

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 Thursday, April 11, 2019 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
Jennings DePriest	Vice Chairman
John Ray	Supervisor (by telephone)
April Johnston	Supervisor
Kyle Rojas	Supervisor

Also present were:

James Oliver	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Operations Manager - GMS
Keith Dantin	Engineering Consultant
John Curtis	St. Joe
Audience Members	

The following is a summary of the actions taken at the April 11, 2019 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.

SECOND ORDER OF BUSINESS

The Pledge of Allegiance

Mr. Kelley led the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments

A resident stated I want to establish a birds and beasts books and library structures, I would like to call it Birdhouses and it is the same concept as Little Green Libraries. It would be nice if SouthWood could have one, a proliferation of artists and organizations could come and

work on that. I was hoping to be able to use this location where there is heavy traffic and I need permission.

Mr. Kelley stated there is two parts to that, one is putting a neighborhood book exchange and if we do at this property it is part of the HOA and you would need HOA approval not CDD approval. Susan and our HOA president are both here and can take that initiative for that. I'm not saying they will approve it but that is a good starting point. Another strong location is by Town Center and to a large degree that is also under Mr. Curtis' control and the neighborhood garden across from Town Center is CDD property and that might be a good spot. Send us your ideas on that and I will bring it up and have a detailed conversation about it and give it to the HOA and have that conversation.

A resident stated the median on Four Oaks by the roundabout was brought up and there was a concern about parking on the other side and people would be jaywalking back and forth. I wonder if there is an opportunity to place some plants such as saw palmettos in the median in the same line as the trees and that would enhance the private space and it would be good for birds and other animals. It would be an enhancement and something like that has to be done in other areas.

Mr. Kelley stated the parking idea around the roundabout has been put before the city. When the city provides comments to that study then there are different approaches that come from that such as plantings around the parking structure if it gets built.

Mr. Dantin stated we are waiting on St. Joe to do the traffic assessment based on the new master plan. Once they do that it will give the city the ability to analyze and determine if they can remove the lane without causing an adverse effect to the existing flow.

Mr. Curtis stated we are in the process of working with the city, the earliest we will have the traffic analysis to the city would be August and it would be December or January before we have a plan in place one way or the other.

A resident asked would it be possible to put the plants in before this project is complete?

Mr. Kelley stated we have a budget process that is upcoming and through the budget process we are going to talk about a lot of topics and that could be one of those topics. Until such time as the city approves anything there is not likely money to be spent by the CDD and/or the city.

FOURTH ORDER OF BUSINESS

Affidavit of Publication

A copy of the affidavits of publication of this meeting and the public hearing were included in the agenda package.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 7, 2019 Meeting**
- B. Balance Sheet as of February 28, 2019 and Statement of Revenues & Expenditures for the Period Ending February 28, 2019**
- C. Treasury Report – February 28, 2019**
- D. Allocation of Assessments**
- E. Check Register**

On MOTION by Mr. DePriest seconded by Ms. Johnston with all in favor the consent agenda items were approved.

SIXTH ORDER OF BUSINESS

Debt Service Assessment on SouthWood House Property

A. Review of First Amendment to the Amended Master Assessment Methodology

Ms. Sandy stated in February the board started the process to levy a debt assessment on the SouthWood House property, the Ball House. We published notice of that hearing, which is required by statute and we also sent a mailed notice and the owners of the property told us they did not receive the mailed notice. It is not required by statute that we confirm receipt; however, we think it would be best practice to open the public hearing and continue it to the next meeting. We have re-sent the mailed notice to the owner as well as emailed it to them in order to make sure they have time to review it and we can answer any questions prior to the public hearing.

B. Public Hearing

On MOTION by Mr. DePriest seconded by Mr. Rojas with all in favor the public hearing was opened.

Mr. Kelley requested comments from the audience. There being no public comments,

On MOTION by Mr. DePriest seconded by Ms. Johnston with all in favor the public hearing was continued to May 9, 2019 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

- C. Consideration of Assessment Resolution 2019-05**

- D. Review of First Amendment to the Series 2018A Assessment Methodology**

- E. Consideration of Assessment Resolution 2019-06**

SEVENTH ORDER OF BUSINESS St. Joe Update (John Curtis)

Mr. Curtis provided an update of the expansion of the FSUS facility and the Creative Child Daycare, St. Joe’s long-term development plan that includes swapping of entitlements for future land uses, road networks, future development. There is a planning meeting with the City of Tallahassee to discuss MOUC-1 on May 7th and St. Joe is coordinating community meetings in June and July with the intent to file its DRI amendment with the city in late July to mid-August. St. Joe will coordinate the community meeting dates with the District.

EIGHTH ORDER OF BUSINESS Update Regarding DRI Matters

Mr. Dantin stated I will provide Jim with the conversion table and meeting dates of the planning and zoning meeting and he can send it out to the board. The table once approved will allow people who want to do a conversion similar to what John talked about to basically do in-house minor PUD amendments approved at staff level as long as the request doesn’t exceed 25% of the overall category allowances.

NINTH ORDER OF BUSINESS Staff Reports

- A. Attorney – Consideration of Agreement with FWC**

Ms. Sandy stated in your agenda package is a revised FWC vendor agreement showing revisions against the form agreement the district previously had with FWC. We sent it over for FWC’s review because they increased their compensation rate, it was previously \$30 per hour

and it is now \$35 per hour. FWC’s counsel made a few additional revisions. Ms. Sandy asked the Board to approve the agreement as revised.

On MOTION by Mr. DePriest seconded by Mr. Rojas with all in favor the agreement with FWC was approved.

Proposed Change to Easement Language

Ms. Sandy stated the board approved an easement agreement in January and I brought it back to the board at the last meeting. This is a tri-party agreement between Elizabeth Miller, Premiere and the district for a portion of the drainage easement on which Premiere has built a retaining wall. This would give the district an easement around that area. At the last meeting the board approved district counsel to incorporate any non-substantive changes. One change that Ms. Miller has come back with is to request that the district have the affirmative obligation to maintain the landscaping around the drainage easement on her property. Our typical protocol with drainage easements on residential lots is that the homeowner maintains the landscaping on that easement. Under the easement we currently have the right to maintain it but not the obligation. Our advice would be not to approve this change, but I wanted to bring it back to the board for a vote because I felt it was more than a non-substantive change.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the proposed change in language of the easement agreement on property located at 2540 Lantana Lane was rejected.

B. Engineer

There not being any, the next item followed.

C. Dantin Consulting

There being none, the next item followed.

D. Communications Consulting

There being none, the next item followed.

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. FEMA Reports

Mr. Berlin stated of the \$76,866 storm hurricane costs incurred, total reimbursement should be \$74,007.31 once all checks are received.

The only thing outstanding is our claim for FEMA reimbursement of admin costs related to storm cleanup. They will give us a percentage of our claim, but we don't know what it will be. It could be anywhere from 1% to 5% of the total of the job and that could be another \$3,500 that will go back into the general budget reserves, it is basically reimbursing money we had to spend.

Usually in the spring we do a mulch enhancement as part of our twice a year program and as soon as All Pro finishes we will pressure wash the tot lot and benches.

F. Manager

Mr. Oliver stated we are going to be starting the FY20 budget process and will bring a preliminary proposed budget to the May meeting, get board guidance, bring a proposed budget in June get it approved and set the public hearing for August 15th and after the public hearing we will adopt the budget and provide the assessment roll to the county tax collector. The last couple years we pushed adoption into September and last year we ran up against the hurricane so it would be best if we get it done in August.

Mr. Kelley stated the assessments will likely be going up next year based on the bond and O&M and please review all the documentation that Jim sends so you are fully informed as we go into that budget cycle.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Ray stated I want Jim to email me how you determined the assessments are going up next year.

Mr. Oliver stated I think the biggest component of any potential assessment increase is the recommended capital reserve account contribution resulting from the capital reserve study that was completed last year. Reserve Advisors' suggested contribution for FY20 is \$95,000. By comparison, this year's budget included a contribution of \$40,000.

ELEVENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – May 9, 2019 at 6:30 p.m. at the Southwood Community Center

Mr. Kelley stated the next schedule meeting is May 9, 2019 at 6:30 p.m.

The meeting adjourned at 7:35 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman