

**RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

**JUNE 20, 2023
AGENDA PACKAGE**

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, Assistant Secretary

District Staff

Justin Fairecloth, District Manager
 Scott Rudacille, District Attorney

Regular Meeting Agenda
Tuesday, June 20, 2023 at 2:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Approval of the May 16, 2023 Agenda**
- 3. Audience Comments on Agenda Items**
- 4. Approval of Consent Agenda**
 - A. Approval of the Minutes of May 16, 2023 Regular Meeting and June 5, 2023 Emergency Meeting
 - B. Acceptance of the Financial Report and Check Register as of May 2023
- 5. On-Site Manager's Report**
- 6. Monthly Client Report**
- 7. Safety and Access Control Supervisor Report**
- 8. District Manager's Report**
 - A. Follow Up Items
- 9. Attorney's Report**
- 10. Old Business**
- 11. New Business**
 - A. Spending Resolution Discussion
 - B. Landscape Maintenance RFP Discussion
 - C. FL GIS Solutions, LLC Proposal
- 12. Other Committee Reports**
 - A. Beach Club Committee: Mr. Spillane
 - B. Campus Committee: Ms. Syrek
 - C. Environmental Committee: Mr. Myhrberg
 - D. Finance Committee: Ms. Syrek
 - E. Landscape Committee: Mr. Gipp
 - F. RV Park Committee Report: Mr. Myhrberg
 - i. RV Park Committee Meeting Schedule Change

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

- G. Safety & Access Control Committee: Dr. McKee
- H. Sewer Committee: Mr. Gipp
- I. Strategic Planning Committee: Mr. Myhrberg
- J. Water/Utility Committee: Mr. Spillane

13. Supervisor Comments

14. Audience Comments

15. Adjournment

The next meeting is scheduled to be held Tuesday, July 18, 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

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

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The regular meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, May 16, 2023 at 2:00 p.m. at the Riverwood Activity Center, located at 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Michael Spillane	Chairman
Donald Myhrberg	Vice Chairman
Dolly Syrek	Treasurer/Assistant Secretary
Dr. Cameron McKee	Assistant Secretary
Gregg Gipp	Assistant Secretary

Also present were:

Justin Faircloth	District Manager (<i>via phone</i>)
Jacob Whitlock	Assistant District Manager
Scott Rudacille	District Counsel
John Mercer	On-Site Manager
Ron Lesinski	Safety & Access Control Supervisor
Mitch Gilbert	Florida Utility Solutions
Members of the Public	

Following is a summary of the discussions and actions taken.

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 May 16, 2023 Agenda

On MOTION by Ms. Syrek seconded by Dr. McKee with all in favor, the May 16, 2023 Agenda was approved as presented.

35 **THIRD ORDER OF BUSINESS** **Audience Comments on Agenda Items**

- 36 • There were no comments.

37

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

- 39 **A. Approval of the Minutes of April 18, 2023 Meeting**
- 40 **B. Acceptance of the Financial Report and Check Register as of April 2023**

41

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

44

45 **FIFTH ORDER OF BUSINESS** **Public Hearing to Consider Amendments
46 to Rules and Fee Changes**

- 47 **A. Consideration of Resolution 2023-02, Amendments to Rules Relating to Water and
48 Sewer Utility Rules, Riverwood Campus, Membership, Riverwood Activity Center,
49 Beach Club Facilities, Campus Access Control and Fee and Charges**

50

51 Ms. Syrek moved to approve Resolution 2023-02, Adopting Rules and
52 Policies; Providing a Severability Clause; and Providing an Effective
53 Date and the motion was seconded by Dr. McKee.

54

- 55 • The Board requested the following wording to be included in 3.26.D of the Rules: *Service
56 may be discontinued by a Customer if the property is deemed uninhabitable. The account
57 must be paid through the date of the discontinuation request and the customer must pay
58 the Disconnect Fee per Appendix A. The District will determine that the property is not
59 occupied and disable the water and sewer line. The Customer Deposit will be returned.
60 The Customer account may be reactivated by completing a new application, paying the
61 Account Activation Fee, Reconnect Fee, Deposit plus any additional costs associated
62 with reactivating the connection. (see Appendix A).*

63 On MOTION by Ms. Syrek seconded by Dr. McKee with all in favor
64 the prior motion was amended to note the District is situated in
65 Charlotte County, not Collier County, and to include the wording of
66 3.26.D .

67

68 **SIXTH ORDER OF BUSINESS** **On-Site Manager’s Report**

- 69 • Mr. Mercer provided an update to the Board.

70 On MOTION by Ms. Syrek, seconded by Dr. McKee with all in favor a
71 deposit for six courts to be refinished was approved.

72

73 **SEVENTH ORDER OF BUSINESS** **Monthly Client Report**

- 74 • Mr. Gilbert reviewed the Monthly Client Report with the Board.

75 **EIGHTH ORDER OF BUSINESS**

Safety and Access Control Supervisor Report

- 76
- 77 • Mr. Lesinski provided an update to the Board on various items.

78 **NINTH ORDER OF BUSINESS**

District Manager’s Report

79 **A. Follow Up Items**

- 80 • Mr. Faircloth provided updates to the Board on the FL GIS and the FY2023 Audit RFP.
- 81 • Mr. Myhrberg inquired about the soundness of Valley National and the institutions holding
- 82 funds for the District.
- 83 • Mr. Faircloth and Mr. Bloom provided updates on qualified public depositories.
- 84 • Mr. Bloom suggested the Board consider investing Treasury Bills to further diversify the
- 85 risk of the Board and accumulate as much interest as possible.

86 **B. Consideration of Resolution 2023-03, Approving the Proposed Fiscal Year 2024**
87 **Budget and Setting the Public Hearing for August 15, 2023**

88

89 On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor
 90 Resolution 2023-03, Approving Proposed Budgets for Fiscal Year
 91 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law
 92 to be held Tuesday, August 15, 2023 at 2:00 p.m. at the Riverwood
 93 Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida 33953;
 94 Addressing Transmittal, Posting and Publication Requirements;
 95 Addressing Severability; and Providing an Effective Date, was adopted,
 96 noting the District is situated in Charlotte County, not Collier County, and
 97 adding an additional \$33,000 for security patrols twice per day.

98

99 **TENTH ORDER OF BUSINESS**

Attorney’s Report

- 100 • Mr. Rudacille provided an update on the complaint against Evatech noting they provided a
- 101 settlement offer.

102 Ms. Syrek MOVED to authorize District Counsel to respond to the
 103 settlement offer and provide specific date requests to Evatech, and Mr.
 104 Myhrberg seconded the motion.

105

106 On VOICE vote with Mr. Myhrberg, Dr. Mckee, Mr. Spillane and Mr.
 107 Gipp voting aye and Ms. Syrek voting nay the prior motion was approved.
 108 (4-1)

109
110
111

112 **ELEVENTH ORDER OF BUSINESS Old Business**

113 **A. Approval of Landscape Committee Description**

114 On MOTION by Mr. Gipp, seconded by Ms. Syrek with all in favor the
115 Landscape Committee description was approved as presented.

116

117 **TWELFTH ORDER OF BUSINESS New Business**

118 **A. Aquatic Weed Control, Inc. Proposal**

119 **B. Engineering Services WWTP Operation Permit Renewal**

120 **i. Source Inc. Proposal**

121

122 On MOTION by Mr. Myrhberg, seconded by Mr. Gipp with all in favor
123 the agreement with Aquatic Weed Control, Inc for maintenance of 30
124 waterways in the amount of \$28,404 annually with inclusion of the
125 District’s standard addendum was approved.

126

127 On MOTION by Mr. Gipp, seconded by Dr. Mckee with all in favor the
128 Agreement with Source, Inc. in the amount of \$28,000 for the wastewater
129 treatment plant operation permit renewal was approved, subject to District
130 Counsel review.

131

132 **THIRTEENTH ORDER OF BUSINESS Other Committee Reports**

133 **A. Beach Club Committee: Mr. Spillane**

134

135 On MOTION by Mr. Myhrberg, seconded by Mr. Gipp with all in favor a
136 NTE amount of \$9,000 for 20 new chairs was approved.

137

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

- 139 • Ms. Syrek provided an update.

140 **C. Dog Park Committee: Dr. McKee**

141 On MOTION by Dr. McKee, seconded by Ms. Myhrberg with all in favor,
142 shifting the Dog Park Committee from the CDD to the RCA was
143 approved.

144

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

- 146 • Mr. Myhrberg provided an update.

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

148 On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor
149 vacancies of Gerry Townsend and Mary Stagliano were replaced with the
150 appointment of Shelly Canterbury.

151

152 **F. Landscape Committee: Mr. Gipp**
153 Mr. Gipp presented his report.

154 **G. RV Park Committee Report: Mr. Gipp**

155 On MOTION by Ms. Syrek, seconded by Mr. Myhrberg with all in favor
156 Dr. McKee was appointed as the CDD Liaison for the RV Park
157 Committee, replacing Mr. Myhrberg.

158
159 **H. Safety & Access Control Committee: Dr. McKee**

160 On MOTION by Mr. McKee, seconded by Mr. Myhrberg with all in favor
161 the Gatehouse window tinting at a cost of \$1,018 and the installation of a
162 fire box at a cost of \$250 was approved.

- 163
164 • The Board had an extended discussion about the gate access.

165 **I. Sewer Committee: Mr. Gipp**

- 166 • None.

167 **J. Strategic Planning Committee: Mr. Myhrberg**

- 168 • None.

169 **K. Water/Utility Committee: Mr. Spillane**

- 170 • None.

171
172 **FOURTEENTH ORDER OF BUSINESS** **Supervisor Comments**

- 173 • Mr. Myhrberg inquired about flushing efforts.
174

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

- 176 • Mr. Bob Sims addressed the Board regarding Tarpon Harbor II items and residents
177 inquired about the Beach Club, irrigation, fees/rules, facility usage, and development of a
178 campus restaurant.

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

180 On MOTION by Mr. Gipp, seconded by Ms. Syrek, with all in favor,
181 the meeting was adjourned at 4:41 p.m.
182
183
184

185 _____
186 Michael Spillane
Chairman

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

An emergency meeting of the Board of Supervisors of the Riverwood Community Development District was held on Monday, June 5, 2023 at 2:00 p.m. at the Riverwood Activity Center, located at 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Michael Spillane	Chairman
Donald Myhrberg	Vice Chairman
Dolly Syrek	Treasurer/Assistant Secretary
Dr. Cameron McKee	Assistant Secretary (<i>via phone</i>)
Gregg Gipp	Assistant Secretary

Also present were:

Justin Faircloth	District Manager
John Mercer	On-Site Manager
Members of the Public	

Following is a summary of the discussions and actions taken.

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 **New Business**

- Mr. Faircloth noted the emergency meeting had been called in response to the issues at the plant and that it had been noticed as required.
- The following changes were noted to the Paints and Coatings, Inc. Proposal:
 - Lee County was replaced with Charlotte County.
 - A 10-year work warranty was added.
 - The sentence regarding attorney’s fees was removed.
 - The District’s standard addendum would be required.

On MOTION by Mr. Gipp, seconded by Ms. Syrek, with all in favor, the Paints & Coatings Inc. Proposal in the amount of \$193,000 was approved, as amended. 5-0

June 5, 2023

39 **THIRD ORDER OF BUSINESS** **Audience Comments**

- 40 • Mr. Denny Knaub thanked the Board for their efforts to correct issues with the irrigation
41 system.

42 **FOURTH ORDER OF BUSINESS** **Adjournment**

- 43 • With no further discussion, the meeting adjourned at 2:26 p.m.

44

45

46

47

48

Michael Spillane
Chairman

4B

Riverwood Community Development District

Financial Statements

(unaudited)

May 31, 2023

Prepared by



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Riverwood Community Development District

Financial Statements

Balance Sheet
May 31, 2023

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,268,049	\$ 2,268,049
Equity in Pooled Cash	986,700	2,131,964	160,687	81,019	-	-	651,067	1,989,938	(6,001,375)	-
Accounts Receivable	-	-	-	-	-	-	214,078	-	-	214,078
Accounts Receivable > 120	-	-	-	-	-	-	165	-	-	165
FEMA Receivable	255,181	-	9,200	-	-	-	29,885	-	-	294,266
Loan Due from Beach Fund	165,492	-	-	-	-	-	-	-	-	165,492
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,733,326	3,733,326
Interest Account	-	-	-	-	-	41	-	-	-	41
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	345,624	-	-	-	345,624
Sinking fund	-	-	-	-	-	160	-	-	-	160
Prepaid Items	2,588	-	857	-	-	-	2,734	-	-	6,179
Deposits	12,378	-	-	-	-	-	-	-	-	12,378
Total Current Assets	1,422,339	2,131,964	170,744	81,019	-	477,127	897,929	1,989,938	-	7,171,060
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	\$ 1,422,339	\$ 2,131,964	\$ 170,744	\$ 81,019	\$ -	\$ 477,127	\$ 8,289,906	\$ 1,989,938	\$ -	\$ 14,563,037

Riverwood Community Development District

Financial Statements

Balance Sheet
May 31, 2023

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	\$ 13,804	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ 15,681
Accrued Expenses	14,103	-	429	-	-	-	84,807	-	-	99,339
Sales Tax Payable	7	-	546	-	-	-	-	-	-	553
Deposits	-	-	-	-	-	-	205,022	-	-	205,022
Loan Due to General Fund	-	-	-	-	165,492	-	-	-	-	165,492
Total Current Liabilities	27,914	-	1,052	-	165,492	-	291,629	-	-	486,087
Total Liabilities	27,914	-	1,052	-	165,492	-	291,629	-	-	486,087
Fund Balances / Net Position										
Nonspendable:										
Prepaid Items	2,588	-	-	-	-	-	-	-	-	2,588
Restricted for:										
Debt Service	-	-	-	-	-	477,127	-	-	-	477,127
Assigned to:										
Operating Reserves	350,000	-	-	-	-	-	-	-	-	350,000
Reserves - Activity Center	-	562,969	-	-	-	-	-	-	-	562,969
Reserves - Settlement	-	215,102	-	-	-	-	-	-	-	215,102
Environmental Services	-	423,002	-	-	-	-	-	-	-	423,002
Reserves - Roadways	-	802,958	-	-	-	-	-	-	-	802,958
Reserves - RV Park	-	127,933	-	-	-	-	-	-	-	127,933
Reserves - Beach Club	-	-	-	81,019	-	-	-	-	-	162,038
Unassigned:	1,041,837	-	169,692	-	(165,492)	-	-	-	-	1,046,037
Net Investment in capital assets	-	-	-	-	-	-	7,391,976	-	-	7,391,976
Reserves - Emergency	-	-	-	-	-	-	-	240,667	-	240,667
Reserves - Sewer System	-	-	-	-	-	-	-	1,408,684	-	1,408,684
Reserves - Water System	-	-	-	-	-	-	-	138,405	-	138,405
Reserves - Irrigation System	-	-	-	-	-	-	-	202,182	-	202,182
Unrestricted/Unreserved	-	-	-	-	-	-	606,301	-	-	606,301
Total Fund Balances / Net Position	1,394,425	2,131,964	169,692	81,019	(165,492)	477,127	7,998,277	1,989,938	-	13,995,931
Total Liabilities & Fund Balances / Net Position	\$ 1,422,339	\$ 2,131,964	\$ 170,744	\$ 81,019	\$ -	\$ 477,127	\$ 8,289,906	\$ 1,989,938	\$ -	\$ 14,563,037

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	\$ 12,548	\$ -	\$ 12,548	\$ 1,340,944	\$ 1,354,155	\$ (13,211)	-1.0%	\$ 1,354,155
Special Assmnts- Discounts	-	-	-	(44,933)	(54,654)	9,721	-17.8%	(54,654)
Non-Resident Members	-	833	(833)	5,350	6,664	(1,314)	-19.7%	10,000
Other Miscellaneous Revenues	100	42	58	4,082	336	3,746	1114.9%	500
Interest - Investments	4,408	141	4,267	25,222	1,128	24,094	2136.0%	1,693
Total Revenue / Other Sources	17,056	1,016	16,040	1,330,666	1,307,629	23,037	1.8%	1,311,694

Expenditures

Administration

P/R-Board of Supervisors	181	225	44	2,168	1,800	(368)	-20.4%	2,696
Payroll-Salaries	1,813	1,644	(169)	14,328	13,152	(1,176)	-8.9%	19,724
ProfServ-Engineering	-	542	542	-	4,336	4,336	n/a	6,500
ProfServ-Mgmt Consulting	6,703	6,703	(0)	53,668	53,624	(44)	-0.1%	80,437
ProfServ-Legal Services	3,358	2,917	(441)	28,146	23,336	(4,810)	-20.6%	35,000
ProfServ-Trustee Fees	3,717	-	(3,717)	3,717	3,717	(0)	0.0%	3,717
Auditing Services	-	-	-	3,800	3,600	(200)	-5.6%	3,600
Communications-Other	563	250	(313)	3,515	2,000	(1,515)	-75.7%	3,000
Insurance	222	-	(222)	23,506	20,712	(2,794)	-13.5%	20,712
Misc-Non Ad Valorem Taxes	-	208	208	17	1,664	1,647	99.0%	2,500
Misc-Assessment Collection Cost	251	-	(251)	25,920	26,000	80	0.3%	26,000
Website Hosting/Email services	-	275	275	1,946	2,200	254	11.5%	3,300
Janitorial /Office supplies	-	167	167	-	1,336	1,336	n/a	2,000
Office Expense	582	1,000	418	4,156	8,000	3,844	48.1%	12,000
Misc-Credit Card Fees	2	103	101	224	824	600	72.8%	1,232
Total Administration	17,393	14,034	(3,359)	165,110	166,301	1,191	0.7%	222,418

Community Services

Environmental Services

Payroll-Environmental Services	4,827	3,533	(1,294)	34,163	28,264	(5,899)	-20.9%	42,391
Contracts-Preserve Maintenance	-	2,917	2,917	-	23,336	23,336	n/a	35,000
Contracts-Lakes	1,850	2,017	167	14,800	16,136	1,336	8.3%	24,200
ProfServ-Consultants	908	1,250	342	5,532	10,000	4,468	44.7%	15,000
Electricity - General	369	200	(169)	2,337	1,600	(737)	-46.1%	2,400
Utility - Water & Sewer	183	167	(16)	1,098	1,336	238	17.8%	2,000
R&M-Sidewalks	-	833	833	3,360	6,664	3,304	49.6%	10,000
R&M-Storm Drain Cleaning	(14,625)	1,250	15,875	12,321	10,000	(2,321)	-23.2%	15,000
R&M-Preserves	420	5,000	4,580	3,805	40,000	36,195	90.5%	60,000
R&M-Road Scaping	51	833	782	497	6,664	6,167	92.5%	10,000
R&M-Roads, Signage, Striping	-	917	917	-	7,336	7,336	n/a	11,000
R&M-Lakes, Bank Erosion, Planting	-	417	417	-	3,336	3,336	n/a	5,000
Misc-Contingency	-	1,763	1,763	-	14,104	14,104	n/a	21,157
Total Environmental Services	(6,017)	21,097	27,114	77,914	168,776	90,862	53.8%	253,148

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Access and Control								
Payroll-Gatehouse	20,312	20,467	155	170,413	163,739	(6,674)	-4.1%	245,609
R&M-Gate	144	2,083	1,939	4,334	16,667	12,333	74.0%	25,000
R&M-Gatehouse/Security	3,375	2,083	(1,292)	9,608	16,667	7,059	42.4%	25,000
Op Supplies - Gatehouse	4,664	1,250	(3,414)	6,068	10,000	3,932	39.3%	15,000
Total Access and Control	28,495	25,884	(2,611)	190,422	207,073	16,651	8.0%	310,609
Landscape Services								
Contracts - Landscape	25,000	-	(25,000)	25,000	-	(25,000)	0.0%	-
Total Landscape Services	25,000	-	(25,000)	25,000	-	(25,000)	0.0%	-
Total Community Services	47,478	46,981	(497)	293,336	375,849	82,513	22.0%	563,757
Activity Center Campus								
P/R-Board of Supervisors	135	167	32	1,616	1,336	(280)	-21.0%	2,000
Payroll-Salaries	2,248	2,055	(193)	18,143	16,440	(1,703)	-10.4%	24,656
Payroll-Maintenance	2,375	1,449	(926)	14,055	11,592	(2,463)	-21.2%	17,391
Electricity - General	4,884	4,222	(662)	34,421	33,776	(645)	-1.9%	50,666
Utility - Water & Sewer	1,514	1,333	(181)	9,125	10,664	1,539	14.4%	16,000
Insurance - Property	344	-	(344)	36,434	32,100	(4,334)	-13.5%	32,103
R&M-Pools	(1,379)	667	2,046	11,669	5,336	(6,333)	-118.7%	8,000
R&M-Fitness Equipment	-	417	417	1,568	3,336	1,768	53.0%	5,000
R&M-Activity Campus Buildings	12,263	3,333	(8,930)	32,676	26,664	(6,012)	-22.5%	40,000
Misc-Special Projects	-	6,373	6,373	-	50,984	50,984	n/a	76,477
Tools and Equipment	480	1,250	770	4,243	10,000	5,757	57.6%	15,000
Operating Supplies	97	167	70	97	1,336	1,239	92.7%	2,000
Misc-Contingency	218	1,520	1,302	218	12,160	11,942	98.2%	18,241
Capital Outlay	-	-	-	10,145	-	(10,145)	0.0%	-
Total Activity Center Campus	23,179	22,953	(226)	174,411	215,724	41,313	19.2%	307,534
Total Expenditures	88,050	83,968	(4,082)	632,857	757,874	125,017	16.5%	1,093,709

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	38,993	51,992	13,000	25.0%	77,985
Reserve - Roadways	-	10,833	10,833	65,000	86,664	21,664	25.0%	130,000
Reserve - Environmental Services	-	833	833	5,000	6,664	1,664	25.0%	10,000
Total Transfers Out	-	18,165	18,165	108,992	145,320	36,328	25.0%	217,985
Total Expenditures & Transfers	88,050	102,133	14,083	741,849	903,194	161,344	17.9%	1,311,694
Net Surplus (Deficit)	<u>\$ (70,994)</u>	<u>\$ (101,117)</u>	<u>\$ 30,123</u>	588,816	404,435	184,381		-
Fund balance as of Oct 01, 2022				805,608	805,608	-		805,608
Fund Balance as of May 31, 2023				<u>\$ 1,394,424</u>	<u>\$ 1,210,043</u>	<u>\$ 184,381</u>		<u>\$ 805,608</u>

Riverwood Community Development District

Financial Statements

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	-	4,750	(4,750)	54,148	38,000	16,148	42.5%	57,000
Transfer In - Roadways	-	10,833	(10,833)	65,000	86,664	(21,664)	-25.0%	130,000
Transfer In - Environmental Services	-	833	(833)	5,000	6,664	(1,664)	-25.0%	10,000
Transfer In - Activity Center Campus	-	6,499	(6,499)	38,993	51,992	(13,000)	-25.0%	77,985
Other Miscellaneous Revenues	0	-	0	49	-	49	n/a	-
Interest - Investments	9,021	-	9,021	53,203	-	53,203	n/a	-
Total Revenue / Other Sources	9,021	22,915	(13,894)	216,392	183,320	33,072	18.0%	274,985
Expenditures								
Activity Center Campus								
Reserve-Activity Center Campus	-	6,499	6,499	-	51,992	51,992	100.0%	77,985
R&M-Court Maintenance	12,378	-	(12,378)	12,378	-	(12,378)	n/a	-
R&M-Gatehouse/Security	1,170	-	(1,170)	6,815	-	(6,815)	n/a	-
R&M-Activity Center	-	-	-	22,953	-	(22,953)	n/a	-
R&M-Pools	6,355	-	(6,355)	30,335	-	(30,335)	n/a	-
Total Activity Center Campus	19,904	6,499	(13,405)	72,481	51,992	(20,489)	-39.4%	77,985
Roadways								
Reserve - Roadways	-	10,833	10,833	-	86,664	86,664	100.0%	130,000
Materials & Supplies	-	-	-	41,250	-	(41,250)	n/a	-
Total Roadways	-	10,833	10,833	41,250	86,664	45,414	52.4%	130,000
RV Park								
Reserve - RV Park	-	2,506	2,506	-	20,048	20,048	100.0%	30,070
Payroll- RV Park	1,329	1,000	(329)	9,624	8,000	(1,624)	-20.3%	12,000
Materials & Supplies	26	417	391	4,754	3,336	(1,418)	-42.5%	5,000
Capital Projects	-	708	708	-	5,664	5,664	100.0%	8,500
Postage and Freight	-	3	3	-	24	24	100.0%	40
Fuel, Gasoline and Oil	-	8	8	-	64	64	100.0%	90
Credit Card Fees	-	108	108	1,237	864	(373)	-43.2%	1,300
Total RV Park	1,355	4,750	3,395	15,615	38,000	22,385	58.9%	57,000
Environmental Services								
Reserve - Environmental Services	-	833	833	-	6,664	6,664	100.0%	10,000
Total Environmental Services	-	833	833	-	6,664	6,664	100.0%	10,000
Total Expenditures	21,258	22,915	1,657	129,346	183,320	53,974	29.4%	274,985
Net Surplus (Deficit)	\$ (12,237)	\$ -	\$ (12,237)	87,046	-	87,046		-
Fund balance as of Oct 01, 2022				2,044,918	2,044,918	-		2,044,918
Fund Balance as of May 31, 2023				\$ 2,131,964	\$ 2,044,918	\$ 87,046		\$ 2,044,918

Riverwood Community Development District

Financial Statements

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	\$5,000	\$10,296	\$0	\$423,002
Activity Center Campus Reserve	\$539,731	\$39,041	\$13,965	\$29,768	\$562,970
Roadways Reserve	\$759,490	\$65,000	\$19,718	\$41,250	\$802,958
Construction Settlement Reserve	\$251,618	\$0	\$6,198	\$42,714	\$215,102
RV Park Reserve	\$86,373	\$54,148	\$3,026	\$15,615	\$127,933
Total	\$2,044,918	\$163,189	\$53,203	\$129,346	\$2,131,964

Riverwood Community Development District

Financial Statements

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	\$ 7,350	\$ -	\$ 7,350	\$ 168,850	\$ 161,500	\$ 7,350	4.6%	\$ 161,500
Initiation Fees	250	250	-	2,050	2,000	50	2.5%	3,000
Amenities Revenue	198	83	115	990	664	326	49.1%	1,000
Summer Membership	-	625	(625)	-	5,000	(5,000)	-100.0%	7,500
Other Miscellaneous Revenues	1	42	(41)	195	336	(141)	-41.9%	500
Interest - Investments	337	17	320	1,935	136	1,799	1322.9%	200
Total Revenue / Other Sources	8,136	1,017	7,119	174,020	169,636	4,384	2.6%	173,700

Expenditures

Beach Club Operations

Payroll-Administrative	509	417	(92)	3,875	3,336	(539)	-16.2%	5,000
Payroll-Attendants	6,027	6,195	168	44,055	49,560	5,505	11.1%	74,339
ProfServ-Mgmt Consulting	429	429	(0)	3,436	3,432	(4)	-0.1%	5,150
Auditing Services	-	-	-	1,900	1,800	(100)	-5.6%	1,800
Contracts-On-Site Maintenance	-	83	83	467	664	197	29.7%	1,000
Contracts-Landscape	-	250	250	-	2,000	2,000	100.0%	3,000
Communication - Telephone	221	208	(13)	1,489	1,664	175	10.5%	2,500
Utility - General	186	75	(111)	715	600	(115)	-19.2%	900
Utility - Refuse Removal	73	75	2	585	600	15	2.5%	900
Utility - Water & Sewer	126	150	24	686	1,200	514	42.8%	1,800
Insurance	187	-	(187)	19,855	17,495	(2,360)	-13.5%	17,495
R&M-Buildings	-	417	417	1,639	3,336	1,697	50.9%	5,000
R&M-Equipment	4,588	417	(4,171)	5,198	3,336	(1,862)	-55.8%	5,000
Preventative Maint-Security Systems	-	146	146	-	1,168	1,168	100.0%	1,750
Misc-Special Projects	-	250	250	-	2,000	2,000	100.0%	3,000
Misc-Web Hosting	-	46	46	-	368	368	100.0%	550
Misc-Taxes	-	-	-	842	756	(86)	-11.4%	756
Misc-Contingency	-	260	260	-	2,080	2,080	100.0%	3,116
Credit Card Fees	245	417	172	4,325	3,336	(989)	-29.6%	5,000
Office Supplies	-	17	17	-	136	136	100.0%	200
Op Supplies - General	-	83	83	417	664	247	37.3%	1,000
Total Beach Club Operations	12,592	9,935	(2,657)	89,483	99,531	10,048	10.1%	139,256

Riverwood Community Development District

Financial Statements

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	12,592	9,935	(2,657)	89,483	99,531	10,048	10.1%	163,700
Transfer Out								
Reserve - Beach Club	833	833	(0)	6,667	6,664	(3)	0.0%	10,000
Total Transfer Out	833	833	(0)	6,667	6,664	(3)	0.0%	10,000
Total Expenditures & Transfer	13,425	10,768	(2,657)	96,150	106,195	10,045	9.5%	173,700
Net Surplus (Deficit)	<u>\$ (5,289)</u>	<u>\$ (9,751)</u>	<u>\$ 4,462</u>	<u>77,870</u>	<u>63,441</u>	<u>14,429</u>		<u>-</u>
Fund balance as of Oct 01, 2022				91,822	91,822	-		91,822
Fund Balance as of May 31, 2023				<u>\$ 169,692</u>	<u>\$ 155,263</u>	<u>\$ 14,429</u>		<u>\$ 91,822</u>

Riverwood Community Development District

Financial Statements

Beach Club Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	\$ 6,667	\$ 6,664	\$ 3	0.0%	\$ 10,000
Total Revenue / Other Sources	833	833	0	6,667	6,664	3	0.0%	10,000
Expenditures								
Reserve - Beach Club	-	833	833	-	6,664	6,664	100.0%	10,000
Total Expenditures	-	833	833	-	6,664	6,664	0.0%	10,000
Net Surplus (Deficit)	<u>\$ 833</u>	<u>\$ -</u>	<u>\$ 833</u>	6,667	-	6,667		-
Fund balance as of Oct 01, 2022				74,352	74,352	-		74,352
Fund Balance as of May 31, 2023				<u>\$ 81,019</u>	<u>\$ 74,352</u>	<u>\$ 6,667</u>		<u>\$ 74,352</u>

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$74,353	\$6,667	\$0	\$0	\$81,020
Total	\$74,353	\$6,667	\$0	\$0	\$81,020

Beach Club Fund - Loan

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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 May 31, 2023				<u>\$ (165,492)</u>	<u>\$ (165,492)</u>	<u>\$ -</u>		<u>\$ (165,492)</u>

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 May 31, 2023

(66.67% 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	\$ 6,726	\$ -	\$ 6,726	\$ 691,339	\$ 698,412	\$ (7,073)	-1.0%	\$ 698,412
Special Assmnts- Discounts	-	-	-	(23,548)	(27,936)	4,388	-15.7%	(27,936)
Interest - Investments	3,595	42	3,553	15,974	336	15,638	4654.1%	500
Total Revenue / Other Sources	10,321	42	10,279	683,765	670,812	12,953	1.9%	670,976
Expenditures								
Debt Service								
Misc-Assessment Collection Cost	135	-	(135)	13,356	13,968	612	4.4%	13,968
Principal Debt Retirement	440,000	440,000	-	440,000	440,000	-	0.0%	440,000
Interest Expense	111,934	111,934	(0)	223,867	223,867	(0)	0.0%	223,867
Total Debt Service	552,068	551,934	(135)	677,223	677,835	612	0.1%	677,835
Total Expenditures	552,068	551,934	(135)	677,223	677,835	612	0.1%	677,835
Net Surplus (Deficit)	<u>\$ (541,747)</u>	<u>\$ (551,892)</u>	<u>\$ 10,145</u>	6,543	(7,023)	13,566		(6,859)
Fund balance as of Oct 01, 2022				470,583	470,583	-		470,583
Fund Balance as of May 31, 2023				<u>\$ 477,126</u>	<u>\$ 463,560</u>	<u>\$ 13,566</u>		<u>\$ 463,724</u>

Enterprise Fund - Breakdown by Utility Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2023

(66.67% Yr Complete)

Description	Utility Services			Total	Total	Variance	%	Adopted
	Water	Sewer	Irrigation	YTD	YTD			
				Actuals	Budget	Fav (Unfav)	Variance	Budget
Revenue / Other Sources								
Base Charges for Services	\$ 308,855	\$ 874,403	\$ 156,839	\$ 1,340,097	\$ 1,331,128	\$ 8,969	0.7%	\$ 1,996,700
Usage Charges for Services	174,925	-	-	174,925	139,448	35,477	25.4%	209,170
Standby Fees	-	4,504	-	4,504	4,200	304	7.2%	6,300
Meter Fees	-	-	-	-	664	(664)	-100.0%	1,000
Connection Fees - W/S	-	5,000	-	5,000	-	5,000	0.0%	-
Backflow Fees	64,799	-	-	64,799	20,176	44,623	221.2%	30,259
Other Miscellaneous Revenues	1,274	5,805	-	7,080	7,864	(784)	-10.0%	11,800
Interest - Investments	3,425	6,386	1,429	11,241	536	10,705	1997.1%	800
Total Revenue / Other Sources	553,278	896,099	158,268	1,607,645	1,504,016	103,629	6.9%	2,256,029
Expenses								
Administration	32,948	101,780	12,975	147,704	176,767	29,064	16.4%	230,906
Utility Services	390,551	426,747	49,259	866,556	1,094,112	227,556	20.8%	1,641,123
Transfers Out	20,000	206,667	29,333	256,000	256,000	-	0.0%	384,000
Total Expenses	443,499	735,194	91,567	1,270,260	1,526,879	256,619	16.8%	2,256,029
Net Profit (Loss)	<u>\$ 109,779</u>	<u>\$ 160,904</u>	<u>\$ 66,701</u>	337,385	(22,863)	360,248		-
Net Position as of Oct 01, 2022				7,660,892	7,660,892	-		7,660,892
Net Position as of May 31, 2023				<u>\$ 7,998,277</u>	<u>\$ 7,638,029</u>	<u>\$ 360,248</u>		<u>\$ 7,660,892</u>

Riverwood Community Development District

Financial Statements

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2023

(66.67% 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	\$ 38,527	\$ 38,308	\$ 219	\$ 308,855	\$ 306,464	\$ 2,391	0.8%	\$ 459,700
Water-Usage	21,649	17,431	4,218	174,925	139,448	35,477	25.4%	209,170
Backflow Fees	584	2,522	(1,938)	64,799	20,176	44,623	221.2%	30,259
Other Miscellaneous Revenues	122	150	(28)	1,274	1,200	74	6.2%	1,800
Interest - Investments	816	25	791	3,425	200	3,225	1612.7%	300
Total Revenue / Other Sources	61,698	58,436	3,262	553,278	467,488	85,790	18.4%	701,229
Administration								
P/R-Board of Supervisors	185	229	44	2,217	1,832	(385)	-21.0%	2,745
Payroll-Project Manager	1,864	1,667	(197)	15,044	13,336	(1,708)	-12.8%	20,000
ProfServ-Engineering	-	417	417	-	3,336	3,336	100.0%	5,000
ProfServ-Legal Services	-	567	567	410	4,536	4,127	91.0%	6,800
ProfServ-Mgmt Consulting	456	456	(0)	3,652	3,648	(4)	-0.1%	5,474
Auditing Services	-	-	-	3,230	3,060	(170)	-5.6%	3,060
Postage and Freight	-	26	26	-	208	208	100.0%	306
Insurance	79	-	(79)	8,388	7,391	(997)	-13.5%	7,391
Printing and Binding	3	28	25	8	224	216	96.6%	340
Legal Advertising	-	40	40	-	320	320	100.0%	485
Miscellaneous Services	-	79	79	-	632	632	100.0%	949
Office Supplies	-	9	9	-	72	72	100.0%	102
Total Administration	2,587	3,518	931	32,948	38,595	5,647	14.6%	52,652
Utility Services								
ProfServ-Utility Billing	1,124	856	(268)	7,042	6,848	(194)	-2.8%	10,266
Contracts-Other Services	3,976	4,482	506	32,968	35,856	2,888	8.1%	53,783
Utility - Base Rate	12,764	12,764	0	102,108	102,112	4	0.0%	153,162
Utility - Water-Usage	26,548	24,935	(1,613)	215,503	199,480	(16,023)	-8.0%	299,218
Utility-CCU Admin Fee	4	4	(0)	34	32	(2)	-7.3%	50
R&M-General	3,076	4,625	1,549	3,076	37,000	33,924	91.7%	55,500
Misc-Licenses & Permits	-	25	25	-	200	200	100.0%	300
Back Flow Preventors	26,820	2,522	(24,298)	26,820	20,176	(6,644)	-32.9%	30,259
Misc-Contingency	-	1,337	1,337	3,000	10,696	7,696	72.0%	16,039
Total Utility Services	74,312	51,550	(22,762)	390,551	412,400	21,849	5.3%	618,577
Total Expenses	76,898	55,068	(21,830)	423,499	450,995	27,496	6.1%	671,229

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2023

(66.67% 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	-	20,000	20,000	-	0.0%	30,000
Total Transfers Out	2,500	2,500	-	20,000	20,000	-	0.0%	30,000
Total Expenses & Transfers	79,398	57,568	(21,830)	443,499	470,995	27,496	5.8%	701,229
Net Profit (Loss)	<u>\$ (17,701)</u>	<u>\$ 868</u>	<u>\$ (18,569)</u>	<u>\$ 109,779</u>	<u>\$ (3,507)</u>	<u>\$ 113,286</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 May 31, 2023

(66.67% 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	\$ 109,227	\$ 108,250	\$ 977	\$ 874,403	\$ 866,000	\$ 8,403	1.0%	\$ 1,299,000
Standby Fees	571	525	46	4,504	4,200	304	7.2%	6,300
Connection Fees - W/S	-	-	-	5,000	-	5,000	n/a	-
Other Miscellaneous Revenues	556	833	(277)	5,805	6,664	(859)	-12.9%	10,000
Interest - Investments	1,521	42	1,479	6,386	336	6,050	1800.5%	500
Total Revenue / Other Sources	111,875	109,650	2,225	896,099	877,200	18,899	2.2%	1,315,800
Expenses								
Administration								
P/R-Board of Supervisors	468	579	111	5,610	4,632	(978)	-21.1%	6,943
Payroll-Project Manager	2,395	2,167	(228)	19,413	17,336	(2,077)	-12.0%	26,000
ProfServ-Engineering	-	1,667	1,667	-	13,336	13,336	100.0%	20,000
ProfServ-Legal Services	-	1,467	1,467	683	11,736	11,054	94.2%	17,600
ProfServ-Mgmt Consulting	1,989	1,989	(0)	15,926	15,912	(14)	-0.1%	23,870
Auditing Services	-	-	-	8,170	7,740	(430)	-5.6%	7,740
Postage and Freight	8	65	57	164	520	356	68.5%	775
Insurance	482	-	(482)	51,099	45,026	(6,073)	-13.5%	45,026
Printing and Binding	6	72	66	155	576	421	73.1%	860
Legal Advertising	-	-	-	-	-	-	n/a	3
Miscellaneous Services	-	200	200	560	1,600	1,040	65.0%	2,399
Office Supplies	-	25	25	-	200	200	100.0%	300
Total Administration	5,349	8,231	2,882	101,780	118,614	16,834	14.2%	151,516
Utility Services								
ProfServ-Utility Billing	7,004	5,330	(1,674)	43,874	42,640	(1,234)	-2.9%	63,962
Electricity - General	9,295	4,750	(4,545)	47,957	38,000	(9,957)	-26.2%	57,000
Utility - Water & Sewer	365	292	(73)	3,888	2,336	(1,552)	-66.4%	3,500
Communication - Telephone	473	542	69	3,728	4,336	608	14.0%	6,500
Contracts-Other Services	24,097	27,926	3,830	204,738	223,408	18,670	8.4%	335,110
R&M-Sludge Hauling	12,776	6,385	(6,391)	65,790	51,080	(14,710)	-28.8%	76,620
Maintenance - Security Systems	-	146	146	-	1,168	1,168	100.0%	1,750
R&M-General	140	20,833	20,693	23,871	166,664	142,793	85.7%	250,000
Misc-Licenses & Permits	-	12	12	-	96	96	100.0%	140
Misc-Bad Debt	75	292	217	75	2,336	2,261	96.8%	3,500
Misc-Contingency	840	2,350	1,510	2,547	18,800	16,253	86.5%	28,202
Op Supplies - Chemicals	7,695	2,333	(5,362)	30,278	18,664	(11,614)	-62.2%	28,000
Total Utility Services	62,760	71,191	8,431	426,747	569,528	142,781	25.1%	854,284
Total Expenses	68,109	79,422	11,313	528,528	688,142	159,614	23.2%	1,005,800

Enterprise Fund - Sewer Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2023

(66.67% 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)	206,667	206,664	(3)	0.0%	310,000
Total Transfers Out	25,833	25,833	(0)	206,667	206,664	(3)	0.0%	310,000
Total Expenses & Transfers	93,942	105,255	11,313	735,194	894,806	159,612	17.8%	1,315,800
Net Profit (Loss)	<u>\$ 17,932</u>	<u>\$ 4,395</u>	<u>\$ 13,537</u>	<u>\$ 160,904</u>	<u>\$ (17,606)</u>	<u>\$ 178,510</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 May 31, 2023

(66.67% 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	\$ 19,781	\$ 19,833	\$ (52)	\$ 156,839	\$ 158,664	\$ (1,825)	-1.2%	\$ 238,000
Meter Fees	-	83	(83)	-	664	(664)	-100.0%	1,000
Interest - Investments	340	-	340	1,429	-	1,429	n/a	-
Total Revenue / Other Sources	20,121	19,916	205	158,268	159,328	(1,060)	-0.7%	239,000
Expenses								
Administration								
P/R-Board of Supervisors	109	135	26	1,306	1,080	(226)	-20.9%	1,616
Payroll-Project Manager	531	500	(31)	4,369	4,000	(369)	-9.2%	6,000
ProfServ-Engineering	-	443	443	-	3,544	3,544	100.0%	5,320
ProfServ-Legal Services	-	417	417	-	3,336	3,336	100.0%	5,000
ProfServ-Mgmt Consulting	196	196	1	1,565	1,568	3	0.2%	2,346
Auditing Services	-	-	-	1,900	1,800	(100)	-5.6%	1,800
Postage and Freight	-	15	15	2	120	119	98.8%	180
Insurance	36	-	(36)	3,829	3,374	(455)	-13.5%	3,374
Printing and Binding	2	17	16	3	136	133	97.8%	200
Legal Advertising	-	24	24	-	192	192	100.0%	285
Miscellaneous Services	-	46	46	-	368	368	100.0%	557
Office Supplies	-	5	5	-	40	40	100.0%	60
Total Administration	873	1,798	925	12,975	19,558	6,583	33.7%	26,738
Utility Services								
ProfServ-Utility Billing	519	395	(124)	3,250	3,160	(90)	-2.9%	4,738
Electricity - General	57	2,500	2,443	3,491	20,000	16,509	82.5%	30,000
Contracts-Other Services	1,824	2,069	245	15,205	16,552	1,347	8.1%	24,823
Utility - Water-Usage	1,700	3,667	1,967	11,371	29,336	17,965	61.2%	44,000
Utility-CCU Admin Fee	4	-	(4)	34	-	(34)	n/a	-
R&M-General	-	4,167	4,167	15,907	33,336	17,429	52.3%	50,000
Misc-Contingency	-	558	558	-	4,464	4,464	100.0%	6,701
Op Supplies - Chemicals	-	667	667	-	5,336	5,336	100.0%	8,000
Total Utility Services	4,104	14,023	9,919	49,259	112,184	62,925	56.1%	168,262
Total Expenses	4,977	15,821	10,844	62,233	131,742	69,509	52.8%	195,000

Enterprise Fund - Irrigation Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2023

(66.67% 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	29,333	29,336	3	0.0%	44,000
Total Transfers Out	3,667	3,667	0	29,333	29,336	3	0.0%	44,000
Total Expenses & Transfers	8,644	19,488	10,844	91,567	161,078	69,511	43.2%	239,000
Net Profit (Loss)	<u>\$ 11,478</u>	<u>\$ 428</u>	<u>\$ 11,050</u>	<u>\$ 66,701</u>	<u>\$ (1,750)</u>	<u>\$ 68,451</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 May 31, 2023

(66.67% 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	\$ -	\$ 20,000	\$ 20,000	\$ -	0.0%	\$ 30,000
Transfer In - Sewer Services	25,833	25,833	0	206,667	206,664	3	0.0%	310,000
Transfer In - Irrigation Services	3,667	3,667	(0)	29,333	29,336	(3)	0.0%	44,000
Interest - Investments	7,256	-	7,256	41,669	-	41,669	n/a	-
Total Revenue / Other Sources	39,256	32,000	7,256	297,669	256,000	41,669	16.3%	384,000
Expenses								
Water Services								
Capital Projects	-	-	-	261,206	-	(261,206)	n/a	-
Reserve - Water System	-	2,500	2,500	-	20,000	20,000	100.0%	30,000
Total Water Services	-	2,500	2,500	261,206	20,000	(241,206)	-1206.0%	30,000
Sewer Services								
R&M-Storm Drain Cleaning	14,625	-	(14,625)	14,625	-	(14,625)	n/a	-
Reserve - Sewer System	-	25,833	25,833	-	206,664	206,664	100.0%	310,000
Total Sewer Services	14,625	25,833	11,208	14,625	206,664	192,039	92.9%	310,000
Irrigation Services								
Reserves - Irrigation System	-	3,667	3,667	-	29,336	29,336	100.0%	44,000
Total Irrigation Services	-	3,667	3,667	-	29,336	29,336	100.0%	44,000
Total Expenses	14,625	32,000	17,375	275,831	256,000	(19,831)	-7.7%	384,000
Net Profit (Loss)	\$ 24,631	\$ -	\$ 24,631	21,838	-	21,838		-
Net Position as of Oct 01, 2022				1,968,100	1,968,100	-		1,968,100
Net Position as of May 31, 2023				\$ 1,989,938	\$ 1,968,100	\$ 21,838		\$ 1,968,100

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$375,083	\$20,000	\$4,528	\$261,206	\$138,405
Sewer Services Reserve	\$1,184,102	\$206,667	\$32,541	\$14,625	\$1,408,684
Irrigation Services Reserve	\$168,248	\$29,333	\$4,600	\$0	\$202,182
Emergency Reserve	\$240,667	\$0	\$0	\$0	\$240,667
Total	\$1,968,100	\$256,000	\$41,669	\$275,831	\$1,989,938

Shared Services

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2023

(66.67% 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	\$ 1,077	\$ 1,335	\$ 259	\$ 12,918	\$ 10,680	\$ (2,238)	-21.0%	\$ 16,000
Allocated to GF (Activity Ctr)	(135)	(167)	(32)	(1,616)	(1,336)	280	-21.0%	(2,000)
Allocated to Water	(185)	(229)	(44)	(2,217)	(1,832)	385	-21.0%	(2,745)
Allocated to Sewer	(468)	(579)	(111)	(5,610)	(4,632)	978	-21.1%	(6,943)
Allocated to Irrigation	(109)	(135)	(26)	(1,306)	(1,080)	226	-20.9%	(1,616)
Balance in General Fund (Admin)	181	225	44	2,168	1,800	(368)	-20.4%	2,696
Total Payroll - Salaries	\$ 37,566	\$ 36,144	\$ (1,422)	\$ 299,821	\$ 289,155	\$ (10,666)	-3.7%	\$ 433,719
Allocated to GF (Activity Ctr Salaries)	(2,248)	(2,055)	193	(18,143)	(16,440)	1,703	-10.4%	(24,656)
Allocated to GF (Activity Ctr Maint.)	(2,375)	(1,449)	926	(14,055)	(11,592)	2,463	-21.2%	(17,391)
Allocated to GF (Env. Srv. Gatehouse)	(20,312)	(20,467)	(155)	(170,413)	(163,739)	6,674	-4.1%	(245,609)
Allocated J. Mercer to Water	(1,864)	(1,667)	197	(15,044)	(13,336)	1,708	-12.8%	(20,000)
Allocated J. Mercer to Sewer	(2,395)	(2,167)	228	(19,413)	(17,336)	2,077	-12.0%	(26,000)
Allocated J. Mercer to Irrigation	(531)	(500)	31	(4,369)	(4,000)	369	-9.2%	(6,000)
Allocated to Beach Club- Attendants	(6,027)	(6,195)	(168)	(44,055)	(49,560)	(5,505)	11.1%	(74,339)
Balance in General Fund (Admin)	1,813	1,644	(169)	14,328	13,152	(1,176)	-8.9%	19,724
Total Inframark Contract	9,773	9,773	(0)	78,247	78,184	(63)	-0.1%	117,277
Allocated to Beach Club	(429)	(429)	0	(3,436)	(3,432)	4	-0.1%	(5,150)
Allocated to Water	(456)	(456)	0	(3,652)	(3,648)	4	-0.1%	(5,474)
Allocated to Sewer	(1,989)	(1,989)	0	(15,926)	(15,912)	14	-0.1%	(23,870)
Allocated to Irrigation	(196)	(196)	(1)	(1,565)	(1,568)	(3)	0.2%	(2,346)
Balance in General Fund (Admin)	6,703	6,703	-	53,668	53,624	(44)	-0.1%	80,437
Total Insurance Expense	1,351	-	(1,351)	143,111	126,098	(17,013)	-13.5%	126,101
Allocated to GF (Activity Ctr)	(344)	-	344	(36,434)	(32,100)	4,334	-13.5%	(32,103)
Allocated to Beach Club	(187)	-	187	(19,855)	(17,495)	2,360	-13.5%	(17,495)
Allocated to Water	(79)	-	79	(8,388)	(7,391)	997	-13.5%	(7,391)
Allocated to Sewer	(482)	-	482	(51,099)	(45,026)	6,073	-13.5%	(45,026)
Allocated to Irrigation	(36)	-	36	(3,829)	(3,374)	455	-13.5%	(3,374)
Balance in General Fund (Admin)	222	-	(222)	23,506	20,712	(2,794)	-13.5%	20,712

Sixth Order of Business

RIVERWOOD CDD

May Monthly Client Report

June 20, 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

Operations

- **Compliance**

All Wastewater Plant requirements were met.

All Water distribution requirements were met.

- **Reuse Pump Station Status:**

Reuse pump system is currently working as designed. System is showing its age and will need replaced or refurbished in the next 24 months.

- **Performance metrics:**

Wastewater Treatment Plant

- 3.071 million gals of wastewater received in May

Water Treatment

- 4.485 million gals of water metered at Riseley Ave between 4/24/23-5/23/23
- 4.593 million gals of water billed from CCU between 4/24/23-5/23/23
- 2.82 million gals of water metered at Proude St. between 4/24/23-5/23/23
- 2.87 million gals of water billed from CCU between 4/24/23-5/23/23

Reuse

- Received from Charlotte County Utilities 8.97 million gals of reuse
- 3.085 million gals of reuse produced by Riverwood discharged into the pond

Performance Metrics	Current Month May	Prior Month April
Wastewater treated	3,071,000	4,586,000
Sludge produced and disposed	48,000	48,000
Reclaimed Water Produced (irrigation)	26,085,000	24,197,000
Number of line breaks	0	0
Hydrants flushed	19	19
Valves Exercised	10	10
Meters Read	1134	1134
Consumables	Current Month	Current Month
Chlorine Usage - WWTP	2,422	2,769
Chlorine Usage – Irrigation	400	400

Maintenance and Repair

- Corrective Maintenance:
 - New roof has been installed on blowers and cover installed on bar screen

Preventive Maintenance

- Inspected all pump stations weekly; replaced 2 pumps
- All factory recommended repairs and service has been completed by Compressed Air
- Flushed water at sample locations
- Odor control weekly checks performed
- Plant generator inspections completed
- Greased all pumps and motors
- Increased flushing
- Cleaning of surge tank is done. Outside company hired for concrete repairs.

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
- Curtis Weeks and Adrian Charlton – 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 May	Gallons Flushed April
S. Silver Lakes CT	31	6,100	157,700
N. Silver Lake CT	31	113,500	282,600
Club Drive	31	195,900	168,100
Scrub Jay CT.	31	68,800	85,900
Creekside Lane	31	103,700	89,400
North Marsh Dr.	31	595,540	338,062
Mill Creek	31	491,900	250,100
Preserve Ct.	31	541,600	272,200
Total Flushed		2,116,540	1,643,862

DAYS	CCU Drinking Water Meter #0011845095	Flow Mgd	Meter Reading High	Flow Mdg	Meter Reading Low	Flow Mgd	May 1, 2023				
							Remote CI2	Riesley CI2	Proude CI2	Riesley PSI	Proude PSI
	Riesley Ave.		Proude St.				Proude St.				
1	23094158	0.190	13826539	0.040	5063227	0.022	2.6	3.1	2.8	48	68
2	23283909	0.189	13866704	0.039	5085064	0.021	2.5	3	2.8	48	68
3	23473256	0.188	13905346	0.042	5105580	0.019	2.6	3	2.9	50	68
4	23660903	0.193	13947542	0.039	5124964	0.021	2.8	3.1	2.9	49	69
5	23853435	0.428	13986233	0.064	5145938	0.020	2.6	2.9	2.8	50	67
6		0.000		0.000		0.000					
7		0.000		0.000		0.000					
8	24281480	0.155	14050131	0.029	5165888	0.023	2.7	3.1	2.8	49	69
9	24436152	0.153	14078866	0.027	5188945	0.023	2.9	3.2	3	48	70
10	24589100	0.154	14105624	0.029	5211526	0.024	2.6	2.9	2.7	49	68
11	24742749	0.153	14134261	0.031	5235218	0.023	2.7	3	2.8	48	68
12	24895260	0.490	14165027	0.084	5258091	0.059	2.9	3	2.7	48	69
13		0.000		0.000		0.000					
14		0.000		0.000		0.000					
15	25384792	0.191	14249437	0.032	5317584	0.023	2.5	3	2.8	49	68
16	25576110	0.188	14281109	0.030	5340160	0.023	2.5	2.9	2.6	48	69
17	25764363	0.066	14310877	0.027	5363344	0.015	2.6	2.9	2.8	48	67
18	25830321	0.154	14337873	0.027	5378291	0.024	2.7	3	2.8	48	68
19	25984161	0.381	14364747	0.085	5402122	0.058	2.9	4	4.4	48	68
20		0.000		0.000		0.000					
21		0.000		0.000		0.000					
22	26364676	0.167	14449670	0.032	5460307	0.022	2.9	4.1	4.2	50	68
23	26532168	0.142	14481207	0.029	5482744	0.021	2.8	4	4.1	50	68
24	26674032	0.142	14510583	0.029	5503907	0.019	2.9	4	3.8	50	68
25	26815735	0.158	14539108	0.031	5523202	0.018	2.8	3.9	3.5	52	69
26	26973922	0.352	14570256	0.060	5541658	0.024	4.1	4.5	4.4	50	69
27		0.000		0.000		0.000					
28											
29	27325594	0.164	14630131	0.028	5565794	0.015	3.6	3.8	3.8	50	68
30	27489318	0.136	14658515	0.029	5580422	0.013	3.6	3.9	3.8	50	68
31	27624979	0.000	14687928	0.000	5593353	0.000	4.1	4	4	50	68
	AVERAGE	0.151		0.029		0.018	2.9	3.4	3.2	49.1	68.3
	TOTAL FLOW	4.531		0.861		0.530	Total Flow	5.922			
	MAX	0.490		0.085		0.059	4.1	4.5		52	
	MIN	0.000		0		0	2.5	2.9		48	

Eleventh Order of Business

11A.

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISBURSEMENT OF FUNDS FOR PAYMENT OF CERTAIN EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; PROVIDING FOR A MONETARY THRESHOLD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Riverwood Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Charlotte County, Florida; and

WHEREAS, Section 190.011(5), Florida Statutes, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”) typically meets regularly to conduct the business of the District, including authorizing the payment of District operating and maintenance expenses; and

WHEREAS, the Board recognizes that it may be necessary or convenient in many instances to make expenditures prior to the next regular meeting of the Board; and

WHEREAS, the Board determines this Resolution is in the best interest of the District and is necessary for the efficient conduct of District business; the health, safety and welfare of the residents within the District; and the preservation of District assets or facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT:

Section 1. General Maintenance Expenses: The Board hereby authorizes the Supervisor assigned to oversee General Maintenance Activities, and in their absence the Chair or Vice Chair, to disburse funds not to exceed \$10,000 for expenses related to ordinary operations, repair and maintenance items within budgeted amounts.

Section 2. Sanitary Sewer System Expenses: The Board hereby authorizes the Supervisor assigned to the Sewer Committee, and in their absence the Chair or Vice Chair to disburse funds not to exceed \$10,000 for expenses related to ordinary operations, maintenance and repair items within budgeted amounts.

Section 3. Potable or Reclaimed Water System Expenses: The Board hereby authorizes the Supervisor assigned to the Water Committee, and in their absence, the Chair or Vice Chair, to disburse funds not to exceed \$10,000 for expenses related to ordinary operations, repair and maintenance items within budgeted amounts.

Section 4. The Board hereby authorizes the Chair (Vice Chair in the absence of the Chair), the Supervisor assigned to the Sewer Committee, and the Supervisor assigned to the Water Committee, to

expend up to \$25,000 (individually) for a single incident to make emergency repairs to General District facilities, sewer facilities and water facilities, respectively. “Emergency repairs” shall be classified as those repairs which are required due to an emergency situation in which a delay in repair may result in damage to district facilities, injury to the public health, safety and welfare, or increase in the cost of repair.

Section 5. Any disbursements made pursuant to this Resolution shall be submitted to the Board at the next scheduled meeting for acceptance.

Section 6. District management staff shall be authorized and directed to process expenditures approved by the designated Supervisor in accordance with this Resolution.

Section 7. This Resolution shall become effective immediately upon its adoption.

DULY ADOPTED BY THE BOARD OF SUPERVISORS THIS 20th DAY OF JUNE 2023.

CHAIR

ATTEST:

SECRETARY

11B.

RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS (RFP)

For

Landscape Maintenance

RFP #2023-04

POSTING DATE: JUNE 25, 2023
RFPs MUST BE SUBMITTED NO LATER THAN
AUGUST 1, 2023 at 12:00 P.M.

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL**

Lawn Maintenance
RFP#2023-04

The Riverwood Community Development District ("RCDD"), desires to solicit a priced proposal from firms interested in performing landscaping maintenance services on the common properties for the 2-year period commencing October 1, 2023 thru September 30, 2025. Proposals must be submitted no later than 3:00p.m. on August 1, 2023.

Copies of the proposal are available for pickup from the RCDD Office at the address below:

Riverwood Community Development District
RCDD Office
Attention: John Mercer
4250 Riverwood Drive
Port Charlotte, Florida 33953

Proposals will be received until 3:00p.m., at the RCDD Office (address above). The proposals will be open publicly at approximately (3:05p.m., 5 mins after submittal deadline) on August 1, 2023 at the at the RCDD Office. Facsimile and electronic submissions will not be considered.

The proposals shall be submitted in a sealed package, clearly marked on the outside "**Sealed Proposal for Lawn Maintenance (RFP#2023-04).**"

Any proposals received after the established deadline will not be opened.

The proposers shall include 1 (one) signed original and 2 (two) copies of the proposal.

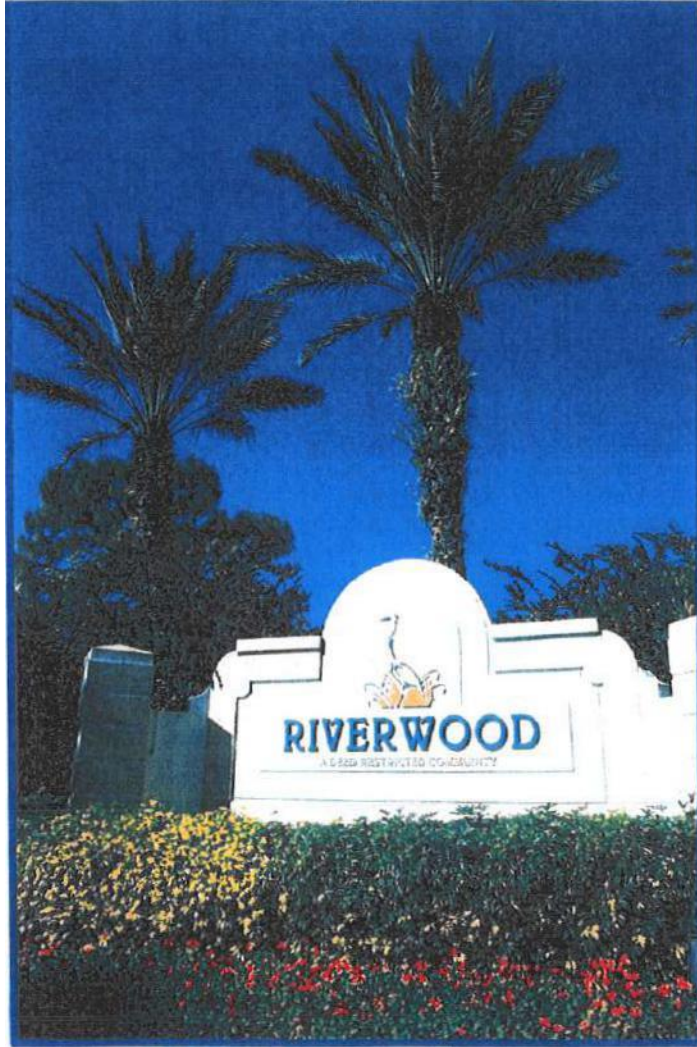
A Pre-Bid Meeting is scheduled for _____ on _____ at the RCDD office. Attendance by all intended respondents is mandatory.

RCDD reserves the right to reject any or all proposals, to waive technicalities, to re-advertise, and to otherwise conduct this RFP in the manner it deems to be in the best interests of RCDD.

Prospective bidders, as well as any agents, representatives or persons acting at the request of such prospective bidders, shall be prohibited from discussing any matters related in any way to this RFP with any RCDD officer, agent, or employee, other than the District Contact and District Manager, or as may otherwise be directed in the RFP.

Legal Ad
Date

REQUEST FOR PROPOSALS



MAINTENANCE

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

Start date October 1, 2023

LANDSCAPE

Riverwood Community

Request for Proposals for Landscape Maintenance

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Riverwood Community Development District

Scope of Work for Landscape Maintenance

June 1, 2023

Mike Spillane, Chair
 Riverwood Community Development District
 4250 Riverwood Drive
 Port Charlotte, FL 33953

LANDSCAPING MAINTENANCE

The Board of Directors for the Riverwood Community Development District (RCDD) desires to solicit a priced proposal from firms interested in performing landscaping maintenance services on the common properties for the 2-year period commencing October 1, 2023 thru September 30, 2025. Proposals must be submitted no later than 3:00p.m. on August 1, 2023.

COMMUNITY DESCRIPTION

Riverwood is an approximately 1300-acre deed restricted and gated residential community in Charlotte County situated along the Myakka River and SR 776 Riverwood encompasses a serene beauty of nature preserves, ponds, lakes and views of the river. There are 1323 units consisting of single homes, condominiums, and villas which are governed by the Riverwood Community Association (RCA). The Riverwood Community Development District (RCDD) manages the infrastructure such as the Activity Campus Buildings, public roadways, water/sewer system and the main irrigation system. The RCA and RCDD share the maintenance of Riverwood.

SCOPE OF WORK (SOW)

By agreement between the RCA and the RCDD, this contract includes ALL landscaped property owned by the RCDD unless specifically excluded. Known exclusions/inclusions at this time are.

Exclusions

- Activity Center Croquet Lawn and Irrigation
- Sea Hibiscus trimming along Riverwood Drive
- Riverwood RV Park and Wastewater Treatment Facility

Inclusions

- Turf maintenance near Region A RD-2R on **Riverwood Common Area Maps (Exhibit A)** owner by golf course
- Maintained County Property along 776 at the front of Riverwood
- Roadsides from back gate to McPherson Dr.
- Landscape Easements (LE) in the following 3 locations.
 - Along Club Drive on both sides of The Reserve entrance Contractor to maintain turf and planting beds inside this LE.
 - In Westport Ridge along fence line behind lots 29-32 Contractor to maintain the plant hedge located in this LE.
 - In Riverside, behind lots 17-23 there is a LE to allow Riverside community to maintain the wall. Contractor to maintain the plantings on the Riverwood Drive side of the wall along the sidewalk.

Riverwood Community Development District

Scope of Work for Landscape Maintenance

In general, the services to be provided include Turf Care; Bed Care; Mulch: Fertilization; Insect, Weed & Disease Control; Shrub Maintenance, Rehabilitation & Rejuvenation; Palm Care; Irrigation and related services to the standard required to maintain Riverwood as a Class "A" community.

Work performed must be on a routine schedule that is sensitive to the overall functions of Riverwood.

Riverwood Community Development District

Scope of Work for Landscape Maintenance

MAINTENANCE SPECIFICATIONS

The Contractor must provide all labor, materials and equipment necessary to properly perform all work in a professional and workmanlike manner in accordance with Maintenance Specifications. The Florida Best Management Practices Manual for Green Industries professionals (GI-BMP), including references, augmented by the publications of the University of Florida Institute for Food and Agricultural Science and its extension service (IFAS) plus Riverwood Specific Maintenance Requirements contained herein, altogether, the Maintenance Specifications, are the standard by which all work performance will be judged. In the event of a conflict, preference shall be given first to the GI-BMP, then IFAS and then to Riverwood Specific Maintenance Requirements.

Riverwood Specific Maintenance Requirements

The subset of Maintenance Specifications unique to Riverwood are the Riverwood Specific Maintenance Requirements. These consist of:

- A. Turf Management: Mowing / Edging / Blowing
- B. Landscape Plant Care: Trees, Palms, Shrubs & Ground Covers
- C. Landscape Health
 - 1 Fertilization
 - 2. Pests / Disease / Fungus
 - 3 Weed Control
- D. Mulch
- E. Irrigation Maintenance

A. Turf Management: Mowing | Edging | Blowing

Mowing schedule must be weekly from April 1 - November 15 and every other week for all other dates, totaling 42 mows per year.

Hard Edging of all sidewalks, curbs, pathways and other paved surfaces must follow the mowing schedule. Hard Edging is defined as outlining and/or removing turf from the hardscape borders by use of a mechanical blade edger.

Soft Edging is defined as outlining the edges of plant beds to deter grass from expanding into plant beds or mulch areas. Soft edging must be done 20 times per year with every other mow ONLY in areas where turf is in direct contact with bed edges or mulch edges. A mechanical blade edger must be used. Contractor must limit soft edging to the edge of beds not more than 1 foot from plants or the edge of mulch.

Trimming around obstacles within finished turf areas must be completed during each mowing visit by use of a string trimmer or other mechanical means. Care must be taken when using string trimmers to avoid damage to plants in plant beds.

Clippings must be either vacuumed or blown off walkways and curbs.

A buffer of uncut grasses 2 feet wide by 8" tall creating a filter zone to be maintained around all ponds and lakes from June — September.

Contractor must avoid blowing grass cuttings into landscape beds or ponds.

Riverwood Community Development District

Scope of Work for Landscape Maintenance

B. Landscape Plant Care: Trees, Palms, Shrubs & Ground Covers

All shrubs, plants, palms and ornamental trees must be maintained to achieve a healthy, well maintained and attractive landscape appearance.

All pruning must be done to maintain the natural shape and characteristics of the plant species. This contract includes regular, corrective and rejuvenation pruning to maintain healthy, vibrant shrubs/plants.

The detailing process must include the trimming, pruning and shaping of all shrubbery, ornamentals and groundcover, removal of tree/shrub suckers as well as the defining of bed lines, tree saucers and the removal of unwanted dead vegetation. Some shrubs/plants, such as flowering trees and shrubs, may not need to be pruned every rotation to maintain their natural schedule for pruning.

Contractor must supply an approximate **Monthly Pruning Schedule (Exhibit F)** by plant type for the most common Riverwood plants. Contractor must submit this schedule prior to the commencement of new contract. Contractor must perform 10 rounds of pruning annually with certain plant types pruned in each round as per the schedule. Some plant types may only be pruned 1 or 2 times annually while other plant types may be trimmed each round.

Contractor will not be expected to hand prune higher than 5 ft or use gas trimmers above 8 ft. Contractor will not be expected to use ladders. However, Contractor must provide crews with the tools, training and equipment necessary, including hand shears, articulating trimmers or step ladders as necessary to properly prune to these heights. Above these heights, owner may contract with Contractor for additional services.

Contractor will perform NO arborist work of deciduous or canopy trees under this contract. Any tree pruning in excess of 2" is excluded. However, small downward sloping branches must be removed at a joint to provide vehicle and pedestrian clearances. These clearances must be 8' over sidewalks and green spaces, 11' over driveways and 14' over roadways.

Reducing plant footprints beyond normal cutbacks is not included.

Sucker growth at the base of the trees must be removed throughout the year.

Palm Trimming:

Palm Categories:

- A. Trimmed Palms:** Cabbage, Queen, Canary, Sylvester, Pygmy Date, Fan, Washingtonia
- B. Self-Cleaning Palms (Not Trimmed):** Royals, Foxtail, Bismarck
- C. Areca & Paurotis (Clumping Palms)** will not be trimmed without a special service charge. *(Put in a ticket for a quote)*

Riverwood Community Development District

Scope of Work for Landscape Maintenance

During the trim rotation, the dead fronds on the ground will be picked up.

Trimming Details:

1. Trimmed palms up to 12 feet will be pruned during pruning rotations to remove dead fronds and seed pods.
2. Trimmed palms over 12 feet, but less than 55 feet, will be pruned two (2) times a year (April/May and October/November).
3. Palms will be pruned to between 9-3 and 10-2. Seed pods will be removed where possible without cutting into the tree.
4. Palm boots will be left on the tree unless loose.
5. Palms over 55 feet will not be trimmed.

C. Landscape Health

All landscape must be maintained in a healthy, green, virtually weed free and pest free manner. All landscape must be inspected monthly for pest, disease and nutrient problems with positive findings IMMEDIATELY addressed and reported to the CDD Manager. Weed growth or insect and fungal infestations must be limited to what has occurred since the last round of maintenance.

1. Fertilization

Fertilization of turf, trees, shrubs and palms must be as recommended by the most current GI-BMP standards and recommendations. **The Contractor must specify these in his bid, including products, frequency and quantities.** All Chemicals must be used in strict accordance with federal, State and County laws and regulations Any use of chemicals must be reported to the CDD Manager and applied by trained and licensed chemical applicators. It is the intent of the CDD to maintain a healthy, sustainable landscape that will minimize the need for and use of chemical controls.

2. Pests/Disease/ Fungus

The Contractor must apply recommended, legally approved, pesticides and fungicides to control insects and fungus Chemicals must be applied only as necessary to maintain the health of plant material. Notify the CDD Manager immediately and obtain direction regarding any unusual problems such OTC — Lethal Yellowing.

It is the Contractor's responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.) It is also the Contractors responsibility to treat these conditions in an expedient manner.

Insecticide may be included with fertilization to prevent or control seasonal turf grass pest infestations. Contractor must include a Chinch bug control program.

Upon confirmation of a specific problem requiring treatment, the Contactor must apply pesticides as needed The Contractor must keep records on pest identified and treatment(s) rendered for control.

Riverwood Community Development District

Scope of Work for Landscape Maintenance

Fire ant mounds are a human health hazard and must be treated once a month in common areas only

Disease control and/or fungus control and limited nutritional supplements must be included as necessary if a deficiency exists or soil conditions warrant.

The Contractors Pest Control Operators license(s) must be current at all times during the term of this contract.

3. Weed Control

The Contractor must control weeds in all paved surfaces, such as street gutters, curbs, sidewalks and boardwalk areas. The areas must be maintained essentially weed free. Accumulated roadway dirt must also be removed on a regular basis.

Weeds, including palm seedlings, must be removed from all plant beds, plants, trees and flowers once a month during the non-growing season and twice a month during the growing season (approximately 1-8 24 times per year). Fence lines must be treated for weeds quarterly Manual (hand pulling) and chemical (herbicides) must be used as control methods.

Weed control treatments must be applied in accordance with GI-BMP standards and recommended practices. **The Contractor must propose the specific program to be employed in his proposal including, products, frequency and quantities.**

D. Mulch

Mulch must be installed twice a year as close as possible to March and November, but outside rainy season. Mulch installation must not conflict with pruning rotation and must follow pruning and cleanup.

Mulch must be evenly distributed throughout the landscape beds, including behind plants along the sides of buildings.

Mulch will be supplied by the CDD.

Do not mulch dense areas not accessible to foot traffic.

Do not place mulch up against plant trunks or leave on top of plants.

E. Irrigation Maintenance

1. The Contractor will perform wet checks monthly on CDD common area:

- a. Inspect and thoroughly operate all system components to ensure each component of the system is functioning properly and the system is providing proper water distribution and coverage.

Riverwood Community Development District

Scope of Work for Landscape Maintenance

- b. During the wet check, the tech will make certain covered item repairs, if needed.
- Covered items included in this contract price are:
 - **Components on the distribution side of the valves**
 - **Underground water pipe less than 2 inch diameter**
 - **Risers**
 - **Sprinkler head**
 - **System Controller**

 - **Electric Wires**
 - **Electric Valves**
 - **Rain Sensors**

 - Non-covered items will be handled by a CDD contractor outside of this contract
 - a Non-Covered Item:
 - **Underground water pipe 2 inches or greater diameter**
 - .
- c. Contractor will report to the CDD Manager within 24 hours of notice all uncorrected deficiencies, recommended improvements, date noted, reason for not correcting, with lot, zone, correction required and cost
- d. Turn off any rain sensors that are not properly maintained or not functioning properly .
- e. Report by lot to the CDD Manager recommendations for changes to the irrigation schedules.

Riverwood Community Development District

Request for Proposals for Landscape Maintenance

General Requirements

1. The CDD Manager is responsible for the Riverwood site. Contractor must coordinate with and follow all instructions of the CDD Manager regarding access, vehicles, trailers, uniforms, protocols and activity on the Riverwood site.
2. Sidewalks, curbs and other paved surfaces adjacent to turf and/or other landscaped elements must be kept clean of unwanted landscape debris.
3. The Contractor is responsible for the removal and proper offsite disposal of all debris & litter from the work site, including minor storm damage debris, during each maintenance visit. All litter and debris piles must be removed the same day created.
4. The Contractor may be involved in any severe weather-related cleanup with the approval of the CDD manager at a negotiated hourly rate. The Contractor must provide the CDD with an hourly rate for supervisory and cleanup personnel. Upon mutual agreement normal contracted services may be exchanged for severe weather cleanup services.
5. Staked trees must be re-staked, adjusted as necessary, and stakes removed in accordance with best management practices
6. Dead plants in Common Ground within the SOW must be removed and disposed of by the Contractor and must be documented in the Weekly Report to the CDD Manager.
7. The Contractor Account Executive must report to the CDD Manager weekly and deliver a monthly Report to the CDD Landscape Committee. The Contractor must provide a weekly schedule of work to be performed.
8. The Contractor must provide the CDD with an after-hours emergency contact number, for irrigation repairs, fallen trees and any other emergency requiring immediate response from the Contractor.
 - a. AFTER-HOURS IRRIGATION EMERGENCY NUMBER:
 - b. AFTER-HOURS EMERGENCY NUMBER (IF DIFFERENT):
9. Prior to the contract start date, Contractor must submit to the CDD a **Calendar Year Maintenance Schedule based on the bid specifications** outlining the planned services by line item on the Contractor Proposal Price Sheet and by month necessary to fulfil the contract

Riverwood Community Development District

Scope of Work for Landscape Maintenance

10. The Contractor is responsible for maintaining around and keeping free of debris any storm water drains located in the finished areas
11. Careful Inspection of the property monthly is crucial to maintaining a successful program. A trained Contractor supervisor must physically inspect all maintained areas at least monthly noting any deficiencies which fall within the contract SOW. These deficiencies must be reported to the CDD Manager.
12. Contractor agrees to work with CDD Manager to take reasonable measures to protect plants from frost damage "Reasonable Measures" means covering annuals in common areas, turning off irrigation in common areas, and providing the CDD Manager with advance guidance to broadcast to residential areas. As an alternative to covering, the Contractor shall have the option to replace frost damaged plants.
13. Bed sizes, tree counts and turf may change from year to year. The Contractor/CDD have the right to annually recount square feet of turf, trees and square feet of beds and re-apply contract pricing to the revised counts.

Riverwood Community Development District Request for Proposals for Landscape Maintenance

Bid Submission and Site Assessment

- All Bids must be submitted to the RCCD office by August 1, 2023 at 3:00 PM.
- Bids will be for a term of 2 years. The bids should show an amount for the first year, plus the calculation for an increase for the second year of the contract.
- A pre-proposal meeting is scheduled for _____, 2023, from _____, at the RCDD office.
- Format for the submittal is in Appendix A

Riverwood Community Development District

Request for Proposal General Conditions

PROPOSALS:

The responding individual, firm or organization shall present their Proposals to John Mercer at 4250 Riverwood Dr. Port Charlotte FL. 33953, or email at jmercer@riverwoodcdd.org on or before August 1, 2023 by 3:00 pm. Proposers must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the RCDD. The RCDD reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the terms and conditions of the Contract. In the event the proposals do not meet the RCDD's requirements, alternative delivery methods may be pursued. The RCDD reserves the right, at its sole discretion, to accept or reject any or all proposals and maintains no obligation to select any proposal.

COST OF RESPONDING:

All costs incurred by the Proposer in preparation of responses to this RFP, including presentations to the RCDD and/or for participation in an interview shall be borne in solely by the Proposer; the RCDD shall not be liable for any of these costs. At no time will the RCDD provide reimbursement for submission of a response.

RESERVATIONS:

The RCDD reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the RCDD. The RCDD reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this RFP as best serves the needs of the RCDD.

INSURANCE REQUIREMENTS:

Include Proof of Insurance furnished by the applicant's carrier to guarantee the applicant is insured. The awarded applicant must file with the RCDD, certificates of insurance prior to commencement of work evidencing the RCDD as a certificate holder as additionally insured with the following minimum coverage:

Liability Insurance: The party submitting an RFP, if selected, shall furnish, pay for, and maintain during the life of any contract entered into with RCDD, Port Charlotte, FL, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, employees or subcontractors.

Comprehensive General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit, \$2,000,000. Comprehensive general liability will be on an occurrence basis including products and completed operations.

Professional Liability: A combined single limit of not less than \$1,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$2,000,000. This is to cover damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage for claims made within two years after The Contract is completed.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Workers' Compensation: If applicant has multiple employees working in association with the RCDD Security services project a Certificate of Insurance in the amount of no less than \$500,000 will be maintained for the life of this contract.

All policies and endorsements must be approved by RCDD and its agent of record.

Riverwood Community Development District Request for Proposal General Conditions

INDEMNIFICATION:

The Proposer shall defend, indemnify, save and hold the RCDD harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from any performance under this RFP, or a subsequent contract entered into by RCDD and Proposer, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. Proposer acknowledges that it is solely responsible for complying with the terms of this RFP or contract arising out of this RFP. In addition, the Proposer shall, at its expense, secure and provide to the RCDD, prior to beginning performance under a contract, all insurance coverage as required in this RFP.

Subcontractors: Proposer shall require and verify all subcontractors maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to beginning work.

DEVIATIONS FROM SPECIFICATIONS:

Proposers shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the RCDD.

NO COLLUSION:

By offering a submission to this RFP, the Proposer certifies that no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

SUBMITTAL WITHDRAWAL:

After submittals are opened, corrections or modifications to submittals are not permitted, but a Proposer may be permitted to withdraw an erroneous submittal prior to the award by the RCDD, if the following is established:

1. That the Proposer acted in good faith in submitting the submittal;
2. That in preparing the submittal there was an error of such magnitude that enforcement of the submittal would create severe hardship upon the Proposer;
3. That the error was not the result of gross negligence or willful inattention on the part of the Proposer;
4. That the error was discovered and communicated to the RCDD within twenty –four (24) hours of submittal opening, along with a request for permission to withdraw the submittal;
5. The Proposer submits documentation and an explanation of how the error was made.

PUBLIC ENTITY CRIMES

As required by Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted contractor list following a conviction of Public Entity Crime may not submit a bid on a contract to provide any goods or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bid on leases of real property to a Public Entity may not be awarded or perform work as a contractor, or a supplier, subcontractor, or contractor under a contract with any Public Entity, and may not transact business with any Public Entity in excess of the threshold amount provided in s. 287.017 for category two for a period of 36 months from the date of being placed on the convicted contractor list. Any person must notify the RCDD within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person.

Riverwood Community Development District

Request for Proposal General Conditions

LOBBYING PROHIBITED

Upon the issuance of the RFP, all prospective Proposers, and any agent, representative or person acting at the request of such prospective Proposer, shall be prohibited from discussing any matters related in any way to this RFP with any officer, agent, or employee of the RCDD, except for such communications with John Mercer as may be authorized within this RFP.

CLARIFICATION & ADDENDA

Any inquiries, suggestions, or requests concerning interpretations, clarification or additional information pertaining to this RFP shall be made in writing, submitted and received by John Mercer at the email or address listed above, at least five (5) days prior to the date when Proposals are due. The posting of an addendum is the only official method whereby interpretations, clarifications, or additional information will be provided. It shall be the responsibility of each Proposer to visit the RCDD website and determine if addenda were issued and to make sure any such addenda are part of the Offer. RCDD shall not be responsible for oral interpretations or representations made by RCDD employees, except for those made by John Mercer, representatives or third parties. By submitting a Proposal, Proposers acknowledge receipt of any and all issued addenda, and agree to the provisions of each.

PROHIBITED INTERESTS.

- a. No RCDD Supervisor or agent shall participate, directly or indirectly, in the selection of a contractor, or in the award or administration of a contract, if such office employee, or agent, or a spouse, child, parent, brother or sister of such officer, employee or agent, or a person that employs any of the above, has an interest, financial, or otherwise, in a person or entity submitting a bid or proposal, except where such interest is not substantial and such interest is disclosed to and approved by the RCDD prior to such participation.
- b. No RCDD officer, employee, or agent shall solicit or accept a gratuity, favor or anything of monetary value from contractors, bidders, offerors or any person with an interest in a contract except where such is unsolicited, of a nominal value and disclosed to the mayor and city commission and the mayor and city commission approve acceptance thereof.
- c. Any person or firm bidding for or contracting with the RCDD for contracts hereunder shall employ no RCDD employee or agent that participates, directly or indirectly, in the procurement process.

MINORITY BUSINESS ENTERPRISES

The RCDD hereby notifies prospective Proposers that it will ensure that minority business enterprises will be afforded full opportunity to participate in response to this RFP and that during the RFP and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origin, or disability. Anyone requiring accommodations to access any public meetings required as part of the RFP or contract process should contact the designated RCDD contact at the address and phone number provided herein, at least 24 hours in advance of the meeting.

EQUAL EMPLOYMENT

Proposer shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or handicap.

COMPLIANCE WITH THE LAW

The act of submitting a response to this bid shall constitute an agreement by the Proposer that they have made themselves familiar with, and shall at all times observe and comply with, Federal, State and Local laws, ordinances, codes and regulations. No plea of misunderstanding will be considered on account of ignorance thereto. The Proposer shall indemnify and hold harmless the RCDD and all of their officers, agents, employees or representatives from all suits, actions, or claims arising from or based on the violation of any such laws, ordinances, codes and

Riverwood Community Development District

Request for Proposal General Conditions

regulations whether by themselves, their employees, subcontractors, or agents.

E-VERIFY

Section 448.09, Florida Statutes, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public employment, an alien who is not duly authorized to work in the United States. Section 448.095, Florida Statutes, prohibits public employers, contractors, and subcontractors from entering into a contract unless each party to the contract registers and uses E-Verify. Proposer hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. Proposer further represents that it will remain in compliance with the requirements of Section 448.09 and Section 448.095, Florida Statutes, during the term of this Agreement. Proposer hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this Agreement. If Proposer has a contract terminated by a public employer for any such violation during the term of this Agreement, it shall provide immediate notice thereof to RCDD.

PUBLIC RECORDS

To the extent applicable, Proposer shall comply with the requirements of Florida's Public Records laws, specifically including the following:

- A. Proposer shall keep and maintain public records required by RCDD in order to perform the service;
- B. Upon request from RCDD, Proposer shall provide RCDD with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law;
- C. Proposer shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Proposer does not transfer the records to RCDD;
- D. Proposer shall upon completion of the Agreement, transfer, at no cost, to RCDD all public records in possession of Proposer or keep and maintain public records required by RCDD to perform the service. If Proposer transfers all public records to RCDD upon completion of the Agreement, Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Proposer keeps and maintains public records upon the completion of the Agreement, Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to RCDD, upon request from RCDD's custodian of public records, in a format that is compatible with the information technology systems of RCDD; and
- E. Proposer acknowledges that all information relating to the Agreement are public records, as defined in Chapter 119, "Public Records" of the Florida Statutes. No information should be labeled confidential unless exempted under said laws.

IF PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PROPOSER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS, SANDRA DEMARCO, AT (954) 753-5841 EXT 40532; 210 NORTH UNIVERSITY DRIVE, SUITE 702, CAPE CORAL, FLORIDA 33071; Sandra.Demarco@inframark.com

Riverwood Community Development District Request for Proposal General Conditions Appendix A

Format for the RFP

The RFP should be formatted into the following sections;

1. Company Background/History
 - a. Length of time in business?
 - b. Number of employees?
 - c. Number of current landscape contracts?
 - d. Sizes and locations of communities for which you provide landscape services.
 - e. Financial Stability
2. Licenses and Certifications
 - a. State/County licenses
 - b. Professional Certifications
 - c. Insurance documents
3. Bid Proposal
 - a. Service Costs
 - i. Costs for services provided
 1. Itemize costs
 - ii. Projected costs
 1. Year one
 2. Year two
 - iii. Annual cost increases/Escalation costs
 - iv. Miscellaneous Costs
 1. System support
 2. Overhead
 3. Materials
 - b. Proposed staffing for Riverwood
 - i. Daily
 1. Standard
 - ii. Special Events
 - c. Proposed Operating Procedures
4. References
 - a. Current customers
 - i. Names
 - ii. Location
 - iii. Phone numbers
 - b. Past customers
 - i. Names
 - ii. Location
 - iii. Reason for discontinuing service

11C.



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”). Pursuant to our conversations, I am providing this professional services agreement.

Scope of Services:

I. **Services** – FL GIS Solutions, LLC will provide Geospatial service additions which include the following. Services performed by consultant include gathering and manipulating spatial data, inputting data into GIS geodatabase, and maintaining the CDD GIS Web application system.

1.0. Task One – Developments adjacent to Riverwood CDD (Harbor Lakes & Vizcaya Lakes)

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





- II. Compensation**– “RWCDD” will pay FL GIS Solutions, LLC the sum of \$1,500.00 for Task One. Any additional requests beyond Task One will be billed at a rate of \$100.00 per hour. FL GIS Solutions, LLC will provide monthly invoices to Riverwood Community Development District (“RWCDD”) on the 1st and or 15th of every month, with payment expected within 15 days.

Task	Description	Amount
1.0	GIS Services – Task One	\$1,500.00
	Total	\$1,500.00

- 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.





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

