



Rizzetta & Company

Glen St. Johns Community Development District

Board of Supervisors' Meeting December 7, 2022

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.glenstjohnscdd.org

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT AGENDA

Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, FL 32084

District Board of Supervisors	Darren Romero	Chairman
	Mabel Perez	Vice Chairman
	Skip Thompson	Assistant Secretary
	Jamie Williams	Assistant Secretary
	Bliss Carley	Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Vince Dunn	Dunn & Associates, Inc.

**All Cellular phones and pagers must be turned off while in the meeting room.
The District Agenda is comprised of five different sections:**

The **regular** meeting will begin promptly at **10:00 a.m.** with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904) 436-6270, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.glenstjohnscdd.org

Board of Supervisors
Glen St. Johns Community
Development District

November 30, 2022

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **December 7, 2022 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084. Following is the agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS**
3. **BUSINESS ADMINISTRATION**
 - A. Administration of Oath of Office - Darren Romero.....Tab 1
 - B. Consideration of the Minutes of the Board of Supervisors' Meeting held on October 19, 2022.....Tab 2
 - C. Ratification of the Operation and Maintenance Expenditures for September 2022.....Tab 3
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Report.....Tab 4
 - D. Amenity Managers Report.....Tab 5
 1. Pond Report
 2. Discussion Regarding Unauthorized Amenity Event
 - E. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of Resolution 2023-01; Amending Records Retention Policy.....Tab 6
 - B. Consideration of Resolution 2023-02; Declaring Vacant Seat.....Tab 7
 - C. Consideration of Renewal Proposal from VerdeGo.....Tab 8
 - D. Consideration of Proposal for Annual Engineer's Report.....Tab 9
 - E. Consideration of Court Proposals (under separate cover)
6. **SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,
Lesley Gallagher
Lesley Gallagher

Tab 1

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISOR
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF FLORIDA.

SIGNATURE

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of the Glen St. Johns Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 2

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.

**GLEN ST. JOHNS
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **October 19, 2022 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084.

Present and constituting a quorum:

Darren Romero	Board Supervisor, Chairman
Mabel Perez	Board Supervisor, Vice Chairman
Skip Thompson	Board Supervisor, Assistant Secretary
Jamie Williams	Board Supervisor, Assistant Secretary
Bliss Carley	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock LLP
	(via speakerphone)
Steve Howell	Field Operations Manager, Vesta
Scott Settlemires	Sr Account Manager, VerdeGo Landscaping

Audience	No Audience Present
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FIRST ORDER OF BUSINESS**Call to Order**

Ms. Gallagher called the meeting to order at 10:02 a.m. and read roll call.

SECOND ORDER OF BUSINESS**Audience Comments on
Agenda Items**

No audience present.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of
the Board of Supervisors'
Meeting held September 21,
2022**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the Minutes as amended, of the Board of Supervisors' Meeting held on September 21, 2022, for Glen St. Johns Community Development District.

FOURTH ORDER OF BUSINESS**Ratification of the Operation
and Maintenance Expenditures
for August 2022**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board ratified the Operations and Maintenance Expenditures for August 2022 in the amount of \$27,040.16, for Glen St. Johns Community Development District.

FIFTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel
Ms. Buchanan updated the Board that she is working on the revised policies and will circulate to the Chairman for final review as the Board authorized.
- B. District Engineer
Not requested to attend.
- C. Landscape Report
Mr. Settlemires reviewed his report and updated the Board that the not to exceed amount of \$1,000.00 previously did not match the final proposal when computed to remove the path area and repurpose the material in the parking lot and then resod the area where the path was.

On a motion by Mr. Romero, seconded by Ms. Carley with all in favor, the Board approved a new not to exceed amount of \$1,147.00 to resod the path, moving the stone to the parking lot and repurposing the border, for Glen St. Johns Community Development District.

Mr. Settlemires noted that this project would take a few weeks.

- D. Amenity Manager
Mr. Howell updated the Board that the exterior painting was scheduled for December 19, 2022. It was requested that an update be posted at the facility and posted on the website that the Amenity Center will be closed during this process, Mr. Howell will confirm the timeframe.

Ms. Perez joined the meeting in progress.

1. Discussion regarding courts.

The Board reviewed an estimate for a half court and full tennis court. The Board requested additional proposals.

2. Pond Report

It was noted that Mr. Howell is still working with the pond maintenance vendor to receive one report for all ponds during a single service visit.

E. District Manager

Ms. Gallagher reviewed her report for the Board.

SIXTH ORDER OF BUSINESS

**Consideration of Proposals to
Move Entry Gate**

Mr. Howell reviewed a proposal received from Sunbelt totaling \$7,970.00. Discussion ensued and the Board requested additional proposals to be received and authorized Mr. Williams to approve the final proposal in a not to exceed amount of \$7,970.00

On a motion by Mr. Thompson, seconded by Ms. Carley, with all in favor, the Board authorized Mr. Williams to approve the final proposal to move the entry gate in a not to exceed amount of \$7,970.00, for Glen St. Johns Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Replacement
Cameras for Amenity Center
(under separate cover)**

The Board reviewed one proposal from Sunbelt in the amount of \$3,990.00. Discussion ensued and the Board tabled this item with no further action taken.

EIGHTH ORDER OF BUSINESS

**Consideration of Proposal(s)
for Repairs Associated with
Annual Engineer's Report**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the proposal from Estate Management for repairs associated with the annual engineer's report in the amount of \$1,644.92 contingent on the District Engineer reviewing and approving, for Glen St. Johns Community Development District.

NINTH ORDER OF BUSINESS**Supervisors Request and
Audience Comments**

No supervisor comments.

Mr. Howell updated the Board that he has accepted a position with Sunbelt and is in the process of transitioning to that role now. He will be leaving his current position after the end of the calendar year. He will be introducing the Board to his replacement at Glen St Johns at the next meeting.

TENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Thompson seconded by Ms. Carley, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:49 a.m. for Glen St. Johns Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 3

Glen St. Johns Community Development District

District Office · St. Augustine, Florida 32084
Mailing Address · 3434 Colwell Avenue · Suite 200, Tampa Florida 33614
www.glenstjohnscdd.org

Operations and Maintenance Expenditures September 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,397.26**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AT&T	20220901-01	132474430 08/22	Phone/Internet/Alarm Monitoring 08/22	\$ 105.26
Bliss Carley	100017	BC092122	Board of Supervisors Meeting 09/21/22	\$ 200.00
Darren H. Romero	100018	DR092122	Board of Supervisors Meeting 09/21/22	\$ 200.00
Estate Management Services, Inc.	100019	42421	Pond Management Services 09/22	\$ 839.52
Florida Power & Light Company	20220920-01	FPL Summary 08/22 680	FPL Summary 08/22	\$ 4,143.92
Gilbert F Thompson	100020	ST092122	Board of Supervisors Meeting 09/21/22	\$ 200.00
Holiday Inn Express & Suites	100016	082522	BOS Meeting Space Rental 09/21/22	\$ 100.00
James D Williams	100021	JW092122	Board of Supervisors Meeting 09/21/22	\$ 200.00
JEA	20220902-01	1608024175 08/22	1430 St Thomas Island Py 07/22	\$ 691.52
Mabel Perez	100022	MP092122	Board of Supervisors Meeting 09/21/22	\$ 200.00
Rizzetta & Company, Inc.	100015	INV0000070846	District Management Fees 09/22	\$ 3,260.83
Waste Pro, Inc	20220906-01	0000366145	Waste Disposal Services 10/22	\$ 141.21
Weather Engineers, Inc.	100023	C32500	HVAC Equipment Inspection 08/22	<u>\$ 115.00</u>
Report Total				<u>\$ 10,397.26</u>

Tab 4

VerdeGo

PO Box 789, Bunnell, FL 32110
386-437-3122 - Bunnell
904-797-7474 – St. Augustine



LANDSCAPE STATUS REPORT

REPORT SUMMARY

REPORT DATE	PROPERTY NAME	PREPARED BY	MONTH OF SERVICE
10/11/2022	Glen St John	Scott Settlemyres	October

SERVICES SUMMARY

COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Irrigation Inspection Wet Check
- Annual Flower Rotation

ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Irrigation Inspection Wet Check
- Chem/Fert Application

COMMENTS

TURF

Turf is in beginning stage of dormancy, switching to biweekly mowing and less watering

TREES & SHRUBS

Color and overall health is as expected this time of year

PLANT BEDS

Plant beds are over all weed and debris free

OTHER



Job Name : Glen St. John

Job Number: _____

Controller Name: Field controller

Date: 10-10-22 Page: 1 of 1

Start Time /End Time	Seasonal Adjust	Run Days
A) <u>9:45pm</u>	<u>100</u> %	<u>MTWTFSS</u>
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map
YES <u>NO</u>
Zone list in controller
YES <u>NO</u>

Checked Weather Sensor
YES <u>NO</u>

Weather Sensor:
Working Not working

Controller Make & Model				
Controller Status	<u>Working</u>		Not Working	
POC Info	Potable Water	Reclaim	Well Water	Lake Water
Pump Status & Type	<u>Pressurized</u>	Pump Start	Centrifugal	Submersible

INFORMATION:

Zone Number	1	2	3	4	5	6	7	8	9	10									
Spray, Rotor, Drip, MPR, or Bubbler	<u>R/B</u>	<u>R/B</u>	<u>R/B</u>	<u>R</u>	<u>R/B</u>	<u>R</u>	<u>R/B</u>	<u>X</u>	<u>X</u>	<u>X</u>									
Run time (A/B)																			
Run Time (C/D)																			
Change Time (A/B)																			
Change Time (C/D)																			
Zone Faults or Alarms																			
Plant Type																			

Contract Maintenance: (No Charge)

Straighten Heads		<u>1</u>			<u>2</u>	<u>1</u>													
Adjust Water Pattern	<u>2</u>				<u>2</u>														
Clogged Nozzle Screens																			

Billable Repairs or Upgrades:

Head Broken- 6in spray																			
Head Broken- 12in spray																			
Head Broken- 6in rotor																			
Head Broken- 12in rotor																			
Broken Riser																			
Upgrade 4in to 6in Pop up																			
Upgrade 6in to 12in Pop up																			
Nozzle																			
MPR																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered in Turf																			
Head Raised or Lowered in Shrub																			
Damaged Valve Box																			
Zone Not Operating																			
Main Line Break																			
Additional Labor/Troubleshooting																			
Other- See Comments				<u>X</u>															

Additional Comments: Adjusted 1 Rotor from Hitting base, 1 Broken Bubbler along front.



Job Name : Glen St. John

Job Number: _____

Controller Name: Teague Controller

Date: 10-10-22 Page: 1 of 1

Start Time /End Time	Seasonal Adjust	Run Days
A) 11:00pm / 2:05am 100	%	MTWTFSS
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map
YES ☒ NO
Zone list in controller
YES ☒ NO

Checked Weather Sensor
YES ☒ NO
Weather Sensor:
Working Not working

Controller Make & Model				
Controller Status	<u>Working</u>		Not Working	
POC Info	Potable Water	Reclaim	Well Water	Lake Water
Pump Status & Type	Pressurized	<u>Pump Start</u>	Centrifugal	Submersible

INFORMATION:

Zone Number	1	2	3	4	5	6	7	8	9	10									
Spray, Rotor, Drip, MPR, or Bubbler	X	X	X	X	X	X	X	X	X	X									
Run time (A/B)				25	25			25	25	25									
Run Time (C/D)																			
Change Time (A/B)																			
Change Time (C/D)																			
Zone Faults or Alarms																			
Plant Type																			

Contract Maintenance: (No Charge)

Straighten Heads				1															
Adjust Water Pattern				2						3									
Clogged Nozzle Screens									2	4									

Billable Repairs or Upgrades:

Head Broken- 6in spray																			
Head Broken- 12in spray																			
Head Broken- 6in rotor																			
Head Broken- 12in rotor																			
Broken Riser																			
Upgrade 4in to 6in Pop up																			
Upgrade 6in to 12in Pop up																			
Nozzle										1									
MPR																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered in Turf																			
Head Raised or Lowered in Shrub																			
Damaged Valve Box																			
Zone Not Operating																			
Main Line Break																			
Additional Labor/Troubleshooting																			
Other- See Comments																			

Additional Comments:

pump was tripped again! 1 Broken Nozzle along

Tab 5

Glen St. Johns

Field Operations Report

*Date of report: **October 19, 2022***

*Submitted by: **Steve Howell***

HURRICANE NICOLE:

- We are happy to report that we had 100% success in the preparation for the storm and no damage resulting from the conditions we did have. The facility was back up and running on Saturday following the storms passing.

COMPLETED PROJECTS / No Board action required:

- Routine maintenance and janitorial throughout.
- We've reached out to (3) other gate companies and at this point they were either not interested or haven't yet returned my call.
- We are continuing to have significant devious behavior in the amenities with the children in the morning. We are requesting a new bus stop location to alleviate the issues. Our staff has been harassed and minor vandalism is occurring due to spiteful behavior against the staff.
- We have reported the dilapidated box to FPL on St. Thomas Island Pkwy
- We continue to check playgrounds for safety and functionality.
- The County continues to effectively maintain Leo McGuire pkwy
- We anticipate having (3) total proposals for the half court at the meeting. Copies will be distributed to the Board and staff
- I have attached the weekly landscape accountability reporting tool.
- We continue to ride the community monitoring signs, drains, road conditions, etc.
- Verdego continues to perform at the desired level. Any issues reported to us are immediately being shared with Verdego Management, and the issues are being handled swiftly.
- Painting is scheduled for December 16th and 17th.
- Holiday lighting has been installed and is up and running.
- We had an electrical contractor out to repair the outlet at the front of the community to facilitate the holiday lighting and future electrical AC power supply.
- We recently purchased replacement batteries for the cameras.
- We had a component of the DKS access system go bad and after troubleshooting, were able to get the repair completed during the week of Thanksgiving. We are continuing to have issues with remote communication since an AT&T outage and subsequent repair, but are working to alleviate the problem and hope to have done so by meeting time.
- Overall, the community is content and running smoothly

POND AND LAKE MANAGEMENT:

- Overall, we are pleased with the condition of the water.
- The ponds look great right now.

WHAT TO EXPECT IN THE UPCOMING MONTHS:

- Continued diligence on a clean facility
- Continued oversight on landscaping, pond management, and irrigation



Should you have any comm free to contact me directly.

Tab 6

MEMORANDUM

TO: Glen St. Johns Community Development District

FROM: Katie S. Buchanan

DATE: December 7, 2022

RE: Retention Requirements for Transitory Messages and Electronic Records Updates

On May 13, 2010, the District approved Resolution 2010-07, adopting a policy relating to the retention and disposition of its public records. The District's Record Retention Policy currently remains in full force and effect. In order to ensure the District's record retention practices remain economically feasible and technologically practical, we are offering some clarification regarding the retention period for records of short-term value. Additionally, we propose modifications to designate the electronic record as the official record of the district and allow for disposal of paper duplicate copies unless prohibited by any law, rule or ordinance.

According to the *General Records Schedule for State and Local Government Agencies* ("GS1-SL")¹ with which all community development districts must comply, records retention requirements "apply to records regardless of the format in which they reside."² This means that electronic communications, which include emails, instant messages, text messages, multimedia messages, chat messages, social networking, voicemail/ voice messaging, or other communications via electronic messaging technology or device, must be retained in accordance with the applicable section of the GS1-SL. Retention periods for electronic communications "are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted."³

Electronic communications "created primarily to communicate information of short-term value" may fall under the Transitory Messages schedule set forth in GS1-SL.⁴ Transitory Messages do not "formalize or perpetuate knowledge and do not set policy, establish guidelines or

¹ Incorporated by reference in Rule 1B-24.003(1)(a), F.A.C.

² *General Records Schedule for State and Local Government Agencies*, Section V, Electronic Records.

³ *Id.* at Records Retention Schedules, Electronic Communications.

⁴ *Id.* at Records Retention Schedules, Transitory Messages, Item #146.

procedures, certify a transaction, or become a receipt.” Examples of Transitory Messages include, but are not limited to:

- reminder messages (“don’t forget the upcoming meeting”);
- email messages with short-lived or no administrative value (“thank you”)
- telephone messages lacking content (“Ms. Smith called – please return her call”);
- recipient copies of announcements of District sponsored events (“daily events email”); and,
- news releases received by the District strictly for informational purposes and unrelated to District programs or activities.

The retention requirement for Transitory Messages is “[r]etain until obsolete, superseded or administrative value is lost.”⁵ For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar, at which time the message could be disposed of. In other words, an electronic communication intended for short-term value does not need to be retained once it is no longer needed. Unlike most other public records, the District may dispose of a transitory message once it is obsolete, superseded, or has lost its administrative value without having to document the disposition of the record, unless the record has been microfilmed or scanned and will serve as the record copy.⁶

⁵ *Id.*

⁶ *See* Rule 1B-24.003(9)(d), F.A.C.

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Glen St. Johns Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, on May 13, 2010, the Board of Supervisors of the Glen St. Johns Community Development District ("**Board**"), adopted Resolution 2010-07 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

WHEREAS, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

WHEREAS, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT:

1. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2010-07, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2010-07 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

2. AMENDMENT. The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention

guidelines contained in the General Records Schedules so that the District will retain ~~all~~ public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

4. EFFECTIVE DATE. This Resolution shall take effect as of December 7, 2022.

Introduced, considered favorably, and adopted this 7th day of December 2022.

ATTEST:

**GLEN ST. JOHNS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 7

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT DECLARING VACANCIES IN CERTAIN SEATS ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), *FLORIDA STATUTES*; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Glen St. Johns Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, on November 8, 2022, three (3) members of the Board of Supervisors ("**Board**") are to be elected by the "**Qualified Electors**" of the District, as that term is defined in Section 190.003, *Florida Statutes*; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period there were no Qualified Electors qualified to run for two (2) of the seats available for election by the Qualified Electors of the District; and

WHEREAS, pursuant to Section 190.006(3)(b), *Florida Statutes*, the Board shall declare the seats vacant, effective the second Tuesday following the general election; and

WHEREAS, Qualified Electors are to be appointed to the vacant seats within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seats available for election as vacant.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT:

1. DECLARATION OF VACANT BOARD SUPERVISOR SEATS. The following seats are hereby declared vacant effective as of November 22, 2022:

Seat # 1 (held by Mabel Perez)

Seat # 4 (held by James Williams)

2. INCUMBENT BOARD SUPERVISORS. Until such time as the Board nominates Qualified Electors to fill the vacancies declared in Section 1 above, the incumbent Board Supervisors of those respective seats shall remain in office.

3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

4. EFFECTIVE DATE. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 7th day of December 2022.

ATTEST:

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 8

Glen St. Johns CDD

Maintenance Service Contract

Re: Requested 2023 Price Increase Details

VerdeGo Landscape is proposing and requesting a 7% contract price increase going into the 2023-2024 contract year, effective March 1, 2023. The 7% annual price increase would amount to an additional \$7,260.18 (\$605.02 monthly) over the current contract amount of \$103,716.92 for a new annual contract amount of \$110,977.10 (\$9,248.09 monthly).

In the last 12 months (or less), the landscape services, "Green", industry has seen a significant impact of cost increases due to current economic, energy, and labor issues. In fact, year over year, VerdeGo has seen an overall increase of approximately **16.1%** for its costs to perform the same services.

Here is a more detailed look at service cost increases between Aug '21 to Aug'22:

	Increase %
Labor	15.2%
Mulch	11.9%
Palm Pruning	17.6%
Chemical/Fertilizer	14.3%
Irrigation Parts	24.5%
Fuel	22.0%
Other Overheads	10.8%
Overall	16.1%

Although Verdego is seeing a significantly higher percentage of price increases, we are requesting only a 7% increase to reduce some of that impact and allow us to continue to provide the same level of service that Glen St. Johns CDD expects.

Bruno Perez
Director of Maintenance



Landscape Maintenance Proposal

Property Name: Glen St. Johns CDD

Company Name: Rizzetta

Contact Name: Rizzetta CDD Invoices

E-mail: CDDinvoices@rizzetta.com

Property Address: 1430 St Thomas Island Pkwy
St. Augustine, FL 32092

<u>Services</u>	<u>Frequency</u>	<u>Amount</u>
Full Service Maintenance: Mowing Services	38	\$70,062.40
Full Service Maintenance: Detail Services	12	\$14,665.08
Irrigation Management	12	\$4,910.52
Chemical/Fertilization Program - Turf	6	\$13,806.64
Shrub, Tree, and Palm Fertilization Program	2	\$5,179.86
Annual Flowers Rotation: Qty 360 per rotation	4	\$2,352.60
MONTHLY INVESTMENT		<u>\$9,248.09</u>
ANNUAL INVESTMENT		<u>\$110,977.10</u>

Contract Period March 1, 2023 to February 28, 2024

Tab 9



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

November 2, 2022

Lesley Gallagher, District Manager
Glen St. Johns Community Development District
c/o Rizzetta & Company, Inc.
2806 N. 5th St., Unit 403
St. Augustine, FL 3208

Re: Engineering Proposal for
Glen St. Johns CDD
Annual Report
Job Number 0809-230-4

Dear Ms. Gallagher:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Annual Report for the Glen St. Johns Community Development District. Being familiar with the project, we offer the following scope of work and related fees.

1. We will visit the project to inspect the District improvements and the stormwater system.
We will prepare a report noting items that need repair.
2. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$3,000.00 *

Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or are requested during our work, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.
President

Accepted By

Company

Date

VJD/rto