

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, November 18, 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 by telephone
Stephen Howell	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Margaret Alfano	Vesta/Amenity Services Group
Todd Myhill	Vesta/Amenity Services Group
Kathy Sargent	Vesta/Amenity Services Group

The following is a summary of the minutes and actions taken at the November 18, 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

Approval of Consent Agenda

- A. Approval of Minutes of the October 28, 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. Driscoll with all in favor the consent agenda items were approved.

Durbin App

Ms. Alfano stated we do have updates to the app that we would like to share with you and Kathy has been working very hard on incorporating some of the feedback we received from the board as well as further ideas we came up with in the meantime.

Ms. Alfano outlined the changes to the app and demonstrated the different functions.

Ms. Hall joined the meeting during this discussion.

Ms. Alfano stated counsel has written a proposal and this will be an addendum to the Vesta contract on a monthly basis and if we were to part ways you would only pay for the months that you used opposed to the \$3,175 and \$2,500 lump sums. There is a buyout should we officially part ways and \$5,000 would be the price that will be included in the addendum and that would include instructions, passwords, directions, everything that Durbin would need for that app.

Mr. Eckert stated we have the addendum and Margaret described the terms appropriately. If the board wants to authorize the addendum based on those terms and give the chairman the authority to sign it, we can get that buttoned up.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor the addendum to the contract with Vesta was approved and the chair was authorized to execute the addendum.

FIFTH ORDER OF BUSINESS

Consideration of Landscape Proposals

Mr. Howell stated the five proposers are the top groups in the St. Johns area. We have gone through the bid packages and there was a huge variance in prices and we looked at how that related to manpower, seasonality, staff, crews.

Mr. Howell gave an overview of each proposal, staffing, pricing, references, understanding scope of work, etc.

Mr. Eckert stated all the proposals are above what is budgeted and if you want to reject all the proposals because they were too high or in the district's best interest to do so because they are above the budget you adopted you could do that.

Presentations were made by Down to Earth, Tree Amigos, Trimac and VerdeGo and each gave an overview of their proposal that included staffing, proper equipment, fertilization and irrigation.

The board discussed each proposal, the staffing level, price and then scored each bidder on each criteria as follows:

Personnel: Down to Earth 25 points, Tree Amigos 26, Trimac 29, VerdeGo 29, Yellowstone 25.

Proposer's Experience: Down to Earth 29 points, Tree Amigos 30, Trimac 27, VerdeGo 33, Yellowstone 25.

Understanding scope: Down to Earth 5, Tree Amigos 10, Trimac 14, VerdeGo 15, Yellowstone 9.

Price: Down to Earth 4, Tree Amigos 1, Trimac 5, VerdeGo 3, Yellowstone 2.

Unit prices: Down to Earth 13, Tree Amigos 15, Trimac 9, VerdeGo 11, Yellowstone 7.

Totals: Down to Earth 76, Tree Amigos 82, Trimac 84, VerdeGo 91 and Yellowstone 68.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the score sheet was approved as the official ranking and district staff was authorized to issue a notice of intent to award and to negotiate a contract with the number one ranked proposer.

Mr. Eckert stated I need a motion to direct staff to provide a 30-day notice of termination, which would allow for a start date of the new company of January 1 with the understanding that staff won't issue that notice of termination until we are substantially along in the negotiations with the new company or we have an agreement with the new company.

On MOTION by Mr. Pollicino seconded by Ms. Driscoll with all in favor staff was authorized to issue the 30-day termination notice for the current landscape provider.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor staff was authorized to negotiate a contract with VerdeGo with an anticipated start date of January 1 and the chair was authorized to execute the final agreement.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Down to Earth

B. District Counsel

Mr. Eckert stated on the demand letters for irrigation repairs, several entities we reached out to have asked for more time to consider and gather more documentation and in the interest of allowing them to respond we held off on sending a second set of demand letters. We have those drafted and ready to go by the end of the month if we need to. Before any litigation is filed, I will consult with the board if we don't get a response to the second demand letters.

The reciprocal easement that you authorized at the last meeting, we drafted that then the homeowners prior to their installation date said they were unable to get HOA approval for the proposed plan that would go in the district's land, therefore, they chose to do an alternate fence that is installed only on their private property. That document we prepared was not used. We need to keep that in mind going forward when we get these types of requests and the board can make a policy decision whether or not they want to require some sort of a deposit before any work gets done.

I think Daniel received today a request by Mattamy Homes to convey a very small parcel of property, .02 acres, it looks like a leftover piece of property they have and don't want to own in the future. It is adjacent to some CDD land and we will be looking into that. Just looking at it from an aerial it seems to make sense for us to own that, however, you don't want to take a piece of property without at least having your engineer look at it to make sure there is no obvious signs of contamination or anything like that.

Mr. Laughlin stated I do have that map with me today.

C. District Engineer

There being none, the next item followed.

D. District Manager

There being none, the next item followed.

E. General Manager - Report

Ms. Alfano stated the paint is peeling from both the north and south entrance gates, Steve has located a vendor that will remove our gates, take them to their facility, sandblast them, re-powder coat them and bring them back and they should be good to go. In the meantime, we are going to paint them to get us through the holidays and this would be a January project. We would need to secure the front gates; they won't be done at the same time, but we will have them secured at night for safety. We won't have to have staff here overnight.

As you know the busiest time of the gym is the first six weeks of a new year and I would like to get the gym painted before that so we are looking good at the very beginning of December and we will be shut down for two days. We have some drywall damage in areas that need to be repaired and then we would repaint. It is a heads up and permission to close the gym for two days, the beginning of December would be our goal. The green is a little dated and I will work with a board member to choose a color.

F. 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.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting – December 16, 2019
@ 6:00 p.m. at the Durbin South Amenity Center**

November 18, 2019

Durbin Crossing CDD

Mr. Brownlee stated we can cancel the meeting, but someone should meet with VerdeGo to talk about the transition.

Mr. Pollicino stated Steve can do it and I will follow-up with him.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the December 16, 2019 meeting was canceled.

On MOTION by Ms. Driscoll seconded by Mr. Harrah with all in favor the meeting adjourned at 8:14 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman