

**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 Thursday, October 29, 2015, immediately following the Audit Committee meeting, at the Fleming Island Plantation Splash Park, 1510 Calming Water Drive, Fleming Island, Florida.

Present and constituting a quorum were:

Mike Cella	Chairman
Eugene Clark	Vice Chairman (Via Telephone)
Betty Murphy	Assistant Secretary
Rick Nelson	Assistant Secretary
James A. Wiggins	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Jason Walters, Esq.	District Attorney (Via Telephone)
Ryan Stilwell, P.E.	District Engineer (Via Telephone)
Russell Bagg	Maintenance Manager
Kyle Kubik	Austin Outdoor
Darrin Roark	Baptist Clay Medical
Several Residents	

The following is a summary of the discussions and actions taken at the October 29, 2015 Fleming Island Plantation CDD Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
September 22, 2015 Audit Committee and
Regular Meetings**

Mr. Cella stated each Board member received a copy of the minutes of the September 22, 2015 meeting and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Wiggins seconded by Ms. Murphy with all in favor the minutes of the September 22, 2015 Audit Committee and regular meetings were approved.

FOURTH ORDER OF BUSINESS

Presentation of Appreciation to Margaret Alfano

The Board presented Ms. Alfano with a plaque in appreciation of her years of service to the community.

Ms. Alfano addressed the Board and thanked everyone she has worked with including staff and Supervisors.

The record will reflect Mr. Nelson joined the meeting.

THIRD ORDER OF BUSINESS

Audience Comments

The following was discussed:

- Ms. Brandy Mackey addressed the Board regarding Splash Park room rental on November 21st not being available. She also expressed interest in running the Snack Shack for the upcoming season.
- Ms. Davis explained during the off season when the Splash Park is closed, we do not rent its rooms when a large event requiring all staff is being held. In this case, the Block Party event is scheduled at the Amenity Center on November 21st.
- Ms. Brandy Mackey indicated the Clay County Women’s Alliance has been meeting at the Splash Park the third week of every month. Ms. Davis explained there was no reservation on the books for that day and that staff had offered an alternate date.
- Ms. Tony Joyner addressed the Board regarding an advertisement bench located northbound on Town Center Boulevard just past the library.
- Mr. Cella explained the bench is within the Eagle Harbor CDD. He also stated the County made a deal with that company. Part of the advertisement proceeds go to the Council on Aging.

FIFTH ORDER OF BUSINESS

Update on Baptist Clay Medical Campus Expansion Plans – Darrin Roark

Mr. Roark provided the Board with a presentation outlining the details of the physicians and services provided by Baptist Clay Medical Campus as well as their future expansion plans. A copy of the presentation is attached hereto and made a part of the public record.

- Mr. Cella asked how the MHOA responded to the plans. Mr. Roark responded they were concerned about the height of the building. He explained they will keep a buffer as well as the tall pine trees.

- Mr. Cella asked how long the project would take once it receives final approval from the State. Mr. Roark responded 18 to 24 months.
- If the State does not approve the proposed expansion plans, they will proceed with plans to construct a smaller surgery center.
- Mr. Nelson asked what the proposed height of the building is. Mr. Roark responded it is under the restricted limit of 75 or 85 feet.

SIXTH ORDER OF BUSINESS

Auditor Selection

A. Consideration of Audit Committee Recommendation

Mr. Cella noted the Audit Committee is recommending Grau & Associates as the auditing firm for the District.

B. Authorization to Enter into a Three-Year Agreement with Selected Audit Firm

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor the Board accepted the Audit Committee recommendation to enter into a three-year agreement with Grau & Associates and authorized Mr. Cella to execute the final engagement letter with District Counsel’s review.

SEVENTH ORDER OF BUSINESS

Consideration of Renewal of Clay County Sheriff’s Office Agreement for Secondary Employment

Ms. Davis reviewed the CCSO agreement renewal. Administrative and schedule fees remain the same; however, the deputy’s rate is increasing from \$25 per hour to \$26 per hour and the supervisor fee is increasing from \$29 per hour to \$30 per hour.

- Mr. Cella expressed concern over how the increase will affect the budget. He also requested expenses for proposed events include the costs for deputy patrols going forward for budgetary reasons.
- Mr. Walters stated this agreement establishes the new rates and contract for the upcoming year. It does not commit the District to spend a specific amount of money.
- There was discussion of possible adjustments to stay within budget.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor the Clay County Sheriff’s Office agreement renewal was approved.

EIGHTH ORDER OF BUSINESS

Attorney’s Report

Mr. Walters did not have new information to report.

Mr. Cella stated he was approached by several of John’s Landing residents because they are not happy with Dreamfinders. They also expressed they do not want a sub-association. Mr. Cella let them know that is outside of the District’s purview.

NINTH ORDER OF BUSINESS

Engineer’s Report

There being no report, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Maintenance

• Berm Enhancement

Mr. Kubik updated the Board on the berm enhancement project and indicated they have 30% of the project left to complete. He also provided a landscaping update and notified the Board that Austin Outdoor is rebranding as Yellowstone Landscape Group. While there will be a new company name, the staff and services will remain the same.

- Mr. Nelson stated he has received several complaints from a resident regarding branches in the berm and asked why the landscapers do not look out for these items. Mr. Kubik stated he will have his group go through the berms to clean up any debris.
- Mr. Cella stated the landscapers cannot be expected to be out looking at the berms every day or to have a different set of directions for each community berm.
- Ms. Murphy noted someone is storing wooden logs and lawn chairs in the berm behind her fence. Mr. Bagg will contact the resident.
- Mr. Ken Snyder stated there are several items in the berm along Town Center Boulevard.

• Stadium Court Wall

Mr. Bagg reported the wall was painted and he has received mostly positive feedback.

Ms. Murphy noted a resident called her. They were going north on Town Center Boulevard and they did not see a bicyclist as they were approaching Autumn Glen because the bushes were too high in the divider. Mr. Bagg will look into areas needing to be trimmed.

• Community Stop Signs

Mr. Bagg reported the County provided twelve new stop signs and they will be replacing the worn stop signs with new ones. More new signs will be needed.

- **Street Lights**

Mr. Bagg reported the County is currently working on the Fleming Plantation Boulevard street lights.

- Mr. Nelson asked if something happened with the lights on the left side of River Hills Reserve. Mr. Bagg responded he needs to speak to someone on the River Hills Reserve HOA Board to find out what is going on. The lights have been out since River Hills had an electrician working out there.
- Mr. Clark asked about the pothole on Town Center Boulevard. Mr. Cella stated it was repaired. Mr. Clark requested they look at the area again because he believes there may be another pothole.

B. Recreation

Ms. Davis reported the following:

- The Pumpkin Decorating, hayride and Trunk 'n' Treat events held on October 17th were a success.
- Over 300 people attended the Haunted House event. Proper warning signs were posted for people with phobias and other health issues. Mr. Cella suggested next time this event be held on two nights due to the amount of effort put into creating the Haunted House.
- The Costume Parade is scheduled for Saturday, October 31st. There will be neighborhood trick-or-treating from 6:00 p.m. to 8:00 p.m.
- Several events are scheduled for November, including:
 - Card Decorating for the Military on November 4th and November 7th.
 - Popcorn and a Movie with a showing of Jurassic Park on November 7th at 10:30 a.m.
 - The inaugural Military Spouse Club event of a showing of the movie, Aloha, on November 13th at 6:30 p.m.
 - Nifty Fifty lunch cruise on November 14th.
 - Play Pals returns with Thanksgiving crafts on November 18th at 10:30 a.m.
 - Movie in the Park with a showing of Disney's Inside Out on November 20th at 7 p.m.
 - Motorcycle Mingle on November 21st at 10 a.m.

- Block Party on November 21st, from 5 p.m. to 8 p.m.
- Donations for USO Care Packages and the Green Cove Springs Food Pantry Food Drive are being accepted through December 14th.
- The Miriam’s Basket Giving Tree returns starting November 15th and will benefit area children in need.
- Mr. Cella asked what the process is for room availability for rental. Ms. Davis explained that when the Splash Park facility is rented out, staff must be on site for the rental period. While the Splash Park is open, this is not much of an issue. However, during the off season, we have to specifically schedule a staff member to work here during the rental to open and close the facility. It is different than the Amenity Center room, which can be accessed by the renter with a key they are provided.
- There was discussion of the use of District facilities by property owners using it for profitable business.
- Mr. Nelson questioned whether the homeowner associations should be charged a nominal room rental fee for their meetings. Mr. Cella explained community-based entities should not be charged out of good will. The library did not charge the CDD for room rental before the CDD’s facilities were built.
- There was discussion regarding changing room rental fees so the renter pays for staffing as well as setup and breakdown.
- There was discussion as to whether the Board wants to entertain leasing of the Snack Shack prior to the usual timeframe.

ELEVENTH ORDER OF BUSINESS

Manager’s Report

A. Motion Assigning Fund Balance for Fiscal Year 2015

Ms. Davis reviewed the proposed motion to assign the fund balance for Fiscal Year 2015 for auditing purposes.

On MOTION by Ms. Murphy seconded by Mr. Nelson with all in favor the fund balance was assigned as presented.

Ms. Davis also notified the Board of the following:

- Staff is looking into changing banks for the District. The District currently has accounts with Wells Fargo and their fees are over \$150 per month. Staff is looking at better options.
- A gentlemen has approached her about renting the conservation areas to create a dog park. She explained permits for conservation easements typically do not allow for any type of disturbance. She explained he needs to address the SJRWMD before it could come before the District Board.

THIRTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Nelson asked for an update on newsletter deadlines. Ms. Davis explained the deadlines were moved up because of the holiday season and the deadlines will go back to how they were previously.

TWELFTH ORDER OF BUSINESS Old Business/ New Business

The following was discussed:

- Mr. Cella reported Beemer and Associates pulled their proposal for the storage facility due to feedback from County staff that they were not in favor of this type of facility at that location.
- Ms. Murphy asked for an update as to why the District was charged more than what was budgeted for the audit. Ms. Davis explained the fee for Fiscal Year 2015 was for \$4,900. The budget was not changed to reflect that amount. She also explained the Fiscal Year 2012 audit was supposed to be for \$4,500 and the District only paid them \$4,000. The auditor made staff aware of this and the additional \$500 was paid this year.
- Mr. Nelson discussed the fact Ms. Davis has been covering the responsibilities Ms. Alfano had in addition to her own job. Ms. Davis explained she has shifted some of her job responsibilities to compensate for the time she is dedicating to the District in order to provide the same quality of service the District has been receiving. She also wants to get a full understanding of the job requirements to revise the job description prior to posting the job opening.

FOURTEENTH ORDER OF BUSINESS

**Acceptance of September Financials
and Approval of Check Register**

The Board reviewed the financials.

On MOTION by Ms. Murphy seconded by Mr. Nelson with all in favor the September financials were accepted and check register approved.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the meeting was adjourned.



Janice Eggleton Davis
Secretary



Mike Cella
Chairman