

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, March 8, 2021 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
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Perry	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Marilee Giles	GMS
Chalon Suchsland	VerdeGo

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the February 8, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated you are 96% collected on the assessment roll. The check register totals \$88,351.52.

Mr. Lanier asked where are we at compared to other communities?

Mr. Perry responded you're probably average, if not a little bit above. Clay County is pretty good about remittance. St. Johns County is a little slow to remit assessments once they collect them, so a lot of those districts are at less than 90%, but you're in great shape.

Mr. Horton stated I don't have any corrections to the minutes, but I passed on some information concerning the substation for the Clay County Sheriff's Office. It turns out they don't want to move that trailer anywhere for two reasons; one, it's not their trailer and second, the thing is condemned so that eliminates that. I talked to Sergeant Pryor about this and showed him what would be a good place to put it and I sent him an email letting him know about the meeting and he was going to look into finding a newer one or something else he can use to replace that one so as it is right now, it really depends on them finding a building. I just wanted to clarify that. I think he's still working on it, but I never did get an email back from him.

Mr. Perry stated in future meetings if you get some correspondence and you want it on the agenda, just forward it to us and we can add it on there for discussion.

Mr. Horton stated I told him if he couldn't be here, and he had something to pass along to let me know and I'd pass it along for him. I didn't send it until yesterday afternoon so he might be busy.

An audience member stated Sergeant Pryor won't get it until tonight if you sent it yesterday because he was off all weekend and he will get to work tonight.

On MOTION by Mr. Lanier seconded by Mr. Horton with all in favor the Consent Agenda was approved.
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**FOURTH ORDER OF BUSINESS**

**Ratification of E-Verify Memorandum of Understanding**

Mr. Perry stated each of the Districts in the State of Florida are going through establishing themselves in compliance with E-Verify. We've already filled out all the documentation in regard to this so we would just look for ratification of the MOU.

Mr. Horton asked are we responsible for the subcontractors too?

Mr. Eckert responded the new State law is that we have to register for E-Verify. If we find out a contractor is not registered with or complying with E-Verify that we're contracting with, we have to terminate our contract and they have similar responsibilities as well in dealing with subcontractors. If we find out there is a subcontractor, we should be notifying the contractor and they should be dealing with it.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the E-Verify memorandum of understanding was ratified.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operations Manager - Memorandum**

Mr. Soriano stated we have Spring Break coming up. I talked to our food truck coordinator. I forgot on that tentative schedule that I gave you guys last month that we would start the movies up this month, so we are doing a couple of short family Easter movies with this Friday's food truck event so that will be out at the multi-use field and then Spring Break starts next Monday. We will have staff at the pools, and everything will be open as it is in the summer, but then it shuts back down. The full schedule will be posted online, I just wanted to take this meeting to remind everybody about Spring Break hours and also that we've made the decision to stay closed for Easter, which is that first weekend in April so we won't open until the second week of April. We are open on weekends, and then May is when we open fully. There's always one pool open and we do have those alternating hours while kids are still in school. Unless there are any concerns with that, I will be posting it online. I also reviewed our budget and planning for operational hours. We will be doing the extended Friday and Saturday night hours after July 4<sup>th</sup> weekend. This is for a period of about five weeks before they get ready to go back to school so it only adds up to approximately \$2,000, possibly \$3,000 depending on which workers and how much money per hour on your side. On this side it is a little bit more because they keep seven guards on compared to your five guards. We will see how well it goes over this year.

We have decided to do a fun run for the Easter holiday. This will be done like our virtual run we did for Thanksgiving. We have some wooden eggs that are going to be hidden in trees and areas like that and we will send out a map and they will get two weeks. It will end on Easter Sunday. They have to start sending us their pictures when they find their eggs. As I shared before, most people found their Turkeys on the Turkey Shoot. Our vendor fair is coming up on April 3<sup>rd</sup>, so that Saturday right before the holiday. If you guys have gotten a chance to go over that event schedule of movies every couple months, we have events going on that are ours and then we have the school parties that are at the pool. We did get back to the Pumpkin Plunge in October and hopefully we will be back to normal next year and we can have a full schedule starting with our Polar Plunge in February.

Mr. Soriano continued. Your sister district heats their pool until we open up the pools. We started our first lifeguarding class, but I think they got rained out a bit and didn't have a chance to finalize their training. All of our guards will be here for Spring Break and then I will start new guards coming up.

Mr. Horton asked do they learn the rules for the pool and all that kind of stuff in class or is that something extra?

Mr. Soriano responded no, they go over that and they are expected to memorize all of the policies and the rules.

Mr. Soriano continued. I did want to ask again about restarting rentals. We've been going back and forth on this but every month it's something we bring up. My concern with rentals is we will be opening the pools in April and I'm getting a lot of questions on things like pool parties so that goes along with that.

Mr. Horton stated I'm still against it until September or October; something like that.

Ms. Nelsen asked what about the patio? Don't we do that too?

Mr. Soriano responded the side patio and that's a big one. We generally can bring in as much revenue just for the summer there as we do for the other rooms, pretty much all year long and they're both about the same price.

Mr. Lanier stated I would recommend we keep it at no rentals, at least for one more month for the room. Outside is maybe a little different. There's much more airflow going through there.

Mr. Thomas asked but if they rent the outside, they're going to want to get access inside to the kitchen, correct?

Mr. Soriano responded they have the concession stand for that, so that's separate. The concession stand only goes with the one outdoor patio. The other rental room has its own little kitchen there.

Mr. Thomas stated okay I'm talking about the wrong patio.

Mr. Soriano stated you're talking about the front. That goes with that room. There is an outdoor portion of that room that goes together but if the weather is bad, they're going to be inside that room.

Mr. Lanier stated my vote is to keep it shut.

Mr. Horton stated I agree.

Mr. Thomas stated I'm okay with that.

Ms. Nelsen asked do you want to just wait and see if you get any requests for the patio?

Mr. Soriano responded we can, or we can decide now if we want to go ahead and open it up. We will start getting requests in May. The idea of the rental is it also gives you a chance to bring in more guests.

Mr. Thomas asked what's the max?

Mr. Soriano responded that area allows 35 people.

Mr. Lanier stated we could easily push that off for another month.

Mr. Thomas stated I'm fine with that, because this weather is still a little chilly for a pool party.

Mr. Soriano continued. I do have a couple of updates for you guys. We should be moving along with some of our landscaping work. We have a couple of items outstanding. VerdeGo is going to start with our plant work along our fence line for the basketball courts that we approved already. The one we did approve but you guys have asked about is the finish of the columns. I was given a quote for the columns; however, we are going to adjust it a bit because there are two areas that I don't think we should be doing right now and those are the entry columns for the Village Center. Those don't really belong to us; they belong to the HOA. We should be leaving that to them unless we want to make that an exception and do their area. That would take the quote down to \$10,300 to finish out Highland Mill, Hearthstone, Silver Leaf, Stonebrier and Waverly. The one outstanding unit is Oak Brook. If you remember, that's

the front past the waterfall and we're still dealing with where we need water from since that sits on the other side of the county line and we don't have irrigation on that side so we're going to have to spend some money to jet under the road or I can get JEA to work with us enough to give us a meter on that side. Right now, that is going to be its own project by itself because of the irrigation issues so these are the outstanding columns to finish off and we'd be looking for \$10,300.

Mr. Horton asked how much would the one in Village Center cost?

Mr. Soriano responded \$957 for the north side and \$776 for the south side. That is just where there are brick columns. There are multiple entries into the Village Center, and we don't own any of them except for the main at the front where it actually says Village Center. The other entries are all owned by the HOA.

Mr. Horton stated I was just talking about the main one there by the light.

Mr. Soriano stated that's separate. We are going to do that. I'm talking about the ones off to the sides.

Mr. Horton stated okay I'm not too worried about those.

Mr. Thomas stated remind me what we're putting around those columns again.

Ms. Suchsland stated they're similar to the other ones. The only thing I would recommend is we probably want to change out the Ti plants, because we're going to be doing some warranty work for the other ones, especially at Worthington. The deer like those plants and they ate them all the way to the ground so I think we will substitute some kind of other colorful plants. They don't really do well with the freeze either so I will come up with something different for those, but it will be another colorful three-gallon plant.

On MOTION by Mr. Lanier seconded by Ms. Nelsen with all in favor finishing the landscaping of the columns for a total of \$10,300 was approved.
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Mr. Soriano stated I have one more item. This was actually something I looked at this last month and we've talked about it briefly in the past. After the work we did this last month I thought it might be helpful. We did go out and track down some of those large roots on the walkway and it's a good amount of work. There are some that are very high. I talked about covering them in mulch, but we do have a good amount of wood and branches and things like

that. If I purchase a chipper, not only can we get rid of a lot of that stuff that we deal with roadside, but we can cover that walkway with mulch. VerdeGo has a very large chipper that they use but it's a little different. They have to bring it in with a big truck and that's not a constant thing. I'm talking about a much smaller unit that we can carry on the golf cart and store it in the shed. It would be great for those times where we have those storms, and everybody is complaining about branches and limbs down roadside. Typically, I leave them a big pile to take care of over the next week or two, but we can use that to chip up quite a bit and it will go over that walkway. That walkway is almost three quarters of a mile long, so no matter how much I'm chipping out there I'm not going to cover it completely, but it will help with the roots a bit. I am looking at something that is a small commercial one, so even on the cheap end I was looking at \$5,500 to \$8,000. This is something I think you should split with Middle Village. I would empty out about half of the branches and trunks they have out there so I'm looking at a purchase amount for about \$4,000 from you and then I will get \$4,000 from them.

Mr. Horton asked that's a small one?

Mr. Soriano responded it can only take about a four-inch diameter. What they use you can throw a whole log in there. That's probably a \$20,000 or more piece of machinery. There are few out there that are \$3,000 or \$4,000 but I don't think they would make it past a year or two.

Mr. Lanier asked have you already talked to the sister district?

Mr. Soriano responded no; their meeting is tonight at 6:00. I'm sure they will be happy. If you go back there where their storage garage is, there's a lot of stuff that we've dumped over the years that has come from the hurricanes. I'll be able to get rid of a lot of that material.

Mr. Thomas stated I'm definitely okay with it now that we have a nice shed to put it in.

On MOTION by Ms. Nelsen seconded by Mr. Lanier with all in favor of purchasing a woodchipper at an amount not to exceed \$4,000 to be paid by the Double Branch CDD was approved.
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Mr. Soriano stated just to update you; on the 23<sup>rd</sup> I received an email that we were about two weeks out for our bridge. I was hoping we would have it so I could at least take some pictures and show you guys all the metal we are going to have to work with, but I'm

guessing it will come in this week so then we will just have to figure out to coordinate between that and finishing out the dog park. I'm still waiting for a little fencing work, but that and I think the only other project we're in the middle of is a playground that is almost complete at Silver Leaf so we will work that bridge in there.

Ms. Nelsen asked will the caps get stained on the dog fence?

Mr. Soriano responded it's all going to match; kind of a darker red wood to go with the black vinyl fencing.

Mr. Thomas asked are we going to put up a little sign, because people are very confused where the walking trail is. I know we don't really want to promote it right now because there is not a bridge, but when it's done.

Mr. Soriano responded yes, we will put a sign at the front and the back, and I do have some rule signs I'm going to have to put up too because the last couple of weeks I've gotten a couple of calls that people having been pulling up to fish at the front of that trail and pulling all the way into that walkway. It's pretty wide back there so you can actually pull your vehicle all the way up and they're kind of hidden back there. You won't be able to go on the bridge. We even talked about putting bollards on the bridge so people can't take their golf carts or anything back there, but that's a big area now so I'm going to have to do something to deter people from pulling up there. We may have to go to some more of that split rail in the front.

Mr. Thomas stated we need to make sure Lake Doctors has access though because he was there today.

Mr. Soriano stated yes, but Lake Doctors can come from the other side. They don't need the boat for that tiny corner lot either, so if they complain about that we will have another conversation.

Mr. Lanier asked how are we with the walk-throughs for the security?

Mr. Soriano responded I've only had one full walk-through. The others contacted me and got information about we run and budgeting information and they've stated they will come out on their own, but I've really only had one responsive one that took two hours to go through both sides and how we do everything. They did ask about coming to this meeting, but I told them I would prefer for them to wait. I didn't want it to seem like it was improper that they're getting to sell themselves over the others until that bid process is done but if I don't get much



more over this next month, I'm going to bring you a few quotes that I've received. So far, the pricing is not bad.

Mr. Lanier stated my only other question is regarding the parking lot near the volleyball court.

Mr. Soriano stated the parking lot is the same as last month. We were supposed to be in the schedule for the end of the month or beginning of this month. I did not hear from him and I'm guessing it's probably from those couple weeks of rain that pushed everything back. I don't think it's going to put us behind anymore. I will reach out to him in the morning.

**SIXTH ORDER OF BUSINESS**

**Audience Comments / Supervisors' Requests**

There were no audience comments.

Mr. Horton asked about the site walk-throughs with multiple security services.

Mr. Soriano responded that's what we were just talking about. Like I said, S3 has been the most responsive and extremely professional and I like their planning to where they go over the reporting on a daily basis and take pictures of problems areas and send them to us that night. They actually have a central dispatch that way it can get reported and they track who is going where and handling what and getting reported to me the next day. What is happening now is I get a report if there is a major problem, but if it's a smaller problem they don't even write it down and I have to find out about it after the fact.

Mr. Horton asked would they cost us more?

Mr. Soriano responded yes; everybody is going to cost us more. They're pricing is not as bad as I was suspecting, but you're still talking \$23 to \$26 per hour compared to \$13 an hour that we have now. They are also aware of what we're talking about compared to the service that we have, so I have told them we wanted a comparison for hours that we have now so we can do that apples-to-apples type comparison, but I don't know that we need all the same hours and days that we have now. We can alternate it. We use our off-duty officers a lot and we may change that a bit. We can even use a staff person. I am modeling our new staff uniforms. These are what we ordered, and our front desk staff will get these in multiple colors, and they will also have a name tag. We can look at doing hours for somebody that just goes around like the track and amenity grounds and helps with rule enforcement. Your sister district

is a bigger property, but it's the same problems. We can use that in just those hours so we're not getting hit with a \$10 an hour multiplier for next year's budget.

Mr. Horton asked are they going to be able to enforce the rules?

Mr. Soriano responded everybody can enforce the rules. Staff can enforce the rules; it's how well they listen to us. As far as the quality of staff, that's why I was wanting to look. I don't want to say it's right, but you do get what you pay for. With a \$13 an hour contract, most of them are making minimum wage. Our own District staff gets paid a lot more than them.

Mr. Horton asked what about the sprayer for the track?

Mr. Soriano responded I sent the purchase order for that and just to forewarn you guys, they did talk me into a more expensive one, but it was something I could afford with our not to exceed approval. They recommended one that would be able to spray the asphalt and acrylic that we talked about just in case we use the regular asphalt at any time. The biggest problem with them is they're waiting on the pallets that come out of Texas and nobody ships asphalt in cold weather so they're holding off.

Mr. Horton asked what about the chlorine to salt conversion for the pool?

Mr. Soriano responded I received quotes back last week and they did offer to come up. Quotes were anywhere between \$20,000 and \$30,000 and I think I told you guys before it would be around \$20,000. We currently pay about \$24,000 to \$25,000 in chemical supplies. Unfortunately, with the way the State of Florida looks at salt cells, we cannot rely on just the salt. It can be considered primary, but we have to have some other type of chlorination system. They just don't trust the salt enough yet for commercial settings. They ask for a secondary and the secondary is considered their primary so we would still keep the liquid chlorine, we may just not need it that much. We could probably get a 10-gallon tank and it would last us all month whereas that 100-gallon tank only lasts a week the way we use it now.

Mr. Horton stated in other words, you would only need the liquid chlorine if you can't maintain it.

Mr. Soriano stated right, so if it's 95 degrees out and we have 300 people at the pool, the normal chlorine level that we've used with liquid chlorine won't keep up now, it pumps and pumps more so that we stay at least one or higher than the health department says we have to be at. It's the same way with salt. If they don't believe that it stays up enough and there's not any salt cells that can actually handle that big load, so you have to actually buy more salt cells,

or you have to have that secondary unit and that's why we keep that liquid chlorine as a backup. The high end, the \$30,000 quotes were those multiple cells. They take the size of our pool, the flow, the average use of about 190 people in those pools in the summer on the weekends and that's what they came back with starting at \$20,000 for the limited number of cells and going up to \$30,000 that can handle anything you throw out.

Mr. Horton asked how do you add the liquid chlorine once your salt system is in?

Mr. Soriano responded it's actually the same way. There is quarter-inch tubing and there is a control feeder that is part of that quote that tests the chlorine in the water and when it drops down too low it injects it into the tubes. The equipment we use right now is not owned by us, it's owned by Poolsure as part of our contract and that is also part of the problem because it constantly goes down and doesn't work right so to their benefit, we just pump more chemicals, and they have to come out and deliver a little more and then also charge us repair fees. If we go to the salt system everything is going to be ours so that's where that high initial cost is. After that, we own it, so we don't pay for anything next year or the year after that. If it works out the way it's sold, year after year, you start to get that return on investment. I still have you in mind if when they come out you want to do the walk-through.

Mr. Thomas asked has there been any communication with the builders of Sugar Leaf?

Mr. Soriano responded no. Our engineer hasn't said that he's gotten anything from them lately so I'm not sure where they're at. Last I heard there were just questions about positioning of the road.

**SEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is April 12, 2021 at 4:00 p.m. at this location.

**EIGHTH ORDER OF BUSINESS**

**Official Grievance – Mr. Salem**

Mr. Eckert asked if anybody was present representing Mr. Salem today? *Receiving no response, Mr. Eckert continued.* I don't see Mr. Salem here today. We were introduced to him last meeting. On February 8<sup>th</sup> you all heard a request for Mr. Salem to reduce his suspension and the Board voted to reduce the automatic suspension from two years to one year. We then sent a letter on February 16<sup>th</sup> to Mr. Salem by electronic, certified, and regular mail informing

him of today's meeting if he wanted to file a grievance to be heard today. He did file a grievance on February 17<sup>th</sup>, and we presented that in your agenda package. Mr. Salem is not here today, his legal representative is not here, and it is approximately 4:35p.m., therefore you do not have the opportunity in this grievance process to ask him any questions you may have. At this point in time, the Board can entertain a motion to either grant the grievance and reduce the suspension, or you can adopt a motion to deny the grievance.

Mr. Horton stated I think we're sticking with one year.

On MOTION by Mr. Horton seconded by Mr. Lanier with all in favor Mr. Salem's grievance was denied.

Mr. Eckert stated for the record, I did not receive any notification from Mr. Salem or his representative asking that today's consideration of his grievance be continued or informing the District that Mr. Salem would not be able to be here today.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman