

**MINUTES OF MEETING
TWIN CREEKS NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Twin Creeks North Community Development District held a Regular Meeting on May 16, 2022, at 11:30 a.m., at the Home2Suites by Hilton St. Augustine I-95, 270 Outlet Mall Blvd., St. Augustine, Florida 32084.

Present at the meeting, were:

John Kinsey	Chair
Zenzi Rogers	Vice Chair
Bryan Kinsey	Assistant Secretary
Jared Bouskila	Assistant Secretary

Also present, were:

Daniel Rom	District Manager
Sue Delegal	District Counsel
Neal Brockmeier (via telephone)	District Engineer
EJ Martinez	Down To Earth Landscape & Irrigation
Vince Forte	Down To Earth Landscape & Irrigation

Residents present, were:

Jennifer Ferrell	Neal Shact	Geoffrey Rocque	John Stinson
Charlie Arnold	Gregg Thoman	Jim Procter	Andrew Prasatek
Emilio Mayor	Jon Cargill		

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 11:56 a.m. Supervisors Bouskila, Rogers, John Kinsey and Bryan Kinsey were present, in person. Supervisor Jordan was not present.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Rom read the following public comment received from Geoffrey Rocque, at 348 Clifton Bay:

“Who is paying for the landscaping fix? When can residents see playground invoices and construction ETA?”

THIRD ORDER OF BUSINESS

Consideration of Proposals for Landscape Maintenance Services

A. RFP Package

B. Affidavit/Proof of Publication

The Request for Proposals (RFP) and affidavit of publication were included for informational purposes.

C. Respondents

Mr. Rom stated that both respondents submitting everything requested by the RFP.

I. Down To Earth Landscape & Irrigation

First Year: \$414,918 (for scope of work in RFP)

II. The Tree Amigos

Option 1: \$755,485 (for scope of work in RFP)

Option 2: \$565,090 (for scope of work thought necessary)

Mr. John Kinsey gave his opinions about the responses and noted the following:

- The RFP did not provide for bidding on anything other than the RFP scope of work; however, if The Tree Amigos is the successful bidder, he felt that it would make sense to consider their options with the possibility of reducing the costs but with better overall landscaping.
- The Tree Amigos reached out regarding whether there were any questions and met on site to go over some things. There was no contact from Down To Earth.
- Down To Earth is not a northeastern Florida company. They recently opened a branch but are primarily localized in other parts of Florida. The local manager used to work for a company that put on social events and it is believed that he has virtually no landscaping experience and the other local employees have very little landscaping experience.
- The bid price from Down To Earth seems too low to carry out the full scope of work.

- The Tree Amigos is an established, long-standing northern Florida company with extensive experience in both landscape installation, maintenance and repair.
- He suggests selecting The Tree Amigos but authorizing a Board Member to work with them to determine the appropriate frequency for mowing and other activities that might not be necessary, such as mulch replacement, which could save money.

Ms. Rogers noted that the RFP contained an outdated map of responsibility for maintenance of a certain area. Ms. Delegal stated that it is important to make sure that the CDD has the correct property interest in all parcels that will be maintained by the CDD, and, if not, then by way of a quit-claim deed or easement. It is believed the only area involved in this situation is a right-of-way (ROW).

D. Ranking

Mr. John Kinsey discussed his recommended scoring as follows:

<u>Categories</u>	<u>Down To Earth</u>	<u>The Tree Amigos</u>
Experience	10	30
Personnel	10	20
Price	30	20
Financial Capability	10	10
Understanding Scope of Work	10	10

Mr. Rom reported the overall scores and rankings, as follows:

- #1 The Tree Amigos 90 points
- #2 Down To Earth Landscape & Irrigation 70 points

E. Authorization to Engage Respondent

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, accepting the scores and ranking and engaging The Tree Amigos, the #1 ranked respondent to the RFP for Landscape Maintenance Services, authorizing the Chair and Staff to negotiate and finalize a contract with The Tree Amigos and authorizing the Chair to execute, was approved.

FOURTH ORDER OF BUSINESS

Acceptance of Resignation of Supervisor Robert S. Jordan, Seat 2 (Term Expires November 2022)

Mr. Rom presented Mr. Robert Jordan’s resignation letter.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, the resignation of Mr. Robert Jordan, from Seat 2, was accepted.

FIFTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 2

- A. Administration of Oath of Office to Newly Appointed Supervisor (*the following will be provided in a separate package*)**
 - I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
 - II. Membership, Obligations and Responsibilities**
 - III. Financial Disclosure Forms**
 - a. Form 1: Statement of Financial Interests**
 - b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - c. Form 1F: Final Statement of Financial Interests**
 - IV. Form 8B – Memorandum of Voting Conflict**
- B. Consideration of Resolution 2022-01, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. John Kinsey wants to advertise the vacancy and seek a resident to serve on the Board. He will work with the District Manager accordingly.

Mr. Rom stated he will coordinate with the HOA to send information to residents.

These items were deferred.

SIXTH ORDER OF BUSINESS

Discussion: Stormwater Management Needs Analysis Reporting Requirements

Mr. Rom discussed new legislation that requires CDDs to prepare a 20-year Stormwater Management Needs Analysis Report to document the CDD’s anticipated future stormwater system needs. The initial Report must be submitted by June 30, 2022, then every five years thereafter.

A. Ratification of Prosser, Inc., Proposal to Provide Stormwater Management Needs Analysis Report

Mr. Rom presented the Prosser, Inc., proposal, previously executed by the Chair.

B. Consideration of First Amendment to Agreement for Professional Engineering Services

Ms. Delegal presented the First Amendment to the Agreement for Professional Engineering Services.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Prosser, Inc., proposal for preparation of the 20-Year Stormwater Management Needs Analysis Report, in the lump sum amount of \$6,000, and a \$3,000 fee for meeting coordination, was ratified and the First Amendment to the Agreement for Professional Engineering Services, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the St. Johns County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

Mr. Rom presented Resolution 2022-02. Seat 2, currently vacant, and Seat 3, currently held by Supervisor Bryan Kinsey, will be elected at the November 2022 General Election. The candidate qualifying period is noon on June 13, 2022 to noon on June 17, 2022. Candidates must be a citizen of the United States, at least 18 years of age, a legal resident of Florida and the CDD and be a registered voter in St. Johns County.

On MOTION by Ms. Rogers and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2022-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the St. Johns County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Designating a Date, Time and Location for Landowners’ Meeting of the District, and Providing for an Effective Date [Seat 4]

Mr. Rom presented Resolution 2022-04.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2022-03, Designating a Date, Time and Location of November 15, 2022 at 2:00 p.m., at the Home2Suites by Hilton St. Augustine I-95, 270 Outlet Mall Blvd., St. Augustine, Florida 32084; for a Landowners’ Meeting of the District, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Rom presented Resolution 2022-04. He reviewed the proposed Fiscal Year 2023 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any adjustments.

It was noted that the “Landscape maintenance” budget might change depending on the negotiations with the Tree Amigos Agreement.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023, as amended as necessary, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 23, 2022 at 12:15 p.m., at the Home2Suites by Hilton St. Augustine I-95, 270 Outlet Mall Blvd., St. Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Discussion: Replacement for Field Operations Liaison

Discussion ensued regarding the need for a new Field Operations Liaison. The Board authorized the Chair to work with the HOA and other parties with regard to Field Operations.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2022

Mr. Rom presented the Unaudited Financial Statements as of March 31, 2022.

TWELFTH ORDER OF BUSINESS

Approval of September 7, 2021 Public Hearings and Regular Meeting Minutes

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, the Unaudited Financial Statements as of March 31, 2022, were accepted and the September 7, 2021 Public Hearings and Regular Meeting Minutes, as presented, were approved.

Going forward, the Unaudited Financial Statements and Meeting Minutes will be Consent Agenda Items.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.***
There was no report.
- B. District Engineer: *Prosser, Inc.***

There was no report.

C. Field Operations Liaison

There was no report.

D. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: May 24, 2022 at 1:00 P.M.**
 - **QUORUM CHECK**

The May 24, 2022 meeting will be cancelled; the next meeting will be on August 23, 2022.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

Resident Emilio Mayor noted \$295,000 budgeted for irrigation and discussed the condition of the grass and voiced his opinion that the grass is being irrigated too often and at improper times. Reducing irrigation frequency could save the CDD money.

It was noted that the reason irrigation is operating during the day now is because of bad clocks so certain zones must be turned on manually. There is more irrigation now because fertilizer was recently applied.

Mr. Mayor asked if the irrigation system has rain sensors, as he observed irrigation running while it is raining. The response was affirmative. Mr. Mayor was directed to notify Management, who will notify The Tree Amigos.

Mr. Mayor asked when the pirate ship will arrive. It was noted that it is supposed to arrive by the end of summer.

SIXTEENTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the meeting adjourned at 12:41 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair