

**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 June 25, 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
Mike Morton	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.
Roy Deary	Vesta Property Services, Inc.
Michael Johnson	Duval Landscape Maintenance
Eric Allen	iVenture
Henry Ferris	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. McGaffney called the meeting to order at 6:03 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 were no public comments.

FIFTH ORDER OF BUSINESS

STAFF REPORTS *(60 minutes)*

A. Field Operations Manager: *Jeff Branch*

i. Landscape Maintenance Report

The Landscape Maintenance Report was included for informational purposes.

Mr. Johnson responded to questions, noting that the mulch for the Rec Center and other areas was delivered today and mulch application would start tomorrow, three dead trees in beds would be removed and replaced with other plants, herbicide and pre-emergent was applied in beds with weeds. Discussion ensued regarding involving the Horticultural Consultant, Ms. Louise Leister, in landscaping decisions, providing updates to the Board and including a list of focus items in the monthly report, Ms. Leister's fees and the benefits of her involvement, etc.

ii. Monthly Report

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

Mr. Branch discussed various projects, including completion of backflow testing and servicing this week of five that failed, water pressure issues in the back parts of the property, repainting of the Banquet Room and installation of a television, pool pump room work, phosphate treatments in the pools due to the high level of use causing cloudiness in the pools, purchase of a new tennis ball machine and work on the tennis court fences, and responded to questions.

Discussion ensued regarding whether to correct the incorrect lining of the three-point line on the basketball courts, why the courts were painted this way and potential issues with changing the lining. The Board's consensus was to leave the lining as is.

Mr. Sexton discussed tree rings to go around the beds near the Aquatics Complex. Mr. Branch stated that he contacted the vendor and would pick up the rings, as the shipping cost was high.

▪ iVenture Services Presentation

This item was an addition to the agenda.

Mr. Eric Allen, of iVenture, discussed the District’s aging system and gave a presentation detailing iVenture’s services, products, options, warranties, system security, etc., and responded to questions regarding those items, along with safeguarding data, the current server and a cloud-based system, the cost, storing data, computers and service agreement options.

Mr. McGaffney asked for a list summarizing the District’s IT contract costs.

iii. Irrigation Meter Consolidation Update

Mr. Branch recalled that the Board asked him to research the options of 1) removing some meters that would not impact the enhancements and 2) if the entire project would be completed, could it be staged in two stages to spread the costs. Regarding not impacting enhancements, he found out that a maximum of two meters could be eliminated. Regarding staging, he found out that the project could be completed in stages. Discussion ensued regarding the project scope, options to conserve water, delaying the project, the monthly cost per meter and reducing the number of meters to reduce monthly expenses, whether the annual savings of \$26,000 per year on a \$100,000 investment was worth the cost of completing the project, whether the project could be completed during Fiscal Year 2019 and budgeting for it in Fiscal Year 2020.

B. General Manager: *Matthew Roberts*

i. Monthly Report

Mr. Roberts presented the General Manager Report and discussed the upcoming swim meet, commencement of the Vesta Community Publication next month and potential topics to include, café sales, the status of and issues with the website, timeline for the Recreation app going live and being usable. Mr. Sexton requested a paragraph on the website be included in the next report.

ii. Aquatics Complex Pool Hours

This item was not discussed.

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

There was no report.

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

There was no report.

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

There was no report.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS (20 minutes)

A. APPROVAL OF MINUTES

- **May 28, 2019 Regular Meeting**

B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of May 31, 2019**
 - **Check Register**
 - **Credit Card Activity**

These items were provided for informational purposes. Staff responded to Board Member questions regarding high line item expenses and the reasons those items were high, limiting spending when possible and items on the check register and/or credit card activity report.

On MOTION by Mr. Chambers and seconded by Mr. Sexton, 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

A. Discussion/Consideration: Vesta Property Services, Inc., Agreement for Amenity Management Services (20 minutes)

Mr. McGaffney distributed a redline version of the Agreement to the Chair, as there were minor changes to the version in the agenda package. Ms. Kilinski stated that the version in the agenda package was inclusive of the negotiations and final terms, with the exception of one small change to the Aquatic Management section. Mr. Sexton highlighted the following negotiated terms:

- Vesta agreed to a 2% annual rate escalator instead of the 4% originally proposed.
- A provision was included to allow Vesta, in the first two months of the calendar year, to present a case for a supplement funding request for unexpected and unforeseen things that impact the contract and the Board would have the option to approve, deny or approve in part the request.

- The revenue-share was changed from 75/25% to 80/20% in favor of Vesta and the 90/10% split would remain for the café revenues.
- Lifeguard Contract: A 5% first year lifeguard pay increase and 2% thereafter, were agreed upon, as the District was paying lifeguards on the lower side compared to other communities, which was impacting the ability to hire and retain lifeguards.

Discussion ensued regarding to whether to have swim at your own risk when the pools are not busy or to budget for lifeguards at all times, ideas to increase revenue.

The following change was made:

Page 46: Increase Lifeguard budget by \$15,000 for full-time lifeguard coverage at the Aquatics Complex

Mr. Deary made the following requests and the Board concurred:

- Page 9, Monthly Sales Reports and Quarterly P&L's: Remove references to P&L's/profit and loss statements.
- Page 14, Item 11, Termination: Change "thirty (30)" to "sixty (60)"

On MOTION by Mr. Chambers and seconded by Mr. Sexton, with all in favor, the Vesta Property Services, Inc., Agreement for Amenity Management Services, as amended, in substantial form, was approved.

B. Consideration: Response(s) to RFQ for Architectural Design Services (30 minutes)

i. RFP Package

The Request for Qualifications (RFQ) was included for informational purposes.

ii. Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

iii. Qualifications of Respondent(s)

Mr. McGaffney stated that Ervin Lovett Miller (ELM) was the only respondent.

Ms. Kilinski stated that, with one bidder, the Board would consider accepting and ranking ELM as the Number 1 proposer. She drafted an agreement that was conceptually reviewed by ELM. Since there was only one respondent, the Board can approve the agreement, fees and then develop a scope of services and ELM can provide a lump sum, not-to-exceed

amount or an estimate based on hourly rates, fees and materials. The fees are in line with others.

Discussion ensued regarding developing the scope of services of everything that needs to be done, having ELM develop a comprehensive proposal, obtaining input from Vesta Staff and residents, having ELM develop and present a master plan with options and the cost for ELM to develop a plan.

iv. Ranking

On MOTION by Mr. Chambers and seconded by Ms. Howell, with all in favor, ranking Ervin Lovett Miller (ELM) as the Number 1 ranked respondent for Architectural Design Services, was approved.

v. Authorization to Engage Number 1 Ranked Respondent

On MOTION by Mr. Sexton and seconded by Mr. Chambers, with all in favor, approving the Architectural Services Agreement and Rates with Ervin Lovett Miller (ELM), for Architectural Design Services, was approved.

The meeting recessed at 8:24 p.m., and reconvened at 8:33 p.m.

▪ TechnoGym Equipment Replacement Payment Options

This item was an addition to the agenda.

Mr. King stated that the payment options were the following:

- Temporarily lease the equipment so the equipment could be ordered and be in place before January; the equipment would not be paid for until the new fiscal year commences this October. Upon full payment, the lease would cease to exist and it would be the same as purchasing it outright.
- Waiting until October and paying for the equipment then would mean the equipment could not be ordered until October and would likely not be installed before January.
- Execute an Agreement with Technogym with a future effective date.

The consensus was to delay the purchase until October 1, 2019.

C. Continued Discussion: Fiscal Year 2019/2020 Proposed Budget (20 minutes)

Mr. McGaffney presented the proposed Fiscal Year 2020 budget, reviewed the changes incorporated. Detailed discussion ensued regarding additional changes, the proposed assessment increase, whether to use fund balance to offset a portion of the increase, the Capital Improvement Plan (CIP) budget, possible unanticipated projects that should be completed in Fiscal Year 2019 and/or 2020 and potential costs, possible pool repairs, etc.

On MOTION by Mr. Chambers and seconded by Mr. Gavin, with all in favor, the proposed Fiscal Year 2020 budget, as amended to incorporate the changes discussed, was approved.

Supervisor Chambers left the meeting at 9:09 p.m.

D. Consideration: Copier Contract (5 minutes)

Mr. Roberts presented the Copier Contract, which would reduce monthly payments and provide a much greater number of copies over the current contract. Discussion ensued regarding the number of copies made and whether a production quality copier is necessary.

On MOTION by Mr. Gavin and seconded by Ms. Howell, with all in favor, the authorizing the Chair to work with Staff on a copier contract, in a not-to-exceed amount of \$28,000, was approved.

E. Consideration: RFP for Landscape and Irrigation Maintenance Services (20 minutes)

Mr. McGaffney presented the Request for Proposals (RFP) for Landscape and Irrigation Maintenance Services. Mr. Branch discussed changes to the scope of work that were made to the prior version, such as seasonal staffing requirements, maintenance of dog stations, irrigation maintenance, mulch requirements. Discussion ensued regarding what would happen, from a budget perspective, if the proposals are higher than anticipated etc. Ms. Kilinski pointed out that the Board could reject all bids and retain Duval at its current contract amount.

Discussion ensued regarding Duval's performance, response to deficiencies, inconsistent performance,

On MOTION by Mr. Sexton and seconded by Mr. Morton, with all in favor, the RFP for Landscape and Irrigation Maintenance Services and authorizing Staff to advertise, was approved.

F. Consideration: Resident Suspension of Privileges (5 minutes)

Mr. McGaffney presented the Suspension Letter sent to Mr. Levi Austin Gold and discussion ensued regarding the incident, response letter from Mr. Gold’s mother, the trespass notice issued and the length of the suspension.

On MOTION by Mr. Gavin and seconded by Mr. Morton, with all in favor, the Suspension Letter to Mr. Levi Austin Gold, notifying him of a one-year suspension of his amenity privileges, was ratified.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS (20 minutes)

Discussion ensued regarding continuing the LED light conversion. This would be added to the Fiscal Year 2020 CIP, in the amount of \$21,525, to complete the conversion project.

The following item was removed from the Open Items List:

- LED Light Conversion

On MOTION by Ms. Howell and seconded by Mr. Morton, with all in favor, the All Service Electric proposal for LED light conversions, in a not-to-exceed amount of \$21,525, effective in Fiscal Year 2020, was approved.

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. Gavin requested the following:

- More information about the data and server system, with regard to security training to avoid data/information breaches, etc.
- Status of furniture cushions in the front.

Mr. Roberts stated that extensive cleaning was done several times. Discussion ensued regarding having new cushion covers made.

Mr. Morton reported/requested the following:

- The Loggerheads coach asked for the Board to consider installation of pull up bars at each facility.
- Status of a bus trip outing to a Jacksonville Jaguar game.

Mr. Roberts stated that at least one outing would be planned but the game was not yet selected; he would try for more than one game. He noted that a “Jumbo Shrimp Game” would be held August 9th.

Ms. Howell reported/requested the following:

- Considering holidays with regard to the meeting schedule and adjusting the meeting dates, as necessary.

Mr. McGaffney stated that he incorporated that into the proposed Fiscal Year 2020 meeting schedule.

Mr. Sexton asked what meeting agenda the irrigation meter consolidation project should be included on or if it should be placed on the Open Items List. The consensus was to include it on the August or September agenda and to also add it to the Open Items List.

ELEVENTH ORDER OF BUSINESS

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

The next meeting will be held on July 23, 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 Mr. Gavin, with all in favor, the meeting adjourned at 10:03 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair