

**MINUTES OF MEETING
TWIN CREEKS NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Twin Creeks North Community Development District held a Regular Meeting on May 31, 2019 at 11:00 a.m., in the construction trailer located at 106 CR 210W, St. Johns, Florida 32259.

Present at the meeting were:

John Kinsey	Chair
Robert Furlong	Vice Chair
Jared Bouskila (via telephone)	Assistant Secretary
Bryan Kinsey	Assistant Secretary

Also present were:

Craig Wrathell (via telephone)	District Manager
Howard McGaffney	Wrathell, Hunt and Associates, LLC
Sue Delegal	District Counsel
Neal Brockmeier (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. McGaffney called the meeting to order at 11:15 a.m. Supervisors John Kinsey, Robert Furlong and Bryan Kinsey were present, in person. Supervisor Jared Bouskila was attending via telephone. Supervisor Keiling was not present.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Proposals for Landscape and Irrigation Maintenance Services

A. RFP Package

The Request for Proposals (RFP) was provided for informational purposes.

B. Affidavit/Proof of Publication

The affidavit of publication was provided for informational purposes.

C. Respondents

- i. **Brightview Landscape Services, Inc.**
- ii. **Landcare Group, Inc.**
- iii. **Sun State Nursery & Landscape, Inc.**
- iv. **VerdeGo Landscape, LLC**
- v. **Yellowstone Landscape**

D. Evaluation/Ranking

Mr. Furlong recommended excluding the mulch and annuals, so they may be addressed via the competitive bid process and scheduled, as needed. Based on cost and past experience, he recommended Landcare Group be awarded the full contract for Creekside and Beachwalk.

On a scale of 100 total possible points, Mr. Furlong recommended awarding points, as follows:

- 1. Landcare Group: 100 points
- 2. Yellowstone Landscape: 95 points
- 3. VerdeGo Landscape: 81 points
- 4. Sun State Nursery & Landscape: 80 points
- 5. Brightview Landscape Services: 55 points

E. Authorization to Engage Number One Ranked Respondent

Mr. McGaffney summarized that, based on Mr. Furlong’s recommendation, Landcare Group, Inc., was the number one ranked respondent. The Board was in agreement and had no other recommendations.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, ranking Landcare Group, Inc., as the number one ranked respondent, Yellowstone Landscape as the number two ranked respondent and VerdeGo Landscape, LLC as the number three ranked respondent, and authorizing District Staff to negotiate a contract with the number one ranked respondent and negotiate with the number two and three ranked respondents, if unable to come to terms with the number one ranked respondent, and for the Chair to execute, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2019-04, Approving a Proposed Budget for Fiscal Year 2019/2020 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. McGaffney presented Resolution 2019-04. He reviewed the proposed Fiscal Year 2020 budget, including line item increases, decreases and adjustments compared to the Fiscal Year 2019 budget and explained the reasons for any changes.

The following changes were made to the proposed Fiscal Year 2020 budget:

Page 1, "Supervisors": Change \$12,000 to \$6,000

Page 1, "FICA": Reduce accordingly based on the new "Supervisors" amount

Mr. McGaffney stated that the "Field Operations" line items, on Page 1, would be adjusted to reflect Landcare's pricing for landscaping and irrigation. The Board agreed to the District Manager further adjusting the "Field Operations" line items, as necessary to add mulch and annuals and remain within the "Total field operations" amount. Discussion ensued regarding irrigation restrictions and variables; adjustments may be made at the next meeting if necessary.

Mr. Bryan Kinsey asked whether the Series 2016A-1 and A-2 off-roll assessments, on Page 5, would go down now that more residential units are coming on roll. Mr. McGaffney stated he would work with Staff to evaluate whether any line item adjustments are necessary.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2019-04, Approving a Proposed Budget for Fiscal Year 2019/2020, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for September 6, 2019 at 11:00 a.m., at 106 CR 210W, St. Johns, Florida, 32259; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was approved.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2019

Mr. McGaffney presented the Unaudited Financial Statements as of April 30, 2019.

On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the Unaudited Financial Statements as of April 30, 2019, were accepted.

SIXTH ORDER OF BUSINESS

Approval of February 12, 2019 Regular Meeting Minutes

Mr. McGaffney presented the February 12, 2019 Regular Meeting Minutes.

On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the February 12, 2019 Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*

There being nothing additional to report, the next item followed.

B. District Engineer: *Prosser, Inc.*

There being no report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- **43 Registered Voters in District as of April 15, 2019**

There were 43 registered voters residing within the District as of April 15, 2019.

EIGHTH ORDER OF BUSINESS

Board Members' Comments/Requests

There being no Board Members' comments or requests, the next item followed.

NINTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the meeting adjourned at 11:42 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair