

MINUTES OF MEETING

**VILLAGES OF WESTPORT  
COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD OF SUPERVISORS' MEETING MINUTES  
Monday, October 24, 2022, 5:00 p.m.  
1755 Edgewood Ave W, Jacksonville, FL 32208**

Present and constituting a quorum in person or via speakerphone:

Henry Simmons	Vice Chair
Yashekia Scarlett	Assistant Secretary
Alice Sanford	Assistant Secretary
Randall Meredith	Assistant Secretary

Also present were:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll	District Manager - PFM Group Consulting LLC
Jennifer Kilinski	KE Law Group
Jake Card	Advanced Security Specialist & Consulting
Tim/Steve	Vesta Properties

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 5:43 p.m. and roll call was initiated. Present, are the following Board Members: Randell Merideth, Henry Simmons, Alice Sanford, and Yashekia Scarlett. Others in attendance are listed above.

**Public Comment Period**

There were no public comments at this time.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the  
Minutes of the July 25,  
2022, Board of Supervisors'  
Meeting**

The Board reviewed the minutes.

On MOTION by Ms. Scarlett, seconded Mr. Simmons, with all those in favor, the Board approved the Minutes of the July 25, 2022, Board of Supervisors' Meeting.

**Consideration of the  
Minutes of the August 22,  
2022, Special Board of  
Supervisors' Meeting**

The Board reviewed the minutes.

On MOTION by Ms. Scarlett, seconded Mr. Meredith, with all those in favor, the Board approved the Minutes of the August 22, 2022, Special Board of Supervisors' Meeting.

**Discussion on Board  
Direction Policy**

Ms. Kilinski explained that the policy would allow the consistent operation of the District between Board meetings, and says that if a Board has voted on direction and then a member wants to halt the action, the original decision has to come back to the Board. It also states that if an issue arises during a meeting, there will be a point person for those issues and if staff is getting two different directions, they will wait on deciding on an action until the next meeting.

On MOTION by Mr. Simmons, seconded Ms. Scarlett, with all those in favor, the Board approved the Board Direction Policy as presented.

**Discussion on Rules of Procedure**

**a. Consideration of Resolution 2023-01, Setting Public Hearing on Rule Making**

Ms. Carvalho explained that the rules of procedure have changed per statute including the auditing time frame and notice of publication. The change in the notice of publication only requires notice of the annual meeting schedule once and will not have to notice further for the next upcoming meeting unless dates for the meetings have changed. Ms. Carvalho recommended that the Board set the public hearing date for the rule making for January 23, 2022 at 5:30 p.m.

On MOTION by Ms. Scarlett, seconded Mr. Meredith, with all those in favor, the Board approved Resolution 2023-01, Setting Public Hearing on Rule Making for January 23, 2022 at 5:30 p.m. at 1755 Edgewood Ave W, Jacksonville, FL 32208.

**Consideration of Resolution 2023-02, Adopting Revised Budget FY 2022**

Ms. Carvalho went over the resolution for the Board and the Board reviewed the revised adopted budget for FY 2022.

On MOTION by Ms. Scarlett, seconded Mr. Simmons, with all those in favor, the Board approved Resolution 2023-02, Adopting Revised Budget FY 2022 Discussion Pertaining Deficiencies with Leland Management, Inc. Contract for Services.

**Discussion Pertaining Deficiencies with Leland Management, Inc. Contract for Services**

A letter was sent which was composed of 20 pages with supporting photo documentation regarding the failure of Leland Management to conform to the contract, invoices were withheld 2-3 months.

**Review & Consideration of  
Yellowstone Landscape  
Irrigation Repairs**

On MOTION by Ms. Scarlett, seconded Mr. Meredith, with all those in favor, the Board ratified the Yellowstone Landscape Irrigation Repairs.

**Ratification of Vesta  
Properties Addendum to  
Contract for Janitorial  
Services**

On MOTION by Ms. Scarlett, seconded Mr. Simmons, with all those in favor, the Board ratified the Vesta Properties Addendum to Contract for Janitorial Services.

**Review & Consideration of  
Vesta Properties Proposal  
for Additional Services**

Steve went over the additional services that Vesta Properties could offer. Their services would range from 3 days a week with 5-6 hours or work during those days. General Facility Maintenance was quoted at \$10,892.00; Pool Maintenance was quoted at \$14,500.00; and Field Services was quoted at \$19,200.00.

On MOTION by Ms. Scarlett, seconded Mr. Simmons, with all those in favor, the Board approved the Vesta Properties Proposal for Additional Services.

Ms. Carvalho suggested a motion to cancel the existing contract with the current pool maintenance company, Rick Arsenault and have Vesta Properties start on pool maintenance beginning November 1, 2022.

On MOTION by Mr. Meredith, seconded Mr. Simmons, with all those in favor, the Board approved the cancellation of the existing contract with Rick Arsenault and accepted Vesta Properties start date of November 1, 2022 for pool maintenance.

**Ratification of Beaches  
Electrical Proposal for  
Electrical Services**

It was noted that all of the outside lights are currently working.

On MOTION by Mr. Meredith, seconded Ms. Scarlett, with all those in favor, the Board ratified the Beaches Electrical Proposal for Electrical Services.

**Update on the Entryway  
Bulletin Boards**

The billboards will be out of production during the first week of November. Installation would follow in around 2 weeks.

**Discussion of Giving HOA  
Permission to Use CDD  
Grounds to Advertise  
Meetings & Etc.**

There was discussion on who would be allowed to use the CCD grounds to advertise, there was a lengthy discussion. It was agreed that HOA Meetings, Annual Meetings, and Community Event Memos will be allowed to be advertised on CDD grounds.

On MOTION by Ms. Scarlett, seconded Mr. Meredith, with all those in favor, the Board approved giving HOA Permission to Use CDD Grounds to Advertise Meetings & Etc.

**Ratification of Payment  
Authorizations 150 – 161**

These payment authorizations were from July – August.

On MOTION by Mr. Simmons, seconded Ms. Scarlett, with all those in favor, the Board ratified Payment Authorizations 150 – 161.

### **Discussion of Christmas Decorations**

There was a lengthy discussion on how much should be spent on Christmas decorations. The Board agreed to not exceed the cost of \$5,000.00. If the proposals received are under this amount, the Board will execute on getting the work done.

On MOTION by Mr. Simmons, seconded Mr. Meredith, with all those in favor, the Board approved the Christmas Decorations though not to exceed \$5,000.00 while gathering proposals for the work to be done.

### **Ratification of Rick Arsenault Pool Repairs Review**

On MOTION by Mr. Simmons, seconded Ms. Scarlett, with all those in favor, the Board ratified the Rick Arsenault Pool Repairs Review.

### **Consideration of Southern Breeze Outdoor Furnishings Pool Furniture**

Steve gave a brief overview of the furnishing for the pool from Southern Breeze. The total price came to \$7,769.00

On MOTION by Ms. Scarlett, seconded Mr. Simmons, with all those in favor, the Board approved the Southern Breeze Outdoor Furnishings Pool Furniture with the given price.

Ms. Kilinski provided an update concerning the upcoming Closed Session regarding Security Systems and Service Proposals. The meeting was reconvened at 8:05 p.m.

**Discussion & Review of Security Systems and Services Proposals**

- a. Acumen Security Services
- b. Allied Universal Security Guard Services
- c. EBS Security Inc.
- d. Envera Systems
- e. Overwatch Security Group
- f. Atlantic Companies
- g. St. Nick's Security Guard Services Proposal
- h. Vector Security
- i. Phinnessee Guard Services
- j. Jacksonville Sheriff's Office Secondary Employment Proposal

The Board met with six different companies including the existing company. Ms. Scarlett provided some feedback concerning Advance Security Specialist and the additional proposals of companies. There was a lengthy discussion of the security proposals. Vector Security, Phinnessee Guard Services, and Envera Services Reach were considered as the top options. It was suggested that current contract be extended to January 31, 2023 of \$2,166 monitoring of armed/unarmed guards for 6 hours.

On MOTION by Ms. Scarlett, seconded Mr. Simmons, with all those in favor, the Board approved extending the current contract as presented.

**Discussion of Replacement of Landscaper Provider**

Tim had stated that the current landscapers are doing a good job.

**Review of District Financial Statements**

The Board reviewed the District Financials as of August 31.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel** – Ms. Kilinski gave an overview of the Social Media Policy and recommended approval.

On MOTION by Ms. Scarlett, seconded Mr. Simmons, with all those in favor, the Board approved the Social Media Policy.

**District Engineer** – Not Present

**District Manager** – Ms. Carvalho stated that the next meeting is scheduled for January 23 at 5:30 p.m.

**Audience Comments and Supervisor Requests**

There were no further comments.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

There was no additional business to be discussed. Ms. Carvalho requested a motion to adjourn.

On MOTION by Ms. Scarlett, seconded Mr. Meredith, with all those in favor, the October 24, 2022, Special Board of Supervisors Meeting of the Villages of Westport CDD was adjourned at 8:45 p.m.



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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson