

**MINUTES OF MEETING
JULINGTON CREEK PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Julington Creek Plantation Community Development District held a Regular Meeting on February 26, 2019 at 6:00 p.m., at Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259.

Present and constituting a quorum were:

Chris Sexton	Chair
Tom Chambers	Vice Chair
Michael Morton	Assistant Secretary
Cindy Howell	Assistant Secretary
Kevin Gavin	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Wes Haber	District Counsel
Matt Roberts	General Manager
Jeff Branch	Field Operations Manager
Jay King	Vesta Property Services, Inc.
Brittnee Jackson	Lifestyle Director
Michael Johnson	Duvall Landscape Maintenance
Josh	Duvall Landscape Maintenance
Kim Harless	Fitness Director
Pat Jacob	Resident
Jim Morton	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. McGaffney called the meeting to order at 6:03 p.m.

SECOND ORDER OF BUSINESS

ROLL CALL

All present stated their names. All Supervisors were present, in person.

THIRD ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

FOURTH ORDER OF BUSINESS

PUBLIC COMMENTS *(limited to 3 minutes per person)*

There being no public comments, the next item followed.

FIFTH ORDER OF BUSINESS

STAFF REPORTS *(60 minutes)*

A. Field Operations Manager

i. Landscape Maintenance Report

Mr. Johnson presented the Monthly Maintenance Report and asked for questions.

Mr. McGaffney stated that he contacted the Jacksonville Electric Authority (JEA) Governmental Relations Department and asked Mr. Johnson to hold off another month on the irrigation meter consolidation project, while discussions are underway with the JEA. He asked JEA if they could remove the unused meters; and, a visit by JEA and decision were pending. Discussion ensued regarding removal being JEA's responsibility since JEA owns the meters, keeping two meters, etc. It was noted that the project could probably be completed by May or early June, depending on any issues. Duval would provide regular updates to the Board including the work locations, timeline and progress.

▪ **Consideration of Duval Landscape Maintenance Proposals**

This item, previously Item 7A, was presented out of order.

Mr. Branch presented proposals for landscape enhancement options for various locations. Mr. Sexton felt that the smaller cost items could be funded through the operating budget, rather than funded as a capital expense. The \$35,220 proposal could be funded using the \$156,000 in Lines 14 and 15 in the capital budget. He asked if Duval could complete that project for \$30,000 instead of \$35,220. Mr. Johnson replied affirmatively, provided the smaller proposals are approved, as well.

Mr. Chambers expressed his concern about remaining within budget and questioned how anyone is tracking to make sure expenses are remaining within budget. Mr. Sexton discussed budget line items that could be used to offset this expense. Mr. Chambers voiced his

reluctance to proceed with unbudgeted expenses until he is sure that the District would be under budget. The Board and Staff discussed budgeting, remaining within budget, reallocating excess funds from budgeted expenses that would not be incurred, input from the Horticultural Consultant and her preferences, timing the landscape enhancement project, other landscape maintenance needs, tracking expenditures, fluctuating and seasonal expense items, the scope of work in each proposal and possibly reducing the scope, adding a standing agenda item to review budget expenses that are trending over budget, etc.

Mr. McGaffney noted that several of the proposals are related to regular landscape repairs and replacement and fall within Mr. Branch’s spending authority and suggested not bringing those types of items to the Board for approval; he felt that the Board should focus on the larger projects and not the day-to-day minor landscape matters.

The scope of work in each proposal, what items could be eliminated to reduce expenses, etc., were discussed.

On MOTION by Mr. Sexton and seconded by Mr. Morton, with Mr. Sexton, Mr. Morton, Ms. Howell and Mr. Gavin in favor and Mr. Chambers dissenting, the Duval Landscape Maintenance Proposals for landscape enhancements at the Recreation Center, Aquatic Complex and Volleyball Area, in a not-to-exceed amount of \$42,000, with \$30,000 from the Capital budget and \$12,000 from the Operating budget landscape-related line items, was approved. (Motion passed 4-1)

ii. Monthly Report

Mr. Branch presented the Monthly Field Operations Manager Report detailing the in progress and completed work.

B. General Manager

• Monthly Report

Discussion: Fitness Center Equipment Replacement

Ms. Harless distributed and reviewed proposals for Fitness Center equipment, along with photographs. She reported the following:

- The technician and equipment warranty expires December, 2019 and the cost to extend the warranty is not economically feasible, given the age of the equipment. It would be more cost-efficient to replace the equipment, as was previously done.
- The Capital Reserve Study (CRS) anticipated replacement during Fiscal Year 2020. The CRS was missing six heavily-used pieces of equipment, which amount to about \$15,000.
- Three vendors visited and were preparing quotes and proposals.
- Recommendation was to replace the equipment line again with TechnoGym equipment. The line that the CDD previously had was discontinued so the new equipment would be an upgrade, by comparison, and that may last longer.

Ms. Harless discussed the numerous benefits of selecting the TechnoGym brand of equipment, including the quality and variety of equipment and her past experiences with TechnoGym.

- LifeFitness provided a quote but was slow to respond, which was of concern. Certain heavily-used pieces of equipment were not available. The warranty was not comparable to the TechnoGym warranty.

Discussion ensued regarding online ratings of the equipment brands, maintenance plans, warranties, the aging equipment, cost to replace full line of equipment, leasing to own option, technology options, possibility of phasing equipment replacement over several years instead of all at once, investment that other communities make into their amenities and remaining competitive with them, residents asking when equipment would be replaced, difficulty selecting which equipment to replace first if replaced in phases, etc.

For the TechnoGym equipment, the Board's consensus was for Ms. Harless to give a presentation at the March meeting detailing phasing replacement over two or three years, a cost analysis, cost to extend warranties on the old equipment, etc.

Events and activities that might increase interest in the Fitness Center were discussed.

Discussion: Aquatic Complex Revitalization:

Mr. King stated that obtaining proposals was difficult because the project was too small, piecemeal, or the vendors were too busy; two provided proposals. He discussed the various

options provided by Stonebridge, estimated costs for each option, Stonebridge's opinion of which items would be a good or poor use of CDD funds, etc.

Discussion ensued regarding ways to maximize usage of the Complex, what to include, creating flex space, enclosing areas, creating an events space for outdoor events, rental areas, café or food area, etc. Supervisor Morton suggested that everyone should provide their ideas so the Board can decide which items to focus on and then seek estimates.

Mr. Roberts had ideas to create more outdoor leisure space using the existing structures, such as adding outdoor gaming tables, holding more events at the Complex, utilize food trucks, beverage service and allow food to be brought in, outdoor kitchen with tables and seating, televisions, etc.

Mr. Sexton's preferences were moving the wall out to gain extra footage, making the area two-thirds multi-purpose and one-third food and beverage and creating an event pavilion/fire pit on the backside.

Mr. Chambers discussed activities that could be scheduled, staffing it on weekends, etc.

Ms. Howell discussed the things that are already necessary at the Complex, things that would be necessary, etc. In general, she would not staff the area or sell food and beverages; only one person would be necessary when the facility is rented.

Mr. Gavin liked the ideas of a space in the back area that could be rented out, fire pits and lower cost upgrades in the front area, catering to older teens creating a space for them to gather, keeping it as a multi-use area.

Discussion ensued regarding whether the multi-purpose space would be utilized by teens in the community, programming activities for the area for a variety of groups, etc.

Mr. Sexton suggested obtaining quotes to construct an event pavilion with a fire pit area, expand the wall to the overhang to create a multi-purpose space with two-thirds being open space and one-third a kitchen and accommodating for storage.

The Board and Staff conversed about obtaining construction estimates and architectural concepts and proposals.

The meeting recessed at 9:00 p.m.

The meeting reconvened at 9:06 p.m.

Mr. Haber noted that, the required bid process threshold is \$350,000 so, if this project would exceed \$350,000, it must be advertised and go through the bid process.

Mr. Roberts presented the General Manager Report, and highlighted the following:

➤ Firewall Replacement: The Firewall Agreement had to be changed because iVenture located another firewall that needed to be replaced; the agreement and new quotes were pending. Two USBs were purchased and installation was pending.

The swim teams, Aquatic Complex, what happened to the surplus items, etc., were discussed.

C. District Engineer: *England-Thims & Miller, Inc.*

Mr. McGaffney stated that the District Engineer sent a work authorization with an updated fee schedule, which will be included in the next agenda for consideration.

D. District Counsel: *Hopping Green & Sams, P.A.*

There being no report, the next item followed.

E. District Manager: *Wrathell, Hunt and Associates, LLC*

There being no report, the next item followed.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS (20 minutes)

A. APPROVAL OF MINUTES

- **January 24, 2019 Regular Meeting**

Mr. McGaffney presented the January 24, 2019 Regular Meeting Minutes. The following change was made:

Line 59: Change "Branch" to "Morton"

B. APPROVAL OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of January 31, 2019**

Mr. McGaffney presented the Unaudited Financial Statements as January 31, 2019. He referred to Page 10 and asked Mr. Roberts or Mr. King to make sure that Charlotte deletes the following categories and does not code anything to them:

Grounds maintenance

General facility maintenance

Mr. McGaffney discussed the Capital outlay line item, on Page 14.

Mr. Sexton noted that, for Fiscal Year 2019, funds were budgeted for litigation and in order to keep the assessment increase less than what it would have been with that increase, the Capital budget was reduced by \$100,000 and moved to the Operating budget. For Fiscal Year 2020, it will likely be necessary to move the \$100,000 back to the Capital budget, due to the upcoming capital improvements being discussed. Mr. McGaffney expected the Rec fund to decrease and the Capital fund to increase but he was not sure if they would completely offset each other.

Mr. Sexton recalled that, at the last meeting, he discussed cleaning up the CIP. He added a chart of his recommendations to the bottom of the CIP tracker which contained several items and his recommendations to shift to other budget line items; those totaled \$25,000 and freed up the \$25,000, which was then inserted as "Contingency" in the "Capital Budget Reconciliation" table.

The Board and Staff conversed about renovating the facility, including flooring, painting, window treatments, replacing wallpaper, and generally updating the overall appearance.

- **Check Register**
- **Credit Card Activity**

These items were provided for informational purposes.

On MOTION by Mr. Sexton and seconded by Mr. Morton, with all in favor, the Consent Agenda Items, as amended, were approved.

SEVENTH ORDER OF BUSINESS

BUSINESS ITEMS (90 minutes)

A. Consideration of Duval Landscape Maintenance Proposals

This item was presented during Item 5Ai.

B. Discussion: JCP Website and Mobile App

Ms. Jackson presented and answered some of the frequently received questions from residents related to implementation of the CivicRec and Civic Engage systems, as follows:

- Can residents create their own profiles online? A: Yes.

- Are all rentals going to be done online? A: Yes.
- Will camp registration be done online? A: Yes, beginning next season.
- Will all of the group fitness classes be done online? A: Yes.

Questions arose about residents setting up their initial profiles and how to verify residency.

Ms. Jackson gave a demonstration of the system and explained what residents could do within the system, including register for classes and activities, make payments and rental reservations, etc. The system could also generate reports and provide data regarding programs, activities, etc.

Mr. Sexton discussed the need to update the website photos, information, design, etc., adequately disseminate the information to residents and have a sufficient amount of staff to assist residents during the transition.

Ms. Johnson stated that the recreational software rollout for staff use would be April 9th, the mobile app would go live on April 29th and the new community website was scheduled to launch May 28th.

Mr. Chambers asked about the Farmer's Market. Ms. Johnson stated that it was planned for August through February; to date, four vendors are confirmed but more are expected.

C. Discussion: Creekside Café

Discussion ensued regarding how information related to a recent café situation, which was communicated in a way that did not follow the established process. Mr. Sexton outlined the correct procedure as follows:

- Mr. McGaffney should be notified.
- Mr. McGaffney and/or District Counsel then speak to the Chair as to whether the District should send a communication and, if so, when.

Mr. Sexton stated that, in the recent situation, he would have liked to have advised Staff to gather the facts of exactly what happened, prior to anyone sending a mass communication to the entire community. The Board and Staff need to know the facts, prior to responding to resident inquiries. In this situation, the facts and actions taken were received about two days

later. At that point, the Board then had tangible information to communicate to the community. He felt that how this was handled was reactive by Management, Staff, etc., on a Sunday afternoon, trying to instantly respond and quickly write a response, without all the facts. He preferred that time be taken to determine the facts and communicate correct information rather than disseminating partial or possibly incorrect information.

D. Consideration of Howard Services, Inc., Service Proposals for Mars Air System Entry Air Curtains

Mr. Branch described the purpose of air curtains at points of entry, including maintaining the inside temperature and keeping insects out of buildings. Air curtains can be noisy but the ones proposed were the quietest available.

This item was tabled until further notice.

E. Consideration of Sawyer Gas Price of Propane Area Index

Mr. McGaffney presented the Sawyer Gas Price of Propane Area Index. The price for propane would be the local index, plus \$0.40 per gallon, plus taxes, fees, rates and charges.

Mr. Branch checked with other propane suppliers and stated that only a few suppliers are large enough to supply the amount needed and to store it; the cheapest time of year to purchase is June/July and the most expensive is November/December. Suppliers have been slow to respond. Discussion ensued regarding potential risk of paying more due to using the price index and no fixed rate, other suppliers, options, replacing the tanks to natural gas, the length of the agreement term, notifying the Loggerheads of the contract and that it could cost them more if rates increase and obtaining their written consent, historical usage and cost and options if the Loggerheads do not agree to the terms of this price structure.

Mr. Gavin rescinded his previously made motion to approve the Sawyer Gas Price of Propane Area Index proposal, subject to receiving written approval from the Loggerheads.

F. Consideration of Vesta Profit Sharing Proposals

Mr. McGaffney stated that the Vesta Agreement expires September 30th but has a renewal option for additional one-year terms, under the same terms. The current Agreement was a three-year term, with a 3% per year increase.

Mr. King recalled discussion at the last meeting about programming and profitability and the options to save funds without changing the level of service. Vesta was not seeking an increase any more than the contracted 3% increase.

Discussion ensued regarding the Request for Proposals (RFP) process, profit sharing options, cost saving options, etc.

This item was tabled to the next meeting.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS (20 minutes)

Banquet Room Renovations was added.

NINTH ORDER OF BUSINESS

PUBLIC COMMENTS (limited to 3 minutes per person)

There being no public comments, the next item followed.

TENTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS (20 minutes)

Mr. Gavin stated that, in March or April, he wants the Aquatics Director to present his plan for lifeguard training. Ms. Howell stated that swim lessons should also be discussed. Mr. Chambers wanted Vesta to consider giving resident lifeguards a discounted rate for training.

Mr. Morton wanted to add to Open Items an item to ensure that, going into Summer Swim, that Loggerheads and Porpoises have worked out their Agreements.

Supervisor Howell asked if random drug testing started. Mr. Roberts replied no. With regard to the CIP for Fiscal Year 2020, Ms. Howell asked if the eight showers were ready to be retiled. Mr. Branch felt that it should be done within the next year.

Mr. Sexton stated that, per the Reserve Study, the light posts are up for replacement; he asked Mr. Branch to confirm that it is necessary and, if so, the District can budget for it.

Mr. Gavin requested a copy of the Reserve Study and copies of the Swim Team Agreements.

Ms. Howell recalled the previous approval of the tennis contract and asked if it was normal practice for the Board not to review a contract. Mr. King stated that it depends on the

type of contract; Vesta has a list of the contracts and expiration dates. Generally, some are presented for Board review but some automatically renew. Mr. Sexton noted that the contracts have a 30-day cancellation provision.

Mr. Chambers asked if free pool toys were available at the pools. Mr. Roberts was not aware of any.

ELEVENTH ORDER OF BUSINESS

NEXT MEETING DATE: March 26, 2019 at 6:00 P.M.

The next meeting will be held on March 26, 2019 at 6:00 p.m.

TWELFTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Howell and seconded by Mr. Gavin, with all in favor, the meeting adjourned at 11:35 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair