sidewalk assessment and repair, evaluation of paved roads, lake bank restoration, permit compliance, and more.

Let the record reflect, DMK Associates personnel left the meeting.

- o Johnson Engineering personnel were introduced; Ms. Mallory Clancy, P.E., Project Manager, introduced herself, Mr. Gary Nychyk, Mr. Josh Hildebrand, P.E., and Mr. Andrew Tilton, P.E., as members of the team who would work with the District.
- o Each team member described the services they are able to offer in their particular field.

Let the record reflect Johnson Engineering personnel left the meeting.

THIRD ORDER OF BUSINESS

Adjournment

There being no further business, the Workshop was adjourned.

REGULAR MEETING

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Approval of the August 21, 2018 Agenda

There being no comments or questions,

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor the August 21, 2018 Agenda was approved.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

There not being any audience, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the July 17, 2018 Workshop and Meeting**
- B. **Acceptance of:**

- i. Financial Statements and Check Registers**
- ii. Reserve Fund Report**
- iii. Investment Report**

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

- o There was an error in the motion box on page 8 of the July minutes, which will be corrected.

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

- o The Board ranked the engineering firms who were interviewed earlier at the Workshop.
- o Mr. Koncar distributed paper for each Board member asking them to rank the engineering firms in order of preference, either DMK Associates or Johnson Engineering.
- o Mr. Koncar announced the results. DMK Associates was ranked #1. He asked the Board for a motion to move forward with getting a contract with DMK Associates. It will be brought to the Board at the next meeting.
- o Mr. Rudacille noted everyone voted DMK Associates as #1. Mr. Spillane ranked Johnson Engineering as #1.
- o Mr. Knaub thought they were capable of handling the environmental issues.
- o Mr. Rudacille suggested engaging DMK Associates as your General District Engineer and Johnson Engineering for environmental issues specifically. If you do not do that now and suddenly want to hire them, then depending on the amount of the contract, we would have to go back through this process.
- o We can have a motion from the Board to rank DMK Associates #1 and Johnson Engineering #2 and to direct staff to negotiate a contract with DMK for general engineering services and a contract with Johnson Engineering specific to environmental services.

Mr. Martone MOVED to have the Board rank DMK Associates as #1 and Johnson Engineering as #2 and to direct staff to negotiate a contract with DMK Associates for general engineering services and a contract with Johnson Engineering specific to environmental services and Mr. Knaub seconded the motion.

- o The Board voiced their likes and dislikes about the two engineering companies.

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

FIFTH ORDER OF BUSINESS Operations Report

- o Ms. MacPherson reviewed the July Operations Report.
- o All water requirements were met. All wastewater plant requirements were met.
- o The Reuse Pump Station was shut down one time for line repair.

SIXTH ORDER OF BUSINESS Public Hearing to Consider Adoption of the Budget for Fiscal Year 2019

A. Proposed Budget for Fiscal Year 2019

- o We had a budget workshop and discussed the budget at length.
- o There being no audience comments, the next item followed.

B. Consideration of Resolution 2018-15 Adopting the Budget

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor Resolution 2018-15, a resolution of the Riverwood Community Development District relating to the annual appropriations of the District and adopting the budget for Fiscal Year beginning October 1, 2018 and ending September 30, 2019, and referencing the maintenance and benefit special assessments to be levied by the District for said fiscal year, was adopted.

C. Consideration of Resolution 2018-16 Levying Non-Ad Valorem Assessments

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor Resolution 2018-16, A resolution levying and imposing Non-Ad Valorem Maintenance and Benefit Special Assessments for the Riverwood Community Development District for Fiscal Year 2019, was adopted.

SEVENTH ORDER OF BUSINESS Public Hearing to Consider Adoption of Resolution 2018-17 Creating Chapter 8 Vehicle Access

- o Ms. Anderson opened the meeting to a public hearing to consider adoption of Resolution 2018-17 creating Chapter 8 for rules for Vehicle Access.
- o There being no public comment, the public hearing was closed.

Mr. Knaub MOVED to adopt Resolution 2018-17, a resolution amending the rules of Riverwood Community Development District to create Chapter 8 regarding Vehicle Access and Ms. Syrek seconded the motion.

- o Mr. Knaub noted this is regarding bar codes the Safety & Access Control Committee have been working on along with Gatehouse rules.
- o Ms. Anderson noted on the Riverwood website are all the basic rules, utility rules, Activity Center rules and now Section 8, Vehicle Access rules.

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

EIGHTH ORDER OF BUSINESS

Manager’s Report

A. Motion to Assign Fund Balance

- o A motion was requested to assign reserves as follows:
 - Reserves-Recreational Facilities is \$342,192
 - Reserves-Roadways \$439,299

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor assigning the fund balance as of August 21, 2018 as indicated above was approved.

B. Proposed Meeting Schedule for Fiscal Year 2019

- o Ms. Anderson reviewed the meeting schedule for Fiscal Year 2019. Several committee meeting dates were changed due to holidays or other events.

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor the meeting schedule for Fiscal Year 2019 was approved with the corrected meeting dates.

C. ADA Compliance and Record Retention Act

- o Mr. Koncar noted a summary of record retention requirements was distributed.
- o We recommend the Board hire a consultant. The cost is \$199 to review the website and provide information on what needs to be done. The important thing is they will put a seal on the website saying it has been reviewed for compliance with ADA.

Ms. Syrek MOVED to authorize staff to move forward with hiring a consultant at a cost of \$199 to review the Riverwood website for ADA compliance and bring back information to the Board and Mr. Knaub seconded the motion.

- Mr. Koncar noted it does not bring you into full compliance, but it does say you had an outside consultant review it, see what the issues are and then you will fix the problems.
- Mr. Koncar noted Inframark has paid for training the entire Recording Team so that we will be able to convert PDF files into the audio files.
- The same consultant we are recommending says for 15 pages on your website, the cost would be \$12,750 so it is very expensive when you start looking at your website as a whole.
- He reiterated the consultant will provide information on what needs to be done. They will put a seal on the website stating it has been reviewed for compliance with ADA.

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

D. Discussion on the Heartland Questionnaire

- Mr. Koncar discussed the Heartland Questionnaire. Does the Board want staff to move forward and complete the questionnaire so we can help the payment process on water and sewer?
- Mr. Knaub noted since we are now implementing the new billing system, he felt we should not be in a hurry to jump into this until we are sure the billing system is working properly.
- Ms. MacPherson was told the Questionnaire had to be filled out before moving forward in the process.
- Ms. Anderson noted this is not costing us anything so we should fill out the Questionnaire.
- Mr. Koncar noted we should approve moving forward with it and bring back more information at the next meeting.

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor to move forward with the Heartland Questionnaire at no cost to the District for the billing and accepting credit cards was approved.

- Mr. Koncar noted the Board asked staff to provide cost information on what it takes for us, the work effort from Inframark, related to the Beach Club, not including personnel. We provided the information to the Board.
- The biggest change from the current contract is the addition of the Onsite Admin. That was never contemplated in the original contract. We added that because the process was not really working well the way it was set up. We have not charged the District for any of the additional cost beyond what was in the contract that was done one and a half years ago.
- Mr. Knaub will share this information with the Safety & Access Control Committee tomorrow.
- Ms. Anderson will share the information with the Beach Club Committee.
- She suggested waiting until the end of this year because we will have to renegotiate the contract because it ends in 2019. At that point, we look at everything again.

NINTH ORDER OF BUSINESS

Attorney's Report

A. Amendment to Riverwood Community Agreement for Landscape Maintenance

- Mr. Rudacille brought a draft of an amendment to the Maintenance Agreement in July stating the RCA would handle replacement of trees, etc. which clarified the Scope of Services.
- At the end of July, he received a letter with proposed changes and forwarded to the Board.
- The RCA do not want to be responsible if 50 trees are lost due to a hurricane or similar event. They do not want to be responsible for replacement costs. The RCA had concerns about irrigation. They included language stating, "The District are guaranteeing irrigation water". Mr. Rudacille said the District would not do that.
- He will follow up with the RCA attorney.
- Ms. Anderson thought the District was contracting with them to take care of all landscaping on District property. If they want to draw a line at dead trees, the District has to know because we need to budget for that. A storm cleanup is beyond the normal landscaping.
- Mr. Rudacille prepared a new agreement for RCA use of the Activities Center space. He took the current agreement, removed all items they do not do anymore and made a new agreement, which states the RCA will have this space and provide services to the residents.
- Mr. Knaub spoke about the woman who continues to use the property without paying the fee. This may result in her being charged with trespassing.
- Ms. Anderson will request Mr. Koncar prepare a letter for her.

- She noted we will have updates and any revisions next month to the rules for the Activity Center and if the RV Park has a change in fees. In September, we will present revisions to the Board. In November, we will have a public hearing.

TENTH ORDER OF BUSINESS

Old Business

A. Traffic Light Project Cost Tracker

- Mr. McKnight noted we received our last pay obligation. We are going through the process and he will have an update for finalization next month.

B. Activities Center Campus Construction Update

- Ms. Syrek noted she had two handouts for everyone. One is the new traffic patterns and the other is an overlay showing a sketch of where the new guardhouse falls within the area they are clearing.
- The Strategic Planning Committee discussed a list by neighborhood to keep control of.
- Mr. Ted McDermott updated the Committee on what the Task Force is doing. They decided to involve a Land Use Attorney.
- Campus Construction Update: The roof trusses were delivered yesterday. They started installing them today and by the end of the week, they should be fully installed.
- The new pool deck should be completed by September 11, 2018, with pavers around the pool. Once completed, the pool people come back and plaster the pool.
- Tiling in the women's and men's restrooms in the Administration Center will be completed this week.
- She is waiting for prices for the bottom cabinets in the restrooms and for built-in shelving in the library.

C. Continued Discussion on Beach Club Staffing

This was discussed earlier in the meeting.

D. Jan-Pro Contract Approval

- Mr. Rudacille worked with Mr. McKnight on preparing the contract and the Scope of Work.
- Mr. McKnight has not received any feedback from Jan-Pro.

On MOTION by Mr. Spillane seconded by Mr. Knaub with all in favor the proposal by Jan-Pro Cleaning Systems, Inc. was approved.
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ELEVENTH ORDER OF BUSINESS

New Business

A. A/V Upgrade to Heron/Meeting Room

- Ms. Anderson noted we have proposals for an upgrade to the audio-visual system in the Heron Room because it will be the main meeting room and movie room.
- We need to update the audio system. Mr. McKnight will research microphones needed.
- Proposals came from both Pro Audio Services and Audio Video Partners, LLC.

On MOTION by Mr. Spillane seconded by Mr. Knaub with all in favor the Pro Audio Services contract in the amount of \$38,757.43 for wireless services was approved.

B. Insulating Spray Form Activities Building

- Mr. McKnight received proposals from Supreme Foam LLC and from Paradise Foam.
- He discussed the Supreme Foam proposal and recommended them to do the work of insulating the spray form.

Mr. Spillane MOVED to approve the contract with Supreme Foam LLC in the amount of \$25,440 to insulating spray form in the Activities Building and Mr. Knaub seconded the motion.

- The Board continued discussing Supreme Form contract.

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

C. Candidates Forum

- Ms. Anderson put this on the agenda because the RCA Communication Committee offered to do the Candidate Forum since we have two candidates running. They would have a Question & Answer Forum and run the event.
- Mr. Rudacille noted this really is not be a Board item. If there is a private entity who wants to hold a Candidate Forum, it is up to each candidate to attend or not.

TWELFTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee

- Mr. Martone received more feedback on our generator installation. Ring Power has the generator and it is built. The only problem is the Integrator will not get to it until October. Installation will probably take place in December, which is after the hurricane season.
- When he gets a more permanent date, he will inform the Board.

B. Water/Utility Billing Committee

- Mr. Knaub noted we had a breakdown of one of the new filters on the pump station. It is under warranty and will be back up later this week.

C. Financial Advisory Committee

- Ms. Anderson wanted to propose a new member, Gina Iacone, and asked for a motion to appoint her to this committee.

On MOTION by Ms. Anderson seconded by Mr. Spillane with all in favor Ms. Gina Iacone was appointed to the Financial Advisory Committee.

- Ms. Anderson noted the Committee is looking into a professional liability insurance increase from \$1 million to \$5 million. She does not have the proposal yet, but the committee highly recommends this. They think it is a good idea to have more liability coverage on the Board and all the committees. Once she gets a real proposal, she will ask for a motion to approve.
- The committee has become aware other communities have a catastrophic emergency type of reserve. They felt it was important to have this.

D. Strategic Planning Committee

- This item was discussed earlier in the meeting.

E. Environmental Committee

- Mr. McKnight noted a proposal was received from Lake & Wetlands that the RCA will be recommending to the Board and asking tomorrow for approval from the RCA Board for erosion control.
- Mr. Spillane commented we have some property we would like to fortify so we do not incur any further damage due to erosion. For Lake 55, the cost would be \$16,020. For Lake 17, the cost would be \$16,382.
- The funds would be taken form Road Reserves.

Mr. Spillane MOVED to approve the contract with Lake & Wetland Management for \$16,020 for Lake 55 and \$16,382 for Lake 17, with funds to be taken from Roadway Reserves and Mr. Knaub seconded the motion.

- The above motion was discussed further.

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

- o Mr. Spillane asked for a motion to appoint John Haumesser to the Environmental Committee.

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor Ms. John Haumesser was appointed to the Environmental Committee.

F. Beach Club Committee

There being no meeting, the next item followed.

G. Dog Park Committee

There being no meeting, the next item followed.

H. Safety & Controlled Access Committee

- o Mr. Knaub noted we will be putting up signage for vendors regarding bar codes.
- o He authorized the purchase of a new chair for the guardhouse.
- o Mr. Knaub and Ms. Anderson complimented Ron at the guardhouse for the good job he does.

THIRTEENTH ORDER OF BUSINESS Supervisor Comments

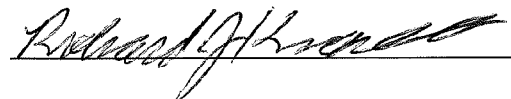
- o Mr. Spillane would like to see a copy of the road plan.


FOURTEENTH ORDER OF BUSINESS Audience Comments

- o Ms. Terry Jackson commented on staffing at the Beach Club.
- o Ms. Ruth Mosca commented on a MOU contract. Ms. Anderson offered to meet with her afterwards to discuss.
- o Ms. Hallie Powers commented on the audio and video material.

FIFTEENTH ORDER OF BUSINSS Adjournment

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor the meeting was adjourned.


 Assistant Secretary


 Rita Anderson
 Chairperson