

**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 28, 2023 at 6:00 p.m., at the Julington Creek Plantation Club, 350 Plantation Club Parkway, St. John's, Florida 32259.

Present were:

George Doran	Chair
Michael Morton	Vice Chair
Daniel Haydu	Assistant Secretary
Patricia Jacob	Assistant Secretary
Luke Jensen	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Jennifer Kilinski	District Counsel
Matt Maggiore	District Engineer
Jeff Branch	Field Operations Manager
Matt Roberts	General Manager
Daniel Bauman	BrightView Landscape Services, Inc.
Jeff Gibson	Erin Lovett Miller (ELM)
Buck Smoak	Auld & White Constructors (AWC)
Eric Hickox	Auld & White Constructors (AWC)
Sete Zare (via telephone)	MBS Capital Markets, LLC (MBS)

Residents present were:

Brandie Andreoli	Scott Flynn	Mary Chapman	Julianne Tevlin
Margie Cleerdin	Michael Martin	Leigh Starnes	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

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

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.*

Resident Mary Chapman asked why the bond issue was approved at \$42 million when the Rec Center improvements in 2010 cost \$9.6 million and asked if resident input will be taken. Mr. Haydu noted resident feedback and surveys over several years and stated no more surveys are planned. Residents can speak with him about the Rec Center renovations during his next on-site meeting or at workshops being scheduled. Project updates will be e-blasted monthly.

Resident Leigh Starnes stated Mr. Roberts gave approval for the JC Elementary PTO to hold a meeting at the Rec Center and asked the Board to consider allowing future meetings.

Resident and PTO President Brandie Andreoli stated the PTO wants to hold its May and future meetings at the Rec Center, if the CDD waives the rental fee since the PTO is a non-profit. In her opinion, a benefit is that Cafe sales will increase. The Board approved the request.

FOURTH ORDER OF BUSINESS

BUSINESS ITEMS [approximately 120 minutes]

A. BrightView Landscape Maintenance and Irrigation

- I. Monthly Quality Site Assessment**
- II. Enhancement Proposals**
 - a. Rec Cener Entry**
 - b. Monument Sign**

Mr. Roberts presented the proposals and explained the reasons for the enhancements.

Mr. Rom stated, if approved, unassigned funds will be used to fund these projects. Mr. Haydu suggested having the Horticulturist review the scope of work before proceeding with the project and that Mr. Roberts obtain proposals for new signage.

On MOTION by Mr. Haydu and seconded by Ms. Jacob, with all in favor, The BrightView Landscape Services, Inc., proposals for enhancements to the Rec Center entry and the monument sign in front of the skate park, in the amounts of \$22,629.45 and \$5,302.94, respectively, subject to agreement from the CDD’s Horticulturist, were approved.

B. Discussion/Consideration of Amenity Enhancements

- I. Supervisors Feedback on Amenity Features**

The Board gave feedback on Mr. Rom’s spreadsheet and on the updated renderings.

Mr. Gibson, of ELM, addressed questions about the proposed pickleball court location.

Discussion ensued about pickleball being a loud sport, green space and installing gate technology to restrict access.

The consensus was to keep the pickleball courts at the location in the current rendering.

Regarding the water feature and adult pool, it was noted that a link to a video of a kiddie slide, which could be in lieu of a splash pad, was emailed to the Board.

Discussion ensued about underuse of the adult pool, splash pad and kiddie slide locations, green space for additional party rentals and making sure the deck space increases.

Mr. Doran arrived at the meeting at 6:48 p.m.

The Board s approved the “For Discussion” items on Mr. Rom’s spreadsheet, the updated renderings and inclusion of the kiddie slide.

II. Updated Renderings (*under separate cover*)

III. Auld & White Construction Estimate

Mr. Hickox and Mr. Smoak, of AWC, discussed working with ELM to develop the Budget Assessment Summary for the Aquatics Complex and Community Park, which is consistent with recent market costs and is believed to be fairly accurate. In response to Board Member questions, Mr. Hickox and Mr. Smoak stated that the pond will not be a major factor unless there are issues with the soil conditions. The budget is fluid and includes a 10% contingency. The project timeline is 13 to 14 months from start in mid-2024. Cost escalation is stabilizing at is 8%.

Mr. Morton asked AWC to provide a similar summary monthly that includes estimates versus actual costs and key milestone dates. Mr. Hickox stated AWC will work with ELM on the pre-construction schedule and costs, which is 60% of the document phase; however, this is not a monthly item. Ms. Kilinski stated this will fall under the Construction Manager at Risk’s purview, which will be presented later in the meeting.

▪ **MBS Capital Markets, LLC Financing Summary**

This item was an addition to the agenda.

Ms. Kilinski presented that MBS Capital Markets, LLC PowerPoint and noted that the analysis was prepared using AWC’s cost estimates for the Aquatics Center, Community Park, Pickleball Courts and items AWC had not included, such as design fees, gathering and office building, bar and grill, outdoor furnishings and a 12% contingency, not 10%.

Discussion ensued regarding a \$100 variance between current and future Operation and Maintenance (O&M) and Debt service if the projects proceed, Mr. Branch giving projected revenues and operation costs based on the new plan, potentially using capital reserves to offset some costs, 18-month capitalized interest period and ability to refinance after the call date.

IV. Construction Timeline/Process (*under separate cover*)

Ms. Kilinski stated the construction timeline is consistent with AWC's 13 to 14-month projections. She listed the steps for the next meeting and overall steps to reach the goal of holding the grand opening in April 2025.

The Board consensus was to proceed with the projects. The appropriate contracts, bond documents and Delegation Award Resolution will be presented at the next meeting.

V. Proposals for Owner's Representative

- a. Kilinski / Van Wyk, PLLC**
- b. Nine Oaks Development, Inc.**

Mr. Rom stated two of the three vendors Mr. Lovett suggested responded to the Request for Proposals (RFP). He asked if the Board wants to engage an Owner's Representative or Construction Manager at Risk. Ms. Kilinski listed the responsibilities of an Owner's Representative versus Construction Manager at Risk, which is similar to AWC. Mr. Gibson expressed his preference to work with an Owner's Representative.

Mr. Rom will invite both respondents to the next meeting.

VI. ELM Draft Monthly Report

Mr. Haydu asked about the surveys. Mr. Gibson voiced his preference for the CDD to pay the costs directly. It was noted that the last survey was more than 20 years ago.

On MOTION by Mr. Jensen and seconded by Mr. Doran, with all in favor, authorizing Staff to conduct two surveys, one at the Aquatics Facility and another at the Community Park, in a not-to-exceed amount of \$35,000 per survey, was approved.

▪ **Consideration of Construction Document Proposals**

These items, previously Items 4DI and 4DII, were presented out of order.

Mr. Rom stated he received the proposals just before the meeting. Going forward, Mr. Haydu asked that the Board receive materials requiring approval well in advance of a meeting.

Mr. Gibson presented the following:

I. The JCP Plantation Park

II. The JCP Aquatics Facility

Mr. Gibson stated ELM's costs are for construction documents to build the facilities. ELM is not imposing additional management fees for taking on the interior design civil engineering under its scope of work. Separate proposals should be expected for furniture, fixtures and equipment to take advantage of the CDD's tax-exempt status and for aquatic engineering services, which requires preparing a Request for Qualifications (RFQ) for the next meeting.

On MOTION by Mr. Jensen and seconded by Mr. Morton, with all in favor, the ELM proposals for Professional Architectural Construction Document Design Services for the Julington Creek Plantation Community Park Renovations and the Julington Creek Plantation Aquatics Facility Renovations, in the amounts of \$129,705 and \$1,705,830, respectively, were approved.

III. Amenity and Park Enhancement Communication

This item was presented following Agenda Item 4C.

C. Consideration of Resolution 2023-04, Approving Request for Qualification Documents for Construction Manager at Risk Services; Providing a Severability Clause; and Providing an Effective Date

Ms. Kilinski stated, as she needs to add information, the RFQ should be approved in draft form. She asked for feedback on the evaluation criteria categories and individual and overall scores. Mr. Haydu asked for the respondents to present the bids at a meeting.

On MOTION by Mr. Jensen and seconded by Mr. Morton, with all in favor, Resolution 2023-04, Approving Request for Qualification Documents for Construction Manager at Risk Services for the CDD's Amenity and Park Enhancement Improvement Projects, in draft form; Providing a Severability Clause; and Providing an Effective Date, was adopted.

▪ **Amenity and Park Enhancement Communication**

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

Mr. Rom stated that, due to confusion, the process of Mr. Roberts and Mr. Haydu drafting the email to residents and obtaining Board approval before emailing it was not followed and it was inadvertently sent to the residents. Going forward, this will be an ongoing agenda item. To

prevent delays and possible Sunshine Law violations, the Board agreed with Ms. Kilinski's suggestion to, with regard to ELM's Report, determine a projection of what is going to happen at the next meeting in order to email a recap to residents and property owners the next day.

D. Consideration of Construction Document Proposals

I. The JCP Plantation Park

II. The JCP Aquatics Facility

This item was presented following Item 4BVI.

E. Consideration of Resolution 2023-05, Approving Request for Proposal Documents for Landscape and Irrigation Maintenance Services; Providing a Severability Clause; and Providing an Effective Date

Discussion ensued regarding the evaluation criteria in the Request for Proposal (RFP) package, replacing "as needed" terms in BrightView's contract to include better performance metrics in the upcoming contract and Vesta's vendor evaluation process.

On MOTION by Mr. Morton and seconded by Mr. Jensen, with all in favor, Resolution 2023-05, Approving Request for Proposal Documents for Landscape and Irrigation Maintenance Services; Providing a Severability Clause; and Providing an Effective Date, was adopted.

F. Consideration of Resolution 2023-06, Authorizing the District Engineer, or Another Individual Designated by the Board of Supervisors, to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Ms. Kilinski stated Resolution 2023-06 complies with the Department of Regulation's recent changes on purchasing tax-exempt materials. The Construction Manager will act as the CDD's Purchasing Agent.

On MOTION by Mr. Jensen and seconded by Mr. Haydu, with all in favor, Resolution 2023-06, Authorizing the District Engineer, or Another Individual Designated by the Board of Supervisors, to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District’s Infrastructure Improvements as Provided in the District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

- G. Resolution 2023-07, Classifying Surplus Tangible Personal Property; Authorizing Disposition of Surplus Tangible Personal Property; Providing a Severability Clause; And Providing an Effective Date**

It was noted that each item has exceeded its typical life span.

On MOTION by Mr. Morton and seconded by Mr. Jensen, with all in favor, Resolution 2023-07, Classifying Surplus Tangible Personal Property; Authorizing Disposition of Surplus Tangible Personal Property; Providing a Severability Clause; And Providing an Effective Date, was adopted.

- H. Consider Supervisor of Elections Request to Utilize Recreation Center as Polling Place for Upcoming Elections**

On MOTION by Mr. Doran and seconded by Mr. Morton, with all in favor, the Supervisor of Elections Request to Utilize the Recreation Center as a Polling Place for the Upcoming 2023 and 2024 Elections, was approved.

- I. Update: Tennis**

Mr. Roberts stated he and Mr. Miller reviewed the contract and agreed to reduce court usage from six to five. Mr. Miller was unable to attend but is working on scheduling play and tournaments in advance and sending communications in advance to address resident concerns about availability. Discussions will continue and a proposal will be presented at the next meeting.

A. Field Operations Manager: *Jeff Branch*

I. Monthly Report

Mr. Branch responded to questions about pool deck maintenance.

II. CIP

III. Vendor Scorecards (*under separate cover*)

Mr. Branch reviewed a sample scorecard. Each scorecard will be specific to the contract; he is still working on them. The Board thanked him and stated it looks good.

Mr. Jensen felt that ongoing ground issues are being overlooked, specific to irrigation, mulch and fire ants. Mr. Branch suggested going over the inspection process on site and providing opportunities for improvement.

B. General Manager: *Matthew Roberts*

• Monthly Report

Mr. Roberts stated he is collecting information about JCP merchandise options and the online ordering process.

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

Mr. Maggiore stated he will be updating the Engineer's Report to support the bond issue, which will include the latest renderings and budget costs.

D. District Counsel: *Kilinski|Van Wyk, PLLC*

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

District Counsel and the District Manager had nothing further to report.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS [approximately 5 minutes]

A. APPROVAL OF MINUTES

- February 28, 2023 Regular Meeting**

B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- As of February 28, 2023**
 - Check Detail**
 - Credit Card Activity**

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

SEVENTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

There were no Supervisors’ requests.

EIGHTH ORDER OF BUSINESS

NEXT MEETING DATE: April 25, 2023 at 6:00 P.M.

○ **QUORUM CHECK**

▪ **PUBLIC COMMENTS**

This item was an addition to the agenda.

Going forward, “PUBLIC COMMENTS” will be included as an agenda item.

Resident Michael Martin commented about the stock market, inflation rate and the increased cost to replace the skate park with pickleball. In his opinion, the economy has not recovered from the pandemic, businesses are not fully staffed and are going bankrupt and some residents live paycheck-to-paycheck. He asked the Board to consider if the improvements are worth the increase in assessments. He thanked the Board for their community service.

Resident Julian Tevlin thinks the Meet and Greet a Supervisor event is great and asked when the next one will be held. Mr. Haydu stated probably at the next Food Truck event. Information will be e-blasted. Ms. Tevlin asked if there is a list of CDD, HOA and POA responsibilities and contact information. She noted landscape and signage issues and was advised to contact Corina, at the POA, and Mr. Branch or Mr. Roberts directly if there is no action.

Ms. Starnes stated she is happy to see the Board making decisions instead of deferring projects. While children had fun at the Spring Fling, as a tax payer and resident, she thinks non-resident access should be controlled. Mr. Branch stated Vesta is trying to find a solution.

Mr. Morton asked Mr. Roberts to include on the tabled for discussion parking lot: parties, gazebos versus pavilions and signage, under Supervisors Feedback.

NINTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Mr. Doran and seconded by Mr. Haydu, with all in favor, the meeting adjourned at 9:13 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair
