

MINUTES OF MEETING  
AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of the Amelia Walk Community Development District was held Tuesday, September 11, 2023 at 10:00 a.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida.

Present and constituting a quorum were:

Jeff Robinson	Chairman
Henry "Red" Jentz	Vice Chairman
David Swan	Supervisor
Lynne Murphy	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry <i>by phone</i>	District Counsel
Kelly Mullins	Amenity & Operations Manager
Corey Roberts <i>by phone</i>	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the September 11, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 10:00 a.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Don DeCanio asked if the bids received from the last RFP for landscape maintenance services can be used to award the contract to another firm.

Mr. Laughlin responded that option has been considered, and another option is being presented by the Chair.

**THIRD ORDER OF BUSINESS**

**Review Issues and Pros and Cons of the Service BrightView has Provided from July through the First Week of September**

Mr. Robinson stated that service during the month of July did not go well and there were multiple areas in the contract that were not done. There was a meeting held on August 8<sup>th</sup> in

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which a number of deficiencies were addressed that went positively, however there were areas still not addressed following the meeting. There was a second meeting scheduled with BrightView on August 16<sup>th</sup> and they failed to show. Following a meeting on August 22<sup>nd</sup> a letter of deficiency was sent, however they continue to miss areas included in the contract.

Ms. Gentry stated that the letter of deficiency is the first step, and the hope is that the contractor corrects their course. The decision to be made at this meeting is whether the Board would like to continue using BrightView for landscape maintenance services, recognizing that there is a 30-day termination clause in the contract that allows the District to terminate immediately for cause, or with 30-days' notice without cause. If the Board chooses not to continue with BrightView, a formal bid process is not necessary as the services fall below the formal bid threshold. There is a great deal of flexibility available for selecting a new vendor.

#### **FOURTH ORDER OF BUSINESS**

#### **Review and Discussion of Proposed "Plan B" Scope of Service and Request for Proposals**

Mr. Robinson presented a "Plan B" to the Board members, which is to have three categories for the scope of services: lawncare maintenance, irrigation, and fertilization. Each zone in the community would be priced separately. This would allow smaller or more specialized companies to bid on the various services.

Don DeCanio commented that there could be issues with contractors blaming each other for any issues with there being different contracts for each service. He added that he does see a good opportunity for having a separate contract for the fertilization and pest control.

A resident asked if the District could employ its own landscape maintenance staff.

Ms. Gentry responded that although Districts can have in-house employees, there are a lot of up-front costs and quite a bit of administrative work to set up all of the systems you need. It would take around six months to start an in-house employee system and you lose the benefit of passing off liability to the third-party vendors.

Carol Williams asked if the contractor that maintains North Hampton has been considered.

Mr. Laughlin stated that The Greenery is one of the contractors that bid previously. He also noted a nearby community had The Greenery and went out to bid due to similar issues.

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The Board expressed their hope that Brightview’s services will improve but indicated they were in favor of moving forward with an informal RFP process to obtain additional bids and made the motion below.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor authorizing staff to issue an informal request for proposals with the proposals due October 20, 2023 for consideration at the November 14, 2023, meeting was approved.

Ms. Gentry went over the evaluation criteria included in the project manual, noting the categories had been adjusted to weigh cost as 50% of the evaluation and the other criteria (completeness of proposals, experience, qualifications of key personnel and machinery, equipment and manpower) make up the other 50%. She asked if the Board had any desire to change the point values or remove them from the project manual. She noted that in an informal bid process you are not required to state evaluation criteria or their weights. The Board may choose to include them to communicate their priorities to vendors, or may choose to remove them to allow maximum flexibility in the scoring process.

The Board agreed to removing the point allocations from the project manual.

**FIFTH ORDER OF BUSINESS**

**Discussion of BrightView Contract in the Interim**

Ms. Gentry asked if there was a consensus from the Board to withhold payment from BrightView for services performed during the month of August.

The Board members responded yes.

Mr. Laughlin stated that staff would look at the deficiencies to determine the appropriate amount to withhold.

**SIXTH ORDER OF BUSINESS**

**Audience Comments**

Don DeCanio stated that he was very concerned with the condition of the roads. He also commented that a steel plate has been placed over a depression in the roadway on one side, but nothing has been done on the other side of the road and there are two other areas that are failing.

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Mr. Robinson stated that he asked the engineer about the depression across from Pond 3 and the engineer advised against placing a steel plate unless a hole is formed as it can do more harm than good.

Mr. Laughlin stated that the District is in the process of getting the roads resurfaced and part of that project will be addressing those depressions.

Don DeCanio and Carol Williams expressed concern about someone getting injured due to the depressions in the roadways and the District’s liability. Mr. DeCanio recommended putting cones up around the other depressions.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Jentz stated that he spoke to a botanist regarding the ponds and his recommendation is to have a study done on the ponds prior to spending any money on aeration. He also stated that most of the algae is being caused by runoff either from the adjacent homes or the storm sewer and the phosphates in the fertilizer. He does not think it is a health issue.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 19, 2023 at 2:00 p.m. at the Amelia Walk Amenity Center**

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor the meeting was adjourned.

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*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Jeffrey E Robinson*  
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Chairman/Vice Chairman