

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 Monday, June 5, 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 (by phone)

Also present were:

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

The following is a summary of the discussion and actions taken at the June 5, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 5:31 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 Supervisor to Fill Vacancy in Seat 2

Mr. Laughlin informed the Board there have been no applications for the Seat 2 vacancy.

B. Oath of Office for Newly Appointed Supervisors

This item was tabled.

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Heron Isles CDD

C. Consideration of Resolution 2023-02, Designating Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the February 21, 2023 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 \$79,681.83.

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

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date for Adoption

Mr. Laughlin informed the Board the public hearing is scheduled for August 15, 2023, and provided an overview of the Fiscal Year 2024 budget, noting there is no increase in assessments proposed. Due to a decrease in the water and sewer charges, the capital reserve deposit was increased from \$47,000 to \$64,000.

The Board discussed installing a second and third well. Quotes will be brought back to the Board at a future meeting.

On MOTION by Mr. Martyn seconded by Ms. Reams with all in favor Resolution 2023-03, approving a proposed budget for Fiscal Year 2024 and setting a public hearing for August 15, 2023 at 5:00 p.m. was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski updated the Board on the latest legislative session stating that a bill has been passed that will require CDD board members to complete ethics training.

B. District Engineer

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Mr. Yuro informed the Board of some homeowner complaints on Sunny Glen Court regarding the development behind their homes. Upon inspection, he did not see any pumping of the pond at the time, however the pond level was significantly lower than any other in the neighborhood so he recommends putting the development on notice about any potential erosion that may be caused by the low pond levels and informing them they will be expected to perform any necessary repairs. He also stated that erosion is already occurring at the pond in the very front of the community.

Mr. Laughlin added that the County has also inspected the area and a representative of the developer was informed they cannot pump water out of ponds not on their site.

The ponds will continue to be inspected and Ms. Kilinski will draft a letter to be sent to the developer.

Mr. Yuro also informed the Board that the adjacent development's lots are about a foot and a half higher than Heron Isles' lots, which is a concern. A temporary swale appears to have been installed, however he recommends keeping an eye on where the water flows and making the county aware of the concern.

Mr. Laughlin stated that he would contact the county.

C. District Manager – Report on the Number of Registered Voters (1,402)

Mr. Laughlin informed the Board there are 1,402 registered voters reported to be residing within the District's boundaries.

D. Field Operations Manager

1. Report

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

2. Proposals for Consideration

a. Landscaping Improvements

Ms. Graham presented proposals from BrightView to remove the old playground mulch and install new mulch for a total of \$2,100 and to remove plant material around the mailboxes at the corner of Swallowtail and Heron Isles Parkway for a total of \$1,372.36. She also added that rubber mulch was quoted at \$38,688 for both parks.

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Mr. Watson stated that he felt the proposal for removing plant material around the mailboxes was a bit high as they're only pulling trees out and laying sod.

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the proposal from BrightView to remove plant material around the mailbox totaling \$1,372.36 was approved.

On MOTION by Ms. Reams seconded by Mr. Watson with all in favor the proposal from BrightView to remove old mulch at the playgrounds and install new mulch totaling \$3,600.08 was approved.

Ms. Graham also presented a proposal from BrightView to expedite clean-up following severe weather in which their hourly rates were provided, however she noted they could be given a not-to-exceed amount to work within instead.

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the proposal from BrightView for storm clean-up was approved.

b. Janitorial Services

Ms. Graham presented a proposal from Magic Touch Commercial Cleaning for bi-weekly cleanings of the restroom facility totaling \$573 per month, which includes trash removal on Mondays and Fridays. If any additional trash pickups are needed, a fee of \$25 per removal would apply. She also noted if the Board prefers automatic trash removal be done every Monday, Wednesday and Friday, the monthly fee will increase to \$613.

On MOTION by Ms. Reams seconded by Mr. Watson with all in favor the proposal from Magic Touch Commercial Cleaning Company including the Wednesday trash removal for a total of \$613 was approved.

**SEVENTH ORDER OF BUSINESS
Supervisor Requests**

Supervisor Requests and Public Comment

Ms. Emanuelson asked who would be responsible for re-painting the lines on the roads.

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Ms. Graham responded if it's on Heron Isles Parkway, it would be the county. Anything inside the CDD would be the District's responsibility. She stated that she would review the areas in question to determine who is responsible.

Mr. Watson informed the Board that a resident has expressed concern over speeding. The Board discussed speed bumps. Mr. Laughlin suggested getting feedback from the residents before installation of any speed bumps, and noted requesting patrols by off-duty Sheriff's officers is another option.

The Board also discussed issues with cars parking in the street. Mr. Laughlin stated that he would get with District Counsel on drafting a resolution to designate no parking areas within the community, which would give the HOA authority to enforce the parking policy.

Public Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – August 15, 2023 at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, Room T126. 76346 William Burgess Boulevard, Yulee, Florida

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Watson seconded by Ms. Reams 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