

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 Thursday, December 14, 2023 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 <i>by phone</i>	Vice Chairperson
Cedeila Alford	Supervisor
Brian Richardson	Supervisor

Also present were:

Howard McGaffney	District Manager
Gerald Knight	District Counsel
Scott Lockwood <i>by Zoom</i>	District Engineer
Tim Harden	Field Operations Manager
Elizabeth Myers	Amenity Manager
Dana Harden	Vesta Property Services
Michael Pawlczyk <i>by Zoom</i>	Billing Cochran Lyles Mauro & Ramsey

The following is a summary of the discussions and actions taken at the December 14, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Regarding Agenda Items**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Appointing a New Supervisor to Fill Vacancy**

Mr. McGaffney informed the Board that one of the candidates has withdrawn. One interested candidate remained, Ms. Linda Waldhauer.

Mr. Kirsch nominated Ms. Waldhauer to fill the vacancy.

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On MOTION by Ms. Timmons seconded by Mr. Kirsch with all in favor appointing Linda Waldhauer to the Board of Supervisors was approved.

**B. Oath of Office for Newly Appointed Supervisor**

Mr. McGaffney, being a notary public for the State of Florida, administered an oath of office to Ms. Waldhauer.

Mr. Knight provided a brief overview of the Sunshine Law.

**C. Consideration of Resolution 2024-01, Designating Officers**

Mr. McGaffney asked the Board if it was their intent to add Ms. Waldhauer as an Assistant Secretary and keep the remaining slate of officers as-is.

There being no objections, a motion followed.

On MOTION by Ms. Alford seconded by Mr. Richardson with all in favor Resolution 2024-01, designating Ms. Waldhauer as an Assistant Secretary with the remaining slate of officers to stay as previously designated was approved.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer – Acceptance of Resignation of England Thims & Miller as District Engineer**

Mr. Lockwood informed the Board that England Thims & Miller has made the decision to resign as the District’s Engineer within the next 60 days.

On MOTION by Ms. Alford seconded by Ms. Timmons with all in favor England Thims & Miller’s resignation as the District’s Engineer was accepted.

Mr. McGaffney noted that staff issued a request for qualifications for engineering services between meetings. The responses will be covered later in the meeting.

**B. District Counsel**

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Mr. Knight informed the Board that he is retiring. Mr. Pawelczyk, from the same firm, indicated that he would serve as District Counsel going forward.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Amenity Manager - Report**

A copy of the amenities report was included in the agenda package for the Board’s review.

**E. Field Operations Manager**

Mr. Harden provided an overview of the field operations report, a copy of which was included in the agenda package for the Board’s review.

**FIFTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Minutes of the October 12, 2023 Meeting**
- B. Financial Statements**
- C. Check Register**
- D. Ratification of Notice of Request for Qualifications for Engineering Services and Approval of Evaluation Criteria**

Copies of the minutes, financial statements, check register totaling \$94,392.60, and copies of the notice of request for qualifications for engineering services and related evaluation criteria were included in the agenda package for the Board’s review.

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

**SIXTH ORDER OF BUSINESS**

**Business Items**

**A. Consideration of Responses to RFQ for Engineering Services**

Mr. McGaffney informed the Board there were two responses to the request for qualifications for engineering services from Alliant and Atwell. He noted both are qualified firms who are experienced with CDDs.

The Board scored the various criteria categories as follows: Ability and adequacy of professional personnel: Alliant – 25, Atwell – 25; consultant’s past performance and

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experience: Alliant – 30, Atwell – 30; geographic location: Alliant – 20, Atwell – 15; willingness to meeting time and budget requirements: Alliant – 15, Atwell – 15; certified minority business enterprise: Alliant – 0, Atwell – 0; recent, current and projected workloads: Alliant – 5, Atwell – 5.

On MOTION by Ms. Alford seconded by Ms. Timmons with all in favor ranking Alliant the #1 proposer with 95 points total and Atwell the #2 proposer with 90 points total was approved with District staff authorized to negotiate a contract with the #1 proposer.

**B. Consideration of Revised Proposal for Replacement of Splash Pad Netting**

Mr. Harden reminded the Board that at the last meeting the Board reviewed options for replacing the splash pad netting with a metal mesh or similar netting and the Board approved similar netting. He would like to see metal mesh in place, so he asked the vendor for a revised proposal to remove the panels that are not immersed in the water from the proposal as they are not damaged. He also offered to remove the panels and transport them to Compac's facility for refurbishment and then transport them back and reinstall them. He also noted the frames are warrantied for 10 years and the coating on the frames is warrantied for one year.

On MOTION by Mr. Kirsch seconded by Ms. Alford with all in favor the revised proposal from Compac totaling an amount not to exceed \$10,100 was approved. This motion supersedes the motion made at the October meeting for replacement of the netting.

**C. Consideration of Proposals for Pond Maintenance Services**

Mr. Harden provided pond maintenance proposals as requested by Supervisor Richardson. Proposals from Future Horizons and Solitude Lake Management were presented to the Board. Mr. Harden noted there would be substantial increases in price with either vendor and their quality of service is comparable in his experience with the vendors in other communities.

Ms. Waldhauer asked that a record of work orders from the current vendor be provided at the next meeting. The monthly reports from the vendor will also be included in the Board's agenda packages.

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Ms. Timmons stated that she has seen the lake maintenance vendor onsite, however the ponds still look as if they’ve not been treated, so they need to be held accountable to their contractual obligations.

Mr. Pawelczyk added that there is a provision in the contract that the vendor must check in at the clubhouse prior to doing any work, so that may need to be pointed out to them.

**D. Discussion of Phased Landscaping Plan for Community Entrances**

Mr. Harden stated that he and Supervisor Richardson went over three proposals obtained to improve the landscaping at the community entrances and Mr. Richardson pointed out the proposals do not include labor or additional irrigation. He will reach back out the vendors to see if there is a particular time of year where there may be a better rate offered for the work. Mr. Richardson also recommended Mr. Harden confirm whether the vendors would be providing fertilization and replacing any ground cover when the plants are installed.

Ms. Waldhauer asked about the feasibility of installing a guardrail to protect the camera.

Mr. McGaffney stated that he would investigate whether adding a guardrail would increase the liability for the District.

This agenda item will be added to the next agenda to discuss budgeting the project.

**E. Discussion of Maintenance of JEA Easement**

Mr. Harden presented proposals for mowing the JEA easement as needed. The proposal from Lawnboy totals \$2,375 per mow and the proposal from The Greenery came in at \$2,205 per mow. Mr. Harden recommended using Lawnboy, the District’s current landscape vendor.

Mr. Knight stated that his firm would look at the existing agreement with Lawnboy to see if as-needed maintenance is covered under the agreement or if the service would require an amendment.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

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Jill Graby commented that there has been scum on the pond near her home this year. She also commented on the restroom doors at the amenity facility not being ADA compliant with how heavy they are.

Ms. Timmons informed the Board of new ADA legislation that will be put in place after the new year.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Thursday,  
January 11, 2024 at 6:00 p.m. at the Yellow  
Bluff Amenity Center**

Mr. Harden informed the Board of a proposal submitted by a resident for landscaping services that he has sent to the board members individually for review.

Mr. McGaffney asked Mr. Kirsch to let him know if he wants it added to the next agenda.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman