

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, December 14, 2021 at 6:00 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida.

Present and constituting a quorum were:

Shannon Jordan	Chairperson
John Miller	Vice Chairman
Rose Bock	Supervisor
David Church	Supervisor
Nate Riggs	Supervisor

Also present were:

Marilee Giles	District Manager
Jim Oliver	GMS
Michelle Rigoni	District Counsel by telephone
Keith Hadden	District Engineer
Freddie Oca	Riverside Management
Brian Stephens	Riverside Management

The following is a summary of the discussions and actions taken at the December 14, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

Organizational matters

A. Oath of Office for Newly Appointed Supervisor

Ms. Giles stated Nate Riggs was appointed to fill seat 5 at the October 12th meeting and I have sworn him in, in advance of this meeting.

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B. Election of Officers, Resolution 2022-01

Ms. Giles stated Resolution 2022-01 adds Supervisor Riggs as an assistant secretary and we removed Jim Perry as assistant treasurer and assistant secretary and added Daniel Laughlin, a manager at GMS as an assistant treasurer and assistant secretary.

On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor Resolution 2022-01 was approved as outlined above.

FOURTH ORDER OF BUSINESS**Approval of the Minutes of the October 12, 2021 Meeting**

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the minutes of the October 12, 2021 meeting were approved as presented.

FIFTH ORDER OF BUSINESS**Ratification of Transition Letter with Kutak Rock, LLP for Legal Services**

Ms. Rigoni stated we conferred with the chair and district management outside of a board meeting during this transition period so that the district would not be without its legal services. Eleven of us from Hopping have moved to practice with the national firm of Kutak Rock as of November 15, 2021. They have complementary practice areas to our practice of law and it enhances our practice and gives us the resources we couldn't have imagined before at Hopping Green & Sams to be able to serve you in all the areas that you need.

On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor the transition letter with Kutak Rock, LLP was ratified.

SIXTH ORDER OF BUSINESS**Series 2020 Project:****A. Update Regarding Series 2020 Project**

Mr. Hadden stated the project is going along very well, both the potable water and reuse water lines are in down the main road and down the first cul-de-sac, which we are calling Phase 1, the first 24 lots. All the stormwater is in, they are putting in the services starting January 3rd, they started mixing the sub-base for the road. The soil is so sandy you can't really compact it so they brought in clay from the road project next door and now they are mixing it in. Then they will put

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in the curb. The only hold-up has been the stuff that goes in the lift station, it is all custom made and is stainless steel and it probably won't be finished until March. They are going to have 70% to 80% of the whole project in, so that we can release the first 24 lots. Their schedule is to have all 139 built and finished by September of next year. LGI is only taking down 23 or 24 per quarter and if the market changes they may close on more than the 23 or 24 in any given quarter. You are looking at a year and a half of takedown of the lots.

B. Ratification of Requisitions 57-64

Mr. Hadden stated requisitions 57-64 are for Vallencourt, ETM, Hadden Engineering, Inc, and Forterra Pipe & Precast.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor requisitions 57-64 were ratified.

SEVENTH ORDER OF BUSINESS

Series 2021 Project

A. Update Regarding Series 2021 Project

EIGHTH ORDER OF BUSINESS

Consideration of RFP for Site Work

Ms. Rigoni stated prior to the November meeting we did receive in response to our request for proposals for the Phase 3B 3C project construction, three bids from A.J. Johns, W. Gardner and Vallencourt. All three bids came above the district's budget. We went through the assessment proceedings that basically sets a maximum cap for this project. The project's estimated cost according to the Project Engineer's estimations in the Engineer's Report is approximately \$7.3 million whereas A.J. Johns, the lowest bidder, came in about \$1.8 million higher than that. W. Gardner bid \$2.6 million higher and Vallencourt bid almost \$6 million higher than your estimated budget. All of them proposed a much longer completion time of construction than the developer's anticipated schedule. Based on these factors, it may be in the district's best interests to reject all bids as non-responsive to the RFP and authorize staff to reissue the RFP. Our rules of procedure and our notice for the RFP contemplates that the district is reserving the right to reject all bids so you do have the authority to do that. Given the bids we received, the project engineer has reviewed and slightly updated the RFP package to be issued in hopes that we will receive bids closer to our

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budget. If the board wishes to proceed staff recommends that the new RFP will be due by January 21, 2022 in time for the board’s review at the February meeting.

Discussion ensued among Board members.

On MOTION by Mr. Riggs seconded by Ms. Jordan with all in favor all bids received for the Series 2021 project were rejected as being non-responsive to the RFP and staff was authorized to reissue a revised RFP for this project.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

1. Publication of Legal Notices

Ms. Rigoni stated the first item deals with changes to the way that the district could notice its meetings and various other notices that would allow the district to publish certain notices online, the cost of accomplishing that would outweigh any savings. We are not recommending that change but is there for your information purposes.

2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022

Ms. Rigoni stated this is new and requires any local governments to perform a 20-year needs analysis on their wastewater or stormwater management system. The state has also released a recommended form of how we can come up with this analysis. We have been asking our district engineers to prepare a work authorization for the board’s consideration. The first analysis will be due by June 30, 2022 and we will need the work authorization by the next meeting. Thereafter, the updated analysis will have to be done every five years.

3. Prompt Payment Requirements

Ms. Rigoni stated the district already has a prompt payment policy that we need to abide by. There were two minor changes to the prompt payment statute, one deals with construction contracts and for any new construction contract late payment the interest will increase from 1% to 2% and it clarifies dispute resolution procedures. We included in the memo a form of resolution

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and updated policies. You can approve the resolution today because we included the form in the memo or I can bring it to the next meeting.

Ms. Giles stated we can approve the resolution in substantial form and I can have the resolution number added and the items highlighted in yellow is just the district's name that has to be inserted.

On MOTION by Ms. Jordan seconded by Mr. Riggs with all in favor Resolution 2022-03 was approved in substantial form.

4. Public Records Exemptions for Addresses and Other Information Associates with Certain Officers, Judges, etc.

Ms. Rigoni stated this is just for your information purposes, anyone requesting exception from public records because they are an officer, judge, or someone generally exempt to be identified on the public record now they have an obligation to submit a notarized request to say they are exempt.

B. Engineer

Ms. Jordan asked do you have an update on our sinkhole issue?

Mr. Hadden responded I talked to public works, I have talked to engineering and they are both aware of it and they both tell me it is on their radar and they are going to get it fixed.

Ms. Jordan stated since it is a county issue they would be liable but do we have any push we can give the county since they are creating an unsafe environment within our community?

Mr. Hadden stated perhaps Michelle could write a letter at the request of the board of supervisor to Courtney Grimm, the county attorney and say we understand it is a county road and understand if somebody hits it and damages their car or hurts themselves the county is liable for that damage or that injury, but we want to go on record asking for the repair. The two appropriate department heads know about it, the county commission knows, the county manager knows about it and it is on the record and we were told that it is going to get fixed.

Ms. Rigoni stated in my experience in other districts where we had to alert the county several times about an issue, the most effective line is having the residents email the commissioners and I recommend that.

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Ms. Jordan stated I have sent emails to the commission and I believe other residents have as well.

Mr. Oliver stated we can ask staff to draft another letter to remind them and put it out there one more time. I had this same discussion last Tuesday at Eagle Landing, the commissioner for that particular district gets defensive and I was at Bartram Springs in Duval County yesterday and that city councilman is saying, I can't control potholes. We are getting a run around but let's do another letter so that we can document it.

C. Manager

Mr. Oliver stated it has been a pleasure serving Rolling Hills for so many years and working with this staff and you are very dedicated. I will continue to work with the district but I will be backup. You have a lot going on between two major projects. As I came in the grass looks good and this is an amazing amenity center compared to so many that seem like they are cookie cutter amenity centers.

D. Operations/Amenity Manger

1. Report

Mr. Stephens gave an overview of the operations report.

2. Monthly Quality Inspection Proposal Report

3. Lake Doctors

On MOTION by Ms. Jordan seconded by Mr. Riggs with all in favor the agreement with The Lake Doctors, Inc. to include the lake at the end of Laurel Springs bringing the contract amount to \$489 per month was approved.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

Ms. Jordan stated around the pavilion and tennis court there are some fairly large red anthills. Because Nate is now on the board I would like to have Michelle explain some things to us. We are all on the community web page and those are not official forms of communication, but

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they can violate the sunshine law. As board members we cannot answer anything that another board member has answered pertaining to CDD business. As board members we come from a position of authority on the CDD and we should be mindful of what we are saying on there and how it is being relayed and if you are not relaying it as a CDD board member and it is some dictation of things to do or ways to be, we need to make sure we are putting some kind of disclaimer on there.

Ms. Rigoni stated you nailed my typical message. Whenever a board member speaks on business that could come before the entire board for a decision, whether you intend it or not it has the tendency to be received as the board's position. It should always be in your mindset if it becomes district business it could appear that way even if you don't intend it to. Because of the things that Shannon pointed to, we generally discourage use of social media or other general community platforms for discussion of district business. It is much easier to stay away from it.

Ms. Jordan stated all the board members have an area of specialty where residents should be directed and hopefully, they are emailing us their complaints or concerns. I think we should revisit that with Nate and assign positions and we can update the website to have who to go to for what. I think when Frank was on the board he had activities, programming events.

Mr. Riggs stated programming events is good.

Mr. Miller stated we did go around and check the lights in the community and back to Clay Electric. If any are not working properly let me know. They have been quick to respond.

I have seen improvement in parking situations. The area where the sinkhole has narrowed the street down to one lane, can a fire truck get through?

Mr. Hadden stated as long as there is one lane a fire truck can get through. When they come out to clear the hydrants they know where the sinkhole is and they will take the long way and not go down that road because the sinkhole is indicative of a problem and they don't want their vehicle driving through and making the whole street collapse when they are trying to get to a fire.

Mr. Miller stated that could be a bullet point in the letter.

Mr. Church stated another one would be school buses.

TWELFTH ORDER OF BUSINESS**Audience Comments**

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Ms. Cormier stated one of my issues concerns the construction that comes in the front of the neighborhood and all the dirt that is coming in and stays piled up in the area in front of our entrance. All that dirt is going to end up in the storm drain.

Mr. Hadden stated for our internal project we have the contractor sweep the roads because of dirt they bring in. What you are talking about is coming off the railway project and their contractor should be sweeping it off of Sandridge Road at least twice a week.

Ms. Cormier stated it is coming in Rolling Hills Boulevard and staying piled up until it eventually goes down that slope in our area.

Ms. Jordan stated I can email the person overseeing that project.

Ms. Cormier asked with respect to the analysis, is there someone who actually inspects our storm drains?

Mr. Hadden stated they are probably looking at aquatic growth and how the pond banks are because banks slough off over time. I'm not going to inspect the storm pipes themselves because they are all under water and have gators and snakes. They are probably looking to make sure that you have a quantity of lake to treat the water properly and with everything that Freddy and staff are doing and Lake Doctors the lakes here are in really good shape. The pipes are all concrete, they should be fine. The bad side is a concrete pipe can collapse and cause a sinkhole, the pipe didn't break it was the joint. We have been out here 15 years and that is the only one we had an ongoing problem with.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Check Register

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the check registers were approved.

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**FOURTEENTH ORDER OF BUSINESS Next Meeting Scheduled for February 8, 2022
@ 6:00 p.m. at Rolling Hills Amenity Center**

Ms. Giles stated the next meeting is February 8, 2022 at 6:00 p.m. at this location.

Ms. Rigoni stated there may be a need for a special meeting in January depending on the timing of the financing we may have to meet to consider bond financing. We will coordinate with Marilee to see if that will be necessary when the time comes.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the meeting adjourned at 7:02 p.m.

DocuSigned by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Shannon Jordan

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Chairman/Vice Chairman