

**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 22, 2022 at 6:00 p.m., at Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259.

Present were:

George Doran	Vice Chair
Kevin Gavin	Assistant Secretary
Cindy Howell	Assistant Secretary
Michael Morton	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Lauren Gentry	District Counsel
Matt Maggiore	District Engineer
Steve Lovett	Partner - ELM
Willie Horan	Landscape Architect - ELM
Sete Zare (via telephone)	MBS Capital Markets (MBS)
Jeff Branch	Field Operations Manager
Matt Roberts	General Manager
Jay King	Vesta Property Services, Inc. (Vesta)
Leigh Starnes	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Rom called the meeting to order at 6:01 p.m.

SECOND ORDER OF BUSINESS

ROLL CALL

Supervisors Gavin, Howell and Morton were present, in person. Supervisor Doran was not present at roll call. Supervisor Chambers was not present.

***Disclaimer:** These summary minutes are intended to only highlight the topics discussed, items being considered and actions taken.*

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 were no public comments.

FIFTH ORDER OF BUSINESS

BUSINESS ITEMS [approximate 90 minutes]

A. Presentation/Discussion: ELM Update on Renovation Options

Mr. Rom recalled that, at the December 2021 meeting, ELM was asked to contact the construction company Auld & White (AW) to discuss updated budget numbers pertaining to two specific options previously discussed by the Board. ELM was in attendance to provide further insight into the construction numbers and those designs. Additionally, Ms. Sete Zare, of MBS Capital Markets was present, via telephone, to provide updated assessment numbers after ELM's presentation.

Referencing slides, Mr. Steve Lovett, of ELM, discussed his conversations with AW's Pre-construction Director regarding the improvement project at the Aquatic Center and noted the following:

- The plan that ELM gave AW to price included an expansion of the competition pool; creation of an amazing family pool, a lazy river or adult pool; a splash pad or a rival court; restrooms; a food and beverage venue and a social building.
- The HOA building would be kept and, since the pond is unsightly, it would be replaced.
- The park adjacent to the Aquatics Center is viewed as an important component or companion piece to the project. The changes there include expansion of the playground, removing the restrooms, upgrading play equipment, adding a resilient surface along the entire northern edge of the park, improving the pavilion at the lake and the one at the park and creating picnic shelters. The focus would be entirely on the Aquatics Center.

Mr. Horan stated the budget provided by AW was broken into three parts; the two concepts and the community park and has a breakdown of the different elements and the per square footage prices.

Mr. Lovett stated AW basically created area take-offs of the concept, identified the key components and, with help from ELM Staff, tried to make assumptions of what the cost would be per square foot or per unit, depending upon how AW was pricing them. When the hard costs of construction of all the upgrades were quantified, with no contingency, the cost is approximately \$17.5 million. AW included a 10% cost escalation factor, recognizing the volatility of the current market. Presuming that the CM fee, pre-construction fee, building permits, insurances and general conditions will be in this as well, this is the monthly cost of contractors and administrative expenses during the project. The overall project cost would be \$22.7 million.

Discussion ensued regarding construction costs, contingency items, Budget 2 and Budget 3 differences, the \$283,000 playground equipment estimate, inclusion of an adult pool and a splash pad, excluding a lazy river, sequencing, publicizing a Request for Proposals (RFP) for general contractors, bond validation process and the next steps.

Mr. Lovett stated ELM has completed several similar projects and what works the best is to identify three to five qualified contractors, provide them with the plans and backup information and ask them to provide the general conditions and their contractor's fee and qualifications. He recommended selecting a construction manager/contractor partner early in the process. Mr. Lovett estimated that the project would take 15 months. Asked how long it would take for ELM to develop a full set of plans, Mr. Lovett stated 90 days for schematic designs, 120 days for design development and another 120 days for construction documents for a project of this size. The design process would take nine to 10 months and would include, with ELM's engagement, executing an amended agreement and retainage of services of specialized consultants such as structural, mechanical and plumbing engineers and landscape irrigation and fire services. A fully comprehensive package would be developed.

Discussion ensued regarding ELM's fees and consultant fees, the CDD engaging a civil engineer and a pool engineering consultant, final figures, making a decision, circulating a simple poll, when to commence the project and the next meeting. Mr. Lovett would prepare a proposal

for the next meeting and secure sub-consulting agreements from structural, mechanical, plumbing and irrigation consultants. Mr. Rom summarized the Board's previous discussions regarding the three options being considered and the associated assessments.

Referencing a report displayed at the meeting, Ms. Zare referred to Page 3 and stated the assessment would be approximately \$201 on a gross basis for a single-family (SF) product type. She discussed two previous bond series, maturation dates for all three bonds and the aggregate accrual debt service drop off. She summarized that the annual debt service on a per unit basis related to SF units is roughly \$201 on an annual basis for the life of the 30-year bonds.

Ms. Zare responded to questions regarding inflationary impact on the figures, the timing of the pricing of the bonds, Offering Memorandum, fluctuations in the interest rates and bond market prices. Mr. Zare stated she would continue monitoring the rates and provide updates as the CDD goes through the bond process.

Discussion ensued regarding the timing for the operational costs, how best to engage residents, when the bond proceeds would become available, format of the next meeting, losing a swim season due to construction and creating a draft of what to include in the poll that would be circulated.

Ms. Zare left the call and Mr. Lovett and Mr. Horan left the meeting.

Discussion ensued regarding the November election results and how to structure the survey that would be circulated to the community. Staff would repurpose the format into an update or a poll.

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

This item, previously Item 6C, was presented out of order.

Mr. Maggiore reported the following:

- The Engineer's Report was ongoing.
- Regarding the pond transfer with the POA, it would be necessary for the Chair to execute a one-page document stating that the CDD agrees to accept the permit for the pond at issue, certify its ownership and provide proof of property ownership with a recorded document that states that the CDD owns the pond. A POA representative would sign a similar document

accepting the permit for the three ponds on Racetrack Road, SR 13. The document would be presented at the next meeting.

- The Stormwater Needs Analysis Report due by June 30, 2022 is currently in progress.

The Board and Staff discussed the general timeframe of the Engineer's Report, permits, skatepark, restrooms, pickleball court, multi-purpose building, construction project options, multi-purpose room changes, parking concerns and solar options.

Mr. Maggiore left the meeting.

B. Discussion: Amenity Management Contract

Mr. King presented the Vesta Amenity Management Services Contract proposal.

Asked about going out to RFP, Mr. King stated there is flexibility. This was presented as a non-RFP solution and, if the Board wants to go out to RFP, it could be arranged. Asked about the increase, Mr. King stated it would cost \$41,376 for the 2.6% increase and \$100,837 for the 6.58% increase. Ms. Gentry stated the current contract provides for up to two renewals and it would not be necessary to go out to RFP if the CDD stays within the contract structure; however, if the Board rejects the price increase and wants to see other proposals or the Board is interested in changing the contract structure, it would then be necessary to go out to RFP. Mr. Rom stated this increase would be addressed in the Fiscal Year 2023 budget.

Discussion ensued regarding the cost increases, eliminating Child Watch, finding incremental savings and going out to RFP to find another amenity services contractor. Mr. Rom stated no decision needs to be made today unless the Board disagrees with the proposal and wishes to go through RFP process. Ms. Gentry would prepare a new contract amendment with Vesta, incorporating the new pricing and bring it for consideration at the next meeting.

C. Discussion/Consideration: Swim Pool and Kiddie Pool Options

- **Budget Cost to Drain and Fill for FY 2023**

Mr. Branch stated the cost to drain and fill the swim and kiddie pools ranges from \$4,500 to \$6,000. Mr. Rom stated this item could be included in the Fiscal Year 2023 budget.

D. Discussion: Skate Park and Pickleball Options

- **Usage**
- **Renovation Costs**

- **Proposals**
 - I. **Bulldoze**
 - II. **Level**
 - III. **Vesta Costs to Operate**
 - IV. **Quantity of Courts**

Mr. Branch presented proposals to convert the Skatepark into pickleball courts.

Discussion ensued about the project timeframe, number of courts to be constructed, funding sources, timing of the project, delaying the project and purchasing gym equipment.

Ms. Howell asked for an update on a portable fire pit. Mr. Branch stated he was considering preparing the outdoor bar area and then adding a fire pit or two. Discussion ensued regarding outdoor bar usage, staffing considerations, repurposing the space with portable barbecue grills and portable fire pits and the associated project costs.

On MOTION by Mr. Gavin and seconded by Mr. Morton, with all in favor, allocating a not-to-exceed amount of \$10,000 for the purchase of a fire pit and outdoor furniture for the bar area and authorizing Ms. Howell to make the final decision, was approved.

Mr. Branch would look into withdrawing funds from the Capital Improvement Plan (CIP) to fund the outdoor bar furniture and the pickleball court construction.

E. Discussion: Cloud Storage Options

Mr. Roberts stated more time is needed to consider the cloud storage options. This item would be included on the July agenda.

F. Discussion: Wounded Warrior Project

- **No-Cost Rental Applications**

Mr. Roberts stated a specific plan would be presented at the next meeting.

Mr. Doran arrived at the meeting at 7:47 p.m.

Mr. Roberts and Mr. Doran responded to questions regarding the Wounded Warrior Project (WWP) charity and fundraising and/or sponsorship options.

G. Consideration: Alumatech Manufacturing Inc., Estimate #E19512 for Pool Deck Furniture

Mr. Branch presented Estimate #E19512 for pool deck furniture. He stated that 15 chaise lounges and four chairs would be delivered in April. The cost would be \$8,620, without the tax that was added.

On MOTION by Mr. Morton and seconded by Mr. Doran, with all in favor, Alumatech Manufacturing Inc., Estimate #E19512 for Pool Deck Furniture, subject to removing the tax, was approved.

H. Consideration: Resolution 2022-04, Implementing Section 190.006(3), Florida Statutes, and Requesting that the St. Johns County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

Mr. Rom presented Resolution 2022-04 and read the title. He noted the candidate qualifying period commences on June 13, 2022 and closes on June 17, 2022.

On MOTION by Mr. Gavin and seconded by Ms. Howell, with all in favor, Resolution 2022-04, Implementing Section 190.006(3), Florida Statutes, and Requesting that the St. Johns County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

I. Ratification of ELM, Inc., Work Authorization #3 for Aquatics Center Program and Plan Refinements

J. Ratification of England-Thims & Miller, Inc., Work Authorization for Stormwater Management Needs Analysis

Items 5I and 5J were not needed.

SIXTH ORDER OF BUSINESS

STAFF REPORTS [approximately 15 minutes]

A. Field Operations Manager: *Jeff Branch*

- I. Landscape Maintenance Report: *Brightview Landscape Services, Inc.***
- II. Monthly Report**
- III. Geothermal Pool Heating – Permit Update**
- IV. CIP**

These items were included for informational purposes.

Mr. Branch submitted the Monthly Report included in the agenda.

B. General Manager: *Matthew Roberts*

- **Monthly Report**

The Board and Staff discussed the Supervisor of Elections (SOE) hosting a November Election polling in the Amenity Center.

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

This item was presented during Item 5A.

D. District Counsel: *KE Law Group, PLLC*

Ms. Gentry stated that she would continue monitoring the legislative session for matters that would have District impact. She listed bills that were proposed, including a bill to increase sovereign immunity caps, a bill that would require ethics training for Special District Board members, a bill that would expand the CDD’s ability to publish notices online and a bill that would allow the Board to meet virtually, when there is a declared state of emergency.

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

There was no report.

SEVENTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS [approximately 5 minutes]

Mr. Rom presented the following Consent Agenda Items:

A. APPROVAL OF MINUTES

- **January 25, 2022 Regular Meeting**

The following change was made:

Lines 251 and 254: Change to “Mr. Gavin” to “Mr. Morton”

B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

• **As of January 31, 2022**

Mr. Rom noted the purchases of fire extinguishers, on Page 11, and swim team revenue corrections, on Page 13. Discussion ensued regarding payments from the Porpoises, Loggerheads and Creekside.

- **Check Detail**
- **Credit Card Activity**

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

EIGHTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

Ms. Howell gave an update on her meeting with the SOE. Discussion ensued about using the Amenity Center for polling, local elections, the location for the Board’s scheduled public hearing, what new businesses are opening in the Publix shopping center, the assessment rolls and vehicle charging stations.

NINTH ORDER OF BUSINESS

NEXT MEETING DATE: March 22, 2022 at 6:00 P.M.

○ **QUORUM CHECK**

The next meeting would be held on March 22, 2022.

TENTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Mr. Gavin and seconded by Mr. Morton, with all in favor, the meeting adjourned at 8:17 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair