

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 Monday, July 22, 2019 at 10:00 a.m. at the RiverTown Amenity Center, 156 Landing Street, St. Johns, Florida.

Present and constituting a quorum were:

Jason Sessions	Chairman
Mac McIntyre	Vice Chairman
Judy Long	Supervisor
Charles Oates	Supervisor
Randy Schaublin	Supervisor

Also present were:

Jim Perry	District Manager
Lauren Gentry	District Counsel
Ryan Stillwell	District Engineer by telephone
Zach Davidson	Vesta
Jason Davidson	Vesta
Marci Pollicino	Vesta
Robert Beladi	VerdeGo
Ernesto Torres	GMS

The following is a summary of the minutes and actions taken at the July 22, 2019 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 at 10:00 a.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of David Butler**

Mr. Perry stated Supervisor Butler resigned about ten days ago and we ask that the board accept his resignation.

On MOTION by Mr. Sessions seconded by Ms. Long with all in favor David Butler's resignation was accepted.

**B. Consideration of Appointment of a New Supervisor to Fill the Vacant Seat (2022)**

Mr. Sessions moved to appoint Cole Slate and there being no second, the motion died for lack of a second.

Ms. Long moved to appoint Mr. Randy Schaublin and Mr. McIntyre seconded the motion.

Mr. Sessions stated I would like to understand his background.

Mr. Schaublin stated I am on several project boards and my original platform for running was to help the community spread the growth and prosperity of our community. My wife and I love it here and we have been here two years and we want to retire here and want to make sure it is going in the right direction.

On voice vote with three in favor and Mr. Sessions opposed Randy Schaublin was appointed to fill the unexpired term of office.

**C. Oath of Office for Newly Appointed Supervisor**

Mr. Perry administered the oath of office to Mr. Schaublin.

Mr. Perry stated after the meeting I will get with you and there are a number of documents we can provide to you that gives an overview of the district. Any of the materials that we provide for you are public records and if you decide to keep these documents we ask that you keep them in a separate folder at your house, that way if there is a public records requests they are all in one folder, not intermingled with other documents. We do have to have three people here physically for a quorum and about ten days prior to the meeting my office will contact you; let them know if you can't make the meeting. They will hound you until we get

three members of the board for quorum. It helps us to make sure the meetings are held. In regard to communication with other members of the board, you can play golf or cards or whatever but anything that may come before this board you should not be discussing with any other board members. You are a public official and any matter that may come before the board has to take place in the sunshine. Private meetings, correspondence, email, phone calls and things of that nature are precluded.

Ms. Gentry stated our office typically gets contact information for new supervisors and follows up with you afterwards to give a little more detail on the sunshine requirements and public records requirements. One thing I will add until we have a chance to go over that in more detail is we like to advise people to be particularly careful on social media because if one supervisor posts on social media another supervisor responds to it and it is a matter of district business then that could become a sunshine law violation. We typically advise just be very careful about not engaging in back and forth with other board members on social media.

Mr. Perry stated staff may from time to time send email correspondence to the board as a whole and you will see on there, please do not reply to all. If you have comments or questions don't reply to all because that can be considered a form of communication with other board members.

**D. Consideration of Resolution 2019-07 Designating Officers**

Mr. Perry stated Mr. Butler was an assistant secretary. I can go over the current slate of officers or if you would like to adopt that and add Mr. Schaublin as an assistant secretary we can do that.

On MOTION by Mr. McIntyre seconded by Mr. Oates with all in favor Resolution 2019-07 was approved retaining the same slate of officers and adding Mr. Schaublin as an assistant secretary.
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**FOURTH ORDER OF BUSINESS**

**Minutes**

**A. June 11, 2019 Board of Supervisors Meeting**

On MOTION by Mr. Sessions seconded by Ms. Long with all in favor the June 11, 2019 meeting minutes were approved as presented.

**B. June 11, 2019 Audit Committee Meeting**

On MOTION by Mr. McIntyre seconded by Ms. Long with all in favor the June 11, 2019 audit committee meeting minutes were accepted.

**FIFTH ORDER OF BUSINESS      Acceptance of Fiscal Year 2018 Audit Report**

Mr. Perry gave an overview of the audit and stated there were no findings or recommendations and this is a clean audit.

On MOTION by Mr. Sessions seconded by Ms. Long with all in favor the fiscal year 2018 audit was accepted.

**SIXTH ORDER OF BUSINESS      Discussion of Fiscal Year 2020 Budget**

Mr. Perry stated item six is a placeholder for discussion of the fiscal year 2020 budget and we have not made any changes to the budget since it was approved. We will be updating the actual expenditures for next month's meeting and may have some adjustments to some of the line items. We don't expect there will be material adjustments and if you recall we will be looking for adoption of the budget at your August 21<sup>st</sup> meeting and that will be at 6:00 p.m.

**SEVENTH ORDER OF BUSINESS      Ratification of Agreements**

**A. Construction Funding Agreement with Mattamy for Funding of Various Construction Projects**

Ms. Gentry stated both of the agreements were prepared by our office, they relate to certain construction matters that were time sensitive and made sense to take care of outside of the meeting. The first is a construction funding agreement with Mattamy for funding of various construction projects. The exhibit to this agreement references one specific project, which is the second lift of asphalt for Lakes I.

Mr. Sessions stated the developer is funding the work, it is just going through the CDD because the CDD owns the roads.

On MOTION by Ms. Long seconded by Mr. Sessions with all in favor the construction funding agreement with Mattamy for various construction projects was ratified.

**B. Agreement with Vallencourt Construction for Second Lift of Asphalt**

Mr. Perry stated associated with that is the agreement with Vallencourt Construction for the second lift of asphalt and that was for \$186,000.00.

Ms. Gentry stated this is the work we were just speaking about, the second lift of asphalt that the county was requiring to be done. Again, it made sense to execute this outside of the meeting. It is below the bid threshold so we were not required to bid it. The developer is paying for it and it made sense for Vallencourt to perform this portion of the work.

On MOTION by Mr. Sessions seconded by Ms. Long with all in favor the agreement with Vallencourt Construction for the second lift of asphalt was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Interlocal Agreement with the St. Johns County School Board for Bartram Trail High School's Use of the Competition Pool**

Mr. Perry stated this agreement is pretty much the same as it was last year.

On MOTION by Mr. McIntyre seconded by Mr. Oates with all in favor the interlocal agreement with St. Johns County School Board for Bartram Trail High School use of the competition pool was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposal for Landscape Maintenance of Parcel 10**

Mr. Perry stated the proposal for landscape maintenance of Parcel 10 is from VerdeGo and the total is \$25,898.20 on an annual basis and this is contemplated for this year and is included in the proposed budget.

On MOTION by Mr. Sessions seconded by Ms. Long with all in favor the proposal for landscape maintenance of Parcel 10 in the annual amount of \$25,898.20 was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. District Manager**

Mr. Perry stated we will be updating the budget and send that out about two weeks prior to the next meeting. If you have any questions in regard to certain line items please call us and we will review it with you. I don't anticipate any major changes from what you have already approved. Keep in mind that mailed notices go out so you will probably have questions from other residents. It is a night meeting and we typically do those if we have budget adoptions.

**D. General Manager**

Mr. Jason Davidson gave an overview of the amenity manager's report and Field Manager's report, copy of which were included in the agenda package.

Mr. Beladi gave an overview of the landscape report.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet & Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**B. Assessment Receipt Schedule**

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

**C. Approval of Check Register**

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

**THIRTEENTH ORDER OF BUSINESS**      **Next Scheduled Meeting – Wednesday, August 21, 2019 @ 6:00 p.m. at the RiverTown Amenity Center**

Mr. Perry stated the next scheduled meeting is Wednesday, August 21, 2019 at 6:00 p.m. at this location and that will be a public hearing for adoption of the budget and other general business of the district.

On MOTION by Mr. Oates seconded by Ms. Long with all in favor the meeting adjourned at 10:28 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman