

MINUTES OF MEETING
CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Capital Region Community Development District was held September 13, 2018 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Brian Kelley	Chairman
Glenda Herrera-Gray	Supervisor
John Ray	Supervisor
Jennings DePriest	Supervisor (sworn in during meeting)

Also present were:

James Oliver	District Manager
Joe Brown	District Counsel
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager
Keith Dantin	Engineering Consultant
Sandi Poreda	Communications Consultant
10 Residents	

The following is a summary of the actions taken at the September 13, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Mr. Kelley led the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Rojas stated I recommend in order to not repeat the comments later maybe you swear in the new member so the comments are said to four people instead of three people.

Mr. Kelley stated we are going to stay with the current agenda.

Mr. Rojas stated obviously I'm beating a dead horse in saying you should budget money for the ponds, but I did want the new member to know that in 2016 this Board drastically reduced the amount of money that was for the ponds by 75%. Algae is a huge problem in South Florida. You have several lakes you are responsible for, you have an open permit for carp, and Lake Badura has problems. I want to put this on the record because I went by the only pond you do maintain and the algae is starting to come back.

Mr. Rojas read into the record an email from Mr. Cassidy of the city in response to an email he sent to him,.

FOURTH ORDER OF BUSINESS Affidavit of Publication

A copy of the affidavit of publication of notice of the public hearings was included in the agenda package.

FIFTH ORDER OF BUSINESS Approval of Consent Agenda

- A. Approval of the Minutes of the August 16, 2018 Meeting**
- B. Balance Sheet as of July 31, 2018 and Statement of Revenues & Expenditures for the Period Ending July 31, 2018**
- C. Allocation of Assessments**
- D. Check Register**

On MOTION by Ms. Herrera-Gray seconded by Mr. Ray with all in favor the consent agenda items were approved.

SIXTH ORDER OF BUSINESS Organizational Matters

- A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2018)**

On MOTION by Mr. Ray seconded by Ms. Herrera-Gray with all in favor Jennings DePriest was appointed to fill the unexpired term of office for Seat 5.

- B. Oath of Office for Newly Appointed Supervisor**

Mr. Oliver being a notary public of the State of Florida administered the Oath of Office to Mr. DePriest.

Mr. Oliver reviewed the following documents with Mr. DePriest: Q&A on CDDs, Chapter 190, F.S., documents explaining the sunshine law, public records law, financial disclosure form and W-2 and I-9 forms.

C. Resolution 2018-10 Election of Officers

Mr. Oliver requested that the Board to adopt a resolution appointing Mr. DePriest as an assistant secretary, Ariel Lovera of GMS as an assistant treasurer, and Ernesto Torres of GMS as an assistant secretary.

On MOTION by Ms. Herrera-Gray seconded by Mr. Ray with all in favor Resolution 2018-10 appointing Ariel Lovera an assistant treasurer, Mr. DePriest and Ernesto Torres as assistant secretaries was approved.

SEVENTH ORDER OF BUSINESS

Fiscal Year 2019 Budget

A. Public Hearing to Consider Adoption of the Fiscal Year 2019 Budget

1. Resolution 2018-07 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2019

Mr. Oliver stated you have gone through the budget process starting in May and made revisions to the budget. During the August meeting, the Board decided that the remaining recreation assessments collected in 2017 were to be returned to property owners through the assessment roll process. We incorporated that into the budget that is before you tonight. In the revenue section there are two line items that are footnoted. The first one is "Special aAssessments Southwood House Parcel" and tonight you are going to have a public hearing assessing that parcel for the first time. The last line item under revenues is "Carry Forward Surplus – Recreation" in the amount of \$231,457. That is the remaining balance of those assessments that were collected in FY17.

On page 2, you will see below the total expenditures a section titled "Total Other Sources and Uses" showing an interfund transfer out recreational facilities surplus of \$231,457. You are using that carry forward surplus to offset FY19 budgeted expenditures, lowering assessments. Please see Tables 3 and 4 on the next two pages. Table 3 lists FY19 assessments to be the same as FY17 and FY18. Table 4, shows the remaining recreation fund of \$231,457 is returned to property owners , allocated back to each of those product types by the same formula in which

they were assessed for FY2017.. If you take the assessment on Table 3 for any product type, you would reduce it by the amount of that credit you see in the column on the far right of Table 4. The process is based on board direction provided at the August meeting.

Those are the only significant changes to the budget. At the July and August meetings, the Board discussed and approved a traffic study. There are funds in the budget for the study to commence in FY2019. . Although the CDD can only provide the certified the assessment roll to the tax collector once annually for inclusion on property tax bills, the Board can amend the budget throughout the fiscal year, when necessary.

On MOTION by Mr. Ray seconded by Ms. Herrera-Gray with all in favor the continued public hearing was opened.

Ms. Burns stated you have security \$60,000. Do you still feel comfortable with that amount?

Mr. Ray stated I support it.

Mr. Kelley stated I do too. Robert do you have any comment from the staff's standpoint?

Mr. Berlin stated only that it should be twice as much. It is not stopping mass crime, \$6,500 goes to one night, Halloween, which is coming up next month. But for the amount we have, it is being used well.

Mr. Kelley requested additional comments, hearing none, a motion to close the public hearing was requested.

On MOTION by Mr. Ray seconded by Ms. Herrera-Gray with all in favor the public hearing was closed.

Ms. Sandy stated next will be consideration of Resolution 2018-07 relating to the annual appropriations and adoption of the budget for fiscal year 2019. This resolution adopts the fiscal year 2019 budget that includes both operations and maintenance and debt. It also appropriates the district's revenues for those budgeted items and provides methods that the budget can be amended in the future. There are blanks in that resolution currently that will be filled in with each of the funds that are reflected in the budget that you have in front of you. The total general

fund is \$1,834,311, each of the debt service funds would also be the amounts reflected in the budget.

On MOTION by Mr. Ray seconded by Mr. Herrera-Gray with all in favor Resolution 2018-07 was approved.

- B. Public Hearing Regarding the Imposition of Operations and Maintenance Assessments for Fiscal Year 2019 on the Southwood House Parcel**
 - 2. Consideration of Resolution 2018-08 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2019**

On MOTION by Mr. Ray seconded by Ms. Herrera-Gray with all in favor the public hearing was opened.

Ms. Sandy stated this public hearing is specific to receiving comments on the district's intent to levy the O&M assessment on the Southwood House Parcel. In the past the parcel was categorized as common area and therefore, not assessed by the district. However, it has been used as a commercial space and when this was brought up we received direction to move forward with levying an O&M assessment on that parcel. Specifically, the Southwood House would be assessed as 17,000 square foot of commercial use, which is .39 acres, for O&M that is an annual assessment of \$941.69. Notice was sent to the owner at the time, I believe it has changed ownership since that notice has been sent but notice was also published. Mr. Ray asked if notice had to be mailed again since the ownership change. Ms. Sandy responded no.

Mr. Kelley requested comments from the public, and hearing none, a motion to close the public hearing was requested.

On MOTION by Mr. Ray seconded by Ms. Herrera-Gray with all in favor the public hearing was closed.

Ms. Sandy stated this resolution deals with all the property in the district, assessing all property for O&M and debt assessments as reflected in the budget you adopted, as well as sets out the collection methods for the assessments. It includes the Southwood House parcel but also the other parcels in the district.

On MOTION by Mr. Ray seconded by Ms. Herrera-Gray with all in favor Resolution 2018-08 was approved.

3. Consideration of Direct Collect Agreement with The St. Joe Company

Ms. Sandy states this agreement follows the same form as we have had in the past with The St. Joe Company. It provides for the methods of collection the O&M and debt assessments on St. Joe’s unplatted land.

On MOTION by Ms. Herrera-Gray seconded by Mr. Ray with all in favor the direct collect agreement with the St. Joe Company was approved.

EIGHTH ORDER OF BUSINESS Update on DRI Matters

Mr. Ray gave an overview of the results of a meeting with the City of Tallahassee staff and stated St. Joe will come back with proposed language to convert the current DRI development order to a development agreement in pursuit of their rescission of the DRI. The chair, engineer and district counsel will continue to monitor this matter and its effects on the District.

NINTH ORDER OF BUSINESS Discussion of Lake Maintenance

The Board and staff discussed past management practices used for lakes and stormwater management facilities and will invite Jess Van Dyke and Rodney Cassidy to the next meeting to provide recommendations for future management of the natural lakes and stormwater management ponds.

**TENTH ORDER OF BUSINESS Consideration of Audit Engagement Letter
for Fiscal Year 2018**

On MOTION by Mr. Ray seconded by Ms. Herrera-Gray with all in favor the engagement letter with Carr Riggs & Ingram to perform the fiscal year 2018 audit was approved subject to review by district counsel.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There not being any, the next item followed.

C. Dantin Consulting

There being none, the next item followed.

D. Communications Consulting

Ms. Poreda stated we are still in the process of converting our websites to meet ADA compliance.

E. Property Management Report

1. All Pro Reports

A copy of the All Pro reports was included in the agenda package.

2. Operations Memorandum

A copy of the operations memorandum was included in the agenda package.

3. Variance Report

A copy of the variance report was included in the agenda package.

4. Special Use Application

A copy of the special use application for the 2018 MDA Muscle Walk was included in the agenda package.

5. All Pro Proposal

A copy of all proposals were included in the agenda package.

F. Manager

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Supervisor's Requests

There being none, the next item followed.

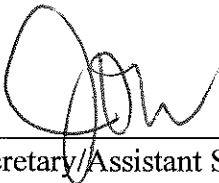
THIRTEENTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

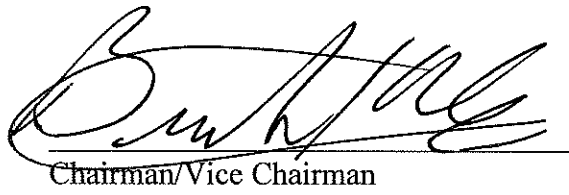
**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – October 11, 2018
at 6:30 p.m. at the Southwood Community
Center**

Mr. Kelley stated the next scheduled meeting will be Thursday, October 11, 2018 at 6:30 p.m. in the same location.

The meeting adjourned at 7:47 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman