

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, April 22, 2019 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
Sarah Gabel Hall	Supervisor
Jason Harrah	Supervisor
Debbie Driscoll	Supervisor

Also present were:

Daniel Laughlin	District Manager
Dave deNagy	GMS
Mike Eckert	District Counsel
Stephen Howell	Vesta
Dan Fagen	Vesta
Margaret Alfano	Vesta
Danielle DeMarco	Vesta

The following is a summary of the discussions and actions taken at the April 22, 2019 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 6:01 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

Approval of Consent Agenda

- A. Approval of Minutes of the March 25, 2019 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

FIFTH ORDER OF BUSINESS

Consideration of Proposed Fee Increase for Hopping Green & Sams

Mr. Eckert stated I provided the board a letter that outlined a little bit of the history in terms of our fee agreement with the district. We have hourly rate work that we do and we have a monthly retainer. The monthly retainer has been the same amount since 2004 and we are asking the board to consider an increase of \$100 to that retainer. In terms of hourly rates the last time those were adjusted was in 2015 and we are proposing effective October 1, 2019 that our rates be adjusted as follows: my rate would be adjusted from \$290 to \$315, Michelle Rigoni, the associate who does most of the work on this district is proposed to stay the same at \$245 with no increase and the paralegal rate is proposed to increase from \$125 to \$135. I wanted to make sure you had this in plenty of time for your budget; I'm not sure it is going to make a huge difference in your budget, but I would hate to do this after the budget.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the proposed fee increase for Hopping Green & Sams was approved.

SIXTH ORDER OF BUSINESS

Consideration of ETM Work Authorization No. 39 for Preparation of a Public Facilities Report

Mr. Laughlin stated this work authorization is to prepare a public facilities report that is required by the state to be done every seven years. It lists all of the assets of the district and if there were any planned expansion they would know what to expect.

Mr. Eckert stated it is a requirement that we do it every seven years. I will tell you that my experience is that it goes into a file drawer in the county but it is something that you are required to do. The intent was to coordinate big projects so if we are putting in a new irrigation line and the county wants to upsize it and pay us to do that they would be on notice but most of that coordination is sparked when you go in for permitting and that is when people pick it up; it is not from finding this report.

Mr. Harrah asked once it is complete, who gets a copy, just the county?

Mr. Eckert stated just the county.

Mr. Harrah asked can we put a copy on our website?

Mr. Eckert stated you can put a copy on the website but when we get back to the ADA issues we have been dealing with, be careful what you put on your website or at least make sure it is compatible.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor ETM work authorization no. 39 for preparation of public facilities report was approved.

SEVENTH ORDER OF BUSINESS

Discussion of the FY 2020 Budget

Mr. Laughlin stated in May we have to approve a budget. I printed out the most recent financials and it is up to you if you want to discuss it today.

Mr. Harrah asked what is our schedule?

Mr. Eckert stated you are going to see it in May and that typically sets the high water mark, however, if you are not going to have your budget hearing until August the timing may work out so that you have between May and June to figure out if you are going to make any raises and that still gives you time to notice. You will approve it in May to meet the requirement of getting to the county by June 15th but you will have time between your May and June meeting that if you want to raise the budget amounts you will be able to do that.

Mr. Harrah asked there are no CDD fee increases, right?

Mr. Laughlin stated it has been about six years, there are a couple things coming up; Vesta has some things kicking in so in their contract this year there is an increase. The water reuse you might need to have an increase on. Eventually, we are going to need an increase. We can try to go this year with balancing the line items.

Mr. Pollicino stated I think what we are looking at is we do have an overfunded capital reserve and therefore excess funds. Do we know the actual capital reserve fund balance that it should be and how much we have today with the overages to see if that could be offset? I don't want to raise fees and have a significantly over funded capital reserve because it creates the impression that we just sock the money away.

Mr. Eckert stated what might make sense is when he brings the budget to you, to also bring the analysis of the capital reserve.

Mr. Harrah asked are we going to include any capital improvements in this budget? We were talking about heating the pool.

Mr. Pollicino stated we have to look at that.

Ms. Alfano stated Daniel and I had a preliminary meeting and went over everything. The \$200,000 that we used for the parking lot is a capital improvement and you left in the budget to use those funds for the geothermal conversion and we took a hard look line item by line item and we came up with about \$120,000 of increases from all of the line items. We looked at the capital reserve, our contribution in this fiscal year coming up will be \$183,000, right now we should have about \$680,000 and we are just about over \$1 million. My recommendation is that we don't contribute the \$183,000 this year to the capital reserves and we can keep the resident fees the same and we will still have money to make all our dreams come true. You can't do that forever but there is money there now and that would be feasible.

Mr. Harrah stated we can do this but if the water and other things are going up we are just kicking the can down the road.

Ms. Hall stated plus if there is a hurricane getting money back from insurance takes a long time too so you need to have a slush fund in case that happens.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated as you are aware the District was fortunate enough to pay off the 2006-1 Bonds and if you will recall those were the bonds secured by assessments on undeveloped land as well as the impact fee money that a landowner would pay to the district in order to get an impact fee voucher to take to the county. We would get that money and transmit it to the trustee who would pay the bondholders but now that the bonds are paid off we do still have some impact

fee voucher revenue coming in. It is not technically impact fees, it is the amount the landowner is paying to us to get their voucher so they can go to the county. The District received about \$5,000 from the trustee when we closed out the 2006-1 trust estate and will have some additional revenue coming in and at this point in time it is my recommendation that you direct staff that any additional revenue that comes in from people coming in to get impact fee vouchers that, that be put in the same account where we put the \$5,000 that we got from the trustee and if any of the board members want to revisit that at a later date we can do that. That money will trickle in over the next couple of years.

Mr. Harrah asked do you need a motion for that?

Mr. Eckert stated no, I think staff is going to do that as the money comes in.

Mr. Harrah asked are there any other developer agreements that are outstanding?

Mr. Eckert stated there are other agreements that are outstanding but nothing in terms of a workout or anything like that. The last one was a forbearance agreement that the bondholder entered into with the D.R. Horton piece up there but that has run its course or will soon. Certainly nothing outstanding to the detriment of the district, they have worked out pretty good for the district.

B. District Engineer

There being none, the next item followed.

C. District Manager

There being none, the next item followed.

D. General Manager - Report

Ms. Alfano reviewed the general manager's report, a copy of which was included in the agenda package.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the not to exceed amount of \$200,000 for the north parking lot expansion and playground program was increased to an amount not to exceed \$220,000.

E. Operations Manager - Report

Mr. Howell gave an overview of the field operation manager's report, a copy of which was included in the agenda package.

On MOTION by Mr. Harrah seconded by Ms. Driscoll with all in favor the purchase of additional storage shed in an amount not to exceed \$7,900 was approved.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Ms. Hall asked can we look into getting an alternative other than the access cards that we can carry around, such as a key FOB or wristband?

Ms. Alfano stated I'm working on that.

Ms. Driscoll stated the streetlights are starting to look dull. Is there anything we can do to about that? They are coated with a vinyl wrap.

Ms. Alfano stated we can't do anything to them because it is not our property, but we can reach out to JEA and ask them about that.

Mr. Rucker stated thank you for the shades at the playground.

Mr. Ostrout stated the quick set-up for volleyball was great. It brought people together and competing.

Ms. Hall stated my son is a returning member to the swim team so luckily he was able to join before the wait list went out. I did notice during the family sign-up for people who were already on the swim team the 7 and 8 year old age group maxed out before they could even let in anyone who had not been on the swim team. There are a lot of kids out there trying to get on the swim team but can't because there is no space. I think for next year we need to look into programming of the pool to allow those people to get in. It is a tragedy when you can't get into your own swim team in your own neighborhood. I think the swim team is a benefit and you are putting 10 kids in a lane and I think we need to look into the fact that we are turning kids away that aren't getting a chance to be on it and look at opening up hours in the future to let them on.

Mr. Harrah stated I don't disagree, but she needs to bring it to us. If she is over capacity and needs additional time she needs to present it to us.

April 22, 2019

Durbin Crossing CDD

Ms. Alfano stated we have had a lot of discussion about the swim team hours and the swim team board has no interest in expanding their swim team out of the current season they are in.

Ms. Hall stated I think it would be easy to bring in another venue like Loggerheads, there are so many kids in the Loggerheads they might want to have another section. Somebody else might want to offer off-season swimming.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 20, 2019 @
6:00 p.m. at the Durbin South Amenity
Center**

Mr. Laughlin stated the next scheduled meeting is May 20, 2019 at 6:00 p.m. in the same location.

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor the meeting adjourned at 7:10 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman