

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 Monday, June 13, 2022 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
Brian Richardson	Supervisor
Linda Waldhauer	Supervisor

Also present were:

Daniel Laughlin	District Manager
Gerald Knight	District Counsel
Scott Lockwood	District Engineer
Dana Harden	Vesta (by phone)
Mark Johnson	Field Operations Manager – Vesta
Kimberly Hopkins	Amenity Manager – Vesta

The following is a summary of the discussions and actions taken at the June 13, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin 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**

**Approval of Consent Agenda**

- A. Minutes of the May 4, 2022 Meeting**
- B. Financial Statements**
- C. Check Register**

Mr. Laughlin gave a brief overview of the financials, noting the check register totals \$71,864.74.

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

**FOURTH ORDER OF BUSINESS                      Staff Reports (1)**

**A. District Engineer**

**1. Acceptance of the Stormwater Needs Analysis Report**

Mr. Lockwood provided the Board with an overview of the stormwater needs analysis report, which is a new State requirement and asked for approval of the report as it needs to be submitted to the County by June 30<sup>th</sup>.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the stormwater needs analysis report was accepted.

**2. Acceptance of the 2022 Annual Engineer’s Report**

Mr. Lockwood provided the Board with an overview of the annual engineer’s report noting the facilities are being well maintained. The report is required by the bond indenture to ensure the facilities remain in good condition.

On MOTION by Ms. Timmons seconded by Mr. Richardson with all in favor the 2022 annual engineer’s report was accepted.

**FIFTH ORDER OF BUSINESS                      Discussion on Entry Monument Landscape Plan / Renderings**

This item was tabled as the proposed plans were not yet finalized.

**SIXTH ORDER OF BUSINESS                      Consideration of Proposals for Installation of Mulch**

Mr. Johnson presented the Board with two proposals for mulch installation at both entrances, in the magnolia tree rings, and the pocket parks ranging from \$5,376 to \$11,656 from First Coast Mulch and Greenway Lawn & Landscape.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the proposal from Greenway Lawn & Landscape for mulch installation totaling \$5,376 was approved.

Mr. Knight will draft an agreement for the project.

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**SEVENTH ORDER OF BUSINESS                      Discussion on Installation of Speed Humps**

Mr. Laughlin pointed the Board to a map that shows the suggested locations for speed humps. Ms. Timmons stated that the Board could choose specific locations for the speed humps based on problem areas. The cost would be \$5,000 per speed hump. She will reach back out to the County representative to request more information, such as if there is a minimum amount that can be installed.

**EIGHTH ORDER OF BUSINESS                      Discussion on Safety Implementation Plan  
(Armed JSO, Armed Security, Metal  
Detector, JSO Partnership)**

Ms. Hopkins provided the Board with options to increase security of the amenity facilities, including adding hours for a Vesta staff member after normal office hours, hiring off-duty Jacksonville Sheriff's officers at \$65/hour, which equates to \$21,840 per year or hiring S3 Security at \$15.62 per hour, which equates to \$1,770 per month. Mr. Johnson noted the benefit to adding Vesta staff is they can check IDs to ensure patrons at the amenity facility are members of the community, whereas S3 Security and Sheriff's officers will focus on patrols. Ms. Hopkins stated that her preference would be additional hours for Vesta staff, as well as additional security.

Mr. Laughlin cautioned that the budget is tight for the remainder of the year. Ms. Harden suggested approval of a not to exceed amount for staffing and security with staff authorized to choose days in which it's needed more, such as the weekends.

The Board opened the discussion up for resident comments. Comments were made expressing concern for the need of training for Vesta staff members on how to handle various situations; the possibility for residents to volunteer their time at the amenity center; a couple residents commented that the Sheriff's office would be the most effective form of security; another resident mentioned that some of the issues are stemming from access cards being borrowed. In response to that comment, Mr. Kirsch stated that a recent incident in which a gun was involved has already been address with both households whose cards were used during the incident having their access privileges suspended. Another resident expressed concern with the time between the incident and the board meeting to discuss the safety issues within the community. Mr. Kirsch explained that within 24 hours, actions were taken to improve safety,

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however more permanent solutions, such as approving funds for extra staffing or security would have to wait for a publicly noticed board meeting.

The Board discussed the amount of funds available for additional staffing and security, which is approximately \$16,800 and made the following motions.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor the proposal from Vesta for additional staffing through October 1, 2022 totaling \$11,200 was approved.

Mr. Knight noted an amendment to Vesta's agreement will need to be drafted.

On MOTION by Mr. Kirsch seconded by Ms. Timmons with all in favor an amount not to exceed \$5,000 for utilizing off-duty sheriff's officers through October 1, 2022 was approved.

#### **NINTH ORDER OF BUSINESS**

#### **Discussion on Guest Policies, Additional Hours, and Guest Pass Reissues**

Ms. Hopkins informed the Board that patrons are allowed guest passes to give guests access to the amenity facilities and asked if the Board would like to amend the policies for guest passes. Mr. Kirsch recommended having authorized users listed on the form that is filled out upon receiving the access cards.

Ms. Hopkins asked if the Board would like to adjust the number of allowed guests per visit or would be agreeable to moving the age in which a minor must be accompanied by a parent/authorized person from 15 to 16. The Board tabled further discussion on these requests to the next meeting to allow the Board members and staff time to examine the policies and any possible changes.

Ms. Hopkins asked if the Board would agree to the pool being shut down once a week for cleaning and maintenance until the pump is replaced per the recommendation of Mr. Johnson. The Board agreed to shut the pool down on Mondays. Mr. Kirsch asked that staff inform residents of the schedule change.

#### **TENTH ORDER OF BUSINESS**

#### **Discussion on Purchasing Additional Computers and Monitors**

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Ms. Harden requested authorization to purchase an additional computer monitor for viewing the security camera footage. Mr. Kirsch recommended purchasing two additional monitors and felt that could be done for under \$400. Mr. Laughlin noted he is authorized to approve the purchase outside of the meeting.

**ELEVENTH ORDER OF BUSINESS                      Discussion on RFP for District Management Services**

Mr. Laughlin noted this item was continued from last month's meeting and stems from a request from Ms. Timmons who is interested to see if the current district management fee is competitive. The Board directed Mr. Knight to solicit proposals from companies interested in providing district management services to be considered at the September meeting.

**TWELFTH ORDER OF BUSINESS                      Discussion on the YellowBluffLanding.com Website**

Ms. Timmons stated that the feature that patrons can use to rent the amenity facilities on the website does not block off dates that are unavailable due to community events or facility maintenance. Mr. Kirsch also asked that notifications such as pool closures be noted on the website. Ms. Timmons will speak with Vesta staff regarding the issues.

**THIRTEENTH ORDER OF BUSINESS                      Discussion on the Fiscal Year 2023 Budget**

Mr. Laughlin noted this item is a placeholder in the event anything of importance related to the budget comes up. The Board directed Mr. Laughlin to move the funds designated for architectural services to the security line item, rather than moving the funds to capital reserves.

**FOURTEENTH ORDER OF BUSINESS                      Staff Reports (2)**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Manager – Report on the Number of Registered Voters (1,438)**

Mr. Laughlin informed the Board there are 1,438 voters reported to be residing within the District.

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**C. Amenity Manager - Report**

Ms. Hopkins gave the Board an overview of her report, a copy of which was included in the agenda package. She noted the adult movie night will be moved up from July 16<sup>th</sup> to July 9<sup>th</sup>.

**D. Field Operations Manager - Report**

Mr. Johnson gave an overview of the operations report, a copy of which was included in the agenda package. He also informed the Board he received a second estimate on re-marcing the splash pool and it came in significantly lower than the first estimate.

**FIFTEENTH ORDER OF BUSINESS****Supervisor Requests / Audience Comments****Supervisor Requests**

Ms. Waldhauer asked what happened to the plans to install a water fountain outside the amenity center. Ms. Harden responded that there was a plumbing issue that increased the estimate for the project and offered to obtain another estimate.

Ms. Waldhauer stated that she thinks there should be two staff employees present on weekends, one to patrol and a second to man the front gate.

Lastly, Ms. Waldhauer stated that there needs to be a more convenient way to pay for deposits and rental fees rather than requiring a check. Ms. Harden stated that patrons can pay rental fees via their credit card through Paypal, however the reason a check is required for deposits is they do not deposit the check unless there is an issue.

**Audience Comments**

Mr. Jay Hawkins asked for benches to be installed by the basketball courts, and also asked that the trees be cut back to improve lighting of the basketball courts, or that additional lighting is installed. Ms. Waldhauer asked staff to bring costs back for both requests to the next meeting.

Ms. Sandra stated that the paint is chipping on the concrete. Mr. Kirsch asked Mr. Johnson to make note of the issue to confirm if there is a warranty.

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Ms. Cathy Stepalavich asked if the sidewalks are maintained by the city or the District. Mr. Kirsch responded that it is the city’s responsibility and stated that they will come out to shave the sidewalks down, but a ticket will have to be put in to request it. Mr. Laughlin stated that residents can utilize the City of Jacksonville’s public works website to report issues. Ms. Timmons also recommended following up with city councilmen if the issues are not resolved.

A resident had multiple questions related to possible changes to the guest and age policies, such as whether an age restriction would also apply to the basketball courts and if visiting family members would be allowed to utilize the pool without the resident present. Ms. Waldhauer suggested he attend the next meeting during which any changes to the policies will be discussed in detail.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Wednesday, July 6, 2022 at 6:00 p.m. at the Yellow Bluff Amenity Center**

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Brandon Kirsch*  
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Chairman/Vice Chairman