

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, November 27, 2018 at 4:00 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:

Ernesto Torres	District Manager
Carl Eldred	Hopping Green & Sams
George Katsaras	District Engineer
Jim Oliver	GMS, LLC
Brian Stephens	Riverside Management
Lauren Egleston	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group

The following is a summary of the actions taken at the November 27, 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 at 4:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Mr. Torres being a notary public of the State of Florida administered the oath of office to Gary Davis, Beth Fore and Dennis Clarke.

**B. Election of Officers, 2019-06**

Mr. Torres stated you can retain the current composition of the board or you can nominate new officers.

On MOTION by Mr. Davis seconded by Ms. Lovett with all in favor Resolution 2019-06 was approved reflecting the same slate of officers.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 16, 2018 Meeting and the November 13, 2018 Meeting**

On MOTION by Mr. Davis seconded by Mr. Clarke with all in favor the minutes of the October 16 and November 13, 2018 meetings were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-07 Ratifying the Actions Related to the Series 2018 Bonds**

Mr. Eldred stated this resolution ratifies and confirms all the actions taken by the chairperson and staff involved in the execution of the various documents underlying the financing.

On MOTION by Ms. Lovett seconded by Mr. Davis with all in favor Resolution 2019-07 was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of First Amended and Restated Disclosure of Public Financing**

Mr. Eldred stated this is a disclosure document that would be recorded and show up in everybody's title moving forward. It amends the prior disclosure document that was created notifying everybody of the 2005 and 2006 Bonds that were issued. We have updated this to include the 2018 Bonds that were just issued and also to include the restructuring of the 2005 and 2006 Bonds that occurred in 2015. We didn't have to do a separate notice for that previously, but we included a paragraph on page 2 that fills in that gap and describes what we did in 2015.

On MOTION by Ms. Lovett seconded by Ms. Andrews with all in favor the first amended and restated disclosure of public financing was approved as amended to correct the spelling of Mr. Clarke's name.

**SEVENTH ORDER OF BUSINESS**

**Consideration of SJRWMD Permit Transfers into O&M**

This item tabled to enable staff to document and confirm certain items, to have the pond banks on CM-1 re-inspected and to discuss the maintenance of the fountain in the same pond.

**EIGHTH ORDER OF BUSINESS**

**Update of Repair of Pond Bank – Longleaf Parkway & Reclamation Drive**

Mr. Katsaras stated this is the pond along Longleaf Pine and we had gotten a compliance letter from the water management district. I talked with Bob Porter with D.R. Horton to see if they owned the adjacent land to see if they were going to have any development going forward in the near future and they will. They need to expand the pond as part of their project and he agreed they would correct the matter with their work. I talked to the water management district and said this is what is going to happen with D.R. Horton moving forward and they asked if we could get a letter from D.R. Horton stating such. I worked with Bob in getting the letter and sent that to the water management district and everything is good right now. Bob indicated that they are going to submit plans to the water management district within 90 days and that is what the district is looking for.

**NINTH ORDER OF BUSINESS**

**Review of District Code of Conduct**

Ms. Lovett stated other districts have this and it holds us accountable in how we communicate with each other, with our staff, with residents.

Mr. Clarke asked should we adopt this by resolution?

Mr. Eldred stated I think this was included for purposes of discussion today and we can put it in the form of a resolution if that is what the board would like to do. I don't think that is necessary but it would make it easier to track in the district records but there is no formal requirement for us to do this by resolution.

Ms. Lovett stated it is fairly standard and it is reminding us that we are acting in the public interest and recognizing the stewardship of public interest should be first and foremost of our concerns as a board member. Complying with the law, conduct of supervisors of staff and it is

basic items for how we handle ourselves in the public and encouraging us to remember how to communicate friendly.

Mr. Eldred stated we can bring a resolution to the next meeting formally adopting the policy.

**TENTH ORDER OF BUSINESS                      Consideration of Proposal for AED Machine**

Ms. Eggleston gave an overview of the proposal and the equipment.

On MOTION by Ms. Fore seconded by Mr. Davis with all in favor the purchase of the Zoll AED Pro from Zoll in the amount of \$3,278.79 was approved.

**ELEVENTH ORDER OF BUSINESS                      Discussion of Capital Projects**

Mr. Torres stated in January we determined that we had to conduct a capital improvement workshop and you considered the surveys. We incorporated the engineer and he provided the engineer’s report with a list of certain projects the board wanted to pursue. We had a public hearing, closed on our bond and now we are in the process of drafting a survey if the board wishes to conduct that and we will meet with the architect to provide drawings or renderings based on the priority of the projects and what the board wishes to do. That will turn into an RFP that will be noticed in the newspaper and we would look for some sort of completion based on the projects we choose around March 2020. The timetable can shift based on the size and magnitude of the projects.

Mr. Clarke asked can we bid the project separately or combine some of them? There may be a contractor that doesn’t want to put up fencing but will build a swimming pool.

Mr. Eldred stated it is a good question and one we have grappled with recently because construction has really taken off in the last couple of years. For some of the smaller projects in this context at least, we have seen some limited interest from some contractors. That is something we can evaluate as we move forward but we are not at that stage yet.

Ms. Lovett stated we have a draft of the survey, conceptualizing early thoughts would be to walk through each of the proposed projects and the estimated proposed cost attached to it so people could see what that looks like so that we can start to prioritize those again. Is there anything

to be added to the survey or a different thought perspective or any way you would approach it differently to make sure we get the right projects going?

Ms. Fore stated I just think the ones on the list with the projected cost.

Ms. Andrews stated it is hard to visualize how much space we have left with the fitness building and parking area without seeing something on paper to see what would actually fit in the space.

Ms. Lovett stated I think once we recirculate the survey and get the right projects in the right priority we can make sure we have the right spacing. It is hard to figure out what we have and what we don't.

Ms. Fore stated it should be specified that it is only one acre it is not a lot of room so people really need to put what they want the most.

Ms. Andrews stated I don't really want a huge parking lot because I know the townhomes are going to use it. We need the parking but I would rather it be sized for the facilities.

Mr. Eldred stated to the extent we have any items on the survey that have significant operating and maintenance cost associated with it, it is useful to include that as well so people understand it isn't just the capital investment there is an operating and maintenance cost.

Ms. Andrews stated such as a heated pool.

Mr. Eldred stated it helps people make a decision when they see the ongoing costs.

Ms. Fore asked when do you expect the survey to go out?

Ms. Lovett stated we are looking at January. I want to have it available for three weeks to a month. Ideally, we will get an e-blast from the amenity center and an e-blast from the HOA.

Mr. Eldred stated I wouldn't recommend sending anything out until the new year and then two weeks is probably just as well. You don't want to give too much time where people say they have a while to do that and then it goes out of their mind.

Mr. Torres stated I will send the survey to the board members for their input and I will work with Ms. Lovett.

Mr. Eldred stated we will have the completed survey for the next meeting and have the board sign off on it and we will be able to send it out in the new year.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer – Consideration of Work Authorization No. 27, 2018/2019 General Consulting Engineering Services**

Mr. Katsaras stated you have a work authorization for the next fiscal year for general engineering services. That does not include any capital related engineering work.

On MOTION by Ms. Fore seconded by Mr. Clarke with all in favor work authorization 27 for fiscal year 2019 general engineering services was approved.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager Report**

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

**Consideration of Proposals for Fish Stocking**

Mr. Stephens stated at the last meeting I was asked to get some numbers on mosquito fish and in the agenda is a list of quantities and the associated prices. The price can fluctuate 20% to 30%. These are the prices now, in the spring when everyone wants to stock fish the price may go up. There are three viable options for midges, the mosquito fish being no. 3, larvicide application being no. 2, which is a minimum of two sometimes four or six and that gets expensive, but it breaks the life cycle of the larvae and typically one year won't do it but in three or four years you start to see some consistent control, and the best option would be diffusers. Diffusers artificially raises the oxygen level so the microbial activities increase, it helps break down organic matter, it allows them to use more chemicals because they don't have to worry about killing things too quick and oxygen levels drop and we have fish kills. That is actually cheaper than larvicide. Three years of

applications of larvicide is going to cost more than diffusers would. A diffuser is approximately \$3,200 purchased and installed minus the electrical cost.

Ms. Lovett stated there are two ponds that we get most of the complaints about. Mr. Stephens stated I believe that is 25 and 26.

Ms. Lovett asked would the recommendation be to further stock the ponds with fish and add a diffuser to the worst pond to control the issue.

Mr. Stephens stated his recommendation was if you wanted to do this to certain ponds as a quick knock down then do the diffusers.

Ms. Lovett asked can you get proposals for diffusers?

Ms. Andrews stated I don't want to do what we did last time, we got two diffusers for the last pond and residents were very upset. I don't want the same issue.

Mr. Davis asked what were they upset about?

Ms. Andrews stated it did not take care of the issue and if they had a choice they would have opted for a fountain.

Ms. Fore stated I thought it was all cleared up and looking great.

Mr. Stephens stated they are now the two best ponds in the district.

Ms. Andrews stated the residents are not pleased with them.

Ms. Fore stated if the lake looks better and we don't have bugs then it has done its job.

Mr. Stephens stated a diffuser is not designed to be aesthetic it is designed to be functional and it is definitely functional.

Mr. Eldred stated there is about \$50,000 allotted to diffusers and/or fountains in the project list for the 2018 bonds. You could spend more on them, but you would be taking away from everything else. Cost proposals would be helpful to guide the board moving forward as to whether we use diffusers, fountains and how many ponds we use them in.

Ms. Lovett stated I know this one pond has been an issue all summer long.

Mr. Eldred stated you have the bond funds and if there is a project the board wants to move forward with irrespective of the surveys you can do that. It is an improvement that is included in the engineer's report and bond proceeds can be used to fund it.

Mr. Davis stated I don't want to use that much money to go all in on diffusers when we put it in there for fountains.

Ms. Lovett stated we have one pond that has been a problem. We have addressed the other problem ponds so we have to address this one.

Mr. Torres stated I will put on the next agenda diffusers for pond 25 and 26.

**E. Amenity Center Manager - Report**

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

**THIRTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet as of October 31, 2018 and Statement of Revenues and Expenses for the Period Ending October 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. Davis seconded by Ms. Andrews with all in favor the check register was approved.

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

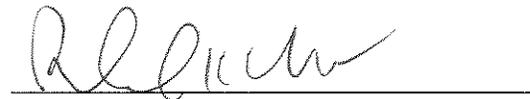
There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – 12/18/18 @ 6:30  
p.m. @ Aberdeen Amenity Center**

Ms. Lovett stated the next meeting is December 18, 2018 at 6:30 p.m. here at the Aberdeen Amenity Center.

On MOTION by Ms. Fore seconded by Mr. Davis with all in favor  
the meeting adjourned at 5:12 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman