

MINUTES OF MEETING  
TISON'S LANDING COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Tison's Landing Community Development District was held Wednesday, March 3, 2021 at 6:00 p.m. at the Yellow Bluff Amenity Center, 16529 Tisons Bluff Road, Jacksonville, Florida.

Present and constituting a quorum were:

Brandon Kirsch	Chairman
Monica Timmons	Vice Chairperson
Linda Waldhauer	Supervisor
Brian Richardson	Supervisor
Ashtin Henninger	Supervisor

*Also present were:*

Ernesto Torres	District Manager
Gerald Knight	District Counsel
Scott Lockwood	District Engineer by telephone
Jonathan Perry	Operations Manager – Vesta
Dana Harden	Amenity Manager – Vesta
Dan Fagen	Vesta
Mark Johnson	Vesta
Ross Ruben	Vesta by telephone

The following is a summary of the discussions and actions taken at the March 3, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Acceptance of the Audit Committee's  
Recommendation and Authorization for  
Staff to Issue an RFP**

Mr. Torres noted the audit committee approved the auditor selection evaluation criteria as it was presented in the agenda package. Included as criteria are ability of personnel,

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proposer's experience, understanding scope of work, ability to furnish the required services and price. All five criteria are weighted equally at 20 points.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the audit committee's recommendation was accepted.

**FOURTH ORDER OF BUSINESS****Discussion on Capital Improvements**

Mr. Lockwood stated Ernesto sent me a file with a list of improvements the Board has discussed such as expanding the parking lot, expanding the gym, adding a lap pool, a dog park in the back, a soccer field with a track, and moving the children's play area to the back. A lot of these items probably need to be refined further. I gave him a ballpark number in the \$5 million range, but you could do any number of things. To me, you have to narrow down more on what your goal is and what your budget is.

Mr. Kirsch stated the way we wanted to approach it was to figure out what our budget needs to be because this is all about seeking additional funding for the improvements. Our direction with this diagram was to give you our hopes and dreams. Not to say that we wanted it all, but what could we do for the budget that we could get approved for, but more importantly, what could we do with the land we have available, and I thought that's where the engineer would step in.

Mr. Lockwood informed the Board of a JEA easement close to the existing parking lot and noted expanding into the parking lot could be done and JEA could argue that it would interfere with their ability to maintain the utilities so there would be some hoops to jump through.

Mr. Kirsch will meet with Mr. Lockwood to do a walk-through of the District's property in order to create a site plan.

**FIFTH ORDER OF BUSINESS****Consideration of Contracting Off Duty Sheriff's Officers**

Mr. Torres noted this item is the result of the Board wanting to explore security services and suggested the Board consider holding off on additional contracts until the beginning of the next fiscal year to get the expense included in the budget. The secondary employment application included in the agenda package notes there would be a \$33 per hour

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rate for a police officer and \$36 per hour rate for a supervisor in addition to a \$5.50 administrative fee per hour per officer and a \$7 per hour administrative fee in a case where a police vehicle is utilized, and emergency equipment is in use. Private security is also an option, however they're not able to issue citations. Mr. Perry noted he obtained a proposal for a private security company for a total of \$3,800 a month.

The Board tabled consideration of security services for now.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Proposals for Website Maintenance Services**

Mr. Torres noted this is an item requested by the Chairman. The current website maintenance provider is Unicorn Web Development.

#### **A. Vesta Property Services**

Ms. Harden gave an overview of Vesta's proposal. With the current provider, emails are sent to the website administrator requesting necessary changes be made. With Vesta's website, Ms. Harden would have direct access to send out last minute announcements as needed. Vesta's proposal currently only includes the lifestyle page for the community as well as the option for an app. A CDD website is also required by Florida Statute, however that is not included in Vesta's proposal.

Mr. Kirsch asked if Vesta could update their proposal to include a widget for the CDD's required documentation, as well as a widget for renting of the amenity facilities.

Ms. Waldhauer asked who would own the website if Vesta's contract were to be terminated. Mr. Johnson responded that he would look into possibly including a provision in the agreement to give the District the option to buy out the website.

#### **B. Unicorn Web Development**

Unicorn's proposal includes the current services provided, which is a combination of CDD information and lifestyle information for a total of \$1,800 per year. Unicorn also provided pricing for development of an app if desired for an annual fee of \$1,495.

Consideration of the proposals was tabled to the next meeting.

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**SEVENTH ORDER OF BUSINESS****Discussion on the Fiscal Year 2022 Budget**

Mr. Torres reminded the Board consideration of approval of the Fiscal Year 2022 budget will be on the April meeting agenda and adoption of the budget is scheduled for the June meeting. Staff has been asked to obtain FY22 rate information from the various contractors. Mr. Torres noted any increase in contracted amounts would be difficult to absorb within the current budget lines.

**EIGHTH ORDER OF BUSINESS****Updated Regarding Request for Installation of Speed Humps**

Included in the agenda package was a document from the City of Jacksonville regarding the process for traffic calming requests, of which Mr. Torres gave a brief overview. The speed limit in the neighborhood may be reduced by going through a petition process. To determine if speed humps would be approved, a traffic study would need to be done at the District's expense to determine if the area is eligible for traffic calming, and the District would also be responsible for funding installation of the speed humps. Mr. Kirsch mentioned approaching the HOA for assistance in funding the process. The Board selected Ms. Timmons to lead the petition process.

**NINTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

Mr. Torres informed the Board GMS is moving toward electronic packets rather than binding packets for board meetings to save on binding, printing and shipping costs.

**D. Amenity Manager - Memorandum**

Ms. Harden gave a brief overview of her memorandum, a copy of which was included in the agenda package.

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Ms. Timmons asked if Ms. Harden could schedule neighborhood yard sales more frequently.

Mr. Fagen announced that Mr. Perry would be moving to another community and Mr. Johnson would be taking over operations and maintenance for the community.

## **E. Field Operations Manager**

### **1. Report**

Mr. Perry gave an overview of the operations report, a copy of which was included in the agenda package.

### **2. Dog Park Path Options**

Mr. Perry presented paver, stone and concrete options for installing a walkway into the dog park. This item was tabled until it is determined if the dog park will be moved or expanded.

### **3. Dog Park Water Source Proposal**

Mr. Perry presented a proposal totaling \$4,150 to get water from the gazebo near the soccer field over to the dog park. The water line is under concrete and if that concrete needs to be broken up to gain access to the line, the cost would increase by \$2,690. This item was tabled until it is determined if the dog park will be moved or expanded.

### **4. Dog Waste Station Quote**

Mr. Perry presented a quote for dog waste stations that include a trash can and bag dispenser at \$267.97 each, but noted the Board could forgo the trash can portion for areas that already have trash cans to reduce the cost to approximately \$150. The Board made the following motion to purchase four waste stations without the trash can in the pocket parks.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor an amount not to exceed \$900 for purchasing dog waste stations was approved.
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**5. Proposals from LawnBoy for Dog Park Weed Control**

Mr. Perry presented a proposal from LawnBoy to eliminate sand spurs. The process will take about a month and may not completely eliminate the weeds with the JEA easement area not being treated. Mr. Perry noted he also spoke with AgrowPro and was told spraying the area would result in a brown dog park due to the majority of the area being weeds. This item was tabled until it is determined if the dog park will be moved or expanded.

**6. Proposal for Mulch Installation**

Mr. Perry presented a proposal from First Coast Mulch totaling \$9,225, which breaks down to \$41 a yard and noted he also received a verbal quote from Innovative Mulch at \$45 per square foot. Mr. Kirsch asked about limiting the areas to be mulched to the two entrances, islands and amenity center. Mr. Perry responded that he would find out what the square footage would be reduced to. Ms. Waldhauer suggested ordering pallets of mulch and seeking volunteers to distribute the mulch. Mr. Torres noted a mulch line needs to be added to the budget for fiscal year 2022 as it is not currently a budgeted item. This item was tabled.

**7. Proposal for Bathroom Latches**

Mr. Perry informed the Board there have been issues with the bathroom doors not latching properly and presented a proposal from Alpha Dog for \$877.29 for installing new electric door strikes. Mr. Kirsch and Mr. Perry will attempt to troubleshoot the issue before approving a proposal for a repair. This item was tabled.

**8. Discussion on Speed Data**

Mr. Perry informed the board that data has been downloaded from the speed signs on Dowing Creek and Tisons, which shows the speed each vehicle was traveling and what time the vehicle passed the sign. The data collected was included in the agenda package. Mr. Kirsch suggested moving the speed signs to the entrance or exit off of Tisons and on Pond Run by the entry sign.

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**TENTH ORDER OF BUSINESS****Supervisors' Requests / Audience Comments****Audience Comments**

Ms. Catherine Stepalavich stated our dog park has never been AKC compliant. It's not double-gated, your dog is supposed to be off-leash before it enters a dog park for safety reasons, and there also should be a sign saying your dog is vaccinated, etc. If that ends up being a dog park, make it AKC because if it's not you can be held liable. Also, is paint night the 12<sup>th</sup> or 20<sup>th</sup>?

Ms. Harden responded the 20<sup>th</sup>.

Mr. Daryl Scott asked the bathrooms aren't latching when you close the door?

Mr. Perry responded the men's room was latching all the time and it was just staying closed so you couldn't get in. The women's room isn't latching at all.

Mr. Daryl Scott stated my issue is we approved the dog poop bag stations for \$800, but we struggle with a safety issue for kids? Kids go in there and someone could go in behind them because it isn't latched. That needs to be addressed.

Mr. Kirsch stated the only reason the latches were installed was because we had a third-party doing soccer here and we didn't want their kids going in and out of the bathroom, so this place was built without those doors latching to begin with.

Mr. Daryl Scott asked but we have them done now, right?

Mr. Kirsch responded we have the wiring done, but the latches themselves aren't working.

Ms. Harden stated I just want to clarify that you can still latch your stall if that's what you're thinking. It's the entry doors that aren't latching.

Mr. Kirsch stated I'm not saying I don't want it like that, I'm saying there's a cheaper way to accomplish it.

Mr. Daryl Scott stated I understand that, but I think the cheaper way should have went to the poop stations and we should have put that \$800 to a safety issue. That's kind of backwards. I'm thinking for my kids and anybody that is up here, if I see the minutes and that concern wasn't addressed and something happened to one of my kids or one of their kids, that's going to be an issue. We shouldn't be nickel and diming.

Ms. Timmons stated we pay a large amount for Vesta to take on some of the work, so if it's something we can do in-house, that's the plan. Let's try that route first and worst-case

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scenario, we will give them a not to exceed to get that done but we want them to do their due diligence. That's what was happening before with the previous representative. We were just cutting checks and they weren't really doing anything.

Mr. Daryl Scott stated for the record I'm an HOA board member, so I get it and I know with the poop stations it's easy to put the concrete in there and put a hole in there.

Ms. Timmons stated what we're saying is, we may pay them \$897 and we're not sure that's going to fix it, so we want him to attempt to fix it.

Mr. Daryl Scott asked so it's not tabled?

Mr. Kirsch responded Johnathan and I are going to work on it. He and I can get it done next weekend if my theory holds correct.

Mr. James Jackson stated I have two comments and two questions. On the dog park as she was saying with the AKC compliance, is it sectioned for small and large dogs?

Ms. Harden responded no.

Mr. James Jackson stated the reason I brought that up, two weeks ago on Judge Judy a lady wound up getting several hundred dollars because of the lack of separation for dog sizes because small dogs especially will playfully go after larger dogs and they will sometimes become agitated and when they do, they will bite the smaller dogs and there could be serious injuries. There should be separation for small and large dogs.

Ms. Catherine Stepalavich stated I will say that is not mandatory for AKC compliance.

Mr. Kirsch stated the dog park is part of the discussion I'm having with Scott so I will make sure I take your concerns and if it's doable, we will do it that way.

Mr. James Jackson stated my second question is who is the landscaper?

Mr. Torres responded LawnBoy.

Mr. James Jackson asked in the contract you have with them you don't have mulch?

Mr. Torres responded no; it would be an increase in their contract.

### **Supervisor Requests**

Ms. Timmons stated I work for the City of Jacksonville and if you all do not know, in the next six months we will have an overhaul of EPLU, so anything dealing with signs or building code inspections will have an increase in fees so that's something to consider when



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you talk to the engineer so we can incorporate that. Also, I know Dana talked about some different things we were supposed to be doing with the kids such as the painting and you said you wanted to incorporate something for seniors. You know how we did a mother-daughter event? Can you do something for mother-son as well?

Mr. Kirsch asked are you going to send the proposed budget out so we can look at the numbers and change it before the agenda goes out.

Mr. Torres responded yes, and I'll go ahead and add a mulch line and increase the security line.

Mr. Kirsch noted he would be meeting with the district engineer in the near future and asked any residents in attendance to contact him if they'd like anything addressed.

**ELEVENTH ORDER OF BUSINESS                      Approval of Consent Agenda**

- A.     Approval of the Minutes of the February 2, 2021 Meeting**
- B.     Financial Statements**
- C.     Assessment Receipts Schedule**
- D.     Check Register**

Mr. Torres gave a brief overview of the financials and noted the check register totals \$40,370.72.

Mr. Kirsch asked that Mr. Torres get with Johnathan to discuss the carp from Lake Doctors for purposes of adjusting the budget.

On MOTION by Mr. Kirsch seconded by Mr. Richardson with all in favor the consent agenda was approved.

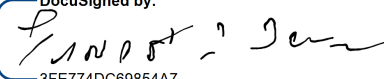
**TWELFTH ORDER OF BUSINESS                      Next Scheduled Meeting – Wednesday  
March 31, 2021 at 6:00 p.m. at the Yellow  
Bluff Amenity Center**

**THIRTEENTH ORDER OF BUSINESS                      Adjournment**

On MOTION by Ms. Timmons seconded by Ms. Waldhauer with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman