

**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, February 13, 2020 at 6:32 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

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| Jennings DePriest | Chairman |
| Kyle Rojas | Vice Chairman |
| John Ray | Supervisor |
| 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 |

Audience Members

The following is a summary of the actions taken at the February 13, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

The Pledge of Allegiance

Mr. Ray led the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments

A resident stated thank you for doing the traffic study.

February 13, 2020

Capital Region CDD

Ms. Barber stated I wanted to thank you for the past 20 years, Robert, the board, and residents of SouthWood. We have strived really hard to keep it looking beautiful here and we are looking to adding battery operated equipment, electric mowers in the next six months.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the December 12, 2019 Meeting**
- B. Balance Sheet as of December 31, 2019 and Statement of Revenues & Expenditures for the Period Ending December 31, 2019**
- C. Allocation of Assessments**
- D. Check Register**

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

FIFTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2019 Audit Report

Mr. Oliver gave an overview of the fiscal year 2019 audit and stated it is a clean audit report performed by Carr, Riggs & Ingram, the firm you selected through the RFP process a couple of years ago.

On MOTION by Mr. Kelley seconded by Mr. Ray with all in favor the fiscal year 2019 audit was accepted.

SIXTH ORDER OF BUSINESS

Appointment of Audit Services RFP Committee

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor the board members were appointed to serve as the audit committee and Mr. DePriest was appointed to chair the committee.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-04 Adopting Internal Controls Policy

Ms. Sandy stated last year legislation was passed that requires us to adopt policies to prevent waste, fraud and abuse and we have worked with the various district managers throughout the state to come up with these policies that are in your agenda package. A lot of these items are already being done; we are just adopting the policy.

February 13, 2020

Capital Region CDD

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor Resolution 2020-04 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Letter of Credit in Lieu of Performance Bond

Mr. DePriest stated this item is related to the space behind the town center, the developer on the project has asked us to accept a letter of credit instead of a performance bond. Mr. Berlin went through with a fine-tooth comb and found a sidewalk they needed to include.

Ms. Sandy stated the city has approved this letter of credit in lieu of a performance bond, confirmed those are the improvements still outstanding and they feel the \$28,000 it represents is cushion enough. The letter of credit has been signed and is in place. We are asking you to accept the letter of credit and direct staff to release the performance bond.

On MOTION by Mr. Kelley seconded by Ms. Johnston with all in favor the letter of credit was accepted and staff was directed to release the performance bond.

NINTH ORDER OF BUSINESS

St. Joe Update (John Curtis)

Mr. Curtis gave an update on upcoming projects, roadway construction and timeline of city departmental reviews. Mr. Curtis asked the Board to reconsider accepting the ownership and maintenance responsibilities for the common areas in LDF-5 (Phases 1-3), as well as those around the charter school and LDF-3. Mr. DePriest requested those items be on the agenda for the next Board meeting.

TENTH ORDER OF BUSINESS

Update Regarding DRI Matters

Mr. Dantin gave an overview of the redesign of the district's stormwater management plan, proposed traffic calming options and wayfinding signage that may benefit pedestrian and bicyclists.

ELEVENTH ORDER OF BUSINESS

Consideration of Landscape Maintenance RFP Project Manual

Ms. Sandy stated we are looking at running the RFP notice on February 24th, with a pre-proposal meeting on March 2nd, deadline for questions on March 9th, with proposals being submitted on March 23rd. There would be a public meeting for opening proposals, board

February 13, 2020

Capital Region CDD

members can attend but it is not a board of supervisors regular meeting. The proposals will be brought to this board on the April 9th regular meeting. The project manual is in the agenda package, in front of you is the maintenance map as well as some of the unit pricing and schedules that will be included with the project manual along with a detailed scope of services that Robert has put together. All those items are pretty much finalized at this point. Additionally, the Project Manual includes the evaluation criteria the Board would use to review and evaluate the proposals.

On MOTION by Ms. Johnston seconded by Mr. Kelley with all in favor the evaluation criteria and the RFP project manual for landscape maintenance services was approved in substantial form subject to staff finalizing the project manual and staff was authorized to notice the RFP.

TWELFTH ORDER OF BUSINESS

Discussion of Barringer Hill Traffic/Safety

Mr. Dantin stated there are a couple options that we talked about last time and we will continue to push with the city in our ongoing discussions. One would be to close the median at Four Oaks and not allow left turns onto Barringer Hill from Four Oaks. It would stop the flow of traffic coming onto Barringer Hill going to the golf course; add more wayfinding signs to the golf course to bring them down to Grove Park. It would also provide a safe haven for pedestrians and bicyclists crossing the trail system at Barringer Hill.

You could also introduce an option of chicanes, narrowing a street by forcing people into narrow driveways and making them slow down. They are more effective than speed humps and can be introduced on a collector road where you can't put speed humps.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Discussion Regarding Plat Review Process

Ms. Sandy reviewed the proposed plat review process and memorandum of understanding that will be on a future agenda after St. Joe's comments are received.

B. Dantin Consulting

There being none, the next item followed.

February 13, 2020

Capital Region CDD

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. Special Event Permit (Therese Kemper Graduate Student Afternoon)

Mr. Berlin outlined the request and the board had no objection.

E. Manager

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisor’s Requests

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Audience Comments

A resident asked is there an update on the city park?

Mr. Berlin responded the city is in the stormwater permitting process at this time.

Mr. Curtis stated we are also working with the county and the city. One of the issues with the city park was water pressure and the city and county are working to extend the water along Tram from Capital Circle up to Four Oaks and they are building a trail and that trail will go all the way down to Fairview.

A resident asked in unit 22 are we still going to have a library?

February 13, 2020

Capital Region CDD

Mr. Curtis responded no, the library has told us since they build the new library they are not going to build a library in SouthWood.

A resident asked have you considered signs that say “slow residential community” or something like that?

Mr. DePriest stated the city controls the roads and the signage. We have speed limit signs that are legally enforceable.

Mr. Rojas stated have your neighbors put those little men with flags that say, slow children at play.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – April 9, 2020 at 6:30 p.m. at the Southwood Community Center

Mr. DePriest stated our next meeting is April 9, 2020.

Ms. Johnston moved to adjourn the meeting at 8:00 p.m.

DocuSigned by:
James Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Jennings DePriest
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Chairman/Vice Chairman