

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 12, 2019 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	Vice Chair
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	Operations Manager - GMS
Bruno Perez	VerdeGo

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Shannon Willis, 1424 Scenic Oaks Drive, stated I wanted to talk about the landscaping. I've seen an uptick in the mowing and picking up stuff, but I'm not seeing that follow through like what I would expect. I sent Jay pictures. As I drive I can see where between sidewalks and the street it's mowed immaculately. Once you get beyond the sidewalk to the fence rows it will go a cut or two before they cut again and you get stalks of St. Augustine grass, which means you have to almost double cut that and it's not happening. They mowed Thursday or Friday of last week and when you're coming out of the Oaks if you're driving by you will see in that area beyond the sidewalk where the stalks have popped up almost immediately after they mow. You can look back as it turns into Old Middleburg against the fences you will see where weeds are coming up back in those areas you will see big limb branches down and you will see where they stack a bunch of branches but haven't moved them

off. Again, that follow through that I would expect is not happening. We're getting cuts now so that's better than we were a month ago but I'd like to see that progress to a more professional looking cut like we had before.

Mr. Davis asked is it CDD property that he's referring to?

Mr. Thomas stated in the back of the Oaks is Oakleaf Plantation Parkway and where I believe he's first describing is the area between the road and sidewalk because I drive that way everyday as well and I've brought this up to Jay and VerdeGo as well. It's getting mowed that one day, but from there all the way to where the white fence is it will go three or four days and then it will be cut but it's almost like it's on a different setting or something because it immediately comes back.

Mr. Shannon Willis stated it's almost like they're cutting one week here, they're coming back the next week and cutting here and then maybe cut there, but the third week they definitely cut back and that's when the stalks of St. Augustine grass come up and as it goes over it, it knocks it down and three or four minutes later it will pop right back up.

Mr. Perez stated St. Augustine doesn't have the stalks so it's bahia grass. With it being wet and all the rain you will go cut it, it will cut them off and some of them will lie down just because it's been wet. Some of these areas too, if it's really wet, we will not go ahead and rut it up because if we rut it up it's going to look worse so sometimes you may see that week it's not done because if we go back and rut it up we're going to do more damage than good.

Mr. Soriano stated not only that but the bahia stalks can grow a foot in a week when it's raining this much. Some people will tell me they haven't cut in two or three weeks and I can tell you after our last meeting Mr. Nichols was here making the same complaint and I went out every day for two weeks and actually talked to a couple of you guys and every single zone was cut. There were spots when they got rained out that they would miss and somebody would call me that day. We actually have a leniency part of the contract for rain where they can cut if it's pushed off. Even for the last two months I've been sitting there watching it and they're hitting every single spot. They're missing spots too and they have to learn to map when they miss a median or anything like that because of rain. The last group was here for 15 years so they remembered well that they had to go back but this is a brand new crew and it's going to take a bit to get that map down. As far as the trees I just added to their plate. I've cut down seven more trees on Oakleaf Village Parkway last week. We still have a few more to go.

Mr. Perez stated Saturday and Sunday they were chipping them up so those are gone. We're trying to stay on top of it as much as we can.

Mr. Soriano stated some of it gets knocked down by storms and stuff like that and they will pick that up but a lot of it is actually being added on to their plate right now.

Mr. Horton stated I took a ride before the meeting this afternoon and the section that you're talking about between Nature's Hammock and Fall Creek looked like it had been cut to me.

Mr. Shannon Willis stated it had been and that's what I'm saying. It had been cut but the piece between the road and sidewalk is cut religiously and you can tell that, but I'm talking about from the sidewalk in.

Mr. Soriano stated they do have a foreman that will set it up and a lot of times he will make sure he's going through the roadside first and then he will come back the next day and do the second cut so if they get rained out they're going to push it off, but it should still be within that one week to the extra 4 or 5 days that they get. It shouldn't be three weeks.

Mr. Davis stated that's probably what it is. You're probably seeing this cut and let's say they get rained out and come back this week and now this is tall and that's down here.

Mr. Shannon Willis stated trust me, I've watched stuff and up until that last one there were a lot of zones that weren't being cut. Like I said, they're cutting, but it looks like it's been rough cut and it's because it's been missed for two weeks. If that's within the leniency then that's expected but if you go back through there you can look.

Mr. Soriano stated I watch this stuff and even a couple of you guys have gone out with me and you'll see it. Missing a patch here and there is kind of expected but when we have spots like that if you really think I saw them two or three days ago and they still haven't come back then shoot me an email and I'll give you my phone number so you can shoot me a text. These guys are really responsive. If they say we forgot that and we will go out there this morning it will be done right away.

Mr. Davis asked is it better than what it has been?

Mr. Shannon Willis stated it is better currently but I still want to get back to that.

Mr. Soriano stated that's going to take them a while. I hate to say it takes this long, but it is a big map that they have to learn and they're working on that and there are still some things we want to straighten out but it helps when we have those people that will tell me right

away I saw them out here but then they stopped because of rain and here it is a day or two later and they haven't come back.

Mr. Horton stated after I said they did a good job on that section you're talking about they did miss two in my subdivision, Stone Briar; that island in the back, it's got bahia almost two feet and that pumping station as you come into Stone Briar on the left.

Mr. Lanier asked do we own that or is that JEA?

Mr. Soriano stated JEA owns it.

Mr. Horton stated they own the fenced-in area.

Mr. Soriano stated we own around the white vinyl fences. They own within the chain link fences and easement around the outside. They have no responsibility to cut it ever. If we call the county they will come out right away. We end up just doing it for them.

Mr. Perez stated JEA really got onto the crew last time and told them it's private property and they don't need to be on there.

Mr. Soriano stated we take care of it anyway. The lift station is the same way.

Ms. Nelsen stated I think all that said, they're aware and they want to do a good job and are still in a little bit of a learning curve and figuring everything out. Hopefully we can get consistent crews in consistent areas.

Mr. Horton stated that's what we're looking for is consistency.

Mr. Thomas stated like we said in the last meeting, instead of just calling or putting it on a website, communicate with Jay and give him a specific area.

Mr. Soriano stated I'm out all the time. I hadn't heard from you in a while so I actually took a picture of your pond and it looks like they're cutting better over there. It looks really good and it looks like they're matching up to where you are cutting to so they're doing a good job but it's a large map and they're going to forget something occasionally.

Mr. Davis stated it's a large transition between the company that was here for so long and these guys that are new so as long as it's improving.

Mr. Soriano stated I can't see everything every single day, even when I drive around the neighborhood there are still spots I'm not going to see.

Mr. Horton stated as long as we're talking about landscaping I'll throw something in there. I went by the library field over near Village Center and it looked like it had been cut last week but I think you said you're going to try to get mulch around the field?

Mr. Soriano stated we're going to try to. If you see the large pile that's in the parking lot right now it still has to be spread out. The mulch that was in the Village Center area was never really included in that so if we want to mulch that it's probably going to be extra. They also threw down pine straw, which I've been trying to stay away from but they've been getting a lot of complaints and people wanted pine straw. It does help with weed control but now they're actually getting to above that count for pine straw bales and the mulch so if we want to do more mulch we're going to have to pay for it. They have a big pile but I still want all of the end caps done and all of those nice detailed areas where we have flowers and bushes.

Mr. Horton stated one more thing. There's a tree on Willowbrook I think it is.

Mr. Soriano stated yes they did give me the quote for that since we talked about that last time; the one right beside the road. That's low enough for me to handle so we will take care of that.

Mr. Perry asked anything else on landscaping?

Mr. Thomas stated let's not get started on sprinkler heads but I think once again for specific areas is that helping my saying this road when sprinkler heads are getting busted?

Mr. Perez stated yes. People drive all over everything so he goes through every two weeks and now with school back in it's going to be a lot more so if we have some roads in between he can go directly and get those so it's not waiting for the next two week cycle to go back through a check. If you let us know we can send David over to take care of it.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

Mr. Perry stated this is the notice for today's public hearing and regular meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the July 8, 2019 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Horton stated in the minutes Jay and I talked about the policies being on the website and you said they were there but it turns out it wasn't there. I think it wasn't there because whoever does our new website it didn't get it put on there for whatever reason but it was on his website. What I would suggest is to have one master document and you've got two documents. I'd suggest anytime you make a change we put it on the official website and you can put a link to that.

Mr. Perry stated we only have one official website.

Mr. Soriano stated you can go to the Oakleafresidents.com website and you can download from there, or you can go to the doublebranchcdd.com website, which is the official website and download from there but they are two different documents. He was seeing the Double Branch CDD one, when I have the one I go through with you guys when we make any changes so he was seeing an older one. Instead of downloading off of the oakleafresidents.com we can just do a lot of links to the official website.

Mr. Horton stated the official one is the one we paid a lot of money for it to get done. That's where all of the documents should be and anything else can be linked to it.

Mr. Soriano stated I'm good with that. Anything downloaded other than something like community event registrations, we can just link to the CDD website.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the Consent Agenda was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of Additional Parking at Amenity Center**

Mr. Soriano stated we've kind of added everything together and we have a lot of work there: the expansion on the parking lot, storage and all of that. We're going to have some difficulties with the storage and the way we planned it. If we want to go ahead and set up the parking lot expansion we do have that quote with Duval Asphalt and if you want to we can take care of that part first instead of waiting around for all the quotes on the storage building and the decision on how and where we're going to put. I've met with just about everybody now and have walked the locations and gotten your thoughts but I'd like to strip it out so I can start working on permitting and planning for the parking lot expansion. We did talk about doing it in the down time between soccer seasons and that's the end of November through January before they start up for their spring season and that way we can have it ready to go for spring if they're quick enough. I still have to really get going and start planning and doing any permit stuff for Clay County because it's not the quickest process. I believe the quote was around \$65,000 for Duval Asphalt but that's without Peter doing any work and without a general contractor. I was planning on just throwing in an extra \$10,000 for anything I have to deal

with, curbing work, application fees for the permit or anything like that. I think that's more than enough to cover anything I would need to get done so we're at \$75,000.

Mr. Horton asked an extra \$10,000 for permits and stuff like that?

Mr. Soriano stated anything and everything I could run across. I know I want to pull down one pine tree. If you remember I talked about changing one of the islands and right now we could get an extra two spaces. I have to take down the pine tree, cut out all of the curbs and do all of the root work. That wasn't part of Duval's quote. Theirs was just base and laying the asphalt. I haven't done any of the work for the split rail fence that will go around it so it will match the rest of the parking lot. We can vote on it during my report because I do have some of those other items like the storage building numbers.

Mr. Lanier asked so the extra \$10,000 that you're estimating would include Peter's cost, the curbing, the permits and the split rail?

Mr. Soriano stated yes. If for some reason the cost goes up I can always come back and say I can't put in fencing without \$2,000 more and you can vote on it then but this gives me an amount to start moving forward.

Mr. Lanier stated I agree we should go ahead and move forward with it because permitting usually takes a while.

Mr. Davis stated yes Clay County is behind right now and they are short on plan reviewers. I've said before, I'm sure it's a conflict of interest but if a GC is needed I will pull the permit free of charge if it's needed.

Mr. Soriano stated I've had to deal with this on a couple of other buildings so I know they are behind and that's one of the reasons I want to go ahead and get going.

Mr. Thomas stated I'd like to go ahead and move forward with this as a parent who uses the soccer field regularly.

On MOTION by Mr. Thomas seconded by Mr. Davis with all in favor an amount not to exceed \$75,000 for all costs involved with the parking lot expansion was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Budget for  
Fiscal Year 2020**

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

Mr. Perry stated you have an additional change to a sheet in front of you. Mr. Horton asked at the last meeting to include the cable and internet items under the narrative section so we've added that at the bottom of the page. There is a \$5,500 contingency built in there that we will probably adjust next year because it's pretty steep so we will probably just adjust that to additional capital reserves or repairs and maintenance for next year. The reason it was so much is because when we were going through and changing a lot of the vendors and so forth we really didn't know where it was going to go but based upon the actual run rates we've probably got about \$5,000 extra in there. We're not going to adjust the budget this year for it but next year we will make sure we earmark it. In regards to the budget that is proposed, you have already approved it. We haven't made any other changes other than what is before you. The assessments are kept as the same level that you've had in previous years.

**A. Consideration of Resolution 2019-05**

Mr. Perry stated resolution 2019-05 is a standard form resolution and on page number two we will fill in the amounts for the various funds.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor resolution 2019-05, relating to annual appropriations and adopting the budget for Fiscal Year 2020 was approved.

**B. Consideration of Resolution 2019-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020**

Mr. Perry stated this is the special assessments resolution. We will prepare the assessment roll that goes to Clay County by the 15<sup>th</sup> of next month and again, there are no changes in the assessments so the tax bills will reflect what was reflected in the final years.



Mr. Perry stated we could request the funds this afternoon and they would be there tomorrow.

Mr. Davis stated it seems like a no brainer.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the Florida Prime Authorizing Resolution was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Walters stated every year we monitor changes in the statutes that govern district business and we generally give a report to the Board as a heads up and we obviously will make those changes if necessary. We have a comprehensive rules of procedure, which are largely tied to those statutes so about every three or four years we like to go through and update those based on the changes and we've recently gone through that effort so we will be rolling that out for all of the districts we work with and as we've done in the past we will provide a summary memorandum, which highlights the changes and the red-lined of the previous version so if you have any questions feel free to reach out to me or Jim. As we do with all of the rules we will have a hearing on that here in the next few months and then we will consider the updated version of the rules of procedure.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager – Discussion of the Fiscal Year 2020 Meeting Schedule**

Mr. Perry stated the first meeting date is October 14<sup>th</sup> and that's Columbus Day. If you want to meet that day, that's fine or if you want to push it to the first Monday that is fine also. We typically meet on the second Monday of each month and that is Veteran's Day so we're not going to meet that day so we can push that date to the first Monday of the month also.

Mr. Davis stated I don't see a reason to postpone a meeting for Columbus Day.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor the Fiscal Year 2020 meeting schedule was approved as presented.

**D. Operations Manager - Report**

Mr. Soriano stated we just had the back to school event because summer is coming to an end. We set up where we give away bags and school supplies and everybody plays games and the DJ was out there. You guys actually had a lot more participants, almost twice as much as Middle Village, which surprised me. Our next event is at your sister district and it is our last dive in of the summer and then we go back to movies on the green so we will be out there at your district on the multi-use fields. Those will start coming up in September. We also have the garage sale. There is a pickle ball program now so the tennis guys have been trying really hard to take advantage of the fact that we spent money to line the courts and nobody really used them. They've been building this program up really good to where they are triple the participation and they really want something to go on at those far courts at your district so they've tried toddler programs, which some people are taking advantage of but it's not real big yet. There have been a lot of requests for pickle ball if you remember and we're just not using it enough so they started this last weekend but I haven't got a report of how many people showed up Saturday. They would like to build it enough where they can have some competitions. Just to forewarn you, you will see a purchase for tennis. Normally Middle Village pays for everything tennis related but I did approve them to buy new pickle ball nets. We bought them when we first did the courts and they just sat there and rusted away. They're mobile nets; they're not these big nice nets that are out there on the tennis court all of the time. They would like them to be put away every day so the people that use them will check out these big bags and put them together and bring them back when they're done playing.

The pool is on that rotational schedule where you guys are open Monday, Wednesday, Friday, Saturday and Sunday and close down Tuesday and Thursday and your sister district here is open back starting this week. Usually that first week kind of throws people, especially if they're not going back to school right away. If you notice our facility usage is extremely high from this last month and it's starting to go down now. In years past after that July 4<sup>th</sup> weekend I would see an immediate decline but I think with it being so hot this year everyone wants to be at the pool. There was also a little bit of an issue with our swim team going longer this year; they went all the way through the last weekend in July and normally they're done the first weekend in July. That meant all of those families were still here in the neighborhood so they were at the pools also.

On the operations and maintenance side I already talked a bit about the parking lot expansion. I wanted to go through some of the other items I've talked to you guys about as you were walking through. I finally got to talk to a couple companies about delivery of the storage building and I'm not real excited about that. There are three companies that started giving me numbers and set up to come out and look at the area. They don't think it's going to add much to lift over the trees with the crane but it's the cost of just bringing those buildings here. The closest company is called Leesburg Concrete so they're not real far. The second company is Midland South out of Virginia and the third company is out of Connecticut. To ship these big concrete buildings here it could cost as much as \$50,000 to \$60,000. By the time we do this it's not really much of a benefit that it goes on the back of a trailer and it's already built.

Mr. Davis asked how big is it?

Mr. Soriano stated the ones we were looking at were 24x24. They come pre-planned. Leesburg is in Florida so they've pretty much given me planning and for permits it would make it so much easier so that would be beneficial. I don't know if it's worth \$50,000. The other side is timing. The idea was we put this on a trailer while we're doing the expansion for the parking lot and we can drop it in and I don't have to worry about somebody here building for three or four months. Right now Leesburg is anywhere from 12-16 weeks out after they receive payment. If it's not fast and it's not saving any headache I don't see it being worth \$50,000 for just delivery so I'm thinking about going back and looking at those buildings. Whether it's a stick building or block I will need a general contractor because now I have to do electrical, fire and a lot of permits are involved when we're building for commercial so a little bit more than what I'm going to have for the parking lot, which is drainage and right of way, so a lot more there on the headache side but the cost is going to be what we want. Also, timing, since we're going to do the parking lot in December you guys will get to see the building that they approved for us to put back here. This was just for tennis storage but that was the steel buildings I was showing you guys. We can finish them to make them look however we like, plus in that area you guys walked through you see it's kind of hidden anyway and we can put up extra plantings, hedges, trees and things like that to where it doesn't look like a cheap metal storage building. I know somebody said something about hurricane damage. Sheet metal won't last in a hurricane. Steel might, but it's also real cheap to replace the sheet metal. For the 24x24 these were \$12,000 to \$15,000 buildings so as far as our insurance is concerned it's not going

to be a problem at all to replace the whole building so I think the fabricated buildings may be something we want to go back and look at, and also the cost of a general contractor to come in and do a block or stick building and compare that to what would end up being \$100,000 if we buy a building and pay for shipping. We will keep looking at that and then the other idea was to use that fencing change around with fencing in that storage building and changing the basketball court. If possible I'll take that eight-feet and stretch it out so that we can get a little area next to the parking lot for a dog park. My only concern there is making it big enough. It really depends on planning for that parking lot so if I can see exactly where it's at and plan out the fence line and I can measure out half an acre I think we can do it all at the same time by moving that fence. The fence is going to go around that building, although in the front where the garage door is you wouldn't much of it anyway so I don't think there's going to be a concern with the way the outside is finished.

Mr. Horton stated I have experience putting a steel building together. I helped my son put a humongous garage in his backyard, 40x60 or something like that and it looks good. It's been there for seven or eight years now I guess and we did the beams and everything.

Mr. Soriano stated and it went through the last hurricane, which is actually our worst.

Mr. Horton stated the guy that did the concrete had to put anchor bolts in there and they worked out perfect.

Mr. Soriano stated with the company I showed you guys we can actually pay for heavier gauge steel if we want to go 120, 140 or 160-wind rating. Once we get to 180 it doesn't matter. 200 mph winds can take down just about anything. If it's a couple thousand bucks extra to get heavier gauge steel I'm good with that.

Mr. Davis stated the problem you have to worry about is not whether the sheet metal can withstand the wind, it's whether it can withstand the tree limbs and stuff that's blowing into it so 120 or 140, yeah it's not going to blow down but it's still going to get dented up.

Mr. Soriano stated I think the big thing was getting a good size from everybody. Scott had mentioned possibly even going bigger but with those concrete buildings that's just not going to happen. Every ten feet after that it kept going up and the delivery cost went up too. I told this board we weren't going to start until late September or October so if you want to wait and make up your mind but I'll keep looking for the stick building style too, which would match more of the pool building.

For the park we're actually going to change around resources a little bit. Hopefully after next week we will have some grading and work being done at that park expansion so I can start laying down the sidewalk. We were supposed to start on a project here at your sister district but we've had some issues with the irrigation. We possibly lost a well due to lighting again at this amenity center so we're getting it checked out now but that means I don't have water at that promenade back there, which also stops them from doing tree installs. I'm not going to have them putting plants out there when they'd have to replace dead plants after three months because we couldn't properly water so they will come off of this job next week and hopefully we will get to that park expansion. If you notice they've done a lot of clearing and weed cut out.

There are a couple items that aren't on this report that I want to go through. I mentioned the lighting storm. I do have a quote that will have to be approved by you guys. In your facility we had an EVAC panel on the building for the fire alarm and it is actually an old school style of evacuating everybody and it has this little microphone on it where you can announce through the building. It is required to be there for commercial buildings and that was fried by lighting. Almost everything was covered under our contract with Jacksonville Sound for repairs, except for that panel and it is very expensive. To do the work they quoted me at \$3,128.82 and like I said, it is something we have to have in place. We will probably never use it but it's one of those things the fire marshal could say we can't operate without it.

Mr. Davis asked is there an alternative system?

Mr. Soriano stated it still has to be that type of system. They're about \$2,000 even buying them on Amazon. About a third of that is labor and we still have to pay for that low voltage vendor by law too so I won't get it much cheaper.

Mr. Davis asked moving forward is there anything we can do about surge protection?

Ms. Nelsen stated we've spent a fortune on lighting damage.

Mr. Soriano stated we have surge protection on just about everything. When it comes to low voltage you're not going to be able to protect everything because you're talking about 12, 24 or 48 volts and when you have a surge from lighting storms you're taking about 1,000 or more. You can surge protect your 110s and 220s a little easier but with that low voltage just that little increase can fry it.

Ms. Nelsen asked is this the original system that was in the building?

Mr. Soriano stated yes. The fire panel has gone before in the past but like I said, that's covered under an all-inclusive contract so they come out and replace it and it's part of what we pay for on a monthly basis.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the meeting an amount not to exceed \$3,200 to replace a damaged fire panel was approved.

Mr. Soriano stated last week we had an insurance walk-through of the properties to make suggestions and things like that and usually they're pretty happy with everything we do for operations. We do have a lot of rules and one of those reasons is we want to keep everyone safe, but it also helps out in case of claims. They did have some suggestions. One of them was pointed out specifically because of conversations we've had in meetings for the asphalt on the walking track. They want to make sure we either are working on repairing the cracks, or we have to put signs up. The cracks in the asphalt are really only a concern when it comes to bikes. When it comes to a sidewalk you have to be level, but asphalt is a little bit different. If you're riding your bike on it you can get your tire stuck in the crack and it becomes a problem. I hate more signs everywhere but it warns people. Our policies say no riding bikes on that but we see people ride bikes all the time. We do usually have security guards helping out when it's really busy and they tell people they should be walking their bikes, not riding, but we see people riding their bikes all the time so we can either add signs or they would like us to look at fixing the cracks so that will be part of those asphalt repairs and we will go through and mark off some of those sections and we will start by asking if we can fill and seal over top of them or if we have to dig everything up.

Mr. Horton stated we've got people walking and running. It's bad in some spots.

Mr. Soriano stated I guess the way they do it is it's the expectation of how flat it is. Since it's not sidewalk it's a little bit different because they can be uneven.

Mr. Horton stated I don't think we need to replace the whole thing, just the spots that are bad.

Mr. Davis stated my only concern is we're going to be replacing spots that are bad every year until you remove the tree.

Mr. Horton stated it's been there 15 years and it's just now getting to the point that it needs to be replaced so theoretically the tree roots maybe won't get that much bigger.

Mr. Soriano stated it's something I wanted to mention, especially because we've talked about it here.

Mr. Thomas asked weren't we going to have Duval Asphalt look at it? So maybe we can go by their recommendation.

Mr. Soriano stated yes and that's why I'm bringing it up. They also wanted to make sure I had a plan in place for the playgrounds. Our playgrounds are set up in our capital assessment study to replace so many and they kind of thought the same thing; you guys have been talking about it so let's not chance it and start moving as early as you can on those. Those are pretty expensive playgrounds and the one thing they pointed out is for some reason we're only valued at \$135,000 for all of our playgrounds and they thought that should be much higher since they're about \$50,000 a piece and we have ten of them so they asked me about increasing that amount but if we're going to start replacing them I'd rather increase after we put the new items in so I'll bring that back as part of next year's budget.

Mr. Horton asked do we need to replace them all?

Mr. Soriano stated no, the way it is set up is we would replace one or two at a time.

Mr. Horton asked are they in that bad of shape to where we're talking about replacing everything?

Mr. Soriano stated if we have to pull it apart and piece it and keep one part here and get rid of three rusty platforms that's just going to increase labor but it will save on supplies. If you buy the whole unit like we did with this one out here they're very expensive, but it's the labor. If I only have to replace half of the unit then yeah we can buy just half the unit. The only thing that will happen, and we've dealt with this already is the company won't honor their warranty if we attach to an older part but that's really not that big of a deal. The warranty only lasts so long anyway. The slides themselves are the only things that are lifetime warranty and everything else is one, three or five years.

Mr. Horton asked I guess the equipment is pretty much the same on all of them?

Mr. Soriano stated it's all Burke equipment and we don't have to go with Burke. They're one of the most expensive commercial playground providers out there but they've also been the best when dealing with warranties so if you guys remember me talking about some of

the circular slides. I'll go take a picture if there's a crack in it and they will just send a new one and they pay for shipping and handling and everything where other companies are not like that.

Mr. Horton stated I guess we need to price it out to see what it's going to cost per playground.

Mr. Soriano stated yes and that will be something we will start looking at because of the insurance walk through. That's all for my report. I know Andre had a question about the cameras. We do have a lot of cameras that we've started replacing and I wanted to get through finishing out all of the cameras to make sure they worked with our servers before we started adding new cameras. I'll probably be taking to Jason soon about adding audio to certain cameras because I know there are certain laws when it comes to recording and cameras in Florida. Our servers that we bought will handle all of the extra cameras that we have whether they are Wi-Fi or full style CCTV. We've been just replacing the CCTV so far.

Mr. Lanier asked what is the data collection for the Florida Department of Labor?

Mr. Soriano stated when I switched over to us handling everything as far as our own employees I added on a lot more work on to my plate for things like Department of Labor. One thing the governor is doing is collecting a lot of data on female employees so every month I have certain dates I have to go through and pull and count female employees compared to male employees, give a job description and things like that and report that to the Florida Department of Labor. It just takes a little while of pulling that out of payroll reports. We have two reports like that we do. One is on overall employees and one is female only.

Mr. Lanier stated I'm not really trying to get on landscaping again but I'll tell you when you guys aerated the fields I was out there the next day or maybe even that evening and people swore that it was all goose poop so you did a good job.

Mr. Perez stated it really helps. We run the mower to try and chop up some of it but it's a lot of field.

Mr. Soriano stated we've had that before too. There's one item that's not part of the maintenance that I wanted to go through. I'm going to bring this back next month. Since last year wasn't a full fiscal year operating with those employees in house this was our first full year and we're still going to be under budget even though this year we operated pretty much to the max. There was very little downtime because of rain or anything else. One thing I would like to get to, and I also had a conversation with insurance on this, is providing the full-time

employees with a week off and I'd like to give the lifeguards that stay throughout the summer with us a check for \$100. Something smaller like that most high school and college kids will appreciate that. It's not something we've done in the past. Vesta used to do an end of the year party and I still let them do the end of the year party and I provide food for them but as far as a bonus check that would be done through a regular paycheck and it would be done on a grading scale so for the kids that were not here most of the time or the kids that didn't show up may be good enough to be asked back for next year but as far as an end of the year review if they're getting an 80 out of 100% based on Susie and the supervisor's comments then they may be getting \$80 instead of \$100.

Mr. Lanier asked how many individuals?

Mr. Soriano stated we have 45 lifeguards so that would be \$4,500 if they all maxed out and this isn't something I would do until the end of the year and that gives me time to report to you guys how much they'd actually be getting but I wanted to ask you first because I didn't plan this in last year's budget.

Mr. Lanier asked how does that play into other employees that aren't necessarily full-time that aren't doing the pool?

Mr. Soriano stated there are about six of those and I don't know that I can justify anything really. We talked earlier about a teacher, she only works during the summer and she works extremely part-time at the fitness center. Realistically if she stays until the next summer she gets that \$.25 or \$.50 increase anyway, but as far as any type of bonus I don't know that I can give them anything. Almost all of our supervisors work at the pools and also work at the fitness center and off-season they are usually the ones that are the full-time ones that stay on throughout the year.

Mr. Davis asked is this in an effort to get the high performing employees to come back?

Mr. Soriano stated yes.

Mr. Davis asked do you have any idea if the majority of them in a situation where they're coming back or are they going off to college?

Mr. Soriano stated I'd say probably a good 80% will return. We did have a lot of young guards this year so the ones that left didn't leave because they were unhappy it's because they graduated college and they were looking to start their careers so we did lose a lot of our older guards and got a lot of first year guards. That's where I reported to you that this was the first

year we really ran lifeguard classes too so we also collected revenue on teaching classes and training these guys here ourselves. Realistically, part of it is because it's been a tough summer.

Ms. Nelsen asked what did they pay to get training?

Mr. Soriano stated they paid \$200.

Ms. Nelsen asked so that's out of their pocket before they start.

Mr. Davis stated I'm fine with it.

Ms. Nelsen stated I am too.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor an amount not to exceed \$4,500 for lifeguard bonuses was approved.
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Mr. Horton stated I saw the receipt for the chairs.

Mr. Soriano stated yes, they have been paid for. They are at eight weeks now.

Mr. Thomas stated I had one more landscaping thing and it's more for soccer and replacing the sinkholes. I don't want to keep paying for these guys to come out and replace stuff that they said they're going to replace.

Mr. Soriano stated I spoke to Chris but the only thing I've shored up is signing a new contract and an amount. They've given me official numbers from last year but like I said they haven't paid. The official numbers were a little higher than I expected. The first year that we took over I was told 250 each season and I know numbers did go down. I was told they went down even more this time, but we did have to kind of straighten out reporting on the elite. The elite is separate so there are another 100 and something kids that we weren't seeing. Right now I think it's at \$6,900 something that they're sending us a check for. They will sign a new contract and when we get the signed contract I'll remind them that they're supposed to be paying for these holes. The timing of it is going to be the biggest part. We can't do it two weeks before the season starts, but they do still have to pay for it so we can get it done so we have to wait for that November, December time and the expectation might be \$1,400 for a couple pallets.

Mr. Perez stated that last hole we took was about two to three pallets.

Mr. Davis stated I've probably mentioned this before but if they would slightly rotate or move, and I know this from being out there with I-9, you can tell exactly where the goalie

stands and the center field holes. If they would just move 10-feet it would help. Some of those holes were like six inches deep last time I was out there.

Mr. Soriano stated the large fields are the biggest problem. They can only put them in so many places. The little kids they rotate them everywhere.

Mr. Thomas stated with the full size fields they're very limited.

Mr. Soriano stated that is written into that contract and it's been in there since the very beginning that I remind them to help with bathrooms. Just like at the county fields that organization handles their own cleaning of the bathrooms so that expectation is there and I'll go through that with them again.

Mr. Davis stated my main concern is a child getting hurt, because again we were out there and some of those divots were like six inches deep.

Mr. Perez stated there's sand out there and they can fill it.

Mr. Lanier stated the guy who normally does it is in Greece right now. He's been out there for a little while.

Mr. Thomas if they've just had a fresh set of games they should go out there and fill the holes. When I coached last year we were filling them beforehand because they weren't doing it previously.

Mr. Soriano stated we don't have that written into our contract. Maybe they should be doing that as part of the association for the teams and the coaches.

Mr. Thomas stated maybe we should look into something like that.

Mr. Davis stated it would require a golf cart or something. You're going to have a pile of dirt or sand in area A.

Mr. Lanier stated that's actually what we did for years but the golf cart was returned to its original owner.

Mr. Soriano stated once we have the storage building we can work out something more to help out. The other part is storing the pile of sand. Right now it sits in the parking lot.

Mr. Davis stated right it sits here and you have to get it from point A to point B so three or four wheelbarrows times 800 feet.

Ms. Nelsen asked do we need to pay to get it fixed now?

Mr. Soriano stated I don't know that we have enough time. When do they start practice?

Mr. Thomas stated they've already started.

Mr. Lanier stated Premier started and the little kids start in two and a half weeks.

Mr. Soriano stated we wouldn't be able to lay sod because it wouldn't take.

Ms. Nelsen asked so should we go out and pay to fill it?

Mr. Davis stated they would have to refill them every weekend. We could say the expectation so someone doesn't get hurt is for you guys after your weekend games to fill them in.

Ms. Nelsen stated I see it both ways.

Mr. Perez stated we do the aeration like that but what we can do also is really get a lot of sand here and do a big top dressing on it and what that does with the core is after they're punched instead of going through and chopping it up sand is going into those holes. It's going to help the soil and it's going to filter it.

Mr. Soriano stated but we don't do another aeration for another three months.

Mr. Perez stated we did have the sprigging dollars available and if we do that in lieu of it that would probably help.

Mr. Soriano stated we can definitely do something different for the future but I think your concern was for right now.

Mr. Davis stated I do see why it doesn't get done, just like with us with the I-9 games. When that game is over coaches can't go get four wheelbarrows and bring them over because you have another team jumping right on the field. It would have to be done some other time. I'm just afraid because some of them were really deep last season.

Mr. Soriano stated we can level out some of those deep ones now for the season and we can look into putting some kind of wording into that contract. I haven't sent them anything and they will have to sign it that way they remember they're supposed to pay after every season, not every year and they're supposed to have somebody there for the parking lot and bathrooms and we haven't seen that these last couple of seasons.

Mr. Davis stated so we need to revisit all of that.

Mr. Soriano stated yes there are a lot of things that are in there they just need to be reminded. As far as filling in the holes I don't think there's wording in there for that.

Ms. Nelsen asked do we make them sign a contract every season?

Mr. Soriano stated yes.

**NINTH ORDER OF BUSINESS**

**Audience Comments / Supervisors’ Requests**

**Supervisors’ Requests**

Mr. Davis stated I have one shameless plug for our Oakleaf Sport Association. Our 11U All-star team finished second place in the state for our state All-star tournament. That sent us to North Carolina for regionals and we earned a position in the Babe Ruth World Series down in Jensen Beach so we’ve been there all week, we got back on Saturday, and we finished seventh in the country. There were teams from Minnesota, California, Pennsylvania, pretty much all over.

Mr. Soriano stated that North Carolina regional is tough too.

Mr. Davis stated yes it’s very tough. They have different rules than we do. Florida is going to those same rules next year where those travel teams are allowed to participate but they’ve been doing that for over a year now so we’ve been having to fight with those guys that shouldn’t really be there but it was a good time and I’m super proud of them.

Mr. Horton stated back on landscaping again, tree limbs. Especially along the sidewalks they need to be cut so a bike rider can clear it pretty good and there’s a lot where that doesn’t happen. The second thing is as you go along looking in the woods where usually it’s pine mulch there are a lot of branches laying there. I think you guys are taking some of them out but there’s still a lot more to go on the loop road.

Mr. Perez stated we’re taking them out. This is a daily thing. We can clean them up and then next week if we get a rainstorm it’s back again and it looks like we were never there. We’ve been getting a lot of stuff out that are hazards and Jay has been cutting them down and we’ve been getting the guys to do it so we’ve been very active doing that but there’s a lot of them and it’s something that happens every week so it’s something we continuously do and there are a lot of old trees out there that have dead limbs on them and after each storm we always have something falling.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is September 9, 2019 at 4:00 p.m. I just want to thank the Board for supporting Jay and his staff this year. There have been a lot of issues with some of the residents and they need to be recognized for the job that they do.

Ms. Nelsen stated they do. We do appreciate you, Jay.

Mr. Soriano stated generally I don't bring up a lot of stuff in the meetings unless they show up but the one in your district that we had a real big concern with we sent out a letter to give them an official meeting just like we did last time and they didn't show up here today but they're welcome to come every month and residents can come and yell at me every single month if they'd like but once we make that decision that we're going to pull access for any amount of time that's on you guys, I can only do it temporarily and give them a date to show up. The one family will be here.

Mr. Horton asked you're talking about next meeting?

Mr. Soriano stated yes we have to give them notice sort of like we did for the kids on the basketball court.

Mr. Lanier asked are there any updates on the craziness that happened over here?

Mr. Soriano stated he's still in jail.

Mr. Horton asked what was the issue?

Mr. Perez stated we have no idea. Once the guys walked out and tried to start work they saw the guy was armed and he shot and our guys just ran off and called the police.

Mr. Thomas asked are there going to be any repercussions for the person who owns?

Mr. Soriano stated the person that owns the home in the Preserves is an 88-year old grandmother. She does have a card but I don't think she's ever been to the pools. He is related but he is one of those people that we don't give cards to because they don't have a drivers license. There's a reason we're pretty strict. At the same time at least I would have a little more information on him but he was just living with somebody and had been here for months. I know they're dealing with stuff to make sure he stays out. I don't know how successful they will be but last time I checked he's still in jail. I also asked Clay County Sheriff's Office because it happened here and he was out there by the playgrounds firing at them that he's trespassed from this spot so if for some reason he does get back out and he's staying with her over here in the Preserves he's still not allowed on our property.

Mr. Thomas asked is that just going to be for this side or all of Oakleaf?

Mr. Soriano stated it's automatic that he's not allowed to be anywhere, although depending on Clay County Sheriff's Office whether they will give me that pink slip for the

other side or not. Sometimes they have to have a case where he's actually asked to leave some place over there before we can trespass him.

Mr. Horton stated on that subject of trespassing people, you need to make sure when you're trespassing over there in one of those buildings, either the gym or the main building, you need to put both building names on there.

Mr. Soriano stated I've been working with the chief of patrol, the sergeants and lieutenants on that because some of the officers as I mentioned have no problem doing that but some of them won't because they're always concerned that they're going to do something wrong and get sued. We actually had a situation at Double Branch Monday. An officer did show up and refused to trespass because he said they're paying citizens and they can't be trespassed. He talked to his supervisor and got the name of our officer and staff and took a report to let them know we still have people out there that may only show up here every once in a while when it's a dispatch call but it's still an expectation no matter what. It's quasi-private, but it's still private property. Once we ask them to leave they must leave.

Mr. Horton stated I go to the Sheriff's met meeting once a month and I've talked to the chief of patrol to reinforce what Jay has already talked to him about and he says they're going to make it where we can trespass people and we will make sure everybody out here is aware that the deputies are being paid extra to be here. If you read some of the reports that Jay has passed on to us, the staff does not deserve that kind of treatment. We need to do something about it.

Mr. Davis stated they sure don't. A zero tolerance policy I think is our best approach.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman