

Minutes of Meeting  
Durbin Crossing  
Community Development District

The regular meeting of the Board of Supervisors of the Durbin Crossing Community Development District was held Monday, May 21, 2018 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, Jacksonville, Florida.

Present and constituting a quorum were:

Peter E. Pollicino	Chairman
Tim Brownlee	Vice Chairman
Jason Harrah	Supervisor

Also present were:

Daniel Laughlin	GMS
Dave deNagy	District Manager
Mike Eckert	District Counsel
Dan Fagen	Vesta/Amenity Services Group
Margaret Alfano	Vesta/Amenity Services Group
Kurt -----	Corner Lot Development
Barton Gray	Engineer for Corner Lot Development
Tom Rowand	R&D Landscaping
Wayne Womack	R&D Landscaping

The following is a summary of the discussions and actions taken at the May 21, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Pledge of Allegiance**

Mr. Laughlin called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

**SECOND ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the roll.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Discussion of Matters Related to U.S. Bank  
Litigation**

Mr. Pollicino stated Dave and I have a tentative call set up with counsel in the next five days and I will have an update for the board at the next meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Ranking Landscape  
Maintenance Proposals**

Mr. Eckert stated you have the score sheet that was in the RFP criteria package. We only have three board members here today and that is enough for you to complete this item if you want to. You have two options, one board member can propose a score sheet to the other members and see if there is a consensus or you can each individually fill out a score sheet, we can tabulate those, get the average for each category and you can talk about whether or not that reflects your scoring that you are comfortable with and then we can take a vote. It is your choice to do either one of those approaches.

Mr. Pollicino asked before we do that can we get input from staff?

Mr. Eckert stated you can get input from staff in terms of the investigations they have done and the things they have looked at, but it really is the board's decision in terms of who the recommended firm is.

Ms. Alfano stated Steve and I did extensive research into all of the bidders' packages, checked all their references, drove to every possible property that we could see in an effort to help us make a determination although that us up to the board. We didn't see anything glaring that would disqualify any of the bidders. They put their best foot forward on many properties and we are looking forward to working with the next vendor.

Mr. Harrah asked can the chairman put forth his findings and if we agree with that we can accept that?

Mr. Eckert stated you can put your score sheets together and see where you end up or you can have somebody propose one and then you have a discussion about whether or not you agree with the scoring of the one the person proposes. The important thing is you need to have a discussion amongst yourselves in terms of coming up with the final ranking.

Mr. Pollicino stated I completed my score sheet and had R&D as no. 1 with 80 points, VerdeGo as no. 2 with 76 points.

Mr. Harrah stated I appreciate everybody's proposal, you can definitely tell some people put more work into the aspects of the proposal than others. We looked at experience and everything in combination to come up with a collective score. Based on my findings I ranked R&D no. 1 and Duval as no. 2 and BrightView as no. 3.

Mr. Brownlee stated I came up with a similar scoring with R&D no. 1, Duvall no. 2.

Mr. Eckert stated you can have some preliminary discussion in terms of how you individually felt but we do need to go through and come up with one score sheet that fills in all the different boxes then you need to discuss whether or not you have any disagreements among those.

The board members read their individual scores for each vendor for each category then took a short recess so they could be tabulated by staff, after which the meeting reconvened.

Mr. Eckert stated we totaled all three score sheets and divided each cell by 3 to come up with the average. It is up to the board to decide whether or not you want this to be your ranking. Based on those averages of the scores, R&D Landscaping was ranked no. 1 with a score of 79.82, Duval was ranked no. 2 with a score of 77.32, BrightView was ranked no. 3 with a score of 76.08, VerdeGo was ranked no. 4 with a score of 71.59 and Greenpoint was ranked no. 5 with a score of 65.12. You need to review the score sheet and discuss any discrepancies you may see.

All board members reviewed and were in agreement with the score sheet.

Mr. Eckert stated the board will need to approve the board's ranking sheet and direct staff to negotiate a contract with the number one ranked contractor and we will need some direction from the board in terms of start date, we had always anticipated this would start at the beginning of our next fiscal year.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the ranking sheet with the collective scores as read into the record was approved and staff was directed to negotiate a contract with the number one ranked contractor with a start date of the beginning of the 2018/2019 fiscal year.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-02  
Approving the Proposed Budget and Setting  
a Public Hearing Date for Adoption**

Mr. Laughlin stated next is consideration of Resolution 2018-02 approving the proposed budget and setting the public hearing date for adoption.

Mr. deNagy stated there is no proposed increase in O&M assessments for fiscal year 2019. The debt service budget is fixed based on the bonds that we refinanced a couple years ago.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor Resolution 2018-02 approving the proposed fiscal year 2019 budget and setting the public hearing for August 27, 2018 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of the 2019 Proposal from Aquatic Systems**

Ms. Alfano stated Leslie of Aquatic Systems is here and their proposal is in the agenda package.

Mr. Eckert stated we have a form of agreement that we will prepare and attach the proposal as an exhibit to the agreement.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor the proposal from Aquatic Systems for fiscal year 2019 in the amount of \$4,244 per month was approved and district counsel was authorized to prepare an agreement and attach the proposal as an exhibit to the agreement.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal from Corner Lot Development Group**

Mr. Eckert stated our issue with these things is trying to figure out how to not get knee deep into attorney's and engineering fees and not be able to recover that because we don't budget for that each year. Each one that comes up we have to make sure that we are recouping our costs if we go down this road. Peter is very familiar with this issue, the proposal in the agenda package is what Corner Lot sent to us and has a couple things we need to work through such as the \$10,000 is fully refundable if you don't take title. We will negotiate a contract with you at a cost of \$2,500 dealing with all the negotiations and then you can walk away and get your \$10,000 back and the district is left holding the bag for that \$2,500. We have to figure out a way to avoid that from happening. I know the board has questions about what is going over there in terms of development and I don't know that we have gotten clarity on yet. I think if we sat down with you in a room for 20 or 30 minutes we could come up with something that would work.

Mr. Gray presented a sketch and stated this is still preliminary but we are looking at out parcels and the land use is not set up for commercial and that is the process we are in right now with the county. We are looking to have an access drive through the parcel that the district owns. Corner Lot currently has this parcel under contract and there is a tract owned by St. Johns County and that is the old Russell Sampson Road right of way. The CDD owns a sliver of land between the St. Johns County right of way tract and St. Johns Parkway right of way. We would do a right of way dedication and that sliver of land would go to St. Johns County so in the event they wanted to install a second right turn lane they would have the flexibility to do so.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor the chairman and district counsel were authorized to finalize an agreement with Corner Lot Development for the purchase of the piece of property at a cost of \$50,000 with a portion of it being non-refundable and paid upon execution of the document.

**NINTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of Minutes of the April 23, 2018 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Impact Fee Summery Report**
- E. Check Register**

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the consent agenda items were approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. deNagy stated you should have in front of you a copy of a request from a resident at 400 Buckhead Court, Mr. Stephen Moore, in regard to a fence he is installing on the property. There is a drawing showing two lines of fence number 1 and 2 and the one that impacts the district is no. 2 it would abut a brick wall that we have. We own the property underneath the brick wall. If the board wants to allow that then we would want to have Mike draft an easement agreement.

Mr. Eckert stated they are actually proposing to build a fence on our property to connect to the wall. There is an area we own on the inside of the wall that allows us to maintain it. We would have to allow them permission to tie into the wall and have some sort of easement agreement over a portion of their lot for us to be able to go in and maintain our wall if we ever wanted to do that. It is doable, but I would want something recorded so a subsequent purchaser also has to let us on the property. It was noted the resident would not be allowed to affix the fence to the wall.

On MOTION by Mr. Harrah seconded Pollicino with all in favor installation of the fence at 400 Buckhead Court was approved subject to district counsel preparing a reciprocal easement agreement and the chairman was authorized to execute the final document.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager – Report on Number of Registered Voters (4,139)**

Mr. Laughlin stated in your agenda package is a letter from the supervisor of elections indicating that there are 4,139 registered voters residing within the district.

Three seats will be up for election in November, seats 1, 3, and 5 and if anyone is interested you can go on the St. Johns County supervisor of elections website and the qualifying period is noon June 18 through noon June 22.

**D. General Manager - Report**

Ms. Alfano stated the tennis court resurfacing is complete. In regard to the fence repairs mentioned last month, we had trouble finding a fence vendor that could accomplish all our goals, we have a bid for both tennis court repairs but some tweaking of the main gates as well as the kiddie pool here and we would like to get those repairs done. Even though the board extended the amount for the resurfacing I want to run those numbers by you and have your approval. In the reserve study for the resurfacing of the south tennis courts and north and south basketball courts was a total of \$36,031 and we were able to accomplish all that for \$28,050 leaving a difference of \$7,981. Our fencing repair estimate came in at \$8,500 so we are a little over what

is in the reserve and fencing is not earmarked in the reserve study until 2029. We are seeking approval to spend that money out of the reserves.

The board was in agreement to have the fence repairs done.

**E. Operations Manager - Report**

Ms. Alfano gave an overview of the field operation manager's report, copy of which is attached hereto and made a part hereof.

**ELEVENTH ORDER OF BUSINESS      Other Business**

Mr. Eckert stated we have a maintenance agreement for that strip of land that Corner Lot Development is interested in. If you want to terminate that agreement we need to give 30 days notice.

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor staff was authorized to send a notice of termination of maintenance for the sliver of land being considered for sale to Corner Lot Development.

**TWELFTH ORDER OF BUSINESS      Supervisor's Requests and Audience Comments**

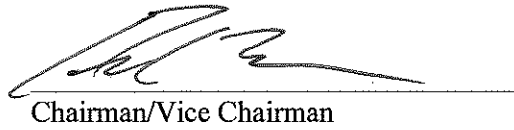
There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – June 25, 2018 @ 6:00 p.m. at the Durbin South Amenity Center**

Mr. Laughlin stated the next meeting is scheduled for June 25, 2018 at 6:00 p.m. in the same location.

On MOTION by Mr. Brownlee seconded by Mr. Harrah with all in favor the meeting adjourned at 7:15 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman