

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 January 21, 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:

Mike Taylor	Vice Chairman
Blake Weatherly	Supervisor
Rose Bock	Supervisor

Also, present were:

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

Affidavit of Publication

This item was not discussed.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the December
17th, 2019 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 Mr. Taylor seconded by Mr. Weatherly with all in favor, the Minutes of the December 17th, 2019 Meeting, were approved.

FIFTH ORDER OF BUSINESS

**Public Hearing to Adopt the Revised
Rules of Procedure & Non-Resident User
Fee, Resolution 2020-05**

Mr. Perry: These revised rules of procedure are updated by Hopping Green and Sams about every 2 to 3 years to reflect the statutory changes that have occurred and also anything that might be pertinent to the district. In regards to this district, obviously it has been newly formed. They are still amending those rules and procedures to be reflective of the changes in statute. Most of the Rules of Procedure deals with public meetings, public records, but a large portion of it is the procurement of goods and services. We have done this at a number of our districts, and I think so of you have been familiar with that. So, with that I'd ask for a motion to open the public hearing.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor, Opening the Public Hearing, was approved.

Mr. Perry: Wes, do you want to add anything in regards to the rules?

Mr. Haber: No, I think you covered it unless anybody has any specific questions regarding the rules.

Mr. Taylor: I just have one question. Exhibit B talks about the annual user fee range being \$3,000-\$4,000, is that just a guideline or do we have a specific one here at this district?

Mr. Taylor: We haven't adopted a specific one. That gives you the ability to set it in that range.

Mr. Haber: As long as it doesn't exceed \$4,000.

Mr. Taylor: That's good. No other questions.

Ms. Bock: We don't need to set it until there is actually something to be used?

Mr. Perry: Yes, right now the amenities are in the preliminary and conceptual phases. Once we get closer to getting something that's real you can determine what it would be.

Mr. Perry: If I could first get a motion to adopt a Resolution 2020-05.

On MOTION by Ms. Bock seconded by Mr. Weatherly with all in favor, Resolution 2020-05 Adopting the Revised Rules of Procedure & Non-Resident User Fee, was approved.

Mr. Perry: If I could get a motion to close the Public Hearing.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

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

Mr. Haber: Jim, my office is working on a revised version of that based on some comments we've received. If the board is comfortable doing so, my recommendation would be to table this item. Our office is making a few tweaks to it and then we will recirculate it and we will have it on the next agenda.

Mr. Perry: We will table that.

SEVENTH ORDER OF BUSINESS

**Consideration of Qualifications for
Landscape Architectural Services**

Mr. Perry: There were two proposers that provided request for qualifications. Goddard Design and Halff Associates.

Mr. Taylor: As you know we put out an RFQ for Landscape Services. We did get two bidders and I worked with staff to rank them according to these 7 criteria.

1. Ability & Adequacy
2. Past Performance
3. Location
4. Willingness to Meet Time and Budget Requirements
5. Certified Minority Business
6. Current and Projected Workload
7. Volume of Work

Looking at the proposals, Goddard Design got a score of 94 and Halff got a score of 93. The primary difference in my review and with the rankings here, was that Goddard had previous experience working on this project with the previous land seller. The district had adopted some of his work product. It would be my recommendation based on this ranking here today to move forward with Goddard Design.

Mr. Haber: Just a real quick point of clarification, what you are doing is you are ranking the two and then authorizing staff to begin negotiations with the top ranked proposer. If for whatever reason we are not able to successfully reach an agreement with the number one rank, then we would move on to the number two. So, this isn't an award of contract to number 1, but

rather just saying they are the most qualified for purposes of beginning negotiations. I think the motion would be a motion to rank as suggested by Mike and authorize staff to commence negotiations.

Mr. Taylor: Yes, that's more appropriate.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor, Ranking of Goddard Design as #1 and Authorization for Staff to Begin Negotiations with Goddard, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Qualifications for Geotechnical Services

Mr. Perry: Again, there are two proposers in regards to Geotechnical Services.

Mr. Taylor: I would like to make a motion to table this item, we are reviewing it.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor, Tabling Item 8 the Consideration of Qualifications for Geotechnical Services, was approved.

NINETH ORDER OF BUSINESS

Ratification of Requisitions (27-42)

Mr. Perry: I also want to include requisition number 6. I know that's an early requisition, but that had been held out pending staff review. We had never ratified that previously.

Mr. Taylor: Why was it under staff review? For tax exemption status?

Mr. Perry: I don't believe so. The Chairman had pulled that one out and had some questions on it.

Mr. Taylor: And it's ready for ratification?

Mr. Perry: Yes.

On MOTION by Ms. Bock seconded by Mr. Weatherly with all in favor, Ratification of Requisitions (6, & 27-42), was approved.

TENTH ORDER OF BUSINESS

Consideration of Procurement for Construction Services for the Recreation Facilities

Mr. Perry: We ask the board to consider, allowing staff to move forward with the procurement for those services.

Mr. Haber: I can touch base on that just a bit. For prior construction contracts you went through a process called an RFP. What we are discussing for the recreation facility is an RFQ,

more along the lines of what you have done for today's meeting with respect to the Landscape Architect and the Geotechnical Services. You would put out a notice. You would have evaluation criteria that's somewhat similar to the criteria that you just used, some of those criteria are statutorily required. You would award or rank proposers to serve as a construction manager and ultimately you would negotiate a contract that really has two separate phases. The first phase of the contract is a preconstruction services and during that phase the selected contractor works with the district to create a budget and other aspects of the design of the facilities. You then get a proposal from that contractor for either a guaranteed maximum price (GMP) or a lump sum contract and that's the second phase of the contract which is the construction phase of the contract where that same contractor will serve in that capacity. They are required to take steps that if you go through an RFP process, they wouldn't be required to take with respect to the matter in which they award contracts to subcontractors and the bidding out of those subcontract. It is a process that allows for more work upfront with the contractor on the project as opposed to getting the entire project designed and then putting out for contract which is what you typically do with an RFP. I've spoken both with Liam and with Greg. They are reviewing the initial documents on those. They have somewhat of an expectation that they would want to get those published prior to your next meeting. What we are looking for today is just an authorization for procurement process and giving your Chairman the authority to have final sign off on the documents that are used for that procurement and then we can bring them back and ratify them at the meeting after they've actually been published.

Mr. Taylor: I've got one question. On the phase two of that process, if we are unsuccessful in getting a GMP or lump sum contract what happens at that juncture?

Mr. Haber: That contract can be terminated. If you are not able to successfully negotiate the lump sum or the GMP you can terminate. You would then have to go through another procurement process though. If someone else submits and there is someone in second place the fact that you signed the contract for the first phase ends that procurement. You can't go to your number two for the construction phase. You have to go back through an RFP process again. Potentially at that point you would want to do an RFP instead of an RFQ because presumably you would have either your project fully designed, or it would be closer to having a fully designed project. You could terminate that contract, but you would then have to go back through a separate procurement process to award another contract.

Mr. Taylor: Motion to move forward with the procurement process and giving the chair and staff to work through the documents to proceed to contract.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor, Authorizing Chair and Staff to move forward with the Procurement for Construction Services for Recreation Facilities, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Work Authorization NO. 2 with ELM

Mr. Perry: This is with ELM. I believe that this was sent out to the board members. The total on that work authorization is approximately \$34,700 and the details are provided in it.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor, Work Authorization No. 2, was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber: I don't have anything unless there are any questions.

B. District Engineer

There being none, the next item followed.

C. District Manager

Mr. Perry: I don't have anything for the board unless you have any questions.

THIRTEENTH ORDER OF BUSINESS

Financial Statements as of December 31, 2019

Mr. Perry: You have the statements of revenues and expenditures and then also statements in regards to the bond issue capital projects funds.

FOURTEENTH ORDER OF BUSINESS

Approval of Fiscal Year 2020 Funding Request No. 4

Mr. Perry: Funding request No. 4 is included in your agenda package under Section 12. That is for \$10,030.74.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor, Funding Request No. 4, was approved.

FIFTEENTH ORDER OF BUSINESS

Supervisors' Request and Audience Comments

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – February 18, 2020 at 1:00 p.m. at the Amelia Walk Amenity Center

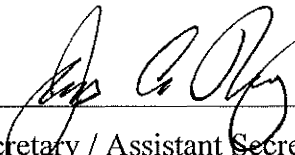
Mr. Perry: The next scheduled meeting is February 18, 2020 and that also includes the public hearing on Rule Making.

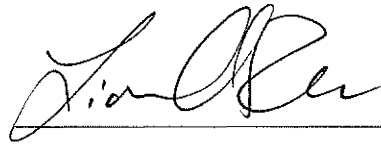
SEVENTEENTH ORDER OF BUSINESS

Adjournment

There being none, the next item followed.

On MOTION by Mr. Weatherly seconded by Ms. Bock with all in favor, meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman