

**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 May 28, 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
Cindy Howell	Assistant Secretary
Kevin Gavin	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Jennifer Kilinski	District Counsel
Lauren Gentry	Hopping Green & Sams
Deb Huveltd	Hopping Green & Sams
Matt Roberts	General Manager
Jeff Branch	Field Operations Manager
Jay King	Vesta Property Services, Inc.
Roy Deary (via telephone)	Vesta Property Services, Inc.
Kim Harless	Fitness Director
Michael Johnson	Duval Landscape Maintenance
David Dougherty	U.S. Census Bureau

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER**

Mr. McGaffney called the meeting to order at 6:02 p.m.

**SECOND ORDER OF BUSINESS**

**ROLL CALL**

All present stated their names. Supervisors Sexton, Chambers, Howell and Gavin were present, in person. Supervisor Morton was not present.

**THIRD ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

There were no public comments.

▪ **Use of District Conference Room for US Census Bureau Training**

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

Mr. David Dougherty, of the U.S. Census Bureau, requested to hold training for census workers at the Julington Creek Plantation (JCP) Recreation Center. Discussion ensued regarding availability of the requested dates.

**FIFTH ORDER OF BUSINESS**

**STAFF REPORTS (*60 minutes*)**

**A. Field Operations Manager: *Jeff Branch***

**i. Pool Update: Epic Pools [Dean Baker]**

This item was not discussed.

**ii. Landscape Maintenance Report**

The Landscape Maintenance Report was included for informational purposes.

Mr. Johnson responded to questions about the poor condition of the newly planted Asiatic jasmine at State Road 13 and Racetrack Road and plants in the Rec Center parking lot, irrigation, a dirt pile at the playground park where a tree was removed and installing sod, status and scope of the irrigation meter consolidation project and higher than anticipated cost, etc.

**iii. Monthly Report**

The Monthly Field Operations Manager Report was provided for informational purposes.

Mr. Branch discussed various projects, including plumbing projects, LED conversion on the high ceiling lighting at the Administration Building, improvements at the basketball court, sidewalk repairs and miscellaneous projects, and responded to questions.

**B. General Manager: *Matthew Roberts***

• **Monthly Report**

Mr. Roberts presented the General Manager Report and discussed completed projects, projects underway, upcoming projects, etc., and responded to questions regarding photographs on the new website and swim team swimming schedules and planning for large swim meets.

The Board’s consensus was to communicate to residents that the Porpoises and Nocatees have a joint swim meet on July 6<sup>th</sup>, until 1:00 p.m., at the Aquatic Complex.

- **Fitness Director: *Kim Harless***

**This item was an addition to the agenda.**

Vesta Staff and Ms. Harless reviewed the updated Fitness Equipment Replacement Analysis in the agenda and discussed replacement of gym equipment, Vesta’s Replacement Plan and timeline, warranties, estimated costs, gym equipment vendors and brands and budgeting for the expense.

**On MOTION by Mr. Gavin and seconded by Mr. Sexton, with all in favor, the purchase of Technogym cardio gym equipment to replace the current equipment, including the extended warranty, as presented in the Fitness Equipment Replacement Analysis, was approved.**

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

There was no report.

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

Ms. Kilinski introduced Ms. Lauren Gentry and Ms. Deb Huveltdt, presented the proposed fee increase for Fiscal Year 2020. The terms of the Agreement and billing rates were discussed.

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

- **12,536 Registered Voters in District as of April 15, 2019**

There were 12,536 registered voters residing within the District as of April 15, 2019.

**SIXTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS (20 minutes)**

- A. **APPROVAL OF MINUTES**

- **April 16, 2019 Workshop**
- **April 23, 2019 Regular Meeting**

Mr. McGaffney presented the April 16, 2019 Workshop Minutes and the April 23, 2019 Regular Meeting Minutes.

- B. **ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- **Unaudited Financial Statements as of April 30, 2019**

Mr. McGaffney presented the Unaudited Financial Statements as of April 30, 2019.

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

These items were provided for informational purposes. Staff responded to Board Member questions regarding items on the check register and/or credit card activity.

**On MOTION by Mr. Sexton and seconded by Mr. Chambers, with all in favor, the Consent Agenda Items, amended as necessary to include any changes to the meeting minutes submitted to Management, were approved.**

**SEVENTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

- **Discussion: Future Community Communications Published by Vesta (20 minutes)**  
**This item, previously Item 7F, was presented out of order.**

Mr. Deary referred to the Vesta PowerPoint presentation and a document containing photographs of representative communities. He discussed current amenity trends in similar communities in the area and throughout Florida and Vesta’s suggestions, as follows:

- Developers and Builders in new communities are emphasizing lifestyle, overall, such as the amenities, programs, activities and events to create an overall level of happiness to drive home sales. Vesta’s concept was that JCP is family-oriented and that could be emphasized more and/or adding things that would appeal to a broader age group, such as the older residents.
- Create a sense of community and connection and drive healthy living and wellness.
- Developers are creating different lifestyle elements, including indoor and outdoor common gathering/flex-space spaces, wellness and healthy living opportunities, programmed entertainment and convenience and ease of use of the facilities and amenities. Vesta Staff discussed examples of each lifestyle element, current JCP activities and facilities, ways to improve and/or expand on what JCP already offers and increase and maximize use and participation.

Discussion ensued regarding the options for improving the Aquatic Complex and increasing use, budgeting and funding improvements and potential impact on assessments, communicating activities/events to residents, electronic signage, putting the emphasis on improving the existing amenities, prioritizing improvement projects and determining a timeline,

- **Discussion: Hiring of Architectural Design Consultant (30 minutes)**

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

Discussion ensued regarding the request for qualifications (RFQ) process with regard to hiring an architectural design consultant.

**On MOTION by Mr. Sexton and seconded by Ms. Chambers, with all in favor, implementing the RFQ process for Architectural Design Services for the Aquatic Complex revitalization, was approved.**

The meeting recessed at 8:25 p.m., and reconvened at 8:34 p.m.

- A. **Consideration: Response to RFP for Emergency-Disaster Debris Removal Services (10 minutes)**

- i. **RFP Package**

The Request for Proposals (RFP) was included for informational purposes.

- ii. **Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

- iii. **Respondent**

- **Custom Tree Care, Inc.**

Mr. McGaffney stated that Custom Tree Care, Inc. (CTC) was the only respondent.

- iv. **Ranking**

Mr. McGaffney recommended ranking CTC as the #1 ranked respondent.

- v. **Authorization to Engage Respondent**

**On MOTION by Mr. Sexton and seconded by Mr. Chambers, with all in favor, ranking Custom Tree Care, Inc., as the #1 ranked respondent to the RFP for Emergency-Disaster Debris Removal Services, subject to a cost-price reasonableness analysis by Staff to confirm that the price is reasonable, was approved.**

- B. **Consideration: Response to RFP for Amenity Center Management Services (10 minutes)**

- i. **RFP Package**

The Request for Proposals (RFP) was included for informational purposes.

**ii. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**iii. Respondent**

- **Vesta Property Services**

Mr. McGaffney stated that Vesta Property Services (Vesta) was the only respondent.

Discussion ensued regarding the proposed annual cost increase, proposed services, whether staffing could be reduced to lower the proposed annual cost and wage increase amount, staffing, generating revenue from the amenities and activities, limiting the annual cost increase to 2% or 3% per year rather than the proposed 4%, ways to reduce amenity expenses, staffing and/or services to achieve a lower annual cost increase, seeking sponsorship of certain activities, etc.

**iv. Ranking**

Mr. McGaffney recommended that Vesta be ranked as the #1 ranked respondent.

**v. Authorization to Engage Respondent**

**On MOTION by Ms. Howell and seconded by Mr. Gavin, with all in favor, authorizing the Chair and Staff to negotiate with Vesta regarding the proposed services and annual cost increase and presenting it for consideration at the June meeting, was approved.**

**C. Discussion: Use of District Conference Room for US Census Bureau Training (10 minutes)**

This item was presented following the Fourth Order of Business. Further discussion ensued regarding meeting room availability, conflicts to the proposed schedule and whether to charge rent for use of the facilities for the training. The Board decided not to waive the rental fee and not to move existing bookings for the requested rooms.

**D. Discussion/Consideration: All Service Electric Group, Inc., Estimate #2701 (10 minutes)**

Mr. Branch presented Estimate #2701 from All Service Electric Group, Inc. (ASEG) for LED light conversion at the Sportsplex, volleyball and basketball court areas and lighting inside the Aquatic Complex. Funding options, whether to proceed or delay the project, etc., were discussed. This item would be added to the open items list and consideration was deferred to August or Fiscal Year 2020.

▪ **Landscape Services Request for Proposals (RFP)**

This item was an addition to the agenda.

Discussion ensued regarding the landscape contract, quality of the current landscape services contractor’s performance, termination provisions in the current landscape contract, potential for the proposed prices to be higher than the current contract, etc.

**On MOTION by Mr. Chambers and seconded by Mr. Sexton, with all in favor, authorizing Staff to prepare and advertise a Request for Proposals for Landscape Services, was approved.**

**E. Discussion/Consideration: Proposals for Meter Consolidation Project (30 minutes)**

- i. Project Background/Summary
- ii. Meter Info and ROI
- iii. Proposals
  - BrightView Landscape Services
  - Duval Landscape Maintenance

Discussion ensued regarding the project scope, estimated cost and whether all areas need to be irrigated or if the scope of the project could be reduced.

This item was tabled to the June meeting.

**F. Discussion: Future Community Communications Published by Vesta (20 minutes)**

This Item was presented prior to Item 7A. Discussion continued regarding the frequency of the publication, how this option differs from the current publication, Vesta’s advertising revenue split with the CDD, etc.

**On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, transitioning to a Vesta communication publication, as soon as possible, with an advertising revenue split of 75% for Vesta and 25% for the CDD, and authorizing District Counsel to draft an amendment to the Vesta contract to include this service, was approved.**

**G. Consideration: Creekside High School Usage of Volleyball Courts (20 minutes)**

Mr. Sexton stated that a group at Creekside High School (CHS) was trying to start a volleyball club sport team and inquired about using the CDD’s volleyball courts. The Board and

Staff discussed whether to allow use the volleyball courts, how to monitor usage, whether to charge a fee, etc. No action was taken at this time.

**H. Update: District Contract List (5 minutes)**

Mr. Roberts presented the JCP Contract List.

**I. Discussion: Hiring of Architectural Design Consultant (30 minutes)**

This item was presented Item 7A.

**J. Consideration: Resolution 2019-06, Approving Proposed Budgets for Fiscal Year 2019/2020; Declaring Special Assessments to Fund the Proposed Budgets Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date (30 minutes)**

Mr. McGaffney presented Resolution 2019-06 and the proposed Fiscal Year 2020 budget and a detailed discussion ensued. The changes to the budget would be incorporated, as part of the motion to approve Resolution 2019-06 and would be brought back to the next meeting for the Board to review.

**On MOTION by Mr. Sexton and seconded by Mr. Chambers, with Mr. Sexton, Mr. Chambers and Mr. Gavin in favor and Ms. Howell dissenting, Resolution 2019-06, Approving Proposed Budgets for Fiscal Year 2019/2020, as amended to incorporate the changes discussed; Declaring Special Assessments to Fund the Proposed Budgets Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings for August 27, 2019 at 6:00 p.m., at Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted. (Motion passed 3-1)**

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS (20 minutes)**

The following items were added:

- LED Light Conversion
- Community Signage

**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. Sexton discussed the following:

- Aquatic Complex pool closes August 10<sup>th</sup> but requests were received to keep the pool open for “swim at your own risk” for the remainder of August. This item would be discussed at the next meeting.
- Meeting Minutes: The January minutes were the last ones posted on the CDD website; Mr. McGaffney should make sure that all minutes are posted on the new CDD website for when the website goes live.
- Bench Press: Issue with the back needs to be fixed.
- TV Channels: Mr. Roberts should have more interesting programming on the TVs in the facility.

Mr. Chambers stated that the cushions in the front should be cleaned periodically.

Mr. Gavin noted the number of signs taped up in the Fitness Center and suggested purchasing professional signage for the Fitness Center, rather than paper signs.

Ms. Howell stated that, previously, people who rented the pavilion were not allowed to come inside in the event of bad weather but, now, they are being allowed to move inside if the inside room is not already in use. Mr. Roberts confirmed that it was occurring, as an accommodation but could be discontinued if the Board disagrees with allowing it. Ms. Howell proposed charging an extra fee if the party is allowed to move inside and having the group be responsible for cleaning the inside area.

**ELEVENTH ORDER OF BUSINESS**

**NEXT MEETING DATE: June 25, 2019 at 6:00 P.M.**

The next meeting will be held on June 25, 2019 at 6:00 p.m.

**TWELFTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Sexton and seconded by Ms. Howell, with all in favor, the meeting adjourned at 11:19 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair