

RIVERWOOD
Community Development
District

April 16, 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, April 16, 2024 at 2:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Approval of the April 16, 2024 Agenda**
- 3. Audience Comments on Agenda Items**
- 4. Approval of Consent Agenda**
 - A. Approval of the Minutes of March 19, 2024 Meeting
 - B. Acceptance of the Financial Report and Check Register as of March 2024
- 5. Old Business**
 - A. Sports Water Fountain Discussion
- 6. New Business**
- 7. On-Site Manager's Report**
- 8. Monthly Client Report**
- 9. Safety and Access Control Supervisor Report**
- 10. District Manager's Report**
 - A. Presentation of First Quarter Website Audit Report
 - B. Fiscal Year 2024 General Election Information
 - C. Follow Up Items
 - i. Discussion of FEMA Determinations
 - ii. Payroll Processing Memorandum of Understanding
 - iii. Accounts Payable Software Memorandum of Understanding
- 11. Attorney's Report**
 - A. Discussion of Increasing Sewer and Irrigation Rates
- 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. Strategic Planning Committee: Mr. Myhrberg

14. Supervisor Comments

15. Audience Comments

16. Adjournment

The next meeting is scheduled to be held Tuesday, May 21, 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
Port Charlotte, Florida 33953
(941) 979-8720

Fourth Order of Business

4A

1 **MINUTES OF MEETING**
2 **RIVERWOOD**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5
6 The regular meeting of the Board of Supervisors of the Riverwood Community
7 Development District was held Tuesday, March 19, 2024 at the Riverwood Activity Center,
8 located at 4250 Riverwood Drive, Port Charlotte, Florida 33953.

9
10
11 Present and constituting a quorum were:

12
13 Michael Spillane Chairperson
14 Donald Myhrberg Vice Chairperson
15 Dolly Syrek Treasurer/Assistant Secretary
16 Greg Gipp Assistant Secretary
17 Dr. Cameron McKee Assistant Secretary
18

19 Also present were:

20
21 Justin Faircloth District Manager
22 John Mercer On-Site Manager
23 Jeff Haym Assistant Access Supervisor
24 Matt Gillispie Florida Utility Solutions
25 Mitch Gilbert Florida Utility Solutions
26 Melissa Powers Blalock Walters
27 Various Residents
28

29
30 *Following is a summary of the discussions and actions taken.*

31
32
33 **FIRST ORDER OF BUSINESS**

Call to Order and Roll Call

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

35
36 **SECOND ORDER OF BUSINESS**

Approval of the March 19, 2024 Agenda

37 There being no amendments to the agenda,
38

39

On MOTION by Mr. Myhrberg, seconded by Ms. Syrek, with all in 40 favor, the March 19, 2024 Meeting Agenda was approved as 41 presented. (5-0)

42

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 the Minutes of the February 20, 2024 Meeting**
- 48 **B. Acceptance of the Financial Report and Check Register as of February 29,**
- 49 **2024**

50 Mr. Faircloth presented the Consent Agenda, with the items as listed above, and requested
51 any additions, corrections or deletions.

52 There being none,

53
54 On MOTION by Ms. Syrek, seconded by Dr. McKee, with all in
55 favor, the Consent Agenda, consisting of the Minutes of the
56 February 20, 2024 Meeting, and acceptance of the Financial Report
57 and Check Register as of February 29, 2024, was approved. (5-0)

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

61 There being no old business, the next order of business followed.

62
63 **SIXTH ORDER OF BUSINESS** **New Business**

- 64 **A. Consideration of Resolution 2024-03, for the 2024 General Election**

65 There being no comments or questions,

66
67 On MOTION by Ms. Syrek, seconded by Dr. McKee, with all in
68 favor, Resolution 2024-03, Confirming the District’s Use of the
69 Charlotte County Supervisor of Elections to Continue Conducting
70 the District’s Election of Supervisors in Conjunction with the
71 General Election, was adopted. (5-0)

72
73
74 **SEVENTH ORDER OF BUSINESS** **On-Site Manager’s Report**

75 Mr. Mercer provided updates on lake fountains, entrance landscaping, and discussed
76 proposed projects.

77
78 On MOTION by Mr. Myhrberg, seconded by Ms. Syrek, with all in
79 favor, the contract with Coastal Mowing in the amount of \$1,600, to
80 trim the Sea Grapes, was approved. (5-0)

81
82

83 **A. Consideration of Estimate 211033R from Apollo Sunguard**
84

85
86 On MOTION by Dr. McKee, seconded by Ms. Syrek, with all in
87 favor, the contract with Apollo Sunguard in the amount of \$65,315
88 to install new sunshades for the bocce ball area was approved. (5-0)
89

90
91 On MOTION by Dr. McKee, seconded by Ms. Syrek, with all in
92 favor, the proposal from Pavement Maintenance, LLC in the amount
93 of \$45,230 for RV Park paving, was approved. (5-0)
94

95
96 **EIGHTH ORDER OF BUSINESS Monthly Client Report**

97 Mr. Gilbert reviewed the report with the Board, a copy of which was included in the agenda
98 package.

99
100 **NINTH ORDER OF BUSINESS Safety and Access Control Supervisor**
101 **Report**

- 102 • Dr. McKee provided the update in the absence of Mr. Lesinski, and covered
103 personnel/hiring issues, staffing and gate repairs.

104
105 **TENTH ORDER OF BUSINESS District Manager’s Report**

106 **A. Follow-Up Items**

- 107 • Mr. Faircloth provided an update on determinations from FEMA, and this item will
108 be placed on the April agenda for Board discussion.
- 109 • Mr. Faircloth noted that Inframark would be transferring payroll services to ADP
110 as of April 1, 2024, and would cover costs to the District through the Fiscal Year,
111 but would look to incorporate the minor charges to the District in the Fiscal Year
112 2025 budget as payroll expenses.
- 113 • Mr. Faircloth noted the website was updated with the new Rules.

114
115 **ELEVENTH ORDER OF BUSINESS Attorney’s Report**

- 116 • Ms. Powers covered the audit response letter and the letter to the RCA. The Board
117 was in concurrence to proceed with both letters.

118
119 **TWELFTH ORDER OF BUSINESS Engineer’s Report**

120 There being no report, the next order of business followed.

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

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

123 • Mr. Spillane noted the Beach Club was doing well, and he covered plantings and
124 facility usage.

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

126 • Ms. Syrek commented on the pool recirculating pump, the Fiscal Year 2025 budget,
127 and decisions being made regarding tables, pool furniture and bocce ball items.

128 • Ms. Syrek noted the CDD was going to allow the RCA to use a commercial oven
129 in the activities building. Ms. Powers suggested Mr. Rudacille review to ensure the
130 District is properly protected regarding usage of the oven.

131 **C. Environmental Committee: Mr. Myhrberg**

132 • Mr. Myhrberg commented on a recent water quality presentation, proposal for
133 televising the stormwater system, and willow trimming once the preserves begin to
134 dry out, which will take some time.

135 **D. Finance Committee: Ms. Syrek**

136 • Ms. Syrek noted the Committee would like Mr. Rudacille to review what is
137 necessary for the District to consider increasing sewer and possibly irrigation rates.

138 **E. Landscape Committee: Mr. Gipp**

139 • Mr. Gipp discussed planting ideas.

140 **F. RV Park Committee: Dr. McKee**

141 • Dr. McKee noted that Mr. Mark Rubio resigned from the Committee.

142 • Dr. McKee noted they were looking at cameras.

143 **G. Safety & Access Control Committee: Dr. McKee**

144 • Dr. McKee noted he would be increasing staffing as allowed, per the budget and
145 approve an increase to \$20 per hour for Mr. Gregory Persz.

146 • Dr. McKee noted the request of the RCA to have periodic sheriff patrols.

147 **H. Utilities Committee: Mr. Gipp**

148 **i. Water Science Associates Revised Proposal for Hydrogeological**
149 **Services Support of WWTP Permitting**

150

151

152 On MOTION by Mr. Gipp, seconded by Dr. McKee, with all in
153 favor, approval of the revised Proposal from Water Science
154 Associates for hydrogeological services in support of WWTP
155 Permitting was ratified. (5-0)

156

- 157 **I. Strategic Planning Committee: Mr. Myhrberg**
- 158 • Mr. Myhrberg noted the Committee was looking into completing a shorter survey,
- 159 and commented on plans for roadway paving.

160
 161 **FOURTEENTH ORDER OF BUSINESS** **Supervisor Comments**
 162 Hearing no comments from Supervisors, the next order of business followed.

163
 164 **FIFTEENTH ORDER OF BUSINESS** **Audience Comments**
 165 • Residents commented on roads and irrigation items.

166
 167 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**
 168 There being no further business,

169
 170 On MOTION by Ms. Syrek, seconded by Dr. McKee, with all in
 171 favor, the meeting was adjourned at 3:36 p.m. (5-0)

172
 173
 174
 175
 176
 177
 178
 179

Michael Spillane
 Chairperson

4B

Riverwood Community Development District

Financial Statements

(unaudited)

March 31, 2024

Prepared by



Table of Contents

	Report Page #
Balance Sheet	1 - 2
 Revenues, Expenditures and Change in Fund Balances	
General Fund	3 - 5
General Fund - Reserves	6 - 7
Beach Club Fund (Operations)	8 - 9
Beach Club Fund - Reserves	10
Beach Club Fund (Loan)	11
Debt Service Fund	12
 Revenues, Expenses and Change in Net Position	
Enterprise Fund (Breakdown by Services)	13
Water Services	14
Sewer Services	15 - 16
Irrigation Services	17
Reserve Fund	18
Shared Services Fund	19

Balance Sheet
March 31, 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,084,610	\$ 3,084,610
Equity in Pooled Cash	1,281,064	2,527,936	205,891	78,713	-	-	141,414	2,745,473	(6,980,491)	-
Accounts Receivable	-	214	-	-	-	-	208,458	-	-	208,672
Accounts Receivable > 120	-	-	-	-	-	-	108	-	-	108
Accounts Receivable - Other	240	-	-	-	-	-	-	-	-	240
Loan Due from Beach Fund	141,875	-	-	-	-	-	-	-	-	141,875
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,895,881	3,895,881
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	898,051	-	-	-	898,051
Sinking fund	-	-	-	-	-	166	-	-	-	166
Prepaid Items	18,500	-	-	-	-	-	-	-	-	18,500
Total Current Assets	1,441,679	2,528,150	205,891	78,713	-	1,029,519	349,980	2,745,473	-	8,379,405
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	\$ 1,441,679	\$ 2,528,150	\$ 205,891	\$ 78,713	\$ -	\$ 1,029,519	\$ 7,319,123	\$ 2,745,473	\$ -	\$ 15,348,548

Riverwood Community Development District

Financial Statements

Balance Sheet
March 31, 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	\$ 8,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 817	\$ -	\$ -	\$ 8,965
Accrued Expenses	3,700	-	80	-	-	-	76,048	-	-	79,828
Due To Other Gov'tl Units	627	-	-	-	-	-	-	-	-	627
Sales Tax Payable	-	14	16	-	-	-	-	-	-	30
Deposits	-	-	-	-	-	-	233,702	-	-	233,702
Loan Due to General Fund	-	-	-	-	141,875	-	-	-	-	141,875
Total Current Liabilities	12,475	14	96	-	141,875	-	310,567	-	-	465,027
Total Liabilities	12,475	14	96	-	141,875	-	310,567	-	-	465,027
Fund Balances / Net Position										
Nonspendable:										
Prepaid Items	18,500	-	-	-	-	-	-	-	-	18,500
Restricted for:										
Debt Service	-	-	-	-	-	1,029,519	-	-	-	1,029,519
Assigned to:										
Operating Reserves	350,000	-	-	-	-	-	-	-	-	350,000
Reserves - Activity Center	-	679,596	-	-	-	-	-	-	-	679,596
Environmental Services	-	706,664	-	-	-	-	-	-	-	706,664
Reserves - Roadways	-	973,106	-	-	-	-	-	-	-	973,106
Reserves - RV Park	-	168,770	-	-	-	-	-	-	-	168,770
Reserves - Beach Club	-	-	-	78,713	-	-	-	-	-	157,426
Unassigned:	1,060,704	-	205,795	-	(141,875)	-	-	-	-	1,124,624
Net Investment in capital assets	-	-	-	-	-	-	6,969,142	-	-	6,969,142
Reserves - Sewer System	-	-	-	-	-	-	-	1,723,795	-	1,723,795
Reserves - Water System	-	-	-	-	-	-	-	353,529	-	353,529
Reserves - Irrigation System	-	-	-	-	-	-	-	424,043	-	424,043
Reserves - Underground Infrastructure	-	-	-	-	-	-	-	244,106	-	244,106
Unrestricted/Unreserved	-	-	-	-	-	-	39,414	-	-	39,414
Total Fund Balances / Net Position	1,429,204	2,528,136	205,795	78,713	(141,875)	1,029,519	7,008,556	2,745,473	-	14,804,808
Total Liabilities & Fund Balances / Net Position	\$ 1,441,679	\$ 2,528,150	\$ 205,891	\$ 78,713	\$ -	\$ 1,029,519	\$ 7,319,123	\$ 2,745,473	\$ -	\$ 15,348,548

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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	\$ 26,702	\$ 25,036	\$ 1,666	\$ 1,946,492	\$ 1,957,502	\$ (11,010)	-0.6%	\$ 2,069,424
Special Assmnts- Discounts	(262)	(1,005)	743	(69,876)	(78,572)	8,696	-11.1%	(83,065)
Non-Resident Members	-	417	(417)	5,100	2,502	2,598	103.8%	5,000
Other Miscellaneous Revenues	0	42	(42)	460	252	208	82.7%	500
Interest - Investments	5,070	141	4,929	30,514	846	29,668	3506.9%	1,693
Total Revenue / Other Sources	31,511	24,631	6,880	1,912,691	1,882,530	30,161	1.6%	1,993,552

Expenditures

Administration

P/R-Board of Supervisors	183	225	42	1,088	1,350	262	19.4%	2,696
Payroll-Salaries	2,396	2,630	234	15,105	15,780	675	4.3%	31,558
ProfServ-Engineering	-	542	542	-	3,252	3,252	n/a	6,500
ProfServ-Mgmt Consulting	6,904	6,904	(0)	41,424	41,424	(0)	0.0%	82,849
ProfServ-Legal Services	4,410	2,917	(1,493)	22,680	17,502	(5,178)	-29.6%	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	1,779	375	(1,404)	3,749	2,250	(1,499)	-66.6%	4,500
Insurance	-	-	-	21,535	24,967	3,432	13.7%	24,967
Misc-Non Ad Valorem Taxes	-	208	208	16	1,248	1,232	98.7%	2,500
Misc-Assessment Collection Cost	529	315	(214)	37,532	24,595	(12,937)	-52.6%	26,001
Website Hosting/Email services	-	275	275	4,182	1,650	(2,532)	-153.5%	3,300
Janitorial /Office supplies	588	167	(421)	1,600	1,002	(598)	-59.7%	2,000
Office Expense	906	833	(73)	3,871	4,998	1,127	22.5%	10,000
Misc-Credit Card Fees	-	103	103	117	618	501	81.1%	1,232
Total Administration	17,695	15,494	(2,201)	152,899	146,553	(6,346)	-4.3%	241,220

Community Services

Environmental Services

Payroll-Environmental Services	3,937	4,801	864	21,941	28,806	6,865	23.8%	57,617
Contracts-Preserve Maintenance	-	2,917	2,917	-	17,502	17,502	n/a	35,000
Contracts-Lakes	2,367	2,367	-	14,202	14,202	-	0.0%	28,400
ProfServ-Consultants	1,225	1,250	25	6,455	7,500	1,045	13.9%	15,000
Electricity - General	310	200	(110)	1,895	1,200	(695)	-57.9%	2,400
Utility - Water & Sewer	134	167	33	714	1,002	288	28.8%	2,000
R&M-Sidewalks	-	833	833	-	4,998	4,998	n/a	10,000
R&M-Storm Drain Cleaning	-	1,250	1,250	245	7,500	7,255	96.7%	15,000
R&M-Preserves	309	3,333	3,024	9,134	19,998	10,864	54.3%	40,000
R&M-Road Scaping	-	833	833	-	4,998	4,998	n/a	10,000
R&M-Roads, Signage, Striping	1,600	917	(683)	12,550	5,502	(7,048)	-128.1%	11,000

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
R&M-Lakes, Bank Erosion, Planting	-	2,083	2,083	13,984	12,498	(1,486)	-11.9%	25,000
Misc-Contingency	143	1,667	1,524	14,318	10,002	(4,316)	-43.2%	20,000
Total Environmental Services	10,026	22,618	12,592	95,438	135,708	40,270	29.7%	271,417
Access and Control								
Payroll-Gatehouse	21,754	26,422	4,668	132,516	158,532	26,016	16.4%	317,059
R&M-Gate	2,864	2,083	(781)	20,394	12,498	(7,896)	-63.2%	25,000
R&M-Gatehouse/Security	382	2,083	1,702	16,778	12,498	(4,280)	-34.2%	25,000
Op Supplies - Gatehouse	89	1,250	1,161	2,234	7,500	5,266	70.2%	15,000
Mileage Reimbursement	-	833	833	-	4,998	4,998	n/a	10,000
Total Access and Control	25,088	32,671	7,583	171,922	196,026	24,104	12.3%	392,059
Landscape Services								
Contracts - Landscape	18,500	22,083	3,583	111,000	132,498	21,498	16.2%	265,000
Payroll - Landscape	1,132	1,250	118	7,372	7,500	128	1.7%	15,000
R&M - Other Landscape	24,146	3,333	(20,813)	72,952	19,998	(52,954)	-264.8%	40,000
R&M - Tree Trimming Services	-	4,167	4,167	46,810	25,002	(21,808)	-87.2%	50,000
Plantings & Consulting	-	4,167	4,167	22,134	25,002	2,868	11.5%	50,000
Total Landscape Services	43,778	35,000	(8,778)	260,268	210,000	(50,268)	-23.9%	420,000
Total Community Services	78,892	90,289	11,397	527,629	541,734	14,105	2.6%	1,083,476
Activity Center Campus								
P/R-Board of Supervisors	134	167	33	807	1,002	195	19.5%	2,000
Payroll-Salaries	1,730	1,888	158	10,638	11,328	690	6.1%	22,656
Payroll-Maintenance	3,851	5,032	1,181	20,554	30,192	9,638	31.9%	60,382
Electricity - General	5,397	4,222	(1,175)	28,226	25,332	(2,894)	-11.4%	50,666
Utility - Water & Sewer	1,100	1,333	233	5,898	7,998	2,100	26.3%	16,000
Insurance - Property	-	-	-	41,533	48,152	6,619	13.7%	48,152
R&M-Pools	(18,822)	667	19,489	4,495	4,002	(493)	-12.3%	8,000
R&M-Fitness Equipment	175	500	325	2,764	3,000	236	7.9%	6,000
Activity Ctr Cleaning- Inside Areas	2,281	2,667	386	13,865	16,002	2,137	13.4%	32,000
Pool Daily Maintenance	1,995	2,083	88	11,820	12,498	678	5.4%	25,000
R&M-Croquet Turf Maintenance	-	83	83	-	498	498	n/a	1,000
R&M-Activity Campus Buildings	(13,028)	3,333	16,361	30,268	19,998	(10,270)	-51.4%	40,000
Misc-Special Projects	35,906	5,000	(30,906)	35,998	30,000	(5,998)	-20.0%	60,000
Tools and Equipment	1,689	1,250	(439)	3,478	7,500	4,022	53.6%	15,000
Operating Supplies	1,385	167	(1,218)	4,145	1,002	(3,143)	-313.7%	2,000
Misc-Contingency	74	2,500	2,427	225	15,000	14,775	98.5%	30,000
Total Activity Center Campus	23,866	30,892	7,026	214,714	233,504	18,790	8.0%	418,856
Total Expenditures	120,453	136,675	16,222	895,242	921,791	26,549	2.9%	1,743,552

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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)	35,000	34,998	(2)	0.0%	70,000
Reserve - Roadways	10,833	10,833	(0)	65,000	64,998	(2)	0.0%	130,000
Reserve - Environmental Services	4,167	4,167	0	25,000	25,002	2	0.0%	50,000
Total Transfers Out	20,833	20,833	(0)	125,000	124,998	(2)	0.0%	250,000
Total Expenditures & Transfers	141,286	157,508	16,222	1,020,242	1,046,789	26,547	2.5%	1,993,552
Net Surplus (Deficit)	\$ (109,775)	\$ (132,877)	\$ 23,102	892,449	835,741	56,708		-
Fund balance as of Oct 01, 2023				536,756	536,756	-		536,756
Fund Balance as of Mar 31, 2024				\$ 1,429,205	\$ 1,372,497	\$ 56,708		\$ 536,756

Riverwood Community Development District

Financial Statements

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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	200	4,750	(4,550)	50,500	28,500	22,000	77.2%	57,000
Transfer In - Roadways	10,833	10,833	0	65,000	64,998	2	0.0%	130,000
Transfer In - Environmental Services	4,167	4,167	(0)	25,000	25,002	(2)	0.0%	50,000
Transfer In - Activity Center Campus	5,833	5,833	0	35,000	34,998	2	0.0%	70,000
Other Miscellaneous Revenues	1	-	1	1	-	1	n/a	-
Interest - Investments	11,970	-	11,970	66,522	-	66,522	n/a	-
Total Revenue / Other Sources	33,004	25,583	7,421	242,023	153,498	88,525	57.7%	307,000
Expenditures								
Activity Center Campus								
Reserve-Activity Center Campus	-	5,833	5,833	-	34,998	34,998	100.0%	70,000
Materials & Supplies	-	-	-	14,910	-	(14,910)	n/a	-
Capital Projects	-	-	-	97,000	-	(97,000)	n/a	-
R&M-Tennis Courts	-	-	-	26,002	-	(26,002)	n/a	-
Total Activity Center Campus	-	5,833	5,833	137,912	34,998	(102,914)	-294.1%	70,000
Roadways								
Reserve - Roadways	-	10,833	10,833	-	64,998	64,998	100.0%	130,000
Total Roadways	-	10,833	10,833	-	64,998	64,998	100.0%	130,000
RV Park								
Reserve - RV Park	-	2,423	2,423	-	14,538	14,538	100.0%	29,070
Payroll- RV Park	921	1,083	162	5,362	6,498	1,136	17.5%	13,000
Materials & Supplies	598	417	(181)	1,045	2,502	1,457	58.3%	5,000
Capital Projects	-	708	708	-	4,248	4,248	100.0%	8,500
Postage and Freight	-	3	3	-	18	18	100.0%	40
Fuel, Gasoline and Oil	-	8	8	-	48	48	100.0%	90
Credit Card Fees	-	108	108	1,201	648	(553)	-85.4%	1,300
Total RV Park	1,519	4,750	3,231	7,608	28,500	20,892	73.3%	57,000
Environmental Services								
Reserve - Environmental Services	-	4,167	4,167	-	25,002	25,002	100.0%	50,000
Total Environmental Services	-	4,167	4,167	-	25,002	25,002	100.0%	50,000
Total Expenditures	1,519	25,583	24,064	145,520	153,498	7,978	5.2%	307,000
Net Surplus (Deficit)	\$ 31,485	\$ -	\$ 31,485	96,503	-	96,503		-
Fund balance as of Oct 01, 2023				2,431,633	2,431,633	-		2,431,633
Fund Balance as of Mar 31, 2024				\$ 2,528,136	\$ 2,431,633	\$ 96,503		\$ 2,431,633

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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	\$25,000	\$17,110	\$0	\$706,664
Activity Center Campus Reserve	\$762,763	\$35,001	\$19,745	\$137,912	\$679,596
Roadways Reserve	\$882,584	\$65,000	\$25,522	\$0	\$973,106
Construction Settlement Reserve	\$0	\$0	\$0	\$0	\$0
RV Park Reserve	\$121,732	\$50,500	\$4,145	\$7,608	\$168,769
Total	\$2,431,633	\$175,501	\$66,522	\$145,520	\$2,528,136

Riverwood Community Development District

Financial Statements

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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	\$ 90,252	\$ 100,985	111.9%	\$ 180,500
Initiation Fees	250	250	-	2,650	1,500	1,150	76.7%	3,000
Amenities Revenue	(99)	83	(182)	693	498	195	39.2%	1,000
Summer Membership	-	708	(708)	-	4,248	(4,248)	-100.0%	8,500
Other Miscellaneous Revenues	75	42	33	298	252	46	18.4%	500
Interest - Investments	374	17	357	2,230	102	2,128	2086.3%	200
Total Revenue / Other Sources	600	16,142	(15,542)	197,109	96,852	100,257	103.5%	193,700

Expenditures

Beach Club Operations

Payroll-Administrative	363	417	54	2,285	2,502	217	8.7%	5,000
Payroll-Attendants	6,938	7,464	526	44,130	44,784	654	1.5%	89,565
ProfServ-Mgmt Consulting	442	442	-	2,652	2,652	-	0.0%	5,304
Auditing Services	-	-	-	-	1,100	1,100	100.0%	2,200
Contracts-Landscape	-	150	150	1,400	900	(500)	-55.6%	1,800
Communication - Telephone	224	208	(16)	1,338	1,248	(90)	-7.2%	2,500
Utility - General	88	100	12	562	600	38	6.3%	1,200
Utility - Refuse Removal	76	75	(1)	455	450	(5)	-1.2%	900
Utility - Water & Sewer	-	150	150	456	900	444	49.4%	1,800
Insurance	-	-	-	21,535	24,967	3,432	13.7%	24,967
R&M-Buildings	79	167	88	638	1,002	364	36.4%	2,000
R&M-Equipment	-	167	167	-	1,002	1,002	100.0%	2,000
Preventative Maint-Security Systems	-	146	146	-	876	876	100.0%	1,750
Misc-Special Projects	-	167	167	-	1,002	1,002	100.0%	2,000
Misc-Web Hosting	-	46	46	-	276	276	100.0%	550
Misc-Taxes	-	-	-	869	756	(113)	-15.0%	756
Misc-Contingency	-	256	256	-	1,536	1,536	100.0%	3,068
Credit Card Fees	15	429	414	5,550	2,574	(2,976)	-115.6%	5,150
Office Supplies	-	5	5	-	30	30	100.0%	60
Op Supplies - General	-	42	42	17	252	235	93.2%	500
Total Beach Club Operations	8,225	10,431	2,206	81,888	89,409	7,521	8.4%	153,070

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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	8,225	10,431	2,206	81,888	89,409	7,521	8.4%	183,781
Transfer Out								
Reserve - Beach Club	877	877	0	5,261	5,262	2	0.0%	10,521
Total Transfer Out	877	877	0	5,261	5,262	2	0.0%	10,521
Total Expenditures & Transfer	9,101	11,308	2,207	87,149	94,671	7,522	7.9%	194,302
Net Surplus (Deficit)	<u>\$ (8,501)</u>	<u>\$ 4,834</u>	<u>\$ (13,335)</u>	109,960	2,181	107,779		(602)
Fund balance as of Oct 01, 2023				95,834	95,834	-		95,834
Fund Balance as of Mar 31, 2024				<u>\$ 205,794</u>	<u>\$ 98,015</u>	<u>\$ 107,779</u>		<u>\$ 95,232</u>

Riverwood Community Development District

Financial Statements

Beach Club Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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)	\$ 5,261	\$ 5,262	\$ (2)	0.0%	\$ 10,521
Total Revenue / Other Sources	877	877	(0)	5,261	5,262	(2)	0.0%	10,521
Expenditures								
Reserve - Beach Club	-	877	877	-	5,262	5,262	100.0%	10,521
Total Expenditures	-	877	877	-	5,262	5,262	0.0%	10,521
Net Surplus (Deficit)	<u>\$ 877</u>	<u>\$ -</u>	<u>\$ 877</u>	5,261	-	5,261		-
Fund balance as of Oct 01, 2023				73,452	73,452	-		73,452
Fund Balance as of Mar 31, 2024				<u>\$ 78,713</u>	<u>\$ 73,452</u>	<u>\$ 5,261</u>		<u>\$ 73,452</u>

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$73,453	\$5,261	\$0	\$0	\$78,713
Total	\$73,453	\$5,261	\$0	\$0	\$78,713

Riverwood Community Development District

Financial Statements

Beach Club Fund - Loan

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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 Mar 31, 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 March 31, 2024

(50% 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	\$ 9,405	\$ 9,180	\$ 225	\$ 655,128	\$ 664,034	\$ (8,906)	-1.3%	\$ 698,412
Special Assmnts- Discounts	(92)	(367)	275	(24,014)	(26,561)	2,547	-9.6%	(27,937)
Interest - Investments	3,828	42	3,786	15,214	252	14,962	5937.5%	500
Total Revenue / Other Sources	13,141	8,855	4,286	646,328	637,725	8,603	1.3%	670,975
Expenditures								
Debt Service								
Misc-Assessment Collection Cost	186	184	(2)	12,622	13,281	659	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	186	184	(2)	116,207	116,866	659	0.6%	679,137
Total Expenditures	186	184	(2)	116,207	116,866	659	0.6%	679,137
Net Surplus (Deficit)	<u>\$ 12,954</u>	<u>\$ 8,671</u>	<u>\$ 4,283</u>	530,122	520,860	9,262		(8,162)
Fund balance as of Oct 01, 2023				499,397	499,397	-		499,397
Fund Balance as of Mar 31, 2024				<u>\$ 1,029,519</u>	<u>\$ 1,020,257</u>	<u>\$ 9,262</u>		<u>\$ 491,235</u>

Enterprise Fund - Breakdown by Utility Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending March 31, 2024

(50% 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	\$ 231,617	\$ 655,579	\$ 118,839	\$ 1,006,035	\$ 998,346	\$ 7,689	0.8%	\$ 1,996,700
Usage Charges for Services	123,508	-	-	123,508	104,586	18,922	18.1%	209,170
Standby Fees	-	3,426	-	3,426	3,150	276	8.8%	6,300
Connection Fees - W/S	-	5,000	-	5,000	-	5,000	0.0%	-
Other Miscellaneous Revenues	1,769	8,059	-	9,828	5,898	3,930	66.6%	11,800
Interest - Investments	3,085	5,751	1,287	10,122	2,646	7,476	282.6%	5,300
Total Revenue / Other Sources	359,979	677,814	120,127	1,157,919	1,114,626	43,293	3.9%	2,229,270
Expenses								
Administration	24,958	115,394	11,278	151,629	169,690	18,061	10.6%	259,119
Utility Services	270,862	405,925	85,090	761,876	780,090	18,214	2.3%	1,560,151
Transfers Out	15,000	165,000	25,000	205,000	205,002	2	0.0%	410,000
Total Expenses	310,820	686,318	121,367	1,118,505	1,154,782	36,277	3.1%	2,229,270
Net Profit (Loss)	<u>\$ 49,159</u>	<u>\$ (8,504)</u>	<u>\$ (1,240)</u>	39,414	(40,156)	79,570		-
Net Position as of Oct 01, 2023				6,969,140	6,969,140	-		6,969,140
Net Position as of Mar 31, 2024				<u>\$ 7,008,554</u>	<u>\$ 6,928,984</u>	<u>\$ 79,570</u>		<u>\$ 6,969,140</u>

Riverwood Community Development District

Financial Statements

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending March 31, 2024

(50% 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	\$ 38,626	\$ 38,308	\$ 318	\$ 231,617	\$ 229,848	\$ 1,769	0.8%	\$ 459,700
Water-Usage	25,162	17,431	7,731	123,508	104,586	18,922	18.1%	209,170
Other Miscellaneous Revenues	(180)	150	(330)	1,769	900	869	96.6%	1,800
Interest - Investments	170	25	145	3,085	150	2,935	1956.4%	300
Total Revenue / Other Sources	63,778	55,914	7,864	359,979	335,484	24,495	7.3%	670,970
Administration								
P/R-Board of Supervisors	184	229	45	1,108	1,374	266	19.4%	2,745
Payroll-Project Manager	1,879	2,083	204	11,799	12,498	699	5.6%	25,000
ProfServ-Engineering	-	417	417	-	2,502	2,502	100.0%	5,000
ProfServ-Legal Services	-	567	567	-	3,402	3,402	100.0%	6,800
ProfServ-Mgmt Consulting	470	470	0	2,820	2,820	0	0.0%	5,639
Auditing Services	-	-	-	-	1,870	1,870	100.0%	3,740
Postage and Freight	-	26	26	-	156	156	100.0%	306
Insurance	-	-	-	9,229	10,700	1,471	13.7%	10,700
Printing and Binding	-	28	28	3	168	165	98.5%	340
Legal Advertising	-	40	40	-	240	240	100.0%	485
Miscellaneous Services	-	79	79	-	474	474	100.0%	949
Office Supplies	-	9	9	-	54	54	100.0%	102
Total Administration	2,533	3,948	1,415	24,958	36,258	11,300	31.2%	61,806
Utility Services								
ProfServ-Utility Billing	1,088	953	(135)	6,410	5,718	(692)	-12.1%	11,440
Contracts-Other Services	3,984	4,482	498	24,101	26,892	2,791	10.4%	53,783
Utility - Base Rate	12,764	12,764	0	76,581	76,584	3	0.0%	153,162
Utility - Water-Usage	27,593	24,935	(2,658)	143,160	149,610	6,450	4.3%	299,218
Utility-CCU Admin Fee	5	4	(1)	27	24	(3)	-11.0%	50
R&M-General	-	4,625	4,625	13,703	27,750	14,047	50.6%	55,500
Misc-Licenses & Permits	-	25	25	-	150	150	100.0%	300
Misc-Contingency	-	476	476	6,880	2,856	(4,024)	-140.9%	5,711
Total Utility Services	45,433	48,264	2,831	270,862	289,584	18,722	6.5%	579,164
Total Expenses	47,966	52,212	4,246	295,820	325,842	30,022	9.2%	640,970
Transfers Out								
Reserve - Water System	2,500	2,500	-	15,000	15,000	-	0.0%	30,000
Total Transfers Out	2,500	2,500	-	15,000	15,000	-	0.0%	30,000
Total Expenses & Transfers	50,466	54,712	4,246	310,820	340,842	30,022	8.8%	670,970
Net Profit (Loss)	<u>\$ 13,312</u>	<u>\$ 1,202</u>	<u>\$ 12,110</u>	<u>\$ 49,159</u>	<u>\$ (5,358)</u>	<u>\$ 54,517</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 March 31, 2024

(50% 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	\$ 107,634	\$ 108,250	\$ (616)	\$ 655,579	\$ 649,500	\$ 6,079	0.9%	\$ 1,299,000
Standby Fees	571	525	46	3,426	3,150	276	8.8%	6,300
Connection Fees - W/S	-	-	-	5,000	-	5,000	n/a	-
Other Miscellaneous Revenues	(822)	833	(1,655)	8,059	4,998	3,061	61.2%	10,000
Interest - Investments	318	333	(15)	5,751	1,998	3,753	187.8%	4,000
Total Revenue / Other Sources	107,701	109,941	(2,240)	677,814	659,646	18,168	2.8%	1,319,300
Expenses								
Administration								
P/R-Board of Supervisors	468	579	111	2,803	3,474	671	19.3%	6,943
Payroll-Project Manager	2,340	2,583	243	14,643	15,498	855	5.5%	31,000
ProfServ-Engineering	1,120	833	(287)	26,880	4,998	(21,882)	-437.8%	10,000
ProfServ-Legal Services	462	1,467	1,005	3,250	8,802	5,553	63.1%	17,600
ProfServ-Mgmt Consulting	2,049	2,049	0	12,293	12,294	1	0.0%	24,586
Auditing Services	-	-	-	-	4,730	4,730	100.0%	9,460
Postage and Freight	14	65	51	142	390	248	63.5%	775
Insurance	-	-	-	55,376	64,202	8,826	13.7%	64,202
Printing and Binding	-	72	72	6	432	426	98.5%	860
Legal Advertising	-	-	-	-	-	-	n/a	3
Miscellaneous Services	-	200	200	-	1,200	1,200	100.0%	2,399
Office Supplies	-	25	25	-	150	150	100.0%	300
Total Administration	6,452	7,873	1,421	115,394	116,170	776	0.7%	168,128
Utility Services								
ProfServ-Utility Billing	6,835	5,940	(895)	40,056	35,640	(4,416)	-12.4%	71,280
Electricity - General	4,916	4,750	(166)	40,040	28,500	(11,540)	-40.5%	57,000
Utility - Water & Sewer	364	292	(72)	2,198	1,752	(446)	-25.5%	3,500
Communication - Telephone	484	542	58	2,876	3,252	376	11.6%	6,500
Contracts-Other Services	24,821	27,926	3,105	149,492	167,556	18,064	10.8%	335,110
R&M-Sludge Hauling	4,491	7,083	2,592	39,449	42,498	3,049	7.2%	85,000
Maintenance - Security Systems	-	146	146	-	876	876	100.0%	1,750
R&M-General	4,900	18,953	14,053	80,393	113,718	33,325	29.3%	227,439
Misc-Licenses & Permits	-	12	12	-	72	72	100.0%	140
Misc-Bad Debt	30	83	53	158	498	340	68.2%	1,000
Misc-Contingency	551	1,038	487	3,563	6,228	2,665	42.8%	12,453
Op Supplies - Chemicals	7,264	1,667	(5,597)	47,701	10,002	(37,699)	-376.9%	20,000
Total Utility Services	54,656	68,432	13,776	405,925	410,592	4,667	1.1%	821,172
Total Expenses	61,108	76,305	15,197	521,318	526,762	5,444	1.0%	989,300

Riverwood Community Development District

Financial Statements

Enterprise Fund - Sewer Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending March 31, 2024

(50% 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	-	165,000	165,000	-	0.0%	330,000
Total Transfers Out	27,500	27,500	-	165,000	165,000	-	0.0%	330,000
Total Expenses & Transfers	88,608	103,805	15,197	686,318	691,762	5,444	0.8%	1,319,300
Net Profit (Loss)	<u>\$ 19,093</u>	<u>\$ 6,136</u>	<u>\$ 12,957</u>	<u>\$ (8,504)</u>	<u>\$ (32,116)</u>	<u>\$ 23,612</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 March 31, 2024

(50% 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	\$ 19,789	\$ 19,833	\$ (44)	\$ 118,839	\$ 118,998	\$ (159)	-0.1%	\$ 238,000
Interest - Investments	71	83	(12)	1,287	498	789	158.5%	1,000
Total Revenue / Other Sources	19,860	19,916	(56)	120,127	119,496	631	0.5%	239,000
Expenses								
Administration								
P/R-Board of Supervisors	109	135	26	653	810	157	19.4%	1,616
Payroll-Project Manager	760	833	73	4,800	4,998	198	4.0%	10,000
ProfServ-Engineering	-	443	443	-	2,658	2,658	100.0%	5,320
ProfServ-Legal Services	-	83	83	-	498	498	100.0%	1,000
ProfServ-Mgmt Consulting	201	201	(0)	1,209	1,206	(3)	-0.2%	2,417
Auditing Services	-	-	-	-	1,100	1,100	100.0%	2,200
Postage and Freight	-	15	15	-	90	90	100.0%	180
Insurance	-	-	-	4,615	5,350	735	13.7%	5,350
Printing and Binding	-	17	17	2	102	101	98.5%	200
Legal Advertising	-	24	24	-	144	144	100.0%	285
Miscellaneous Services	-	46	46	-	276	276	100.0%	557
Office Supplies	-	5	5	-	30	30	100.0%	60
Total Administration	1,070	1,802	732	11,278	17,262	5,984	34.7%	29,185
Utility Services								
ProfServ-Utility Billing	513	440	(73)	2,981	2,640	(341)	-12.9%	5,280
Electricity - General	3,307	2,500	(807)	33,531	15,000	(18,531)	-123.5%	30,000
Contracts-Other Services	1,839	2,069	230	11,112	12,414	1,302	10.5%	24,823
Utility - Water-Usage	10,531	3,417	(7,114)	12,829	20,502	7,673	37.4%	41,000
Utility-CCU Admin Fee	5	6	1	27	36	9	26.0%	75
R&M-General	3,266	4,167	901	24,609	25,002	393	1.6%	50,000
Misc-Contingency	-	303	303	-	1,818	1,818	100.0%	3,637
Op Supplies - Chemicals	-	417	417	-	2,502	2,502	100.0%	5,000
Total Utility Services	19,461	13,319	(6,142)	85,090	79,914	(5,176)	-6.5%	159,815
Total Expenses	20,531	15,121	(5,410)	96,367	97,176	809	0.8%	189,000
Transfers Out								
Reserves - Irrigation System	4,167	4,167	0	25,000	25,002	2	0.0%	50,000
Total Transfers Out	4,167	4,167	0	25,000	25,002	2	0.0%	50,000
Total Expenses & Transfers	24,698	19,288	(5,410)	121,367	122,178	811	0.7%	239,000
Net Profit (Loss)	<u>\$ (4,838)</u>	<u>\$ 628</u>	<u>\$ (5,466)</u>	<u>\$ (1,240)</u>	<u>\$ (2,682)</u>	<u>\$ 1,442</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 March 31, 2024

(50% 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	\$ -	\$ 15,000	\$ 15,000	\$ -	0.0%	\$ 30,000
Transfer In - Sewer Services	27,500	27,500	-	165,000	165,000	-	0.0%	330,000
Transfer In - Irrigation Services	4,167	4,167	(0)	25,000	25,002	(2)	0.0%	50,000
Interest - Investments	12,993	4,167	8,826	62,462	25,002	37,460	149.8%	50,000
Total Revenue / Other Sources	47,159	38,334	8,825	267,462	230,004	37,458	16.3%	460,000
Expenses								
Water Services								
Reserve - Water System	-	2,500	2,500	-	15,000	15,000	100.0%	30,000
Total Water Services	-	2,500	2,500	-	15,000	15,000	100.0%	30,000
Sewer Services								
Operating Supplies	-	-	-	98,049	-	(98,049)	n/a	-
Reserve - Sewer System	-	27,500	27,500	-	165,000	165,000	100.0%	330,000
Total Sewer Services	-	27,500	27,500	98,049	165,000	66,951	40.6%	330,000
Irrigation Services								
Reserves - Irrigation System	-	4,167	4,167	-	25,002	25,002	100.0%	50,000
Total Irrigation Services	-	4,167	4,167	-	25,002	25,002	100.0%	50,000
Total Expenses	-	34,167	34,167	98,049	205,002	106,953	52.2%	410,000
Net Profit (Loss)	\$ 47,159	\$ 4,167	\$ 42,992	169,413	25,002	144,411		50,000
Net Position as of Oct 01, 2023				2,576,060	2,576,060	-		2,576,060
Net Position as of Mar 31, 2024				\$ 2,745,473	\$ 2,601,062	\$ 144,411		\$ 2,626,060

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$332,468	\$15,000	\$6,062	\$0	\$353,530
Sewer Services Reserve	\$1,613,124	\$165,000	\$43,718	\$98,049	\$1,723,794
Irrigation Services Reserve	\$389,800	\$25,000	\$9,242	\$0	\$424,043
Underground Infrastructure Reserve	\$240,667	\$0	\$3,439	\$0	\$244,106
Total	\$2,576,059	\$205,000	\$62,462	\$98,049	\$2,745,472

Shared Services

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2024

(50% 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	\$ 6,459	\$ 8,010	\$ 1,551	19.4%	\$ 16,000
Allocated to GF (Activity Ctr)	(134)	(167)	(33)	(807)	(1,002)	(195)	19.5%	(2,000)
Allocated to Water	(184)	(229)	(45)	(1,108)	(1,374)	(266)	19.4%	(2,745)
Allocated to Sewer	(468)	(579)	(111)	(2,803)	(3,474)	(671)	19.3%	(6,943)
Allocated to Irrigation	(109)	(135)	(26)	(653)	(810)	(157)	19.4%	(1,616)
Balance in General Fund (Admin)	183	225	42	1,088	1,350	262	19.4%	2,696
Total Payroll - Salaries	\$ 41,647	\$ 48,935	\$ 7,288	\$ 254,185	\$ 293,610	\$ 39,425	13.4%	\$ 587,220
Allocated to GF (Activity Ctr Salaries)	(1,730)	(1,888)	(158)	(10,638)	(11,328)	(690)	6.1%	(22,656)
Allocated to GF (Activity Ctr Maint.)	(3,851)	(5,032)	(1,181)	(20,554)	(30,192)	(9,638)	31.9%	(60,382)
Allocated to GF (Gatehouse)	(21,754)	(26,422)	(4,668)	(132,516)	(158,532)	(26,016)	16.4%	(317,059)
Allocated J. Mercer to Water	(1,879)	(2,083)	(204)	(11,799)	(12,498)	(699)	5.6%	(25,000)
Allocated J. Mercer to Sewer	(2,340)	(2,583)	(243)	(14,643)	(15,498)	(855)	5.5%	(31,000)
Allocated J. Mercer to Irrigation	(760)	(833)	(73)	(4,800)	(4,998)	(198)	4.0%	(10,000)
Allocated to Beach Club- Attendants	(6,938)	(7,464)	(526)	(44,130)	(44,784)	(654)	1.5%	(89,565)
Balance in General Fund (Admin)	2,396	2,630	234	15,105	15,780	675	4.3%	31,558
Total Inframark Contract	10,066	10,066	(0)	60,398	60,396	(2)	0.0%	120,795
Allocated to Beach Club	(442)	(442)	-	(2,652)	(2,652)	-	0.0%	(5,304)
Allocated to Water	(470)	(470)	(0)	(2,820)	(2,820)	(0)	0.0%	(5,639)
Allocated to Sewer	(2,049)	(2,049)	(0)	(12,293)	(12,294)	(1)	0.0%	(24,586)
Allocated to Irrigation	(201)	(201)	0	(1,209)	(1,206)	3	-0.2%	(2,417)
Balance in General Fund (Admin)	6,904	6,904	-	41,424	41,424	-	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

Eighth Order of Business

RIVERWOOD CDD

March Monthly Client Report

April 16th, 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

- 5.618 million gals of wastewater received in March

- Water Treatment

- 5.334 million gals of water metered at Riseley Ave between 2/23/24-3/22/24
 - 5.536 million gals of water billed from CCU between 2/23/24-3/22/24
 - 237 thousand gals of water metered at Proude St. between 2/23/24-3/22/24
 - 252 thousand gals of water billed from CCU between 2/23/24-3/22/24

- Reuse

- Received from Charlotte County Utilities- 21,125 gals of reuse *We have contacted CCU for a meter evaluation for under reading
 - 4.191 million gals of reuse produced by Riverwood discharged into the pond

Performance Metrics	Current Month March	Prior Month February
Wastewater treated	5,618,000	5,466,000
Sludge produced and disposed	48,000	48,000
Reclaimed Water Produced (irrigation)	19,473,000	18,661,000
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	3,132	3,552
Chlorine Usage – Irrigation	432	456

Maintenance and Repair

- Installed three more new lift station panels
- Controller for filter cleaning program went bad. Ordered new one; will install when it arrives. Cleaning manually
- Gate opener at plant is broken. Parts have been ordered.
- Repaired main line break

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– 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 March	Gallons Flushed February
S. Silver Lakes CT	11	80,800	175,800
N. Silver Lake CT	11	114,200	286,700
Club Drive	11	133,700	163,500
Scrub Jay CT.	11	83,800	73,500
Creekside Lane	11	232,300	269,700
North Marsh Dr.	11	464,010	348,554
Mill Creek	11	183,100	236,600
Preserve Ct.	11	215,600	273,200
Total Flushed		1,507,510	1,827,554

Monthly Report

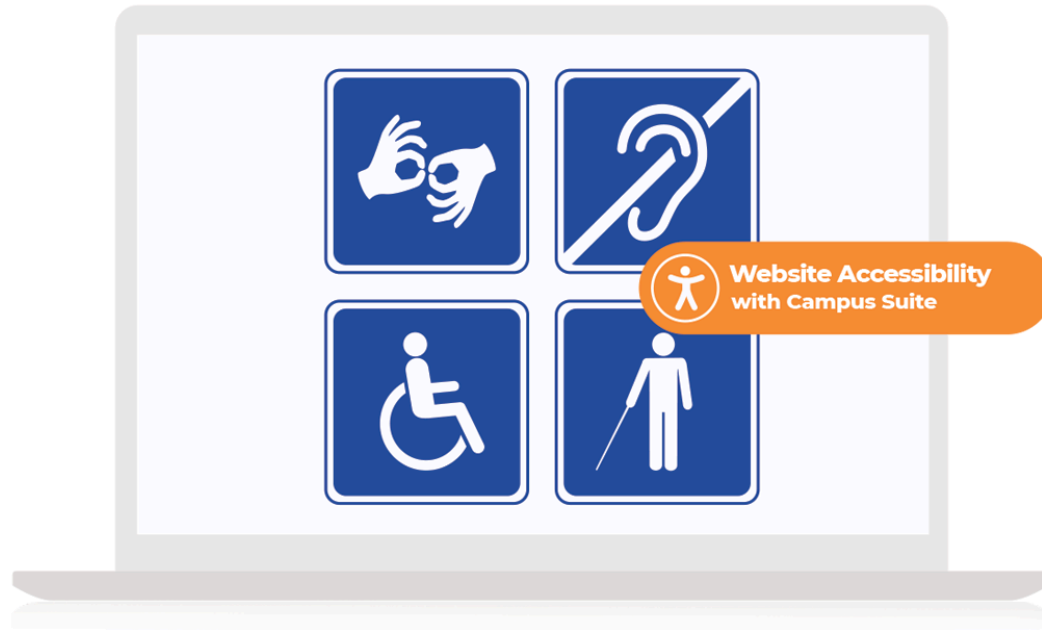
	Golf Course Meter	Gallons	CL2	S.Silver Lakes CT	Gallons	CL2	N.Silver Lake CT	Gallons	CL2	Club Drive	Gallons	CL2	Scrub Jay CT.	Gallons	CL2	Creekside Lane	Gallons	CL2	North Marsh Dr.	Gallons	CL2	Mill Creek	Gallons	CL2	Presrve Ct.	Gallons	CL2	
1		0																										
2																												
3																												
4																												
5																												
6																												
7				101207	17900	3.4	140012	33800	3.9	241962	39800	0.8	243430	23700	1.3	178256	56800	1	18516631	143821	1	467880	51400	1	172768	57600	1.1	
8																												
9																												
10																												
11																												
12																												
13																												
14				101386	16700	3.4	140350	28200	3.6	242360	39700	1.3	243667	13300	3	178824	79700	1.3	18660452	79548	1.1	468394	46300	1.1	173344	53000	2.3	
15																												
16																												
17																												
18																												
19																												
20																												
21				101553	21900	3.6	140632	23900	3.7	242757	27800	1.2	243800	22800	3.1	179621	42000	1	18740000	120419	2.6	468857	47700	1.7	173874	60700	1.9	
22																												
23																												
24																												
25																												
26																												
27																												
28				101772	24300	3.2	140871	28300	3.5	243035	26400	1.7	244028	24000	2.7	180041	53800		18860419	120222	1.8	469334	37700	2	174481	44300	2.4	
29																												
30																												
31																												

MAX		MAX	24300	3.6	MAX	33800	3.9	MAX	39800	1.7	MAX	24000	3.1	Max	79700	1.3	MAX	143821	2.6	MAX	51400	2	MAX	60700	2.4	
MIN		MIN	16700	3.2	MIN	23900	3.5	MIN	26400	0.8	MIN	13300	1.3	Min	42000	1	MIN	79548	1	MIN	37700	1	MIN	44300	1.1	
AVERAGE		AVERAGE	20200	3.4	AVERAGE	28550	3.7	AVERAGE	33425	1.3	AVERAGE	20950	2.5	Average	58075	1.1	AVERAGE	116002.5	1.6	AVERAGE	45775	1.5	AVERAGE	53900	1.9	
Total Used	0	Total Used	80800		Total Used	114200		Total Used	133700		Total Used	83800		Total Used	232300		Total Used	464010		Total Used	183100		Total Used	215600		
Total Flushed	1507510																									

DAYS	CCU Drinking Water Meter #0011845095						March 1, 2023					
	Meter Reading	Flow Mgd	Meter Reading High	Flow Mdg	Meter Reading Low	Flow Mgd	Remote Cl2	Riesley Cl2	Proude Cl2	Riesley PSI	Proude PSI	
	Riesley Ave.		Proude St.				Proude St.					
1	65263927	0.000	20330459	0.000	8269819	0.000	1.2	6	4	51	66	
2		0.000		0.000		0.000						
3		65.898		20.343		8.275						
4	65897663	0.260	20343274	0.014	8274966	0.004	1.5	6	5	46	62	
5	66157697	0.223	20357373	0.005	8279032	0.003	1.3	5	4	50	61	
6	66380379	0.223	20362310	0.007	8282166	0.005	1.2	6	5	51	60	
7	66603061	0.088	20369050	0.000	8287042	0.001	1.4	4	4	51	62	
8	66690971	0.000	20369057	0.000	8287966	0.000	1.0	4.3	4.2	43	61	
9		0.000		0.000		0.000						
10		0.000		0.000		0.000						
11	67283824	0.197	20381127	0.010	8293154	0.003	4.0	4.5	4.1	45	63	
12	67481280	0.146	20390670	0.000	8295800	0.007	1.2	5.1	5.3	48	60	
13	67627671	0.284	20390686	0.008	8302776	0.027	1.5	4.7	4.2	47	61	
14	67911488	0.101	20399083	0.000	8330041	0.001	1.3	4.5	3.8	50	64	
15	68012817	0.000	20399083	0.000	8331537	0.000	1.1	4	5	50	61	
16		0.000		0.000		0.000						
17		0.000		0.000		0.000						
18	68688138	0.207	20410278	0.012	8338241	0.004	1.2	3.8	3.7	50	63	
19	68895483	0.160	20422628	0.000	8342355	0.005	1.3	4	4	50	65	
20	69055581	0.207	20422644	0.012	8347608	0.011	1.4	4	4	50	62	
21	69262815	0.153	20434409	0.000	8358597	0.002	1.1	4	4	50	61	
22	69415378	0.000	20434409	0.000	8360195	0.000	1.3	4.3	4.1	51	63	
23		0.000		0.000		0.000						
24		0.000		0.000		0.000						
25	69982851	0.248	20446133	0.010	8364504	0.003	1.1	4	4	52	61	
26	70230655	0.143	20455749	0.000	8367190	0.001	1.2	4	4	47	60	
27	70373609	0.257	20455781	0.010	8368567	0.018	3.2	4	4	51	60	
28	70630491	0.116	20465693	0.008	8386910	0.012	2.4	4	4	50	60	
29	70746358	0.000	20474162	0.000	8398521	0.000	2.7	4	4	52	63	
30		0.000		0.000		0.000						
31		0.000		0.000		0.000						
	AVERAGE	2.376		0.659		0.270	1.6	4.5	4.2	49.3	61.9	
	TOTAL FLOW	68.911		20.439		8.382	Total Flow	97.732				
	MAX	65.898		20.343		8.275	4	6		52		

TENTH ORDER OF BUSINESS

10A



Quarterly Compliance Audit Report

Riverwood

Date: March 2024 - 1st Quarter

Prepared for: Sandra Demarco

Developer: Inframark

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

Table of Contents

Compliance Audit

Overview	2
<i>Compliance Criteria</i>	2
<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
Audit Process	3

Audit results

ADA Website Accessibility Requirements	4
Florida F.S. 189.069 Requirements	5

Helpful information:

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

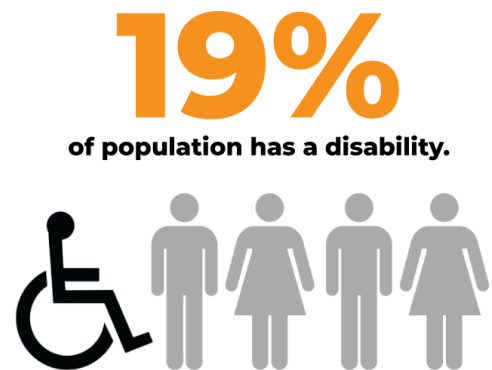
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



Sight, hearing, physical, cognitive.

The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitertools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

10B

**2024
Community Development
District (CDD)
Riverwood
Seat # 1, 3, 4
Non-Partisan Office**



**Charlotte County
Supervisor of Elections
Phone: 941-833-5400**

Election Date:	Primary August 20, 2024 and/or General November 5, 2024
Term of Office:	4 years
Electorate:	Registered voters of the district
Filing Documents: (Required before opening a bank account, accepting contributions, or petitions)	<ul style="list-style-type: none"> • DS-DE 84 Statement of Candidate • DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository or Affidavit of Intention (Special district candidate who does not intend to collect contributions or make expenditures) • Voter Data File (Optional)
Qualifying Period:	Noon June 10, 2024— Noon June 14, 2024 (FS. 99.061) (Pre Qualify—May 28, 2024) (F.S. 105.031)
Method of Qualifying:	Qualifying fee or Petitions (Qualifying Fee applies if petition requirement is not met, along with price of any petitions processed)
Qualifying Fee:	\$25 - Can be paid by personal funds if not opening a campaign account (Cash or personal check)
Petition Information:	25 valid petitions \$0.10 fee for each petition processed. Qualifying fee required if petition requirement not reached.
Petition Form: Petition Deadline:	DS-DE 104 Candidate Petition Noon , May 13, 2024 (F.S. 99.095)
Qualifying Documents:	<ul style="list-style-type: none"> • DS-DE 302NP Candidate Oath—Nonpartisan Office • Form 1 — Statement of Financial Interest

This document is being provided for information purposes only and does not constitute legal advice. It is recommended that candidates consult legal counsel or professional advisors, as the candidate is responsible for following Florida Election Law, local charters and regulations relating to their campaign or qualifications to seek office.

Name: _____

Date: _____

Signature: _____

10Ci

From: Anthony Ettore <tony@dlc-law.org>
Sent: Monday, March 18, 2024 11:57 AM
To: Faircloth, Justin <justin.faircloth@inframark.com>; mspillane riverwoodcdd.org <mspillane@riverwoodcdd.org>
Subject: Re: RCDD-RE: FEMA PA Notification - ELIGIBILITY DETERMINATION - Project #[703117] - Riverwood Community Development District (000-UI1W8-00) (Disaster - [4673DR])

Hello Mike and Justin,

As mentioned on Friday, FEMA has partially denied the District's Category B project for Emergency Protective Measures and fully denied its Category A project for debris removal. The two FEMA Determination letters are attached to this email.

With regard to the Category B project for Emergency Protective Measures, they have denied the \$9,520.05 for the straightening of the light poles but granted the \$15,643.15 for the repair of the water treatment plant. The main argument for the denial of the reimbursement for the light pole straightening is that for a CDD facility to be eligible for reimbursement, it must both provide a service to the general public and be open to the general public. As these light poles were near the bocce and pickleball courts and behind a gate, the costs were denied.

Of course, FEMA does provide an appeals process for any denials, with a First Appeal due to be submitted to the State of Florida Division of Emergency Management within 60 days of our receipt of notification of the decision – which falls on May 13, 2024. However, given FEMA's current regulations there is little chance of success and coupled with the small amount at issue, I cannot recommend an appeal of this partial denial for PW703132. If the District does not file an Appeal within 60 days, thereafter FEMA and FDEM will work to obligate and fund the project.

With regard to PW703117, the Category A project mostly for the cost of mulching the debris pile, FEMA has denied all \$191,300 in costs. The costs for cutting the trees in the Preserve were denied as that area is not open to the general public, even if it arguably does provide a public service. The mulching itself was denied for various reasons, the most important being that the only debris cost that FEMA currently deems eligible for CDDs is the "cut and toss" of debris off of roads to provide emergency access. No other debris removal or debris consolidation costs are possibly eligible under FEMA's current rules – even if the District had formally monitored the debris process or provided proof of the formal solicitation of All Florida Tree to conduct the mulching – two points that FEMA also makes.

Again, the District has a right to appeal and given the amount involved it should be considered. While FEMA's current regulations would make it virtually impossible to be successful with a First Appeal, the U.S. Supreme Court is currently considering arguments to overturn the landmark Chevron v. NRDC case that has provided federal agencies with broad latitude to create regulations that are "reasonable" even if they are not contemplated by the original statutory language. In our context, the debris removal costs of a CDD are eligible for reimbursement in the relevant statute - just like any other form of local government. But over the years, FEMA has created regulations that have continually limited and restricted CDD eligibility so that now it is almost nonexistent. The Supreme Court has heard arguments in the Chevron case and is considering its decision. If that precedent is overturned, FEMA's regulations limiting CDD eligibility would no longer be supportable and thus there would be a chance to recover the costs of this project.

We have 60 days to file a First Appeal, and then FEMA will likely take 2-6 months to decide thereon. Hopefully the Supreme Court will rule soon, making the District's chances of success with a First Appeal good to excellent. But even if a ruling is not issued by May 13th, we could still file a simple First Appeal to keep the time tolling until the Supreme Court does rule. For your information, the cost to file a simple First Appeal to just keep the time tolling will be about \$3,000; if the Supreme Court makes a decision and we are able to file a complete substantive First Appeal, the cost will be between \$7,500 and \$9,000.

Finally, the District also has a Category F project for lift station repairs in the amount of \$14,242.10. From looking at the FEMA GrantsPortal system today, that project has no issues and appears to be ready to be granted in full.

Please let me know if you have any questions about any of the points made above, the FEMA denials, or the FEMA appeals process.

Thank you. Tony



Anthony J. Ettore
CEO and Principal Attorney
(850) 445-2306
www.disasterlawconsulting.com

On Fri, Mar 15, 2024 at 10:19 AM Faircloth, Justin <justin.faircloth@inframark.com> wrote:

Thank you Tony for the update. We look forward to your summary on Monday as the Board will be meeting again on Tuesday next week.

I have blind copied the Board on this email in an effort to keep everyone informed and to minimize potential communication that could be a violation of the Sunshine provisions.

Sincerely,

Justin

Justin Faircloth | CAM, CDM | District Manager



239.785.0675 | www.inframarkims.com

SUPERVISORS, PLEASE DO NOT REPLY TO ALL AS THIS COULD BE A VIOLATION OF THE FLORIDA SUNSHINE PROVISIONS.

CONFIDENTIALITY NOTICE: The information in this email is intended for the sole use of the recipient(s) and may be confidential and subject to protection under the law. If you are not the intended recipient, you are hereby notified that any distribution or copying of this email is strictly prohibited. If you have received this message in error, please contact the sender immediately and delete your copy from your computer.

From: Anthony Ettore <tony@dlc-law.org>

Sent: Friday, March 15, 2024 9:56 AM

To: mspillane riverwoodcdd.org <mspillane@riverwoodcdd.org>; Faircloth, Justin <justin.faircloth@inframark.com>

Subject: Fwd: FEMA PA Notification - ELIGIBILITY DETERMINATION - Project #[703117] - Riverwood Community Development District (000-UI1W8-00) (Disaster - [4673DR])

WARNING: This email originated outside of Inframark. Take caution when clicking on links and opening attachments.

Good morning Mike and Justin,

FEMA has issued its determination on the District's Category A and B projects. They have denied all \$191,300 of the mulching costs in the Category A Debris project. With regard to the Category B project for Emergency Protective Measures, they have denied the \$9,520.05 for the straightening of the light poles, but granted the \$15,643.15 for the repair of the water treatment plant. And I expect that the additional approximately \$20,000 for lift station related costs in our third project will all be deemed eligible in the coming month.

I am out of town today but will provide you with a more complete summary of the FEMA decisions and an analysis of the District's appeal rights when I return to the office on Monday.

Thank you. Tony



Anthony J. Ettore

CEO and Principal Attorney

(850) 445-2306

www.disasterlawconsulting.com

----- Forwarded message -----

From: support.pagrants@fema.dhs.gov <support.pagrants@fema.dhs.gov>

Date: Thu, Mar 14, 2024 at 11:26 AM

Subject: FEMA PA Notification - ELIGIBILITY DETERMINATION - Project #[703117] - Riverwood Community Development District (000-UI1W8-00) (Disaster - [4673DR])

To: <Tony@dlc-law.org>, <mspillane@riverwoodcdd.org>

Cc: <aaron.lachapelle@fema.dhs.gov>, <peter.miskovich@associates.fema.dhs.gov>,

<joyce.deutsch@fema.dhs.gov>, <SAIDAT.THOMAS@fema.dhs.gov>, <CATHA.VARNEY@fema.dhs.gov>,

<gene.valde@fema.dhs.gov>, <JANICE.SIMONS@fema.dhs.gov>, <MICHAEL.SIMERL@fema.dhs.gov>,

<ann.gomes@fema.dhs.gov>, <Angela.Gillman@fema.dhs.gov>, <adrialys.bonilla-rodriguez@fema.dhs.gov>,

<angela.novak@fema.dhs.gov>, <Genie.Colvin@em.myflorida.com>, <minerva.gonzalez@fema.dhs.gov>, <tammi.harris@fema.dhs.gov>, <aileen.jaramillo@fema.dhs.gov>, <Haley.Beary@em.myflorida.com>, <Kelly.barregarye@fema.dhs.gov>, <Eric.Allen@fema.dhs.gov>

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has issued a determination for the below project for Public Assistance funding. You can review the Determination Memo outlining the decision in the PA Grants Portal for detailed information on this determination, including appeal rights.

[View Determination Memo](#)

Event: 4673DR-FL (4673DR)

Applicant: Riverwood Community Development District (000-UI1W8-00)

Project #: [703117] Debris

You have received this notification because you are assigned as the POC for this applicant.

If you require additional assistance with the [FEMA Grants Portal](#), please contact the Grants Portal Hotline at (866) 337-8448 or FEMA-Recovery-PA-Grants@fema.dhs.gov

Please do not respond to this e-mail. This mailbox is not monitored, and you will not receive a response.

U.S. Department of Homeland Security
Federal Emergency Management Agency
FEMA-State Joint Field Office
FEMA-DR-4673/4680/4734-FL
701 International Parkway
Lake Mary, Florida 32746



FEMA

March 13, 2024

Kevin Guthrie
Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Anthony Ettore
Attorney
Riverwood Community Development District
4520 Riverwood Drive
Port Charlotte, Florida 33953

Re: FEMA Public Assistance Eligibility Determination – Riverwood Community Development District, PA ID 000-UI1W8-00, FEMA-4673-DR-FL, Project 703117

Dear Kevin Guthrie and Anthony Ettore:

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has determined that the facility/work/cost is ineligible. Please see the enclosed FEMA Public Assistance Determination Memorandum for detailed information.

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and applicable regulations, Riverwood Community Development District is entitled to appeal this eligibility determination. The Applicant may appeal this determination to the FEMA Region 4 Regional Administrator pursuant to Title 44 Code of Federal Regulations § 206.206. The appeal must: (1) contain documented justification supporting the Applicant's position, (2) specify the monetary figure in dispute, and (3) cite the provisions in federal law, regulation, or policy with which the Applicant believes the initial action was inconsistent. The Applicant should also include a current email address to receive electronic correspondence. The Applicant must submit the appeal to the Florida Division of Emergency Management (Recipient) within 60 days from the date FEMA electronically transmits its determination or first appeal decision. The Recipient must then submit the appeal through Grants Manager, with a written recommendation, to Region 4 within 120 days of receiving the Applicant's appeal.

Lastly, the Applicant must submit all relevant supporting information with its first appeal. For reference, a current index of documents relevant to this determination is enclosed.

FEMA-DR-4673-FL
Riverwood Community Development District
March 13, 2024

If you have any questions, please contact Melody Cantrell, Florida Division of Emergency Management Appeals Officer, 850-815-4442 or email FDEM-PA-APPEALS@em.myflorida.com

Sincerely,

ANGELA D
GILLMAN

Digitally signed by
ANGELA D GILLMAN
Date: 2024.03.13
21:00:32 -04'00'

Angela D. Gillman
Infrastructure Branch Director
Federal Emergency Management Agency
FEMA 4673-DR-FL

Enclosures:
FEMA PA Eligibility Determination Memorandum
Index of Documents



ELIGIBILITY DETERMINATION MEMORANDUM

Riverwood Community Development District

Project No.	703117	Applicant Type	<input type="checkbox"/> State Agency
Version No.	0		<input checked="" type="checkbox"/> Local Government
Damage Inventory Nos.	1291717		<input type="checkbox"/> Tribe <input type="checkbox"/> Private Nonprofit
Project Title:	Debris		
Category of Work:	Category A - Debris Removal		

Amount Requested:	\$191,300.00	Eligibility Issue Type(s)	<input type="checkbox"/> Applicant Eligibility
Amount Denied:	\$191,300.00		<input checked="" type="checkbox"/> Facility Eligibility <input checked="" type="checkbox"/> Work Eligibility <input checked="" type="checkbox"/> Cost Eligibility
Issue Keyword(s):	Ineligible facility, Ineligible work, Ineligible costs, Debris Monitoring, Lack of documentation, Procurement		

Project Description:

Hurricane Ian caused strong winds and torrential rain which resulted in extensive damage in Florida. The incident period for this disaster is September 23, 2022, through November 4, 2022. The widespread damage resulted in a major disaster declaration (FEMA-4673-DR-FL) on September 29, 2022. This disaster declaration authorized Public Assistance (PA) in 27 counties, including Charlotte County, where this facility is located.

The Riverwood Community Development District (Applicant) is an eligible applicant under the FEMA Public Assistance Program established by Ordinance 91-58 as a special district authorized by Florida Statute 190.

The Applicant is an independent, special-purpose local government residential development providing specific services to property owners within the Riverwood Community Development District (CDD). The CDD consists of approximately 963 acres and has authority to exercise powers to finance, plan, acquire, construct, and equip certain systems including: roads, stormwater management, street lighting, environmental areas (preserves), lakes, security, parks, and utilities. The Applicant provides residential and commercial utility services for a fee to homes and businesses within the CDD. The Applicant administers applications for utility services and manages all operations for service connects, disconnects, billings, and accounts



receivable for potable water, irrigation, and sewer services. *RCDD-RULES FINAL 2023 05 16.pdf, Riverwood_Engineer_Report.pdf*

The Applicant is claiming \$191,300.00 for a Category A debris removal project. Work was performed by contract for the mulching of vegetative debris and the cutting and removal of downed trees from November 3, 2022, through November 18, 2022. It is unclear which roadways were cleared of debris. There is some indication that some of the debris was in a natural, unimproved wooded preserve area.

On March 03, 2023, FEMA submitted a Request for Information (RFI), *RFI-PRJ-82207*. The RFI had (3) three line items asking for documentation to support the scope of work and cost estimate, debris monitoring and disposal information and reduction methods and final disposal sites.

The request included a deadline of March 18, 2023. The Applicant responded to this RFI but attached documentation to Project 703132.

Issue:

Is a facility which is not open to or serve the general public eligible for FEMA Public Assistance funding?

Can FEMA reimburse costs for debris removal activities if the contracted work was performed without monitoring and on private property that is not open to the general public?

Can FEMA reimburse costs for debris removal activities for contracted work that was not properly procured?

Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:

- **The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (2022) (Stafford Act):**

 - § 403. Essential Assistance (42 U.S.C. § 5170b)

 - § 407. Debris Removal (42 U.S.C. § 5173b)

- **Title 2 of the Code of Federal Regulations (2 C.F.R.) (2022):**

 - § 200.318 General Procurement Standards.

 - § 200.339 Remedies for noncompliance.

 - § 200.403 Factors affecting allowability of costs.

- **Title 44 of the Code of Federal Regulations (44 C.F.R.) (2022):**



- § 206.221 Definitions (c)(d)(e7)(h)
- § 206.223 General Work Eligibility
- § 206.224 Debris Removal
- § 206.225 Emergency work.

FEMA Policy:

- **Public Assistance Program and Policy Guide FP 104-009-2 Version 4 (June 1, 2020) (PAPPG)**

- Chapter 3, Section VI, Applicant Eligibility, pp.43-47
- Chapter 4, Section I, General Work Eligibility, pp.51-56
- Chapter 6, Costs Eligibility, pp 65-66, Section VIII, pp. 76-85
- Chapter 7, Emergency Work Eligibility, pp. 97-110

Analysis:

Facility Eligibility

FEMA may provide PA funding to a local government for emergency work, including emergency protective measures and debris removal. *Stafford Act § 102(8); PAPPG, at 97.* Eligible local governments include special districts, such as Community Development Districts (CDD). *PAPPG, at 42-43.* However, to be eligible, a facility maintained by a CDD must provide a service to the general public and be open to the general public. *Id at 43-44.* FEMA evaluates whether a CDD facility is open to the general public by considering the presence and intent of a barrier to a facility and non-resident restrictions.

Community Development Districts are special districts that finance, plan, established acquire, construct or reconstruct, operate and maintain systems, facilities and basic infrastructure within their jurisdictions. To be eligible Community Development Districts must be open to and serve the general public, *PAPPG at 43.* In addition, CDDs must own and be legally responsible for maintenance and operation of an eligible facility that is open to and serves the public. *PAPPG at 43.* When a facility maintained by a CDD is not open to the general public OR does not provide a service to the general public, the facility is not eligible. *PAPPG at 56.*

Community Development Districts generally meet the requirement of serving the public based on the same criteria used for PNPs. Community Development Districts generally meet the requirement of serving the public based on the same criteria used for PNPs in Chapter 3:VI.D. Private Nonprofit Organizations. *PAAAG at 43 footnote 88.* PNP facilities generally meet the requirement of serving the general public if ALL of the following conditions are met:

- Facility use is not limited to any of the following:
 - A certain number of individuals;
 - A defined group of individuals who have a financial interest in the facility, such as a condominium association;
 - Certain classes of individuals; or



- An unreasonably restrictive geographical area, such as a neighborhood within a community;
- Facility access is not limited to a specific population (such as those with gates or other security systems intended to restrict public access); and
- Any membership fees meet all of the following criteria:
 - Are nominal;
 - Are waived when an individual can show inability to pay the fee;
 - Are not of such magnitude to preclude use by a significant portion of the community; and
 - Do not exceed what is appropriate based on other facilities used for similar services.

Riverwood Community Development District is in Port Charlotte, an unincorporated area within Charlotte County. Access to Riverwood CDD is through two entry/exit points with electronic barcode access for homeowners, long term lessees, 20 non-resident full fee payers, non-resident golf club members, and RCA/RCDD/Golf Club staff. All other others receive a paper pass. The main gate is monitored, *Riverwood CDD - Complete Rules including Procurement Policy - DR4673.pdf*.

According to the Riverwood website, the HOA (located within the boundaries of the CDD) is a gated deed-restricted golf course community with 29 distinct neighborhoods with 1323 homes nestled in about 1300 acres of preserves, lakes, ponds, and the Riverwood Golf Course. There is an 18-hole golf course which is privately owned and is open to the public and available for memberships, a restaurant that is open daily to residents and golfers with evening events only open for members only. The HOA is a private, not-for-profit corporation that is responsible for the day-to-day management of Riverwood. <https://www.riverwoodflorida.org/who-we-are/>

The CDD is responsible for all of the infrastructure but it is unclear if it, the HOA or the County owned all or some of the roadways. The CDD owns the Activity Center, Campus buildings, as well as amenities, water lines, sewer treatment facilities, wastewater treatment facility, dog park, RV and boat parking area and the Beach Club. Residents must obtain an electronic gate card for community access. Visitors are granted temporary access by residents through the electronic gate card system. Facilities and amenities are restricted to use by residents, their visitors, and a limited number of “non-resident fee payer[s].” *RCDD-RULES FINAL 2023 05 16.pdf*. Under these restrictions, the Community cannot be deemed eligible because facilities are not open to and do not serve the general public.

Moreover, regardless of whether the debris was cleared from public or private roadways within this community, FEMA granted pre-approval to Charlotte County by letter, dated March 14, 2023, to remove certain commercial property debris as follows:

“In accordance with the guidance in the Public Assistance Program and Policy Guidance (PAPPG, V4, June 1, 2020) as FEMA headquarters has modified for this event, and, given the widespread severity and magnitude of the debris, FEMA is providing this limited approval to conduct a *singlepass* (meaning a good faith one-time pick-up of eligible debris to clear debris), curbside removal of commercial property storm-generated, non-demolition, non-reconstruction eligible debris in the public or private road rights-of-way (ROW) including private residential road ROWs and on restricted access roads’ ROW including within in gated communities, mobile



home parks, recreational vehicle parks, manufactured home parks and roads owned by homeowner associations—all as limited to the properties abutting and adjacent to the roads specifically listed in FEMA Attachments A and B and as being within the legal limits of the County.

For the roads listed in FEMA Attachment A, there may be a few limited cases where it is not reasonably practicable to remove the debris from the road ROW. Only in those identified, enumerated and documented limited cases, the Applicant, with the proper legal authority as noted above, may enter upon the property to remove eligible continuous piles of commercial property debris extending beyond the right-of-way on a one-time basis. No penetration beyond the above described removal of continuous piles of debris placed along the side of the public or private roadway is contemplated in this letter.

Neither the demolition of private residential or commercial property nor the removal of such demolition debris is authorized by this letter. Reconstruction, renovation, repair, and remodeling debris are also not eligible. Debris from agricultural land, natural and unimproved land are also not eligible.

Except in the few limited cases noted above, this approval is limited to curbside debris removal of eligible debris in the public/private ROW only and does not in any case include heavy commercial and industrial structures/buildings/parks/areas, shopping malls, shopping strip stores, banks, marinas, boat storage facilities, big box stores, apartment complexes, condominiums, hotels/motels and/or similar structures.”

Therefore, while Charlotte County may have been a proper Applicant had it removed the roadway debris within the CDD, it does not appear that the CDD or the HOA sought or received pre-approval, as was required for this disaster, for commercial property debris removal.

Work and Costs

The Applicant is claiming \$191,300.00 for a Category A debris removal project. Work was performed by contract for the mulching of vegetative debris and the cutting and removal of downed trees from November 3, 2022, through November 18, 2022.

RFI number 82207 was issued for this Category A debris removal project requesting information on claimed costs, debris disposal, monitoring, and final disposition location. Response deadline was March 18, 2023.

Line items specifically asked in the RFI are:

- Please provide summary sheet for the claimed cost related to contracted work
- Indicate the method in estimating the debris pile, Pictures, Dimensions?
- As work completed lane project, CAT A would need to indicate the final disposal of the debris. Per SPA applicant "is currently searching for a solution for the disposal of the mulch



pile" Please Clarify the final disposal site for the reduced debris and provide any permits needed.

In response to this RFI, the Applicant attached a Cost summary on December 04, 2023, with amount of \$188,200.00. Within this document, it states that *“We have uploaded photos and a narrative of how the cleanup proceeded at the Riverwood CDD. The removal of debris from roads and access points was an HOA responsibility, so those costs are not being claimed. Once all this debris was in one place, there was a debris pile covering several acres and stacked 20 feet high. The District felt that mulching the pile would reduce disposal costs, so they engaged All Florida Tree to do so. Once mulched, contractors apparently from FEMA came into the District and removed the entire mulch pile. The Preserve is a wooded area permitted by the Southwest Florida Water Management District, and such permit requires the District to maintain the Preserve by addressing fallen trees.”* Riverwood CDD - DR4673 - PW703117 - Contract Work Summary and Explanation.pdf.

The Applicant also sent several invoices, some pictures of the debris impacts, a project narrative and other miscellaneous documentation to substantiate eligibility for their debris removal operations. FEMA reviewed the documentation and identified a discrepancy in one of the invoices. FEMA sent an e-mail to the Applicant and the Applicant replied, fixed the discrepancy and sent a new cost summary for \$191,300.00, omitting the original narrative. *Re_4673DR-FL (4673DR) Riverwood Community Development District (000-UI1W8-00) [703117] Debris.pdf, Contract Work Summary - Riverwood Community Development District - DR4673.pdf*

Debris Monitoring

FEMA requested information and documentation required to substantiate the eligibility of a project. The Applicant is responsible for providing this information and documentation to support that its facilities, work, and costs are eligible based on the applicable laws, regulations, EOs, and policies. At a minimum, FEMA usually requires the “who, what, when, where, why, and how much” for each item claimed. *PAPPG at 63*. FEMA requires the Applicant to monitor all contracted debris operations to ensure that the quantities and work claimed are accurate and eligible. This includes documenting debris quantities by types, quantities reduced, reduction methods, and pickup and disposal locations. If the Applicant does not monitor contracted debris removal operations, it jeopardizes its PA funding for that work. FEMA requires that applicants monitor all contracted debris removal operations. *PAPPG, at 107*. If it does not monitor contracted debris removal operations, it jeopardizes FEMA funding. *Id.* Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. *2 C.F.R. § 200.318(b)*.

There are times when the incident causes damage or debris blockage to access routes to an essential community service, or to a community with survivors. If the extent of damage or blockage makes these areas inaccessible, work related to providing access is eligible. This includes clearing debris from or conducting emergency repairs to an access facility, such as a road or bridge. Eligible work is limited to that necessary for the access to remain passable. Any debris removal or additional debris clearance is Category A and funded based on the criteria in



Chapter 7:I. Debris Removal (Category A). *PAPPG at 115*. The Applicant is only requesting the costs of mulching the vegetative debris at the staging site and the debris removal from the preserves, as debris removal from the roadways and access points are the legal responsibility of the HOA. The community is not open to the general public, so the only eligible debris removal would be for emergency access, though cut and toss, and to remove an immediate threat from improved property. Because the debris removal operations was not the Applicant's legal responsibility, the Applicant did not monitor their contracted debris removal operations and FEMA cannot identify what debris could attributed to a cut and toss operation in order to allow emergency access, all costs claimed for the mulching the vegetative debris at the staging site is ineligible for public assistance. Additionally, the work performed for cutting and removal of downed trees at the preserves are not eligible as they are not open to the general public, do not provide a service to the general public and appear to be in unimproved property.

Procurement

Pursuant to Title 2 of the Code of Federal Regulations (2 C.F.R.) § 200.319, all procurement actions must be conducted in a manner that provides full and open competition. 2 C.F.R. § 200.319(a). Procurement by non-competitive proposal is only permitted in limited circumstances. 2 C.F.R. § 200.320(f). If a contract is not procured in accordance with Federal grant procurement requirements, FEMA may disallow all or part of the cost or activity not in compliance. 2 C.F.R. § 200.339.

The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327. FEMA requested the Applicant's procurement policy in RFI number 84210. The Applicant responded that CDD procurement procedures are addressed in Section 2.1 of the CDD rules document, which states that the Applicant complies with Florida Statute 190.033 and "other applicable provisions of the Florida and Federal statutes."

At a minimum, the Applicant must comply with Federal simplified acquisition threshold (SAT) which is set at \$250,000.00. 2 C.F.R. § 200.320. Here, the amount requested of \$191,300.00 is for removal of storm-related debris. Competitive procurement of services under the Federal Small Purchases Threshold requires simple and informal procurement methods to meet Federal procurement requirements. 2 C.F.R. § 200.320(b). When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. While the Applicant did reference an established procurement policy, no information regarding formal or informal solicitations for debris removal services was provided. This information will be required to determine if debris removal services were properly procured.

Contract services and related costs procured under 2 C.F.R. § 200.320(f)(2) are limited to the duration of the public exigency or emergency. *Procurement Uniform Rules, at V-17*. For debris



removal, a noncompetitive contract is appropriate for initial efforts to move debris from the roadway and to the roadside. Once the debris is moved to the roadside, the emergency situation no longer exists, and the use of a noncompetitive contract is no longer appropriate. To receive reimbursement for costs associated with contract work, Applicants must comply with Federal procurement requirements. Non-competitive procurement is allowed when public exigency will not permit a delay resulting from competitive solicitation 2 C.F.R 320(c)(3). Any contract labor costs associated with road clearing due to exigency in nature to enable immediate access to emergency response vehicles may be eligible as Category B emergency protective measures, not Category A debris removal. If such costs can be accurately quantified and segregated from non-emergency debris removal activities, they could be claimed in Category B project 703132.

Eligibility Determination: Partially Approved Denied

Riverwood Community Development District is claiming Category A debris removal contract costs of \$191,300.00. CDD facilities and grounds are not open to and do not serve the general public. The Applicant did not provide documentation to substantiate monitoring of debris removal operations to assure contract work was performed in accordance with the terms, conditions, and specifications of contracts or purchase orders. The Applicant has not demonstrated that it received FEMA pre-approval for its commercial property debris removal while Charlotte County did obtain pre-approval for the removal. Therefore, neither the CDD or the HOA are proper Applicants. Finally, the Applicant has not provided information to assure solicited contracts provided full and open competition at reasonable costs. Costs for labor contracted to clear roadways may be eligible as a Category B emergency protective measure. However, without documentation to substantiate eligibility of emergency debris clearance activities, all claims requested in this Category A project are denied.

Notice of Right to Appeal:

The Applicant may appeal this determination to the Regional Administrator, pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must:

- 1) Contain documented justification supporting the Applicant’s position;**
- 2) Specify the monetary figure in dispute; and**
- 3) Cite the provisions in federal law, regulation, and/or policy with which the Applicant believes the initial action was inconsistent.**

The Applicant must submit the appeal to the Florida Division of Emergency Management (Recipient) within 60 days from the date FEMA electronically transmits its determination or first appeal decision. The Recipient must then submit the appeal through Grants Manager, with a written recommendation, to Region 4 within 120 days of receiving the Applicant’s appeal. If you have any questions, please contact the Florida Division of Emergency Management, Melody Cantrell [at melody.cantrell@em.myflorida.com](mailto:melody.cantrell@em.myflorida.com).



Approval:

PA Management: Angela D. Gillman, Infrastructure Branch Director

Signature: ANGELA D GILLMAN Digitally signed by ANGELA D GILLMAN Date: 2024.03.13 20:59:55 -04'00' Date: 3/13/2024

Document Index:

Document Description	Filename
Contract Work Summary	Contract Work Summary - Riverwood Community Development District - DR4673.pdf
Contract Work Summary	Riverwood CDD - DR4673 - PW703117 - Contract Work Summary and Explanation.pdf
Riverwood CDD - DR4673 - Narrative of the Debris Cleanup Operation.pdf	Project narrative
Correspondence	Re_4673DR-FL (4673DR) Riverwood Community Development District (000-U11W8-00) [703117] Debris.pdf
Florida statute authorizing community development districts	Florida Statute 190
CDD facility specifications	Riverwood_Engineer_Report
Invoices	Riverwood CDD - DR4673 - PW703117 - Invoices.pdf
Notice of Action – Charlotte County CPDR Request 031423.pdf	DR4673-FL Project 703117 Additional Information
FEMA ATTACHMENT A.docx	DR4673-FL Project 703117 Additional Information
FEMA ATTACHMENT B.docx	DR4673-FL Project 703117 Additional Information



FEMA

March 13, 2024

Kevin Guthrie
Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Anthony Ettore
Attorney
Riverwood Community Development District
4520 Riverwood Drive
Port Charlotte, Florida 33953

Re: FEMA Public Assistance Eligibility Determination – Riverwood Community Development District, PA ID 000-UI1W8-00, FEMA-4673-DR-FL, Project 703132

Dear Kevin Guthrie and Anthony Ettore:

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has determined that the facility/work is ineligible. Please see the enclosed FEMA Public Assistance Determination Memorandum for detailed information.

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and applicable regulations, Riverwood Community Development District is entitled to appeal this eligibility determination. The Applicant may appeal this determination to the FEMA Region 4 Regional Administrator pursuant to Title 44 Code of Federal Regulations § 206.206. The appeal must: (1) contain documented justification supporting the Applicant's position, (2) specify the monetary figure in dispute, and (3) cite the provisions in federal law, regulation, or policy with which the Applicant believes the initial action was inconsistent. The Applicant should also include a current email address to receive electronic correspondence. The Applicant must submit the appeal to the Florida Division of Emergency Management (Recipient) within 60 days from the date FEMA electronically transmits its determination or first appeal decision. The Recipient must then submit the appeal through Grants Manager, with a written recommendation, to Region 4 within 120 days of receiving the Applicant's appeal.

Lastly, the Applicant must submit all relevant supporting information with its first appeal. For reference, a current index of documents relevant to this determination is enclosed.

FEMA-DR-4673-FL
Riverwood Community Development District
March 13, 2024

If you have any questions, please contact Melody Cantrell, Florida Division of Emergency Management Appeals Officer, 850-815-4442 or email FDEM-PA-APPEALS@em.myflorida.com

Sincerely,

ANGELA D
GILLMAN Digitally signed by
ANGELA D GILLMAN
Date: 2024.03.13
20:27:03 -04'00'

Angela D. Gillman
Infrastructure Branch Director
Federal Emergency Management Agency
FEMA 4673-DR-FL

Enclosures:
FEMA PA Eligibility Determination Memorandum
Index of Documents



ELIGIBILITY DETERMINATION MEMORANDUM Riverwood Community Development District

Project No.	703132	Applicant Type	<input type="checkbox"/> State Agency
Version No.	0		<input checked="" type="checkbox"/> Local Government
Damage Inventory Nos.	1292928		<input type="checkbox"/> Tribe <input type="checkbox"/> Private Nonprofit
Project Title:	Emergency Protective Measures		
Category of Work:	B – Emergency Protective Measures		

Amount Requested:	\$25,163.40	Eligibility Issue Type(s)	<input type="checkbox"/> Applicant Eligibility
Amount Denied:	\$9,520.05		<input checked="" type="checkbox"/> Facility Eligibility <input checked="" type="checkbox"/> Work Eligibility <input type="checkbox"/> Cost Eligibility
Issue Keyword(s):	Open to the General Public, Providing a Service to the General Public		

Project Description:

Hurricane Ian caused strong winds and torrential rains which resulted in extensive damage in Florida. Incident period for this disaster is September 23, 2022, through November 4, 2022. The widespread damage resulted in a major disaster declaration (FEMA-4673-DR-FL) on September 29, 2022. This disaster declaration authorized Public Assistance (PA) in 27 counties.

The Riverwood Community Development District (Applicant) is an eligible applicant under the FEMA Public Assistance Program established by Ordinance 91-58 as a special district authorized by Florida Statute 190. The Applicant is an independent, special-purpose local government providing specific services to property owners within the Riverwood Community Development District (CDD). The CDD consists of approximately 963 acres and has authority to exercise powers to finance, plan, acquire, construct, and equip certain systems including: roads, stormwater management, street lighting, environmental areas (preserves), lakes, security, parks, and utilities. The Applicant provides residential and commercial utility services for a fee to homes and businesses within the CDD. The Applicant administers applications for utility services and manages all operations for service connects, disconnects, billings, and accounts receivable for potable water, irrigation, and sewer services. *RCDD-RULES FINAL 2023 05 16.pdf, Riverwood_Engineer_Report.pdf*

The Applicant claims that during the incident period, the hurricane created an immediate threat to the health and safety of the general public requiring emergency response and protective



measures. In response the Applicant provided straightening of light poles jurisdiction-wide and provided inspection and repair of its water treatment plant.

The Applicant is seeking \$25,163.40 in PA funding for its emergency protective measures.

Issue:

Can FEMA reimburse the Applicant for all of its emergency protective measures if the Applicant’s community is restricted to the general public via a gate house and does not provide a service to the general public?

Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:

- **The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (2021) (Stafford Act):**

§ 403. Essential Assistance (42 U.S.C. § 5170b)

- **Title 44 of the Code of Federal Regulations (44 C.F.R.) (2022):**

§ 206.223 (a)(3) General work eligibility.

§ 206.225 Emergency work.

FEMA Policy:

- **Public Assistance Program and Policy Guide FP 104-009-2 Version 4 (June 1, 2020) (PAPPG)**

Chapter 3, Section VI, Applicant Eligibility, pp.43-47

Chapter 4, Section I, General Work Eligibility, pp.51-56

Chapter 6, Costs Eligibility, pp 65-66, Section VIII, pp. 76-85

Chapter 7, Emergency Work Eligibility, pp. 97-110

Analysis:

FEMA may provide PA funding for emergency and permanent work if minimum work eligibility requirements are met. *44 C.F.R. § 206.223(a)*. Eligible local governments include special districts, *Stafford Act § 102(8)*, *42 U.S.C. § 5122*; such as Community Development Districts (CDD), *PAPPG at 42-43*. However, to be eligible, a facility maintained by a CDD must provide a service to and be open to the general public, *Id at 43-44*. FEMA evaluates whether a CDD facility is open to the general public by considering the presence and intent of a barrier to a facility and non-resident restrictions.



Community Development Districts are special districts that finance, plan, established acquire, construct or reconstruct, operate and maintain systems, facilities and basic infrastructure within their jurisdictions. To be eligible Community Development Districts must be open to and serve the general public, *PAPPG at 43*. In addition, CDDs must own and be legally responsible for maintenance and operation of an eligible facility that is open to and serves the public. *PAPPG at 43*. When a facility maintained by a CDD is not open to the general public OR does not provide a service to the general public, the facility is not eligible. Second Appeal Analysis, *Belmont Lakes Community Development District*, FEMA-4337-DR-FL (June 8, 2020).

Community Development Districts generally meet the requirement of serving the public based on the same criteria used for PNPs Community Development Districts generally meet the requirement of serving the public based on the same criteria used for PNPs in Chapter 3:VI.D. Private Nonprofit Organizations. *PAAAG at 43 footnote 88*. PNP facilities generally meet the requirement of serving the general public if ALL of the following conditions are met:

- Facility use is not limited to any of the following:
 - A certain number of individuals;
 - A defined group of individuals who have a financial interest in the facility, such as a condominium association;
 - Certain classes of individuals; or
 - An unreasonably restrictive geographical area, such as a neighborhood within a community;
- Facility access is not limited to a specific population (such as those with gates or other security systems intended to restrict public access); and
- Any membership fees meet all of the following criteria:
 - Are nominal;
 - Are waived when an individual can show inability to pay the fee;
 - Are not of such magnitude to preclude use by a significant portion of the community; and
 - Do not exceed what is appropriate based on other facilities used for similar services.

Riverwood Community Development District is in Port Charlotte. Access to Riverwood CDD is through two entry/exit points with electronic barcode access for homeowners, long term lessees, 20 non-resident full fee payers, non-resident golf club members, and RCA/RCDD/Golf Club staff. All other others receive a paper pass. The main gate is monitored, *Riverwood CDD - Complete Rules including Procurement Policy - DR4673.pdf*.

According to the Riverwood website, <https://www.riverwoodflorida.org/who-we-are/>, the HOA (located within the boundaries of the CDD) is a gated deed-restricted golf course community with 29 distinct neighborhoods with 1323 homes nestled in about 1300 acres of preserves, lakes, ponds, and the Riverwood Golf Course. There is an 18-hole golf course which is privately owned and is open to the public and available for memberships, a restaurant that is open daily to residents and golfers with evening events only open for members only. The HOA is a private, not-for-profit corporation that is responsible for the day-to-day management of Riverwood.

The CDD is responsible for all of the infrastructure. The CDD owns the Activity Center, Campus buildings, as well as amenities, water lines, sewer treatment facilities, wastewater treatment



facility, dog park, RV and boat parking area and the Beach Club. Residents must obtain an electronic gate card for community access. Visitors are granted temporary access by residents through the electronic gate card system. Facilities and amenities are restricted to use by residents, their visitors, and a limited number of “non-resident fee payer[s].” *RCDD-RULES FINAL 2023 05 16.pdf*. Under these restrictions, the Community cannot be deemed eligible because facilities are not open to and do not serve the general public.

The Applicant has listed Category B emergency protective measure activities in the contracted amount of \$25,163.40. Work claimed include \$15,643.35 for repair of its water treatment plant and \$9,520.05 for straightening of light poles. A water treatment plant is a critical service and therefore an eligible facility. *See: PAPPG, Table 1, pg. 45.* All light poles that were claimed, however, were on private property servicing the bocce ball courts and pickleball courts. *Riverwood CDD - DR4673 - FLM signed quote \$5897.50.pdf*. These amenities (bocce ball and pickleball courts) are not open to or provide a service to the general public and the work claimed (pole straightening) is not eligible for Public Assistance nor do the light poles provide a critical service at these amenities.

Eligibility Determination: Partially Approved Denied

Because the CDD and HOA are not open to or serve the general public and the work was performed at amenities that are only open to members and members guests, straightening the light poles is not eligible for PA funding and FEMA must remove the contracted amount of \$9,520.05 from the project as that cost does not comply with Federal regulations or FEMA policies.

Notice of Right to Appeal:

The Applicant may appeal this determination to the Regional Administrator, pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must:

- 1) Contain documented justification supporting the Applicant’s position;
- 2) Specify the monetary figure in dispute; and
- 3) Cite the provisions in federal law, regulation, and/or policy with which the Applicant believes the initial action was inconsistent.

The Applicant must submit the appeal to the Florida Division of Emergency Management (Recipient) within 60 days from the date FEMA electronically transmits its determination or first appeal decision. The Recipient must then submit the appeal through Grants Manager, with a written recommendation, to Region 4 within 120 days of receiving the Applicant’s appeal. If you have any questions, please contact the Florida Division of Emergency Management, Melody Cantrell [at melody.cantrell@em.myflorida.com](mailto:melody.cantrell@em.myflorida.com).



Approval:

PA Management: Angela D. Gillman, Infrastructure Branch Director

Signature: ANGELA D GILLMAN
Digitally signed by ANGELA D GILLMAN
Date: 2024.03.13 20:26:17 -04'00'

Date: 3/13/2024

Document Index:

Document Description	File Name
Rules of the Riverwood CDD	Riverwood CDD - Complete Rules including Procurement Policy - DR4673.pdf
RCDD-RULES FINAL 2023 05 16	RCDD-RULES FINAL 2023 05 16.pdf
Light pole original estimate	Riverwood CDD - DR4673 - FLM signed quote \$5897.50.pdf.

10Cii

Memorandum of Understanding

Between

Inframark Community Management (“Inframark”)

and

Riverwood Community Development District (“District”)

This Memorandum of Understanding (“MOU”) sets forth the terms and understanding between Inframark and the District related to payroll processing for Supervisors as well as District employees.

Background and Purpose

Inframark is implementing the use of automated data processing through ADP for payroll processing. ADP is a proven industry leader in providing payroll, human resources, and tax solutions for over 75 years. ADP is also an industry leader in data security and business protection.

Benefits

ADP offers benefits for Inframark staff as well as District users.

- ADP allows payroll processing that is seamless, including direct deposit, physical checks, and W-2 statements; and it is fully integrated in Inframark’s accounting software.
- Users have access to a self-service portal, available online or in a mobile app, giving access to information and records.

Effective Date

Inframark is rolling out ADP for all payroll beginning April 1, 2024. The District currently pays approximately \$308.16 for payroll-related fees. For the remainder of fiscal year 2024, Inframark will absorb the incremental costs associated with ADP. Beginning fiscal year 2025 on October 1, 2024, the cost to the District will be approximately \$745.20 per year, which can be included in the Inframark management fee, or can be an additional line item in the budget.

Thank you,



District Manager

10C.iii.

Memorandum of Understanding

Between

Inframark Community Management (“Inframark”)

and

Riverwood Community Development District (“District”)

This Memorandum of Understanding (“MOU”) sets forth the terms and understanding between Inframark and the District related to accounts payable software.

Background and Purpose

Inframark is updating the accounting software, including a more robust accounts payable system, Avid Strongroom (“Strongroom”), which will replace the current Avid system.

Benefits

Strongroom offers benefits for Inframark staff as well as District users.

- Strongroom automates the invoicing process, allows users to approve invoices online, streamlines the approval process, reduces the need for manual entry of invoices which thereby reduces the risk of errors, is scalable for growth, and reduces fraud risk.
- Strongroom allows users to monitor invoice statuses, same as before with Avid.

Effective Date

Inframark has already rolled out use of Strongroom. All emails sent to the previous email address will be forwarded to the new one, InframarkCMS@payableslockbox.com, so as to provide a seamless transition.

Contact Information for Supervisor/staff training on the new system:

Paula.Davis@inframark.com

New email to start giving vendors to send invoices to:

New email: InframarkCMS@payableslockbox.com

Thank you,



District Manager