

MINUTES OF THE BOARD OF SUPERVISORS

ISLE OF PALMS SPECIAL DISTRICT

August 12, 2020

[As a result of the COVID-19 Pandemic and necessary restrictions related to public gatherings, this Board meeting was conducted outside, under the pavilion at the Isle of Palms Park on Eunice Road but could also have been attended via Skype-based audio-only teleconference. The call-in phone number was (904) 348-0303 and the Conf. ID was 972932507#]

Board President Ken Wright opened the meeting; calling it to order at approximately 1832 hours with a Roll Call of all Board members present [Agenda Item 1] at the park. Other Board members/officers present were Vice President Paul Raudenbush, Secretary Brad Radloff, and Member Josh Reichert. Member Dave Touring was able to join the meeting via call-in/speaker. A quorum was established with four Board members present at the meeting. Board Attorney Wayne Flowers of Lewis, Longman & Walker (LLW) and Charlene Stroehlen, P.E., the Project Manager with Wood, PLC, as representative for the District's Engineer of Record to administrate upcoming dredging efforts were also present at the park. There were also four dredging contractors present at the meeting. Two homeowners attended the meeting. There was an indication that others called-in to the meeting but chose not to identify themselves. The meetings (as a public gathering) are normally held in a Community Meeting Room of the Pablo Creek Regional Library at 13295 Beach Boulevard, Jacksonville, FL 32246 but due to safety restrictions still in place at the library, the meeting was held outside at the park.

Agenda-Specific Public Comments [Agenda Item 2]-

As a result of a Florida Statute, *public comments of Agenda items only* (no general items) are to be taken prior to addressing the Meeting Agenda. There were no public comments on any of the Agenda items from homeowners - either present or from those that may have called-in to the meeting.

OTHER AGENDA ITEMS

3. Vote on approval of Meeting Minutes of July 8, 2020 Board meeting.

MOTION: To approve the minutes of July 8, 2020, by KWright.

The motion was seconded by PRaudenbush and PASSED unanimously by the Board members present.

4. Treasurer's Report. PRAudenbush provided an update to the Treasurer's Report for this meeting and reported the District's bank balance at \$1,274,523.39, as of August 12, 2020. There were two bill(s)/invoice(s) needing approval for payment: 1) \$5,588.01 to LLW for two months (two separate invoices) of legal fees and 2) \$215.95 reimbursement to PRAudenbush for Web.com services. As a special note, there is a dual signature requirement that is in place for all checks/bill payments.

MOTION(s): To approve payments to the LLW and PRAudenbush, as described above, by KWright.

Motions seconded by BRadloff and JReichert, respectively, and PASSED unanimously by the Board members present.

For the monthly summary/update regarding the Budget Report, there was no discussion since amendments were made to the budget at the June 2019 meeting to reflect more accurate line items for engineering, auditing, and insurance fees. The general intent of said report is to facilitate the reporting/accuracy of the current year's budget and preparation for projecting the upcoming fiscal year's budget and will be very useful closer toward the end of the fiscal year.

5. Report on ARC Surveying *(at this point in the meeting, Agenda Items 5-7 were temporarily skipped to address Item 8 first, after which Agenda order was resumed back to Item 5).* KWright indicated that the bathymetric surveying had been completed since the last meeting in July and that the survey results have been received. He also indicated that after review of the results, he requested a clarification of said results (resultant volumes of sediment to be dredged from this survey as compared with volumes from the last) from the surveyor to which the surveyor replied with a series of tables indicating the results from this survey and the last. KWright had forwarded the emails along with the survey results and clarification tables to the rest of the Board prior to this meeting so that the members could review the supplemental information as well. The clarification tables were apparently self-explanatory, as there were no further comments or questions about the survey results.
6. Report and discussion re: Engineer to oversee dredging. PRAudenbush indicated that the Board has now received the adjusted Proposal from Charlene Stroehlen of Wood, PLC regarding management of the dredging operations and provided a brief summary of the intent of the proposal and what services the District would expect from their services. DTouring had concerns over the total quoted fees based upon the projected period of time (1-year) that construction management services would be needed. PRAudenbush suggested that the quoted fees were more of a maximum amount and that the Board would still need to decide how much management would be required of Wood and go from there. Ms. Stroehlen agreed that the total fees were estimated on a not-to-exceed basis and that the total fees actually billed for services rendered might be much less.

WFlowers commented that certain conditions in the actual agreement for services (terms and conditions) need to be changed to reflect changes that have already been made in the past for the same set of conditions (in others words, to be consistent with previously agreed upon adjustments to Wood's agreement).

MOTION: To approve Wood's proposal (dated July 31, 2020), subject to negotiations of the scope of services that will be required from Wood and the necessary adjustments to the terms and conditions as cited by WFlowers, by KWright.

The motion was seconded by PRAudenbush and PASSED unanimously by the Board members present.

7. Report on Bid package, Invitation to Bid, etc. and take any necessary action thereon. PRAudenbush indicated that the bid documents have been posted to the website and that he could see that there has been interest based upon the down-loading of the documents by contractors, etc. In addition, he indicated that today's monthly meeting is also a pre-bid meeting so that contractors could have an opportunity to ask questions about the bid and dredging requirements, as well as see the project site. Four contractors were present at the meeting and included Poseidon Dredge and Marine (Peter Kolb), Brance Diversified (Lance Young), Marcol Dredging (Billy Jordon), and US Aqua Services (Tyler Roy). PRAudenbush provided some bidding information to the contractors such as, the bidding deadline date and where (September 9, 2020 @ 2:00pm to be delivered/dropped-off at the offices of LLW in care of Wayne Flowers) and that, although it was not prescribed in the bid documents, he requested that the contractors provide a "means and methods" description for the project and that it will be left up to the contractor to decide how they will describe that. As an example, he suggested that, depending upon how they decide to dredge, the Board would want to see how issues about maintaining navigation for boating, etc., would be handled, especially for after dredging operations have stopped for the day. Contractors asked several questions regarding the "means and methods" description. Submitted bids are to be opened on the evening of September 9, 2020 at the regularly scheduled Board meeting to determine who the lowest bidder was. PRAudenbush suggested that a Special Meeting be planned for a week a later, on September 16, 2020, to give the Board members a chance to review the bids before discussing, on the 16th, which qualifying bidder may be awarded the contract. It was agreed that a Special Meeting should be held and asked WFlowers to publish a notice. Other than that, the floor was opened for any questions regarding the bidding and requirements. Some of the questions included payment terms, liability from damage to docks, etc., changes in liability associated with individual homeowner additional dredging and required waivers, whether there is an indemnity clause for the contractor, whether there will be some kind of pre-condition survey of pilings and bulkheads, etc., and some questions for Stanley Pipes (who also was present at the meeting to answer questions) about the spoil site. A home owner, Andy May, had a concern about whether an incomplete dredging, at any certain point determined by a final survey, would be resurveyed to determine if it was indeed completed after re-

dredging. Another resident from Marsh View Drive asked about a start date for the dredging to which it was suggested could be as early as January 2021.

8. Review, discuss and vote on Auditor Engagement Letter (this Item was addressed out of the Agenda order before addressing Agenda Item 5, after which the Agenda order was resumed at Item 5 again). KWright summarized the Proposal presented to the Board by Magers & Associates, LLC (Certified Public Accountants that conduct the District's annual audit) and then opened up the Board for discussion to which there was none, other than a Motion to approve. The proposed fees for the auditing services were \$5,150.00, on a time and materials not-to-exceed basis.

MOTION: To engage Magers & Associates, LLC, in accordance with the proposed agreement to conduct the annual audit, by KWright.

The motion was seconded by PRaudenbush and PASSED unanimously by the Board members present.

9. New Business. There was no new business to discuss.

General Public Comment -

There were no other comments from the public at the end of the meeting (comments/questions taken during the meeting).

Adjournment -

KWright adjourned the meeting at 1913 hrs.

Future Meeting Dates -

Meetings are held on Wednesdays at 6:30 PM, normally at the "Pablo Creek Regional Library," 13295 Beach Blvd. Jacksonville 32246; for the dates listed below **[however, because of the uncertainty revolving around the ever-changing restrictions placed on public gatherings, please check the District's website (isleofpalmsjax.com) for any updates to the location of the upcoming meeting]:**

September 9, 2020 September 16, 2020 (special meeting) October 14, 2020

November 11, 2020 December 9, 2020