

RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors

Michael Spillane, Chairman
Donald Myhrberg, Vice-Chairman
Dolly Syrek, Treasurer/Assistant Secretary
Greg Gipp, Assistant Secretary
Dr. Cameron McKee, Supervisor

District Staff

Justin Faircloth, District Manager
Scott Rudacille, District Attorney

Regular Meeting Agenda Tuesday, January 17, 2023 at 2:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Approval of the January 17, 2023 Agenda**
- 3. Audience Comments on Agenda Items**
- 4. Approval of Consent Agenda**
 - A. Approval of the Minutes of December 20, 2022 Meeting
 - B. Acceptance of the Financial Report and Check Registers as of December 2022
- 5. On-Site Manager's Report**
- 6. Monthly Client Report**
- 7. Safety and Access Control Supervisor Report**
- 8. District Manager's Report**
- 9. Attorney's Report**
- 10. Engineer's Report**
 - A. FL GIS Solutions, LLC Revised Proposal
- 11. Old Business**
- 12. New Business**
 - A. Discussion of RCA Board Members on CDD Committees
- 13. Other Committee Reports**
 - A. Beach Club Committee: Mr. Spillane
 - B. Campus Committee: Ms. Syrek
 - C. Dog Park Committee: Dr. McKee
 - i. Appointment of Alice Brown
 - D. Environmental Committee: Mr. Myhrberg
 - i. Draft 2022 Year End Report
 - E. Finance Committee: Ms. Syrek
 - F. RV Park Committee Report: Mr. Myhrberg
 - G. Safety & Access Control Committee: Dr. McKee

District Office:

Inframark, Community Management Services
210 North University Drive, Suite 702
Coral Springs, Florida 33071
(954) 603-0033

Meeting Location:

Riverwood Activity Center
4250 Riverwood Drive
Port Charlotte, Florida 33953
(941) 979-8720

- H. Sewer Committee: Mr. Gipp
- I. Strategic Planning Committee: Mr. Myhrberg
- J. Water/Utility Committee: Mr. Spillane

14. Supervisor Comments

15. Audience Comments

16. Adjournment

The next scheduled meeting is scheduled to be held Tuesday, February 21, 2023 at 2:00 p.m.

District Office:

Inframark, Community Management Services
210 North University Drive, Suite 702
Coral Springs, Florida 33071
(954) 603-0033

Meeting Location:

Riverwood Activity Center
4250 Riverwood Drive
Port Charlotte, Florida 33953
(941) 979-8720

Fourth Order of Business

4A

On MOTION by Mr. Myhrberg, seconded by Ms. Syrek with all in favor Resolution 2023-01 as presented with Mr. Spillane as Chairman, Mr. Myhrberg as Vice Chairman, Ms. Syrek as Assistant Treasurer, and Mr. Gipp, Dr. McKee as Assistant Secretaries, Stephen Bloom as Treasurer and Justin Faircloth as Secretary was approved.

C. CDD Email Discussion

- The Board agreed to have Mr. Faircloth obtain a one-year IT subscription service to migrate emails to the records account so a CDD email could be repurposed for Dr. McKee.

THIRD ORDER OF BUSINESS

**Approval of the December 20, 2022
Agenda**

On MOTION by Mr. Myhrberg seconded by Ms. Syrek with all in favor, the December 20, 2022 Agenda was approved.

FOURTH ORDER OF BUSINESS

Audience Comments on Agenda Items

- Residents commented on the maintenance agreement between the CDD and RCA.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of November 15, 2022 Meeting

B. Acceptance of the Financial Report and Check Registers as of November 2022

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

SIXTH ORDER OF BUSINESS

On-Site Manager's Report

- Mr. Mercer presented proposals from HM Drywall & Stucco Inc., Florida Lighting Maintenance, Moran Painting, Milliken & Company, Miller Flooring Solutions, and Kanopi.
- Mr. Faircloth noted to the Board that DLC had recommended specific language to be included in any future contracts related to FEMA items and noted this information would be sent out to the Board and attorney for review.

On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor the Board approved the proposals as presented.

On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor estimate 6638 from Archer Gate of South West Florida in the amount of \$41,250 for the long range readers installation was approved.

On MOTION by Mr. Gipp, seconded by Mr. Myhrberg with all in favor new tanks and roofing over the blower at the plant was approved.

SEVENTH ORDER OF BUSINESS**Monthly Client Report**

- Mr. Gilbert reviewed the report with the Board and answered questions.

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

- The Board requested Mr. Mercer send an email out to residents to call the gatehouse staff about vendors coming into the community.

NINTH ORDER OF BUSINESS**District Manager's Report****A. Notice of Successor Trustee****B. Tri-Party Succession Agreement**

On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor the Tri-Party Succession Agreement was approved as presented.

C. Follow Up Items**i. Inactive Customer Deposit Update**

- Inactive Customer Deposits were discussed, and Mr. Faircloth noted he had requested the finance team provide findings by the January meeting.

TENTH ORDER OF BUSINESS**Attorney's Report****A. Termination of Maintenance Agreement with Riverwood Community Association**

- The Board tabled the discussion on the termination of the Maintenance Agreement with the Riverwood Community Association.

B. FEMA Update

- The FEMA Update was provided earlier in the meeting during the On-site Manager's report and the proposed contract language was sent to the Board.

ELEVENTH ORDER OF BUSINESS**Old Business****A. MOU Discussion**

- Mr. Spillane requested Supervisors send recommended changes to the MOU to Mr. Faircloth for the January meeting.

B. Mower Discussion

- The Board requested Mr. Rudacille send out a demand letter to Evatech regarding the mower.

TWELFTH ORDER OF BUSINESS **New Business****A. FY2022 Audit Engagement Letter Ratification**

On MOTION by Ms. Syrek, seconded by Mr. McKee with all in favor the FY2022 Audit Engagement Letter was ratified.

B. Waiver of Liability & Release Agreement

- The Board tabled the discussion on the waiver of liability and release agreement for recreational amenities.
- The Board discussed erosion control measures in Stonebridge.

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

- Mr. Spillane provided an update.

B. Campus Committee: Ms. Syrek

- Ms. Syrek provided an update.

On MOTION by Mr. McKee, seconded by Mr. Spillane with all in favor of a one-year hold on the tennis fees of Ms. Sandy Lakeman whose home was destroyed in Hurricane Ian was approved.

C. Dog Park Committee: Mr. McKee

- Mr. McKee provided an update.

D. Environmental Committee: Mr. Myhrberg

- Mr. Myhrberg provided an update.

E. Finance Committee: Ms. Syrek

On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor increasing the 1.5% late fee to a \$10 late fee per house once the Board determines when to begin the rule change process was approved.

- Mr. Faircloth inquired about the status of the Harbourside service agreement. Ms. Syrek agreed to follow up on the agreement status and Mr. Gipp will provide the contact number for Harbourside staff.

F. RV Park Committee Report: Mr. Myhrberg

On MOTION by Mr. Myhrberg seconded by Ms. Syrek with all in favor changing the RV Park Committee meeting time from 10:00 a.m. to 1:30 p.m. was approved.

G. Safety & Access Control Committee: Mr. Knaub

- None.

H. Sewer Committee: Mr. Gipp

- None.

I. Strategic Planning Committee: Mr. Myhrberg

- Mr. Myhrberg provided an update on repaving plans in 2023.

On MOTION by Mr. Myhrberg seconded by Ms. Syrek with all in favor adding Mr. Denny Knaub to the Strategic Planning Committee was approved.

J. Water/Utility Committee: Mr. Spillane

- None.

FOURTEENTH ORDER OF BUSINESS**Supervisor Comments**

- None.

FIFTEENTH ORDER OF BUSINESS**Audience Comments**

- None.

SIXTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Syrek, seconded by Mr. Myhrberg, with all in favor, the meeting was adjourned at 4:26 p.m.

Michael Spillane
Chairman

4B

Riverwood Community Development District

Financial Statements *(unaudited)*

December 31, 2022

Prepared by



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Balance Sheet
December 31, 2022

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
Assets										
Current Assets										
Cash - Checking Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,478,335	\$ 2,478,335
Equity in Pooled Cash	945,113	2,149,374	190,241	76,852	-	481,627	412,941	1,900,739	(6,156,887)	-
Accounts Receivable	-	1,391	5,002	-	-	-	200,552	-	-	206,945
Accounts Receivable > 120	-	-	-	-	-	-	474	-	-	474
FEMA Receivable	341,698	-	9,200	-	-	-	29,885	-	-	380,783
Loan Due from Beach Fund	165,492	-	-	-	-	-	-	-	-	165,492
Inventory:										
Mat'l's/Supplies	4,420	-	-	-	-	-	-	-	-	4,420
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,678,552	3,678,552
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	703,026	-	-	-	703,026
Total Current Assets	1,456,723	2,150,765	204,443	76,852	-	1,315,955	643,852	1,900,739	-	7,749,329
Noncurrent Assets										
Fixed Assets										
Land	-	-	-	-	-	-	343,998	-	-	343,998
Buildings	-	-	-	-	-	-	1,413,584	-	-	1,413,584
Accum Depr - Buildings	-	-	-	-	-	-	(829,875)	-	-	(829,875)
Infrastructure	-	-	-	-	-	-	10,649,119	-	-	10,649,119
Accum Depr - Infrastructure	-	-	-	-	-	-	(4,210,623)	-	-	(4,210,623)
Equipment and Furniture	-	-	-	-	-	-	37,977	-	-	37,977
Accum Depr - Equip/Furniture	-	-	-	-	-	-	(12,203)	-	-	(12,203)
Total Noncurrent Assets	-	-	-	-	-	-	7,391,977	-	-	7,391,977
Total Assets	\$ 1,456,723	\$ 2,150,765	\$ 204,443	\$ 76,852	\$ -	\$ 1,315,955	\$ 8,035,829	\$ 1,900,739	\$ -	\$ 15,141,306

Balance Sheet
December 31, 2022

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
Liabilities										
Current Liabilities										
Accounts Payable	\$ 19,482	\$ -	\$ -	\$ -	\$ -	\$ 481,627	\$ 2,008	\$ -	\$ -	\$ 503,117
Accrued Expenses	14,103	-	569	-	-	-	84,807	-	-	99,479
Sales Tax Payable	493	1,232	3,930	-	-	-	-	-	-	5,655
Deposits	-	-	-	-	-	-	206,961	-	-	206,961
Loan Due to General Fund	-	-	-	-	165,492	-	-	-	-	165,492
Total Current Liabilities	34,078	1,232	4,499	-	165,492	481,627	293,776	-	-	980,704
Total Liabilities	34,078	1,232	4,499	-	165,492	481,627	293,776	-	-	980,704
Fund Balances / Net Position										
Restricted for:										
Debt Service	-	-	-	-	-	834,328	-	-	-	834,328
Assigned to:										
Operating Reserves	350,000	-	-	-	-	-	-	-	-	350,000
Reserves - Activity Center	-	553,622	-	-	-	-	-	-	-	553,622
Reserves - Settlement	-	253,555	-	-	-	-	-	-	-	253,555
Environmental Services	-	413,360	-	-	-	-	-	-	-	413,360
Reserves - Roadways	-	798,018	-	-	-	-	-	-	-	798,018
Reserves - RV Park	-	130,978	-	-	-	-	-	-	-	130,978
Reserves - Beach Club	-	-	-	76,852	-	-	-	-	-	153,704
Unassigned:	1,072,645	-	199,944	-	(165,492)	-	-	-	-	1,107,097
Net Investment in capital assets	-	-	-	-	-	-	7,391,976	-	-	7,391,976
Reserves - Emergency	-	-	-	-	-	-	-	240,667	-	240,667
Reserves - Sewer System	-	-	-	-	-	-	-	1,271,150	-	1,271,150
Reserves - Water System	-	-	-	-	-	-	-	208,317	-	208,317
Reserves - Irrigation System	-	-	-	-	-	-	-	180,605	-	180,605
Unrestricted/Unreserved	-	-	-	-	-	-	350,077	-	-	350,077
Total Fund Balances / Net Position	1,422,645	2,149,533	199,944	76,852	(165,492)	834,328	7,742,053	1,900,739	-	14,083,750
Total Liabilities & Fund Balances / Net Position	\$ 1,456,723	\$ 2,150,765	\$ 204,443	\$ 76,852	\$ -	\$ 1,315,955	\$ 8,035,829	\$ 1,900,739	\$ -	\$ 15,141,306

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(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	\$ 826,171	\$ 738,465	\$ 87,706	\$ 937,104	\$ 1,009,023	\$ (71,919)	-7.1%	\$ 1,354,155
Special Assmnts- Discounts	(32,412)	(29,805)	(2,607)	(36,764)	(40,725)	3,961	-9.7%	(54,654)
Non-Resident Members	6,150	833	5,317	7,000	2,499	4,501	180.1%	10,000
Other Miscellaneous Revenues	900	42	858	1,900	126	1,774	1408.1%	500
Interest - Investments	2,521	141	2,380	4,897	423	4,474	1057.7%	1,693
Total Revenue / Other Sources	803,330	709,676	93,654	914,137	971,346	(57,209)	-5.9%	1,311,694

Expenditures

Administration

P/R-Board of Supervisors	-	225	225	723	675	(48)	-7.0%	2,696
Payroll-Salaries	1,670	1,644	(26)	4,811	4,932	121	2.5%	19,724
ProfServ-Engineering	-	542	542	-	1,626	1,626	n/a	6,500
ProfServ-Mgmt Consulting	6,703	6,703	(0)	20,109	20,109	(0)	0.0%	80,437
ProfServ-Legal Services	8,722	2,917	(5,805)	10,460	8,751	(1,709)	-19.5%	35,000
ProfServ-Trustee Fees	-	3,717	3,717	-	3,717	3,717	n/a	3,717
Auditing Services	-	1,800	1,800	-	1,800	1,800	n/a	3,600
Communications-Other	201	250	49	1,003	750	(253)	-33.8%	3,000
Insurance	-	-	-	22,562	20,712	(1,850)	-8.9%	20,712
Misc-Non Ad Valorem Taxes	-	208	208	-	624	624	n/a	2,500
Misc-Assessment Collection Cost	15,875	14,179	(1,696)	18,007	19,374	1,367	7.1%	26,000
Website Hosting/Email services	-	275	275	1,601	825	(776)	-94.1%	3,300
Janitorial /Office supplies	-	167	167	-	501	501	n/a	2,000
Office Expense	438	1,000	562	952	3,000	2,048	68.3%	12,000
Misc-Credit Card Fees	189	103	(86)	215	309	94	30.5%	1,232
Total Administration	33,797	33,730	(67)	80,443	87,705	7,262	8.3%	222,418

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(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-Environmental Services	3,277	3,533	256	11,382	10,599	(783)	-7.4%	42,391
Contracts-Preserve Maintenance	-	2,917	2,917	-	8,751	8,751	n/a	35,000
Contracts-Lakes	1,850	2,017	167	5,550	6,051	501	8.3%	24,200
ProfServ-Consultants	-	1,250	1,250	600	3,750	3,150	84.0%	15,000
Electricity - General	287	200	(87)	769	600	(169)	-28.2%	2,400
Utility - Water & Sewer	134	167	33	310	501	191	38.2%	2,000
R&M-Emergency & Disaster Relief	(319,472)	-	319,472	-	-	-	n/a	-
R&M-Sidewalks	-	833	833	-	2,499	2,499	n/a	10,000
R&M-Storm Drain Cleaning	-	1,250	1,250	-	3,750	3,750	n/a	15,000
R&M-Preserves	227	5,000	4,773	785	15,000	14,215	94.8%	60,000
R&M-Road Scaping	35	833	798	202	2,499	2,297	91.9%	10,000
R&M-Roads,Signage,Striping	-	917	917	-	2,751	2,751	n/a	11,000
R&M-Lakes,Bank Erosion,Planting	-	417	417	-	1,251	1,251	n/a	5,000
Misc-Contingency	-	1,763	1,763	-	5,289	5,289	n/a	21,157
Total Environmental Services	(313,661)	21,097	334,758	19,598	63,291	43,693	69.0%	253,148
Activity Center Campus								
P/R-Board of Supervisors	-	167	167	539	501	(38)	-7.5%	2,000
Payroll-Salaries	2,073	2,055	(18)	6,325	6,165	(160)	-2.6%	24,656
Payroll-Maintenance	1,271	1,449	178	3,620	4,347	727	16.7%	17,391
Payroll-Gatehouse	20,795	20,467	(327)	56,449	61,402	4,953	8.1%	245,609
Electricity - General	4,047	4,222	175	10,935	12,666	1,731	13.7%	50,666
Utility - Water & Sewer	1,172	1,333	161	2,602	3,999	1,397	34.9%	16,000
Insurance - Property	-	-	-	34,971	32,100	(2,871)	-8.9%	32,103
R&M-Pools	226	667	441	226	2,001	1,775	88.7%	8,000
R&M-Fitness Equipment	298	417	119	1,159	1,251	92	7.4%	5,000
R&M-Gate	949	2,083	1,135	2,020	6,250	4,230	67.7%	25,000
R&M-Gatehouse/Security	1,255	2,083	829	3,440	6,250	2,810	45.0%	25,000
Op Supplies - Gatehouse	41	1,250	1,209	399	3,750	3,351	89.3%	15,000
R&M-Activity Campus Buildings	4,649	3,333	(1,316)	21,359	9,999	(11,360)	-113.6%	40,000
Misc-Special Projects	-	6,373	6,373	-	19,119	19,119	n/a	76,477
Tools and Equipment	635	1,250	615	2,942	3,750	808	21.5%	15,000
Operating Supplies	-	167	167	-	501	501	n/a	2,000
Misc-Contingency	-	1,520	1,520	-	4,560	4,560	n/a	18,241
Total Activity Center Campus	37,409	48,837	11,428	146,986	178,611	31,626	17.7%	618,143
Total Expenditures	(242,455)	103,664	346,119	247,027	329,607	82,580	25.1%	1,093,709

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserve - Activity Center Campus	6,499	6,499	0	19,496	19,497	1	0.0%	77,985
Reserve - Roadways	10,833	10,833	(0)	32,500	32,499	(1)	0.0%	130,000
Reserve - Environmental Services	833	833	(0)	2,500	2,499	(1)	0.0%	10,000
Total Transfers Out	18,165	18,165	(0)	54,496	54,495	(1)	0.0%	217,985
Total Expenditures & Transfers	(224,290)	121,829	346,119	301,523	384,102	82,579	21.5%	1,311,694
Net Surplus (Deficit)	<u>\$ 1,027,620</u>	<u>\$ 587,847</u>	<u>\$ 439,773</u>	612,614	587,244	25,371		-
Fund balance as of Oct 01, 2022				810,028	810,028	-		810,028
Fund Balance as of Dec 31, 2022				<u>\$ 1,422,642</u>	<u>\$ 1,397,272</u>	<u>\$ 25,371</u>		<u>\$ 810,028</u>

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(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								
RV Parking Lot Revenue	17,600	4,750	12,850	48,207	14,250	33,957	238.3%	57,000
Transfer In - Roadways	10,833	10,833	0	32,500	32,499	1	0.0%	130,000
Transfer In - Environmental Services	833	833	0	2,500	2,499	1	0.0%	10,000
Transfer In - Activity Center Campus	6,499	6,499	(0)	19,496	19,497	(1)	0.0%	77,985
Other Miscellaneous Revenues	7	-	7	8	-	8	n/a	-
Interest - Investments	7,281	-	7,281	16,140	-	16,140	n/a	-
Total Revenue / Other Sources	43,054	22,915	20,139	118,851	68,745	50,106	72.9%	274,985
Expenditures								
Activity Center Campus								
Reserve-Activity Center Campus	-	6,499	6,499	-	19,497	19,497	100.0%	77,985
R&M-Activity Center	9,870	-	(9,870)	9,870	-	(9,870)	n/a	-
Total Activity Center Campus	9,870	6,499	(3,371)	9,870	19,497	9,627	49.4%	77,985
Roadways								
Reserve - Roadways	-	10,833	10,833	-	32,499	32,499	100.0%	130,000
Total Roadways	-	10,833	10,833	-	32,499	32,499	100.0%	130,000
RV Park								
Reserve - RV Park	-	2,506	2,506	-	7,518	7,518	100.0%	30,070
Payroll- RV Park	960	1,000	40	3,234	3,000	(234)	-7.8%	12,000
Materials & Supplies	-	417	417	-	1,251	1,251	100.0%	5,000
Capital Projects	-	708	708	-	2,124	2,124	100.0%	8,500
Postage and Freight	-	3	3	-	9	9	100.0%	40
Fuel, Gasoline and Oil	-	8	8	-	24	24	100.0%	90
Credit Card Fees	364	108	(256)	1,132	324	(808)	-249.3%	1,300
Total RV Park	1,324	4,750	3,426	4,366	14,250	9,884	69.4%	57,000
Environmental Services								
Reserve - Environmental Services	-	833	833	-	2,499	2,499	100.0%	10,000
Total Environmental Services	-	833	833	-	2,499	2,499	100.0%	10,000
Total Expenditures	11,195	22,915	11,720	14,236	68,745	54,509	79.3%	274,985
Net Surplus (Deficit)	\$ 31,860	\$ -	\$ 31,860	104,615	-	104,615		-
Fund balance as of Oct 01, 2022				2,044,918	2,044,918	-		2,044,918
Fund Balance as of Dec 31, 2022				\$ 2,149,533	\$ 2,044,918	\$ 104,615		\$ 2,044,918

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(25% Yr Complete)

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

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Environmental Services Reserve	\$407,706	\$2,500	\$3,153	\$0	\$413,360
Activity Center Campus Reserve	\$539,731	\$19,496	\$4,264	\$9,870	\$553,621
Roadways Reserve	\$759,490	\$32,500	\$6,028	\$0	\$798,018
Construction Settlement Reserve	\$251,618	\$0	\$1,938	\$0	\$253,555
RV Park Reserve	\$86,373	\$48,211	\$756	\$4,366	\$130,974
Total	\$2,044,918	\$102,711	\$16,140	\$14,236	\$2,149,533

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(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	\$ 56,100	\$ 80,750	\$ (24,650)	\$ 151,300	\$ 161,500	\$ (10,200)	-6.3%	\$ 161,500
Initiation Fees	-	250	(250)	400	750	(350)	-46.7%	3,000
Amenities Revenue	-	83	(83)	-	249	(249)	-100.0%	1,000
Summer Membership	-	625	(625)	-	1,875	(1,875)	-100.0%	7,500
Other Miscellaneous Revenues	73	42	31	99	126	(27)	-21.8%	500
Interest - Investments	262	17	245	585	51	534	1047.0%	200
Total Revenue / Other Sources	56,435	81,767	(25,332)	152,383	164,551	(12,168)	-7.4%	173,700

Expenditures

Beach Club Operations

Payroll-Administrative	461	417	(44)	1,242	1,251	9	0.7%	5,000
Payroll-Attendants	5,202	6,195	993	13,681	18,585	4,904	26.4%	74,339
ProfServ-Mgmt Consulting	429	429	(0)	1,288	1,287	(1)	0.0%	5,150
Auditing Services	-	900	900	-	900	900	100.0%	1,800
Contracts-On-Site Maintenance	-	83	83	-	249	249	100.0%	1,000
Contracts-Landscape	-	250	250	-	750	750	100.0%	3,000
Communication - Telephone	387	208	(179)	387	624	237	38.1%	2,500
Utility - General	71	75	4	195	225	30	13.1%	900
Utility - Refuse Removal	73	75	2	219	225	6	2.5%	900
Utility - Water & Sewer	80	150	70	206	450	244	54.3%	1,800
Insurance	-	-	-	19,058	17,495	(1,563)	-8.9%	17,495
R&M-Buildings	180	417	237	1,442	1,251	(191)	-15.3%	5,000
R&M-Equipment	-	417	417	135	1,251	1,116	89.2%	5,000
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	756	100.0%	756
Misc-Contingency	-	260	260	-	780	780	100.0%	3,116
Credit Card Fees	1,237	417	(820)	3,851	1,251	(2,600)	-207.9%	5,000
Office Supplies	-	17	17	-	51	51	100.0%	200
Op Supplies - General	-	83	83	58	249	191	76.7%	1,000
R&M-Emergency & Disaster Relief	(9,200)	-	9,200	-	-	-	n/a	-
Total Beach Club Operations	(1,081)	10,835	11,916	41,762	48,956	7,194	14.7%	139,256

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Debt Service								
Principal Debt Retirement	-	-	-	-	-	-	n/a	23,617
Interest Expense	-	-	-	-	-	-	n/a	827
Total Debt Service	-	-	-	-	-	-	n/a	24,444
Total Expenditures	(1,081)	10,835	11,916	41,762	48,956	7,194	14.7%	163,700
Transfer Out								
Reserve - Beach Club	833	833	(0)	2,500	2,499	(1)	0.0%	10,000
Total Transfer Out	833	833	(0)	2,500	2,499	(1)	0.0%	10,000
Total Expenditures & Transfer	(248)	11,668	11,916	44,262	51,455	7,193	14.0%	173,700
Net Surplus (Deficit)	<u>\$ 56,682</u>	<u>\$ 70,099</u>	<u>\$ (13,417)</u>	108,122	113,096	(4,974)		-
Fund balance as of Oct 01, 2022				91,822	91,822	-		91,822
Fund Balance as of Dec 31, 2022				<u>\$ 199,944</u>	<u>\$ 204,918</u>	<u>\$ (4,974)</u>		<u>\$ 91,822</u>

Beach Club Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(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 - Beach Club	\$ 833	\$ 833	\$ 0	\$ 2,500	\$ 2,499	\$ 1	0.0%	\$ 10,000
Total Revenue / Other Sources	833	833	0	2,500	2,499	1	0.0%	10,000
Expenditures								
Reserve - Beach Club	-	833	833	-	2,499	2,499	100.0%	10,000
Total Expenditures	-	833	833	-	2,499	2,499	0.0%	10,000
Net Surplus (Deficit)	<u>\$ 833</u>	<u>\$ -</u>	<u>\$ 833</u>	2,500	-	2,500		-
Fund balance as of Oct 01, 2022				74,352	74,352	-		74,352
Fund Balance as of Dec 31, 2022				<u>\$ 76,852</u>	<u>\$ 74,352</u>	<u>\$ 2,500</u>		<u>\$ 74,352</u>

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$74,353	\$2,500	\$0	\$0	\$76,853
Total	\$74,353	\$2,500	\$0	\$0	\$76,853

Beach Club Fund - Loan

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(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, 2022				(165,492)	(165,492)	-		(165,492)
Fund Balance as of Dec 31, 2022				\$ (165,492)	\$ (165,492)	\$ -		\$ (165,492)

Series 2018 Debt Service Fund (Valley National Bank)

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(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	\$ 442,872	\$ 380,867	\$ 62,005	\$ 502,338	\$ 520,409	\$ (18,071)	-3.5%	\$ 698,412
Special Assmnts- Discounts	(17,374)	(15,234)	(2,140)	(19,707)	(20,816)	1,109	-5.3%	(27,936)
Interest - Investments	942	42	900	2,700	126	2,574	2043.1%	500
Total Revenue / Other Sources	426,439	365,675	60,764	485,331	499,719	(14,388)	-2.9%	670,976
Expenditures								
Debt Service								
Misc-Assessment Collection Cost	8,510	7,617	(893)	9,653	10,408	755	7.3%	13,968
Principal Debt Retirement	-	-	-	-	-	-	n/a	440,000
Interest Expense	-	-	-	111,934	111,934	(0)	0.0%	223,867
Total Debt Service	8,510	7,617	(893)	121,586	122,342	755	0.6%	677,835
Total Expenditures	8,510	7,617	(893)	121,586	122,342	755	0.6%	677,835
Net Surplus (Deficit)	\$ 417,929	\$ 358,058	\$ 59,871	363,745	377,378	(13,633)		(6,859)
Fund balance as of Oct 01, 2022				470,583	470,583	-		470,583
Fund Balance as of Dec 31, 2022				\$ 834,328	\$ 847,961	\$ (13,633)		\$ 463,724

Enterprise Fund - Breakdown by Utility Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(25% Yr Complete)

Description	Utility Services			Total YTD Actuals	Total YTD Budget	Variance Fav (Unfav)	% Variance	Adopted Budget
	Water	Sewer	Irrigation					
Revenue / Other Sources								
Base Charges for Services	\$ 115,859	\$ 328,905	\$ 57,806	\$ 502,569	\$ 499,173	\$ 3,396	0.7%	\$ 1,996,700
Usage Charges for Services	51,775	-	-	51,775	52,293	(518)	-1.0%	209,170
Standby Fees	-	1,665	-	1,665	1,575	90	5.7%	6,300
Meter Fees	-	-	-	-	249	(249)	-100.0%	1,000
Backflow Fees	-	-	-	-	7,566	(7,566)	-100.0%	30,259
Other Miscellaneous Revenues	738	3,362	-	4,099	2,949	1,150	39.0%	11,800
Interest - Investments	330	614	138	1,081	201	880	438.0%	800
Total Revenue / Other Sources	168,701	334,546	57,943	561,190	564,006	(2,816)	-0.5%	2,256,029
Expenses								
Administration	15,523	64,645	6,263	86,431	102,732	16,301	15.9%	230,906
Utility Services	127,347	145,979	15,172	288,498	410,292	121,794	29.7%	1,641,123
Transfers Out	7,500	77,500	11,000	96,000	96,000	-	0.0%	384,000
Total Expenses	150,370	288,124	32,435	470,929	609,024	138,095	22.7%	2,256,029
Net Profit (Loss)	<u>\$ 18,331</u>	<u>\$ 46,422</u>	<u>\$ 25,509</u>	90,262	(45,018)	135,280		-
Net Position as of Oct 01, 2022				7,651,790	7,651,790	-		7,651,790
Net Position as of Dec 31, 2022				<u>\$ 7,742,052</u>	<u>\$ 7,606,772</u>	<u>\$ 135,280</u>		<u>\$ 7,651,790</u>

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(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	\$ 38,635	\$ 38,308	\$ 327	\$ 115,859	\$ 114,924	\$ 935	0.8%	\$ 459,700
Water-Usage	17,527	17,431	96	51,775	52,293	(518)	-1.0%	209,170
Backflow Fees	-	2,522	(2,522)	-	7,566	(7,566)	-100.0%	30,259
Other Miscellaneous Revenues	243	150	93	738	450	288	64.0%	1,800
Interest - Investments	40	25	15	330	75	255	339.4%	300
Total Revenue / Other Sources	56,445	58,436	(1,991)	168,701	175,308	(6,607)	-3.8%	701,229
Administration								
P/R-Board of Supervisors	-	229	229	739	687	(52)	-7.6%	2,745
Payroll-Project Manager	1,711	1,667	(44)	5,282	5,001	(281)	-5.6%	20,000
ProfServ-Engineering	-	417	417	-	1,251	1,251	100.0%	5,000
ProfServ-Legal Services	82	567	485	82	1,701	1,619	95.2%	6,800
ProfServ-Mgmt Consulting	456	456	(0)	1,369	1,368	(1)	0.0%	5,474
Auditing Services	-	1,530	1,530	-	1,530	1,530	100.0%	3,060
Postage and Freight	-	26	26	-	78	78	100.0%	306
Insurance	-	-	-	8,051	7,391	(660)	-8.9%	7,391
Printing and Binding	-	28	28	-	84	84	100.0%	340
Legal Advertising	-	40	40	-	120	120	100.0%	485
Miscellaneous Services	-	79	79	-	237	237	100.0%	949
Office Supplies	-	9	9	-	27	27	100.0%	102
Total Administration	2,249	5,048	2,799	15,523	19,475	3,952	20.3%	52,652
Utility Services								
ProfServ-Utility Billing	967	856	(111)	2,729	2,568	(161)	-6.3%	10,266
Contracts-Other Services	4,482	4,482	0	13,446	13,446	0	0.0%	53,783
Utility - Base Rate	12,764	12,764	0	38,291	38,292	1	0.0%	153,162
Utility - Water-Usage	25,635	24,935	(700)	72,869	74,805	1,936	2.6%	299,218
Utility-CCU Admin Fee	4	4	(0)	13	12	(1)	-7.2%	50
R&M-General	-	4,625	4,625	-	13,875	13,875	100.0%	55,500
Misc-Licenses & Permits	-	25	25	-	75	75	100.0%	300
Back Flow Preventors	-	2,522	2,522	-	7,566	7,566	100.0%	30,259
Misc-Contingency	-	1,337	1,337	-	4,011	4,011	100.0%	16,039
Total Utility Services	43,852	51,550	7,698	127,347	154,650	27,303	17.7%	618,577
Total Expenses	46,101	56,598	10,497	142,870	174,125	31,255	17.9%	671,229

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserve - Water System	2,500	2,500	-	7,500	7,500	-	0.0%	30,000
Total Transfers Out	2,500	2,500	-	7,500	7,500	-	0.0%	30,000
Total Expenses & Transfers	48,601	59,098	10,497	150,370	181,625	31,255	17.2%	701,229
Net Profit (Loss)	<u>\$ 7,844</u>	<u>\$ (662)</u>	<u>\$ 8,506</u>	<u>\$ 18,331</u>	<u>\$ (6,317)</u>	<u>\$ 24,648</u>		<u>\$ -</u>

Enterprise Fund - Sewer Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(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	\$ 109,680	\$ 108,250	\$ 1,430	\$ 328,905	\$ 324,750	\$ 4,155	1.3%	\$ 1,299,000
Standby Fees	555	525	30	1,665	1,575	90	5.7%	6,300
Other Miscellaneous Revenues	1,109	833	276	3,362	2,499	863	34.5%	10,000
Interest - Investments	74	42	32	614	126	488	387.6%	500
Total Revenue / Other Sources	111,418	109,650	1,768	334,546	328,950	5,596	1.7%	1,315,800
Expenses								
Administration								
P/R-Board of Supervisors	-	579	579	1,870	1,737	(133)	-7.7%	6,943
Payroll-Project Manager	2,203	2,167	(36)	6,847	6,501	(346)	-5.3%	26,000
ProfServ-Engineering	-	1,667	1,667	-	5,001	5,001	100.0%	20,000
ProfServ-Legal Services	-	1,467	1,467	491	4,401	3,910	88.8%	17,600
ProfServ-Mgmt Consulting	1,989	1,989	(0)	5,968	5,967	(1)	0.0%	23,870
Auditing Services	-	3,870	3,870	-	3,870	3,870	100.0%	7,740
Postage and Freight	-	65	65	-	195	195	100.0%	775
Insurance	-	-	-	49,048	45,026	(4,022)	-8.9%	45,026
Printing and Binding	-	72	72	-	216	216	100.0%	860
Legal Advertising	-	-	-	-	-	-	n/a	3
Miscellaneous Services	140	200	60	420	600	180	30.0%	2,399
Office Supplies	-	25	25	-	75	75	100.0%	300
Total Administration	4,332	12,101	7,769	64,645	73,589	8,944	12.2%	151,516
Utility Services								
ProfServ-Utility Billing	6,027	5,330	(697)	17,003	15,990	(1,013)	-6.3%	63,962
Electricity - General	3,281	4,750	1,469	11,351	14,250	2,899	20.3%	57,000
Utility - Water & Sewer	374	292	(82)	1,106	876	(230)	-26.2%	3,500
Communication - Telephone	460	542	82	1,382	1,626	244	15.0%	6,500
Contracts-Other Services	27,926	27,926	0	83,777	83,778	1	0.0%	335,110
R&M-Sludge Hauling	8,129	6,385	(1,744)	20,327	19,155	(1,172)	-6.1%	76,620
Maintenance - Security Systems	-	146	146	-	438	438	100.0%	1,750
R&M-General	-	20,833	20,833	228	62,499	62,271	99.6%	250,000
Misc-Licenses & Permits	-	12	12	-	36	36	100.0%	140
Misc-Bad Debt	-	292	292	-	876	876	100.0%	3,500
Misc-Contingency	191	2,350	2,159	572	7,050	6,478	91.9%	28,202
Op Supplies - Chemicals	2,966	2,333	(633)	10,232	6,999	(3,233)	-46.2%	28,000
R&M-Emergency & Disaster Relief	(29,885)	-	29,885	-	-	-	n/a	-
Total Utility Services	19,468	71,191	51,723	145,979	213,573	67,594	31.6%	854,284
Total Expenses	23,800	83,292	59,492	210,624	287,162	76,538	26.7%	1,005,800

Enterprise Fund - Sewer Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserve - Sewer System	25,833	25,833	(0)	77,500	77,499	(1)	0.0%	310,000
Total Transfers Out	25,833	25,833	(0)	77,500	77,499	(1)	0.0%	310,000
Total Expenses & Transfers	49,634	109,125	59,491	288,124	364,661	76,537	21.0%	1,315,800
Net Profit (Loss)	\$ 61,784	\$ 525	\$ 61,259	\$ 46,422	\$ (35,711)	\$ 82,133		\$ -

Enterprise Fund - Irrigation Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(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	\$ 19,468	\$ 19,833	\$ (365)	\$ 57,806	\$ 59,499	\$ (1,693)	-2.8%	\$ 238,000
Meter Fees	-	83	(83)	-	249	(249)	-100.0%	1,000
Interest - Investments	17	-	17	138	-	138	n/a	-
Total Revenue / Other Sources	19,484	19,916	(432)	57,943	59,748	(1,805)	-3.0%	239,000
Expenses								
Administration								
P/R-Board of Supervisors	-	135	135	435	405	(30)	-7.5%	1,616
Payroll-Project Manager	493	500	7	1,565	1,500	(65)	-4.4%	6,000
ProfServ-Engineering	-	443	443	-	1,329	1,329	100.0%	5,320
ProfServ-Legal Services	-	417	417	-	1,251	1,251	100.0%	5,000
ProfServ-Mgmt Consulting	196	196	1	587	588	2	0.3%	2,346
Auditing Services	-	900	900	-	900	900	100.0%	1,800
Postage and Freight	-	15	15	-	45	45	100.0%	180
Insurance	-	-	-	3,675	3,374	(301)	-8.9%	3,374
Printing and Binding	-	17	17	-	51	51	100.0%	200
Legal Advertising	-	24	24	-	72	72	100.0%	285
Miscellaneous Services	-	46	46	-	138	138	100.0%	557
Office Supplies	-	5	5	-	15	15	100.0%	60
Total Administration	689	2,698	2,010	6,263	9,668	3,405	35.2%	26,738
Utility Services								
ProfServ-Utility Billing	447	395	(52)	1,260	1,185	(75)	-6.3%	4,738
Electricity - General	56	2,500	2,444	3,209	7,500	4,291	57.2%	30,000
Contracts-Other Services	2,069	2,069	0	6,206	6,207	1	0.0%	24,823
Utility - Water-Usage	2,611	3,667	1,056	4,485	11,001	6,516	59.2%	44,000
Utility-CCU Admin Fee	4	-	(4)	13	-	(13)	n/a	-
R&M-General	-	4,167	4,167	-	12,501	12,501	100.0%	50,000
Misc-Contingency	-	558	558	-	1,674	1,674	100.0%	6,701
Op Supplies - Chemicals	-	667	667	-	2,001	2,001	100.0%	8,000
Total Utility Services	5,187	14,023	8,836	15,172	42,069	26,897	63.9%	168,262
Total Expenses	5,875	16,721	10,846	21,435	51,737	30,302	58.6%	195,000

Enterprise Fund - Irrigation Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserves - Irrigation System	3,667	3,667	0	11,000	11,001	1	0.0%	44,000
Total Transfers Out	3,667	3,667	0	11,000	11,001	1	0.0%	44,000
Total Expenses & Transfers	9,542	20,388	10,846	32,435	62,738	30,303	48.3%	239,000
Net Profit (Loss)	<u>\$ 9,942</u>	<u>\$ (472)</u>	<u>\$ 10,414</u>	<u>\$ 25,509</u>	<u>\$ (2,990)</u>	<u>\$ 28,499</u>		<u>\$ -</u>

Enterprise Fund - Reserves

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending December 31, 2022

(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	\$ 2,500	\$ 2,500	\$ -	\$ 7,500	\$ 7,500	\$ -	0.0%	\$ 30,000
Transfer In - Sewer Services	25,833	25,833	0	77,500	77,499	1	0.0%	310,000
Transfer In - Irrigation Services	3,667	3,667	(0)	11,000	11,001	(1)	0.0%	44,000
Interest - Investments	5,511	-	5,511	12,939	-	12,939	n/a	-
Total Revenue / Other Sources	37,511	32,000	5,511	108,939	96,000	12,939	13.5%	384,000
Expenses								
Water Services								
Capital Projects	-	-	-	176,301	-	(176,301)	n/a	-
Reserve - Water System	-	2,500	2,500	-	7,500	7,500	100.0%	30,000
Total Water Services	-	2,500	2,500	176,301	7,500	(168,801)	-2250.7%	30,000
Sewer Services								
Reserve - Sewer System	-	25,833	25,833	-	77,499	77,499	100.0%	310,000
Total Sewer Services	-	25,833	25,833	-	77,499	77,499	100.0%	310,000
Irrigation Services								
Reserves - Irrigation System	-	3,667	3,667	-	11,001	11,001	100.0%	44,000
Total Irrigation Services	-	3,667	3,667	-	11,001	11,001	100.0%	44,000
Total Expenses	-	32,000	32,000	176,301	96,000	(80,301)	-83.6%	384,000
Net Profit (Loss)	\$ 37,511	\$ -	\$ 37,511	(67,362)	-	(67,362)		-
Net Position as of Oct 01, 2022				1,968,100	1,968,100	-		1,968,100
Net Position as of Dec 31, 2022				\$ 1,900,739	\$ 1,968,100	\$ (67,362)		\$ 1,968,100

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$375,083	\$7,500	\$2,036	\$176,301	\$208,317
Sewer Services Reserve	\$1,184,102	\$77,500	\$9,547	\$0	\$1,271,149
Irrigation Services Reserve	\$168,248	\$11,000	\$1,357	\$0	\$180,605
Emergency Reserve	\$240,667	\$0	\$0	\$0	\$240,667
Total	\$1,968,100	\$96,000	\$12,939	\$176,301	\$1,900,738

Shared Services

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2022

(25% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget	
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance		
ALLOCATIONS									
Total Payroll - Board	\$	-	\$ 1,335	\$ 1,335	\$ 4,306	\$ 4,005	\$ (301)	-7.5%	\$ 16,000
Allocated to GF (Activity Ctr)		-	(167)	(167)	(539)	(501)	38	-7.5%	(2,000)
Allocated to Water		-	(229)	(229)	(739)	(687)	52	-7.6%	(2,745)
Allocated to Sewer		-	(579)	(579)	(1,870)	(1,737)	133	-7.7%	(6,943)
Allocated to Irrigation		-	(135)	(135)	(435)	(405)	30	-7.5%	(1,616)
Balance in General Fund (Admin)		-	225	225	723	675	(48)	-7.0%	2,696
Total Payroll - Salaries	\$	35,416	\$ 36,144	\$ 728	\$ 98,580	\$ 108,432	\$ 9,852	9.1%	\$ 433,719
Allocated to GF (Activity Ctr Salaries)		(2,073)	(2,055)	18	(6,325)	(6,165)	160	-2.6%	(24,656)
Allocated to GF (Activity Ctr Maint.)		(1,271)	(1,449)	(178)	(3,620)	(4,347)	(727)	16.7%	(17,391)
Allocated to GF (Env. Srv. Gatehouse)		(20,795)	(20,467)	327	(56,449)	(61,402)	(4,953)	8.1%	(245,609)
Allocated J. Mercer to Water		(1,711)	(1,667)	44	(5,282)	(5,001)	281	-5.6%	(20,000)
Allocated J. Mercer to Sewer		(2,203)	(2,167)	36	(6,847)	(6,501)	346	-5.3%	(26,000)
Allocated J. Mercer to Irrigation		(493)	(500)	(7)	(1,565)	(1,500)	65	-4.4%	(6,000)
Allocated to Beach Club- Attendants		(5,202)	(6,195)	(993)	(13,681)	(18,585)	(4,904)	26.4%	(74,339)
Balance in General Fund (Admin)		1,670	1,644	(26)	4,811	4,931	120	2.4%	19,724
Total Inframark Contract		9,773	9,773	(0)	29,319	29,319	(0)	0.0%	117,277
Allocated to Beach Club		(429)	(429)	0	(1,288)	(1,287)	1	0.0%	(5,150)
Allocated to Water		(456)	(456)	0	(1,369)	(1,368)	1	0.0%	(5,474)
Allocated to Sewer		(1,989)	(1,989)	0	(5,968)	(5,967)	1	0.0%	(23,870)
Allocated to Irrigation		(196)	(196)	(1)	(587)	(588)	(2)	0.3%	(2,346)
Balance in General Fund (Admin)		6,703	6,703	-	20,109	20,109	-	0.0%	80,437
Total Insurance Expense		-	-	-	137,366	126,098	(11,268)	-8.9%	126,101
Allocated to GF (Activity Ctr)		-	-	-	(34,971)	(32,100)	2,871	-8.9%	(32,103)
Allocated to Beach Club		-	-	-	(19,058)	(17,495)	1,563	-8.9%	(17,495)
Allocated to Water		-	-	-	(8,051)	(7,391)	660	-8.9%	(7,391)
Allocated to Sewer		-	-	-	(49,048)	(45,026)	4,022	-8.9%	(45,026)
Allocated to Irrigation		-	-	-	(3,675)	(3,374)	301	-8.9%	(3,374)
Balance in General Fund (Admin)		-	-	-	22,562	20,712	(1,850)	-8.9%	20,712

Sixth Order of Business



RIVERWOOD CDD

December Monthly Client Report

January 17, 2023



Florida Utility Solutions, Inc

Summary

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

Items Requiring Approval

We would ask your consideration and approval of the following:

Request	Impact	Est. Cost
Lift Station #13 PLC failed		

Operations

- **Compliance**

All Wastewater Plant requirements were met.

- Inspection by Florida Department of Environmental Protection performed, received report.

All Water distribution requirements were met.

- **Reuse Pump Station Status:**

Station is currently running with one filter in auto; the second filter is waiting on parts.

- **Performance metrics:**

Wastewater Treatment Plant

- 4.166 million gals. of wastewater received in December

Water Treatment

- 3.272 million gals of water metered at Riseley Ave between 11/23-12/21/22
- 3.121 million gals of water billed from CCU between 11/23-12/21/22
- 3.156 million gals of water metered at Proude St. between 11/23-12/21/22
- 2.873 million gals of water billed from CCU between 11/23-12/21/22

Reuse

- Received from Charlotte County Utilities 10.191 million gals of reuse
- 3.677 million gals of reuse produced by Riverwood discharged into the pond

Performance Metrics	Current Month	Prior Month
Wastewater treated	4,166,000	4,211,000
Sludge produced and disposed	48,000	48,000
Reclaimed Water Produced (irrigation)	11,696,000	8,860,000
Number of line breaks	0	0
Hydrants flushed	17	12
Valves Exercised	10	10
Meters Read	1134	1134
Consumables	Current Month	Prior Month
Chlorine Usage - WWTP	2,850	2,430
Chlorine Usage – Irrigation	400	1,185

Maintenance and Repair

- Corrective Maintenance:
 - New cover for blowers has been ordered-90 day lead time
 - Repaired force main issue at Lift Station #5

Preventive Maintenance

- Inspected all pump stations weekly
- Monthly blower checks
- Flushed water at sample locations
- Odor control weekly checks performed
- Plant generator inspections completed
- Greased all pumps and motors
- Decreased flushing

Water Meters – All meters have been installed.

- Number changed – 100%
- Meters raised – 0
- Meters to be raised – 0
- Number to be changed – NA
- Zero Usage Total- NA

Health & Safety

- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning daily events –confined space, lightning safety, seatbelts, housekeeping, and other safety related concerns

Personnel

- Mitch Gilbert – Florida Utility Solutions - Manager
- Jason Foster and Curtis Weeks – certified operators
- Florida Utility Solutions rotates service technician weekly at Riverwood
- Alana Faircloth – compliance and clerical/administrative

Community Involvement

- Visitors to the project/client
 - Mitch Gilbert – weekly

Hydroguard Flushing Update

Location	# times Flushed	Gallons Flushed December	Gallons Flushed November
S. Silver Lakes CT	31	154,900	156,300
N.Silver Lake CT	31	314,900	318,800
Club Drive	31	147,900	114,500
Scrub Jay CT.	31	141,600	141,200
Creeside Lane	31	700	4,000
North Marsh Dr.	31	599,542	601,196
Mill Creek	31	376,500	477,100
Presrve Ct.	31	446,700	469,000
Total Flushed		2,182,742	2,282,096

DAYS	CCU Drinking Water Meter #0011845095						December 1, 2022				
	Meter Reading	Flow Mgd	Meter Reading High	Flow Mgd	Meter Reading Low	Flow Mgd	Remote Cl2	Riesley Cl2	Proude Cl2	Riesley PSI	Proude PSI
	Riesley Ave.		Proude St.				Proude St.				
1	632064	0.117	8460849	0.077	2037923	0.024	1.0	3.1	3.0	68	66
2	632181	0.350	8538311	0.230	2061860	0.067	2.5	2.8	3.0	64	64
3		0.000		0.000		0.000					
4		0.000		0.000		0.000					
5	632531	0.126	8768745	0.085	2128833	0.024	2.6	3.1	3.0	64	66
6	632657	0.119	8854049	0.081	2152537	0.022	2.9	3.0	3.0	62	66
7	632776	0.130	8934590	0.085	2174163	0.025	2.4	3.0	3.0	64	68
8	632906	0.110	9019846	0.077	2199070	0.023	2.8	2.8	2.8	62	66
9	633016	0.358	9097106	0.235	2222222	0.071	2.4	2.8	3.0	70	70
10		0.000		0.000		0.000					
11		0.000		0.000		0.000					
12	633374	0.132	9332088	0.087	2292895	0.025	2.7	2.9	2.7	62	70
13	633506	0.117	9419333	0.072	2318158	0.022	2.4	2.6	2.7	60	68
14	633623	0.130	9491421	0.028	2339845	0.023	2.6	3.0	2.9	62	68
15	633753	0.112	9519387	0.124	2362924	0.024	2.5	2.9	3.0	62	70
16	633865	0.323	9643608	0.222	2386738	0.048	1.5	2.9	2.9	62	64
17		0.000		0.000		0.000					
18		0.000		0.000		0.000					
19	634188	0.137	9865494	0.075	2434787	0.047	2.7	2.8	2.9	60	70
20	634325	0.110	9940196	0.072	2481615	0.021	2.6	2.7	2.7	62	64
21	634435	0.103	10012541	0.055	2502233	0.023	3.0	2.7	2.7	60	68
22	634538	0.114	10067218	0.056	2524814	0.023	2.8	2.7	2.8	60	68
23	634652	0.349	10123259	0.215	2547698	0.074	2.7	3.1	2.6	54	62
24		0.000		0.000		0.000					
25		0.000		0.000		0.000					
26	635001	0.134	10337919	0.075	2622166	0.022	2.6	3.0	2.8	54	62
27	635135	0.110	10413030	0.077	2644556	0.024	2.7	3.3	3.3	60	60
28	635245	0.000	10490218	0.169	2668688	0.024	2.8	3.2	3.3	60	62
29	20991	0.191	10658974	0.026	2693014	0.008	2.7	3.0	3.3	58	70
30	211794	0.603	10684894	0.059	2700695	0.021	2.9	3.6	3.1	52	62
31											
	AVERAGE	0.132		0.076		0.023	2.5	3.0	2.9	61.0	66.1
	TOTAL FLOW	3.975		2.283		0.684	Total Flow	6.942			
	MAX	0.603		0.235		0.074	3	3.6		70	
	MIN	0.000		0		0	1	2.6		52	

TENTH ORDER OF BUSINESS

10A



Mr. Justin Faircloth
Riverwood Community Development District
4250 Riverwood Drive
Port Charlotte, FL 33953

**RE: Professional Services Agreement between FL GIS Solutions, LLC and
Riverwood Community Development District**

Dear Justin:

We at FL GIS Solutions, LLC are excited to work with Riverwood Community Development District ("RWCDD") to develop and build GIS capabilities. Pursuant to our conversations, I am providing this professional services agreement. Services performed by consultant include gathering and manipulating spatial data, inputting data into a GIS geodatabase, and creating maps and graphs. This will include the process of building an online interface that allows users to visually see and locate community assets and access important documents. GIS Web Interface will only be accessed by username and password.

Scope of Services:

- I. Services – FL GIS Solutions, LLC will provide "RWCDD" with the following data layers. The following deliverables include:

1.0. Phase One (Year 2022) – Base Map

1. Parcels / Ownership
 - Ownership category (legend provided)
 - Parcel Owner
 - Owner's Address
 - Site Address
 - Approximate acreage
 - Hyperlink to parcel's property appraiser's website
2. Lakes / Flow ways
 - Current Number
 - Lake Area & Perimeter
 - Lake Acreage
 - Maintained By
 - Fountains / Weirs





3. Water - Utility System (where construction plans are available)
 - Mainline
 - Size
 - Valves
 - ID
4. Sewer - Utility System (where construction plans are available)
 - Mainline
 - Size
 - Valves
 - ID

2.0. Phase Two (Year 2023)

1. Street Signs
 - Type
 - ID
2. Irrigation (where construction plans are available):
 - Mainline / Size
 - Valves
 - Zones
 - Controllers
 - Ownership
3. Drainage (where construction plans are available)
 - Drainage pipes and Structures
 - Types
 - Width





3.0 Phase Three (Year 2024)

1. Landscape / Maintenance Areas (where construction plans are available)
 - Type
 - ID
 - Maintenance
 - Acreage /Perimeter
 2. Roads
 - Name
 - Ownership (Private or CDD)
 3. Platted Easements
 - Type
 - Plat Recording
 - Width
- A. For project maintenance Riverwood Community Development District (“RWCDD”) will be billed at a rate of \$100.00 per hour. Updates include revising ownership information, adding/revising website hyperlinks and incorporating any master plan changes.
- B. The project may be customized with other items “RWCDD” may want to add that are not included in this agreement (i.e. fountains, utility data, and additional document hyperlinks). Such services will be billed at a rate of \$100.00 per hour.





- II. Compensation–** “RWCDD” will pay FL GIS Solutions, LLC the sum of \$5,000.00 for Phase One in the year 2022. Any additional requests beyond Phase 1.0 for year 2022 will be billed at a rate of \$100.00 per hour. FL GIS Solutions, LLC will provide two monthly invoices to Riverwood Community Development District (“RWCDD”) on the 1st and or 15th of every month for approximately \$3,000.00 each, with payment expected within 15 days.

Phase	Description	Amount
1.0	GIS Services – Phase One (Year 2022)	\$6,000.00
2.0	GIS Services – Phase Two (Year 2023)	\$6,000.00
3.0	GIS Services – Phase Three (Year 2024)	\$5,000.00
	Total	\$17,000.00

- III. Termination** - This agreement may be terminated by either party with 30 days written notice. FL GIS Solutions, LLC will not assume liability for obligations to other parties caused by termination of this agreement.
- IV. Data** - All data created for the project described in this agreement is the property of “RWCDD” and will be turned over to “RWCDD” at the completion or termination of this agreement.
- V. Other** - This agreement is only between FL GIS Solutions, LCC and Riverwood Community Development District (“RWCDD”). No obligations to third parties are created by this agreement unless mutually agreed upon and amended in writing by both parties.
- VI. Reimbursables** - Should “RWCDD” request paper prints and or paper plots, the standard rate will be \$4.50 per square foot.





GIS
SOLUTIONS, LLC

If you are in agreement with these conditions, please countersign below and send us a signed copy for our records.

Thank you.

FL GIS Solutions, LLC
12821 Fairway Cove Ct
Fort Myers, FL 33905

Riverwood Community Development District
4250 Riverwood Dr
Port Charlotte, FL 33953

Felipe Lemus
President

Date

Justin Faircloth
District Manager

Date



Thirteenth Order of Business

13Di

8.1 Year end Report

RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT ENVIRONMENTAL COMMITTEE Draft 2022 YEAR END REPORT

The Environmental Committee is an advisory committee of the Board of Supervisors. The committee is charged to make recommendations to the Board on matters concerning the environment, preserves, storm water conveyance, and pond and lake management. The committee advises residents of the regulations regarding the preserves abutting their properties.

- **Preserves:** In the past six years the RCDD has actively addressed the removal of exotic vegetation from the 45 RCDD preserves totaling 72.9 acres. The exotic density for 43 preserves is currently considered at low density. Preserve ID# AA5c status is medium density. Preserve ID# J2 is currently considered high density, this preserve borders the golf course on one side and RCA Preserve AA1. The invasive plants and non-native weeds are under control with regular maintenance in all preserves except for the (J2). We are required by permits from the State and County to maintain levels of no more than 5% of exotic plants within the preserved areas. The predominant exotic plants in Riverwood are Brazilian Peppers, Carrotwood and Melaleuca. RCDD also treat for nuisance plants and various grasses when they form a monoculture. All exotic plants are treated and/or removed. Florida State identified 'nuisance plants' are selectively thinned or removed. The work is often hampered by the weather and local wildlife preserve areas. After clearing the area can stabilize. Then, if indicated, the area is replanted with native vegetation. Typically, a wait of at least one growing season can allow natural migration of native species into the cleared areas. All cleared preserves are treated quarterly to inhibit the regrowth of unwanted vegetation.

- **Storm water conveyance:** The committee, along with the site manager and contractor, inspect most of the storm water facilities. Some of our stormwater management annual budget was spent on drain cleaning for parcel A. A notch was cut in the control structure that drains wetland (I) It was lowered to allow Parcel A to accept water from Parcel B, next to the pickleball courts, to drain more effectively. Riverwood has a very well-designed storm water management system. It is designed to limit the rate of flow from the development into the Myakka River. This is accomplished with a majority of the RCDD ponds interconnected with a controlled-out flow from the last pond into the Myakka River. Controlling run-off rates decreases erosion and provides a measure of protection from storm surges. This past year we conducted a visual and camera inspection for some storm water sewer piping inlets and outlets.

- **Pond and lake management:** The RCDD lakes and ponds contractors inspect monthly for algae, aquatic weeds, undesirable shoreline vegetation, and perform water quality testing when requested. The committee is also reviewing and advises resident requests for pond stabilization in accordance with the guidelines established by the Board of Supervisors. In addition, the RCDD lawyer and District Manager advised us against offering any endorsement of a preferred method of restoration.