MINUTES OF MEETING
THREE RIVERS STEWARDSHIP DISTRICT

An Organizational Meeting of the Three Rivers Stewardship District was held July 24, 2023, immediately following the Landowners' Meeting, scheduled to commence at 11:00 a.m., at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240.

Present at the meeting were:

Pete Williams	Chair
Pamela Curran	Vice Chair
Dale Weidemiller	Assistant Secretary
John Blakley	Assistant Secretary
John Leinaweaver	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Jonathan Johnson	District Counsel
Misty Taylor	Bryant Miller Olive P.A.

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Adams called the meeting to order at 11:07 a.m.

Supervisors-Elect Pete Williams, Pamela Curran, Dale Weidemiller, John Blakley and John Leinaweaver, were present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)**

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Pete Williams, Pamela Curran, Dale Weidemiller, John Blakley and John Leinaweaver.

All Supervisors are familiar with the following:

A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

B. Membership, Obligations and Responsibilities

C. Review of Special Act: Chapter 2023-1248, Laws of Florida

D. Financial Disclosure Forms

I. Form 1: Statement of Financial Interests

II. Form 1X: Amendment to Form 1, Statement of Financial Interests

III. Form 1F: Final Statement of Financial Interests

E. Form 8B: Memorandum of Voting Conflict

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors**

Mr. Adams presented Resolution 2023-01. The following results of the Landowners' Election will be inserted into Sections 1 and 2:

Seat 1	Pamela Curran	2,730 votes	4-year Term
Seat 2	Dale Weidemiller	2,730 votes	4-year Term
Seat 3	Pete Williams	2,730 votes	4-year Term
Seat 4	John Blakley	2,725 votes	2-year Term
Seat 5	John Leinaweaver	2,725 votes	2-year Term

On MOTION by Mr. Blakley and seconded by Mr. Williams, with all in favor, Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors, was adopted.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Adams presented Resolution 2023-02. The following slate of officers was nominated:

Chair	Pete Williams
Vice Chair	Pamela Curran
Secretary	Chuck Adams
Assistant Secretary	Dale Weidemiller
Assistant Secretary	John Blakley
Assistant Secretary	John Leinaweaver
Assistant Secretary	Craig Wrathell
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Mr. Williams and seconded by Mr. Weidemiller, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

ORGANIZATIONAL MATTERS

SIXTH ORDER OF BUSINESS **Consideration of the Following Organizational Matters:**

A. Resolution 2023-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date

- **Agreement for District Management Services: Wrathell, Hunt and Associates, LLC**

Mr. Adams presented Resolution 2023-03 and the Fee Schedule and Management Agreement. The Management Fee is reduced to $500 per month until bonds are issued.

On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor, Resolution 2023-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager and Methodology Consultant; Providing an Effective Date, was adopted.

B. Resolution 2023-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: Kutak Rock LLP**

Mr. Adams presented Resolution 2023-04 and the Kutak Rock LLP Fee Agreement.

On MOTION by Mr. Williams and seconded by Mr. Leinaweaver, with all in favor, Resolution 2023-04, Appointing Kutak Rock LLP as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

C. Resolution 2023-05, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date

Mr. Adams presented Resolution 2023-05.

On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor, Resolution 2023-05, Designating Craig Wrathell as the Registered Agent and 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered Office of the District; and Providing for an Effective Date, was adopted.

D. Resolution 2023-06, Appointing an Interim District Engineer for the Three Rivers Stewardship District, Authorizing Its Compensation and Providing an Effective Date

- **Interim Engineering Services Agreement: Stantec Consulting Services, Inc**

This item was deferred.

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

This item was deferred.

F. Board Member Compensation: 190.006 (8), F.S.

The Board Members accepted compensation.

G. Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date

On MOTION by Mr. Williams and seconded by Ms. Curran, with all in favor, Resolution 2023-07, Designating 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240 as the Principal Headquarters of the District and the Location of the Local District Records Office; and Providing an Effective Date, was adopted.

H. Resolution 2023-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

Mr. Adams presented Resolution 2023-08.

On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor, Resolution 2023-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date, was adopted, and authorizing Staff to obtain General Liability and Public Officers' Insurance, was approved.

I. Resolution 2023-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date

Mr. Adams presented Resolution 2023-09.

On MOTION by Mr. Blakley and seconded by Mr. Weidemiller, with all in favor, Resolution 2023-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.

J. Resolution 2023-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date

Mr. Adams presented Resolution 2023-10.

On MOTION by Mr. Williams and seconded by Ms. Curran, with all in favor, Resolution 2023-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.

K. Resolution 2023-11, Granting the Chairman and Vice Chairman the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date

Mr. Adams presented Resolution 2023-11. This Resolution grants the Chair and Vice Chair, and other officers in the Chair's absence, the authority to work with the District Engineer, District Counsel and District Staff and to execute certain documents in between meetings, to avoid delays in construction.

On MOTION by Mr. Williams and seconded by Mr. Weidemiller, with all in favor, Resolution 2023-11, Granting the Chairman and Vice Chairman the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date, was adopted.

L. Resolution 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District, and Providing for an Effective Date

Mr. Adams presented Resolution 2023-12.

On MOTION by Mr. Weidemiller and seconded by Ms. Curran, with all in favor, Resolution 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District, and Providing for an Effective Date, was adopted.

M. Authorization of Request for Proposals (RFP) for Annual Audit Services

Mr. Adams presented the RFP For Annual Audit Services.

- **Designation of Board of Supervisors as Audit Committee**

On MOTION by Mr. Williams and seconded by Ms. Curran, with all in favor, the Request for Proposals for Annual Audit Services, authorizing the District Manager to advertise the RFP and designating the Board of Supervisors as the Audit Committee, were approved.

N. Strange Zone, Inc., Quotation #M23-1023 for District Website Design, Maintenance and Domain Web-Site Design Agreement

Mr. Adams presented the Strange Zone, Inc. (SZI) proposal.

On MOTION by Mr. Williams and seconded by Mr. Leinaweaver, with all in favor, Strange Zone, Inc., Quotation #M23-1023 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of $1,679.99 for the first year and approximately $705 annually thereafter, was approved.

O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Mr. Adams presented the ADA Site Compliance proposal.

On MOTION by Mr. Williams and seconded by Mr. Weidemiller, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the annual amount of $210, was approved.

P. Resolution 2023-13, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices [Rule Development and Rulemaking]

Mr. Adams presented Resolution 2023-13.

On MOTION by Mr. Williams and seconded by Ms. Curran, with all in favor, Resolution 2023-13, To Designate October 11, 2023 at 11:00 a.m., at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240 as the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

Q. Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Mr. Adams presented Resolution 2023-14.

The following will be inserted into the Fiscal Year 2024 Meeting Schedule:

DATES: Second Wednesday of each month

TIME: 11:00 AM

LOCATION: 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240

On MOTION by Mr. Williams and seconded by Mr. Leinaweaver, with all in favor, Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.

R. Resolution 2023-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date

Mr. Adams presented Resolution 2023-15.

On MOTION by Mr. Weidemiller and seconded by Ms. Curran, with all in favor, Resolution 2023-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

S. Stormwater Management Needs Analysis Reporting Requirements

Mr. Adams stated Districts are required to prepare a Stormwater Management Needs Analysis Report every five years. As the due date for the initial Report has passed and there is no interim reporting requirement, the Report will be prepared and submitted when necessary.

BANKING MATTERS

SEVENTH ORDER OF BUSINESS **Consideration of the Following Banking Matters:**

A. Resolution 2023-16, Designating a Public Depository for Funds of the District and Providing an Effective Date

Mr. Adams presented Resolution 2023-16.

On MOTION by Ms. Curran and seconded by Mr. Blakley, with all in favor, Resolution 2023-16, Designating Truist Bank as Public Depository for Funds of the District and Providing an Effective Date, was adopted.

B. Resolution 2023-17, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date

Mr. Adams presented Resolution 2023-17.

On MOTION by Mr. Blakley and seconded by Mr. Weidemiller, with all in favor, Resolution 2023-17, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date, was adopted.

BUDGETARY MATTERS

EIGHTH ORDER OF BUSINESS **Consideration of the Following Budgetary Matters:**

A. Resolution 2023-18, Approving the Proposed Budgets for Fiscal Years 2022/2023 and 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law and Providing for an Effective Date

Mr. Adams presented Resolution 2023-18 and the proposed Fiscal Years 2023 and 2024 budgets, which are both Landowner-funded, with expenses being funded as they are incurred.

On MOTION by Mr. Williams and seconded by Mr. Weidemiller, with all in favor, Resolution 2023-18, Approving the Proposed Budgets for Fiscal Year 2022/2023 and 2023/2024 and Setting Public Hearings Thereon Pursuant to Florida Law for October 11, 2023 at 11:00 a.m., at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240; Addressing Transmittal, Posting and Publication Requirements; and Providing for an Effective Date, was adopted.

B. Budget Funding Agreements [Fiscal Years 2022/2023 and 2023/2024]

Mr. Adams presented the Budget Funding Agreements.

The following change was made:

Page 1: Change “Neal Land & Neighborhoods, LLC” to “Neal Communities of Southwest Florida, LLC”

On MOTION by Mr. Williams and seconded by Mr. Weidemiller, with all in favor, the Fiscal Year 2022/2023 and Fiscal Year 2023/2024 Budget Funding Agreements, as amended, were approved.

C. Resolution 2023-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes

Mr. Adams presented Resolution 2023-19.

On MOTION by Mr. Williams and seconded by Ms. Curran, with all in favor, Resolution 2023-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, was adopted.

D. Resolution 2023-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date

Mr. Adams presented Resolution 2023-20.

On MOTION by Mr. Weidemiller and seconded by Mr. Leinaweaver, with all in favor, Resolution 2023-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.

E. Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date

Mr. Adams presented Resolution 2023-21.

On MOTION by Mr. Weidemiller and seconded by Ms. Curran, with all in favor, Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

F. Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Mr. Adams presented Resolution 2023-22.

On MOTION by Mr. Williams and seconded by Mr. Weidemiller, with all in favor, Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

G. Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

Mr. Adams presented Resolution 2023-23.

On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor, Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

H. Resolution 2023-24, Authorizing an Individual Designated by the Board of Supervisors to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Mr. Johnson presented Resolution 2023-24. The consensus was that the Chair, Vice Chair and District Engineer will be designated, as described by the Resolution.

On MOTION by Mr. Blakley and seconded by Mr. Williams, with all in favor, Resolution 2023-24, Authorizing an Individual Designated by the Board of Supervisors to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

I. Resolution 2023-25, Directing the Chairman, Board Members and District Staff to Seek Legislation Amending the District Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date

Mr. Johnson presented Resolution 2023-25. This Resolution is necessary to correct a scrivener's error in the legal description that was discovered too late in the legislative session to address. Neal Lands and Communities is funding the effort directly; legislative staff will want to see that the Boundary Amendment has been approved and authorized by the Board. Another local bill will be required. The Legislative session begins in January 2024 and it should be presented to the Governor by the end of March 2024.

On MOTION by Mr. Williams and seconded by Mr. Leinaweaver, with all in favor, Resolution 2023-25, Directing the Chairman, Board Members and District Staff to Seek Legislation Amending the District Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date, was adopted.

J. E-Verify Memo with MOU

Mr. Adams presented E-Verify information related to the requirement for all employers to verify employment eligibility utilizing the E-Verify System and for the District to enroll with E-Verify and execute a Memorandum of Understanding (MOU) with E-Verify.

On MOTION by Mr. Williams and seconded by Mr. Leinaweaver, with all in favor, acknowledging the E-Verify Memo requirements, as set forth in the Memorandum of Understanding, and authorizing enrollment and utilization of the E-Verify program, was approved.

K. Consideration of Resolution 2023-27, Authorizing Execution of an Interlocal Agreement with Sarasota County, Florida Providing Consent to the Use of Special Powers; Providing for Severability; and Providing an Effective Date

Mr. Johnson presented Resolution 2023-27 and the Interlocal Agreement.

> **On MOTION by Mr. Weidemiller and seconded by Mr. Leinaweaver, with all in favor, Resolution 2023-27, Authorizing Execution of an Interlocal Agreement with Sarasota County, Florida Providing Consent to the Use of Special Powers; Providing for Severability; and Providing an Effective Date, was adopted.**

BOND FINANCING RELATED MATTERS

NINTH ORDER OF BUSINESS **Consideration of the Following Bond Financing Related Matters:**

A. Bryant Miller Olive PA, Bond Counsel Retainer Agreement

Mr. Adams presented the Bryant Miller Olive PA, Bond Counsel Retainer Agreement.

> **On MOTION by Mr. Weidemiller and seconded by Mr. Williams, with all in favor, the Miller Olive PA, Bond Counsel Retainer Agreement for Bond Counsel Services, was approved.**

B. Resolution 2023-26, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

This Resolution is deferred until the Boundary Amendment is completed.

TENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): Stantec Consulting Services, Inc.

There were no District Counsel or District Engineer reports.

C. District Manager: Wrathell, Hunt and Associates, LLC

Mr. Adams stated the next meeting will be held on October 11, 2023 at 11:00 a.m.

ELEVENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Weidemiller and seconded by Mr. Leinaweaver, with all in favor, the meeting adjourned at 11:37 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

____
Secretary/~~Assistant Secretary~~

____
Chair/~~Vice~~ Chair