

**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 March 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:

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
Lauren Gentry	Hopping Green & Sams
Matt Roberts	General Manager
Jeff Branch	Field Operations Manager
Jay King	Vesta Property Services, Inc.
Mick Richmond	Brame Heck Architects Inc.
Sean Smith	Aquatics Director
Maddie Dorsey	Lifestyle Director
Pat Jacob	Resident
Bob Givens	Resident
Boy Scouts David and Matthew	

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. McGaffney called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

ROLL CALL

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

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.

Mr. Gavin stated that he attended the Eagle Scout Ceremony for the Eagle Scout that completed a project in the District, as part of his Eagle Scout project. Everyone at the Ceremony was very appreciative of the Board and Staff.

FIFTH ORDER OF BUSINESS

STAFF REPORTS *(60 minutes)*

A. Field Operations Manager

i. Landscape Maintenance Report

The Landscape Maintenance Report was included for informational purposes.

ii. Monthly Report

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

Mr. Chambers asked when the basketball courts would be completed. Mr. Branch stated work was supposed to occur in March but was pushed forward; work should commence next week. In response to Mr. Morton's question, Mr. Branch stated that work on the meeting room was slated for April 15 through 21.

B. General Manager

• Monthly Report

Mr. Roberts presented the General Manager Report. Discussion ensued regarding conducting CDD Membership audits in conjunction with the new system, the new software roll out and transition, Americans with Disabilities Act (ADA) compliance of the new system, etc.

Mr. Roberts had the Emergency Protocol Procedures and would email them after the meeting.

Mr. Morton asked about the status of the wiring related to the security and fire systems. Mr. Branch stated that the fire and security systems were repaired and operational. Mr. Morton noted that the basketball court lights were going off early at night. Mr. Branch stated that the lights were repaired.

C. Aquatics Director

- **Seasonal Plan and Readiness Update**

Mr. Smith discussed staffing numbers during the various seasons and stated that hiring and training were underway for the high season. He is working in coordination with Mr. Branch and Mr. Roberts to ensure that the pools are maintained, the chemistry is being checked, the pools and decks are cleaned, that all aquatics staff members are doing what they are supposed to do, etc. He is a certified American Red Cross trainer. He further discussed his vast responsibilities as the Aquatics Director.

Mr. Chambers asked how the chemical aspect is documented and what is the check and balance. Mr. Branch stated that he has a phone app that gives him the chemistry of all the bodies of water and he receives an alert if there is a problem. The lifeguards check the pool chemistry and the pool technician checks the chemistry daily and cleans the filters; the chemistry is checked about every hour.

Mr. Smith stated that all lifeguards are trained and certified. The facility is a Licensed Training Provider for the Red Cross, so they are able to administer American Red Cross lifeguarding courses and issue certification. Discussion ensued regarding training, certification, scheduling of training sessions, streamlining of the on-boarding process for lifeguard staff this season, the applicant process, \$200 fee for lifeguard training and certification, uniforms, discounted lifeguard training fee for JCP residents, etc.

Mr. Morton asked if everything was worked out with the Loggerheads and Porpoises, in terms of lane usage. Mr. King stated that Vesta would work with the swim teams regarding their needs and coordinating the schedule. Mr. McGaffney noted that the contract outlines lane usage and the teams' responsibility to work with the General Manager; therefore, if a conflict arises, it should be handled through the General Manager, followed by the District Manager and involving the Board only if necessary. Mr. Morton still wanted to be involved with the discussions, if there are any conflicts. Discussion ensued regarding the contract.

Mr. Chambers asked to receive presentations in advance of the meetings.

Mr. Smith outlined the swim lesson program, as follows:

➤ American Red Cross swim lessons would be offered, which requires a Water Safety Instructor (WSI). A Vesta employee is becoming a WSI, which will enable Vesta to internalize the required training.

Discussion ensued regarding the sign up process.

➤ Group and private lessons will be offered at a competitive price. The pricing would be \$225 for eight, private, one-on-one lessons, \$157.50 for eight semi-private lessons and \$120 for eight group lessons.

Ms. Howell asked if lifeguards must pay for their training and, if so, whether resident lifeguards would be charged a reduced fee for their training. Mr. King stated that was not yet determined. Ms. Howell asked about makeup lessons. Mr. King stated that private lessons are rescheduled. Group lessons are not rescheduled but some type of accommodations are given, such as attending a different session but, if the person cannot, they would receive a prorated refund for the classes they could not make up.

➤ The plan was for all lessons to be at the Aquatic Complex.

Mr. Morton suggested that the Aquatics Manager give a briefing annually, prior to the swim season.

▪ **Aquatic Complex Revitalization – Mick Richmond, Brame Heck Architects Inc. (BHA)**
This item was an addition to the agenda.

Mr. Richmond stated that the first step in developing a plan for the Aquatic Complex would be to determine the programming and specifically determining the scope of the project, budget, size, usage, basic conceptual drawings, etc.

Ms. Kilinski discussed the threshold amounts over which a Request for Qualifications (RFQ) would be required, which were \$35,000 for planning or study activity and approximately \$348,000 for the construction phase.

Mr. Morton felt that the Board should have a workshop to discuss each other's vision, approach, ideas, etc. The Board Members agreed.

Mr. Richmond stated that a set of Owners Program Requirements (OPR) would be generated in the first phase, which would set forth what is needed. If the Board does this on its

own, then the Architect would do a program verification of what was provided. The Architect, Engineer, or any design services providers must be hired based on qualifications and not a bid.

Mr. Chambers asked for the cost for BHA's services. Mr. Richmond stated that it depended on the size of the project; generally, the design fee is based on a percentage of the project cost. If this project involved renovation of an existing building, the design fee would likely be around 8% of the total.

Mr. Gavin asked about the last project of this scale. The responses were the Café and the Admin Building.

Regarding lights that were out, Mr. Branch stated that three lights went out at the volleyball and basketball complex. The lights can be replaced for \$350 to \$400 each. He planned to budget to replace the lights with LED lights in Fiscal Year 2020. The three broken lights could be converted to LED for \$500 to \$600 each, for a total of \$1,800; the pro to converting those lights now would be the energy savings. Since this expense would be within Mr. Branch's spending threshold, Mr. Morton was in favor of proceeding with the conversion. Mr. Branch stated that the con to changing only a few lights now was that the LED lights emit a different type of light so the visual would be different but would not impact usage of the courts. The original cost of the LED conversion was \$9,258 but the contractor agreed to a reduced cost of \$7,200 for all twelve lights; three could be done now and the remainder next year. The Board concurred with replacing three now and the remainder next year.

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

Mr. McGaffney stated that the District Engineer was working with Mr. Branch on this project. The irrigation meter consolidation project was proposed years ago but, prior to removing meters that were installed as part of the infrastructure, it was determined that the District Engineer should be involved to make sure that there were no issues with removing them and that the consolidation would work. He hoped to have additional information by the next meeting.

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

Ms. Kilinski stated that a litigation hold was received regarding an alleged incident related to a trip and fall on a sidewalk. District Counsel's invoices may contain minor billing

related to interactions with the other firm involved. A claim was not yet filed and she believed that District property was not involved.

Ms. Kilinski stated that the legislative session was underway and an update of any legislative actions that impact CDDs would be provided in a few months.

F. 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

- **February 26, 2019 Regular Meeting**

This item was discussed during Item 6B.

B. APPROVAL OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of February 28, 2019**

Mr. McGaffney presented the Unaudited Financial Statements as February 28, 2019.

- **Check Register**

Mr. Chambers asked about the TYCO INTEGRATED SECURITY LLC entries on the Check Details and whether those would remain. Mr. McGaffney stated that it will continue to be on it, as an internal control mechanism.

- **Credit Card Activity**

These items were provided for informational purposes.

▪ APPROVAL OF MINUTES

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

- **February 26, 2019 Regular Meeting**

Mr. McGaffney presented the February 26, 2019 Regular Meeting Minutes. The following change was made:

270: Delete: "and obtaining their written consent,"

Mr. Gavin recalled that he asked for a copy of the Reserve Study and he also wanted copies of the Swim Team Agreements. Mr. McGaffney recalled he emailed it but would resend it. Discussion ensued regarding the Reserve Study and the information it contains, how the

information is used, improving upon the format, training Amenity Staff to update and use the Reserve Study, whether the reserve study contains when items were last replaced, etc.

On MOTION by Mr. Gavin 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 England-Thims & Miller, Inc., Amendment No. 24 to Work Authorization No. 1 2019/2020 General Consulting Engineering Services (5 minutes)

Mr. McGaffney presented the England-Thims & Miller, Inc. (ETM) Amendment No. 24 to Work Authorization No. 1.

On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, the England-Thims & Miller, Inc., Amendment No. 24 to Work Authorization No. 1 2019/2020 General Consulting Engineering Services, was approved.

B. Consideration of The Mosquito Control Authority of the First Coast, LLC Proposal for 2019 Mosquito Control Package (10 minutes)

Mr. Branch presented the Mosquito Control Authority of the First Coast, LLC Proposal for a 2019 Mosquito Control Package to spray a barrier around the complex, which is different than what Mosquito Control does. The District has used these services for several years.

On MOTION by Mr. Chambers and seconded by Mr. Morton, with all in favor, the Mosquito Control Authority of the First Coast, LLC Proposal for 2019 Mosquito Control Package and authorizing District Counsel to draft an agreement, was approved.

C. Consideration of Draft RFP for Amenity Management Services (20 minutes)

Mr. McGaffney presented a draft Request for Proposals (RFP) for Amenity Management Services. He stated that Vesta's agreement expires September 30th and he was notified that Vesta plans to increase its fee. If the fees increase, an RFP would be required.

Ms. Kilinski discussed the RFP contents, contractor requirements, etc., and the timeline for the RFP process and suggested aiming to have presentations at the May meeting or making a decision based on the responses. Board Members would submit their comments to the RFP for Ms. Kilinski to compile and incorporate and present at the next meeting. Ms. Kilinski stated that she would try to make the contract for a five-year term. It was noted that few companies have the experience to handle this type of community. If the modifications are minimal, Staff would proceed with advertising the RFP but, if not, it would be presented at the April meeting.

On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, the Request for Proposals for Amenity Management Services, as updated and in substantial form, and authorizing Staff to advertise, was approved.

Regarding why the current Vesta contract was only three years with no optional renewals, Ms. Kilinski stated that the contract was written that way purposefully, due to the prior negative experience. For the upcoming contract, she suggested automatic renewals, so that this would not need to come before the Board every year. Regarding the contract terms, Ms. Kilinski explained that the District's Rules stated that for contracts that must be competitively bid, there is a cap of a three-year term; however, District Counsel believed that interpretation was too strict so the Rules of Procedure will allow for a longer contract term for even publicly bid procurements.

D. Public Hearing to Hear Public Comment and Objections to the Adoption of Rules and Orders Regarding District Amenity Facilities Pursuant to Sections 120.54 and 190.035, Florida Statutes (20 minutes)

i. Affidavits of Publication

- **Notice of Rule Development**
- **Notice of Rule Making for Rate Setting**

These items were included for informational purposes.

ii. Consideration of Resolution 2019-05, Adopting Rules of Procedure and Amenities Rules; Providing a Severability Clause; and Providing an Effective Date

Ms. Kilinski stated that this is a public hearing related to various changes and updates to the Rules of Procedure. There were no changes to the redline version that was presented and no other changes were requested. Resolution 2019-05 would essentially adopt the new Rules of Procedure and new Amenity Rules. These Rules are adopted by Resolution because it is a requirement for some of the rules and, from a legal standpoint, a rule is given greater weight and authority than a policy, especially when privileges are being suspended.

On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, the Public Hearing was opened at 7:52 p.m.

No members of the public spoke.

Mr. Chambers referred to the fees for public records requests and asked if there was a defined fee. Ms. Kilinski replied affirmatively; the fee is highly, statutorily driven. If a request is considered extensive, under the law, then the District can charge the requester the lowest common denominator. Mr. Chambers asked who determines the charges. Ms. Kilinski stated she does, in conjunction with the District Manager. Regarding who pays the fee, Ms. Kilinski stated that the requestor pays the estimated fee prior to the District Staff compiling the records request.

On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, the Public Hearing was closed at 7:56 p.m.

On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, the Resolution 2019-05, Adopting Rules of Procedure and Amenities Rules; Providing a Severability Clause; and Providing an Effective Date, was adopted.

E. Presentation: Fitness Director, Kim Harless (20 minutes)

- **Consideration of Three-Year Equipment Replacement Plan of Current Aged Equipment – TechnoGym Proposals**

Mr. Chambers stated that he suggested that he would like Mr. McGaffney to table the discussion tonight, as he felt the information was incomplete and it was a large capital expense.

Prior to making a decision, he wanted to know how much other equipment repair companies charge and for residents to be surveyed. Mr. McGaffney stated that he spoke to Mr. Sexton and Mr. Sexton was interested in a multi-year approach and would be in favor of earmarking \$120,000 in the Fiscal Year 2020 Capital planning for fitness equipment but without specifying the entity.

Mr. Chambers asked Mr. King for a one-page status of the projects, including estimated completion. This information is included in the Field Operations Manager’s monthly report.

F. Swim Team Usage (10 minutes)

This item was discussed earlier in the meeting. Mr. Morton would be the Board liaison, if necessary. Discussion ensued regarding swim team times, areas used, etc.

G. Consideration of April 9, 2019 Budget Workshop, 6PM-8PM (5 minutes)

A workshop would be scheduled for April 16, 2019 from 6:00 p.m., to 8:00 p.m. to discuss the Fiscal Year 2020 budget and future capital projects, rather than April 9th.

On MOTION by Mr. Morton and seconded by Mr. Gavin, with all in favor, scheduling a Budget Workshop for April 16, 2019 from 6:00 p.m., to 8:00 p.m., was approved.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS (20 minutes)

Items A, B and C were removed.

Mr. Chambers asked that a line item for holiday lighting be included on the proposed Fiscal Year 2020 budget.

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)

Regarding storage space at the pool, Mr. Gavin stated that he had ideas to create storage space and/or make better use of the area near the waiting area and also where the

temporary storage is located. He suggested expanding the storage unit. He complimented the Amenity Staff on the Triathlon event.

Ms. Howell asked for the status of determining the need and implementing random drug testing of Vesta employees. Mr. Roberts stated that he received approval from Vesta and would notify employees.

ELEVENTH ORDER OF BUSINESS

NEXT MEETING DATE: April 23, 2019 at 6:00 P.M.

The next meeting will be held on April 23, 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. Morton, with all in favor, the meeting adjourned at 8:25 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair