

THREE RIVERS

COMMUNITY DEVELOPMENT DISTRICT

October 14, 2020

BOARD OF SUPERVISORS

VIRTUAL REGULAR

MEETING AGENDA

Three Rivers Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

October 7, 2020

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

Board of Supervisors
Three Rivers Community Development District

Dear Board Members:

The Board of Supervisors of the Three Rivers Community Development District will hold a Virtual Regular Meeting on October 14, 2020 at 12:00 p.m., via Zoom video at <https://zoom.us/j/2043596216>, Meeting ID 204 359 6216 or telephonically at 1-929-205-6099, Meeting ID 204 359 6216. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Ratification of Onsite Industries, LLC, Proposal 282501 for Tributary Phase 1 CBUs
4. Consideration of Resolution 2021-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date
5. Acceptance of Unaudited Financial Statements as of August 31, 2020
6. Consideration of August 18, 2020 Public Hearing and Regular Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Hopping Green & Sams, P.A.*
 - B. District Engineer: *Dominion Engineering Group, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: November 19, 2020 at 1:30 PM

○ QUORUM CHECK

GRADY MIARS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
LIAM O'REILLY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
BLAKE WEATHERLY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
ROSE BOCK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
MIKE TAYLOR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

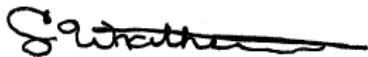
8. Board Members' Comments/Requests
9. Public Comments
10. Adjournment

"Further, please be advised that the Florida Governor's Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus."

"That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting may do so via Zoom details specified herein. Additionally, participants are encouraged to submit questions and comments to the District's manager in advance at 561-571-0010 or wraithellc@whassociates.com."

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675.

Sincerely,



Craig Wrathell
District Manager

OPTIONS FOR MEETING PARTICIPATION

<https://zoom.us/j/2043596216>

MEETING ID: 204 359 6216

OR

CALL IN NUMBER: 1-929-205-6099

MEETING ID: 204 359 6216

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3

PROPOSAL 282501

THREE RIVERS CDD



Submitted to

CONTACT GREGG KERN
 ADDRESS 2300 GLADES ROAD, SUITE 410W

PHONE _____ FAX _____
 EMAIL gkern@greenpointllc.com

ESTIMATE # 002-20-282501
 DATE 9/8/2020
 WRITTEN BY DAN KRISTOFF
 REFERENCE _____

**** DEPOSIT REQUIRED ****

Project Detail - Page 1

LOCATION TRIBUTARY DISTANCE 35 MILES COORDINATES 30.620007, -81.687910
 PROJECT NAME PHASE 1 CBUS

Items

		PRICE EACH	QTY	TOTAL
1	MAILBOX, CBU, 16 DOOR, STANDARD, SEQ NUMBERING, BLACK Sided, INVOICED UPON RECEIPT 16 DOOR STANDARD CBU	\$1,528.10	8	\$12,224.80
2	MAILBOX, CONCRETE POUR, 4" DEPTH - STANDARD, W/FIBERMESH, 4", CUSTOM / 140" X 48" (47 SQ. FT.) ADA COMPLIANT PAD POUR FOR 4 STANDARD CBUS	\$1,175.00	2	\$2,350.00
3	LABOR / INSTALLATION, INSTALL - JACKSONVILLE, LOCAL 30-45	\$690.00	1	\$690.00
4	MAILBOX, USPS COORDINATION INCLUDED		1	\$0.00
PRE-TAX TOTAL				\$15,264.80
EST TAX (.07)				\$0.00
TOTAL				\$15,264.80

Approval

TERMS & CONDITIONS

- All work will be completed in a workmanlike manner according to standard practice. All agreements are contingent upon delays and material cost increases beyond our control.
- Pricing in this proposal is subject to acceptance within 14 days and is void thereafter.
- Depending upon the agreed credit terms, a deposit may be required before work is to commence.
- If a deposit is to be paid by credit card, you authorize OnSight Industries, LLC to charge 50% of the total project cost upfront and the balance of the project immediately upon completion.
- Any labor and installation pricing is approximate and subject to change based upon actual time incurred.
- Delivery/installation postponement will result in the client being progress billed for completed product. At this time, title for the product will transfer to the client. Product will be warehoused until the client is ready for installation, at which time applicable installation labor will be invoiced upon completion.
- Sales tax is estimated and subject to change based upon the actual rate at time of invoicing.
- Unless otherwise noted, client assumes all responsibility for permitting and utility locator services as necessary.
- Customer is responsible for variations from customer supplied architectural drawings & hardscapes.
- Signature on this proposal constitutes approval from the client on supplied artwork/graphics.
- Invoices are due upon receipt. Any unpaid invoices are subject to late fees equal to 1.5% of the balance due per month (18% per year), collection fees and/or court costs.

ONSIGHT INDUSTRIES, LLC.

Dan Kristoff

 SIGNATURE DAN KRISTOFF 9/9/2020
 NAME DATE

PROPOSAL ACCEPTANCE THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED. ONSIGHT INDUSTRIES, LLC IS AUTHORIZED TO PROCEED WITH THE PROJECT AS STATED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

Liam O'Reilly

 SIGNATURE Liam O'Reilly 9/9/2020
 NAME DATE

900 CENTRAL PARK DR., SANFORD, FL 32771-6634
 P: 407.830.8861 • F: 407.830.5569

THREE RIVERS

COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2021-01

A RESOLUTION OF THE THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2020/2021 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Three Rivers Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2020/2021 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Pasco County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of October, 2020.

Attest:

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE		
LOCATION		
<i>Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach, Florida 32034</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 14, 2020	Virtual Regular Meeting	12:00 PM
Join Zoom Meeting: https://zoom.us/j/2043596216 Meeting ID: 204 359 6216		
Dial by location 1-929-205-609 Meeting ID: 204 359 6216		
November 19, 2020	Regular Meeting	1:30 PM
December 17, 2020	Regular Meeting	1:30 PM
January 21, 2021	Regular Meeting	1:30 PM
February 18, 2021	Regular Meeting	1:30 PM
March 18, 2021	Regular Meeting	1:30 PM
April 15, 2021	Regular Meeting	1:30 PM
May 20, 2021	Regular Meeting	1:30 PM
June 17, 2021	Regular Meeting	1:30 PM
July 15, 2021	Public Meeting	1:30 PM
August 19, 2021	Regular Public Hearing & Meeting	1:30 PM
September 16, 2021	Regular Meeting	1:30 PM

In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-150, 20-179 and 20-193 issued by Governor, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

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**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2020**

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2020**

	General Fund	Debt Service Fund Series 2019A-1	Debt Service Fund Series 2019A-2	Capital Projects Fund Series 2019	Total Governmental Funds
ASSETS					
Cash	\$ 2,531	\$ -	\$ -	\$ -	\$ 2,531
Investments					
Revenue	-	5,889	439	-	6,328
Reserve	-	1,001,062	74,812	-	1,075,874
Construction - master	-	-	-	735,775	735,775
Construction - neighborhood	-	-	-	1,735,360	1,735,360
Capitalized interest	-	372,156	37,854	-	410,010
Due from Developer	16,144	-	-	-	16,144
Utility deposit	200	-	-	-	200
Total assets	<u>\$ 18,875</u>	<u>\$1,379,107</u>	<u>\$ 113,105</u>	<u>\$2,471,135</u>	<u>\$ 3,982,222</u>
LIABILITIES					
Liabilities:					
Accounts payable	\$ 14,422	\$ -	\$ -	\$ -	14,422
Retainage payable	-	-	-	548,475	548,475
Accrued wages payable	1,600	-	-	-	1,600
Accrued taxes payable	122	-	-	-	122
Total liabilities	<u>16,144</u>	<u>-</u>	<u>-</u>	<u>548,475</u>	<u>564,619</u>
DEFERRED INFLOWS OF RESOURCES					
Deferred receipts	16,144	-	-	-	16,144
Total deferred inflows of resources	<u>16,144</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,144</u>
FUND BALANCES					
Assigned:					
Restricted for					
Debt service	-	1,379,107	113,105	-	1,492,212
Capital projects	-	-	-	1,922,660	1,922,660
Unassigned	(13,413)	-	-	-	(13,413)
Total fund balances	<u>(13,413)</u>	<u>1,379,107</u>	<u>113,105</u>	<u>1,922,660</u>	<u>3,401,459</u>
Total liabilities and fund balances	<u>\$ 18,875</u>	<u>\$1,379,107</u>	<u>\$ 113,105</u>	<u>\$2,471,135</u>	<u>\$ 3,982,222</u>

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Developer contribution	\$ -	\$ 76,743	\$ 113,962	67%
Total revenues	<u>-</u>	<u>76,743</u>	<u>113,962</u>	67%
EXPENDITURES				
Professional & administrative				
Supervisor fees	800	7,000	12,000	58%
FICA	61	535	918	58%
Engineering	2,160	4,545	12,000	38%
Attorney	762	15,114	25,000	60%
Dissemination agent	-	2,625	-	N/A
Audit	-	4,100	-	N/A
Management	3,750	41,250	45,000	92%
Information technology	-	1,875	1,825	103%
ADA website compliance*	-	1,875	1,875	100%
Telephone	-	142	544	26%
Postage	-	192	1,000	19%
Insurance	-	5,125	6,000	85%
Printing & binding	-	1,454	1,200	121%
Legal advertising	275	7,613	5,000	152%
Other current charges	-	-	800	0%
Office supplies	-	369	625	59%
Dues, licenses & subscriptions	-	175	175	100%
Total professional & administrative	<u>7,808</u>	<u>93,989</u>	<u>113,962</u>	82%
Operations & maintenance				
Utilities	107	2,980	-	N/A
Total operations & maintenance	<u>107</u>	<u>2,980</u>	<u>-</u>	N/A
Total expenditures	<u>7,915</u>	<u>96,969</u>	<u>113,962</u>	85%
Excess/(deficiency) of revenues over/(under) expenditures	(7,915)	(20,226)	-	
Fund balances - beginning	(5,498)	6,813	-	
Fund balances - ending	<u>\$ (13,413)</u>	<u>\$ (13,413)</u>	<u>\$ -</u>	

*The expenses were previously budgeted for and reflected in Information technology, and have now been split accordingly

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2019A-1 BONDS
FOR THE PERIOD ENDED AUGUST 31, 2020**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Interest	\$ 8	\$ 10,369	\$ 13,800	75%
Total revenues	<u>8</u>	<u>10,369</u>	<u>13,800</u>	<u>75%</u>
EXPENDITURES				
Debt service				
Interest 11/1	-	63,335	63,335	100%
Interest 5/1	-	367,753	367,753	100%
Total debt service	<u>-</u>	<u>431,088</u>	<u>431,088</u>	<u>100%</u>
Excess/(deficiency) of revenues over/(under) expenditures	8	(420,719)	(417,288)	
Fund balances - beginning	<u>1,379,099</u>	<u>1,799,826</u>	<u>809,688</u>	
Fund balances - ending	<u><u>\$ 1,379,107</u></u>	<u><u>\$ 1,379,107</u></u>	<u><u>\$ 392,400</u></u>	

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2019A-2 BONDS
FOR THE PERIOD ENDED AUGUST 31, 2020**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Interest	\$ -	\$ 808	\$ 1,200	67%
Total revenues	<u>-</u>	<u>808</u>	<u>1,200</u>	<u>67%</u>
EXPENDITURES				
Debt service				
Interest 11/1	-	6,442	6,442	100%
Interest 5/1	-	37,406	37,406	100%
Total debt service	<u>-</u>	<u>43,848</u>	<u>43,848</u>	<u>100%</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(43,040)	(42,648)	
Fund balances - beginning	113,105	156,145	70,408	
Fund balances - ending	<u>\$ 113,105</u>	<u>\$ 113,105</u>	<u>\$ 27,760</u>	

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2019 BONDS
FOR THE PERIOD ENDED AUGUST 31, 2020**

	<u>Current Month</u>	<u>Year To Date</u>
REVENUES		
Interest	\$ 21	\$ 64,839
Total revenues	<u>21</u>	<u>64,839</u>
EXPENDITURES		
Capital outlay - master	634,544	4,366,513
Capital outlay - neighborhood	414,743	6,267,919
Total expenditures	<u>1,049,287</u>	<u>10,634,432</u>
Excess/(deficiency) of revenues over/(under) expenditures	(1,049,266)	(10,569,593)
Fund balances - beginning	<u>2,971,926</u>	<u>12,492,253</u>
Fund balances - ending	<u>\$ 1,922,660</u>	<u>\$ 1,922,660</u>

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

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DRAFT

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

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The Board of Supervisors of the Three Rivers Community Development District held a Public Hearing and Meeting on August 18, 2020 at 1:00 p.m., remotely, at <https://zoom.us/j/2043596216>, Meeting ID 204 359 6216 and at 1-929-205-6099, Meeting ID 204 359 6216.

Present and constituting a quorum were:

Liam O'Reilly	Chair
Mike Taylor	Vice Chair
Blake Weatherly	Assistant Secretary
Rose Bock	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Howard McGaffney	Wrathell Hunt and Associates, LLC
Wes Haber	District Counsel
Bill Schaeffer	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 1:02 p.m. Supervisors O'Reilly, Taylor, Weatherly and Bock were present. Supervisor Miars was not present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District's website.

SECOND ORDER OF BUSINESS

Public Comment

There were no public comments.

38 **THIRD ORDER OF BUSINESS** **Ratification of Bio-Tech Consulting, Inc.,**
 39 **Work Orders [Agreement for Wetland**
 40 **Monitoring and Reporting Services]**

41
 42 **A. Work Order No. 3, Edwards Road Fire Station**

43 **B. Work Order No. 4, Boardwalks Permit Modification**

44 Mr. Wrathell presented Work Orders No. 3 and No. 4.

45

46 **On MOTION by Mr. Taylor and seconded by Mr. Weatherly, with all in favor,**
 47 **Bio-Tech Consulting, Inc., Work Orders No. 3 and No. 4, were ratified.**

48

49

50 **FOURTH ORDER OF BUSINESS** **Presentation of Engineer’s 2020 Annual**
 51 **Report – Section 9.21 of Master Trust**
 52 **Indenture**

53

54 Mr. Schaeffer reviewed the Annual Engineer’s Report for 2020, as follows:

55 ➤ Construction commenced on Phase 1A, Unit 1, consisting of a spine road, residential
 56 roadways and lots.

57 ➤ The project was anticipated to be completed in late August or early September.

58 ➤ Delays were caused by Florida Power & Light (FPL).

59 ➤ Units 2 and 3 were in progress and should be completed in the first quarter of 2021.

60 Mr. Wrathell asked Mr. Schaeffer to circulate any revisions to the Report to District Staff
 61 and Board Members.

62

63 **On MOTION by Mr. O’Reilly and seconded by Ms. Bock, with all in favor, the**
 64 **Engineer’s 2020 Annual Report – Section 9.21 of Master Trust Indenture, was**
 65 **approved.**

66

67

68 **FIFTH ORDER OF BUSINESS** **Public Hearing on Adoption of Fiscal Year**
 69 **2020/2021 Budget**

70

71 **A. Proof/Affidavit of Publication**

72 The affidavit of publication was included for informational purposes.

73 **B. Consideration of Resolution 2020-10, Relating to the Annual Appropriations and**
 74 **Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending**
 75 **September 30, 2021; Authorizing Budget Amendments; and Providing an Effective**
 76 **Date**

77 Mr. Wrathell reviewed the Fiscal Year 2021 budget. Due to the change in District
 78 Management, a few line items would be adjusted downward. The following changes were
 79 made to the Fiscal Year 2021 budget:

80 "Dissemination agent": Change "3,500" to "1,000"

81 "Information technology": Change "3,700" to "1,890"

82 Corresponding "Totals" lines and any other items would be adjusted to account for the
 83 reduced amounts listed above.

84

85 **On MOTION by Mr. O'Reilly and seconded by Ms. Bock, with all in favor, the**
 86 **public hearing was opened.**

87

88

89 No members of the public spoke.

90

91 **On MOTION by Ms. Bock and seconded by Mr. O'Reilly, with all in favor, the**
 92 **public hearing was closed.**

93

94

95 Mr. Wrathell presented Resolution 2020-10 and read the title.

96

97 **On MOTION by Mr. O'Reilly and seconded by Mr. Taylor, with all in favor,**
 98 **Resolution 2020-10, Relating to the Annual Appropriations and Adopting the**
 99 **Budget for the Fiscal Year Beginning October 1, 2020, and Ending September**
 100 **30, 2021, as amended; Authorizing Budget Amendments; and Providing an**
 101 **Effective Date, was adopted.**

102

103

104 **SIXTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2020/2021
 Budget Funding Agreement**

105

106

107 Mr. Wrathell presented the Fiscal Year 2020/2021 Budget Funding Agreement.

144 • **NEXT MEETING DATE: September 15, 2020 at 1:00 P.M.**

145 ○ **QUORUM CHECK**

146 The next meeting would be held on September 15, 2020 at 1:00 p.m.

147

148 **TENTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

149

150 There being no Board Members' comments or requests, the next item followed.

151

152 **ELEVENTH ORDER OF BUSINESS** **Public Comments**

153

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

155

156 **TWELFTH ORDER OF BUSINESS** **Adjournment**

157

158 There being nothing further to discuss, the meeting adjourned at 1:26 p.m.

159

160 **On MOTION by Mr. Weatherly and seconded by Mr. Taylor, with all in favor,**
161 **the meeting adjourned at 1:26 p.m.**

162

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167

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary / Assistant Secretary

Chairman / Vice Chairman