

**Riverwood Community
Development District**

JUNE 21, 2022

AGENDA PACKAGE

Riverwood Community Development District
Inframark, Infrastructure Management Services

210 N. University Drive, Suite 702, Coral Springs, FL 33071

Tel: 954-603-0033 Fax: 954-345-1292

June 14, 2022

Board of Supervisors
Riverwood Community
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors will be held on Tuesday June 21, 2022, at 2:00 p.m. in the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, FL. Following is the advance agenda.

1. Call to Order and Roll Call
2. Approval of the June 21, 2022 Agenda
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
 - A. Approval of the Minutes of May 17, 2022 Meeting
 - B. Acceptance of the Financial Statements and Check Registers, May 2022
5. On-Site Manager's Report
 - A. BlackRock Paving Proposal BRA3499
6. Monthly Client Report
7. Safety and Access Control Supervisor Report
 - A. Assistant Access Control Supervisor Update
 - B. Access Control Supervisor Pay Discussion
8. Manager's Report
 - A. Discussion of the Fiscal Year 2023 Meeting Schedule
 - B. Follow Up Items
9. Attorney's Report
 - A. Vizcaya Lakes Title Search Update
10. Old Business
 - A. Rivermarsh Drive Walkway Update
11. New Business
12. Other Committee Reports
 - A. Beach Club Committee: Mr. Spillane
 - B. Campus Committee: Ms. Syrek
 - C. Dog Park Committee: Mr. Knaub
 - D. Environmental Committee: Mr. Myhrberg

- E. Finance Committee: Ms. Syrek
- F. Safety & Access Control Committee: Mr. Knaub
 - i. Committee Member Update
 - 1. Al Heyman Resignation
 - 2. Paul Ortolani Recommendation
 - 3. Harold Lanni Recommendation
- G. Sewer Committee: Mr. Gipp
- H. Strategic Planning Committee: Mr. Myhrberg
- I. Water/Utility Committee: Mr. Spillane
- 13. Supervisor Comments
- 14. Audience Comments
- 15. Adjournment

Any supporting documents not enclosed in your agenda package will be distributed at the meeting. The balance of the agenda is routine in nature and staff will present their reports at the meeting. I look forward to seeing you at the meeting and in the meantime if you have any questions, please give me a call.

Sincerely,

Justin Faircloth

Justin Faircloth, District Manager

Fourth Order of Business

4A

**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, May 17, 2022 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Michael Spillane	Chairperson
Donald Myhrberg	Vice Chairperson
Dennis Knaub	Assistant Secretary
Gregg Gipp	Assistant Secretary
Dolly Syrek	Assistant Secretary/Treasurer

Also present

Justin Faircloth	District Manager
Scott Rudacille	District Attorney
Stephen Bloom	Inframark
John Mercer	On-Site Manager
Mitch Gilbert	Florida Utility Solutions
Number of Residents	

The following is a summary of the minutes and actions taken at the May 17, 2022 meeting of the Riverwood CDD.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Spillane called the meeting to order, and Mr. Faircloth called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Approval of the May 17, 2022 Agenda

- Mr. Faircloth noted an updated budget had been provided to the Board which was not included in the agenda package.

On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor the agenda was approved as amended. 5-0

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

- 43 ○ Audience comments were received on the rules and the Beach Club.

44
45 **FOURTH ORDER OF BUSINESS** **Approval of the Consent Agenda**

- 46 **A. Approval of the Minutes of April 19, 2022 Meeting**
- 47 **B. Acceptance of Financial Statements and Check Registers, April 2022**

48
49
50 On MOTION by Ms. Syrek seconded by Mr. Myhrberg with all in
51 favor the Consent Agenda was approved as presented. 5-0

52
53 **FIFTH ORDER OF BUSINESS** **Public Hearing to Consider Amendments**
54 **to Rules and Fee Changes**

55
56
57 On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor
58 the public hearing to consider amendment to rules and fee changes
59 was opened. 5-0

- 60
- 61 ○ Mr. Spillane asked if anyone had any comments on their rules and fee changes.
- 62 ○ Audience comments were received on the increases proposed and the summer beach club
- 63 membership.

64
65 On MOTION by Ms. Syrek seconded by Mr. Myhrberg with all in
66 favor the public hearing to consider amendments to rules and fee
67 change was closed. 5-0

68
69 **A. Consideration of Resolution 2022-05, Amendments to Rules Relating to Water and**
70 **Sewer Utility Rules, Riverwood Campus, Membership, Riverwood Activity Center,**
71 **Beach Club Facilities, Campus Access Control and Fee and Charges**

72
73
74 On MOTION by Mr. Knaub seconded by Mr. Myhrberg with all in
75 favor Resolution 2022-05, amendments to rules relating to water and
76 sewer utility rules, Riverwood campus, membership, Riverwood
77 Activity Center, Beach Club facilities, Campus Access Control and
78 fee and charges with the version in the agenda package were
79 adopted.5-0

80
81
82
83

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

85 **A. Gate Arm Strike Repair**

86 ○ Mr. Mercer discussed the gate arm strike on a resident’s vehicle. He has submitted his repair
87 estimate \$643.07 and it is his recommendation that they go ahead and pay this versus the
88 insurance because it was a malfunction on the gate arm.

89 **B. New Fitness Equipment Purchase Proposal**

90 ○ Mr. Mercer indicated included in the package is a proposal for a one step recumbent bike for
91 the fitness center which the finance committee is on board with this at a cost of \$5,266,02.

92

93 On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor
94 the proposal from Lifefitness for the one step recumbent bike in the
95 amount not to exceed \$5,500 was approved. 5-0
96

97 ○ Mr. Mercer provided updates on projects.

98 ○ RV Park expansion.

99 ○ Tennis court lighting.

100 ○ Painting of trim for the fitness center.

101 ○ Utility payment agreement with a resident outside of Riverwood.

102

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

104 ○ Mr. Gilbert reviewed the report with the Board and answered questions.

105

106 **EIGHTH ORDER OF BUSINESS** **Safety and Access Control Supervisor**
107 **Report**

108 ○ Mr. Lesinski provided an update and discussed the EVAC system and the requirements of
109 Charlotte County.

110

111 **NINTH ORDER OF BUSINESS** **Manager’s Report**

112 **A. Presentation of the Proposed Budget for the Fiscal Year 2023**

113 ○ Mr. Bloom presented the proposed FY2023 budget to the Board.

114

115 **B. Consideration of Resolution 2022-06, Approving the Proposed Fiscal Year 2023**
116 **Budget and Setting the Public Hearing for August 16, 2022**

117

118 On MOTION by Ms. Syrek seconded by Mr. Myhrberg with all in
119 favor resolution 2022-06, Approving the proposed Fiscal Year 2023
120 Budget and setting the public hearing for August 16, 2022 was
121 adopted. 5-0

122 **C. Follow-up Items**

- 123 ○ Mr. Faircloth informed the District was successful in obtaining reimbursement from Centex
- 124 for the outstanding taxes on the parcel received.
- 125 ○ Mr. Faircloth noted a check sent to vendor TEM had been caught by the bank and apparently
- 126 fraudulently washed for another amount. Since the check was caught it was not paid and a
- 127 new check would be issued to the vendor.

128 **D. Number of Registered Voters – 1,612**

- 129 ○ Mr. Faircloth reported the number of registered in the District.

130 **TENTH ORDER OF BUSINESS** **Attorney’s Report**

- 132 ○ Mr. Rudacille updated the Board on the status of Grand Vista and Harbor Side items.

133

134 **ELEVENTH ORDER OF BUSINESS** **Old Business**

135 **A. Qualifying to Run for Office Information**

- 136 ○ Mr. Faircloth reviewed the qualifying information for those interested in running for office.

137

138 **B. Rivermarsh Drive Walkway**

140 On MOTION by Mr. Gipp seconded by Mr. Myhrberg with all in
 141 favor the proposal in the amount of \$155,285 for a walkway to be
 142 constructed along Rivermarsh Drive was declined. 5-0

- 143
- 144 ○ Mr. Gipp will continue to look into options for the walkway to be constructed.
- 145

146 **C. Proude Street Easement**

148 On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor
 149 a permanent utility easement to Charlotte County along the Proude
 150 Street property was approved. 5-0

151

152 **D. Vizcaya Lakes Sewer Ownership**

- 153 ○ The Board discussed the ownership of Vizcaya Lakes sewer lines.

155 On MOTION by Ms. Syrek seconded by Mr. Knaub with all in favor
 156 authorizing Mr. Rudacille to perform a title search to see if the
 157 ownership of the sewer lines could be determined was approved. 5-0

158

159 **TWELFTH ORDER OF BUSINESS** **New Business**

- 160 ○ There being none, the next agenda item followed.

161

162

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

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

- 165 ○ Mr. Spillane noted the Club is operating well.

166 **B. Campus Committee**

- 167 ○ There being none, the next agenda item followed.

168 **C. Dog Park Committee: Mr. Knaub**

- 169 ○ There being none, the next agenda item followed.

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

- 171 ○ Mr. Myhrberg noted they are waiting for the consultant to come up with plans for particular
- 172 preserves and reported Mr. Mercer had passed the second test for certification which means
- 173 Mr. Mercer or someone working under him could treat the preserves.

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

- 175 ○ Ms. Syrek discussed parcels A & B.
- 176 ○ Ms. Syrek made a motion to have a land use change made for the parcels. Further
- 177 discussion ensued and Ms. Syrek withdrew her motion.
- 178 ○ Mr. Gipp thanked the Committee for all of their hard work.

179 **F. Safety & Access Control Committee: Mr. Knaub**

- 180 ○ Mr. Knaub discussed the progress on hiring an assistant and a recent accident at the gate.

181 **G. Sewer Committee: Mr. Gipp**

- 182 ○ Mr. Gipp commented on the bar screen repair and the committee was looking into
- 183 purchasing a piece of equipment to remove water from the sludge due to the increased
- 184 sludge hauling fees.

185 **H. Strategic Planning Committee: Mr. Myhrberg**

- 186 ○ Mr. Myhrberg noted their recent meeting was cancelled due to a lack of quorum. Mr.
- 187 Myhrberg also noted the road plan had been updated and would be updated again in
- 188 October.

189

<p>190 On MOTION by Mr. Myhrberg seconded by Mr. Knaub with all in</p> <p>191 favor the Board approved to develop a RV Park Committee,</p> <p>192 appointing Mark Rubeo, Harry Davis, and Anita Baltierra to the</p> <p>193 Committee with Mr. Myhrberg serving as the CDD liaison to the</p> <p>194 Committee was approved. 5-0</p>
--

195

196 **I. Water/Utility Committee: Mr. Spillane**

- 197 ○ Mr. Spillane provided an update on the water line project and inquired about the utility
- 198 easements.

199 **FOURTEENTH ORDER OF BUSINESS Supervisor Comments**

- 200 ○ There being no supervisor comments, the next agenda item followed.

201
202 **FIFTEENTH ORDER OF BUSINESS Audience Comments**

- 203 ○ No audience comments were received.

204
205 **SIXTEENTH ORDER OF BUSINESS Adjournment**

- 206 ○ There being no further business to come before the Board,

207
208

On MOTION by Mr. Knaub seconded by Mr. Myhrberg with all in

209

favor the meeting adjourned at 4:02 p.m. 5-0

210
211
212
213
214
215 _____
Assistant Secretary

Chairperson

4B

Riverwood Community Development District

Financial Statements

(unaudited)

May 31, 2022

Prepared by



Table of Contents

	Report Page #
Balance Sheet	1 - 2
Revenues, Expenditures and Change in Fund Balances	
General Fund	3 - 5
General Fund - Reserves	6 - 7
Beach Club Fund (Operations)	8 - 9
Beach Club Fund - Reserves	10
Beach Club Fund (Loan)	11
Debt Service Fund	12
Revenues, Expenses and Change in Net Position	
Enterprise Fund (Breakdown by Services)	13
Water Services	14 - 15
Sewer Services	16 - 17
Irrigation Services	18 - 19
Reserve Fund	20
Shared Services Fund	21

Riverwood Community Development District

Financial Statements

Balance Sheet
May 31, 2022

Account Description	General Fund	General Fund - Reserves	Beach Club Fund (Operations)	Beach Club Fund (Reserve)	Beach Club Fund (Loan)	Debt Service Fund (Valley National)	Enterprise Fund	Enterprise Fund - Reserves	Pooled Cash Fund	Total
Assets										
Current Assets										
Cash - Checking Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,198,853	\$ 2,198,853
Equity in Pooled Cash	1,272,429	1,868,007	145,474	73,540	-	1,679	316,560	2,167,169	(5,844,858)	-
Accounts Receivable	-	-	428	-	-	-	197,515	-	-	197,943
Accounts Receivable > 120	-	-	-	-	-	-	6,309	-	-	6,309
Accounts Receivable - Other	185	-	-	-	-	-	-	-	-	185
Loan Due from Beach Fund	188,933	-	-	-	-	-	-	-	-	188,933
Inventory:										
Mat'l's/Supplies	4,420	-	-	-	-	-	-	-	-	4,420
Investments:										
Money Market Account	-	-	-	-	-	-	-	-	3,646,005	3,646,005
Reserve Fund	-	-	-	-	-	131,302	-	-	-	131,302
Revenue Fund	-	-	-	-	-	323,858	-	-	-	323,858
Prepaid Items	-	-	2,896	-	-	-	-	-	-	2,896
Total Current Assets	1,465,967	1,868,007	148,798	73,540	-	456,839	520,384	2,167,169	-	6,700,704
Noncurrent Assets										
Fixed Assets										
Land	-	-	-	-	-	-	343,998	-	-	343,998
Buildings	-	-	-	-	-	-	1,413,584	-	-	1,413,584
Accum Depr - Buildings	-	-	-	-	-	-	(794,536)	-	-	(794,536)
Infrastructure	-	-	-	-	-	-	10,349,795	-	-	10,349,795
Accum Depr - Infrastructure	-	-	-	-	-	-	(3,833,973)	-	-	(3,833,973)
Equipment and Furniture	-	-	-	-	-	-	37,977	-	-	37,977
Accum Depr - Equip/Furniture	-	-	-	-	-	-	(8,527)	-	-	(8,527)
Total Noncurrent Assets	-	-	-	-	-	-	7,508,318	-	-	7,508,318
Total Assets	\$ 1,465,967	\$ 1,868,007	\$ 148,798	\$ 73,540	\$ -	\$ 456,839	\$ 8,028,702	\$ 2,167,169	\$ -	\$ 14,209,022

Riverwood Community Development District

Financial Statements

Balance Sheet
May 31, 2022

Account Description	General Fund	General Fund - Reserves	Beach Club Fund (Operations)	Beach Club Fund (Reserve)	Beach Club Fund (Loan)	Debt Service Fund (Valley National)	Enterprise Fund	Enterprise Fund - Reserves	Pooled Cash Fund	Total
Liabilities										
Current Liabilities										
Accounts Payable	\$ 1,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,563
Accrued Expenses	15,758	-	537	-	-	-	90,530	-	-	106,825
Retainage Payable	-	-	-	-	-	-	-	38,091	-	38,091
Sales Tax Payable	5	70	576	-	-	-	-	-	-	651
Deposits	-	-	-	-	-	-	196,514	-	-	196,514
Loan Due to General Fund	-	-	-	-	188,933	-	-	-	-	188,933
Total Current Liabilities	17,326	70	1,113	-	188,933	-	287,044	38,091	-	532,577
Total Liabilities	17,326	70	1,113	-	188,933	-	287,044	38,091	-	532,577
Fund Balances / Net Position										
Restricted for:										
Debt Service	-	-	-	-	-	456,839	-	-	-	456,839
Assigned to:										
Operating Reserves	550,000	-	-	-	-	-	-	-	-	550,000
Reserves - Activity Center	-	390,735	-	-	-	-	-	-	-	390,735
Reserves - Settlement	-	250,570	-	-	-	-	-	-	-	250,570
Reserves - Ponds	-	262,214	-	-	-	-	-	-	-	262,214
Reserves - Roadways	-	866,713	-	-	-	-	-	-	-	866,713
Reserves - RV Park	-	97,705	-	-	-	-	-	-	-	97,705
Reserves - Beach Club	-	-	-	73,540	-	-	-	-	-	147,080
Unassigned:	898,641	-	147,685	-	(188,933)	-	-	-	-	857,393
Net Investment in capital assets	-	-	-	-	-	-	7,508,317	-	-	7,508,317
Reserves - Emergency	-	-	-	-	-	-	-	240,667	-	240,667
Reserves - Sewer System	-	-	-	-	-	-	-	1,197,916	-	1,197,916
Reserves - Water System	-	-	-	-	-	-	-	539,579	-	539,579
Reserves - Irrigation System	-	-	-	-	-	-	-	150,916	-	150,916
Unrestricted/Unreserved	-	-	-	-	-	-	233,341	-	-	233,341
Total Fund Balances / Net Position	1,448,641	1,867,937	147,685	73,540	(188,933)	456,839	7,741,658	2,129,078	-	13,602,905
Total Liabilities & Fund Balances / Net Position	\$ 1,465,967	\$ 1,868,007	\$ 148,798	\$ 73,540	\$ -	\$ 456,839	\$ 8,028,702	\$ 2,167,169	\$ -	\$ 14,209,022

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Special Assmnts- Tax Collector	\$ 3,197	\$ -	\$ 3,197	\$ 1,342,849	\$ 1,351,848	\$ (8,999)	-0.7%	\$ 1,351,848
Special Assmnts- Discounts	-	-	-	(47,305)	(54,075)	6,770	-12.5%	(54,075)
Dog Park Revenue	-	167	(167)	2,000	1,333	667	50.0%	2,000
Non-Resident Members	-	-	-	11,625	-	11,625	0.0%	-
Other Miscellaneous Revenues	675	8	667	1,159	67	1,092	1638.4%	100
Interest - Investments	242	183	59	1,781	1,466	315	21.5%	2,199
Settlements	12,000	-	12,000	12,000	-	12,000	0.0%	-
Total Revenue / Other Sources	16,114	358	15,756	1,324,109	1,300,639	23,470	1.8%	1,302,072

Expenditures

Administration

P/R-Board of Supervisors	181	225	44	1,517	1,797	280	15.6%	2,696
Payroll-Salaries	3,228	3,830	602	25,825	30,638	4,813	15.7%	45,957
ProfServ-Engineering	-	542	542	-	4,333	4,333	n/a	6,500
ProfServ-Mgmt Consulting	6,508	6,508	-	52,143	52,063	(81)	-0.2%	78,094
ProfServ-Legal Services	3,018	3,333	316	17,301	26,667	9,366	35.1%	40,000
ProfServ-Trustee Fees	-	-	-	-	3,717	3,717	n/a	3,717
Auditing Services	220	-	(220)	1,978	2,200	222	10.1%	2,200
Communications-Other	293	250	(43)	1,232	2,000	768	38.4%	3,000
Insurance	-	-	-	20,276	20,712	436	2.1%	20,712
Misc-Non Ad Valorem Taxes	(97)	-	97	-	2,500	2,500	n/a	2,500
Misc-Assessment Collection Cost	64	-	(64)	25,911	26,000	89	0.3%	26,000
Website Hosting/Email services	115	275	160	1,771	2,200	429	19.5%	3,300
Janitorial /Office supplies	-	167	167	509	1,333	824	61.8%	2,000
Office Expense	2,084	1,001	(1,084)	5,946	8,005	2,059	25.7%	12,007
Misc-Credit Card Fees	2	103	101	328	821	494	60.1%	1,232
Total Administration	15,616	16,232	617	154,738	184,986	30,249	16.4%	249,915

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Environmental Services								
Payroll-Gatehouse	14,440	15,736	1,296	113,750	125,890	12,141	9.6%	188,835
Contracts-Preserve Maintenance	-	6,383	6,383	-	51,067	51,067	n/a	76,600
Contracts-Lakes	3,700	1,833	(1,867)	14,800	14,667	(133)	-0.9%	22,000
ProfServ-Consultants	1,345	1,250	(95)	5,395	10,000	4,605	46.1%	15,000
Electricity - General	200	200	-	1,753	1,600	(153)	-9.6%	2,400
Utility - Water & Sewer	307	167	(140)	1,223	1,333	111	8.3%	2,000
R&M-Gate	895	2,083	1,188	10,774	16,667	5,893	35.4%	25,000
R&M-Sidewalks	-	833	833	17	6,667	6,650	99.7%	10,000
R&M-Storm Drain Cleaning	9	1,250	1,241	983	10,000	9,017	90.2%	15,000
R&M-Preserves	-	5,000	5,000	3,176	40,000	36,824	92.1%	60,000
R&M-Road Scaping	80	833	754	542	6,667	6,125	91.9%	10,000
R&M-Roads,Signage,Striping	325	917	592	429	7,333	6,904	94.1%	11,000
R&M-Gatehouse/Security	643	2,083	1,440	7,871	16,667	8,796	52.8%	25,000
Op Supplies - Gatehouse	203	1,250	1,047	3,416	10,000	6,584	65.8%	15,000
R&M-Lakes,Bank Erosion,Planting	-	417	417	1,022	3,333	2,311	69.3%	5,000
Misc-Contingency	-	917	917	46	7,333	7,287	99.4%	11,000
Total Environmental Services	22,146	41,153	19,007	165,195	329,223	164,028	49.8%	493,835
Activity Center Campus								
P/R-Board of Supervisors	135	167	32	1,131	1,333	202	15.2%	2,000
Payroll-Salaries	2,812	3,413	601	22,659	27,305	4,646	17.0%	40,957
Payroll-Maintenance	3,100	3,545	445	17,493	28,362	10,869	38.3%	42,543
Payroll-Tennis Court Maint.	-	1,950	1,950	8,167	15,599	7,433	47.6%	23,399
Electricity - General	3,500	4,222	722	32,493	33,777	1,285	3.8%	50,666
Utility - Water & Sewer	2,538	1,333	(1,204)	10,189	10,667	478	4.5%	16,000
Insurance - Property	-	-	-	31,427	32,103	676	2.1%	32,103
R&M-Pools	1,814	250	(1,564)	3,889	2,000	(1,889)	-94.4%	3,000
R&M-Tennis Courts	-	1,833	1,833	2,701	14,667	11,966	81.6%	22,000
R&M-Fitness Equipment	-	417	417	1,105	3,333	2,229	66.9%	5,000
Activity Ctr Cleaning- Inside Areas	-	3,333	3,333	8,693	26,667	17,974	67.4%	40,000
Pool Daily Maintenance	-	1,667	1,667	5,095	13,333	8,238	61.8%	20,000
R&M-Croquet Turf Maintenance	-	1,500	1,500	4,500	12,000	7,500	62.5%	18,000
R&M-Activity Campus Buildings	4,464	1,667	(2,798)	23,342	13,333	(10,009)	-75.1%	20,000
Misc-Special Projects	-	5,471	5,471	10,666	43,769	33,104	75.6%	65,654
Tools and Equipment	959	1,250	291	5,181	10,000	4,819	48.2%	15,000
Operating Supplies	-	167	167	4,492	1,333	(3,159)	-236.9%	2,000
Total Activity Center Campus	19,321	32,185	12,864	193,221	289,582	96,361	33.3%	418,322
Total Expenditures	57,082	89,570	32,488	513,154	803,792	290,638	36.2%	1,162,072

Riverwood Community Development District

Financial Statements

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserve - Roadways	10,833	10,833	-	86,667	86,667	0	0.0%	130,000
Reserve - Ponds	833	833	-	6,667	6,667	0	0.0%	10,000
Total Transfers Out	11,667	11,667	-	93,333	93,333	0	0.0%	140,000
Total Expenditures & Transfers	68,749	101,237	32,488	606,487	897,125	290,638	32.4%	1,302,072
Net Surplus (Deficit)	\$ (52,635)	\$ (100,878)	\$ 48,243	717,622	403,514	314,108		-
Fund balance as of Oct 01, 2021				731,018	731,018	-		731,018
Fund Balance as of May 31, 2022				\$ 1,448,640	\$ 1,134,532	\$ 314,108		\$ 731,018

Riverwood Community Development District

Financial Statements

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
RV Parking Lot Revenue	1,000	1,542	(542)	59,500	12,333	47,167	382.4%	18,500
Transfer In - Roadways	10,833	10,833	-	86,667	86,667	(0)	0.0%	130,000
Transfer In - Ponds	833	833	-	6,667	6,667	(0)	0.0%	10,000
Other Miscellaneous Revenues	1	-	1	14	-	14	n/a	-
Interest - Investments	505	-	505	3,362	-	3,362	n/a	-
Total Revenue / Other Sources	13,173	13,208	(36)	156,209	105,667	50,542	47.8%	158,500
Expenditures								
Activity Center Campus								
R&M-Fitness Equipment	-	-	-	225	-	(225)	n/a	-
R&M-Pools	-	-	-	28,109	-	(28,109)	n/a	-
R&M-Roads,Signage,Striping	-	-	-	535	-	(535)	n/a	-
R&M-Gatehouse/Security	-	-	-	9,782	-	(9,782)	n/a	-
R&M-Activity Center	-	-	-	6,134	-	(6,134)	n/a	-
Total Activity Center Campus	-	-	-	44,784	-	(44,784)	n/a	-
Roadways								
Reserve - Roadways	-	10,833	10,833	-	86,667	86,667	100.0%	130,000
R&M - Roads	-	-	-	4,974	-	(4,974)	n/a	-
Total Roadways	-	10,833	10,833	4,974	86,667	81,693	94.3%	130,000
RV Park								
Reserve - RV Park	-	1,542	1,542	-	12,333	12,333	100.0%	18,500
Materials & Supplies	-	-	-	2,125	-	(2,125)	n/a	-
Capital Projects	5,900	-	(5,900)	20,200	-	(20,200)	n/a	-
Postage and Freight	-	-	-	30	-	(30)	n/a	-
Fuel, Gasoline and Oil	-	-	-	55	-	(55)	n/a	-
Credit Card Fees	21	-	(21)	1,223	-	(1,223)	n/a	-
Total RV Park	5,921	1,542	(4,379)	23,633	12,333	(11,300)	-91.6%	18,500
Ponds								
Reserve - Ponds	-	833	833	-	6,667	6,667	100.0%	10,000
Total Ponds	-	833	833	-	6,667	6,667	100.0%	10,000
Total Expenditures	5,921	13,208	7,288	73,392	105,667	32,275	30.5%	158,500
Net Surplus (Deficit)	\$ 7,252	\$ -	\$ 7,252	82,818	-	82,818		-
Fund balance as of Oct 01, 2021				1,785,119	1,785,119	-		1,785,119
Fund Balance as of May 31, 2022				\$ 1,867,937	\$ 1,785,119	\$ 82,818		\$ 1,785,119

General Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Ponds Reserve	\$255,102	\$6,667	\$445	\$0	\$262,214
Activity Center Campus Reserve	\$434,810	\$0	\$709	\$44,784	\$390,735
Roadways Reserve	\$783,445	\$86,667	\$1,575	\$4,974	\$866,713
Construction Settlement Reserve	\$250,097	\$0	\$473	\$0	\$250,570
RV Park Reserve	\$61,665	\$59,507	\$159	\$23,633	\$97,698
Total	\$1,785,119	\$152,847	\$3,362	\$73,392	\$1,867,937

Riverwood Community Development District

Financial Statements

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Membership Dues	\$ 7,350	\$ 12,333	\$ (4,983)	\$ 159,416	\$ 98,667	\$ 60,750	61.6%	\$ 148,000
Initiation Fees	650	208	442	4,050	1,667	2,383	143.0%	2,500
Amenities Revenue	198	133	65	891	1,067	(176)	-16.5%	1,600
Other Miscellaneous Revenues	26	-	26	205	-	205	n/a	-
Interest - Investments	20	-	20	176	-	176	n/a	-
Total Revenue / Other Sources	8,244	12,675	(4,431)	164,738	101,400	63,338	62.5%	152,100

Expenditures

Beach Club Operations

Payroll-Maintenance	417	417	-1	3,167	3,333	166	5.0%	5,000
Payroll-Attendants	4,788	4,805	16	40,180	38,438	(1,742)	-4.5%	57,657
ProfServ-Mgmt Consulting	417	417	-	3,346	3,333	(12)	-0.4%	5,000
Auditing Services	11	92	81	99	733	634	86.5%	1,100
Contracts-On-Site Maintenance	-	83	83	-	667	667	100.0%	1,000
Contracts-Landscape	-	250	250	-	2,000	2,000	100.0%	3,000
Communication - Telephone	197	208	11	1,325	1,667	342	20.5%	2,500
Utility - General	60	75	15	501	600	99	16.6%	900
Utility - Refuse Removal	71	75	4	564	600	36	6.0%	900
Utility - Water & Sewer	29	150	121	602	1,200	598	49.8%	1,800
Insurance	2,069	-	(2,069)	19,299	17,495	(1,804)	-10.3%	17,495
R&M-Buildings	39	167	128	2,071	1,333	(737)	-55.3%	2,000
R&M-Equipment	-	250	250	1,465	2,000	535	26.7%	3,000
Preventative Maint-Security Systems	115	146	31	649	1,167	518	44.4%	1,750
Misc-Special Projects	-	250	250	-	2,000	2,000	100.0%	3,000
Misc-Web Hosting	-	46	46	-	367	367	100.0%	550
Misc-Taxes	-	-	-	756	750	(6)	-0.8%	750
Misc-Contingency	-	459	459	256	3,670	3,414	93.0%	5,505
Credit Card Fees	248	349	101	4,083	2,793	(1,290)	-46.2%	4,189
Office Supplies	550	17	(533)	550	133	(417)	-312.5%	200
Op Supplies - General	221	83	(138)	628	667	38	5.8%	1,000
Total Beach Club Operations	9,231	8,338	(894)	79,541	84,946	5,405	6.4%	118,296

Riverwood Community Development District

Financial Statements

Beach Club Fund - Operations

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Debt Service								
Principal Debt Retirement	-	-	-	-	-	-	n/a	23,441
Interest Expense	-	-	-	-	-	-	n/a	1,417
Total Debt Service	-	-	-	-	-	-	n/a	24,858
Total Expenditures	9,231	8,338	(894)	79,541	84,946	5,405	6.4%	143,154
Transfer Out								
Reserve - Beach Club	746	746	-	5,964	5,964	-	0.0%	8,946
Total Transfer Out	746	746	-	5,964	5,964	-	0.0%	8,946
Total Expenditures & Transfer	9,977	9,083	(894)	85,505	90,910	5,405	5.9%	152,100
Net Surplus (Deficit)	<u>\$ (1,733)</u>	<u>\$ 3,592</u>	<u>\$ (5,325)</u>	79,233	10,490	68,743		-
Fund balance as of Oct 01, 2021				68,453	68,453	-		68,453
Fund Balance as of May 31, 2022				<u>\$ 147,686</u>	<u>\$ 78,943</u>	<u>\$ 68,743</u>		<u>\$ 68,453</u>

Riverwood Community Development District

Financial Statements

Beach Club Fund - Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Transfer in - Beach Club	\$ 746	\$ 746	\$ -	\$ 5,964	\$ 5,964	\$ -	0.0%	\$ 8,946
Total Revenue / Other Sources	746	746	-	5,964	5,964	-	0.0%	8,946
Expenditures								
Reserve - Beach Club	-	746	746	-	5,964	5,964	100.0%	8,946
Total Expenditures	-	746	746	-	5,964	5,964	0.0%	8,946
Net Surplus (Deficit)	<u>\$ 746</u>	<u>\$ -</u>	<u>\$ 746</u>	5,964	-	5,964		-
Fund balance as of Oct 01, 2021				67,576	67,576	-		67,576
Fund Balance as of May 31, 2022				<u>\$ 73,540</u>	<u>\$ 67,576</u>	<u>\$ 5,964</u>		<u>\$ 67,576</u>

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Beach Club Reserve	\$67,576	\$5,964	\$0	\$0	\$73,540
Total	\$67,576	\$5,964	\$0	\$0	\$73,540

Beach Club Fund - Loan

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Total Revenue / Other Sources	-	-	-	-	-	-	n/a	-
Expenditures								
Total Expenditures	-	-	-	-	-	-	n/a	-
Net Surplus (Deficit)	\$ -	\$ -	\$ -	-	-	-		-
Fund balance as of Oct 01, 2021				(188,933)	(188,933)	-		(188,933)
Fund Balance as of May 31, 2022				\$ (188,933)	\$ (188,933)	\$ -		\$ (188,933)

Riverwood Community Development District

Financial Statements

Series 2018 Debt Service Fund (Valley National Bank)

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Special Assmnts- Tax Collector	\$ 1,714	\$ -	\$ 1,714	\$ 693,602	\$ 698,412	\$ (4,810)	-0.7%	\$ 698,412
Special Assmnts- Discounts	-	-	-	(24,586)	(27,937)	3,351	-12.0%	(27,937)
Interest - Investments	5	42	(37)	30	333	(304)	-91.1%	500
Total Revenue / Other Sources	1,718	42	1,677	669,046	670,808	(1,763)	-0.3%	670,975
Expenditures								
Debt Service								
Misc-Assessment Collection Cost	34	-	(34)	13,380	13,967	587	4.2%	13,967
Principal Debt Retirement	424,000	424,000	-	424,000	424,000	-	0.0%	424,000
Interest Expense	119,979	119,979	0	239,958	239,958	0	0.0%	239,958
Total Debt Service	544,013	543,979	(34)	677,338	677,925	587	0.1%	677,925
Total Expenditures	544,013	543,979	(34)	677,338	677,925	587	0.1%	677,925
Net Surplus (Deficit)	<u>\$ (542,295)</u>	<u>\$ (543,937)</u>	<u>\$ 1,643</u>	<u>(8,292)</u>	<u>(7,117)</u>	<u>(1,176)</u>		<u>(6,950)</u>
Fund balance as of Oct 01, 2021				465,132	465,132	-		465,132
Fund Balance as of May 31, 2022				<u>\$ 456,839</u>	<u>\$ 458,015</u>	<u>\$ (1,176)</u>		<u>\$ 458,182</u>

Riverwood Community Development District

Financial Statements

Enterprise Fund - Breakdown by Utility Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Utility Services			Total	Total	Variance	%	Adopted
	Water	Sewer	Irrigation	YTD	YTD			
				Actuals	Budget	Fav (Unfav)	Variance	Budget
Revenue / Other Sources								
Base Charges for Services	\$ 261,808	\$ 875,016	\$ 158,323	\$ 1,295,147	\$ 1,260,811	\$ 34,336	2.7%	\$ 1,891,216
Usage Charges for Services	169,453	-	-	169,453	133,717	35,736	26.7%	200,576
Standby Fees	-	5,313	-	5,313	-	5,313	0.0%	-
Meter Fees	-	-	-	-	667	(667)	-100.0%	1,000
Connection Fees - W/S	-	24,600	-	24,600	-	24,600	0.0%	-
Water Quality Surcharge	32,025	-	-	32,025	50,760	(18,735)	-36.9%	76,140
Backflow Fees	8,486	-	-	8,486	16,333	(7,847)	-48.0%	24,500
Other Miscellaneous Revenues	1,554	7,606	-	9,159	6,533	2,626	40.2%	9,800
Interest - Investments	156	291	65	513	7,570	(7,057)	-93.2%	11,355
Total Revenue / Other Sources	473,482	912,826	158,388	1,544,696	1,476,391	68,305	4.6%	2,214,587
Expenses								
Administration	26,791	92,821	10,527	130,139	161,886	31,747	19.6%	211,084
Utility Services	345,544	454,317	72,720	872,581	1,079,002	206,421	19.1%	1,618,503
Transfers Out	16,667	206,667	33,333	256,667	256,667	0	0.0%	385,000
Total Expenses	389,002	753,805	116,580	1,259,387	1,497,555	238,168	15.9%	2,214,587
Net Profit (Loss)	<u>\$ 84,481</u>	<u>\$ 159,021</u>	<u>\$ 41,808</u>	285,309	(21,164)	306,473		-
Net Position as of Oct 01, 2021				7,456,348	7,456,348	-		7,456,348
Net Position as of May 31, 2022				<u>\$ 7,741,657</u>	<u>\$ 7,435,184</u>	<u>\$ 306,473</u>		<u>\$ 7,456,348</u>

Riverwood Community Development District

Financial Statements

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Water-Base Rate	\$ 38,539	\$ 29,851	\$ 8,688	\$ 261,808	\$ 238,811	\$ 22,998	9.6%	\$ 358,216
Water-Usage	20,508	16,715	3,793	169,453	133,717	35,736	26.7%	200,576
Water Quality Surcharge	-	6,345	(6,345)	32,025	50,760	(18,735)	-36.9%	76,140
Backflow Fees	1,076	2,042	(965)	8,486	16,333	(7,847)	-48.0%	24,500
Other Miscellaneous Revenues	29	150	(121)	1,554	1,200	354	29.5%	1,800
Interest - Investments	19	130	(110)	156	1,037	(880)	-84.9%	1,555
Total Revenue / Other Sources	60,171	55,232	4,939	473,482	441,858	31,624	7.2%	662,787
Administration								
P/R-Board of Supervisors	185	229	44	1,553	1,830	277	15.2%	2,745
Payroll-Project Manager	1,083	1,083	-	8,233	8,667	433	5.0%	13,000
ProfServ-Engineering	-	417	417	-	3,333	3,333	100.0%	5,000
ProfServ-Legal Services	4,525	567	(3,958)	4,525	4,533	9	0.2%	6,800
ProfServ-Mgmt Consulting	443	443	-	3,549	3,543	(6)	-0.2%	5,315
Auditing Services	187	-	(187)	1,681	1,870	189	10.1%	1,870
Postage and Freight	-	26	26	15	204	189	92.8%	306
Insurance - General Liability	-	-	-	7,235	7,391	156	2.1%	7,391
Printing and Binding	-	28	28	-	227	227	100.0%	340
Legal Advertising	-	40	40	-	323	323	100.0%	485
Miscellaneous Services	-	79	79	-	633	633	100.0%	949
Office Supplies	-	9	9	-	68	68	100.0%	102
Total Administration	6,423	2,920	(3,503)	26,791	32,622	5,831	17.9%	44,303
Utility Services								
ProfServ-Utility Billing	1,591	-	(1,591)	3,666	-	(3,666)	n/a	-
Contracts-Other Services	5,094	4,827	(267)	38,331	38,616	285	0.7%	57,924
Utility - Base Rate	12,764	13,382	619	96,011	107,059	11,049	10.3%	160,589
Utility - Water-Usage	35,427	23,094	(12,334)	203,932	184,749	(19,184)	-10.4%	277,123
Utility-CCU Admin Fee	4	5	0	56	36	(20)	-54.9%	54
R&M-General	-	4,583	4,583	3,285	36,667	33,382	91.0%	55,000
Misc-Licenses & Permits	-	25	25	-	200	200	100.0%	300
Misc-Bad Debt	-	-	-	164	-	(164)	n/a	-
Back Flow Preventors	-	2,522	2,522	-	20,173	20,173	100.0%	30,259
Misc-Contingency	-	1,020	1,020	100	8,157	8,057	98.8%	12,235
Total Utility Services	54,880	49,457	(5,423)	345,544	395,656	50,112	12.7%	593,484
Total Expenses	61,303	52,377	(8,925)	372,335	428,278	55,943	13.1%	637,787

Enterprise Fund - Water Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserve - Water System	2,083	2,083	-	16,667	16,667	0	0.0%	25,000
Total Transfers Out	2,083	2,083	-	16,667	16,667	0	0.0%	25,000
Total Expenses & Transfers	63,386	54,460	(8,925)	389,002	444,945	55,943	12.6%	662,787
Net Profit (Loss)	<u>\$ (3,215)</u>	<u>\$ 772</u>	<u>\$ (3,986)</u>	<u>\$ 84,481</u>	<u>\$ (3,087)</u>	<u>\$ 87,568</u>		<u>\$ -</u>

Riverwood Community Development District

Financial Statements

Enterprise Fund - Sewer Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Sewer Revenue	\$ 108,471	\$ 107,917	\$ 554	\$ 875,016	\$ 863,333	\$ 11,683	1.4%	\$ 1,295,000
Standby Fees	539	-	539	5,313	-	5,313	n/a	-
Connection Fees - W/S	-	-	-	24,600	-	24,600	n/a	-
Other Miscellaneous Revenues	132	667	(535)	7,606	5,333	2,272	42.6%	8,000
Interest - Investments	36	817	(781)	291	6,533	(6,242)	-95.5%	9,800
Total Revenue / Other Sources	109,178	109,400	(222)	912,826	875,200	37,626	4.3%	1,312,800
Expenses								
<u>Administration</u>								
P/R-Board of Supervisors	468	579	111	3,927	4,629	701	15.2%	6,943
Payroll-Project Manager	1,583	1,583	-	12,033	12,667	633	5.0%	19,000
ProfServ-Engineering	-	1,667	1,667	-	13,333	13,333	100.0%	20,000
ProfServ-Legal Services	-	1,467	1,467	12,518	11,733	(785)	-6.7%	17,600
ProfServ-Mgmt Consulting	1,931	1,931	-	15,474	15,450	(24)	-0.2%	23,175
Auditing Services	473	-	(473)	4,253	4,730	477	10.1%	4,730
Postage and Freight	105	65	(40)	537	517	(21)	-4.0%	775
Insurance	-	-	-	44,078	45,026	948	2.1%	45,026
Printing and Binding	-	72	72	-	573	573	100.0%	860
Legal Advertising	-	0	0	-	2	2	100.0%	3
Miscellaneous Services	-	200	200	-	1,599	1,599	100.0%	2,399
Office Supplies	-	25	25	-	200	200	100.0%	300
Total Administration	4,559	7,588	3,029	92,821	110,459	17,638	16.0%	140,811
<u>Utility Services</u>								
ProfServ-Utility Billing	9,911	-	(9,911)	22,772	-	(22,772)	n/a	-
Electricity - General	4,000	4,750	750	36,065	38,000	1,935	5.1%	57,000
Utility - Water & Sewer	370	292	(78)	2,586	2,333	(253)	-10.8%	3,500
Communication - Telephone	457	542	85	3,520	4,333	813	18.8%	6,500
Contracts-Other Services	28,726	30,076	1,349	231,915	240,605	8,690	3.6%	360,908
R&M-Sludge Hauling	10,245	6,385	(3,860)	49,850	51,080	1,230	2.4%	76,620
Maintenance - Security Systems	-	146	146	-	1,167	1,167	100.0%	1,750
R&M-General	-	16,667	16,667	76,203	133,333	57,130	42.8%	200,000
Misc-Licenses & Permits	-	12	12	45	93	48	51.8%	140
Misc-Bad Debt	-	292	292	553	2,333	1,781	76.3%	3,500
Misc-Contingency	184	10,339	10,155	1,915	82,714	80,799	97.7%	124,071
Op Supplies - Chemicals	3,003	2,333	(670)	28,892	18,667	(10,225)	-54.8%	28,000
Total Utility Services	56,897	71,832	14,935	454,317	574,659	120,342	20.9%	861,989
Total Expenses	61,457	79,420	17,964	547,138	685,119	137,980	20.1%	1,002,800

Riverwood Community Development District

Financial Statements

Enterprise Fund - Sewer Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserve - Sewer System	25,833	25,833	-	206,667	206,667	0	0.0%	310,000
Total Transfers Out	25,833	25,833	-	206,667	206,667	0	0.0%	310,000
Total Expenses & Transfers	87,290	105,254	17,964	753,805	891,785	137,980	15.5%	1,312,800
Net Profit (Loss)	<u>\$ 21,888</u>	<u>\$ 4,146</u>	<u>\$ 17,742</u>	<u>\$ 159,021</u>	<u>\$ (16,585)</u>	<u>\$ 175,606</u>		<u>\$ -</u>

Riverwood Community Development District

Financial Statements

Enterprise Fund - Irrigation Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Irrigation-Base Rate	\$ 19,779	\$ 19,833	\$ (55)	\$ 158,323	\$ 158,667	\$ (344)	-0.2%	\$ 238,000
Meter Fees	-	83	(83)	-	667	(667)	-100.0%	1,000
Interest - Investments	8	-	8	65	-	65	n/a	-
Total Revenue / Other Sources	19,787	19,917	(130)	158,388	159,333	(946)	-0.6%	239,000
Expenses								
Administration								
P/R-Board of Supervisors	109	135	26	914	1,077	163	15.2%	1,616
Payroll-Project Manager	500	500	-	3,800	4,000	200	5.0%	6,000
ProfServ-Engineering	-	443	443	-	3,547	3,547	100.0%	5,320
ProfServ-Legal Services	-	417	417	-	3,333	3,333	100.0%	5,000
ProfServ-Mgmt Consulting	190	190	-	1,521	1,519	(2)	-0.2%	2,278
Auditing Services	110	-	(110)	989	1,100	111	10.1%	1,100
Postage and Freight	-	15	15	-	120	120	100.0%	180
Insurance	-	-	-	3,303	3,374	71	2.1%	3,374
Printing and Binding	-	17	17	-	133	133	100.0%	200
Legal Advertising	-	24	24	-	190	190	100.0%	285
Miscellaneous Services	-	46	46	-	371	371	100.0%	557
Office Supplies	-	5	5	-	40	40	100.0%	60
Total Administration	909	1,791	883	10,527	18,805	8,278	44.0%	25,970
Utility Services								
ProfServ-Utility Billing	734	-	(734)	1,675	-	(1,675)	n/a	-
Electricity - General	1,800	2,500	700	15,130	20,000	4,870	24.4%	30,000
Contracts-Other Services	656	2,228	1,572	16,181	17,823	1,641	9.2%	26,734
Utility - Water-Usage	3,982	3,667	(315)	19,845	29,333	9,488	32.3%	44,000
Utility-CCU Admin Fee	4	-	(4)	13	-	(13)	n/a	-
R&M-General	9,355	4,167	(5,188)	19,875	33,333	13,458	40.4%	50,000
Misc-Contingency	-	358	358	-	2,864	2,864	100.0%	4,296
Op Supplies - Chemicals	-	667	667	-	5,333	5,333	100.0%	8,000
Total Utility Services	16,531	13,586	(2,945)	72,720	108,687	35,967	33.1%	163,030
Total Expenses	17,439	15,377	(2,062)	83,247	127,491	44,244	34.7%	189,000

Enterprise Fund - Irrigation Services

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Transfers Out								
Reserves - Irrigation System	4,167	4,167	0	33,333	33,333	0	0.0%	50,000
Total Transfers Out	4,167	4,167	0	33,333	33,333	0	0.0%	50,000
Total Expenses & Transfers	21,606	19,544	(2,062)	116,580	160,825	44,244	27.5%	239,000
Net Profit (Loss)	<u>\$ (1,819)</u>	<u>\$ 373</u>	<u>\$ (2,192)</u>	<u>\$ 41,808</u>	<u>\$ (1,491)</u>	<u>\$ 43,299</u>		<u>\$ -</u>

Riverwood Community Development District

Financial Statements

Enterprise Fund - Reserves

Statement of Revenues, Expenses and Changes in Net Position

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
Revenue / Other Sources								
Transfer In - Water Services	\$ 2,083	\$ 2,083	\$ -	\$ 16,667	\$ 16,667	\$ (0)	0.0%	\$ 25,000
Transfer In - Sewer Services	25,833	25,833	-	206,667	206,667	(0)	0.0%	310,000
Transfer In - Irrigation Services	4,167	4,167	(0)	33,333	33,333	(0)	0.0%	50,000
Interest - Investments	520	-	520	3,494	-	3,494	n/a	-
Total Revenue / Other Sources	32,603	32,083	520	260,160	256,667	3,494	1.4%	385,000
Expenses								
Water Services								
Capital Projects	-	-	-	215,853	-	(215,853)	n/a	-
Reserve - Water System	-	2,083	2,083	-	16,667	16,667	100.0%	25,000
Total Water Services	-	2,083	2,083	215,853	16,667	(199,187)	-1195.1%	25,000
Sewer Services								
Capital Projects	-	-	-	20,972	-	(20,972)	n/a	-
Operating Supplies	40,378	-	(40,378)	40,378	-	(40,378)	n/a	-
Reserve - Sewer System	-	25,833	25,833	-	206,667	206,667	100.0%	310,000
Total Sewer Services	40,378	25,833	(14,545)	61,350	206,667	145,317	70.3%	310,000
Irrigation Services								
Reserves - Irrigation System	-	4,167	4,167	-	33,333	33,333	100.0%	50,000
Total Irrigation Services	-	4,167	4,167	-	33,333	33,333	100.0%	50,000
Total Expenses	40,378	32,083	(8,295)	277,203	256,667	(20,537)	-8.0%	385,000
Net Profit (Loss)	\$ (7,775)	\$ -	\$ (7,775)	(17,043)	-	(17,043)		-
Net Position as of Oct 01, 2021				2,146,121	2,146,121	-		2,146,121
Net Position as of May 31, 2022				\$ 2,129,078	\$ 2,146,121	\$ (17,043)		\$ 2,146,121

Reserve Balances

Reserve Name	Beg Bal.	Additions	Interest	Expenses	Ending Bal.
Water Services Reserve	\$737,676	\$16,667	\$1,090	\$215,853	\$539,579
Sewer Services Reserve	\$1,050,451	\$206,667	\$2,148	\$61,350	\$1,197,915
Irrigation Services Reserve	\$117,327	\$33,333	\$256	\$0	\$150,916
Emergency Reserve	\$240,667	\$0	\$0	\$0	\$240,667
Total	\$2,146,121	\$256,667	\$3,494	\$277,203	\$2,129,078

Shared Services

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

(66.67% Yr Complete)

Description	Current Month			Year-to-Date				Adopted Budget
	Actual	Budget	Variance Fav (Unfav)	Actual	Budget	Variance Fav (Unfav)	% Variance	
ALLOCATIONS								
Total Payroll - Board	\$ 1,077	\$ 1,333	\$ 257	\$ 9,043	\$ 10,667	\$ 1,624	15.2%	\$ 16,000
Allocated to GF (Activity Ctr)	(135)	(167)	(32)	(1,131)	(1,333)	(202)	15.2%	(2,000)
Allocated to Water	(185)	(229)	(44)	(1,553)	(1,830)	(277)	15.2%	(2,745)
Allocated to Sewer	(468)	(579)	(111)	(3,927)	(4,629)	(701)	15.2%	(6,943)
Allocated to Irrigation	(109)	(135)	(26)	(914)	(1,077)	(163)	15.2%	(1,616)
Balance in General Fund (Admin)	181	225	44	1,517	1,797	280	15.6%	2,696
Total Payroll - Salaries	\$ 31,952	\$ 36,862	\$ 4,910	\$ 255,307	\$ 294,899	\$ 39,592	13.4%	\$ 442,348
Allocated to GF (Activity Ctr Salaries)	(2,812)	(3,413)	(601)	(22,659)	(27,305)	(4,646)	17.0%	(40,957)
Allocated to GF (Activity Ctr Maint.)	(3,100)	(3,545)	(445)	(17,493)	(28,362)	(10,869)	38.3%	(42,543)
Allocated to GF (Activity Ctr Tennis)	-	(1,950)	(1,950)	(8,167)	(15,599)	(7,433)	47.6%	(23,399)
Allocated to GF (Env. Srv. Gatehouse)	(14,440)	(15,736)	(1,296)	(113,750)	(125,890)	(12,141)	9.6%	(188,835)
Allocated J. Mercer to Water	(1,083)	(1,083)	-	(8,233)	(8,667)	(433)	5.0%	(13,000)
Allocated J. Mercer to Sewer	(1,583)	(1,583)	-	(12,033)	(12,667)	(633)	5.0%	(19,000)
Allocated J. Mercer to Irrigation	(500)	(500)	-	(3,800)	(4,000)	(200)	5.0%	(6,000)
Allocated to Beach Club- Maint.	(417)	(417)	1	(3,167)	(3,333)	(166)	5.0%	(5,000)
Allocated to Beach Club- Attendants	(4,788)	(4,805)	(16)	(40,180)	(38,438)	1,742	-4.5%	(57,657)
Balance in General Fund (Admin)	3,228	3,830	602	25,825	30,638	4,813	15.7%	45,957
Total Inframark Contract	9,489	9,489	-	76,033	75,908	(125)	-0.2%	113,862
Allocated to Beach Club	(417)	(417)	-	(3,346)	(3,333)	12	-0.4%	(5,000)
Allocated to Water	(443)	(443)	-	(3,549)	(3,543)	6	-0.2%	(5,315)
Allocated to Sewer	(1,931)	(1,931)	-	(15,474)	(15,450)	24	-0.2%	(23,175)
Allocated to Irrigation	(190)	(190)	-	(1,521)	(1,519)	2	-0.2%	(2,278)
Balance in General Fund (Admin)	6,508	6,508	-	52,143	52,063	(81)	-0.2%	78,094
Total Insurance Expense	2,069	-	(2,069)	125,619	126,101	482	0.4%	126,101
Allocated to GF (Activity Ctr)	-	-	-	(31,427)	(32,103)	(676)	2.1%	(32,103)
Allocated to Beach Club	(2,069)	-	2,069	(19,299)	(17,495)	1,804	-10.3%	(17,495)
Allocated to Water	-	-	-	(7,235)	(7,391)	(156)	2.1%	(7,391)
Allocated to Sewer	-	-	-	(44,078)	(45,026)	(948)	2.1%	(45,026)
Allocated to Irrigation	-	-	-	(3,303)	(3,374)	(71)	2.1%	(3,374)
Balance in General Fund (Admin)	-	-	-	20,276	20,712	436	2.1%	20,712

Fifth Order of Business

5A



1401 W. SWANN AVENUE
TAMPA, FL 33606
Phone #(813) 251-6455

ESTIMATE

ATTN:
Riverwood CDD
4290 Riverwood Drive
Port Charlotte, FL 33953

Date
6/9/2022
Estimate #
BRA3499

Estimate Created By:	Project Name	Project Number	
Chris Hill	BRA3499-Cul De Sac Phase 2		
Description	Qty	U/M	Total Price
Furnish and install Type SP 9.5 ASPHALT to a compacted 1.5"- 2.00" depth (5 pave shifts) See map	11,259	SY	165,337.90
BITUMINOUS TACK	11,259	SY	4,725.81
MILLING of existing asphalt to a 1.50" -2.00" depth to include cleanup and hauling (2 milling shift)	11,259	SY	26,450.00
ASPHALT/ MILLING MOB CHARGE	1	EA	1,000.00
<p>***Please Note, Asphalt Cost per Ton may require a change order due to asphalt price increase based on when job is being completed. This change order will be billed at cost with no markup.***</p> <p>Proposal Valid for 30 day or it must be rebid</p>			

Accepted By: _____
Print Name & Title: _____

Total:	\$197,513.71
---------------	---------------------

4250 Riverwood Dr

Template Parcel Tags

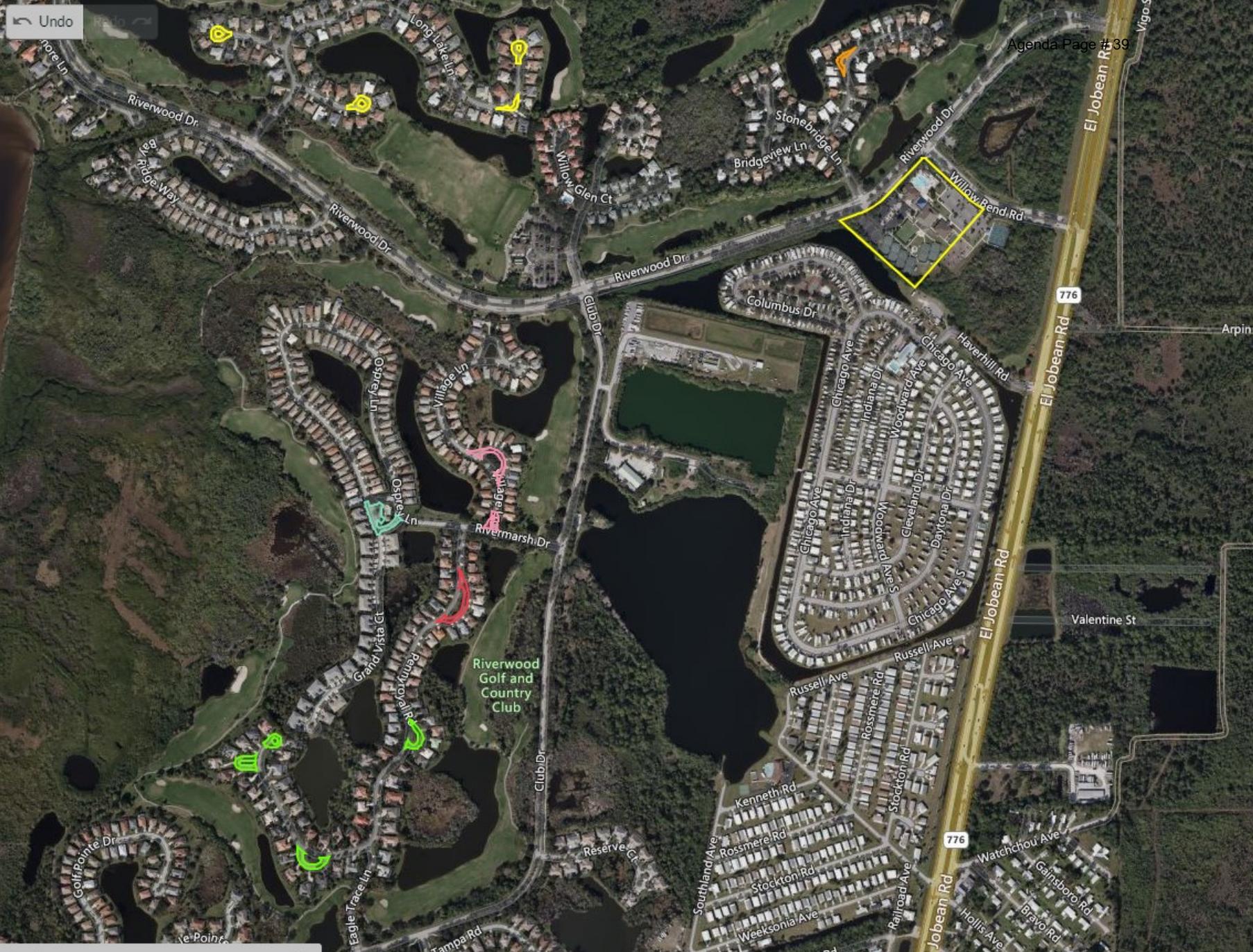
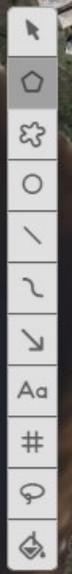
Template: Custom Template

To change template, delete measurements

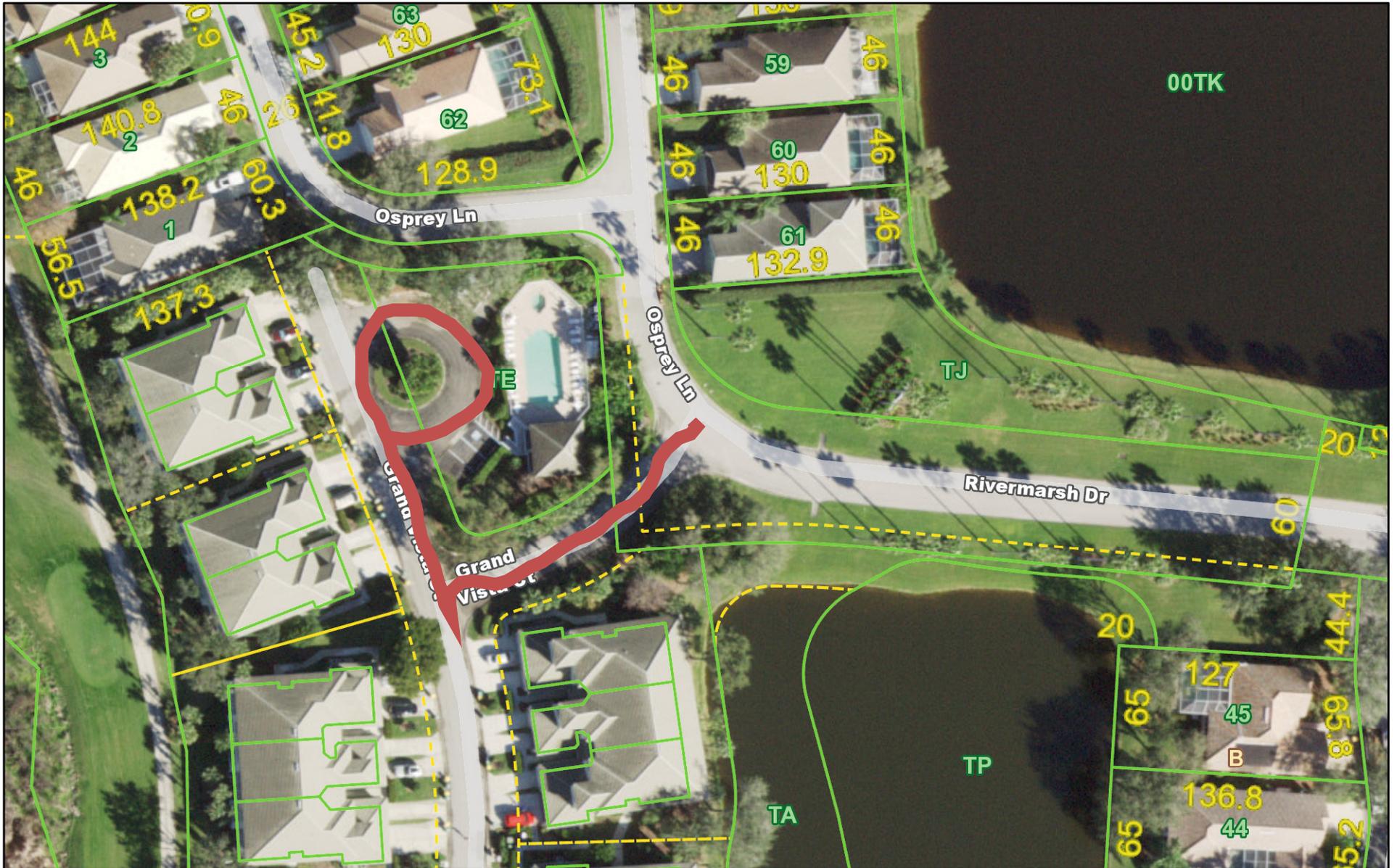
Groups Hide All

- A 15,304.72 ft²
- B 11,875.54 ft²
- C 4,052.21 ft²
- D 25,097.93 ft²
- E 28,475.02 ft²
- G 16,521.17 ft²

**TOTAL= 101,326.59 SF
OR 11,258.51 SY SY**



Map Layout



June 3, 2022

polylineLayer

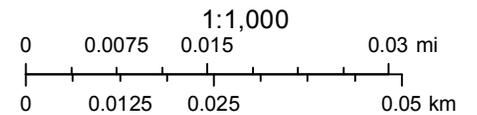
- Override 1
- Property Ownership

- Lots
- Block Number

Road Centerlines

- Collector
- Freeway
- Local
- Major Arterial

- Highway
- Minor Arterial



Charlotte County
Charlotte County GIS

Sixth Order of Business

RIVERWOOD CDD

May Monthly Client Report

June 21, 2022



Florida Utility Solutions, Inc

Summary

Operations at the facilities throughout the month were in accordance with contract and regulatory requirements.

Items Requiring Approval

We would ask your consideration and approval of the following:

Request	Impact	Est. Cost

Operations

- **Compliance**

- All Wastewater Plant requirements were met.

- All Water distribution requirements were met.

- **Reuse Pump Station Status:**

- Golf course reuse pump is operating correctly.

- **Performance metrics:**

- Wastewater Treatment Plant

- 3.3 million gals. of wastewater received in May

- Water Treatment

- 5.283 million gals of water metered at Reisley between 4/25-5/23/22
 - 5.170 million gals of water billed from CCU between 4/25-5/23/22

- Reuse

- Received from Charlotte County Utilities ?? million gals of reuse - Meter was broke – CCU is estimating flow
 - 3.359 million gals of reuse produced by Riverwood discharged into the pond

Performance Metrics	Current Month	Prior Month
Wastewater treated	3,277,000	4,346,000
Sludge produced and disposed	48,000	48,000
Reclaimed Water Produced (irrigation)	22,524,000	24,125,000
Number of line breaks	0	0
Hydrants flushed	37	37
Valves Exercised	20	20
Meters Read	1134	1134
Consumables	Current Month	Prior Month
Chlorine Usage - WWTP	1,190	2,865
Chlorine Usage – Irrigation	380	0

Maintenance and Repair

- No backflows were tested in May. Started testing in June.
- Corrective Maintenance:
 - Odor control at plant rebuild complete.
 - Repaired 1 sewer line (residential)
 - Verified several connections.
 - Repaired lea at end of Willow Glenn. Waiting on concrete.

Preventive Maintenance

- Inspected all pump stations weekly
- Monthly blower checks
- Flushed water at sample locations
- Odor control weekly checks performed
- Plant generator inspections completed
- Greased all pumps and motors
- Increased flushing

Water Meters

- Number changed - 0
- Meters raised – 0
- Meters to be raised – 0
- Number to be changed – NA
- Zero Usage Total- NA

Health & Safety

- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning daily events –confined space, lightning safety, seatbelts, housekeeping, and other safety related concerns

Personnel

- Mitch Gilbert – Florida Utility Solutions - Manager
- Robert Gosser and Curtis Weeks – certified operators
- Florida Utility Solutions rotates service technician weekly at Riverwood
- Alana Faircloth – compliance and clerical/administrative

Community Involvement

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

Hydroguard Flushing Update

Location	# times Flushed	Gallons Flushed May	Gallons Flushed April
S. Silver Lakes CT	31	187,800	96,100
N.Silver Lake CT	31	398,700	206,300
Club Drive	31	228,900	278,700
Scrub Jay CT.	31	293,300	152,200
Creekside Lane	31	211,900	137,555
North Marsh Dr.	31	640,059	423,134
Mill Creek	31	565,300	360,000
Presrve Ct.	31	384,500	252,600
Total Flushed		2,910,459	1,906,589

DAYS	CCU Drinking Water Meter #0011845095	May 1, 2022									
		Meter Reading	Flow Mgd	Meter Reading High	Flow Mdg	Meter Reading Low	Flow Mgd	Remote CI2	Riesley CI2	Proude CI2	Riesley PSI
	Riesley Ave.			Proude St.		Proude St.					
1				0.000		0.000					
2	602833	0.176		0.000		0.000	1.5	2.3		76	
3	603009	0.183		0.000		0.000	1.2	2.3		72	
4	603192	0.204		0.000		0.000	1.3	2.3		68	
5	603396	0.138		0.000		0.000	1.2	2		68	
6	603534	0.536		0.000		0.000	1.4	2		72	
7		0		0.000		0.000					
8		0		0.000		0.000					
9	604070	0.205		0.000		0.000	1	1.6		68	
10	604275	0.213		0.000		0.000	1.3	2		68	
11	604488	0.181		0.000		0.000	1.4	1.8		68	
12	604669	0.19		0.000		0.000	1	1.6		68	
13	604859	0.506		0.000		0.000	0.8	1.3		68	
14		0		0.000		0.000					
15		0		0.000		0.000					
16	605365	0.197		0.000		0.000	0.8	0.9		70	
17	605562	0.197		0.000		0.000	0.7	1.2		70	
18	605759	0.155		0.000		0.000	0.6	1		68	
19	605914	0.188	11941	0.009	367	0.001	0.6	1	2	68	
20	606102	0.489	20586	0.028	1614	0.004	0.7	1.1	0.7	70	70
21		0		0.000		0.000	0.6				
22		0		0.000		0.000	0.7				
23	606591	0.192	48815	0.015	5230	0.002	0.8	1.5	1.5	68	70
24	606783	0.177	63699	0.015	7118	0.002	0.8	1.4	0.9	68	72
25	606960	0.159	78824	0.017	8885	0.002	0.7	1.5	0.9	70	72
26	607119	0.168	95769	0.013	10414	0.002	1.2	1.5	1.5	70	70
27	607287	0.49	108456	0.043	12222	0.005	1.2	2	1.1	68	78
28		0		0.000		0.000					
29		0		0.000		0.017					
30	607777	0.169	151674	0.016	17172	0.002	0.7	1.8	1.1	74	78
31	607946	0.176	167609	0.019	19100	0.002	1	1.8	0.9	72	74
	AVERAGE	0.176		0.006		0.001	1.0	1.6	1.2	69.6	73.0
	Flow Total	5.113		0.156		0.036	Total Flow	5.305			
	MAX	0.536		0.043		0.017	1.5	2.3		76	
	MIN	0		0.000		0.000	0.6	0.9		68	

Eighth Order of Business

8A

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT
MEETING SCHEDULES**

The Board of Supervisors of the Riverwood Community Development District will hold their meetings for Fiscal Year 2023 on the **third Tuesday of each month at 2:00 p.m.** in the Meeting Room of the Riverwood Activity Center, 4250 Riverwood Dr., Port Charlotte, Florida, as follows:

October 18, 2022
November 15, 2022
December 20, 2022
January 17, 2023
February 21, 2023
March 21, 2023
April 18, 2023
May 16, 2023
June 20, 2023
July 18, 2023
August 15, 2023
September 19, 2023

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT
COMMITTEE MEETING SCHEDULE**

The Sewer Committee will hold their meetings on the same dates as above at **9:00 a.m.** in the same location.

October 18, 2022
November 15, 2022
December 20, 2022
January 17, 2023
February 21, 2023
March 21, 2023
April 18, 2023
May 16, 2023
June 20, 2023
July 18, 2023
August 15, 2023
September 19, 2023

The Financial Advisory Committee will hold their meetings on the **second Tuesday of each month at 10:00 am at the same location as follows**

October 11, 2022
November 8, 2022
December 13, 2022
January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023

The Campus Committee will hold their meetings on the **second Monday of each month at 10:00 am at the same location as follows aside from the dates noted below:**

October 10, 2022
November 14, 2022
December 12, 2022
January 9, 2023
February 13, 2023
March 13, 2023
April 10, 2023
May 8, 2023
June 12, 2023
July 10, 2023
August 14, 2023
September 11, 2023

The Environmental Committee will hold their meetings on the **first Thursday of each month at 10:00 a.m.** in the same location, as follows:

October 6, 2022
November 3, 2022
December 1, 2022
January 5, 2023
February 2, 2023
March 2, 2023
April 6, 2023
May 4, 2023
June 1, 2023
July 6, 2023
August 3, 2023
September 7, 2023

The Water/Utility Billing Committee will hold their meetings on the **second Thursday of each month at 10:00 a.m.** in the same location as follows:

October 13, 2022
November 10, 2022
December 8, 2022
January 12, 2023
February 9, 2023
March 9, 2023
April 13, 2023
May 11, 2023
June 8, 2023
July 13, 2023
August 10, 2023
September 14, 2023

The Beach Club Committee will hold their meetings on the **first Thursday of each month at 10:00 a.m.** in the same location as follows:

October 6, 2022
November 3, 2022
December 1, 2022
January 5, 2023
February 2, 2023
March 2, 2023
April 6, 2023
May 4, 2023
June 1, 2023
July 6, 2023
August 3, 2023
September 7, 2023

The Strategic Planning Committee will hold their meetings on the **third Monday of each month at 10:00 a.m.** in the same location as follows:

October 17, 2022
November 21, 2022
December 19, 2022
January 16, 2023
February 20, 2023
March 20, 2023
April 17, 2023
May 15, 2023
June 19, 2023
July 17, 2023

August 21, 2023
September 18, 2023

The Dog Park Committee will hold their meetings on the **first Friday of each month at 2:00 p.m.** at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida as follows:

October 7, 2022
November 4, 2022
December 2, 2022
January 6, 2023
February 3, 2023
March 3, 2023
April 7, 2023
May 5, 2023
June 2, 2023
July 7, 2023
August 4, 2023
September 1, 2023

The Safety and Access Control Committee will hold their meetings on the **second Wednesday of each month at 9:00 a.m. until 11:00 a.m.** unless indicated otherwise at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida as follows:

October 12, 2022
November 9, 2022
December 14, 2022
January 11, 2023
February 8, 2023
March 8, 2023
April 12, 2023
May 10, 2023
June 14, 2023
July 12, 2023
August 9, 2023
September 13, 2023

Sewer and Water/Utilities Committee will hold a joint meeting on the **third Tuesday of each month at 9:00 a.m.** at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida as follows:

July 18, 2023
August 15, 2023
September 19, 2023

RV Park Committee will hold their meeting on the **second Thursday of each month at 10:00 a.m.** at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida as follows:

September 8, 2022
October 13, 2022
November 10, 2022
December 8, 2022
January 12, 2023
February 9, 2023
March 9, 2023
April 13, 2023
May 11, 2023
June 8, 2023
July 13, 2023
August 10, 2023
September 14, 2023

There may be occasions when one or more Supervisors may participate by telephone. At the above location there may be present a speaker telephone so that any interested person can attend the meeting and be fully informed of the discussions taking place either in person or by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (954) 603-0033 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 who can aid you in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Justin Faircloth,
District Manager