

**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 24, 2022 at 6:00 p.m., at Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259.

**Present were:**

Tom Chambers	Chair
Cindy Howell	Assistant Secretary
Kevin Gavin	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Jennifer Kilinski	District Counsel
Jeff Branch	Field Operations Manager
Matt Roberts	General Manager
Jay King	Vesta Property Services, Inc. (Vesta)
Jason Miller	Resident/Blackford and Associates
Scott Miller	904 Tennis
Debbie Chambers	Resident/Insurance Professional

**Residents present were:**

Rich Fardy	Cooper Winters	Greg Bailey	Scott Hiltonen
Peter A. Lewis	Daniel Beilfuss	Amir Moghadda	Joan Sarip
Darryl Schmitt	Mike Anderson	Igor Saranovic	Jodi Smith
Derek Smith	Valerie Markham	Tiffany Davis	Christian Gavalier
Dawn Ross	Donn Agraviador	Robert Graham	Alam Belcher
Bob Hodges	Mari Prieto	Megan Hendricks	Nina Gregor

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER**

Mr. Rom called the meeting to order at 6:10 p.m.

**SECOND ORDER OF BUSINESS**

**ROLL CALL**

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

Supervisors Chambers, Howell, and Gavin were present, in person. Supervisors Doran and Morton were 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)***

Mr. Rom explained the public comments process and noted that the Board and Staff are not required to respond to any questions or comments during the meeting.

Resident Cooper Winters read a statement expressing support for preserving the skate park and expanding the sportsplex. He discussed the popularity of the skate park and the growth of skateboarding as a sport. He expressed his disagreement with the proposed plan to replace the skate park with pickleball courts and discussed his reasons.

Resident Rich Fardy expressed his opinion that the area near Tennis Courts 7 and 8, including the water cooler, need attention.

Resident Mike Anderson asked if the public can participate in the upcoming discussions about the tennis court conditions. Mr. Rom stated that discussion is reserved for the Board.

When public comments are permitted was discussed. Ms. Kilinski noted public comments at the end of meetings was removed about one year ago due to lack of public at meetings. Mr. Rom stated public comments and questions are welcome in advance of the discussion.

Resident Greg Bailey expressed his opinion that the tennis courts are the worst maintained in the area. He discussed court conditions and stated his opinion that irrigation issues persist despite previous discussions about the issues. He believed the clay courts are not properly maintained and felt that the JCP courts are an embarrassment.

Resident Christian Gavalier voiced his belief that the courts have trip hazards, which he hoped would be addressed.

Resident Amir Moghadda expressed his opinion that a contract with the providers should address the expertise needed to maintain the courts. He felt that the contractor might not be an

expert and an expert opinion is necessary to determine what is needed, including the maintenance schedule and overall costs.

Resident Scott Hiltonen thinks the CDD has a strong tennis community and, in his opinion, the tennis courts are unsafe in some places and not fun to play on due to the conditions. He believes there is an opportunity to benefit the community by creating opportunities for community interaction and activities centered around tennis.

Resident Daniel Beilfuss agreed with the previous comments and stated his opinion that the skate park should not be displaced for pickleball. He expressed the desire for more tennis activities, a social tennis program and communications but felt that there should be a way to add amenities without taking away something else. He noted receiving many emails about food trucks and other events and stated he would like to have tennis tournaments and activities. He believed underground watering could make the courts some of the best in the City and agreed the courts need to be better maintained.

Mr. Chambers asked Mr. Scott Miller, of 904 Tennis, why this is the first the Board is hearing about the conditions of the courts, given that the Board has generally approved maintenance when requested and \$780,000 was spent on maintenance this year. He noted that, for capital planning purposes, such information is needed in advance of the budget season.

Mr. Miller stated he spoke with Mr. Roberts about the need to make a plan for maintenance. He stated the courts receive a lot of play and recommended the courts be resurfaced every four years since the court conditions erode with usage. He discussed hydro irrigation systems that contribute to court conditions.

Mr. Roberts suggested increasing the resurfacing frequency to every two years, as Mr. Miller recommended.

**FIFTH ORDER OF BUSINESS**

**BUSINESS ITEMS [approximate 80 minutes]**

**A. Discussion/Consideration: Professional Employer Organization Options**

Mr. Rom recalled that, at the last meeting Staff was authorized to investigate bringing the Field Operations portion of the Amenity Management Agreement in house and to work with Field Operations to develop a cost summary. Information was distributed to the Board in advance of

the meeting. He stated that, even with hiring one and a half extra Field Operations employees, the CDD might realize a cost savings.

Mr. Chambers stated that Mr. Branch was working more than 60 hours per week and he felt that additional staff is needed. He supports hiring one additional full-time and a part-time employee and bringing Field Operations in house. Increasing the team from four to six, adding one full-time and one part-time employee and the potential cost savings were discussed.

**On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, commencing in-house Field Operations and transitioning field operations employees in house as early as July 1, 2022, was approved.**

- **Benefits proposal – Blackford & Associates**

Mr. Chambers asked resident and Insurance Professional Debbie Chambers to give an overview of healthcare options, based on her previous experience with Florida Blue.

Mrs. Chambers presented a spreadsheet and discussed the features and benefits of the health insurance plans offered by Florida Blue, United Healthcare, Nationwide and Aetna PPO. She explained the differences between HMOs and PPOs and the plan features, including network, deductible, out-of-pocket maximum, coinsurance and premiums. She stated some employers offer a low cost and a higher cost option for employees.

**On MOTION by Ms. Howell and seconded by Mr. Chambers, with all in favor, offering Florida Blue Plans 19853 and 21251 to employees, as discussed, was approved.**

- **PEO Material Impact**
- **PEO Brochure – Cornerstone PEO**
- **PEO – Cornerstone PEO (long version)**
- **Admin Explanation – Cornerstone PEO**
- **HR Administration Details – Cornerstone PEO**
- **PEO proposal – Cornerstone PEO**

Resident Jason Miller, of Blackford and Associates (Blackford), stated he has 20 years' experience as a broker in the Professional Employer Organization (PEO) industry and he shopped the available plans for the CDD. Cornerstone PEO had the best rates by far and he recommended Cornerstone as very responsive to issues. He presented the Cornerstone PEO quote.

Ms. Kilinski stated the additional promotional materials were included to document the backup offered by the PEO, given discussions at previous meetings relating to services such as human resources, COBRA support, retirement planning and workers' compensation.

Discussion ensued regarding the benefits of working with a PEO, the proposal, payroll projections, administrative fees, onboarding and administrative support.

Mr. Miller stated that, while Cornerstone would process payroll, an on-site liaison would work with the PEO. Mr. Miller stated the PEO provides payroll, risk management, human resources, OSHA and workers' compensation services, plus seminars and a \$1 million Employment Practices Liability Insurance (EPLI) policy. Mr. Miller stated that 401(k) packages might be offered at no additional cost to the CDD; costs were included within the individual funds.

Mr. Rom stated, while Cornerstone would need to assist in finalizing the costs, the current annual estimate of \$278,000 was included in his original budget projection estimate of \$290,000.

Discussion ensued regarding the Big Z contract and amounts budgeted for Field Operations in Fiscal Years 2022 and 2023.

**On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, engaging Cornerstone PEO for Professional Employer Management services, was approved.**

**Mr. Jason Miller left the meeting.**

▪ **Discussion: Tennis Court Condition**

**This item Previously Item 5E, was presented out of order.**

Mr. Scott Miller and the Board discussed the condition and design of the tennis courts, including the need for irrigation, court fencing and replacement, access to courts and resident

complaints. Mr. Miller stated the grade of the courts contributes to the issues and discussed the reasons.

Court maintenance, the court irrigation system, filtration to address nutrient issues and drainage were discussed.

Mr. Miller stated many residents compare the JCP courts to the courts in other CDDs that have hydro irrigation and are considered the best courts. He discussed the factors that contribute to the current court conditions, including excessive rain and lack of use during the pandemic.

Mr. Chambers felt that proactive planning and communication regarding necessary maintenance and capital planning is needed. He stated that the goal is to maintain the courts at a high standard. Fencing, fans and awnings were discussed. Mr. Miller was directed to work with Mr. Branch to obtain proposals and inform the Board about issues and concerns.

Mr. Chambers asked Ms. Kilinski to review the contract to ensure it allows for the additional events discussed. Events, tournaments and possible contractual issues related to alcohol were discussed. Mr. Chambers stated Vesta could run the programs if necessary. He expressed support for additional events.

Discussion ensued regarding the BAB Tennis proposal, tennis court resurfacing, repair recommendations and the possibility of closures during repairs and renovations.

Mr. Rom suggested Mr. Miller contact him with questions regarding proposals and contracts; District Counsel would only be consulted as necessary.

▪ **Consideration: Pickleball Quotes**

**This item Previously Item 5D, was presented out of order.**

Mr. Chambers discussed the reasoning for the Board's decision to replace the skate park with pickleball courts, including the lack of available land to build on, amenity utilization and feedback from the survey. While some residents use the skate park, it is a very small number in comparison to pickleball; the projected skate park repair costs were also considered. Mr. Branch estimated costs for skate park repairs and maintenance would be as much as \$60,000, including removal of the pyramid, which was recommended due to improper construction and flow.

Mr. Branch stated the cost to install pickleball courts is increasing significantly, on a daily basis, due to the cost of materials. He presented the Summary of Project and Costs and discussed

the preferences for courts to be constructed in a north-south direction and the benefits of asphalt versus concrete courts in Florida. He discussed asphalt court construction and durability and stated the courts are projected to last for eight years before they need to be resurfaced. He discussed the difficulty obtaining quotes due to material and contractor staff shortages and stated Sport Surfaces rescinded its asphalt court bid, which was similar to the Court Co. quote.

Discussion ensued regarding possible use of Capital Reserve funds, the desire to preserve the skate park and potential sites for unmonitored pickleball courts. The consensus was there is no viable alternative. Staffing, pickleball play hours, skate park renovation and repair costs and skate park usage were discussed. The consensus was that this proposal would not affect necessary tennis court repairs.

The Board consensus was that it is unfortunate that the skate park amenity cannot be preserved but there is a greater demand for pickleball. As the courts are used from morning to night by many people, expansion is necessary to alleviate scheduling issues. Mr. Gavin stated the only other alternative would be to fill in the pond at a cost of \$75,000 not including engineering.

**On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, the Court Co., proposal for installation of pickleball courts, in a not-to-exceed amount of \$225,000, subject to confirming the Capital Reserve budget, was approved.**

**B. Continued Discussion: Draft RFP for Amenity Center Management**

Mr. Rom stated Field Operations was removed from the Request for Proposals (RFP). Ms. Kilinski noted the RFP is now structured similarly to the last Amenity Management Contract; additional services can be brought in house via a Change Order. Maintenance is now in house.

Mr. Chambers stated he would like to compare an RFP with in-house field operations, as well; the RFP would be adjusted to segment Field Operations, accordingly.

Discussion ensued regarding in-house employee processes for approving facility maintenance and janitorial expenses. Ms. Kilinski stated the RFP would be amended, as some respondents can bid on only a portion of the services. It was decided that the RFP should be advertised soon so that responses can be reviewed in August.

The meeting recessed at 8:11 p.m., and reconvened at 8:18 p.m.

**C. Discussion: Creekside/Porpoises Annual Increase**

Mr. Rom recalled that the Loggerheads' lease increased the last time but these two leases were postponed. The lease and pool chemical and maintenance costs were discussed. Ms. Howell noted the increases would go into effect in Summer 2023.

**On MOTION by Ms. Howell and seconded by Mr. Chambers, with all in favor, increasing the fees for Creekside to \$600, increasing the Porpoises' lease to \$2,300 and increasing the non-resident fee to \$125, were approved.**

**D. Consideration: Pickleball Quotes**

**E. Discussion: Tennis Court Condition**

**F. Consideration: Tennis Court Renovation Proposals**

Items 5D, 5E and 5F were presented following Item 5A.

**G. Consideration: Fitness Equipment Maintenance Proposals**

Mr. Roberts presented three fitness equipment maintenance proposals. The three-year plan for phased equipment purchases and equipment no longer covered by warranty were discussed. Mr. Roberts stated the budget line item for new equipment was reduced from \$5,000 to \$1,000 and the repair line item was reduced from \$2,000 to \$1,000 to help offset the \$9,000 increase in maintenance agreement costs.

**On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, the Techno Gym proposal, was approved.**

**H. Consideration: ADA Handicap Pool Chair Lift Proposals**

Mr. Branch stated the Capital Plan included replacing three pool chair lifts in 2022, at a cost of \$16,000, but the cost is now \$16,000 for two. Staff has been repairing and replacing parts. He recommended replacing one chair lift this year, at a cost of \$8,000, and replacing one each year for the next three years. The consensus was to replace one pool chair lift this year.

**I. Consideration: Proposal for Access Control System Upgrade and Additions**

Mr. Branch presented the Dynamic Security Professionals, Inc., access control system proposal for magnetic locking mechanisms, which was approved for the pool area, on an emergency basis. The old system was obsolete as replacement parts cannot be obtained.

**On MOTION by Mr. Gavin and seconded by Ms. Howell, with all in favor, the Dynamic Security Professionals, Inc., proposal for the Access Control System upgrade and additions, in the amount of \$11,750, was ratified.**

▪ **Discussion Resumed: Fitness Equipment Maintenance Proposals**

Discussion ensued regarding which budgeted items listed need to be replaced during Fiscal Year 2022 and the specific items to be replaced. The consensus was for the items on Lines 34, 35, 39 and 40 to be replaced immediately due to safety concerns.

Discussion ensued regarding items to be scheduled for replacement in subsequent years, items that can be removed and the remaining needs for the aquatic center. Mr. Chambers voiced his opinion that the survey is important and expressed concern about raising assessments for the Aquatic Center improvements by \$170 per year at a minimum. He recalled that the notice to residents was approved at the last meeting and is being drafted.

Deciding on tennis and aquatic center repairs and improvements based upon resident feedback and sending the survey were discussed.

Mr. Rom stated Mr. Morton advised that he is still working on the survey and he would work to send the survey within the next week.

Mr. Chambers recommended shelving this portion of the fitness equipment proposals and allocating the funds toward the tennis courts and authorizing Ms. Kilinski to proceed with bond validation.

Bond validation costs, the bond validation processes, cost for Mailed Notices and bond validation matters were discussed. The importance of the survey in the decision-making process was discussed at length.

The Delegation Resolution would be included in the June agenda.

**On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, deferring Items 2 through 16 on the Aquatics Complex Fiscal Year 2022 Project Tracker and authorizing a proposal for four courts, in a not-to-exceed amount of \$275,000, was approved.**

**J. Consideration: Resolution 2022-06, Approving Proposed Budgets for Fiscal Year 2022/2023; 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 (45 minutes)**

Mr. Rom presented Resolution 2022-06. He reviewed the proposed Fiscal Year 2023 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any adjustments.

Mr. Rom stated the “Child Watch fees” line item expense was removed and those funds would be allocated to Camp in Fiscal Year 2023. Mr. Roberts discussed the Child Watch program and stated he would like to end it now, given low participation. He is prepared to reengineer the space for better utilization.

Discussion ensued regarding summer camp, the lazy river and cleaning supply costs. The following change was made:

“Cleaning supplies/paper goods” line item: Increase to \$22,000.

Discussion ensued regarding the “Pool chemistry and filtration” line item, which represents the proposed contract with Big Z for pool chemistry and filtration service.

Revenue generation for the Sportsplex would be discussed further at a future meeting.

**On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, engaging Big Z for pool chemistry and filtration services, as proposed, was approved.**

Mr. Rom stated \$142,596 of Fund Balance was used to offset some of the assessment increase. The Fiscal Year 2023 assessment would increase by approximately \$200 per unit compared to the Fiscal Year 2022 assessment due to the major Capital Projects needed in Fiscal Year 2023 and working on the assumption that bonds will not be used for renovation.

Mr. Chambers stated he consulted with Mr. Branch and calculated about \$250,000 in tennis court expenditures that can be delayed. He suggested delaying the following:

- Tennis court fencing at a cost of \$153,000.
- Tennis court resurfacing at a cost of \$45,000.
- Recreation Center parking lot asphalt at a cost of \$101,000.

Mr. Chambers proposed removing these items and planning the other four courts toward the end of Fiscal Year 2023 and building these expenditures into the budget for Fiscal Year 2024.

**On MOTION by Mr. Gavin and seconded by Mr. Chambers, with all in favor, Resolution 2022-06, Approving Proposed Budgets for Fiscal Year 2022/2023, as amended; Declaring Special Assessments to Fund the Proposed Budgets Pursuant to Chapters 170, 190 And 197, Florida Statutes; Setting Public Hearings for August 23, 2022 at 6:00 p.m., at Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259; Addressing Publication; Addressing Severability; and authorizing the District Manager to work with the Chair, and Providing an Effective Date, was adopted.**

**K. Consideration: KE Law Group Proposed 2022/2023 Rates**

Ms. Kilinski presented the KE Law Group Proposed 2022/2023 Rates.

**On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, the KE Law Group Proposed 2022/2023 Rates, were approved.**

**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. CIP**

These items were included for informational purposes.

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

- Monthly Report**

There was no report.

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

There was no report.

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

- **Update: Stormwater Permanent Pond Exchange with POA**

Mr. Rom stated the Stormwater Permanent Pond Exchange with the POA is still in review.

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

- **12,542 Registered Voters in District as of April 15, 2022**

**SEVENTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS [approximately 5 minutes]**

Mr. Rom presented the following Consent Agenda Items:

**A. APPROVAL OF MINUTES**

- **April 26, 2022 Regular Meeting**

**B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- **As of April 30, 2022**
  - **Check Detail**
  - **Credit Card Activity**

**On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, the Consent Agenda Items, as presented, were approved and accepted.**

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Mr. Chambers asked Mr. Roberts if it is possible to address the swim coach's complaints about facility housekeeping. Mr. Roberts addressed the issue.

**NINTH ORDER OF BUSINESS**

**NEXT MEETING DATE: June 28, 2022 at 6:00 P.M.**

**○ QUORUM CHECK**

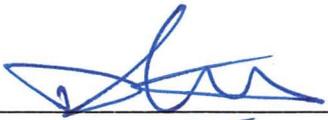
The next meeting would be held on June 28, 2022. The July meeting would be canceled.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

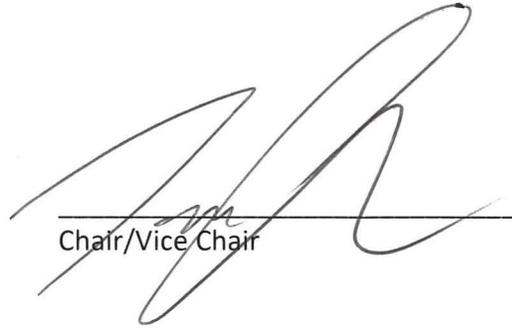
**On MOTION by Mr. Gavin and seconded by Ms. Howell, with all in favor, the meeting adjourned at 9:50 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair