

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

The Board of Supervisors of the Three Rivers Community Development District held a Public Hearing and Regular Meeting on August 15, 2024 at 3:00 p.m., at the Amelia Island Nassau County Association of Realtors, 910 S 14th St., Fernandina Beach, Florida 32034.

**Present were:**

Gregg Kern	Chair
Mike Taylor (via telephone)	Vice Chair
Brad Odom	Assistant Secretary
Rose Bock	Assistant Secretary

**Also present:**

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel
Scott Wild (via telephone)	District Engineer
Bill Schaefer (via telephone)	Dominion Engineering Group
James McMahon	Castle Group
Joshua Parker	Castle Group
Shanin Baldwin	Lifestyle Director
Terry Evans	Resident
Ted Goodman	Resident
Regina Goodman	Resident
Tony Morales	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 3:00 p.m. Supervisors Bock, Kern and Odom were present. Supervisor Taylor attended via telephone. Supervisor Cornelison was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Mr. Torres stated this is the time for public comments on any item related to the agenda. Comments related to the budget will be taken during the Fourth and Fifth Orders of Business.

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

**A. Consideration/Ratification of Requisition(s): Refunding Bond, Series 2023 (support documentation available upon request)**

<b>I. Number 65: Vallencourt Construction Co., Inc.</b>	<b>[\$71,274.67]</b>
<b>II. Number 66: Vallencourt Construction Co., Inc.</b>	<b>[\$5,688.00]</b>
<b>III. Number 67: England-Thims &amp; Miller, Inc.</b>	<b>[\$19,770.25]</b>
<b>IV. Number 68: Onsite Industries, LLC</b>	<b>[\$1,287.00]</b>
<b>V. Number 69: Ring Power Corporation</b>	<b>[\$2,216.94]</b>

**B. Ratification Item(s)**

There were no ratification items behind Tab 4B.

**On MOTION by Mr. Kern and seconded by Mr. Odom, with all in favor, the Consent Agenda Items, as listed and presented, were approved and/or ratified.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2024/2025 Budget**

**A. Affidavit of Publication**

**B. Consideration of Resolution 2024-11, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Torres reviewed the proposed Fiscal Year 2025 budget and highlighted any increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes. He reviewed the Assessment Summary Table, on Pages 18 and 19, depicting On-Roll and Off-Roll assessments.

**On MOTION by Mr. Kern and seconded by Ms. Bock, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Kern and seconded by Mr. Odom, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Kern and seconded by Ms. Bock, with all in favor, Resolution 2024-11, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-12, Providing for Funding for the FY 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Kern and seconded by Mr. Odom, with all in favor, Resolution 2024-12, Providing for Funding for the FY 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting [HB7013 – Special Districts Performance Measures and Standards Reporting]**

Mr. Torres presented the Memorandum explaining the new requirement for special districts to develop goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. He presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

**On MOTION by Mr. Kern and seconded by Mr. Odom, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.**

**SEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statements as of June 30, 2024**

**On MOTION by Ms. Bock and seconded by Mr. Kern, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.**

**EIGHTH ORDER OF BUSINESS****Approval of July 18, 2024 Regular Meeting  
Minutes**

**On MOTION by Mr. Kern and seconded by Mr. Odom, with all in favor, the July 18, 2024 Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP****B. District Engineers: Dominion Engineering Group, Inc. and ETM**

There were no reports from District Counsel or the District Engineers.

**C. Property Manager: Castle Group**

Mr. McMahon introduced Mr. Joshua Parker, who is a new member of the Castel Group Management Team, and discussed Mr. Parker's educational and professional backgrounds. Mr. Parker discussed his personal background.

Mr. McMahon thanked Keith and other volunteers who helped prepare for the hurricane.

The following was reported:

- Residents are being asked to provide information they omitted when submitting their Architect Review Board (ARB) applications online.
- The vendor will inspect the fitness center equipment tomorrow.
- Tree Amigos trimmed all the palms yesterday and removed one area of the mulch bed and replaced it with river rock. Several favorable comments were received and he was asked if the CDD will do this in the other islands.
- Mr. Parker obtained several proposals to pressure wash the Amenity Center, which includes the pools, front entryway and front sidewalks. It will be sent to Ms. Madonado for consideration.
- The light on the exit side of Tributary was repaired.

- Staff is working with JEA to replace some of the light pole lights. Residents should call the number on the side of the light pole to report issues.
- The HOA will send reminders about vehicles parking on the roads for an extended time.
- Educating residents about who is responsible for cutting the grass near the pond banks is underway.
- Ms. Madonado acquired a portable air conditioner for use until the one between the HOA office and the restroom is repaired.

**D. Lifestyle Director: OnPlace, LLC**

Ms. Baldwin discussed past and upcoming events.

**E. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: September 19, 2024 at 3:00 PM**

- **QUORUM CHECK**

All Supervisors present confirmed their attendance at the September 19, 2024 meeting.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

Resident Regina Goodman noted that the sprinkler systems were on during the hurricane and asked is there is an emergency shut off option, as some residents do not reside in Tributary year-round. Mr. Torres stated Staff will look into having them shut off before a storm event.

Resident Tony Morales stated that he observed several vehicles speeding and using Cloverwood Court to make a u-turn. He asked if it is possible to install "No-outlet/No Speeding" signs. He noted improvements since speed limit signs were installed and HOA Staff and the Lifestyle Director started sending communications to residents. Mr. Schaefer was asked to research signage and report his findings at the next meeting.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Kern and seconded by Mr. Odom, with all in favor, the meeting adjourned at 3:22 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair