

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 27, 2020 at 6:00 p.m. using Zoom media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

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
Mike Eckert	District Counsel
George Katsaras	District Engineer
Stephen Howell	Vesta/Amenity Services Group
Jay King	Vesta/Amenity Services Group
Danelle DeMarco	Vesta/Amenity Services Group
Todd Myhill	Vesta/Amenity Services Group

The following is a summary of the discussions and actions taken at the April 27, 2020 meeting. An audio 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 February 24, 2020 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 an amendment to the minutes and invoices excluding those on pages 91-93 that will be backed out.

FIFTH ORDER OF BUSINESS

Acceptance of the Minutes of the February 24, 2020 Audit Committee Meeting

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor the minutes of the February 24, 2020 audit committee meeting were accepted as amended.

SIXTH ORDER OF BUSINESS

Discussion of Status of District Operations in Light of COVID-19

Mr. Eckert stated we have been working with Vesta and monitoring St. Johns County as well as the State of Florida and what aspects they are going to allow for opening moving forward. From a liability standpoint we are not going to recommend that you open up if there is a state order or county order that says you shouldn't do so. We will also look at the county and how they are operating their facilities for guidance but right now Jennifer Kilinski from my firm is working hand in hand with Vesta to make sure that when we do open that we do so safely and consistent with the guidance and orders from the county as well as the state.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-04 Adopting an Internal Controls Policy

Mr. Eckert stated the new law that went into effect requires the district to adopt policies in writing to prevent fraud, waste and abuse. We worked with district management companies as well as the four or five auditing firms that do audits for CDDs throughout the state to come up with

these guidelines. They comply with the statute and when the auditor reviews the district’s policies, they will find that they are consistent with what the statute required. A lot of these are being followed by your district manager, they just aren’t set forth in a written policy by the district.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor Resolution 2020-04 was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Amenity Suspension

- A. Minor #1
- B. Minor #2
- C. Minor #3
- D. Minor #4
- E. Minor #5

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the suspensions were continued to the next meeting and consideration of the suspensions will be placed on the May meeting agenda.

NINTH ORDER OF BUSINESS

Staff Reports

A. Landscape Maintenance Report

There being none, the next item followed.

B. District Counsel

Mr. Eckert stated you authorized two releases of easement; those have been executed by the chairman and signed off on by the district engineer and staff. You may see those for ratification at the next meeting, but it is consistent with what you approved at the last meeting.

I’m not sure when the last I was in front of you in terms of a legislative update and I wanted to let you know one bill that passed that you will be happy about and that is if it is signed by the governor you would not have to include meeting materials on your website anymore, which could result in a cost savings for the district. You also wouldn’t have to post your audit; you could instead post a link to your audit that is already on the state’s website. Also, you would not have

to post your public facilities report, which a lot of times have diagrams and things like that, that are expensive to convert.

The other part of that bill is basically some protection for special district board members. Amendment 12 passed. It says you can't abuse your public position for a disproportionate benefit and there is clarifying language in that bill that says, so long as you comply with the laws that existed before Amendment 12 was adopted, it is not an abuse of your position.

C. District Engineer

There being none, the next item followed.

D. District Manager

Mr. Laughlin stated we have a letter from the supervisor of elections indicating that there are 4,520 registered voters residing within the district.

E. General Manager - Report

Mr. Myhill reviewed his report, copy of which was included in the agenda package.

F. Operations Manager - Report

Mr. Howell gave an overview of the field operation manager's report, copy of which was included in the agenda package, and informed the Board of a damaged District-owned brick wall between a resident's property and a CDD easement. Mr. Howell noted during the construction of the wall the columns should have been attached to something so over time, with erosion, the wall has deteriorated. Mr. Howell suggested possibly demolishing the column portion and leaving the wall intact. Mr. Eckert and Mr. Howell will discuss the issue between meetings and bring a solution back to the Board at next meeting.

G. Amenity Manager

A copy of the amenity manager's report was included in the agenda package.

TENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Harrah stated I'm seeing a lot of kids and adults riding between communities with their bikes through the preserve and with the rain there are a lot of snakes and I'm seeing vines cut all through the CDD property. Put a note in the newsletter that the preserve is protected land and they shouldn't be riding bikes through there.

Ms. Smith stated the swim team is on hold and I didn't know what the plan is once things are slowly opened. Is it at the discretion of Todd, Danelle and me to come up with a plan on if and when we can practice or do we need to re-present to the board at a meeting?

Mr. Pollicino stated as long as you are not planning to extend anything more than we agreed to, you can proceed as you deem fit.

Ms. Smith stated the swim league has decided to not continue forward with dual meets as we have done in the past. Our hope is that we could at least have a practice season and be able to hold virtual meets.

Mr. Pollicino stated you have our full support for whatever you need.

Mr. Howell stated a resident called me about the power line that runs behind Ellsworth from the football field. There are kids who have dirt bikes and four wheelers and there is a tremendous amount of traffic and activity on the power line. They are doing all the riding on the power line, which is not our property. I need guidance as to which direction I should go.

Mr. Myhill stated we can put that in the newsletter to not ride their ATVs and dirt bikes back there. I will reach out to JEA.

Mr. Aguilar stated I'm running for congress and I know it is a difficult time for everyone and I'm glad everyone is safe at Durbin Crossing and Zoom is a good way to meet virtually. Everyone has been really respectful with social distancing.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 18, 2020 @
6:00 p.m. at the Durbin South Amenity Center**

Mr. Laughlin stated the next scheduled meeting is May 18, 2020 at 6:00 p.m. currently scheduled for the Durbin South Amenity Center.

Mr. Eckert stated the ad that goes out for the May meeting ought to provide for our ability to have either a Zoom meeting or a meeting in person if we are allowed to meet in person and we can help with that language if you need it for the ad. We also suggest that people check with the district manager the day before to verify how to participate in that meeting.

Mr. Harrah asked when do you qualify for the district election?

April 27, 2020

Durbin Crossing CDD

Mr. Laughlin stated it is from June 8th at noon and closes noon on June 12th.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the meeting adjourned at 7:04 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman