

**RIVERWOOD  
COMMUNITY DEVELOPMENT  
DISTRICT**

**JANUARY 18, 2022**

**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

January 11, 2022

Board of Supervisors  
Riverwood Community  
Development District

Dear Board Members:

The meeting of the Board of Supervisors will be held on Tuesday, January 18, 2022 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 January 18, 2022 Agenda
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
  - A. Approval of the Minutes of December 21, 2021 Meeting
  - B. Acceptance of the Financial Statements and Check Registers, December 2021
5. On-Site Manager's Report
6. Monthly Client Report
  - A. Project Updates
7. Safety and Access Control Supervisor Report
8. Manager's Report
  - A. Discussion of MuniBilling Late Fee Waiver Discussion
  - B. Follow Up Items
9. Attorney's Report
10. Old Business
  - A. Blower Install Discussion
  - B. FUS Estimate #2494 WWTP Bar Screen Repair
  - C. Bridge Watermain Crossing
11. New Business
  - A. Beach Club Discussion
  - B. FY2022 Auditor Selection Process Discussion
    - i. Appointment of Committee Members / Setting of Meeting Dates
    - ii. Establishment of RFP Evaluation Criteria
    - iii. Authorization to Proceed with RFP
  - C. Florida Utility Solutions Contract Discussion

12. Other Committee Reports

- A. Beach Club Committee: Mr. Spillane
- B. Campus Committee: Ms. Syrek
- C. Dog Park Committee: Mr. Knaub
- D. Environmental Committee: Mr. Myhrberg
- E. Finance Committee: Ms. Syrek
- F. Safety & Access Control Committee: Mr. Knaub
- G. Sewer Committee: Mr. Gipp
- H. Strategic Planning Committee: Mr. Myhrberg
- I. Water/Utility Committee: Mr. Spillane

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,

*Justin Faircloth*

Justin Faircloth, District Manager

# **Fourth Order of Business**

**4A**

**MINUTES OF MEETING  
RIVERWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Riverwood Community Development District held on Tuesday, December 21, 2021 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
Donald Myhrberg	Assistant Secretary
Gregg Gipp	Assistant Secretary

Also present

Justin Faircloth	District Manager
Scott Rudacille	District Attorney
John Mercer	On-Site Manager
Ron Lesinski	Safety & Access Control
Several Residents	

*The following is a summary of the minutes and actions taken at the December 21, 2021 meeting of the Riverwood CDD.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Faircloth called the meeting to order and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Approval of the December 21, 2021 Agenda**

- Vacation pay discussion was added as item 11D.

On MOTION by Ms. Syrek seconded by Mr. Spillane with all in favor the agenda was approved as amended. 4-0

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

- There not being any, the next item followed.

**FOURTH ORDER OF BUSINESS****Approval of the Consent Agenda**

- A. Approval of the Minutes of November 16, 2021 Meeting**
- B. Acceptance of Financial Statements and Check Registers, November 2021**

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the Consent Agenda was approved. 4-0

**FIFTH ORDER OF BUSINESS****On-Site Manager's Report****A. Campus Projects Update**

- Mr. Mercer informed the Board regarding the damages to the tennis court caused by a recent storm. He noted a light pole fell and he had been working on a proposal to replace the tennis court lights along with installation of fiberglass poles.

On MOTION by Mr. Myhrberg seconded by Mr. Knaub with all in favor the Board authorized Mr. Mercer to proceed with a plan to replace the tennis court lighting with new LED lights and fiberglass poles in the amount not to exceed \$28,000 was approved. 4-0

- Mr. Mercer updated the Board about the administration building being painted. He discussed the progress on the pool shower. He indicated the contract with Frontier has been terminated and a contract initiated with Comcast for new high-speed internet.
- He recommended the Board pay Randy Copeland for his unused vacation time since Mr. Copeland continued helping the District out during the periods when they were short staffed making it difficult for him to use his vacation.

On MOTION by Mr. Myhrberg seconded by Mr. Knaub with all in favor the Board authorized staff to pay Mr. Copeland for his unused vacation was approved. 4-0

**B. RV Expansion Update**

- Mr. Mercer requested to provide an RV refund for an owner who was selling their RV.

On MOTION by Mr. Knaub seconded by Ms. Syrek with all in favor the Board authorized staff to refund a resident selling their RV who recently paid their RV dues was approved. 4-0

**C. Grand Vista Road Dedication Analysis**

- Mr. Mercer discussed findings regarding the District taking over Grand Vista Court.
- The Board requested Mr. Rudacille to proceed with developing documents for the District to take over Grand Vista Court roadway, utilities, and associated drainage only.

**SIXTH ORDER OF BUSINESS****Monthly Client Report**

- In Mr. Griffin's absence, Mr. Spillane reviewed the report with the Board.

**SEVENTH ORDER OF BUSINESS****Safety and Access Control Supervisor Report**

- Mr. Lesinski discussed opening times of the buildings. The Board agreed to change the opening of the buildings to 7:00 a.m. during the week and 6:00 a.m. on the weekends.

**EIGHTH ORDER OF BUSINESS****Manager's Report**

- Mr. Faircloth commented on follow-up actions, noting Inframark provided signed estimates to Florida Utility Solutions, notified all bidders that the operations contract had been awarded to Florida Utility Solutions, sent the Johnson Engineering proposal for a stormwater needs analysis report to Mr. Spillane, completed updates to the Committee List, and responded to public records requests.
- Mr. Faircloth noted MuniBilling was working with Wells Fargo to resolve an issue with Mr. Byersmith's recent payment which was received by Wells Fargo, but applied to a different account.

**NINTH ORDER OF BUSINESS****Attorney's Report****A. Vizcaya Lakes Update**

- Mr. Rudacille updated the Board on the most recent communication with Vizcaya Lakes stating they requested an additional 30 days before the District initiated their change in billing.
- The Board requested Mr. Rudacille send Vizcaya Lakes a letter stating the District would agree to a 30 days postponement of the planned change with the anticipation they would bring all their accounts current.

**B. Vizcaya Lakes Billing Discussion**

- Mr. Faircloth discussed communication exchanged with Mr. Griffin and MuniBilling regarding clarification on Vizcaya Lakes billing issues agreeing to change the billing



address for Vizcaya Lakes, changing addresses for one account, and crediting certain standby fees as necessary to ensure no double billing occurred for accounts which were back billed for a year of non-payment for sewer service.

**TENTH ORDER OF BUSINESS****Old Business****A. Johnson Engineering Stormwater Management Needs Analysis Proposal**

- The Board tabled the Johnson Engineering Stormwater Management Needs Analysis proposal until the January meeting.
- Mr. Myhrberg is researching the requirements of House Bill 53 to see if staff can produce the required report in-house. Mr. Faircloth pointed out the benefits of the engineer producing the report as the engineer would be held accountable for the report, its content, and findings.

**B. Wastewater Needs Analysis Report Discussion**

- The Board tabled the Wastewater Needs Analysis report discussion until the January meeting.

**C. Mr. Bazinet Request for Additional Interest Refund Discussion**

- The Board agreed to reimburse Mr. Bazinet an additional \$35.84 for the previous utility billing issue and requested Mr. Faircloth have Inframark reimburse the District as it was a meter read error by Operations.

**D. Giannetti Contracting Corporation 60 Day Contract Extension Request**

On MOTION by Ms. Syrek seconded by Mr. Myhrberg with all in favor the request to grant Giannetti Contracting Corporation a 60-day contract extension was approved. 4-0
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**E. DMK Pump Stations and Chlorine Injector Recommendation Discussion**

- Mr. Spillane provided an update on the DMK pump stations and chlorine injector recommendations.

**ELEVENTH ORDER OF BUSINESS****New Business****A. MuniBilling Proposed Contract Discussion**

- Discussion was had regarding the MuniBilling proposed contract.

On MOTION by Mr. Myhrberg seconded by Ms. Syrek with all in favor the contract with MuniBilling taking effect February 1, 2022 was approved. 4-0
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**B. Approved Vendor List Discussion**

- The Board reviewed the list of the approved vendors.

On MOTION by Mr. Knaub seconded by Mr. Myhrberg with all in favor the approved vendor list was approved as presented. 4-0

**C. Consideration of Water Werks Inc, Quote #1716**

- The Board reviewed the Water Werks, Inc. quote #1716 and tabled the discussion.
- Mr. Rudacille was requested to look at the bid threshold requirements for projects such as this meter change out program and see if an RFP is required.

**TWELFTH ORDER OF BUSINESS****Other Committee Reports****A. Beach Club Committee: Mr. Spillane**

- Mr. Spillane discussed an incident which occurred and the Board decided to take no further action at the present time.

**B. Campus Committee: Ms. Syrek**

- Ms. Syrek noted there was no meeting.

**C. Dog Park Committee: Mr. Knaub**

- Mr. Knaub commented on signage and possible additions.

**D. Environmental Committee: Mr. Myhrberg**

- Mr. Myhrberg discussed a one-time plant replacement, noted work along the Golf Course had been postponed, and that Catherine Baker had resigned from the committee.

**E. Finance Committee: Ms. Syrek**

- Ms. Syrek confirmed the District would like to go out to bid for the audit for FY2022 and it would be necessary to include those items in the January agenda to discuss. Ms. Syrek also discussed outstanding balances.

On MOTION by Mr. Knaub seconded by Mr. Myhrberg with all in favor authorizing Mr. Rudacille to file suit to lien any possible properties was approved. 4-0

On MOTION by Ms. Syrek seconded by Mr. Myhrberg with all in favor authorizing Ms. Syrek to transfer unassigned funds to the reserves was approved. 4-0

- The transfers from the Enterprise Fund will be as follows: \$275,000 to the Water Services Reserve and \$29,698 to the Sewer Services Reserve.
- The transfers from the General Fund will be as follows: \$50,000 to the Ponds Reserve and \$82,577 to the Activity Center Campus Reserve.

**F. Safety & Access Control Committee: Mr. Knaub**

- Mr. Knaub commented on speed limits, equipment installs, renters/visitors, and defibrillators.

**G. Sewer Committee: Mr. Spillane**

- Mr. Spillane commented on the work completed at the plant and expressed his displeasure that there are less employees at the plant and Inframark continues to bill the same monthly rate.

**H. Strategic Planning Committee: Mr. Myhrberg**

- Mr. Myhrberg provided updates to the plan.

**I. Water/Utility Committee: Mr. Spillane**

- Mr. Spillane provided an update on the water line project.

**THIRTEENTH ORDER OF BUSINESS                      Organizational Matters****A. Consideration of Resignation of Mr. Martone**

On MOTION by Mr. Myhrberg seconded by Ms. Syrek with all in favor the resignation of Mr. Martone was accepted. 4-0
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**B. Consideration of Filling Vacancy of Seat 2**

On VOICE vote with Ms. Syrek, Mr. Myhrberg, Mr. Spillane voting AYE and Mr. Knaub voting NAY to appoint Mr. Gregg Gipp to fill the remaining term of Seat 2 was approved. 3-1
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**C. Oath of Office for Newly Appointed Supervisor**

- Mr. Faircloth being a notary of the State of Florida, administered the Oath of Office to Mr. Gregg Gipp.

**D. Designation of Officers Resolution 2022-02**

- The designation of officers will remain the same except for appointing Mr. Gipp and Ms. Syrek as Assistant Secretaries to the Board of Supervisors.

On MOTION by Mr. Myhrberg seconded by Ms. Syrek all in favor Resolution 2022-02 Designation of Officers with the Board of Supervisors remaining the same with the notation that with Mr. Gregg Gipp and Ms. Lucille Syrek being appointed as Assistant Secretaries to the Board of Supervisors was adopted. 5-0

**FOURTEENTH ORDER OF BUSINESS**                      **Supervisor Comments**

- Mr. Myhrberg stated that MuniBilling was working on a contract with the District and commented on the payments for various amenities.
- Ms. Syrek mentioned a resident violating the District's rules by allowing an outsider to participate in an event to sell items.

**FIFTEENTH ORDER OF BUSINESS**                      **Audience Comments**

- A resident commented about a light shining into the District from Vizcaya Lakes. Ms. Syrek will reach out to Vizcaya Lakes to see if the light can be adjusted.

**SIXTEENTH ORDER OF BUSINESS**                      **Adjournment**

- There being no further business to come before the Board,

On MOTION by Mr. Knaub seconded by Mr. Myhrberg with all in favor the meeting adjourned at 3:56 p.m. 5-0

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

**4B**

# **Riverwood Community Development District**

## **Financial Statements**

*(unaudited)*

December 31, 2021

*Prepared by*



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**Riverwood Community Development District**

**Financial Statements**

**Balance Sheet**  
December 31, 2021

Account Description	General Fund	General Fund - Reserves	Beach Club Fund (Operations)	Beach Club Fund (Reserve)	Beach Club Fund (Loan)	Debt Service Fund (Valley National)	Enterprise Fund	Enterprise Fund - Reserves	Pooled Cash Fund	Total
<b>Assets</b>										
<b>Current Assets</b>										
Cash - Checking Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,317,051	\$ 2,317,051
Equity in Pooled Cash	1,318,147	1,840,816	176,165	69,813	(23,645)	234,205	115,194	2,219,515	(5,950,210)	-
Accounts Receivable	-	-	428	-	-	-	221,810	-	-	222,238
Accounts Receivable > 120	-	-	-	-	-	-	57,603	-	-	57,603
Accounts Receivable - Doubtful Acc	-	-	-	-	-	-	23,763	-	-	23,763
Allow -Doubtful Accounts	-	-	-	-	-	-	(48,640)	-	-	(48,640)
Loan Due from Beach Fund	188,933	-	-	-	-	-	-	-	-	188,933
Due From Other Funds	-	-	-	-	23,645	-	-	-	-	23,645
Inventory:										
Mat'l's/Supplies	4,420	-	-	-	-	-	-	-	-	4,420
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,642,648	3,642,648
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	508,994	-	-	-	508,994
<b>Total Current Assets</b>	<b>1,511,500</b>	<b>1,840,816</b>	<b>176,593</b>	<b>69,813</b>	<b>-</b>	<b>874,501</b>	<b>369,730</b>	<b>2,219,515</b>	<b>9,489</b>	<b>7,071,957</b>
<b>Noncurrent Assets</b>										
Fixed Assets										
Land	-	-	-	-	-	-	343,998	-	-	343,998
Buildings	-	-	-	-	-	-	1,413,584	-	-	1,413,584
Accum Depr - Buildings	-	-	-	-	-	-	(794,536)	-	-	(794,536)
Infrastructure	-	-	-	-	-	-	10,349,795	-	-	10,349,795
Accum Depr - Infrastructure	-	-	-	-	-	-	(3,833,973)	-	-	(3,833,973)
Equipment and Furniture	-	-	-	-	-	-	10,477	-	-	10,477
Accum Depr - Equip/Furniture	-	-	-	-	-	-	(8,527)	-	-	(8,527)
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,480,818</b>	<b>-</b>	<b>-</b>	<b>7,480,818</b>
<b>Total Assets</b>	<b>\$ 1,511,500</b>	<b>\$ 1,840,816</b>	<b>\$ 176,593</b>	<b>\$ 69,813</b>	<b>\$ -</b>	<b>\$ 874,501</b>	<b>\$ 7,850,548</b>	<b>\$ 2,219,515</b>	<b>\$ 9,489</b>	<b>\$ 14,552,775</b>



**Riverwood Community Development District**

**Financial Statements**

**Balance Sheet**  
December 31, 2021

Account Description	General Fund	General Fund - Reserves	Beach Club Fund (Operations)	Beach Club Fund (Reserve)	Beach Club Fund (Loan)	Debt Service Fund (Valley National)	Enterprise Fund	Enterprise Fund - Reserves	Pooled Cash Fund	Total
<b>Liabilities</b>										
<b>Current Liabilities</b>										
Accounts Payable	\$ 7,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,634	\$ 14,403	\$ 9,489	\$ 46,441
Accrued Expenses	9,200	-	166	-	-	-	40,353	-	-	49,719
Retainage Payable	-	-	-	-	-	-	-	38,091	-	38,091
Sales Tax Payable	356	1,526	3,493	-	-	-	-	-	-	5,375
Deposits	-	-	-	-	-	-	193,658	-	-	193,658
Loan Due to General Fund	-	-	-	-	188,933	-	-	-	-	188,933
Due To Other Funds	15,010	-	-	-	-	8,635	-	-	-	23,645
<b>Total Current Liabilities</b>	<b>32,481</b>	<b>1,526</b>	<b>3,659</b>	<b>-</b>	<b>188,933</b>	<b>8,635</b>	<b>248,645</b>	<b>52,494</b>	<b>9,489</b>	<b>545,862</b>
<b>Total Liabilities</b>	<b>32,481</b>	<b>1,526</b>	<b>3,659</b>	<b>-</b>	<b>188,933</b>	<b>8,635</b>	<b>248,645</b>	<b>52,494</b>	<b>9,489</b>	<b>545,862</b>
<b>Fund Balances / Net Position</b>										
<b>Restricted for:</b>										
Debt Service	-	-	-	-	-	865,866	-	-	-	865,866
<b>Assigned to:</b>										
Operating Reserves	550,000	-	-	-	-	-	-	-	-	550,000
Reserves - Activity Center	-	418,872	-	-	-	-	-	-	-	418,872
Reserves - Settlement	-	250,252	-	-	-	-	-	-	-	250,252
Reserves - Ponds	-	257,730	-	-	-	-	-	-	-	257,730
Reserves - Roadways	-	811,479	-	-	-	-	-	-	-	811,479
Reserves - RV Park	-	100,957	-	-	-	-	-	-	-	100,957
Reserves - Beach Club	-	-	-	69,813	-	-	-	-	-	139,626
<b>Unassigned:</b>	<b>929,019</b>	<b>-</b>	<b>172,934</b>	<b>-</b>	<b>(188,933)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>913,020</b>
Net Investment in capital assets	-	-	-	-	-	-	7,480,817	-	-	7,480,817
Reserves - Emergency	-	-	-	-	-	-	-	240,667	-	240,667
Reserves - Sewer System	-	-	-	-	-	-	-	1,107,635	-	1,107,635
Reserves - Water System	-	-	-	-	-	-	-	688,815	-	688,815
Reserves - Irrigation System	-	-	-	-	-	-	-	129,904	-	129,904
Unrestricted/Unreserved	-	-	-	-	-	-	121,086	-	-	121,086
<b>Total Fund Balances / Net Position</b>	<b>1,479,019</b>	<b>1,839,290</b>	<b>172,934</b>	<b>69,813</b>	<b>(188,933)</b>	<b>865,866</b>	<b>7,601,903</b>	<b>2,167,021</b>	<b>-</b>	<b>13,937,100</b>
<b>Total Liabilities &amp; Fund Balances / Net Position</b>	<b>\$ 1,511,500</b>	<b>\$ 1,840,816</b>	<b>\$ 176,593</b>	<b>\$ 69,813</b>	<b>\$ -</b>	<b>\$ 874,501</b>	<b>\$ 7,850,548</b>	<b>\$ 2,219,515</b>	<b>\$ 9,489</b>	<b>\$ 14,552,775</b>

**Riverwood Community Development District****Financial Statements****General Fund****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Special Assmnts- Tax Collector	\$ 745,381	\$ 702,582	\$ 42,799	\$ 1,031,665	\$ 938,798	\$ 92,867	9.9%	\$ 1,351,848
Special Assmnts- Discounts	(29,242)	(28,103)	(1,139)	(40,474)	(37,552)	(2,922)	7.8%	(54,075)
Dog Park Revenue	660	167	493	1,560	500	1,060	212.0%	2,000
Non-Resident Members	4,425	-	4,425	10,800	-	10,800	0.0%	-
Other Miscellaneous Revenues	-	8	(8)	100	25	75	300.7%	100
Interest - Investments	227	183	44	570	550	20	3.7%	2,199
<b>Total Revenue / Other Sources</b>	<b>721,451</b>	<b>674,837</b>	<b>46,614</b>	<b>1,004,221</b>	<b>902,321</b>	<b>101,900</b>	<b>11.3%</b>	<b>1,302,072</b>

**Expenditures****Administration**

P/R-Board of Supervisors	145	225	80	506	674	168	24.9%	2,696
Payroll-Salaries	2,892	3,830	938	8,447	11,489	3,042	26.5%	45,957
ProfServ-Engineering	-	542	542	-	1,625	1,625	n/a	6,500
ProfServ-Mgmt Consulting	6,508	6,508	-	19,564	19,524	(40)	-0.2%	78,094
ProfServ-Legal Services	1,594	3,333	1,739	4,800	10,000	5,200	52.0%	40,000
ProfServ-Trustee Fees	-	3,717	3,717	-	3,717	3,717	n/a	3,717
Auditing Services	-	1,100	1,100	-	1,100	1,100	n/a	2,200
Communications-Other	-	250	250	151	750	599	79.9%	3,000
Insurance	-	-	-	20,276	20,712	436	2.1%	20,712
Misc-Non Ad Valorem Taxes	-	-	-	-	2,500	2,500	n/a	2,500
Misc-Assessment Collection Cost	14,323	13,513	(810)	19,824	18,055	(1,769)	-9.8%	26,000
Website Hosting/Email services	-	275	275	1,656	825	(831)	-100.7%	3,300
Janitorial /Office supplies	-	167	167	601	500	(101)	-20.2%	2,000
Office Expense	95	1,001	905	1,069	3,002	1,933	64.4%	12,007
Misc-Credit Card Fees	104	103	(2)	281	308	27	8.6%	1,232
<b>Total Administration</b>	<b>25,660</b>	<b>34,562</b>	<b>8,902</b>	<b>77,175</b>	<b>94,780</b>	<b>17,606</b>	<b>18.6%</b>	<b>249,915</b>

**Riverwood Community Development District**

**Financial Statements**

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Environmental Services								
Payroll-Gatehouse	13,638	15,736	2,098	36,694	47,209	10,514	22.3%	188,835
Contracts-Preserve Maintenance	-	6,383	6,383	-	19,150	19,150	n/a	76,600
Contracts-Lakes	1,850	1,833	(17)	5,550	5,500	(50)	-0.9%	22,000
ProfServ-Consultants	1,200	1,250	50	1,950	3,750	1,800	48.0%	15,000
Electricity - General	200	200	-	642	600	(42)	-6.9%	2,400
Utility - Water & Sewer	152	167	15	326	500	174	34.8%	2,000
R&M-Gate	559	2,083	1,524	428	6,250	5,822	93.2%	25,000
R&M-Sidewalks	-	833	833	-	2,500	2,500	n/a	10,000
R&M-Storm Drain Cleaning	-	1,250	1,250	-	3,750	3,750	n/a	15,000
R&M-Preserves	984	5,000	4,016	1,856	15,000	13,144	87.6%	60,000
R&M-Road Scaping	53	833	780	191	2,500	2,309	92.4%	10,000
R&M-Roads,Signage,Striping	6	917	911	78	2,750	2,672	97.1%	11,000
R&M-Gatehouse/Security	(9,478)	2,083	11,561	3,474	6,250	2,776	44.4%	25,000
Op Supplies - Gatehouse	-	1,250	1,250	705	3,750	3,045	81.2%	15,000
R&M-Lakes,Bank Erosion,Planting	2	417	415	4	1,250	1,246	99.7%	5,000
Misc-Contingency	-	917	917	23	2,750	2,727	99.2%	11,000
Total Environmental Services	9,167	41,153	31,986	51,922	123,459	71,537	57.9%	493,835
Activity Center Campus								
P/R-Board of Supervisors	108	167	59	377	500	123	24.6%	2,000
Payroll-Salaries	2,475	3,413	938	7,363	10,239	2,876	28.1%	40,957
Payroll-Maintenance	1,464	3,545	2,081	4,144	10,636	6,492	61.0%	42,543
Payroll-Tennis Court Maint.	1,801	1,950	149	5,099	5,850	751	12.8%	23,399
Electricity - General	3,500	4,222	722	10,502	12,666	2,164	17.1%	50,666
Utility - Water & Sewer	1,310	1,333	23	2,727	4,000	1,273	31.8%	16,000
Insurance - Property	-	-	-	31,427	32,103	676	2.1%	32,103
R&M-Pools	2,623	250	(2,373)	4,821	750	(4,071)	-542.8%	3,000
R&M-Tennis Courts	-	1,833	1,833	721	5,500	4,779	86.9%	22,000
R&M-Fitness Equipment	-	417	417	210	1,250	1,040	83.2%	5,000
Activity Ctr Cleaning- Inside Areas	2,150	3,333	1,183	7,006	10,000	2,994	29.9%	40,000
Pool Daily Maintenance	1,698	1,667	(32)	5,095	5,000	(95)	-1.9%	20,000
R&M-Croquet Turf Maintenance	1,500	1,500	-	4,500	4,500	-	0.0%	18,000
R&M-Activity Campus Buildings	844	1,667	823	6,128	5,000	(1,128)	-22.6%	20,000
Misc-Special Projects	-	5,471	5,471	-	16,413	16,413	n/a	65,654
Tools and Equipment	9	1,250	1,241	1,394	3,750	2,356	62.8%	15,000
Operating Supplies	-	167	167	3,274	500	(2,774)	-554.8%	2,000
Total Activity Center Campus	19,481	32,185	12,703	94,788	128,658	33,869	26.3%	418,322
Total Expenditures	54,308	107,900	53,592	223,885	346,897	123,012	35.5%	1,162,072

**Riverwood Community Development District****Financial Statements****General Fund****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserve - Roadways	10,833	10,833	-	32,500	32,500	0	0.0%	130,000
Reserve - Ponds	833	833	-	2,500	2,500	0	0.0%	10,000
<b>Total Transfers Out</b>	<b>11,667</b>	<b>11,667</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0.0%</b>	<b>140,000</b>
<b>Total Expenditures &amp; Transfers</b>	<b>65,975</b>	<b>119,567</b>	<b>53,592</b>	<b>258,885</b>	<b>381,897</b>	<b>123,012</b>	<b>32.2%</b>	<b>1,302,072</b>
Net Surplus (Deficit)	<u>\$ 655,476</u>	<u>\$ 555,271</u>	<u>\$ 100,205</u>	745,337	520,424	224,913		-
Fund balance as of Oct 01, 2021				733,681	733,681	-		733,681
Fund Balance as of Dec 31, 2021				<u>\$ 1,479,018</u>	<u>\$ 1,254,105</u>	<u>\$ 224,913</u>		<u>\$ 733,681</u>

**Riverwood Community Development District****Financial Statements****General Fund - Reserves****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
RV Parking Lot Revenue	21,800	1,542	20,258	50,400	4,625	45,775	989.7%	18,500
Transfer In - Roadways	10,833	10,833	-	32,500	32,500	(0)	0.0%	130,000
Transfer In - Ponds	833	833	-	2,500	2,500	(0)	0.0%	10,000
Interest - Investments	396	-	396	1,048	-	1,048	n/a	-
<b>Total Revenue / Other Sources</b>	<b>33,863</b>	<b>13,208</b>	<b>20,654</b>	<b>86,448</b>	<b>39,625</b>	<b>46,823</b>	<b>118.2%</b>	<b>158,500</b>
<b>Expenditures</b>								
<b>Activity Center Campus</b>								
Materials & Supplies	-	-	-	685	-	(685)	n/a	-
R&M-Fitness Equipment	-	-	-	225	-	(225)	n/a	-
R&M-Pools	950	-	(950)	5,413	-	(5,413)	n/a	-
R&M-Roads, Signage, Striping	-	-	-	535	-	(535)	n/a	-
R&M-Gatehouse/Security	9,602	-	(9,602)	9,602	-	(9,602)	n/a	-
R&M-Activity Center	384	-	(384)	384	-	(384)	n/a	-
<b>Total Activity Center Campus</b>	<b>10,935</b>	<b>-</b>	<b>(10,935)</b>	<b>16,842</b>	<b>-</b>	<b>(16,842)</b>	<b>n/a</b>	<b>-</b>
<b>Roadways</b>								
Reserve - Roadways	-	10,833	10,833	-	32,500	32,500	100.0%	130,000
R&M - Roads	-	-	-	4,974	-	(4,974)	n/a	-
<b>Total Roadways</b>	<b>-</b>	<b>10,833</b>	<b>10,833</b>	<b>4,974</b>	<b>32,500</b>	<b>27,526</b>	<b>84.7%</b>	<b>130,000</b>
<b>RV Park</b>								
Reserve - RV Park	-	1,542	1,542	-	4,625	4,625	100.0%	18,500
Materials & Supplies	-	-	-	1,528	-	(1,528)	n/a	-
Capital Projects	-	-	-	8,500	-	(8,500)	n/a	-
Postage and Freight	-	-	-	30	-	(30)	n/a	-
Fuel, Gasoline and Oil	7	-	(7)	26	-	(26)	n/a	-
Credit Card Fees	439	-	(439)	1,062	-	(1,062)	n/a	-
<b>Total RV Park</b>	<b>445</b>	<b>1,542</b>	<b>1,096</b>	<b>11,146</b>	<b>4,625</b>	<b>(6,522)</b>	<b>-141.0%</b>	<b>18,500</b>
<b>Ponds</b>								
Reserve - Ponds	-	833	833	-	2,500	2,500	100.0%	10,000
<b>Total Ponds</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>100.0%</b>	<b>10,000</b>
<b>Total Expenditures</b>	<b>11,381</b>	<b>13,208</b>	<b>1,828</b>	<b>32,963</b>	<b>39,625</b>	<b>6,662</b>	<b>16.8%</b>	<b>158,500</b>
Net Surplus (Deficit)	<b>\$ 22,482</b>	<b>\$ -</b>	<b>\$ 22,482</b>	53,485	-	53,485		-
Fund balance as of Oct 01, 2021				1,785,804	1,785,804	-		1,785,804
Fund Balance as of Dec 31, 2021				<b>\$ 1,839,290</b>	<b>\$ 1,785,804</b>	<b>\$ 53,485</b>		<b>\$ 1,785,804</b>

**Riverwood Community Development District**

*Financial Statements*

**General Fund - Reserves**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance	Actual	Budget	Variance	%	
			Fav (Unfav)			Fav (Unfav)	Variance	

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Ponds Reserve	\$255,102	\$2,500	\$128	\$0	\$257,730
Activity Center Campus Reserve	\$435,495	\$0	\$219	\$16,842	\$418,872
Roadways Reserve	\$783,445	\$32,500	\$508	\$4,974	\$811,479
Construction Settlement Reserve	\$250,097	\$0	\$155	\$0	\$250,252
RV Park Reserve	\$61,665	\$50,400	\$38	\$11,146	\$100,957
<b>Total</b>	<b>\$1,785,804</b>	<b>\$85,400</b>	<b>\$1,048</b>	<b>\$32,963</b>	<b>\$1,839,290</b>

**Riverwood Community Development District****Financial Statements****Beach Club Fund - Operations****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget	
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance		
Revenue / Other Sources									
Membership Dues	\$ 49,597	\$ 12,333	\$ 37,264	\$ 144,797	\$ 37,000	\$ 107,797	291.3%	\$ 148,000	
Initiation Fees	250	208	42	850	625	225	36.0%	2,500	
Amenities Revenue	-	133	(133)	-	400	(400)	-100.0%	1,600	
Other Miscellaneous Revenues	80	-	80	81	-	81	n/a	-	
Interest - Investments	16	-	16	42	-	42	n/a	-	
Total Revenue / Other Sources	49,944	12,675	37,269	145,770	38,025	107,745	283.4%	152,100	

**Expenditures****Beach Club Operations**

Payroll-Maintenance	416	417	0	1,083	1,250	167	13.4%	5,000
Payroll-Attendants	4,478	4,805	327	12,652	14,414	1,762	12.2%	57,657
ProfServ-Mgmt Consulting	417	417	-	1,256	1,250	(6)	-0.5%	5,000
Auditing Services	-	92	92	-	275	275	100.0%	1,100
Contracts-On-Site Maintenance	-	83	83	-	250	250	100.0%	1,000
Contracts-Landscape	-	250	250	-	750	750	100.0%	3,000
Communication - Telephone	198	208	10	594	625	31	5.0%	2,500
Utility - General	60	75	15	174	225	51	22.6%	900
Utility - Refuse Removal	71	75	4	212	225	13	6.0%	900
Utility - Water & Sewer	106	150	44	253	450	197	43.9%	1,800
Insurance	-	-	-	17,230	17,495	265	1.5%	17,495
R&M-Buildings	-	167	167	1,177	500	(677)	-135.5%	2,000
R&M-Equipment	-	250	250	187	750	563	75.1%	3,000
Preventative Maint-Security Systems	-	146	146	-	438	438	100.0%	1,750
Misc-Special Projects	-	250	250	-	750	750	100.0%	3,000
Misc-Web Hosting	-	46	46	-	138	138	100.0%	550
Misc-Taxes	-	-	-	756	750	(6)	-0.8%	750
Misc-Contingency	23	459	436	129	1,376	1,248	90.7%	5,505
Credit Card Fees	1,049	349	(700)	3,595	1,047	(2,548)	-243.3%	4,189
Office Supplies	-	17	17	-	50	50	100.0%	200
Op Supplies - General	59	83	24	118	250	132	52.7%	1,000
<b>Total Beach Club Operations</b>	<b>6,877</b>	<b>8,338</b>	<b>1,461</b>	<b>39,416</b>	<b>43,258</b>	<b>3,841</b>	<b>8.9%</b>	<b>118,296</b>

**Riverwood Community Development District****Financial Statements****Beach Club Fund - Operations****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Debt Service</b>								
Principal Debt Retirement	-	-	-	-	-	-	n/a	23,441
Interest Expense	-	-	-	-	-	-	n/a	1,417
<b>Total Debt Service</b>	-	-	-	-	-	-	n/a	<b>24,858</b>
<b>Total Expenditures</b>	<b>6,877</b>	<b>8,338</b>	<b>1,461</b>	<b>39,416</b>	<b>43,258</b>	<b>3,841</b>	<b>8.9%</b>	<b>143,154</b>
<b>Transfer Out</b>								
Reserve - Beach Club	746	746	-	2,237	2,237	-	0.0%	8,946
<b>Total Transfer Out</b>	<b>746</b>	<b>746</b>	<b>-</b>	<b>2,237</b>	<b>2,237</b>	<b>-</b>	<b>0.0%</b>	<b>8,946</b>
<b>Total Expenditures &amp; Transfer</b>	<b>7,623</b>	<b>9,083</b>	<b>1,461</b>	<b>41,653</b>	<b>45,494</b>	<b>3,841</b>	<b>8.4%</b>	<b>152,100</b>
Net Surplus (Deficit)	<u>\$ 42,321</u>	<u>\$ 3,592</u>	<u>\$ 38,729</u>	104,117	(7,469)	111,587		-
Fund balance as of Oct 01, 2021				68,817	68,817	-		68,817
Fund Balance as of Dec 31, 2021				<u>\$ 172,935</u>	<u>\$ 61,348</u>	<u>\$ 111,587</u>		<u>\$ 68,817</u>



**Riverwood Community Development District**

**Financial Statements**

**Beach Club Fund - Reserves**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Revenue / Other Sources</b>								
Transfer in - Beach Club	\$ 746	\$ 746	\$ -	\$ 2,237	\$ 2,237	\$ -	0.0%	\$ 8,946
<b>Total Revenue / Other Sources</b>	<b>746</b>	<b>746</b>	<b>-</b>	<b>2,237</b>	<b>2,237</b>	<b>-</b>	<b>0.0%</b>	<b>8,946</b>
<b>Expenditures</b>								
Reserve - Beach Club	-	746	746	-	2,237	2,237	100.0%	8,946
<b>Total Expenditures</b>	<b>-</b>	<b>746</b>	<b>746</b>	<b>-</b>	<b>2,237</b>	<b>2,237</b>	<b>0.0%</b>	<b>8,946</b>
Net Surplus (Deficit)	<u>\$ 746</u>	<u>\$ -</u>	<u>\$ 746</u>	2,237	-	2,237		-
Fund balance as of Oct 01, 2021				67,576	67,576	-		67,576
Fund Balance as of Dec 31, 2021				<u>\$ 69,813</u>	<u>\$ 67,576</u>	<u>\$ 2,237</u>		<u>\$ 67,576</u>

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$67,576	\$2,237	\$0	\$0	\$69,813
<b>Total</b>	<b>\$67,576</b>	<b>\$2,237</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,813</b>

**Riverwood Community Development District**

**Financial Statements**

**Beach Club Fund - Loan**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Total Revenue / Other Sources	-	-	-	-	-	-	n/a	-
Expenditures								
Total Expenditures	-	-	-	-	-	-	n/a	-
Net Surplus (Deficit)	\$ -	\$ -	\$ -	-	-	-		-
Fund balance as of Oct 01, 2021				(188,933)	(188,933)	-		(188,933)
Fund Balance as of Dec 31, 2021				\$ (188,933)	\$ (188,933)	\$ -		\$ (188,933)

**Riverwood Community Development District****Financial Statements****Series 2018 Debt Service Fund (Valley National Bank)****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Special Assmnts- Tax Collector	\$ 399,564	\$ 362,979	\$ 36,585	\$ 553,027	\$ 485,016	\$ 68,011	14.0%	\$ 698,412
Special Assmnts- Discounts	(15,675)	(14,519)	(1,156)	(21,696)	(19,400)	(2,296)	11.8%	(27,937)
Interest - Investments	4	42	(38)	9	125	(116)	-93.2%	500
Total Revenue / Other Sources	383,892	348,502	35,391	531,340	465,741	65,599	14.1%	670,975
Expenditures								
Debt Service								
Misc-Assessment Collection Cost	7,678	7,259	(419)	10,627	9,700	(927)	-9.6%	13,967
Principal Debt Retirement	-	-	-	-	-	-	n/a	424,000
Interest Expense	-	-	-	119,979	119,979	0	0.0%	239,958
Total Debt Service	7,678	7,259	(419)	130,606	129,679	(927)	-0.7%	677,925
Total Expenditures	7,678	7,259	(419)	130,606	129,679	(927)	-0.7%	677,925
Net Surplus (Deficit)	\$ 376,215	\$ 341,243	\$ 34,972	400,734	336,062	64,672		(6,950)
Fund balance as of Oct 01, 2021				465,132	465,132	-		465,132
Fund Balance as of Dec 31, 2021				\$ 865,866	\$ 801,194	\$ 64,672		\$ 458,182

**Riverwood Community Development District****Financial Statements****Enterprise Fund - Breakdown by Utility Services****Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Utility Services			Total YTD	Total YTD	Variance	%	Adopted
	Water	Sewer	Irrigation	Actuals	Budget	Fav (Unfav)	Variance	Budget
Revenue / Other Sources								
Base Charges for Services	\$ 90,446	\$ 328,468	\$ 59,409	\$ 478,323	\$ 472,804	\$ 5,519	1.2%	\$ 1,891,216
Usage Charges for Services	51,300	-	-	51,300	50,144	1,156	2.3%	200,576
Standby Fees	-	1,586	-	1,586	-	1,586	0.0%	-
Meter Fees	-	-	-	-	250	(250)	-100.0%	1,000
Water Quality Surcharge	19,175	-	-	19,175	19,035	140	0.7%	76,140
Backflow Fees	7,410	-	-	7,410	6,125	1,285	21.0%	24,500
Other Miscellaneous Revenues	731	3,332	-	4,064	2,450	1,614	65.9%	9,800
Interest - Investments	73	136	30	240	2,839	(2,599)	-91.6%	11,355
Total Revenue / Other Sources	169,135	333,522	59,439	562,097	553,647	8,450	1.5%	2,214,587
Expenses								
Administration	11,901	58,268	5,478	75,648	96,539	20,892	21.6%	211,084
Utility Services	112,698	133,870	20,147	266,715	404,626	137,911	34.1%	1,618,503
Transfers Out	6,250	77,500	12,500	96,250	96,250	0	0.0%	385,000
Total Expenses	130,849	269,638	38,125	438,612	597,415	158,802	26.6%	2,214,587
Net Profit (Loss)	\$ 38,286	\$ 63,884	\$ 21,314	123,484	(43,768)	167,252		-
Net Position as of Oct 01, 2021				7,478,419	7,478,419	-		7,478,419
Net Position as of Dec 31, 2021				\$ 7,601,903	\$ 7,434,651	\$ 167,252		\$ 7,478,419

**Riverwood Community Development District**

**Financial Statements**

**Enterprise Fund - Water Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Water-Base Rate	\$ 30,041	\$ 29,851	\$ 190	\$ 90,446	\$ 89,554	\$ 892	1.0%	\$ 358,216
Water-Usage	20,412	16,715	3,697	51,300	50,144	1,156	2.3%	200,576
Water Quality Surcharge	6,385	6,345	40	19,175	19,035	140	0.7%	76,140
Backflow Fees	-	2,042	(2,042)	7,410	6,125	1,285	21.0%	24,500
Other Miscellaneous Revenues	416	150	266	731	450	281	62.5%	1,800
Interest - Investments	27	130	(102)	73	389	(316)	-81.2%	1,555
Total Revenue / Other Sources	57,281	55,232	2,049	169,135	165,697	3,438	2.1%	662,787
Administration								
P/R-Board of Supervisors	148	229	81	518	686	169	24.6%	2,745
Payroll-Project Manager	1,083	1,083	-	2,817	3,250	433	13.3%	13,000
ProfServ-Engineering	-	417	417	-	1,250	1,250	100.0%	5,000
ProfServ-Legal Services	-	567	567	-	1,700	1,700	100.0%	6,800
ProfServ-Mgmt Consulting	443	443	-	1,332	1,329	(3)	-0.2%	5,315
Auditing Services	-	935	935	-	935	935	100.0%	1,870
Postage and Freight	-	26	26	-	77	77	100.0%	306
Insurance - General Liability	-	-	-	7,235	7,391	156	2.1%	7,391
Printing and Binding	-	28	28	-	85	85	100.0%	340
Legal Advertising	-	40	40	-	121	121	100.0%	485
Miscellaneous Services	-	79	79	-	237	237	100.0%	949
Office Supplies	-	9	9	-	26	26	100.0%	102
Total Administration	1,674	3,855	2,181	11,901	17,086	5,185	30.3%	44,303
Utility Services								
Contracts-Other Services	4,827	4,827	0	14,592	14,481	(111)	-0.8%	57,924
Utility - Base Rate	11,544	13,382	1,838	34,632	40,147	5,515	13.7%	160,589
Utility - Water-Usage	23,550	23,094	(457)	63,348	69,281	5,933	8.6%	277,123
Utility-CCU Admin Fee	9	5	(4)	26	14	(12)	-90.7%	54
R&M-General	-	4,583	4,583	-	13,750	13,750	100.0%	55,000
Misc-Licenses & Permits	-	25	25	-	75	75	100.0%	300
Back Flow Preventors	-	2,522	2,522	-	7,565	7,565	100.0%	30,259
Misc-Contingency	-	1,020	1,020	100	3,059	2,959	96.7%	12,235
Total Utility Services	39,930	49,457	9,527	112,698	148,371	35,673	24.0%	593,484
Total Expenses	41,604	53,312	11,708	124,599	165,458	40,859	24.7%	637,787

**Riverwood Community Development District**

**Financial Statements**

**Enterprise Fund - Water Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserve - Water System	2,083	2,083	-	6,250	6,250	0	0.0%	25,000
<b>Total Transfers Out</b>	<b>2,083</b>	<b>2,083</b>	<b>-</b>	<b>6,250</b>	<b>6,250</b>	<b>0</b>	<b>0.0%</b>	<b>25,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>43,687</b>	<b>55,395</b>	<b>11,708</b>	<b>130,849</b>	<b>171,708</b>	<b>40,859</b>	<b>23.8%</b>	<b>662,787</b>
Net Profit (Loss)	<u>\$ 13,594</u>	<u>\$ (163)</u>	<u>\$ 13,757</u>	<u>\$ 38,286</u>	<u>\$ (6,011)</u>	<u>\$ 44,297</u>		<u>\$ -</u>

**Riverwood Community Development District****Financial Statements****Enterprise Fund - Sewer Services****Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Sewer Revenue	\$ 108,849	\$ 107,917	\$ 933	\$ 328,468	\$ 323,750	\$ 4,718	1.5%	\$ 1,295,000
Standby Fees	(111)	-	(111)	1,586	-	1,586	n/a	-
Other Miscellaneous Revenues	1,894	667	1,228	3,332	2,000	1,332	66.6%	8,000
Interest - Investments	51	817	(766)	136	2,450	(2,314)	-94.4%	9,800
Total Revenue / Other Sources	110,684	109,400	1,284	333,522	328,200	5,322	1.6%	1,312,800
Expenses								
Administration								
P/R-Board of Supervisors	374	579	205	1,309	1,736	427	24.6%	6,943
Payroll-Project Manager	1,583	1,583	-	4,117	4,750	633	13.3%	19,000
ProfServ-Engineering	-	1,667	1,667	-	5,000	5,000	100.0%	20,000
ProfServ-Legal Services	2,234	1,467	(767)	2,898	4,400	1,502	34.1%	17,600
ProfServ-Mgmt Consulting	1,931	1,931	-	5,806	5,794	(12)	-0.2%	23,175
Auditing Services	-	2,365	2,365	-	2,365	2,365	100.0%	4,730
Postage and Freight	-	65	65	61	194	133	68.7%	775
Insurance	-	-	-	44,078	45,026	948	2.1%	45,026
Printing and Binding	-	72	72	-	215	215	100.0%	860
Legal Advertising	-	0	0	-	1	1	100.0%	3
Miscellaneous Services	-	200	200	-	600	600	100.0%	2,399
Office Supplies	-	25	25	-	75	75	100.0%	300
Total Administration	6,122	9,953	3,831	58,268	70,155	11,887	16.9%	140,811
Utility Services								
Electricity - General	4,000	4,750	750	12,124	14,250	2,126	14.9%	57,000
Utility - Water & Sewer	322	292	(31)	945	875	(70)	-8.0%	3,500
Communication - Telephone	254	542	287	1,298	1,625	327	20.1%	6,500
Contracts-Other Services	30,076	30,076	(0)	89,707	90,227	520	0.6%	360,908
R&M-Sludge Hauling	4,103	6,385	2,282	10,501	19,155	8,654	45.2%	76,620
Maintenance - Security Systems	-	146	146	-	438	438	100.0%	1,750
R&M-General	7,594	16,667	9,072	7,652	50,000	42,348	84.7%	200,000
Misc-Licenses & Permits	-	12	12	45	35	(10)	-28.7%	140
Misc-Bad Debt	-	292	292	-	875	875	100.0%	3,500
Misc-Contingency	184	10,339	10,155	767	31,018	30,251	97.5%	124,071
Op Supplies - Chemicals	955	2,333	1,379	10,831	7,000	(3,830)	-54.7%	28,000
Total Utility Services	47,488	71,832	24,344	133,870	215,497	81,627	37.9%	861,989
Total Expenses	53,610	81,785	28,175	192,139	285,652	93,513	32.7%	1,002,800

**Riverwood Community Development District**

*Financial Statements*

**Enterprise Fund - Sewer Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserve - Sewer System	25,833	25,833	-	77,500	77,500	0	0.0%	310,000
<b>Total Transfers Out</b>	<b>25,833</b>	<b>25,833</b>	<b>-</b>	<b>77,500</b>	<b>77,500</b>	<b>0</b>	<b>0.0%</b>	<b>310,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>79,444</b>	<b>107,619</b>	<b>28,175</b>	<b>269,638</b>	<b>363,152</b>	<b>93,513</b>	<b>25.8%</b>	<b>1,312,800</b>
Net Profit (Loss)	<u>\$ 31,240</u>	<u>\$ 1,781</u>	<u>\$ 29,459</u>	<u>\$ 63,884</u>	<u>\$ (34,952)</u>	<u>\$ 98,836</u>		<u>\$ -</u>



**Riverwood Community Development District**

**Financial Statements**

**Enterprise Fund - Irrigation Services**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget	
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance		
Revenue / Other Sources									
Irrigation-Base Rate	\$ 19,805	\$ 19,833	\$ (28)	\$ 59,409	\$ 59,500	\$ (91)	-0.2%	\$ 238,000	
Meter Fees	-	83	(83)	-	250	(250)	-100.0%	1,000	
Interest - Investments	11	-	11	30	-	30	n/a	-	
Total Revenue / Other Sources	19,817	19,917	(100)	59,439	59,750	(311)	-0.5%	239,000	
Expenses									
Administration									
P/R-Board of Supervisors	87	135	48	305	404	99	24.6%	1,616	
Payroll-Project Manager	500	500	-	1,300	1,500	200	13.3%	6,000	
ProfServ-Engineering	-	443	443	-	1,330	1,330	100.0%	5,320	
ProfServ-Legal Services	-	417	417	-	1,250	1,250	100.0%	5,000	
ProfServ-Mgmt Consulting	190	190	-	571	570	(1)	-0.2%	2,278	
Auditing Services	-	550	550	-	550	550	100.0%	1,100	
Postage and Freight	-	15	15	-	45	45	100.0%	180	
Insurance	-	-	-	3,303	3,374	71	2.1%	3,374	
Printing and Binding	-	17	17	-	50	50	100.0%	200	
Legal Advertising	-	24	24	-	71	71	100.0%	285	
Miscellaneous Services	-	46	46	-	139	139	100.0%	557	
Office Supplies	-	5	5	-	15	15	100.0%	60	
Total Administration	777	2,341	1,564	5,478	9,298	3,820	41.1%	25,970	
Utility Services									
Electricity - General	1,800	2,500	700	5,392	7,500	2,108	28.1%	30,000	
Contracts-Other Services	2,228	2,228	-	7,092	6,684	(408)	-6.1%	26,734	
Utility - Water-Usage	2,607	3,667	1,060	6,792	11,000	4,208	38.3%	44,000	
R&M-General	870	4,167	3,297	870	12,500	11,630	93.0%	50,000	
Misc-Contingency	-	358	358	-	1,074	1,074	100.0%	4,296	
Op Supplies - Chemicals	-	667	667	-	2,000	2,000	100.0%	8,000	
Total Utility Services	7,505	13,586	6,081	20,147	40,757	20,611	50.6%	163,030	
Total Expenses	8,282	15,927	7,646	25,625	50,055	24,430	48.8%	189,000	

**Riverwood Community Development District****Financial Statements****Enterprise Fund - Irrigation Services****Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>Transfers Out</b>								
Reserves - Irrigation System	4,167	4,167	0	12,500	12,500	(0)	0.0%	50,000
<b>Total Transfers Out</b>	<b>4,167</b>	<b>4,167</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>(0)</b>	<b>0.0%</b>	<b>50,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>12,448</b>	<b>20,094</b>	<b>7,646</b>	<b>38,125</b>	<b>62,555</b>	<b>24,430</b>	<b>39.1%</b>	<b>239,000</b>
Net Profit (Loss)	<u>\$ 7,369</u>	<u>\$ (177)</u>	<u>\$ 7,546</u>	<u>\$ 21,314</u>	<u>\$ (2,805)</u>	<u>\$ 24,120</u>		<u>\$ -</u>

**Riverwood Community Development District**

**Financial Statements**

**Enterprise Fund - Reserves**

**Statement of Revenues, Expenses and Changes in Net Position**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Transfer In - Water Services	\$ 2,083	\$ 2,083	\$ -	\$ 6,250	\$ 6,250	\$ (0)	0.0%	\$ 25,000
Transfer In - Sewer Services	25,833	25,833	-	77,500	77,500	(0)	0.0%	310,000
Transfer In - Irrigation Services	4,167	4,167	(0)	12,500	12,500	0	0.0%	50,000
Interest - Investments	403	-	403	1,080	-	1,080	n/a	-
Total Revenue / Other Sources	32,486	32,083	403	97,330	96,250	1,080	1.1%	385,000
Expenses								
Water Services								
Capital Projects	3,868	-	(3,868)	55,458	-	(55,458)	n/a	-
Reserve - Water System	-	2,083	2,083	-	6,250	6,250	100.0%	25,000
Total Water Services	3,868	2,083	(1,785)	55,458	6,250	(49,208)	-787.3%	25,000
Sewer Services								
Capital Projects	20,972	-	(20,972)	20,972	-	(20,972)	n/a	-
Reserve - Sewer System	-	25,833	25,833	-	77,500	77,500	100.0%	310,000
Total Sewer Services	20,972	25,833	4,862	20,972	77,500	56,528	72.9%	310,000
Irrigation Services								
Reserves - Irrigation System	-	4,167	4,167	-	12,500	12,500	100.0%	50,000
Total Irrigation Services	-	4,167	4,167	-	12,500	12,500	100.0%	50,000
Total Expenses	24,840	32,083	7,243	76,430	96,250	19,820	20.6%	385,000
Net Profit (Loss)	\$ 7,646	\$ -	\$ 7,646	20,901	-	20,901		-
Net Position as of Oct 01, 2021				2,146,121	2,146,121	-		2,146,121
Net Position as of Dec 31, 2021				\$ 2,167,021	\$ 2,146,121	\$ 20,901		\$ 2,146,121

**Reserve Balances**

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$737,676	\$6,250	\$348	\$55,458	\$688,815
Sewer Services Reserve	\$1,050,451	\$77,500	\$656	\$20,972	\$1,107,635
Irrigation Services Reserve	\$117,327	\$12,500	\$76	\$0	\$129,904
Emergency Reserve	\$240,667	\$0	\$0	\$0	\$240,667
<b>Total</b>	<b>\$2,146,121</b>	<b>\$96,250</b>	<b>\$1,080</b>	<b>\$76,430</b>	<b>\$2,167,021</b>

**Riverwood Community Development District**

**Financial Statements**

**Shared Services**

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2021

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
<b>ALLOCATIONS</b>								
<b>Total Payroll - Board</b>	\$ 861	\$ 1,333	\$ 472	\$ 3,014	\$ 4,000	\$ 986	24.6%	\$ 16,000
Allocated to GF (Activity Ctr)	(108)	(167)	(59)	(377)	(500)	(123)	24.6%	(2,000)
Allocated to Water	(148)	(229)	(81)	(518)	(686)	(169)	24.6%	(2,745)
Allocated to Sewer	(374)	(579)	(205)	(1,309)	(1,736)	(427)	24.6%	(6,943)
Allocated to Irrigation	(87)	(135)	(48)	(305)	(404)	(99)	24.6%	(1,616)
<b>Balance in General Fund (Admin)</b>	<b>145</b>	<b>225</b>	<b>80</b>	<b>506</b>	<b>674</b>	<b>168</b>	<b>24.9%</b>	<b>2,696</b>
<b>Total Payroll - Salaries</b>	\$ 30,330	\$ 36,862	\$ 6,532	\$ 83,717	\$ 110,587	\$ 26,870	24.3%	\$ 442,348
Allocated to GF (Activity Ctr Salaries)	(2,475)	(3,413)	(938)	(7,363)	(10,239)	(2,876)	28.1%	(40,957)
Allocated to GF (Activity Ctr Maint.)	(1,464)	(3,545)	(2,081)	(4,144)	(10,636)	(6,492)	61.0%	(42,543)
Allocated to GF (Activity Ctr Tennis)	(1,801)	(1,950)	(149)	(5,099)	(5,850)	(751)	12.8%	(23,399)
Allocated to GF (Env. Srv. Gatehouse)	(13,638)	(15,736)	(2,098)	(36,694)	(47,209)	(10,514)	22.3%	(188,835)
Allocated J. Mercer to Water	(1,083)	(1,083)	-	(2,817)	(3,250)	(433)	13.3%	(13,000)
Allocated J. Mercer to Sewer	(1,583)	(1,583)	-	(4,117)	(4,750)	(633)	13.3%	(19,000)
Allocated J. Mercer to Irrigation	(500)	(500)	-	(1,300)	(1,500)	(200)	13.3%	(6,000)
Allocated to Beach Club- Maint.	(416)	(417)	(0)	(1,083)	(1,250)	(167)	13.4%	(5,000)
Allocated to Beach Club- Attendants	(4,478)	(4,805)	(327)	(12,652)	(14,414)	(1,762)	12.2%	(57,657)
<b>Balance in General Fund (Admin)</b>	<b>2,892</b>	<b>3,830</b>	<b>938</b>	<b>8,447</b>	<b>11,489</b>	<b>3,042</b>	<b>26.5%</b>	<b>45,957</b>
<b>Total Inframark Contract</b>	9,489	9,489	-	28,528	28,466	(63)	-0.2%	113,862
Allocated to Beach Club	(417)	(417)	-	(1,256)	(1,250)	6	-0.5%	(5,000)
Allocated to Water	(443)	(443)	-	(1,332)	(1,329)	3	-0.2%	(5,315)
Allocated to Sewer	(1,931)	(1,931)	-	(5,806)	(5,794)	12	-0.2%	(23,175)
Allocated to Irrigation	(190)	(190)	-	(571)	(570)	1	-0.2%	(2,278)
<b>Balance in General Fund (Admin)</b>	<b>6,508</b>	<b>6,508</b>	<b>-</b>	<b>19,564</b>	<b>19,524</b>	<b>(40)</b>	<b>-0.2%</b>	<b>78,094</b>
<b>Total Insurance Expense</b>	-	-	-	123,550	126,101	2,551	2.0%	126,101
Allocated to GF (Activity Ctr)	-	-	-	(31,427)	(32,103)	(676)	2.1%	(32,103)
Allocated to Beach Club	-	-	-	(17,230)	(17,495)	(265)	1.5%	(17,495)
Allocated to Water	-	-	-	(7,235)	(7,391)	(156)	2.1%	(7,391)
Allocated to Sewer	-	-	-	(44,078)	(45,026)	(948)	2.1%	(45,026)
Allocated to Irrigation	-	-	-	(3,303)	(3,374)	(71)	2.1%	(3,374)
<b>Balance in General Fund (Admin)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,276</b>	<b>20,712</b>	<b>436</b>	<b>2.1%</b>	<b>20,712</b>

# **Tenth Order of Business**

**10B**



**Florida Utility Solutions Inc.**  
 15275 Collier Blvd. Suite 201-268  
 Naples, FL 34119  
 (239) 513-0445  
 billing@floridautilitysolutions.com

## Estimate

### ADDRESS

Riverwood CDD  
 210 N University Drive  
 Suite 702  
 Coral springs, FL 33071

**ESTIMATE # 2494**

**DATE 12/15/2021**

### LOCATION

WWTP Bar Screen

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/15/2021	<b>Labor</b> Labor for service crew to remove failed influent screw screen, panel, and piping, Modify head works area to accept new static screen, install screen, secure, re-pipe to fit to new screen, install Shute, test and put into service.	1	17,085.00	17,085.00
	<b>Labor</b> 15 ton crane, operator, and rigging.	16	175.00	2,800.00
	<b>Job Materials</b> Ductile iron pipe, fittings, stainless hardware, stainless support bracing, and fabricated aluminum discharge Shute.	1	11,850.00	11,850.00T
	<b>Parts</b> New Hycor 1MGD static screen.	1	37,460.00	37,460.00

Upon acceptance please sign and return.  
 Payment must be made in full within 30 days of invoice.

<b>SUBTOTAL</b>	69,195.00
<b>TAX</b>	829.50
<b>TOTAL</b>	<b>\$70,024.50</b>

Accepted By

Accepted Date

## **Eleventh Order of Business**



**11A**

**From:** mspillane riverwoodcdd.org <mspillane@riverwoodcdd.org>  
**Sent:** Wednesday, January 5, 2022 4:06 PM  
**To:** CDD <cdd@NETORG6858606.onmicrosoft.com>; gregg Gipp <gtgipp@aol.com>  
**Cc:** smk3209@gmail.com; fhshorey@yahoo.com; susanmackinnon@comcast.net;  
kmuston2012@gmail.com; Peter Stocks <stocks5456@gmail.com>; jav1974@gmail.com  
**Subject:** Beach Club Membership

At their meeting Tuesday the Committee discussed the status of the wait list for Beach Club Membership. We now have 148 waiting and growing as we speak. This year we only captured 3 memberships from non-renewal. At this rate the last person on the latest wait list will be eligible to join in 2072.

The committee recommends two proposals to help reduce the wait time for those residents wanting to join. The first is to eliminate the transferal of membership with the sale of the home. We had 16 transfers in 2021 and the majority of the committee felt that it is unfair to residents that are on the wait list for years. The recommendation was not unanimous but it is a recommendation for you to consider.

The second proposal is to increase the membership to 377 members. This in conjunction with the 3 memberships made available would allow for all residents that signed-up in 2019 to be members. The Committee realized that this was a controversial topic in the past but felt that a 4year wait now is a hardship. the Committee hopes that together with Denise and Ron we can evaluate the true usage of the Club. We would like to determine how many of the members are actual "Beachers" and what the turnover is in the parking lot. They will continue to work on the usage and report to you further.

This will be on the January agenda under new business.

**11Bii**

## AUDITOR SELECTION EVALUATION CRITERIA

**1. Ability of Personnel. (20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. Proposer's Experience. (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

**3. Understanding of Scope of Work. (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.* (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g., the existence of any natural disaster plan for business operations).

**5 Price. (20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**11Biii**

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2022  
Charlotte County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than \_\_\_\_\_ a.m. on \_\_\_\_\_ at the offices of the District Manager, located at 210 North University Drive, Suite 702, Coral Springs, FL 33071. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit seven (7) copies of the Proposal documents as well as one (1) electronic copy on a flash drive and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services –Riverwood Community Development District” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal
- E. Must perform the audit fieldwork at the office where the District records are maintained.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.



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# Florida Utility Solutions Contract *under separate cover*