

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Trout Creek Community Development District was held on **Tuesday, August 7, 2018 at 3:02 p.m.** at the Office of Freehold Capital Management located at 322 Paseo Reyes Drive St. Augustine, FL 32095.

Present and constituting a quorum:

Andy Smith	Board Supervisor, Chairman
David Roane	Board Supervisor, Vice Chairman
Henry Green	Board Supervisor, Assistant Secretary
Michael Gruber	Board Supervisor, Assistant Secretary
Doug Davis	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company
Katie Buchanan	District Counsel, Hopping Green & Sams
Brad Davis	District Engineer, Prosser
Michael McCollum	Developer, Freehold Communities
Jill Flores	Community Director, CCMC

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 3:02 p.m.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience members present for comments.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held July 5, 2018

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on July 5, 2018 for Trout Creek Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operations and
Maintenance Expenditures for June 2018**

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for June 2018 in the amount of \$68,164.61 for Trout Creek Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
1.) Update on Hopping Green & Sams 2018 Rates

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board of Supervisors accepted Hopping Green & Sams 2018 Rates for Trout Creek Community Development District.

Ms. Buchanan reviewed current ADA Compliance matters concerning District websites. Discussion ensued.

On a motion by Mr. Davis, seconded by Mr. Gruber, with all in favor, the Board of Supervisors authorized the Chairman to work with staff to review options to make the District website ADA compliant for Trout Creek Community Development District.

- B. District Engineer
Mr. Brad Davis updated the Board that he is willing to reduce the fee for the Traffic Enforcement Report he will complete for the county. After discussion, the Board authorized the Chairman to approve a final form of agreement with Prosser, Inc. to complete the Traffic Enforcement Report.
- C. Construction Administrator
Mr. McCollum provided an update on the new construction phase and recent Dog Park and Garden Facilities.
- D. Amenity and Maintenance Reports
1.) Community Director Report, July 2018
Ms. Flores reviewed her report found under Tab 5 of the agenda.
2.) Lifestyle Director Report, July 2018
Ms. Flores reviewed the Lifestyle Director Report found under Tab 6 of the agenda.
- E. District Manager
Ms. Dobbins updated the Board that the District is in the process of retrieving insurance policy proposals.

On a motion by Mr. Davis, seconded by Mr. Gruber, with all in favor, the Board of Supervisors authorized the Chairman to approve the Insurance Proposal for Fiscal Year 2019 for Trout Creek Community Development District.

Ms. Dobbins updated the Board that the next meeting is scheduled for September 4, 2018 at 3:00 p.m.

SIXTH ORDER OF BUSINESS

**Acceptance of the Financial Report for
Period Ending September 30, 2017**

On a motion by Mr. Smith, seconded by Mr. Green, with all in favor, the Board accepted the Financial Report for Period Ending September 30, 2017 for Trout Creek Community Development District.

SEVENTH ORDER OF BUSINESS

**Acceptance of the Arbitrage Rebate
Calculation Series 2015**

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board accepted the Arbitrage Rebate Calculation Series 2015 noting a negative cumulative rebate in the amount of \$(1,136,243.53) for Trout Creek Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Vesta Property Services
Renewal Agreement (*Under Separate
Cover*)**

Discussion ensued. The Board approved Vesta Property Services Annual Contract Renewal Proposal (Exhibit A).

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board approved Vesta Property Services Annual Contract Renewal Proposal for Trout Creek Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of RFP for Landscape and
Irrigation Maintenance Services (*Under
Separate Cover*)**

Mr. McCollum provided an update and reviewed the bid process for the Landscape and Irrigation Maintenance Services. All bids were publicly opened and reviewed. The Board reviewed and ranked the bids per (Exhibit B).

On a motion by Mr. Smith, seconded by Mr. Davis, with all in favor, the Board directed staff to send out notices of intent to award to Brightview Landscape and a contract to be executed with a date to proceed for Trout Creek Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Vallencourt Phase 2C
Contract (*Under Separate Cover*)**

Ms. Buchanan updated the Board that the contract is being drafted.

On a motion by Mr. Gruber, seconded by Mr. Davis, with all in favor, the Board authorized the Chairman to execute the final agreement for Vallencourt Phase 2C Contract for Trout Creek Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-09,
Designating Date, Time and Location of
Regular Meetings for Fiscal Year
2018/2019**

On a motion by Mr. Smith, seconded by Mr. Roane, with all in favor, the Board adopted Resolution 2018-09, Designating Date, Time and Location for Regular Meetings for Fiscal Year 2018-2019, as presented, for Trout Creek Community Development District.

TWELFTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2018/2019
Final Budget**

1.) Consideration of Resolution 2018-10, Approving the Fiscal Year 2018/2019 Budget

On a motion by Mr. Gruber, seconded by Mr. Davis, with all in favor, the Board opened the Public Hearing for Trout Creek Community Development District.

There were no audience members present for comments.

On a motion by Mr. Green, seconded by Mr. Smith, with all in favor, the Board closed the Public Hearing for Trout Creek Community Development District.

Discussion ensued.

On a motion by Mr. Green, seconded by Mr. Smith, with all in favor, the Board adopted Resolution 2018-10, approving the Final Budget for Fiscal Year 2018/2019 for Trout Creek Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-11,
Imposing Special Assessments and
Certifying the Assessment Roll**

On a motion by Mr. Green, seconded by Mr. Gruber, with all in favor, the Board adopted Resolution 2018-11, Imposing Special Assessments and Certifying the Assessment Roll for Trout Creek Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Acceptance of the Fiscal Year 2018/2019
Funding Agreement**

On a motion by Mr. Gruber, seconded by Mr. Davis, with all in favor, the Board approved Fiscal Year 2018/2019 Operation and Maintenance Funding Agreement, subject to the Developer confirming Legal Description for Trout Creek Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

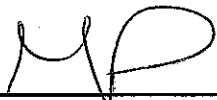
There were no audience members present for comments.

There were no supervisor comments.

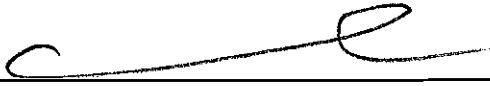
SIXTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Smith, seconded by Mr. Green, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 4:09 p.m. for Trout Creek Community Development District.



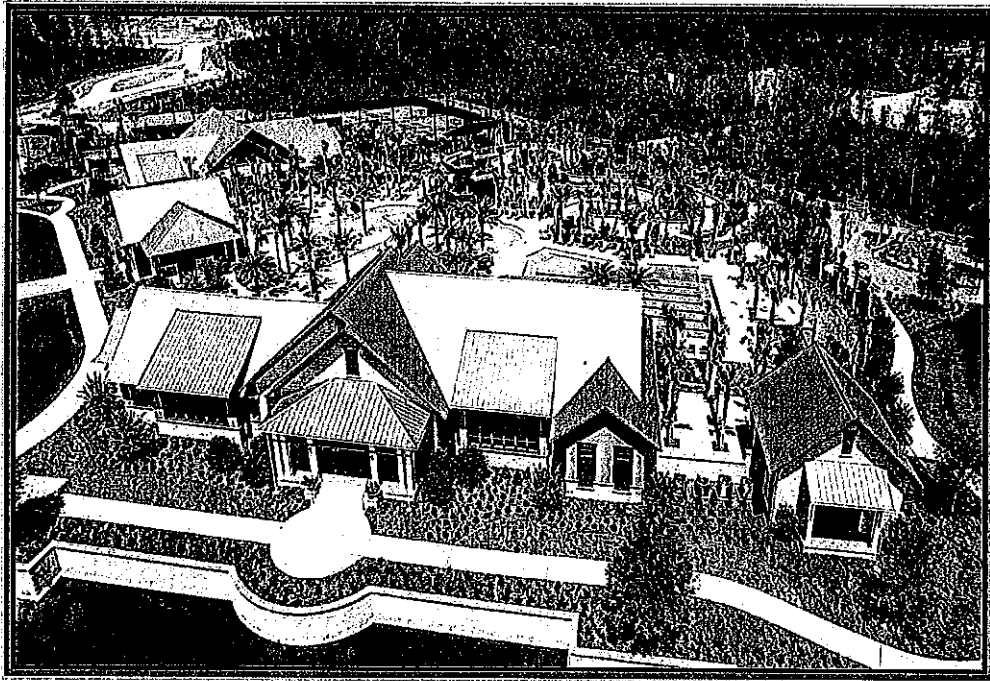
Secretary /Assistant Secretary



Chairman / Vice Chairman

Exhibit A

Trout Creek CDD
***Proposal for Lifeguard, Pool Maintenance, General Maintenance and
Janitorial Services
FY'19***



Vesta Property Services, Inc.
245 Riverside Avenue, Suite 250
Jacksonville, Florida 32204
(904) 355-1831

I. INTRODUCTION

A. Brief History:

Since its founding by Roy Deary in 1994, Jacksonville-based *Amenity Companies* has been the trail-blazer and leader in providing contracted amenity/recreation facility operations for planned-communities in Florida, touching the lives of hundreds-of-thousands of people over the past twenty years. Since 1998, we've continuously and successfully handled large, amenity facility-management/staffing contracts throughout the state. Communities have also contracted with us to benefit from our consulting expertise on behalf of new facility construction and extensive renovation projects.

In 2011, Amenity Companies joined Vesta Property Services, Inc., Florida's pioneer in combining amenity financing and management, lifestyle programming, and community association management services under one corporate umbrella. Vesta is headquartered in Jacksonville, has offices throughout the state, and has over 800 employees - most of which are dedicated on-site at our client-communities.

B. What Distinguishes Vesta?

1. *Comprehensive Expertise & Engagement:* We provide a wide breadth-of-services (recreation facility management, maintenance, and lifestyle programming) at CDDs and HOAs throughout Florida, engaging tens-of-thousands of families every day with friendly, reliable, and passionate service-professionals.
2. *Exceptional, Long-Term Relationships:* Our Amenities Division is marked by long-term relationships built upon close, personal ties between our customers, management team, and vendors. (We still serve our very first customer - Kings Point Delray - after 22 years!) This length and depth of our relationships corresponds with our high customer retention-rate, all of which reflects the loyalty and satisfaction that we've sustained with our customers and associates every day for the past two decades.

II. PROPOSED SERVICES

The following services are described and priced individually:

- A. Lifeguard Staffing & Management
- B. Swimming Pool Maintenance
- C. General Facility Maintenance
- D. Janitorial Services

A. Lifeguard Staffing & Management

The Amenities Division of Vesta has been providing lifeguard staffing services from our inception in 1995. We certify over 200 lifeguards each year and have taught over 2,000 children to swim since our founding. We've also launched a half-dozen community swim teams as part of our "aquatics operation."

General Responsibilities:

The primary duty of each lifeguard is water safety surveillance (and rescue when needed). Other duties include responding to emergency situations and the enforcement of relevant policies and procedures. All guards maintain the following certifications through the American Red Cross:

- Lifeguard and Water Safety
- CPR/AED Pro for the Professional Rescuer (by the American Red Cross)
- Basic First Aid
- Blood-borne Pathogens

A *Pool Supervisor* will be included as part of the aquatic staff. The purpose of this position is to provide a highly visible management presence for staff and patrons on the pool deck. The Pool Supervisor will support and hold lifeguards accountable to a high level of service as well as act as the primary point of contact for upper management. Maintaining a neat and presentable deck is included in the daily responsibilities. The Pool Supervisor will be scheduled corresponding with the Lifeguard schedule.

A *Pool Monitor* will be posted at the main entry gate to greet all patrons and enforce guest and all relevant district policies. The Pool Monitor will be scheduled corresponding with the Lifeguard schedule during St. Johns County School summer break.

Maintenance Services

Vesta has a lengthy history of providing excellent facility maintenance services on behalf of a variety of communities throughout Florida. We do so with our own tight-knit team of quality employees.

Due to our decades of operating in this manner, our communities consistently enjoy:

1. Cleaner facilities.
2. Less "down-time" waiting for contractors to show up.
3. No "finger-pointing" between management and outside vendors.
4. Greater control of maintenance personnel's schedules, work-habits, appearance, etc.
5. Greater efficiency and flexibility in the deployment of personnel, due to being able to respond to the most pressing needs and opportunities each day.

Vesta's Facility Maintenance services are recognized statewide for the quality-of-work and cost-effectiveness that we provide. We are able to meet the needs of the following three, main maintenance services (Swimming Pools, General Facility Maintenance, and Janitorial Maintenance) with our on-site team. These Vesta employees are typically dedicated to a specific facility, in order to capitalize on our team's valuable knowledge-base and familiarity with the specific needs and oddities of each location.

B. Swimming Pool Maintenance

1. Check pool water quality and complete equivalent to *DH Form 921 3/98 Swimming Pool Report*, as required by Chapter 64E-9.004(13), FAC, per site visit.
2. Conduct necessary tests for proper pool chemicals as required to maintain water quality levels within requirements of Chapter 64E-9.004(d).
3. Operate filtration and recirculation systems, backwashing as needed. Clean all filters and strainers. Maintain pool at proper water level and maintain flow rates and filtration rates. Check valves for leaks, as well as other components, and maintain in proper condition.
4. Manually skim, brush and vacuum pools as needed.
5. Straighten all pool furniture.
6. Provide additional treatments as required.
7. Cleaning of waterline tiles.
8. Advise the community of any necessary repairs, cleaning, or replacement items required due to "normal wear & tear," "acts of God," or vandalism.

NOTE: Chemicals required to maintain all bodies of water on a daily basis are included.

Chemicals and materials required for special treatments such as stains, metals sequestering, foam removal, oil removal, phosphate and nitrate removal, mustard and black algae treatment shall be used as needed and billed directly to the district. Additional service and/or chemicals required due to extreme weather conditions shall also be billable.

C. General Facility Maintenance

1. Daily cleaning of all outdoor structures.
2. Thorough removal of debris and trash in and around the facility.
3. Clean soffits, ceiling fans, light fixtures and all outdoor ceiling surfaces.
4. Blow off entire pool deck and all entryways.
5. Removal of spider webs, wasps' nests, mud daubers, etc.
6. Maintain 4 tennis courts. Regular maintenance includes brushing, rolling and lining of all courts. Regular maintenance of the irrigation system. Inspection and repair of windscreens. Removal and application of surface material as needed.
7. Spot pressure wash pool deck and walkways as needed.
8. Regular inspection of playground equipment
9. Simple repairs as able.
10. Projects as assigned.
11. Address (and report) safety hazards immediately.
12. Inspection of electrical systems as able
13. Maintain an up-to-date equipment manufacturers manual and warranty information.
14. Work with appropriate professionals in overseeing the Building's various systems.
15. Inform the Community Manager of any needed or anticipated facility repairs.
16. Attend community staff meetings as required.

Note: Eight (8) additional hours will be provided March 1st through August 31st

D. Janitorial Services

Areas include: The Hub, Conference Room, Kayak Club, Grill Pavilion, Dance Studio, Fitness Lodge, Birds Nest and all associated restrooms. Common grounds throughout the community as directed.

1. Maintain general appearance of all indoor spaces by vacuuming carpet, dusting of all fixtures, mopping floors, cleaning windows, bathrooms, counters and tiled areas.
2. Window cleaning includes window ledges and blinds.
3. Bathroom cleaning includes all toilets, bases behind toilets, counters, mirrors and shower stalls. Soap dispensers shall be cleaned and filled when necessary. Paper product dispensers shall be restocked as needed.
4. Dusting includes the cleaning of window ledges, vents, furniture bases, shelves, picture frames, counter tops, tables, televisions and fitness equipment.
5. Straightening of all furniture and fixtures.
6. Removal of all interior trash.
7. Removal of trash from Tot Lot.
8. Storage closets shall be kept in an orderly condition. Equipment and cleaning supplies shall be properly stored as well.

Note: Should extraordinary cleaning services be required (as agreed to by the Community Manager), such special janitorial services and/or equipment/supplies shall be billable to the District.

9. Common area maintenance duties include the removal of naturally occurring and construction debris from the following areas:

- A. Right-of-ways
- B. Community entrance areas
- C. Walking paths
- D. Preserves
- E. Community Parks

Note: Includes three (3) hours weekly

III. PROPOSED FEES

- A. Lifeguard Staffing & Management = *\$94,403.20*
- B. Swimming Pool Maintenance = *\$23,712.00*
- C. General Facility and Common Grounds Maintenance = *\$59,852.00*
- D. Janitorial Maintenance = *\$25,441.00*
- E. Pool Chemicals = *\$34,740.00*

IV. OTHER

A. Insurance:

Vesta shall carry general liability coverage of at least \$1,000,000, including employer's liability coverage of \$250,000.00, as well as professional liability insurance.

Vesta shall be responsible for all necessary insurance payments (including workman's compensation), payroll taxes, and the provision of various benefits on behalf of its staff.

B. Uniforms:

Staff shall wear Shearwater uniforms, provided by Vesta

C. Mileage:

Vesta shall be responsible for regular mileage within the community while on site however, any mileage incurred offsite for the benefit of the community such as acquiring parts or supplies for repairs or in an effort to avoid delivery fees, shall be billable to the community. Mileage will be reimbursed consistent with the IRS rate. A mileage report will be submitted with the invoice stating the date, miles and purpose.

All mileage expenses incurred to make purchases or conduct business on behalf of the district off property is billable.

D. Storm preparation and recovery:

Additional hours incurred for the purposes of preparing the facility for extreme weather conditions or recovery after a storm event are billable at a rate of \$24.00 hourly.

E. Emergency services:

In the event an immediate response is required, a billing rate of \$55 an hour will be charged with a three-hour minimum.

F. Terms:

- 1. Vesta shall invoice twice monthly.
- 2. Invoices shall be paid net thirty (30) days upon receipt.
- 3. Residents shall pay \$20.00 per hour for staffed, private rentals of the amenities.

Exhibit B

Contractor	Completeness of Proposal	Experience	Qualifications of Key Personnel	Machinery Equipment and Manpower	References	Cost (Lowest/ Proposers) x20	Total Points	Annual Total
Max Score	5	25	20	20	10	20	100	
Brightview Landscape Services	5	24	20	20	10	20	99	\$ 248,520.00
Duval Landscape Maintenance	5	24	20	20	10	17	96	\$ 299,858.50
R&D Landscape & Irrigation	5	24	20	20	10	12	91	\$ 414,612.00
Sun State Nursery & Landscape	5	25	20	20	10	16	96	\$ 308,000.00
Tree Amigos	5	25	20	20	10	17	97	\$ 299,707.00
Yellowstone Landscape	5	24	20	20	10	16	95	\$ 305,010.00