

RIVERWOOD
Community Development
District

March 19, 2024 MEETING

AGENDA PACKAGE

The meeting will be held at:
Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida 33953



210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors

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

District Staff

Justin Faircloth, District Manager
 Scott Rudacille, District Attorney

**Regular Meeting Agenda
 Tuesday, March 19, 2024 at 2:00 p.m.**

- 1. Call to Order and Roll Call**
- 2. Approval of the March 19, 2024 Agenda**
- 3. Audience Comments on Agenda Items**
- 4. Approval of Consent Agenda**
 - A. Approval of the Minutes of February 20, 2024 Meeting
 - B. Acceptance of the Financial Report and Check Register as of February 2024
- 5. Old Business**
- 6. New Business**
 - A. Consideration of Resolution 2024-03, for the 2024 General Election
- 7. On-Site Manager’s Report**
 - A. Consideration of Estimate 211033R from Apollo Sunguard
- 8. Monthly Client Report**
- 9. Safety and Access Control Supervisor Report**
- 10. District Manager’s Report**
 - A. Follow Up Items
- 11. Attorney’s Report**
- 12. Engineer’s Report**
- 13. Other Committee Reports**
 - A. Beach Club Committee: Mr. Spillane
 - B. Campus Committee: Ms. Syrek
 - C. Environmental Committee: Mr. Myhrberg
 - D. Finance Committee: Ms. Syrek

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

- E. Landscape Committee: Mr. Gipp
- F. RV Park Committee: Dr. McKee
- G. Safety & Access Control Committee: Dr. McKee
- H. Utilities Committee: Mr. Gipp
 - i. Water Science Associates Revised Proposal for Hydrogeological Services in Support of WWTP Permitting
- I. Strategic Planning Committee: Mr. Myhrberg

14. Supervisor Comments

15. Audience Comments

16. Adjournment

The next meeting is scheduled to be held Tuesday, April 16, 2024 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
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(941) 979-8720

Fourth Order of Business

4A

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Riverwood Community Development District was held Tuesday, February 20, 2024 at 2:00 p.m. at Riverwood Activity Center, located at 4250 Riverwood Drive, Port Charlotte, Florida 33953.

Present and constituting a quorum were:

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

Also present were:

Justin Faircloth	District Manager
Scott Rudacille	District Counsel
John Mercer	On-Site Manager
Jeff Haym	Assistant Access Control Supervisor
Matt Gillispie	Florida Utility Solutions
Various Residents	

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 February 20, 2024 Agenda

There being no additions, corrections or deletions,

On MOTION by Ms. Syrek, seconded by Mr. Myhrberg, with all in favor, the agenda for the meeting was approved, as presented. (5-0)

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

44 Hearing no comments from the audience, the next order of business followed.

45
46 **FOURTH ORDER OF BUSINESS** **Approval of Consent Agenda**

47 **A. Approval of Minutes of the January 16, 2024 Meeting**

48 **B. Acceptance of the Financial Report and Check Register as of January 2024**

49 Mr. Faircloth requested any additions, corrections or deletions to the items in the Consent
50 Agenda.

51 There being none,

52
53 On MOTION by Ms. Syrek, seconded by Dr. McKee, with all in
54 favor, the Consent Agenda, consisting of the Minutes of the January
55 16, 2024 Meeting, and acceptance of the Financial Report and
56 Check Register as of January 2024, was approved. (5-0)

57
58
59 **FIFTH ORDER OF BUSINESS** **Old Business**

60 **A. Waksler Report Regarding Road Ownership**

- 61 • Supervisors commented on the benefits of CDD road ownership throughout the
62 community. The need for the CDD and the RCA to work together was discussed.

63
64 **SIXTH ORDER OF BUSINESS** **New Business**

65 **A. Consideration of Resolution 2024-02, Amendment Rules Regarding Rates,
66 Fees, & Charges**

67 Mr. Spillane opened the Public Hearing for comments from the audience. Hearing none,
68 the Public Hearing was closed.

69 There being no further discussion,

70
71 On MOTION by Ms. Syrek, seconded by Mr. Myhrberg, with all in
72 favor, Resolution 2024-02, Amending and Restating the District's
73 Rules, Including Amendments to Rules Relating to Riverwood
74 Campus Rules (Section 4), Vehicle Access and Campus Access ID
75 Badges (Section 7), Campus Fee Schedule (Appendix B) and Beach
76 Club Fee Schedule (Appendix D); Providing for Repeal of Prior
77 Resolutions in Conflict; Providing for an Effective Date, was
78 adopted, as presented. (5-0)

79
80
81 **SEVENTH ORDER OF BUSINESS** **On-Site Manager's Report**

- 82 • Mr. Mercer gave an update regarding ongoing projects such as stormwater items,
83 Brazilian Pepper removal, new pool furniture and the TEM Pilot Project.

84 On MOTION by Mr. McKee, seconded by Mr. Gipp, with all in
 85 favor, quote q1084 from TEM to add the gatehouse virtual attendant
 86 module in the amount of \$2,755 with monthly fee of \$85, was
 87 approved, as presented. (5-0)

88

89 **EIGHTH ORDER OF BUSINESS** **Monthly Client Report**

90 Mr. Gillispie reviewed the monthly report with the Board.

91

92 **NINTH ORDER OF BUSINESS** **Safety and Access Control Supervisor Report**

- 93
- 94 • Mr. Haym provided an update to the Board noting high usage and coverage of the
- 95 gate house.

96

97 **TENTH ORDER OF BUSINESS** **District Manager’s Report**

98 **A. Follow-Up Items**

99 Mr. Faircloth commented on the following items:

- 100 • Work completed assisting outside Counsel on the FEMA claim.
- 101 • Committee descriptions provided to the Board.
- 102 • Progress on the response to the Joint Legislative Auditing Committee’s January 16,
- 103 2024 letter.
- 104 • Mr. Faircloth noted he would be on vacation the second week of March.

105

106 **ELEVENTH ORDER OF BUSINESS** **Attorney’s Report**

107 **A. Harbor Lakes Deposit Discussion**

- 108 • Mr. Rudacille noted there was no issue with collecting a deposit from Harbor Lakes.
- 109 • Mr. Faircloth noted the need for the Board to complete Ethics Training in 2024,
- 110 and that the Board was required to file Form 1 electronically this year. The Board
- 111 requested Mr. Faircloth provide them with the link to file Form 1.

112

113 **TWELFTH ORDER OF BUSINESS** **Engineer’s Report**

114 **A. Johnson Engineering New Rate Schedule**

- 115 • Mr. Faircloth reviewed the revised Rate Schedule from Johnson Engineering with
- 116 the Board. Discussion of the District’s engineering firms ensued.

117

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

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

- 120 • Mr. Spillane noted the new Fee Structure would begin for the Beach Club.

121 **B. Campus Committee: Ms. Syrek**
122 • Ms. Syrek commented on replacing campus tables as needed.

123 **C. Environmental Committee: Mr. Myhrberg**
124 • Mr. Myhrberg discussed efforts to obtain proposals for stormwater drainage system
125 cleaning and discussed plans to address willows in the Preserves as they dry out.

126 **D. Finance Committee: Ms. Syrek**
127 • Ms. Syrek provided an update and discussed that four residents within the Stone
128 Bridge community arrived with documentation stating that all fees were to be paid
129 by the builder.

130
131 On MOTION by Mr. Myhrberg, seconded by Ms. Syrek, with all in
132 favor, to credit four parcels in the Stone Bridge community with a
133 \$45 deposit as already paid, was approved. (5-0)
134

135 • Ms. Syrek noted that the Committee would like to look at sewer rates to be certain
136 the fees are in line with costs, and that some items needed to be reclassified in the
137 Financial Report.

138 **E. Landscape Committee: Mr. Gipp**
139 • Mr. Gipp commented on planting plans, and noted that Ms. Beth Lanni was the new
140 Committee Chair.

141 **F. RV Park Committee: Dr. McKee**
142 • Dr. McKee commented on paving plans for summer 2024, noted spots were
143 available in the RV Park, and a new survey would be sent.

144 **G. Safety & Access Control Committee: Dr. McKee**
145 • Dr. McKee noted an employee resigned, and interviews were underway.
146 • Items were wearing out.
147 • Updates regarding gatehouse cameras were discussed, and loop sensors were being
148 completed.
149 • Concerns with RFID readers were discussed.
150 • Mr. Mercer noted that a Demand Letter may need to be sent to Archer Gate for the
151 gate they were supposed to install for the RV Park.

152 **H. Utilities Committee: Mr. Gipp**
153 • Mr. Gipp commented on the need for additional work by Source, Inc.
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On MOTION by Mr. Gipp, seconded by Mr. Myhrberg, with all in favor, an additional authorization in the amount of \$23,000 for Source, Inc. to complete their work on the plant for upgrades as requested by the DEP, was approved. (5-0)

- Efforts being taken to address odor control concerns were discussed by Mr. Gipp and Mr. Gillispie.
- I. Strategic Planning Committee: Mr. Myhrberg**
- Mr. Myhrberg discussed the survey blast and a potential new survey.
- Mr. Myhrberg noted that changes may need to be made to the Reserves, moving funds around to ensure in-ground piping is sufficiently covered.
- Roadway and hurricane plans were discussed.

FOURTEENTH ORDER OF BUSINESS **Supervisor Comments**
Hearing no comments from Supervisors, the next order of business followed.

FIFTEENTH ORDER OF BUSINESS **Audience Comments**

- Audience members thanked the Board for their diligent work for the community, and discussed items regarding the budget.

SIXTEENTH ORDER OF BUSINESS **Adjournment**
There being no further business,

On MOTION by Ms. Syrek, seconded by Mr. Myhrberg, with all in favor, the meeting was adjourned at 3:28 p.m. (5-0)

Michael Spillane
Chairperson

4B

Riverwood Community Development District

Financial Statements

(unaudited)

February 29, 2024

Prepared by



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Riverwood Community Development District

Financial Statements

Balance Sheet
February 29, 2024

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,223,613	\$ 3,223,613
Equity in Pooled Cash	1,423,557	2,496,672	216,494	77,836	-	-	189,772	2,698,314	(7,102,645)	-
Accounts Receivable	-	-	106	-	-	-	179,537	-	-	179,643
Accounts Receivable > 120	-	-	-	-	-	-	355	-	-	355
Accounts Receivable - Other	240	-	-	-	-	-	-	-	-	240
Loan Due from Beach Fund	141,875	-	-	-	-	-	-	-	-	141,875
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,879,032	3,879,032
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	885,097	-	-	-	885,097
Sinking fund	-	-	-	-	-	165	-	-	-	165
Total Current Assets	1,565,672	2,496,672	216,600	77,836	-	1,016,564	369,664	2,698,314	-	8,441,322
Noncurrent Assets										
Fixed Assets										
Land	-	-	-	-	-	-	343,998	-	-	343,998
Buildings	-	-	-	-	-	-	1,413,584	-	-	1,413,584
Accum Depr - Buildings	-	-	-	-	-	-	(865,215)	-	-	(865,215)
Infrastructure	-	-	-	-	-	-	10,649,119	-	-	10,649,119
Accum Depr - Infrastructure	-	-	-	-	-	-	(4,592,261)	-	-	(4,592,261)
Equipment and Furniture	-	-	-	-	-	-	37,977	-	-	37,977
Accum Depr - Equip/Furniture	-	-	-	-	-	-	(18,059)	-	-	(18,059)
Total Noncurrent Assets	-	-	-	-	-	-	6,969,143	-	-	6,969,143
Total Assets	\$ 1,565,672	\$ 2,496,672	\$ 216,600	\$ 77,836	\$ -	\$ 1,016,564	\$ 7,338,807	\$ 2,698,314	\$ -	\$ 15,410,465

Riverwood Community Development District

Financial Statements

Balance Sheet
February 29, 2024

Account Description	General Fund	General Fund - Reserves	Beach Club Fund (Operations)	Beach Club Fund (Reserve)	Beach Club Fund (Loan)	Debt Service Fund (Valley National)	Enterprise Fund	Enterprise Fund - Reserves	Pooled Cash Fund	Total
Liabilities										
Current Liabilities										
Accounts Payable	\$ 19,760	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ 48,081	\$ -	\$ -	\$ 67,916
Accrued Expenses	4,015	-	80	-	-	-	76,810	-	-	80,905
Due To Other Gov'tl Units	627	-	-	-	-	-	-	-	-	627
Accrued Taxes Payable	2,288	-	2,127	-	-	-	-	-	-	4,415
Sales Tax Payable	2	21	23	-	-	-	-	-	-	46
Deposits	-	-	-	-	-	-	232,929	-	-	232,929
Loan Due to General Fund	-	-	-	-	141,875	-	-	-	-	141,875
Total Current Liabilities	26,692	21	2,305	-	141,875	-	357,820	-	-	528,713
Total Liabilities	26,692	21	2,305	-	141,875	-	357,820	-	-	528,713
Fund Balances / Net Position										
Restricted for:										
Debt Service	-	-	-	-	-	1,016,564	-	-	-	1,016,564
Assigned to:										
Operating Reserves	350,000	-	-	-	-	-	-	-	-	350,000
Reserves - Activity Center	-	670,546	-	-	-	-	-	-	-	670,546
Environmental Services	-	699,153	-	-	-	-	-	-	-	699,153
Reserves - Roadways	-	957,668	-	-	-	-	-	-	-	957,668
Reserves - RV Park	-	169,284	-	-	-	-	-	-	-	169,284
Reserves - Beach Club	-	-	-	77,836	-	-	-	-	-	155,672
Unassigned:	1,188,980	-	214,295	-	(141,875)	-	-	-	-	1,261,400
Net Investment in capital assets	-	-	-	-	-	-	6,969,142	-	-	6,969,142
Reserves - Sewer System	-	-	-	-	-	-	-	1,688,137	-	1,688,137
Reserves - Water System	-	-	-	-	-	-	-	349,356	-	349,356
Reserves - Irrigation System	-	-	-	-	-	-	-	417,870	-	417,870
Reserves - Underground Infrastructure	-	-	-	-	-	-	-	242,951	-	242,951
Unrestricted/Unreserved	-	-	-	-	-	-	11,845	-	-	11,845
Total Fund Balances / Net Position	1,538,980	2,496,651	214,295	77,836	(141,875)	1,016,564	6,980,987	2,698,314	-	14,803,916
Total Liabilities & Fund Balances / Net Position	\$ 1,565,672	\$ 2,496,672	\$ 216,600	\$ 77,836	\$ -	\$ 1,016,564	\$ 7,338,807	\$ 2,698,314	\$ -	\$ 15,410,465

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	\$ 195,024	\$ 130,781	\$ 64,243	\$ 1,919,790	\$ 1,932,466	\$ (12,676)	-0.7%	\$ 2,069,424
Special Assmnts- Discounts	(3,824)	(5,249)	1,425	(69,614)	(77,567)	7,953	-10.3%	(83,065)
Non-Resident Members	-	417	(417)	5,100	2,085	3,015	144.6%	5,000
Other Miscellaneous Revenues	25	42	(17)	460	210	250	119.2%	500
Interest - Investments	5,437	141	5,296	25,444	705	24,739	3509.1%	1,693
Total Revenue / Other Sources	196,662	126,132	70,530	1,881,181	1,857,899	23,282	1.3%	1,993,552

Expenditures

Administration

P/R-Board of Supervisors	181	225	44	905	1,125	220	19.5%	2,696
Payroll-Salaries	3,638	2,630	(1,008)	12,709	13,150	441	3.4%	31,558
ProfServ-Engineering	-	542	542	-	2,710	2,710	n/a	6,500
ProfServ-Mgmt Consulting	6,904	6,904	(0)	34,520	34,520	(0)	0.0%	82,849
ProfServ-Legal Services	7,421	2,917	(4,504)	18,270	14,585	(3,685)	-25.3%	35,000
ProfServ-Trustee Fees	-	-	-	-	3,717	3,717	n/a	3,717
Auditing Services	-	-	-	-	2,200	2,200	n/a	4,400
Communications-Other	284	375	91	1,970	1,875	(95)	-5.1%	4,500
Insurance	-	-	-	21,535	24,967	3,432	13.7%	24,967
Misc-Non Ad Valorem Taxes	-	208	208	16	1,040	1,024	98.4%	2,500
Misc-Assessment Collection Cost	3,824	1,643	(2,181)	37,004	24,280	(12,724)	-52.4%	26,001
Website Hosting/Email services	-	275	275	4,182	1,375	(2,807)	-204.2%	3,300
Janitorial /Office supplies	84	167	83	1,011	835	(176)	-21.1%	2,000
Office Expense	737	833	96	2,965	4,165	1,200	28.8%	10,000
Misc-Credit Card Fees	2	103	101	117	515	398	77.4%	1,232
Total Administration	23,074	16,822	(6,252)	135,204	131,059	(4,145)	-3.2%	241,220

Community Services

Environmental Services

Payroll-Environmental Services	4,887	4,801	(86)	18,004	24,005	6,001	25.0%	57,617
Contracts-Preserve Maintenance	-	2,917	2,917	-	14,585	14,585	n/a	35,000
Contracts-Lakes	2,367	2,367	-	11,835	11,835	-	0.0%	28,400
ProfServ-Consultants	600	1,250	650	5,230	6,250	1,020	16.3%	15,000
Electricity - General	317	200	(117)	1,584	1,000	(584)	-58.4%	2,400
Utility - Water & Sewer	106	167	61	580	835	255	30.5%	2,000
R&M-Sidewalks	-	833	833	-	4,165	4,165	n/a	10,000
R&M-Storm Drain Cleaning	245	1,250	1,005	245	6,250	6,005	96.1%	15,000
R&M-Preserves	5,629	3,333	(2,296)	8,825	16,665	7,840	47.0%	40,000
R&M-Road Scaping	-	833	833	-	4,165	4,165	n/a	10,000

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
R&M-Roads,Signage,Striping	10,950	917	(10,033)	10,950	4,585	(6,365)	-138.8%	11,000
R&M-Lakes,Bank Erosion,Planting	-	2,083	2,083	13,984	10,415	(3,569)	-34.3%	25,000
Misc-Contingency	9,925	1,667	(8,258)	14,175	8,335	(5,840)	-70.1%	20,000
Total Environmental Services	35,026	22,618	(12,408)	85,412	113,090	27,678	24.5%	271,417
Access and Control								
Payroll-Gatehouse	32,217	26,422	(5,795)	110,762	132,110	21,348	16.2%	317,059
R&M-Gate	3,129	2,083	(1,046)	17,530	10,415	(7,115)	-68.3%	25,000
R&M-Gatehouse/Security	5,738	2,083	(3,655)	16,397	10,415	(5,982)	-57.4%	25,000
Op Supplies - Gatehouse	1,287	1,250	(37)	2,145	6,250	4,105	65.7%	15,000
Mileage Reimbursement	-	833	833	-	4,165	4,165	n/a	10,000
Total Access and Control	42,370	32,671	(9,699)	146,834	163,355	16,521	10.1%	392,059
Landscape Services								
Contracts - Landscape	18,500	22,083	3,583	92,500	110,415	17,915	16.2%	265,000
Payroll - Landscape	1,728	1,250	(478)	6,240	6,250	10	0.2%	15,000
R&M - Other Landscape	14,760	3,333	(11,427)	48,806	16,665	(32,141)	-192.9%	40,000
R&M - Tree Trimming Services	-	4,167	4,167	46,810	20,835	(25,975)	-124.7%	50,000
Plantings & Consulting	799	4,167	3,368	22,134	20,835	(1,299)	-6.2%	50,000
Total Landscape Services	35,787	35,000	(787)	216,491	175,000	(41,491)	-23.7%	420,000
Total Community Services	113,183	90,289	(22,894)	448,737	451,445	2,708	0.6%	1,083,476
Activity Center Campus								
P/R-Board of Supervisors	135	167	32	673	835	162	19.4%	2,000
Payroll-Salaries	2,612	1,888	(724)	8,908	9,440	532	5.6%	22,656
Payroll-Maintenance	4,140	5,032	892	16,704	25,160	8,456	33.6%	60,382
Electricity - General	5,618	4,222	(1,396)	22,829	21,110	(1,719)	-8.1%	50,666
Utility - Water & Sewer	868	1,333	465	4,798	6,665	1,867	28.0%	16,000
Insurance - Property	-	-	-	41,533	48,152	6,619	13.7%	48,152
R&M-Pools	11,096	667	(10,429)	23,317	3,335	(19,982)	-599.2%	8,000
R&M-Fitness Equipment	325	500	175	2,589	2,500	(89)	-3.6%	6,000
Activity Ctr Cleaning- Inside Areas	2,458	2,667	209	11,584	13,335	1,751	13.1%	32,000
Pool Daily Maintenance	1,995	2,083	88	9,825	10,415	590	5.7%	25,000
R&M-Croquet Turf Maintenance	-	83	83	-	415	415	n/a	1,000
R&M-Activity Campus Buildings	4,762	3,333	(1,429)	43,295	16,665	(26,630)	-159.8%	40,000
Misc-Special Projects	-	5,000	5,000	92	25,000	24,908	99.6%	60,000
Tools and Equipment	657	1,250	593	1,789	6,250	4,461	71.4%	15,000
Operating Supplies	2,760	167	(2,593)	2,760	835	(1,925)	-230.5%	2,000
Misc-Contingency	-	2,500	2,500	151	12,500	12,349	98.8%	30,000
Total Activity Center Campus	37,426	30,892	(6,534)	190,848	202,612	11,764	5.8%	418,856
Total Expenditures	173,683	138,003	(35,680)	774,789	785,116	10,327	1.3%	1,743,552

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	5,833	5,833	(0)	29,167	29,165	(2)	0.0%	70,000
Reserve - Roadways	10,833	10,833	(0)	54,167	54,165	(2)	0.0%	130,000
Reserve - Environmental Services	4,167	4,167	0	20,833	20,835	2	0.0%	50,000
Total Transfers Out	20,833	20,833	(0)	104,167	104,165	(2)	0.0%	250,000
Total Expenditures & Transfers	194,516	158,836	(35,680)	878,956	889,281	10,325	1.2%	1,993,552
Net Surplus (Deficit)	<u>\$ 2,146</u>	<u>\$ (32,704)</u>	<u>\$ 34,850</u>	1,002,225	968,618	33,607		-
Fund balance as of Oct 01, 2023				536,756	536,756	-		536,756
Fund Balance as of Feb 29, 2024				<u>\$ 1,538,981</u>	<u>\$ 1,505,374</u>	<u>\$ 33,607</u>		<u>\$ 536,756</u>

Riverwood Community Development District

Financial Statements

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	300	4,750	(4,450)	50,300	23,750	26,550	111.8%	57,000
Transfer In - Roadways	10,833	10,833	0	54,167	54,165	2	0.0%	130,000
Transfer In - Environmental Services	4,167	4,167	(0)	20,833	20,835	(2)	0.0%	50,000
Transfer In - Activity Center Campus	5,833	5,833	0	29,167	29,165	2	0.0%	70,000
Other Miscellaneous Revenues	-	-	-	0	-	0	n/a	-
Interest - Investments	11,426	-	11,426	54,552	-	54,552	n/a	-
Total Revenue / Other Sources	32,559	25,583	6,976	209,019	127,915	81,104	63.4%	307,000
Expenditures								
Activity Center Campus								
Reserve-Activity Center Campus	-	5,833	5,833	-	29,165	29,165	100.0%	70,000
Materials & Supplies	-	-	-	14,910	-	(14,910)	n/a	-
Capital Projects	-	-	-	97,000	-	(97,000)	n/a	-
R&M-Tennis Courts	998	-	(998)	26,002	-	(26,002)	n/a	-
Total Activity Center Campus	998	5,833	4,835	137,912	29,165	(108,747)	-372.9%	70,000
Roadways								
Reserve - Roadways	-	10,833	10,833	-	54,165	54,165	100.0%	130,000
Total Roadways	-	10,833	10,833	-	54,165	54,165	100.0%	130,000
RV Park								
Reserve - RV Park	-	2,423	2,423	-	12,115	12,115	100.0%	29,070
Payroll- RV Park	1,264	1,083	(181)	4,441	5,415	974	18.0%	13,000
Materials & Supplies	41	417	377	446	2,085	1,639	78.6%	5,000
Capital Projects	-	708	708	-	3,540	3,540	100.0%	8,500
Postage and Freight	-	3	3	-	15	15	100.0%	40
Fuel, Gasoline and Oil	-	8	8	-	40	40	100.0%	90
Credit Card Fees	-	108	108	1,201	540	(661)	-122.4%	1,300
Total RV Park	1,305	4,750	3,446	6,088	23,750	17,662	74.4%	57,000
Environmental Services								
Reserve - Environmental Services	-	4,167	4,167	-	20,835	20,835	100.0%	50,000
Total Environmental Services	-	4,167	4,167	-	20,835	20,835	100.0%	50,000
Total Expenditures	2,302	25,583	23,281	144,001	127,915	(16,086)	-12.6%	307,000
Net Surplus (Deficit)	\$ 30,257	\$ -	\$ 30,257	65,018	-	65,018		-
Fund balance as of Oct 01, 2023				2,431,633	2,431,633	-		2,431,633
Fund Balance as of Feb 29, 2024				\$ 2,496,651	\$ 2,431,633	\$ 65,018		\$ 2,431,633

Riverwood Community Development District

Financial Statements

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	\$664,554	\$20,833	\$13,766	\$0	\$699,153
Activity Center Campus Reserve	\$762,763	\$29,167	\$16,529	\$137,912	\$670,546
Roadways Reserve	\$882,584	\$54,167	\$20,917	\$0	\$957,667
Construction Settlement Reserve	\$0	\$0	\$0	\$0	\$0
RV Park Reserve	\$121,732	\$50,300	\$3,340	\$6,088	\$169,284
Total	\$2,431,633	\$154,467	\$54,552	\$144,001	\$2,496,651

Riverwood Community Development District

Financial Statements

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	\$ -	\$ 15,042	\$ (15,042)	\$ 191,237	\$ 75,210	\$ 116,027	154.3%	\$ 180,500
Initiation Fees	-	250	(250)	2,400	1,250	1,150	92.0%	3,000
Amenities Revenue	297	83	214	792	415	377	90.8%	1,000
Summer Membership	-	708	(708)	-	3,540	(3,540)	-100.0%	8,500
Other Miscellaneous Revenues	58	42	16	223	210	13	6.4%	500
Interest - Investments	358	17	341	1,856	85	1,771	2083.2%	200
Total Revenue / Other Sources	713	16,142	(15,429)	196,509	80,710	115,799	143.5%	193,700

Expenditures

Beach Club Operations

Payroll-Administrative	574	417	(157)	1,922	2,085	163	7.8%	5,000
Payroll-Attendants	9,929	7,464	(2,465)	37,192	37,320	128	0.3%	89,565
ProfServ-Mgmt Consulting	442	442	-	2,210	2,210	-	0.0%	5,304
Auditing Services	-	-	-	-	1,100	1,100	100.0%	2,200
Contracts-Landscape	-	150	150	1,400	750	(650)	-86.7%	1,800
Communication - Telephone	224	208	(16)	1,114	1,040	(74)	-7.1%	2,500
Utility - General	75	100	25	474	500	26	5.2%	1,200
Utility - Refuse Removal	76	75	(1)	380	375	(5)	-1.2%	900
Utility - Water & Sewer	144	150	6	456	750	294	39.2%	1,800
Insurance	-	-	-	21,535	24,967	3,432	13.7%	24,967
R&M-Buildings	-	167	167	559	835	276	33.0%	2,000
R&M-Equipment	-	167	167	-	835	835	100.0%	2,000
Preventative Maint-Security Systems	-	146	146	-	730	730	100.0%	1,750
Misc-Special Projects	-	167	167	-	835	835	100.0%	2,000
Misc-Web Hosting	-	46	46	-	230	230	100.0%	550
Misc-Taxes	-	-	-	869	756	(113)	-15.0%	756
Misc-Contingency	-	256	256	-	1,280	1,280	100.0%	3,068
Credit Card Fees	4	429	425	5,535	2,145	(3,390)	-158.0%	5,150
Office Supplies	-	5	5	-	25	25	100.0%	60
Op Supplies - General	-	42	42	17	210	193	91.8%	500
Total Beach Club Operations	11,467	10,431	(1,036)	73,663	78,978	5,315	6.7%	153,070

Riverwood Community Development District

Financial Statements

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	7,094
Total Debt Service	-	-	-	-	-	-	n/a	30,711
Total Expenditures	11,467	10,431	(1,036)	73,663	78,978	5,315	6.7%	183,781
Transfer Out								
Reserve - Beach Club	877	877	0	4,384	4,385	1	0.0%	10,521
Total Transfer Out	877	877	0	4,384	4,385	1	0.0%	10,521
Total Expenditures & Transfer	12,344	11,308	(1,036)	78,047	83,363	5,316	6.4%	194,302
Net Surplus (Deficit)	<u>\$ (11,631)</u>	<u>\$ 4,834</u>	<u>\$ (16,465)</u>	118,461	(2,653)	121,114		(602)
Fund balance as of Oct 01, 2023				95,834	95,834	-		95,834
Fund Balance as of Feb 29, 2024				<u>\$ 214,295</u>	<u>\$ 93,181</u>	<u>\$ 121,114</u>		<u>\$ 95,232</u>

Beach Club Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	\$ 877	\$ 877	\$ (0)	\$ 4,384	\$ 4,385	\$ (1)	0.0%	\$ 10,521
Total Revenue / Other Sources	877	877	(0)	4,384	4,385	(1)	0.0%	10,521
Expenditures								
Reserve - Beach Club	-	877	877	-	4,385	4,385	100.0%	10,521
Total Expenditures	-	877	877	-	4,385	4,385	0.0%	10,521
Net Surplus (Deficit)	<u>\$ 877</u>	<u>\$ -</u>	<u>\$ 877</u>	4,384	-	4,384		-
Fund balance as of Oct 01, 2023				73,452	73,452	-		73,452
Fund Balance as of Feb 29, 2024				<u>\$ 77,836</u>	<u>\$ 73,452</u>	<u>\$ 4,384</u>		<u>\$ 73,452</u>

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$73,453	\$4,384	\$0	\$0	\$77,837
Total	\$73,453	\$4,384	\$0	\$0	\$77,837

Beach Club Fund - Loan

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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, 2023				(141,875)	(141,875)	-		(141,875)
Fund Balance as of Feb 29, 2024				<u>\$ (141,875)</u>	<u>\$ (141,875)</u>	<u>\$ -</u>		<u>\$ (141,875)</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 February 29, 2024

(41.67% 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	\$ 38,262	\$ 21,075	\$ 17,187	\$ 645,723	\$ 654,854	\$ (9,131)	-1.4%	\$ 698,412
Special Assmnts- Discounts	(750)	(843)	93	(23,921)	(26,194)	2,273	-8.7%	(27,937)
Interest - Investments	3,859	42	3,817	11,386	210	11,176	5322.0%	500
Total Revenue / Other Sources	41,371	20,274	21,097	633,188	628,870	4,318	0.7%	670,975
Expenditures								
Debt Service								
Misc-Assessment Collection Cost	750	422	(328)	12,436	13,097	661	5.0%	13,968
Principal Debt Retirement	-	-	-	-	-	-	n/a	458,000
Interest Expense	-	-	-	103,585	103,585	(0)	0.0%	207,169
Total Debt Service	750	422	(328)	116,021	116,682	661	0.6%	679,137
Total Expenditures	750	422	(328)	116,021	116,682	661	0.6%	679,137
Net Surplus (Deficit)	<u>\$ 40,621</u>	<u>\$ 19,852</u>	<u>\$ 20,769</u>	517,167	512,189	4,979		(8,162)
Fund balance as of Oct 01, 2023				499,397	499,397	-		499,397
Fund Balance as of Feb 29, 2024				<u>\$ 1,016,565</u>	<u>\$ 1,011,586</u>	<u>\$ 4,979</u>		<u>\$ 491,235</u>

Enterprise Fund - Breakdown by Utility Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending February 29, 2024

(41.67% 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	\$ 192,991	\$ 547,944	\$ 99,050	\$ 839,986	\$ 831,955	\$ 8,031	1.0%	\$ 1,996,700
Usage Charges for Services	98,346	-	-	98,346	87,155	11,191	12.8%	209,170
Standby Fees	-	2,855	-	2,855	2,625	230	8.8%	6,300
Connection Fees - W/S	-	5,000	-	5,000	-	5,000	0.0%	-
Other Miscellaneous Revenues	1,949	8,881	-	10,830	4,915	5,915	120.3%	11,800
Interest - Investments	2,914	5,433	1,216	9,563	2,205	7,358	333.7%	5,300
Total Revenue / Other Sources	296,201	570,113	100,266	966,580	928,855	37,725	4.1%	2,229,270
Expenses								
Administration	22,425	108,941	10,207	141,574	156,067	14,493	9.3%	259,119
Utility Services	225,429	351,269	65,628	642,327	650,075	7,748	1.2%	1,560,151
Transfers Out	12,500	137,500	20,833	170,833	170,835	2	0.0%	410,000
Total Expenses	260,354	597,710	96,669	954,734	976,977	22,243	2.3%	2,229,270
Net Profit (Loss)	<u>\$ 35,846</u>	<u>\$ (27,597)</u>	<u>\$ 3,597</u>	11,846	(48,122)	59,968		-
Net Position as of Oct 01, 2023				6,969,140	6,969,140	-		6,969,140
Net Position as of Feb 29, 2024				<u>\$ 6,980,987</u>	<u>\$ 6,921,018</u>	<u>\$ 59,968</u>		<u>\$ 6,969,140</u>

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending February 29, 2024

(41.67% 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	\$ 38,600	\$ 38,308	\$ 292	\$ 192,991	\$ 191,540	\$ 1,451	0.8%	\$ 459,700
Water-Usage	22,469	17,431	5,038	98,346	87,155	11,191	12.8%	209,170
Other Miscellaneous Revenues	430	150	280	1,949	750	1,199	159.9%	1,800
Interest - Investments	17	25	(8)	2,914	125	2,789	2231.4%	300
Total Revenue / Other Sources	61,516	55,914	5,602	296,201	279,570	16,631	5.9%	670,970
Administration								
P/R-Board of Supervisors	185	229	44	924	1,145	221	19.3%	2,745
Payroll-Project Manager	2,879	2,083	(796)	9,920	10,415	495	4.8%	25,000
ProfServ-Engineering	-	417	417	-	2,085	2,085	100.0%	5,000
ProfServ-Legal Services	-	567	567	-	2,835	2,835	100.0%	6,800
ProfServ-Mgmt Consulting	470	470	0	2,350	2,350	0	0.0%	5,639
Auditing Services	-	-	-	-	1,870	1,870	100.0%	3,740
Postage and Freight	-	26	26	-	130	130	100.0%	306
Insurance	-	-	-	9,229	10,700	1,471	13.7%	10,700
Printing and Binding	-	28	28	3	140	137	98.2%	340
Legal Advertising	-	40	40	-	200	200	100.0%	485
Miscellaneous Services	-	79	79	-	395	395	100.0%	949
Office Supplies	-	9	9	-	45	45	100.0%	102
Total Administration	3,534	3,948	414	22,425	32,310	9,885	30.6%	61,806
Utility Services								
ProfServ-Utility Billing	1,186	953	(233)	5,322	4,765	(557)	-11.7%	11,440
Contracts-Other Services	3,976	4,482	506	20,118	22,410	2,292	10.2%	53,783
Utility - Base Rate	12,764	12,764	0	63,818	63,820	2	0.0%	153,162
Utility - Water-Usage	28,707	24,935	(3,772)	115,567	124,675	9,108	7.3%	299,218
Utility-CCU Admin Fee	5	4	(1)	22	20	(2)	-10.3%	50
R&M-General	-	4,625	4,625	13,703	23,125	9,422	40.7%	55,500
Misc-Licenses & Permits	-	25	25	-	125	125	100.0%	300
Misc-Contingency	-	476	476	6,880	2,380	(4,500)	-189.1%	5,711
Total Utility Services	46,638	48,264	1,626	225,429	241,320	15,891	6.6%	579,164
Total Expenses	50,171	52,212	2,041	247,854	273,630	25,776	9.4%	640,970

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending February 29, 2024

(41.67% 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	-	12,500	12,500	-	0.0%	30,000
Total Transfers Out	2,500	2,500	-	12,500	12,500	-	0.0%	30,000
Total Expenses & Transfers	52,671	54,712	2,041	260,354	286,130	25,776	9.0%	670,970
Net Profit (Loss)	<u>\$ 8,844</u>	<u>\$ 1,202</u>	<u>\$ 7,642</u>	<u>\$ 35,846</u>	<u>\$ (6,560)</u>	<u>\$ 42,406</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 February 29, 2024

(41.67% 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	\$ 109,680	\$ 108,250	\$ 1,430	\$ 547,944	\$ 541,250	\$ 6,694	1.2%	\$ 1,299,000
Standby Fees	571	525	46	2,855	2,625	230	8.8%	6,300
Connection Fees - W/S	5,000	-	5,000	5,000	-	5,000	n/a	-
Other Miscellaneous Revenues	1,961	833	1,128	8,881	4,165	4,716	113.2%	10,000
Interest - Investments	31	333	(302)	5,433	1,665	3,768	226.3%	4,000
Total Revenue / Other Sources	117,243	109,941	7,302	570,113	549,705	20,408	3.7%	1,319,300
Expenses								
Administration								
P/R-Board of Supervisors	468	579	111	2,336	2,895	559	19.3%	6,943
Payroll-Project Manager	3,572	2,583	(989)	12,303	12,915	612	4.7%	31,000
ProfServ-Engineering	1,680	833	(847)	25,760	4,165	(21,595)	-518.5%	10,000
ProfServ-Legal Services	462	1,467	1,005	2,787	7,335	4,548	62.0%	17,600
ProfServ-Mgmt Consulting	2,049	2,049	0	10,244	10,245	1	0.0%	24,586
Auditing Services	-	-	-	-	4,730	4,730	100.0%	9,460
Postage and Freight	112	65	(47)	129	325	196	60.4%	775
Insurance	-	-	-	55,376	64,202	8,826	13.7%	64,202
Printing and Binding	-	72	72	6	360	354	98.2%	860
Legal Advertising	-	-	-	-	-	-	n/a	3
Miscellaneous Services	-	200	200	-	1,000	1,000	100.0%	2,399
Office Supplies	-	25	25	-	125	125	100.0%	300
Total Administration	8,342	7,873	(469)	108,941	108,297	(644)	-0.6%	168,128
Utility Services								
ProfServ-Utility Billing	7,454	5,940	(1,514)	33,221	29,700	(3,521)	-11.9%	71,280
Electricity - General	8,049	4,750	(3,299)	35,124	23,750	(11,374)	-47.9%	57,000
Utility - Water & Sewer	369	292	(77)	1,834	1,460	(374)	-25.6%	3,500
Communication - Telephone	484	542	58	2,392	2,710	318	11.8%	6,500
Contracts-Other Services	24,096	27,926	3,830	124,670	139,630	14,960	10.7%	335,110
R&M-Sludge Hauling	7,698	7,083	(615)	34,958	35,415	457	1.3%	85,000
Maintenance - Security Systems	-	146	146	-	730	730	100.0%	1,750
R&M-General	24,109	18,953	(5,156)	75,493	94,765	19,272	20.3%	227,439
Misc-Licenses & Permits	-	12	12	-	60	60	100.0%	140
Misc-Bad Debt	-	83	83	129	415	286	69.0%	1,000
Misc-Contingency	551	1,038	487	3,012	5,190	2,178	42.0%	12,453
Op Supplies - Chemicals	7,272	1,667	(5,605)	40,437	8,335	(32,102)	-385.1%	20,000
Total Utility Services	80,083	68,432	(11,651)	351,269	342,160	(9,109)	-2.7%	821,172
Total Expenses	88,425	76,305	(12,120)	460,210	450,457	(9,753)	-2.2%	989,300

Enterprise Fund - Sewer Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending February 29, 2024

(41.67% 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	27,500	27,500	-	137,500	137,500	-	0.0%	330,000
Total Transfers Out	27,500	27,500	-	137,500	137,500	-	0.0%	330,000
Total Expenses & Transfers	115,925	103,805	(12,120)	597,710	587,957	(9,753)	-1.7%	1,319,300
Net Profit (Loss)	<u>\$ 1,318</u>	<u>\$ 6,136</u>	<u>\$ (4,818)</u>	<u>\$ (27,597)</u>	<u>\$ (38,252)</u>	<u>\$ 10,655</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 February 29, 2024

(41.67% 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	\$ 19,817	\$ 19,833	\$ (16)	\$ 99,050	\$ 99,165	\$ (115)	-0.1%	\$ 238,000
Interest - Investments	7	83	(76)	1,216	415	801	193.0%	1,000
Total Revenue / Other Sources	19,824	19,916	(92)	100,266	99,580	686	0.7%	239,000
Expenses								
Administration								
P/R-Board of Supervisors	109	135	26	544	675	131	19.4%	1,616
Payroll-Project Manager	1,153	833	(320)	4,040	4,165	125	3.0%	10,000
ProfServ-Engineering	-	443	443	-	2,215	2,215	100.0%	5,320
ProfServ-Legal Services	-	83	83	-	415	415	100.0%	1,000
ProfServ-Mgmt Consulting	201	201	(0)	1,007	1,005	(2)	-0.2%	2,417
Auditing Services	-	-	-	-	1,100	1,100	100.0%	2,200
Postage and Freight	-	15	15	-	75	75	100.0%	180
Insurance	-	-	-	4,615	5,350	735	13.7%	5,350
Printing and Binding	-	17	17	2	85	84	98.2%	200
Legal Advertising	-	24	24	-	120	120	100.0%	285
Miscellaneous Services	-	46	46	-	230	230	100.0%	557
Office Supplies	-	5	5	-	25	25	100.0%	60
Total Administration	1,463	1,802	339	10,207	15,460	5,253	34.0%	29,185
Utility Services								
ProfServ-Utility Billing	560	440	(120)	2,468	2,200	(268)	-12.2%	5,280
Electricity - General	28,253	2,500	(25,753)	30,224	12,500	(17,724)	-141.8%	30,000
Contracts-Other Services	1,824	2,069	245	9,274	10,345	1,071	10.4%	24,823
Utility - Water-Usage	3	3,417	3,414	2,297	17,085	14,788	86.6%	41,000
Utility-CCU Admin Fee	5	6	1	22	30	8	26.5%	75
R&M-General	20,119	4,167	(15,952)	21,343	20,835	(508)	-2.4%	50,000
Misc-Contingency	-	303	303	-	1,515	1,515	100.0%	3,637
Op Supplies - Chemicals	-	417	417	-	2,085	2,085	100.0%	5,000
Total Utility Services	50,763	13,319	(37,444)	65,628	66,595	967	1.5%	159,815
Total Expenses	52,226	15,121	(37,105)	75,836	82,055	6,219	7.6%	189,000

Enterprise Fund - Irrigation Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending February 29, 2024

(41.67% 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	4,167	4,167	0	20,833	20,835	2	0.0%	50,000
Total Transfers Out	4,167	4,167	0	20,833	20,835	2	0.0%	50,000
Total Expenses & Transfers	56,393	19,288	(37,105)	96,669	102,890	6,221	6.0%	239,000
Net Profit (Loss)	<u>\$ (36,569)</u>	<u>\$ 628</u>	<u>\$ (37,197)</u>	<u>\$ 3,597</u>	<u>\$ (3,310)</u>	<u>\$ 6,907</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 February 29, 2024

(41.67% 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	\$ -	\$ 12,500	\$ 12,500	\$ -	0.0%	\$ 30,000
Transfer In - Sewer Services	27,500	27,500	-	137,500	137,500	-	0.0%	330,000
Transfer In - Irrigation Services	4,167	4,167	(0)	20,833	20,835	(2)	0.0%	50,000
Interest - Investments	12,339	4,167	8,172	49,469	20,835	28,634	137.4%	50,000
Total Revenue / Other Sources	46,505	38,334	8,171	220,303	191,670	28,633	14.9%	460,000
Expenses								
Water Services								
Reserve - Water System	-	2,500	2,500	-	12,500	12,500	100.0%	30,000
Total Water Services	-	2,500	2,500	-	12,500	12,500	100.0%	30,000
Sewer Services								
Operating Supplies	-	-	-	98,049	-	(98,049)	n/a	-
Reserve - Sewer System	-	27,500	27,500	-	137,500	137,500	100.0%	330,000
Total Sewer Services	-	27,500	27,500	98,049	137,500	39,451	28.7%	330,000
Irrigation Services								
Reserves - Irrigation System	-	4,167	4,167	-	20,835	20,835	100.0%	50,000
Total Irrigation Services	-	4,167	4,167	-	20,835	20,835	100.0%	50,000
Total Expenses	-	34,167	34,167	98,049	170,835	72,786	42.6%	410,000
Net Profit (Loss)	<u>\$ 46,505</u>	<u>\$ 4,167</u>	<u>\$ 42,338</u>	122,254	20,835	101,419		50,000
Net Position as of Oct 01, 2023				2,576,060	2,576,060	-		2,576,060
Net Position as of Feb 29, 2024				<u>\$ 2,698,314</u>	<u>\$ 2,596,895</u>	<u>\$ 101,419</u>		<u>\$ 2,626,060</u>

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$332,468	\$12,500	\$4,389	\$0	\$349,356
Sewer Services Reserve	\$1,613,124	\$137,500	\$35,561	\$98,049	\$1,688,136
Irrigation Services Reserve	\$389,800	\$20,833	\$7,236	\$0	\$417,869
Underground Infrastructure Reserve	\$240,667	\$0	\$2,284	\$0	\$242,951
Total	\$2,576,059	\$170,833	\$49,469	\$98,049	\$2,698,313

Shared Services

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2024

(41.67% 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	\$ 5,383	\$ 6,675	\$ 1,293	19.4%	\$ 16,000	
Allocated to GF (Activity Ctr)	(135)	(167)	(32)	(673)	(835)	(162)	19.4%	(2,000)	
Allocated to Water	(185)	(229)	(44)	(924)	(1,145)	(221)	19.3%	(2,745)	
Allocated to Sewer	(468)	(579)	(111)	(2,336)	(2,895)	(559)	19.3%	(6,943)	
Allocated to Irrigation	(109)	(135)	(26)	(544)	(675)	(131)	19.4%	(1,616)	
Balance in General Fund (Admin)	181	225	44	905	1,125	220	19.5%	2,696	
Total Payroll - Salaries	\$ 60,139	\$ 48,935	\$ (11,204)	\$ 212,538	\$ 244,675	\$ 32,137	13.1%	\$ 587,220	
Allocated to GF (Activity Ctr Salaries)	(2,612)	(1,888)	724	(8,908)	(9,440)	(532)	5.6%	(22,656)	
Allocated to GF (Activity Ctr Maint.)	(4,140)	(5,032)	(892)	(16,704)	(25,160)	(8,456)	33.6%	(60,382)	
Allocated to GF (Gatehouse)	(32,217)	(26,422)	5,795	(110,762)	(132,110)	(21,348)	16.2%	(317,059)	
Allocated J. Mercer to Water	(2,879)	(2,083)	796	(9,920)	(10,415)	(495)	4.8%	(25,000)	
Allocated J. Mercer to Sewer	(3,572)	(2,583)	989	(12,303)	(12,915)	(612)	4.7%	(31,000)	
Allocated J. Mercer to Irrigation	(1,153)	(833)	320	(4,040)	(4,165)	(125)	3.0%	(10,000)	
Allocated to Beach Club- Attendants	(9,929)	(7,464)	2,465	(37,192)	(37,320)	(128)	0.3%	(89,565)	
Balance in General Fund (Admin)	3,638	2,630	(1,008)	12,709	13,150	441	3.4%	31,558	
Total Inframark Contract	10,066	10,066	(0)	50,331	50,330	(1)	0.0%	120,795	
Allocated to Beach Club	(442)	(442)	-	(2,210)	(2,210)	-	0.0%	(5,304)	
Allocated to Water	(470)	(470)	(0)	(2,350)	(2,350)	(0)	0.0%	(5,639)	
Allocated to Sewer	(2,049)	(2,049)	(0)	(10,244)	(10,245)	(1)	0.0%	(24,586)	
Allocated to Irrigation	(201)	(201)	0	(1,007)	(1,005)	2	-0.2%	(2,417)	
Balance in General Fund (Admin)	6,904	6,904	-	34,520	34,520	-	0.0%	82,849	
Total Insurance Expense	-	-	-	153,822	178,338	24,516	13.7%	178,338	
Allocated to GF (Activity Ctr)	-	-	-	(41,533)	(48,152)	(6,619)	13.7%	(48,152)	
Allocated to Beach Club	-	-	-	(21,535)	(24,967)	(3,432)	13.7%	(24,967)	
Allocated to Water	-	-	-	(9,229)	(10,700)	(1,471)	13.7%	(10,700)	
Allocated to Sewer	-	-	-	(55,376)	(64,202)	(8,826)	13.7%	(64,202)	
Allocated to Irrigation	-	-	-	(4,615)	(5,350)	(735)	13.7%	(5,350)	
Balance in General Fund (Admin)	-	-	-	21,535	24,967	3,432	13.7%	24,967	

Sixth Order of Business

6A

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT’S USE OF THE CHARLOTTE COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT’S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION.

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, the Board of Supervisors of Riverwood Community Development District (hereinafter the “Board”) seeks to implement Section 190.006(3)(a)(2)(c), Florida Statutes and to instruct the Charlotte Supervisor of Elections (the “Supervisor”) to conduct the District’s General Elections.

WHEREAS, the Supervisor has requested the District adopt a Resolution confirming the District’s use of the Supervisor for the purpose of conducting the District’s future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District’s supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals: Lucille Syrek, Greg Gipp, Donald Myhrberg, Michael Spillane and Cameron McKee.

Section 2. The term of office for each member of the Board is as follows:

Lucille Syrek	Seat 1	Term: four years	Expires: 11/2024
Greg Gipp	Seat 2	Term: four years	Expires: 11/2026
Donald Myhrberg	Seat 3	Term: four years	Expires: 11/2024
Michael Spillane	Seat 4	Term: four years	Expires: 11/2024
Cameron McKee	Seat 5	Term: four years	Expires: 11/2026

Section 3. Seat 1, currently held by Lucille Syrek, Seat 3, currently held by Donald Myhrberg, and Seat 4, currently held by Michael Spillane are scheduled for the General Election in November 2024.

Section 4. Pursuant to Section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the Board, not to exceed \$4,800 per year per member.

Section 5. The term of office for the individuals to be elected to the Board in the November 2024 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 19th DAY OF MARCH 2024.

ATTEST:

**RIVERWOOD COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Seventh Order of Business

7A



4487 A Ashton Road, Sarasota, FL 34233
 Ph: 941-925-3000 Fx: 941-925-3001

DATE	ESTIMATE #
12/12/2023	211033R

You Can Feel The Difference!

NAME/ADDRESS
Riverwood Country Club 4100 Riverwood Drive Port Charlotte, FL 33953

TERMS	REP	FOB	PROJECT NAME
50% down, Balance...	ED/DC	Destination	Bocce Ball Area

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
USO12P	12' x 12' x 8' H OFFSET SquareBrella Quick & Easy Turnbuckle Tensioning Powder Coat Color - TBD Fabric Cover Color - TBD Direct Imbedment	5	5,164.00	25,820.00
Sealed Drawings Rev	Sealed Engineering Drawings & Calculations* (Site Plan/Survey required from customer/property owner) *Additional charge of \$395 for any resealing required after initial sealed drawings provided		795.00	795.00
Includes Installation	Includes Layout, Foundation Work, Erection, Excavation & Removal of Spoils and Debris* *Assumes normal site conditions, no other site work to be performed. Not responsible for underground obstructions, diversion of utility lines or irrigation systems.		34,800.00	34,800.00
Freight Rev - Shade Structures	ESTIMATED Freight (excludes unloading; additional freight charges may be added to final invoice based on actual freight charges at time of shipping)		3,900.00	3,900.00
Thank you for the opportunity to provide our proposal. We look forward to serving your organization.			TOTAL	\$65,315.00

This estimate is valid for 15 days.

ACCEPTED BY: _____

Eighth Order of Business

RIVERWOOD CDD

February Monthly Client Report

March 19th, 2024



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 has worked as intended.

- **Performance metrics:**

- Wastewater Treatment Plant

- 5.466 million gals of wastewater received in February

- Water Treatment

- 5.316 million gals of water metered at Riseley Ave between 1/24/24-2/23/24
 - 5.049 million gals of water billed from CCU between 1/24/24-2/23/24
 - 992 thousand gals of water metered at Proude St. between 1/24/24-2/23/24
 - 990 thousand gals of water billed from CCU between 1/24/24-2/23/24

- Reuse

- Received from Charlotte County Utilities- 16,516.984 gals of reuse
*We have contacted CCU for a meter evaluation for under reading
 - 3.865 million gals of reuse produced by Riverwood discharged into the pond

Performance Metrics	Current Month February	Prior Month January
Wastewater treated	5,466,000	4,995,000
Sludge produced and disposed	48,000	48,000
Reclaimed Water Produced (irrigation)	18,661,000	18,536,000
Number of line breaks	0	0
Hydrants flushed	21	21
Valves Exercised	12	12
Meters Read	1,134	1,134
Consumables	Current Month	Prior Month
Chlorine Usage - WWTP	3,552	815
Chlorine Usage – Irrigation	456	403

Maintenance and Repair

- Installed two more new lift station panels
- Repaired irrigation pump station
- Painted irrigation pump station
- Valve between Proude and Riseley was closed. It is now open.
- Repaired 10 meters and backflow leaks

Preventive Maintenance

- Inspected all pump stations weekly
- Flushed water at sample locations
- Odor control weekly checks performed
- Plant generator inspections completed
- Greased all pumps and motors
- Re-installed cover on surge tank and started odor system
- New blower motors and controls have arrived
- Repaired several water and irrigation main line breaks

Water Meters –

- Meters raised – 0
- Meters to be raised – 0
- 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
- Taran Brown Jr., Marcos Benavidez & Burke Young – certified operators
- Florida Utility Solutions rotates service technician weekly at Riverwood
- Alana Faircloth & Maribeth Richards – compliance and clerical/administrative
- Matt Gillispie-Utility Manager

Community Involvement

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

Hydroguard Flushing Update

Location	# times Flushed	Gallons Flushed February	Gallons Flushed January
S. Silver Lakes CT	11	175,800	137,900
N. Silver Lake CT	11	286,700	231,100
Club Drive	11	163,500	145,300
Scrub Jay CT.	11	73,500	89,300
Creekside Lane	11	269,700	239,900
North Marsh Dr.	11	348,554	330,634
Mill Creek	11	236,600	249,800
Preserve Ct.	11	273,200	224,600
Total Flushed		1,827,554	1,648,534

Monthly Report

	Golf Course Meter	Gallons	CL2	S.Silver Lakes CT	Gallons	CL2	N.Silver Lake CT	Gallons	CL2	Club Drive	Gallons	CL2	Scrub Jay CT.	Gallons	CL2	Creekside Lane	Gallons	CL2	North Marsh Dr.	Gallons	CL2	Mill Creek	Gallons	CL2	Presrve Ct.	Gallons	CL2
1				99449	34700	1.9	137145	56200	2	240327	34600	1.3	242695	24100	1.5	175559	57400	1.8	18168077	130658	1.7	465514	59400	1.9	170036	56800	1.3
2																											
3																											
4																											
5																											
6																											
7				99796	28600	1.5	137707	50200	2.1	240673	25000	1	242936	6400	1.4	176133	50000	1.3	18298735	89294	1.5	466108	33800	1.7	170604	51200	1.4
8																											
9																											
10																											
11																											
12																											
13																											
14				100082	34900	1.7	138209	56800	2	240923	23000	1.4	243000	17500	1.6	176633	52100	1.7	18388029	20264	1.7	466446	41800	1.6	171116	56800	1.2
15																											
16																											
17																											
18																											
19																											
20																											
21				100431	55700	1.6	138777	86400	1.7	241153	49000	1.3	243175	2700	1.4	177154	43000	1.6	18408293	50652	1.8	466864	14000	1.9	171684	51600	1.1
22																											
23																											
24																											
25																											
26																											
27																											
28				100988	21900	1.8	139641	37100	1.6	241643	31900	1.5	243202	22800	1.3	177584	67200	1.8	18458945	57686	1.7	467004	87600	1.6	172200	56800	1.8
29																											
30																											
31																											

MAX		MAX	55700	1.8	MAX	86400	2.1	MAX	49000	1.5	MAX	24100	1.6	Max	67200	1.8	MAX	130658	1.8	MAX	87600	1.9	MAX	56800	1.8
MIN		MIN	21900	1.5	MIN	37100	1.6	MIN	23000	1	MIN	2700	1.3	Min	43000	1.3	MIN	20264	1.5	MIN	14000	1.6	MIN	51200	1.1
AVERAGE		AVERAGE	35160	1.7	AVERAGE	57340	1.9	AVERAGE	32700	1.3	AVERAGE	14700	1.4	Average	53940	1.6	AVERAGE	69710.8	1.7	AVERAGE	47320	1.7	AVERAGE	54640	1.4
Total Used	0	Total Used	175800		Total Used	286700		Total Used	163500		Total Used	73500		Total Used	269700		Total Used	348554		Total Used	236600		Total Used	273200	
Total Flushed	1827554																								

DAYS	CCU Drinking Water Meter #0011845095	Flow Mgd	Meter Reading High	Flow Mdg	Meter Reading Low	Flow Mgd	February 1, 2024				
							Remote CI2	Riseley CI2	Proude CI2	Riseley PSI	Proude PSI
	Riseley Ave.		Proude St.				Proude St.				
1	60104488	0.152	19898437	0.005	7954129	0.014	1.8	5	6	53	60
2	60256319	0.000	19903936	0.000	7968118	0.000	2	5.3	4.6	51	60
3		0.000		0.000		0.000					
4		0.000		0.000		0.000					
5	60753840	0.220	19951406	0.046	8027585	0.009	1.9	5	4.6	56	72
6	60973629	0.113	19997895	0.001	8036459	0.009	1.9	4.9	3.4	55	68
7	61086526	0.171	19999130	0.044	8045008	0.011	2.1	3.8	3.6	50	62
8	61257819	0.159	20043078	0.002	8055623	0.015	2.5	4	4.3	58	65
9	61416522	0.000	20045379	0.000	8070668	0.000	2	3.8	3.9	53	64
10		0.000		0.000		0.000					
11		0.000		0.000		0.000					
12	61945578	0.209	20092230	0.044	8128306	0.020	3	4.9	3.7	55	63
13	62154482	0.235	20136554	0.022	8148684	0.012	2.7	5	3.8	52	64
14	62389061	0.144	20158753	0.023	8160725	0.017	1.3	5.3	3.9	50	66
15	62533468	0.210	20181800	0.017	8178201	0.021	1.3	5.2	4	51	68
16	62743251	0.000	20198563	0.000	8199256	0.000	2	6	3.8	53	70
17		0.000		0.000		0.000					
18		0.000		0.000		0.000					
19	63115151	0.209	20230495	0.047	8233915	0.005	1.4	5.1	3.9	57	63
20	63324493	0.140	20277329	0.000	8239121	0.008	1.2	5	5.3	52	62
21	63464018	0.263	20277787	0.013	8247115	0.003	1.3	5	5	51	69
22	63727070	0.355	20290987	0.012	8250569	0.004	1.3	4.8	4	52	70
23	64081675	0.000	20303072	0.000	8254340	0.000	1	5	3.8	59	70
24		0.000		0.000		0.000					
25		0.000		0.000		0.000					
26	64422691	0.257	20303088	0.014	8255218	0.003	1	5.1	3.9	57	68
27	64679828	0.178	20317251	0.000	8258158	0.001	1	5	3.9	58	70
28	64857864	0.244	20317267	0.000	8259435	0.006	1	5	3.7	53	63
29	65102172	0.000	2033045	0.000	8265704	0.000	1.3	5.3	4.1	50	64
30											
31											
	AVERAGE	0.116		0.010		0.006	1.7	4.9	4.2	53.6	65.8
	TOTAL FLOW	3.258		0.293		0.159	Total Flow	3.710			
	MAX	0.355		0.047		0.021	3	6		59	

Thirteenth Order of Business

13Hi



February 9, 2024

Mr. James P. Elliott, P.E.
Source, Inc.
1334 Lafayette Street
Cape Coral, Florida 33904

**RE: Revised Proposal for Hydrogeological Services in Support of WWTP Permitting
Riverwood WWTP, Charlotte County, Florida**

Dear Jim:

Water Science Associates is pleased to provide this proposal for hydrogeologic services in support of an operations permit renewal for the Riverwood Wastewater Treatment Plant (WWTP) in Charlotte County Florida. Based on our communications regarding the Florida Department of Environmental Protection (FDEP) Request for Additional Information (RAI), dated January 22, 2024, to an application (No. FLA014060-015-DW2P) for renewal of the operations permit for the WWTP facility, we propose to address the following item listed in the RAI:

6. During a facility inspection by FDEP compliance staff, it was noted that the background and intermediate wells were installed in below grade casings where surface water, during seasonal rain events, will flood and contaminate the wells. Please submit a revised groundwater monitoring plan which provides correctly placed above grade background and intermediate wells so that proper sampling of the wells can be accomplished. Please also provide a proposed schedule to install these monitoring wells. [62-520.600(1) F.A.C.]

The RAI requests that the applicant provide a revised groundwater monitor plan (GWMP) and requests a proposed schedule for the installation of the wells. Water Science Associates proposes to provide a revision to the GWMP to include details for extending the existing casing of the intermediate well ~3 feet above grade rather than the installation of a new well. Because the existing background well is located adjacent to a public roadway, there might be problems with the Upon approval of the revision to the GWMP, we propose to complete the physical modifications of the wellheads within 60 days.

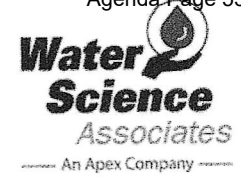
Task 1. Revise Groundwater Monitoring Plan: Water Science Associates will obtain available well construction and elevation data for two (2) of the existing groundwater monitor wells, namely MW1 (background) and MW2 (intermediate). We will submit a written plan and schematic drawings for the proposed modification of the wells to FDEP to include replacement of the existing vault surrounding MW1 with a watertight vault and extending the 2-inch PVC casing and installation of a protective cover around the extended wellhead of MW2. This task includes a single response to any FDEP request for additional information regarding the proposed changes to the wells. This proposal does not include any FDEP review fees which are presumed to have been paid as part of the WWTP permit application.

Task 1 Lump Sum: \$ 3,500.00

Task 2. Replacement of Existing Vault with Watertight Vault at Well MW1: Water Science Associates will replace the vault at background monitor well MW1 with a watertight vault. The casing will remain at the current elevation and a replacement plug will be provided if necessary. We will provide an as-built drawing of the replacement vault showing the previously existing elevation of the top of casing.

Task 2 Lump Sum: \$ 3,250.00

Mr. Jim Elliott
 Source, Inc.
 February 9, 2024
 Page 2



Task 3. Extension of Intermediate Well Casing and Installation of Protective Cover Box at MW2: Water Science Associates will provide and install 2-inch diameter PVC well casing extension on existing intermediate monitor well MW2 by use of solvent weld pipe and couplings. Upon completion of the extension, we will provide and install a 4-inch square by 4-foot tall, lockable, aluminum protective well cover surrounding the casing and will secure the protective cover to the existing well pad using concrete. We will provide an as-built drawing of the wellhead including the final top-of-casing elevation for the well based on the measured extension added to the pre-existing top-of-pipe surveyed elevation which utilizes the North American Vertical Datum (NAVD 88). Our cost does not include the price of a professional survey of the well location or elevation.

Task 2 Lump Sum: \$ 3,250.00

We appreciate the opportunity to provide this proposal for hydrogeologic services on your behalf. Should you have any questions or would like additional information, please do not hesitate to contact Kirk Martin via phone or email.

Yours Sincerely,

Kirk Martin
 Principal Scientist
 Water Science Associates, Inc.
 Mobile: 239.218.1043
 Office: 239.204.5301
 Email: kirk@wsaconsult.com

Andrew W. McThenia, P.G.
 Senior Hydrogeologist
 Water Science Associates, Inc.
 Mobile: 239.246.1970
 Office: 239.529.4396
 Email: andy@wsaconsult.com

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

Client: Mr. James P. Elliott, P.E.
Source, Inc.
1334 Lafayette Sree
Cape Coral, FL 33904

Date: February 9, 2024

Project No.: _____

Project Name/Location: Riverwoods WWTP Groundwater Monitor Plan Revision and 2 Wellhead Extensions / Charlotte County, FL

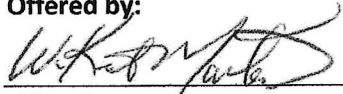
Fees/Scope Summary: Task 1) Submittal of GWMP Revision to FDEP - \$3,500, Task 2) Provide and Install watertight vaults and new pad at MW-1 - \$3,250, Task 3) Provide and install casing extension and locking protective enclosure around well MW2 - \$3,250.


All tasks listed above are lump sum (Tasks 1, 2, and 3) as per our proposal letter dated February 9, 2024. Permitting tasks do not include agency review fees.

Scope of Services are attached in the proposal letter

- Client to provide name, address, and telephone number of property owner.
- Client to provide any special site access information (contacts, keys, etc.).
- Client to provide agency fees.

This Agreement and the attached Terms and Conditions and Scope of Services constitute the complete agreement between Water Science Associates, Inc. and Client with respect to the scope of services hereunder.

Offered by:

02/09/2024
Signature **Date**
W. Kirk Martin / President
Printed Name/Title
Water Science Associates, Inc.
Name of Firm

Accepted by:

2-20-24
Signature **Date**
M. I. SPILLANE SUPERVISOR
Printed Name/Title
Riverwood CDD
Name of Firm