

**Riverwood Community
Development District**

DECEMBER 17, 2019

AGENDA PACKAGE

Riverwood Community Development District
Inframark, Infrastructure Management Services
210 N. University Drive, Suite 702, Coral Springs, FL 33071
Tel: 954-603-0033 Fax: 954-345-1292

December 10, 2019

Board of Supervisors
Riverwood Community
Development District

Dear Board Members:

The meeting of the Board of Supervisors will be held on Tuesday, December 17, 2019 at 2:00 p.m. in the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, FL. Following is the advance agenda.

1. Call to Order and Roll Call
2. Approval of the December 17, 2019 Agenda
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
 - A. Approval of the Minutes of November 19, 2019 meeting
 - B. Acceptance of the Financial Statements and Check Registers
5. Discussion of Detail Reports of All Department Budgets
6. Monthly Client Report
7. Manager's Report
 - A. On-Site Manager's Report
8. Attorney's Report
9. Old Business
 - A. Focus Group Report
 - B. Delinquent Water Accounts
 - C. Gate Access
 - D. ADA Website Progress
 - E. Status of Offsite Cloud Storage Project
10. New Business
 - A. Discussion of Club Drive
 - B. Storm Pipe Cleaning Proposal
 - C. Lake Fountain Repair
 - D. RV Park/WWTP Stockade Fence
11. Other Reports
12. Committee Reports
 - A. Sewer Committee
 - B. Water/Utility Billing Committee
 - C. Financial Advisory Committee

- D. Strategic Planning Committee
- E. Environmental Committee
- F. Beach Club Committee
- G. Dog Park Committee
- H. Safety & Access Control Committee
- 13. Supervisor Comments
- 14. Audience Comments
- 15. Adjournment

Any supporting documents not enclosed in your agenda package will be distributed at the meeting. The balance of the agenda is routine in nature and staff will present their reports at the meeting. I look forward to seeing you at the meeting and in the meantime if you have any questions, please give me a call.

Sincerely,

Bob Koncar

Robert Koncar
District Manager

Fourth Order of Business

4A.

MINUTES OF MEETING RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, November 19, 2019 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Michael Spillane	Chairperson
Richard Knaub	Vice Chairperson
Dolly Syrek	Assistant Secretary
James Martone	Assistant Secretary
Donald Myhrberg	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Brad McKnight	Project Manager
Scott Rudacille	District Attorney
Residents	

The following is a summary of the minutes and actions taken at the November 19, 2019 meeting of the Riverwood CDD.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Approval of the November 19, 2019 Agenda

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the November 19, 2019 agenda was approved.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Audience comments were received.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the October 15, 2019 Meeting
- B. Approval of the Minutes of the October 15, 2019 Workshop
- C. Acceptance of the Financial Statements and Check Registers

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor the consent agenda was approved.

FIFTH ORDER OF BUSINESS

**Discussion of Detail Report of All
Department Budgets**

- This item was discussed in detail.

On MOTION by Mr. Myhrberg seconded by Mr. Martone with all in favor ratification of the Agreement with Art Mack for unpaid consulting services, was approved.

SIXTH ORDER OF BUSINESS

Monthly Client Report

- The Monthly Client Report was provided.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Focus Group – Request for Computer in CDD Office

On MOTION by Mr. Myhrberg seconded by Mr. Martone with all in favor acquisition of a computer for a not-to-exceed amount of \$750, was approved.

B. Review of Website Requirements and Retention

C. On-Site Manager's Report

- Reports were given regarding these items.

EIGHTH ORDER OF BUSINESS

Attorney's Report

- Mr. Rudacille gave his report.

NINTH ORDER OF BUSINESS

Old Business

A. TEM PCA Proposal Gate Equipment

- This item will be discussed at the December meeting.

B. Tennis Line Replacement Courts 5 and 6

On MOTION by Mr. Knaub seconded by Mr. Martone with all in favor replacing the lines on Tennis Courts 5 and 6 for \$1,200, was approved.

TENTH ORDER OF BUSINESS

New Business

A. Activities Campus Landscape Additional Irrigation

B. Environmentalist T. Hall Proposal for District Services

On MOTION by Mr. Myhrberg seconded by Ms. Syrek with all in favor the proposal with Tim Hall & Associates in an amount of \$15,000 was approved.

C. Pool Lap Lane Discussion

D. RCA and CDD Working Together Discussion/Road Resurfacing Joint Effort

- Mr. Spillane noted the on-site manager from Brightview seems a bright man with good ethics.
- He asked Mr. Myhrberg to take us back to your focus group that the Board is unanimously voting to continue discussing and try to find a workable solution that works for the RCA and the CDD.
- Mr. Myhrberg noted the negotiation phase is not over. Each time he talks to the Board to address something, the price for services go up. Between August 12th, August 20th, October 1st and now November 12th, it went from \$85,000 for the base services to \$125,000. Mr. Myhrberg noted, “If I was a resident, I would fire me for that”.
- We will do the Focus Group. His goal is to make sure we have everything complete with ideas and agreements. Tomorrow’s meeting with the RCA should be a good one. He will come back to this Board with final recommendations next month.

On MOTION by Mr. Myhrberg seconded by Mr. Knaub with all in favor the addition of Harold Lanni to the Focus Group was approved.

- Mr. Myhrberg noted we are currently considering two people; a maintenance individual, who will do the tennis courts part-time, pick up towels and similar things and a Site Manager position. What is the salary range you would be willing to pay?
- Mr. Knaub noted for Project Coordinator it could be anywhere from \$40,000 to \$80,000.
- Mr. Koncar had one comment on the negotiation part. We have kept our price the same. We were presented with an option of if somebody’s duties shifted from Mr. McKnight back to us, what would that mean. That is where the differences have come in. We were not looking to raise our price, it was duties and responsibilities were shifted. We are open to negotiations and want to retain the contract.

- Mr. Spillane discussed resurfacing. We had a meeting with the contractor, Bob Sims, Frank, Mr. McKnight and himself. We are going to do a Road Program this year. It is in the Reserve study because there is money there.
- We will probably do micro surfacing and regular patch work. Frank has a contact with another engineer, who will talk to this group.
- The majority of that will fall on the RCA. We will work together on this with the RCA.

E. Town Hall February 5th Discussion

- Mr. Spillane noted the Town Hall Meeting will take place February 5th at 2:00 p.m.

ELEVENTH ORDER OF BUSINESS

Other Reports

- There not being any, the next item followed.

TWELFTH ORDER OF BUSINESS

Committee Reports

A. Sewer Report

- Mr. Spillane noted we lost Ms. Susan MacPherson, who was our Manager and the Project Manager at the Sewer Plant.
- The pads are in and everything is ordered. Two motors are still in Germany and were not shipped yet. It looks like everything should be completed by the end of January.
- We worked on the Reserve Funding analysis. We reconciled everything.

B. Water/Utility Billing Committee

- Mr. Spillane noted last month we talked about directional flushing and the water line. That is not going to happen. He met with Greg about the water line. New estimate for the water line is \$642,000.
- The new water line would fix the chlorine problem in Sawgrass, but will create another problem in another area. He will follow up on this.
- Mr. Spillane noted we instituted a reduction in irrigation. Once per week, we will shut down the irrigation pumps.
- We are not in critical levels yet, but close. We are proactively reducing our flows.

C. Financial Advisory Committee

- Ms. Syrek noted it is a shame flushing 4 million gallons of water and then cutting back so we can irrigate because we are getting low. There must be a solution.

- Mr. Spillane went to the Financial Advisory Committee meeting and was very impressed.
- Ms. Syrek hoped by next month we can give you financials that are understandable. Invoice approval continues to be a problem. She was set up with Avid to be able to approve invoices. When she goes into Avid, there is no approval process.
- She noted we as a Board need to determine who will approve the invoices. Is it the Financial Committee? She would like to see every Supervisor in the approval process with the assurance from the Finance Advisory Committee that they reviewed it and it is either under budget, over budget, on budget, approve it or whatever.
- Mr. Spillane noted he needs more members on the Water Advisory Committee. Anyone who wants to join, he would happy to have them.
- Mr. Spillane requested all committees send a list of the committee members and what they do to Mr. McKnight for posting on the website.
- Ms. Syrek discussed sales tax and late fee issues. When she contacted Inframark about it, they handled it. She discussed phone sales tax issues with someone from Avid.

D. Strategic Planning Committee

- Mr. Myhrberg noted we had our meeting yesterday.
- Some mistakes were noticed in the Reserve Studies. They will tackle them and correct them. Then they will send out a better spreadsheet.

E. Environmental Committee

- Mr. Myhrberg noted the committee was made aware of budget constraints.
- They will follow up to compare trimming methods.

F. Beach Club Committee

- Mr. Knaub noted after giving this much thought, he will take over the Chairperson position of the Beach Club. He will send an email to all Beach Club Committee members asking if they want to remain on the Committee. He wanted five full-time Beach Club Committee members and three part-time members.
- The committee started out with twenty members, making it difficult to reach a consensus.
- Mr. Rudacille will review policies and rules for the Beach Club.

Mr. Knaub MOVED to restructure the Beach Club Committee so that there will be five full-time members on the Committee and two or three part-time residents; the first choice would be the existing Beach Club Committee members; the Supervisor Liaison would be the Chairperson on the Committee and Mr. Myhrberg seconded the motion.

- The Board discussed the above motion.

On VOICE vote with Mr. Knaub, Mr. Myhrberg, Mr. Martone and Ms. Syrek voting aye and Mr. Spillane voting nay, the prior motion passed, 4-1.

G. Dog Park Committee

- Ms. Syrek noted the Dog Park Committee met. They asked why is there a fee to join the Dog Park when no one pays a fee for the pool, no one pays a fee for bocce ball, no one pays for pickle ball? The fee is \$100 to join if you are new and \$20 a year after that.
- The committee stated the RCA and the CDD advertised the Dog Park as an amenity to Riverwood and right now it is just a big pen with chips with a fence around it. They would like to beautify the park.
- Mr. Spillane noted he would go along with planting some trees, but it will take a long time before shade will be there.
- Ms. Syrek noted they would like a light on the lamp by the bocce ball courts when they go there at night. They would like trees for shade purposes.

H. Safety & Access Control Committee

- Mr. Knaub noted the access code is 137-137. If you bring up the app, it is your first initial, last name and password.
- Noted at the committee meeting, the biggest problem is enforcement.
- He proposed to the Board that when we have people violating the rules, the District Manager should send a letter to the violator, noting violations made to the rules and their rights should be suspended.
- He noted we will start sending incident reports to Mr. Koncar so letters can be sent to the violators.
- Mr. Knaub and Ms. Syrek gave examples of people violating the rules.

THIRTEENTH ORDER OF BUSINESS **Supervisor Comments**

- Mr. McKnight asked for approval to move the pool table.

Mr. Knaub MOVED to move the pool table, at approximately \$500, and Ms. Syrek seconded the motion.
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- Mr. Spillane spoke about a cover to the pool table.

On VOICE vote with all in favor the prior motion passed.
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FOURTEENTH ORDER OF BUSINESS **Audience Comments**

- Mr. Denny Knaub asked about the record retention policy regarding ADA compliance. Is the District required to keep the records for a certain amount of time?
- Mr. Koncar noted it is in the Florida Statute. The Board had approved removing everything from the website not absolutely required. Same is true for paper records.
- A resident made comments and had questions about financials.
- A resident commented on the fence around the pool. Mr. McKnight will investigate.
- A resident spoke about a letter he wrote in 2017 about a sidewalk on Rivermarsh Drive. He noticed in the May 2019 minutes, the Board decided against the sidewalk in Rivermarsh Drive. He thought maybe the Board can decide to change the wording in the minutes. He suggested if we are not going to do sidewalks, perhaps we can look at alternatives, such as paving or striping. There should be a solution on Rivermarsh.
- Mr. Spillane noted the District will do the best they can regarding sidewalks.
- A resident complained she had several near-death experiences on Rivermarsh Drive, noting she had been covered in mud and grass and the area is very dangerous.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Knaub and Ms. Syrek with all in favor the meeting was adjourned.

Secretary

Chairperson

4B

Riverwood
Community Development District

Financial Report

November 30, 2019

Prepared by



Riverwood

Community Development District

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Riverwood
Community Development District

Financial Statements

(Unaudited)

November 30, 2019

Balance Sheet
November 30, 2019

	I	J	Y	Z	AE	A	AH	A	AN	A	AQ	A	AT	A	AW
18															
19	ACCOUNT DESCRIPTION	GENERAL FUND (001)	BEACH CLUB FUND (OPERATIONS)	BEACH CLUB FUND (LOAN)	2018 VALLEY NATIONAL BANK LOAN - DSF FUND	2018 VALLEY NATIONAL BANK - CPF FUND	WATER, SEWER & IRRIGATION FUND	TOTAL							
21															
23	ASSETS														
26	Cash - Checking Account	\$ 747,619	\$ -	\$ -	\$ -	\$ -	\$ 390,165	\$ 1,137,784							
28	Accounts Receivable	-	922	-	-	-	199,953	200,875							
29	Accounts Receivable > 120	-	-	-	-	-	50,000	50,000							
33	Due From Beach Club (Loan)	233,212	-	-	-	-	-	233,212							
35	Interest/Dividend Receivables	-	-	-	-	-	3,772	3,772							
62	Due From Other Funds	-	111,885	-	54,369	356,283	169,563	692,100							
65	Investments:														
68	Certificates of Deposit - 12 Months	-	-	-	-	-	214,706	214,706							
77	Money Market Account	1,023,486	-	-	-	-	901,003	1,924,489							
88	Interest Account	-	-	-	150	-	-	150							
101	Reserve Fund	-	-	-	131,148	-	-	131,148							
104	Revenue Fund	-	-	-	239,290	-	-	239,290							
110	Prepaid Items	778	-	-	-	-	3,627	4,405							
115	Fixed Assets														
116	Land	-	-	-	-	-	330,000	330,000							
117	Buildings	-	-	-	-	-	1,413,584	1,413,584							
118	Accum Depr - Buildings	-	-	-	-	-	(723,857)	(723,857)							
119	Infrastructure	-	-	-	-	-	9,756,749	9,756,749							
120	Accum Depr - Infrastructure	-	-	-	-	-	(3,275,548)	(3,275,548)							
121	Equipment and Furniture	-	-	-	-	-	10,477	10,477							
122	Accum Depr - Equip/Furniture	-	-	-	-	-	(5,534)	(5,534)							
129															
130	TOTAL ASSETS	\$ 2,005,095	\$ 112,807	\$ -	\$ 424,957	\$ 356,283	\$ 9,438,660	\$12,337,802							
131															
135	LIABILITIES														
138	Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
139	Accrued Expenses	81,372	9,171	-	-	-	127,325	217,868							
140	Contracts Payable	-	-	-	-	17,964	-	17,964							
141	Retainage Payable	-	-	-	-	8,373	-	8,373							
145	Accrued Taxes Payable	122	-	-	-	-	-	122							
146	Sales Tax Payable	-	3,532	-	-	-	-	3,532							
147	Deposits	-	-	-	-	-	178,602	178,602							
150	Other Current Liabilities	-	-	-	-	-	900	900							
155	Due To Other Funds	692,100	-	-	-	-	-	692,100							
156	Due To General Fund (Loan)	-	-	233,212	-	-	-	233,212							
165	TOTAL LIABILITIES	773,594	12,703	233,212	-	26,337	306,827	1,352,673							
166															

Balance Sheet
November 30, 2019

	I	J	Y	Z	AE	AH	AN	AQ	AT	AW
18										
19	ACCOUNT DESCRIPTION	GENERAL FUND (001)	BEACH CLUB FUND (OPERATIONS)	BEACH CLUB FUND (LOAN)	2018 VALLEY NATIONAL BANK LOAN DSF FUND	2018 VALLEY NATIONAL BANK - CPF FUND	WATER, SEWER & IRRIGATION FUND	TOTAL		
168	FUND BALANCES / NET ASSETS									
170	<i>Fund Balances</i>									
171	Nonspendable:									
172	Prepaid Items	778	-	-	-	-	3,627	4,405		
181	Restricted for:									
182	Debt Service	-	-	-	424,957	-	-	424,957		
183	Capital Projects	-	-	-	-	329,946	-	329,946		
184	Special Revenue	-	100,104	-	-	-	-	100,104		
193	Assigned to:									
194	Operating Reserves	330,718	-	-	-	-	-	330,718		
195	Reserves - Dog Park	10,702	-	-	-	-	-	10,702		
196	Reserves - Emergency	-	-	-	-	-	240,667	240,667		
197	Reserves - Ponds	86,242	-	-	-	-	-	86,242		
198	Reserves-Recreation Facilities	66,642	-	-	-	-	-	66,642		
199	Reserves - Roadways	538,581	-	-	-	-	-	538,581		
200	Reserves - RV Park	39,672	-	-	-	-	-	39,672		
207	Unassigned:	158,166	-	(233,212)	-	-	-	(75,046)		
215	<i>Net Assets</i>									
216	Invested in capital assets,									
217	net of related debt	-	-	-	-	-	7,504,971	7,504,971		
224	Reserves - Sewer System	-	-	-	-	-	817,961	817,961		
225	Reserves - Water System	-	-	-	-	-	301,229	301,229		
226	Reserves - Irrigation System	-	-	-	-	-	17,199	17,199		
230	Unrestricted/Unreserved	-	-	-	-	-	246,179	246,179		
234	TOTAL FUND BALANCES / NET ASSETS	\$ 1,231,501	\$ 100,104	\$ (233,212)	\$ 424,957	\$ 329,946	\$ 9,131,833	\$10,985,129		
236										
239	TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 2,005,095	\$ 112,807	\$ -	\$ 424,957	\$ 356,283	\$ 9,438,660	\$12,337,802		

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending November 30, 2019																
29																	
31																	
32																	
33																	
34																	
36	REVENUES																
38	Interest - Investments	\$	4,500	\$	750	\$	2,000	\$	1,250	44.44%	\$	375	\$	818	\$	443	
39	Special Assmnts- Tax Collector		1,351,847		229,598		218,522		(11,076)	16.16%		229,598		218,522		(11,076)	
40	Special Assmnts- Discounts		(54,073)		(9,184)		(8,573)		611	15.85%		(9,184)		(8,573)		611	
41	Other Miscellaneous Revenues		100		17		1		(16)	1.00%		8		1		(7)	
42	Dog Park Revenue		2,000		333		-		(333)	0.00%		167		-		(167)	
43	RV Parking Lot Revenue		18,500		3,083		222		(2,861)	1.20%		1,542		-		(1,542)	
49																	
50	TOTAL REVENUES		1,322,874		224,597		212,172		(12,425)	16.04%		222,506		210,768		(11,738)	
51																	
61	EXPENDITURES																
63	Administration																
64	P/R-Board of Supervisors		4,350		725		879		(154)	20.21%		363		586		(223)	
65	FICA Taxes		333		56		67		(11)	20.12%		28		45		(17)	
66	ProfServ-Engineering		1,170		195		-		195	0.00%		98		-		98	
67	ProfServ-Legal Services		11,600		1,933		9,216		(7,283)	79.45%		967		6,511		(5,544)	
68	ProfServ-Mgmt Consulting Serv		46,627		7,771		7,771		-	16.67%		3,886		3,886		-	
69	ProfServ-Trustee Fees		3,717		-		-		-	0.00%		-		-		-	
70	Auditing Services		2,030		-		-		-	0.00%		-		-		-	
71	Postage and Freight		980		163		179		(16)	18.27%		82		127		(45)	
72	Communications-Other		3,200		533		883		(350)	27.59%		267		294		(27)	
73	Insurance - Property		2,050		2,050		2,237		(187)	109.12%		-		-		-	
74	Insurance - General Liability		9,500		9,500		6,112		3,388	64.34%		-		-		-	
75	Printing and Binding		60		10		56		(46)	93.33%		5		35		(30)	
76	Legal Advertising		827		138		65		73	7.86%		69		-		69	
77	Miscellaneous Services		800		133		175		(42)	21.88%		67		-		67	
78	Misc-Non Ad Valorem Taxes		3,000		3,000		2,341		659	78.03%		3,000		2,341		659	
79	Misc-Records Storage		348		58		58		-	16.67%		29		29		-	
80	Misc-Assessmnt Collection Cost		27,037		4,592		4,199		393	15.53%		4,592		4,199		393	
81	Misc-Contingency		2,000		333		277		56	13.85%		167		-		167	
82	Misc-Web Hosting		5,900		983		186		797	3.15%		492		-		492	
83	Office Supplies		700		117		21		96	3.00%		58		-		58	
85	Total Administration		126,229		32,290		34,722		(2,432)	27.51%		14,170		18,053		(3,883)	

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending November 30, 2019																
29																	
31																	
32																	
33																	
34																	
86																	
90	<u>Environmental Services</u>																
91	ProfServ-Consultants	15,000	2,500	-	2,500	0.00%	1,250	-	1,250								
92	Contracts-Preserve Maintenance	75,000	12,500	19,150	(6,650)	25.53%	6,250	-	6,250								
93	Contracts-Lakes	30,000	5,000	4,266	734	14.22%	2,500	2,133	367								
94	R&M-Lake	5,000	833	200	633	4.00%	417	200	217								
95	R&M-Storm Drain Cleaning	10,000	1,667	-	1,667	0.00%	833	-	833								
96	R&M-Preserves	95,000	15,833	-	15,833	0.00%	7,917	-	7,917								
97	R&M-Lake Erosion	15,000	2,500	-	2,500	0.00%	1,250	-	1,250								
98	Lakes & Preserve Planting	5,000	833	-	833	0.00%	417	-	417								
99	Misc-Contingency	10,000	1,667	23	1,644	0.23%	833	9	824								
101	Total Environmental Services	260,000	43,333	23,639	19,694	9.09%	21,667	2,342	19,325								
102																	
104	<u>Road and Street Facilities</u>																
105	Gatehouse Attendants	210,000	35,000	37,291	(2,291)	17.76%	17,500	18,481	(981)								
106	Electricity - General	2,400	400	410	(10)	17.08%	200	200	-								
107	Utility - Water & Sewer	2,000	333	364	(31)	18.20%	167	101	66								
108	R&M-Gate	7,000	1,167	3,939	(2,772)	56.27%	583	1,835	(1,252)								
109	R&M-Gatehouse	2,000	333	10,279	(9,946)	513.95%	167	9,945	(9,778)								
110	R&M-Sidewalks	20,000	3,333	-	3,333	0.00%	1,667	-	1,667								
111	R&M-Signage	1,000	167	-	167	0.00%	83	-	83								
112	R&M-Roads	15,000	2,500	3,576	(1,076)	23.84%	1,250	30	1,220								
113	R&M-Road Striping	1,000	167	-	167	0.00%	83	-	83								
114	R&M-Security Cameras	2,000	333	-	333	0.00%	167	-	167								
115	R&M-Road Scaping	5,000	833	64	769	1.28%	417	-	417								
116	Preventative Maint-Security Systems	5,000	833	-	833	0.00%	417	-	417								
117	Misc-Gatehouse Administration	6,000	1,000	455	545	7.58%	500	455	45								
118	Misc-Contingency	8,075	1,346	-	1,346	0.00%	673	-	673								
120	Total Road and Street Facilities	286,475	47,745	56,378	(8,633)	19.68%	23,874	31,047	(7,173)								
121																	

	M	N	X	N	Z	A	AB	A	AD	A	AL	A	AN	A	AP	A	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances																
27	For the Period Ending November 30, 2019																
29																	
31																	
32																	
33																	
34																	
123	Activity Center Campus																
124	Contracts-On-Site Maintenance	12,000	2,000	1,667	333	13.89%	1,000	833	167								
125	Electricity - General	52,000	8,667	6,202	2,465	11.93%	4,333	3,100	1,233								
126	Utility - Water & Sewer	16,000	2,667	3,269	(602)	20.43%	1,333	858	475								
127	Electricity-Pool	10,000	1,667	1,101	566	11.01%	833	550	283								
128	Insurance - Property	34,000	34,000	37,095	(3,095)	109.10%	-	-	-								
129	Insurance - General Liability	3,000	3,000	1,087	1,913	36.23%	-	-	-								
130	R&M-Pools	10,000	1,667	277	1,390	2.77%	833	277	556								
131	R&M-Tennis Courts	22,000	3,667	7,182	(3,515)	32.65%	1,833	6,138	(4,305)								
132	R&M-Fitness Equipment	3,000	500	729	(229)	24.30%	250	729	(479)								
133	R&M-Activity Center	30,000	5,000	7,688	(2,688)	25.63%	2,500	5,486	(2,986)								
134	R&M-Security Cameras	2,000	333	-	333	0.00%	167	-	167								
135	R&M-Recreation Center	7,000	1,167	656	511	9.37%	583	93	490								
136	Activity Ctr Cleaning-Outside Areas	35,000	5,833	2,858	2,975	8.17%	2,917	2,835	82								
137	Activity Ctr Cleaning- Inside Areas	32,000	5,333	3,275	2,058	10.23%	2,667	2,150	517								
138	Pool Daily Maintenance	18,000	3,000	-	3,000	0.00%	1,500	-	1,500								
139	R&M-Croquet Turf Maintenance	22,000	3,667	3,000	667	13.64%	1,833	1,500	333								
140	Tennis Courts-Daily Maintenance	29,494	4,916	2,820	2,096	9.56%	2,458	2,820	(362)								
141	Misc-Special Projects	30,000	5,000	1,234	3,766	4.11%	2,500	1,234	1,266								
142	Misc-Contingency	32,176	5,363	10,704	(5,341)	33.27%	2,681	10,704	(8,023)								
143	Capital Outlay	-	-	22,700	(22,700)	0.00%	-	-	-								
145	Total Activity Center Campus	399,670	97,447	113,544	(16,097)	28.41%	30,221	39,307	(9,086)								
146																	
163	Reserves																
164	Reserve - Dog Park	2,000	2,000	-	2,000	0.00%	-	-	-								
165	Reserves-Rec Facilities	-	-	104,128	(104,128)	0.00%	-	-	-								
166	Reserve - Roadways	230,000	230,000	-	230,000	0.00%	-	-	-								
167	Reserve - RV Park	18,500	18,500	349	18,151	1.89%	-	173	(173)								
169	Total Reserves	250,500	250,500	104,477	146,023	41.71%	-	173	(173)								
170																	
171																	
172	TOTAL EXPENDITURES & RESERVES	1,322,874	471,315	332,760	138,555	25.15%	89,932	90,922	(990)								
173																	
174	Excess (deficiency) of revenues																
175	Over (under) expenditures	-	(246,718)	(120,588)	126,130	0.00%	132,574	119,846	(12,728)								
176																	
187	Net change in fund balance	\$ -	\$ (246,718)	\$ (120,588)	\$ 126,130	0.00%	\$ 132,574	\$ 119,846	\$ (12,728)								
188																	
192	FUND BALANCE, BEGINNING (OCT 1, 2019)	1,352,089	1,352,089	1,352,089													
193																	
194	FUND BALANCE, ENDING	\$ 1,352,089	\$ 1,105,371	\$ 1,231,501													

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending November 30, 2019								
29									
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32									
33	ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 BUDGET	NOV-19 ACTUAL	VARIANCE (\$) FAV(UNFAV)
34									
36	REVENUES								
37									
38	Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
39	Other Miscellaneous Revenues	-	-	1	1	0.00%	-	1	1
40	Membership Dues	148,000	24,667	50,000	25,333	33.78%	12,333	50,000	37,667
41	Initiation Fees	800	133	600	467	75.00%	67	250	183
42	Wait List Fees	500	83	-	(83)	0.00%	42	-	(42)
43	Amenities Revenue	1,000	167	300	133	30.00%	83	200	117
49									
50	TOTAL REVENUES	150,300	25,050	50,901	25,851	33.87%	12,525	50,451	37,926
51									
61	EXPENDITURES								
62									
71	<u>Parks and Recreation - General</u>								
72	ProfServ-Mgmt Consulting Serv	12,076	2,013	2,000	13	16.56%	1,006	1,000	6
73	Contracts-On-Site Maintenance	1,000	167	-	167	0.00%	83	-	83
74	Contracts-Landscape	3,000	500	-	500	0.00%	250	-	250
75	Attendant	49,000	8,167	6,963	1,204	14.21%	4,083	4,396	(313)
76	Communication - Telephone	2,000	333	529	(196)	26.45%	167	312	(145)
77	Postage and Freight	50	8	-	8	0.00%	4	-	4
78	Utility - General	900	150	129	21	14.33%	75	59	16
79	Utility - Refuse Removal	475	79	67	12	14.11%	40	33	7
80	Utility - Water & Sewer	1,800	300	154	146	8.56%	150	79	71
81	Insurance - Property	9,130	9,130	9,961	(831)	109.10%	-	-	-
82	Insurance - General Liability	2,200	2,200	1,415	785	64.32%	-	-	-
83	R&M-Buildings	7,000	1,167	402	765	5.74%	583	7	576
84	R&M-Equipment	2,300	383	1,329	(946)	57.78%	192	1,287	(1,095)
85	Preventative Maint-Security Systems	1,750	292	-	292	0.00%	146	-	146
86	Misc-Special Projects	7,000	1,167	800	367	11.43%	583	800	(217)
87	Misc-Taxes	675	675	678	(3)	100.44%	675	678	(3)
88	Misc-Contingency	2,530	422	169	253	6.68%	211	169	42
89	Misc-Web Hosting	800	133	-	133	0.00%	67	-	67

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending November 30, 2019								
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32									
33	ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 BUDGET	NOV-19 ACTUAL	VARIANCE (\$) FAV(UNFAV)
34									
90	Office Supplies	550	92	-	92	0.00%	46	-	46
91	Op Supplies - General	1,000	167	1,558	(1,391)	155.80%	83	1,433	(1,350)
93	Total Parks and Recreation - General	105,236	27,545	26,154	1,391	24.85%	8,444	10,253	(1,809)
94									
109	<u>Debt Service</u>								
110	Principal Debt Retirement	20,634	-	-	-	0.00%	-	-	-
111	Interest Expense	6,430	-	-	-	0.00%	-	-	-
113	Total Debt Service	27,064	-	-	-	0.00%	-	-	-
114									
118	<u>Reserves</u>								
119	Capital Reserve	18,000	18,000	-	18,000	0.00%	-	-	-
121	Total Reserves	18,000	18,000	-	18,000	0.00%	-	-	-
122									
123									
124	TOTAL EXPENDITURES & RESERVES	150,300	45,545	26,154	19,391	17.40%	8,444	10,253	(1,809)
125									
126	Excess (deficiency) of revenues								
127	Over (under) expenditures	-	(20,495)	24,747	45,242	0.00%	4,081	40,198	36,117
128									
139	Net change in fund balance	\$ -	\$ (20,495)	\$ 24,747	\$ 45,242	0.00%	\$ 4,081	\$ 40,198	\$ 36,117
140									
144	FUND BALANCE, BEGINNING (OCT 1, 2019)	75,357	75,356	75,357					
145									
146	FUND BALANCE, ENDING	\$ 75,357	\$ 54,861	\$ 100,104					

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending November 30, 2019								
29									
31									
32		ANNUAL	YEAR TO DATE	YEAR TO DATE	VARIANCE (\$)	YTD ACTUAL	NOV-19	NOV-19	VARIANCE (\$)
33	ACCOUNT DESCRIPTION	ADOPTED	BUDGET	ACTUAL	FAV(UNFAV)	AS A % OF	BUDGET	ACTUAL	FAV(UNFAV)
34		BUDGET				ADOPTED BUD			
36	REVENUES								
38	Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
46	TOTAL REVENUES	-	-	-	-	0.00%	-	-	-
57	EXPENDITURES								
94	TOTAL EXPENDITURES	-	-	-	-	0.00%	-	-	-
96	Excess (deficiency) of revenues	-	-	-	-	0.00%	-	-	-
97	Over (under) expenditures	-	-	-	-	0.00%	-	-	-
109	Net change in fund balance	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
114	FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-	(233,212)					
116	FUND BALANCE, ENDING	\$ -	\$ -	\$ (233,212)					

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending November 30, 2019								
29									
31									
32		ANNUAL	YEAR TO DATE	YEAR TO DATE	VARIANCE (\$)	YTD ACTUAL			
33	ACCOUNT DESCRIPTION	ADOPTED	BUDGET	ACTUAL	FAV(UNFAV)	AS A % OF	NOV-19	NOV-19	VARIANCE (\$)
34		BUDGET				ADOPTED BUD	BUDGET	ACTUAL	FAV(UNFAV)
36	REVENUES								
38	Interest - Investments	\$ 2,000	\$ 333	\$ 1,167	\$ 834	58.35%	\$ 167	\$ 551	\$ 384
39	Special Assmnts- Tax Collector	698,412	118,618	117,139	(1,479)	16.77%	118,618	117,139	(1,479)
40	Special Assmnts- Discounts	(27,936)	(4,745)	(4,596)	149	16.45%	(4,745)	(4,596)	149
47	TOTAL REVENUES	672,476	114,206	113,710	(496)	16.91%	114,040	113,094	(946)
58	EXPENDITURES								
81	Debt Service								
82	Misc-Assessmnt Collection Cost	13,968	2,372	2,251	121	16.12%	2,372	2,251	121
83	Principal Debt Retirement	392,000	-	-	-	0.00%	-	-	-
84	Interest Expense	270,280	135,140	135,140	-	50.00%	135,140	135,140	-
86	Total Debt Service	676,248	137,512	137,391	121	20.32%	137,512	137,391	121
97	TOTAL EXPENDITURES	676,248	137,512	137,391	121	20.32%	137,512	137,391	121
99	Excess (deficiency) of revenues								
100	Over (under) expenditures	(3,772)	(23,306)	(23,681)	(375)	627.81%	(23,472)	(24,297)	(825)
103	OTHER FINANCING SOURCES (USES)								
108	Contribution to (Use of) Fund Balance	(3,772)	-	-	-	0.00%	-	-	-
110	TOTAL FINANCING SOURCES (USES)	(3,772)	-	-	-	0.00%	-	-	-
112	Net change in fund balance	\$ (3,772)	\$ (23,306)	\$ (23,681)	\$ (375)	627.81%	\$ (23,472)	\$ (24,297)	\$ (825)
117	FUND BALANCE, BEGINNING (OCT 1, 2019)	448,638	448,638	448,638					
119	FUND BALANCE, ENDING	\$ 444,866	\$ 425,332	\$ 424,957					

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenditures and Changes in Fund Balances								
27	For the Period Ending November 30, 2019								
29									
31									
32									
33	ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 BUDGET	NOV-19 ACTUAL	VARIANCE (\$) FAV(UNFAV)
34									
36	REVENUES								
37									
38	Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
45									
46	TOTAL REVENUES	-	-	-	-	0.00%	-	-	-
47									
57	EXPENDITURES								
58									
93									
94	TOTAL EXPENDITURES	-	-	-	-	0.00%	-	-	-
95									
96	Excess (deficiency) of revenues	-	-	-	-	0.00%	-	-	-
97	Over (under) expenditures	-	-	-	-	0.00%	-	-	-
98									
109	Net change in fund balance	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
110									
114	FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-	329,946					
115									
116	FUND BALANCE, ENDING	\$ -	\$ -	\$ 329,946					

	M	X	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenses and Changes in Net Assets								
27	For the Period Ending November 30, 2019								
29									
31		ANNUAL	YEAR TO DATE	YEAR TO DATE	VARIANCE (\$)	YTD ACTUAL			
32		ADOPTED	BUDGET	ACTUAL	FAV(UNFAV)	AS A % OF	NOV-19	NOV-19	VARIANCE (\$)
33	ACCOUNT DESCRIPTION	BUDGET	BUDGET	ACTUAL	FAV(UNFAV)	ADOPTED BUD	BUDGET	ACTUAL	FAV(UNFAV)
34									
36	OPERATING REVENUES								
38	Interest - Investments	\$ 5,000	\$ 833	\$ 1,976	\$ 1,143	39.52%	\$ 417	\$ 904	\$ 487
39	Water-Base Rate	353,052	58,842	60,636	1,794	17.17%	29,421	30,370	949
40	Water-Usage	176,000	29,333	30,766	1,433	17.48%	14,667	16,235	1,568
41	Irrigation-Base Rate	158,400	26,400	26,483	83	16.72%	13,200	13,240	40
42	Irrigation-Usage	114,000	19,000	26,978	7,978	23.66%	9,500	12,228	2,728
43	Sewer Revenue	1,213,430	202,238	217,652	15,414	17.94%	101,119	108,574	7,455
44	Meter Fees	1,000	167	-	(167)	0.00%	83	-	(83)
45	Standby Fees	-	-	1,935	1,935	0.00%	-	967	967
46	Water Quality Surcharge	75,600	12,600	11,281	(1,319)	14.92%	6,300	5,655	(645)
47	Other Miscellaneous Revenues	9,800	1,633	1,327	(306)	13.54%	817	30	(787)
48	Connection Fees - W/S	-	-	1,720	1,720	0.00%	-	1,720	1,720
49	Compliance Fees	48,720	8,120	-	(8,120)	0.00%	4,060	-	(4,060)
55									
56	TOTAL OPERATING REVENUES	2,155,002	359,166	380,754	21,588	17.67%	179,584	189,923	10,339
57									
67	OPERATING EXPENSES								
69	<u>Personnel and Administration</u>								
70	P/R-Board of Supervisors	10,500	1,750	2,121	(371)	20.20%	875	1,414	(539)
71	FICA Taxes	803	134	162	(28)	20.17%	67	108	(41)
72	ProfServ-Engineering	9,590	1,598	10,507	(8,909)	109.56%	799	10,507	(9,708)
73	ProfServ-Legal Services	29,400	4,900	414	4,486	1.41%	2,450	414	2,036
74	ProfServ-Mgmt Consulting Serv	136,686	22,781	22,781	-	16.67%	11,391	11,391	-
75	Auditing Services	4,900	-	-	-	0.00%	-	-	-
76	Postage and Freight	1,260	210	172	38	13.65%	105	154	(49)
77	Insurance - Property	14,880	14,880	16,235	(1,355)	109.11%	-	-	-
78	Insurance - General Liability	41,474	41,474	26,683	14,791	64.34%	-	-	-
79	Printing and Binding	1,400	233	135	98	9.64%	117	84	33
80	Legal Advertising	773	129	156	(27)	20.18%	64	-	64
81	Miscellaneous Services	3,906	651	568	83	14.54%	326	294	32
82	Misc-Records Storage	840	140	140	-	16.67%	70	70	-
83	Misc-Web Hosting	13,272	2,212	419	1,793	3.16%	1,106	-	1,106
84	Office Supplies	462	77	-	77	0.00%	39	-	39
86	Total Personnel and Administration	270,146	91,169	80,493	10,676	29.80%	17,409	24,436	(7,027)

	M	N	X	N	Z	AB	AD	AL	AN	AP	AT
25	Statement of Revenues, Expenses and Changes in Net Assets										
27	For the Period Ending November 30, 2019										
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87											
91	Water-Sewer Comb Services										
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14	RIVERWOOD CDD WATER, SEWER & IRRIGATION FUND FUND STATEMENT OF REVENUES, EXPENSES AND FUND NET ASSETS - (SEWER ONLY) FOR THE PERIOD ENDING NOVEMBER 30, 2019																	
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14	RIVERWOOD CDD WATER, SEWER & IRRIGATION FUND FUND STATEMENT OF REVENUES, EXPENSES AND FUND NET ASSETS - (WATER ONLY) FOR THE PERIOD ENDING NOVEMBER 30, 2019																	
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14	RIVERWOOD CDD WATER, SEWER & IRRIGATION FUND FUND STATEMENT OF REVENUES, EXPENSES AND FUND NET ASSETS - (IRRIGATION ONLY) FOR THE PERIOD ENDING NOVEMBER 30, 2019																	
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Sixth Order of Business



Riverwood CDD

October 2019 Monthly Client Report

November 6, 2019

Summary

Operations at the facilities throughout the month were in accordance with contract and regulatory requirements.

The blower project is behind schedule as the last two blowers are in transit but have not yet arrived. The new expected completion the end of January 2020. Since the SCADA project is directly tied to the Blower project that has the same completion expectation.

Items Requiring Approval

We would ask your consideration and approval of the following:

Request	Impact	Est. Cost

Operations

● Compliance

All Water requirements were met.

All Wastewater Plant requirements were met.

● Reuse Pump Station Status:

The pump station was down 3 times during the month for a total of 3 days, all due to the pond level. Average Pressure was 68 PSI. Lowest was 53 PSI.

● Performance metrics:

Wastewater Treatment Plant

- 4,934,000 gals. of Wastewater received
- 4,934,000 gals. recovered for Reuse

Reuse Water

- 27,424,000 gals. of reuse invoiced from CCU
- 26,601,744 metered into Riverwood*
- 14,473,000 Irrigation water billed**

Water Treatment

- 9,878,000 invoiced from CCU
- 9,906,000 gals. of Potable Water metered into Riverwood*
- 3,183,000 Potable Water billed**
- 4,213,850 gals. flushing
- Unaccounted for water is 14%

**Using CCU read dates vs. Inframark readings of CCU meters on those dates*

***Inframark meter reads do not correspond to CCU read dates*

Performance Metrics	Current Month	Prior Month
Wastewater treated	4.934	2.994
Sludge produced	.012	0.000
Sludge disposed	.012	0.000
Reclaimed water produced	4.934	3.024
Odor complaints	0	0
Reuse Water Consumption	23.584	27.536
Potable Water Consumption	9.499	8.266
Number of line breaks	0	0
Hydrants flushed	20	20
Valves exercised	0	0
Meters read	1942	1942
Meter re-reads	57	31
Bills produced, mailed	1526	1529
Revenue collected	\$187,298.73	\$187,766.88
Receivables (Ageing on 11/30/19)	\$247,394.87	\$241,027.98
Adjustments related to water distribution	-204.03	-1,991.86
Consumables	Current Month	Current Month
Chlorine usage	2177	1607

*Actual meters read; previous reports contain the total number of accounts.

Past Due Accounts

- There were 0 late accounts at the time of November billing.

Maintenance & Repair

- Emergency Call Outs:
 - There were no emergency call outs in the month of October.
- Corrective Maintenance:
 - Repaired IRR leak and sidewalk at 13064 Cedar Creek
 - Replaced IRR meter at 3350 Bay Ridge
 - Pulled both pumps and deragged them L/S 2
 - Replaced IRR meter 13776 Long Lake Lane
 - 3558 Penny Royal Sewer back up
 - Replaced reuse valve bracket
 - Repaired IRR leak at 4739 Club Drive
 - The 4 backflow cockpit valves were broken off at 13009 N Marsh Drive
 - L/S 11 had a new Pulsar put in.
- Preventive Maintenance:
 - Inspected all pump stations weekly
 - Flushed all dead ends
 - Monthly blower checks
 - Odor control weekly checks

- Work Orders:
 - Opened in November – 100
 - Closed in November – 95
- Water Meters:
 - Number changed – 0
 - Meters raised – 0
 - Meters to be raised -
 - Number to be changed – 3
 - Zero Usage Total – 221
- Irrigation meters:
 - Number changed – 2
 - Meters Raised – 0
 - Meters to be raised – 1
 - Number to be changed – 1
 - Zero Usage Total – 150

Health & Safety

- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning the events of the day

Personnel

- Jerry Hahn is the Lead Operator for the facility
- One full time trainee, one part-time Operator and one part-time trainee are also assigned to Riverwood

Community Involvement

- Visitors to the project/client
 - Jerry Hahn and Ben Griffin attended the sewer committee meetings and the Board meeting in November also Jerry Hahn attended the water committee meeting in November.

Tenth Order of Business

10B.



M.R.I. Inspection LLC
17891 Wetstone Rd.
N. Ft. Myers, FL. 33917
239-984-5241 Office
239-707-5034 Mike
239-236-1234 Fax



CGC 1507963

Name

Proposal

Date

Estimate #

Riverwood CDD
 4290 Riverwood Dr,
 Port Charlotte, FL 33953

Project

12/2/2019

1982

**Riverwood Storm Pipe
 Vactor Cleaning**

Description	Cost
<p>This proposal is for the total cost to clean the specified lines and structures with the Vac truck to remove all sediment and debris and establish flow.</p> <p>Lines/Structures to be cleaned: Structures #2-#6 and structures #7-#10.</p> <p>We will utilize a diver to set multiple plugs in structures in order to dewater pipes and pump out all sediment present with the Vac truck. This price includes all plug sets, Vac truck services, labor, material and equipment needed to complete this job.</p> <p>This price is accurate as long as your can provide a area for all sediment and material removed from the project site. If a disposal area cannot be provided then the material will have to be hauled off site. The haul off costs cannot be determined until the job is in progress and is based on the amount of loads to be dumped.</p> <p>Estimated job duration is expected to take 3 to 4 days.</p> <p style="text-align: right;">Total</p>	<p>7,500.00</p> <p style="text-align: right;">\$7,500.00</p>

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Additional charges may occur if any changes are made during scope of work and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's Compensation insurance. We will not be responsible for any unforeseen incidents, when we dewater any wet well system. Due to sink holes crevasses or breeches etc. in and around wet well. This proposal does not include replacing any landscaping(Grass,trees, shrubs.etc.) all Jobsites will be left clean,

Authorized Signature *Mike Radford*
 Mike Radford President

This proposal may be withdrawn if not accepted within 30 days.

Arreptaur of Proposal The Above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made within 30 days after invoiced. If not we will agree to pay a 10% late fee.

This proposal may be withdrawn if not accepted within thirty (30) days.

Signature_____

Date of acceptance_____

10C.



SERVICE AGREEMENT

PROPERTY NAME: Riverwood CDD

CONTRACT DATE: December 9, 2019

SUBMITTED TO: Brad McKnight

SUBMITTED BY: Andy Nott

SPECIFICATIONS: Fountain 1 and 2

Supply and install the following

Fountain 1

One- 1.5 hp 230v 2wire

Fountain 2

One -.5 hp 115v 2 wire Franklin submersible motor and pump assembly

All labor and parts necessary for proper installation Franklin submersible motor

General:

1. Contractor is a Fountain Certified Sales, Service, and Repair Company.
2. All electrical work performed as part of the above installation will be done in accordance with all state and local codes.
3. Contractor will continue to maintain all appropriate licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
4. Contractor will furnish personnel, equipment, boats, materials, and other items required to provide the foregoing at his expense.
5. Contractor will maintain general liability and workman's compensation insurance.
6. While SÖLitude Lake Management® makes every effort to thoroughly inspect the site before providing this contract proposal or beginning any work, it is possible, without fault or negligence, that unforeseen circumstances may arise, or that hidden conditions on the site might be found in the course of the performance of the contract work, which would result in additional time or material costs that exceed this contract pricing. Should this occur, the customer will be notified of these unforeseen circumstances or conditions and be responsible for the costs associated with remedying. By signing this agreement, the customer acknowledges that they have informed SÖLitude Lake Management® of all known and relevant current site conditions that would be reasonable to expect could affect our ability to successfully complete the contract work.
7. The customer agrees to pay penalties and interest in the amount of 2% per month for all past due invoices and related account balances in excess of 30 days past due from the due date as specified by the contract and as stated on the relevant invoice presented to the customer.

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8. The customer covenants and agrees to pay reasonable attorney's fees and all other related costs and expenses of SÖLitude Lake Management® for collection of past due invoices and account balances and for any other actions required to remedy a material breach of this contract.

Warranty:

1. Contractor warrants that all installation work will be done in a safe and professional manner.
2. Manufacturer warrants **motor one (1) year** from the date of installation against any defects in materials and workmanship.
3. Contractor warrants all labor for installation of the aeration system for a period of 90 days from the date of installation.
4. The manufacturer's warranty and the SÖLitude Lake Management® warranty will be voided if:
 - a. Any person not specifically authorized by the manufacturer and by SÖLitude Lake Management® performs any service, repair, or other work to the fountain aeration system.
 - b. The aeration system is used in any manner inconsistent with its intended use or in any manner that is not in accordance with the manufacturer's instructions

CONTRACT PRICE: \$1,523.45

****Price includes all applicable sales taxes and freight charges. Contract is valid until December 31 of the calendar year in which it was written.***

PAYMENT TERMS:

1. Balance will be payable upon completion of the contract work.

APPROVED:

_____	SÖLitude Lake Management®
_____	Riverwood CDD
(Authorized Signature)	
_____	_____
(Print Name and Title)	(Date)

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10D

Stockade ☐ 6" ☐ 4" ☐

Hor. Shadow Box ☐ 6" ☐ 4" ☐

Vert. Shadow Box ☐ 6" ☐ 4" ☐

Pres. treated ☐

Special ☐ _____

Split Rail 2 ☐ 3 ☐ _____