

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, December 12, 2019 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Jennings DePriest	Chairman
Kyle Rojas	Vice Chairman
John Ray	Supervisor (by telephone)
April Johnston	Supervisor
Brian Kelley	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

The following is a summary of the actions taken at the December 12, 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. Rojas led the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Allen outlined in detail a problem with increased commercial traffic on Barringer Hill Drive and suggested ways to alleviate the traffic situation and Mr. Dantin will meet with the city's traffic engineers and John Curtis to discuss this issue and will request a city traffic engineer make a presentation the next meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-01 Election of Officers

On MOTION by Mr. Ray seconded by Mr. Kelley with all in favor Jennings DePriest was appointed chairman.

On MOTION by Mr. DePriest seconded by Mr. Kelley with all in favor Kyle Rojas was appointed vice chairman.

On MOTION by Mr. DePriest seconded by Mr. Rojas with all in favor Resolution 2020-01 was approved designating Jennings DePriest as chairman and Kyle Rojas as vice chairman with the three remaining supervisors being assistant secretaries and the remaining officers to remain the same.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the October 10, 2019 Meeting
- B. Balance Sheet as of October 31, 2019 and Statement of Revenues & Expenditures for the Period Ending October 31, 2019
- C. Allocation of Assessments
- D. Check Register

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the consent agenda items were approved.

SIXTH ORDER OF BUSINESS

Discussion of Supervisors Assignments of Community Interest Areas

The following assignment of areas of interest will be: Jennings DePriest for city/county coordination, budget/bond refinancing and security, Kyle Rojas for landscaping, April Johnston for HOA coordination, Brian Kelley community liaison and John Ray roadways and parks and recreation.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-02 Amending the General and Capital Reserve Fund Budget for Fiscal Year 2019

Mr. Oliver stated the exhibit to the resolution shows the adopted budget and changes to those line items and the biggest changes are under revenues. During FY19 you adopted the

budget holding assessments the same as they were for FY18 but when we completed the roll we had the assessment levels that were further reduced with the credit all the landowners received with the return of the recreation assessments that were levied in FY17 and that was about \$231,000.

On MOTION by Ms. Johnston seconded by Mr. Kelley with all in favor Resolution 2020-02 was approved.

EIGHTH ORDER OF BUSINESS Public Hearing on the Adoption of the Amended and Restated Rules of Procedure

Ms. Sandy stated at the last meeting there was a red line version of the rules, we set the public hearing and noticed it and today we will take any comments on it.

A. Public Hearing

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the public hearing was opened.

There were no questions or comments from the public.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the public hearing was closed.

B. Consideration of Resolution 2020-03

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor Resolution 2020-03 was approved.

NINTH ORDER OF BUSINESS Discussion of Plat Approval

A. Ratification of Final Plat for Unit 50/MUEI-5 Tallahassee Classical School

Mr. DePriest announced he was a member of the Tallahassee Classical School Board and, therefore, has a standing conflict of interest regarding anything coming before the District Board for a vote involving the Tallahassee Classical School. Mr. DePriest filed a conflict of interest form with the District’s Secretary prior to this meeting.

Ms. Sandy stated Mr. Berlin worked with St. Joe on the Final Plat for Unit 50/MUEI-5 Tallahassee Classical School and signed off on it, as well as District Counsel and the District Engineer. Mr. Rojas executed the plat pursuant to Resolution 2001-03.

On MOTION by Mr. Rojas seconded by Ms. Johnston with four in favor and Mr. DePriest abstaining due to a conflict of interest the final plat for Unit 50/MUEI-5 was ratified.

B. Plat Approval Process

Ms. Sandy stated Mr. Curtis requested the District enter into a joiner agreement with St. Joe to address future plats. I believe coming up with something a little more comprehensive than the joiner agreement may be in the District's best interest since the board is meeting every other month so we don't run into an issue that a plat needs to be signed before we have another board meeting. Robert works with St. Joe and points out issues that are an issue for the board, as well as tries to keep it consistent with what the district has done in the past. By the time it comes to the board it is a pretty well worked out process. We do have a resolution currently that allows for any board member to sign a plat outside of a board meeting as long as district counsel and district engineer have signed off. It is a resolution adopted when the district was newer, so the Board could update it and have it in place if Robert reviews the plats and is comfortable with it, as well as Keith or the district engineer, then we can have the authority to move forward with signing it outside of a board meeting if needed. Discussion ensued. The Board authorized District Counsel to review the District's options and bring them back for Board consideration.

TENTH ORDER OF BUSINESS

Discussion of Scope of Services for Communications Services

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor this item was tabled.

ELEVENTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Carr Riggs & Ingram to Perform the Fiscal Year 2019 Audit

On MOTION by Ms. Johnston seconded by Mr. Rojas with all in favor the engagement letter with Carr Riggs & Ingram to perform the fiscal year 2019 audit was approved subject to district counsel review.

TWELFTH ORDER OF BUSINESS

Ratification of Work Authorization No. 1G with Dantin Consulting, LLC for General Professional Engineering, Development and Construction Consulting Services

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor work authorization no. 1G with Dantin consulting, LLC was ratified.

THIRTEENTH ORDER OF BUSINESS

St. Joe Update (John Curtis)

Mr. Curtis updated the board regarding the big fix and stated there is a DRC scheduled for December 23, 2019 at the city, in front of the planning commission on January 7th, first reading of the PUD DRI amendments with the county at the end of January and February 11th the second reading before the county and February 12th before the city for approval of the big fix.

FOURTEENTH ORDER OF BUSINESS

Update on DRI Matters

Mr. Dantin stated there are two points of contention St. Joe needs to resolve with the city, one is the traffic issue as it relates to school concurrency and mitigation of offsite roads. One of the issues discussed was the four-laning of Four Oaks and Blairstone, it was anticipated it would have to be done at some point but the whole language in the DRI says you shall four-lane those roads if you reach 22,500 average daily traffic. It was not anticipated that SouthWood based on the overall master plan would ever get to 22,500 but if they did, they would have to four-lane. They are changing the language from “shall” to “should” four-lane. Four-lane roads going through a neighborhood is never a good thing but there has to be an amenable agreement between St. Joe and the city as it relates to going forward with four-laning. They worked with the city to develop a new plan as it relates to industrial, schools, new residential, etc.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney - Report

There being none, the next item followed.

B. Dantin Consulting

There being none, the next item followed.

C. Communications Consulting

There being none, the next item followed.

D. 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. RFP Process for Landscape Services Authorization

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor staff was authorized to begin the RFP process to be reviewed and approved at the February meeting with proposals to be ranked at the April meeting.
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E. Manager

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS Supervisor's Requests

Mr. Kelley stated a neighbor provided information to Robert that in an area off of Jacksonville Road being developed by St. Joe where a snake come out of that area onto a

homeowner's property and bit a small child. In that area there are snakes and it would be great if All Pro and St. Joe could work on mowing that area.

Mr. Curtis stated we are meeting tomorrow on that.

Mr. Rojas stated I received an email from a neighbor about the catfish pond is looking rough. I drove by and the only thing I noticed was dead or dormant weeds.

Mr. Berlin stated we brought it down and we do that once a year per the direction we are following. The water level is going down because it hasn't rained a lot, so you are starting to see the sides exposed.

Ms. Johnston stated back to communication services, I am of the opinion that the Facebook page is not effective and I think for us to make it any more robust in my opinion may expose us to legal liability type concerns because I see what SouthWood Watch does and I don't want the CDD page to be that same thing. I recommend a quarterly newsletter similar to what the Art of Living puts out in lieu of a Facebook page.

Mr. DePriest stated I think if anybody has considerations we should send them to GMS so they can put something together for the next meeting to look at and compare it to what other CDDs do.

Ms. Sandy stated I don't know that we have any districts that do newsletters.

Mr. Oliver stated I will get a few examples.

Ms. Sandy stated in having a social media page, those things are public records, we do have to pay for software that captures the Facebook page and we have to keep that, so there is a cost associated with that.

SEVENTEENTH ORDER OF BUSINESS Audience Comments

A resident stated I understand how difficult public service is. The sacrifice you make is minimal to what your family and business makes. If Southwood were a city you would be bigger than Port St. Joe, bigger than Midway and I think you need to reconsider meeting every other month because you had a little problem with a plat because you didn't meet. I understand you can take care of business every other month but you are depriving the citizens from coming here and talking to you. You signed up for this job and you ought to think about meeting once a month because this is a growing community with a lot of moving parts.

December 12, 2019

Capital Region CDD

EIGHTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 13, 2020
at 6:30 p.m. at the Southwood Community
Center**

The meeting adjourned at 8:35 p.m.



Secretary/~~Assistant Secretary~~



Chairman/~~Vice Chairman~~