

MINUTES OF MEETING  
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heron Isles Community Development District was held on Tuesday, February 21, 2023 at 5:00 p.m. at Florida State College at Jacksonville, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097.

Present and constituting a quorum were:

Greg Watson	Chairman
Robert Martyn	Supervisor
Nicole Reams	Supervisor
Wendy Emanuelson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro	District Engineer (by phone)
Cheryl Graham	Field Operations Manager

The following is a summary of the discussion and actions taken at the February 21, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 5:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Appointing New Supervisors to Fill Vacancies in Seats 2 and 4**

Mr. Laughlin noted Ms. Emanuelson would like to continue to serve on the Board. There were no resumes received for the vacancy in seat 2.

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On MOTION by Mr. Martyn seconded by Mr. Watson with all in favor appointing Ms. Emanuelson to Seat 4 was approved.

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

Mr. Laughlin, being a notary public of the State of Florida, administered an oath of office to Ms. Emanuelson.

**C. Consideration of Resolution 2023-01, Designating Officers**

Mr. Laughlin asked the Board to add Mr. Howard McGaffney from the District Manager’s as an Assistant Secretary for document signing purposes. There were no objections from the Board.

Mr. Watson pointed out the position of Vice Chairman needs to be filled.

Ms. Emanuelson motioned to appoint Ms. Reams as Vice Chair.

On MOTION by Ms. Emanuelson seconded by Mr. Watson with all in favor appointing Ms. Reams as Vice Chair was approved.

The balance of the slate of officers remained the same with Supervisor Watson as Chair, Supervisors Martyn and Emanuelson as Assistant Secretaries, Mr. Laughlin as Secretary and Treasurer, Mr. Jim Oliver, Ms. Marilee Giles, and Mr. Darrin Mossing, as Assistant Secretaries and Mr. Jim Oliver as Assistant Treasurer.

On MOTION by Ms. Emanuelson seconded by Mr. Watson with all in favor Resolution 2023-01, designating officers as detailed above was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the November 15, 2022 Meeting**
- B. Financial Statements**
- C. Assessment Receipts Schedule**
- D. Check Register**

Copies of the minutes and financial documents were enclosed in the agenda package for the Board’s review. Mr. Laughlin noted the check register totals \$267,724.09. Of that total,

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approximately \$16,000 was used to pay the insurance premium for Fiscal Year 2023, and \$170,000 was transferred to the State Board of Administration investment account.

On MOTION by Ms. Reams seconded by Mr. Watson with all in favor the consent agenda was approved.

## **FIFTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

Ms. Gentry informed the Board her firm has changed its name to Kilinski Van Wyk. No action was needed from the Board.

#### **B. District Engineer**

Mr. Yuro stated at the last meeting I was asked to investigate a sinkhole located at 96090 Tidal Bay. It appeared to me that the underdrain had become slightly disconnected back when it was installed, it just took a while for the sinkhole to appear. I believe the contractor went ahead and reconnected that underdrain and addressed that. There is a second issue I was asked to look at off Stoney Glen Drive. There was a resident that had some concerns with the inlet behind their house where there is new construction going on adjacent to your community. They were concerned the construction had compromised the inlet and was causing some drainage concerns. When I took a look at the inlet, it is still covered in filter fabric and has a lot of debris and my guess is it's been like that since it's been installed, because when inlets are installed, the contractor will put filter fabric over it to keep debris out, so I don't believe the new construction is having any impact, however I cannot find the inlet on your engineering plans anywhere. I'm honestly a bit confused at whether the inlets in that area were permitted or if they were an as-built condition. I didn't notice any issues and I haven't heard of any residents complaining about their backyards flooding. More investigation may be needed to determine where the inlets go.

Mr. Watson stated I think that lady has complained that it is flooding her yard sometimes, so we may at least need to get that drain cleaned out.

Mr. Yuro stated I think step number one would be to clean out the inlet, which would be removing the filter fabric and cleaning the debris off the top of it. If she's having any issues in her backyard, I would suspect that would help.

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Ms. Emanuelson stated there is a question coming from homeowners on Albatross Drive on the reserve side. The building they're doing, they're building up the ground behind there and they already have a flooding issue in the backyards. They did something last year to try and remedy that. Now that they're building, they're building it up, which means even more so they're going to have problems with water in their backyards. Is there anything we can do to make sure they're getting drainage put in?

Mr. Laughlin stated from what I understand, they should have drainage plans that will not affect the areas around them.

Mr. Yuro stated that's correct. Part of the permit and construction plans that would have been approved has to demonstrate that you're not going to have any adverse effect on any neighboring property. If somebody thinks they have an adverse effect, that's something we can look at. I can try to find the plans of the adjacent property. If a resident is concerned and they notice when it rains something is happening that wasn't happening before, have them take pictures because then we can call the water management district and let them spend their resources to fix it instead of you guys spending your resources to try to figure it out.

Mr. Laughlin asked is the Board okay with staff doing more research now on those inlets, or do we want to wait to see if anything happens?

Mr. Watson responded no, let's investigate at least to see why they're there. We need to at least get that one cleaned out too.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor cleaning the drains behind 96192 Stoney Glen Drive was approved.
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### **C. District Manager**

Mr. Laughlin informed the Board that the budget is scheduled to be approved in May. Mr. Watson volunteered to work with Mr. Laughlin on drafting the budget.

### **D. Field Operations Manager - Report**

Ms. Graham gave an overview of her report, a copy of which was included in the agenda package.

Mr. Watson commented on the low water level in the ponds. Ms. Graham indicated that it can be normal for this time of year, but she will keep an eye on them.

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Ms. Graham informed the Board a proposal is being put together to replace dead foliage that the landscape contractor has had to remove. She recommended replacing with weather resistant shrubbery to maintain consistency.

Mr. Watson asked about the possibility of using a foam type product in place of mulch. Ms. Graham stated that she would look at prices.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor purchasing mulch at an amount not to exceed \$3,500 was approved.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor replacing shrubbery at an amount not to exceed \$3,500 was approved.

On MOTION by Ms. Emanuelson seconded by Ms. Reams with all in favor authorizing the Chair to work with staff on finalizing the shrub replacements was approved.

Mr. Watson asked about a damaged meter box.

Ms. Graham responded that she has asked for it to be repaired. She will investigate whether the box is owned by the District or JEA.

**SIXTH ORDER OF BUSINESS  
Supervisor Requests**

**Supervisor Requests and Public Comment**

Ms. Emanuelson asked if there is any interest in doing anything with the open spaces in the community such as the areas next to the park and the pavilion.

Mr. Laughlin suggested possibly sending a survey via an e-blast to get resident feedback on desired amenities. He noted feedback would be needed by the May meeting in order to incorporate any desired improvements into the upcoming budget.

**Public Comments**

There being none, the next item followed.

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**SEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 16, 2023 at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, Room A114. 76346 William Burgess Boulevard, Yulee, Florida**

Mr. Laughlin stated that he would look into the possibility of meeting at the Amelia Walk amenity center.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the meeting was adjourned.

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Greg Watson*  
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Chairman/Vice Chairman