

MINUTES OF MEETING
DEER RUN COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Deer Run Community Development District was held Wednesday, January 25, 2023 at 6:00 p.m. at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida.

Present and constituting a quorum were:

David St. Pierre	Chairman
Gail Lambert	Vice Chairperson
Darrell Broom	Supervisor
Andre Poulin	Supervisor
Greg Dean	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel by telephone
Peter Armans	District Engineer by telephone
Chris Hall	Riverside Management
Marc Rousseau	Riverside Management
Howard McGaffney	GMS
Alison Mossing	GMS
Chief Brannon	Chief of Police, City of Bunnell
Dr. Alvin Jackson, Jr.	City Manager, City of Bunnell

FIRST ORDER OF BUSINESS

Roll Call

Mr. St. Pierre called the meeting to order and stated we have started some new interests in resident committees. Each board member has a committee they are involved with. Anyone who would like to join a committee to help improve our neighborhood see one of the board members.

Mr. Broom stated I have the amenity center.

Ms. Lambert stated I have the landscaping.

Mr. Poulin stated I have the activities group.

Mr. Dean stated I have contracts.

January 25, 2023

Deer Run CDD

Mr. St. Pierre stated we are going to get off to a different start tonight. We are going to honor a volunteer in our community and the first honoree is Gary Bomley. After retiring Gary joined Flagler Volunteer Services and enrolled in CERT, community emergency response team training. He volunteered at the fairgrounds during Covid vaccinations, handling traffic control. He became an instructor training new volunteers in medical emergency situations. In addition Gary volunteers at the emergency operations center and spends time monitoring radio transmissions and phone communications during the hurricanes this past year. Over the last three years he has volunteered on many events throughout Flagler County always ready to help wherever needed. For our first ever volunteer of the year appreciation award, Gary Bomley

Mr. Bomley stated there are tons of volunteer opportunities in Flagler County.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2023-03 Election of Officers

Mr. St. Pierre stated the only thing they are doing is adding two more people to sign checks, has no effect on anyone else.

On MOTION by Mr. Dean seconded by Mr. Poulin with all in favor Resolution 2023-03 was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-04 Authorizing Investment of Funds in the Local Government Surplus Funds Trust Fund (State Board of Administration)

Mr. St. Pierre stated this will get us about 4% rather than the 1% we are earning now.

Ms. Lambert asked what are the withdrawal terms?

Mr. Oliver stated it is immediate withdrawal, it is in an overnight fund. As soon as we need to move funds from the surplus funds into the operating account, we will get it the next day.

On MOTION by Mr. Poulin seconded by Ms. Lambert with all in favor Resolution 2023-04 was approved.

January 25, 2023

Deer Run CDD

FIFTH ORDER OF BUSINESS

Consideration of Proposals from Terracon for Wetland/Upland Buffer Restoration

Mr. St. Pierre stated we tabled this item at the last meeting. I suggest that we not move forward with this and put it to the side again. I have asked Jim to set up a meeting with the golf course because it is a \$10,000 project and hopefully, the golf course will pick up half because a lot of this property is close to them.

Ms. Lambert stated this particular proposal is for three areas that are specifically CDD. After the last meeting I got in touch with D.R. Horton and I copied Katie and everybody so everybody knew what the conversation was about. Basically, it is land that has been cleared for building, the one opposite Fairway Court and the three houses on hole 1, and the old model home.

Mr. St. Pierre stated we asked D.R. Horton the same question, we asked D.R. Horton to help us and in a very polite way said no. It is a mandated thing we have to do and we are just going to discuss it with the golf course to hope they throw in on it. If they don't we are still going to be left holding the \$10,000.

Mr. Armans stated I do want to highlight again, this \$10,000 is not touching any of the areas that are on the golf course. The golf course has areas that they have to address and that is a totally separate area. This proposal does not touch the golf course stuff that is the first point. The second point is this proposal is also expired so we will have to go back and make sure Terracon will still do this for work for the same price. If you decide to move forward with a motion it would be to authorize up to a certain amount and you would have to make sure that the proposal is still valid. Also, if there are meetings being scheduled with the golf course I would love to be there just to make sure, because we have an idea of what the water management district would allow and what they would approve as far as the mitigation on the golf course property. We would want to make sure that we are part of that conversation to make sure that what they agree to do is what the water management district would accept. There are two separate pots here, one is the areas that are golf course related and one is the CDD only related.

Mr. St. Pierre stated okay. When I had this conversation with Jim Oliver earlier today they would be more than glad to have you part of this whole process when we sit down with the golf course and I guess there is no harm in asking them to participate with us.

Ms. Lambert asked is this a specialist or is there a possibility of getting another quote on this?

January 25, 2023

Deer Run CDD

Mr. St. Pierre asked can we get more bids on this? We would like to get three bids total to do this project.

Mr. Armans stated I'm not sure we are able to find other companies that do this type of work in the state. This is a unique market; companies are not just going to do the plantings they are going to do the planting and they are going to do an ongoing monitoring report. The water management district might require us to do four or five years of monitoring so that is going to be another cost that is going to be a yearly cost of roughly \$3,000 to \$5,000.

Mr. Oliver stated I'm going to send you some contact information for some other companies that do this in Northeast Florida in the Jacksonville area and ask you to reach out to them and get a proposal also.

Mr. Armans stated you don't have to make a decision today, I think if you could authorize someone on the board that we can work with and communicate with these contractors, starting with the golf course and if you want to approve up to a certain amount after we receive those three bids, we can move in that direction. If there is communication with the golf course, please let us know who you would want us to work with from the board.

Mr. Oliver stated I have another question for you regarding the urgency of this project. Since we are looking at other proposals, is this a front burner issue or can it wait to the next regularly scheduled meeting?

Mr. Armans stated I think it could wait. Probably not much longer, the water management district is short staffed and that is why they have been kind of quiet about it. As soon as they have personnel they are going to probably start talking to us again, but we don't want to wait until that happens and them saying we dropped the ball. I believe if by next meeting we have a plan to award to a contractor I think we will be fine.

Mr. Oliver stated in the interim if you are contacted by the water management district let them know that the CDD is soliciting additional proposals before they make a decision.

Mr. Armans stated absolutely. This proposal satisfies a plan that we have not proposed to the water management district yet. We brought before the CDD board several months ago a plan that we believe will satisfy the water management district. Before we even finalize proposals we want to take that plan to the water management district and get their blessing on it and then we can go out for proposals because they might require something slightly different. We hope not since we had some communication about it that they had a change in personnel so they might

January 25, 2023

Deer Run CDD

have a different opinion. What we wanted from the board is for the board to approve the plan that we are suggesting so we can restart the communication with the water management district and propose that plan to them before we get more bids.

Mr. St. Pierre stated it makes sense and we are going to be conducting a strategy session fairly soon so I think we would like to wait until then to make any more decisions on that.

Mr. Armans stated I want to clarify. We can't go out to bid to get bids, if we don't have an approved plan. What would you like us to do before next meeting if anything?

Mr. St. Pierre stated we are going to be conducting a strategy meeting with just the board members forthcoming. We would like to have some time doing that since we are a fairly new board. We really haven't had time to discuss it. We would love for you to show up at our strategy meeting and discuss it with us and we will have more clarity and depth.

Mr. Armans stated absolutely.

Mr. St. Pierre stated Jim will be in contact with you about that.

On MOTION by Mr. Broom seconded by Mr. Dean with all in favor the proposal from Terracon was tabled.

SIXTH ORDER OF BUSINESS

Discussion of Amenity Center and Front Entrance Landscape Renderings

Ms. Lambert stated the landscape working group has met several times since the last meeting and decided to prioritize the 100 entrance. At the last meeting there was a move to fill in the fountains with plants, but in discussions the group is of the opinion that the cheaper option would be to repair the fountains since we bought a new pump just over a year ago. Chris indicated it would be a minimal amount to repair the fountains.

Mr. Hall stated what is in there now is metal pipes and it is rusted and we redid one with PVC and it works good and it would be a minimal cost to replace the other two and we can have them up and running next week.

On MOTION by Ms. Lambert seconded by Mr. Poulin with all in favor staff was authorized to repair the fountains and look for hearty plants for the other entrances.

January 25, 2023

Deer Run CDD

Ms. Lambert stated we are going to adopt the same principle at the amenity center and take small sections, put in plants that will survive and look at a couple proposals for that. Smaller landscapers may give us ideas rather than just using Yellowstone on these smaller projects.

SEVENTH ORDER OF BUSINESS

Schedule of Workshops

A. Board of Supervisors Strategy Session

Mr. St. Pierre stated Mac is going to work on this one. Everybody is flexible as long as they have enough notice and it will be toward the end of February.

Mr. McGaffney stated I will communicate with the board members to find a date and we will notice it accordingly.

On MOTION by Mr. Poulin seconded by Mr. Broom with all in favor staff was authorized to notice the strategy session workshop subject to getting a quorum check outside this meeting.

B. Fiscal Year 2024 Budget Workshop

Mr. St. Pierre stated we will do the same thing with the budget workshop and Mac will coordinate that. Our budget workshop will be for next year's budget and hopefully we will have that done by the end of March. We start going to budget in May and start taking proposals. These people up here want to get involved in the budget. We haven't had a lot of say over the years but now we do. People are welcome to join us.

On MOTION by Ms. Lambert seconded by Mr. Dean with all in favor staff was authorized to notice the budget workshop.

EIGHTH ORDER OF BUSINESS

Appointment of Audit Committee

Mr. Oliver stated Chapter 218 of the Florida Statutes requires that every three to five years the board appoints an audit selection committee so that you can select an independent CPA firm to conduct your financial audit. As a unit of government in Florida CDDs like other local units of government are required to have a financial audit. This audit would begin after the end of the fiscal year, which ends on September 30th. The committee will select the evaluation

January 25, 2023

Deer Run CDD

criteria, we publish notice of the RFP, bring proposals back to the audit committee, they will review those and make a selection and have the audit start at the end of the fiscal year. Typically we have the board members serve as the audit committee because if you have quorum for one meeting, you will have quorum for your committee meeting also.

On MOTION by Mr. St. Pierre seconded by Mr. Poulin with all in favor the board members were appointed to serve as the audit committee.

NINTH ORDER OF BUSINESS

Grand Reserve Construction Update

Mr. Oliver stated one of the chairman's first acts as chairman was to ask D.R. Horton to provide us a regular update on construction that we could have for each meeting. The one I received on the 19th was from Joe Walter and there was nothing to update for Phase 3, no changes. The previous one that you sent two days prior to our last meeting with the project update for Phase 3 which is located inside the Links, clearing is complete and approved and monitored burning should occur this week, importing dirt will start next week, trucks will be traveling between Phase 6 recreation area and Phase 3. The contractor will sweep and maintain the roads throughout the day and end of day. This process will take a few months, there is considerable amount of fill needed to import, 60 lots in Phase 3.

We want to continue to get them to be a little more robust in the updates that they give us.

TENTH ORDER OF BUSINESS

Discussion and Consideration of Yellowstone Proposal for Pond Bank Trimming

Mr. McGaffney stated a resident reached out to me when they found out that I was going to be assisting Mr. Oliver and the district and said that behind the 100's their pond is trimmed on the residents' side and on the other side and at a certain point beyond the pond bank the conservation area begins. They would like to have that done on at least an annual basis preferably semi-annual. I reached out to Chris and worked with Yellowstone and we have a proposal before you and it is up to you. The price may be a factor.

Mr. St. Pierre stated I understand about conservation areas. People would like to have dead trees removed. If we start doing little projects like this we are adding to cost throughout. We won't do anything now in this situation and it is outside the budget.

January 25, 2023

Deer Run CDD

A resident stated I'm not talking about taking out trees, I'm talking about picking up dead limbs off the bank, raking the pond leaves. They specifically exclude those areas from their contract.

Mr. McGaffney stated those areas are not in the contract.

Mr. St. Pierre stated maybe we can get someone else to look at it for a different price?

Mr. Rousseau stated yes.

Mr. St. Pierre stated Mac is going to share your information with Marc and Marc will be in contact with you.

ELEVENTH ORDER OF BUSINESS Update on Insurance Claim (Main Irrigation Pump)

Mr. St. Pierre stated we went back to our insurance company to make restitution for us on the main irrigation and he will update us in the future on where we are.

TWELFTH ORDER OF BUSINESS Consideration of Proposal from Hi-Tech System for Additional Access Readers for Outside Restrooms

Ms. Mossing stated we requested a quote to add access control to the outdoor restrooms from Hi-Tech Systems, the current access control system vendor we use here. We have young people hopping the fence at night, going to the bathroom and causing damage. If the bathrooms are access controlled, we can tell who went in the bathroom by whose card was used or if they are not residents hopping the fence, they won't be able to get into the bathrooms. This is something we have at the majority of our other communities we manage, most of their outdoor bathrooms are access controlled.

Ms. Lambert stated we always have this problem. It seemed like a lot of money and I would like to see that kind of money spent on security. There are things that are excluded from the proposal and things we need to do before we spent the \$4,500.

On MOTION by Mr. Broom seconded by Mr. Poulin with all in favor this item was tabled in order for the amenity center committee to come up with a plan.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

January 25, 2023

Deer Run CDD

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. District Manager

Mr. Oliver stated the FY 22 audit is underway and we will be able to deliver that well in advance of the June 20, 2023 deadline.

D. Operations Manager

1. Report

Mr. Hall gave an overview of the field operations manager's report, copy of which was included in the agenda package.

2. Proposal for Pool Equipment Repairs

Mr. Hall outlined the proposals and stated the original builder of the pool has not responded. This is what we have now and we can try to get more proposals if you want.

Mr. Dean stated I looked at it and I'm familiar with this through my career and the price of \$6,91.62 is not unreasonable for the scope of work they are going to be doing. One of the things I discussed with Chris already is looking at everything at the pool and its subsequent systems to make sure everything is ready so we can go through the summer without any interruptions with any of the equipment.

On MOTION by Mr. Dean seconded by Mr. Poulin with all in favor the proposal from Big Z Pool Service in the amount of \$6,091.62 was approved.

E. Amenity Manager

1. Report

Ms. Mossing stated Gwen submitted her amenity manager's report and her last day was Thursday. RMS is actively looking for her replacement and we will keep the board updated along the way. Natalie is filling in until we find that replacement.

January 25, 2023

Deer Run CDD

2. Proposal from 3B’s Custom Concrete

Ms. Lambert stated I saw the proposal for repair of the sidewalk. Is there a chance we could speak with D.R. Horton when their concrete guys come?

Mr. St. Pierre stated I gave Alison another person to contact.

FOURTEENTH ORDER OF BUSINESS Supervisor’s Requests

Other items: road repairs, air conditioning to be kept at 74° at amenity center, additional trash cans around amenity center,

FIFTEENTH ORDER OF BUSINESS Public Comments

Other items: Shades for amenity center, clean fireplace screen/glass, water level in the pool, water stain on sign, entrance lighting, lake in 700 block needs maintenance, fluctuation of water level in the ponds, fishing in ponds, timing of installation of pine straw, tree replacement, width of bicycle path at entrance.

SIXTEENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the November 30, 2022 Meeting

On MOTION by Ms. Lambert seconded by Mr. Poulin with all in favor the minutes of the November 30, 2022 meeting were approved.

B. Balance Sheet as of December 31, 2022 and Statement of Revenues and Expenses for the Period Ending December 31, 2022

C. Assessment Receipt Schedule

D. Approval of Check Register

On MOTION by Mr. Poulin seconded by Mr. Broom with all in favor the balance of the consent agenda items was approved.

SEVENTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 03/22/23 at 6:00 p.m. at the Island Club

January 25, 2023

Deer Run CDD

Mr. St. Pierre stated the next scheduled meeting is March 22, 2023 at 6:00 p.m. in the same location.

On MOTION by Mr. Broom seconded by Mr. Poulin with all in favor the meeting adjourned at 7:13 p.m.

DocuSigned by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman