

**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 Thursday, January 24, 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:

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|----------------|---------------------|
| 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 |
| Jennifer Kilinski | District Counsel |
| Matt Roberts | General Manager |
| Jeff Branch | Field Operations Manager |
| Jay King | Vesta Property Services, Inc. |
| Michael Johnson | Duvall Landscape Maintenance |

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. McGaffney called the meeting to order at 6:01 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 (30 minutes)

A. Field Operations Manager

i. Landscape Maintenance Report

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

Mr. Sexton voiced his opinion that the two oak trees in the median to the left at the intersection of Durbin and Racetrack Road appear dead. Mr. Branch stated that Ms. Leister, the Horticultural Consultant, inspected the trees and a report is pending. Mr. Johnson stated that Duval's efforts have done little to revive them. Ms. Howell questioned if cutting the branches down to the trunk would eliminate the issues and generate new growth. Mr. Johnson stated that it would stimulate growth but it is not healthy for the trees.

Mr. Morton referred to the proposal for plantings in front of the volleyball courts, which is an area where people park. Mr. Branch stated that, upon further research, that area is POA property; therefore, the POA must decide what to do with that area. Discussion ensued regarding alternatives for that area, whether the District can do anything or share the cost, landscaping at the Rec Center, additional work, etc. Mr. Morton pointed out that, whenever a project comes in below budget, the Board has a tendency to immediately use the saved funds for something else. He noted that Ms. Leister was most concerned about some of the dying trees and her recommendation was to remove the ones that will not survive. Proposals to remove dead and dying trees would be obtained and presented at the February meeting.

ii. Monthly Report

Mr. Branch presented the Monthly Field Operations Manager Report and highlighted the following items and responded to questions, as follows:

➤ Feedback and/or Compliments About Projects in the Community: Good feedback is received. The Board requested that a summary of completed projects, etc., be e-blasted to residents.

B. General Manager

• Monthly Report

Mr. Roberts presented the General Manager Report, highlighted the following and he and Mr. King responded to questions, as follows:

➤ USB Replacement: Quote obtained for the two USBs at the Rec Center but a quote for the two off site ones is pending.

Mr. Sexton stated that he wanted to proceed with replacement and not delay replacement any longer. As the cost would be within the General Manager’s spending threshold, Mr. Sexton asked for the Board’s consensus for Mr. Roberts to purchase the commercial rated USB devices from iVenture for the Rec Center and for the other locations. The Board’s consensus was for Mr. Roberts to proceed with the purchases.

Regarding discussion about security matters, Ms. Kilinski stated that conversations about security matters are confidential and exempt from public record.

Privileged discussion regarding the District’s security system ensued.

Regular discussion resumed.

Mr. Roberts and Mr. King responded to questions as follows:

➤ iVenture Project: A timeline was sent and staff is working with the App. A demonstration should be ready for the next meeting.

➤ Firewall Replacement: This item was approved by the Board and the contract was sent to the District Manager. The firewall and USB items will be completed by the next meeting.

Mr. Chambers asked for the time expectation between when the Board approves something and it is completed. Mr. King stated that items are put on the General Manager’s Action Items List following each meeting and the status is reflected in the General Manager’s weekly update that is sent weekly. Mr. Chambers questioned why the firewall item was approved in November but is not yet completed and the status is unknown. Mr. Morton suggested that the Board set a target completion date when it approves something to give staff a sense of the Board’s opinion of the urgency of the project.

➤ Regarding the security camera matter, Mr. Roberts estimated that the cost would be \$3,500 for installation and \$100 to \$150 per month for monitoring.

On MOTION by Mr. Sexton and seconded by Mr. Chambers, with all in favor, installation of three additional exterior cameras, in a not-to-exceed amount of \$3,500 for installation, and \$100 per month for monitoring, subject to review of the Envera contract by District Counsel and the District Manager, was approved.

Mr. Morton asked how Amenity Management was marketing the facilities to increase interest and use. Mr. Roberts stated through Facebook, e-blasts, Instagram, etc. Mr. Morton suggested placing it in a publication. Mr. Sexton asked about using the television in the lobby or signage on an easel, etc. Discussion ensued regarding ways to promote the facilities. Mr. Chambers felt that the television in the lobby is poorly located and suggested moving it.

Mr. Chambers asked that the General Manager provide an event/activity schedule, with the status.

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

There being no report, the next item followed.

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 nothing to report, the next item followed.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS (20 minutes)

A. APPROVAL OF MINUTES

- **November 29, 2018 Regular Meeting**

Mr. McGaffney presented the November 29, 2018 Regular Meeting Minutes. The following change was made:

Line 81: Change "Chamber" to "Chambers"

B. APPROVAL OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of December 31, 2018**

Mr. McGaffney presented the Unaudited Financial Statements as December 31, 2018.

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

These items were provided for informational purposes.

Discussion ensued regarding whether the government shutdown would impact assessment payment. Mr. McGaffney explained that the assessments are on the tax bill so the question of impact would be for the Tax Collector. Regarding whether the District or community could do something to assist affected residents, Mr. King stated fees for programs, such as group fitness, Childwatch, etc, could possibly be waived or delayed. Ms. Kilinski stated

that approach must be approved by the Board, as it would be a change to the fee structure. Mr. Roberts and Mr. King would work with Mr. Gavin.

On MOTION by Mr. Gavin and seconded by Ms. Howell, with all in favor, waiving all program fees for impacted federal employee residents, until the government shutdown ends, was approved.

Mr. Sexton asked what the following payments in the Check Register were for:

- Page 2, \$16,420.36 payment to “Treetop Products”: Benches

Mr. Sexton asked that the Capital Improvement Plan (CIP) cost amounts be updated with the actual costs, when projects are completed. He requested that the CIP be included in each agenda and that the projects that are underway, being prioritized and/or quotes are being obtained for are listed at the top of the CIP list. An updated format would be presented at the next meeting.

Ms. Howell noted that the salaries line item of the fitness budget was slightly over budget and suggested considering a scan card system at the fitness center, rather than having a check-in person. Mr. Sexton preferred to have a person on site to immediately address any issues that arise and to monitor the facility. Discussion ensued regarding options other than having a person on site full time, potential liability of limited coverage, how often the fitness equipment is replaced and budgeting for replacement, etc.

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

SEVENTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Update: Vesta Agreement with Profit Sharing

Mr. King presented the Contract Analysis and stated that Vesta is always looking for ways to improve processes and efficiencies. The Analysis highlighted the following:

- Savings since transitioning to Vesta.
- Most of the Vesta contract goes for wages; therefore, it is most sensitive to wage inflation. The current profit margin is about 2% but Vesta would like it to be closer to 5%,

which would give Vesta a wider margin to absorb certain costs in down years, such as wage inflation, without changing the budget.

➤ Potential areas of savings in staffing were promoting from within, cross-training, and adjusting or eliminating the fitness center position.

Mr. Sexton felt that it was important to have the fitness center staffed but it did not need to be a trained fitness person or simply a person checking people in; it could be an administrative person or other employee doing other things. Mr. Morton felt that a staff member should be available but was open to ideas from Vesta; he did not see the value of a person there all day just to check people in. Mr. Chambers questioned if eliminating a full-time person at the fitness center would be perceived as a decrease in the level of service. Mr. King, Mr. Roberts and the Board discussed fitness center usage, the check-in process, duties of the current fitness center staff person and idle time, the pros and cons of having or not having a full-time person but having them perform other tasks in lieu of only checking people in, reducing the number of hours of coverage, adding a scan system, the increase in group fitness fees to offset the losses in fitness center revenue, the profit sharing arrangement and potential adjustments, profitability of certain programs, new café manager and café adjustments

Mr. King stated that options and potential savings would be presented at the next meeting.

B. Consideration of Auto Renewal of Miller Tennis Management License Agreement

Ms. Kilinski stated that, when the Agreement was initially drafted, the Board wanted to make sure the tennis operations arrangement set forth in this contract would work and asked that the Agreement be brought back for consideration when it was up for renewal. The Board has the option of requiring consideration each time the contract expires or turning it into an auto renewal.

On MOTION by Mr. Chambers and seconded by Mr. Sexton, with all in favor, auto renewal of the Miller Tennis Management License Agreement and authorization for District Counsel to draft an amendment to the Agreement allowing for auto renewal, was approved.

C. Consideration of Resolution 2019-03, 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 Amenity Rules; and Providing an Effective Date

Ms. Kilinski stated that this Resolution will set the public hearing for modification of the Rules of Procedure, as well as the termination and suspension provisions of the Amenity Policies. She provided and presented a redline copy containing the proposed changes. Changes were primarily related to legislative changes since the last time the Rules were adopted and the Americans with Disabilities Act (ADA) website requirements and the impact of those requirements as it relates to information posted on the CDD website. The termination and suspension of privileges would be addressed at the same public hearing. She recalled prior discussion about whether a resident's amenity privileges could be terminated or suspended based on something the person did that was not done on CDD property. The changes would provide the District with the specific authority to take that action.

Mr. McGaffney stated that, once they have reviewed the proposed changes, Board Members should notify him and Ms. Kilinski of any other necessary changes.

On MOTION by Mr. Sexton and seconded by Ms. Howell, with all in favor, Resolution 2019-03, To Designate March 28, 2019 at 6:00 p.m., at Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259, as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rules; and Providing an Effective Date, was adopted.

D. Consideration of RFP for Debris Removal Services

Ms. Kilinski presented the Request for Proposals (RFP) for Debris Removal Services. Much of the RFP is based on the requirements of the Federal Emergency Management Agency (FEMA) requirements, with the goal being to adhere to FEMA's requirements to improve the likelihood of recovery from FEMA.

On MOTION by Mr. Chambers and seconded by Mr. Morton, with all in favor, the Request for Proposals for Debris Removal Services, was approved.

The meeting recessed at 8:48 p.m.

The meeting reconvened at 8:55 p.m.

E. Consideration of Resolution 2019-04, Classifying Surplus Tangible Personal Property; Authorizing Disposition of Surplus Tangible Personal Property; Providing a Severability Clause; and Providing an Effective Date

Ms. Kilinski presented Resolution 2019-04. This is necessary every time the District disposes of surplus assets, meaning anything that was purchased with public funds. This resolution sets forth how the District will attempt to dispose of the assets, such as sell, donate or discard. This Resolution relates to the disposal of 22 benches and 4 picnic tables. Discussion ensued regarding the number of things that are being stored at the Aquatic Complex and the Board requested that the entire contents of the storage room be inventoried so that those items can be approved for disposition in a single resolution to be presented at the next meeting.

On MOTION by Mr. Chambers and seconded by Mr. Sexton, with all in favor, Resolution 2019-04, Classifying Surplus Tangible Personal Property; Authorizing Disposition of Surplus Tangible Personal Property; Providing a Severability Clause; and Providing an Effective Date, was adopted.

F. Consideration of Proposals for Basketball Court Resurfacing Project

Mr. Branch presented the proposals to resurface the basketball court. All contractors proposed the same process and products. Awarding the contract to Sport Surfaces, with the lowest proposed cost, was recommended.

On MOTION by Mr. Gavin and seconded by Mr. Sexton, with all in favor, the Sports Services proposal for basketball court resurfacing, in the CDD color scheme and with three-point line, in a not-to-exceed amount of \$9,900, was approved.

G. Consideration of Proposals for Banquet Room Flooring Project

This item was presented following Item 7J.

H. Consideration of Proposals for LED Conversion at Rec Center Competition Pool

Awarding the contract to All Service Electric, Inc., with the lowest proposed cost, was recommended.

On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, the All Service Electric, Inc., proposal for conversion to LED lights at the Rec Center Competition Pool, in a not-to-exceed amount of \$20,796, was approved.

I. Consideration of Proposals for HVAC Replacement

Mr. Branch presented the proposals for HVAC replacement. Both proposals included Unit 10 but not crane services. It was recommended that Unit 10 be added to the CIP list and be replaced, along with the other specified units. Awarding the contract to Howard Services Inc., with the lowest proposed cost, was recommended.

On MOTION by Mr. Morton and seconded by Mr. Gavin, with all in favor, the Howard Services Inc., proposal for HVAC replacements, in a not-to-exceed amount of \$41,000, including crane services, was approved.

J. Consideration of Irrigation Meter Consolidation Project

Mr. Branch stated that the District currently has eight meters but only one meter is necessary. The objective is to remove seven unnecessary meters and install an irrigation controller on the remaining meter. This change would save \$30,240 per year; with that savings, the return on investment would be realized in 17 months.

On MOTION by Ms. Howell and seconded by Mr. Morton, with all in favor, the Irrigation Meter Consolidation Project, was approved.

▪ Consideration of Proposals for Banquet Room Flooring Project

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

Mr. Branch presented the proposals for the banquet room flooring and discussed the product options.

The Board consensus was for tile in the banquet room, rather than carpet. Discussion ensued regarding flooring products for the other areas, durability, and cost.

On MOTION by Mr. Chambers and seconded by Mr. Morton, with all in favor, the Contract Carpet proposal for tile flooring in the banquet room and admin office and plank flooring in Childwatch, in a total not-to-exceed amount of \$25,000, subject to Staff negotiating the price, and, if the three areas cannot be completed for \$25,000, then proceeding with only the banquet room, was approved.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS (20 minutes)

Mr. Sexton recalled Mr. Chambers’ thoughts at the last meeting about ways to utilize underused areas at the Aquatics Complex and agreed that ideas for increasing the use should be considered for the next fiscal year. Mr. Chambers envisioned enclosing an unused area, installing glass doors and making it a multi-purpose game/TV room that would be appealing to families and teens and the area could also be used for socializing, social events, pay events like tournaments and contests, rented out, etc. Mr. Sexton discussed creating an outdoor dining concept, if food would be part of the concept, or removing the restaurant equipment and some walls and creating a large, unified multi-purpose room that could be used for a variety of events. Mr. Chambers’ primary goal is for the unused area to be utilized more. Ms. Howell discussed Food Truck Fridays and suggested that the area being discussed needs to be available to store the tables, chairs, and other equipment, etc.; also, there is activity in that area related to swim lessons and summer swim leagues, which there must still be room for. Mr. Gavin agreed that the area needs attention and heard numerous times that people wish the Aquatic Complex had a place to purchase food and drinks. Usage concepts were discussed. Mr. King suggested developing a few concepts and then surveying residents. Concept ideas from the same person that worked on the café would be obtained and presented at the February meeting, if possible; otherwise, they would be presented in March.

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. Chambers voiced his opinion that an area by the Aquatics Complex is unsightly and needs attention. Mr. Branch stated that it would be addressed; he preferred annuals.

Mr. Morton asked Mr. Branch to ask the POA to address the area off Racetrack Road, by Dunkin Donuts, along the sidewalk and vinyl fence.

Discussion ensued regarding changing the monthly meetings to the fourth Tuesday of the month.

On MOTION by Mr. Chambers and seconded by Mr. Morton, with all in favor, revising the Annual Meeting Schedule to change the meeting dates to the fourth Tuesday of the month, effective with the February 2019 meeting, and authorizing Staff to advertise, accordingly, was approved.

On MOTION by Ms. Howell and seconded by Mr. Morton, with all in favor, amending Resolution 2019-03, to change the Date of the Public Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rules to March 26, 2019, was approved.

ELEVENTH ORDER OF BUSINESS

NEXT MEETING DATE: February 28, 2019 at 6:00 P.M.

The meeting dates were changed to the fourth Tuesday of each month; therefore, the next meeting will be held on February 26, 2019 at 6:00 p.m., rather than February 28th.

TWELFTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the meeting adjourned.

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 meeting adjourned at 10:21 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair