

**MINUTES OF MEETING
THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Three Rivers Community Development District was held on Tuesday March 17, 2020 at 1:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

Liam O'Reilly	Chairman
Mike Taylor	Vice Chairman
Blake Weatherly	Supervisor
Rose Bock	Supervisor
Grady Miars	Supervisor (<i>via phone</i>)

Also, present were:

Jim Perry	District Manager
Wes Haber	District Counsel (<i>via phone</i>)
<i>Greg Kern</i>	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Perry: There are no members of the public in attendance.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 21,
2020 Meeting**

Mr. Perry: Are there any comments, corrections, or additions to the minutes? Hearing none, I would ask for a motion to approve.

On MOTION by Ms. Bock seconded by Mr. O'Reilly with all in favor, the Minutes of the January 21, 2020 Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2020-06
Adopting Internal Controls Policy**

Mr. Perry: This is a new statutory requirement. This really doesn't have an impact on the district. We already have an annual audit done, and as part that there is a limited review of internal controls. Plus, we have to certify to the auditors that there are control practices in place. So, this is something that the legislature just wanted to have formalized, it doesn't affect us at all. We do have to approve a resolution that has a formal policy.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor, Resolution 2020-06 Adopting Internal Controls Policy, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Qualifications for
Geotechnical Services**

Mr. Perry: There are two proposals that we received. One from ECS and the other was from Terracon. There is a grading sheet in front of each of the supervisors, and we will walk you through the rankings.

Mr. O'Reilly: There are two proposers and both are fairly equal. The last item, volume of work, ECS has already worked for the district and the developer doing some of the Geotech services. They are much more familiar with the project, so that's why they scored higher than Terracon in that category which ranked them first. I would like to make a motion to approve the scoring as is and award to ECS.

Mr. Perry: For the record the scoring for ECS was 95 points and Terracon was 90 points.

On MOTION by Mr. O'Reilly seconded by Ms. Bock with all in favor, Ranking ECS #1 with 90 Points for Geotechnical Services, was approved.

SIXTH ORDER OF BUSINESS

**Ratification of Agreement with FPL for
Unit 1 Phase 1A**

Mr. Perry: This ratification is for electrical work and it was \$4,787.69.

Three Rivers CDD

January 21, 2020

Mr. O'Reilly: This is the agreement with Florida Power and Light to provide electrical distribution to the project. If you are familiar with FPL, they have a credit system where the district will install the conduit and they apply credit to offset their cost and if there is any delta then you have to pay the overages. The CDD would pay the overages. That delta amount is \$4,787.69. Due to the schedule with the CDD Engineer and myself we went ahead and got them going on this work so they could go ahead and order material. So, we would just like to ratify the agreement.

Mr. Taylor: Is this for Phase 1?

Mr. O'Reilly: This is for Unit 1.

On MOTION by Mr. O'Reilly seconded by Mr. Taylor with all in favor, Agreement with FPL for Unit 1 Phase 1A, was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal from Dominion Engineering Group, Inc.

Mr. Perry: This is related to the amenity center. I believe the total fees are \$46,500.

Mr. O'Reilly: Since the CDD Engineer isn't here I will jump in again. This is for the Civil Engineering of the actual amenity center site. The engineering work done to date puts the site as a blank pad with a pond. This is to do all the design to get the site ready to build an amenity center.

Mr. Taylor: Jim can you state the number again?

Mr. Perry: \$46,500. I think it's on page 3 of the proposal.

Mr. O'Reilly: There are 3 tasks. The first task is \$3,500 and that is for some site planning iterations to lock in the parking requirements. The actual construction documents and the permitting component is \$5,000 to permit through the county and JEA.

On MOTION by Mr. O'Reilly seconded by Mr. Taylor with all in favor, the Proposal from Dominion Engineering Group, Inc., were approved.

EIGHTH ORDER OF BUSINESS

Ratification of Proposal from Avid Trails for Tributary Community Trails Master Planning

Mr. Perry: Total fees on that were \$27,500. Again, this is a ratification.

Three Rivers CDD

January 21, 2020

Mr. Haber: Just have a quick update to let the board know that the RFQ, request of qualifications, for the amenities center was approved at the last meeting. We put a notice in the paper on March 11th and the RFQ package was available for pickup on that same day. The due date for the responses is March 31st. Sometime after March 31st we should be in a position to review the proposals and ultimately make a decision on if and who the board wants to move forward with respect to the amenities facility. I am happy to answer any questions.

Mr. Perry: In regards to timing our next scheduled meeting is the 21st of April. Did we want to consider something sooner for timing of this?

Mr. Taylor: We could continue the meeting, right?

Mr. O'Reilly: We would need to make the selection before the 21st of April. So, would we call a special meeting or just continue this one?

Mr. Perry: It depends on the date. There is no rule of thumb. Most of the time if it is within two weeks or so then we will continue.

Mr. O'Reilly: Wes, what's the date that they are all due? The 21st?

Mr. Harber: The 31st.

Mr. O'Reilly: I would say that same week or the following week, the week of the 6th. I say that because we are behind schedule and we need to get a CM on board pretty quick. We are making progress on the amenity design so I would prefer to meet maybe the week of the 6th. Maybe one of those days to finalize, look at the scoring and select. My vote would be the 8th, that's a Wednesday.

Ms. Bock: Now is that a continuation or a new meeting?

Mr. O'Reilly: I don't know. I will defer to these guys.

Mr. Perry: Wes, do you have a problem if we continue the meeting to the 8th? Its about 3 weeks.

Mr. Haber: I do not. Same time, 1:00 p.m.?

Mr. O'Reilly: Why don't we do 2:00 p.m. that way it's doable if you guys have a meeting that morning.

Mr. Haber: Is they purpose of the continuation to address the RFQ?

Mr. O'Reilly: Yes.

Mr. Haber: Just as a matter of formality once we decide on the day if we could also then do a motion to amend the agenda to consider the responses to the RFQ for the amenities facility so that way we are continuing the meeting to an item that was included on the agenda.

Mr. Perry: Wes, technically the RFQs aren't due for two weeks so is that motion going to carry this? You are amending the agenda for consideration of the RFQs and as of today this is what the agenda is. You're not going to get the RFQs until two weeks, so by doing that motion are you comfortable with that?

Mr. O'Reilly: You mean just amend the agenda at the next meeting?

Mr. Haber: As far as the note is, the RFQ contemplates that each person who submits a proposal will be getting separate notice of the date of the districts consideration. So, they can be advised that the board will be contemplating or considering the consideration of the proposals on April 8th at 2:00 p.m.. What is the consideration that you are raising for concern?

Mr. Perry: If we are going to do that, that's fine. I think it will be ok.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor, Amend Agenda to Consider Responses to the RFQ for the Amenities Center, was approved.
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Mr. Perry: Anything else Wes?

Mr. Haber: I want to confirm that the board is comfortable leaving itself as the review entity that reviews the proposals. It's commonly done but from time to time a board will appoint a committee other than just have people that are on that board. It's more my experience the board remains the reviewer.

Mr. O'Reilly: I am comfortable with that.

B. District Engineer

There being none, the next item followed.

C. District Manager

Mr. Perry: We will just continue to be in communications about your meetings and so forth with what's going on with the Corona Virus.

Three Rivers CDD

January 21, 2020

ELEVENTH ORDER OF BUSINESS

Financial Statements as of February 29th, 2020

Mr. Perry: This district’s financials are somewhat limited. They also include the balance sheet, statement of income, and schedules. It also shows the capital projects, requisitions, funding requests, etc.

TWELFTH ORDER OF BUSINESS

Approval of Fiscal Year 2020 Funding Request No. 6

Mr. Perry: You have Funding Request No. 6 for \$7,876.57 and that’s included in your agenda package. We would ask for a motion to approve.

On MOTION by Mr. O’Reilly seconded by Mr. Taylor with all in favor, Funding Request No. 6, was approved.

THIRTEENTH ORDER OF BUSINESS

Supervisors’ Request and Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – April 21, 2020 at 1:00 p.m. at the Amelia Walk Amenity Center

Mr. Perry: The next scheduled meeting is **April 21st, 2020**

FIFTEENTH ORDER OF BUSINESS

Adjournment/ Continuation

Mr. Perry: If I could get a motion to continue today’s meeting to Wednesday the 8th at 2:00 p.m. at this location.

On MOTION by Mr. O’Reilly seconded by Ms. Weatherly with all in favor, meeting will be continued.

DocuSigned by:

James A Perry

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Secretary / Assistant Secretary

DocuSigned by:

Liam O'Reilly

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Chairman / Vice Chairman