

RIVER RIDGE
COMMUNITY DEVELOPMENT
DISTRICT

CONTINUED PUBLIC HEARING
AND REGULAR MEETING
AGENDA

December 17, 2013

River Ridge Community Development District
6131 Lyons Road, Suite 100•Coconut Creek, Florida 33073
Phone (954) 426-2105•Fax (954) 426-2147•Toll-free: (877) 276-0889

December 10, 2013

Board of Supervisors
River Ridge Community Development District

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

A Continued Public Hearing and Regular Meeting of the River Ridge Community Development District's Board of Supervisors will be held on **Tuesday, December 17, 2013 at 1:00 p.m., at the Pelican Sound Golf and River Club at 4561 Pelican Sound Boulevard, Estero, Florida 33928.** The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments: Agenda Items (*5 minutes per speaker*)
3. Public Comments: Non-Agenda Items (*5 minutes per speaker*)
4. Continued Discussion: Amended Rules of Procedure
5. **Continued Public Hearing to Hear Public Comment and Objections to the Adoption of the Amended Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**
 - Consideration of **Resolution 2014-1**, Amending the Rules of Procedure of the River Ridge Community Development District; Providing a Severability Clause; and Providing an Effective Date
6. Approval of **November 19, 2013** Public Hearing and Regular Meeting Minutes
7. Other Business
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - i. Approval of Unaudited Financial Statements as of November 30, 2013
 - Check Register
 - ii. **NEXT MEETING DATE: January 28, 2014 at 1:00 P.M.**

9. Supervisors' Requests and Public Comments (*5 minutes per speaker*)
10. Adjournment

If you have any questions, please feel free to contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:

CALL IN NUMBER: 1-888-354-0094

CONFERENCE ID: 8593810

**RIVER RIDGE
COMMUNITY DEVELOPMENT
DISTRICT
RULES OF PROCEDURE**

| [Originally Adopted 1996, Revised and Amended ~~November 19~~December 17,
2013]

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CHAPTER A-1
RIVER RIDGE COMMUNITY DEVELOPMENT DISTRICT
GENERAL AND PROCEDURAL RULES

A-1.01 General

The River Ridge Community Development District 1 (the "District") was established pursuant to the provisions of Chapter 190, Florida Statutes to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction.

Specific Authority: 190.011, 120.53(1)(a)

Law Implemented 190.011, 120.53(1)(a)

A.1.02 Board of Supervisors; Officers; Voting.

A. Term of Officers; Vacancies.

Board members shall hold office pursuant to Section 190.006, Florida Statutes. If, during the term of office of any board member(s), one or more vacancies occur, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the unexpired term. If three or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. The remaining Supervisors shall endeavor and use their best efforts to fill any such vacancy within sixty (60) calendar days of the date the vacancy was created, taking into account the length of time until the next regular qualified elector election for said vacant seat(s).

B. Quorum.

A majority of the members of the Board physically present constitutes a quorum. Action taken by the Board shall be upon a vote of a majority of the members present, either in person and telephonically, unless otherwise provided in these rules or required by law.

C. Officers.

1. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a chairperson, vice chairperson, secretary and treasurer, and if desired, an assistant treasurer.

2. The term of office of the chairperson shall be two years. The chairperson must be a member of the Board. If the chairperson resigns from that office or ceases to be a member of

the Board, the Board shall select a chairperson to serve the remaining portion of the term, after filling the board vacancy. The chairperson or the District Manager or the District Manager staff shall convene and conduct all meetings of the Board. In the event the chairperson is unable to attend a given meeting, the vice chairperson or the District Manager or the District Manager staff shall convene and conduct the meeting. In the event the chairperson and vice chairperson are unable to attend a given meeting, the members of the Board in attendance may appoint one Board member as chair pro tem or the District Manager or the District Manager staff shall convene and conduct the meeting.

3. The vice chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The term of office for the vice chairperson shall be two years, coincident to that of the chairperson. If the vice chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a vice chairperson to serve the remainder of the term, after filling the Board vacancy.

4. The secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as secretary.

5. The treasurer shall serve at the pleasure of the Board and need not be a member of the Board but must be a resident of Florida. The treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time.

D. Committees.

The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically-designated functions. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation. [The establishment of any committee of the Board shall be by the adoption of a resolution outlining the term, roles, functions, duties and parameters of the committee and each such committee shall have as a member one of the Supervisors of the District.](#)

E. Record Book.

The Board shall keep a permanent record book entitled "Record of Proceedings of the River Ridge Community Development District" in which shall be recorded minutes of all meetings, resolutions, proceedings, Board of Supervisor actions, agreements, certificates, and bonds given by all employees.

F. Meetings.

The Board shall establish a schedule of regular meetings and may also meet upon: 1) call of the chairperson or the District Manager in coordination with the chairperson; or, 2) three board members; or, 3) pursuant to the emergency meeting process outlined herein or in Florida Statutes. Except as otherwise may be provided by law, all meetings of the Board and its committees shall be open to the public in accordance with the provisions of Chapter 286, Florida Statutes.

G. Voting Conflict of Interest.

Each Board member shall abide by and comply with the applicable provisions of Florida law regarding voting conflicts of interest contained within Chapters 190 and 112, Florida Statutes.

H. Competitive Solicitation; No Contact or Communication.

Once the Board has determined to engage in any competitive solicitation, no Board member may have any contact or communication with any vendor [or its agents/representatives] that provides the type of services, goods or work which is the subject of a competitive solicitation process and no vendor, including any agent of such vendor, shall directly or indirectly contact or communicate with any Supervisor regarding a competitive solicitation, except at a public hearing associated with such bid/proposal, or at a public meeting of the Board. Supervisors shall not solicit or encourage any particular individual vendor to submit a bid or proposal. In those instances when a vendor unilaterally approaches a Supervisor outside of the bidding or solicitation process, the Supervisor so contacted shall immediately report such contact to the District Manager and direct such vendor to the District Manager. Any bidder or proposer that the Board determines has violated the provisions of this Section A-1.02.H shall be deemed disqualified. Should such contact come to light only after the bid or proposal is awarded and the bidder or proposer that was deemed the successful bidder or proposer was the party violating said provision, the Board may unilaterally cancel any such award and any such contract awarded to such vendor.

Specific Authority: 190.001, 120.53(1)(d)

Law Implemented: 190.006(l), 190.006(4), 190.006(5), 190,006(6), 190.006(7), 190.006(9), 190.007, Chapter 112, F.S.

A-1.03 Public Information and Inspection of Records.

A. Public Records.

All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise exempt or confidential by law, including the "Record of Proceedings of the River Ridge Community Development District" may be copied or inspected at the local office of record of the District as designated by the Board from time to time, during regular business hours, with the rates, fees and charges therefor consistent with Florida law.

B. Copies.

Copies of public records not otherwise exempt or confidential shall be made available to the requesting person at a charge as established by Resolution of the Board.

Specific Authority: 190.011, 120.53(1)(a)

Law Implemented: 190.06(7), 119.07(1)(a), 119.07(1)(b), 120.53(1)(a)

A-1.04 Meetings and Workshops.

A. Notice.

Except in emergencies, or as otherwise provided in these rules or applicable law, at least seven days public notice shall be given of any meeting or workshop of the Board. Public notice shall be given as required by law.

B. Agenda.

The District Manager, under the supervision of the chairperson or those members calling for a Board meeting, shall prepare a notice of the meeting or workshop and an agenda.

C. Agenda Format.

The agenda shall follow the format adopted by the Board by Resolution. The Board may also adopt a Meeting Protocol.

D. Minutes.

The secretary shall be responsible for keeping the minutes of each meeting of the Board and of all committees and subcommittees of the Board in a format as established by the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.

E. Receipt of Notice of Meeting, Agenda and Agenda Packages.

Persons wishing to receive notices of meetings or agendas or agenda packages of meetings, may so advise the District Manager or secretary in writing. Such persons shall furnish a current mailing address or email address in writing and may be required to pay the cost of the copying and mailing.

F. Emergency Meeting.

Whenever a bona fide emergency situation exists, a meeting to deal with the emergency may be held as necessary, with reasonable notice, so long as any action taken is subsequently ratified by the Board. The chairperson or the vice-chairperson if the chairperson is unavailable, may convene an emergency meeting of the Board to act on bona fide emergency situations. Whenever possible, the District Manager and the chairperson shall make reasonable efforts to notify all Board members of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. Actions taken at an emergency meeting shall be ratified by the Board at a regularly noticed meeting subsequently held.

G. Public Comment.

The Board shall set aside a reasonable amount of time at each regular meeting for public comment.

~~H. Communications Media Technology (CMT).~~

~~————— A meeting of the Board may be conducted by or in conjunction with Communications Media Technology (CMT), including teleconferences or video conferences. All evidence, testimony and argument presented shall be afforded equal consideration, regardless of the method of communication. ———~~

~~1. Definitions.~~

~~————— A. ——— "Access point" means a designated place where a person interested in attending a CMT meeting may go for purposes of attending such meeting.~~

~~————— B. ——— "Attend" means having access to the communications media technology network being used to conduct a meeting, or being used to take evidence, testimony or argument relevant in any issue being considered at a meeting.~~

~~————— C. ——— "CMT meeting" means a meeting that is conducted by means of or in conjunction with communications media technology.~~

~~————— D. ——— "Communications media technology" means the electronic transmission of printed matter, audio, full motion video, freeze frame video, compressed video, and digital video by any method available.~~

~~————— E. ——— "In conjunction with communications media technology" means that CMT access is being provided to a meeting otherwise being held with the collective, physical~~

~~presence of the members of the Board in one place.~~

~~_____ F. _____ "By means of communication media technology" means that a meeting is being conducted entirely by means of communications media technology and that the members of the Board conducting such meeting may not be collectively, physically together in one place.~~

~~_____ 2. _____ Nothing in this rule shall be construed to permit the District to conduct any meeting otherwise subject to the provisions of Section 286.011, Florida Statutes, by means of communications media technology without making provision for the attendance at that meeting or workshop of any member of the public who desires to attend.~~

~~_____ 3. _____ The District may not limit the points of access provided to the public to places not normally open to the public. The District shall provide at least one access point in a location which is ordinarily open to the public.~~

~~_____ 4. _____ No meeting shall be conducted entirely by means of communications media technology if the available technology is insufficient to permit all interested persons to attend. If, during the course of a CMT meeting, technical problems develop with the communications network that prevent interested persons from attending, the District shall terminate the meeting until such problems have been corrected.~~

~~_____ 5. _____ Notice of a CMT meeting shall be in the same manner as a meeting without CMT. The notice shall plainly state that such a meeting is to be conducted by means of or in conjunction with CMT and identify the type of CMT to be used. The notice shall also describe how interested persons may attend, and include the address or addresses of all access points.~~

~~Specific Authority: 190.011(5), 190.011(15), 120.53(1)(d); Ch. 189, F.S.~~

~~Law Implemented: 190.007(l), 190.008, 120.53(1)(d), 286.0105, 120.54(l)~~

A-1.05 Consultants' Competitive Negotiations Act.

A. Applicability.

Pursuant to Section 190.033(2), Florida Statutes, the provisions of Section 287.055, Florida Statutes apply to contracts for architecture, engineering, landscape architecture or registered land surveying and mapping services ("Professional Services").

1. "District Representative" means the person or group designated by the Board of Supervisors to administer the solicitation process. The District Representative may be the chairperson, the Board, any member or committee of the Board, District Counsel, District Manager, or any other person.

2. "Emergency contract " is a contract necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents or any circumstances or cause beyond the control of the Board in the normal conduct of its business) where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District.

B. Qualifying Procedures.

In order to be eligible to submit a proposal for Professional Services, a firm or individual must, at the time of receipt of submittal to the District :

1. Hold all required applicable city, county and state professional license(s) and certifications in good standing.
2. Hold current occupational licenses or business tax receipts in Lee County.
3. Hold all required applicable federal licenses and certifications in good standing.
4. If the proposer is a corporation or other legal entity, possess and maintain a current and active status as such legal entity and, if organized and established in another state other than Florida be authorized to do business in Florida in accordance with Florida law.
5. Meet any other prequalification requirements set forth in the project, study activity or proposal specifications.
6. Not have had any contact or communication with any Supervisor contrary to the provisions of Section A-1.02.H above herein.

Proof and evidence of compliance with these requirements shall be submitted with the proposal.

C. Public Announcement

Prior to a public announcement that Professional Services are required, the Board shall identify, if applicable, the planning or study activity or the project as meeting the threshold requirement. Except in cases of valid public emergencies, the District shall announce each occasion when Professional Services are required or desired by publishing a notice providing a general description of the project the services or the planning or study activity desired and the method for interested consultants to apply for consideration. The notice shall appear in at least one newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. Persons who, within the previous one (1) year, provided their name and

address to the District office, in writing, for inclusion on the list, shall receive notices by mail. The Board has the right to reject any and all proposals, and such reservation shall be included in the public announcement. Proposers not receiving either a ranking sufficient to qualify them to negotiate with the District or a contract award shall not be entitled to recover from the District any costs of proposal preparation or submittal.

D. Competitive Selection.

1. The Board shall review and evaluate the data submitted in response to the notice described above with respect to qualifications and performance ability, as well as any statements of qualifications on file. The District Representative shall conduct discussions with, and the Board may require public presentation by no less than three firms regarding their qualifications, approach to the project, and ability to furnish the required service.

2. The Board shall, following the review and/or public presentation, select and list not less than three firms, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:

- A. The ability and adequacy of the professional personnel.
- B. Past performance for the District and in other professional employment settings.
- C. Willingness to meet time and budget requirements.
- D. Geographic location of the firm's headquarters or office in relation to the District.
- E. Recent, current and projected workloads of the proposer.
- F. Whether the firm is a certified minority business enterprise.
- G. Volume of work previously awarded by the District to the proposer.

Nothing in these rules shall prevent the District from evaluating and eventually selecting a Professional Services provider in the event that less than three responses, including responses indicating a desire not to submit a formal proposal on a given project, are received.

3. If the selection process is administered by any person other than the full Board, the selection made will be presented to the full Board with a written recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

E. Competitive Negotiations.

1. After the Board has authorized the beginning of competitive negotiations,

the District Representative shall begin such negotiations with the firm listed as most qualified to perform the required Professional Services, in an attempt to arrive at an agreed upon compensation which is deemed to be fair, competitive and reasonable.

2. Should the District Representative be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive and reasonable, within 10 business days unless modified by the Board, negotiations with that firm shall be terminated and the District Representative shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within 10 business days unless modified by the Board, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

3. Should the District Representative be unable to negotiate a satisfactory agreement with any of the selected firms within 30 business days unless modified by the Board, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

F. Emergency Contract.

In cases of valid public emergencies certified by the District Manager to the Board chairperson or vice-chairperson, the District, through its District Manager, may enter into an emergency contract for Professional Services without complying with these rules. The fact that an emergency contract has occurred or is necessary shall ~~be~~ be reported to the Board, noted in the minutes of the next Board meeting and ratified by the Board.

Specific Authority: 190.011(5), 287.055(3)(d)

Law Implemented: 190.011(3), 287.055, 190.011(2), 190.033

A-1 .06 Procedure for Contracting For Maintenance Services

A. Scope.

All contracts for maintenance services for any District facility or project exceeding the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR shall be made by competitive solicitation. The maintenance of District facilities or projects may involve the purchase of contractual services and/or goods, supplies or materials as defined in Section A-1.08. Where a contract for such ~~maintenance services~~ includes goods, supplies or materials, the District may, in its sole discretion, award the contract according to the rules in this

subsection in lieu of separately bidding for maintenance, goods, supplies or materials. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

B. Definitions for this section:

1. "District Representative" means the person or group designated by the Board of Supervisors to administer the solicitation process. The District Representative may be the chairperson, the Board, any member or committee of the Board, District Counsel, District Manager, or any other person.

2. "Emergency contract " is a contract necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents or any circumstances or cause beyond the control of the Board in the normal conduct of its business) where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District.

3. "Invitation to Bid" is a solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically. It includes a description of the services sought, applicable terms and conditions, evaluation criteria, including but not limited to price, and provides for a manual signature of an authorized representative.

4. "Request for Proposal" is a solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It provides a statement for services sought, applicable terms and conditions, and evaluation criteria, including but not limited to price.

5. "Responsive bid or proposal" means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposals and these rules, and whose cost components are appropriately balanced. A bid or proposal is not responsive if the person or firm submitting the bid or proposal fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder or proposer.

6. "Lowest, most responsive, responsible and best bid or proposal" means, in the sole discretion of the Board, the lowest cost bid or proposal that is: (A) submitted by a competent, responsible person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure full performance and timely completion; and, (B) most responsive to the invitation to bid or request for proposals, as determined by the Board. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening.

C. Procedure.

The following procedure shall be followed:

1. The Board shall cause its staff to prepare a notice of invitation to bid or request for proposals, as appropriate.
2. Notice of invitation to bid or request for proposals shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids or proposals unless the Board, for good cause, determines a shorter period of time is appropriate. Prior to the submittal date, to assure full understanding of the responsiveness to the solicitation requirements, discussions may be held with the District Representative by qualified ~~offerers~~offerors. The offerors shall be accorded fair and equal treatment prior to the submittal date with respect to any opportunity for discussion and revision of proposals or bids.
3. The District may maintain a list of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who, within the previous one (1) year, provided their name and address to the District office, in writing, for inclusion on the list, shall receive notices by mail.
4. Bids and proposals shall be opened at the time and place noted on the invitation to bid and request for proposals. Bids and proposals shall be evaluated in accordance with the invitation or request and these rules.
5. If only one response to an invitation to bid or request for proposals is received, the District may proceed with the procurement for maintenance services. If no response to an invitation to bid or request for proposals is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of maintenance services.
6. In determining the lowest, most responsive, responsible and best bid or proposal, the Board may consider, in addition to factors described in the invitation to bid or request for proposals, the following:
 - A. The ability and adequacy of the professional personnel.
 - B. Past performance for the District and in other professional employment settings.
 - C. Willingness to meet time and budget requirements.
 - D. Geographic location of the firm headquarters or office in relation to the District.
 - E. Recent, current and projected workloads of the bidder or proposer.
 - F. Whether the firm is a certified minority business enterprise.

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- G. Volume of work previously awarded by the District to the bidder or proposer.
- H. Whether the cost components of the bid submittal or proposal are appropriately balanced.

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7. The Board has the right to reject any or all bids or proposals and such reservation shall be included in all solicitations and advertisements. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for said purpose, the bids and proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover from the District any costs of bid or proposal preparation or submittal.

8. The lowest, most responsive, responsible and best bid or proposal most advantageous to the District, as appropriate, shall be accepted. The Board may require bidders and proposers to furnish performance and/or other bonds with a responsible surety approved by the Board.

D. Notice.

Notice of award or intent to award a contract, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders and proposers by facsimile transmittal, electronic transmittal, United States Mail or by hand delivery.

E. Contract Renewal.

Renewal of a contract for maintenance services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District. The costs of any contemplated renewals shall be included in the invitation to bid or request for proposals and in all events contracts shall not be renewed for more than two years unless competitively procured.

F. Contract Manager and Contract Administrator.

The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as a liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.

G. Emergency Contract

In cases of valid public emergencies certified by the District Manager to the

[chairperson or vice-chairperson](#)Board, the District, through its District Manager, may enter into an emergency contract for maintenance services without complying with these rules. The fact that an emergency contract has occurred or is necessary shall be [reported to the Board](#), noted in the minutes of the next Board meeting and ratified by the Board.

Specific Authority: 190.011(5)

Law Implemented: 190.011(3), 190.033

A-1 .07 Procedure for Contracting For Other Services Other Than Those Outlined In Sections A-1.05 And A-1.06

Applicability

Contracts for services other than those outlined in Sections A-1.05 and A-1.06 above shall not be subject to the competitive solicitation process unless:

1. otherwise required by law e.g.. external auditors retained to perform annual audit, see Section 218.391, F.S.; construction projects pursuant to Section 255.20, F.S.], and then in accordance with the required procedures; or,
2. the Board affirmatively directs that a particular service shall be competitively solicited, in which event the District shall utilize the competitive solicitation process and procedures outlined in either Section A-1.05, A-1.06, or any other process or procedure, formal or informal that the Board determines is in the best interests of, and most advantageous to, the District..

Specific Authority: 190.011(5)

Law Implemented: 190.011(3), 190.033

A-1.08 Purchase of Goods, Supplies or Materials.

A. Scope.

All purchases of goods, supplies or materials that exceed the amount provided in Section. 287.017, Florida Statutes for CATEGORY FOUR shall be purchased under the terms of these rules. Contracts for purchases of goods, supplies, or materials shall not be divided solely in order to avoid the requirements of these rules. "Goods, supplies and materials" do not include printing, insurance, advertising or legal notices.

B. Definitions.

1. "District Representative" means the person or group designated by the

Board of Supervisors to administer the solicitation process. The District Representative may be the chairperson, the Board, any member or committee of the Board, District Counsel, District Manager, or any other person.

2. "Emergency purchase" means a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District.

3. "Invitation to Bid" is a solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

4. "Lowest, most responsive, responsible and best bid or proposal" means, in the sole discretion of the Board, the lowest cost bid or proposal that is: (A) submitted by a competent, responsible person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure full performance and timely completion; and, (B) most responsive to the invitation to bid or request for proposals, as determined by the Board. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening.

5. "Purchase" means acquisition by sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state regional or local governmental entity or political subdivision of the state, including special districts, either independent or dependent. It does not include the acquisition by rent, lease, lease/purchase or installment sale.

6. "Request for Proposals" is a solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as deemed appropriate by the District Representative.

7. "Responsive bid or proposal" means a bid or proposal which conforms in all material respects, to the specifications and conditions in the invitation to bid or request for proposals and these rules; and whose cost components are appropriately balanced. A bid or proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the Lowest, most responsive, responsible and best bid or proposal" means, in the

sole discretion of the Board, the lowest cost bid or proposal that is: (A) submitted by a competent, responsible person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure full performance and timely completion; and, (B) most responsive to the invitation to bid or request for proposals, as determined by the Board. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening.

C. Procedure.

When a purchase of goods, supplies or materials is within the scope of this rule, the following is appropriate:

1. The Board shall cause its staff to prepare a notice of invitation to bid or request for proposals, as appropriate.
2. Notice of invitation to bid or request for proposal shall be advertised at least once in a newspaper of general circulation in the County and in the District. The notice shall allow at least seven days for submittal of bids or proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Prior to the submittal date, to assure full understanding of the responsiveness to the solicitation requirements, discussions may be held with the District Representative by qualified ~~offerers~~offerors. The offerors shall be accorded fair and equal treatment prior to the submittal date with respect to any opportunity for discussion and revision of proposals or bids.
3. The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who, within the previous one (1) year, provided their name and address to the District office, in writing, for inclusion on the list, shall receive notices by mail.
4. Bids and proposals shall be opened at the time and place noted on the invitation to bid or request for proposals. Bids and proposals shall be evaluated in accordance with the invitation or request and these rules.
5. The lowest, most responsive, responsible and best bid or proposal most advantageous to the District shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. In the event the bids or proposals exceed the amount of funds available to or allocated by the District, the bids and proposals may be rejected. The Board may require bidders and proposers to furnish performance and/or other bonds with a responsible surety to be approved by the Board. Bidders and proposers not receiving a contract award shall not be

entitled to recover from the District any costs of bid or proposal preparation or submittal.

6. Notice of award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders by facsimile transmittal, electronic transmittal, United States Mail or by hand delivery.

D. Limited Response

If only one response to an invitation to bid or request for proposals is received, the District may proceed with the procurement for goods, supplies or materials. If no response to an invitation to bid or request for proposals is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of goods, supplies or materials.

E. Emergency Contract

In cases of valid public emergencies certified by the District Manager to the Board, when the situation warrants an emergency purchase, the District, through its District Manager, may enter into an emergency contract for goods, supplies or materials without complying with these rules. The fact that an emergency contract has occurred or is necessary shall be noted in the minutes of the next Board meeting and ratified by the Board.

F. "Piggybacking"

Nothing in this section shall preclude the "piggybacking" of the purchase of goods, supplies or materials pursuant to state or other governmental agency contract, to the extent authorized by law.

Specific Authority: 190.011(5)

Law Implemented: 190.033

A-1.09 Contracts for Construction of Authorized Projects

Scope.

All contracts or agreements for the construction of any project authorized by Chapter 190, Florida Statutes, shall be pursuant to the requirements of state law and these Rules.

Specific Authority: 190.011(5)

Law Implemented: 190.033

A-1.10 Bid or Proposal Protests

Unless otherwise provided herein, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section. The purpose of this section is to accommodate legitimate written, timely filed protests concerning formal competitive invitations and recommended contract awards.

A. Notice.

The District shall give all bidders and proposers that timely submitted a bid or proposal written notice of its decision to award or intent to award a contract, including rejection of same or all bids or proposals, by facsimile transmittal, electronic transmittal, United States Mail or by hand delivery. The notice shall include the following statement: "Failure to file a written notice of intent to protest or a notice of protest within the times prescribed herein, shall constitute a waiver of all proceedings."

B. Filing.

1. Any actual or prospective bidder or respondent to an invitation for bids or a request for proposals, who alleges to be aggrieved in connection with the solicitation or award of a contract, (hereafter referred to as "the protesting party") may protest in writing to the District Manager as the recipient of any and all notices of intent to protest and all formal protests [with a copy to District Counsel].

2. All formal protests with respect to an invitation for bids or a request for proposals shall be submitted to the District Manager in writing not less than four (4) hours prior to the opening of bids or the closing time for acceptance of proposals. The District Manager, in consultation with the District Counsel, shall have the authority to address all such timely filed protests received and to determine whether postponement of the bid opening or proposal closing time is appropriate. The District Manager's decision shall be considered final and conclusive unless the protesting party files a subsequent formal protest of the recommended contract award as described hereunder.

3. Any actual bidder or respondent to an invitation for bids or a request for proposals who desires to formally protest a recommended contract award shall file a written notice of intent to protest to the District Manager within two (2) calendar days, excluding weekends and District holidays, from the date of the notification of the recommended award and shall file a formal written protest with the District Manager [with a copy to District Counsel] within five (5) calendar days, excluding weekends and District holidays, from the date that a timely filed notice of intent to protest is received by the District Manager.

4. The formal written protest shall contain, but not be limited to the following information:

- A. the bid or proposal number and title.
- B. the name and address of the protesting party.
- C. a statement of disputed issues of material fact. If there are no disputed material facts, the written protest must so indicate.
- D. a concise statement of the ultimate facts alleged and of any relevant rules, regulations, statutes, case law and constitutional provisions entitling the protesting party to relief.
- E. A demand for the relief to which the protesting party deems himself entitled.
- F. Such other information as the protesting party deems to be material to the issue.

5. Failure to timely and properly file a written notice of protest or failure to timely and properly file a formal written protest shall constitute a waiver of all further proceedings. Once filed, no supplementing of the notice of intent to protest or formal written protest shall be permitted.

C. Award Process.

Upon receipt of a properly filed notice of protest which has been timely filed, the District shall stop the solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.

D. District Manager Decision

The District Manager shall review the merits of each timely filed written protest [for which a timely filed written notice of intent of intent to protest was filed] and in consultation with the District Counsel; issue a decision in writing within ten (10) business days stating the reasons for the decision and the protesting party's rights of appeal under this Section. Said decision shall be in writing and shall be furnished to the protesting party by facsimile transmittal, electronic transmittal, United States Mail or by hand delivery. The decision of the District Manager shall be final and conclusive unless the protesting party timely and properly files a subsequent written objection with the District Manager [with a copy to District Counsel] within

two (2) calendar days, excluding weekends and District holidays, from the date of receipt of the decision.

E. Hearing By Board of Supervisors

In the event of the timely filing of an objection pursuant to subsection D above, and in the event that the protest cannot be resolved by mutual consent, the matter will be referred to the Board of Supervisors for final resolution. Neither the protesting party, nor anyone on their behalf, including their agents or their representatives shall have any private contact or discussions with individual Supervisors regarding the protest prior to the protest being heard or reviewed by the Board of Supervisors unless requested in writing to do so by the District Manager. At the hearing, the chairperson shall conduct the hearing, with the assistance of the District Manager, District Counsel, or other person as designated by the chairperson.

1. The person conducting the hearing shall:
 - A. Administer oaths and affirmations;
 - B. Regulate the course of the hearing, including any prehearing matters.
2. The Board shall:
 - A. Rule upon offers of proof and receive relevant evidence.
 - B. Enter orders.
 - C. Make or receive offers of settlement, stipulation, and adjustment.
3. At the conclusion of the hearing the Board shall decide the matter and render a written decision.

F. Waiver

Failure to file a timely written notice of intent to file protest or failure to file a timely, complete formal protest within the time and manner prescribed herein shall constitute a complete waiver and bar of the right to protest by any protesting party as defined by subsection A of this section.

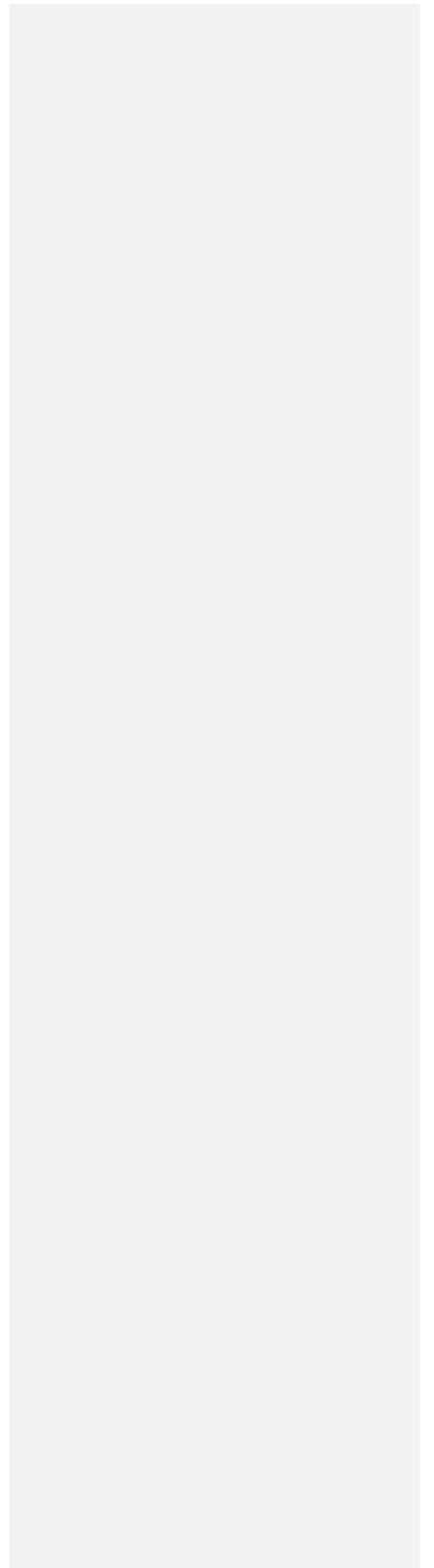
G. Mutual Agreement.

The District, on its own initiative or upon the request of a protester, may provide an opportunity to resolve the protest by mutual agreement.

Specific Authority : 120.53 (5), 190.011 (5)

A-1.11 Effective Date

These rules shall be effective immediately upon adoption, as evidenced by a Resolution of the Board of Supervisors.



RESOLUTION 2014-1

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT AMENDING THE RULES OF PROCEDURE
OF THE DISTRICT**

Whereas, the River Ridge Community Development District is a community development district, established pursuant to the provisions of Chapter 190, Florida Statutes; and,

Whereas the Board of Supervisors in 1996, adopted its original Rules of Procedure;

Whereas, on December 17, 2013 the Board heard and considered voluminous and numerous amendments to the Rules of Procedures; and,

Whereas, the Board desires to memorialize the adoption and approval of the revised and amended Rules of Procedure through the adoption of this Resolution,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVER RIDGE COMMUNITY DEVELOPMENT DISTRICT, that

1. The Board of Supervisors hereby adopts the revised and amended Rules of Procedure attached hereto as Exhibit "A" and the revised and amended Rules of Procedure attached hereto as Exhibit "A" is confirmed as being the duly adopted amended Rules of Procedure.
2. This Resolution shall take effect upon adoption.
3. The District Manager is directed to file and maintain the said amended Rules of Procedure in the records of the District

DULY PASSED AND ADOPTED this _____ day of _____, 2013.

BOARD OF SUPERVISORS OF THE RIVER
RIDGE COMMUNITY DEVELOPMENT
DISTRICT

ATTEST:

Secretary

By: _____
Chair

1 **MINUTES OF MEETING**
2 **RIVER RIDGE**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Public Hearing and Regular Meeting of the River Ridge Community Development
6 District's Board of Supervisors was held on **Tuesday, November 19, 2013 at 1:00 p.m., at the**
7 **Pelican Sound Golf and River Club at 4561 Pelican Sound Boulevard, Estero, Florida**
8 **33928.**
9

10 **Present at the meeting were:**

11 Terry Mountford	Chair
12 Bob Schultz	Vice Chair
13 George (Tom) Schoenheider	Assistant Secretary
14 Judy Haase	Assistant Secretary
15 Frank Golle	Assistant Secretary

16
17
18 **Also present were:**

19 Chuck Adams (<i>via telephone</i>)	District Manager
20 Cleo Crismond	Assistant Regional Manager
21 Charlie Krebs	District Engineer
22 Tony Pires	District Counsel
23 Jim Whitmore	PSGRC General Manager
24 Paul Kikendall	Resident
25 Gordon Brown	Resident
26 Other Residents	

27
28
29
30 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

31
32 Ms. Crismond called the meeting to order at 1:07 p.m., and noted, for the record, that all
33 Supervisors were present, in person.
34

35 **SECOND ORDER OF BUSINESS**

**Public Comments: Agenda Items (5
minutes per speaker)**

36
37
38 Ms. Crismond indicated that the Board will hear public comments on agenda items, after
39 each agenda item is addressed; it will be easier to remember and discuss the comments, at that
40 time.

41 Mr. Golle asked if the public comments will be heard after the Supervisors have had an
42 opportunity to discuss the agenda item. Ms. Crismond confirmed that the public will be given
43 the opportunity to speak after the Board discusses each agenda item.

44 Mr. Mountford stated that he is not in agreement with that format. He noted that there
45 are two (2) sets of guests and there might not be enough time for everyone to speak; keeping this
46 section save the public from possibly sitting through a two (2)-hour meeting.

47 Ms. Crismond pointed out that there are two (2) public comment sections, agenda items
48 and non-agenda items. She stated that it is practical to hear the non-agenda items, at this time,
49 because the comments will address items that are not on the agenda; however, she believes it is
50 best to hear public comments, on agenda items, as the items are addressed. Ms. Crismond stated
51 that public comments can be heard, at this time, if the Board prefers. Mr. Mountford voiced his
52 preference to hear public comments on agenda items at this time.

53 Mr. Schultz stated that a member of the public, desiring to speak, can identify which item
54 they wish to comment on and that agenda item can be moved up. Mr. Mountford was in
55 agreement.

56

57 **THIRD ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items (5
minutes per speaker)**

58

59

60 Mr. Mountford announced that there were two (2) residents, from The Meadows, in
61 attendance today and asked the residents if they wished to speak at this time. Mr. Gordon
62 Brown, a resident, indicated that they are attending the meeting together.

63 Mr. Brown stated that his home is adjacent to the Oak Run pool with a northwest view of
64 the hourglass lake. Mr. Brown advised that, because he lives in the community year round, he is
65 able to observe certain things. Ms. Crismond indicated that Mr. Brown is speaking of Lake H-
66 1B. Referring to a map, Mr. Brown confirmed that he is referring to Lake H-1B and confirmed
67 that the lake is between Sound #2 and #3.

68 *****Mr. Krebs joined the meeting, in person, at approximately 1:12 p.m.*****

69 Mr. Brown reported that the lake has been void of vegetation for many years. He noted
70 that spike grass is growing from the northwest shoreline to the southwest end of the lake. The
71 rapid rise and recession of the water level negatively impacts vegetation, resulting in a barren
72 area. Mr. Brown pointed out that plantings have been futile. Mr. Brown reported that the wind
73 blows debris into a corner of the lower end of the lake and it accumulates. A couple of years

74 ago, Mr. Brown noticed algae or bladder wort growing in the lake. Ms. Crismond indicated that
75 it may have been submersed vegetation. Mr. Brown clarified that the growth, floating on the
76 surface, is blown by the wind to the same location that the debris is accumulating; the area is
77 unsightly and has an offensive smell. Mr. Brown indicated that some residents live directly over
78 the area and receive the full brunt of the smell; he is sheltered from it by a patch of palmettos.

79 Mr. Brown reported that he and other residents contacted Ms. Crismond and she reacted
80 very quickly and effectively with raking the lake and littoral plantings. He noted that Ms.
81 Crismond provided them with the chemical treatments and biological specifications of the lake.
82 Mr. Brown was troubled with some of the information that he read. He indicated that the high
83 decaying debris, in the lake, results in lower oxygen levels and produces algae blooms. Mr.
84 Brown noted that the pH balance and other levels are not at their ideal concentration. He
85 reported aggressive attempts to chemically balance the lake.

86 Mr. Brown presented several questions and concerns from various residents. He
87 indicated that residents are concerned with the management of the water level. He explained that
88 the lake has steep slopes and allows residents to observe the rise and fall of the water levels,
89 during the wet and dry seasons. He questioned where, in the hydrology of the system this lake
90 sits. Mr. Brown indicated that, from the information received, they believe that the lake sits on
91 the top of the system and, as the system lowers, that lake lowers because it is being affected by
92 the surface area of all the lakes below it; as the lake fills up during the summer, the lower lakes
93 fill up just as quickly.

94 Mr. Brown indicated that the lack of littoral plant development might be caused by the
95 increase and decrease of the water levels. He noted that the severe slope in the lake submerges
96 the littoral plants under water, during the rainy season, and contributes to their lack of
97 development.

98 Mr. Brown clarified that his information is only a hypothesis formulated by him and
99 other residents; they are not biologists.

100 Mr. Brown summarized that Ms. Crismond and Staff have been very responsive to
101 residents' concerns and provided them with the necessary information. He indicated that
102 residents are suggesting increasing the slope or installing an additional slope, which will result in
103 less depth and allow the littoral plants to stay above water. Mr. Brown pointed out that the lake's
104 southern shoreline is sloped and the littoral plants and spike grass thrive in this shallow area.
105 Due to the direction of the wind gust, this area does not accumulate debris.

106 Mr. Brown voiced his opinion that adding bacteria to the lake will raise the oxygen levels
107 and assist with eradicating the decomposing material; the residents suggest that the District take
108 action and aggressively pursue the decomposing material, which is the root cause of the algae.
109 He noted that installing fountains, for aeration, is another solution to algae growth. Mr. Brown
110 indicated that “sloping” the banks will assist the littoral growth and might decrease algae growth.

111 Mr. Mountford asked if the lake currently has aeration. Ms. Crismond replied
112 affirmatively. Mr. Brown clarified that it has four (4) fountains, two (2) in the south end and two
113 (2) in the north end. Mr. Brown noted that the north end of the lake does not have as big of an
114 algae problem and the shoreline has a better ability to sustain littoral plants. He believes that the
115 north end of the lake might have better aeration or a higher slope.

116 Mr. Mountford asked Ms. Crismond for her observations. Ms. Crismond noted that
117 Lakes H-1A and H1B have been extremely problematic. She indicated that there was a lot of
118 submersed vegetation in the H Lakes and other lakes. Ms. Crismond reported that LakeMasters
119 has been treating the problem for two (2) years and the situation is under control; there is a
120 noticeable improvement. She indicated that LakeMasters reported that submersed vegetation is
121 floating to the top of the lakes and they have raked several times.

122 Ms. Crismond acknowledged Mr. Brown’s concerns and explained that, although, Mr.
123 Brown’s concerns are primarily regarding the southern portion of the lake, the problem is spread
124 throughout the lake. She asked LakeMasters to rake the entire lake, the previous week. Ms.
125 Crismond advised Mr. Brown that debris is collecting in that portion of the lake but the problem
126 is not occurring only in that area. She indicated that the lake is aerated and the system is
127 functional. Ms. Crismond noted that the size of the slopes is not a contributing factor to the
128 problem. Mr. Mountford asked if more aeration would be beneficial. Ms. Crismond explained
129 that Staff will continue treating the lake. Ms. Crismond explained that LakeMasters’ water test
130 report depict nothing unusual; the water is high in nutrients because everyone is fertilizing, at the
131 moment.

132 Mr. Schoenheider asked Mr. Krebs if Lake H-1B is the “head water lake” and which lake
133 feeds it. Mr. Krebs indicated that the surrounding properties feed that lake. Referring to a map,
134 Mr. Krebs outlined the feeding order of the lakes. Mr. Krebs explained that the lakes are all
135 connected and the pipes are large enough; therefore, there should be no difference in elevation
136 between Lakes H-1 and H-2, unless there is a blockage. Mr. Krebs reported that there is a

137 control structure that monitors the amount of water that is fed into the lakes. Mr. Krebs pointed
138 out that there is a control structure that restricts the water flowing into Halfway Creek.

139 Mr. Krebs indicated that there are control structures in various lakes within the
140 community. Referring to the three (3) H-1 lakes, Mr. Krebs noted that they should all be the
141 same elevation. He explained that the water in the downstream lakes recede at such a low rate
142 and cause the H-1 lakes to fall at the same time. The same thing occurs in reverse, as the lakes
143 fill, even during a heavy rain storm, the pipes are large enough that the water coming in from the
144 surrounding land will fill the lakes up generally around the same elevation. Mr. Krebs noted that
145 slight fluctuations may be observed between the lakes; however, if the lakes are measured, they
146 will be roughly the same elevation.

147 Mr. Schoenheider recalled that the drains were recently inspected and cleaned. Ms.
148 Crismond replied affirmatively. Ms. Haase asked whether there is a mechanism that is turned on
149 and off to add or drain water from the lake, or if it occurs naturally. Mr. Krebs explained that it
150 is a fixed weir structure, not as large as the concrete weirs in the dry detention area; it is the same
151 type of structure that is used by the District in other basins, as they cascade from one (1) to
152 another. Mr. Krebs indicated that the weirs are either concrete or aluminum baffles with a cut-
153 out notch to restrict the rate of flow from that basin and the uplands, based upon what South
154 Florida Water Management District (SFWMD) has determined for the District's entire drainage,
155 which is the Estero River. The District tries to maintain the flow at the prescribed rate.

156 Mr. Schoenheider asked whether a fountain will benefit that area. Ms. Crismond
157 explained that fountains are installed for aesthetic purposes; they do nothing to improve water
158 quality. Mr. Mountford asked if additional aerators could be beneficial. Ms. Crismond indicated
159 that it is a four (4) force head system; she will discuss the possibility of adding two (2) additional
160 aerators, with the contractor. Mr. Mountford was in agreement. Ms. Crismond stated that she
161 will obtain quotes for installation of the aerators.

162 Ms. Crismond advised Mr. Brown that the District does not install fountains; however, if
163 his community would like to install a fountain, they can enter into an agreement with the District
164 to have a fountain installed. Ms. Crismond clarified that installation of a fountain will not cure
165 the problem. Mr. Mountford stated that Pelican Sound Golf & River Club (PSGRC) maintains
166 the fountains and should be involved in the process.

167 Mr. Brown asked if changing the circulatory matter, of the water, will make a difference.
168 Ms. Crismond reiterated that installing a fountain will not make a difference. Mr. Mountford

169 indicated that he believes Mr. Brown is referring to a littoral shelf; if the shelves are torn down,
170 they should be rebuilt. Ms. Crismond asked Mr. Brown if he is referring to the littoral shelves.
171 Mr. Brown replied no and explained that the PSGRC has an aerator located in the center of the
172 lake. Mr. Brown suggested installing a mechanical device to create circulation and force the
173 water to flow around that corner and back. Ms. Crismond was not sure what device Mr. Brown
174 was referring to. Mr. Krebs stated that he might be referring to a submerged pump that will force
175 water to move. Mr. Krebs explained that the circulation pattern will assist in dislocating the
176 sedentary soil; the bottom soil would be pushed around and cause new problems, such as cloudy
177 water or erosion. Mr. Krebs clarified that the pump will push water horizontally instead of
178 vertically.

179 Mr. Schoenheider asked if there is a difference between the littoral shelves located in the
180 lower lakes and the rest of the lakes and noted that the littoral shelf located in Sound #2 does not
181 drop. Mr. Krebs indicated that SFWMD required the District to create conservation, marsh areas
182 and low shelf areas that run out long distances. Ms. Crismond stated that an example would be
183 the littoral shelves that give the impression that they are located within the lake, when they are
184 actually conservation areas that run into the lake, per the SFWMD requirement. Mr. Mountford
185 believes that Ms. Crismond's comment does not apply to Sound #2. Mr. Krebs was in agreement
186 with Mr. Mountford's remark.

187 Mr. Krebs explained that the majority of the shelves located in that area were generated
188 as on-site mitigation. In some lakes, the conservation areas were built to create the littoral
189 shelves and assist with water quality, as well as, to restore the marsh areas that were removed.
190 Mr. Krebs indicated that there might be other locations that developed into long, drawn out areas,
191 where the side slopes, that are supposed to be 4:1, corroded and lessened, causing material to
192 pour into the lakes and create a flatter sloped area. Mr. Krebs noted that he cannot confirm the
193 size of the slope without conducting a survey. Mr. Krebs stated that rules, within SFWMD's on-
194 going maintenance requirements, reflect that, as the lakes rise and fall, annually, material is
195 pulled out of the side slope and forms a little step. When the step reaches 8" to 12", SFWMD
196 requires that the District regrade, remove the step and restore the shoreline to its original state.
197 Ms. Crismond clarified that the step must be 9". Mr. Mountford suggested conducting an
198 inspection of the shorelines. Ms. Crismond explained that the inspection is part of Staff's annual
199 audit; the shoreline, adjacent to the pool, can be inspected during the next review.

200 Mr. Mountford asked how much work is entailed with installing a littoral shelf. Ms.
201 Crismond inquired if he was referring to a new littoral shelf. Mr. Golle clarified that Mr.
202 Mountford was referring to restoring the littoral shelf to its original state. Mr. Krebs stated that,
203 if it is supposed to be a littoral shelf, he does not understand how it would have disappeared,
204 unless something is mechanically wrong. Mr. Krebs explained that inlets and drain pipes are not
205 installed near littoral shelves, for that same purpose. Mr. Schultz opined that the area does not
206 have a shelf, it is just slanted. Mr. Krebs clarified that most of the lakes are as Mr. Schultz
207 described, with a 4:1 slope that goes to a depth of 6' below what the control elevation is for that
208 basin and, then, changes to a 2:1 slope. Mr. Krebs stated that a survey reflecting a 3.5 to 4.5
209 slope is where it is supposed to be. For construction purposes, SFWMD allows slope design to
210 be 3.5 and 4. Anything greater than 4 is a reduced slope, which is good. Mr. Krebs indicated
211 that the lakes are installed deep to accommodate soil during on-site fills, plus shallower lakes
212 accrue cattails and other maintenance items.

213 Mr. Schultz asked if Lakes H-1 and H-2 are the deepest within the District. Mr. Krebs
214 and Ms. Crismond were not sure. Mr. Krebs indicated that most lakes are between 12' and 20'.
215 These lakes are required to have aeration, because of the depth. Mr. Krebs clarified that 12'
216 lakes are not required to have aeration; however, the District installed aerators in 12' lakes. Ms.
217 Crismond stated that the District installed aerators in 3' lakes to assist with oxygen levels and
218 water quality. Mr. Schultz expressed agreement with Mr. Mountford's prior comment regarding
219 inspecting that area to determine if restoration is necessary.

220 Mr. Krebs recalled that, this summer, his firm was involved with installation of a two (2)-
221 acre lake that developed algae blooms within two (2) weeks. He pointed out that it was a new
222 lake with new littorals; therefore, there was no dead vegetation. In July or August, Mr. Krebs
223 contacted Mr. Adams and Ms. Crismond to confirm whether they were experiencing algae
224 blooms within their Districts and determined that the problem was countywide. Mr. Krebs
225 explained that the high water temperature, mixed with nutrient rich runoffs, causes perfect
226 conditions for algae blooms. Mr. Mountford asked if this is a new or recurring problem. Mr.
227 Brown noted that he noticed the problem for at least two (2) summers. Mr. Brown indicated that
228 his observation is not a scientific observation; he examines the lakes as he is playing golf. Mr.
229 Mountford asked Mr. Brown to continue reporting his findings to Ms. Crismond. Ms. Crismond
230 advised Mr. Brown that he can call or email her.

231 Mr. Mountford asked Ms. Crismond if a report can be prepared for distribution during the
232 January meeting. Ms. Crismond replied affirmatively. Mr. Krebs confirmed that he will inspect
233 the littoral shelf. Ms. Crismond indicated that the shoreline will be inspected during the next
234 review. Mr. Schultz asked that these items be placed on the action items list. Mr. Mountford
235 asked when the next review will be held. Ms. Crismond advised that a review was performed the
236 prior week and the next review will be held after Thanksgiving. Mr. Mountford asked if the
237 information will be available for the December meeting. Ms. Crismond stated that the
238 information will be available for either the December or the January meeting.

239 Ms. Crismond indicated that Mr. Graft, a resident, emailed Staff regarding dredging. She
240 will forward the email to Mr. Krebs.

241 Ms. Crismond recalled that an additional 10,000 littorals were replanted in Lakes H-1A
242 and H-1B and the fee was deducted from LakeMasters' current contract. She explained that the
243 replanting was necessary as a result of LakeMasters aggressive use of chemicals within the lake.
244 Ms. Crismond asked residents for their patience during the littoral restoration. A resident
245 confirmed that the area is looking better.

246 Mr. Mountford suggested that Ms. Crismond and Mr. Krebs prepare the reports for the
247 January meeting.

248 In response to Mr. Brown's request, Mr. Krebs located the drainage pipes on the map.

249 Mr. Schultz asked if the District maintains the aerators. Ms. Crismond replied
250 affirmatively. Mr. Schultz advised that the aerator in Lake H-1C is not working.

251

252 **FOURTH ORDER OF BUSINESS**

**Continued Discussion: Amended Rules of
Procedure**

253

254
255 Mr. Mountford asked about the information located behind Tabs 4 and 5. Mr. Pires
256 clarified that there are two (2) documents, one (1) is the overall review of the District's rules
257 with regard to meeting form and protocol, as well as the solicitation process and engaging
258 consultants and/or construction materials. The second document, "Protocol and Meeting
259 Procedures" is purely associated with meetings and how meetings will be conducted. Mr.
260 Mountford asked if the "Protocol and Meeting Procedures" is supposed to be more reader
261 friendly. Mr. Pires replied affirmatively and indicated that the document provides more
262 information on meeting procedures. Mr. Mountford pointed out that both documents should not
263 disagree with each other. Mr. Pires replied affirmatively.

264 Mr. Pires distributed a revised version of the Amended Rules of Procedure and advised
265 that, in reviewing the minutes, he noticed that all the amendments, suggested by the Board, were
266 not included in the revisions.

267 Mr. Mountford indicated that some requirements are mandated by law and asked if the
268 quorum requirement is mandated by the state. Mr. Pires replied affirmatively. Mr. Pires
269 clarified that the quorum requirements are based on instructions from the attorney general and
270 the court as to the meeting requirements of the public Sunshine Law. This will ensure that the
271 Board cannot meet in Orlando or have two (2) Board Members attend in person and two (2) by
272 telephone. The Board must physically have a quorum present, is a function of State Law, as
273 interpreted by the attorney general and the court. Mr. Schultz asked if this requirement is the
274 reason that Mr. Pires stated that three (3) Board Members must be physically present during
275 meetings. Mr. Pires replied affirmatively. Mr. Pires clarified that a four (4)-person Board must
276 have three (3) Board Members physically present and, if the Board had two (2) vacancies, a three
277 (3)-person Board must have two (2) Board Members physically present.

278 Mr. Mountford indicated that the section on attending meetings by teleconference or
279 video is confusing; it almost implies that Board Members can attend a meeting from five (5)
280 different locations. Mr. Pires clarified that section is geared more towards state agencies than the
281 governmental bodies governed by the Sunshine Law. Mr. Pires noted that state agencies allow
282 other board members and members of the public to appear utilizing media technology, from
283 remote locations. Mr. Pires stated that the District is not required to hold meetings that way but
284 it can, if the Board wishes. Although, the Board allows Supervisors to attend via
285 Communications Media Technology (CMT), Mr. Schoenheider asked if there must be three (3)
286 Board Members physically present. Mr. Pires replied affirmatively. Mr. Schoenheider indicated
287 that he could not find that verbiage in the CMT section. Mr. Schultz noted that he could not find
288 that information either. Mr. Pires indicated that he will make sure that information is clear in the
289 document.

290 Mr. Mountford stated that the section implies that The Meadows' Board could attend a
291 District Meeting, telephonically, from the clubhouse, if they choose to. Mr. Pires replied
292 affirmatively. Ms. Crismond indicated that the property manager previously requested the call-in
293 information for meetings; however, Staff has not provided it because Management pays for the
294 service and does not charge the District for it. The call-in number is strictly for Staff and Board
295 Members. Mr. Mountford indicated that the Board may do so, if it chooses; however, he is not

296 suggesting that the District allow this. He wants to understand how that system will work. Ms.
297 Crismond indicated that people have requested the information because they do not want to
298 attend the meeting in person and Mr. Adams has denied the request because Management pays
299 for the service. Mr. Mountford noted that The Meadows is close and there is no need for
300 telephonic attendance.

301 In response to Mr. Schoenheider's inquiry, Mr. Golle stated that two (2) people are
302 allowed to attend a meeting telephonically. Mr. Pires clarified that, if Mr. Schoenheider is
303 referring to people other than Board Members, Staff can set up a teleconference number with
304 unlimited attendees. Ms. Crismond clarified that, because Management pays for that service,
305 only Staff and Board Members are allowed to attend meetings telephonically. Mr. Golle
306 clarified that he was referring to Board Members; two (2) can attend telephonically with three (3)
307 attending in person. Mr. Pires replied affirmatively. Mr. Mountford stated that, if that
308 information is not clearly defined in the rules, it will be problematic. For instance, it will cause
309 problems if the Board denies the request from The Meadows and approves someone else's
310 request. Ms. Crismond noted that has not occurred.

311 Mr. Golle stated that the inclusion of a minimum of three (3) Board Members physically
312 present, during a meeting, will eliminate the need to include the definition of "physically either
313 in person or telephonically". Mr. Pires indicated that point is addressed statutorily on Page 7.
314 He read Paragraph H.2.:

315 *"Nothing in this rule shall be construed to permit the District to*
316 *conduct any meeting otherwise subject to the provisions of Section*
317 *286.011, Florida Statutes, by means of communications media*
318 *technology without making provision for the attendance at that*
319 *meeting or workshop of any member of the public who desires to*
320 *attend."*

321 Mr. Pires clarified that Section 286.011, Florida Statutes, is the Sunshine Law, and it
322 specifies the quorum requirements. He indicated that the CMT verbiage can be removed, if the
323 Board prefers and the District does not plan to use it. Mr. Golle recalled that Mr. Pires has
324 stressed the importance of including Board Member's telephonic appearance in the meeting
325 minutes. Mr. Pires indicated that Mr. Golle is referring a motion allowing a Board Member's
326 telephonic participation. Mr. Pires stated that is a function of the attorney general's opinion
327 construing Section 286.011. Mr. Golle pointed out that verbiage pertaining to the motion for

328 telephonic appearance is not included in the Amended Rules of Procedure. Mr. Golle is not sure
329 how detailed the Amended Rules of Procedure will be. Mr. Pires indicated that attempting to
330 capture and codify the rules with the evolving interpretations on meeting participation, by the
331 attorney general and the courts, would result in frequent amendments of the rules.

332 Mr. Golle indicated that, when reading Page 3, Paragraph A.1.02.B. Quorum, he made a
333 note to ask about telephonic appearance, next to the words “physically present”. Mr. Golle noted
334 that “either in person or telephonically” is addressed later in the rules and it would read easier if
335 it is addressed earlier. Referring to Paragraph A.1.02.B., Mr. Pires indicated that telephonic
336 appearance is mentioned subsequent to the quorum requirement because it is limiting and
337 requires that the Board be physically present. Mr. Pires stated that appearance is either in person
338 or telephonic. Mr. Pires indicated that he can rearrange the language, if the Board prefers. Mr.
339 Golle noted that one (1) of the sentences can be eliminated. Mr. Golle asked if Mr. Pires is
340 suggesting that the first sentence read “...it must be a minimum of three (3) Board Supervisors
341 present” to constitute a quorum. Mr. Pires replied no and clarified that there might be a situation
342 with two (2) vacancies; therefore, in that case, two (2) Board Members physically present would
343 constitute a quorum. Mr. Golle pointed out that situation is covered elsewhere in the rules.

344 Mr. Pires reiterated that, if the CMT verbiage causes confusion or the Board feels that it
345 will never be utilized, he can remove it. Mr. Mountford felt that it adds nothing. Mr. Mountford
346 noted that the rules succinctly address telephonic appearance in other areas.

347 Mr. Mountford noted that Paragraph A.102.D Committees, is confusing. Mr. Schultz
348 indicated that several Board Members have questions and asked if the document can be reviewed
349 one (1) page at a time. Mr. Pires replied affirmatively. Mr. Schoenheider asked if the review
350 will start on Page 4. Ms. Crismond indicated that it will start on Page 3.

351 Referring to Paragraph 5 on Page 4, Mr. Golle noted that it reflects that the Treasurer
352 “must be a resident of Florida”. He asked if the person must be a full-time Florida resident. Mr.
353 Pires clarified that the Board Member must be registered to vote in the State of Florida. Mr.
354 Schoenheider asked if a person who is not registered to vote, can be a Member of this Board.
355 Ms. Crismond replied affirmatively. Mr. Schoenheider noted that some people have multiple
356 residences. Mr. Pires advised that, in order to be elected as a Board Member, you must be
357 registered to vote in Florida and reside within the District’s boundaries.

358 Mr. Mountford stated that the Board officially has three (3) Secretaries, a Chair and Vice
359 Chair. Mr. Pires advised that the Board has three (3) Assistant Secretaries. Ms. Crismond

360 clarified that the Board is comprised of three (3) Assistant Secretaries, a Chair and a Vice Chair,
361 along with Mr. Adams as the Secretary and Mr. Wrathell as Treasurer. Mr. Mountford indicated
362 that the Board does not handle the meeting minutes; therefore, he does not understand why
363 Paragraph 4, on Page 4, addresses meeting minutes. Mr. Pires noted that the paragraph states
364 that "The District Manager may serve as Secretary." Ms. Crismond confirmed that the District
365 Manager serves as Secretary. In response to Mr. Mountford's question, Mr. Pires confirmed that
366 the District's Resolution depicts the same information. For clarification, Mr. Mountford
367 questioned if the paragraph means that the District Manager physically takes the meeting notes
368 or is responsible for the minutes. Mr. Pires confirmed that it reflects that he is responsible for the
369 meeting minutes.

370 Referring to Page 4, Paragraph D. Committees., Mr. Mountford asked if it refers to
371 committees formed by residents. Mr. Pires replied affirmatively. Mr. Mountford asked if that
372 information should be reflected in the paragraph. Mr. Mountford indicated that the Sunshine
373 Law impedes the Board from meeting as a committee. Mr. Pires explained that a committee,
374 making recommendations to the Board, must operate under the Sunshine Law. Mr. Pires
375 clarified that, even though a committee does not make decisions, the fact that they serve as an
376 advisory to the Board mandates compliance with the Sunshine Law. Mr. Pires expounded that a
377 fact finding committee is exempt and will not have to comply with the Sunshine Law; their
378 function is to report facts and not make recommendations.

379 Mr. Mountford recalled a committee led by a Board Member and he requested that
380 paragraph reflect that only one (1) Board Member can be a member of a committee. Mr. Pires
381 did not recall the committee. Ms. Crismond explained that the committee was comprised of a
382 Board Member, the District Manager and residents. She recalled that the committee held regular
383 meetings and reported to the Board, during Board Meetings. Ms. Crismond noted that the
384 District has formed several committees. Mr. Mountford pointed out that a Supervisor has always
385 been a member of each committee. Ms. Crismond concurred.

386 Mr. Schultz asked if committee meetings must be advertised, if one (1) Board Member is
387 a constituent. Mr. Pires explained that an ad hoc committee, formed by residents, with a Board
388 Member participating, on the District's behalf, outside of a Board Meeting, is not subject to the
389 Sunshine Law. Mr. Pires clarified that, if it is a District committee, the meeting must be noticed
390 and posted but not advertised and meeting minutes must be recorded. Mr. Golle felt that is
391 contradictory. Mr. Pires reiterated that a neighborhood committee with a Board Member

392 representing the District does not have to comply with the Sunshine Law; however, if the Board
393 establishes the committee and appoints the members, it becomes the District's committee and it
394 will be subject to the Sunshine Law. Discussion ensued regarding committees.

395 Mr. Golle asked if a Supervisor is allowed to chair a committee. Mr. Pires clarified that a
396 committee meeting is not a Board Meeting. Mr. Pires noted that a committee meeting can
397 become 'tricky' if several Board Members attend a committee meeting and dialogue occurs; that
398 has the potential to be discussed by the Board during a Board Meeting. Mr. Pires stated that
399 discussions that will not come before the Board during a Board Meeting will not be a problem.

400 Mr. Mountford recalled that three (3) Board Members attended a Pelican Sound meeting
401 and two (2) Board Members left the room while one (1) Board Member spoke. Mr. Pires
402 clarified that one (1) Board Member can be designated a speaker if the other (2) remain silent.

403 Mr. Pires asked the Board if there is consensus to adjust the verbiage in Paragraph D. to
404 reflect the inclusion of one (1) Board Member. Mr. Mountford replied affirmatively. Mr.
405 Mountford would like the Board to have control over a committee created by the Board; the
406 Board does not have to chair it but should be a part of it. Mr. Pires suggested adding language
407 that will set parameters for a committee's roles, duties and functions, by resolution from the
408 Board.

409 Mr. Golle stated that, it is his understanding that personnel matters are discussed in
410 private Board Meetings with an attorney present, in person or by telephone. Mr. Pires clarified
411 that, in governmental settings, some personnel matters are discussed privately, under certain
412 circumstances. Mr. Pires indicated that, currently, the District does not have personnel; everyone
413 is an independent contractor/vendor.

414 Mr. Golle asked the legal definition of "ratifies". Mr. Pires explained that it comes
415 before the Board and the Board states that the action, that was previously taken, is
416 affirmed/ratified by the Board.

417 Referring to Page 7, Mr. Pires asked if Section H. Communications Media Technology
418 (CMT). should be removed. Mr. Schultz replied affirmatively. Mr. Golle asked if "a reasonable
419 amount of time", in Paragraph G. Public Comment, should be changed to "5 minutes per
420 speaker", or if the amount of time should be left to the Board's discretion. Mr. Pires replied
421 affirmatively.

422 Mr. Golle compared Paragraph F. Emergency Meeting., on Page 6, to Paragraph F.
423 Emergency Contract., on Page 11, and he noted that, on Page 6, the decision is made by the

424 Chair or Vice Chair and, on Page 11, it is made by the District Manager. Mr. Pires stated that is
425 appropriate to change District Manager to Chair or Vice Chair, on Page 11.

426 Mr. Schoenheider asked if “CATEGORY FOUR”, on Page 11, refers to a dollar amount.
427 Mr. Pires replied affirmatively and explained that currently Section 287.017, Florida Statutes,
428 caps the amount at \$195,000.

429 Referring to Paragraph C.2. Procedure., Mr. Schoenheider asked if the District received a
430 dispute to any bid that it has awarded. Ms. Crismond replied no. Mr. Pires clarified that the
431 District is not required to advertise proposals under \$195,000. Mr. Pires explained that, in this
432 instance, the procedure for a formal or informal bid solicitation is dictated by the value of the
433 project. Ms. Crismond recalled that the Board previously advertised for proposals below the
434 \$195,000 threshold and decided against it, to protect the Board against possible disputes.

435 ******Mr. Adams joined the meeting, telephonically, at approximately 2:10 p.m.******

436 Mr. Schoenheider asked if the District’s maintenance agreement with the PSGRC falls
437 under the guidelines depicted on Page 14, Paragraph 8.E. Contract Renewal. Mr. Pires indicated
438 that the District’s agreement with the PSGRC is ongoing and falls under different guidelines.
439 Mr. Pires noted that the PSGRC provides additional service, other than maintenance, such as
440 security and access control.

441 Referring to Section A-1.07 Procedure for Contracting For Other Services Other Than
442 Those Outlined In Sections A-1.05 And A-1.06, on Page 15, Mr. Pires explained that the Board
443 may, at times, decide to use the formal selection process for consultants/vendors, during an
444 occasion that the formal process is not required by law.

445 Mr. Schoenheider referred to the District’s contract with AJC Associates, Inc., for special
446 assessment roll services and asked if the District is supposed to solicit bids for that service. Mr.
447 Pires replied no and clarified that the District is allowed to make individual negotiations, in
448 certain cases. Mr. Pires noted that the agreement with AJC Associates, Inc., falls under the
449 guidelines reflected on Page 15 and it is not statutorily required to be put out to bid.

450 On Page 18, Mr. Schoenheider asked what the term “Piggybacking”. means. Mr. Pires
451 explained that this rule prohibits a governmental entity from benefitting from the terms of
452 another governmental entity’s contract.

453 Mr. Pires confirmed that he will make the changes requested by the Board and present an
454 Amended Rules of Procedure, for adoption, during the next Board meeting.

455

456 **FIFTH ORDER OF BUSINESS**

Public Hearing to Hear Public Comment and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

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460

461 **A. Affidavits of Publication**

- 462 • **Notice of Rule Development**
- 463 • **Notice of Rule Making**

464 **B. Consideration of Resolution 2014-1, Adopting Rules of Procedure of the River Ridge**
465 **Community Development District; Providing a Severability Clause; and Providing**
466 **an Effective Date**

467 Mr. Pires requested a motion to continue the Public Hearing to the December 17, 2013
468 meeting.

469
470 **On MOTION by Mr. Schoenheider and seconded by Ms.**
471 **Haase, with all in favor, the Public Hearing to Consider**
472 **Resolution 2014-1, was continued to December 17, 2013, at**
473 **1:00 P.M., this location.**

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476 **SIXTH ORDER OF BUSINESS**

Consideration of Resolution 2014-2, Establishing Meeting Protocol and Procedures Including Procedures for Public Comment at Public Meetings of the Board of Supervisors

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482 Mr. Pires reported that he removed the Pledge of Allegiance from the meeting procedures
483 and made other changes, as previously requested by the Board. He asked if the Board would like
484 to review the meeting procedures one (1) page at a time. A Board Member replied no.

485 Mr. Mountford asked if the District has a formal speaker form. Ms. Crismond replied
486 affirmatively and noted that the form is a requirement.

487 In Section C. Public’s Right to be Heard, Paragraph 1, Mr. Golle noted that the period
488 after the word “and” should be removed. Mr. Pires acknowledged the correction.

489 Mr. Golle asked if the District follows formal rules, such as Robert’s Rules of Order. Mr.
490 Pires indicated that the Board can, if they choose to; however, he advises the Board not to
491 because some people get hyper technical when following Robert’s Rules of Order.

492

493 **On MOTION by Ms. Haase and seconded by Mr.**
494 **Schoenheider, with all in favor, Resolution 2014-2,**
495 **Establishing Meeting Protocol and Procedures Including**
496 **Procedures for Public Comment at Public Meetings of the**
497 **Board of Supervisors, as amended, was adopted.**
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499

500 In response to Mr. Schultz' comment, Ms. Crismond confirmed that the resolutions that
501 are adopted will be posted on the District's website.

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503 **SEVENTH ORDER OF BUSINESS**

Consideration of Resolution 2014-3,
Amending the General Fund Budget for
Fiscal Year 2013

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507 Mr. Schultz inquired what precipitated amendment of the general fund. Ms. Crismond
508 indicated that the cause was excess revenue and higher expenditures.

509 Mr. Adams explained that the budget amendment was triggered by the District exceeding
510 the budgeted expenditures. He indicated that Staff is able to determine whether line amounts
511 need to be increased or decreased at the end of the fiscal year. Mr. Adams noted the additional
512 \$10,000 in the "Contingencies" line item, under the "Administrative" column. Mr. Adams stated
513 that he wants to make sure that the budget has enough 'cushion' to withstand the fiscal year's
514 expenditures without coming to the Board to request additional funds.

515 Mr. Adams explained that the Board is over in its expenditures by \$9,000. He indicated
516 that fund balance was utilized, per the Board's prior decision.

517 Mr. Adams advised that the amendment is a year-end "clean-up" and will assist to avoid
518 a finding in the District's year-end audit.

519 Mr. Schultz did not recall amending the budget in prior years. Mr. Schoenheider
520 indicated that this has not been done. Mr. Adams was in agreement and noted that, in this
521 particular year, the District was over budget by approximately \$9,000.

522 Mr. Golle asked if the amendment will raise a red flag with the auditor. Mr. Adams
523 stated that this small amount will not raise concerns. Mr. Adams pointed out that the District has
524 funds to cover the over expenditure and it will not qualify as an indicator of a deteriorating
525 financial condition.

526 Mr. Schultz asked if the District is entering Fiscal Year 2014 with a surplus fund balance.
527 Mr. Adams replied affirmatively and he noted that, per the Board's request, a portion of fund

528 balance was utilized to establish designated surplus line items, to be used to make necessary
529 improvements, such as roadway repairs.

530 Mr. Golle noted that Mr. Adams referred to the \$9,000 over expenditure as a “small
531 amount” and asked why the amendment is necessary. Mr. Adams clarified that the amendment
532 is necessary to avoid a finding in the year-end audit, located in the “Report to Management”
533 section of the audit. The exercise of amending the budget will put the District in a position
534 where the budgeted expenditures will end up less than budget, prior to the final audit steps. Mr.
535 Adams indicated that the additional \$10,000 was added to offset any prior adjustments that may
536 take place during the actual audit process.

537 Mr. Pires asked if Mr. Adams is referring to Chapter 218, where it states that if “this is
538 not addressed at the conclusion of the audit, the auditor has to advise all the other board members
539 (the “Board”) of the fact that there is a fund balance deficit in total for any portion of the fund
540 balance, not classified as restricted, committed or nonexpendable”. Mr. Pires asked if Mr.
541 Adams is trying to achieve not having the auditor go through this process. Mr. Adams replied
542 affirmatively and indicated that the process will be eliminated by amending the budget.

543 Mr. Golle asked if it is “cheaper” to do this or go through the audit finding. Mr. Adams
544 confirmed that it is much cheaper to amend the budget.

545 Mr. Mountford recalled prior discussion regarding the variances that led to the budget’s
546 over expenditures, during the lengthy budget discussions. He noted that the amendment will be
547 adopted for legal reasons because the Board performed a good job in reviewing the variances,
548 during prior meetings.

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On MOTION by Mr. Schoenheider and seconded by Ms. Haase, with all in favor, Resolution 2014-3, Amending the General Fund Budget for Fiscal Year 2013, was adopted.

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EIGHTH ORDER OF BUSINESS

Discussion: Goals and Objective Plan for Fiscal Year 2014

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Ms. Crismond recalled that, during the prior meeting, the Board decided to prepare individual lists of objectives for Fiscal Year 2014 and present them during today’s meeting. She indicated that she received a list from Mr. Schultz.

561 Mr. Schultz stated that he prepared his list to get everyone thinking along the same lines.
562 He read the four (4) major items and sub items on his list. He indicated that the first item,
563 “Budget Process”, was previously mentioned by Mr. Mountford. Referring to the sub-item
564 “Other infrastructure (Lake banks)”, Mr. Schultz recalled the earlier lake bank concerns
565 mentioned by Mr. Brown.

566 With regard to the “Best Practices” item, Mr. Schultz believes that the Board should
567 review procedures practiced by other districts to determine if they should be implemented within
568 the District.

569 Mr. Adams expressed agreement with Mr. Schultz’ recommendations and asked if other
570 Board Members have additional suggestions. Ms. Crismond indicated that no other lists were
571 received.

572 Referring to Mr. Schultz’ objective to increase communications with PSGRC and The
573 Meadows, Mr. Adams stated that this communication will depend on the personality of the
574 boards. He pointed out that the District has different means of reaching out to the community,
575 such as the District’s website. Mr. Adams does not believe that the website generates a lot of
576 traffic and is utilized for informational purposes. He noted that, in reaching out to the
577 community, newsletters work well and work more efficiently. Mr. Adams pointed out that Staff
578 implemented a newsletter in the Brooks of Bonita Springs. He stated that the newsletter can be
579 mailed geographically and clarified that the post office can be advised to mail the newsletter
580 within the boundaries of Pelican Sound. Mr. Adams clarified that the newsletter is not addressed
581 to anyone in particular; it would reflect an addressee of “current resident” and the estimated
582 mailing cost is \$0.16 per newsletter. He noted that newsletters are not always forwarded;
583 therefore, the District must pick and choose an efficient time of year for mailing them. Mr.
584 Adams explained that the newsletter might encourage resident participation in Board Meetings
585 and community discussion.

586 Referring to the lake banks, Mr. Adams suggested monitoring them on a monthly basis.
587 He noted that certain areas are in need of remediation. Mr. Adams explained that the
588 remediation program in Lee County requires soil replacement and turf. He noted that
589 geotubing is not an acceptable practice in Lee County but it is acceptable in Collier County. Mr.
590 Adams explained the geotube process.

591 Mr. Adams reported that Staff will concentrate on the budget process this year.
592 Additional time will be spent in the planning aspect of the budget. Mr. Adams acknowledged

593 Mr. Mountford’s budget concerns and indicated that Staff will work on more accurate budget
594 projections.

595 Mr. Mountford felt that an extensive discussion is not necessary, at this time. Mr.
596 Mountford acknowledged Mr. Schultz’ list and noted that he should have prepared one. He
597 indicated that quality audits should be added to the list. Mr. Mountford stated that the list should
598 include items that will give the community something to look forward to. He noted that a list,
599 separating the District’s and PSGRC’s duties, should be developed. Mr. Mountford suggested
600 discussing the list during various meetings and scheduling target dates for completion of the
601 items.

602 Mr. Schoenheider suggested picking one (1) topic at a time, for inclusion on future
603 agendas, for detailed discussions. Mr. Adams was in agreement and confirmed that an open
604 discussion will be held during the December and January meetings.

605 Mr. Pires recalled that, during the prior meeting, he mentioned that one (1) of the districts
606 that he works with adopted the “Principle and Budget Philosophy”, as a formal rule. He noted
607 that he forwarded a copy to Ms. Crismond or Mr. Adams.

608 Mr. Golle suggested mailing an annual report to all residents at the end of the fiscal year.
609 This gives the Board an opportunity to summarize the District’s accomplishments and recap the
610 budget. Mr. Schultz noted that this can be the first discussion during the next meeting. Mr.
611 Schultz noted the high turnaround rate within the community. Mr. Golle noted that 73 homes
612 were sold, to date.

613 Ms. Crismond confirmed that “Communications” will be the first item, from the list of
614 objectives, to be included on the agenda, for continued discussion.

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616 **NINTH ORDER OF BUSINESS**

**Consideration of Award of Contract:
Lake and Wetland Maintenance**

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619 Ms. Crismond reported that six (6) companies responded to the District’s request for
620 proposals (RFP) for lake and wetland maintenance and four (4) companies are on the final list for
621 consideration of award of contract. Ms. Crismond presented her recommendation memo.

622 Ms. Crismond indicated that a bid was received from the current contract, LakeMasters.
623 She stated that LakeMasters has performed a good job, with the exception of the ongoing
624 problems with the H lakes; other than that, the lakes are looking good, overall.

625 Ms. Crismond reported that additional bids were received from Aquatic Weed Control,
626 EarthBalance and Lake & Wetland. She noted that Aquatic Weed Control does not have a local
627 office; they have offices on the east coast and in the Orlando area.

628 Ms. Crismond recalled that EarthBalance performed some work for the District, in the
629 past. EarthBalance partnered with American Ecosystems. They are based out of St. Petersburg
630 and have no local presence.

631 Ms. Crismond indicated that Lake & Wetland's corporate office is located in Boynton
632 Beach and they have local offices in Lee and Collier Counties. She advised that positive
633 references were received from Pelican Marsh, Tiburon and Botanica Lakes. Ms. Crismond
634 indicated that Staff has not worked with Lake & Wetland; however, their references are
635 exceptional. She noted that they have an 18-year contract with one (1) of the communities, with
636 minimal to no issues.

637 Mr. Crismond reported that LakeMasters requested a 23% increase above their current
638 contract. She noted that Lake & Wetland's bid of \$55,922 is within the District's budgeted
639 amount of \$69,000.

640 Mr. Mountford noted LakeMasters' high bid and asked if it reflects the true costs of
641 maintaining the District's lakes. Ms. Crismond stated that she discussed the bid amount with
642 them and LakeMasters indicated that they experienced a \$10,000 loss in revenue, due to the
643 District's high demand for the use of chemicals in the H Lakes.

644 Ms. Crismond pointed out that the District's needs and the detailed specifications are
645 very clear. She stated that a 23% increase from the prior year's contract is too extreme. Mr.
646 Mountford questioned if LakeMasters wanted the District's business.

647 Ms. Crismond noted that Pelican Marsh and Tiburon are high end communities and must
648 require exceptional services, at the same level of the District. Mr. Schultz indicated that he likes
649 the price of Lake & Wetland's bid. Mr. Adams indicated that he followed up with Pelican Marsh
650 and Tiburon.

651 Mr. Mountford expressed agreement with accepting Lake & Wetland's bid and noted that
652 it will put a lot of pressure on Ms. Crismond to make sure that they are performing their job. He
653 noted that a contract is best when both parties are happy; he does not want them to be dissatisfied
654 with the amount of work that must be done.

655 Ms. Crismond indicated that Mr. Adams contacted individuals that work for Pelican
656 Marsh and Tiburon and they had nothing negative to say about Lake & Wetland's performance.

657 She noted that, with the positive reviews, it will not hurt to try them out. Mr. Mountford asked if
658 the contract contains a 30-day termination clause. Ms. Crismond replied affirmatively. Mr.
659 Schultz was happy with their bid.

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On MOTION by Mr. Schoenheider and seconded by Mr. Schultz, with all in favor, the Lake & Wetland proposal for lake and wetland maintenance, in the amount of \$55,922 for the first year and \$55,922 for the second year, was approved.

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Ms. Crismond reported that the contract will go into effect January 1, 2014.

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670 **TENTH ORDER OF BUSINESS**

Consideration of Agreement with Lee County for the Delivery and Use of Reclaimed Effluent Water

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Ms. Crismond indicated that Mr. Jim Whitmore expressed interest in this agenda item.

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It was mentioned that he had to leave to attend a meeting with the contractor.

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Ms. Crismond recalled that this matter was discussed during the prior meeting and was continued to today's meeting to allow for Mr. Adams' comments and additional Board comments.

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Mr. Adams reported that he had several communications with Mr. Ivan Velez, a county engineer. He noted that Mr. Velez is no longer employed by the county. Mr. Adams indicated that, during the summer, Mr. Velez provided him with the District's flow statistics for April and May. Mr. Adams reported that the statistics reflected that the District exceeded the 500,000 daily threshold commitment, three-quarters of the time. In some instances, the District consumed one (1) million gallons of water, which is indicative of a healthy hydraulic system; the county will not have any problems in providing a high volume of water.

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Mr. Adams requested that the county consider increasing the daily minimum allocation to 750,000 gallons. Mr. Velez acknowledged that the county recognizes that, because of the District's location, it will be given priority for an increase in the daily allocation, when the effluent water is available.

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Mr. Adams indicated that the agreement is ready for the Board's approval at this time.

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Mr. Pires reported that he learned, from one (1) of the districts that he works with, that Mr. Velez was released from his position with the county, approximately two (2) months ago.

692

693 Mr. Pires noted that, regardless of whatever verbal comfort was received from the county, he
694 suggests that the District reach out to the local commissioner to ensure that the District will
695 receive the attention that it needs. He noted that county management is a bit “tougher”, at the
696 moment. Mr. Mountford acknowledged Mr. Pires’ comment and stated that the District might be
697 better off approving the agreement now, instead of continuing the discussion.

698 Mr. Schultz asked if the District should add verbiage to the agreement documenting Mr.
699 Velez’ promise of an increase to the daily allocation, in light of Mr. Velez’ termination. Mr.
700 Schultz suggested the following: “The county and user agree that, upon completion of the well
701 field project, the parties will enter into discussions with the intent of adding additional allocation
702 of reclaimed water.” Mr. Pires stated that Mr. Schultz’ suggestion is a good idea. Mr. Adams
703 indicated that it will put the county in a position of absolute commitment and a recognition and
704 understanding for the fact that the District will utilize more water from their source. Mr. Adams
705 feels that the county will not reject the additional verbiage. Mr. Schultz indicated that the
706 language is “loose” enough to be ignored but at least it will be on record. Mr. Pires stated that,
707 of importance, is that a predicate will be included in the document for increased volume, in the
708 future. In response to Mr. Schultz’ inquiry, Mr. Pires confirmed that he will work with Mr.
709 Adams to draft the additional verbiage. Mr. Pires noted that the county needs to be “nice” to
710 SFWMD because there are certain permits that the county must obtain from them.

711 Ms. Crismond suggested a motion to approve the agreement, as amended. Mr. Pires
712 indicated that the agreement should be presented to the Board again. Ms. Crismond confirmed
713 that consideration of the agreement will be placed on the next meeting agenda. Mr. Adams
714 stated that the agreement is not time sensitive and it can be considered during the December or
715 January meeting. Mr. Schoenheider asked is there anything time sensitive in the document. Mr.
716 Adams confirmed that the agreement is not time sensitive and noted that the District is currently
717 operating without an agreement. Mr. Adams indicated that the District should commit to an
718 agreement, sooner versus later; however, the additional verbiage should be included.

719 Mr. Pires suggested that Mr. Adams make Mr. Howard Wegis, of Lee County Utilities,
720 aware of the amendment. Mr. Golle asked if the county had the opportunity to review the
721 agreement. Mr. Pires indicated that it is a Lee County agreement. Mr. Schoenheider noted that
722 the county has been reluctant to put anything in writing, in the past, and he does not want to sit
723 on the agreement, now that they have one.

724 Mr. Golle reiterated his question whether Lee County had the opportunity to review the
725 document. Mr. Pires confirmed that Lee County drafted the agreement. Mr. Golle noted that on
726 Page 13, Quantity of Reclaimed Water, the county agrees to provide one (1) million gallons per
727 day, unless there are adverse conditions. Mr. Golle indicated that adding the additional might
728 raise a red flag for the county to review the agreement again. Mr. Mountford stated, if that is the
729 case, the agreement should be left alone. Mr. Schultz indicated that the District does not know
730 how the county will react. Mr. Mountford noted that the District has what it wants and he does
731 not want to jeopardize the District's relationship with the county. Mr. Pires was not in
732 agreement. He noted that, five (5) years down the road, the county will have different personnel
733 and the District will not be able to show them Mr. Velez' email committing to the additional
734 allocation; it is better to have it in writing.

735 Mr. Golle asked if there was a motion on the floor. Ms. Crismond advised that there is
736 not. Ms. Crismond indicated that, unless the Board wants to approve it, an amended agreement
737 will be presented for consideration during the December or January meeting. Mr. Schultz
738 indicated that he relies on Mr. Adams' and Mr. Pires' experience in dealing with the county. Mr.
739 Pires indicated that government agencies prefer not to stray from their template forms; however,
740 because of personnel turnaround, everything should be in writing. Mr. Pires indicated that it is
741 the Board's decision how to proceed. Mr. Schultz pointed out that the additional verbiage is
742 asking the county to reevaluate the District's allocation, in the future.

743 Mr. Golle indicated that his interpretation of the Quantity of Reclaimed Water is that the
744 county commits to 500,000 gallons per day and will increase the allocation to 1 million gallons
745 per day, subject to the completion of the project and no adverse conditions. If the county does
746 not follow their word, the District has legal recourse. Mr. Pires noted that the agreement states
747 "Availability of the reclaimed water shall be determined by the county based upon: flow into the
748 treatment facility, and/or priority level as established in the Agreement."

749 Mr. Schoenheider noted that the District's population will increase, in the future;
750 therefore, there the District should protect itself and have a commitment for additional effluent
751 water allocation in writing. Mr. Golle indicated that he does not want to raise a red flag. Mr.
752 Golle asked Mr. Adams for his opinion. Mr. Adams sees no harm in drafting the additional
753 verbiage. Mr. Adams indicated that, due to the District's location and potential for salt water
754 intrusion, the effluent water allocation should be reevaluated at a future date. The county can
755 decide not to include the amendment but it does not hurt to try. Mr. Adams pointed out that new

756 developments will be constructed in the area and the District should have a commitment, in
757 writing, to secure its future allocation. Mr. Adams suggests that the Board include the language
758 in the agreement.

759 Mr. Golle asked if the language will be a “game changer”. Mr. Pires said no, the
760 additional language is basically an agreement to discuss additional effluent water allocation, in
761 the future. Mr. Adams stated that the additional verbiage will memorialize, in writing, Mr.
762 Velez’ commitment in his email.

763 The Board agreed to review the amended agreement during the next meeting.
764

765 **ELEVENTH ORDER OF BUSINESS** **Approval of October 22, 2013 Regular**
766 **Meeting Minutes**
767

768 Ms. Crismond presented the October 22, 2013 Regular Meeting Minutes and asked for
769 any additions, deletions or corrections.

770 The following changes were made:

771 Line 104: Change “Mr.” to “Ms.”

772 Line 141: Change “residents” to “contractors”

773 Line 208: Change “will” to “do”

774 Line 230: Change “bit” to “but”

775 Line 391: Insert “million” after “500”

776 Line 490: Change “Polonsky” to “Philosophy”

777 Line 505: Change “VEGETATION” to “vegetation”
778

**On MOTION by Mr. Golle and seconded by Mr. Mountford,
with all in favor, the October 22, 2013 Regular Meeting
Minutes, as amended, were approved.**

782
783

784 **TWELFTH ORDER OF BUSINESS** **Other Business**
785

786 Referring to Action Item #2, Ms. Crismond reported that the agreement was executed by
787 The Meadows and is ready for the Board’s execution. Action/Agenda Item #7 will be discussed
788 by Mr. Pires, during Staff Reports. Ms. Crismond advised that she previously discussed
789 Action/Agenda Item #10 with Mr. Mountford. Regarding Action Item #12, Ms. Crismond
790 confirmed that the PSGRC will not be charged for the water monument costs, to offset the

791 meeting room rental. Mr. Mountford indicated that, going forward, they will be charged. Ms.
792 Crismond replied affirmatively.

793

794 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**

795

796 **A. Attorney**

797 There being nothing additional to report, the next item followed.

798 **B. Engineer**

799 Mr. Krebs indicated that he will discuss the LDO application with Mr. Adams, prior to
800 the next meeting.

801 Mr. Krebs reported that he provided Ms. Crismond's and Mr. Adams' comments to
802 Bonness. He noted that Bonness provided an amended proposal to reflect the improvements that
803 will be made. Bonness included verbiage regarding inlet protection and start and completion
804 dates, to the proposal. He noted that a change was made to reflect the current oil price. Mr.
805 Krebs indicated that Bonness amended their proposal to match the lift repair costs made in the
806 other contractors' proposals. He noted that the amended proposal reflects a slight increase. Ms.
807 Crismond confirmed that the amended proposal is for \$54,995.58. She noted that the price is
808 below the Board's approved not-to-exceed amount.

809 Mr. Krebs indicated that Bonness confirmed that the project will begin on December 2,
810 2013, if they receive the signed proposal by this Thursday; otherwise, they will have to
811 reschedule the repair. Mr. Mountford noted that Mr. Krebs was given authority to move ahead
812 with the repairs. Ms. Crismond confirmed that the residents will be made aware of the repairs.

813 **C. Manager**

814 **i. Approval of Unaudited Financial Statements as of October 31, 2013**

815 Ms. Crismond presented the Unaudited Financial Statements as of October 31, 2013. In
816 response to Mr. Mountford's question regarding the fee paid to EarthBalance, Ms. Crismond
817 confirmed that it was deducted from LakeMasters contract.

- 818 • Check Register

819 The check register was included for informational purposes.

820 **ii. NEXT MEETING DATE: December 17, 2013 at 1:00 P.M.**

821 The next meeting will be held on December 17, 2013 at 1:00 p.m., at this location.

822

823 **FOURTEENTH ORDER OF BUSINESS** **Supervisors' Requests and Public**
824 **Comments** *(5 minutes per speaker)*

825
826 There being no Supervisors' requests or public comments, the next item followed.

827
828 **FIFTEENTH ORDER OF BUSINESS** **Adournment**

829
830 There being nothing further to discuss, the meeting adjourned.

831
832 **On MOTION by Mr. Schultz and seconded by Mr. Mountford,**
833 **with all in favor, the meeting adjourned at 3:12 p.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

847 **ACTION/AGENDA ITEMS:**

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1. **ACTION ITEM:** Re-use water Agreement
2. **AGENDA ITEM:** Public Hearing for the Amended Rules of Procedure and discussion for Public Participation Protocol during 12/17 meeting
3. **ACTION ITEM:** Secure proposals to clean the catch basins in Spring 2014
4. **ACTION ITEM:** Mr. Krebs to withdraw LDO Application
5. **ACTION ITEM:** Mr. Pires to provide the Board with clean copies of the final version of the amended rules of procedure
6. **AGENDA ITEM:** Consideration of agreement with Lee County for the delivery and use of reclaimed effluent water
7. **ACTION ITEM:** Ms. Crismond to confirm website maintenance and cost
8. **ACTION ITEM:** Ms. Crismond to discuss writing off water monument costs to offset meeting room rental
9. **ACTION ITEM:** Mr. Krebs to inspect the littoral shelf by the pool and dredging costs
10. **ACTION ITEM:** Ms. Crismond to obtain quotes for larger aeration system
11. **ACTION ITEM:** Post amended Meeting Protocol and Procedures on the District’s website
12. **AGENDA ITEM:** Discussion: “communications” objective
13. **ACTION/AGENDA:** Mr. Pires & Mr. Adams to compose additional verbiage regarding increased water allocation for consideration during the December or January meeting

891 **COMPLETED ACTION/AGENDA ITEMS:**

892

893

894 08/27/2013 **ACTION ITEM:** Street Sweeping – Management to obtain costs for
895 budget Interlocal Agreement with Pelican Landing
896

897 08/27/2013 **ACTION ITEM:** Quit Claim Deeds – require execution by PSGRC
898 president, will be completed by next meeting (Ref –
899 5 lakes)
900

901 08/27/2013 **ACTION ITEM:** Tract 1: Conservation signs have been ordered
902

903 09/24/2013 **ACTION ITEM:** Area #6 – will replant on the golf course side of the
904 t-box. Note that management will continue to
905 supplement the dry detention plantings on a yearly
906 basis as needed.
907

908 09/24/2013 **ACTION ITEM:** Management suggests planting in the following
909 locations later this summer: E1-E, E1-B, E1-A, E3-
910 A, E3-C, H1-B and E8-C
911

912 09/24/2013 **ACTION ITEM:** Tract 6: Planting of this are to be completed this
913 summer
914

915 09/24/2013 **ACTION ITEM:** Tract 7: Planting of this area to be completed this
916 summer
917

918 09/24/2013 **ACTION ITEM:** Tract 11: Planting of this area to be completed this
919 summer
920

921 09/24/2013 **ACTION ITEM:** E1-B aeration repair
922

923 09/24/2013 **ACTION ITEM:** Check register to be provided in monthly board
924 packages
925

926 09/24/2013 **AGENDA ITEM:** Discussion regarding audit billing
927

928 09/24/2013 **AGENDA ITEM:** Legal fees and ledgers to be provided by Mr. Pires
929

930 09/24/2013 **AGENDA ITEM:** Clarify field service fees
931

932 09/24/2013 **AGENDA ITEM:** Define purpose for carry forward surplus
933

934 09/24/2013 **ACTION ITEM:** Mr. Krebs to survey parcel/property to determine
935 ownership – Mr. Pires to clarify with Ivan Valexz,
936 Lee County Utilities
937

938 09/24/2013 **ACTION ITEM:** Tract 12/13 – quote to trim Spring 2014 – 50%

939

940 10/22/2013 **ACTION ITEM:** Charlie Krebs will measure and provide cost
 941 estimates for repairs –will have pricing at next
 942 meeting – three (3) additional bids are pending
 943

944 10/22/2013 **ACTION ITEM:** Management suggests planting in the following
 945 locations later this summer: E1-E, E1-B, E1-A, E3-
 946 A, E3-C, H1-B and E8-C
 947

948 10/22/2013 **ACTION ITEM:** Mr. Pires to prepare hold harmless agreement for
 949 street sweeping in The Meadows
 950

951 10/22/2013 **ACTION ITEM:** E1-B aeration repair
 952

953 10/22/2013 **ACTION ITEM:** Installation of conservation signs
 954

955 10/22/2013 **ACTION ITEM:** Year end 9/30/13 accrued financial statements to be
 956 included in November agenda (*presented in*
 957 *10/22/13 agenda*)
 958

959 11/19/2013 **ACTION ITEM:** Ms. Crismond to discuss the street sweeping and
 960 hold harmless agreement with Robin Gillepsie, The
 961 Meadows representative
 962

963 11/19/2013 **ACTION/AGENDA:** Board to draft objectives for Fiscal Year 2014 and
 964 discuss during November meeting
 965

966 11/19/2013 **ACTION/AGENDA:** Mr. Krebs will provide amended proposals from
 967 Ajax and Bonness
 968

969 11/19/2013 **AGENDA ITEM:** Continued discussion: Island Sound repairs
 970
 971
 972

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2013**

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2013**

	<u>Balance</u>
ASSETS	
Cash	<u>\$362,605</u>
Total assets	<u><u>\$362,605</u></u>
LIABILITIES AND FUND BALANCE	
Liabilities	
Accounts payable	<u>\$ 7,064</u>
Total liabilities	<u>7,064</u>
Fund balance	
Unreserved, undesignated	<u>355,541</u>
Total fund balance	<u><u>355,541</u></u>
Total liabilities and fund balance	<u><u>\$362,605</u></u>

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2013**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 86,899	\$ 86,899	\$ 353,887	25%
Miscellaneous: Pelican Sound	-	-	500	0%
Interest & miscellaneous	18	37	750	5%
Total revenues	<u>86,917</u>	<u>86,936</u>	<u>355,137</u>	24%
EXPENDITURES				
Administrative				
Supervisors	2,153	2,153	10,918	20%
Management/accounting	4,118	8,236	49,412	17%
Audit	-	-	7,100	0%
Special assessment preparation	-	-	6,500	0%
Legal	-	-	10,000	0%
Engineering	-	-	10,000	0%
Telephone	33	66	400	17%
Postage	50	110	1,000	11%
Insurance	-	6,565	6,711	98%
Printing & binding	63	125	750	17%
Legal advertising	-	736	1,000	74%
Contingencies	62	123	5,000	2%
Subscriptions & memberships	-	175	175	100%
Meeting room	-	-	500	0%
Website maintenance	-	-	500	0%
Property taxes	5	5	-	N/A
NPDES program	-	-	20,000	0%
Total administrative	<u>6,484</u>	<u>18,294</u>	<u>129,966</u>	14%
Field services				
Other contractual - field management				
Q & A	208	416	2,500	17%
Contingencies	-	382	2,500	15%
Water & irrigation	25	25	300	8%
Other contractual	1,004	1,004	40,000	3%
Street lighting	-	-	2,300	0%
Plant replacement	-	-	7,500	0%
Street sweeping	-	-	10,000	0%
Roadway repairs	-	-	50,000	0%
Rentals & leases	4,615	4,615	20,769	22%
Aquascaping	-	-	25,000	0%
Total field services	<u>5,852</u>	<u>6,442</u>	<u>160,869</u>	4%

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2013**

	Current Month	Year to Date	Budget	% of Budget
Other fees and charges				
Property appraiser	-	-	1,725	0%
Tax collector	1,076	1,076	2,588	42%
Total other fees and charges	<u>1,076</u>	<u>1,076</u>	<u>4,313</u>	25%
Subtotal expenditures: general	<u>13,412</u>	<u>25,812</u>	<u>295,148</u>	9%
Pelican Sound program (lake & wetland maintenance)				
Professional services				
Audit	-	-	4,000	0%
Legal	-	-	2,000	0%
Engineering	-	-	2,000	0%
Contingencies	-	-	1,500	0%
Total professional services	<u>-</u>	<u>-</u>	<u>9,500</u>	0%
Field services				
Other contractual				
Field management	417	833	5,000	17%
Lake/wetland	1,556	1,556	69,000	2%
Contingencies	-	1,036	5,000	21%
Total field services	<u>1,973</u>	<u>3,425</u>	<u>79,000</u>	4%
Subtotal expenditures: Pelican Sound	<u>1,973</u>	<u>3,425</u>	<u>88,500</u>	4%
Total expenditures	<u>15,385</u>	<u>29,237</u>	<u>383,648</u>	8%
Net change in fund balances	71,532	57,699	(28,511)	
Fund balances - beginning				
Committed				
Pelican Sound program	19,945	21,397	-	
Unassigned	<u>264,064</u>	<u>276,445</u>	<u>283,100</u>	
Fund balances - ending				
Committed				
Pelican Sound program	39,704	39,704	-	
Unassigned	<u>315,837</u>	<u>315,837</u>	<u>254,589</u>	
Fund balances - ending	<u>\$ 355,541</u>	<u>\$ 355,541</u>	<u>\$ 254,589</u>	

**RIVER RIDGE
COMMUNITY DEVELOPMENT DISTRICT
CHECK REGISTER
NOVEMBER 2013**

9:56 AM
12/09/13

River Ridge Community Development District
Check Register
November 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	11/1/2013	Judy Haase {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	DD	11/1/2013	TERRY MOUNTFORD {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	DD	11/1/2013	GEORGE T. SCHOENHEIDER {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
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TOTAL					-184.70	184.70
Check	DD	11/29/2013	GEORGE T. SCHOENHEIDER {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	245	11/1/2013	Frank Golle {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	246	11/1/2013	ROBERT SCHULTZ {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70

9:56 AM
12/09/13

River Ridge Community Development District
Check Register
November 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	247	11/29/2013	Frank Golle {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	248	11/29/2013	ROBERT SCHULTZ {Employee}	151.002 · Suntrust Operating Account		-184.70
				511.00 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Bill Pmt -Check	4881	11/7/2013	BROOKS OF BONITA SPRINGS I & II	151.002 · Suntrust Operating Account		-2.55
Bill	404	11/6/2013		519.410 · Postage	-2.55	2.55
TOTAL					-2.55	2.55
Bill Pmt -Check	4882	11/7/2013	FEDEX	151.002 · Suntrust Operating Account		-47.22
Bill	2-448-13806	11/6/2013		519.410 · Postage	-47.22	47.22
TOTAL					-47.22	47.22
Bill Pmt -Check	4883	11/7/2013	LEE COUNTY TAX COLLECTOR	151.002 · Suntrust Operating Account		-4.52
Bill	13-00559458 1113	11/6/2013		519.960 · Property Taxes	-4.52	4.52
TOTAL					-4.52	4.52
Bill Pmt -Check	4884	11/7/2013	LEE COUNTY UTILITIES	151.002 · Suntrust Operating Account		-25.42
Bill	1074780-6 102113	11/6/2013		538.432 · Water and Irrigation	-25.42	25.42
TOTAL					-25.42	25.42
Bill Pmt -Check	4885	11/7/2013	OLD NATIONAL BANK LEASING	151.002 · Suntrust Operating Account		-4,615.36
Bill	113609 LEASE 12475	11/6/2013		538.440 · Rentals & Leases	-2,307.68	2,307.68
Bill	113541 LEASE 12475	11/6/2013		538.440 · Rentals & Leases	-2,307.68	2,307.68
TOTAL					-4,615.36	4,615.36

9:56 AM
12/09/13

River Ridge Community Development District
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November 2013

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Check	DD	11/1/2013	Judy Haase {Employee}	151.002 · Suntrust Operating Account		-184.70
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TOTAL					-184.70	184.70
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TOTAL					-184.70	184.70
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TOTAL					-184.70	184.70
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Bill	404	11/6/2013		519.410 · Postage	-2.55	2.55
TOTAL					-2.55	2.55
Bill Pmt -Check	4882	11/7/2013	FEDEX	151.002 · Suntrust Operating Account		-47.22
Bill	2-448-13806	11/6/2013		519.410 · Postage	-47.22	47.22
TOTAL					-47.22	47.22
Bill Pmt -Check	4883	11/7/2013	LEE COUNTY TAX COLLECTOR	151.002 · Suntrust Operating Account		-4.52
Bill	13-00559458 1113	11/6/2013		519.960 · Property Taxes	-4.52	4.52
TOTAL					-4.52	4.52
Bill Pmt -Check	4884	11/7/2013	LEE COUNTY UTILITIES	151.002 · Suntrust Operating Account		-25.42
Bill	1074780-6 102113	11/6/2013		538.432 · Water and Irrigation	-25.42	25.42
TOTAL					-25.42	25.42
Bill Pmt -Check	4885	11/7/2013	OLD NATIONAL BANK LEASING	151.002 · Suntrust Operating Account		-4,615.36
Bill	113609 LEASE 12475	11/6/2013		538.440 · Rentals & Leases	-2,307.68	2,307.68
Bill	113541 LEASE 12475	11/6/2013		538.440 · Rentals & Leases	-2,307.68	2,307.68
TOTAL					-4,615.36	4,615.36

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River Ridge Community Development District
Check Register
November 2013

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	4886	11/7/2013	THE BRICKMAN GROUP LTD, LLC	151.002 · Suntrust Operating Account		-1,004.00
Bill	1441494147	11/6/2013		538.340 · Other Contractual Services	-1,004.00	1,004.00
TOTAL					-1,004.00	1,004.00
Bill Pmt -Check	4887	11/7/2013	WRATHELL, HUNT AND ASSOCIATES, LLC	151.002 · Suntrust Operating Account		-4,838.50
Bill	2006-7085	11/6/2013		513.311 · Management	-4,117.66	4,117.66
				519.411 · Telephone	-33.33	33.33
				519.470 · Printing and Binding	-62.50	62.50
				539.020 · Field Management	-416.67	416.67
				538.336 · Q & A	-208.34	208.34
TOTAL					-4,838.50	4,838.50