

**MINUTES OF MEETING
JULINGTON CREEK PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Julington Creek Plantation Community Development District held a Public Hearing and Regular Meeting on June 27, 2023 at 6:00 p.m., at the Julington Creek Plantation Club, 350 Plantation Club Parkway, St. John's, Florida 32259.

Present were:

Michael Morton	Vice Chair
Patricia Jacob	Assistant Secretary
Luke Jensen	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Lauren Gentry	District Counsel
Jeff Branch	Field Operations Manager
Jay King	Vesta Property Services, Inc. (Vesta)
Daniel Bauman	BrightView Landscape Services, Inc.
Steve Lovett	Ervin Lovett Miller (ELM)
Jeff Gibson	ELM
Andrew Peterson	ELM
Stacy Moseley	Kompan, Inc.
Joe Grippi	Project Director (NineOaks)

Residents present were:

Aaron Clausen	Deb Trout	Judi Johnson	Julianne Tevlin
Stacy Moseley	Derek Noce	Nina Kannutu	Hank Longmire
Caitlin Duffy	Scott Flynn	Kristen Vlaun	Barbara Jennings
Brian Kessinger	Kari Regar	Erica Foster	Howard Schomberger

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Rom called the meeting to order at 6:08 p.m. Supervisors Morton, Jacob and Jensen were present in person. Supervisors Doran and Haydu were not present.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

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

THIRD ORDER OF BUSINESS

PUBLIC COMMENTS (limited to 3 minutes per person)

Resident Aaron Clausen thanked the Board for their diligence and for being receptive to public input on the proposed improvement projects. He asked if the Board has a liaison to coordinate with the County on the sidewalk projects. It was noted that the POA will appoint a County liaison.

Resident Nina Kannutu asked the Board to consider installing a 25-meter pool at the Aquatic Center, which would help in the training of children and prepare them for competition in 50-meter pools; it might also be a selling point for the community and bring in competitions.

FOURTH ORDER OF BUSINESS

BUSINESS ITEMS [approximately 120 minutes]

A. Presentation of BrightView Landscape Maintenance and Irrigation Monthly Report

Mr. Bauman presented the Quality Site Assessment Report dated June 20, 2023 and responded to questions about weed control in a few curbside areas and a drainage issue near the tennis courts.

▪ Consideration of Responses to RFP for Landscape and Irrigation Maintenance Services

This item, previously Item 4E, was presented out of order.

I. Respondents

- a. BrightView Landscape Services, Inc.**
- b. Duval Landscape Maintenance**
- c. United Land Services**

II. Ranking/Award of Contract

- a. Consideration of Resolution 2023-16, Regarding the Award of a Landscape and Irrigation Maintenance Services Contract; Providing a Severability Clause; and Providing an Effective Date**
- b. Consideration of Resolution 2023-16, Rejecting the Proposals Received in Response to its Request for Proposals for Landscape and Irrigation Maintenance Services; Authorizing a New Formal Procurement Process; Providing a Severability Clause; And Providing an Effective Date**
- c. Consideration of Resolution 2023-16, Rejecting the Proposals Received in Response to its Request for Proposals for Landscape and Irrigation**

Maintenance Services; Authoring the District to Obtain Informal Bids for a Direct Contract for Landscape and Irrigation Maintenance Services; Providing a Severability Clause; and Providing an Effective Date

Ms. Gentry stated the CDD’s current landscape contract expires on October 1, 2023 and a formal Request for Proposals (RFP) process for Landscape and Irrigation Maintenance Services was previously commenced. She recapped that there were three responses to the RFP and only one was received before the deadline, from Duval Landscape, which failed to include the required bid bond. Since all the responses received were deficient, under Florida bidding laws, Staff recommends rejecting all responses and authorizing a new bid process. Ms. Gentry advised that the Board can proceed with either a formal or informal bid process, per the Rules of Procedure. She explained the advantages and disadvantages of each approach and presented two resolutions for consideration.

The Board opted to proceed with the formal RFP bidding process.

Mr. Rom presented Resolution 2023-16 (Option b).

On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, Resolution 2023-16, Rejecting the Proposals Received in Response to its Request for Proposals for Landscape and Irrigation Maintenance Services; Authorizing a New Formal Procurement Process; Providing a Severability Clause; And Providing an Effective Date, was adopted.

B. Presentation of ELM Update: Aquatics Improvement Project

Mr. Lovett introduced his team, including Mr. Jeff Gibson, Mr. Andrew Peterson and Ms. Stacy Mosely.

Referencing slides, Mr. Gibson and Ms. Moseley discussed the Aquatics Improvement Project Site Plan, including the community park, playground, landscaping, creating a new parking lot, renovated pavilions, picnic shelters, a multi-purpose space, treehouse structure, cube structure, tower structure, shade structures, walking paths, bike paths and types of construction materials that will be utilized to upgrade in the play area.

Discussion ensued regarding the three options, elevation changes in the play area, color schemes, additional bays for swings, maintenance requirements, warranties, equipment order and park construction timing.

Mr. Gibson stated, from a budget perspective, Option 1A costs approximately \$300,000, Option 2 (the cube structure) costs approximately \$590,000 and Option 3 (the treehouse) costs approximately \$550,000.

Mr. Rom asked for an email summarizing the three concepts for dissemination to the Board and Supervisor feedback will be submitted and provided to ELM.

Discussion ensued regarding whether residents will have input about which playground is chosen, incorporating a splash pad and potential vandalism by older youth.

Mr. Lovett reviewed the Aquatics Improvement Project Update and discussed design changes incorporating feedback from the last meeting. He addressed questions about the rooftop, elevations, shade pavilion, restroom building, parking lot and golf carts.

Resident Kari Regar asked if the lap pool will be open year-round and asked about ELM's demolishing and construction plans. She commented on parking constraints during swim meets. Regarding construction, Mr. Lovett anticipated that the Aquatic Center will be closed for one swim season; Staff will coordinate with the contractors and determine the most sensible way to make the upgrades.

Ms. Kannutu stated she has been involved in swimming for a long time. She commented on the potential disruption and on parking and asked that pool and/or meeting space not be taken away in order to increase parking for just the 15 to 25 hours per year that parking is a problem. She feels that residents have worked through parking issues. Regarding the 25-meter pool, she cautioned against losing training space by changing the configuration of the pool.

Mr. Clausen asked about storage areas, the café in the main room, air-conditioned break spaces and privacy in the changing rooms for lifeguards. Mr. Lovett stated further refinements will be made and there is a long process ahead.

Resident Erica Foster asked what will happen to the swim teams when the Aquatic Center is closed next year. She lamented losing the momentum of the swim community. Mr. Rom stated the CDD has established a partnership with Operations and the vendors. A preliminary email was or will be sent to the coaches to try discerning a plan that benefits all parties involved.

C. Presentation of Nine Oaks Development, Inc., Monthly Report

Mr. Grippi presented the Nine Oaks Monthly Report.

Mr. Rom stated the five members of the Evaluation Committee will include himself, Mr. Roberts, Mr. Grippi, Mr. Gibson and Mr. Morton.

On MOTION by Mr. Jensen and seconded by Mr. Morton, with all in favor, amending the CMAR RFQ Committee Members, replacing Mr. Lovett, from ELM, with Mr. Gibson, from ELM, was approved.

D. Consideration of Responses to RFQ for District Aquatic Engineering Services

I. Respondent: Wet Engineering

II. Ranking/Award of Contract

Mr. Rom stated, given that the sole respondent to the Request for Qualifications (RFQ) is the only one in the general area that Staff is aware of that specializes in this type of work, the Board can rank Wet Engineering as the #1 ranked respondent and authorize Staff to negotiate a contract with them.

On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, ranking Wet Engineering the #1 ranked, most responsive respondent to the RFQ for District Aquatic Engineering Services and meeting all criteria and authorizing District Staff to negotiate a contract with Wet Engineering, was approved.

- **Consideration of Resolution 2023-15, Regarding the Award of an Aquatic Engineering Services Contract; Providing a Severability Clause; and Providing an Effective Date**

On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, Resolution 2023-15, Regarding the Award of an Aquatic Engineering Services Contract awarding the contract to Wet Engineering; Providing a Severability Clause; and Providing an Effective Date, was adopted.

E. Consideration of Responses to RFP for Landscape and Irrigation Maintenance Services

This item was presented following Item 4A.

F. Discussion: Coordination of Online Reservation System for Child Watch

Mr. King presented the Child Watch Reopening and Economic Impact of Child Watch Operations document.

Discussion ensued regarding staffing, scheduling, advertising, child care fees and costs.

Mr. Rom suggested Mr. King present three cost options at the next meeting or the Board authorize a set amount for 30 days and re-evaluate it at the next meeting.

On MOTION by Mr. Jensen and seconded by Mr. Morton, with all in favor, authorizing a not-to-exceed amount of \$6,000 for 60 days, for a lower cost schedule, was approved.

G. Consideration of CTC Disaster Response, Inc., Amendment to the Debris Removal Services Agreement

Mr. Rom presented the CTC Disaster Response, Inc., Amendment to the Debris Removal Services Agreement. This company handles debris cleanup outside of the BrightView contract.

On MOTION by Mr. Morton and seconded by Mr. Jensen, with all in favor, the CTC Disaster Response, Inc., Amendment to the Debris Removal Services Agreement, was approved.

H. Updates: Tennis

Mr. Branch provided an update on the tennis courts and responded to questions about the condition of the courts, clay near the nets, fans for each of the pavilions and electrical costs.

On MOTION by Mr. Morton and seconded by Mr. Jensen, with all in favor, authorizing a not-to-exceed amount of \$15,000 for the purchase and installation of four to eight fans, plus electrical costs, was approved.

I. Consideration of Proposal for Sidewalk Repairs

This item was not addressed.

J. Consider Amendment to CMAR RFQ Committee Member(s)

This item was addressed during Item 4C.

K. Public Hearing to Consider the Adoption of Revised Suspension and Termination of Access Rule Related to the Use of the District’s Amenity Facilities

I. Affidavits of Publication

- Notice of Rule Development
- Notice of Rulemaking

Mr. Rom stated the main purpose for the revision of the Rules is the implementation of suspensions and fines for violating rules, which will also include reimbursing the CDD for property damage and legal fees.

On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Morton and seconded by Ms. Jacob, with all in favor, the Public Hearing was closed.

II. Consideration of Resolution 2023-17, Adopting Disciplinary Rules; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Jensen and seconded by Mr. Morton, with all in favor, Resolution 2023-17, Adopting Disciplinary Rules; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

STAFF REPORTS [approximately 5 minutes]

A. Field Operations Manager: Jeff Branch

I. Monthly Report

Mr. Branch presented the Monthly Activities Report.

II. CIP

III. Vendor Scorecards

These items were included for informational purposes.

B. General Manager: Matthew Roberts

• Monthly Report

The report was included for informational purposes.

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

There was no report.

D. District Counsel: Kilinski | Van Wyk, PLLC

- **Consideration of Resolution 2023-18, Declaring Special Assessments to Fund the Proposed Budgets Pursuant to Chapters 190, 197, and/or 170, Florida Statutes; Setting Public Hearings; and Providing and Effective Date**

This item was an addition to the agenda.

Ms. Gentry recalled that the proposed Fiscal Year 2024 budget was approved at the last meeting and there was a discussion about a net-zero assessment increase because, while expenses in one fund increased, expenses in another fund went down. Ms. Gentry reminded the Board that the CDD’s finances were at one time set up so that it had two separate assessment liens for each fund and, when there is an increase in one fund, Mailed Notices to the property owners were sent out. Ms. Gentry indicated in the event that such notice is needed, then a declaring resolution would be in order.

Ms. Gentry presented Resolution 2023-18, declaring the assessment increase and setting an assessment hearing at the same time as the budget hearing in August.

On MOTION by Ms. Jacob and seconded by Mr. Jensen, with all in favor, Resolution 2023-18, Declaring Special Assessments to Fund the Proposed Budgets Pursuant to Chapters 190, 197, and/or 170, Florida Statutes; Setting Public Hearings for August 22, 2023 at 6:00 p.m., at the Julington Creek Plantation Club, 350 Plantation Club Parkway, St. John’s, Florida 32259; and Providing and Effective Date, was adopted.

In response to a Board Member’s question, Mr. Rom confirmed that assessments will be kept flat, there will be no assessment increase to residents and Staff will make the necessary adjustments to the Fiscal Year 2024 budget to accomplish this.

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

Mr. Rom stated he will have the Accounting Department update the “Unassigned” line item and he will then circulate an updated proposed Fiscal Year 2024 budget to the Board in a few weeks.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS [approximately 5 minutes]

A. APPROVAL OF MINUTES

- **May 23, 2023 Regular Meeting**

B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

Mr. Rom responded to questions regarding funding sources for improvement projects, unassigned funds, capital reserve funds, the general fund and the required Mailed Notices.

- **As of May 31, 2023**
 - **Check Detail**
 - **Credit Card Activity**

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

SEVENTH ORDER OF BUSINESS

PUBLIC COMMENTS (limited to 3 minutes per person)

A resident voiced her opinion that it is sad that only a small number of residents attend fitness classes. She suggested circulating a child care survey to determine need and, photographing residents for safety and security purposes and to better control access into the recreational facilities. Vesta will research and provide information about scanning and access control options.

A resident voiced his opinion that, in terms of elevation changes in the children’s play area, the Board should inquire about special needs requirements. He suggested requesting further information from the vendor.

EIGHTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

There were no Supervisors’ requests.

NINTH ORDER OF BUSINESS

NEXT MEETING DATE: July 25, 2023 at 6:00 PM

- **QUORUM CHECK**

TENTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Mr. Morton and seconded by Mr. Jensen, with all in favor, the meeting adjourned at 8:56 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair
Asst. Secretary