

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, April 15, 2020 at 11:00 a.m. using Zoom media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20,2020 respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

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
Jennifer Kilinski	District Counsel
Lauren Gentry	Hopping Green & Sams
Ryan Stillwell	District Engineer
Dan Fagan	Vesta
Jason Davidson	Vesta
Zach Davidson	Vesta
Marcy Pollicino	Vesta
Ernesto Torres	GMS
Howard McGaffney	

The following is a summary of the minutes and actions taken at the April 15, 2020 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 11:00 a.m. via Zoom.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

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THIRD ORDER OF BUSINESS

Approval of the Minutes of the February 19, 2020 Meeting

On MOTION by Ms. Long seconded by Mr. Oates with all in favor minutes of the February 19, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Significant Events Policy

Mr. Perry stated included in your agenda packet is a proposed emergency and significant event policy that codifies the practices that have been in place for some time. It helps identify certain things that have come up especially with the COVID-19 and gives it a more formal structure. We look at it as a document that can be changed from time to time with changes in conditions, but it does provide a more formal structure for the district. Your sister district will adopt these also to have consistency between all three districts.

On MOTION by Ms. Long seconded by Mr. Oates with all in favor the emergency and significant event policy was approved.

FIFTH ORDER OF BUSINESS

Consideration of Procurement Policy

Mr. Perry stated this policy tracks the Florida Statutes for procurement of certain things and it sets dollar limits in regard to field operations, general manager and district manager. These practices have been in place for some time, but this formalizes them. The one thing for the board to know is under field operations even though there is a limit of \$2,500 of authorization we work with operations all the time and review costs of items that are in the \$600,000 to \$800,000 range. Even though there is a \$2,500 limit that doesn't mean there is not review and interaction in regard to those costs. This is consistent with your sister districts.

On MOTION by Mr. Sessions seconded by Mr. Schaublin with all in favor the Rivers Edge Community Development District policy relating to spending authority and procurement of goods and services was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-05, Policy and Findings for Payment of Invoices Under Amenity Management Contract

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Mr. Perry stated Resolution 2020-05 is in regard to policy and findings for payment of invoices under amenity management contract with Vesta. Staff has been working with Vesta, myself, district counsel with input from the chair going through different options with regard to the staffing as a result of the COVID-19 issues we are dealing with.

Ms. Kilinski stated the district closed down facilities on or about March 16th and the normal invoicing that has come in from March and April have been reflective of full staffing levels. My understanding from Vesta for the most part folks have been able to find projects to do to realize the full amount of those invoices from March and April. The resolution has two consideration for you, the first is Exhibit A that reflects the full amount of invoices for March and April at the current staffing levels that have been maintained by the district for some time. The second talks about the staffing levels going forward for May 1st to whenever we are able to reopen to normal operational levels. I caveat that by saying we all realize that we don't know what that means, we don't know the timeline, we don't know when restrictions are relinquished if we are able to re-staff at a full level because perhaps there are still social distancing guidelines and the like. We are asking for some flexibility in making those determinations based on best practices and requirements and restrictions by the State of Florida and St. Johns County. In light of those considerations this resolution authorizes the district manager in consultation with the chair and Vesta to determine the best reopening strategy based on the information we are given, updated on a day to day basis in the event we don't have a board meeting prior to that restriction being lifted. We have been working with Vesta to determine the necessary and essential staff to continue to operate the facility, allow resident communication to continue at the level that the district has grown to expect and enjoy as well as identifying potential projects that have either already been completed, or completed on a daily basis, weekly basis or that we anticipate will be completed in the month of May. You will see that backup in the attachment that Courtney sent to you yesterday. The options presented are also a result of working with Vesta and the chair to identify the folks that we think are absolutely necessary and critical to keep the operations going. Option A is reflective of continuing to a staff of the general manager, lifestyle director and field operations manager positions along with the corresponding cost savings for the month of May. Option B takes out the field operations manager position. I will note two things that are important to your decision, one is that your sister district, Rivers Edge II, which met just before you, exercised Option A realizing the number of projects that Vesta is anticipating continuing into the future necessitates a field

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operations manager to be there to keep the level of service fully going. The cost savings difference between Option A and Option B for a month is fairly negligible. You will be able to revisit this in future months in the event we are closed down longer than any of us anticipate, but staff's recommendation is to move forward with Option A.

Mr. Sessions stated as I worked on this offline with Jennifer and the Vesta team, they have been supplying us the work they have been completing over the last six weeks and Jason and his team have been staying busy and performing tasks that are above what they normally do. Looking forward to them continuing that process they have provided a list of items and projects they are going to work on in the next couple of weeks while the facilities are closed and it will get us ahead of projects that need to be done without having to outsource them to outside contractors. That is why I recommended on Rivers Edge II leaving Jason, Zach and Marcy in place. Marcy has done an incredible job in the social networking and bringing opportunities for people to have events virtually. Kudos to the people on the Vesta team for being strong, working hard and staying busy while we are going through these strange times and we will check in every couple weeks and figure out where it goes and make adjustments where necessary.

Mr. Oates stated on page 3 of the resolution, today's date is shown as April 17th and should be the 15th.

<p>On MOTION by Mr. Sessions seconded by Mr. Schaublin with all in favor Resolution 2020-06 and Option A was approved as amended.</p>

SEVENTH ORDER OF BUSINESS

Consideration of Changing June Meeting Date to June 10, 2020

Mr. Perry stated we are required to have a budget provided to the board by June 15th and I wanted to make sure we have plenty of time to meet that requirement. We have started working on the budget, but I would rather provide it to the board in June and adopt it in the August timeframe. It will be June 10th at 11:00 a.m.

<p>On MOTION by Ms. Long seconded by Mr. Schaublin with all in favor the June meeting date was changed to June 10, 2020.</p>

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EIGHTH ORDER OF BUSINESS

Consideration of Proposal from VerdeGo for Landscaping of Mainstreet Area and Parcels 24 and 25

Mr. Jason Davidson outlined the proposal from VerdeGo for Parcels 24 and 25 that have just been added to the district and the roundabout on Orange Branch Trail, the Mainstreet section that has been built at the same time.

Mr. Sessions stated I would like to see some clarification on this proposal; to label it with the roads that are also included because it is not just Parcels 24 and 25. I want to make sure that the area that is going to be left as just upland buffer behind the lots in 25, where Mattamy planted a lot of trees that it is not part of a maintenance program because there is not going to be any maintenance back there. Let’s make sure that is not part of this agreement to maintain any of those trees.

On MOTION by Mr. Sessions seconded by Ms. Long with all in favor the proposals from VerdeGo for landscaping of Parcels 24 & 25 in the annual amount of \$58,239.47 and the proposal for RiverTown Mainstreet in the annual amount of \$32,896.28 were approved in substantial form.

Ms. Kilinski stated there are some ownership discussions we have had offline with Ryan as well as a certification for the interlocal when we add new improvements and we will bring those back at the next meeting. It is not critical to this decision, but we will ensure we have the ownership or property interests accurately reflected if the district is going to maintain it.

NINTH 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

There being none, the next item followed.

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D. General Manager - Report

A copy of the general manager’s report was included in the agenda package.

TENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Other Business

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. Oates seconded by Mr. Schaublin with all in favor the check register was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – Wednesday, May 20, 2020 @ 11:00 a.m.

Mr. Perry stated our next scheduled meeting is May 20, 2020 at 11:00 a.m. and depending on how things go it might be a physical meeting, but I’m not anticipating that at this time, or we will do another Zoom meeting more than likely.

On MOTION by Mr. Oates seconded by Mr. McIntyre with all in favor the meeting adjourned at 11:20 a.m.

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DocuSigned by:
Ernesto Torres
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Secretary/Assistant Secretary

DocuSigned by:
Jason Sessions
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Chairman/Vice Chairman