DP1

COMMUNITY DEVELOPMENT DISTRICT

October 27, 2020

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

DP1 Community Development District

OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W●Boca Raton, Florida 33431
Phone: (561) 571-0010●Toll-free: (877) 276-0889●Fax: (561) 571-0013

October 20, 2020

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
DP1 Community Development District

Dear Board Members:

The Board of Supervisors of the DP1 Community Development District will hold a Regular Meeting on October 27, 2020 at 11:00 a.m., via Zoom, at https://zoom.us/j/2043596216, Meeting ID: **204 359 6216** or telephonically at **1-929-205-6099**, Meeting ID**: 204 359 6216.** The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consent Agenda Items
   - A. Acceptance of Unaudited Financial Statements as of September 30, 2020
   - B. Approval of August 25, 2020 Virtual Public Hearing and Meeting Minutes
4. Discussion/Consideration: Appointment to Fill Unexpired Term of Office *(term expires November, 2020)*
   - A. Administration of Oath of Office Newly Appointed Board Member *(the following will be provided in a separate package)*
     - I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
     - II. Membership, Obligations and Responsibilities
     - III. Chapter 190, Florida Statutes
     - IV. Financial Disclosure Forms
       - a. Form 1: Statement of Financial Interests
       - b. Form 1X: Amendment to Form 1, Statement of Financial Interests
       - c. Form 1F: Final Statement of Financial Interests
     - V. Form 8B: Memorandum of Voting Conflict

B. Consideration of Resolution 2021-01, Electing the Officers of the District, and Providing for an Effective Date

5. Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

B. District Engineer: *Prosser, Inc.*

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- Discussion: Meeting Location
- UPCOMING MEETING DATES

I. November 3, 2020 Landowners' Meeting at 1:00 P.M., at Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259 *(Board Members are not required to attend)*

II. November 24, 2020 Regular Meeting at 11:00 A.M.

○ QUORUM CHECK

SEAT 1	**BOBBY BENNETT**	☐ **IN PERSON**	☐ **PHONE**	☐ **NO**
SEAT 2	**LUCAS HILDEBRAND**	☐ **IN PERSON**	☐ **PHONE**	☐ **NO**
SEAT 3*	**MELISSA YUHAS**	☐ **IN PERSON**	☐ **PHONE**	☐ **NO**
SEAT 4*		☐ **IN PERSON**	☐ **PHONE**	☐ **NO**
SEAT 5*	**L. KELLY WEBB**	☐ **IN PERSON**	☐ **PHONE**	☐ **NO**

**Seats subject to November 3, 2020 Landowners' Election*

6. Board Members' Comments/Requests

7. Public Comments

8. Adjournment

"Further, please be advised that the Florida Governor's Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth."

"That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so via Zoom details specified herein**.** Additionally, participants are encouraged to submit questions and comments to the District's manager at mcgaffneym@whhassociates.com."

Please do not hesitate to contact me directly at 904-386-0186 with any questions.

Sincerely,

Howard McGaffney
District Manager

OPTIONS FOR MEETING PARTICIPATION
https://zoom.us/j/2043596216
Meeting ID: 204 359 6216
OR
CALL IN NUMBER: 1-929-205-6099
MEETING ID: 204 359 6216

DP1

COMMUNITY DEVELOPMENT DISTRICT

3A

DP1
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2020

DP1
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2020

	General Fund	Debt Service Fund Series 2018	Debt Service Fund Series 2019	Total Governmental Funds
ASSETS				
Cash	$ 61,546	$ -	$ -	$ 61,546
Investments				
Revenue	-	62,108	-	62,108
User fee	-	-	447	447
Redemption	-	64,950	-	64,950
Due from other	-	314	-	314
Prepaid expense	9,661	-	-	9,661
Total assets	$ 71,207	$ 127,372	$ 447	$ 199,026
LIABILITIES AND FUND BALANCES				
Liabilities:				
Due to Developer	$ 500	$ -	$ -	$ 500
Accrued taxes payable	122	-	-	122
Landowner advance	2,501	-	-	2,501
Total liabilities	3,123	-	-	3,123
Fund balances:				
Restricted for				
Debt service	-	127,372	447	127,819
Unassigned	68,084	-	-	68,084
Total fund balances	68,084	127,372	447	195,903
Total liabilities and fund balances	$ 71,207	$ 127,372	$ 447	$ 199,026

DP1
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2020

	Current Month	Year to Date	Budget	% of Budget
REVENUES	$ -	$ -	$ -	N/A
Total revenues	-	-	-	N/A
EXPENDITURES				
Professional & administrative				
Supervisors	-	1,938	6,459	30%
Project administrator	-	400	1,200	33%
Management/accounting/recording	3,333	40,000	40,000	100%
Debt service fund accounting - series 2018	417	5,000	5,000	100%
Debt service fund accounting - series 2019	417	5,000	5,000	100%
Collection agent	1,269	13,231	8,500	156%
Legal	-	3,527	35,000	10%
Engineering	185	370	6,000	6%
Audit	-	3,215	6,000	54%
Arbitrage rebate calculation	-	-	750	0%
Trustee	-	7,781	7,500	104%
Postage	-	-	500	0%
Printing & binding	50	600	600	100%
Legal advertising	-	162	1,500	11%
Annual special district fee	-	175	175	100%
Insurance	-	6,193	5,500	113%
Contingencies/bank charges	15	379	500	76%
Website maintenance				
Hosting	-	705	705	100%
ADA compliance	-	199	200	100%
Total professional & administrative	5,686	88,875	131,089	68%
Excess/(deficiency) of revenues over/(under) expenditures	(5,686)	(88,875)	(131,089)	
OTHER FINANCING SOURCES/(USES)				
Transfer in	-	135,439	135,439	100%
Total other financing sources	-	135,439	135,439	100%
Net change in fund balances	(5,686)	46,564	4,350	
Fund balances - beginning	73,770	21,520	(4,350)	
Fund balances - ending	$ 68,084	$ 68,084	$ -	

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COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2018
FOR THE PERIOD ENDED SEPTEMBER 30, 2020

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
User fees	$ 63,209	$ 741,276	$ 1,011,833	73%
Interest	1	971	-	N/A
Developer contribution	-	467	-	N/A
Total revenues	63,210	742,714	1,011,833	73%
EXPENSES				
Debt service				
Principal	-	-	183,231	0%
Interest	139,000	620,088	689,997	90%
Total debt service	139,000	620,088	873,228	71%
Excess/(deficiency) of revenues over/(under) expenditures	(75,790)	122,626	138,605	
OTHER FINANCING SOURCES/(USES)				
Transfer out	-	(135,439)	(135,439)	100%
Total other financing sources	-	(135,439)	(135,439)	100%
Net change in fund balances	(75,790)	(12,813)	3,166	
Fund balances - beginning	203,162	140,185	166,769	
Fund balances - ending	$ 127,372	$ 127,372	$ 169,935	

DP1
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2019
FOR THE PERIOD ENDED SEPTEMBER 30, 2020

	Current Month	Year To Date
REVENUES		
Interest	$ -	$ 20
Total revenues	-	20
EXPENSES		
Debt service		
Cost of issuance	-	5,675
Total debt service	-	5,675
Net change in fund balances	-	(5,655)
Fund balances - beginning	447	6,102
Fund balances - ending	$ 447	$ 447

DP1

COMMUNITY DEVELOPMENT DISTRICT

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DRAFT

MINUTES OF MEETING
DP1
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the DP1 Community Development District held a Virtual Public Hearing and Meeting on August 25, 2020 at 11:00 a.m., at https://zoom.us/j/2043596216, and 1-929-205-6099, Meeting ID 204 359 6216.

Present were:

Bobby Bennett	Chair
Lucas Hildebrand	Vice Chair
Melissa Yuhas	Assistant Secretary
Kelly Webb	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Katie Buchanan	District Counsel
Brad Davis	District Engineer

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. McGaffney called the meeting to order at 11:03 a.m. Supervisors Bennett, Hildebrand, Yuhas and Webb were present. Supervisor Paquet was not present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District's website.

SECOND ORDER OF BUSINESS **Public Comments**

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS **Consent Agenda Items**

Mr. McGaffney presented the Consent Agenda Items.

A. Acceptance of Unaudited Financial Statements as of July 31, 2020

B. Approval of May 26, 2020 Virtual Public Meeting Minutes

On MOTION by Mr. Bennett and seconded by Ms. Yuhas, with all in favor, the Consent Agenda Items, as presented, were accepted and approved.

FOURTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2020/2021 Budget**

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2020-04, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date

Mr. McGaffney stated that the proposed Fiscal Year 2021 budget was unchanged since the last meeting, except for the addition of insurance for the waterfall feature, which was approved at the last meeting. The annual cost of $3,600 was prorated for Fiscal Year 2020.

On MOTION by Mr. Bennett and seconded by Ms. Webb, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Bennett and seconded by Ms. Yuhas, with all in favor, the Public Hearing was closed.

Ms. Buchanan presented Resolution 2020-04.

On MOTION by Mr. Bennett and seconded by Mr. Hildebrand, with all in favor, Resolution 2020-04, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Consideration of FY2020/2021 Funding Agreement**

Ms. Buchanan presented the Funding Agreement. The Agreement contemplated identifying a particular property that would be subject to a lien, if the Developer does not pay the assessments. Approval in substantial form was requested subject to completion. Discussion ensued regarding amending the Agreement so the lien would be contingent upon insufficient PIF funding and the Developer's intent to use PIF revenue to pay expenses first. The consensus was to approve the Agreement in substantial form, noting that, in lieu of sufficient funds from the PIF, the Developer would agree to pay any excess.

On MOTION by Mr. Bennett and seconded by Ms. Yuhas, with all in favor, the FY2020/2021 Funding Agreement, in substantial form, subject to review and revisions by the Chair and District Counsel, and authorizing the Chair to execute, was approved.

SIXTH ORDER OF BUSINESS **Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Mr. McGaffney presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019. There were no findings, irregularities or instances of noncompliance; it was a clean audit.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2020-05, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019**

Mr. McGaffney presented Resolution 2020-05.

On MOTION by Mr. Bennett and seconded by Ms. Yuhas, with all in favor, Resolution 2020-05, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2020-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date**

Mr. McGaffney presented Resolution 2019-06. Discussion ensued regarding reducing the meeting frequency and possible cancellation of the October 27, 2020 and the February 23, April 27, June 22 and September 28, 2021 meetings.

On MOTION by Ms. Yuhas and seconded by Mr. Bennett, with all in favor, Resolution 2020-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021, in substantial form, subject to finalization by the District Manager and Chair, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Update: Insurance Coverage for Water Feature *(for informational purpose)***

This item was presented in conjunction with the Fourth Order of Business.

TENTH ORDER OF BUSINESS **Acceptance of Resignation of Louis Paquet**

Mr. McGaffney presented the Mr. Louis Paquet's resignation.

On MOTION by Mr. Bennett and seconded by Ms. Yuhas, with all in favor, the resignation of Mr. Louis Paquet, from Seat 4, was accepted.

ELEVENTH ORDER OF BUSINESS **Discussion/Consideration: Appointment to Fill Unexpired Term of Office *(term expires November, 2020)***

A. Administration of Oath of Office Newly Appointed Board Member (the following will be provided in a separate package)

I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

II. Membership, Obligations and Responsibilities

III. Chapter 190, Florida Statutes

IV. Financial Disclosure Forms

a. Form 1: Statement of Financial Interests

b. Form 1X: Amendment to Form 1, Statement of Financial Interests

c. Form 1F: Final Statement of Financial Interests

V. Form 8B: Memorandum of Voting Conflict

B. Consideration of Resolution 2020-07, Electing the Officers of the District, and Providing for an Effective Date

Filling Seat 4 and the related items were deferred.

TWELFTH ORDER OF BUSINESS Staff Reports

A. District Counsel: *Hopping, Green & Sams, P.A.*

There being no report, the next item followed.

B. District Engineer: *Prosser, Inc.*

There being no report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: September 22, 2020 at 11:00 A.M.**

The September 22, 2020 meeting would be canceled if not necessary.

THIRTEENTH ORDER OF BUSINESS Board Members' Comments/Requests

There being no Board Members' comments or requests, the next item followed.

FOURTEENTH ORDER OF BUSINESS Public Comments

There being no public comments, the next item followed.

FIFTEEENTH ORDER OF BUSINESS Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. Bennett and seconded by Ms. Yuhas, with all in favor, the meeting adjourned at 11:28 a.m.

_____ _____

Secretary/Assistant Secretary Chair/Vice Chair

DP1

COMMUNITY DEVELOPMENT DISTRICT

4B

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DP1 COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the DP1 Community Development District ("**District**") is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors ("**Board**"), shall organize by electing one of its members as Chair and by electing a Secretary, and such other officers as the Board may deem necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DP1 COMMUNITY DEVELOPMENT DISTRICT:

1. **DISTRICT OFFICERS.** The District officers are as follows:

_____ is appointed Chair

_____ is appointed Vice Chair

Craig Wrathell is appointed Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

Howard McGaffney is appointed Assistant Secretary

Craig Wrathell is appointed Treasurer

Jeff Pinder is appointed Assistant Treasurer

2. **CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

3. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 27th day of October, 2020.

Attest: **DP1 COMMUNITY DEVELOPMENT DISTRICT**

_____ _____

Secretary/Assistant Secretary Chair/Vice Chair, Board of Supervisors

DP1

COMMUNITY DEVELOPMENT DISTRICT

5C

DP1 COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE

LOCATION***

St. Augustine Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32095

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 27, 2020	**Regular Meeting**	**11:00 AM**
Join Zoom Meeting: https://zoom.us/j/2043596216 **Meeting ID 204 359 6216** **Dial by Location: 1-929-205-6099 Meeting ID 204 359 6216**		
November 3, 2020	**Landowners' Meeting**	**1:00 PM**
Julington Creek Plantation Club, 350 Plantation Club Parkway, St. Johns, Florida 32259		
November 24, 2020	**Regular Meeting**	**11:00 AM**
December 15, 2020*	**Regular Meeting**	**11:00 AM**
January 26, 2021	**Regular Meeting**	**11:00 AM**
February 23, 2021	**Regular Meeting**	**11:00 AM**
March 23, 2021	**Regular Meeting**	**11:00 AM**
April 27, 2021	**Regular Meeting**	**11:00 AM**
May 25, 2021	**Regular Meeting**	**11:00 AM**
June 22, 2021	**Regular Meeting**	**11:00 AM**
July 27, 2021	**Regular Meeting**	**11:00 AM**
August 24, 2021	**Public Hearing & Regular Meeting**	**11:00 AM**
September 28, 2021	**Regular Meeting**	**11:00 AM**

***Exception:** *December meeting is one week early to accommodate the Christmas holiday*

****Meeting Location is currently not open**

In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-150, 20-179 and 20-193 issued by Governor, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.