

**MINUTES OF MEETING  
FLEMING ISLAND PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Fleming Island Plantation Community Development District was held on Tuesday, July 25, 2017 at 6:00 p.m. at the Fleming Island Plantation Splash Park, 1510 Calming Water Drive, Fleming Island, Florida.

Present and constituting a quorum were:

Eugene Clark	Chairman
Betty Murphy	Vice Chairperson
Rick Nelson	Assistant Secretary
James A. Wiggins	Assistant Secretary
Michelle Szafranski	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Jason Walters	District Attorney
Marcia Weeks	Project Manager
Ryan Stilwell, PE	District Engineer
Jenny Urcan, PE	Prosser
Kyle Kubik	Yellowstone Landscape
Several Residents	

*The following is a summary of the discussions and actions taken at the July 25, 2017  
Fleming Island Plantation CDD Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Clark called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments (Limited to 3  
Minutes per Speaker)**

The following comments were made:

- Mr. Jeff Granzen commented on the following:
  - Some of the drains in the Amenity Center parking lot are covered with pine needles.
  - Some of the lights in the Amenity Center parking lot are out.
  - Some of the lights at the pool are not working again.
  - The front of the Amenity Center needs to be pressure washed.

- The lifeguards taking PH readings are wearing sunglasses and he does not feel they can get an accurate reading with sunglasses on.
- The pool tiles on the top of the Amenity Center pool are dirty.
- There are dead trees and shrubbery near the Amenity Center.
- Ms. Ashly Rivera commented on the following:
  - Eating area at the pool is limited and it is hard to find a place to feed her kids.
  - Swim lessons are great.
  - Handle going into the Amenity Center pool pops out.
  - She asked for the estimated playground installation date.
  - She contacted an arborist to assess the berm between her property and Highway 17. The fee is \$125, but she cannot arrange for the assessment because it is not her property.
- Ms. Brandye Mackey commented on the following:
  - She would like the District to recognize Black History Month.
  - She suggested changing the order of business on the agenda.
  - She would like the meeting recordings to be available at the Amenity Center.
  - There are dead bushes at the Lake Ridge North key pad area.
  - The District meeting signs are not as visible to everyone as the Food Truck Friday signs.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the June 27, 2017 Meeting**

Mr. Clark stated each Board member received a copy of the minutes of the June 27, 2017 meeting and requested any corrections, additions or deletions.

Changes were made and will be incorporated into the amended copy of the minutes.

On MOTION by Ms. Murphy seconded by Ms. Szafranski with all in favor the minutes of the June 27, 2017 meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

Ms. Davis addressed the overnight towing policy as well as parking of golf carts. She requested the Board authorize Mr. Walters to draft a policy to enforce parking violations.

There was Board consensus for Mr. Walters to work on a parking policy providing for towing enforcement.

**FIFTH ORDER OF BUSINESS**

**Engineer's Report**

Mr. Stilwell introduced Ms. Jenny Urcan who will be taking the lead on District projects.

He provided the following update:

- The County was planning to install new drainage to address the roundabout. They came out during a rain storm and determined it was not as bad as they thought. They did patch work with asphalt on top of the pavers. Mr. Stilwell took pictures and will discuss with Mr. Shawn Thomas at the County.
- The County is waiting for the Parks and Recreation Department to give them permission to clean out the drainage pipe at the end of Thunderbolt Road.
- A stormwater catch basin inlet located along Town Center Boulevard is causing erosion and road sinking. Mr. Shawn Thomas is aware of it and has a request in to his team to repair.

**A. Pond 19 Repairs Update**

Ms. Urcan provided an update on the Pond 19 repairs.

- She submitted plans, which were included in the agenda package, to restore a section of the pipe to original permitted conditions.
- The plans were sent out to three different contractors for bids. Two bids were submitted: HEB Services and Dirtworks. Dirtworks did not specify fill to repair the area washed out. After speaking with Dirtworks they feel they can recover most of the dirt that was already there: therefore, their proposal does not include pricing for additional fill. The Dirtworks' proposal is \$19,000 and HEB's proposal is \$38,000. Ms. Urcan does not feel the cost of fill will make up the difference in pricing. She recommends Dirtworks.
- There is potential damage to the golf course due to equipment. Any necessary repairs to the golf course are not included in the proposals.

On MOTION by Mr. Nelson seconded by Ms. Murphy the proposal from Dirtworks for Pond 19 discharge repair was approved at a cost not to exceed \$21,000.

- The sidewalk in front of the high school was repaired.

- The Consulting Engineer's Report was completed and distributed to the Board, a copy of which is attached hereto and made a part of the public record. This is a requirement of the bonds.

On MOTION by Ms. Szafranski seconded by Mr. Wiggins with all in favor the 2017 Consulting Engineer's Report was approved.

- Mr. Nelson discussed the landscaping lighting. He was provided with specifications for the new lights, but he does not know if it is the right application for the lights.

#### **SIXTH ORDER OF BUSINESS**

#### **Landscape Update**

Mr. Kubik provided the Board with a landscaping update and reviewed the proposals included in the agenda package.

- Irrigation clock replacement at the Village Square main entrance for \$750 and the irrigation repairs at the Town Center Boulevard median for \$1,668.57 were completed because they were necessary. Ms. Davis noted the line item for irrigation is running over budget, so they are included for the Board's information.
- Removal and replacement of damaged Wax Myrtle shrub located in berm along Town Center Boulevard near Fairway Village for \$400.
- Splash Park Crape Myrtle tree replacement at entrance for \$745.
- Washingtonian Palm Tree removal on Village Square entrance common area for \$580.
- Plant installation along berm at rear of Splash Park and Lake Ridge North for \$1,600.
- Plant installation along berm at rear of Splash Park and Lake Ridge South for \$1,700.
- Plant replacement service from medians on Town Center Boulevard from Thunderbolt Elementary to Plantation Boulevard Intersection for \$6,500.
- Plant replacement service from medians on Town Center Boulevard from Plantation Boulevard to Margaret's Walk for \$1,950.
- Plant replacement service from medians on Town Center Boulevard from John's Landing to Fleming Island High School intersection for \$4,150.
- Plant replacement service from medians on Town Center Boulevard from Fleming Island High School to Thunderbolt Elementary for \$1,450.

- Plant replacement service from medians on Village Square Parkway from Fleming Island High School to Baptist Hospital for \$4,300.
- Plant replacement service from medians on Town Center Boulevard from Plantation Boulevard to Southern Links for \$1,750.

On MOTION by Mr. Nelson seconded by Ms. Szafranski with all in favor the Yellowstone enhancement proposals as presented were approved at an amount not to exceed \$26,000.

**SEVENTH ORDER OF BUSINESS**

**Project Manager's Report**

A copy of the Project Manager's Report was included in the agenda package.

**A. Maintenance Update**

**i. Amenity Center Playground**

The Amenity Center playground revised proposal came out to \$37,440. The Board previously approved an amount not to exceed \$39,000. Mr. Walters drafted a contract, which was executed by Bliss Products. Color samples were provided to the Board for the equipment.

On MOTION by Mr. Nelson seconded by Ms. Murphy with all in favor the color scheme of Spirited was chosen for the playground.

The installation project will take no longer than 90 days. Staff recommends the work begin when school starts.

**ii. Tennis Courts Resurfacing**

Dreux Isaac provided input on the tennis court resurfacing and made recommendations. Har-Tru provided a proposal of \$995 per day for consulting services. Two proposals were provided: Welch Tennis Courts, Inc. for \$29,730 and Fast-Dry Courts for \$32,450.

Three proposals were provided for 20- yard dumpster rentals: BRB Dumpsters for \$525, Budget Dumpster for \$619 and AMASONS for \$500.

On MOTION by Ms. Murphy seconded by Ms. Szafranski with all in favor the proposal from Welch Tennis Courts, Inc. was approved at a cost not to exceed \$30,000 and the quote from AMASONS for the dumpster was approved at a cost not to exceed \$1,000.

**iii. Amenity Center Renovation**

Phase Two of the Amenity Center renovation was completed and the countertop selected by the Board was installed. Over the Moon Interiors submitted a proposal for completing the selection of furnishings and accessories at an estimated cost of \$2,650. They are decorators and not designers. They do not have prior experience with commercial grade items.

Ms. Murphy suggested hiring a temporary employee to work on this project only. Further discussion ensued.

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor the estimate provided by Over the Moon Interiors was approved at an amount not to exceed \$2,700.

Ms. Weeks also noted the following:

- Since the renovations of Phases One and Two were completed, the acoustics in the conference room have improved. Staff recommends holding off on the purchase of a stand-alone podium and microphone.
- Dreux Isaac & Associates performed a property site inspection and is working on a new Reserve Study.
- Mr. Nelson did a ride along with Mr. Steve Poulin of Pickett Electric, and it was confirmed the wrong fixtures were installed. Pickett Electric will re-install a new light fixture at the Amenity Center entrance and Mr. Nelson will review and determine whether it is the proper fixture. Discussion ensued and Mr. Stilwell's firm will perform a review of the entrance lighting and make recommendations.
- Pickett Electric will be asked to look at the lights not working around the pool and in the parking lot.

**iv. Community Wayfinding Signage**

Ms. Weeks researched "Max Metal" and an explanation from the vendor was included in the agenda package. A sample was also provided. It is a cost-effective, durable aluminum composite layer over a plastic core with a life span of up to ten years. Three proposals were provided: Banners and Signs, Inc. for \$41,680, Dogwood Signs, Inc. for \$39,246.88 and First Coast Signs, Inc. \$22,721.

**v. Marquee Reader Boards**

The Board reviewed the three proposals for marquee reader signs: Banners and Signs, Inc. for \$5,250, Dogwood Signs, Inc. for \$4,100 and First Coast Signs, Inc. for \$3,648.49.

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor the community wayfinding signage proposal from First Coast Signs, Inc. was approved at an amount not to exceed \$23,000.

On MOTION by Ms. Szafranski seconded by Ms. Murphy with all in favor the marquee reader boards proposal from First Coast Signs, Inc. was approved at an amount not to exceed \$3,700.

Ms. Weeks asked if the Board wants to replace the third reader board. A proposal was distributed and is attached hereto as part of the public record. The additional sign costs \$2,550, including installation.

On MOTION by Ms. Murphy seconded by Ms. Szafranski with all in favor the purchase of an additional sign from First Coast Signs, Inc. was approved at a cost not to exceed \$2,700.

The Board authorized the District Engineer to work with Ms. Weeks on the placement of the marquee reader signs and obtaining permits from the County.

Ms. Weeks also reported the following:

- The new benches were installed at The Woodlands and Thornhill Park. Ms. Murphy noted the concrete where the benches were located in The Woodlands look bad. The pergola also needs maintenance work.
- One of the benches along Town Center Boulevard was relocated next to the Cypress Glen Community.
- The Village Square fountain parts are still on order and are expected to be shipped July 31, 2017.
- The new Splash Park sound system has been installed. A subscription to Business Pandora includes a one-time fee of \$99 for the media player and a monthly service fee of \$26.95. Currently 12 volumes of CDs are being played, but staff in the office cannot hear when the music stops. The Board directed staff to look into other music streaming programs for the next swim season and play the radio for the remainder of this swim season.

**vi. Credit Card Acceptance – Amenity Center**

Three proposals were provided for the Amenity Center to be able to accept credit card payments. Ms. Davis reviewed the options.

On Motion by Ms. Murphy seconded by Mr. Nelson with all in favor the proposal from Square Pricing was approved with a chip reader and staff was authorized to process the necessary paperwork and purchase a tablet to process the payments.

**B. Recreation Update**

The Recreation Report was included in the agenda package. Pictures were distributed from the Fourth of July celebration, copies of which are attached hereto as part of the public record.

Ms. Murphy stated she is pleased with the number of residents attending events. The events are well planned and well executed.

**EIGHTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Arbitrage Rebate Report for Series 2007 Bonds**

Ms. Davis reviewed the arbitrage rebate report for the Series 2007 bonds.

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor the arbitrage rebate report for the Series 2007 bonds was accepted.

**NINTH ORDER OF BUSINESS**

**Acceptance of June Financials and Approval of June Check Register and Invoices**

The Board reviewed the financials.

Ms. Murphy noted the following:

- The office supplies under parks and recreation are over budget. Ms. Weeks provided an overview of the office supplies purchased.
- The *Communication-Telephone-Field* line item under the Community Center is over budget. Ms. Davis stated the expenses were misallocated and she will look into it.



On MOTION by Ms. Murphy seconded by Ms. Szafranski with all in favor the June financials were accepted and the check register and invoices were approved.

**TENTH ORDER OF BUSINESS**

**Supervisors' Request**

The Board discussed several items brought up during audience comments.

- Mr. Nelson questioned why no one notified staff the handle at the Amenity Center pool popped off. Ms. Patricia Reaven noted the employees do not write down complaints made by residents. She suggested a notebook for residents to write down complaints, comments or requests.
- Ms. Davis stated a notebook will be provided as suggested and going forward the Board will be copied on responses to emailed complaints. Calls will also be logged and provided to the Board.
- Mr. Walters also noted the Board's email addresses are on the District website and residents can also email Board members directly.
- Ms. Davis clarified staff previously reported the County was not going to cite anyone for the areas that were cleared in the berm between Ms. Rivera's property and Highway 17. The County had stated if the District wanted to remove or clear anything else, the District would need to provide a written report and assessment from an arborist. An estimate was provided to the Board; however, staff was not authorized to proceed with hiring an arborist. The berm in question is required to remain as an "undisturbed vegetative buffer".
- Discussion ensued regarding enforcement of pool rules.
- Mr. Nelson discussed the posting of Food Truck Friday signs and the possible posting of CDD Meeting signs. There was Board consensus to do away with the Food Truck Friday signs once the marquee signs are in.
- Mr. Nelson discussed streaming the Board meetings. Staff was directed to look into streaming options for District meetings.
- Discussion ensued regarding recognition of Black History Month by the District. There was Board consensus not to celebrate ethnicities, regardless of the ethnicity. Ms. Davis also noted the District did not do anything to acknowledge or celebrate Pet Dental Health Month. It was an article in the newsletter provided by Safe Animal Shelter.

- Ms. Murphy suggested making an announcement at the beginning of Audience Comments that it is strictly for the audience comments to be made and notes will be taken to determine whether items addressed need to be discussed at a future meeting.
- Ms. Davis also suggested they leave their phone numbers so staff can follow up with them on any decisions made associated with their comments.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Szafranski seconded by Mr. Nelson with all in favor the meeting was adjourned.

  
\_\_\_\_\_  
Janice Eggleton Davis  
Secretary

  
\_\_\_\_\_  
Eugene Clark  
Chairman