

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, August 23, 2016 at 6:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Rhonda Lovett	Chairperson
Angela Andrews	Vice Chairperson
Loyd W. Hogan	Supervisor
Dennis M. Clarke	Supervisor
Hillary (Beth) Fore	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel
Clark Gates	Hopping Green & Sams
Louis Cowling	Riverside Management, Operations
Jackie Krabill	Vesta/Amenity Services Group
Michael Woolrich	Down to Earth of North Florida

The following is a summary of the actions taken at the August 23, 2016 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 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident stated let's start off with the lights, the same thing I asked last time. The lights include people who have to work nights, lifeguards, insurance, maintenance, electric, nobody is talking about people they are talking about lights. What is the cost of that?

Ms. Lovett stated that is on the agenda for discussion.

Mr. Oliver stated staff can put together an anticipated operations and maintenance costs associated with that so you can see what the annual cost will be.

Ms. Lovett stated I think we are still looking for proposals to justify whether or not it is a decision the board would look to approve or not.

Ms. Fore stated because residents have brought it up that they would like to be able to night swim.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

A copy of the affidavit of publication of the public hearing notice was included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the July 26, 2016 Meeting**

Ms. Andrews stated I wasn't at the June meeting and it says I made a motion.

Mr. Oliver stated we will take that out.

On MOTION by Mr. Hogan seconded by Mr. Clarke with all in favor the minutes of the July 26, 2016 meeting were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Public Hearing Adopting the Budget for Fiscal Year 2017**

**A. Consideration of Resolution 2016-06 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2017**

Mr. Oliver stated you have a copy of the approved budget that is being considered today and before we get into the budget I want everyone to realize that you can amend the budget at any time during the fiscal year and once we get into the new fiscal year and we have the final numbers for FY16 you will probably want to consider some budget amendments. That will allow you to move some funds around to other line items and fine-tune the budget. The important thing we want to do today is meet the deadline for adoption of the budget and certify the assessment roll and get them to the tax collector to go on the November 1<sup>st</sup> tax bill.

One thing that I did want to point out that is different than your budget that was approved in May is under the total assessments at the top of page 1 you will see those assessments drop from \$933,000 to \$922,000 and the reason is there are some undeveloped lands in the district for commercial and office use and the developer has changed the development plan for that. He is going to have less commercial and less office space so we won't be assessing for that. If the

development plan turns that land into something else it would first have to be approved by the county then you would fully assess those lands but there is nothing on the docket right now. I just don't know that the prospect for commercial or office has really hit critical mass in the Aberdeen area.

The way we were able to pay for that drop in assessment is to move some money around line items but the most important thing you will see is that you adopted a budget with anticipated costs of \$936,000 and it looks like we are only going to achieve about \$870,000 of costs so you can see we are going to have a significant surplus between what we budgeted and what we actually will spend.

Ms. Lovett asked if it is in the master plan and the developer has approval from the county how does that reduce our budget?

Mr. Oliver stated the budget can be whatever you want it to be we just can't assess them for something that is not in the plan. We know they are not going to build the same amount of office and commercial that they were going to. We were making the effort to keep the assessments the same. Theoretically if you take something out of the assessments you increase other assessments somewhere else and we didn't want to do that we wanted to keep assessments flat. The point I was trying to make is that you are going to have a significant difference between your budgeted expenditures and the actual expenditures of about \$66,000. Then you are going to have another \$16,000 surplus in revenues this year. At the bottom of the third column that is projecting excess revenues of about \$82,000. A little over 30 days from now when the final numbers come in and we get the financials as of September 30<sup>th</sup> we will know what your actual final numbers are, the amount of surplus and the board can make a decision as to what they want to do with those funds, whether you put them in the capital reserve for repairs and replacement or in undesignated reserves. One of the important points about that is if you decide you need to increase any of these line items for whatever reason you have funds to do that. One of the things that comes to mind is the security piece because we are looking at the agreement we have with Envera. The budget you see before you towards the bottom of page 1 you will see we budgeted \$20,000 for FY16, included in this budget is \$13,800 but probably because of the Envera contract as well as whatever level you may use for the off duty deputies that number is likely to change the budgeted amount.

There are no big changes to the budget and the board has the discretion to do budget amendments throughout the year. On subsequent pages are line item descriptions and beginning on page 11 is the debt service for the Series 2005 Bonds and this shows what the costs are for the semi-annual interest payment on November 1<sup>st</sup> and May 1<sup>st</sup> of each year as well as the annual principal payments on May 1<sup>st</sup> of each year. On the back of that is the amortization schedule for those bonds and you can see those bonds mature in November 2036. On the next page are the 2006-1 Bonds, these are the impact fee bonds and they do not generate assessments for the residents, these are paid with impact fees. On page 15 you will see the capital reserve fund and that capital reserve fund shows that a contribution next year of \$99,000 going into capital reserves and it may be more than that if you decide to use some of your surplus to put in the capital reserves.

Before we open the public hearing is there any board discussion or questions?

Mr. Fore asked would the reserve be the same as a reserve for the extra area that we are potentially buying and doing something with?

Mr. Oliver stated it is on your balance sheet, it is not in any of these funds, it is undesignated reserves on the balance sheet.

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

There being no comments or questions from the public,

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

Mr. Eldred stated before you is Resolution 2016-06 and that is the annual appropriation resolution that formally adopts the budget that you just went through. It establishes that the budget was approved by the board and filed with the county 60 days prior to the hearing we just had. It appropriates the funds set forth in the budget. It is in a form that the board has seen year after year. We are not raising assessments so we simply need to go ahead and adopt the budget as we presented it.

On MOTION by Mr. Hogan seconded by Mr. Clarke with all in favor Resolution 2016-06 was approved.

**B. Consideration of Resolution 2016-07 Imposing Special Assessments and Certifying an Assessment Roll for fiscal Year 2017**

Mr. Eldred stated next we have Resolution 2016-07, which is a resolution imposing the assessments that we need to defray the expenditures and to fund the budget. It essentially 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 also imposes the assessment lien that certifies the assessments for collection, both debt and O&M assessments. Again it is in a form that the board has seen before and if there are any questions I will be glad to answer them. Otherwise, I look for a motion approving Resolution 2016-07.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor Resolution 2016-07 was approved.

**SIXTH ORDER OF BUSINESS**

**Mowing of Country Right of Way (Outside CDD Boundaries)**

Mr. Oliver stated as I reported to the board at the last meeting Louis and I met with Greg Caldwell with the county and they expressed interest in working out an agreement between the district, Oxford Estates and Julington Lakes. Those other two entities have not stepped up to the table yet on that. I realize we are getting near the end of the summer and the growth period will not be as quick so we have time to work on that but the idea is for us to designate this is what the district is going to mow and these are the areas outside the district that we will mow. There are two things we are looking at whether the district does that exclusively or whether the district just simply has mowings between their mowings. If they are mowing on four to six week cycles we could mow at two week cycle in-between. There are a couple different things we are working on right now. I did notice when I drove in today I could clearly see where our mowing began.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Pool Deck Lighting for Night Swim**

Mr. Cowling stated the first proposal was by far the best as far as cost. I invited four other bidders that are on the list. We may be able to value engineer the specs to see if we could save some money.

Mr. Clarke asked do you have any idea of what the annual energy cost would be?

Mr. Cowling stated the LEDs are going to be a lot more efficient than our parking lot lights. I would say three fixtures would be the equivalent of one of those lights energy use wise. We are only using them maybe three hours three days a week possibly throughout the year.

Mr. Hogan asked is there any way you can address the additional cost if we go into night swimming?

Mr. Cowling stated the electric component is probably going to be your smallest component the lifeguard and staffing is going to be more.

Mr. Clarke stated there are activity costs and capital costs. We are looking to install capital assets to give us the ability to have activities those are two separate issues. From what you said about the electric I wouldn't expect our electric bill to be more than \$500 a year.

Mr. Cowling stated I can do calculations based on what the use might be if it is five days a week in the summer or three days a week.

Ms. Fore stated but we still need staff as well.

Ms. Lovett stated we need to come up with priorities.

Mr. Clarke stated Jim sent me the capital study and I will review that and come back to the board. The lighting sets the stage if we expand to the zero entry pool and tennis court, all of a sudden we can extend that lighting to those other facilities.

Ms. Lovett stated we will table this for now and put it on the agenda for the next meeting.

**EIGHTH ORDER OF BUSINESS                      Ratification of Security Systems Agreement**

Mr. Eldred stated at the last meeting we approved entering into an agreement with Envera for the provision of certain security services. As a result of that Envera presented us with a contract and my office has gone back and forth with Envera at other districts and this was consistent with the changes we previously incorporated.

On MOTION by Mr. Hogan seconded by Ms. Fore with all in favor the security systems agreement with Envera was ratified.

**NINTH ORDER OF BUSINESS                      Consideration of Assignment of Down to Earth Agreement**

Mr. Gates stated it sounds like Down to Earth has reorganized their operations and within the existing agreement any sort of assignment needs to be consented to by the district and that is what this agreement does. We included provisions to make sure that if there were any issues before this assignment takes place, the new entity they would be responsible as if they were the original entity. One of the provisions is the public records custodian language that came into effect after July 1<sup>st</sup> any agreement entered into or amended needs to include this language.

On MOTION by Mr. Hogan seconded by Ms. Andrews with all in favor the assignment of the Down to Earth agreement to Down to Earth Opco LLC d/b/a Down to Earth was approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred stated at the last meeting there was a question regarding the ability of the district to provide some type of snack bar.

Mr. Clark stated there isn't an exception for a small operation, and you would need to obtain a license from the Department of Business and Professional Regulation. That would mean that they would come in and look at the existing facilities and there are a lot of requirements that I don't know if the district would be able to meet in its current form. I know the district has Food Truck Friday, which is an option for certain times.

Ms. Lovett asked what if there were prepared items that were just sold such as a premade sandwich? Does that fall under that provision?

Mr. Eldred stated you quickly find yourself in a gray area. There is no real exemption and you find yourself getting into the DBPR's rules. Selling food, preparing food you find yourself subject to those requirements. The benefit of having food trucks is that they have their license and the sale and preparation is covered. To have somebody come in and provide food and have it prepackaged, I think we still head towards that licensing requirement.

Mr. Clarke asked could it be outsourced to a concessionaire where we provide the facility and someone would operate it?

Mr. Clark stated if that were the case there would still be facility requirements. There is a requirement for a mechanical large dishwasher or a three sink dishwashing operation. You also have to have a fourth sink to wash your hands and a mop sink. As you get more into it even if it is a small operation there are a lot of requirements. There would be some retrofitting and based on the current layout it would be tough to do.

Mr. Eldred stated the food truck seems to be a simple solution and from what I have heard they seem to be a big attraction. Having them come at key times on Saturdays and Sundays may be a good option.

**B. Engineer**

Mr. Oliver stated I spoke with George Katsaras before the meeting and he said he has turned in the plans for the median improvements to St. Johns County, they have asked for a copy of the irrigation plan and that is where we are.

Mr. Cowling stated they wanted the locations of the reclaimed meters and I gave them that information.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager - Memorandum**

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

**E. Amenity Center Manager - Memorandum**

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

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of July 31, 2016 and Statement of Revenues and Expenses for the Period Ending July 31, 2016**

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. Hogan seconded by Ms. Andrews with all in favor the check register was approved.

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

Ms. Andrews asked when we mow do we edge every time? I have seen where it is pretty long on the sides.

Mr. Cowling stated in all the irrigated areas we edge every time.

Mr. Woolrich stated we were getting a larger gap between the concrete and the grass so we backed off on the edging to get that gap closed a little bit. Where are you seeing the overgrowth?

Ms. Andrews stated along Longleaf.

Ms. Lovett stated they edged it today and there is still a wide gap so I have a gap between the sidewalk and my yard. The weeds in the entrance feature are out of control.

Mr. Woolrich stated we had several different foremen and we thought we had a good guy but that didn't work out and about two weeks ago we made a switch to get a guy back in that does CDDs and I think we are going in the right direction now. We got a lot of those weeds pulled today and there is still some weeding to be done. We are going to get a spray guy out here to spray all the weeds.

Mr. Andrews stated the bridge by the entrance is growing over and onto the sidewalk. I know we are stopping right before the bridge but is there a way we can cut it back.

Mr. Cowling stated some of that was cut back today and some yesterday.

Ms. Lovett stated I was contacted over the weekend by a resident who came up to get access cards because they thought they had to have them to get to the CDD meeting. Then they

were trying to get access to the pool and it didn't work and they can't get their cards. Whoever was on staff told them that they were uncertified to provide access cards. Is that standard that our staff that works weekends and the later hours that they don't do access cards for anybody?

Ms. Krabill stated weekends sometimes if I have a younger high school kid I prefer not to give them access to the information.

Ms. Lovett stated my feeling is we are staffing with people we have hired that we have given a job, they should be able to do access cards.

Ms. Lovett asked did we get anything on the traffic study?

Mr. Oliver stated I didn't get anything back. I did read in the paper that they are starting a traffic calming study on 207 at the golf course community so I guess they were next in line.

A resident asked why not buy that lot and start planning to build something including a weight facility? When you did the study people wanted weight rooms.

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – 09/27/16 @ 4:00 p.m. @ Aberdeen Amenity Center**

Ms. Lovett stated the next meeting is September 27, 2016 at 4:00 p.m.

On MOTION by Mr. Clarke seconded by Ms. Fore with all in favor the meeting adjourned at 7:06 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman