

# **TWIN CREEKS NORTH**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**October 23, 2020**

**BOARD OF SUPERVISORS**

**SPECIAL MEETING**

**AGENDA**

# Twin Creeks North Community Development District

## OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 334313

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

October 16, 2020

Board of Supervisors  
Twin Creeks North Community Development District

**ATTENDEES:**

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

The Board of Supervisors of the Twin Creeks North Community Development District will hold a Special Meeting on October 23, 2020 at 11:00 a.m., remotely, via Zoom at <https://zoom.us/j/2043596216>, Meeting ID 204 359 6216 or telephonically at 1-929-205-6099, Meeting ID 204 359 6216. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Newly Appointed Supervisor, Patrick Coomer (*the following will be provided in a separate package*)
  - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
  - B. Membership, Obligations and Responsibilities
  - C. Financial Disclosure Forms
    - I. Form 1: Statement of Financial Interests
    - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
    - III. Form 1F: Final Statement of Financial Interests
  - D. Form 8B – Memorandum of Voting Conflict
4. Consideration of Supplemental Engineer's Report No. 4
5. Consideration of Sixth Supplemental Special Assessment Methodology Report
6. Authorization of RFP for Landscape Maintenance Services
7. Consent Agenda Items
  - A. Acceptance of Unaudited Financial Statements as of August 31, 2020

- B. Approval of September 1, 2020 Virtual Public Hearing and Meeting Minutes

8. Staff Reports

- A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*
- B. District Engineer: *Prosser, Inc.*
- C. Operations Manager
- D. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: November 10, 2020

- I. Landowners’ Meeting at 11:45 a.m. (*Board members are not required to attend*)
- II. Regular Meeting (*immediately following Landowners’ Meeting*)

- QUORUM CHECK

<b>SEAT 1*</b>	John Kinsey	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
<b>SEAT 2*</b>	Patrick Coomer	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
<b>SEAT 3</b>	Bryan Kinsey	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
<b>SEAT 4</b>	Zenzi Rogers	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
<b>SEAT 5*</b>	Jared Bouskila	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

*\*Seats subject to November 10, 2020 Landowners’ Election*

- 9. Board Members’ Comments/Requests
- 10. Public Comments
- 11. Adjournment

“Further, please be advised that the Florida Governor’s Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.”

“That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and/or participate in the meeting can do so via Zoom details specified herein. Additionally, participants are encouraged to submit questions and comments to the District’s manager at [mcgaffneyh@whhassociates.com](mailto:mcgaffneyh@whhassociates.com).”

I look forward to seeing all of you at the upcoming meeting. In the meantime, if you should have any questions or concerns, please do not hesitate to contact me directly at (904) 386-0186.

Sincerely,



Howard McGaffney  
District Manager

**FOR VIRTUAL PARTICIPATION**

**VIA COMPUTER**

<https://zoom.us/j/2043596216>

**MEETING ID: 204 359 6216**

**VIA PHONE**

**CALL-IN NUMBER: 1-929-205-6099**

**MEETING ID: 204 359 6216**

**TWIN CREEKS NORTH**  
**COMMUNITY DEVELOPMENT DISTRICT**

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**TWIN CREEKS NORTH**  
**COMMUNITY DEVELOPMENT DISTRICT**

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**TWIN CREEKS NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

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**TWIN CREEKS NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

**7A**



**TWIN CREEKS NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

**7B**

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

The Board of Supervisors of the Twin Creeks North Community Development District held a Virtual Public Hearing and Meeting on September 1, 2020 at 11:30 a.m., at <https://zoom.us/j/2043596216> and at 1-929-205-6099, Meeting ID 204 359 6216 for both.

**Present at the meeting were:**

John Kinsey	Chair
Jared Bouskila	Assistant Secretary
Bryan Kinsey	Assistant Secretary

**Also present were:**

Howard McGaffney	District Manager
Sue Delegal	District Counsel
Sherry McNees	Evergreen POA Manager
Zenzi Rogers	Supervisor Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. McGaffney called the meeting to order at 11:43 a.m. Supervisors Bouskila, Bryan Kinsey and John Kinsey were present. Supervisors Furlong and Keiling previously tendered their resignations and were not present. The Supervisors appointed today cannot vote, as the oath of office would be administered to each after the meeting. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

▪ **Public Hearing on Adoption of Fiscal Year 2020/2021 Budget**

**This item, previously the Eighth Order of Business, was presented out of order**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

39 **B. Consideration of Resolution 2020-09, Relating to the Annual Appropriations and**  
40 **Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending**  
41 **September 30, 2021; Authorizing Budget Amendments; and Providing an Effective**  
42 **Date**

43 Mr. McGaffney reviewed the Proposed Fiscal Year 2021 budget.

44  
45 **On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in**  
46 **favor, the Public Hearing was opened.**

47  
48  
49 No members of the public spoke.

50  
51 **On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in**  
52 **favor, the Public Hearing was closed.**

53  
54  
55 **On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in**  
56 **favor, Resolution 2020-09, Relating to the Annual Appropriations and Adopting**  
57 **the Budget for the Fiscal Year Beginning October 1, 2020, and Ending**  
58 **September 30, 2021; Authorizing Budget Amendments; and Providing an**  
59 **Effective Date, was adopted.**

60  
61  
62 **▪ Consideration of Resolution 2020-10, Making a Determination of Benefit and Imposing**  
63 **Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and**  
64 **Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for**  
65 **Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an**  
66 **Effective Date**

67 This item, previously the Ninth Order of Business, was presented out of order.

68 Mr. McGaffney presented Resolution 2020-10 and read the title.

69  
70 **On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in**  
71 **favor, Resolution 2020-10, Making a Determination of Benefit and Imposing**  
72 **Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and**  
73 **Enforcement of Special Assessments; Certifying an Assessment Roll; Providing**  
74 **for Amendments to the Assessment Roll; Providing a Severability Clause; and**  
75 **Providing an Effective Date, was adopted.**

77   ▪     **Consideration of Proposals for Landscape Maintenance Services**

78           This item, previously the Tenth Order of Business, was presented out of order

79   **A.     RFP Package**

80           The Request for Proposals (RFP) package was included for informational purposes.

81   **B.     Affidavit/Proof of Publication**

82           The proof of publication was included for informational purposes.

83   **C.     Respondent**

84           •     **The Tree Amigos**

85           Mr. McGaffney stated an on-site meeting with the respondent did not occur and  
86 suggested going back out to bid to attract more than one respondent and offer an on-site walk-  
87 through and meeting with the POA Manager and a Project Manager. He recommended  
88 rejecting the bid to allow staff to revise the scope of services and coordinate with another  
89 Landowner/Developer, as Mr. Furlong is no longer on the Board.

90   **D.     Ranking**

91   **E.     Authorization to Engage Respondent**

92

93           **On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in**  
94 **favor, rejecting the bid from The Tree Amigos for Landscape Management**  
95 **Services and authorizing Staff to re-issue the RFP and alert the sole**  
96 **respondent, The Tree Amigos, was approved.**

97

98

99   **THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor**  
**Robert Furlong, Seat 2 (*Term Expires***  
***November, 2020*)**

100

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Mr. McGaffney presented the resignation letter of Mr. Robert Furlong.

104

105           **On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in**  
106 **favor, the resignation of Mr. Robert Furlong, effective July 17, 2020, was**  
107 **accepted.**

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▪     **Acceptance of Resignation of Supervisor Scott Keiling Seat 4 (*Term Expires November,***  
111 ***2022*)**

111

112

**This item, previously the Fifth Order of Business, was presented out of order**

113 Mr. McGaffney presented the resignation letter of Mr. Scott Keiling.

114

115 **On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in**  
116 **favor, the resignation of Mr. Scott Keiling, dated August 27, 2020, was**  
117 **accepted.**

118

119

120 **FOURTH ORDER OF BUSINESS** **Discussion/Consideration of Candidate to**  
121 **Fill Unexpired Term of Seat 2**

122

123 Mr. John Kinsey nominated Mr. Pat Coomer to fill Seat 2.

124

125 **On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in**  
126 **favor, the appointment of Mr. Pat Coomer to fill the Unexpired Term of Seat 2,**  
127 **was accepted.**

128

129

130 **A. Administration of Oath of Office to Newly Appointed Supervisor (*the following will be***  
131 ***provided in a separate package*)**

132 **I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and**  
133 **Employees**

134 **II. Membership, Obligations and Responsibilities**

135 **III. Financial Disclosure Forms**

136 **a. Form 1: Statement of Financial Interests**

137 **b. Form 1X: Amendment to Form 1, Statement of Financial Interests**

138 **c. Form 1F: Final Statement of Financial Interests**

139 **IV. Form 8B – Memorandum of Voting Conflict**

140 Mr. McGaffney reiterated that Mr. Coomer would be sworn in after the meeting.

141

142 **FIFTH ORDER OF BUSINESS** **Acceptance of Resignation of Supervisor**  
143 **Scott Keiling Seat 4 (*Term Expires***  
144 ***November, 2020*)**

145

146 This item was presented following the Third Order of Business.

147

148 **SIXTH ORDER OF BUSINESS** **Discussion/Consideration of Candidate to**  
149 **Fill Unexpired Term of Seat 4**

150

151 Mr. Bryan Kinsey nominated Ms. Zenzi Rogers to fill Seat 4.

152

153 **On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in**  
154 **favor, the appointment of Ms. Zenzi Rogers to fill the Unexpired Term of Seat**  
155 **4, was accepted.**

156

157

- 158 • **Administration of Oath of Office to Newly Appointed Supervisor (*the following will be***  
159 ***provided in a separate package*)**

160 Mr. McGaffney would administer the Oath of Office to Ms. Rogers after the meeting.

161

162 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-08, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District, and Providing for an Effective Date**

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168 Mr. McGaffney presented Resolution 2020-08. Mr. John Kinsey nominated the following  
169 slate of officers:

170	Chair	John Kinsey
171	Vice Chair	Pat Coomer
172	Secretary	Craig Wrathell
173	Assistant Secretary	Bryan Kinsey
174	Assistant Secretary	Jared Bouskila
175	Assistant Secretary	Zenzi Rogers
176	Assistant Secretary	Howard McGaffney
177	Treasurer	Craig Wrathell
178	Assistant Treasurer	Jeff Pinder

179 No other nominations were made.

180

181 **On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in**  
182 **favor, Resolution 2020-08, Designating a Chair, a Vice Chair, a Secretary,**  
183 **Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District,**  
184 **and Providing for an Effective Date, as nominated, was adopted.**

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187 EIGHTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2020/2021 Budget

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This item was presented following the Second Order of Business.

192 NINTH ORDER OF BUSINESS

Consideration of Resolution 2020-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

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This item was presented following the Second Order of Business.

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204 TENTH ORDER OF BUSINESS

Consideration of Proposals for Landscape Maintenance Services

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207

This item was presented following the Second Order of Business.

208

209 ELEVENTH ORDER OF BUSINESS

Consent Agenda Items

210

211 A. Acceptance of Unaudited Financial Statements as of July 31, 2020

212 B. Approval of July 14, 2020 Virtual Public Meeting Minutes

213 Mr. McGaffney presented the Consent Agenda Items.

214

215 On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in  
216 favor, the Consent Agenda Items, as presented, were accepted and approved.

217

218

219 TWELFTH ORDER OF BUSINESS

Staff Reports

220

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

222 There being no report, the next item followed.

223 B. District Engineer: *Prosser, Inc.*

224 There being no report, the next item followed.

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

226 ▪ Operations Report

227 This item was an addition to the agenda.

228 Mr. McGaffney stated an Operations Update would be added to future agendas.

229 Ms. McNees reported the following:

230 ➤ The Beach Walk ponds lack signage. The Board should consider signage at that location.

231 ➤ Signage Cost: \$250 per sign plus \$75 for installation.

232 Ms. McNees would provide another quote by the next meeting. Mr. Bryan Kinsey stated  
233 it would be best to synchronize with all Beach Walk entities and suggested coordinating to  
234 present a proposal at the next meeting.

235 ➤ Incident: Involving two juveniles and a street-legal golf cart crashed into Pond #2.

236 Mr. McGaffney stated Staff would pursue reimbursement of costs incurred by the CDD.

237 • **NEXT MEETING DATE: November 10, 2020 - Landowners' Election, *immediately***  
238 ***followed by Regular Meeting***

239 ○ **QUORUM CHECK**

240 A Landowners' Election and Regular Meeting will be held November 10, 2020.

241

#### 242 THIRTEENTH ORDER OF BUSINESS

#### Board Members' Comments/Requests

243

244 Regarding the source of funds for the November debt service payment, Mr. McGaffney  
245 stated November payments are typically paid out of fund balance; the District is required to  
246 have a certain amount of fund balance in reserve for debt service payments.

247

#### 248 FOURTEENTH ORDER OF BUSINESS

#### Public Comments

249

250 There being no public comments, the next item followed.

251

#### 252 FIFTEENTH ORDER OF BUSINESS

#### Adjournment

253

254 There being nothing further to discuss, the meeting adjourned.

255

256 **On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in**  
257 **favor, the meeting adjourned at 12:12 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary

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Chair/Vice Chair

**TWIN CREEKS NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

**8D**

<b>TWIN CREEKS NORTH COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>Construction Trailer, 135 Beachwalk Boulevard, St. Johns, Florida 32259</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 23, 2020</b>	<b>Special Meeting</b>	<b>11:00 AM</b>
Join Zoom Meeting: <a href="https://zoom.us/j/2043596216">https://zoom.us/j/2043596216</a> Meeting ID: 204 359 6216 Dial by Location: 1-929-205-6099 Meeting ID: 204 359 6216		
<b>November 10, 2020</b>	<b>Landowners' Meeting</b>	<b>11:45 A.M.</b>
<b>November 10, 2020</b>	<b>Regular Meeting</b>	<i>immediately following Landowners' Meeting</i>
<b>January 19, 2021</b>	<b>Regular Meeting</b>	<b>11:45 A.M.</b>
<b>March 16, 2021</b>	<b>Regular Meeting</b>	<b>11:45 A.M.</b>
<b>May 18, 2021</b>	<b>Regular Meeting</b>	<b>11:45 A.M.</b>
<b>July 20, 2021</b>	<b>Regular Meeting</b>	<b>11:45 A.M.</b>
<b>September 7, 2021</b>	<b>Public Hearing and Regular Meeting</b>	<b>11:45 A.M.</b>

In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-150, 20-179 and 20-193 issued by Governor, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.