

MINUTES OF MEETING

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES
Monday, July 24, 2023, 5:30 p.m.
1826 Dunn Avenue, Jacksonville, FL 32218**

Present and constituting a quorum in person or via speakerphone:

Yashekia Scarlett Chairperson
Samuel Smith Vice Chairperson
Alice Sanford Assistant Secretary
Jolanda Dexter Assistant Secretary

Also present were:

Vivian Carvalho District Manager – PFM Group Consulting LLC
Kwame Jackson ADM – PFM Group Consulting LLC (via phone)
Amy Champagne District Accountant – PFM Group Consulting LLC (via phone)
Jennifer Kilinski District Counsel - KE Law Group
Grace Kobitter District Counsel - KE Law Group
Various Audience Members present

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order by Ms. Carvalho at 5:34 p.m. and roll call was initiated. Present were the following Board Members: Samuel Smith, Yashekia Scarlett, Jolanda Dexter, and Alice Sanford. Others in attendance were in person or via speaker phone.

Public Comment Period

Ms. Carvalho stated for the record that the District has not received any funds from the HOA for speedbumps. She also asked that the Board move their discussion concerning security to the top of the agenda. She reminded the public that they must remain orderly, and any disorderly conduct will not be tolerated during the meeting.

SECOND ORDER OF BUSINESS

General Business Matters

**Discussion Pertaining to
Security Company**

Ms. Carvalho stated that this item has been discussed much within the last year and they are now receiving video surveillance services from Vector Security. She listed the options that the Board could take concerning the security. They could remove the roving and patrolling part of security from the budget in its entirety, provide a notice to the existing roving and patrolling company and seek another service provider. They could keep the current company and contract in place, or limit roving and patrolling to just the amenity center. Mr. Smith, Ms. Dexter, and Ms. Sanford all agreed to seek another service provider for roving and patrolling.

Resident asked about the bidding process for the security company and how the company was found. Resident wanted clarification between option 2 and option 4. Homeowner commented that she would like a change from the current security vendor. Homeowner asked what the process was when they decided to increase the contract amount for security services and if it's in line with other communities in the area. Homeowner asked if there could be roving and patrolling in the evening and if they could have an attendant at the pool.

Ms. Carvalho stated that about seven to eight months ago, multiple companies gave a presentation to the Board and had comparable bids to the existing company; no decision was made at that time. An RFP was drafted, and the companies were compared based on their presentations and pricing. She stated that option 2 was to send a notice to the existing roving and patrolling company and seek another service provider. She stated option 4 was to limit roving and patrolling to just the amenity center. She explained that each company provided their price range for their services and the selected company was within range of the other service provider. She explained that Ms. Dexter had reached out to management about getting pool attendant for the pool, but management did not receive a proposal for the existing field management company Vesta Properties.

Ms. Dexter, Ms. Sanford, and Mr. Smith agreed that they want to terminate the existing security provider and seek a new company without the addition of roving throughout the community.

On MOTION by Mr. Smith, seconded by Ms. Sanford, with 3 in favor and 1 opposed, the Board approved terminating the current security and seeking a new security company with no roving included throughout the community.

Ms. Kobitter explained that they will provide a 30-day termination notice to the current security company. She stated that Ms. Scarlett would have the authority to review the RFPs with staff, with a not-to-exceed amount that will be brought back before the Board for ratification at the next meeting.

On MOTION by Ms. Scarlett, seconded by Ms. Dexter, with all in favor, the Board authorized the Chair to review the RFPs with staff with a not-to-exceed amount of \$40,000 to be brought back before the Board for ratification.

**Consideration of the
Minutes of the April 24,
2023, Board of Supervisors'
Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the Board approved the Minutes of the April 24, 2023, Board of Supervisors' Meeting.

**Consideration of
Addendum to Yellowstone
Landscape Agreement**

Tim reviewed this item for the Board. This item was deferred.

**Consideration of
Yellowstone Landscape
Additional Services Order**

This item was deferred.

**Consideration of
Yellowstone Irrigation
Inspection Report and
Repair Proposal**

This item was deferred.

**Consideration of
Landscape Service
Proposals**

Tim reviewed the proposals for landscaping. He stated that Yellowstone was the least expensive of the companies.

On MOTION by Ms. Scarlett, seconded by Ms. Sanford, with all in favor, the Board approved the Landscape Service Proposals with a not-to-exceed amount of \$53,222.76 annually.

**Review & Discussion of
Remaining Construction
Funds and Utilization**

Ms. Carvalho stated that the remaining construction funds have incurred interest, which is close to \$77,000, and which is to be used for projects that the Board wants to undertake for FY 2024.

**Discussion on Additional
Fountains in the Ponds**

The Board asked that this item be removed from future agendas.

**Discussion Pertaining to
Audio Visual Equipment for
Remote Meeting
Attendance**

There was some discussion about obtaining audio visual equipment for others who cannot join the meeting in person, as well as a money saving option for the district, since Counsel could attend the meetings virtually. This item was tabled.

Public Hearing on the Adoption of the District's Annual Budget

- Public Comments and Testimony**
- Board Comments**
- Consideration of Resolution 2023-07, Adopting the Fiscal Year 2024 Budget and Appropriating Funds**

Consideration of Resolution 2023-08, Levying O&M Assessments and Certifying and Assessment Roll

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the Board opened the public hearing.

Ms. Champagne stated that security was down to \$40,000, landscape maintenance was at \$54,000, and District Counsel was moved down to \$15,000, which would make gross assessments of \$478.70. There was \$5,000 of Landscape Improvements and \$6,000 from Right of Way Lake Bank Mowing were moved to contingency repairs. The total net revenue is \$339,625.00. There were a few public comments about certain line-items in the budget, and some discussion ensued. The contingency repairs were changed to \$8,000 and the new gross assessment became \$470.14, with a new net revenue of \$333,555.00. Ms. Dexter had a question about the janitorial services and if an RFP can be sent out.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, the Board closed the public hearing.

There was some further discussion between Ms. Carvalho and the Board concerning janitorial services.

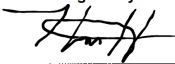
On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, the Board approved Resolution 2023-07, Adopting the Fiscal Year 2024 Budget and Appropriating Funds and Resolution 2023-08, Levying O&M Assessments and Certifying and Assessment Roll with the suggested changes.

THIRD ORDER OF BUSINESS

Continuance

Ms. Carvalho requested a motion to continue the meeting due to time constraints.

On MOTION by Mr. Smith, seconded by Ms. Dexter, with all in favor, the July 24, 2023, Board of Supervisors' Meeting of the Villages of Westport CDD was continued to August 21, 2023, at 5:30 p.m.

DocuSigned by:

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson