

ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, August 28, 2018 at 6:30 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida 32259.

Present and constituting a quorum were:

Rhonda Lovett	Chairperson
Angela Andrews	Vice Chairperson
Dennis M. Clarke	Supervisor
Hillary (Beth) Fore	Supervisor
Gary Davis	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel (by telephone)
George Katsaras	District Engineer
Brian Stephens	Operations Manager
Lauren Egleston	Amenity Center Manager
Dan Fagen	Vesta Property Services Group
Ernesto Torres	Governmental Management Services
Mike Lucas	Basham & Lucas Design Group

The following is a summary of the actions taken at the August 28, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Lovett called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver stated we had a revised agenda late this afternoon and during the revision process an item was inadvertently taken off. On the agenda, please add an item for “consideration of proposal from Vesta Property Services for amenity management services” immediately following “consideration of landscape proposals.”

THIRD ORDER OF BUSINESS

Affidavit of Publication

A copy of the affidavit of publication of the public hearing was included in the agenda package. Notice of today's budget hearing was published twice in the St. Augustine Record.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 24, 2018 Meeting and the August 8, 2018 Special Meeting

On MOTION by Mr. Davis seconded by Ms. Fore with all in favor the minutes of the July 24, 2018 meeting and August 8, 2018 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Discussion of Capital Projects

Mr. Oliver stated at the last meeting we were talking about recreational improvements, particularly two of the larger potential projects which are a fitness center building and the other would be a repurposing of the pool area playground for construction of some type of aquatic feature for children. Mike Lucas, the architect for the district has drawn up some plans to review with you.

Mr. Basham stated the first sheet is a site plan and the area for the 2,800 square foot fitness building with the parking lot next to that. At the last meeting we talked about approximately where the playground used to be I have put in about a 1,200 square foot splash park, which is about the size of the one we did at Bartram Springs. That includes the splash park, the area around it and a potential place for pool equipment. I would borrow some of your pool deck so we would have room for this. That will go up to the top of the bank and looks like you should have a pretty nice size splash park.

We will have to evaluate your facility because for a certain size pool you have to have a certain number of fixtures, for a certain amount of occupiable space you have to have a certain number of fixtures so we will go back and reevaluate your existing space and your existing bathrooms to see what your occupancy is, what your bathroom occupancy is going to allow. If you are maxed out with the number of bathrooms right now based on the size of your pool and your occupiable space then we will conceivably have to add a male and female fixture each.

Ms. Lovett asked would the bathrooms be something that as part of the project is assumed that you have to have bathrooms or do we have to add that into the engineer's report?

Mr. Oliver stated we are going to talk about financing documents a little later in the meeting and will need to meet again on September 11th to consider board approval of those resolutions and reports. As a result of tonight's discussion, we can revise the engineer's report if necessary.

A Board member asked where we have the fitness building located, do we still have that remaining land in back of that?

Mr. Lucas stated according to George you do.

Mr. Oliver asked are we sure that we own the land where the fitness center is located on your drawing?

Mr. Lucas stated that is what I was told.

Mr. Oliver stated for now I would recommend we leave the tennis courts on the engineer's report and we will get that nailed down. It appears we would have to work around the existing JEA easement.

Mr. Katsaras stated it is on your district site, I just don't know if there is a conservation area there.

SIXTH ORDER OF BUSINESS

Financing of Capital Improvements

- A. Consideration of Revised Assessment Methodology**
- B. Consideration of Resolution Declaring Special Assessments for New Project**
- C. Consideration of Resolution Setting Public Hearing on Special Assessments for New Project**

Mr. Oliver stated when we prepared the assessment methodology, included as an assessable property was the one-acre recreation parcel which will soon be conveyed to the CDD.. Of course, once it is conveyed to the district, it will no longer be assessed. We need to revise the assessment methodology by removing that parcel. We will target October 16th for the public hearing. At the last meeting we talked about having that on September 25th with the idea we would issue bonds in the middle of October. This would be the same bond issuance schedule, but we won't have a public hearing until October 16, with a pre-closing held in conjunction with that. I recommend we continue these three financing items to September 11th. We can hold a brief continued meeting for the purpose of approving the revised assessment methodology and adopting two revised resolutions, and setting the public hearing for October 16th. Those will be

the only items on that agenda. You are not making a commitment to issue bonds until you have held your public hearing on October 16th.

SEVENTH ORDER OF BUSINESS**Consideration of Proposal for Landscape RFP**

Mr. Oliver stated you are nearing the end of your contract with the current vendor and you have quite a few new common areas that have come into the district's maintenance area in the recent past. You approved a landscape maintenance, which Operations Manager Brian Stephens issued to the various landscape maintenance firms that were interested in bidding on this project. He required prospective proposers to attend an on-site pre-bid meeting so that they could review and discuss the scope, tour the site to better understand the scope, and present to Brian any relevant questions that they may have. Five firms attended the pred-bid. Three firms actually submitted proposals and those are Brightview, Yellowstone and Duval Landscape. As you go through the proposals you will see that they all have impressive resumes and a nice client list. The only thing that is purely objective in this process is the pricing. According to the evaluation criteria, 20 points are awarded to company with the lowest price and a proportion of those points go to the other firms based on their price compared to the lowest price. The lowest price was from Yellowstone at \$158,785 and they get 20 points, Brightview was \$167,530 and 18.96 points and Duval had a price of \$179,472 and received 17.69 points. When you went out for pricing you asked for two different types of price, one without the inclusive irrigation, The other alternate included irrigation repairs and for those costs Brightview came in at \$180,000 and got 19.14 points, Yellowstone came at \$172,085 and received the full 20 points and Duval came in at \$192,432 and received 17.9 points. Unit pricing is about the reasonableness of the unit pricing that could be a maximum of 10 points and the other three are purely subjective based on what you find in the proposals and that is, personnel, experience and understanding scope of work.

You can rank these individually or reach a consensus on what those rankings should be based on the criteria we talked about. In areas of subjective areas of personnel, experience and understanding scope of work I personally gave top marks to all three of the firms, as they are quality firms. For my scoring, the differentiation was pricing.

After discussion of their individual rankings the board chose to not include irrigation then took the following action.

On MOTION by Mr. Davis seconded by Ms. Fore with all in Yellowstone with the low bid of \$158,785 was ranked no. 1.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal from Vesta Property Services, Inc. for Amenity Management Services

Ms. Andrews stated this contract seems to go up \$5,000 each year.

Mr. Fagan stated this is additional staff for special events, or decorate or prep. It is not just an individual it is the staff. It is either pulling it from the district's special events budget or having it as part of our contract. Increases are due to demand on the facility and amount of usage.

Ms. Andrews stated I have been here nine years and I have seen the ups and downs and it seems like we are on a downward spiral. I don't mind getting another employee but I don't want to hear complaints and I don't want to see employees when we have asked employees to give up one job to take care of this one job and come up and see that they are doing it on their job. We need to communicate better, do what we need to do. I understand we need help but I don't like the fact when I come up here they are not doing what they are supposed to be doing and you are doing something else and now you are asking for more money. I have an issue with Lauren giving swim lessons when she should be managing, with lifeguards cleaning toilets, use janitorial money to pay for janitorial duties or lifestyle coordinator. We need a means for residents to communicate issues with staff and when incidents happen the board members need to know.

Mr. Oliver stated if serious safety or behavioral incidents occur at the amenity center, that, especially if there is any injury or police are involved, please notify the Chairperson and me. Staff will do a better job communicating such incidents so the Board and staff can be adequately informed of the facts rather than hearing inaccurate information through the rumor mill first. When you contact me in cases like this, we'll decide what needs to be done and if the board needs to be informed immediately.

The board and staff discussed the following items, the board shouldn't micromanage staff, need a breakdown of staffing hours represented by the increase, increase based on additional staff for events, have an adult present on weekends, a qualified responsible person onsite, revise lifestyle services and make it on demand, provide quarterly hours of on-demand, a lot of one person trips to pick up stuff, increase special events instead of lifestyle services, table

the item to the next meeting, put in full amount for budget purposes, revise proposal for the next meeting, produce breakdown of hours of special events for next meeting. Take out the increase and come back with a proposal and ask for money as needed throughout the year.

This item was tabled.

NINTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2019

Mr. Oliver stated I will give an overview of the budget, then board discussion then open the public hearing, take comments, close the public hearing then consider the two resolution. Most importantly this is a no increase budget in terms of assessments, assessments stay the same.

I will make a change in the amenity center budget and change a line item title to lifestyle services from lifestyle coordinator and put that in at the previous rate, For the grounds maintenance/community appearance line item, last year we adopted a budget of \$111,000. Subsequently, the CDD added new commons areas and the current billings are at an annualized fee of \$141,000 with the current vendor, R&D Landscape. Earlier tonight, you approved a proposal from Yellowstone Landscape for \$159,000. We will change that line item from \$141,000 to \$159,000 and reduce the landscape contingency from \$40,000 to \$22,000 for the purpose of the adopted budget. If we need additional funds for landscape projects, we will look to the capital reserve to fund those projects, if approved. The Board is still putting \$100,000 into the capital reserve fund for future repairs and replacements. The debt service budgets are fixed payments for the two semi-annual interest payments in November and May as well as the principal payment in May.

On MOTION by Ms. Fore seconded by Mr. Davis with all in favor the public hearing was opened.

A resident asked is there a reason we can't ask these businesses questions before you decide to hire them?

Mr. Oliver responded when we sent out the RFP notice, we made it clear to the proposers that is the evaluation process is being based on the proposals. The proposers were not invited to make presentations and at least one firm is not here.

A resident stated under the management contracts it says inclusive of the lifestyle coordinator, correct.

Ms. Lovett stated it is not, it is a separate line item.

A resident stated my perspective on lifestyle coordinator and special events I would think they are one and the same. It was confusing. Why is the bathroom over at the slide tower closed?

On MOTION by Mr. Davis seconded by Mr. Clarke with all in favor the public hearing was closed.

A. Consideration of Resolution 2018-07 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2019

Mr. Eldred stated the first resolution is to formally adopt the district’s budget for the next fiscal year, the budget was approved by the board and filed with the county 60 days prior to today’s public hearing, it establishes that the public hearing was properly noticed and it appropriates the funds set forth in the budget to defray the expenses.

On MOTION by Ms. Fore seconded by Mr. Clarke with all in favor Resolution 2018-07 was approved.

B. Consideration of Resolution 2018-08 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2019

Mr. Eldred stated the next resolution imposes the assessments set forth in the budget you just adopted, it makes a finding that the items in the budget benefit the landowners in the district and based on this finding it is appropriate to levy the assessments. The resolution imposes the assessment lien and certifies the assessments for collection.

On MOTION by Mr. Clarke seconded by Mr. Davis with all in favor Resolution 2018-08 was approved.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Andrews asked the pond at Julington Lakes are we still getting rid of that? What are your thoughts?

Mr. Eldred stated Brian has managed to allocate the responsibility for maintaining that pond and the next step would be to convey that pond to the extent they are willing. At this stage the district has not been carrying any expenses so that will be included in the property clearing work we will be undertaking. That is a long way of saying, yes we are working on it.

Ms. Andrews asked can we do the same thing as Durbin and have them pay for it since we have been paying for all the legal fees? We paid the legal fees because they had been maintaining it all these years? Can we not do the same thing for Julington Lakes?

Mr. Eldred stated we can certainly look into that. I will give you call and we can talk about that. I will follow-up in the next couple of days.

In relation to the one-acre parcel I anticipate that we will be receiving the deed for that property hopefully, by the end of the month if not the beginning of next month.

B. Engineer

Ms. Lovett stated in the rendering of the fitness room it appears we are off the one-acre parcel.

Mr. Katsaras stated I will verify that this is proper land you can build on. It doesn't mean that this has to go over there, it just leaves it available for something else.

Ms. Lovett stated it would make sense in that case to make more parking where that would be opposed to stretching parking.

Ms. Andrews stated the only problem I have with that is the townhouses will be right next to it.

C. Manager – Discussion of Meeting Schedule for Fiscal Year 2019

Mr. Oliver stated each year we are required to adopt an annual meeting schedule and publish that in the local newspaper. You have a meeting schedule with monthly meetings and for one meeting per quarter to be at night. I would imagine as you go through this capital projects planning, bidding and construction process during FY19, you might add some other meetings on an as needed basis.

On MOTION by Ms. Fore seconded by Ms. Lovett with all in favor the fiscal year 2019 meeting schedule reflecting meetings on the fourth Tuesday of the month was approved.

D. Operation Manager - Report

Mr. Stephens reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

Ms. Lovett asked is there a way the new landscape maintenance company can start early? This is the worse our property has looked.

Mr. Oliver stated we had a discussion earlier about termination for cause for the current vendor and there has been ongoing deficiencies. How quickly can we queue that up and bring in the new firm on board?

Mr. Eldred stated termination for cause I believe we can do it immediately. I haven't reviewed this contract specifically recently but I believe that is the case. Certainly, we can terminate for any reason with 30 days notice. If you want to proceed along that road, that will give them enough time to get the new landscape contractor on the property. If you wanted to do something sooner I want to take a look at the contract and make sure we act accordingly. I can work with a board member if that is what you want to do.

Mr. Oliver stated to add to that, we should make clear to the current vendor that we are going to hold the last month's payment to ensure they finish up strong and leave on good terms.

Ms. Lovett stated I would like a smooth transition if possible.

Mr. Oliver stated Brian can also give a heads up to Yellowstone to be ready to start sooner if performance issues worsen.

Ms. Lovett stated queue them up just in case to be ready.

Mr. Stephens stated I did reach out to all three bidders that put in proposals. I will be meeting with account managers, foremen, irrigation manager and work manager prior to the actual start date, go through the property and show them where everything is, things we need to see differently so they won't be coming into it blind.

Mr. Oliver stated tell them that we would like them to come to the meetings at least for the first several months and we will have them at the top of the agenda so they can build a

relationship with the board and keep them informed and hear comments from the board and audience.

E. Amenity Center Manager - Report

Ms. Egleston reviewed the amenity center activities and maintenance items, which were outlined on the monthly memorandum, which was included as part of the agenda package.

Mr. Oliver stated we do need to make sure that our website is progressing so that we are ADA compliant for the visually impaired. It is a big issue and complicated process, it is a costly process to the point that many websites have determined that less is better than more because you don't have all those conversion costs for all these different documents, pictures and videos.

Mr. Fagen asked does that apply to lifestyle as well as the district?

Mr. Oliver responded to the extent that something is part of the district, is part of that governmental website we are going to have to make sure that the visually impaired have access to it. There are certain things we can do to mitigate the problem, but there are also going to be remedial issues we need to deal with and that is for all districts.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of July 31, 2018 and Statement of Revenues and Expenses for the Period Ending July 31, 2018

A copy of the financials was included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Impact Fee Summary Report

A copy of the impact fee summary report was included in the agenda package.

D. Approval of Check Register

On MOTION by Mr. Clarke seconded by Mr. Davis with all in favor the check register was approved.

**THIRTEENTH ORDER OF BUSINESS Supervisors Requests and Audience
Comments**

A resident stated I had five or six people cross my property and access the pond. I confirmed with her and she said they are only visiting from Puerto Rico I just wanted to show them the pond so I let them go. I just pulled up from the CDD meeting and easements through residential backyards along the district lakes or district stormwater ponds, manage the facilities for drainage and maintenance purposes only. Resident access via these easements is prohibited unless specifically granted by the owner of the property on which the easement is located. I have been asking for a couple months now addresses of easements and all I have been getting is look for a storm drain that is the easement. I can't go to you and say get off my property, look for the storm drain, I need addresses where it is. It has to be written where the easements are. Yes, it is on my property, yes I can get you for trespassing. When access is granted at an easement the property owner gives you access to go down and look at the pond. The bank of the pond is all common area, correct?

Ms. Lovett stated no, it is your property but the area around the bank of the pond is considered easement for pond maintenance. It is not public property it is for maintenance purposes only.

A resident stated I have property where I have an easement. My neighbor across the street says, can I go to the pond, yes I say I have an easement go but once he gets on that embankment is he allowed to go all the way around that pond?

Ms. Lovett responded no.

A resident stated he is restricted to my piece of property.

Ms. Andrews stated that is just like having a guest.

A resident stated that is fine but I need to know and I have been asking for months and all I have been getting is look for a storm drain.

Mr. Oliver stated the focus shouldn't be on easements, we must recognize the homeowner's lot is private property and people shouldn't be on people's private property without permission of the owner. Any easements are granted for maintenance purposes only.

A resident stated I live next to JEA and people come across my property all the time and they say it is JEA property.

Mr. Oliver aksed Brianb to put a no trespassing sign in front of the JEA-owned property.

Mr. Davis stated that has been addressed on Facebook and in newsletters but the problem is they are seeing a pond and they are going for it. They do it behind my house all the time.

A resident stated I would rather JEA put up a fence then they can't come on my property and my neighbor's property.

Ms. Lovett stated we have a lot of new residents and we are going to talk to the HOA about putting out a newsletter.

Mr. Ortiz stated I'm new and am trying to understand what the CDD is. Is there is central location where I can get some information on the CDD, what we are going to be talking about, what documents are associated with that?

Mr. Oliver stated there is a website address on the agenda and the agenda packets are posted to that website.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 09/25/18 @ 4:00 p.m. @ Aberdeen Amenity Center

Mr. Oliver stated we are going to continue this meeting to September 11, 2018 at 4:00 p.m. for about a 15 minute meeting.

On MOTION by Ms. Fore seconded by Mr. Davis with all in favor the meeting was continued to September 11, 2018 at 4:00 p.m. in the same location.



Secretary/Assistant Secretary



Chairman/Vice Chairman