

THREE RIVERS STEWARDSHIP DISTRICT

BOARD OF SUPERVISORS

June 12, 2024

**REGULAR MEETING
AGENDA**

**THREE RIVERS
STEWARDSHIP DISTRICT**

**AGENDA
LETTER**

Three Rivers Stewardship District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

June 5, 2024

Board of Supervisors
Three Rivers Stewardship District

Dear Board Members:

The Board of Supervisors of the Three Rivers Stewardship District will hold a Regular Meeting on June 12, 2024 at 11:00 a.m., at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2024-06, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Consideration of Resolution 2024-07, Adopting the Annual Meeting Schedule for Fiscal Year 2024/2025; and Providing for an Effective Date
5. Acceptance of Unaudited Financial Statements as of April 30, 2024
6. Approval of February 14, 2024 Regular Meeting and Audit Committee Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *Stantec Consulting Services, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - 0 Registered Voters in District as of April 15, 2024
 - NEXT MEETING DATE: July 10, 2024 at 11:00 AM

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

○ QUORUM CHECK

SEAT 1	PAMELA CURRAN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	DALE WEIDEMILLER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	PETE WILLIAMS	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	JOHN BLAKLEY	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	JOHN LEINAWEAVER	☐ IN PERSON	☐ PHONE	☐ NO

8. Board Members' Comments/Requests

9. Public Comments

10. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at 239-464-7114.

Sincerely,



Chuck Adams
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 229 774 8903

**THREE RIVERS
STEWARDSHIP DISTRICT**

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RESOLUTION 2024-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THREE RIVERS STEWARDSHIP DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Three Rivers Stewardship District ("**District**") prior to July 15, 2025, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2025 and ending September 30, 2025 ("**Fiscal Year 2025/2025**"); and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE THREE RIVERS STEWARDSHIP DISTRICT:

SECTION 1. APPROVAL OF PROPOSED BUDGET. The proposed budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said proposed budget.

SECTION 2. SETTING PUBLIC HEARINGS. A public hearing on said approved proposed budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: 11:00 a.m.

LOCATION: 5800 Lakewood Ranch Blvd.
Sarasota, Florida 34240

SECTION 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the proposed budget to Sarasota County at least 60 days prior to the hearing set above.

SECTION 4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget on the District's website at least two (2) days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

SECTION 5. PUBLICATION OF NOTICE. Notice of the public hearing shall be published in the manner prescribed in Florida law.

Section 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12th day of June, 2024.

Attest:

THREE RIVERS STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed FY 2024/2025 Budget

Exhibit B

Proposed FY 2024/2025 Budget

**THREE RIVERS
STEWARDSHIP DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**THREE RIVERS
STEWARDSHIP DISTRICT
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**THREE RIVERS
STEWARDSHIP DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2025
REVENUES					
Landowner contribution	23,440	15,534	10,930	\$ 26,464	\$ 36,240
Total revenues	23,440	15,534	10,930	26,464	36,240
EXPENDITURES					
Professional & administrative					
Supervisors	-	3,014	-	3,014	12,800
Management/accounting/recording*	6,000	3,000	3,000	6,000	6,000
Legal	7,500	1,964	5,536	7,500	7,500
Telephone	100	50	50	100	100
Postage	500	54	446	500	500
Printing & binding	250	125	125	250	250
Legal advertising	1,750	1,760	-	1,760	1,750
Annual special district fee	175	-	175	175	175
Insurance	5,500	5,000	500	5,500	5,500
Contingencies/bank charges	750	507	243	750	750
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	210	-	210	210
Total expenditures	23,440	15,684	10,780	26,464	36,240
Excess/(deficiency) of revenues over/(under) expenditures	-	(150)	150	-	-
Fund balance - beginning (unaudited)	-	-	(150)	-	-
Fund balance - ending	\$ -	\$ (150)	\$ -	\$ -	\$ -

*WHA will charge a reduced management fee of \$500 per month during semi-dormancy stage

**THREE RIVERS
STEWARDSHIP DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ 12,800
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording*	6,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	7,500
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Telephone	100
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	250
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	

EXPENDITURES (continued)

Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 36,240</u></u>

**THREE RIVERS
STEWARDSHIP DISTRICT**

4

RESOLUTION 2024-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THREE RIVERS
STEWARDSHIP DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR
FISCAL YEAR 2024/2025; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Three Rivers Stewardship District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 203-337, Laws of Florida and Chapter 189, Florida Statutes, being situated entirely within Sarasota County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2024/2025 annual meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE
THREE RIVERS STEWARDSHIP DISTRICT:**

SECTION 1. The Fiscal Year 2024/2025 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 12th day of June, 2024.

ATTEST:

THREE RIVERS STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Annual Meeting Schedule

EXHIBIT "A"

THREE RIVERS STEWARDSHIP DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>5800 Lakewood Ranch Blvd., Sarasota, Florida, 34240</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 9, 2024	Regular Meeting	11:00 AM
November 13, 2024	Regular Meeting	11:00 AM
December 11, 2024	Regular Meeting	11:00 AM
January 8, 2025	Regular Meeting	11:00 AM
February 12, 2025	Regular Meeting	11:00 AM
March 12, 2025	Regular Meeting	11:00 AM
April 9, 2025	Regular Meeting	11:00 AM
May 14, 2025	Regular Meeting	11:00 AM
June 11, 2025	Regular Meeting	11:00 AM
July 9, 2025	Regular Meeting	11:00 AM
August 13, 2025	Regular Meeting	11:00 AM
September 10, 2025	Regular Meeting	11:00 AM

**THREE RIVERS
STEWARDSHIP DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**THREE RIVERS
STEWARDSHIP DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2024**

**THREE RIVERS
STEWARDSHIP DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2024**

	General Fund	Total Governmental Funds
ASSETS		
Cash	\$ 5,622	\$ 5,622
Undeposited funds	1,599	1,599
Total assets	<u>\$ 7,221</u>	<u>\$ 7,221</u>
 LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 1,446	\$ 1,446
Landowner advance	6,000	6,000
Total liabilities	<u>7,446</u>	<u>7,446</u>
 Fund balances:		
Unassigned	<u>(225)</u>	<u>(225)</u>
Total fund balances	<u>(225)</u>	<u>(225)</u>
 Total liabilities and fund balances	<u>\$ 7,221</u>	<u>\$ 7,221</u>

**THREE RIVERS
STEWARDSHIP DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD APRIL 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 1,599	\$ 17,133	\$ 23,440	73%
Total revenues	<u>1,599</u>	<u>17,133</u>	<u>23,440</u>	73%
EXPENDITURES				
Professional & administrative				
Supervisors	-	3,014	-	N/A
Management/accounting/recording*	500	3,500	6,000	58%
Legal	917	2,882	7,500	38%
Telephone	8	58	100	58%
Postage	-	54	500	11%
Printing & binding	21	146	250	58%
Legal advertising	148	1,908	1,750	109%
Annual special district fee	-	-	175	0%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	80	586	750	78%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	-	210	210	100%
Total expenditures	<u>1,674</u>	<u>17,358</u>	<u>23,440</u>	74%
Excess/(deficiency) of revenues over/(under) expenditures	(75)	(225)	-	
Fund balances - beginning	(150)	-	-	
Fund balances - ending	<u>\$ (225)</u>	<u>\$ (225)</u>	<u>\$ -</u>	

*WHA will charge a reduced management fee of \$500 per month until districts are merged.

**THREE RIVERS
STEWARDSHIP DISTRICT**

MINUTES

DRAFT

**MINUTES OF MEETING
THREE RIVERS STEWARDSHIP DISTRICT**

The Board of Supervisors of the Three Rivers Stewardship District held a Regular Meeting and Audit Committee Meeting on February 14, 2024 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 (via telephone)	Assistant Secretary
John Blakley	Assistant Secretary
John Leinaweaver	Assistant Secretary

Also present:

Chuck Adams	District Manager
Wes Haber (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 12:00 p.m.

Supervisors Williams, Curran, Leinaweaver and Blakley were present. Supervisor Weidemiller attended via telephone.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

The Regular Meeting recessed at 12:01 p.m., and the Audit Selection Committee Meeting convened.

FOURTH ORDER OF BUSINESS**Review of Response to Request for
Proposals (RFP) for Annual Audit Services****A. Affidavit of Publication****B. RFP Package**

The above items were included for informational purposes.

C. Respondents**I. Berger, Toombs, Elam, Gaines & Frank****II. Grau & Associates**

Mr. Adams stated that these are the same firms that responded to the Audit RFP for Lakes of Sarasota CDD 2; the fee schedules are identical to those discussed on the record for Lakes of Sarasota CDD 2.

D. Auditor Evaluation Matrix/Ranking

Mr. Williams presented his scores and rankings and stated that, given the similar qualifications of each respondent, cost is the factor that sets the respondents apart.

Mr. Williams stated that, in the pricing category, he scored Grau & Associates (Grau) 20 points out of a possible 20 and scored Berger, Toombs, Elam, Gaines & Frank (BTEGF) 11.49 points out of 20.

Mr. Weidemiller stated he will accept Mr. Williams' scores and ranking.

Mr. Williams scored and ranked the respondents as follows:

#1	Grau & Associates	100 Points
#2	Berger, Toombs, Elam, Gaines & Frank	91.49 Points

Ms. Curran scored and ranked the respondents as follows:

#1	Grau & Associates	100 Points
#2	Berger, Toombs, Elam, Gaines & Frank	90 Points

Mr. Leinaweaver scored and ranked the respondents as follows:

#1	Grau & Associates	98 Points
#2	Berger, Toombs, Elam, Gaines & Frank	90 Points

Mr. Blakley scored and ranked the respondents as follows:

#1	Grau & Associates	98 Points
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68 #2 Berger, Toombs, Elam, Gaines & Frank 90 Points

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70 **FIFTH ORDER OF BUSINESS**

**Termination of Audit Selection Committee
Meeting/Reconvene Regular Meeting**

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73 The Audit Selection Committee Meeting terminated at 12:04 p.m., and the Regular
74 Meeting reconvened.

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76 **SIXTH ORDER OF BUSINESS**

**Consider Recommendation of Audit
Selection Committee**

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79 • **Award of Contract**

80

81 **On MOTION by Mr. Williams and seconded by Mr. Leinaweaver, with all in**
82 **favor, accepting the scores, ranking and recommendation of the Audit**
83 **Committee, ranking Grau & Associates as the #1 ranked respondent to the RFP**
84 **for Annual Audit Services, and authorizing District Staff to negotiate an**
85 **agreement with Grau & Associates, and adding to the Engagement Letter the**
86 **additional requirement that a draft audit be provided by May 1st of each year,**
87 **was approved.**

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90 **SEVENTH ORDER OF BUSINESS**

Updates

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92 • **Required Ethics Training**

93 Mr. Adams stated he will forgo the explanation regarding this item, as the
94 Memorandum is included in the agenda package. Supervisors should contact Mr. Adams with
95 any questions or comments.

96 • **Boundary Amendment**

97 Mr. Haber stated that the Boundary Amendment cleared all committees in the Florida
98 House of Representatives and it is awaiting floor action. It is typical for all legislative bills to be
99 taken up on one day but that date is currently unknown. Staff is monitoring the legislative
100 session.

101

EIGHTH ORDER OF BUSINESS

**Acceptance of the Unaudited Financial
Statements as of December 31, 2023**

**On MOTION by Mr. Williams and seconded by Mr. Leinaweaver, with all in
favor, the Unaudited Financial Statements as of December 31, 2023, were
accepted.**

NINTH ORDER OF BUSINESS

**Approval of January 10, 2024 Public
Hearing and Regular Meeting Minutes**

**On MOTION by Mr. Williams and seconded by Mr. Blakley, with all in favor, the
January 10, 2024 Public Hearing and Regular Meeting Minutes, as presented,
were approved.**

TENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP**
- B. District Engineer (Interim): Stantec Consulting Services, Inc.**
- C. District Manager: Wrathell, Hunt and Associates, LLC**

There were no District Counsel, District Engineer or District Manager reports.

- **NEXT MEETING DATE: March 13, 2024 at 11:00 AM**
 - **QUORUM CHECK**

Mr. Adams stated the March 13, 2024 meeting will likely be canceled.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

**Public Comments: Non-Agenda Items
(limited to 3 minutes per individual)**

No members of the public spoke.

139 THIRTEENTH ORDER OF BUSINESS

Adjournment

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On MOTION by Mr. Williams seconded by Mr. Leinaweaver, with all in favor,
the meeting adjourned at 12:05 p.m.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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155 _____
Secretary/Assistant Secretary

Chair/Vice Chair

**THREE RIVERS
STEWARDSHIP DISTRICT**

**STAFF
REPORTS**



Ron Turner Supervisor of Elections

Sarasota County: Our County. Our Vote.

April 15, 2024

Daphne Gillyard
Director of Administrative Services
2300 Glades Road Suite 410W
Boca Raton FL 33431

Subject: Qualified Registered Electors for Three Rivers Stewardship District

Dear Daphne:

As of April 15, 2024, I show no qualified registered electors residing within the boundaries of the Three Rivers Stewardship District.

Sincerely,

Ron Turner
Supervisor of Elections
Sarasota County, Florida

RT/ajw

THREE RIVERS STEWARDSHIP DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>5800 Lakewood Ranch Blvd., Sarasota, Florida, 34240</i>		
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April 10, 2024 CANCELED	Regular Meeting	11:00 AM
May 8, 2024 CANCELED	Regular Meeting	11:00 AM
June 12, 2024	Regular Meeting	11:00 AM
July 10, 2024	Regular Meeting	11:00 AM
August 14, 2024	Regular Meeting	11:00 AM
September 11, 2024	Regular Meeting	11:00 AM