

MINUTES OF MEETING  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, August 13, 2018 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Chad Davis	Supervisor
Barry Morton	Supervisor (by phone)
Scott Thomas	Supervisor
Tom Horton	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	GMS Community Manager
Three Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Suzanne Turcott stated at the beginning of this month I put a post on Facebook about a Little Free Library asking if anyone had spoken to anybody in management or in the CDD about a Little Free Library in the community. I've learned there was talk at one point and it's come around again because of me. I don't know if you all are familiar with the concept of the Little Free Library but basically it's a book slot. It's a community building kind of thing. It's kind of like a fancy mailbox that comes in a variety of sizes. The one that I'm looking to do is pictured on the bottom of the page that I handed out but we have two different options. The colored one is one that my husband and kids helped build when we lived in another state. It holds probably 50 books or so depending on the size of the books. This one Don has offered to provide for us to use. It's bigger, it's taller than me, and it will hold substantially more books. As long as it's approved and we move forward, whatever you all feel is a better fit for our community I'm perfectly fine with. From our post on Facebook we've gotten quite a few

people that are interested in helping to fill, maintain and donate books to this so that it's available as a free resource to the community. We're looking to put an array of books in there including fiction, non-fiction, adult books, teen books, early reader books and then story books for kids. Right now I'm compiling a group of people who are interested in each adopting a month to be the contact person. I will be the point person overall for it but I have people who are interested in each adopting a month and they will go by every two to three days to check on it, make sure there is a supply of books, remove anything that is inappropriate that has been left, clean up any messes and if there's any damage or vandalism or anything report back to me and if issues arise we will move forward from there with a solution. Apart from that I was also going to reach out to some of the community groups like the scouts to see if they are interested in taking on a month and if I struggle finding help I know the guidance counselors at the high school are always looking for community service hours for the teens so I'm sure we could find some kids who are looking for some service hours to take it on as part of their Bright Futures volunteer hours as well.

Ms. Nelsen asked have you scouted a location?

Ms. Turcott responded I have not. I was thinking over in phase one over near the pool area or soccer field since it's a high traffic area. Honestly I'm open to anything and I look to you all for suggestions as well.

Mr. Davis stated this might be a possibility when it gets done a less high traffic area. Reason being is I'm sure you guys have accounted for vandalism but the more high traffic the area the more likely someone is just going to ruin everything in there. I hate to say that but unfortunately it is what it is. We have this really nice park that is currently being completed and I don't think it's going to be a high traffic area like the pool where we seem to be having problems recently. It's across the street. It's more like parents walking with their kids and a stop and sit type of park.

Mr. Soriano stated if you guys remember we went through this a couple of years ago. The company was going to donate all of the money to do this and build the box and then they were going to step out. Our biggest concern was maintenance going forward. Here it sounds like they've already accounted for that. The other concern when we were considering this before was the location. They wanted to stick it in the neighborhood some place but we don't own too many areas inside the neighborhoods. We have common grounds and that's about it

and the rest is county right-of-way. We can't approve anything to put on their property. The park would be ours so it might be a good spot away from the high traffic area but still pretty close. We'd be kind of limited in location but it's different than what was requested back then. They wanted it done right then so to wait for our meeting to get the okay they weren't really interested. I think we're all pretty open to the idea. If she wants to work with me we will find a good location and make sure everybody knows the concerns involved of vandalism and things like that. The District is not going to have any responsibility there but it sounds like they have plenty of volunteers there to take care of it.

Mr. Horton stated I might suggest another location over by the gym because there is somebody in the gym from 5:00 to 10:00 at night so you have most of the time covered.

Mr. Soriano stated I've seen these things work pretty well even in big cities and you'll see people plant them right outside of their house and they keep an eye on it which is good. That is the only thing good about being in that amenity center area is that we do have some staff there. Even then I would still have some concerns but it may just be something they are going to have to be prepared for.

Mr. Davis stated if you can put it inside like Tom said I think that's a good idea.

Ms. Turcott stated it can go inside. There are models out there that are made for indoors like a cabinet. The fitness center over there has very extended hours.

Mr. Horton stated that would work and you could put a sign outside saying the library is inside.

Mr. Thomas stated I'm definitely on board with this idea being an elementary teacher and I'm already thinking of two or three places I would love to see it and I would have to disagree. I like the high traffic areas such as over by the field house. A couple of quick questions; number one, installation of this. We're going to have to put it up to code properly. Are you going to dig the hole? I want to make sure it's something sturdy. I think they're awesome and I really like this style right here. Installation-wise and the responsibility of installing these things, where does that fall?

Mr. Soriano responded it's going to be on them. I'll coordinate where it's going to be because I don't want anybody just going out and digging. Part of the agreement before is we really weren't trying to put staff time towards it. I'll just make sure they're not going to damage any main lines or anything like that.

Ms. Nelsen stated I think they will do a good job of publicizing where it is so if we did have an area outside the amenity center, that was my first thought. There are not a lot of teenagers hanging out there that might vandalize something.

Mr. Soriano stated I have a lot of concerns with the field house.

Mr. Thomas stated I was thinking more along the lines of where those benches are that are facing the playground because then it's convenient for that age that will actually go over to the playground and it's in an area where our security guards monitor.

Mr. Soriano stated what I'll probably do is leave it up to them and their volunteers. I'll take them around to each area and show them some of the concerns. The playground is not too far from there and it's the perfect spot for the age of kids that are there all the time but it is close to the field house and if you notice just how many times people break our doors trying to get in and pulling the gates off of the concession stand.

Mr. Thomas stated if we do move forward with this I would encourage the board that we could maybe put up two or three around the community to see how successful they are.

Mr. Soriano stated I think that would be better. Looking at the big one it's nice but I was thinking multiple smaller boxes because people will go out and fill them. My daughter will read a book and then she's ready to give it to somebody else. That would be up to the volunteers though unless we wanted to spend the time and money on it.

Mr. Horton stated another thing to take into consideration if you put it up around the rec center area is where one of our cameras catches it.

Mr. Davis stated maybe just right outside the gym entrance underneath the covered area.

Mr. Thomas stated what I don't want it to turn into is a place for people to advertise things so if you have a good base of volunteers just make sure it's clean.

Ms. Turcott stated that's definitely one of those things that will be in the list of here's what you do on your month.

<p>On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor for staff to move forward with The Little Library was approved.</p>
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**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the July 9, 2018 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated on the assessment receipt schedule we are over 100% collected.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor the Consent Agenda, with exception to the lifeguard payroll, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Lifeguard Payroll**

On MOTION by Mr. Davis seconded by Mr. Horton with Mr. Morton abstaining a vote the lifeguard payroll was approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Budget for Fiscal Year 2019**

On MOTION by Mr. Thomas seconded by Ms. Nelsen with all in favor the public hearing was opened.

Mr. Perry stated there was a budget in your agenda package but the one I handed out to you had a change at the bottom of page five. Other than that it is the same. The change on page five is related to amenity payroll, aquatics, athletic and pool attendants. It's the same dollar amount we just revised the line item amounts to be consistent with where we're going. With that, I'll go over the budget. From when the budget was approved we've updated on column two the actual year-to-date amount which was through 6/30 and then we have adjustments to the projected next three months for a total projected budget and actuals for this year. The last column is going to be the approved budget that we're looking to be adopted tonight. In regards to the budget that was approved there's really no major changes but let me go through where we're at. The general fund assessments stayed flat along with the expenditures. Typically your general fund doesn't changes from year to year. The big changes result in the recreation fund. The recreation fund includes the administrative portion of it, maintenance in which one of your

biggest line items is landscaping, the recreational facility itself and then the fitness center. In regards to the budget for this year, as we've discussed previously, the major changes are taking the amenity services in-house. Some of the management services have been realigned to work right under Jay. They all in essence work under Jay but we do have district employees now. In regards to the assessments themselves, we have kept them the same level as last year so there is no change in assessments and they will be billed to the individual landowners of the district. In regards to the administrative section there was a change and we talked about it at the last meeting of \$15,000, which is the additional cost of the maintenance of those positions that have been switched. In regards to maintenance you will see those dollar amounts are pretty flat. Under the recreational facility in total the dollars have gone a little. I would say conservatively, what we're projecting for next year for the cost of that is higher than what it is probably going to be because Jay now has the flexibility in regards to staffing to manage appropriately for weather, which is the biggest variable he has. Also, the staff is multitasking more than in the past so we expect next year to have some significant savings there. In regards to the fitness center there are a little bit of changes in the staffing numbers and some increases in the janitorial but other than that it stayed flat. After that is the narrative of each of the revenues and expenditures of the district. Also we will have the debt service for the 2013 bonds and again once those bonds are set we do not have changes in the assessments each year. Page 21 shows the allocations to all of the different product type that you have in the district. We also have our capital reserve funds on page 22, which are increasing. Finally, on page 23 it shows where we are in regards to the reserve funds and also cash available to the district. If you'll look where it says allocation of funds available it says total working capital surplus of \$67,000. We need to have three months of working capital available to pay our bills because the bulk of the assessments don't come in until December so we have to fund October, November and part of December. We now have that plus \$68,000 in excess so that's a good thing. Your sister district is in good shape too. If that number was \$150,000 that would be great but if it goes up to \$400,000 we would look at reducing assessments because we don't want to have that extra cash just sitting here. For your capital reserve funding we are now at \$1,050,000 so we keep building that up just a little bit at a time but it's in great shape. That is for those large capital items that we're going to be replacing more and more. Overall the district is in good shape. The only variable in here is the landscaping. We still think we need to go ahead and adopt this

budget, keep the assessment levels where they are at and if the board decides to go to the lower cost provider then during this next year we will look to see if we can keep that low cost or if we have adjustments to make.

Mr. Horton stated I'm disappointed. I brought this up at the last meeting and you assured me you were going to make the change but it didn't happen. On page seven it describes all of the employees and we decided that Jay did at least two of those jobs so we were going to put a slash in there or something indicating it's one in the same job.

Mr. Davis asked were they combined on the line item but just not in the definitions?

Mr. Soriano responded yeah. We can change that.

**A. Consideration of Resolution 2018-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2019**

Mr. Perry stated you have that resolution in your agenda package. The numbers on page two that we would insert for the general fund would be \$178,185. It should have an additional line that will be inserted for the recreation fund and that totals \$1,508,338. The debt service fund totals \$1,980,614 for a total of \$3,667,137.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor Resolution 2018-03 was approved.

**B. Consideration of Resolution 2018-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2019**

Mr. Perry stated this authorizes us to submit the roll to the Clay County based on the budget we just adopted.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor Resolution 2018-04 was approved.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the public hearing was closed.

**SIXTH ORDER OF BUSINESS**

**Consideration of Landscape Proposals**

Mr. Perry stated this is just a placeholder. The one thing we would ask that the board would consider if you have your grading sheets that we've handed out, if you could provide

those grading sheets to either myself or Jay one week prior to the meeting that way we can try to get them in order and ready. Between now and then if you have any questions feel free to contact us.

Mr. Horton asked how do we plan to get the two districts together to try to get a contract? If we come up with two different companies is that just the way it goes?

Mr. Perry responded that's a good question. I'm expecting they will be somewhat in line based upon questions that have already been asked. That's about all I can tell you.

Mr. Horton stated I'm just curious. I guess it doesn't make that much difference but it's probably easier for Jay to manage.

Mr. Perry stated we've had that situation before where we had two separate vendors.

Mr. Soriano stated just to point out the last time we did the RFP we did it the same way where you guys had a joint landscape committee meeting and it worked out the same way. Everybody graded and just from discussion and that committee meeting you guys ended up scoring the same even though there were four bidders for Double Branch and two for Middle Village.

Mr. Horton asked is Middle Village's landscaping more than ours or less?

Ms. Nelsen stated there's a lot more square footage.

Mr. Soriano stated there is a lot roadway work and this amenity center is huge. There's a lot of detail work too.

Ms. Nelsen asked so they're meeting September 10 at 2:00 and ours is at 4:00?

Mr. Perry stated that's correct. If you would like to attend their meeting you are more than welcome. You might hear something that changes your opinion based upon their discussion. You can comment also as a member of the public.

**SEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

Mr. Walters stated I would reiterate to Jim's point if you have any questions regarding the RFP to reach out to Jim, Jay or myself and we would be happy to answer them. It's not an



exact science it's just one of those processes you have to work through and come to the best decision possible based on all the information you have.

**B. Engineer**

There being none, the next item followed.

**C. Manager – Discussion of the Fiscal Year 2019 Meeting Schedule**

Mr. Perry stated the one thing to note is we do have the two night meetings scheduled; one in February to go over rules of procedure and possibly changes and rates and then in August we have our budget meeting scheduled.

Mr. Horton asked there is a third Monday and a first Monday. Is that for holidays or something?

Mr. Perry responded yeah I can't remember specifically but there was a conflict.

Ms. Nelsen stated there are three that are off.

Mr. Perry stated I think at least one of those I have a conflict due to other meetings unfortunately and we try to balance them as best we can. We can push it to next month if you'd like.

Mr. Davis stated let's defer it.

**D. Operations Manager - Report**

Mr. Soriano stated we had a couple of community events this past month. We had our dive in over here. If you recall your dive in was pretty packed. This one I don't know if weather kept attendance down a bit since we thought we were going to get rained out. We had 179 pre-register so I was planning on a few hundred people but we probably had 120-150 show up. It's not bad but compared to your dive in it was not packed. Everybody had lots of fun. We were serving adult beverages at this one and showing *Jaws* in the back. It goes to show that usually the events at Middle Village are different. Double Branch really turns out. We have a lot of families that come to every event. I would say a good amount of people that were here on this pool deck were still Double Branch families.

We will be setting up the off-season calendar here. We have our Camp Out and Yard Sale that the district does and then we have the outside events such as the Fall Expo. I'll put those calendars out there along with the fact that we still have food trucks. They haven't changed their date yet but they're still looking at that.

Mr. Davis asked have they not been here? I'm missing them.

Mr. Soriano responded they've been there. They've also been adding some time over here. The church across from the clock tower has started a food truck night and then end up filling up that whole parking lot and leaving a huge mess the next day. They just had theirs this past Friday night.

I wanted to report that we had about \$7,500 deposited for swim lessons. That is something new. In years past you guys didn't get any money from that so those extra things that were done through that contractor went to them 100%. The idea was that was a way for them to make extra money. I don't know that it's something they put a lot of effort toward because this was about the same this year. I'm going to work with the aquatics crew and the swim lesson instructors and Susie to set some goals for next year to try to really sell more. There are a lot of kids here so there should be a lot of families making sure their kids can swim. It's also much more convenient to do it in your pool rather than going out to Cecil Field or YMCA so I think that's one we really need to focus on. The swim team brought in an extra \$20,000 that they never got before and that's their program. Your program is the swim lessons. It was nice to see that extra deposit going in there.

Mr. Horton asked they rent the pool for the swim lessons?

Mr. Soriano responded no that's registration fees.

Mr. Horton asked how many swim lessons did we do?

Mr. Soriano responded I don't know I just looked at the total deposits.

Mr. Horton asked how much is it for a swim lesson?

Mr. Soriano responded it depends because there are private lessons and group lessons but an average might be \$100-\$150 and it's a stack of lessons, anywhere from four to six.

We're starting to have a lot of problems with ADA. Last year I started replacing batteries and we've had to replace more throughout the summer. Those batteries only last a couple of years. They actually have a date on the back and they have this little memory chip inside of them so the company can actually see how they're being used and will replace them if they are having a warranty issue but we haven't gotten that lucky so far. Those batteries are expensive. They're about \$380 a piece. Now we're starting to have problems with the hydraulic lift portion too, which is around \$500, and the little devices that turn them. We will be repairing them. I don't think I want to start replacing in total yet. That may be something we end up looking at in the next year or two. I think when we bought the chairs they were almost

\$6,000. They are a little more expensive these days and they're a little bit different and I have to get the same one anchored in the same way that way we don't have to do any work on the pool deck itself.

Mr. Horton asked does it get used much?

Mr. Soriano responded no. There are one or two at each district that do use them but it's part of the ADA requirements that I have to have them up and operating. It's a good amount of money that we have to spend for maintenance. If we start replacing parts too much it's just time to get new ones so maybe another year or so.

We had a back to school event at both pools this past week. They were running at the same time. I'd say Double Branch had about 150-200 people there. We were giving away bags stuffed with school supplies that they had to win by playing games so the kids have fun and the adults get involved. We have away a few bags stuffed with about \$100 worth of supplies. I had to pull lists for all of the elementary schools and go shopping for stuff like headphones and different colored notebooks. We also had the end of summer party for our lifeguards. If you noticed today there was really nobody there. It was the last day of orientation because school starts tomorrow. Our step down schedule starts this week and then next month it drops down even more where we will finally get to a point where we're just operating on the weekends for October and then we will eventually close. A lot of our lifeguards will start going back to school themselves so I'll do the end of the year reviews here. The staff enjoyed the party this year. It was a little bit different because a lot of them had a lot of ownership in it. This is the first full summer that we've run everything ourselves so this will let me plan for next year to operate a bit better.

Moving on, I mentioned last month that our numbers for amenity usage were low because we had some issues with our access system getting taken out by a lightening strike. They will have an insurance claim for that lightening strike now. The elevator was damaged in this building and I didn't see that until about two weeks ago. The elevator repair company came through and that's going to be almost \$20,000 so I was able to make an insurance claim. Our numbers are back to normal so I have clean numbers for July, however this is abnormally low too. In July our operating time is cut extremely low. June and July we had a lot of rain so our operating time was down 50-60%. We have a lot more families, especially on this side that

have moved in. If you look at those card counts, usually by July we're starting to slow down but there were still 513 cards printed up for mostly new people between the two districts.

Mr. Horton asked is the elevator fixed now?

Mr. Soriano responded it is. They installed the new control board that was about \$17,000 by itself. That was installed today so it's up and operating now.

Mr. Horton asked if it breaks you just call somebody out to fix it?

Mr. Soriano responded yes. By State law we have to have the elevators because of ADA and we have to have a licensed approved vendor that handles our maintenance and the State oversees them and our maintenance contract so we're kind of limited on who we can go with. We've actually used the same company since the very beginning so if we have issues like that we just call them up.

Mr. Horton stated I ask because I came to that vendor event they had up here a week or so ago and I talked to the lady that was running it and she said I wonder why they can't get it fixed. I said I'm sure he's working on it.

Mr. Soriano stated yeah we're kind of held at their mercy and it's those cards are not something they keep on hand. They are refurbished and made on the spot. The next step after that if we couldn't get a hold of one of those cards is looking at a new elevator so I'm glad that wasn't the case.

Moving on, the rest is just maintenance items. It was a light month. I think most of this month has been spent on the landscape RFP and getting that ready for your guys.

Mr. Thomas stated the fence at the Oaks looks good.

Mr. Soriano stated yes I think it looks great. I know people were worried about and we had a discussion about getting the wood look vinyl but I think it looks great.

Mr. Thomas asked what about the multiple repairs to the fencing at the basketball courts?

Mr. Soriano responded the areas that we did a little extra repair to they haven't messed with but they have moved to those other areas. I guess they figured out the easier areas to break into. We do have some other fence areas that are easier to jump over and pull on and they've kind of figured that out.

Ms. Nelsen asked is that when we're open and staffed?

Mr. Soriano responded yes. When they're bringing guests and they're out at the basketball courts they have to leave their cards out so it's easy for our security guard and staff to see there are six cards but ten people out on the court. That's when they go out there because they know they didn't come past them. We can go on camera and see them coming on the screen and see they got in some other way. I've gotten to the point where I tell them not to even mess with them. Just call the officer in and they're going to get trespassed. There are signs everywhere telling you to check in at the front so they know. What really bothers me is a lot of the adults that are out there see it happening but they just keep playing basketball. I'd really like them to step up and tell them they can't do that.

Mr. Horton stated I'm sure they'd listen.

Mr. Soriano stated there are some adults that do but there are some that don't so it makes it tough.

Mr. Davis asked can we not plant spiky plants around the perimeter?

Mr. Soriano responded I'd like to look at some landscaping around that plus I'd like to get some tennis windscreens because the sight and sounds coming out of that area can be blocked off. It looks more like a country club too. Even our swimming screens are like that and it separates all the sights and sounds from the tennis and the swim. I get the complaint all the time where people are hearing and seeing things from the basketball court when they're walking by the soccer fields.

Ms. Nelsen stated if you could look into that as soon as you get aquatics shut down.

Mr. Soriano stated I'd like viburnum. They're cheap and easy and fast growing and the bees hang out around there so nobody is climbing in those.

Mr. Horton stated I'm curious about geese and duck relocation service.

Mr. Soriano stated yes we brought out the toys to keep them out but they come back after a while. The nice part about this time of year is we're getting ready to have soccer practice out there so between the times that we're doing things and the time that soccer is on the field it will lighten up a little bit.

## **NINTH ORDER OF BUSINESS**

## **Audience Comments / Supervisors' Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is September 10, 2018, 4:00 p.m.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman