

MINUTES OF MEETING
ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, November 28, 2023 at 4:01 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Lauren Egleston	Chairperson
Paul Fogel	Vice Chairman
Angela Andrews	Supervisor
Thomas Marmo	Supervisor
Susie Clarke	Supervisor

Also present were:

Howard McGaffney	District Manager
Wes Haber	District Counsel by telephone
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential by telephone
Several Residents	

The following is a summary of the actions taken at the November 28, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. McGaffney called the meeting to order at 4:01 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

A couple of residents voiced their dissatisfaction with the Christmas decorations and the board members explained that the budget was for the whole year not just Christmas decorations and that they were looking into permanent lighting options for the main building and monuments.

A resident stated I have a sign that I would like to have hung in the amenity center for the Turkey Trot, we have 59 sponsors, 56 of them live in Aberdeen. This was almost all Aberdeen small businesses. Kate said she would hang it up a week before thanksgiving and a week after and I appreciate that. I would like the month of December because of the high traffic and maybe we can put it back up in October when we start having more promotion for next year.

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Ms. Trivelpiece stated the Turkey Trot was an amazing event. It is a community event but not a CDD sponsored event. We have vendors who pay to advertise here. You can hang your banner up a week prior to the event and the week of the event and then it comes down. We don't allow banners to be hung year-round on the walls.

After discussion it was the consensus of the board to extend the time through December and the placement to be at the discretion of Ms. Trivelpiece and to recognize the sponsors in the newsletter.

THIRD ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

Ms. Andrews stated I have a question for George or Wes. I see that they made new sidewalks in certain places along Longleaf. Can we expand the sidewalks if they are redoing or adding new sidewalks? It is difficult to walk dogs when bikes are on the sidewalk.

Mr. McGaffney stated that would be a request to the county.

Mr. Haber stated we can request it; I don't think we would have any control over whether it gets done.

Mr. McGaffney stated I can make the request.

D. Operation Manager - Report

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

E. Amenity Center Manager - Report

Ms. Trivelpiece reviewed the amenity center activities and maintenance items, which were outlined on the monthly memorandum, which was included as part of the agenda package.

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FOURTH ORDER OF BUSINESS

**Consideration of Aberdeen Rays Amended
Swim Team Proposal**

Mr. Fogel stated they did a great job of putting it together outlining the financial contribution, lanes that will be open, the proposed hours of use and it is an all Aberdeen swim team.

Ms. Egleston stated I suggested the percentage be increased to 20%, we did meet with St. Johns County Swim League and they are going to keep the team in the lower division so it is the same amount of swimmers we had and maybe we could look at leaving it at 10% going back to the district. The parent board will be handling this from now on and that 20% is a stretch. The swim team will pay the rental on the room and cabanas on swim meet days because that is the only revenue you would be missing plus the 10% of registration fee.

Mr. McGaffney stated I have a note from Jay with three things, if you bring people in earlier that means his team comes in earlier so that is an expense. He is only going to be working 8 hours a day so either you approve overtime to continue to work through the day and do other things or you are going to be okay with him amending their operating hours to accommodating coming in at 5 or 6 or whatever that time is. You don't want somebody jumping in the pool before that pool has been tested and cleaned. Keep his operating hours the same but he has the freedom to adjust them as needed.

Ms. Egleston stated the meet date will be set by the competitive league people by January. You will know in advance and can block those dates off so there are no rentals this year.

Mr. McGaffney stated before you make a motion, Wes for clarity, I think the chair is abstaining from the vote, do we need a form 8b for that?

Mr. Haber stated the chair abstaining from the vote is appropriate and she can fill out the conflict form as a precaution and that form will get attached to the minutes of this meeting.

Mr. McGaffney stated the last part of this if the board makes a motion is the vice chair will execute this agreement.

Ms. Andrews asked do we have one person in charge?

Ms. Egleston stated you will have that in January. A parent board will be set up and take over everything.

Ms. Andrews stated I want it in writing.

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On MOTION by Mr. Fogel seconded by Ms. Clarke with four in favor and Ms. Egleston abstaining due to a conflict of interest, district counsel was authorized to prepare an amended agreement with the Aberdeen Rays swim team adjusting the 20% to 10%, making it an annual agreement and the vice chair was authorized to execute the agreement.

FIFTH ORDER OF BUSINESS

Ratification of Actions Regarding Noticing of Engineer RFQ

Mr. McGaffney stated your first action will be to ratify the actions I took on behalf of the district to notice the RFQ process.

On MOTION by Ms. Clarke seconded by Mr. Marmo with all in favor staff's actions in issuing an RFQ for Engineering services were ratified.

SIXTH ORDER OF BUSINESS

Consideration of RFQ Responses for Engineering Services

Mr. McGaffney stated we unintentionally did not include the second respondent in your package, but we have updated that and you will get the two responses, Dewberry and Matthews Design Group. I work with both of them and they are very well qualified so I'm pleased you got those two responses.

On MOTION by Ms. Andrews seconded by Mr. Marmo with all in favor this item was deferred to the December meeting.

SEVENTH ORDER OF BUSINESS

Discussion of Work Truck Purchase (Capital Expense)

This item tabled until budget season.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Fiscal Year 2024 Lifeguard Services

Ms. Trivelpiece stated I have two proposals for lifeguard services for 2024. We have had Elite Amenities for the past two years. We had some issues with how they charged. This is the first year I have worked with them. RMS is another company I am aware of and they gave me their proposal as well. Riverside is \$21 per hour and Elite is \$24.33 an hour. I had a hard time with Elite this year. It is a tough job.

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On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the proposal for fiscal year 2024 lifeguard services from Riverside Management was approved and district counsel was authorized to draft the agreement.

Ms. Egleston stated there is a non-compete clause and these are neighborhood kids, is there going to be a problem if those kids leave Elite and want to work here for a different company?

Ms. Trivelpiece stated that is with Elite. There are enough kids to pull from.

NINTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

A resident asked who manages the mailboxes?

Ms. Egleston stated the post office.

Mr. McGaffney stated mail is a private issue and not something the CDD intended or has been assigned. They are located on St. Johns County right of way.

Ms. Egleston stated you are doing a great job, thank you very much Jay and Kate. On Saturdays and Sundays there are a lot bandit signs out there.

Mr. Parker stated I take care of them during the week. I have asked my guys to do it at least once on the weekends. I can have them make more patrols, but we only have one person on the weekends and he is at the amenity center.

Ms. Egleston stated I don't want you going out there if it is not something you are already doing. I will pull them down myself.

TENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the October 24, 2023 Meeting**
- B. Ratification of Second Amendment to the Agreement with FirstService Residential Florida, Inc.**

On MOTION by Mr. Marmo seconded by Ms. Egleston with all in favor the consent agenda items were approved.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – 12/19/23 @ 6:00 p.m. @ Aberdeen Amenity Center

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Mr. McGaffney stated the next meeting is scheduled for December 19, 2023 at 6 p.m. in the same location.

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the meeting adjourned at 5:24 p.m.

DocuSigned by:

Secretary Assistant Secretary

DocuSigned by:

Chairman/Vice Chairman

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Egleston - Lauren - Quinn</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Aberdeen CDD</i>
MAILING ADDRESS <i>265 N. Aberdeanshire Dr.</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>St. Johns</i>	COUNTY <i>St. Johns</i>
DATE ON WHICH VOTE OCCURRED <i>11/28/2023</i>	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Lauren Egleston, hereby disclose that on November 28th, 20 23:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am the coach on the team with two other coaches.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Lauren Egleston
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.