

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 Tuesday, April 21, 2020 at 6:30 p.m. via Zoom.

Present and constituting a quorum were:

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 Company

The following is a summary of the actions taken at the April 21, 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 at 6:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

The Pledge of Allegiance

The board held a moment of silence.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the February 13, 2020 Meeting**
- B. Balance Sheet as of March 31, 2020 and Statement of Revenues & Expenditures for the Period Ending March 31, 2020**

April 21, 2020

Capital Region CDD

C. Allocation of Assessments

D. Check Register

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

FIFTH ORDER OF BUSINESS

Consideration of Submission Received in Response to Landscape and Irrigation Maintenance Request for Proposals

Ms. Sandy stated when only one proposal is received it is the board’s option that if the proposal is responsive to the RFP, which staff believes it is then your options are to move forward with accepting this proposal and directing staff to enter into a contract with All Pro or to reject the proposal based on the lack of responses.

Mr. Berlin stated other than the price of irrigation heads going up 5¢ for a total of \$1,400 the unit costs are the same as are on your current contract. They did not increase any of the line items and the overall increase was \$105,912.15, \$25,000 is for new units and the remainder comes from an increase in the price of mulch on top of an increase in the quantity of mulch.

On MOTION by Ms. Johnston seconded by Mr. Ray with all in favor the proposal from All Pro for landscape and irrigation maintenance was approved as the most responsive proposal and staff was authorized to send a notice of award and negotiate the contract with All Pro that will be brought back to a future meeting for execution.

SIXTH ORDER OF BUSINESS

St. Joe Update (John Curtis)

Mr. Curtis updated the board on matters related to the Big Fix, preliminary plats and future planning for the remaining portions of Southwood, commercial, industrial, single-family and multi-family with a 5 – 7-year buildout. Staff will prepare a buildout budget that outlines projected growth each year.

SEVENTH ORDER OF BUSINESS

Update Regarding Preliminary Plats for Biltmore Extension (LDR-5 and MDR-13) and LSF-3

April 21, 2020

Capital Region CDD

Mr. Curtis stated we are getting ready to generate traffic analysis and intersection analysis for the Biltmore Extension tying into Old St. Augustine as well as how that impacts the intersection of Southwood Plantation and Old St. Augustine. When the new segment of Biltmore comes online adjacent to Unit 31 Phase 3, we are looking at what the plan will be to shut down the segment of Southwood Plantation from Orange Avenue to Biltmore, which will be the eventual trail segment.

Mr. Berlin stated I have to deal with the engineers a little more especially areas up against Orange Avenue. There isn't a landscape plan for that area, it is designed to leave a vegetative buffer in there and there will be areas that will not have large oak trees. I look at all of this as lower maintenance, limited irrigation, no fertilization. Mr. Berlin further presented the areas and improvements in the preliminary plats the District would be expected to accept for ownership and maintenance. Ms. Sandy reminded the Board under the preliminary memo of understanding with St. Joe, staff was looking for any objections from the Board to the plats as presented by Mr. Berlin and, if no objections were voiced, the District would move forward with executing the plat. No objections were made by the Board to either preliminary plat.

EIGHTH ORDER OF BUSINESS

Discussion of Common Area Maintenance of LDR-5 (Phases 1-3) Charter School and LSF-3

This item was tabled.

NINTH ORDER OF BUSINESS

Consideration of Proposal for Management of Lily Pads in Lake Verdura

Mr. Berlin stated the proposal is take the lily pads out and pile them on the bank, we would let them dry and contract with All Pro outside their regular contract to haul them to the compound and dispose of them. When they are wet it would cost more so we want to let them sit them and dry for a while.

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor staff was authorized to further explore costs and process for removal and disposal of lily pads in Lake Verdura.

April 21, 2020

Capital Region CDD

TENTH ORDER OF BUSINESS

**Consideration of Work Authorization No. 13
Addendum #1 with Atkins for General
Engineering Services**

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor work authorization no. 13 addendum #1 with Atkins was approved.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-05
Regarding Announcement of Qualification
Period for Board of Supervisors Seats 2 & 4**

On MOTION by Mr. Kelley seconded by Mr. Rojas with all in favor Resolution 2020-05 was approved.

TWELFTH ORDER OF BUSINESS

**Board Guidance Regarding Preparation of
Proposed Fiscal Year 2021 Budget**

Mr. Oliver stated in June we will bring a proposed budget to the board for approval in order to set a budget hearing to be held in August.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Dantin Consulting

There being none, the next item followed.

C. Communications Consultant

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

April 21, 2020

Capital Region CDD

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.

E. Manager

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisor’s Requests

Mr. Rojas stated if we can check on the carp that would be great.

Mr. Berlin stated I call the guy all the time and he said he will let me know when they are going to get them out of the pond, but I will call him tomorrow.

FIFTEENTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting – June 11, 2020 at 6:30 p.m. at the Southwood Community Center

Mr. DePriest stated our next scheduled meeting is June 11, 2020.

The meeting adjourned at 8:50 p.m.

DocuSigned by:

James Oliver

Secretary/Assistant Secretary

DocuSigned by:

Jennings Depriest

Chairman/Vice Chairman