

MINUTES OF MEETING
PALM COAST PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Palm Coast Park Community Development District was held Friday, November 17, 2023 at 10:30 a.m. at the Hilton Garden Inn Palm Coast/Town Center, 55 Town Center Blvd., Palm Coast, Florida.

Present and constituting a quorum were:

Jeff Douglas	Vice Chairman
Heather Allen	Assistant Secretary
Robert Porter	Assistant Secretary
Ken Belshe	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager
Clint Smith	Field Operations Manager
Vincent Sullivan	District Counsel
William Palmer	Dream Finders Homes
Kevin Anderson	Dream Finders Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order. Mr. LeBrun called the roll, four Board members were present at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun asked if any members of the public wish to make a public comment. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 18, 2023 Meeting

Mr. Le Brun asked for any comments, corrections, or changes to the minutes of the August 18, 2023 Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Mr. Porter, seconded by Mr. Belshe, with all in favor, the Minutes of the August 18, 2023 Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Consideration of Series 2023 Requisition #3

Mr. LeBrun stated next is consideration of Series 2023 Requisition #3.

On MOTION by Mr. Porter, seconded by Ms. Allen, with all in favor, the Series 2023 Requisition #3, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from Yellowstone Landscape for Maintenance of Matanzas Woods Parkway at Sawmill Branch

Mr. Smith stated item number five is something he asked to be put on the agenda. Several months ago the Board approved supplementing the landscaping on Matanzas Woods Parkway Westerly extension for a portion of it that the city is not going to reconstruct. That work is finally done but it led us to who is going to maintain it. He noted he got a proposal from Yellowstone to add that into the Sawmill Branch budget. We collected money all last year for landscape maintenance which we did not start maintaining until sometime in August so there are excess funds from last year, plus we budgeted for this coming year that has kicked in. The proposal is broken down in the median services and trimming of the last 18 inches of the pond bank (which was not included in the original bid). The cost is the additional cost to trim the bank minus the amount of right of way that they are not having to mow now because there are approximately 100 houses there so we got credit for that and then added the trimming. Plus there is a \$5,200 charge to go into and clean them up since they are unruly, again the bottom 1-2 feet. This is what we are asking to be added to the Sawmill Branch Landscape contract with Yellowstone. It is slightly more than what is budgeted this year but is well covered by the cash carry forward that we have from last year.

The Board asked if that includes mowing the roundabout. Mr. Smith stated the roundabout itself yes but annuals have been put in front of the roundabout so this does not include those. I probably will be back to you at the next meeting with a slight bump to change out the annuals that are there, but it is everything except the annuals.

The Board asked if this is going to stay in the CDD or when does it go back to the city since it is a city owned road. Mr. Smith stated typically if you want services above and beyond what the city normally does which is mow three to four times a year then you enter into an agreement with them but you maintain it to the level that you want and the city grants you approval

to do that. He stated they can talk to the city about taking it over. The Board asked what fund this is coming out of. Mr. Smith stated Sawmill Creek and Sawmill Branch are all in one fund called Sawmill so it would come out of that. The master fund, there is nothing budgeted for that. He noted at budget time maybe in May, they could discuss again if they want to try to get the city onboard, but it will be an uphill battle.

On MOTION by Ms. Allen, seconded by Mr. Porter, with all in favor, the Proposal from Yellowstone Landscape for Maintenance of Matanzas Woods Parkway at Sawmill Branch including the Additional Services to Pond Bank Cleanup, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Addendum to the Annual Services Contract with Solitude Lake Management for Sawmill Creek Pond Maintenance

Mr. Smith stated one of the ponds which is the smallest in Sawmill Creek has a lot of trouble with algae every summer. It has been a problem for three years in a row. This pond fills up 50% or more with algae in the summer months. Solitude has been out several times and are recommending we do a nutrient loading substance for treatment. They would apply this treatment one time per month. It is \$2,424 per year bump to the Sawmill Creek budget which again is combined with Sawmill Branch. He noted we could try this for a year and if it doesn't work, we will try something else. The Board stated \$200 a month seems like a lot for one pond especially when only treating it in the summer. Obviously, there is a pH problem in the water. Mr. Smith stated it is the smallest, least deep pond so in the summer months, once it starts, it is really difficult to control.

On MOTION by Mr. Belshe, seconded by Mr. Porter, with all in favor, the Addendum to the Annual Services Contract with Solitude Lake Management for Sawmill Creek Pond Maintenance, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-01 Designating Assistant Secretary of the District

Mr. LeBrun stated this is just adding myself, Jeremy LeBrun as an Assistant Secretary for Palm Coast Park.

On MOTION by Mr. Porter, seconded by Mr. Belshe, with all in favor, Resolution 2024-01 Designating Assistant Secretary of the District, was approved.

EIGHTH ORDER OF BUSINESS

Ratification Items

- A. Series 2023 Requisitions #1 – #2**
- B. LED Lighting Agreement with FP&L for Spring Lake Reverie Phase 2**
- C. Bridge Repair Proposal from S.E. Cline Construction**
- D. Pine Tree Removal Proposal from Yellowstone Landscape**
- E. Auditing Agreement with Grau & Associates for Fiscal Year 2023**

Mr. LeBrun stated these can be done separately or all at once. Mr. Porter stated he would move to ratification of all of them.

On MOTION by Mr. Porter, seconded by Ms. Allen, with all in favor, Items A – E, were ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Sullivan stated he had nothing to report.

B. Engineer and Maintenance Report

i. Yellowstone Landscape Maintenance Summary

ii. Stormwater Pond Maintenance Summary

Mr. Smith stated there has been complaints about the slickness of some of the bridges between Sawmill Branch and Sawmill Creek. There are 13 bridges in the entire development. The ones that are most used between Sawmill Branch and Sawmill Creek are bridges 9, 10, 11, 12, and 13. He noted most of those go through areas with a lot of tree cover so mold and mildew gets on the decking. He promised he would research what it would take to pressure clean those. It has to be somebody with a big tank and capacity that they do not have to have a water source because there is none there. He received two proposals, one from Riverside Management which is Associated with George’s firm and the other from Cline Construction. Riverside was \$20,000 to do the five bridges and Cline Construction was \$26,301. He noted none of this is budgeted. The overall CDD O&M which addresses the mowing in that strip and any bridge repairs which is usually a couple thousand dollars per year, that budget is really tight and there isn’t \$20,000 in the budget. He noted there is nowhere else to get it out of. Ms. Allen asked if it is a pedestrian or vehicular. Mr. Smith stated pedestrian. He noted the wooden bridges go through the wetland areas that are connected to the sidewalk and especially in the areas where there are a lot of trees, they

get a little slick. A Supervisor asked if they are all on the west side of the road. Mr. Smith answered yes these are. He noted there are 13 bridges and if you project that over 13, you will be up over \$50,000. He stated he would just concentrate on the bridges closest to where the people live. This would be pressure washing just the deck. Ms. Allen asked if trimming back the trees would be an option. Mr. Smith stated he didn't know if that would solve it. He noted the options are one is to do nothing and two is to try to get the money from another budget whether it's a loan to that budget and paid back in the next budget year or since these serve Sawmill, take it out of Sawmill. Ms. Allen asked if this is something that would need to be done annually. Mr. Smith stated yes annually would be sufficient. Ms. Allen questioned using the skid strips once the bridge has been cleaned. Mr. Smith stated he talked with Cline about that and it would be expensive and the bridge would still have to be cleaned anyway. Mr. Smith stated the bridges are going to be a problem and expense for many years to come. He stated Chairman Root tried to get a reserve put in to do bridge deck replacement every 10 years. He noted we have already done that once from 2006 to about 2016 and we are already starting to replace boards here and there now. He stated one of the long-term solutions is to do away with the bridges and impact the wetland and basically put concrete through there. He noted there is approximately \$2,000,000 left in the construction fund. He noted it would be possible but would not be cheap and would be far less than the money that is leftover in the construction fund. He stated they can't use the construction money for maintenance but can replace the deck every 10 years using that. A Supervisor stated he would like to look into doing something permanent up on the edge closest to the street. Mr. Smith stated it would be impacting a strip of 20-25 ft long. The Supervisor stated even if concrete is used where the bridges are now, it is going to have the same problem with the algae growth because of the shade and how moist it stays. The Supervisor stated it is going to be over \$100,000 a year to maintain the bridges so should just have a full-time company do it and asked if Mr. Smith could get another bidder. Mr. Smith stated yes, he would contact anybody but he thinks it will still be a healthy expense especially if we do all 13 bridges. The Supervisor asked about something to spray to kill the algae and if so, treat it on a regular basis. Ms. Allen asked if there is a suggestion of an account they pull from, whether they borrow it. Mr. Smith stated the only place to pull it from would be the Sawmill budget, since it has excess money. Mr. LeBrun stated for Board awareness, for FY24 there is \$18,000 budgeted for a contingency whereas last year there was only \$3,000. A Supervisor stated if the bridges are dangerous, they should probably close them until they figure it out. Mr. Smith stated looking at

long term replacement, two of them can't be replaced. One crosses the creek and the next one South of there which is number 9, the longest bridge crossing so not sure it could be replaced. The other 11 could be replaced and are through pretty small areas. Mr. LeBrun asked if the Board entertains a motion to close the bridges with the slick issue that we have been notified on until Clint can get another bid? There are two bids, an immediate situation and then the ongoing long situation.

On MOTION by Ms. Allen, seconded by Mr. Belshe, with all in favor, the Closure of Slick Bridge Areas that could be a Safety Hazard, was approved.

C. District Manager's Report

i. Approval of Check Register

Mr. LeBrun presented the check register with checks 213-223 in the General Fund, checks 98-105 in Sawmill Creek, and checks 16-20 in Spring Lake Reverie. The total for the check register is \$48,250.02. Behind that is the line-item summary. He noted he would be happy to take any questions, if not looking for a motion to approve the check register.

On MOTION by Mr. Porter, seconded by Ms. Allen, with all in favor, the Check Register totaling \$48,250.02, was approved.

ii. Balance Sheet and Income Statement

Mr. LeBrun reviewed the unaudited financials through October 31st. There is no action required on the Board's part as they are just for review.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

A Supervisor asked when Yellowstone would start doing the mowing in Matanzas Woods? Mr. Smith stated he would probably have them start within a week to 10 days.

Mr. Porter stated next meeting will be December 15th.

TWELFTH ORDER OF BUSINESS

Adjournment

Mr. Douglas adjourned the meeting at 11:06 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman