

Minutes of Meeting  
Rivers Edge  
Community Development District

The regular meeting of the Board of Supervisors of the Rivers Edge Community Development District was held Wednesday, December 21, 2016 at 11:00 a.m. at the RiverTown Amenity Center, 156 Landing Street, St. Johns, Florida.

Present and constituting a quorum were:

Jason Sessions	Chairman
Kerry Soltis	Vice-Chairperson
Jason Beard	Supervisor
Judy Long	Supervisor
Charles H. Oates	Supervisor

Also present were:

Jim Perry	District Manager
Jennifer Kilinski	District Counsel
Ryan Stillwell	District Engineer by telephone
Louis Cowling	Field Operations
Eric Lowrie	Vesta
Amanda Lee	Vesta

The following is a summary of the minutes and actions taken at the December 21, 2016 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**                      **Roll Call**

Mr. Perry called the meeting to order.

Mr. Perry stated just prior to this meeting we had a workshop to go over a number of items with the new supervisors and we will summarize that in a moment.

**SECOND ORDER OF BUSINESS**                      **Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**                      **Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Mr. Perry being a notary public of the State of Florida administered the oath of office to Ms. Long and Mr. Oates.

**B. General Information for Supervisors**

- 1. Chapter 190**
- 2. Information on CDD and Public Officials Responsibilities**
- 3. Guide to the Sunshine Amendment**

Mr. Perry stated we did review Chapter 190, which applies to community development districts, we went over information on CDDs, public officials responsibilities and the sunshine amendment. Under the statute you are eligible for compensation for each meeting and I ask if you are going to accept or not accept compensation.

Ms. Long accepted compensation.

Mr. Oates accepted compensation.

**C. Consideration of Resolution 2017-07 Election of Officers**

Mr. Perry stated next is consideration of Resolution 2017-07 election of officers. When we have new supervisors we have a resolution to appoint those new officers. Currently Mr. Sessions is chairman, the vice chairman is open at this time because Mr. Reese is no longer on the board, I am the secretary and assistant treasurer, Dave deNagy of my office is treasurer and assistant secretaries are Mr. Beard and Ms. Soltis. We ask that the board leave the GMS employees where they are because of the administrative items but you are free to keep that same slate or change it. We need to fill the vice chair and typically the other supervisors who are not the chair or vice chair will be assistant secretaries.

On MOTION by Mr. Sessions seconded by Mr. Oates with all in favor Resolution 2017-07 was approved as follows: Jason Sessions chairman, Kerry Soltis Vice Chair, Jason Beard, Judy Long, Charles Oates, James Oliver assistant secretaries, Dave deNagy treasurer and James Perry secretary and assistant treasurer.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the November 18,  
2016 Meeting**

Mr. Perry stated the next item is consideration of the minutes from the November 18, 2016 meeting. There is one small change on page 2 at the top, it says which is the last landowner set and that should be seat and we will make that change.

On MOTION by Ms. Soltis seconded by Mr. Beard with all in favor the minutes of the November 18, 2016 meeting were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Minutes of the November 16, 2016 Landowners Meeting**

On MOTION by Ms. Soltis seconded by Mr. Beard with all in favor the minutes of the November 18, 2016 landowners' meeting were accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from Prosser, Inc. for Engineering Services Related to Golf Cart Use on RiverTown Roadways**

Mr. Perry stated item six is consideration of proposal from Prosser, Inc. for engineering services related to golf cart use on RiverTown roadways.

Mr. Stillwell stated this was the board's direction to make the existing local roads within RiverTown accessible for golf cart use. They were not originally designed for that and there are two processes. One is a traffic enforcement agreement that we do with St. Johns County and another for signage and striping on those roadways. That is an interactive process with the county and we provided two different tasks that we will provide on an hourly basis with a not to exceed fee. The one thing I will clarify on the proposal is we have a different rate schedule that has already been accepted by the board so we would strike this rate schedule that is attached to the proposal and utilize the existing hourly rates for time on this proposal.

Ms. Long asked what is the timing for approvals?

Mr. Stillwell stated I estimate three or four months, we are going to do the study, contact the county engineer and we will develop plans for additional signage and things so about three or four months for approval.

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor the proposal from Prosser, Inc. for engineering services related to golf cart use on RiverTown roadways was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal from Prosser, Inc. for Bidding and Construction Administrative Services**

Mr. Stillwell stated the next roundabout project for the south we will be discussing the bids in a moment but this is for work associated with the bid that was performed on this job as well as the future construction administration and management of that contractor over the six month construction period. The construction timeframe can adjust due to weather and things of that nature so we provided an hourly not to exceed fee but the hourly rates in this proposal were identified as the newer version and we will strike that out of the proposal as well and give you the bulk rates that we have with the district.

On MOTION by Mr. Beard seconded by Ms. Soltis with all in favor the proposal from Prosser, Inc. for bidding and construction administrative services was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Construction Funding Agreement for Public Improvement Projects**

Mw. Kilinski stated this is specifically tied to the SR 13 project. As I described to the new supervisors in the meeting before this, right now we have a master improvement plan that includes these improvements but it is not part of the 2016 project so essentially we are entering into a construction funding agreement with Mattamy to provide funding for this project through this agreement. If and when we issue bonds in the future it may be reimbursed as part of that capital improvement plan but this would provide the funding mechanism for now for construction of these improvements.

On MOTION by Mr. Sessions seconded by Mr. Beard with all in favor the construction funding agreement with Mattamy Rivertown, LLC was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Award of SR13 Roundabout Project, Resolution 2017-08**

Ms. Kilinski stated there are specific requirements in the law about how you bid a public project. If a project exceeds a certain threshold of about \$348,000 you are required to go out and publicly bid it, which means it has to be noticed, you will see evaluation criteria that this board will approve that sets the parameters for evaluating the bids that you get in response to that bid. A few months ago we actually put out the bid for the SR 13 roundabout and the packages that you were sent via that link were the three responses that the district received in response to that bid. In your package you have two things that Ryan has put together for you, the first is the responses and the engineer will look at the material cost breakdown to make sure it is in line with what he expected without missing anything significant. They provide the actual bid amounts, you will see the total cost in the original column, what the bid alternate was and he will check off to make sure that big pieces of information that we requested were included in those bids. I also do a review of the proposals to make sure that they are legally compliant. Specifically when we put out a package to bidders we require certain information be provided to this board for evaluation. Some of those things are material, which means that if you don't provide them then we have to by law reject the bid. The second page you were provided is a scoring sheet so you will see under the description that was actually the evaluation criteria that this board approved to evaluate these proposals along with the points next to each of them. Oftentimes the engineer will have evaluated the bids for you and will provide some recommendations based on his review of the bids. Sometimes boards want to do that individually and you will come up with a point system that you will agree on and we will adopt that as our final point scoring. Essentially with these three bidders whoever receives the highest score is going to be awarded the project. We have to review all of them we have to give them all points because you will have the number one ranked, number two ranked and number three ranked and in the event that we can't reach a consensus or contracting threshold with the number one ranked bidder we will go to the number two ranked then go to the number three ranked. It is a pretty formal process but we will help guide you through these and once you have done three or four of them you will start to get the hang of it. Ryan reviewed the proposals and he will provide some insight as to his experience with these contractors and what he would suggest you may consider in each of those categories.

Mr. Stillwell stated I can provide a breakdown of our ranking and scoring to the board. In regard to completeness of proposal Besch and Smith had a 5 point score. Petti-Schmitt and Vallencourt both had some items that were left off that were not material so I gave them both 4

points. In regards to experience Besch and Smith is an experienced contractor but a little bit smaller than Petti-Schmitt and Vallencourt so going across we have 23 for Besch and Smith, 25 for Petti-Schmitt and 25 for Vallencourt. Qualifications and key personnel all three companies have personnel, superintendents and staff that is capable of performing this work so everyone received 20 points. Financial capability Besch and Smith is capable of doing this work just from a financial capability they are much smaller than the other two contractors so we gave them a 23, Petti-Schmitt and Vallencourt both 25. The bottom line number is the basis of the cost and is a calculation for how that is figured, Besch and Smith being the lowest bid receives 25 points, and based on the calculation Petti-Schmitt will receive 18 and Vallencourt 19. That gives total scores of Besch and Smith 96, Petti-Schmitt 92 and Vallencourt 93. Besch and Smith is my recommendation based on their bid. They are qualified to do work on DOT right of way, which is very important for SR 13 and that is our recommendation.

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor Resolution 2017-08 awarding the SR 13 roundabout project to Besch and Smith Civil Group in the amount of their low bid of \$1,184,426 was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Approval of Form SR 13 Roundabout Maintenance Agreement**

This item deferred.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-09 Amending the FY 2016 General Fund Budget**

Mr. Perry stated next is consideration of Resolution 2017-09 amending the fiscal year 2016 general fund budget. As we close out the fiscal year we do one resolution that recognizes the changes of funding in regards to each of the different line items that occurred during the course of the year. We are required to do this by statute in order to have a balanced budget. It seems a little unusual but during the course of the year there has been a lot of line items that the district has approved that might be over budget and instead of approving that each time we do it as a catch-up one time a year.

On MOTION by Mr. Sessions seconded by Mr. Beard with all in favor Resolution 2017-09 was approved.

**TWELFTH ORDER OF BUSINESS            Other Business**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS    Staff Reports**

**A.    Attorney**

Ms. Kilinski stated we have received the recommended order back from the Department of Administrative Hearings that conducted the boundary amendment hearing. I spoke with the Florida Land and Water Adjudicatory Commission last week and they are waiting to review the recommended order and we expect to have the rule approved at the January 24<sup>th</sup> or February 7<sup>th</sup> meeting.

**B.    Engineer**

Mr. Stillwell stated there was a request at last month's meeting to look at the possibility of adding additional parking at the park in the Main Street District and what it would cost to look at the potential of adding that parking. We could add parking on the east, north or south side of the park. If we were to do it on the north or south end we could potentially add 5 to 6 parking spaces. We would have to develop engineering plans and get it permitted with St. Johns County and it would be \$20,000 to \$25,000 for 5 to 6 parking spaces. You can look at the east side and that would give you 11 – 15 parking spaces and that would be in the \$50,000 range and that is construction, design and permitting. I wanted to provide that information to the board I know there was other information provided in regard to this parking.

Mr. Sessions stated shortly after the meeting the request was made to provide cost estimates for the parking. We received emails from several homeowners that were disgruntled concerning added parking to the park and further explained that the gentleman who was requesting the parking has a three car garage and a hobby of some sort going on in his garage that occupies the entire space and does not park any of his vehicles in the garage and they recommended that he start parking his cars in his garage and it would be less problem for the neighborhood. This is always a Catch-22 in what we do and my opinion today and for the board for discussion is to table this concern until a future time when we see that it has more interest

from the homeowners who live in that immediate area and maybe this gentleman finishes his hobby and starts using his garage.

Ms. Long stated a lot of the homes at the rear entry don't have enough room for cars to sit from the end of the garage to the street so they have to have access some other type of parking, they have a two-car garage and for some reason they can't use it. Were you allowed at some point compensation for so many parking spots for these people who have that problem?

Mr. Sessions stated nobody from Mattamy, nor the current district designed that community that was designed by St. Joe and with that said it did meet development criteria for St. Johns County. That was taken into consideration when the design was done or it wouldn't have been approved through the county. There has been some discussion that there isn't enough parking and I drive through there and I don't see an issue but I'm not here late at night and maybe it is a nightly issue. In some instances there is going to be a little give and take and the more people who use their garages as they are designed to be used, the better the parking situation becomes in the neighborhood.

Mr. Perry stated that will be tabled for now.

**C. Manager**

Mr. Perry stated I did get some of those emails you mentioned and I forwarded them to all the supervisors so they were aware of the opinions of some of the residents.

Also we provided to the new supervisors extensive materials related to the district. A lot of the materials are available on the website also. We told the new supervisors in case you have any specific questions or items you would like to discuss please contact staff and we also went through the process with the new supervisors about setting the agenda. Under our policies it is set by the district manager and the chair that doesn't preclude supervisors from bringing things up under Supervisors' Requests and it doesn't mean that if they ask for something to be put on the agenda that it is put on the agenda.

**D. Amenity Manager - Report**

Ms. Lee gave an overview of the amenity manager's report copy of which was included as part of the agenda package.



**E. Field Services – Operations Memorandum**

Mr. Cowling gave an overview of the operations report copy of which was include in the agenda package.

**FOURTEENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments**

A resident asked what is the purpose of the parking being put in on the other side of the road?

Mr. Sessions responded for homes that will be installed on that road and to try to eliminate the concern we were talking about in the Main Street District.

**FIFTEENTH ORDER OF BUSINESS Financial Reports**

**A. Tri-Party Funding Request No. 41**

On MOTION by Mr. Sessions seconded by Ms. Soltis with all in favor tri-party funding request no. 41 in the amount of \$4,520.60 was approved.

**B. Balance Sheet & Income Statement**

A copy of the balance sheet and income statement was provided under separate cover.

**C. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

**D. Approval of Check Register**

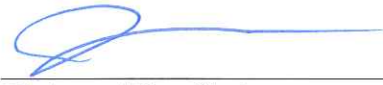
On MOTION by Mr. Sessions seconded by Mr. Beard with all in favor the check register was approved.

**SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting – Wednesday, January 18, 2017 @ 11:00 a.m. at the Rivertown Amenity Center**

Mr. Perry stated our next scheduled meeting will be Wednesday, January 18, 2017 at 11:00 a.m. in this location.

On MOTION by Mr. Sessions seconded by Mr. Beard with all in favor the meeting adjourned at 11:45 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman