

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, May 21, 2024 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
Nicole Reams	Vice Chairperson
Robert Martyn	Supervisor
Chase Coleman	Supervisor
Wendy Emanuelson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry <i>by phone</i>	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Field Operations Manager
Mary Grace Henley	Kilinski   Van Wyk
Terry Glynn <i>by phone</i>	GMS

The following is a summary of the discussion and actions taken at the May 21, 2024 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**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the February 20, 2024 Meeting
- B. Financial Statements
- C. Assessment Receipts Schedule
- D. Check Register

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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 \$79,219.72.

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

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption**

Mr. Laughlin presented the budget for Fiscal Year 2025, provided an overview of any line items that are increasing, and noted there is no increase in assessments being proposed.

On MOTION by Ms. Emanuelson seconded by Mr. Watson, with all in favor, Resolution 2024-01 (option 2), approving the proposed budget for Fiscal Year 2025 and setting a public hearing for August 20, 2024 at 5:00 p.m. at Florida State College at Jacksonville was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of Easement Access Issues for Maintenance of Pond Banks**

Mr. Laughlin presented a draft form of letter that would simply notify residents of the easements surrounding their properties and that any encroachment may need to be removed should access become necessary.

On MOTION by Ms. Emanuelson seconded by Mr. Coleman with all in favor authorizing staff to disseminate the letter regarding easements to the affected residents was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Pond Bank Repairs**

Mr. Yuro informed the Board there is a pond that had a washout around the outfall structure. He presented two proposals for the repairs, one totaling \$28,975 and the other totaling \$24,900. He noted both proposals have unknown costs. The proposal from HEB does not include the cost of making any repairs to the bank from the equipment that will need to be brought in, while Aquagenix has stated if they cannot get enough dirt out of the pond, they may have to

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bring in additional one or two additional dirt loads at \$1,200 a load, however the total cost would still be cheaper than the proposal from HEB.

Mr. Yuro also stated that the easement to access this pond is blocked by fences. The adjacent resident has stated they are okay with foot traffic, but he recommended getting something in writing to protect the District and contractor if the homeowner is still willing to allow access through their yard.

Mr. Watson added that the homeowner allowing access through her yard will also need to be assured her yard will be restored once the repairs are complete.

Mr. Laughlin stated that he will reach out to the homeowner and will get with counsel on a form of agreement. He also added that he will hold off sending the easement access letters to the two homeowners who have encroached on the easement needed to access the pond.

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the proposal from Aquagenix was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape**

Mr. Watson stated that he and Mr. Glynn are continuing to work with BrightView on various issues.

**B. District Counsel**

Ms. Gentry reminded the Board their Form 1 will need to be submitted electronically by July 1<sup>st</sup>.

Mr. Watson asked if there needs to be signage stating that surveillance is in progress.

Ms. Gentry responded that generally if the cameras are located in a public space and there is no expectation of privacy, in addition to the cameras being visible, no notice should be needed, but she will look into where the cameras are being installed to see if anything needs to be done. She added that signage may be a deterrent, so it may be in the District’s best interest to install some signs anyway.

Mr. Laughlin stated that staff would consult Mr. Watson prior to the installation of the signs.

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**C. District Engineer**

Mr. Yuro stated that it has been two years since the last inspection of the District’s stormwater facilities and asked if the Board is interested in him looking into another inspection.

Mr. Laughlin responded that it would be a good idea given what just happened with the pond banks.

Mr. Yuro stated that he would put a proposal together.

**D. District Manager**

**1. Report on the Number of Registered Voters**

Mr. Laughlin informed the Board there are 1,263 registered voters reported to be resigning within the District’s boundaries as of April 15<sup>th</sup>.

**2. Reminder of the Qualifying Period for the Election of Supervisors**

Mr. Laughlin reminded the Board the qualifying period for the general election runs from noon on June 10<sup>th</sup> through noon on June 14<sup>th</sup> through the Supervisor of Elections office. There are two seats up for election this year.

**E. Field Operations Manager – Report**

Mr. Dellinger gave an overview of the operations report, a copy of which was included in the agenda package.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Public Comment**

Mr. Laughlin went over a proposal to expand the security camera system.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor the proposal from Hi-Tech for additional security cameras in the amount of \$5,850 for installation and \$20 for monthly service was approved.

Mr. Watson stated that he has received a request for the sidewalks to be painted at the intersections.

Mr. Laughlin asked Mr. Dellinger to get proposals for painting and the ADA mats that can be installed.

Ms. Emanuelson requested another trash can be installed at the mailboxes.

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**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 20, 2024 at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida**

Mr. Laughlin noted the August meeting will be held in the David Yulee Room.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:

*Daniel Laughlin*

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Secretary/Assistant Secretary

DocuSigned by:

*Greg Watson*

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Chairman/Vice Chairman