

MINUTES OF MEETING
MEADOW VIEW AT TWIN CREEKS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Meadow View at Twin Creeks Community Development District was held on Thursday, February 16, 2023 at 10:00 a.m. at the Lake House at Beacon Lake, 850 Beacon Lake Parkway, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Blaz Kovacic	Chairman
Aaron Lyman	Vice Chairman
Danielle Simpson	Supervisor
Tyler Thors	Supervisor
Frank Arias	Supervisor

Also present were:

Jim Oliver	District Manager
Jere Earlywine	District Counsel (by phone)
Scott Lockwood	District Engineer
Jennifer Erickson	Amenity Manager
Alison Mossing	Riverside Management Services
Paul Stratton	Riverside Management Services

The following is a summary of the discussions and actions taken at the February 16, 2023 meeting.

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the January
19, 2023 Meeting**

There were no comments on the minutes.

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On MOTION by Mr. Kovacic seconded by Mr. Arias with all in favor the minutes of the January 19, 2023 meeting were approved.

FOURTH ORDER OF BUSINESS

Ratification of Change in District Legal Representation

Mr. Earlywine explained that per the Florida Bar rules, his prior firm sent out a letter announcing Mr. Earlywine’s departure and asking the client whether they want to stay with the current firm, follow Mr. Earlywine to the new firm, or choose another alternative. Mr. Kovacic signed the letter with instructions to transfer the District’s files to Mr. Earlywine at his new firm, Kutak Rock.

On MOTION by Mr. Kovacic seconded by Mr. Thors with all in favor transferring legal representation from KE Law Group to Kutak Rock was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Renewal Proposals for FY23 Services

A. Janitorial Maintenance Services

Mr. Oliver reminded the Board that the District entered into a contract with Jani-King approximately 10 months ago and areas have been added to the scope of work over time. The new total annual amount proposed would be roughly \$32,000. He also noted a second comparable proposal was obtained from City Services totaling \$22,000 annually, which is in line for what is budgeted for Fiscal Year 2023.

This item was tabled.

B. Amenity Management and Field Operations Services – Riverside Management

Mr. Oliver presented the proposal from Riverside Management Services for Fiscal Year 2023, a copy of which was included in the agenda package.

Mr. Kovacic asked that a meeting be set up between Ms. Simpson and Ms. Mossing to discuss the scope of services.

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On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the proposal from Riverside Management Services for Fiscal Year 2023 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Landscape Maintenance Services through September 30, 2023

Mr. Oliver reminded the Board that the District previously entered into a contract with Yellowstone for landscape maintenance services on May 9, 2019 that included three one-year renewals beyond the first year. The total cost of services provided by both Yellowstone and West Orange Nurseries requires the District go through the RFP process when seeking proposals. It was noted a draft scope of the RFP package will be brought to the next meeting for Board approval, with proposals expected to be brought back to the May meeting for consideration. In the meantime, Yellowstone has a contract in place and Martex is a subcontractor for West Orange Nursery, who holds the contract for the installation and growing period of the newer areas and that contract is ending. Something will need to be put in place for the remaining months for the newer areas until the RFP process can be completed. Mr. Oliver recommended delegating authority to a board member to work with staff to negotiate a contract with Martex at the same rate for the remainder of the fiscal year.

Mr. Thors stated that the contract for Martex would need to be rewritten as it currently contains contradicting terms regarding the end date of the contract.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor authorizing a Supervisor to work with staff on negotiating a contract with Martex was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Landscape Maintenance RFP Process

This item was discussed under the sixth order of business.

EIGHTH ORDER OF BUSINESS

Discussion of Towels

Mr. Oliver noted the purpose of this item is to discuss whether to continue purchasing towels to be used in the fitness room and pool deck areas.

Mr. Kovacic stated that originally 150 towels were purchased at the start of the project, which have been almost completely diminished. There would now need to be enough towels

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purchased to serve around 1,000 residents, so it has become a budgetary concern. He noted he was not in favor of replenishing it.

A resident commented that she has seen people take the towels.

Ms. Erickson stated that during the busy season \$800 is being spent to launder the towels that are left and rugs.

On MOTION by Mr. Arias seconded by Mr. Thors with all in favor, discontinuing replenishing the towels was approved.

NINTH ORDER OF BUSINESS

Discussion of Charlie’s Grill Weekend Operating Budget (Memorial Day through Labor Day)

Ms. Erickson stated that the feedback from food truck operators on Charlie’s Grill is that there are not enough hours and not enough money to be made.

Mr. Oliver stated that he would like to know how many hours would be enough to attract an operator of the grill.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2023-06, Authorizing Investment of Funds in the local Government Surplus Fund Trust Fund

Mr. Oliver explained that a CDD is a unit of government and as such is limited to ways in which it can invest public funds. The State Board of Administration of Florida is an account that can invest those funds and it currently holds a return of investment of around 4.5%. The funds can be moved to the operations account as needed.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor, Resolution 2023-06, authorizing investment of funds in the local government surplus funds trust fund was approved.

ELEVENTH ORDER OF BUSINESS

Discussion of FPL Matters

Ms. Simpson informed the Board that a member of the law firm hired by the District for this matter was on site recently with an appraiser to tour the grounds.

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TWELFTH ORDER OF BUSINESS Update on Development Status

Ms. Simpson provided updates on the pickleball courts. A proposal is anticipated for the access point. Paving has taken place, which requires three days to cure. The fence should be going up in the next few days. The courts are expected to be completed in April.

Ms. Simpson also noted that the connector road was paved and asked people to stay off the roads until they're cleared by St. Johns County.

A resident asked what can be done to control the speed of the dump trucks in the neighborhood.

Mr. Kovacic responded that St. Johns County Sheriff's office would have to be called to enforce the speed limits.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being nothing further to report, the next item followed.

B. District Engineer

1. Consideration of Work Authorization No. 27 for Increase in Hourly Rates

Mr. Lockwood stated that the purpose of this work authorization is to update England-Thims & Miller's hourly rates, which have not been adjusted in the last five years.

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor, work authorization number 27 for England-Thims & Miller was approved.

2. Approval of Requisition Summary

Mr. Lockwood gave a brief overview of the requisition summary, a copy of which was included in the agenda package. It was noted requisitions 92 and 97 for Phase 3B will be paid through the general fund so they will be removed from the requisition summary.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the requisition summary listing numbers 89-91 and 93-96 for Phase 3B and numbers 48-50 for Phase 4 was approved.

C. District Manager

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Mr. Oliver informed the Board a preliminary budget will be presented in April, approved in May, and adopted in August.

D. Amenity Manager

Ms. Erickson went over the events held at the amenity center since the last meeting and the events that are upcoming.

D. Operations Manager

Mr. Stratton went over the maintenance items completed between meetings that were detailed in the operations report, a copy of which was included in the agenda package.

Mr. Arias asked for an update on fixing the issue of lack of grass growth in the dog park.

Mr. Stratton responded that the operations manager has taken measurements of the area that needs to be replaced. Mr. Lyman suggested planning on replacing with fresh sod occasionally. The Board discussed options for moving shade structures to avoid damage due to lack of sunlight. Mr. Oliver stated that he would get with the operations manager on options to bring back for consideration, but in the meantime would plan to add replacement of turf to the RFP.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor, installing new sod at the dog park was approved.
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FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

Copies of the financial statements as of January 31, 2023 were included in the agenda package for the Board's review. Mr. Oliver noted two negative variances are janitorial services and repairs and maintenance. Those line items will continue to be monitored.

B. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing the District's assessments are just under 82% collected was included in the agenda package.

C. Check Register

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A copy of the check register totaling \$829,619.33 was included in the agenda package for the Board’s review.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the check register was approved.

D. Consideration of Construction Funding Request No. 45 (Phase 3B)

A copy of construction funding request number 45 was included in the agenda package for the Board’s review. Mr. Oliver noted that the funding request will be adjusted to remove the requisitions mentioned under the engineer’s report.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor construction funding request number 45 was approved as revised.

E. Consideration of Construction Funding Request No. 4 (Phase 4)

A copy of construction funding request number 4 totaling \$798,334.32 was included in the agenda package.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor construction funding request number 4 was approved.

FIFTEENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

Supervisor Requests

Mr. Kovacic informed the Board and residents of a dog bite incident that occurred at the dog park and stated that kind of stuff will not be tolerated.

Audience Comments

A resident asked when the Lakeside Amenity Center will be able to be reserved for events.

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Ms. Simpson responded that it's currently first come, first serve. She added if anyone wants something such as a bounce house or bubble truck that they should contact Ms. Erickson and ensure that she has the vendors insurance certificate on file.

The resident also stated that there is a lot of garbage on the edges of the lake.

Ms. Simpson recommended emailing the operations manager Chris Hall, Ms. Erickson, or herself for items such as that.

SIXTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – March 16, 2023
at 10:00 a.m. at the Lake House at Beacon
Lake, 850 Beacon Lake Parkway, St.
Augustine, Florida 32095**

SEVENTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor the meeting was adjourned.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

[Handwritten Signature]
Chairman/Vice Chairman