

**RIVER RIDGE**  
**COMMUNITY DEVELOPMENT**  
**DISTRICT**

**REGULAR MEETING**  
**AGENDA**

**September 29, 2016**

**River Ridge Community Development District**  
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431  
Phone (561) 571-0010 • Fax (561) 571-0013 • Toll-free: (877) 276-0889

September 22, 2016

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

Board of Supervisors  
River Ridge Community Development District

Dear Board Members:

A Regular Meeting of the River Ridge Community Development District's Board of Supervisors will be held on **Thursday, September 29, 2016 at 1:00 p.m.**, in the **Sound Room** at the **River Club Conference Center (Second Floor of Fitness Center)**, 4784 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. Continued Discussion: Traffic Calming
4. Discussion/Consideration: Roadway Resurfacing Loan Commitment and Documents (*to be provided under separate cover*)
5. Acceptance of Unaudited Financial Statements as of August 31, 2016
6. Approval of **August 23, 2016** Regular Meeting Minutes
  - Action/Agenda Items
7. Other Business
8. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - i. **NEXT MEETING DATE: October 25, 2016 at 1:00 P.M.**
9. Supervisors' Requests and Public Comments (*5 minutes per speaker*)
10. Adjournment

Feel free to contact me directly at 239-464-7114 with any questions and/or concerns.

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  
FINANCIAL STATEMENTS  
UNAUDITED  
AUGUST 31, 2016**

**RIVER RIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
AUGUST 31, 2016**

	<u>Balance</u>
<b>ASSETS</b>	
Cash	\$341,205
Total assets	<u>\$341,205</u>
<b>LIABILITIES</b>	
Accounts payable	<u>\$ 7,405</u>
Total liabilities	<u>7,405</u>
<b>FUND BALANCE</b>	
Unassigned	<u>333,800</u>
Total fund balance	<u>333,800</u>
Total liabilities and fund balance	<u>\$341,205</u>

**RIVER RIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - GENERAL FUND  
FOR THE PERIOD ENDED AUGUST 31, 2016**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy	\$ -	\$ 546,444	\$ 544,367	100%
Miscellaneous: Pelican Sound	-	-	500	0%
Interest & miscellaneous	12	144	750	19%
Total revenues	<u>12</u>	<u>546,588</u>	<u>545,617</u>	100%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Supervisors	1,077	10,119	10,918	93%
Management/accounting	4,284	47,124	51,408	92%
Audit	-	4,544	7,100	64%
Special assessment preparation	-	6,500	6,500	100%
Legal	935	9,102	10,000	91%
Engineering	4,010	22,081	10,000	221%
NPDES reporting filing	625	12,435	15,000	83%
Telephone	33	367	400	92%
Postage	166	877	750	117%
Insurance	-	6,753	6,986	97%
Printing & binding	63	688	750	92%
Legal advertising	493	920	1,000	92%
Contingencies	62	2,197	3,000	73%
Subscriptions & memberships	-	175	175	100%
Website maintenance	-	600	500	120%
Property taxes	-	7	-	N/A
Total administrative	<u>11,748</u>	<u>124,489</u>	<u>124,487</u>	100%
<b>Field services</b>				
Other contractual - field management				
Q & A	217	2,384	2,601	92%
Other contractual - wetland 9 maintenance	1,870	27,067	-	N/A
Contingencies	-	-	1,000	0%
Other contractual	-	-	38,000	0%
Street lighting	276	2,711	3,000	90%
Plant replacement	-	2,766	2,500	111%
Street sweeping	-	-	10,000	0%
Roadway repairs	-	1,421	5,000	28%
Capital outlay-lake bank erosion repairs	-	6,270	-	N/A
Aquascaping	-	7,072	25,000	28%
Total field services	<u>2,363</u>	<u>49,691</u>	<u>87,101</u>	57%

**RIVER RIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - GENERAL FUND  
FOR THE PERIOD ENDED AUGUST 31, 2016**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees and charges</b>				
Property appraiser	-	1,571	1,725	91%
Tax collector	-	2,199	2,588	85%
Total other fees and charges	-	3,770	4,313	87%
Subtotal expenditures: general	14,111	177,950	215,901	82%
<b>Pelican Sound program (lake &amp; wetland maintenance)</b>				
<b>Professional services</b>				
Audit	-	2,556	4,000	64%
Legal	-	-	2,000	0%
Engineering	-	-	2,000	0%
Total professional services	-	2,556	8,000	32%
<b>Field services</b>				
Other contractual				
Field management	417	4,583	5,000	92%
Lake/wetland	6,281	65,091	58,000	112%
Capital outlay - reimbursement to PSGRC	-	56,283	56,216	100%
Roadway resurfacing	-	49,061	200,000	25%
Contingencies	-	750	2,500	30%
Total field services	6,698	175,768	321,716	55%
Subtotal expenditures: Pelican Sound	6,698	178,324	329,716	54%
Total expenditures	20,809	356,274	545,617	65%
Net change in fund balances	(20,797)	190,314	-	
Fund balances - beginning				
Committed				
Pelican Sound program	190,819	31,471	35,914	
Unassigned	163,778	112,015	150,138	
Fund balances - ending				
Committed				
Pelican Sound program	184,121	184,121	35,914	
Unassigned	149,679	149,679	150,138	
Fund balances - ending	<u>\$ 333,800</u>	<u>\$ 333,800</u>	<u>\$ 186,052</u>	

**RIVER RIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
CHECK REGISTER  
AUGUST 31, 2016**



**River Ridge Community Development District**  
**Check Register**  
**August 2016**

Num	Date	Name	Account	Paid Amount	Original Amount
DD	08/26/2016	Judy Haase {Employee}	151.002 - Suntrust Operating Account		-184.70
			511.00 - Supervisor's Fees	-184.70	184.70
TOTAL				-184.70	184.70
DD	08/26/2016	TERRY MOUNTFORD {Employee}	151.002 - Suntrust Operating Account		-184.70
			511.00 - Supervisor's Fees	-184.70	184.70
TOTAL				-184.70	184.70
DD	08/26/2016	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
298	08/26/2016	JAMES E. GILMAN JR.	151.002 - Suntrust Operating Account		-184.70
			511.00 - Supervisor's Fees	-184.70	184.70
TOTAL				-184.70	184.70
299	08/26/2016	ROBERT SCHULTZ {Employee}	151.002 - Suntrust Operating Account		-184.70
			511.00 - Supervisor's Fees	-184.70	184.70
TOTAL				-184.70	184.70
5262	08/04/2016	F P L	151.002 - Suntrust Operating Account		-275.61
55697-04520 0727...	08/03/2016		538.431 - Street Lighting	-275.61	275.61
TOTAL				-275.61	275.61
5263	08/04/2016	FEDEX	151.002 - Suntrust Operating Account		-5.74
5-484-71588	07/26/2016		519.410 - Postage	-5.74	5.74
TOTAL				-5.74	5.74
5264	08/04/2016	HOLE, MONTES, INC.	151.002 - Suntrust Operating Account		-1,363.50

**River Ridge Community Development District**  
**Check Register**  
**August 2016**

Num	Date	Name	Account	Paid Amount	Original Amount
74341	08/01/2016		519.320 · Engineering	-1,363.50	1,363.50
TOTAL				-1,363.50	1,363.50
<b>5265</b>	<b>08/04/2016</b>	<b>NEWS PRESS</b>	<b>151.002 · Suntrust Operating Account</b>		<b>-492.77</b>
0000119417	08/02/2016		519.480 · Legal Advertising	-492.77	492.77
TOTAL				-492.77	492.77
<b>5266</b>	<b>08/04/2016</b>	<b>WOODWARD, PIRES AND LOMBARDO. P.A.</b>	<b>151.002 · Suntrust Operating Account</b>		<b>-935.10</b>
8606-000M 237	08/01/2016		514.310 · Legal Fees	-935.10	935.10
TOTAL				-935.10	935.10
<b>5267</b>	<b>08/04/2016</b>	<b>WRATHELL, HUNT AND ASSOCIATES, LLC</b>	<b>151.002 · Suntrust Operating Account</b>		<b>-5,013.25</b>
2006-9650	08/01/2016		513.311 · Management	-4,284.00	4,284.00
			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	-216.75	216.75
TOTAL				-5,013.25	5,013.25
<b>5268</b>	<b>08/19/2016</b>	<b>ADAMS, CHUCK</b>	<b>151.002 · Suntrust Operating Account</b>		<b>-54.34</b>
102380286	08/12/2016		519.410 · Postage	-54.34	54.34
TOTAL				-54.34	54.34
<b>5269</b>	<b>08/19/2016</b>	<b>AVENTURA ISLES CDD</b>	<b>151.002 · Suntrust Operating Account</b>		<b>-3.32</b>
0817	08/17/2016		519.410 · Postage	-3.32	3.32
TOTAL				-3.32	3.32
<b>5270</b>	<b>08/19/2016</b>	<b>FEDEX</b>	<b>151.002 · Suntrust Operating Account</b>		<b>-12.36</b>
5-499-30191	08/18/2016		519.410 · Postage	-12.36	12.36
TOTAL				-12.36	12.36

**River Ridge Community Development District**  
**Check Register**  
**August 2016**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
5271	08/19/2016	GIRARD ENVIRONMENTAL SERVICES, INC.	151.002 - Suntrust Operating Account		-1,870.00
162340	08/17/2016		538.340 - Other Contractual Services	-1,870.00	1,870.00
TOTAL				-1,870.00	1,870.00
5272	08/19/2016	JOHNSON ENGINEERING, INC.	151.002 - Suntrust Operating Account		-625.00
20044471-014 7	08/17/2016		538.300 - NPDES Program	-625.00	625.00
TOTAL				-625.00	625.00
5273	08/19/2016	LAKE & WETLAND MANAGEMENT	151.002 - Suntrust Operating Account		-1,620.40
3009	08/17/2016		539.021 - Lake/Wetland	-1,620.40	4,660.16
TOTAL				-1,620.40	4,660.16

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**MINUTES OF MEETING  
RIVER RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

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A Public Hearing and Regular Meeting of the River Ridge Community Development District's Board of Supervisors was held on **Tuesday, August 23, 2016** at **1:00 p.m.**, in the **River Room** at the **River Club Conference Center (Second Floor of Fitness Center), 4784 Pelican Sound Boulevard, Estero, Florida 33928.**

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**Present at the meeting were:**

Terry Mountford	Chair
Bob Schultz ( <i>via telephone</i> )	Vice Chair
James Gilman	Assistant Secretary
Judy Haase ( <i>via telephone</i> )	Assistant Secretary
Tom Schoenheider	Assistant Secretary

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**Also present were:**

Chuck Adams	District Manager
Cleo Crismond	Assistant Regional Manager
Charlie Krebs	District Engineer
Tony Pires	District Counsel
Jim Whitmore	PSGRC General Manager
Raquel McIntosh ( <i>via telephone</i> )	Grau & Associates
Larry Fiesel	Resident

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**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 1:02 p.m., and noted, for the record, that Supervisors Mountford, Gilman and Schoenheider were present, in person. Supervisors Schultz and Haase were attending via telephone.

**On MOTION by Mr. Mountford and seconded by Mr. Gilman, with all in favor, authorizing Mr. Schultz and Ms. Haase's attendance and full participation, via telephone, due to exceptional circumstances, was approved.**

**SECOND ORDER OF BUSINESS**

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

43 There being no public comments, the next item followed.

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45 **SECOND ORDER OF BUSINESS**

**Presentation of Audited Financial Report  
for Fiscal Year Ended September 30,  
2015, Prepared by Grau & Associates**

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49 Ms. Raquel McIntosh, of Grau & Associates, presented the Audited Financial Report for  
50 the Fiscal Year Ended September 30, 2015. The “Independent Auditor’s Report”, on Pages 1  
51 and 2, reflected that the financial statements presented fairly, in all material respects, the  
52 financial position of the District for the fiscal year ending September 30, 2015. The “Balance  
53 Sheet”, on Page 9, reflected “Fund balance – governmental funds” of \$143,494; approximately  
54 \$31,000 was assigned to the Pelican Sound program. The remaining \$112,000 could be spent at  
55 the Board’s discretion.

56 Ms. McIntosh referred to The “Statement of Revenues, Expenditures, and Changes in  
57 Fund Balances” for the “Governmental Funds”, on Page 10, which reflected a “Fund balances –  
58 ending” of \$143,494. “Revenues” were less than “Expenses” by \$100,000. According to the  
59 “Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual –  
60 General Fund”, on Page 17, the Board anticipated using existing fund balance for the fiscal year.  
61 Under “Excess (deficiency) of revenues over (under) expenditures”, the District had an overall  
62 deficiency of approximately \$156,000; however, the actual amount needed from fund balance to  
63 cover operating expenses was \$100,213. On Page 18, the “notes” did not change from the prior  
64 year. The “Independent Auditor’s Report on Internal Control Over Financial Reporting and on  
65 Compliance and Other Matters”, on Pages 19 and 20, reflected no material weaknesses or  
66 deficiencies in internal control. The “Independent Auditor’s Report on Compliance with the  
67 Requirements of Section 218.415, Florida Statutes, Required by Rule 10.556(10) of the Auditor  
68 General of the State of Florida”, on Page 21, indicated that the District was in compliance with  
69 the Statute. The “Report to Management”, on Page 23, reflected no “findings”; it was a “clean”  
70 audit.

71 Mr. Pires asked why the audit was dated April 29, 2016 and was not provided to the  
72 Board, prior to being sent to the Auditor General. Mr. Adams confirmed that the audit was filed  
73 with the Auditor General, prior to June 30, which was a statutory requirement. There was no

74 legal requirement for the Board to accept the audit prior to submission. A corrected or updated  
75 version of the audit may be submitted, if there were any material edits or corrections.

76 Mr. Mountford asked how depreciated was calculated. Ms. McIntosh indicated that the  
77 straight-line method was used for depreciation and, depending on the type of asset, it is  
78 depreciated over a different period. For depreciation of assets, she referred to the schedule on  
79 Page 13. Mr. Mountford stated that, as improvements are constantly made and money is  
80 invested in infrastructure, there would not be a mathematical reduction to a fixed asset, as they  
81 are not fixed assets and were probably appreciating. Mr. Adams explained that infrastructure  
82 does not appreciate in value; it deteriorates, based upon the years identified for buildings and  
83 improvements versus general infrastructure.

84 Mr. Adams reported that the Board was currently going through a reinvestment program  
85 for its roadways and asked how this pertained to the audit, going forward. Ms. McIntosh  
86 indicated that it depended; if a major roadway improvement would either extend the life or  
87 increase the value of the road, it would be capitalized and placed on the Fixed Asset Schedule as  
88 an asset. Minor road repaving, such as milling and resurfacing, would be considered a repair and  
89 maintenance and the expenditure would be to maintain the road in its current condition, versus a  
90 major overhaul of the roadways, which would become a capital asset that would be depreciated  
91 over the life of the road.

92 Mr. Adams stated that the District was embarking on miscellaneous curb and gutter  
93 repairs and would be milling and overlaying the road, while, at the same time, making sub-grade  
94 repairs. The entire roadway system would be capitalized. An Extended Life Depreciation  
95 Schedule would be included in the Fiscal Year 2017 audit, as this work would not commence  
96 until October or November.

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98 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-3,  
Accepting the Audited Financial Report  
for the Fiscal Year Ended September 30,  
2015**

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Mr. Adams presented Resolution 2016-3 for the Board’s consideration.

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On MOTION by Mr. Gilman and seconded by Mr. Schoenheider, with all in favor, Resolution 2016-7, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2015, was adopted.

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*\*\*\*Ms. McIntosh left the meeting.\*\*\**

**FIFTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Adoption of the District’s Final Budget for Fiscal Year 2016/2017, Pursuant to Florida Law**

**A. Affidavit/Proof of Publication**

Mr. Adams presented the affidavit of publication for today’s Public Hearing and Regular Meeting and noted that it was properly advertised.

**B. Consideration of Resolution 2016-4, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2016, and Ending September 30, 2017; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Adams distributed a revised version of Resolution 2016-4 for the Board’s consideration. He noted that, on Page 2, the date in Paragraph “c” was changed from August 25 to August 23 and, under “APPROPRIATIONS”, the “TOTAL GENERAL FUND” and “TOTAL ALL FUNDS” amounts were changed, as the amounts must match. The correct amount was \$544,344. Exhibit A to the resolution was the proposed Fiscal Year 2017 budget, which had no significant changes. There was a slight reduction in overall appropriations, resulting in a slight reduction in overall assessments. The non-Pelican Sound assessment decreased by \$0.22, while the Pelican Sound assessment decreased by \$0.99, from Fiscal Year 2016.

Mr. Adams advised that the District was embarking on a road resurfacing project, in Fiscal Year 2017, for which the Board appropriated \$200,000, in Fiscal Year 2016. A portion the funds were used for the preparatory work for the repaving, which included curb, gutter and sidewalk repairs. At a prior meeting, the Board approved a five-year financing with Florida Community Bank. A Term Letter was presented to the Board; however, the amount would change based on the bid results and award the contract. A revised letter would be provided at the September meeting.

141 In response to Mr. Mountford’s question, Mr. Adams confirmed that the roadway  
142 resurfacing was scheduled for October, 2016, which was in Fiscal Year 2017.

143 Mr. Schultz asked if the financing term could be changed from five years to three years.  
144 Mr. Adams replied affirmatively; however, three years was aggressive, considering that the  
145 contract was expected to be around \$600,000; although, \$200,000 was currently allocated in the  
146 budget for the resurfacing. Mr. Adams believed that allocating the interest expense over three  
147 years was aggressive and recommended a four-year term.

148 **\*\*\*Mr. Adams opened the Public Hearing.\*\*\***

149 There were no public comments.

150 **\*\*\*Mr. Adams closed the Public Hearing.\*\*\***

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**On MOTION by Mr. Mountford and seconded by Mr. Gilman,  
with all in favor, Resolution 2016-4, Relating to the Annual  
Appropriations and Adopting the Budget for the Fiscal Year  
Beginning October 1, 2016, and Ending September 30, 2017;  
Authorizing Budget Amendments; and Providing an Effective  
Date, was adopted.**

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160 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-5,  
Making a Determination of Benefit and  
Imposing Special Assessments for Fiscal  
Year 2016/2017; Providing for the  
Collection and Enforcement of Special  
Assessments; Certifying an Assessment  
Roll; Providing for Amendments to the  
Assessment Roll; Providing a Severability  
Clause; and Providing an Effective Date**

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170 Mr. Adams presented Resolution 2016-5 for the Board’s consideration. He explained  
171 that this resolution considered the adopted Fiscal Year 2017 budget and the assessment levels  
172 within the budget, directed Staff to finalize the lien roll and submit the lien roll, resolution and  
173 final budget to the tax collector, for collection of on-roll assessments.

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**On MOTION by Mr. Mountford and seconded by Mr. Gilman, with all in favor, Resolution 2016-5, Consideration of Resolution 2016-5, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2016/2017; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-6, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017**

Mr. Adams presented Resolution 2016-6 for the Board’s consideration. He stated that the meeting schedule followed the same schedule as prior years, which was the fourth Tuesday of each month, at 1:00 p.m., at this location, with the exception of November and December, which were scheduled one week prior, due to holidays. He noted that the Proposed Budget would be presented in May and the final budget for adoption in August. Additional meetings could be scheduled with ten days notice and cancelled if there were no business items to consider.

**On MOTION by Mr. Gilman and seconded by Mr. Schoenheider, with all in favor, Resolution 2016-6, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017 and authorizing Staff to advertise, accordingly, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Continued Discussion: Traffic Calming**

Mr. Schoenheider asked if Mr. Adams obtained the software for the radar sign. Mr. Adams was having trouble communicating with the sign and was awaiting a new app. It should arrive in the next 60 to 90 days and should be ready for the season, when it is critical.

Mr. Adams requested that this item remain on the agenda, permanently.

**NINTH ORDER OF BUSINESS**

**Presentation of Annual Quality Assurance Audit: Lake Maintenance**

- A. Memorandum: Lake Maintenance**
- B. Evaluation Sheets/Photos**

216 **C. Memorandum: Dry Detention**217 **D. Photos**218 **E. Detailed Contract Specifications**

219 Ms. Crismond reviewed the memorandum regarding the yearly on-site audit review of the  
220 District-owned lakes within Pelican Sound, which Staff conducted on June 21, 2016. She  
221 indicated that the contract calls for a review and maintenance of the aeration systems, twice per  
222 year.

223 Ms. Crismond contacted Mr. Gonzalo Ayers, of Lake & Wetland Management (Lake &  
224 Wetland), because she had received the Inspection Report; however, the report was inadequate,  
225 so Ms. Crismond issued a Defective Work Notice, providing Lake & Wetland several weeks to  
226 “get it right”. She provided Mr. Ayers with a complete report from a past lake maintenance  
227 company, so they had the correct lake numbers; Lake & Wetland failed to list all of the aeration  
228 systems and the correct lake numbers. Mr. Ayers submitted a revised report, reflecting that all  
229 systems had been inspected and serviced. During the annual lake audit, as suspected, the  
230 required aeration maintenance had not been performed. Based on field observations, Ms.  
231 Crismond hired LakeMasters Aquatic Weed Control, Inc., (LakeMasters), who has an  
232 outstanding Aeration Department. LakeMasters worked on numerous projects with Management  
233 and Ms. Crismond trusted them. LakeMasters performed an inspection of all aeration systems  
234 and Ms. Crismond sent Lake & Wetland a letter advising them that monies were being deducted  
235 from their contract services to perform the required maintenance.

236 Ms. Crismond pointed out that Lake & Wetland outsources aeration, which the Board  
237 was advised of when considering bids and Management continued to have issues with  
238 communication. When she sent Lake & Wetland a work order request, they did not respond.  
239 Lake & Wetland was supposed to treat weeds in the dry detention area, over the summer but  
240 failed to do so, so she hired LakeMasters and the work was completed in one week. When Ms.  
241 Crismond sent an email to Lake & Wetland about the audit findings, there were some concerns  
242 with an area in the dry detention being out of compliance, as well, which had duck weed and  
243 algae. Now, residents were complaining. Mr. Ayers indicated that they were going to add Sonar  
244 and guaranteed results in 90 days. She could not understand why a chemical would be added to  
245 the flow way, during the wet season, as it would flow right out to the river and not have any  
246 effect. Ms. Crismond had not heard anything from Mr. Ayers since that communication.

247 Mr. Mountford asked how the duck weed could be maintained if a chemical was added.  
248 Ms. Crismond did not think that duck weed could be raked. She asked them to rake algae and  
249 unplug the flow way, where algae was plugging the bleeder. Mr. Whitmore noticed someone in  
250 the detention area, in the last several days, raking material out. Ms. Crismond noted that  
251 LakeMasters was cleaning all ditches in the flow way. The outfall ditch would be cleaned next  
252 week. Mr. Whitmore saw them spray weeds. Ms. Crismond asked LakeMasters to perform the  
253 cleanout of the FPL ditch and to remove the Bullrush and Leather Fern along the dry detention,  
254 abutting residents' homes.

255 Mr. Mountford asked if the aeration cabinets were being maintained. Ms. Crismond  
256 explained that the aeration cabinets must be cleaned out, sprayed for ants and filters must be  
257 replaced; as a part of the ongoing maintenance in the contract. Due to exposure to the elements,  
258 at some point, the housing must be replaced. Lake & Wetland was supposed to inform Staff  
259 about these issues; during their bi-annual inspection. As a result, Ms. Crismond withheld  
260 approximately \$3,000 from Lake & Wetland's monthly contract for services, in order to cover  
261 the cost for this exercise.

262 Ms. Crismond recalled that the contract was awarded to Lake & Wetland in October,  
263 2015. It is a one-year contract, with a second year option of renewal; however, there is a 30-day  
264 cancellation notice provided. At the time that the request for proposals (RFP) was conducted,  
265 three contractors submitted proposals; Lake & Wetland bid \$55,922, EarthBalance bid \$63,023  
266 and LakeMasters bid \$70,884. EarthBalance is a wetland contractor; they handle the bulk of the  
267 District's littoral planting projects and excel with wetland work. EarthBalance does not perform  
268 lake maintenance; Ms. Crismond assumed that they outsource to Aquagenix however that is not  
269 known as a fact. The Board could consider EarthBalance, or allow the current contract to expire  
270 and go out for RFP again. Mr. Whitmore utilizes LakeMasters for their dry detention  
271 maintenance and to maintain the fountains.

272 Mr. Mountford asked if LakeMasters performed their own work. Mr. Whitmore replied  
273 affirmatively. Ms. Crismond noted that LakeMasters performs in-house all of their aeration,  
274 lake, wetland and fountain maintenance. Mr. Mountford recalled that the Board had an issue  
275 with LakeMasters' price. Mr. Whitmore pointed out that the golf course used LakeMasters years  
276 ago and then Aquagenix outbid by \$10,000; the golf course switched to Aquagenix but  
277 eventually switched back to LakeMasters.

278 Ms. Crismond stated that LakeMasters responds immediately to requests. They will be  
279 out the next day. In response to Mr. Schoenheider’s question, Ms. Crismond recommended that  
280 the Board dismiss Lake & Wetland and consider LakeMasters. Mr. Adams noted a start date of  
281 October 1, allowing the 30-day cancellation. In response to Mr. Pires’ question, Ms. Crismond  
282 confirmed that the LakeMasters contract was similar to the current one; annual, with a 30-day  
283 cancellation and a second year option. Mr. Whitmore believed that LakeMasters would  
284 negotiate, since LakeMasters was maintaining the golf course lakes. Mr. Mountford asked if the  
285 District must go through the RFP process. Ms. Crismond noted that the amount of \$70,884 did  
286 not meet the threshold for RFP. Mr. Mountford felt that paying more to maintain the lakes was  
287 insignificant, as the lakes were important to the community.

288

**On MOTION by Mr. Schoenheider and seconded by Mr. Mountford, with all in favor, termination of the agreement with Lake & Wetland Management, effective September 30, 2016, and entering into an agreement with LakeMasters Aquatic Weed Control, Inc., in a not-to-exceed amount of \$70,884, effective October 1, 2016, were approved.**

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Mr. Gilman questioned the status of Lakes H1-B and E4-A, which were discussed in May. Ms. Crismond did not receive any complaints. According to the picture included in the audit, Lake E4-A was “beautiful.” Mr. Gilman recalled that dredging 6” to 8” was supposed to occur. Mr. Whitmore explained that core samples would occur six months after the application of chemicals.

Ms. Crismond reported that, according to EarthBalance, the littoral planting project is on schedule to be completed this Friday. Mr. Mountford confirmed that EarthBalance addressed the shoreline yesterday.

Ms. Shultz asked about the repairs on River 7. Mr. Adams noted that the debris collector was separating from the wall.

**TENTH ORDER OF BUSINESS**

**Continued of Award of Contract for Roadway Resurfacing (Bid results to be provided under separate cover)**

312 Mr. Krebs presented the roadway resurfacing bids and stated that the bid opening was  
313 held last Thursday. Three companies submitted bids; Ajax Paving Industries of Florida, LLC  
314 (Ajax), Bonness Inc. (Bonness) and Community Asphalt (Community). Of the three companies,  
315 Bonness submitted the lowest bid, of \$580,000, Ajax was the second lowest, at \$613,000 and  
316 Community was third, at \$614,000. Staff contacted Bonness about a one-time striping; the bid  
317 documents called for a temporary striping and applying the thermoplastic later. Bonness had two  
318 errors on their unit prices, which did not affect their final bid amount.

319 Mr. Krebs noted that Bonness performed sidewalk repairs and curb repairs in Island  
320 Sound. Ajax handled prior projects for the District. Mr. Krebs had not worked with  
321 Community.

322 In Mr. Krebs' opinion, Ajax and Bonness Inc. (Bonness), were the top candidates. Island  
323 Sound residents were pleased with Bonness' work. Mr. Krebs felt that either company would  
324 provide a good product. Mr. Pires wanted a recommendation on what company was the lowest,  
325 qualified, responsive, responsible, competent bidder with the bid that was most advantageous to  
326 and in the best interest of the District. Mr. Krebs was surprised by Bonness' bid but was  
327 comfortable with Bonness resurfacing the roads in the community, as well as work in Island  
328 Sound for \$580,000. Mr. Krebs would monitor Bonness to ensure that the resurfacing was being  
329 performed correctly.

330 Mr. Krebs reported that, unrelated to this bid, Bonness provided a bid for limerock  
331 repairs behind the inlet, in the multi-family area, which was undermined. Mr. Krebs wanted  
332 Bonness to pull the area out, refill and compact it, because water gets trapped. Mr. Mountford  
333 asked what would happen if there was more extensive work than anticipated and Bonness  
334 exceeded the bid amount of \$17,000. Mr. Krebs explained that \$17,000 was for 1,000 yards of  
335 limerock, which was more than sufficient. Mr. Mountford described an area in The Masters that  
336 had three dips in the road, which must be repaired. Mr. Krebs reviewed the dips in Island Sound  
337 but, when the dips were inspected, there was no fractured limerock. The contractor used  
338 caprock, a thicker course of asphalt, to fill in those dips, which was allowed by the Florida  
339 Department of Transportation (FDOT). If the asphalt was exposed and the limerock was  
340 fractured, the asphalt would be cut and re-compacted. Mr. Mountford asked how much Ajax  
341 charged for limerock repairs. Mr. Krebs estimated \$20,000, or \$45 per hour.

342 In response to Mr. Gilman's question, Mr. Krebs confirmed that the milling and asphalt  
343 numbers between Bonness and Ajax vary. The pavement markers and reflectors were the same  
344 for every community. Mr. Gilman preferred that Bonness complete the limerock work, based on  
345 their bid, which was \$3,000 less than Ajax. Mr. Krebs concurred.

346 Mr. Schoenheider asked about "*Removal and/or replacement of usable material, i.e. rock*  
347 *or muck – below grade was not included*", in the Bonness proposal. Mr. Krebs clarified that  
348 these were Bonness' exclusions and assumptions in the bid. If there was unsuitable material,  
349 such as muck or rock and the contractor had to expose the limerock, if the original road was not  
350 on subgrade and there was muck or unsuitable material, their bid did not cover removal of the  
351 unsuitable material. Bonness assumed that the road was constructed according to the permit;  
352 they performed the proper subgrade stabilization, brought in clean fill and removed any unusable  
353 fill. If the limerock must be exposed because it was fractured or settled, over the years, if the  
354 contractor determines that the road was built on muck, the contractor was not submitting a bid to  
355 remove the muck. If the contractor finds areas where there were depressions and the limerock  
356 was fractured, when they open up the limerock and discover garbage underneath, the contractor  
357 must address that section. Mr. Krebs did not believe that the roads were built that way. In  
358 response to Mr. Gillman's question, Mr. Krebs defined rock as naturally occurring rock. Mr.  
359 Krebs surmised that the contractor did not prepare the road bedding correctly, cut costs and  
360 performed the work incorrectly by placing limerock on top of caprock.

361 Mr. Gilman noted that that this was a lump sum proposal. Mr. Krebs confirmed that all  
362 proposals were lump sum proposals.

363 Mr. Shultz asked about Bonness' performance regarding change orders. Mr. Krebs noted  
364 that the change order for the sidewalk was completed; the work was performed and included  
365 additional requirements. Bonness was responsive for providing information before conclusion of  
366 the project. Mr. Krebs was communicating with Bonness on a current project by email.  
367 Inspections were performed and, this Friday, Mr. Krebs was meeting with Bonness'  
368 Superintendent to address non-finished areas. Mr. Krebs did not have a bad experience with  
369 Bonness concerning change orders.

370 Mr. Schultz received the pricing bid sheet by email and asked if the conditions and  
371 qualifications were included in the proposal, which Mr. Krebs was concerned about. Mr. Krebs  
372 would email Bonness' W-9, insurance and licenses to Mr. Adams. Mr. Krebs reviewed the bids

373 with Ms. Nichole Monahan, of Hole, Montes, who handles County roadwork, and, with the  
374 exception of the striping, the bids were consistent.

375 Mr. Schultz asked what was included in Amendment 1. Mr. Krebs recalled that unit costs  
376 were incorrectly identified on the bid sheet as square feet versus square yards, and that Bonness  
377 wanted to confirm that this project was “an all or nothing job”. Mr. Schultz asked if the work  
378 hours changed. Mr. Whitmore told Bonness to be onsite at 7:30 a.m. but not start work until  
379 8:00 p.m. Mr. Schultz referred to the specifications, which list Bonness’ working hours as 7:00  
380 a.m. but not starting work until 7:30 p.m. Mr. Whitmore agreed with allowing work to  
381 commence at 7:30 a.m. on large projects, like the roofing project.

382 Mr. Schultz asked if adding reflective pavement markers on Pinehurst Greens Drive was  
383 included in the contract. Mr. Adams suspected that this could be negotiated at no cost. Mr.  
384 Schultz asked if there was an estimated time frame for completing the work. Mr. Krebs could  
385 not recall and would provide an estimate. In response to Mr. Schultz’ question, Mr. Adams  
386 anticipated that the work would not take 90 days. Mr. Krebs suspected that, once Bonness was  
387 in the community, they would move through quickly, starting in October. Mr. Pires advised that,  
388 if the Board took action, the District Manager would send a notice of award to the successful  
389 bidder, requesting certificates of insurance and a signed contract. A schedule would be  
390 completed and a Notice to Proceed would be issued.

391 Mr. Adams asked if Mr. Krebs confirmed no scheduling issues with Bonness; a \$32,000  
392 savings was nice but not if Bonness could not start the work until December. Mr. Krebs  
393 discussed this with Bonness.

394 Mr. Whitmore recalled discussing one section of road, from just past Torrey Pines to the  
395 River Club, and if the CDD would reimburse the golf club or Bonness would provide a separate  
396 bill. Mr. Pires was uncomfortable with this being part of the CDD’s contract. Mr. Whitmore  
397 wanted further discussion, once the contracts were awarded. Mr. Krebs would provide contact  
398 information to Mr. Whitmore.

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**On MOTION by Mr. Gilman and seconded by Mr. Schoenheider, with all in favor, awarding the contract for the roadway resurfacing to Bonness Inc., the lowest, most responsive, responsible bidder, in a not-to-exceed amount of \$580,000, waiving minor variations in the bid, as verified by the District Engineer, was approved.**

406 **ELEVENTH ORDER OF BUSINESS** **Approval of Unaudited Financial**  
407 **Statements as of July 31, 2016**  
408

409 Mr. Adams presented the Unaudited Financial Statements as of July 31, 2016. He  
410 received a correction from Ms. Haase, on Page 2, under “Roadway repairs”. The expense of  
411 \$50,482 should be moved to “Roadway resurfacing”, on Page 3.

412  
413 **TWELFTH ORDER OF BUSINESS** **Approval of June 28, 2016 Regular**  
414 **Meeting Minutes**  
415

416 Mr. Adams presented the June 28, 2016 Regular Meeting Minutes and asked for any  
417 additions, deletions or corrections.

418 The following changes were made:

419 Line 50: Change “that the Board” to “the Board”

420 Line 102: Change “seated” to “election day occurs”

421  
422 **On MOTION by Mr. Mountford and seconded by Mr.**  
423 **Schoenheider, with all in favor, the June 28, 2016 Regular**  
424 **Meeting Minutes, as amended, were approved.**  
425

426  
427 • **Action/Agenda Items**

428 Items 1, 2, 3, 6, 7, 9, 13, 14, and 15 were continued.

429 Items 4, 5, 8, 10, 11 and 12 were completed.

430 Regarding Item 5, Mr. Adams reported that the contractor was delayed but would be  
431 mobilizing to complete all sidewalk repairs and grinding later this week, or Monday, at the latest.

432 Regarding Item 7, Mr. Whitmore would provide pictures, as issues occur. The best time  
433 to examine the sidewalks was after pressure washing.

434 Regarding Item 8, Mr. Adams reported that the South Florida Water Management District  
435 (SFWMD) confirmed that the clearing was maintenance related and did not require additional  
436 approvals or permits. The cleaning upstream was completed. Tree trunks and root balls were  
437 removed. Downstream, the canopy over the flow way would be cleaned next week.

438 Mr. Schultz asked what would happen with the treatment on Lake E4-A with the  
439 changing of contractors. Ms. Crismond recalled that a Bio Zyme treatment was placed in the



440 lake the end of May and would be re-evaluated in six months. LakeMasters will evaluate and  
441 make a recommendation to the Board at that time. . Mr. Schultz requested this as an action item.

442

443 **THIRTEENTH ORDER OF BUSINESS**                      **Other Business**

444

445                      There being no other business, the next item followed.

446

447 **FOURTEENTH ORDER OF BUSINESS**                      **Staff Reports**

448

449 **A. District Counsel**

450                      There being no report, the next item followed.

451 **B. District Engineer**

452                      Mr. Krebs provided a copy of the punch list of items reviewed in the field. The majority  
453 of the work was trimming the exposed root barrier. Several areas were not backfilled to make  
454 the curb level when the floor board was pulled, such as in The Masters, which was bad. When  
455 Bonness completed the work, they removed sod. One inlet must be addressed, as it was a  
456 tripping hazard and there were cracks in curbs in The Masters. Mr. Krebs would obtain a  
457 proposal. In two areas, Bonness did not do the work because there was no justification to spend  
458 money on curb repairs that were not going to improve it, such as in Torrey Pines, where the  
459 radius was holding water, due to the way the road was originally constructed. In Island Sound,  
460 Bonness removed two sections of curb, instead of the entire length that was designated, and  
461 raised it. There was probably a 1” lip at the edge of payment. In October, Bonness would pour  
462 asphalt along the curb line, which should help move water down to the inlet. It was draining two  
463 days ago.

464                      Mr. Mountford noticed stress cracks in The Masters, which would not cause any damage  
465 but were not aesthetically pleasing; however, there were many complex cracks around the  
466 community. In many cases, chunks of cement were coming up and gutters were in bad shape.  
467 Mr. Mountford noted that some stress cracks were minor but others were a .25” to .50” wide  
468 where water was seeping through. Other areas had cracks, followed by another crack, which  
469 could be caused by settling.

470                      Mr. Krebs recalled that, during the inspection, earlier in the week, an area in Palmetto  
471 Dunes, close to the Maintenance Facility, did not initially have damage but the curb was now

472 broken, causing a tripping hazard. He asked Bonness to look at this area. There was cracking  
473 along the edging because of the thickness of the concrete in that area and cars running over it.  
474 The original direction from the Board was to replace curbs where there was standing water, high  
475 areas that were raised from roofs, to try to get the water to move from the high points to low  
476 points. If a crack was not impeding the water flowing to the inlet or was not severe enough that  
477 the curb was breaking up, it was not being addressed. An area that Mr. Krebs walked with Mr.  
478 Mountford had two dozen stress cracks within 40', which could have been there from ownership  
479 because heavy vehicles were stored in that area when constructing homes. It had not deteriorated  
480 but there were maturing oak trees. Money should be budgeted for curb repairs, due to the  
481 maturing oak trees.

482 Mr. Mountford suggested reconsidering curbs with wide cracks and chunks of cement.  
483 Mr. Krebs would discuss these areas with Bonness.

484 Mr. Krebs recalled that the purpose was to look for curbs that were impeding the flow.  
485 Not many in The Masters needed to be addressed. Mr. Mountford noted ten areas in The  
486 Masters.

487 Mr. Whitmore noticed areas on golf course property where curbs had stress factors but  
488 were in good shape. Staff was handling curbs that were breaking apart or creating a tripping  
489 hazard.

490 Mr. Krebs would revisit the cracked curbs.

491 Mr. Mountford voiced concern about the road resurfacing damaging curbs. Mr. Krebs  
492 pointed out that the same contractor performing the road resurfacing was repairing curbs. In  
493 several locations, 2' of curbing would be pulled out. Mr. Krebs stressed with Mr. Mountford the  
494 fact that residents would complain that their cracks were not being addressed, which they were  
495 trying to avoid. Mr. Krebs would meet with Bonness, on Friday, and request that they address  
496 the curbs on the list. Mr. Adams pointed out that this time of year was a good time to address the  
497 curbs.

498 **C. District Manager**

499 **i. NEXT MEETING DATE: September 22, 2016 at 1:00 P.M.**

500 Mr. Adams indicated that the next meeting was scheduled for September 22, 2016 at 1:00  
501 p.m., at this location; however, it was noted that September 22 was not the correct date of the  
502 September meeting. There was no quorum until September 29.

503 **FIFTEENTH ORDER OF BUSINESS** **Supervisors’ Requests and Public**  
504 **Comments (5 minutes per speaker)**

505  
506 Mr. Whitmore requested that the Board discuss inserts for the signage, as existing  
507 signage could not be cleaned. This matter would be discussed at the September meeting. Mr.  
508 Adams would obtain proposals from Lykins to change out the roadway signage.

509

510 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**

511

512 There being nothing further to discuss, the meeting adjourned.

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514 **On MOTION by Mr. Schoenheider and seconded by Mr.**  
515 **Mountford, with all in favor, the meeting adjourned at 2:14**  
516 **p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

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**ACTIVE ACTION  
AND AGENDA ITEMS**

1. **ACTION:** Speakers to identify themselves. **STATUS: ONGOING**
2. **ACTION:** Ms. Crismond will copy NVRs on resident emails regarding concerns with their particular association. Provide copies of the NVR emails to Ms. Haase. **STATUS: ONGOING**
3. **AGENDA:** Traffic calming discussion. **STATUS: ONGOING**
4. **ACTION:** Mr. Krebs will confirm with Bonness if the additional 250 linear feet of curb was included in their bid. **STATUS: ONGOING**
5. **ACTION/AGENDA:** Mr. Whitmore will take pictures of sidewalk issues and provide to the Board at each meeting. **STATUS: ONGOING**
6. **ACTION:** Mr. Adams will draft an email to all residents, advising about the curb work and the road repaving schedule. **STATUS: ONGOING**
7. **ACTION:** Mr. Krebs will touch-up sidewalks where paint is fading. **STATUS: ONGOING**
8. **ACTION/AGENDA:** Revised Term Letter from Florida Community Bank for road resurfacing financing. Mr. Adams will obtain letter and change term from five years to three years. **STATUS: ONGOING**
9. **ACTION:** Ms. Crismond will send a letter to Lake & Wetland Management, cancellation of contract to be effective September 30, 2016. **STATUS: ONGOING**
10. **ACTION:** Ms Crismond will send a notice of award to LakeMasters, requesting certificates of insurance and a signed contract. **STATUS: ONGOING**
11. **ACTION:** Mr. Whitmore will provide Bonness' contact information to Mr. \_\_\_\_\_. **STATUS: ONGOING**
12. **ACTION:** Ms. Crismond will have LakeMasters re-evaluate Lake E4-A in November as a follow-up from the Bio-Zyme treatment performed in May. **STATUS: ONGOING**
13. **ACTION:** Mr. Krebs will obtain bids for cracked curbs and inlet in The Masters. **STATUS: ONGOING**

**ACTIVE ACTION  
AND AGENDA ITEMS**

14. **ACTION/AGENDA:** Ms Crismond will contact Lykins for a proposal for directional signage insert replacements for all roadways. **STATUS: ONGOING**