

**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, May 24, 2016 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:

Mike Cella	Chairman
Eugene Clark	Vice Chairman
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
Bob Koncar	Severn Trent Services
Annette Brown	Project Manager
Kyle Kubik	Yellowstone Landscape
Several Residents	

*The following is a summary of the discussions and actions taken at the May 24, 2016 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  
April 26, 2016 Meeting**

Mr. Cella stated each Board member received a copy of the minutes of the April 26, 2016 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 Mr. Clark seconded by Ms. Murphy with all in favor the minutes of the April 26, 2016 meeting were approved as amended.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. James Jett addressed the Board and residents present. He is running for Clay County Sheriff and he reviewed his experience and qualifications.

**FOURTH ORDER OF BUSINESS**

**Manager's Report – Part I**

**A. Discussion of Staffing Plan**

The Board reviewed the proposed staffing plan, a copy of which was included in the agenda package.

- Mr. Koncar met with Mr. Cella and discussed the process of how positions will be filled going forward. Additionally, the new organization chart was included.
- The District will be credited \$16,000 over eight months.
- Discussion ensued about the open positions.
  - There are currently two individuals serving as community services attendants; one is through a temp agency and the other is a former employee.
  - A maintenance technician position has been advertised since the last meeting.
  - Ms. Brown is reviewing applicants for the Lead Events Coordinator.
- An enhanced communication tool is being set up so Mr. Koncar can communicate directly with each Board member and Board members will be able to provide direct feedback by email or phone.
- Mr. Nelson questioned whether Severn Trent Services provides cell phones for texting issues to staff. Discussion ensued on the difficulty of retrieving text messages for public records requests. It was recommended that business communications be by telephone or email.
- The Board received the proposed plan and offer of a fee credit favorably.

**FIFTH ORDER OF BUSINESS**

**Attorney's Report**

Mr. Walters reported the following:

- A handout was distributed regarding North Parcel Pond 5 Area.
- Mr. Walters has provided the information to Mr. Stilwell for review in response to the request.
- The current permit allows the draining into the District's pond.

- Mr. Stilwell will review the documents and if he agrees, they would like the Board to authorize him to draft a letter to be sent to SJRWMD.
- The letter will state the District has reviewed the information provided and takes no exception as long as they remain in compliance with permit requirements.

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor the Chairman was authorized to sign a letter to be sent to SJRWMD as proposed.

Mr. Walters also addressed the following regarding a public records request that has been sent to all the special districts within the state.

- It is a fairly routine request but will potentially require considerable staff effort and legal reviews.
- An estimate will be provided to the requestor for any costs estimated to be incurred by fulfilling the public records request prior to engaging in the work.
- If Supervisors receive public records requests, they need to contact Ms. Davis or Mr. Walters.
- Among other things, the initial request is asking for the email addresses for all current board members. Mr. Walters requested the Board ensure their email address shown on the District website is vigilantly monitored.
- Mr. Walters will keep the Board updated about the progress.

**SIXTH ORDER OF BUSINESS**

**Engineer's Report - Consideration of Proposal for Structural Engineer's Observation Report for Splash Park Slide**

A copy of the proposal was provided in the agenda package.

- Mr. Stilwell stated after two months of searching for a structural engineer, he was able to obtain one proposal for review of the existing slide structure. Three other structural engineering companies were contacted and declined to propose.
- Mr. Stilwell has worked closely with Baker Klein Engineering the only company he was able to obtain a proposal from. The estimated cost for the inspection report required is \$3,240.

- Mr. Walters indicated since Mr. Stilwell has tried and had no success in obtaining other proposals he has no problems with moving forward with this proposal.
- Ms. Murphy inquired about the length of time it will take to receive the completed report. Mr. Stilwell responded approximately 30 days.
- Ms. Murphy had some concerns regarding the language in the indemnification paragraph; particularly the last sentence referencing exceptions to their liability.
- Mr. Walters stated a short form agreement can be drafted to address the areas of concerns.

On MOTION by Mr. Wiggins seconded by Mr. Clark with all in favor directing Mr. Walters to prepare an agreement with Baker Klein Engineering for \$3,240 was approved.

- Mr. Stilwell distributed the report provided by Ellis & Associates for repair of the weir structure, a copy of which is incorporated hereby.
- The estimated cost for the repair is \$20,000 to \$25,000.
- Mr. Stilwell will provide a report entailing the work to be done along with preliminary pricing and he will present his recommendations to the Board at the next meeting.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor the engineer was authorized to start the process for repairing the weir structure.

**SEVENTH ORDER OF BUSINESS**

**Project Manager's Report**

**A. Maintenance**

The new project manager, Ms. Annette Brown was introduced to the Board. Ms. Brown reviewed the maintenance report, a copy of which was included in the agenda package.

- Howard Construction started the work at the Amenity Center pool entrance and removed the stones.
- Pool maintenance days were held at both pools.
- An unscheduled visit from the Health Inspector occurred a few days after the pool maintenance days, so perfect timing.

- There were two incidents of graffiti vandalism. Both cases were reported to the Sheriffs' Office; now they have been consolidated into one case. The sheriff deputies have been actively pursuing the case.
- New reflective traffic signs have been provided by the County for Town Center Boulevard and installed by staff.
- Mr. Kyle Kubik provided the Board with a Landscaping update.

**B. Recreation**

Ms. Brown reviewed the recreation report, a copy of which was included in the agenda package.

- Discussion ensued regarding the outside food policy at the Splash Park.
- To kick off summer, Family Fridays in June will mostly have ocean themed activities.

**EIGHTH ORDER OF BUSINESS**

**Manager's Report – Part II**

**A. Discussion of the Proposed Budget for Fiscal Year 2017**

Ms. Davis reviewed the proposed budget for Fiscal Year 2017.

- No increase is proposed for Severn Trent professional management consulting services.
- No increase is proposed for Severn Trent special assessments services.
- The Field Management fees to Severn Trent reflect a 3% increase net of the proposed credits discussed earlier tonight.
- Put aside money for reserve.
  - Concerns were discussed about continuing to use fund balance forward to prevent fee increases.
  - Discussion ensued regarding the reserve balance and the proposed budget with consensus to add \$90,000 to reserves this year.
- Ms. Davis will request for a full reserve study.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor obtaining a full reserve study was approved.

**B. Resolution 2016-2, Approving the Budget and Setting the Public Hearing**

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor Resolution 2016-2, approving the proposed budget for Fiscal Year 2016/2017 and setting the public hearing for August 23, 2016 at 6:00 p.m. at the Splash Park, was adopted.

**NINTH ORDER OF BUSINESS**

**Old Business/New Business**

The following was discussed:

- County Commission approved the zoning change for the parcel next to AT&T.
- Discussion ensued on the Dean Reeseey Community Award Scholarship status. Students interested have to provide a transcript and proof of acceptance at a continuing education facility. Candidates are being sought from among lifeguards and student volunteers.
- There was discussion regarding the FIP Facebook page.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

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

There being no questions or comments,

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the April 2016 Financials were accepted and the check register was approved.

**TWELVETH 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