

**MINUTES OF MEETING
FLEMING ISLAND PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Fleming Island Plantation Community Development District was held on Tuesday, October 25, 2016 at 6:00 p.m. at the Fleming Island Plantation Splash Park, 1510 Calming Water Drive, Fleming Island, Florida.

Present and constituting a quorum were:

Mike Cella	Former Chairman
Eugene Clark	Chairman
Betty Murphy	Vice Chairperson
Rick Nelson	Assistant Secretary
James A. Wiggins	Assistant Secretary
Michelle Szafranski	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Jason Walters, Esq.	District Attorney
Ryan Stilwell, P.E.	District Engineer (Via Telephone)
Annette Brown	Project Manager
Chris Tarase	Severn Trent, Vice President
Sete Zare	MBS Capital Markets
Several Residents	

The following is a summary of the discussions and actions taken at the October 25, 2016 Fleming Island Plantation CDD Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
September 27, 2016 Meeting**

Mr. Cella stated each Board member received a copy of the minutes of the September 27, 2016 meeting and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Clark seconded by Mr. Wiggins with all in favor the minutes of the September 27, 2016 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

The floor was opened to audience comments:

- Mr. Snyder addressed the Board regarding assigning lifeguards other duties, such as cleaning the pool. He also mentioned an area around the lake at Amberwood that is washing out and needs attention.
- Ms. Mackey discussed support of local vendors and questioned how they can participate in upcoming events.

FOURTH ORDER OF BUSINESS

**Update On and Consideration of Matters
Relative to Refinancing of Series 2007
Bonds**

Ms. Zare provided an update on information relating to refinancing the Series 2007 Bonds. A handout was distributed to the Board and is attached hereto and made a part of the public record.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor execution of the Hancock Bank term sheet to proceed with refinancing the Series 2007 bonds was approved.

FIFTH ORDER OF BUSINESS

Attorney's Report

Mr. Walters reported he is finalizing the license agreement for parking during District events at the Gazebo and will send it to Ms. Schneider, the owner of Village Square.

SIXTH ORDER OF BUSINESS

Engineer's Report

Mr. Stilwell reported the two contractors interested in submitting proposals for the Cypress Glen weir repair could not finalize their proposals due to Hurricane Matthew. They are committed to providing proposals as soon as possible. Mr. Stilwell emphasized the time sensitivity of the repair to the contractors.

SEVENTH ORDER OF BUSINESS

Project Manager's Report

A copy of the Project Manager's Report was included in the agenda package.

• **Maintenance Update**

Ms. Brown reviewed the following:

- Staff was out early the day after Hurricane Matthew to clear out debris from the roadways and drains. Damage was minimal; however, one of the shade structures by the tennis courts was ripped and one of the signs there was damaged.

- Aquatic Systems was out an extra day to clean out the ponds and make sure everything was okay.
- The motor drive at the family pool has been repaired.
- Card reader data for attendance at both pools from April and May were lost due to a lightning strike. Ms. Brown will analyze and compare the attendance count from this summer and last summer.
- The timers were replaced for the floating fountains off of Fleming Plantation Boulevard.
- The dog waste stations are being used more and staff recommended installing two more stations.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor the purchase of two additional dog waste stations was approved.

- Staff is in the process of obtaining proposals to replace the fence around the tennis courts.
- Proposals are being obtained to replace the fence near Covington separating District property from private property. Part of it was damaged due to Hurricane Matthew and the general condition of the fence is poor.
- The electrical underground wiring near the basketball courts had to be replaced. Staff is proactively assessing the rest of the wiring within the District due to the age.

- **Staffing Update**

Ms. Brown reported the following:

- The open maintenance technician position was reclassified as a permanent position. In the meantime, a temporary maintenance technician from a temporary agency has been working.
- There is an opening for a part-time community service attendant.

- **Events**

The following was discussed:

- The September Book Club meeting had a larger turnout than usual with ten attendees, four of which traveled to the Apna Bazaar & Restaurant.
- The Oktoberfest event was rescheduled to October 15, 2016 due to Hurricane Matthew. There were over 100 people in attendance.
- The Halloween Bash was October 22, 2016 was a huge success with over 400 people in attendance.
- Upcoming events include:
 - Food Truck Friday and Family Friday Movie on November 4, 2016.
 - Plantation Block Party on November 19, 2016.
 - Holiday Open House on December 3, 2016.
 - Holiday Lights Competition with judging on December 11, 2016.
 - A movie will be shown during the day at the Amenity Center every day from December 19 through December 21, 2016.
 - Luminaries will be available at the Amenity Center for \$8 per box and the proceeds will go to Pine Castle.

EIGHTH ORDER OF BUSINESS

Manager's Report

A. Motion Assigning Fund Balance for Fiscal Year 2016

Ms. Davis reviewed the proposed motion to assign the fund balance for Fiscal Year 2016 for auditing purposes.

On MOTION by Ms. Murphy seconded by Mr. Clark with all in favor the ending fund balance for Fiscal Year 2016 was assigned as presented.

B. Consideration of Termination of Dissemination Agreement with Prager & Co., LLC.

Ms. Davis stated Prager & Company terminated their dissemination agreement as they are no longer providing these services. The services were to file annual reports to meet the requirements of the Continuing Disclosure Agreement for the Series 2007 Bonds. Severn Trent Services has the capability of providing these services and would be willing to do so at the same price of \$1,000 per year.

On MOTION by Mr. Clark seconded by Mr. Wiggins with all in favor the termination letter from Prager & Co., LLC. for dissemination services was accepted.

C. Consideration of Agreement with Severn Trent Services for Dissemination Agent Services

Ms. Davis stated if the District is interested in Severn Trent Services providing dissemination agent services, a fifth amendment to the existing agreement will have to be drafted and sent to Mr. Walters for his review.

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor a fifth amendment to the Severn Trent Services agreement for dissemination services was approved, subject to attorney review.

NINTH ORDER OF BUSINESS

Old Business/ New Business

The following was discussed:

- Ms. Mackey asked if the residents attending the meetings could have access to Wi-Fi so she can live stream the meeting.
- Mr. Cella reported the first public hearing for the rezoning filed by New Grace Church, Inc. was held today.

TENTH ORDER OF BUSINESS

Supervisors' Request

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Acceptance of September Financials and Approval of Check Register and Invoices

The Board reviewed the financial statements.

On MOTION by Mr. Clark seconded by Ms. Murphy with all in favor the September financials were accepted and the check register and invoices were approved.

TWELFTH ORDER OF BUSINESS

Organizational Matters

A. Discussion

The following was discussed:

- Mr. Cella addressed the Board and residents regarding his tenure on the Board. He expressed his endorsement for Ms. Michelle Szafranski.

On MOTION by Ms. Murphy seconded by Mr. Nelson with all in favor Mr. Cella’s resignation was accepted effective immediately.

- Mr. Clark and the Board thanked Mr. Cella for his service.
- Mr. Walters reviewed the procedure for appointing someone to the vacant seat.

B. Consideration of Candidates to Fill Vacancy for Seat #5

Three candidates submitted their information for consideration: Dr. Sherry Latta-Raines, Ms. Brandye Mackey and Ms. Michelle Szafranski.

On MOTION by Ms. Murphy seconded by Mr. Wiggins with all in favor Ms. Szafranski was appointed to Seat #5.

C. Oath of Office

Ms. Davis, being a Notary Public of the State of Florida, administered the Oath of Office to Ms. Szafranski; a copy of the signed oath is attached hereto and made part of the public record.

Ms. Davis provided Ms. Szafranski with a guide to the Sunshine Law and Mr. Walters provided a brief overview of the Sunshine Law.

D. Resolution 2017-1, Election of Officers

On MOTION by Ms. Murphy seconded by Ms. Szafranski with all in favor Mr. Clark was appointed Chairman.

On MOTION by Ms. Szafranski seconded by Mr. Wiggins with all in favor Ms. Murphy was appointed Vice Chairperson.

On MOTION by Ms. Murphy seconded by Mr. Nelson with all in favor Resolution 2017-1, designating Mr. Clark as Chairman, Ms. Murphy as Vice Chairperson, Mr. Nelson, Ms. Szafranski and Mr. Wiggins as Assistant Secretary, Ms. Davis as Secretary, Mr. Bloom as Treasurer and Mr. Koncar as Assistant Treasurer, was adopted.

TENTH ORDER OF BUSINESS

Supervisors’ Request (Continued)

Mr. Wiggins would like to formally recognize Mr. Cella at a meeting. A resolution will be drafted to be formally adopted at the next meeting.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Nelson seconded by Mr. Wiggins with all in favor the meeting was adjourned.



Janice Eggleton Davis
Secretary



Eugene Clark
Chairman