

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, August 23, 2021 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 by telephone
William Clarke	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mike Eckert	District Counsel
George Katsaras	District Engineer by telephone
Dan Fagen	Vesta
Margaret Alfano	Vesta
Danelle DeMarco	Vesta
Zach Davidson	Vesta
Jaime Constancio	VerdeGo

The following is a summary of the discussions and actions taken at the August 23, 2021 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 July 26, 2021 Meeting**
- B. Balance Sheet and Statement of Revenues and Expenses**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

**FIFTH ORDER OF BUSINESS**

**Public Hearing to Consider Adoption of Resolution 2021-03 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022**

On MOTION by Mr. Brownlee seconded by Ms. Hall with all in favor the public hearing was opened.

Mr. Laughlin stated there is an increase in assessments this year, the first time in quite some time. We have had this on the agenda for a few months and discussed it.

Mr. Pollicino asked have you had any resident feedback?

Mr. Laughlin stated I have had a couple phone calls from residents asking about the letter they received. It is not the easiest thing to read, and I explained to them about the increase and the history of assessments here and they were understanding of it. Supervisor Brownlee pointed out under the capital reserve transfer out, the projected next two months and project through 9/30, those numbers are a little off. That doesn't affect the budget, but I can have it changed to the projected two months at zero. We have already made the \$31,869 transfer and have zero projected for the next two months and the projected through the end of the fiscal year would be the \$80,333.

Mr. Nelson asked what are the main increases in the budget?

Mr. Laughlin stated the big one is the Vesta contract. We had a three-year fee agreement, and we have the new prices for the upcoming fiscal year that include the minimum wage increase and that was about \$77,000 of that increase. There was a big increase in water and reuse and

landscape contingency. We haven't increased any of these in about seven years. There is a small increase in landscaping, which was contractual.

Mr. Nelson asked do you look at each individual line item and assess it or do you just do a baseline and increase a percentage?

Mr. Laughlin stated the line items aren't always dead on, the main thing is the overall expenses and revenues. As the year goes on and we are over in certain line items and under in other line items we transfer money from one to the other, but we have been cutting it very close the past couple years and with these increases we need extra funds to cover those costs.

Mr. Nelson stated I have noticed over the past few years the lifeguards have gone up.

Mr. Laughlin stated last year we had \$65,000 and it went up to \$74,000, a big part of that is the minimum wage increase.

Mr. Fagen stated the minimum wage increase on October 1 goes from \$8.65 to \$10 and that is a 15% increase.

Mr. Nelson asked was there any talk of cutting staff, to maintain the expenses?

Mr. Fagen stated not really. As the community grows our staffing levels have grown as well. We have increased them over many years but going back would compromise safety.

Ms. Hall stated I would like to see more lifeguards.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the public hearing was closed.

On MOTION by Mr. Brownlee seconded by Mr. Clarke with all in favor Resolution 2021-03 was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider Resolution 2021-04 Imposing Special Assessments and Certifying an Assessment Roll**

On MOTION by Ms. Hall seconded by Mr. Pollicino with all in favor the public hearing was opened.

Mr. Eckert stated we are still collecting some assessment directly rather than on the tax bill and that is for the undeveloped commercial parcels. Our bond covenants contemplate that once a

property is platted or developed it will go on the tax roll and let the county tax collector collect them. Before that time, typically we direct collect because there is not as much of a market for tax certificates on undeveloped land and we are in a better position to collect our assessments on undeveloped land if we have the ability to foreclose. Once those properties are developed, everything will go on the county tax roll.

Mr. Clarke asked how much do we have left in terms of this property?

Mr. Eckert stated I think it is two or three parcels that I have been told haven't paid their impact fees. I work with GMS to find out if we still have any impact fees left to come in and I know if the answer is yes there is undeveloped property. If the answer is no, then everything is developed.

Mr. Pollicino stated it is the commercial property.

On MOTION by Mr. Brownlee seconded by Ms. Hall with all in favor the public hearing was closed.

On MOTION by Mr. Pollicino seconded by Mr. Clarke with all in favor Resolution 2021-04 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2022**

Mr. Laughlin stated this is something we do every year, it is required, and we can cancel or change any meetings.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the fiscal year 2022 meeting schedule reflecting meetings on the fourth Monday of each month with the exception of November 15, 2021 and December 13, 2021 was approved.

The next item taken out of order.

**Public Comments**

Mr. Johnson stated the coach at Patriots Oaks Academy is here and we were told that we could possibly have the practice fields in the evenings. We are asking for Monday and Tuesday nights at the north amenity center for approximately 16 practices. I'm a resident and know the concerns about the fields and the shape of the fields are very important. I can assure you that we

would rotate those practices around and if it was too wet, we wouldn't do a practice. If we did get rained out, we would ask to replace one of those days. All the kids are from Durbin Crossing.

Ms. Alfano stated we spoke at length with the coaches about rotating practice areas and when it is too wet then practice has to be canceled. That field has a tendency to hold water worse in some areas than others.

Mr. Eckert stated I did prepare an agreement for this for that one month. Is your direction to me to modify that agreement to incorporate the new schedule or did you have a concern about the agreement as well?

Mr. Johnson stated we didn't have a concern other than it stated July only.

Mr. Eckert stated we can change that.

Ms. Alfano stated we would like to see the waiver included in the agreement as well.

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor use of the north amenity center field for Patriot Oaks Football practice on Mondays and Tuesdays from now until November 10, 2021 for a total of 16 practices was approved subject to execution of agreement to be prepared by counsel that will also include the waiver.

Mr. Johnson asked when the waivers are signed, who shall I bring them to? Margaret?

Mr. Pollicino stated yes.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Landscape Maintenance Team - Report**

Mr. Constancio gave an overview of his report that regarding the progress and work done in different areas, copy of which was included in the agenda package and stated I will be submitting an action plan to Margaret and Zach at the end of this week for the next 30-days of what I'm targeting and where I see us heading at the end of that 30-days.

Mr. Pollicino asked have you seen progress? I want to make sure we are on the same page.

Ms. Alfano stated I feel at the end of the day a lot of effort has been put in to where we are today. We had a meeting with Jaime this afternoon and I wasn't sure what I was going to say because we thought we would be a little bit further along than we are. We cleaned out ends of cul-de-sacs and weeds and decorative grass areas, pine straw went down and prevented us from having to treat them again. I do think they have a solid 30-day plan to get us back on schedule. That is

where my confusion came was when you have 10-30 extra people on the weekend and how we are not making progress and getting repetitive areas like weeds in the monuments and things of that nature, but they have addressed that with Clyde who is going to be the spray tech and have detail crew people with him now. Their mowing schedule is going to be more all-inclusive. We are 2,400 acres and a lot of that is at the ends of cul-de-sacs, the nooks and crannies so having their mowing schedule not just go straight but down those roads and then end up in that straight spot instead of always the main drag and other things like that.

Mr. Pollicino stated my concern is your cure notice. Your kneejerk reaction is to overcorrect but we have to get sustainability. I would rather you not overcorrect and get to a point we are sustainable.

Ms. Alfano stated I think that is where we are. Any email, text or call we relay those to Jaime and part of that crew is to remedy that. A lot of it was fires they were putting out but that is what we are looking to do. Zach will have their mowing schedule, they will go through their routine, Zach will follow behind and hopefully we will get to that plateau that we maintain. We haven't gotten there yet but they do have a rock-solid plan for the next 30-days.

Mr. Pollicino stated for purposes of the board, we will maintain the integrity and content of the cure notice until we hear from Margaret and Zach that they are correct and on course. I think at least three months of sustainability before we retract the cure notice. Is that fair?

Mr. Constancio stated yes.

**B. District Counsel**

Mr. Eckert stated I will be relocating to St. Johns County starting Friday. I will be working out of St. Augustine, still with the same firm. The good news is right now you have a flat monthly fee for your meetings that we charge to deal with travel, preparation, attendance at meetings and I think with me being over here if you switch that to an hourly rate like the rest of the services we provide, it will probably save you \$300 to \$500 a month. I will bring back a contract change to you at your next meeting to try that out and see if that works to the district's advantage. I'm pretty sure it will unless we have 4 to 5 hour meetings and that has not been characteristic of this district.

**C. District Engineer**

Mr. Clarke asked do we know anything about the completion of the road work? Is that something that has been put in front of you?

Mr. Katsaras responded no. I can reach out to ICI and see if they have a schedule. I think they were to complete it prior to the school year, but that has not happened. I know that was their intent, but it might be as soon as possible, or it might be the beginning of the year. I will reach out to ICI and see if they have a new schedule.

Mr. Davidson stated it is 7 to 10 days for the Tollerton turn lane and they still have to do the landscaping. VerdeGo was out there today reestablishing the main line.

**D. District Manager**

There being none, the next item followed.

**E. General Manager - Report**

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

**F. Operations Manager - Report**

Mr. Davidson reviewed the field operations report, presented proposals for tennis court fencing and windscreens and the board took the following actions.

On MOTION by Mr. Pollicino seconded by Mr. Clarke with all in favor the proposal from Hardwick Fence to replace the tennis court fencing in an amount not to exceed \$30,000 was approved subject to review of the references.

On MOTION by Mr. Pollicino seconded by Ms. Hall with all in favor staff was authorized to replace the tennis court wind screens with 9-foot windscreens in an amount not to exceed \$10,000.

**G. Amenity Manager – Report**

Ms. DeMarco gave an overview of the amenity manager's report, a copy of which was included in the agenda package.

August 23, 2021

Durbin Crossing CDD

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Ms. Hall asked didn't we line some of the tennis courts for pickleball?

Ms. Alfano responded we did at the north amenity center.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 27, 2021  
@ 6:00 p.m. at the Durbin South Amenity  
Center**

Mr. Laughlin stated the next meeting is scheduled for September 27, 2021 at 6:00 p.m. here at the Durbin South amenity center.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman