

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 20, 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
Michelle Rigoni	District Counsel
Stephen Howell	Vesta/Amenity Services Group
Margaret Alfano	Vesta/Amenity Services Group
Danelle DeMarco	Vesta/Amenity Services Group
Benjamin Bright	St. Johns County
Mike Wooldridge	R&D Landscaping
Buddy Tate	R&D Landscaping

The following is a summary of the discussions and actions taken at the May 20, 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 6:00 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**

**Guest Speakers**

**A. St. Johns County Public Works – Road Conditions**

Mr. Bright stated Steve contacted me and the primary question was about the signalization of the intersection at Durbin and Longleaf. The county traffic engineer said that the preliminary signal study results indicate a positive result for signalization of the intersection. They are working on identifying the funding, the estimated cost of a signal at that location is between \$600,000 and \$700,000 for design and construction. It is a significant amount of money, but they are hoping to get funding in the next budget year, meaning Fiscal Year 2021. Our new budget year starts in October and if it is funded it would be late 2020 or spring of 2021 for construction to be completed. They expect the final results to be in mid-June and if you want those I can get them to you.

Mr. Pollicino asked for those types of things what is the priority in funding? Are lights at the top of the budget or is that something that gets funded with money left over?

Mr. Bright stated it is not necessarily the top and not necessarily the bottom. Preservation is the number one category for capital improvement projects. When you reach about the \$100,000 threshold is when it becomes a capital improvement project. The county's focus is to maintain the infrastructure that we have because there is a steep curve for maintenance costs if you don't catch it in time and they want to do that first. Then it goes on to improvement projects such as the signalization.

Mr. Harrah asked the report will all come together at the end of June saying yes it is recommended in this location subject to appropriation that a traffic signal is warranted?

Mr. Bright stated yes.

Mr. Harrah asked once that is complete then it has to be introduced into the budget and when do you prepare the budget? Is it July or August?

Mr. Bright stated no, we are presenting our budgets this week to the board so it won't be up for this year's budget it will be for next year's budget. The budget process usually starts after the first of the year.

Mr. Harrah stated then it would be in the fiscal year 2021 budget at the earliest and if it is approved in the 2021 budget then realistically 2022 or 2023 before it is constructed.

Mr. Bright stated right. I will have to clarify because we have already done budgets for next year and I will double check.

Mr. Harrah stated send an email saying here is what you asked for and based on budget cycles this is when we think it will be put in the budget and when it could potentially be approved. We want to track when it is being introduced in front of the commissioners so we can draft a letter for Commissioner Johns saying we have been told this is for budget numbers and cycle, however we urge you due to the growth of the area, with new communities coming online, more construction trucks going up and down the road and we want this to be expedited if possible.

### **Condition of Roadways**

Mr. Bright stated the next question was regarding the condition of the roadways. Steve shared that you are seeing some of the aggregate from the roadways eroding from the roads that ends up in the gutters and down the drains and things like that. According to our pavement management section there isn't any work plan at this time. Obviously, Durbin is a big area so if you have specific road you would like them to go out and take another look at, they can. They use a process called a pavement condition index to determine and rank county roads. It is a survey that produces the index and they do that every year and each road is scored in an objective way. Typically, crack, rut and ride so certain failure modes affect the PCI more than others and unfortunately raveling, which is what you are seeing with loose aggregate has a lesser effect on the PCI than some of the other things such as potholes.

Mr. Harrah asked what is the right order? Should we email or write a letter? North Durbin Parkway and potentially South Durbin Parkway to the intersection. Let's start with baby steps and if we can get those recoated. They appear to be the oldest roads right now.

Mr. Bright stated we see that pretty regularly because three times a week you have a trash truck going through there.

Ms. Driscoll started it is also the construction traffic. In layman's terms can you explain to me the PCI index and some of the things that do affect it? You told me that obviously

potholes and some uneven roads. Safety striping in the roads is that a higher level, lower level, where does that fit in?

Mr. Bright responded striping is totally separate from pavement conditions. The paving condition index only reflects the structural quality of the road not the safety or any other features. It provides the county a way to prioritize the roads to make the best investment. We want to address the roads that have the worst condition, the sooner we can get to those the cheaper it is. The typical asphalt pavement is a system that works together and the asphalt you see provides some of the strength of the roadway but it is primarily there as a wearing surface and to protect the underlying layer of lime rock. The lime rock is what provides most of the strength to a road and once the asphalt no longer provides that protective surface to the lime rock that is when you get severe degradation of the road. The PCI was developed to provide a condition of the asphalt based on that criteria. When the actual asphalt starts to crack there are potholes and things like that water gets down into the lime rock and that is what destroys a road. Water is one of the worse things you can have on a road.

Mr. Brownlee asked is your department responsible for repainting the centerlines and the crosswalks that are faded. Stop signs are so faded you can't read them.

Mr. Bright stated public works is responsible for that. The signs, striping and signals come out of traffic and transportation division, which is separate from road and bridge but they do have some work planned on North Durbin to do some restriping and while in the area they will address some of the safety features, the crosswalks, the stop bars and things like that.

Mr. Harrah stated we will send a letter to the public works director and say these are our main questions, striping is a concern and the paving of potentially of North Durbin and South Durbin Parkways and rumble strips. We will put it all in a letter and get an official response back from the county on each one of those. Who would like to draft that letter?

Ms. Rigoni stated our office will draft that and if the board would like I can work with you directly to address the different concerns.

#### **B. Update From R&D**

Mr. Wooldridge stated at the last meeting we discussed Bermuda Grass, which we do about every year depending and over the years I have seen the Bermuda we learned a lot as far as when it greens, how it greens, and at the last we did not have a continuous temperature base.

Since then I have been keeping close tabs with the technicians, with the site super, having them come out and spray. The first go around it was two to three weeks and I wasn't seeing any improvements, still see a lot of bare spots. A couple weeks ago I came in on a Monday it had been mowed on Thursday or Friday prior, and made a request to have the site super Mike to come out and schedule Thursday and looked at the grass conditions, weed conditions and I asked him the reason behind why it is where it is and what the plan is going forward. That is where it is at and that is why I asked Buddy to be here.

Mr. Tate stated we maintain about 500 properties in and around Jacksonville. The state in Durbin right now is not surprising. It is fairly common with a lot of properties we manage. Weather conditions this year have not been conducive to an early green. We have warm temperatures early, germination from the weeds started a little bit earlier, we didn't get pre-emerge down quite in time, we did get pre-emerge down. Anything that is coming up is being sprayed and gone and management will allow me anything replacing it since the pre-emerge is coming up. We have got a granular and liquid fertilizer to make the Bermuda Grass pop. We have iron going in with it and it will also help with the green. I really expect in the next two to three weeks to see a significant greening up and growth.

Ms. Driscoll stated Steve mentioned bare areas that have been that way for multiple years. We highlighted them several times, we brought them to the attention of R&D, we have been pretty open with you on these areas. Does Bermuda Grass come back after an area is bare?

Mr. Tate stated it will; it depends on if there are any sprigs left and when it starts actively growing we continue to fertilize those areas, specifically and we can nurse them back. If it is a much larger area and it is completely bare it would probably be better to re-sod the area. Prior to doing that we need to see if there is an underlying issue.

Ms. Driscoll asked how much more time do you need to rectify this situation? We know we have had the same problem in the same areas year after year. You are the experts, we hired you and the residents are expecting some turn around and we are back where we were.

Mr. Tate stated turf is my specialty and I haven't been here a year yet to see the growing season. I have been going around taking soil samples, see areas that have not come back and you sod them year after year to figure out what we need to do to keep that from happening again. We will go in and do some sampling and find out what the problem is and make the adjustments.

Mr. Harrah stated we clearly have areas that are dirt, there is no grass, there are no seedlings, no hay looking stuff it is dirt and there are big piles of dirt. I imagine it is not going to grow back so what are the means and methods in our contract to replace or repair dead areas that are dirt? What is your recovery plan for those areas?

Mr. Tate stated the only thing we would be able to do is re-sod it, but we need to find the cause of the deterioration. We may find this is an area where kids board the school bus everyday then it is due to foot traffic and compaction.

Mr. Harrah stated the areas that are dirt on North Durbin Parkway you have to test to determine the cause of the dirt piles. What is the projected timeline to complete that testing?

Mr. Tate responded we can take soil samples this week. In the meantime we are going to continue with the fertilizer program.

Mr. Harrah stated by mid-June 2019 you will be able to tell Steve we have our test back you have a fungus, we will re-sod but you have to pay us.

Mr. Tate stated if it comes back and there is no underlying issue we will completely re-sod at our cost.

Mr. Harrah stated we have tested that many times and it was sod worms or chinch bugs. We will get a remedial plan in June and will address the issue in July. There are a lot of weeds and trash in the bushes you should have a staff meeting to make sure they know what the job is.

**FIFTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of Minutes of the April 22, 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 Ms. Hall with all in favor the consent agenda items were approved to include amendments to the minutes.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-03  
Approving the Proposed Budget for Fiscal  
Year 2020 and Setting a Public Hearing Date  
for Adoption**

Mr. Laughlin stated staff had a meeting to talk about the budget and we are trying to not have an increase. We have an extremely healthy reserve, there is a large amount that would have gone in this year and where there are line item changes we took it from that.

Mr. Pollicino stated that is my recommendation for this year and if we need to we will address it next year.

Ms. Hall asked can you separate pressure washing and fitness equipment maintenance because that has gone up 41.7%. Did we change fitness maintenance companies?

Ms. Alfano stated no, what you see there is related to pressure washing not fitness.

Mr. Laughlin stated there are some big pressure washing jobs planned that is the reason for the increase.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor Resolution 2019-03 approving the proposed budget and setting a public hearing for August 26, 2019 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Harrah stated I'm so tired of hearing about R&D so when I say give them a 60 day notice we have terms and conditions within our contract and I am at the point where do we want to verbally put them on notice and we want to have a meeting in 60 days or do we want to send a letter that is basically a cure notice. Do you think we are there yet or do we wait? You can't do anything with grass in 30 days but you can make a huge difference in 60 and I think that is a fair number.

Ms. Rigoni stated it is ultimately up to the board. My concern is because we are in the budget season, we should plan for RFPs now, if we need to go out for landscaping bids to replace the landscapers.

Mr. Pollicino stated let's hold off and give them the opportunity to remedy and we will address it then. An RFP in the middle of the summer is not a good idea.

Mr. Harrah stated I agree and I'm not saying that, but we ask that you review the terms and conditions of your contract, you have areas that we don't feel are meeting the terms and conditions of the contract, in 60 days we want a remedial action plan, how you plan to address this. I don't want a termination letter I want to make sure it is 60 days not 30 days. Just put

something on the record it is not a termination we are putting them on notice we see an issue we want you to address. Address the letter to him with a copy to the head of the company.

Ms. Rigoni stated we can draft a letter to put them on notice of the cure period. Under the terms of the agreement we can terminate immediately for cause with notice.

**B. District Engineer**

Ms. Alfano stated George came out to do an inspection of the parking lot and came up with a punch list, the vendor was very agreeable and came back to take care of everything and we are just waiting for George to do his final inspection and that will be sometime this week depending on his schedule.

**C. District Manager – Report on Number of Registered Voters – 4,396**

A copy of the letter from the supervisor of elections indicating there are 4,396 registered voters residing in the district was included in the agenda package.

Mr. Laughlin stated I was asked to look at the construction cost of the parking lot and we are right on where the motion was, \$96,869.40 for north and south was \$132,989.10, which includes the change order for the curbing of \$2,500. There was also \$6,000 for the dumpster relocation and the sealing that we are still waiting to pay is \$7,840 to seal the parking lot.

**D. General Manager - Report**

Ms. Alfano reviewed her report, copy of which was included in the agenda package and stated the patio area has 3 picnic tables that are starting to fail and we found some things to run by you for possible investment for this swim season. We moved the table and chairs under the covered area and we found five round tables with four chairs and three high top tables with two chairs. It doesn't match exactly what we have but we found the color combination, the chairs are stackable, have a five-year warranty and the tables are well constructed.

Ms. Hall stated I think the low tables should be squares so you can push them together for birthday parties.

Ms. Alfano stated you can but you would lose seating, the round tables being lower you can get six chairs around it. We would like a number not to exceed \$9,500.

Mr. Pollicino asked can you get one more season out of the picnic table or are they shot?



Ms. Alfano stated they are not shot, they are showing rust and we may be able to sand that down and paint the underside.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor staff was authorized to purchase five round tables with four chairs each and eight additional chairs, three high top tables and six barstools in an amount not to exceed \$9,500.

**E. Operations Manager - Report**

Mr. Howell reviewed the field operation manager's report, copy of which was included in the agenda package.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Brownlee asked are we still having problems with residents dumping their yard waste in the doggie stations by the Sanctuary? I noticed a couple were overflowing.

Mr. Howell stated we avoid it for a little while and move it to a new location based on a resident who came in, they were okay for a little bit but whoever it was started doing it to the one at the far end of the road. We put signs up that said please stop or we will remove it. It is overflowing and now that has become a trend we are seeing that in different locations. We have signs, we are doing the communication.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – June 24, 2019 @ 6:00 p.m. at the Durbin South Amenity Center**

Mr. Laughlin stated the next meeting is June 24, 2019 at 6:00 p.m. at the same location.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor the meeting adjourned at 7:14 p.m.

May 20, 2019

Durbin Crossing CDD



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Secretary/Assistant Secretary



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Chairman/Vice Chairman