

**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 July 25, 2023 at 6:00 p.m., at the Julington Creek Plantation Club, 350 Plantation Club Parkway, St. John's, Florida 32259.

Present were:

Patricia Jacob	Assistant Secretary
Luke Jensen	Assistant Secretary
Daniel Haydu	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)
Daniel Bauman	BrightView Landscape Services, Inc.
Steve Lovett	Ervin Lovett Miller (ELM)
Jeff Gibson	ELM
J. Jason Perry	NineOaks Development, Inc. (NineOaks)
Joe Grippi	Project Director (NineOaks)
Kristen Vlaun	President Plantation Club Porpoises

Residents present were:

Aaron Clausen Leigh Starnes Scott Flynn Julianne Tevlin Porpoise Swim Team

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Rom called the meeting to order at 6:10 p.m. Supervisors Jacob, Haydu and Jensen were present in person. Supervisors Doran and Morton 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)

Mr. Rom reviewed the protocol for public comments.

A Porpoise Swim Team Member presented the “Hank” Championship trophy to the CDD. The Board Members took a group photo with the Swim Team members and the trophy. It was noted that the Saint John’s Swim League is comprised of nine sets of teams, with 220 total members, of which 151 are JCP residents.

Resident Leigh Starnes stated that, as a first time member of the Porpoise Swim Team, her child had a lot of fun and she is enrolling another child next year. Several parents on the visiting team spoke highly of the Aquatics Center. She listed differences in the Shearwater swim meet set up and preferred JCP’s set up. Regarding the transition for next summer, she hoped the CDD can find a good median for everyone involved.

Resident Aaron Clausen thinks a cross walk should be added to connect the newly renovated playground area and it will be beneficial to connect the party rooms to the deck.

Resident Julianne Tevlin asked if the CDD can purchase and construct pickleball courts on a nearby property that is for sale. She was advised to send this type of information to Mr. Rom to distribute to the Board.

Resident Scott Flynn reiterated comments he made at the last meeting about the Board keeping in mind the handicap needs when designing the park, the Board’s choices on the options regarding height and the material selection, to avoid being sued.

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. Item 1 is no longer relevant and will be removed from the Report.

B. Consideration: Suspension of Amenity Privileges

Ms. Kilinski reviewed the suspension process and Board options for suspension. She stated the Board was provided copies of the emails and letters to this resident about violating the CDD’s Amenity Rules and Policies, most recently on June 27 and June 28, 2023. The recent letter invited the resident to attend today’s meeting to give testimony and to hear others’ testimonies.

Ms. Kilinski reported the dates of incident reports and the letters to the resident and listed several ongoing infractions consistent with previous behavior, after the person was given verbal and/or written warnings and suspensions to no avail. She preferred to compile the backup documentation into the final transcript rather than reading them into the record, due to sensitive information and to avoid embarrassment. The recommendation is to implement a minimum six-month suspension, although there is enough information to support a one-year suspension.

Mr. Roberts and Mr. Branch discussed several incidents with this resident over the last two years for inappropriate behavior and speaking disrespectful to tennis players, residents and Vesta Staff, which is documented. The last incident resulted in calling the police to have the resident leave the facility.

On MOTION by Mr. Jensen and seconded by Mr. Haydu, with all in favor, Staff's recommendation of imposing a six-month suspension on Mr. Chen, was approved.

Mr. Rom will make sure the suspension letter is sent.

C. Consideration of Bid Committee Recommendation Regarding Responses to RFQ for Construction Manager at Risk Services for District Recreational Improvement Project

Mr. Rom recalled that the Board appointed the Bid Committee to include himself, Mr. Roberts, Mr. Morton, Mr. Gibson and Mr. Grippi. He referenced the time the Evaluation Committee spent reviewing the responses, interviewing, Q&As, consensus rankings and discussions to provide a recommendation today, which is documented in an email to the Board.

Mr. Grippi stated that the Evaluation Committee based the scores and ranking on the criteria in the Request for Qualifications (RFQ) and reiterated Mr. Rom's comments about proceeding with individual and group scores at the meeting and again virtually to come to a consensus ranking of the respondents.

Mr. Gibson stated he was not concerned with awarding the contract to either of the top two respondents. All respondents have favorable references. The Committee responded to questions about scoring, project cost, etc.

I. Respondents

- a. Ajax Building Company, LLC**
- b. Carlton Construction, Inc.**

c. **Collage Design and Construction Group, Inc.**

II. **Ranking/Award of Contract**

- **Consideration of Resolution 2023-20, Regarding the Award of a Contract for Construction Manager at Risk Services; Providing a Severability Clause; and Providing an Effective Date**

Ms. Kilinski presented Resolution 2023-20 and the Bid Evaluation Committee’s recommended cumulative scores and rankings, as follows:

#1	Ajax Building Company, LLC	93 points
#2	Collage Design and Construction Group, Inc.	87 points
#3	Carlton Construction, Inc.	79 points

On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, accepting the Bid Committee’s scoring and ranking of Ajax Building Company, LLC, as the #1 ranked respondent, as its own and Resolution 2023-20, Regarding the Award of a Contract for Construction Manager at Risk Services; Providing a Severability Clause; and Providing an Effective Date, was approved and adopted.

Mr. Rom stated the contract will be prepared and the Notice of Award letter will be sent to the respondents.

D. Presentation of ELM Update: Aquatics Improvement Project

This item was presented following Item 4E

E. Presentation of ELM Update: Community Park Project

Mr. Lovett stated that the next rendering will include a space for the “Hank” trophy.

Mr. Gibson presented the Monthly Summary of Activities comprised of CMAR interviews, advancing the Aquatics Facilities in order to incorporate adjustments into the site plan and the Community Park. Referencing slides, Mr. Gibson reviewed the updated Community Park Project Site Plan, design changes incorporating feedback from the last meeting, proposed playground equipment list; he anticipates changing the color pallet listed in the presentation.

Board Members provided feedback on the updated renderings, as follows:

- Regarding the bridge and dedicated outdoor flex space for fitness, resident gathering space or movie night, there were concerns about size due to the homes nearby, mosquitos in the canal, requests to have temporary shades installed seasonally and expanding swing capacity. It was noted that the canal could be demucked.

➤ Regarding what material is being used entering the pavilion, pavers will be installed in the front. There are plans to implement handicap play in the structures and, if possible, integrate it on the backside. Mr. Gibson encouraged the Board to review the playground equipment on the Kompan, Inc., website.

➤ Regarding the landscape, plans are to add landscape density or fencing to discourage easy access.

▪ **Presentation of ELM Update: Aquatics Improvement Project**

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

Referencing slides, Mr. Gibson reviewed the Aquatics Improvement Project Site Plan Update and design changes incorporating feedback from the last meeting. There are issues with the current floor plan with spacing between the building, the third balcony was omitted from this plan and they think fencing is no longer needed.

Board Members provided feedback on the updated renderings, as follows:

➤ Regarding the lawn area to stage events, flat space is needed between the competition pool.

➤ Regarding the size of the pool, determining if a 50' pool is feasible is ongoing.

➤ Regarding the pickleball courts, a Board Member voiced concerns and their opinion that the planned location will be disruptive and cause parking issues so another location should be considered.

Discussion ensued about the locations of the basketball and volleyball courts and skate park.

Mr. Gibson responded to resident questions about filling in the canal and the park elevation to ensure line of sight views, incorporating shade on the play structures, installing mushroom structures for smaller children, spacing trees in the parking area and determining if the space underneath the stairwell can be used for storage.

Mr. Gibson stated that further refinements will be made for both areas and, if the Board wants to proceed with the treehouse structure, he will have the design team build it out.

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

The Nine Oaks Monthly Report was presented during Item 4C.

G. Presentation of Audited Annual Financial Report for Fiscal Year Ended September 30, 2022, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Rom presented the Audited Annual Financial Report for Fiscal Year Ended September 30, 2022, and noted the pertinent information. There were no findings, recommendations, deficiencies in internal control or instances of non-compliance; it was a clean audit.

H. Consideration of Resolution 2023-19, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022

On MOTION by Mr. Haydu and seconded by Ms. Jacob, with all in favor, Resolution 2023-19, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.

I. Consideration of Precision Sidewalk Safety Corp., Maintenance Agreement

Mr. Branch presented the Precision Sidewalk Safety Corp., proposal with three pricing alternatives to repair sidewalk trip hazards of various levels.

Discussion ensued regarding the Tables 2 and 3 scopes of work, negotiating the cost with the vendor and issuing a Maintenance Agreement.

On MOTION by Mr. Jensen and seconded by Mr. Haydu, with all in favor, authorizing Mr. Branch to engage Precision Sidewalk Safety Corp., and negotiate the Work Order for sidewalks repairs dated June 8, 2023, in a not-to-exceed amount of \$26,535, was approved.

J. Discussion: CivicPlus Contract Renewal Pricing

This item was presented following Item 4K.

K. Ratification of District Staff in Amending Landscape RFP Due Date and Pre-Bid Meeting

Mr. Rom stated Staff changed the Amended Landscape Request for Proposals (RFP) due date to August 11, 2023. He suggested waiving the requirement for vendor to attend the pre-bid meeting since only two attended and multiple vendors attended the original meeting.

On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, District Staff's actions amending the Landscape RFP due date to August 11, 2023, was ratified, and waiving mandatory attendance to the Pre-Bid Meeting, was approved.

Discussion: CivicPlus Contract Renewal Pricing

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

Mr. Roberts presented the email notice of CivicPlus' upcoming price increase, which coincides with the annual contract renewal period.

Discussion ensued regarding the existing contract terms, renewing the contract due to the short renewal period, researching alternatives to implement the following year and having Mr. Roberts prepare a spreadsheet of the CDD's existing contracts and terms.

On MOTION by Mr. Haydu and seconded by Mr. Jensen, with all in favor, the CivicPlus® Contract Renewal Pricing increase from \$8,698.17 to \$10,272, based upon Staff review of the existing Agreement and conformance to it and negotiating inclusion a 60-day right to terminate clause, was approved.

Mr. Roberts asked for vendor recommendations to be emailed to him.

L. Updates: Tennis

Mr. Rom stated there was no update other than Mr. Morton is leading this and everyone is happy about fans being installed. A Board Member noted that Summer Camp started and there are no complaints, and voiced their opinion that it is indicative of the current situation. Mr. Branch stated that everyone seems happy with the new court watering schedule.

FIFTH ORDER OF BUSINESS

STAFF REPORTS [approximately 5 minutes]

A. Field Operations Manager: Jeff Branch

I. Monthly Report

The Monthly Activities Report was included for informational purposes.

Mr. Branch stated that the pool furniture arrived. A Board Member noted that the tables with umbrellas are not being used because it is too hot; therefore, he thinks they are taking up space and should be discarded. Mr. Branch agreed and is researching high end umbrellas and other shade options.

Discussion ensued about aerator repairs and a lightning strike at the Aquatics Office that damaged controllers and the camera system; a claim will be submitted to the insurance company.

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.

Mr. Roberts asked for direction coordinating resident and swim team pool usage to accommodate both while the Aquatics Complex is being remodeled. Suggestions included e-blasting the swim team schedule to residents and requiring reservations for the lap pool.

Discussion ensued regarding the new facility, on-site parking becoming an issue during swim meets, implementing a shuttle system and the ability to provide ample seating.

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

There was no report.

D. District Counsel: Kilinski | Van Wyk, PLLC

Ms. Kilinski discussed new legislation outlined in the memorandum her office sent to the Board regarding resources available to Supervisors to fulfill the ethics training requirement and direction for completing Form 1.

A Board Member asked about the process to modify the CDD's Planned Urban Development (PUD). Ms. Kilinski will research it further, as it might require a zoning variance instead of a PUD modification. She will report her findings at the next meeting.

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

Mr. Rom received an email from the POA asking if the CDD plans to increase their lease using the Consumer Price Index. The Board consensus was not to increase the lease at this time.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS [approximately 5 minutes]

A. APPROVAL OF MINUTES

- **June 27, 2023 Public Hearing and Regular Meeting**

B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- **As of June 30, 2023**
 - **Check Detail**
 - **Credit Card Activity**

On MOTION by Mr. Jensen and seconded by Mr. Haydu, 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)

Mr. Clausen suggested blocking off and staffing parking areas for residential use during swim meets.

A resident suggested posting the swim meet dates on Facebook in advance of a meet.

A resident asked if the new Rec Center will have kitchen appliances and suggested requesting additional services from CivicPlus due to the price increase. They asked for the estimated construction start for the park, Aquatics Center and tennis. It was noted that there will be a new prep kitchen and the CivicPlus services are a la carte. Park construction will commence in 2024 and the Aquatics Complex is scheduled for May 2024 with an opening date of May 2025. Mr. Morton is working with the Tennis Committee and re-evaluating the Tennis Agreement.

A Resident asked about hosting swim meets next summer. Mr. Roberts stated that Ms. Vlaun scheduled additional meets this year in anticipation of the upcoming construction.

A resident asked if there is a need to set a higher number requirement for resident participants on the swim teams. It was noted the Loggerhead and the Porpoises' Agreements already have set parameters. This can be a topic in the future. A suggestion was made to set caps on the number of swim team members.

EIGHTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

There were no Supervisors' requests.

NINTH ORDER OF BUSINESS

NEXT MEETING DATE: August 22, 2023 at 6:00 PM [Adoption of FY2024 Budget]

- **QUORUM CHECK**

TENTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Mr. Jensen and seconded by Ms. Jacob, with all in favor, the meeting adjourned at 8:41 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair