

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, September 10, 2018 at 4:00 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
Jay Soriano	GMS Community Manager
One Resident	
One Landscape Contractor	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 4:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. David Heggood, 3787 Cardinal Oaks Circle, stated I live on the pond over at the Oaks and I've noticed the part of my back yard that slopes into the pond is disappearing. It used to have a nice level slope and now it's almost like a little cliff. Over time I can see where the sand has gone out into the pond so I was wondering what could be done about that because it's not just mine, it's several properties. Not only that, where they built the new bulk and put the new pond in it's eroding in that area too. I'm wondering if you know of any issues that are causing it?

Mr. Soriano stated most of the time the bank erosions are caused from run off from the houses.

Mr. Heggood stated I've got a pipe that runs underneath the ground. We've noticed the pond has been unseasonably high for the last six or seven months and we've noticed that are

ground underneath all these areas has been saturated so I don't know if there's a cause and effect of that but it's starting to impact my yard now because it seems like it's eroding into my back yard where it caused parts of my yard to start sliding in.

Mr. Soriano stated depending on the rain it can change the flow too but it may not be just your yard. A lot of times we will go out and notice one property has French drains or proper drainage and properties on the other side may not. That's going to make water flow through that pond and it's going to eat away at the bank. There's really not much we do on the banks short of if you have a direct sample that might be cause for something and we can come out and throw down some extra dirt but as far as the bank starting to go, if we go out and throw down dirt it's just going to wash away again.

Mr. Heggood asked so I just have to keep an eye on it and see if it continues to grow?

Mr. Soriano stated it may change and you may find out next year, depending on how the rain goes and the water flow, you may get just as much bank back. Those ponds were there long before the houses were.

Mr. Heggood stated on the other side there seems to be either a waterfall or stream that runs through that area.

Mr. Soriano stated all of the ponds have an outflow where the water goes out. It does fill up from rain but they still have a way for that water to go out.

Mr. Horton asked is it just that one spot?

Mr. Heggood responded no it's stretching from my neighbor's property line across the back of my entire property.

Mr. Horton stated the lake across from me has a ledge all the way around it and I think it's just natural erosion.

Mr. Heggood stated I was just concerned about it. It hasn't come up into my property yet but if you look out on the edge of my property it's starting to just drop.

Mr. Thomas stated I'm right around the corner of your pond. When we don't get a lot of rain it starts sloping again. You'll notice sometimes it will slope but sometimes it just goes straight down.

Mr. Heggood asked so basically over the course of time it will work itself out?

Mr. Thomas responded yes that's what I've noticed.

Mr. Soriano stated I've been out there recently because of something going on in that pond and it's not anything that's a big concern.

Mr. Heggood stated until it starts approaching my house I'm not too concerned about it but I didn't know if you were aware of it.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the August 13, 2018 Board of Supervisors Meeting and August 13, 2018 Joint Committee Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Thomas stated on page three in the next to last paragraph we were talking about the installation and it says insulation.

Mr. Horton stated on the management fees onsite under tab B, page seven I noticed it jumps up. Is that due to aquatics?

Mr. Perry responded that's correct.

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

FIFTH ORDER OF BUSINESS

**Acceptance of the Engagement Letter with
Grau & Associates for FY 2018 Audit
Services**

Mr. Perry stated this is a standard engagement letter and it is consistent with their proposal that was approved by the Board.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor the engagement letter with Grau & Associates for the FY18 audit was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Landscape Proposals

Mr. Perry stated at this time, because of the limited proposals that we received and some other concerns, we're asking the Board to consider rejecting all proposals and that we go back out for bid. In going back out for bid, we're also going to make some additional changes to the scope based upon questions that Jay had received and correspondence with other proposers and we would start that process again.

Mr. Horton asked when does this contract end?

Mr. Perry responded September 30th. Jay has had discussions with the current provider to go to a month-to-month basis.

Mr. Horton asked and you're okay with that?

Mr. Soriano stated we will continue those discussions, but so far yes.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor to formally reject all proposals and authorize staff to issue another RFP.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor to enter into a month-to-month agreement with R&D.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal from VGlobalTech for ADA Website Accessibility

Mr. Perry stated I think we talked about this briefly before but this is to convert the District's website to be ADA compliant. There is an initial fee of \$2,250 and then there would be annual costs of about \$1,350 going forward. This is being done throughout the state on all districts. In fact, it doesn't just apply to governmental entities but there are a lot of private entities that are converting their websites to ADA compliance parameters.

Mr. Horton asked how did you select this company?

Mr. Perry responded we talked to four companies with prices ranging from \$2,000 a conversion to over \$15,000 a conversion. This one seemed to have the capabilities of doing it with the personnel to that's how we decided.

Mr. Horton asked will they use the same server you are on now?

Mr. Perry responded yes they should be from what I understand.

Mr. Horton stated I read through the proposal and it says this company will post on the website so somebody will have to send them things to post and they will do that for an hour time every month. Is that going to be enough?

Mr. Perry responded in conjunction with this, the District's official website will probably change in regards to the amount and type of documents that we include on there. For example, you are required by Statute to have two years of audited financials. We probably have ten or twelve years on our current site so we're not going to go through and convert all of them. We will have two years as required by Statute and then we have a lot of other information on the site that is not required by Statute that will probably go away. This is still in progress but even with the agendas and documentation that we have currently that is probably going to go down so probably an hour or an hour and a half a month will be fine.

Mr. Horton asked what would you not put on there that is on there now?

Mr. Perry responded we could have it limited to probably just the agenda and none of the supporting documents.

Mr. Horton asked so no budget?

Mr. Perry responded no you are required to have the budget but we have monthly financials in here and you're not required to have those.

Mr. Walters stated we may have some other documents as well in terms of more limited scope. We've got an outline that sets forth all of the statutory requirements so you'll be able to see that. I think the biggest changes Jim alluded to is going to be the history. For example, we have agenda packages on there probably going back ten years. It will cost thousands to convert all of those but if you keep it to one year worth of agenda packages or whatever the requirement is, it's much more doable.

Mr. Horton asked is it that difficult to convert a document?

Mr. Perry responded it's time consuming. We're not recommending any districts undertake that because I would imagine for your district, and it depends on the parameters of how many years you want, but if we were just to take all of the documents you have right now I would guess it would be \$80,000 to convert all that.

Mr. Davis stated you're not just adding it to a new site, you have to convert it to these ADA requirements.

Mr. Horton stated I've built websites before so I'm familiar with that I just don't know why it's so hard.

Mr. Perry stated they were quoting like between \$2-\$4 a page for conversion.

Mr. Walters stated these documents aren't going away. They are still public record and anyone has access to them at any time, it's simply a matter of what we can post on the website in ADA format.

Mr. Thomas asked so moving forward everything posted on the website will be in ADA format?

Mr. Perry responded correct so you will be building another database if, for example, you elect to keep more than two years of audited financials.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the proposal from VGlobalTech was approved.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Walters stated one follow up to the landscape item is that your sister district took the same actions you did so you'll still be on the same schedule as they were.

B. Engineer

There being none, the next item followed.

C. Manager

1. Discussion of the Fiscal Year 2019 Meeting Schedule

Mr. Perry stated we had deferred the meeting schedule so we've added a little bit more information in there in regards to why we've moved some of the dates.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the Fiscal Year 2019 meeting schedule was approved.

2. Consideration of Work Authorization #1 for Onsite Management and Maintenance Contract Administration for FY19

3. Consideration of Work Authorization #2 for General Maintenance Services for FY19

4. Consideration of Work Authorization #3 for Aquatic and Athletic Manager Staff for FY19

Mr. Perry stated these are the work authorizations for GMS in regards to onsite management, the grounds maintenance and for aquatic and athletic management staffing. These are the normal ones we do each year after the budget has been adopted and they are reflected in the budget itself. In regards to the general maintenance services, there have been no changes at all to the hourly rates and that's been consistent for the last three years.

Mr. Horton the job titles on there, there's an administrator? You have job descriptions for you and Wanda but not for Lisa. Is it because she does a bit of everything?

Mr. Soriano responded yes she's more of my assistant so I don't have to be in the office as much and I can be out in the field.

Mr. Horton stated on work authorization number two I noticed you've got hourly wages in there but it doesn't say how far you can go or how much money total would be involved. Is it just an open-ended contract?

Mr. Soriano stated you have a budget line for those items that it's based on. Since it's hourly we try to save wherever we can and we come in under budget a lot of times for maintenance lines. If there's something you needed like we want to supply an extra maintenance person to go around to the parks then we would go over budget.

Mr. Horton stated I'm just curious how much money we're talking about. The rest of them had something in there for how much money we're talking about.

Mr. Soriano stated we put the hourly rate.

Mr. Perry stated the other ones are a firm dollar amount whereas this can float depending on the scope of services during the year.

Mr. Horton asked but there's a budget line in there for it?

Ms. Nelsen stated there is and I'd like to point out that a lot of times Jay goes out and does it himself.

Mr. Soriano stated yeah so that's where we get some of our savings when I take away from the hourly. You'll see those line items and they will actually pull from a couple of lines when we do repairs. When we do repairs it will also come out of hourly if they're working on

the lights, things like that. You'll see in there facility maintenance and those lines will add up to a total that I can use to pay those guys.

Mr. Horton asked so when you build our hourly you go against lighting or ground maintenance?

Mr. Soriano responded depending on what they do, yes. We also submit what they're working on so you see why it gets charged to that line. There's not an open number, it's still based on this budget line, but it's charged per hour and what I do is try to look at ways to cut down as many of those hours as possible so we stay under those lines.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor GMS Work Authorization Numbers 1-3 were approved.
--

D. Operations Manager - Report

Mr. Soriano stated are getting to that time of year where we start having a lot of the district-sponsored events so we will be coming up on the Campout; we've taken over the garage sale from the Double Nickel club; this year we have the Pumpkin Plunge instead of that large Halloween party that we do at your basketball and tennis courts. We alternate it every other year with that event; and then we have the Turkey Trot and Cocoa with Claus. We do have tentative dates set so I will be sending that out by email and putting it on the front page of the Oakleaf Residents website with registration forms so people can start planning. From here on out there is something going on every month and then we also have those non-district events that everybody looks to us for questions and answers such as the Expo which will be this weekend. Outside of that everything as slowed down so the pools are on that extremely limited schedule. We've even gotten to the point now where during the week we cut out the lifeguards and pool monitors but we don't get people wanting to use the slides as much. We have the slides open for the weekends but during the week it's just pool monitors so we will see that number for staffing drop greatly over the next month or so. The third weekend of October we're closed and after that the pools are done where the only thing that's open is the heated adult pool over here at your sister district. We've always planned the schedule for using the heater for that pool kind of a playing it by ear type thing based on the weather. It's extremely hard to plan in the budget like that. Last year we tried to stay open as long as we could but we also spent about \$26,000 to heat that pool so I think the best would be to get a set

schedule. Our summer schedule has pretty much been the same for about twelve years other than tweaking a couple of hours here or there. I think we need to get to that point with this pool out here where everybody knows when it's going to be open and closed. After I present that to Middle Village and they agree to a schedule I'll let you guys know.

Our usage numbers have dropped and will continue to drop, mostly because of the schedule at the pools. The number I want to point out is that 343 on cards that were printed. We have a lot of new families moving in. A lot of them are on this side. We do have a few Double Branch families moving in on the off season and a lot of people won't come to us to get cards in the off season, they will come when the pools are open. Over here we will be printing cards all season because of all of the new units that are opening up on this side. I expect that those usage numbers will stay high in the off-season.

Mr. Horton asked what's the building going up over here?

Mr. Soriano responded as you go past the roundabout, if you look to the right, there is an apartment complex called Gemstone.

I have a couple things that aren't in the report. The first one is a request from the family that had their privileges revoked. If you recall, the meeting before last we spoke about a family that had a child that got into a fight on the pool deck and the mother was there. We revoked the privileges of the child and mother. The mother left and didn't talk to us at all or give us an excuse. When the Clay County Sheriffs office finally got there we told them there were some kids involved, some of them minors and they may want to go check. We find out those kids are actually related and nobody wanted to press charges against each other so the sheriff's office wasn't going to do anything. They weren't going to trespass after the fact so it was basically your decision as a board to take their privileges. They came to me and asked for an appeal on that, wrote me a nice long letter and have emailed and called me everyday since then. The child that was being checked in was being checked in as a guest. That supposedly started the fight. He does have a diagnosed mental disorder and they apologized for it. I explained how the fight broke out the mother may not have spoken to us because communication is a little tough. I don't believe she speaks English. I've only spoken to the father and it's hard to communicate with him as well. I think it was more of a communication thing so they have asked us to reconsider that knowing that the kid has a mental issue and he does not live here, he was a

guest and they don't plan on bringing him back to any of the facilities. They are asking us to rescind the issues with their child and the mother, who do live here.

Mr. Horton asked was this captured on video?

Mr. Soriano responded the fight was. They're not claiming there was a fight or anything it's really just the consideration that the child has special needs.

Mr. Horton stated I guess what I'm asking is if it's caught on video can you tell if the resident kid was just sort of fighting the guy off?

Mr. Davis asked right, who hit who first?

Mr. Soriano responded they are older kids and they were both fighting and like I said they promised he won't be coming back.

Mr. Davis stated I'm just asking if the resident hit the other kid first?

Mr. Soriano stated he did.

Mr. Horton asked you saw it, was the resident kid really engaged in fighting or was he just trying to get someone to back off?

Mr. Soriano responded no they were fighting. He states that the other kids weren't fighting, they were trying to pull him off, which could be the case. They were also checked in as guests. I have a little bit of a problem with that because I believe some of them live here, they just didn't have their cards. He said he was fighting but he said he's had problems and they've fought before.

Ms. Nelsen asked what was the date of that incident?

Mr. Soriano responded June 21st. With the fact that he's got an actual diagnosed disorder I tend to have a little more leniency with it if he's not going to be back here. I know they're hard to deal with it but I'm not ready to revoke it right away. I want the son that was fighting to really understand that there are other people around. I'm not in a hurry to revoke that and I have let the dad know. The dad's privileges are still there and they have a younger son so the dad can still bring the youngest son to the facilities. I don't know if Mom will come back or not but as far as the other son I want him to understand that I don't mind if we cut it short, I do think sometimes there has to be more understanding when it comes to those special cases but at least if it's out until the beginning of the calendar year I'm good with that.

Mr. Horton stated you said they had problems before and yet the mother brought the cousin or whatever.

Ms. Nelsen stated not on site though.

Mr. Soriano stated yeah not on our site, just the way he mentioned it. Even when it comes to the stories that he sent to me in the letter I can share it with you if you want to come to my office. My focus would really be that if he really does have this issue, let's try to give them a little more understanding but at the same time there was a physical altercation on the pool deck and I'm worried about other residents too.

Mr. Morton asked how old is the resident's child in question?

Mr. Soriano responded I believe he's 16 or 17 so after this next September depending on whether he continues to live here he's going to have to provide a drivers license that says he lives in that household. If not, his privileges will go away anyway.

Mr. Horton stated I'm torn because I don't want to make it easy for these people to create disturbances for whatever reason. There's always going to be a story.

Mr. Davis stated it would sit easier with me if it were the resident child that had the disorder or whatever.

Ms. Nelsen stated I think we usually do a year.

Mr. Soriano stated yeah. If Clay County is involved then the County does two years for property. We just do ours based on the year that you are paying your CDD fees so policies go year to year.

Mr. Horton stated let's just stick with the year.

Ms. Davis stated I'm good with that.

Mr. Soriano stated so there's no appeal to it then because that's what it was.

Mr. Thomas stated we already discussed the other case that we had. If you start cutting it then we're setting a precedence that that type of behavior isn't going to be tolerated, whether you have a story or not. It's how you choose to act in that moment is my issue, along with the fact that it was around other residents and if there were this many people involved there are too many innocent lives there. I'm not willing to cut it short.

Mr. Soriano stated I did forewarn them that we have adopted a zero tolerance policy. I will inform them they can come to me every month but we don't have to address it at all if you guys have already made your decision.

Mr. Davis stated to keep the every day phone calls from happening just say they've made a decision and feel free to come to a meeting. That way you don't have to deal with it every single day.

Mr. Horton asked you said you had to create new security password database for employees. Is there any reason for that?

Mr. Soriano responded there is a new system here but it is something we do every couple of years.

Mr. Horton asked just a refresh in other words?

Mr. Soriano responded not just a refresh but for us to feel comfortable with people that are no longer with us. In case something happens I don't want them to have access. They have a new alarm system here after our lightening strike issues and it allows me to put in about nine different passwords. We are able to have pretty much every employee, even the sheriff's officers that come in and sit on the property late at night have the ability to punch in a code and I know exactly who is unlocking the door.

Mr. Horton asked where would they get in?

Mr. Soriano responded there are only two that are controlled. There is a third spot, my office, but I have another lock that is combination control on my door separate from the alarm but yeah the office and the club room are about the only two spots that are monitored.

Mr. Horton stated another subject is you said "coordinate change in coverage with CCSO for weekends". Is that what we talked about before?

Mr. Soriano responded yes and that has gone away. We let them know we want a couple weeks extra but we realistically didn't get every single week out of that. What they ended up doing to make it work was offering the guys that were pulling the second half already to just stay out here for twelve hours. It worked out for some but others really couldn't because they were working the night before so some weekends we just didn't get that extra shift but we also stated we would only go until school so that's gone away.

Mr. Horton stated last question is you said you ordered multiple replacement signs for multi-use fields. Is that just for normal wear and tear or vandalism?

Mr. Soriano responded normal wear and tear and vandalism. We get some that are broken or just get ripped off and disappear completely. It would probably be about \$1,000 worth of signage replacements every single year for parks and playgrounds.

TENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Horton stated I'd like to thank Courtney. She did a good job. I had a minor complaint about getting that change into the Fiscal Year 19 budget and it never did show up on the web and I sort of ranted on her a little bit and said I'm just not happy with it and she said I'll take care of it and she did so I appreciate that she did that.

Also, just out of curiosity we talked about that little library at the last meeting. Has Suzanne talked any more about that?

Mr. Soriano responded she reached out to me last week and I asked her to give me a date and time and she never responded to that so I haven't talked to her other than that one text message. If I don't hear from her soon I'll keep trying to call her. Really, it was just to find the perfect spot. Everything else, they are handling from what I understood.

Ms. Nelsen stated I think tolls might start in October so I'll be curious to see what that brings upon you with all of that extra traffic coming through.

Mr. Soriano stated yeah I went to a couple of meetings last week for the County and they hadn't said anything yet. I haven't spoken to FDOT yet to get a final date but as soon as I do get a date we will probably stick a little section in the email that goes out just to remind people.

Mr. Horton stated I know they are putting the final coat on right now. Somebody called and asked and I guess they said sometime in October but who knows.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is October 15, 2018, 4:00 p.m.

TWELFTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Barry Morton	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Double Branch CDD
MAILING ADDRESS 3109 Hearthstone Lane	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY Orange Park Clay	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED September 10, 2018	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Barry Morton, hereby disclose that on September 10, 20 18 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, Eli Morton _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.


(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Recused myself from the vote.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3 October 2018

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.