

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, October 28, 2024 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, St. Johns, Florida.

Present and constituting a quorum were:

Peter E. Pollicino	Chairman
Sarah Gabel Hall	Supervisor
Jason Harrah	Supervisor
William Clarke	Supervisor
Shalene B. Estes	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mike Eckert	District Counsel
Mike Yuro	District Engineer
Dan Fagen	Vesta/Amenity Services Group
Sue O'Lear	Vesta/Amenity Services Group
Zach Davidson	Vesta/Amenity Services Group
Richard Craig	Yellowstone

The following is a summary of the discussions and actions taken at the October 28, 2024 meeting.

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

A resident asked is the district engineer going to address the sinkhole issues I brought up?

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Durbin Crossing CDD

Mr. Yuro stated I looked at them and was going to bring it up.

Mr. Rucker stated a couple meetings ago brought up that there was no tracking of the shared revenue expenses on programs that residents do. You said that is easy to take care of and I received the report the other day. It amounts in one year to \$8,168, which seems to me enough that it should be recorded as miscellaneous income. I remember a conversation in 2014 when the whole concept of revenue sharing came up and in ten years no one has tracked it. You have money out there that no one is mentioning or is being accounted for. It brings up the concept that the CDD is responsible for all the income of the recreational facilities. This is not a criticism it is an observation. There is a third party that apparently sets up the fees. I think the board should have some criteria for how it is done or have some controls of some sort.

Mr. Fagen stated the pricing is based on the market and we always try to come in below the market. Group athletics is good example. We do surveys of similar services in the area and make sure we are competitive and typically right below the marketplace.

Mr. Pollicino stated as far as accounting, didn't we say we were going to add that moving forward?

Mr. Laughlin stated that is in the budget, it is not in the financials. We do get quarterly checks for revenue sharing. Vesta sends backup of where that money comes from.

FOURTH ORDER OF BUSINESS

Review of Action Items

Mr. Harrah stated anything in green or activities that have been completed we don't need to cover those. All I'm looking for is a quick status update on the ones that are outstanding. The ones that are covered somewhere on the agenda you can skip those. As we go through the agenda if a board members sees something or thinks of something they would like to add they can ask you to record that as an action item and at the end of the meeting I would ask that someone say the new actions we are adding to the list are blank, just to confirm.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Minutes of the September 23, 2024 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

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Durbin Crossing CDD

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

SIXTH ORDER OF BUSINESS

Consideration of Agreement with M&G Holiday Lighting for Lighting Installation Services

Ms. O’Lear stated Zach and I reported a few months ago that we were meeting with the same people that have been used year after year and in August we reported the pricing for the same installation but adding back in the trees on the pool deck. We took their proposal and updated the agreement, and I can answer any questions.

Mr. Eckert stated the 50% upfront and 50% at completion is not a problem. We have dealt with this company before. The other highlighted portion is just their contact information.

Mr. Pollicino asked is there anything in the agreement about the response time if something goes out? I know that has been a problem in the past.

Mr. Harrah stated we should make that response time to be within 24 hours.

Ms. Hall stated I think you should have an inspection within 24 hours and give them 72 hours to repair it.

Mr. Davidson stated the issues we have had are usually a quick fix, like a wire and they come in and run a new wire. We have never had any big issues with them.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the agreement with M&G Holiday Lighting in the amount of \$11,174.54 was approved in substantial form to include a 24-hour response time on needed repairs.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Landscape Maintenance Team

1. Report

Mr. Craig gave an overview of the October landscape report, copy of which was provided in the agenda package.

2. Proposal for Drainage at North Amenity Center

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Durbin Crossing CDD

Mr. Davidson stated we have drainage proposals for both north and south basketball courts. We need extra drainage to drain the courts so that the sitting water does not ruin the surfaces. They are going to start with resurfacing the tennis courts then go to the basketball courts.

On MOTION by Mr. Harrah seconded by Ms. Estes with all in favor an amount not to exceed \$15,000 was approved for drainage at the north amenity center subject to review by the engineer and the chairman was authorized to approve the final amount and agreement.

3. Proposal for Drainage at South Amenity Center

On MOTION by Mr. Harrah seconded by Ms. Estes with all in favor the proposal for the south amenity center drainage was approved in an amount not to exceed \$20,000 subject to review by the engineer and the chairman was authorized to approve the final amount and agreement.

B. District Counsel

Mr. Eckert stated just a reminder of the ethics training that needs to be completed by December 31st. Also, for terms of office, new supervisors take their seat the second Tuesday after the election, which is the 19th. You meet on the 18th so this is the board that will meet on the 18th. At the December meeting the new supervisors will be sworn in or they can be sworn in outside of a meeting.

C. District Engineer

Mr. Yuro stated the only thing I have had this past month is to look at the intersection at Islesbrook where JEA is doing some work. I suspect they are not done yet. I did notice driveways that are severely cracked and in front of 148 Islesbrook there is a depression between the sidewalk and the curb, which appears to be in line with the water main. I didn't see evidence of groundwater issues but will keep an eye on it.

D. District Manager

There being none, the next item followed.

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E. General Manager - Report

Ms. O’Lear stated I obtained a third bid for the cable crossover machine that is provided in my report. Also, we did have our preventative maintenance technician in and there wasn’t anything other fitness equipment on the critical list to ask for authority to purchase today.

On MOTION by Mr. Harrah seconded by Ms. Hall with all in favor the proposal from Commercial Fitness for new cable crossover machine in the amount of \$6,601.80 was approved.

F. Operations Manager - Report

Mr. Davidson gave an overview of the field operation manager’s report, copy of which was included in the agenda package and presented proposals for the following items.

On MOTION by Mr. Pollicino seconded by Mr. Harrah staff was authorized to purchase seven benches and six trashcans for the north and south amenity centers from Belson Outdoors in the amount of \$10,228.50.

On MOTION by Mr. Pollicino seconded by Mr. Clarke with four in favor and Mr. Harrah opposed staff was authorized to exceed the previously approved amount for pickleball courts by \$5,000 and modify the scope of services.

On MOTION by Mr. Pollicino seconded by Ms. Hall with four in favor and Mr. Clarke opposed the motion from the September meeting regarding the removal of Muscovy ducks in an amount not to exceed \$5,000 was rescinded.

Mr. Davidson was instructed to gather more information on trapping of the ducks and staff to provide additional communications with the community.

G. Amenity Manager – Report

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

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

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Mr. Pollicino stated I wish all three candidates the best of luck and regardless of the outcome of the election, remain engaged.

A resident stated I live on Ellsworth Circle, and we have people driving behind there at night. They were mudding and tearing it up back there in the easement. I'm concerned with privacy and safety because they can see in the back of the house. There are two types of wetlands back there and there may be a legal obligation for the CDD to do something to protect the area.

Mr. Clarke stated this is not a new problem. We call the sheriff, and they will come out and sit there. I recommend that as soon as you see them, call the sheriff.

Ms. Estes stated JEA will not allow us to put up any barriers.

Mr. Eckert stated this issue comes up every year for the last 20 years. Zack can look at that and I can let the board know. I will look into signage and gates.

NINTH ORDER OF BUSINESS

Review of Action Items

Mr. Laughlin stated I will add another column of how the issue was completed. Tonight, I will add Mike Yuro to look into the traffic study counts in front of Patriot Oaks, options for midge fly treatment, send eblast about Muscovy ducks and the board will discuss it again at the November meeting, look into access point for JEA powerline and possibility of a fence and/or signage and whether a picture would be sufficient for the police to enforce trespassing.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 18, 2024
at 6:00 p.m. at the Durbin South Amenity
Center**

Mr. Laughlin stated the next meeting is scheduled for November 18, 2024 at 6:00 p.m. in the same location.

On MOTION by Mr. Harrah seconded by Ms. Hall with all in favor the meeting adjourned at 7:46 p.m.

Signed by:

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Secretary/Assistant Secretary

Signed by:

654632A5651D43E...
Chairman/Vice Chairman